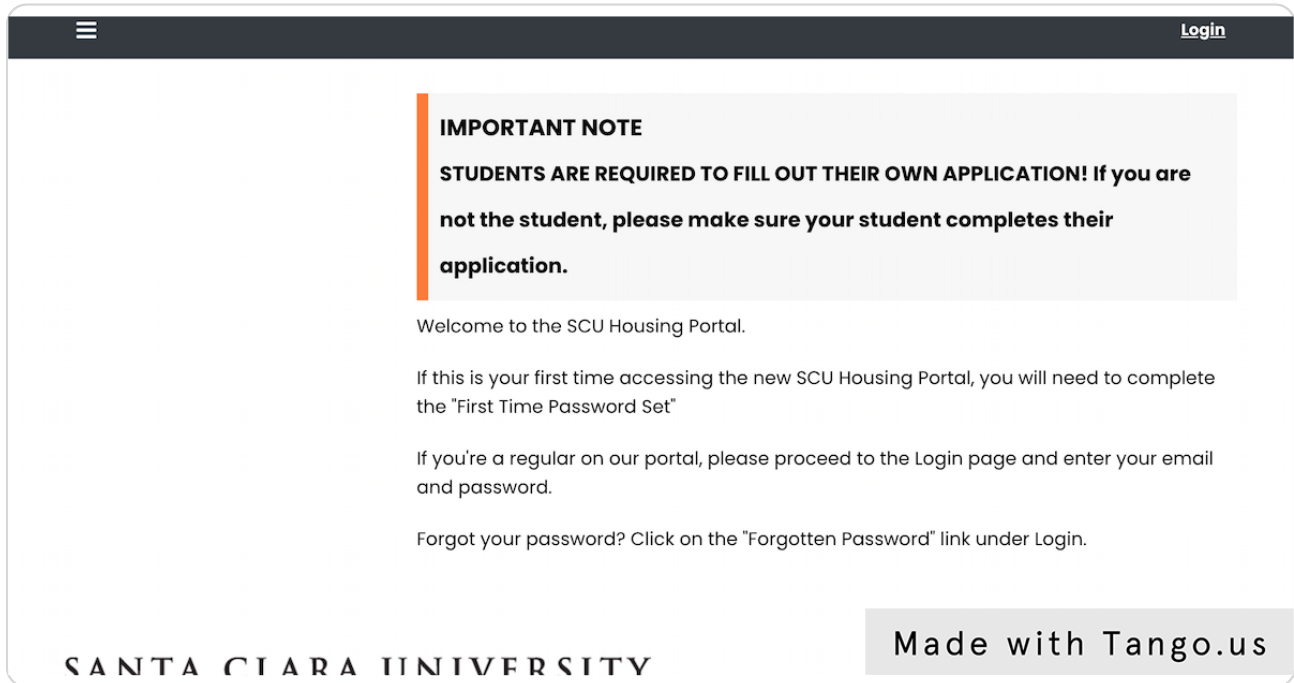


STEP 1

Go to Home | SCU Housing Portal

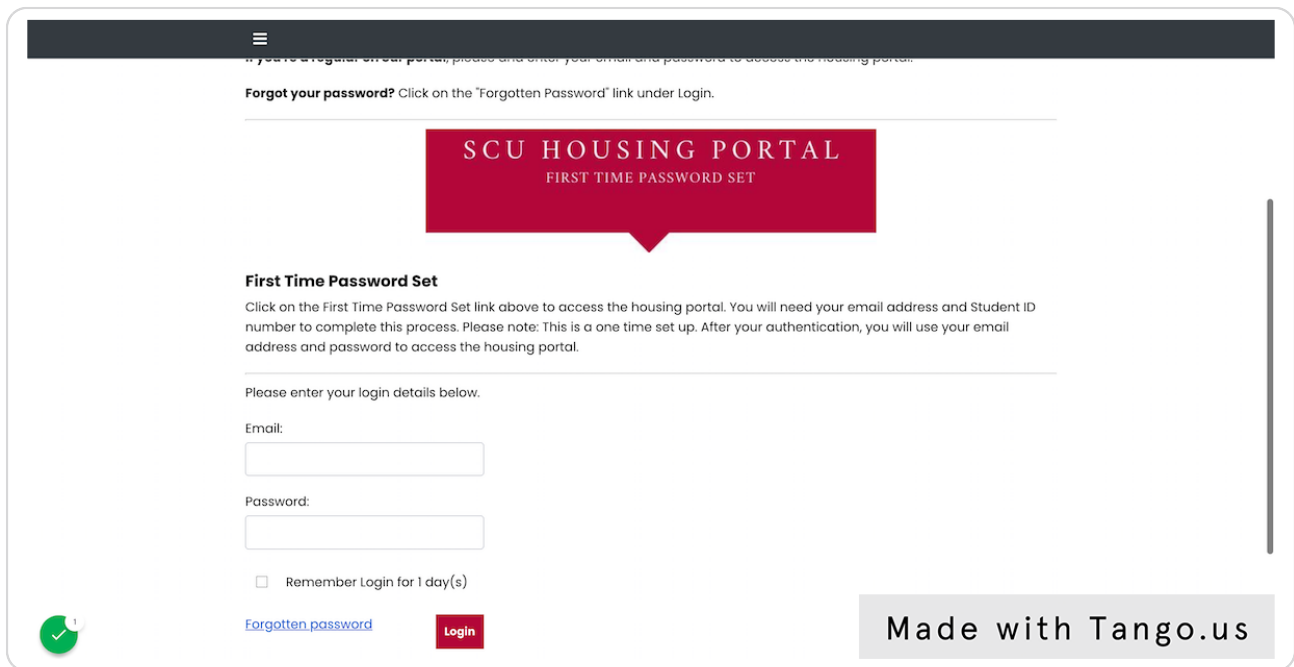
STEP 2

Click "Login"



STEP 3

Fill in your SCU email and Housing Portal Password and click "Login"



The screenshot shows the 'SCU HOUSING PORTAL FIRST TIME PASSWORD SET' page. At the top, there is a dark header with a hamburger menu icon and a small text prompt: 'If you're a regular user, please go to the login page and enter your email and password to access the housing portal.' Below this, a link reads 'Forgot your password? Click on the "Forgotten Password" link under Login.' A red banner with white text says 'SCU HOUSING PORTAL FIRST TIME PASSWORD SET'. The main section is titled 'First Time Password Set' and contains instructions: 'Click on the First Time Password Set link above to access the housing portal. You will need your email address and Student ID number to complete this process. Please note: This is a one time set up. After your authentication, you will use your email address and password to access the housing portal.' Below the instructions, it says 'Please enter your login details below.' and provides input fields for 'Email:' and 'Password:'. There is a checkbox for 'Remember Login for 1 day(s)'. At the bottom left, there is a green checkmark icon, a link for 'Forgotten password', and a red 'Login' button. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 4

Click on Undergraduate Applications (NEW)



The screenshot shows the main page of the 'SCU HOUSING PORTAL SANTA CLARA UNIVERSITY'. The header is dark with a hamburger menu icon, a notification badge with the number '58', and two links: 'Undergraduate Applications (NEW)' and 'Early Arrival Selection'. The 'Undergraduate Applications (NEW)' link is highlighted with an orange rectangle. Below the header, the user's name 'Alex Pacifico' is displayed next to the label 'Name:'. Below the name, the label 'Email:' is visible. To the right, there is a section titled 'IMPORTANT NOTICE' with an orange vertical bar. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 5

Click on the drop down menu

review the [new website](#).

Summer Applicants: Students who will be taking summer classes, faculty research assistants, SCU students with on-campus jobs.

Select Next Step

Please select next step

Please select next step

2023-2024 Incoming First Year Housing Application

2023-2024 Transfer Student Housing Application

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STEP 6

Click on Junior and Senior Application and Click "Next"

Select Next Step

2023-2024 Junior & Senior Housing Application

Next

SANTA CLARA
500 El Camino
Madera, CA 93694
408.299.2000
www.santaclara.edu

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STEP 7

Fully read about the Junior & Senior Application before proceeding

2023-2024 Junior & Senior Housing Application

The on-campus housing application for 2023-2024 Juniors & Seniors is completed via your eCampus account by selecting "Manage Housing" in the additional resources section. Therefore, in order to submit a Housing Application, you'll need your eCampus login and password.

Of course, you'll also need access to the internet; we have found that Google Chrome and Mozilla Firefox are the optimal web browsers to use when completing the housing application.

A \$500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card. Obtaining a waiver for the pre-payment deposit is not available.

Before beginning a housing application, you should confirm if you will apply as an individual or if you will apply with a group of other students.

If you apply as a member of a group, one member of the group will need to create a Group Profile. All other members of the group will need to connect their application to this Group Profile. Details about creating a Group Profile as well as how to add a Group Profile to your application are available in the video demo. If you apply as an individual you will NOT need to create a profile.

Make sure that you and all the members of your group complete the housing application by 11:59PM March 10th, 2023.



Next

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STEP 8

Click on Next



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STEP 9

You will see the 2023-2024 Undergraduate Application populate on your screen, then click "Apply"

The screenshot shows the SCU Housing Portal interface. At the top, there is a header with the SCU logo and the text "SCU HOUSING PORTAL" and "SANTA CLARA UNIVERSITY". Below the header is a navigation bar with a hamburger menu icon, a notification badge with the number "58", and three links: "Undergraduate Applications (NEW)", "Early Arrival Selection", and "Application Requests". A "Log Out" link is also present on the right. The main content area is titled "Application Term Selector Rising Junior/Senior" and includes a paragraph: "Please select a term below to start or continue with your application. If you do not see an available application and you believe you should, email housing@scu.edu." Below this, there is a box for "2023-2024: Undergraduate Housing" with the dates "(9/14/2023 - 6/13/2024)". To the right of this box is a red "Apply" button. A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 10

Under the Demographic Information page, your information will populate automatically from your portal

The screenshot shows the "Demographic Information" page of the SCU Housing Portal. The header and navigation bar are identical to the previous screenshot. The main content area is titled "Demographic Information" and includes a paragraph: "The information presented here is based on your current university student data and is displayed only for informative purposes and can be accessed only one time upon initial login. You do NOT need to enter any information on this page, just verify the information is correct." Below this, there is a section titled "Entry" with a paragraph: "If you need to update your information, please do so through your eCampus Student Services Center. You will be able to view the updates in future application processes." Below the "Entry" section, there are four input fields: "Last Name", "First Name", "Middle Name", and "Date of Birth". The "Date of Birth" field is populated with "6/7/1929". Below these fields, there are two more input fields: "Gender" and "Male". Below the "Gender" field, there is a section titled "Contact Details" with a paragraph: "Permanent Address". A green checkmark icon with a "1" is visible in the bottom left corner. A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 11

Click on Save & Continue

Email

Save & Continue

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Real

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STEP 12

Read through the 2023-2024 Undergraduate Housing Contract

Contract E-Sign

1

2

Santa Clara University
Housing Office
University Housing Contract

THIS UNIVERSITY HOUSING CONTRACT ("UHC") is a legally binding agreement between the student who will reside in university-provided undergraduate student housing ("Student") and Santa Clara University ("The University"), covering dining plan and room accommodations in university-provided housing ("Housing"). Both parties assume the rights and responsibilities outlined in this UHC, and all students upon approval of Student's request for housing by University. This UHC is non-refundable.

This housing contract is not a lease and is not subject to California Landlord-Tenant laws. It is a license to occupy university-provided housing as part of an academic community. A license is a revocable contract. Therefore, Santa Clara retains the ability to revoke the right to occupy university-provided housing at any time. This agreement does not grant rights to possess or occupy a specific room or residence. You may be temporarily relocated to other university-provided housing or denied the privilege to live in university housing at any time in accordance with Santa Clara policies, as a result of an emergency, or as required by law.

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California, without regard to its conflict of laws provisions. The parties further submit to, and waive any objections to, personal jurisdiction of, and venue to, the Federal and state courts sitting in Santa Clara County, California.

Terms and Conditions of Occupancy

A. PARTIES This UHC is a legally binding agreement between Student and the University for the Housing of Student.

B. CONTRACTED PERIOD This UHC is effective, and Student may only occupy housing, during the dates and times listed in sections B(1) through B(3), below. Any student who vacates or abandons housing during the term of this UHC without an official, written, approved contract release from the Housing Business Services Director or designee continues to be liable for charges during the remainder of the term of this UHC.

1. University-Wide Residents - The term of this UHC begins on the Saturday preceding the first day of classes and ends at 11:59PM on the day following the beginning of the term of this UHC. May be assessed additional daily room charges. University-Wide will remain open during winter break, Thanksgiving and spring break.

2. First Year Student Residents - The term of this UHC for incoming First-year student residents begins on the Thursday preceding the first day of class for Fall Quarter and ends at 11:59PM on the last day of undergraduate that encompasses of Spring Quarter. Students matriculating to enter in the beginning of the term of this UHC may be assessed additional daily room charges. All residence halls, except for University-Wide, are closed during the winter break period. All residence halls are open during Thanksgiving and spring break.

Please e-sign the Santa Clara University Undergraduate Housing Contract below by marking "I Agree" below.

1

Enter Full Name of Parent or Guardian If You Are Unde

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STEP 13

Once you read through the contract, if you agree check off "I Agree" and "Save and Continue"

Save & Continue

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STEP 14

Fill in the appropriate information including: Years at SCU, Studying Abroad & what quarter your occupancy should begin. Then Click "Save & Continue".

Rising JR/SR General Information

Current and incoming students with housing accommodation requests related to gender identity and expression should contact housing at housing@scu.edu. Placement decisions will be made on a case-by-case basis depending on the needs of the student making the request.

Years at SCU

Including this current academic year, how many years have you studied at SCU?

2

If studying abroad, which quarter(s) will you be abroad?

▼ ⓘ

Read more information about study abroad and housing [here](#).

2023-2024 Occupancy to Begin

Let us know which quarter you would like to begin your occupancy for the 2023-2024 academic year.

Occupancy Begin

▼ ⓘ



Save & Continue

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If you have any Disability-Related Accommodations please note them here and be sure that you also schedule and meet with OAE. **Please note if you decide to join a group, your OAE Accommodation will not be used as you will go through Room Selection**

Disability-Related Accommodations

The following two boxes are ONLY for students requesting disability-related housing accommodation(s); please leave blank if you do not have a disability-related housing accommodation(s) request.

All students requesting disability-related housing accommodations must register and submit their housing accommodation request to [Office of Accessible Education](#) (OAE) no later than April 1, 2022.

PLEASE NOTE: Due to high numbers of requests, the Housing Office has limited space available; this includes housing for disability-related accommodation(s). The Housing Office makes every effort to provide approved housing accommodation(s); students are strongly encouraged to register with OAE as soon as possible. Failure to request disability-related housing accommodation(s) by April 1, 2022, may result in the inability by the Housing Office to provide the disability-related housing accommodation(s). **Housing accommodations may become void if the selected housing preferences on your housing application contradict the nature of the approved housing accommodation(s) and/or if you apply for housing as part of a group. A group is defined as a student requesting to live with one or more room/suite mates.**

Do you have any disability-related accommodation needs we should know about?

<empty>

Do you have any medical conditions we should know about?

<empty>



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STEP 16

Click on Save & Continue (If you do not have any accommodation needs please leave this blank)

Save & Continue

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STEP 17

Even though you will be going through room selection, we ask that all students complete the compatibility questions so that we have them on file just incase.

Compatibility Questions

This is your Standard Profile. Answer the following questions by selecting the statement which is closest to your preference. If applicable, this information will be used for matching with a potential roommate.

Santa Clara University is a smoke-free, tobacco-free campus. Smoking and other tobacco products are prohibited from use at all time in University Facilities. This includes ALL residential facilities owned and operated by Santa Clara University.

Smoking Preferences

Are you a smoker or are you willing to live with a smoker?

Smoking is not permitted on the SCU campus, including the residence halls.

No

Sleeping Habits

How do you sleep best?

Medium

Do you consider yourself an early bird or night owl?

Medium

1

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STEP 18

Click on Save & Continue

Type A. Organized, your drive, ...

Save & Continue

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STEP 19

If you are creating a group, please be sure you have selected a group leader and they create a group name and login information for all members to use. Once created all other members select "Join Group". If going in solo, please select "Save and Continue"

Roommate Groups = JR/SR

If you are going through the application and room selection process as an individual or want a random roommate, there's no action required on this page.

If you do have a pre-determined roommate(s), you can create or join a roommate group here. If you create the group, you will need to share the group name and password with your preferred roommates so they can join the group on their application. Groups can consist of 2-6 students of the same gender and class standing.

Make sure to verify your group once you are complete. Also make sure all students have applied by the published deadline, as applications received after the deadline will be considered late and will not participate in room selection.

Not In a Group

You are not a member of any roommate groups.

[Create Group](#) [Join Group](#)

Save & Continue

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STEP 20

If creating a group, you will see the following screen and need to develop the following information. *Please note this will be the same for all group members once created

59

Undergraduate Applications (NEW)

Early Arrival Selection

Application Requests

Log Out

Roommate Group Join

Group Name:

<empty>

Password:

<empty>

Go Back

Join Group

SANTA CLARA UNIVERSITY

500 El Camino Real

Santa Clara, CA 95053

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STEP 21

Click on Save & Continue

Create Group

Save & Continue

SANTA CLARA UNIVERSITY

500 El Camino Real


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STEP 22

We expect that you enroll in renters insurance through our partners Grad Guard. Please note SCU is not responsible should a natural disaster occur in your building or space. *This will open into another page*


59

[Undergraduate Applications \(NEW\)](#) [Early Arrival Selection](#) [Application Requests](#) [Log Out](#)



college life protected™

What if you had to replace it all tomorrow?



Did you know that SCU does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renter's insurance before moving into your room.

SCU has partnered with GradGuard, which offers a unique renter's insurance plan.

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STEP 23

Once you have finalized all information in your application, click "Submit Application" **Please note your application is not finalized until your submit**.

59

[Undergraduate Applications \(NEW\)](#) [Early Arrival Selection](#) [Application Requests](#) [Log Out](#)

Submit Application

Your Application is NOT complete until you click "Submit Application" below.

If you do not click "Submit Application" below, your application is considered incomplete and will not be reviewed.

Applicants with incomplete applications will NOT participate in the room selection process.

Submit Application

SANTA CLARA UNIVERSITY
500 El Camino Real
Santa Clara, CA 95053

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STEP 24

Once you click submit, it will give you a brief overview of your application.

Applicants with incomplete applications:

[Submit Application](#)

CLARA UNIVERSITY
1000 N. Main St.
P.O. Box 1000
Clara, CA 95053

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STEP 25

Click on Next, and now your application is COMPLETE! You will now be returned back to the housing portal homepage.

[Applications \(NEW\)](#) [Early Arrival Selection](#) [Application Requests](#) [Log Out](#)

Application Status

You started your application for 2023–2024: Undergraduate Housing on 2/10/2023, and have signed the contract as of 2/10/2023. You have not paid the deposit. Your application is complete as of 2/10/2023.

[Next](#)

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