LOYOLA UNIVERSITY MARYLAND
OFFICE OF STUDENT LIFE

The Fresh Halls of B’MORE

FIRST YEAR STUDENT
HOUSING APPLICATION GUIDE

RESERVE YOUR BED FOR 2020-2021
A MESSAGE FROM STUDENT LIFE

Dear Students and Families,

As you begin to think about where you will live next year, we want you to know that there has never been a better time to live on campus at Loyola University Maryland. The University is committed to helping students develop the skills they need to become successful: academically, professionally, and personally. Creating a welcoming, inclusive, positive living experience on campus is a big part of our commitment. All Student Life staff understand the importance of a student’s positive living experience. Recently, through department programming and one-on-one conversations, we have not only received student feedback, but, as a result, have made changes that will ensure Loyola University housing feel more like a second home. We encourage you to explore everything on-campus housing has to offer and enjoy the many benefits of living here. If you have any questions about the housing application process or living on-campus, please contact us.

CONTACT STUDENT LIFE

Phone: 410-617-5081
Email: Studentlife@loyola.edu
Mailing Address:
   Loyola University Maryland
   Office of Student Life
   4501 N. Charles Street
   Baltimore, MD, 21210

Facebook: LUMStudentLife
Twitter: LUMStudentLife
Instagram: LoyolaStudentLife
The Two Phases

OF YOUR HOUSING APPLICATION

The next section will walk you through the step-by-step process to complete each phase.
Phase One
Instructions

June 8, 2020- June 19, 2020
START HOUSING APPLICATION

To start your housing application for the 2020-2021 academic year:

1. Log into Inside.Loyola.edu.
2. Click RoomRez Housing Portal under Quick Links.
3. Navigate to the RoomRez portal.
4. Click Housing Applications on the navigation bar on the home page.
5. Click "Apply for the 2020-2021 Academic Year".

Please select which semester(s) you are applying for

Please select a semester or academic year below to start or continue with your application.

20-21 Academic Year Application
(6/30/2020 - 5/7/2021)
The next three screens will ask you to verify and submit your personal information, emergency contact, and missing person contact. Please follow the instructions on each page to submit that information.

**Personal Information**

Please review your personal information below. If changes are necessary, please contact the Records Office to complete a Change of Name/Address Form. You are unable to make the changes on this application. However, once you submit your updated information to the Records Office, your application will update. The only changes you can make here are: preferred name, pronouns, mobile phone number, and mobile phone carrier.

Last Name

First Name

**Emergency Contact**

A condition of being a Loyola University Maryland student is providing the university with updated emergency contact information each year so that in the event of an emergency we can contact your family/designated contact.

**Primary Emergency Contact Information**

Contact Name

Relationship

**Missing Person Contact**

According to the Higher Education Act of 2008, Loyola University Maryland is required to collect contact information for an individual who we would contact in the case that you are missing. This individual can be one of your emergency contacts, or a separate individual. To view the missing person policy please view the Community Standards handbook.

Contact Name

Relationship

To continue through the application click "Save & Continue" at the bottom of the page.
All students are required to declare their Intent to Live on campus. Depending on your answer, you will be directed to the appropriate page.

**Intent to Live**

All Loyola University Maryland students are required to complete this form to inform the university of their living arrangements for the following academic year. By completing this form, we understand what kind of communication we need to send you in the future.

To learn more about the Intent to Return form, please visit the Returning Student Housing Selection webpage.

*Intent to Live On-Campus* 

If you choose "Do NOT intend to live on campus for the fall" you will be taken to a page to answer the "living-off campus" questions and finally, a page to choose a meal plan. This is the end of your application.

If you choose "Intend to live on campus in the fall" you will continue the housing application.
SIGN AND SUBMIT HOUSING CONTRACT

All students are required to sign and agree to the terms and conditions of the housing contract before they can continue through the application. Information about cancelling your contract can be found on page: 33.

Once you have read the contract:
- Print or download a copy of the contract.
- Enter your 7 digit Student ID number to confirm you agree.
- Click Save and Continue.

Contract

Please read the contract in its entirety
Reminder that this legally binding contract is for the entire academic year and goes into effect once signed.

![Contract Image]

Enter your student number below to sign your contract.

ID Number

You must enter your 7 digit ID number. Please do not include the D's unless you do not have 7 numbers. For example if your ID card says 001234567 only type in 1234567.
SUBMIT ROOMMATE QUESTIONNAIRE

All students are required to submit their lifestyle/roommate questions. You should answer these honestly. Your answers will help Student Life match you with an appropriate roommate. You still have the option to request a roommate.

If you would like, you can submit a brief bio about yourself for people to get to know you. The bio that you write will be shown when searching for roommates on the "Roommate Request" pages. You will also create a screenname to help potential roommates search for you.
ROOM TYPE PREFERENCE REQUEST

Below are descriptions of the room types from which you will choose. You will only be able to choose one room type, and not a building.

**Apartments** are available with two or three bedrooms and are shared by four or six students. Each apartment contains a bathroom, kitchen, dining room, and living room, which are shared by only those students who live in that apartment. Apartments are located in Campion Tower.

**Doubles** are shared by two people. Students who reside in doubles share a common bath area with approximately three to eight students. Doubles do not have kitchens or cooking areas within the rooms. Doubles are located in Butler, Hammerman, Flannery O'Connor, and Hopkins.

We do our best to give you your first choice in regards to style of housing however if we fill all rooms in one particular style you will be housed in the other style.
All residents are expected to carry renters insurance. Loyola University has partnered with Grad Guard Renters Insurance to offer affordable insurance plans.

The University assumes no liability for bodily injury. The University is not responsible for theft, loss, or damage to a student’s personal property, and encourages all students to carry appropriate personal insurance.

Step 1: Read over the Grad Guard information page.
Step 2: Click continue to Step 2.
Step 3: Choose Start my Grad Guard Enrollment or Decline All Coverage.
Step 4: Answer the Grad Guard questions.
Step 5: Click "Continue" to resume with the housing application.

Depending on your response you will be given a "Decline" or "Success" message. Click "Save and Continue".
All residents are required to participate in the University meal plan program. To learn more about the meal plans visit www.loyola.edu/dining or visit page 30. When choosing your meal plan you will only be shown meal plans for which you are eligible.

You will choose your meal plan for both Fall and Spring semesters. Students will have the opportunity to change their meal plan for the Spring towards the end of the Fall semester.

Looking for a meal plan not shown? Contact Student Life at studentlife@loyola.edu
PHASE ONE: COMPLETE

Once you are at the "Roommate Request: Hold Page", you have successfully finished Phase One of the housing application. Once Phase Two opens you will be taken directly to the Roommate Request pages.

First Year Roommate Request Hold Page

Please Wait
Phase Two: Roommate Request is currently not open. Please log back into your application and access Phase two on June 22, 2020 starting at 8AM.

As you begin to plan for requesting your direct roommate please read over the Housing Application guide to learn how to submit your roommate request, and search for a potential roommate.

When Roommate Request opens Student Life highly recommends having one person initially log in and create the group by adding the other person to their group. Afterwards, you can also log back into the application and click "Save & Continue".
The video below will show you how to request a roommate when Phase Two opens.

STOP
Phase Two Instructions

June 22, 2020 - July 6, 2020
ROOMMATE REQUEST INFORMATION

All students are required to complete Phase Two by logging back into your application and requesting a roommate or if you are opting to go random clicking "Save & Continue" to submit your application.

Students are only able to request one roommate.

STUDENTS NOT REQUESTING A ROOMMATE

- Log back into your housing application through the RoomRez Portal.
- You should be taken to the roommate Request page.
- Click "Save & Continue" to finish.
HOW TO REQUEST A ROOMMATE

- Talk to the person you are requesting and decide who will create the initial request. Only one person should start the initial roommate request process.

- Log back into your housing application through the RoomRez portal. You should be taken to the Roommate Request Page.

- Whomever is creating the roommate request will click Roommate Search By Details page.
• The easiest way to search for your requested roommate is to type in their screen name.

• Click "Add to Group" to officially create the roommate request.

• The application will automatically create a group with you and your request. Both you and your requested roommate will receive an email confirming the request.

• To return to the Roommate Request home page click "Manage Group".

• Click "Save & Continue" to submit Phase 2.

Please note, that the application will send email updates if changes in the roommate group occur. For example, if a member of the group leaves the group. It is important that you are talking to someone before creating a group with them so that you are not surprised if someone leaves and now you need to start from the beginning.
PHASE TWO: COMPLETE

Once you land on the "Application Submitted" page you have completed your housing application.

REMINDERS

- Only verified groups can select together. Every time someone joins or leaves the group it must be reverified.
- Only students that complete Phase One of their housing application may be added to your request. Students who have completed Phase One will not show in the search or have access to join a request.
- Students may only request First Year students. You cannot request to live with a current and returning Loyola student or Transfer student.
- You may only request to be in a group of 2.
- You will receive email updates as your group changes.

Looking for roommates? Visit page 23 to learn how to use the roommate search feature!
Finding Roommates

Finding a roommate can be one of the most exciting parts of the housing process. At Loyola University, we pride ourselves on offering tools to help you succeed and we understand that finding a compatible roommate is crucial to your residential experience.
Search for Roommates by Details allows you to search for a roommate by their username, age, or reunion year (graduating year). You can also search keywords from their bio such as "sports".

Search for Roommates by Profile allows you to search for a roommate based on answers to the Roommate Questionnaire. Please note, the more questions you select, the harder it will be to find compatible roommates. We suggest answering 1-2 questions that are the most important to you. You also may see questions not relevant to you; leave them with "any".
SUGGEST ROOMMATES

Suggested roommates will provide a list of roommates who answered their Roommate Questionnaire the same way you did, with a percentage ratio of matching answers. It is important that you message and contact the person prior to adding them to your group in case they are already part of a request and have not been added.

If you cannot find a person it may because 1) they did not submit their application; 2) are already part of a group or 3) already assigned to housing.
Find Your Space

Being on campus, in the heart of the community, is one of the most exciting parts of moving away to college. There are so many opportunities for cultural, recreational, social, and academic growth at Loyola. Visit the Loyola University Student Life website to learn more about each of our residence halls.
OUR RESIDENCE HALLS

DOUBLES

- Butler Hall and Hammerman Residence Halls

- Hopkins Court Residence Hall
- Flannery O'Connor Hall Residence Hall

APARTMENT

- Campion Tower Residence Hall
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Loyola University Maryland and Student Life recognize the importance of providing reasonable accommodations for students with disabilities to access campus housing and fully participate in the residential experience. To be considered for an accommodation, contact the Office of Disability Support Services at 410-617-2750 or DSS@loyola.edu. The deadline for new accommodation requests is July 1, 2020. Visit the DSS site to learn more about the accommodation process.

HOW DOES LIVING WITH FAMILY AFFECT MY FINANCIAL AID?

Your award considers whether you will be living on-campus or commuting based on the information provided to Student Life and your FAFSA. Your award indicates your housing status; if your housing plans change you must notify Financial Aid at financialaid@loyola.edu as it may impact your aid.
Choose Your Meal Plan

All students living on campus are required to participate in a meal plan. We offer weekly plans and full semester plans.
MEAL PLAN OPTIONS

WEEKLY PLANS

- 19 Meal Swipes per week + $200 Meal Points per semester
  - This plan is best for students living on campus and eating three full meals a day

- 14 Meal Swipes per week + $200 Meal Points per semester
  - This plan is great for a student who prefers we do all the cooking and for those eating two to three meals a day

BLOCK PLANS

- 275 Meal Swipes per semester +$200 Meal Points per semester
  - Students can swipe for 275 meals per semester, with no restrictions. This is an average of 18 meals per week.

- 225 Meal Swipes per semester +$200 Meal Points per semester
  - Students can swipe for 225 meals per semester, with no restrictions. This is an average of 15 meals per week.

- 150 Meal Swipes per semester +$200 Meal Points per semester
  - Students can swipe for 150 meals per semester, with no restrictions. This is an average of 10 meals per week.

Weekly Plans include a designated number of idealMEAL swipes that reset every Saturday night into Sunday morning throughout the semester.

Semester Block Plans offer a set of number of idealMEAL swipes per semester and allow you to use your meals at any time.

Visit Loyola.edu/Dining to learn more about individual meal plans.
The housing contract is a legally binding agreement between the student and the University. It is important that you read and understand its contents BEFORE you agree to it.
TOP TEN THINGS TO KNOW ABOUT THE HOUSING CONTRACT

1. You are agreeing to live in housing for the full Academic Year (August- May).

2. If your housing needs to change, you must cancel your housing prior to June 1 to avoid penalties.

3. You must be registered for at least 12 credits by the start of the semester to move in and no later than the end of Add/Drop to remain in campus housing.

4. Students requesting accommodations for a disability, must do so by July 1. After the deadline accommodations will be provided based on space availability.

5. All students are required to have a meal plan.

6. The housing contract goes into effect once it is signed.

7. By agreeing to the housing contract, students are also agreeing to the Loyola University Community Standards.

8. The University reserves the right to select the specific bedroom and building to be assigned to a student, to assign other occupants to the unit, and to move a student to another bedroom or unit, at any time, in the University’s sole and absolute discretion.

9. Students with a need to remain on campus during University break periods must agree to complete a housing break extension request. Additional fees may apply.

10. A copy of the housing contract is available on the Student Life website and can be downloaded from the housing application.
The Terms and Conditions of the Housing Contract occur after students submit their signed contract. Once signed, students enter into a legally binding contract for the full academic year. We highly suggest that students and their families read the terms and conditions to fully understand our expectations. Copies of the contract are available for download in the housing application or on the Student Life website.

Cancellation Dates

If you need to cancel your housing, please submit a request to Student Life using the "Release from Housing Contract Request" form on the Student Life website under forms. Be aware that submitting a request is not an automatic approval. You will be notified via email once a decision is made. Loyola University highly recommends you do not sign an off campus lease until you are officially notified of a decision.

If a contract Cancellation Request is received by June 1 and approved, the advance payment and damage deposit will be credited to the Student’s account, no cancellation fee will be assessed, and any housing room charges billed under this contract will be refunded.

If a contract Cancellation Request is received between June 1 and August 1 and approved, the advance payment and damage deposit will be forfeited, no cancellation fee will be assessed, and any other housing room charges billed under the contract will be refunded.

If a Contract Cancellation Request is received after August 1 and approved, the advance payment and the damage deposit will be forfeited, a $300 cancellation fee will be assessed, and any other housing room charges billed under this contract will be refunded.