

2024-25

BOLD HALL



LA ROCHE UNIVERSITY

Office of Housing and Residence Life

HOUSING SELECTION GUIDE

HOUSING SELECTION 2024-25

Monday, Feb. 19 to Thursday, April 18

Housing selection is an online process in which returning La Roche University students select their housing assignment for the upcoming academic year.

This guide will provide information about the housing selection process, aiding you in successfully securing a room and roommate(s) of your choice on campus for the upcoming year.

THE HOUSING SELECTION PROCESS

STEP 1: Determine Interest for Living On Campus

First identify if living on campus is what you intend to do for the following year. Remember the housing contract is legally binding for a full academic year, both fall and spring semesters. The only exception to this policy is for December graduates.

If you want more information before you decide, plan to attend an information session.

Housing Contract - a legally binding document for the full 2024-25 Academic Year. This document states what it means to be a resident at La Roche and provides details on policies, regulations and outlines all fees associated with living on campus.

STEP 2: Pay Your \$100 Housing Deposit (Non-Refundable)

Once you have decided to live on campus, you will submit a \$100 housing deposit. Deposits can be made online at intranet.laroche.edu/dormdeposit between **Monday, Feb. 19 and Friday, March 22**.

If you have difficulty making the housing deposit, please reach out to Patrick Bussiere at patrick.bussiere@laroche.edu to discuss options.

Housing Portal - the one stop shop for on-campus housing at La Roche. On the portal you can find your room and roommate assignment, change meal plans, and stay up to date on important information from the Office of Housing and Residence Life.

Housing Application - the first step to the online housing selection process. A completed housing application enables you to participate in the roommate matching phase, which will ensure you get to choose your roommate and room assignment.

STEP 3: Apply for Housing

Wait 24-48 business hours and log in to the housing portal at my.laroche.edu/housingportal using your LRU username and password credentials.

Apply for Housing using the **2024-2025 Housing Contract & Application**. This allows you to select your meal plan and provide emergency contact information as well.

The application also includes an option to review information and secure renter's insurance information provided by La Roche University partner **Grad Guard**. Renter's insurance is NOT required to live on campus, but is highly suggested.

This step must be completed prior to searching for, or be searched by, potential roommates.

Housing Lottery Number - a number, issued to every student who makes a housing deposit, which determines your housing selection date and time. **Lottery numbers are based on the number of credits earned as of March 1, 2024.**

Roommate Matching - the process of formulating a roommate group. Log into the housing portal to search and request every individual you'd like to room with. In addition, each individual needs to confirm your request. A "Fully Matched" message will appear next to each individual, if done correctly.

STEP 4: Access your Lottery Number

Starting **Monday, March 25** student lottery numbers will be available to view on the Housing Portal. Only students who have made a deposit will receive a lottery number.

STEP 5: Formulate a Roommate Group

Between **Monday, March 25 and Monday April 15**, students should log into the Housing Portal to request their desired roommates.

Students must request everyone they want to live with, and all desired roommates must mutually accept these requests.

The group will not be able to move forward if everyone has not accepted one another.

To formulate your roommate group, follow these instructions:

- Confirm you and your desired roommates have all made housing deposits and completed the online Housing Application.
- Log into the Housing Portal at my.laroche.edu using your La Roche credentials.
- Once in the Housing Portal, navigate to the Room and Roommate Selection Tab.
- Under the Room and Roommate Selection Tab, click **Select Roommate**.
- Confirm you are searching for the upcoming Fall 2024 semester.
- Search for your desired roommates, using their first and last name.
- When you have found your roommate(s), select **Request Roommate**. This will send a notification to their La Roche student email.

Please note: ***Simply requesting your desired roommate is not enough.*** Your requested roommate must navigate to **Request Roommate** in their Housing Portal to accept your request. This request will be visible under **Pending Request**.

You also need to be requested by your desired roommate. Once your desired roommate requests you, this will show on your Housing Portal under **Roommate Requests**. Accept the request to finalize the process.

Everyone in the group **MUST** accept each other to move along in the housing selection process together.

STEP 6: Select a Housing Assignment

Students will select their 2024-2025 housing assignment, based on room availability, **April 16-18**, at the time assigned to the individual with the lowest lottery number (the lowest number is 1).

If forming a group, the individual with the lowest lottery number is the only student who will log in to select the housing assignment for students in the group.

PLEASE NOTE: Five (5) and six (6) person suites must be filled at the time of selection. No incomplete five (5) or six (6) person suites will be eligible to be selected.

Please consider at least three housing options, in case your first choice is not available at the time of selection.

How to select a room:

- Log into the Housing Portal at my.laroche.edu/housingportal.
- Once logged in, select **Room & Roommate Selection**.
- Click **Select a Room/Suite** under the Room & Roommate Selection tab.
- On the main page you will now see if you are eligible to select a room or suite.
 - If eligible the Housing Portal will provide you with a time limit to select.
 - If you are not eligible, the portal will let you know your housing selection day and time.
- During your allotted time, you will see your formulated roommate group and be able to search for a room or suite as a group.
- Find **Select from Room List**. This will allow you to see all rooms and suites for which your roommate group is eligible.
- Choose **Select Room** when you have found your desired room or suite.
- Once you've selected your room, you will be brought to a confirmation page.
 - Proceed to place your roommates into each bedroom if you have selected a 4-6-person suite.
- **Submit Room Selection** upon completion. Now the housing selection process is complete and no further changes will be made.

Housing Accommodations

Students who are seeking housing accommodations should refer to the Office of Accessibility and Equity.

If you currently have a housing accommodation for the 2023-2024 Academic Year, you must reapply with the Office of Accessibility and Equity for the 2024-2025 Academic Year.

All accommodation documentation should be submitted to the Office of Accessibility and Equity no later than March 29, 2024. Any questions please email accessibilityservices@laroche.edu.

Housing Portal Help

For issues with your Housing Portal log-in credentials, contact the Student Help Desk at studenthelpdesk@laroche.edu or **412-847-2300**.

If you experience functioning issues with the Housing Portal, please contact the Office of Housing and Residence Life at reslife2@laroche.edu or **412-536-1195**.

QUESTIONS?

The Office of Housing and Residence Life recognizes that housing selection can be a bit overwhelming. As such, the Office of Housing and Residence Life will host several tabling events in CC square and will be producing a step-by-step visual guide.

Please contact the Office of Housing and Residence Life at **412-536-1195** or reslife2@laroche.edu if you have any questions or concerns about housing selection.

IMPORTANT DATES

Monday, Feb. 19 – Friday, March 22 | Noon

Housing deposits accepted at intranet.laroche.edu/dormdeposit

Monday, March 25 | Noon

Housing Lottery Number Available on the Housing Portal

Monday, March 25

Formulating your Roommate Groups Begins on the Housing Portal

Monday, April 15 | Noon

Formulating Roommate Groups Ends on the Housing Portal

Housing Selection | Tuesday, April 16 – Thursday, April 18



**LA ROCHE
UNIVERSITY**

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