Incoming Students Guide: How to Apply for Housing

Step 1: Before You Apply for Housing

Before you start the application process, make sure you complete the following checklist before you apply.

- **Submit Your Deposit to PLU!**
  - Our office is unable to process your application or make assignments before receiving your deposit
- **Claim Your PLU ePass**
  - Your ePass is required in order to log into our housing software
  - Your ePass also gives you access to your PLU email, where you will receive **all** Campus Life notifications, including: hall and learning community assignment, roommate information, and move-in information
- **Check Out PLU's Learning Communities**
  - At PLU, every residential student is part of an LC, by year at PLU and/or by theme. Learning Communities provide opportunities for students to connect with the community through co-curricular events and programs that are extremely valuable during your first year.
  - Look at the different learning communities on our **Learning Community Page**!
    - Learning Communities are based on year, identity, academic pursuits, and interests.
    - You will have the opportunity to rank each learning community in your housing application, with your top choice being the community you are interested in living in the most.
- **Check Out PLU's Residence Halls**
  - At PLU, we don't call our living facilities "dorms" – residence halls are so much more! Each Residence Hall is unique in its structure, community, and environment. If you are interested in living in a particular residence hall, make sure to check out the hall's page for which learning communities are housed there.

Step 2: Navigating eRezLife

Once you've completed everything on the pre-housing checklist, you're ready to apply for housing!

Logging into eRezLife
- Here you can access PLU's housing software, eRezLife.
  - If you are already logged into your Banner account or PLU email on the same browser you are accessing eRezLife from, you should be automatically logged into eRezLife
 - If you are not already logged into your PLU ePass, you will be prompted to do so (duo-push may be required)

Welcome to eRezLife!

When you login to eRezLife, the main page will include:
- Recommended Actions: which will include applying for housing
- Left Side Menu that includes:
  - Your Profile
    - The majority of the personal information on this page pulls directly from your PLU Banner Profile. If there are errors or changes you would like to make to your personal information, please update your PLU Banner Profile.
    - Your profile also includes a variety of other information for you regarding housing related features that will be shared in the "Your Profile" drop down on this page.
  - Housing Information: When you first login, no information will be available for you until you've completed the Housing Application. More options including searching for and creating roommates groups will be available once the application has been completed.
  - Forms: These are additional forms for you to complete, as needed.

Explore eRezLife, as needed, to become acquainted with the features available to you at this time. Campus Life will also be sharing more information for how to use eRezLife once the academic year has started for students, including additional features and forms.

You can access the Housing Application by either clicking on "Apply for Housing" under Recommended Actions or you can select "Housing Overview" on the left side menu.
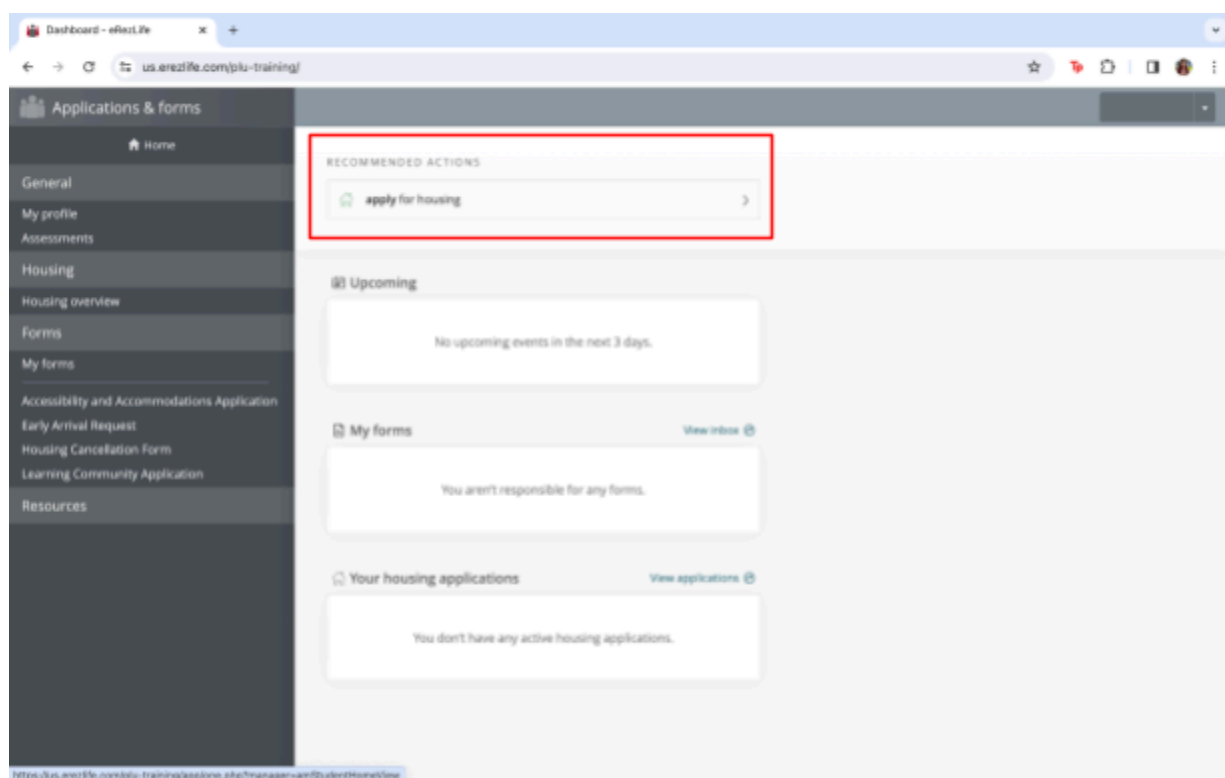
Step 3: Applying for Housing

Under the "Name" field of the form, it should read: **Academic Year 2026-2027: Fall 2026.** Begin the application by selecting "Apply Now".

1. **Student Status:** Select the student status that best describes you. *Students who completed Running Start are considered First Year Students regardless of class standing and/or completed credits*
    - The fields below your student status will autopopulate for you; this is just information for our office! If you believe there is an error, reach out to your admissions counselor

2. **Student Demographics**
    - Campus Life has a variety of learning communities, some of which are affinity/identity based and require students to share those identities in order to select those spaces. By selecting 'No' to any of the following questions, Campus Life may not be able to assign you to specific learning communities
    - Learning Communities with identity based requirements include:
        - Students of Color Community - *students must identity as a student of color*
        - First in the Family Community - *students must identify as a first generation student*
        - LatinX/a/e/o Community - *students must identify as LatinX/a/e/o*
        - Lavender Community - *student must identify as a member of the LGBTQIA2S+ community*
        - International Student Community - *student must be an international student*
        - IHON Community - *student must be accepted into the international honors program at PLU*

Student Demographics

The demographics section of this application directly correlates with students' abilities to select spaces in learning communities that have identity related requirements. By selecting 'No' to any of the following questions, you will not be able to select from spaces in communities that have these requirements. You may update these demographics selections on your eRezLife profile at any time.

Do you identify as a Student of Color? *
○ Yes
○ No

Do you identify as a First Generation Student? *
○ Yes
○ No

Do you identify as LatinX/a/e/o? *
○ Yes
○ No

Do you identify as a member of the LGBTQIA2S+ Community? *
○ Yes
○ No

Have you been accepted into the IHON Program? *
○ Yes
○ No

International Student Status

3. **Gender Inclusive Housing**
    ○ Campus Life is committed to creating inclusive living communities that foster a sense of belonging and comfort for all students, inclusive of all gender identities. As a part of this commitment, Campus Life has been able to renovate several on campus bathroom facilities to meet gender-inclusive student needs, including enhanced privacy (floor to ceiling stall walls and doors).
    ○ **Students who require gender-inclusive facilities should make sure to apply to any or all of the following learning communities that have gender-inclusive facilities within the buildings they are located:**
        ■ Community for Creative Expression (1 wing)
        ■ All Communities in Ordal Hall
            1. Lavender Community
            2. Students of Color Community
            3. Becoming a Lute Community
            4. LatinX/a/e/o Community
            5. First in the Family Community
        ■ DJS Community (1 wing)

■ Gender Empowerment & Equity (all hall)

Gender Inclusive Housing Hall Information

Campus Life is committed to creating inclusive living communities that foster a sense of belonging and comfort for all students, inclusive of all gender identities. As a part of this commitment, Campus Life has been able to renovate several on campus bathroom facilities to meet gender-inclusive student needs, including enhanced privacy (floor to ceiling stall walls and doors). Single rooms and gender inclusive rooms are an option for students for whom sex assigned at birth does not match gender identity.

Please select the option that best describes you *

✓ – select one –
I require access to a GIH bathroom
I prefer access to a GIH bathroom
I can use a gendered bathroom
I can use either a gender or GIH bathroom

4. **Learning Community Preferences**
   ○ A two column list will appear for all students for available learning communities for students to choose from. Students should move the communities they are interested in from the list on the left-side to the right-side.
   ○ **Arrange the list so that your first preference is at the top of the list.** Leave any learning communities you are not interested in on the left column.

Learning Community Preferences

Rank the following learning communities by preference by dragging the learning communities you are interested in from the left to right column.

Arrange the list so that your first preference is at the top of the list. Leave any learning communities you are not interested in on the left column. *

International Honors (IHON) Community	↕ First in the Family Community ⊗
LatinX/a/e/o Community	↕ Becoming a Lute Community ⊗
Lavender Community	↕ Outdoor Experience Community ⊗
Lutes in Community	↕ International Student Community ⊗
STEM Community	
Upper Division Community	↕ Students of Color Community ⊗

5. **Single Room Interest**
   ○ All students, including first year students can request a single room by indicating interest under the 'Single Room Interest' section. Students who are interested in living in a room by themselves should select 'yes' to this question.
   ○ A limited number of single rooms will be available in all learning communities across campus. Campus Life will assign as many single rooms as we are able to offer but cannot guarantee placement in a single room.

- Students with medical reasons to request a single room should complete the Accessibility and Accommodation application found on eRezLife

Single Room Interest

Students should review the cost of a single-double room on our Rates and Dates webpage on the PLU residential life website. Please indicate below if you would be interested in single room. *

- select one -
  - - select one -
  - Yes, I am interested in a single room
  - No, I am not interested in a single room

6. **Roommate Questionnaire**
   - Regardless of whether or not you already know whom you'd like to live with, roommate questionnaires should be completed in order to create your roommate profile.
   - PLU believes in the valuable experience gained by sharing a room with a roommate, as well as living in a larger wing/floor community with others. All first year students will be matched with a roommate to the best of our ability.
   - **The answers you submit on your housing application will be copied to your personal profile under all the sections titled "Roommate Questionnaire"**
     - You will also be able to edit these answers at any time on your profile page
   - Complete your roommate questionnaire thoughtfully. **Please keep in mind that...**
     - The answers you provide will be viewable on your roommate profile
     - Your answers should reflect your living habits for who you *are* and not how you *think* you'll be in college
     - Even if you have a roommate in mind, *things might change!* Complete this section as if you do **not** know who your roommate will be and were being matched with a random roommate
     - Our Community Directors will read through **each** roommate questionnaire for students who do not have a requested roommate and match you together to the best of our abilities with someone we believe you will be compatible with. Take your time thinking about and writing out your answers so that we can match you with someone you'll be successful living with!

Roommate Questionnaire

Expected Major(s):

Music

I plan to be involved in the following Co-Curricular Activities/Sports:

On Campus Employmer

Preferred Gender Identity of Roommate

Open to All Identities

I identify myself as LGBTQ+, an advocate, or an ally and am interested in living with

7. Re-read through your application and make sure all your learning community preferences are how you want them to be. **If everything looks correct, submit your application!**

Step 4: Setting Up Your Roommate Profile

Once you have submitted your housing application, under the "Housing" menu tab, you will now be able to access **"My Roommate Profile".** This page will allow you to set up your roommate profile to search and request roommates.
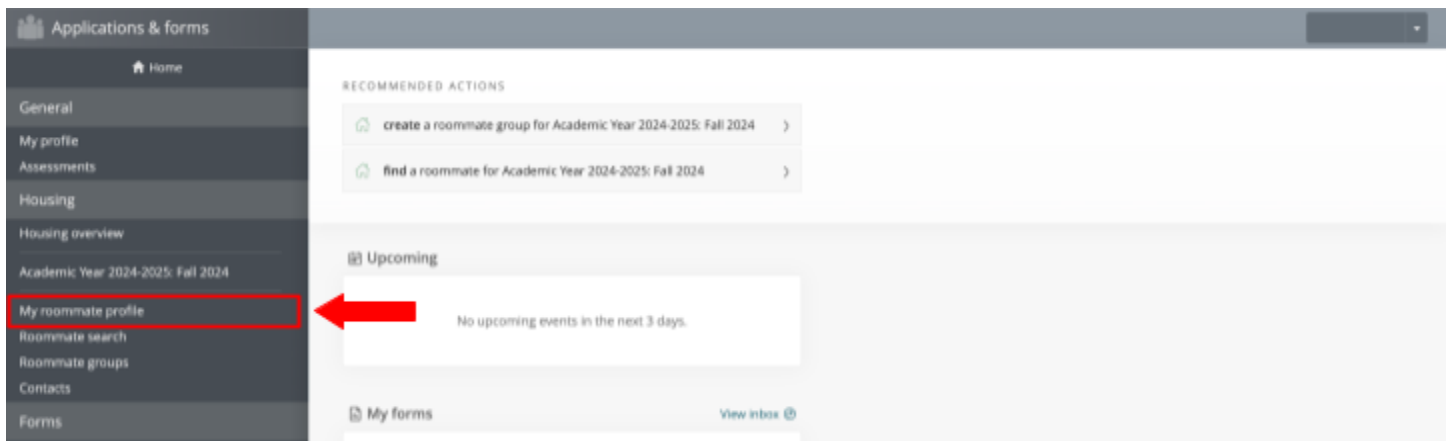
1. The only required field on this page is to add your **preferred name**
   - This will be the name that other students will see when searching for roommates
2. Optional field include:
   - **Upload a Photo**
   - **An Elevator Pitch about Yourself**: This can be similar to your tagline on your social media profile or a quick sentence about yourself
     - Example: New to PLU and lover of dogs and traveling!
   - **Care to Elaborate Section**:
     - This can be a brief paragraph about yourself, your interests, extracurriculars, etc. If you're not sure what to put here, looking at your roommate questionnaire answers might help!

3. **Profile Fields:** Look at the list of profile fields that students can search for you.
    ○ You will only be able to see the profile field name. To see what answers correspond with each field, look at your profile page ("My Profile")
        ■ **Basic Profile Fields**: Name, Pronouns, Gender, Class Standing
        ■ **Roommate Questionnaire**: These answers are directly pulled from the answers you submitted when completing the Housing Application.
            ■ If you want to change any of the answers to your Roommate Questionnaire, you can do so by going to your profile at the bottom of the page.
4. **Select Which Profile Fields You Want to Share**
    ○ For each profile field, decide whether or not students will be able to see your answers.
        ■ My Contacts vs. All Applicants
            ■ **All Applicants** will allow all students on eRezLife view that profile field
            ■ **My Contacts** will allow students to see that profile field once you've added them as a contact to your contact list (instructions for how to do so below)
        ■ **Please note that the fewer fields that are selected for "All Applicants" the fewer criteria students will be able to see about you to get to know you!**
            ■ Note that having your LC Approval answers viewable will allow students who were approved or assigned to the same Learning Community as you to find you!

5. **Social Media Tags**
    ○ For students who are comfortable doing so, you can add any of your usernames to your profile page.
    ○ **For safety, other students will not be able to see these fields until you have approved them as a contact on your contact list**.

6. **Scroll to the top of the page and select the check box for "Turn On My Profile"**
   ○ Your profile will not be viewable by others if you do not check this box!
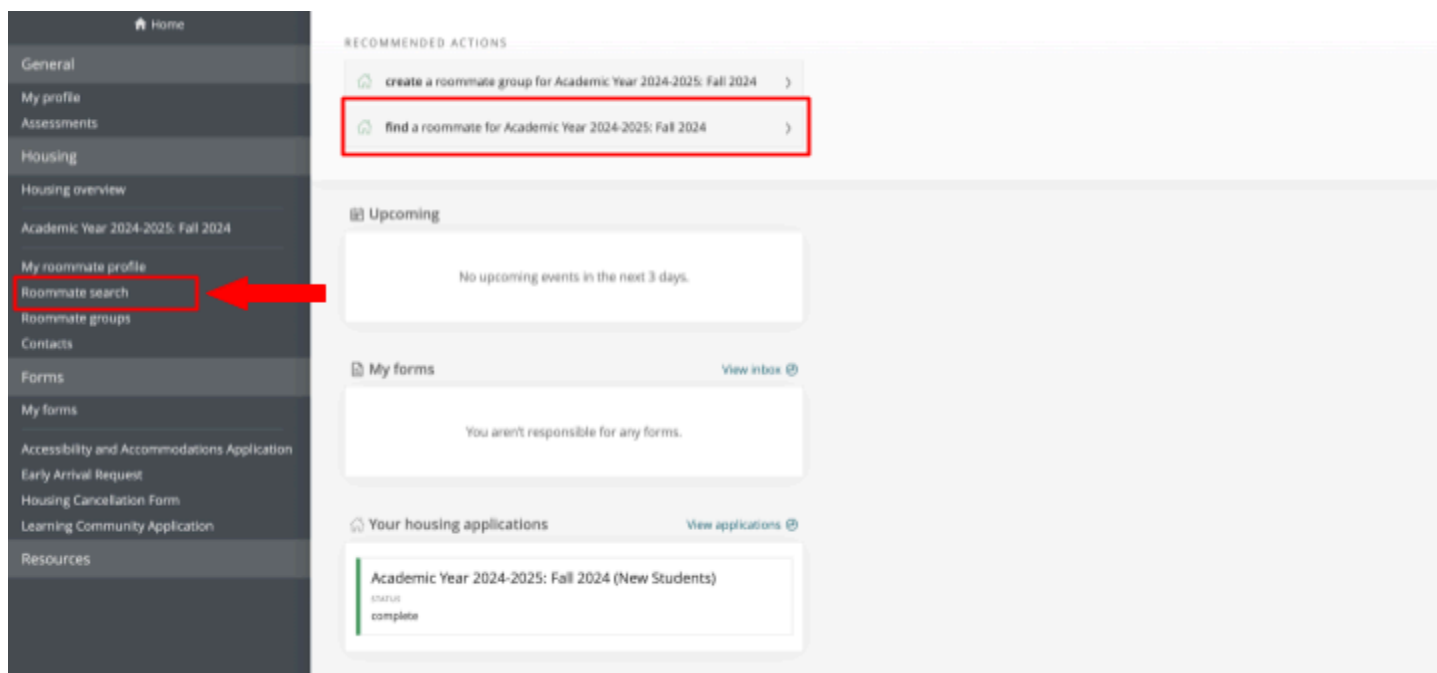

7. **Scroll to the bottom of the page and SAVE.**

Step 6: Searching for Roommates

Under the Housing tab, below your roommate profile, select **"Roommate Search"**

Students are able to search for students using 2 methods:

- **Criteria Search**
  - Each field provided corresponds to one of the multiple choice profile fields on a student's profile.
    - *Reminder that you must set your roommate profile permissions to "All Applicants" in order for you to appear in a search*
  - When clicking on a field, there will be a drop down menu for all the answer options for that question
  - Students can select the answer(s) they prefer to have in a roommate
    - Examples include:
      - A roommate who wakes up... "with a lot of extra time to get ready before classes"
      - A roommate who plans to clean their room,,, "Frequently (daily)"
      - A roommate who was approved for the Community for Creative Expression
  - Students can search for one or multiple criteria
    - *Our office advises only using no more than 3 filters at one time. It is unlikely that you will find a roommate who will match your preference to every criteria field and suggest selecting the 3 most important criteria.*
  - Once you've selected all your criteria, select the search button at the bottom
  - Students whose roommate questionnaires match the criteria you submitted should appear below
    - **If no students appear**, unfortunately this means that there are no students whose answers matched your criteria.
      - Reminder that not all students will choose to list every profile field for all students to see or may not have completed their roommate profile
- **Search Directly for Roommates**
  - Students who already have a roommate in mind can search directly for one another using the search box at the top of the page
    - Please note that the student you are searching for must also create their roommate profile

Students can add one another to their Contact List by clicking **"Send Contact Request".** If the student they request accepts their contact request, students will be able to see one another's contact information (as listed on their roommate profile).

eRezLife does not have the ability to allow students to chat or send messages to one another through the housing software. Students can contact each via social media, texting, or email, as they are comfortable sharing on their eRezLife roommate profile.
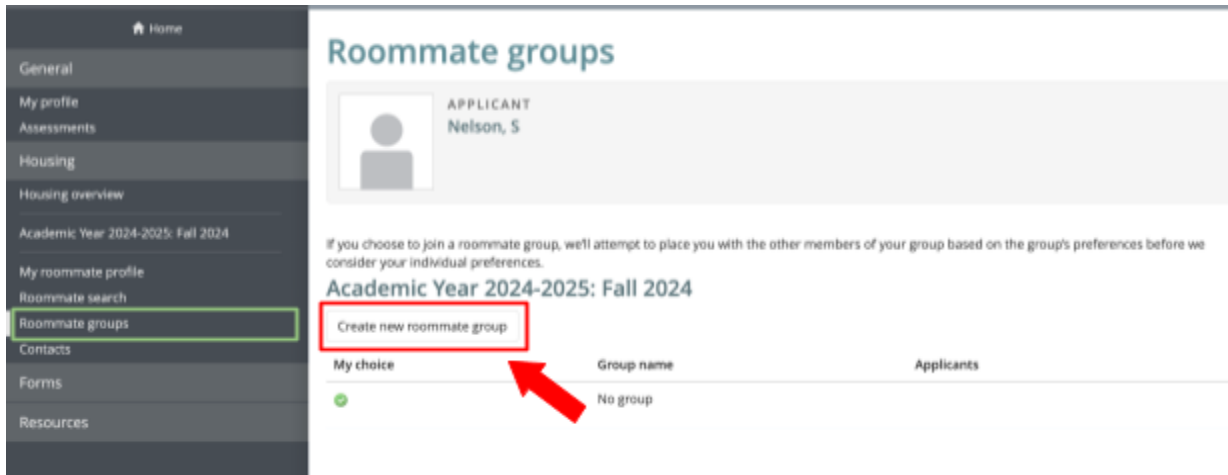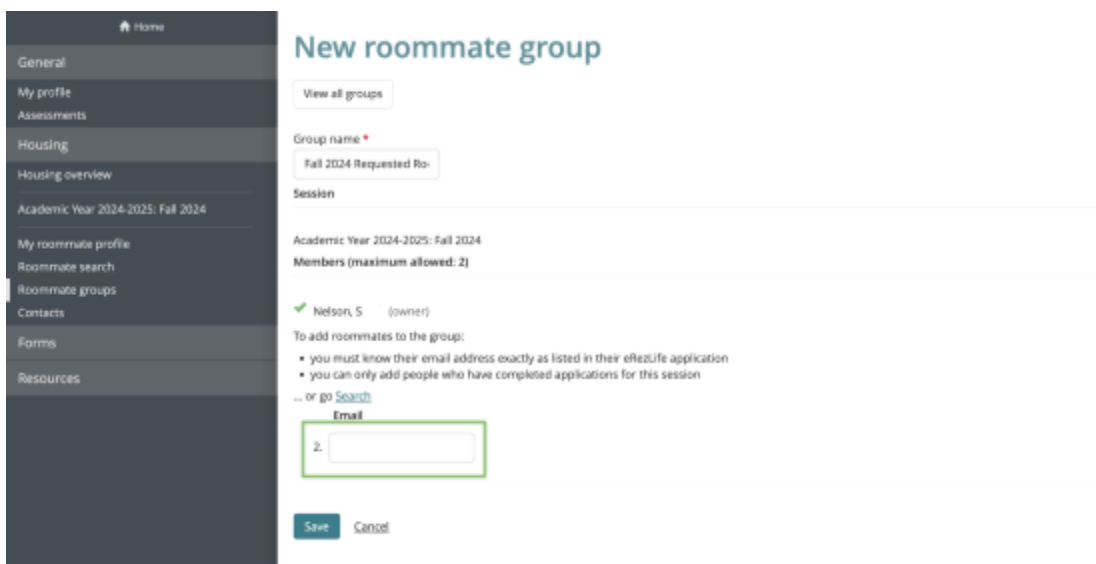
Once you've found your requested roommate, you're ready to form what is called a *"Roommate Group"*. Roommate Groups will allow our office to confirm mutual requests for students who'd like to room together. *Without a mutual request, our office will not be able to match students together.*

Create a Roommate Group and add your roommate:

1. Under the Housing menu, select "Roommate Groups"

2. Select "Create New Roommate Group"
   ○ Students should name their roommate group **"Fall 2025 Requested Roommate"**
   ○ Students should be able to see their name with a green check mark
3. Students can add roommates to their roommate group using either of the following method
   ○ **Add a Roommate using Their Email**
      ■ Under the Email field (there should be a number 2 next to a textbox), input the requested student's PLU email.
         ■ All eRezLife accounts are directly associated with students PLU emails
         ■ Your requested roommate **must** submit their housing application in order for you to be able to request them

- ○ **Add a Roommate to a Roommate Group from your Contacts:** If you've found someone via Roomeez search function, you can add them to your contact list and then add them to your roommate group
  - ■ Go to your Contacts list under the Housing menu
    - ■ The student **must** accept your Contact request in order for you to add them to a roommate group
    - ■ Contact requests can be found under your "Contacts" page
  - ■ Select "Add to Roommate Group" for the student whom you'd like to room with
    - ■ **You must create your Roommate Group before you add them**
  - ■ Select the Roommate Group you would like to add them to
  - ■ Select "Add"
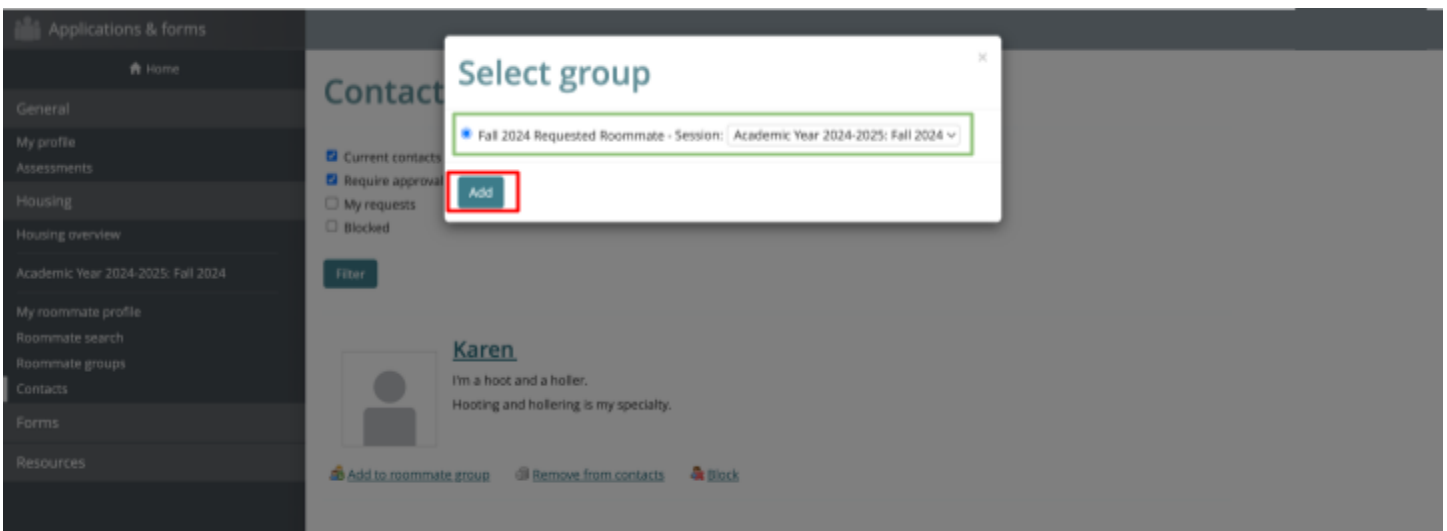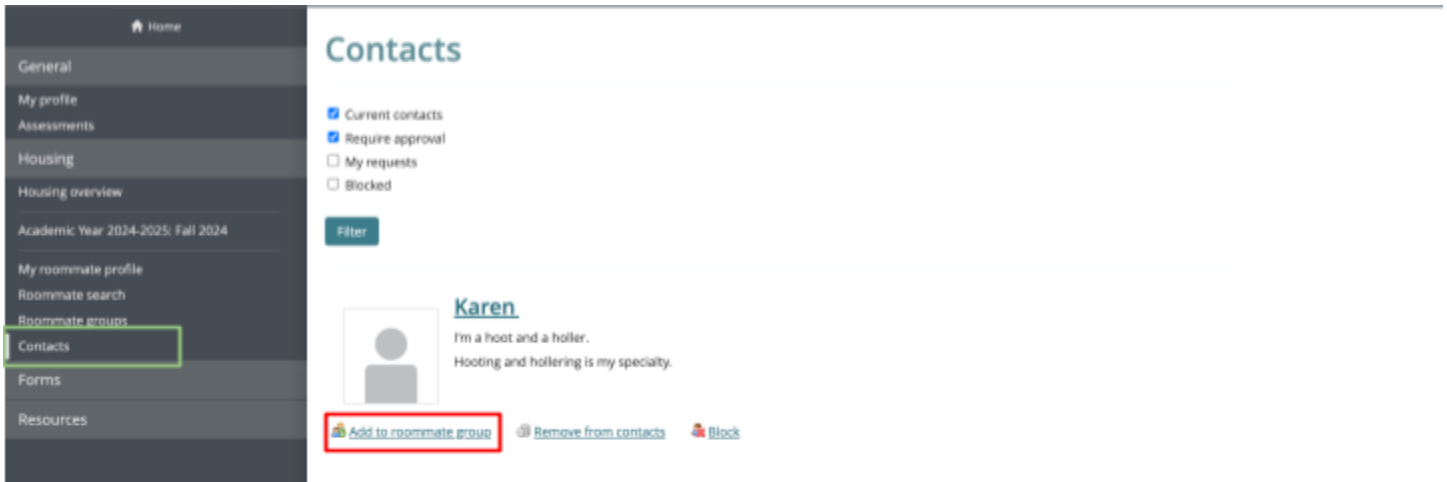
4. **Confirm Your Roommate Group:**
   - ○ Students can create as many roommate groups as they'd like but can only commit to being a part of one roommate group at a time.
   - ○ Students can view their Roommate Groups by going to the "Roommate Groups" screen under the Housing menu
     - ■ Students should select **"My Choice"** for the Roommate Group they would like to prioritize being a part of and have a green check mark next to their name in that group

○ ***In order to make a mutual request, both students must have the same Roommate Group selected with green check marks next to both student's names.*** Without this, our office <u>cannot</u> make a mutual request.

How to Check for Contact and Roommate Group Requests

1. If a student requests you to be their contact, a red box will appear next to the Contacts menu item
   - You will have the option to accept or decline students contact requests
   - You must accept a contact request in order to place someone or be placed into a roommate group
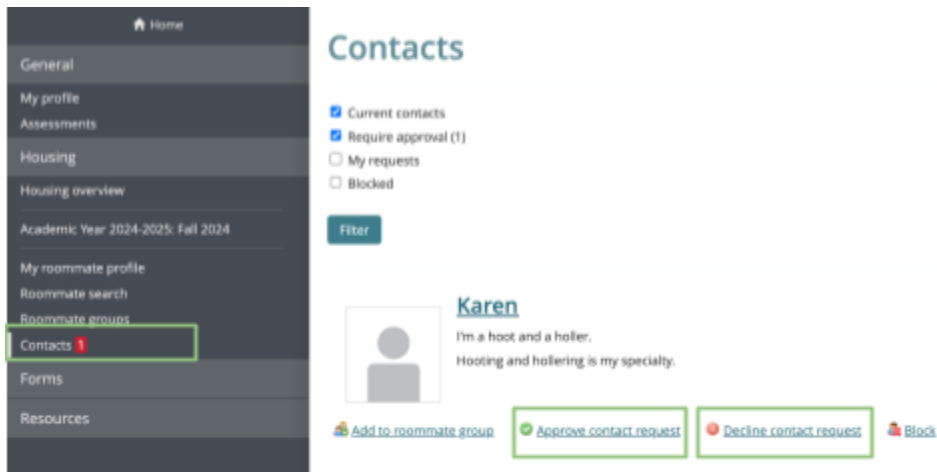
2. If a student requests you to be in a Roommate Group with them, a red box will appear next to the Roommate Group menu item
   - Select the corresponding box in the "My Choice". A green check will appear next to your name once you've selected this, confirming your Roommate Group