

2024-2025 Housing Reapplication Process for Second-Year Returning Students

STEP 1. BEGIN BY LOGGING INTO MURPHY ONLINE AND NAVIGATE TO STUDENT HOUSING PORTAL.

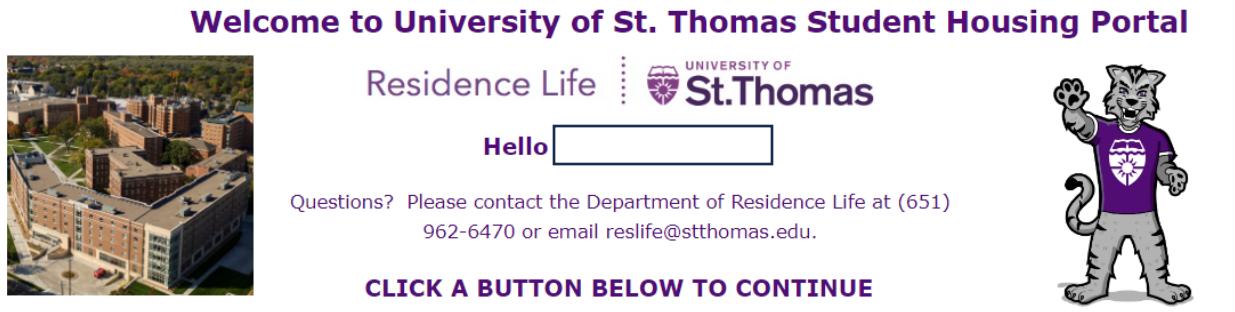
- Log into Murphy Online through the St. Thomas homepage or going directly to <https://banner.stthomas.edu>.
- Once logged in, select the Student Services link from the main page.
- At the bottom of the Student Services page, select the link for Student Housing System.
- On the Student Housing page, select the link that will bring you to the St. Thomas Housing System and it will open a new browser window/tab with the Student Housing Portal.

(Please make sure that your pop-up blockers are allowed for the new window to open)

STUDENT HOUSING PORTAL IS DISPLAYED

STEP 2. CLICK BUTTON "I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES.

Welcome to University of St. Thomas Student Housing Portal



The screenshot shows the homepage of the University of St. Thomas Student Housing Portal. On the left is a photograph of the St. Thomas campus buildings. In the center, the text "Residence Life" is next to the "UNIVERSITY OF St.Thomas" logo, which features a purple and white crest. Below this is a "Hello" input field. To the right is a cartoon tiger mascot wearing a purple shirt with the St. Thomas logo. Below the input field is a link "CLICK A BUTTON BELOW TO CONTINUE".

I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES

Click button above to access housing forms and processes if you currently live on-campus or taking classes in FALL 2023, including new, transfer, and returning students.

Residence Life Website:
www.stthomas.edu/residencelife
Like us on Facebook at:
www.facebook.com/USTResLife
Follow us on Instagram at:
www.instagram.com/ustreslife/

QUESTIONS?
Please contact Residence Life
at (651) 962-6470 or email
reslife@stthomas.edu.

[Click Here](#) [Residence Life Website](#)
Visit website to learn more about
living on campus.

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons Building, Room 120
Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.
Phone: (651) 962-6470 or toll free (800) 328-6819
Email: reslife@stthomas.edu

FORMS & PROCESSES PORTAL IS DISPLAYED

STEP 3. CLICK THE IMAGE FOUND BELOW THE HOUSING PREFERENCES AND REAPPLICATIONS HERE:

University of St. Thomas Students On-Campus Housing Forms & Processes Portal

Residence Life | UNIVERSITY OF
St.Thomas

Hello

Visit website to learn more about the returning student housing process and guidelines. Click button below:
[Residence Life Website](#)

Click an Image below to Begin a Process.

Housing Preferences and Reapplications Here:



Click IMAGE above to access returning student housing applications for returning students.

THE STUDENT HOUSING APPLICATION PORTAL IS DISPLAYED

STEP 4. CLICK THE APPLICATION BUTTON FOR 2024-2025 RETURNING STUDENT REAPPLICATION.

University of St. Thomas Student Housing Application Portal

Residence Life | UNIVERSITY OF
St.Thomas

Hello

CLICK A BUTTON BELOW TO BEGIN

Click button below to begin the reapplication process
2024-2025 Returning Student Reapplication



THE REAPPLICATION WELCOME PAGE IS DISPLAYED

STEP 5. READ IMPORTANT INFORMATION ON THE PAGE REGARDING PROCESSES AND DEADLINES.

CLICK *NEXT STEP* (FOUND AT THE BOTTOM) TO CONTINUE.

Online Housing Reapplication for Returning Second Year Students



Residence Life Website:
www.stthomas.edu/residencelife

Like us on Facebook at:
www.facebook.com/USTResLife

Follow us on Instagram at:
<https://www.instagram.com/ustreslife/>



Questions? Call the
Department of Residence Life
at (651) 962-6470.

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons Building, Room 120
Phone: (651) 962-6470
or toll free (800) 328-6819
Email: reslife@stthomas.edu

Hello

The online housing preference process for rising second year students takes place between November 20, 2023, through end of March 31, 2024. As a part of this process, you will be able to preference a Second-Year Living Learning Community, set a roommate PIN for housing selection in groups, and identify any medical or disability housing accommodation requests. You may enter this form multiple times to make updates as needed prior to the end of March 31. By April 17, 2024, students approved to live in SYLLC will be assigned to Frey Hall Suites. **On April 17, 2024, students will be able to self-select and pull in roommates to on-campus housing for next year based on their lottery-based selection time.**

If you are seeking an exception to the [Two-Year On-Campus Living Requirement](#), please close this form and select the exception request form from the previous page.

To begin, click *Next step* (found below).

You may click Cancel if you do not wish to continue.

THE ACKNOWLEDGEMENT PAGE IS DISPLAYED

STEP 6. FOLLOW INSTRUCTIONS ON THE PAGE TO AGREE AND SIGN YOUR FULL NAME.

CLICK NEXT STEP (FOUND AT THE BOTTOM) TO CONTINUE.

Student Residence Agreement

You are applying for 2024-2025 Full Year Returning Students Full Academic Year Housing.

REQUIRED - Click here to download and preview  [Download](#)
the Student Resident Agreement and then follow instructions below.

By continuing to reapply for housing you are acknowledging you have read, understood, and agree to all the terms of the Department of Residence Life Student Residence Agreement. Please complete the section below.

* REQUIRED - Click the radio button below **RESIDENT AGREES** and type your Full Name in the space provided below the **RESIDENT ELECTRONIC SIGNATURE**.

RESIDENT AGREES:

I AGREE TO THE TERMS OF THE STUDENT RESIDENCE AGREEMENT

*

RESIDENT ELECTRONIC SIGNATURE:

Your full name here

*

Click Next step (found below) to continue.

You may click Cancel if you do not wish to continue.

 [Cancel](#)  [Previous](#)  [Next step](#)

THE SECOND-YEAR LIVING LEARNING PREFERENCE PAGE IS DISPLAYED

STEP 7. READ IMPORTANT INFORMATION REGARDING THE SECOND-YEAR LIVING LEARNING COMMUNITIES.

OPTIONAL IF INTERESTED - FOLLOW INSTRUCTIONS ON THE PAGE TO SELECT A SECOND-YEAR LIVING LEARNING COMMUNITY PREFERENCE. USE THE SCROLL BAR LOCATED IN THE FORM TO SCROLL DOWN AND READ ALL OPTIONS.

CLICK NEXT STEP (FOUND AT THE BOTTOM) TO CONTINUE.

SECOND-YEAR LIVING LEARNING COMMUNITY INFORMATION & LOCATION

- Students who want to bypass the Lottery process, who want to live in a community with other students that share their same or similar academic interest/major/area of study and want intentional living and learning activities for second-year students, can join a Second-Year Living Learning Community (SYLLC). ***You do not need to have been in a First-Year LLC to join a SYLLC.***

- Students will live in Frey Hall (suite style, air-conditioning, bathrooms within the suites, kitchen, and lounge/study spaces within the SYLLC).
- **Students participating in the SYLLC must live with a roommate and suitemates also in the SYLLC. Students can select their roommate/suitemates OR Residence Life can match you with a roommate.**
- The SYLLC is less formal than the First-Year LLCs, but still provides opportunities to connect with their peers, faculty, and staff that can support the academic journey.
- Students in the SYLLCs will move-in early and will have access to various leadership/involvement opportunities with their corresponding First-Year LLC.
- Students in the SYLLC will have the opportunity to take a recommended course together with their community.
- In order to run, an SYLLC must have at least 10 students who confirm their participation.
- Students who prefer an SYLLC will need to confirm their participation in March 2024.

Based on student interest, course availability, and staff and faculty capacity the following SYLLCs may be offered for the 2024-2025 academic year:

- **Aquinas Scholars Honors SYLLC**

- Continue the relationships and experiences from the First-Year LLC Honors community.
- Explore leadership opportunities in the Honors Program and across campus.
- Participate together in Honors activities and events.
- Students will live with a roommate and suitemates also in the Aquinas Scholars Honors SYLLC.
- Must be in a member in good standing of the Aquinas Scholars Honors program.

- **Business for the Common Good SYLLC**

- Open to all second-year students pursuing any concentration within the Opus College of Business.
- Ideal for first-year students in the Opus Business LLC.
- Engage with your community for educational and social programs and be supported while completing your BUSN 200 community engaged course.
- Students will live with a roommate and suitemates also in the Business for the Common Good SYLLC.

- **Catholic Studies: Polis SYLLC**

- Open to all second-year students interested in finding deeper integration of faith with their peers.
- Ideal for first-year students in the Catholic Studies: Telos LLC AND open to all students.
- Engage with your community while you attend social, fine arts, and spiritual activities and events.
- Students will live with a roommate and suitemates also in the Catholic Studies SYLLC.

- **Common Good Scholars SYLLC**

- Open to all second-year students interested in exploring the Common Good and Social Justice through the lens of Theology.
- Ideal for first-year students in the Emerging Scholars LLC, AND open to all students.
- Engage with your community while you participate in a variety of educational, social, and service programs and activities.
- Students will live with a roommate and suitemates also in the Common Good Scholars SYLLC.

THE SECOND-YEAR LIVING LEARNING PREFERENCE PAGE CONTINUED...

- **Nursing SYLLC**

- Open to second-year students enrolled in the Nursing Program.
- Ideal for Nursing students that are committed to whole-person wellness, challenging systems that create health inequities, and interprofessional collaboration.
- Engage in a variety of educational, social, and service events that will support your development as future leaders in the Nursing profession.
- Students will live with a roommate and suitemates also in the Nursing SYLLC.

- **Psychology SYLLC**

- Open to all second-year students considering a Psychology major or minor.
- Ideal for first year students in the PAN (Psychology and Neuroscience) LLC, AND open to all students.
- Engage in a variety of educational and social programs and activities that will support your development as future leaders in your profession.
- Students will live with a roommate and suitemates also in the Psychology SYLLC.

- **Sustainability SYLLC**

- Open to all second-year students who are interested in developing knowledge, skills, and competencies to practice a sustainable lifestyle.
- Ideal for first-year students in the First-Year Sustainability LLC AND open to all students.
- Engage with your community while you participate in a variety of social and education programs that provide a “behind the scenes” look at sustainability at St. Thomas
- Students will live with a roommate and suitemates also in the Sustainability SYLLC.

Select Second-Year Living Learning Community (SYLLC) Preferences Below:

Click the dropdown arrow below to highlight and select your first preference for Second-Year Living Learning Community (SYLLC). If not interested select that preference and click Next step to continue.

Interested in other Second-Year Living Learning Communities? Type the specific SYLLC(s) selected from the list above in order of importance in the text box provided below.

Click Next step (found below) to continue.

 [Cancel](#)  [Previous](#)  [Next step](#)

THE ROOMMATE PREFERENCES PAGE IS DISPLAYED

STEP 8. FOLLOW INSTRUCTIONS ON THE PAGE AND SELECT YES, NO, OR NO PREFERENCE FOR EACH QUESTION.

CLICK NEXT STEP (FOUND AT THE BOTTOM) TO CONTINUE.

Update Your Roommate Matching Questions

REQUIRED - Click Yes, or No, or No Preference and respond to each question listed.

- Complete this section even if you are planning to pull-in roommates during the housing selection process.
- Roommate Matching information will be used if for some reason a roommate leaves and we need to fill the space from a waitlist.

No.	Roommate Matching Criteria	Responses
1	Keeping my room clean is a priority for me	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
2	I prefer to get up before 7:00 a.m. on school days	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
3	I prefer to go to sleep before midnight Sun-Thurs	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
4	I will spend most/all weekends on campus	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
5	I am a non-smoker	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
6	I prefer a roommate who does not drink alcohol	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref



Click *Next step* (found below) to continue.

 [Cancel](#)  [Previous](#)  [Next step](#)

THE ROMMMATE GROUP PIN PAGE IS DISPLAYED

STEP 8. OPTIONAL – FOLLOW INSTRUCTIONS FOUND ON THE PAGE TO UPDATE YOUR ROOMMATE GROUP PIN.

CLICK NEXT STEP (FOUND AT THE BOTTOM) TO CONTINUE.

Roommate Group PIN

Are you planning on living with roommates on-campus?

During the housing selection process you will need a Roommate PIN (Personal Identification Number) if another student plans to pull you in to a space on campus. We recommend (but do not require) that all students in a Roommate Group select the same PIN to simplify the pull-in process. Because our system is lottery based, you may not know which of your set of roommates will need to pull-in the remaining roommates, so all students in a group should set a PIN to be prepared.

Set your Roommate Group PIN below and then share it with the student who has your permission to pull you into a space on campus. You will receive a confirmation email after a student pulls you in to a space. The student with the best selection time should pull in all roommates in your group.

If you are not prepared to set a PIN number at this time, or want to change your PIN later after you have identified a group of roommates, you will be able to change your PIN on the landing page of the housing portal. (If you change your PIN, the other roommates in your group **do not need** to change their PIN).

You are not required to have roommates to be able to select housing on campus!

Set Up Your Roommate PIN Here!

- You can reset your PIN at any time, so if you forget it, just click the Roommate Group PIN button found on the Residence Life landing page to access the form and reset and re-submit a new PIN.
- The PIN can be any length between 4-10 digits long. We recommend using 4 digits.
- Please enter your desired PIN in the space provided below.

Roommate Group PIN:

Click Next step (found below) to continue.

ROOM AND MEAL PLAN PREFERENCES PAGE IS DISPLAYED

STEP 9. FOLLOW INSTRUCTIONS ON THE PAGE AND SELECT ROOM TYPE PREFERENCES AND MEAL PLAN.

CLICK NEXT STEP (FOUND AT THE BOTTOM) TO CONTINUE.

Room Style Preference and Meal Plan Preference

You are required to live on campus in your second year. If you are approved for one of the second-year living learning communities (SYLLC), you will be automatically assigned to a Frey Hall Suite. If not pre-assigned in an SYLLC, you will be sent instructions and your randomly assigned time for self-selection on April 17. In the event that you don't self-select, Residence Life will use the information below to process a room assignment for 2024-2025 academic year on your behalf.

Please click the dropdown arrow and select an option for each style of housing shown below:

ROOM TYPE APARTMENT: *

ROOM TYPE SUITE: *

ROOM TYPE TRADITIONAL DORM: *

NOTE - Second Year students are required to purchase a meal plan regardless of where you live for 2024-2025. Please click dropdown and select a meal plan Block 60 or higher.

Meal Plan Selection: *

To continue, click Next Step (found below).

 [Cancel](#)  [Previous](#)  [Next step](#)

MEDICAL/DISABILITY ACCOMMODATION PREFERENCE PAGE IS DISPLAYED

STEP 10. FOLLOW INSTRUCTIONS ON THE PAGE TO SELECT A PREFERENCE.

CLICK THE *FINISH* LINK (FOUND AT THE BOTTOM) WHEN DONE.

Optional Housing Preferences - Medical/Disability Accommodation Request

Select a medical/disability housing accommodation preference below. If you have any questions or concerns regarding the housing accommodation process, please reach out to Residence Life at reslife@stthomas.edu or Disability Resources at disabilityresources@stthomas.edu.

- Click dropdown arrow to highlight and select a preference.
- If you have a **new** accommodation request or a **change** to a previous approved accommodation, please select **Accommodation Requested**.
- If you had a **previous** approved accommodation request from a prior academic year with no changes, please select **Accommodation Request Renewed**.
- If you do not have a request or renewal, please select **Accommodation Not Requested**.
- After you make your selection, please make sure you complete the online form medical/disability accommodation form to be considered. A link to the form will be displayed after you click **Finish** (found below).

Select Medical/Disability Accommodation Request Below:

Click Finish (found below) to submit your application and preferences. Be sure to check your St. Thomas student email account for a confirmation email from Residence Life after you click Finish.

 [Cancel](#)  [Previous](#)  [Finish](#) 

A FINISH PAGE IS DISPLAYED

IF YOU SELECTED ACCOMMODATION NOT REQUESTED ON STEP 10 A FINISH PAGE SHOWN BELOW WILL DISPLAY AFTER YOU SUCCESSFULLY SUBMIT THE FORM. YOU WILL RECEIVE A CONFIRMATION EMAIL FROM RESIDENCE LIFE.

CLOSE BROWSER WINDOW TO EXIT.

What's the next step in the housing selection and roommate pull-in process?

Housing for returning students is a **self-selection process**, meaning you will **select your own space, pull-in roommate(s), and select a meal plan online** at that time. Please watch for emails from Residence Life for the housing selection process that will take place around April 17, 2024.

If you are approved to live in a SYLLC then you will need to confirm by March, 2024. You will be automatically assigned housing in Frey Hall by April 17, 2024 if approved for SYLLC.

If you have any questions, please contact Residence Life at (651) 962-6470 or email reslife@stthomas.edu.

Close browser window to exit when done.

THE MEDICAL/DISABILITY ACCOMMODATION REQUEST FORM IS DISPLAYED

IF YOU SELECTED ACOMMODATION REQUESTED OR ACCOMODATION RENEWED ON STEP 10 THE REQUEST FORM SHOWN BELOW WILL BE DISPLAYED.

FOLLOW INSTRUCTIONS ON THE PAGE TO COMPLETE THE FORM AND THEN CLICK THE *FINISH* LINK (FOUND AT THE BOTTOM) WHEN DONE.

YOU WILL RECEIVE A CONFIRMATION EMAIL FROM RESIDENCE LIFE AFTER YOU SUCCESSFULLY SUBMIT THE FORM. THERE WILL BE ADDITIONAL FORMS TO COMPLETE ATTACHED TO THE CONFIRMATION EMAIL.

Medical/Disability Accommodation Request Form

If you did not request a medical/disability accommodation or selected the preference by mistake, please log out and contact Residence Life at reslife@stthomas.edu and request that we change your preference to "Not Requested".

Contact Information:

Disability Resources

Phone: (651) 962-6315

Email: disabilityresources@stthomas.edu

Click Here [Disability Resources Website](#)
Visit website to learn more about the services they offer.

Welcome



Department of Residence Life

University of St. Thomas

St. Paul Campus

Koch Commons Building, Room 120

Questions? Phone: (651) 962-6470 or

toll free (800) 328-6819

Email: reslife@stthomas.edu

Follow us on Instagram at:

<https://www.instagram.com/ustreslife/>

Select Your Medical/Disability Request Below

- Please complete the **Step 1** and **Step 2** below if you are requesting a medical/disability accommodation **for the first time**. If this is a renewal of a previous academic year request, please cancel and exit and this form and select for RENEWAL Request form on the Medical/Disability Accommodation Portal.
- **When done complete Step 3**, use the scroll bar on the right and scroll to the bottom of the page and **click Finish**.

Step 1 - Select and click at least one of the **ACCOMMODATION TYPE REQUESTED** items found on the list located in the section below. If you have more than one request or cannot find your specific request, please select "Other Accommodation".

ACCOMMODATION TYPE:

- AIR CONDITIONER
- ELEVATOR
- FIRST FLOOR
- OTHER ACCOMMODATION
- PRIVATE/SEMI-PRIVATE BATHROOM
- SINGLE ROOM ACCOMMODATION
- WHEELCHAIR ACCESSIBLE

*

Step 2 - Type your reason for the request in the **RATIONALE FOR REQUESTED ACCOMMODATION** text box located in the section below. If you selected "Other Accommodation" please include your specific accommodation requested in the text box along with the reason.

ADA RATIONALE FOR ACCOMMODATION:

type other reason or rationale here

Step 3 - Click **Finish** (found below) to submit your request.

Be sure to check your St. Thomas student email for a confirmation from Residence Life.

 [Cancel](#)  [Finish](#)

