First Year Housing Preference Form Instructions

Welcome page is displayed along with Residence Life contact information. On the left is a link to this instructional document to help guide you through the process.

Begin the process by clicking **Continue to Next Step** (found at the bottom of the page).
Living Learning Communities Locations and Preferences page is displayed.

Use the scroll bar on the right to scroll down and display locations and select preferences. You are required to select a first choice of Living Learning Community (LLC) or Themed Based Learning Community (TBLC), the second and third choices of preferences are optional.

If you select any Living Learning Community preferences, please answer the question at the top of the page on the left. LLCs assign students to a linked course with roommates who also live in the community. Students approved for the Aquinas Scholars Honors Program must select that LLC as a first choice.

Click **Continue to Next Step** (found at the bottom of the page).
Building Preferences page is displayed.

You are required to select three buildings or you will not be able to advance. Also note at the bottom of the page is the opportunity to request a single room. Single rooms are assigned based on housing deposit date and may not be in your first choice building. A single room preference overrides building choice. Click **Continue to Next Step** (found at the bottom of the page).

### Tell Us About Your Hall and Room Preferences

Update hall and room preferences, then use the scroll bar on the right to scroll down to the bottom and click **Continue to Next Step**.

Click links below to learn more about the residence halls found on the Residence Life website:

- Click **here** to view online.
- Click **here** to view online.
- Click **here** to view online.
- Click **here** to view online.

Be sure to select buildings that match your first, second, and third choice Living Learning Community (if you selected three choices of LLC preferences on previous screen). If you selected Themed Based Areas then select any building below in order of importance.

Click **here** to view more information about LLCs and the specific building locations.

Click **here** to view more information about TBLCs and are located in all buildings in the preference list below.

### Instructions for Adding Building/Hall Preferences:

- You must select at least 3 halls in order of importance.
- Do not select duplicate halls as this will result in an error.
- Click the "Add" button each time to select a hall.
- Select "Building" from the Preference Type dropdown box.
- Select a hall from the Preference Type dropdown box.
- Click the "Select" link to save your hall preference.
- Click the "Remove" button if you wish to delete.
- Click the "Change" button if you wish to revise.
- When done scroll down to the next section on the page.

### Required - Rank at least 3 Hall Preferences Here

<table>
<thead>
<tr>
<th>Type</th>
<th>Hall Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td>Change Building</td>
</tr>
<tr>
<td></td>
<td>Dowling Hall</td>
</tr>
<tr>
<td>Remove</td>
<td>Change Building</td>
</tr>
<tr>
<td></td>
<td>Ireland Hall</td>
</tr>
<tr>
<td>Remove</td>
<td>Change Building</td>
</tr>
<tr>
<td></td>
<td>Murray Hall</td>
</tr>
<tr>
<td>Add</td>
<td></td>
</tr>
</tbody>
</table>

### Add/Edit Building Preferences

<table>
<thead>
<tr>
<th>Preference Number:</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preference Type:</td>
<td></td>
</tr>
<tr>
<td>Hall Preference:</td>
<td></td>
</tr>
</tbody>
</table>

### Instructions for Single Room Preference:

- Do you prefer a Single Room as your first choice?
- If **YES**, click the Single Room Preference box.
- If **NO**, do not click the box and skip this section.
- Change your mind? Click the box to add or remove check mark.
- When done click **Continue to Next Step** (found below).

### Optional - Select Single Room Preference Here

Single Room Preference:

- By selecting Single Room Preference this becomes a priority when housing assignments are processed if space is available. You will be responsible for the higher cost associated with this room type.

Questions? Contact the Department of Residence Life at (551) 962-0470.
Meal Plan Selection page is displayed.

Select the required meal plan Unlimited for all first-year students by clicking the radio button.

Click *Continue to Next Step* (found at the bottom of the page).
Roommate Matching Questions Preference page is displayed.

Please note that if you have a specific roommate request, you will receive information on how to request an exact roommate in May. Exact roommate requests cannot be guaranteed for a variety of factors, but Residence Life works to accommodate as many specific requests as possible. If you choose not to answer questions on this page, please click the box to indicate that you chose to answer “no preference” for all the roommate matching questions (the system will default to no preference if you do not select Yes or No). We want to encourage you to answer all the roommate matching questions.

Click Continue to Next Step (found at the bottom of the page.)
International Roommate Preference page is displayed.

If you are interested in living with an international student, please indicate preference on this page.

Click *Continue to Next Step* (found at the bottom of the page).
Medical/Disability Housing Accommodation Request is displayed.

Select preference and click *Submit Housing Preferences* to save and finish the process. *Note – each time you access the online preference form and make changes you must go to the end of the process and click *Submit Housing Preferences* to save and submit changes.*
The Medical/Disability Form Link and Finish Page is displayed.

After you click Submit Housing Preferences **be sure to submit your medical/disability accommodation request** (if you requested an accommodation) by clicking the button displayed to navigate to the form.
The Medical/Disability Accommodation Form is displayed.

Complete the form if you requested a medical/disability accommodation and be sure to click **Submit Accommodation Request** (found at the bottom of the page).

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**Medical/Disability Accommodation Request Form**

**Hello Erin,**

If you are not requesting a medical/disability accommodation please click Cancel and Log Out (found below).

Kimberly Schumann, Director
Disability Resources
Phone: (651) 962-6315
Email: kschumann@stthomas.edu

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**Select Your Medical/Disability Accommodation Request Below**

All requests must be received by June 17 for priority consideration.

**Step 1** - Select one ACCOMMODATION from the list below. If you have more than one request, or cannot find your specific request, select "Other Accommodation" and provide detail in the text box on the right.

**ACCOMMODATION TYPE REQUESTED:**
- 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 below. If you selected “Other Accommodation” please include your specific accommodation requested in the text box along with the reason.

**RATIONALE FOR REQUESTED ACCOMMODATION:**
TEST TEST TEST by Erin Thigpen, Residence Life

**Step 3** - Click Submit Accommodation Request (found below) to finish this form and return to the housing preference form.

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A Finish Page will display when done. Close the window browser and exit the housing landing page.

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**Hello Erin,**

You have successfully submitted your request for a medical/disability accommodation. Be sure to check your St. Thomas student email account (including your junk mail folder) for a confirmation email from Residence Life. If you do not receive an email please contact us at (651) 962-6470 or email reslife@stthomas.edu.

Close browser window to exit.
A sample completion/finish email is shown below. You will receive an email from Residence Life each time you access the first-year housing preference form and navigate to the end of the process and click **Submit Housing Preferences**.

Dear Erin M Thigpen,

(ID Number)

Thank you for submitting your housing and meal plan preferences.

You may log back in and update/change your preferences anytime between now through June 17, 2020. Be sure to go to the last page of the process and click "Submit Housing Preferences" each time you update/change your preferences online.

Did you request a medical/disability accommodation? If yes, be sure to complete and submit the medical/disability accommodation form online by June 17, 2020.

Want to view, change/update your housing preferences? Do you still need to submit your request for a medical/disability accommodation online? Follow instructions below:

1. Log into Murphy Online through the St. Thomas homepage or going directly to https://banner.stthomas.edu.
2. Once logged in, select the Student Services link from the main page.
3. At the bottom of the Student Services page, find and select the link for Student Housing System.
4. On the student housing page, please 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 landing page.
5. On the housing landing page select one of the links to view, change, or submit a new request.
   - View Only - First-Year Housing Preference Form
   - First-Year Housing Preferences Form
   - First-Year Medical/Disability Accommodation Form

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

If you have any questions please contact Residence Life by replying to this email or calling 651-962-6470.

Department of Residence Life
(651) 962-6470
reslife@stthomas.edu
A sample completion/finish email is shown below. You will receive an email from Residence Life each time you access the medical/disability accommodation form and click *Submit Accommodation Request.*

Dear Erin M Thigpen,
(ID Number)

Thank you for submitting your request for a medical/disability accommodation for 2020-2021. Your request has been forwarded to Residence Life and Disability Resources for review.

You are requesting **OTHER ACCOMMODATION** and your rationale is stated below:
TEST TEST TEST by Erin Thigpen, Residence Life

**Please note that housing accommodation requests are not automatically approved** and that Disability Resources will be in contact with you regarding any supporting medical documentation needed to consider your accommodation. **You must provide all requested documentation to Disability Resources by June 17 for priority consideration.**

If you have any questions please email Residence Life at reslife@stthomas.edu or Disability Resources at kjschumann@stthomas.edu.

Department of Residence Life
(651) 962-6470
reslife@stthomas.edu
First-Year Housing Preferences Status Page (For Viewing Only) is displayed.

To view your housing preferences online you may access the First-Year Housing Preferences Status Page. You will find the link on the housing landing page via Murphy online. If you need to update your preferences you may access the First-Year Housing Preference Form any time before June 17, 2020.