

New/Transfer Student On-Campus Housing Confirmation Guide

RESIDENTIAL LIFE

1. To log onto Housing Self-Service, first, **visit DataVU** (datavu.valpo.edu).
2. On the homepage of the student menu of DataVU, you'll see the section labeled **Campus Services** and a sub-section labeled **"Housing and Meal Plans"** to access any housing applications available to you (pictured below).



Looking for the old DataVU (WebAdvisor)? Click [here](#)

Resources & Services

Academics

Course Scheduling +
Academic Progress +
Apply for Graduation
Change My Enrollment Status
Search for Course Sections

Campus Services

Housing and Meal Plans
IT Support
Online Directory Options
Parking
Password Reset (AMS)

Employee

Office and Emergency Phone Information
Salaried Leave Request

3. You'll then be asked to **log in with your Valpo user information and password**. Once logged in, **click on the hyperlink** to log into Housing and Meal Plan Self-Service Portal.



Valparaiso University

LOG OUTMAIN MENUSTUDENTS MENUHELPCONTACT Us

CURRENT STUDENTS

Welcome Karen Nelli!

Housing and Meal Plan Self-Service

Click here: [Login to Housing and Meal Plan Self Service](#)

LOG OUTMAIN MENUSTUDENTS MENUHELPCONTACT Us

Click here: [Login to Housing and Meal Plan Self Service](#)

4. Once your login information is confirmed, you'll be taken to your **"Housing Self-Service Portal" homepage**. Please make sure all the information on this page is correct.

The screenshot shows the Valparaíso University Housing Self-Service Portal homepage. On the left is a navigation menu with options: Home, Applications, Personal Information, Room Selection, Dining, and RCR/Damages. The main content area is divided into sections: Student Information (Last Name, Number, Box No., Combination), Messages (no messages to display), Room Selection (no room selections to display), Assignments (no active room assignments to list), and Dining (no active dining plans to display). On the right, a 'Welcome' message is followed by a calendar for Spring 2020, highlighting key dates like January 5, January 8, February 29-March 15 (Spring Break), March 15, April 10, May 5, and May 7-12 (Final Exams).

5. As a new student, you will be asked for your personal contact information, emergency contact and forwarding address, and your living and building preferences in the **New Student On-Campus Housing Confirmation**. You can get started by clicking on **"Applications"** in the menu to the left (pictured below). You will then select the **"New Student On-Campus Housing Confirmation"** option (NOTE: be sure the **year** (highlighted in yellow below) is for the year you are applying for).

This block contains two screenshots. The left screenshot shows the navigation menu with 'Applications' highlighted in yellow and a red arrow pointing to it. The right screenshot shows the 'New Student On-Campus Housing Confirmation' page with the year '(Fall 2025)' highlighted in yellow and a red arrow pointing to it.

6. **Application Step 1: Signing Your Housing Agreement/Contract**

Once you are inside the Housing application, your first step will be to sign your Housing Agreement/Contract. It should look like this (see below). You should click on the **"Please review the contract available here"** option to review the agreement and cancellation terms. This is available on the Res Life website so you are welcome to review it there as well.

Once you have reviewed it, please type your name OR use a signature pad to sign your Housing Agreement/Contract. Then click **CONTINUE** at the bottom of the page.

Consent - 25-26 Returning Student Housing Application

Please review the contract available [here](#) (Adobe Reader required)

If you do not have Adobe Reader, [it may be downloaded here](#).

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

☒ Enter your full name to give consent (Hand drawn signature will be auto generated)

☐ Use the signature pad to draw your signature

Enter your full name

Clear signature

Continue

7. Application Step 2: Your Personal Information and Living Preferences

Next, you must update your personal information (see below):

My Information - New Student On-Campus Housing Confirmation

1. Personal email address: *

1. Personal email address: * field is required

2. Identified Gender

0 of 50 characters

3. Sex Assigned at Birth *

(none)

Please select an option other than (none).

4. Please verify your mobile number: *

4. Please verify your mobile number: * field is required

5. Please verify your mobile carrier: *

(none)

Please select an option other than (none)

Then, you will **pick your personal living preferences**:

4. Generally speaking, how do you keep your room? *
I generally DO NOT keep my room clean and tidy. ▼

5. How do you primarily plan on using your room? *
I would like to use my room primarily for sleeping. ▼

6. What are your studying habits? *
I study in a quiet/silent environment. ▼

7. What are your sleeping habits? *
I'm a late night person. ▼

8. What type(s) of music do you listen to? *
Top 40/Pop, Rock, Dance/Techno, Alternative/Indie, Clas... ▼

9. Are you a smoker? *
☐ Yes ☒ No

10. Do you have any animal related allergies? *
☐ Yes ☒ No

Then, your roommate preferences. This information will help us match you with a roommate if you do not have a specific roommate request. If you already have a roommate in mind, you will still need to complete this section.

Would you like to live with a student from a country other than your own (NOTE: this does NOT mean you will not be placed with a student from another country)? *

☒ Yes ☐ No

Are you a Christ College student who would like to live with another Christ College student?

☐ Yes ☒ No

Do you mind living with someone who uses tobacco (NOTE: this does NOT mean you will not be placed with a student who smokes)? *

I am okay living with someone who uses tobacco. ▼

Then, your accommodation Needs (be sure to copy the link in yellow if you need any updates to your accommodation or need a new one):

Do you have a special medical accommodation that needs to be considered? If so, please select 'yes' and visit this website to get started (<https://www.valpo.edu/access-and-accommodations-resource-center/housing-and-dining-accommodations>). Once it is approved by the AARC, we will reach out to you via email with a confirmation. *

☐ Yes ☒ No

Then, your Break Housing Needs (not all residence halls stay open during Thanksgiving Break, Winter Break or Spring Break, so if you need to stay on campus during these times, please say YES to this question so we can be aware of this when placing you):

Do you need break housing during Thanksgiving, Winter, or Spring Breaks next year? *

☐ Yes ☒ No

Then, if you're an athlete, please list your team affiliation. If you **aren't an athlete, you can leave this blank**. click "**CONTINUE**" to take you to the next step of the application.

started (<https://www.valpo.edu/access-and-accommodations-resource-center/housing-and-dining-accommodations>). Once it is approved by the AARC, we will reach out to you via email with a confirmation. *

Would you like to live with a student from a country other than your own (NOTE: this does NOT mean you will not be placed with a student from another country)? *

Are you a Christ College student who would like to live with another Christ College student?

Do you mind living with someone who uses tobacco (NOTE: this does NOT mean you will not be placed with a student who smokes)? *

☐ Yes ☒ No

(none)

Baseball

Basketball

Bowling

Cross Country

Football

(none)

If you're an Athlete, please CONFIRM your team affiliation:

8. Application Step 3: Emergency/Parent Contact & Forwarding Address

Next, please enter your **emergency contact** information as well as your **parent contact** information by clicking on the **PENCIL** to the right.

Contacts					
Required	Completed	Type	Name	Mobile	
✓	✓	Emergency Contact			
✓	✓	Parent Contact			

Please also list a **Forwarding Address** so the Mail Center will know where to send your mail after you move out of Housing. Click **CONTINUE** at the bottom of the page when you are done.

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Addresses					
Required	Completed	Type	City	Zip Code	
✓	✗	Forwarding Address	N/A	N/A	

9. Application Step 4: Your Building/Room Type Preferences

Next, you'll then be able to make **THREE living preferences (see below)** as:

- **All New Students** will live in Brandt OR Alumni and will only have an option of a double room.
- **New Transfers** will live in Beacon, Guild Memorial OR Wehrenberg and will have an option of double, single, triple or quad rooms.

- All of this information is also available to you on the screen to the right:

Help Text

Providing a living preference does not guarantee that you will receive a space in your desired building(s) or community.

Please provide us with your top 5 living preferences and do not list a choice more than once.

FIRST-YEAR/FRESHMEN HALLS (all double occupancy):

- Alumni
- Brandt

UPPERCLASS/TRANSFER STUDENT HALLS:

- Beacon
- Guild (women)- offers doubles/triples and quads
- Memorial (men)- offers doubles/triples and quads
- Wehrenberg double occupancy
- Sorority Housing Complex
- Promenade Apartments (4 semesters on-campus & above)

Selecting Living Preferences:

- In the Choice # Select 1 for your first choice.

You can list each preference by Building/Hall by clicking **ADD** in the second section. Your preference will appear in the top box and can be deleted by clicking on the **TRASH CAN** to the right.

Please NOTE: just because all Halls/Room Types are listed **does NOT mean they are available to you.** Everything listed is an option depending on your class standing, semesters lived on campus **AND** the time of the year you are completing this application.

Be sure to select a Hall/Room Type for each number in the CHOICE box and then click ADD to the right and it will appear in the list above.

Click **CONTINUE** at the bottom of the page when you are done.

New Student On-Campus Housing Confirmation - Existing Living Requests for Fall 2025 (4)

Choice #	Request Name	Value	
1	Hall	Brandt Hall	
1	Room Type	Alumni - Double Room	
2	Hall	Alumni Hall	
2	Room Type	Brandt - Double Room	

Add a New Living Request

Choice #

1

Request Type

Hall

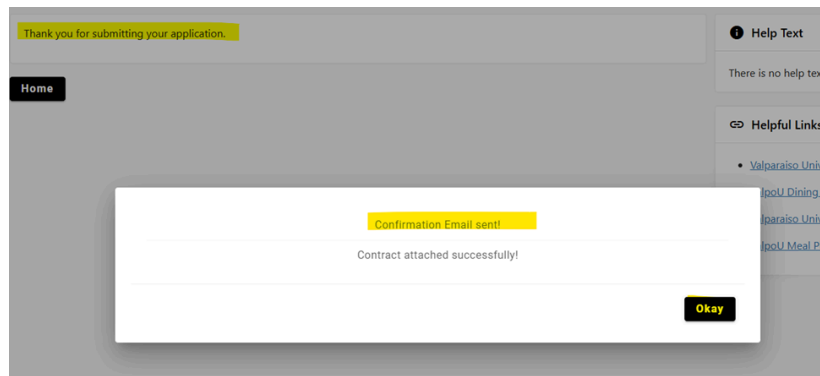
=

Brandt Hall

Add

Continue

- 10. YOU ARE DONE!** Once you click submit, you should see a **confirmation screen that will let you know you were sent a confirmation email (Valpo student email).** This email will tell you the next steps and what dates are important. Please be sure to review that information so you don't miss anything moving forward. Click **OKAY** and then **HOME** and you will be taken back to the Housing Self-Service Portal home page.



Housing Assignment Timeline: Housing assignments include building, room, and roommate information will be sent to students based on the timeline outlined on our website here:

<https://www.valpo.edu/student-life/reslife/new-student-room-selection-information/>

Questions

If you have any questions or experience issues with the New Student On-Campus Housing Confirmation process, please do not hesitate to contact us at ResLife@valpo.edu or 219-464-5413.

Next Step: Finding A Roommate!

Click [HERE](#) to follow the step by step instructions and review important dates!