



VALPARAISO  
UNIVERSITY

RESIDENTIAL LIFE

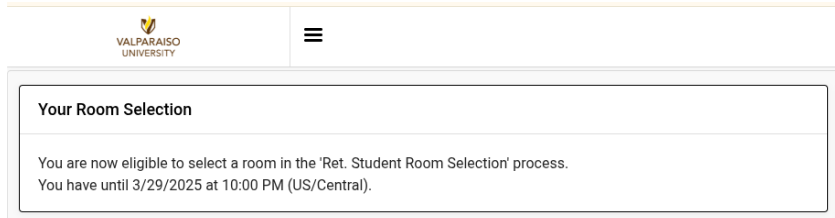
# Returning Student Room Selection Guide (academic year)

As a returning student, if you complete the Returning Student Housing Application by the deadline outlined on our [Current Students](#) page, **you will have the opportunity to PICK YOUR ROOM for the next academic year. Please follow the instructions to ensure you are able to pick your room.**

1. To log onto Housing Self-Service, first, **visit DataVU** ([datavu.valpo.edu](http://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.
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 the Housing and Meal Plan Self-Service Portal.
4. Once your login information is confirmed, you'll be taken to your **"Housing Self-Service Portal" homepage**.
5. Once inside the Housing Self-Service Portal, you will see something like this on your homepage. It will show your room selection date/time and tell you if you can **SELECT** a room or **VIEW** rooms at this time:

The screenshot shows the Valparaiso University Housing Self-Service Portal. The sidebar on the left has a 'Room Selection' link highlighted with a red circle. The main content area is titled 'Ret. Student Room Selection' and includes a 'General Information' section. Below this, there is a 'Selection Times' section with a highlighted start time of '03/18/2025, 02:28:00 PM'. A 'Select A Room/Suite' button is highlighted with a red circle. The page also features a 'Helpful Links' section on the right side.

6. Click on **the button at the bottom** of the Room Selection box (picture above) to move forward.
7. You will then see a screen like this one which will tell you:
  - a. If you **CAN select** a room (based on your room selection date/time, which is also listed on your screen):

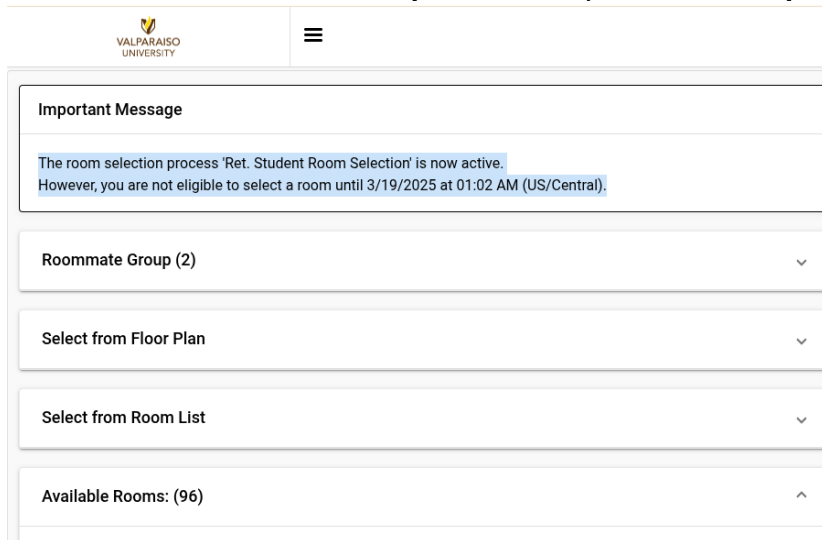


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**Your Room Selection**

You are now eligible to select a room in the 'Ret. Student Room Selection' process.  
You have until 3/29/2025 at 10:00 PM (US/Central).

- b. If you **CAN'T select** a room (based on your room selection date/time, which is also listed on your screen). **BUT, you can still take a look at all the rooms that are available by searching in the SELECT FROM ROOM LIST option below (see this in step 9).**



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**Important Message**

The room selection process 'Ret. Student Room Selection' is now active.  
However, you are not eligible to select a room until 3/19/2025 at 01:02 AM (US/Central).

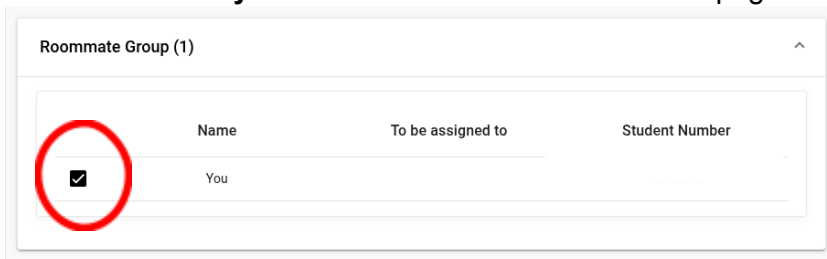
Roommate Group (2) ▼

Select from Floor Plan ▼

Select from Room List ▼

Available Rooms: (96) ^

8. You can also **see your confirmed roommates** on this page.



Roommate Group (1) ^

|                                     | Name | To be assigned to | Student Number |
|-------------------------------------|------|-------------------|----------------|
| <input checked="" type="checkbox"/> | You  |                   |                |

- a. The **check box (red circle)** on the left means they **will be included in your room selection process** (you will only see rooms that will fit both/all of you).
  - b. **If you uncheck the box**, you will be able to see other room configurations. If you decide NOT to live with a confirmed roommate and pick a room without them, they will be sent an email letting them know you are no longer roommates. PLEASE talk to your confirmed roommates and let them know if you chose to do this so they have time to find another roommate if needed.
9. To view or select your room(s) you want, use the **SELECT FROM ROOM LIST** search options. Click on the **SEARCH AVAILABLE ROOMS** button at the bottom to see the rooms that meet your search criteria.

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Select from Room List

Floor: Floor

Hall: Hall (no filter)

Room: Room

Room Gender: Room Gender (no filter)

Room Type: Room Type (no filter)

Suite\_Apt Type: Suite\_Apt Type (no filter)

**Search Available Rooms**

- a. **The more search fields you set/use, the less room options you will see. Start broad.**
- b. Remember, **you can uncheck any roommates and then search** to see what rooms are available for each roommate configuration you want.

**10. You can then view your search results and see what rooms are available.**

- a. The results will say “none available” if:
  - i. If your **group size (confirmed roommates-** check the other screen to make sure you included everyone you wanted) doesn’t match the # students that can live in that room.
  - ii. If you **don’t have any roommates and there are no single rooms available**
  - iii. If **you don’t qualify to live in that specific hall/building** (ex. promenade apartments = lived 4 semesters or more on campus)

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Select from Room List

Available Rooms: (21)

**Wehrenberg Hall - 204**

Room Type: Wehrenberg - Double Room  
Spots: 1  
Rate: \$4526 [Term]

**Roster**

[View Floor Plan](#)

**Select Room**

**Wehrenberg Hall - 206**

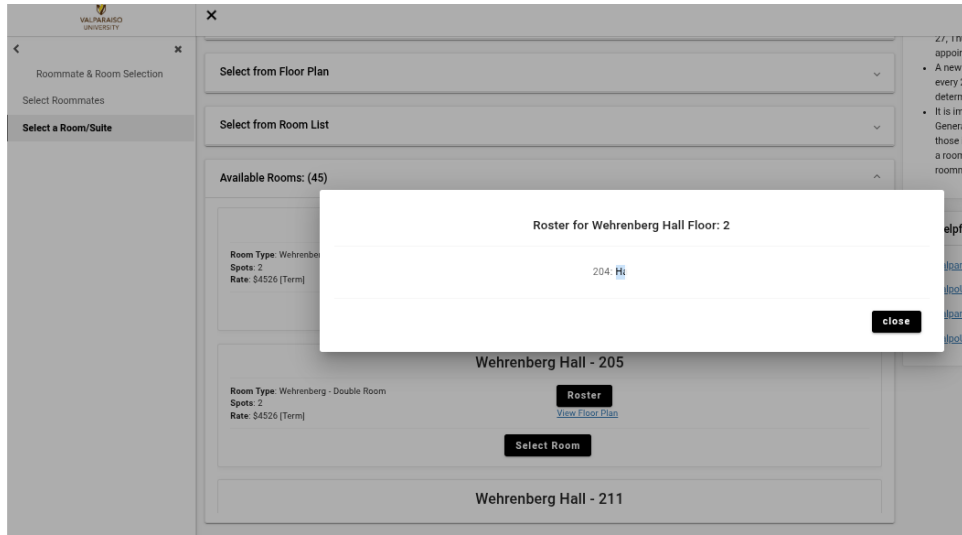
Room Type: Wehrenberg - Single Room  
Spots: 1  
Rate: \$6579 [Term]

**Roster**

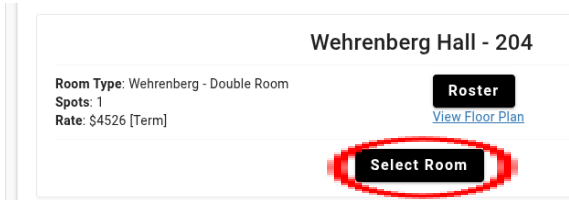
[View Floor Plan](#)

- iv. For **each room**, you will be able to see:
  1. Room Type
  2. Number of Spots (beds) available
  3. Rate/Cost
  4. **DO NOT USE THE FLOOR PLAN OPTION AT THIS TIME! WON'T WORK!**

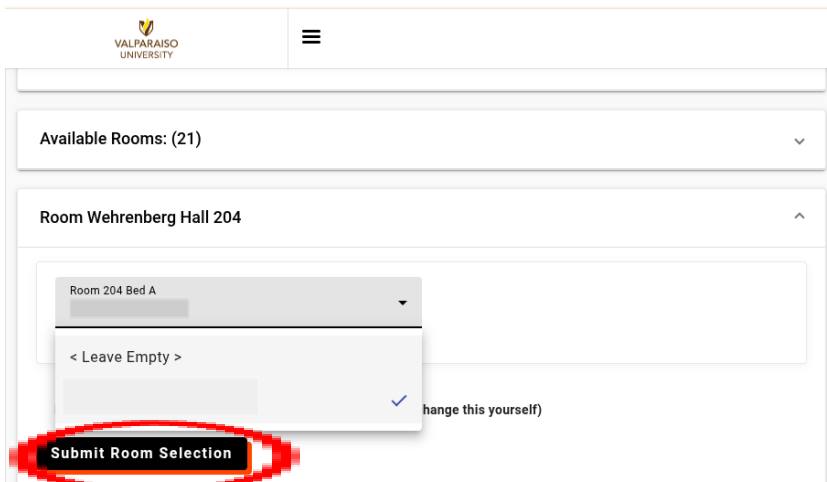
- v. You can also view the **floor roster** to see if your friends have already selected to live on that floor:



11. Click **SELECT ROOM** when you find the one you want.



12. Another box will open up below and you will then be able to place everyone (all roommates you selected in the ROOMMATE GROUP BOX) in the drop down menu. Click on **SUBMIT ROOM SELECTION** when you're done. If you choose not to live with one of your confirmed roommates, they will get an email letting them know that you are no longer roommates.



Here is what a Beacon Suite would look like (placing roommates):

13. Click **SUBMIT ROOM SELECTION** when you have placed yourself and/or your roommates.

14. You will get a **confirmation screen AND** an email will be sent to you with your room information and other details.

15. When you go back to the **home screen**, you will see your room information for next year and you will see that the room selection process is closed for you now. **You will NOT be able to go back in and pick another room.**

16. **You are all set** to live on campus with us next year! GREAT JOB!

## **Frequently Asked Questions:**

- **If you weren't able to pick a room during the room selection process**, our Associate Director will be able to use your application to assign you to a room that you referenced in your application (this will be based on the available inventory at the time of placement) as soon as possible. Please watch your Valpo student email for updates.
  - Your room & meal plan charges will go onto your student account in the summer. Please make arrangements to pay your bill before the [university deadline](#).
- **Your Meal Plans will be updated before the end of the current academic year.** This will be noted in your Housing Self-Service portal and can be upgraded starting in June.
  - Need a Meal Plan accommodation? Contact the AARC at:  
<https://www.valpo.edu/access-and-accommodations-resource-center/housing-and-dining-accommodations/>
- **If you miss the Returning Student Housing Application LIVE ON Deadline, you can still live on campus with us!** While you won't be able to pick your room, our Associate Director will do their best to use your application to assign you to a room that you referenced in your application (this will be based on the available inventory at the time of placement- so the earlier you can complete your application, the better!).
- **If you do not complete the Returning Student Housing Application BUT are still bound by the Residency Requirement to live on campus with us, you will still receive an assignment.** Your assignment will be made later in the summer, based on the available inventory at the time of placement.

### **Questions**

If you have any questions or experience issues with the Room Selection Process, please do not hesitate to contact us at [ResLife@valpo.edu](mailto:ResLife@valpo.edu) or 219-464-5413.

**Next Step: Watch your Valpo Student Email for MORE!  
We will send you information about move-in day,  
events and what to expect!**

Click [HERE](#) to our important dates for next year!