

# APARTMENT SELECTION GUIDE

2007 -2008



Campus Town East  
Campus Town West  
Carmel  
Frenn  
Gilman  
Humphrey

<https://campusliving.marquette.edu>

University Apartments and Off-Campus Student Services  
1500 West Wells Street, Suite 109  
Milwaukee, WI 53233  
Phone: 414-288-7281



### Welcome Students!

University Apartments and Off-Campus Student Services is pleased to announce our apartment sign-up process for the 2007-2008 academic year. This information is intended to introduce the automated selection process to you, as you will be utilizing this process to choose an apartment and designate your roommate(s) for the 2007-2008 academic year for Campus Town, Carmel, Frenn, Gilman, and Humphrey.

There are several important features you will need to understand in order to successfully select your room assignment for the next year. These features are explained throughout this handout in greater detail and are highlighted here for your convenience:

- The Campus Living web selection apartment process will only be available to students who have fulfilled their two year live-on requirement at Marquette University. This requirement stipulates that you must live in a Marquette residence hall (the apartments are not considered residence halls) if you are a single first or second year student, are not residing with your parent/legal guardian, and are under 21 or within two years of graduating from high school.
- You will want to determine multiple apartment preferences in advance of your selection time. Doing so will allow you to complete your apartment selection should your first choice be full at your assigned selection time.
- Please note the rent is divided **equally** among the number of tenants in the apartment. Keep this information in mind when choosing roommates and the type of apartment you prefer.
- Due to the high demand for our apartments, we require that you have at least one person per bedroom signing up for and living in the apartment.
- Semester and academic year leases are available in Carmel, Gilman, Frenn, Humphrey, Campus Town East and Campus Town West. If you wish to live in the Campus Town Addition, **you must sign a 12-month lease.**
- Students who fail to sign up for their same apartment or for an apartment in their same building risk losing their priority in the general apartment selection process. ***It is very important that if you wish to stay in your same apartment or building that you sign up by November 10, 2006.***
- If you wish to sign a year-long lease (June 2006 - May 2007) instead of an academic year lease (August 2006 – May 2007) for Campus Town Apartments, **please sign up in Campus Town East, as we will be continuing repairs on the air conditioning system in Campus Town West during Summer of 2007.**
- If you are unable to assign into your preferred apartment during your assignment time, you may request to be placed on a waiting list for your preferred apartment type. We often have a number of apartments become available throughout the lease signing process. Please note, however, that once you assign yourself to an apartment, you will be locked into that assignment.
- To use the online apartment assignment process, you must use Internet Explorer v6.0+ on a PC. Do not use other Internet browsers (including Mozilla Firefox, Opera, etc) or a Mac computer for this process.
- To log into ORL Campus Living, go to <https://campusliving.marquette.edu> and select Campus Living from the list of resources.

### University Apartment Residency Requirement

Students who are at least 21 years of age, and those students who have been out of high school for two full years or longer are eligible to live in university-owned apartments. To legally enter into any lease, a student must be 18 years of age or older. In accordance with the lease agreement, a student living in a university-owned apartment must be a registered full-time Marquette University student throughout the entire term of the lease.

### Conduct/Probation

Living in a university-owned apartment building is a privilege for students attending Marquette University. Any student who is placed on Residence Life or University probation for a period of 16 consecutive weeks or longer will not be allowed to reside in a university-owned apartment during the following academic year. This will hold true even if probation is assigned after a student has secured an apartment during the sign-up period or if the probation is assigned while the student is living in a university-owned apartment. In this case, the student will not be allowed to renew the apartment lease for the following year.

### Determine Where You Want to Live

Beginning October 30, students have the opportunity to scan the projected housing availability of each apartment through the Campus Living Website. To view a list of apartments:

- Select **Apartment Information** under the Additional Information section of the main page.
- Select **Housing Report** and select the building/room type that you would like to view.
- Click **View Report**:

**MARQUETTE UNIVERSITY**  
Be The Difference.

**OFFICE OF RESIDENCE LIFE ON CAMPUS**

**Current Student Sign Up**  
This site is intended to introduce the automated selection process for the 2006-07 academic year to you and allow you to choose a room, roommate(s), and meal plan for the 2006-07 academic year. This site is for current students only. Incoming students should contact our office if you have questions about housing.

**Office of Residence Life is located at:**  
Carpenter Tower, 203716 N. 11th St.  
Milwaukee, WI 53233  
Phone (414)288-7208 Email ORL@marquette.edu

**Additional Information**  
[Housing Information](#)  
[Our Policies](#)  
[Selection Booklet](#)  
[FAQ's](#)

**RESIDENCE LIFE HOUSING WEB**

**Housing Report**  
The following are several reports for current booking status:

**(1) Vacant Rooms Overview**

For Term: 2006 Fall Res Halls  
For building: Schroeder Hall  
For RoomType: WSTRPL

[View Report](#)

[Back](#)

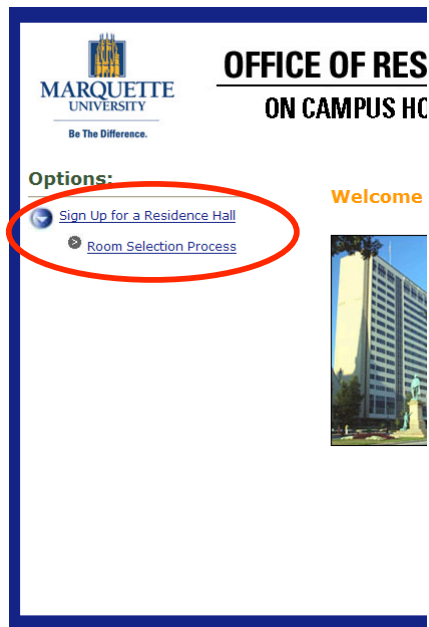
site powered by **RMS**

## Housing Assignment Times

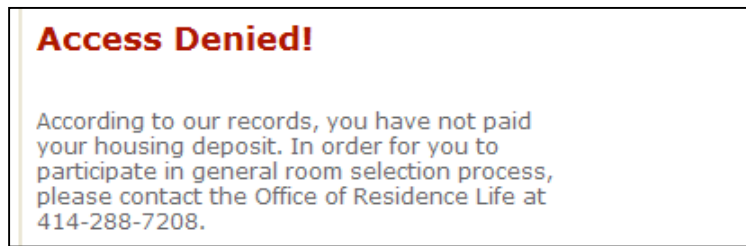
All current apartment residents who participate in the same apartment and same building assignment processes can access the system beginning at 8:30 a.m. on the first day of the process. All students who choose to participate in the general apartment assignment process on January 29 will be given a random assignment time. The assignment times are in 20-minute intervals with up to 50 students per interval.

If you are participating in the January process, your specific assignment time can be viewed through the Campus Living Web beginning in early December. An email will be sent notifying you that your assignment time is available. Assignment times indicate the earliest opportunity for apartment selection, but students may use the program at any point after their assignment time and before the end of the process.

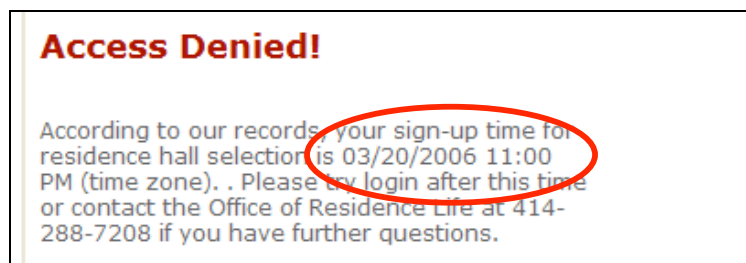
- Select **I would like to sign up for a university apartment** from the main screen.  
**Please Note:** You must disable all pop-up blockers in order to successfully log in.
- Enter your **CheckMarq username** and **CheckMarq password** and click **Continue**.  
*Please Note: your username must be all lowercase*
- Select **Apartment Selection** and then the name of the assignment process you are authorized to participate in from the **Options** section of the site. Prior to the actual process, you should receive one of two Access Denied messages:



### Message 1 – You have not paid your deposit:



### Message 2 – Lists your Housing Assignment Time:



## 2007-08 UNIVERSITY APARTMENTS SELECTION PROCESS

### Steps for Sign Up

**Step 1:** At the Welcome to General Room Selection screen, click **Continue** and **Sign Up for Apartment**

**Step 2:** **Select the Apartment you want from the Searching Criteria.** Depending on which process you participate in (same apartment, same building, all buildings) you will be able to search for specific buildings, floors and room types.

**Booking Terms**

Term	Start Date	End Date	Description	Nominate
071APT	08/16/2007	12/31/2007	2007 Fall Apartments	<input checked="" type="checkbox"/>
072APT	01/01/2008	05/31/2008	2008 Spring Apartments	<input checked="" type="checkbox"/>

**Searching Criteria**

Building: Campus Town East

Floor: No pref

Room Type: No pref

Give Me First  records

[Back to List](#) [Quit](#) [Select Apartment](#)

**Step 3:** Once you have decided on an apartment, select “GO” under the “**Lock it**” column to lock the room for 15:00 minutes while you complete the process. Note: If a room says “Locked” in the status column, it is being held by another student.

[LOG OUT](#)

Room#	Type	Floor	Available Space	Status	Lock it?
<a href="#">CE-0110</a>	CESTUDIO	Campus Town East 01	1 Space	Not Locked	<a href="#">GO</a>
<a href="#">CE-0112</a>	CE2BDRM	Campus Town East 01	2 Space	Not Locked	<a href="#">GO</a>
<a href="#">CE-0114</a>	CE2BDRM	Campus Town East 01	2 Space	Not Locked	<a href="#">GO</a>
<a href="#">CE-0118</a>	CESTUDIO	Campus Town East 01	1 Space	Not Locked	<a href="#">GO</a>
<a href="#">CE-0122</a>	CE3BDRM	Campus Town East 01	3 Space	Not Locked	<a href="#">GO</a>


Total 1 Pages      Currently On Page 1

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[Back to Hall](#) [Quit](#) [Back To Advanced Search](#)


## 2007-08 UNIVERSITY APARTMENTS SELECTION PROCESS

### Step 4: Sign up for the apartment



# OFFICE OF RESIDENCE LIFE

## ON CAMPUS HOUSING WEB



[LOG OUT](#)

**Steps for General Room Selection:**

- WELCOME
- HALLS
- SEARCH
- LOCK ROOM
- ROOMMATE ACCESS
- ARRANGE BEDSPACE

**Room CE-0122**    **CE3BDRM 3 Spaces Remaining**

**Time Remaining**

13:39

**Message:**

This room will be made unavailable to others while you process your booking.

Assign yourself to the first bed space in the apartment

Select spaces that you intend to buyout.

**You must assign at least one student per bedroom**

Assign your preferred roommates using THEIR CheckMarq username and THEIR Marquette ID

According to our records, roommate has not paid the 200 dollar deposit for application period 2007-2008 Apartment Students. Please contact the University Apartments Office at 414-288-7281 if you have any further question.

Bed Space	Room Type	Gender	I Want	Status
CE-0122a	CE3BDRM	U	<input checked="" type="checkbox"/>	VALID
CE-0122b	CE3BDRM	U	<input type="checkbox"/>	
CE-0122c	CE3BDRM	U	<input type="checkbox"/>	


Would you like to buy out one or more extra spaces?

Note: Please click on INVALID or WARNING to check the error message

Please enter the ROOMMATE's CheckMarq USERNAME and MUID for the roommate(s) being pulled into the room (scroll down to fill all bedspaces).

CheckMarq Username	Marquette ID (MUID)	First Name	Last Name	Status
BuyOut	.....	BuyOut	BuyOut	VALID
bergend	.....	Daniel	Bergen	INVALID

[Quit](#)   [Show me Other Room](#)   [Pull In Roommate](#)

site powered by 

### Step 5: Assign roommates to remaining bed spaces

### Step 6: Confirm your assignment and print a confirmation.

**Time Remaining**

14:16

**Message:**

This room will be made unavailable to others while you process your booking.

If the status is 'Invalid', please click 'Invalid' to see a more detailed explanation.

Roommate	Bed Space (any order)	Add	Status
BuyOut	CE-0122c	<input checked="" type="checkbox"/>	VALID
Bergen, Daniel James	CE-0122b	<input checked="" type="checkbox"/>	VALID

[Yes, We want this room](#)   [I want another roommate](#)   [Back to Room](#)   [Quit](#)

[LOG OUT](#)

[PRINT](#)

Name	Berthold, Sean Jason
Student ID	001472836
Book Time	11/01/2006 01:46:35 PM

**Congratulations! You have successfully completed the General Room Selection process.**

As a reminder, this bedspace is for the entire semester. You might want to print this page for your records. A letter will be sent to you in the early summer with your reservation.

Thank you for choosing to stay on campus!

**You Have Chosen the Following:**

**Room Booking(s):**

TermID	Start Date	End Date	Person Name	Bed Space	Room Type	Rate	Rate Amount	Billing Type
072APT	01/01/2008	05/31/2008	BuyOut	CE-0122c	CE3BDRM	System	\$0.00	072APT
071APT	08/16/2007	12/31/2007	BuyOut	CE-0122c	CE3BDRM	System	\$0.00	071APT

### **Building Tours**

We will be conducting building tours prior to the sign-up date for new students in January. Tours will be given for standard room types available in that building, not specific rooms requested by that student. Please check your email for dates and times of the tours.

### **Personal Assistance**

Personal assistance is available at the University Apartments and Off-Campus Student Services Offices Monday through Friday 8:00 a.m. to 4:30 p.m. for students with questions, concerns, or who experience difficulty with the automated system.

Phone: (414) 288-7281

Email: [muuaocss@marquette.edu](mailto:muuaocss@marquette.edu)