



Welcome Students!

The Marquette University Apartments are pleased to announce our apartment selection process for the 2012-2013 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 2012-2013 academic year for Campus Town, 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.

GETTING STARTED

Requirements to take part in the Apartment Selection Process

Eligibility: The Apartment Selection process is only available to students who have fulfilled their two-year residence hall requirement at Marquette University. Students who are two years out of high school or 21 years old may live in the apartments. First and second year students are required to live in the Residence Halls. 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.

Deposit: Any student interested in living in the University Apartments for the 2012-2013 academic year must submit a \$200 deposit to the University Apartments office by the October 28th, 2011 deadline. The housing deposit provides current residents the ability to reselect an apartment, and it gives prospective residents a random assignment time for the University Apartment selection process. Turning in a deposit does not guarantee an apartment.

Planning Your Apartment Residency

Variable Length Leases: Students taking part in the 2012-2013 Apartment Selection Process can choose from the following lease lengths when signing their lease:

- | | | |
|-----------------|------------|-------------------------|
| ➤ Academic year | 9.5-months | August through May |
| ➤ Full year | 12-months | June through May |
| ➤ Fall semester | 4.5-months | August through December |
| ➤ Summer-Fall | 7-months | June through December |

Students looking for spring-semester 2013 leases must contact the Office of University Apartments to fill out a separate spring application.

Rent Billing: Rent is divided equally among the number of tenants in the apartment. Students are billed through their bursar accounts in semester installments.

Minimum Occupancy: You must have at least 1 person per bedroom when booking an apartment.

2012 – 2013 UNIVERSITY APARTMENTS SELECTION PROCESS

Determine Where You Want to Live: Not every apartment type may be available during the selection process! Therefore, we encourage all students to have multiple plans or choices for which apartment building or type in which they wish to live. The following chart displays different options given the number of total roommates. Given that many Marquette apartments can accommodate up to two people per bedroom, there are many possibilities:

Total Roommates	Building	Apartment Type	Typical Monthly Rent Range per person
1	Gilman	Studio / 1-bdrm	\$415 - 546
	Campus Town	Studio / 1-bdrm	\$656 - 1000
	Humphrey	1-bedroom	\$856
2	Campus Town	1-bedroom	\$457 - 500
		2-bedroom	\$607 - 767
	Frenn	2-bedroom	\$480
	Humphrey	1-bedroom	\$428
		2-bedroom	\$583
	3	Campus Town	2-bedroom
3-bedroom			\$568 - 616
Frenn		2-bedroom	\$320
		3-bedroom	\$395 - 445
Humphrey		2-bedroom	\$389
4	Campus Town	2-bedroom	\$334 - 384
		3-bedroom	\$426 - 462
	Frenn	2-bedroom	\$240
		3-bedroom	\$296 - 334
	Humphrey	2-bedroom	\$292
	5	Campus Town	3-bedroom
Frenn		3-bedroom	\$237 - 267
6	Campus Town	3-bedroom	\$284 - 308
	Frenn	3-bedroom	\$198 - 223

**Not all apartment types may be available at the time of apartment selection*

Apartment Tours: We will be conducting building tours prior to apartment selection. Tours will be given for standard room types available in that building, not specific rooms requested by that student. Open houses and tours are scheduled for:

- Saturday, October 1, 10 a.m. – 2 p.m.
- Thursday, October 13, 5 – 7 p.m.
- Sunday, October 16, 2 – 4 p.m.
- Wednesday, October 26, 5 – 7 p.m.
- Saturday, October 29, 2 – 4 p.m.

Tours will meet at the lobby of individual buildings. Gilman and Frenn tours meet at Campus Town West.

Information Sessions: Presentations on the University Apartments, the off-campus neighborhood, and apartment hunting for first time renters will be held on Family Weekend, Saturday, October 1st, in AMU 227 at the following times: 9:30 a.m. ~ 11:00 a.m. ~ 1:30 p.m.

APARTMENT SELECTION

Current Resident Renewal: Students currently living in the apartments will be able to rebook an apartment for the 2012-2013 on the following dates:

- October 26 – October 31 Rebook current apartment
- November 2 Book different apartment in same building
- November 3 Book different apartment in different building

Failure to rebook an apartment by the above dates will result in losing your apartment selection priority.

Prospective Resident Selection: Students new to the University Apartments will be randomly assigned a selection time for Monday, November 7th. For a group of roommates, the student with the earliest selection time will choose the apartment for all students involved. You must have your roommates' Emarq username and MUID to select an apartment.

Availability: There are no guarantees of apartment availability.

Online Selection System: All apartment selection is completed through the campusliving.marquette.edu website. It is recommended that you use Internet Explorer on a PC when visiting this website. This website has a number of features that will help in the Apartment Selection Process:

- Video Walkthrough of the Selection Process
- Housing Report, listing up to the minute apartment availability
- Waiting List

AFTER APARTMENT SELECTION

Refunds: If you are unable, or do not choose to select a University Apartment using the online process, ***your deposit may be refunded.*** If you (or your potential roommate) select an apartment for you or anyone else using the online system, your deposit is **NOT refundable**, even if you no longer choose to live in the University-owned apartments. Deposit Refund Request forms are available at the University Apartments office, and must be submitted no later than June 29, 2012.

Waiting List: If you are unable to assign into your preferred apartment during your assignment time, you may submit a Waiting List application online at campusliving.marquette.edu or the main University Apartment website, www.marquette.edu/apartments. The Waiting List will be addressed in the same order as your assigned selection time.

Meal Plans: University Apartments residents are not required to purchase a meal plan, but are more than welcome to. To sign up for a meal plan, students must stop by Residence Life, located in Carpenter Tower #203. More information can be found at: <http://marquettediningservices.com/plans.html>

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.

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