Welcome Students!

The Marquette University Apartments are pleased to announce our apartment selection process for the 2014-2015 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 2014-2015 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 will be two years out of high school or 21 years old during the apartment tenancy. 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. Any 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 2014-2015 academic year must submit a $300 deposit to the University Apartments office by the November 1st, 2013 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. Deposits will not be accepted after the November 1st deadline.

**Planning Your Apartment Residency**

**Variable Length Leases:** Students taking part in the 2014-2015 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 only spring-semester 2015 leases must contact the Office of University Apartments to fill out a separate spring application. Those students should not take part in the online selection process.

**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.
**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 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:

<table>
<thead>
<tr>
<th>Total Students</th>
<th>Building</th>
<th>Apartment Type</th>
<th>Typical Monthly Rent Range per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gilman</td>
<td>Studio / 1-bdrm</td>
<td>$440 - 578</td>
</tr>
<tr>
<td></td>
<td>Campus Town</td>
<td>Studio / 1-bdrm</td>
<td>$696 - 1060</td>
</tr>
<tr>
<td></td>
<td>Humphrey</td>
<td>1-bedroom</td>
<td>$908</td>
</tr>
<tr>
<td>2</td>
<td>Campus Town</td>
<td>1-bedroom</td>
<td>$485 - 530</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-bedroom</td>
<td>$644 - 814</td>
</tr>
<tr>
<td></td>
<td>Frenn</td>
<td>2-bedroom</td>
<td>$509</td>
</tr>
<tr>
<td></td>
<td>Humphrey</td>
<td>1-bedroom</td>
<td>$454</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-bedroom</td>
<td>$618</td>
</tr>
<tr>
<td>3</td>
<td>Campus Town</td>
<td>2-bedroom</td>
<td>$472 - 543</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-bedroom</td>
<td>$585 - 635</td>
</tr>
<tr>
<td></td>
<td>Frenn</td>
<td>2-bedroom</td>
<td>$340</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-bedroom</td>
<td>$419 - 472</td>
</tr>
<tr>
<td></td>
<td>Humphrey</td>
<td>2-bedroom</td>
<td>$412</td>
</tr>
<tr>
<td>4</td>
<td>Campus Town</td>
<td>2-bedroom</td>
<td>$354 - 407</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-bedroom</td>
<td>$452 - 491</td>
</tr>
<tr>
<td></td>
<td>Frenn</td>
<td>2-bedroom</td>
<td>$255</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-bedroom</td>
<td>$314 - 354</td>
</tr>
<tr>
<td></td>
<td>Humphrey</td>
<td>2-bedroom</td>
<td>$309</td>
</tr>
<tr>
<td>5</td>
<td>Campus Town</td>
<td>3-bedroom</td>
<td>$362 - 393</td>
</tr>
<tr>
<td></td>
<td>Frenn</td>
<td>3-bedroom</td>
<td>$252 - 284</td>
</tr>
<tr>
<td>6</td>
<td>Campus Town</td>
<td>3-bedroom</td>
<td>$301 - 327</td>
</tr>
<tr>
<td></td>
<td>Frenn</td>
<td>3-bedroom</td>
<td>$210 - 236</td>
</tr>
</tbody>
</table>

*Not all apartment types may be available at the time of apartment selection. Rent ranges based upon 2013-2014 apartment rates.*

**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:

- Wednesday, October 23, 5 – 7 pm
- Sunday, October 27, 2 – 4 pm

Tours will meet at the lobby of individual buildings:

- Campus Town East – 1500 W Wells Street
- Campus Town West, Gilman Building, Frenn Building – 819 N 16th Street
- Humphrey Hall – 1716 W Wisconsin Avenue
Current Resident Renewal: Students currently living in the apartments will be able to rebook an apartment for the 2014-2015 on the following dates:

- October 28 – November 4  Rebook current apartment
- November 6, 8:30 am  Book a different apartment in any University-owned 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 11th. 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’ Checkmarq 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

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 27, 2014.

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, as long as your waiting list application is received by November 27, 2013.

Switching Apartments: Swapping rooms/roommates is not allowed after Apartment Selection. The individual booking the apartment using the online system must remain in that space; if they choose to move to another apartment, or choose not to sign a lease for that apartment, their former space will be distributed to a waiting list applicant – not to any potential remaining roommates.

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
2014 – 2015 UNIVERSITY APARTMENTS SELECTION PROCESS

STEPS FOR APARTMENT SELECTION

https://campusliving.marquette.edu

(It is recommended that you use Internet Explorer (version 6 or later) on a PC)

After you pay the $300 housing deposit, you will be able to log online to access the system. The following steps will then guide you through the selection process. A video walkthrough of this process is located at: http://www.marquette.edu/orl/apartments/application-process.shtml

1. After opening the website, click on the “University Apartment Selection Process” link
2. Login to the website using your Emarq username (lowercase) and password (case-sensitive).
   ➢ Only one person will sign up for an entire apartment, meaning that if you have roommates, the individual with the earliest sign up time should be the one to log in and assign everyone to the apartment
3. After logging in, click on “Apartment Selection” on the left side of the screen
4. Following the instructions, use the arrows on the bottom to navigate. The corresponding steps for Apartment Selection are denoted in **bold**
5. **SEARCH** – Using the drop-down options, you can search apartments that are available to you
   ➢ After choosing an apartment, you must book it. Click on the hyperlink “GO”
6. **LOCK ROOM** – Assign yourself and your roommates into “bedspaces”
   ➢ You must assign **yourself** to a bedspace by checking a box in the “I Want” column
   ➢ You can then assign roommates using their Emarq IDs and MUID number
   ➢ Use the “Buyout Spaces” drop-down to fill all spaces not occupied by roommates
     ▪ For example, a Campus Town two-bedroom can accommodate 4 people. If just you and one roommate are living there, you must buyout two bedspaces
   ➢ All bedspaces must be filled by you, your roommate(s), or the buyout option
7. **ARRANGE BEDSPACE** – Select a bedspace from each drop down
   ➢ The order is not important – each drop-down must be a different bedspace
8. **CONFIRM ROOM** – Gives you a summary of who is assigned to your apartment
9. **MEAL PLAN** – you may sign up for a meal plan for next year if you choose
   ➢ You are not required to buy a meal plan, but if you wish to, click on “Continue with Plan”
   ➢ If not, or if you wish to add a meal plan at a later date, click on “Continue without Plan”
10. **RECEIPT** – this is your confirmation of your apartment for the 2014 – 2015 academic year. Please contact the University Apartments to schedule a lease signing