Welcome Current Students!

The Marquette University Office of Residence Life is pleased to announce our returning student sign-up process for the 2005-06 academic year. This information is intended to introduce the automated selection process to you, as you will be utilizing this process to choose a room, roommate(s), and meal plan for the 2005-06 academic year.

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

- The automated Web Window program will only be available to current first year students. **Current second and third year students will need to sign-up, in person, at the Office of Residence Life located in Carpenter Tower 203** if they want to sign-up for a residence hall room.

- You will want to determine your first, second, third and even fourth residence hall preference well in advance of your selection time. Doing so will allow you to complete your room selection should your preferences be filled prior to your assignment time.

- In order to accommodate all of the students using the automated system, there is a 60-minute time limit for access to the program. You will need to complete your selection during this time frame or you will be automatically logged off of the system and have to begin again.

- In order to maximize the opportunity for roommates to select the hall of their choice, a priority will be given to groups of students who can completely fill their selected room. This prevents individuals or partial groups from filling all of the doubles, triples, and quads.

- Once you assign yourself to a residence hall room, you will be locked into that assignment until the selection process is completed on April 15, 2005.
Marquette University Residency Requirement

Many Marquette University students value the opportunity to live in a residence hall and experience community living. Research continues to indicate that students feel more connected, perform better academically, and are more likely to graduate when they live on campus. As a result, all unmarried first and second year students regardless of their academic classifications are required to live in university residence halls. Exceptions are made only for those students residing with a parent or legal guardian within a 35-mile radius of campus, students who are 21 years of age, or those who graduated from high school at least two years prior to the start of the semester.

All students who are required to live on campus and do not select a housing assignment will be assigned one unless they have received an official written exemption from the requirement. Housing Release/Exemption forms are available at the Office of Residence Life.

Determine Where You Want to Live

Beginning March 7, students have the opportunity to scan the projected housing availability of each residence hall through the Web Window program. Included on this program is information about the number of rooms per floor, the capacity of each room, the occupancy of each room at the time of inquiry and any restrictions on the eligibility of students to select the floor or room (gender, academic program, etc.).

Housing Assignment Times

All students are given a random assignment time with current first year students having the earliest assignment times followed by all other returning students. The assignment times are given in 20-minute intervals between 8:00 a.m. and 11:00 p.m. with up to 40 students per interval. Your specific assignment time can be viewed through CheckMarq at [http://checkmarq.marquette.edu](http://checkmarq.marquette.edu) after you have paid your $200 housing deposit. You will be able to view your assignment time two to three days after paying your housing deposit. Assignment times indicate the earliest opportunity for room selection, but students may use the program at any point after their assignment time and before 4:30 p.m. on Friday, April 15, 2005.

Meal Plans

Meal Plans are required for all students living in a residence hall. All plans are designed on a semester cycle. Your Spring 2006 Meal Plan will be a duplicate of your Fall 2005 Meal Plan unless you notify the Office of Residence Life of your wish to change. Changes must be made during the designated timeframe.
Note: Since all meal plans are designed on a semester cycle, all students living in the residence halls must purchase a meal plan each term.

Conduct/Probation

Because of high demand among returning students for some of the more popular residence halls, students who have been found responsible for violating university or residence hall rules and regulations and are subsequently placed on Residence Life or University probation for a period of 16 consecutive weeks or longer, will be limited in the options they may have for housing for the following year.

Specifically, those students who are required to live in the residence halls for the 2005-06 academic year will be assigned to a room by the Office of Residence Life after all other returning students have the opportunity to sign up.

Staff/Unavailable Rooms

Rooms that are identified as STAFF in the Web Window program will not be available for students to select during the sign-up process. These rooms are designated for Residence Life staff members (resident assistants, facilities managers, hall ministers, etc.), specialty living communities or are unavailable in order to accommodate anticipated changes for the 2005-06 academic year.
Step 1: Pay the $200 non-refundable deposit

All students must pay a $200 non-refundable housing deposit in order to participate in the room selection process for the 2005-06 academic year. Payment during the weeks of deposit collection (March 07 – April 1) ensures computer activation of your assignment time. Deposits made after April 1 may result in a delay in your ability to sign-up for your preferred room assignment.

To pay your deposit, submit $200 to the Office of Residence Life by April 1, 2005. Checks should be made payable to Marquette University and must be dropped off in person (do not mail). Credit cards will not be accepted for deposit payments.

Step 2: Select Your Roommate(s)

In an effort to ensure that the maximum number of rooms will be available to accommodate groups of roommates, the Web Window assignment program will only allow complete groups to select rooms prior to April 5.

Therefore it is important for you to identify the appropriate room type that will match your group size. The assignment program will only allow the following groups to select a room:

- Individuals - empty single rooms, or rooms with one vacant space
- Pairs - empty double rooms, or rooms with two vacant spaces
- Trios - empty triple rooms, or rooms with three vacant spaces
- Groups of Four - empty quad rooms

Students wishing to bring in a preferred roommate who does not currently live on campus should be certain that the roommate pays a housing deposit by April 1, 2005 in the Office of Residence Life, Carpenter Tower, 203.

Step 3: Determine if you will sign-up online using Web Window or in person at the Office of Residence Life

If you are currently a first year student* you will use the Web Window program from any computer connected to the Internet during the segment that applies to you.

If you are currently a second, third or fourth year student* and wish to sign-up for a residence hall room, you will need to come to the Office of Residence Life to sign up for your residence hall room. You will sign a housing contract at that time indicating that you will be returning to the room that you have chosen for next year.

* this is based on year in school and not on academic credit hours earned
Step 4: Determine which date you will sign up for your residence hall room

April 4-5: Residence Hall Sign-up for current first-year students

This segment is for current first year students who can completely fill a residence hall room. Students will select room assignments in any vacant space provided that the group size matches the room option selected.

Selection times are randomly staggered throughout April 4 and 5. At the time of your selection, you may arrange to bring in a roommate of your choice provided that he/she has also paid the housing deposit.

The automated process will remain open and available to students from this point through Friday, April 15 at 4:30 p.m.

April 6-7: Individual/Partial Sign-up for current first-year students

Current first-year students who could not completely fill a room will select room assignments in any vacant spaces beginning at 8:00 a.m. on April 6.

The automated process will remain open and available to students from this point through Friday, April 15 at 4:30 p.m.

April 11-14: Residence Hall Sign-up for all current students

Current second, third and fourth year students will sign-up during this portion of the assignment process. These students will not use the Web Window program, but instead must come to the Office of Residence Life, Carpenter Tower 203 between the hours of 8:00 a.m. and 4:00 p.m. At this time, the student will be required to sign a housing contract.

Students who can completely fill a room will sign-up between April 11-12 while students who are unable to completely fill a room will sign-up on April 13-14.

April 15: Late Sign-up

This segment is for eligible students who have not selected a housing assignment for the 2005-06 academic year or for those students who wish to make changes to previous selections. Spaces will be reserved on a first-come, first-served basis.

Student must come to the Office of Residence Life, Carpenter Tower 203, in order to select their assignment.
Building Tours

Students who wish to see the room types available in different residence halls may report to that building on Tuesday, March 15 between 8:30 p.m. and 10:00 p.m. for a building tour. Tours will be given of the standard room types available in that building, not of specific rooms requested by the student.

Personal assistance

Personal assistance is available at the Office of Residence Life Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday from 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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