UNIVERSITY APARTMENT SELECTION GUIDE 2019-2020

Welcome Students!

The Marquette University Apartments are pleased to announce our apartment selection process for the 2019-2020 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 2019-2020 academic year for Campus Town, Frenn, Gilman, McCabe, and The Marq.

There are several important features you will need to understand to successfully select your room assignment for the next year. These features are explained here in greater detail.

GETTING STARTED

Eligibility: The Apartment Selection process is only available to students who will be 2 years out of high school or 21 years old during their apartment tenancy. First and second year students are required to live in the Residence Halls. Any student living in a university-owned apartment must be a registered full-time Marquette University student. Co-ed roommates are not allowed in any University housing.

Deposit: Any student interested in living in the University Apartments for the 2019-2020 academic year must submit a $300 deposit to the University Apartments office by the October 26th, 2018 deadline. The housing deposit provides current residents the ability to reselect an apartment, and it gives prospective residents a random assignment time for the apartment selection process. Turning in a deposit does not guarantee an apartment.

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. For specific tour dates and times, please visit our website.

Floor plans: Building floor plans are available online. Following the links to individual apartment buildings will provide information and floor plans by building.

Have several options: 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 unit type.

PLANNING FOR APARTMENT SELECTION

There are many factors you will want to consider when selecting a building and apartment type. Our online resources and this guide can help narrow your search, depending upon what's important to you.

Roommates	Planning on living **with roommates**? There are several options, depending upon the size of your group:

Total Residents	Building	Apartment Type
2	Campus Town	1-bedroom or 2-bedroom
	The Marq	2-bedroom
	McCabe	1-bedroom
3	Campus Town	2-bedroom or 3-bedroom
	The Marq	3-bedroom
4	Campus Town	2-bedroom or 3-bedroom
	The Marq	4-bedroom
5	Campus Town	3-bedroom
6	Campus Town	3-bedroom

Living **on your own**? There are various single units across campus:

Building	Apartment Type
Campus Town	Studio or 1-bedroom
The Marq	Studio or 1-bedroom
Gilman	Studio or 1-bedroom
McCabe	Studio or 1-bedroom

Looking to live with **random roommates**? The Marq offers individual leases, meaning that you can book a space in any available apartment without filling the entire apartment. For example:
  ➢ 1 person can book a single spot in a 2-bedroom
  ➢ 2 roommates can book 2 spots in a 4-bedroom

The remaining vacant spots could then potentially be filled by other random roommate applicants.

Random roommate bookings will be available on November 5th starting at 9pm.

Lease Length	Are you in need of a **flexible-length lease**? This may be your best bet if you are planning to: study abroad, have a clinical or co-op out of town, graduate early, or head home for the summer.
	
	Flexible length leases are available in:
	  ➢ Campus Town
	  ➢ Gilman
	  ➢ Frenn
	  ➢ McCabe
	
	Lease length options are:
	  ➢ Academic Year August-May (~9.5 months)
	  ➢ Full Year June-May (~12 months)
	  ➢ Fall August-December (~4.5 months)
	  ➢ Summer-Fall June-December (~7 months)
	
	Students looking for only spring-semester 2020 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.

	Looking for the **standard 12-month** lease? This option is available in *all* apartments and is the only lease length available at **The Marq**. Subleasing is still an available option during any portion of a 12-month lease.

Utilities	Like most apartments you may end up renting, **tenants pay for electricity** in these on-campus apartments:
	  ➢ Campus Town
	  ➢ The Marq
	  ➢ Gilman
	  ➢ Frenn
	
	All apartments also include digital cable and internet/wi-fi.

	With no additional costs beyond rent, **all utilities are included** at: ➢ McCabe Similarly, digital cable and internet/wi-fi are included at McCabe.

Individual vs Group Leases	**Individual leases** are available at: ➢ The Marq This means that: ➢ You are not responsible for any portion of your roommates' lease ➢ You may end up living with random roommates if there is extra space in the apartment
	All roommates are on a **group lease** (jointly and severally liable) at: ➢ Campus Town, Frenn, McCabe This means that: ➢ You must have your roommate group set before booking an apartment (there are no random roommate bookings) ➢ You must have at least one person per bedroom when booking an apartment ➢ No changes can be made to the lease (subletting, adding/removing roommates) unless everyone agrees in writing. *All single-occupancy apartments are individual by default:* ➢ *All Gilman apartments* ➢ *Studios at Campus Town, The Marq, and McCabe* ➢ *One-bedrooms at The Marq*

Furnishings	Want an easy move in? Several of the apartments are **fully furnished**: ➢ Campus Town East and West ➢ The Marq
	We've done most of the heavy lifting, but plan to bring a few extra items in these **partially furnished** (beds, dressers, desks included) apartments: ➢ McCabe
	Looking to make your apartment truly your own? The following University Apartments are **unfurnished**: ➢ Gilman ➢ Frenn

Pets	Planning on having a pet in your apartment? You can at **The Marq!** Please download The Marq pet application to learn more about requirements, fees, and steps to bring your pet to campus.

Summer Leasing	Summer leasing is **required at The Marq**, since all Marq leases will run from June until May (see more under the "Lease Length" section above).
	In apartments with flexible lease length options (Campus Town, Frenn, Gilman, McCabe), if **all roommates are staying for the summer**, everyone would simply sign the full year lease.
	In apartments with flexible lease length options (Campus Town, Frenn, Gilman, McCabe), we offer *individual summer leases* if **some but not all roommates plan to stay for the summer**. Those who are staying for the summer pay the same monthly rate they would pay during the fall semester, regardless of their roommates' summer plans. ➢ Example: Three students are renting an apartment for the academic year, but only one individual plans to stay for the summer. That individual would pay just his or her one-third of the total apartment rent (based on the fall occupancy) during the summer term.
	In apartments with flexible lease length options (Campus Town, Frenn, Gilman, McCabe), where **no one plans to stay for the summer**, there may be two options: ➢ **Moving into a new apartment**: you can simply start your lease in August, for the beginning of the fall semester. ➢ **Staying in your same apartment**: If you are renewing in the exact same apartment for next year, without adding new roommates, you are eligible for the Summer Storage option. By paying a reduced storage rate, you (and any roommates) may leave furniture, possessions, etc. in the apartment over the summer. This option is for students who will not be living on campus over the summer, but would like to avoid moving out in spring and then moving back into the same apartment for the following fall semester.

APARTMENT SELECTION

Current Resident Renewal: Students currently living in the apartments will be able to rebook an apartment for the 2019-2020 academic year on the following dates:

> ➢ Mon, Oct 22 – Mon, Oct 29   Rebook current apartment
> ➢ Wed, Oct 31, 8:30 am   Book a different apartment in any 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.

> ➢ Fri, Nov 2   Access apartment selection time
> ➢ Mon, Nov 5
>> o 4pm – 9pm   Apartment selection (full apartment bookings*)
>> o 9pm   Apartment selection (partial / random roommates†)

To view your time, you can log into the system on November 2nd.

> ➢ Log onto Campus Living via Checkmarq. After logging into Checkmarq, you will see *Quick Links* with several tabs. Select "Housing," and then follow the link to "Access Campus Living." *(You may need to disable the pop-up blocker on your browser).*
> ➢ Find the heading for *Apartment Selection*.
>> o Click on: *View Sign Up Time*

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' MUID, and first and last name to select an apartment.

> *Full apartment bookings will occur from 4pm to 9pm, according to the randomly assigned selection time. To complete a full booking, you must have at least <u>one person per bedroom</u> in an apartment. Please review the "Roommates" chart above and the following "Bedspace Selection" information in the step-by-step instructions.

> †Partial/random roommate selections are available at The Marq, and will begin at 9pm on Nov 5. At this time, any individual can book an available single spot in any apartment at The Marq, or a group of roommates can book an apartment at The Marq *without* having one person per bedroom. Please review the "Roommates" chart above and the following "Bedspace Selection" information in the step-by-step instructions.

Availability: There are no guarantees of apartment availability.

APARTMENT SELECTION STEP-BY-STEP

Apartment Selection for all students will be conducted through the Campus Living Portal on Checkmarq. Remember, if you are booking with roommates, the individual with the earlier selection time should log into the system and book for all roommates. We recommend that everyone read this entire guide in advance and view the Housing Selection Walkthrough video to help you navigate the Campus Living website.

1. Log onto Campus Living via Checkmarq
   - After logging into Checkmarq, you will see *Quick Links* with several tabs. Select "Housing," and then follow the link to "Access Campus Living." *(You may need to disable the pop-up blocker on your browser).*
   - Please note: The Campus Living Website uses in-frame navigation buttons, such as "Next Step," "Previous Step," "Release Lock," etc. Please use these buttons to move forward or backward during the Apartment Selection Process. We do not recommend using your browser's navigation buttons.

2. Find the heading for *Apartment Selection*
   - Under *Apartment Selection*, you have the option to:
     - Pay a Deposit – *each individual planning to live in the apartments must submit a deposit*
     - View Available Rooms – *you may search in advance to monitor availability*
     - View Sign Up Time – *times for prospective tenants will be available Nov 2*
     - Select an Apartment

3. *2019-2020 Apartment Selection*
   - Please note that term selection and rates that appear in Campus Living are simply placeholders. Actual lease lengths will be determined at the time of lease signing. Please see the "Lease Length" chart above for more information on leasing options.

4. *Roommate Selection*
   - If you are planning to book an apartment with roommates, you need to add them in advance of choosing an apartment.
   - To add a Roommate:
     - Click on the green "+" button
     - Enter your roommate's MUID *or* first and last name (*or* RMS ID number)
     - Click "Search"
     - Enter your roommate's MUID as "Roommate Group PIN"
     - Click "Select" to add them to your roommate group
     - Repeat for additional roommates (if applicable)

5. *Search and Select a room*
   - There are two steps to search for an available apartment:
     1. Search for Rooms – (drop-down menus) – *optional; used to filter search results*
        a. Building – view available apartments in a particular building
        b. Room Type – view *specific* building-apartment types that are available
        c. Floor – view available apartments on a particular building's floor
        d. Bed Spaces available – view available apartments that can fit your roommate group. We recommend using this field, as it ensures that the search results show available apartments that can accommodate your roommate group.
        e. Gender – to view either *fully empty* apartments, or spaces available in partially occupied apartments at The Marq (for random roommate selection)
     2. <u>Search by Living Area</u>
        a. After narrowing your results (optional), you must select a building. The arrows to the left can be used to expand/collapse the various communities
   - Results of either search method are displayed to the right.
     - The building, building code, apartment number, and total capacity will be indicated
       - Example: Campus Town East
                       CE-0247 (4 available)
                       (This is a two-bedroom apartment that can fit 2-4 people).

6. To Select a room, click on the yellow lock button to the right.

7. *Current Locks / Assign Bedspaces*
   - You must assign yourself, your roommates (if applicable), and any buyouts (if applicable) to a bedspace.
   - **<u>Please review the "Bedspace Selection" guide on the following 3 pages</u>**. This guide provides detailed information that can greatly aid in completing this step appropriately.

8. *Lock Status / Confirmation*
   - The penultimate screen will show your apartment and bedspace assignment and that of any roommates.
   - You may see each roommate listed twice. This is normal and corresponds to the fall and spring semesters.
     - Please note that once again this is only a placeholder; your actual lease length will be determined at the time of lease signing. (Please see "Lease Length" section above for more details).

9. *Finish*
   - Click finish to finalize your booking.

Bedspace Selection: When selecting any apartment, you will be able to view the available number of bedspaces available in each unit. This corresponds to the apartment capacity, and bedspaces are denoted by the lower-case letter after the apartment number (e.g. CE-0403**a**). Although doubling up in a bedroom is not required, many of our apartment can accommodate up to two people per bedroom; others cannot. Please review the information below to ensure that you are selecting your desired apartment type that can accommodate your roommate group:

Doubling up possible:

Building	Apartment Type	Capacity
Campus Town West and Campus Town East *(original section apts x35-x81)*	1-bedroom	1-2
	1.5-bedroom (*CTE only*)	2-3
	2-bedroom	2-4
	2.5-bedroom (*CTE only*)	3-5
	3-bedroom	3-6
McCabe	1-bedroom	1-2
Frenn	2-bedroom	2-4
	3-bedroom	3-6

Single Occupancy per bedroom only:

Building	Apartment Type	Capacity
Campus Town East Addition *(new section apts x03-x29)*	Studio	1
	1-bedroom	1
	2-bedroom	2
	3-bedroom	3
McCabe	Studio	1
Gilman	Studio	1
	1-bedroom	1
The Marq	Studio	1
	1-bedroom	1
	2-bedroom	2
	3-bedroom	3
	4-bedroom	4

Selecting a bedspace in Campus Town, Frenn, Gilman, or McCabe:

After you have locked an apartment, you must fill *all bedspaces* with one of the following:
- ➢ Yourself
- ➢ Your roommates
- ➢ Buyouts – (Selecting a buyout does not incur any additional cost. It simply closes off that bedspace so that only you (and any roommates) are booked into the apartment).

Examples:

➢ *Booking a 2-bedroom in Campus Town West (4 total bedspaces) with 2 roommates:*
  ○ *Bedspace a: You*
  ○ *Bedspace b: Roommate #1*
  ○ *Bedspace c: Roommate #2*
  ○ *Bedspace d: Buyout*
	➢ *Booking a 1-bedroom in McCabe (2 total bedspaces) on your own:*
	  ○ *Bedspace a: You*
	  ○ *Bedspace b: Buyout*

Notes:
- ➢ You must have at least one person per bedroom when booking an apartment in Campus Town.
- ➢ *Specific* bedspace designations *do not* matter in Campus Town. When you and your roommates move in, you can decide at that time who will be living in which bedroom.
- ➢ Remember, even if some people pair up in bedrooms and others have their own rooms, **rent is split evenly** amongst all roommates living in an apartment.

Selecting a bedspace in The Marq:

Apartment bookings at The Marq work slightly differently, because the individual leases mean that you are booking a *specific* bedspace.

➢ **Current Marq Residents** may rebook their exact bedspace from Oct 22-29. You also have the option to pull in any eligible roommate who has submitted a deposit, but it is not required; you may also leave the other bedspaces in your apartment open.

➢ **Current residents who want a different/new apartment in The Marq** may book any available bedspace on Oct 31. You also have the option to pull in any eligible roommate who has submitted a deposit, but it is not required; you may also leave the other bedspaces in that apartment open.

➢ **Prospective Marq residents** may book any available bedspace/apartment on Nov 5:
   o From 4pm to 9pm, you must fill all bedspaces within an apartment (e.g. you must have four total roommates to book an empty 4-bedroom).
      ▪ We highly encourage that you use both the "Room Type" and "Bedspaces Available" search functions. This ensures that the search results show apartments that can accommodate your entire roommate group.
   o At 9pm, any remaining apartments/bedspaces will be available for random roommate selection (e.g. a single individual can book one spot in a 3-bedroom; 2 roommates can each book spots in a 4-bedroom).

Differences between Apartment Types and bedspaces at The Marq

Bedspaces within each apartment at The Marq may differ. Some have attached / private bathrooms, some are detached from the other bedrooms, etc.

Furthermore, specific Apartment Types may have different layouts. For example, the 2-bed, 2-bath suites have two layouts: one with a bedroom on each side of the apartment, and one with neighboring bedrooms.

We highly recommend that you use our online guide to The Marq floorplans/bedspaces. Here you can view the different apartment types and floorplans and learn which apartment numbers correspond to each. Furthermore, the full-sized floorplans display bedspace letters, so you and your roommates can choose, in advance, who plans to live in which bedroom. Then, when completing an apartment booking, you can specifically assign yourself and your roommates to your preferred bedspaces.

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 29th, 2019.

Waiting List: If you are unable to assign into your preferred apartment during your assignment time, you may submit a Waiting List application online through the Campus Living Portal or the main [University Apartment website](#). 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 21st, 2018.

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 [Sodexo's website](#).

MARQUETTE UNIVERSITY – UNIVERSITY APARTMENTS AND

OFF-CAMPUS STUDENT SERVICES

1500 W. WELLS STREET, SUITE 109   MILWAUKEE, WI

MUUAOCSS@MARQUETTE.EDU

TELEPHONE: 414 – 288 – 7281