Welcome Current Students!

The Marquette University Office of Residence Life is pleased to announce our returning student sign-up process for the 2019-20 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 2019-20 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:

- 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 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 12, 2019.

Marquette University Residency Requirement

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 at their permanent address 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.

Log into the Campus Living Portal

- To log into the Campus Living Portal, go to http://checkmarq.mu.edu

Quick Links

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The Campus Living portal is available to all students who intend to live in a university-owned building or purchase a university dining plan. The portal allows students to participate in various residence hall and university apartment processes, request an Anytime Dining or Loyalty 50 meal plan, or submit a waiting list request. Waiting list and room change requests are also completed here.

Access Campus Living
Pay the $300 non-refundable deposit

All students must pay a $300 non-refundable housing deposit in order to participate in the room selection process for the 2019-20 academic year. Payment during the two weeks of deposit collection (March 18–29) ensures activation of your pre-assigned assignment time. Deposits made after March 29 may result in a delay in your ability to sign-up during the online process.

To pay your housing deposit for 2019-20, submit a $300 payment through the Campus Living Portal.

Housing Deposit Payment Methods

**Electronic payment (E-Check)**— Housing deposit payments may be made online through the Campus Living Portal via direct debit from a checking or savings account. There is no additional charge for this service. Please note that debit cards cannot be used for this method of housing deposit payment. Checking or savings routing and account numbers are required.

**Credit/Debit card**— Marquette does not accept credit or debit cards directly. As a convenience to you, this option is available through a third-party provider. Housing deposit payments may be charged to a Visa, MasterCard, American Express or Discover. This service is outsourced to a third party and may be accessed through the Campus Living Portal. There is a service fee of $7.50 for using this option. This system alerts the user to the service fee before they are asked for their credit or debit card information.
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 in 60-minute intervals between 8:45 a.m. and 4:45 p.m. with up to 100 students per interval.

Your specific assignment time can be viewed through the Campus Living Portal after Friday, March 22 at 8 AM (up to 24 hours after you have paid your $300 housing deposit). Assignment times indicate the earliest opportunity to access the system on each day of the room selection process.

- Log into the Campus Living Portal
- Click on View Sign Up Time to determine when you will sign
April 08: Singles and Quads – 8:45 a.m. to 4:45 pm

April 09: Doubles and Triples – 8:45 a.m. to 4:45 pm

April 10: All Room Types (no fill requirement) – 8:45 a.m. to 4:45 p.m.

Your assignment time gives you access at the same time each day of the process.

In an effort to ensure that the maximum number of rooms will be available to accommodate groups of roommates, the Campus Living assignment program will only allow complete groups to select rooms prior to 8:45 a.m. on April 10.

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
- Pairs - empty double rooms
- Trios - empty triple rooms
- Groups of Four - empty quad rooms

A current student can sign up to room with an incoming first-year or transfer student, however, the following conditions must be met:

1. The individual must be an admitted student who has paid his/her tuition and housing deposit through the Office of Undergraduate Admissions before the start of the current student selection process (by Monday, April 8).

2. All students must meet the eligibility criteria for the room they wish to select. Example: First-year students cannot sign up for sophomore-only buildings and current students cannot sign up for freshmen-only buildings.

3. Current students are not able to use the online system to pull in an admitted student, so the current must sign up at the Office of Residence Life, Carpenter Tower 203, during his/her signup time. The student must have the admitted student’s MUID as authorization to pull them in as a roommate.
To add your roommate(s) you will need to have their **RMS ID** (which can be viewed when you review your assignment time).

You will also need their **MUID** which serves as their Roommate Group PIN.
Determine which date you will sign up for your residence hall room

April 08: Singles and Quads – 8:45 a.m. to 4:45 pm

April 09: Doubles and Triples – 8:45 a.m. to 4:45 pm

The first two days of selection are 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.

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 12 at 4:30 p.m.

You will only need roommate(s) **RMSID** and **MUID**, to assign them to a room with you. *You will not need to give out any confidential passwords to your potential roommates.*

April 10: All Room Types (no fill requirement) – 8:45 a.m. to 4:45 p.m.

Current first-year students who could not completely fill a room will select room assignments in any vacant spaces beginning at 8:45 a.m. on April 10.

The automated process will remain open and available to students from this point through Friday, April 12 at 4:30 p.m.

April 11: Late Sign-up

This segment is for eligible students who have not selected a housing assignment for the 2019-20 academic year.

**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 not be eligible to sign up (or be pulled in as a roommate) prior to 11:45 a.m. on any day of selection.*
Anytime Dining Meal Plan

Students will be able to eat when they want, as much as they want, as many times as they want in the three traditional dining halls — Cobeen, The Commons and Straz Tower. They will also be able to eat meals at any of the destination dining locations on campus — Schroeder Hall Café; six food vendors within Marquette Place in the Alumni Memorial Union; and five Brew Cafes.

The Anytime Meal Plan also includes guest passes and $50 for use in on-campus dining locations.

Note: Since all meal plans are designed on a semester cycle, all students living in the residence halls must purchase the Anytime Dining Plan each term.

Residence Hall Room Tours

Residence hall room tours are available at Carpenter Tower, The Commons, Mashuda Hall, Humphrey Hall, Schroeder Hall and Straz Tower on Monday, March 25 and Tuesday, March 26 from 8:00 p.m. to 10:00 p.m. Report to the building front desks to take a room tour. Please note: tours will be given of any of the room types, but not specific room numbers.

These are the only dates/times that residence hall room tours will be given to current students

Questions?

Assistance is available at the Office of Residence Life 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. The office will also remain open until 5:30 pm on selection days for questions.

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