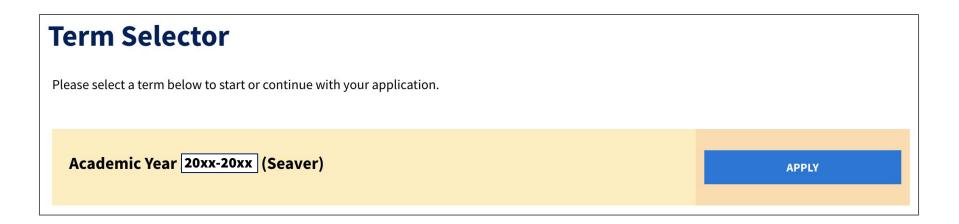
# **First Year/Transfer Student Housing** *How to apply for housing in the Housing Portal*



# **Start Your Housing Application**

Enter the Housing Portal through our website: *community.pepperdine.edu/housing*.

Start your application by clicking "Academic Year Housing Application" located on the navigation bar, then select the correct term as shown below.



#### Welcome



Welcome to your housing application! We are excited that you are interested in joining our residential hall communities. Living on-campus plays a vital part in the Pepperdine experience, and HRL has been preparing to support you as a resident, a student, and a Wave.

As you go through each step of the housing application process, please read the instructions thoroughly.

Please note: You must complete the entire application to be eligible for housing and/or meal plans. Incomplete contracts will not be processed.

For more important information (e.g., check-in dates), please visit the Peppperdine Housing and Residence Life website.

SAVE & CONTINUE



## This is the welcome page.

Read through the instructions carefully, then click "Save & Continue".

## **Emergency Contact Details**

#### **Missing Person Contact**

Per our Missing Student Notification Policy, you have the right to register a "confidential contact" whom the University would contact in the event that you are deemed a "missing person." For more information on this policy, please see the Student Handbook.

Contact Name

<empty>

Relationship

<empty>

Phone

<empty>

State Province

<empty>

Country

United States

~

#### Contacts

The next two steps of the housing application will ask you to input your emergency contact details and a parent/guardian contact.

# **Parent or Guardian Contact**

In partnership with the Seaver Parent's Program, please list your parent or guardian's name so they may receive important university updates specific to parents about university events specifically for parents and the parent newsletter from the Pepperdine Parent Program.

Contact Name			
Email			
Phone Mobile Cell			
Relationship			
	~		
SAVE & CONTINUE			

## Contacts

Please provide a parent/guardian contact.

#### **Lifestyle Preferences**

Please fill out the lifestyle preference questions below. This will help our system match you with potential roommates based on compatability!

#### **Roommate Profiles**

During the week, what time do y	ou usually go to sleep at night?
Between 11 PM - 12 AM	~
When I am in my room, I:	
Prefer background noise	~
Amount of time spent each week	in faith/church related activities or spiritual worship
One hour	~
How organized do you like to kee	ep your living space?
Somewhat organized	~
If comfortable loaning personal i	tems, your permission should be sought:
All of the above	¥
I like to frequently have guests in	my room:

#### **Create Your Roommate Profile**

By completing this lifestyle preferences questionnaire, the Housing Portal can suggest a list of potential roommates who are most compatible with you!

Start a conversation with other students looking for roommates using the chat function.

(Please Select)	~				
am willing to live in a nut-fre	ee environment:				
(Please Select)	~				
am willing to live with an En	notional Support A	nimal (Cat):			
(Please Select)	~				
am willing to live with an En	notional Support A	nimal (Dog):			
(Please Select)	~				
(Please Select)	~				
Please note that while the Ho	ousing Office will ta	ke vour lifestv	le preferences	into consideratio	n wecar
guarantee that all preference		ic your mesty	te preferences		i, ire cur
guarantee that all preference	es will be met.				

#### **Create Your Roommate Profile**

In addition to lifestyle preferences, you will also be asked to share some living preferences with the Housing Office.

# Accommodations

The Housing and Residence Life (HRL) Office refers students to our colleagues in the Office of Student Accessibility (OSA) if they have a documented medical or psychological condition or a recognized disability under the Americans with Disabilities Act. Students with a disability or a chronic medical condition that requires special facilities and/or accommodations should visit the HRL website for more information.

If you are granted an accommodation from the OSA, you will need to resubmit your request to both the OSA and the HRL Office before each academic year you plan to live on campus.

Standard room and board charges will apply.

#### SAVE & CONTINUE

Phone: 310.506.6500

Fax: 310.506.6776

Email: <a href="mailto:student.accessibility@pepperdine.edu">student.accessibility@pepperdine.edu</a>

# Housing Accommodations

Students looking for accommodations should read the instructions listed on this page, and reach out to the Office of Student Accessibility as needed (OSA).

# Terms and Conditions 20xx-20xx

#### Housing Contract Terms and Conditions 20xx-20xx

#### **1. CONTRACT INTRODUCTION**

1.1 These Terms and Conditions are incorporated by reference into all housing contracts and are binding upon contract submission. These Terms and Conditions shall remain in full force and effect until the end of the contract period, subject to the reservation of rights below. Housing contracts are binding for the academic year (fall and spring semesters). This includes residents who graduate from Seaver College and transfer into a Pepperdine graduate program or participate in dual degree programs. Spring and summer contracts are binding for that single academic term. It is the responsibility of the resident to retain a copy of these Housing Contract Terms and Conditions.

In the online Housing Portal, you must accept these terms and conditions of the e-contract in order to select on campus housing. This means that you have read, understand, and agree to all of the terms and conditions of the e-contract.

This e-contract will become legally binding for both parties when (A) the Housing Office receives the accepted econtract online and (B) a placement is made by the Department of Housing and Residence Life or selected by the resident or one of their linked roommates.

## **Housing Contract**

Please read through the Housing Contract Terms and Conditions before continuing on in the application.



#### **Acknowledgements and Agreements**

I understand this is a legally binding document and have read and agree to these Terms and Conditions.

Housing Contract Agreement #1

1

Academic year housing contracts are binding for the fall and spring semesters. Spring only housing contracts are binding for the spring semester.

Housing Contract Agreement #2

□ ①

Withdrawal from the University, graduation, marriage, military deployment, or acceptance to a Pepperdine International Program are the only accepted reasons for canceling this contract.

Housing Contract Agreement #3

□ ①

Residents who wish to cancel their housing assignment and contract before the move-in date must submit their request via Pepperdine email. The housing contract is binding upon submission, therefore, approved cancellations are rare. If a cancellation is approved, it is subject to a cancellation fee.

Housing Contract Agreement #4

♥

## **Housing Contract**

Please check all boxes in the acknowledgments and agreements section, then sign the contract using your network ID (your Wavenet username).

Signature	
To sign your contract, enter your network	(ID ( <i>lower case only, eg. jdoe</i> ) below:
Signature:	
PRINT THIS PAGE	
SAVE & CONTINUE	

□ ①



# **Lock-Out Terms and Conditions**

We are pleased to provide remote unlocking to our on-campus residence halls. In order to be eligible, please complete your security questions on the next page after reading through the following terms and conditions.

#### Lockout Charges:

Lockouts are free during the first few days of classes until the last add/drop day of the Seaver academic calendar for the fall semester. After add/drop day, the fee per lockout during business hours (8AM - 5PM) is **\$10.00**. The fee per lockout outside of business hours (5PM-1AM + weekends and holidays) is **\$15.00**.

#### Lockout Process:

#### 8AM-5PM Monday-Friday:

Call the Housing Office at 310.506.7586 to report your lockout and answer your security question which must be completed in the Housing Portal (see below). **Remote unlocking is only offered during business hours.** After answering your security question, an HRL staff member will unlock your door remotely. This means that you do not need to walk to our office! Once you have access into your room, you will need to verify that you found your card by re-entering your room using your ID card.

#### **Remote Lockouts**

In order to be eligible for remote lock outs, please opt-in to the service, complete your security questions, and agree to the Remote Lockout Assistance Terms and Conditions.



# **Display in Roommate Search Results**

By checking the box below, you will be searchable by potential roommates. If you choose to uncheck the box, you will not be searchable and will enter room selection as an individual.

Display in Roommate Search results

Web Screen Name

Willie12345

~

**SAVE & CONTINUE** 

**Roommate Search** 

If you are looking for roommates, please check the box indicating you would like to be displayed in roommate search results. Otherwise, you will not have a roommate/group.

# **Undergraduate Roommate Groups**

This page displays your roommate group and its members if you have already joined a group. It also displays any pending requests to merge or join other roommate groups below.

#### Not In a Group

You are not a member of any roommate groups.





Search for Roommates by Screen Name Search for Roommates by Profiles Suggest Roommates

# Select Your Roommates!

#### You have 4 options:

- 1. Create a Roommate Group
- 2. Search by Screen Name
- 3. Search by Profiles
- 4. See Suggested Roommates

**SAVE & CONTINUE** 

#### **Roommate Group Details**

Please enter a group name and password below.

Please make sure the box that says "let other people search for members of this group" is checked, otherwise, your groupmates will not be visible, and potential roommates will not be able to request to join.

	PB
Password:	
	٩
Confirm Password:	
	٩
Let other people search for this group?	

# Option 1: Create a Roommate Group

To create a roommate group, please submit a group name and password.

Please be sure to check the box so your groupmates will be visible for searching and potential roommates can request to join your group.

Roommate Search by Screen Name
Use this page to search for potential roommates with their provided screen name.
Search by Screen Name:
<empty></empty>
Exclude results that cannot be added or joined

Search for Roommates by Profiles Suggest Roommates **Option 2:** Search for a **Roommate by Screen Name** To join a roommate group, search for a roommate by screen name.

For your reference, your screen name is shown below:

SEARCH

Screen Name

**MANAGE GROUP** 

Lucille13693

#### **Roommate Search By Profiles**

Use this page to search for potential roommates that match the search criteria below.

V

#### **Roommate Profiles**

During the week, what time do you usually go to sleep at night?

When I am in my room, I:

Any

Any

Amount of time spent each week in faith/church related activities or spiritual worship:

How organized do you like to keep your living space?

Any

Any

MANAGE GROUP

Any

If comfortable loaning personal items, your permission should be sought:

Any

I like to frequently have guests in my room:

Exclude results that cannot be added or joined

SEARCH

Search for Roommates by Screen Name Suggest Roommates

# **Option 3: Search for a Roommate by Profiles**

Find roommates by searching for a specific profile.

The portal will pull up a list of potential roommates that match your search criteria.

#### **Option 4: Suggested Roommates**

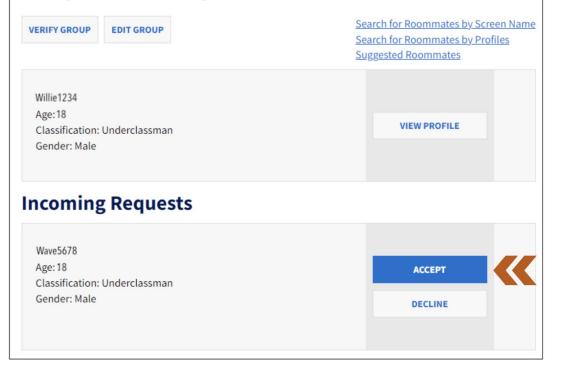
Find roommates by looking through the suggested roommates chosen for you, based off of the lifestyle preferences you provided earlier in the application.



#### **New Student Roommate Grouping**

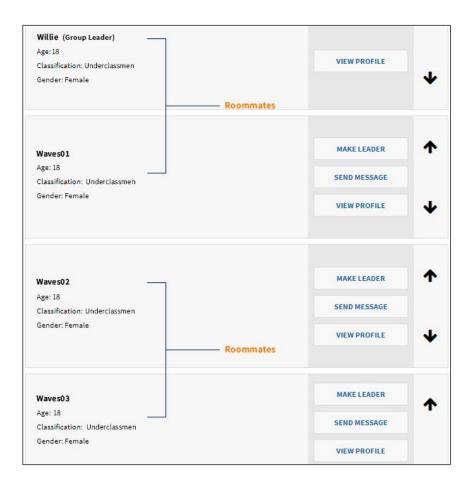
This page displays your roommate group and its members if you have already joined a group. It also displays any pending requests to merge or join other roommate groups below.

#### Group: Roommate Group Name



## Accept Roommate Group Invitations

When you request to join another student's group, or invite another student to join your own group, make sure to accept the invitation!



#### **Roommate Group Order**

Please make sure that the order in which your roommate group is listed is correct, as this will determine the roommate pairs. **Only the** group leader will be able to make changes to the roommate group order by using the arrows to rearrange the members of a group.

The first two slots are one roommate pair (Willie and Waves01) and the last two slots are a second roommate pair (Waves02 and Waves03), for a roommate group of up to four. You may also have a group of 3 people, and our office will assign that third person a roommate.

# **Your Application is Complete!**

The Housing Office will assign you a room and your placement will be confirmed via email.