

# Academic Year Housing

*How to apply for and select a room in the Housing Portal*



PEPPERDINE  
Housing and Residence Life

# The Housing Process

Applying for housing is a simple two step process in the Housing Portal - **prep** and **select**!

## 1. Prep

- a. Apply for housing, sign the housing contract, and create your roommate group

## 2. Select

- a. Select your housing during the assigned time slot that will be emailed to you

# Step 1: Prep



## 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.

### Term Selector

Please select a term below to start or continue with your application.

Academic Year  (Seaver)

APPLY

## 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 Pepperdine [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

Relationship

Phone

State Province

Country



## 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 compatibility!

### Roommate Profiles

During the week, what time do you 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 keep your living space?

Somewhat organized

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

All of the above

I like to frequently have guests in my room:

Occasionally

## 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.

## Living Preferences

I am willing to live in a gluten-free environment:

(Please Select) ▾

I am willing to live in a nut-free environment:

(Please Select) ▾

I am willing to live with an Emotional Support Animal (Cat):

(Please Select) ▾

I am willing to live with an Emotional Support Animal (Dog):

(Please Select) ▾

*Please note that while the Housing Office will take your lifestyle preferences into consideration, we cannot guarantee that all preferences will be met.*

SAVE & CONTINUE

## 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: [student.accessibility@pepperdine.edu](mailto:student.accessibility@pepperdine.edu)

## 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 e-contract 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

 ⓘ

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

 ⓘ

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

 ⓘ

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

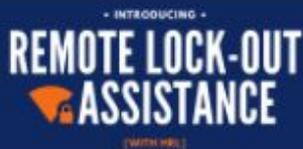
To sign your contract, enter your network ID (*lower case only, eg. jdoe*) below:

Signature:

<empty>

[PRINT THIS PAGE](#)

[SAVE & CONTINUE](#)



## 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.

If you are **interested** in living in one of these interest communities, please select the community below and hit "save and continue" to move on.

If you are **not interested** in living in one of these interest communities and would like to participate in the general housing selection process, please select "General Room Selection" and click "save and continue" to move on.

## Interest Communities

(Please Select) 

SAVE & CONTINUE

## Interest Communities

Please indicate which interest community you would like to join: Gaming and Esports or Global Intersect.

If you are **not interested** in joining an interest community, please choose “**General Room Selection**”.

## Gaming and Esports Agreement

By checking the box below, I affirm that:

- I want to join the Gaming and Esports interest community
- I am committed to engage and foster community within the Gaming and Esports community
- I understand I can only create a roommate group with other students interested in joining the Gaming and Esports interest community



## What if I change my mind?

If you want to leave an interest community, please email us at [housing@pepperdine.edu](mailto:housing@pepperdine.edu).

1. All roommate groups must be created prior to the roommate grouping deadline.
2. If you decide to leave the interest community, please note that you will no longer be part of your original interest community roommate group and you must create/join a new roommate group or go through selection as an individual.
3. Please note that the deadline to leave an interest community is the roommate grouping deadline.

## Interest Community Agreements

If you select to join an interest community, you will be led to an agreement page.

Please check the box indicating that you affirm the agreement shown before you on the screen before continuing on in the application.

# 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.

CREATE GROUP



[Search for Roommates by Screen Name](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

You and your group's housing selection timeslot will display below after it is distributed on <date>

If you are a part of a group with multiple members, all members will have the same timeslot for room selection.

Timeslot

SAVE & CONTINUE

## 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

*The Housing Office will not break roommate groups past the roommate grouping deadline.*

## 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.

Group Name:

Password:

Confirm Password:

Let other people search for this group?



GO BACK

SAVE 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:

Exclude results that cannot be added or joined

MANAGE GROUP

SEARCH

[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

For your reference, your screen name is shown below:

Screen Name

Lucille13693

## Option 2: Search for a Roommate by Screen Name

To join a  
roommate group,  
search for a  
roommate by  
screen name.

## Roommate Search By Profiles

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

### Roommate Profiles

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

When I am in my room, I:

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

How organized do you like to keep your living space?

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

I like to frequently have guests in my room:

Exclude results that cannot be added or joined

MANAGE GROUP

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.

### Suggested Roommates

Use this page to find potential roommates with similarly matching lifestyle preferences. On this page, you'll be able to send messages to the person, view their lifestyle preference answers, and join or merge groups.

MANAGE GROUP

[Search for Roommates by Screen Name](#)

[Search for Roommates by Profiles](#)

Willie1234

Age: 18

Classification: Underclassman

Gender: Male

46% Match

JOIN GROUP

SEND MESSAGE

VIEW PROFILE

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

VERIFY GROUP

EDIT GROUP

[Search for Roommates by Screen Name](#)

[Search for Roommates by Profiles](#)

[Suggested Roommates](#)

Willie1234

Age: 18

Classification: Underclassman

Gender: Male

VIEW PROFILE

## Incoming Requests

Wave5678

Age: 18

Classification: Underclassman

Gender: Male

ACCEPT

DECLINE



## 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!

# Timeslots

---

*Student who meet the housing deadline will receive their time slot via email.*

# Step 2: Select



## Initial Selection



Drescher Campus  
Apartment

SELECT



Lovernich Apartments

SELECT



Page Apartments

SELECT



Rockwell Towers

SELECT



Seaside Hall

SELECT

## Select a Housing Area

Please designate **one member** of your group to participate in the room selection process. That one member will be required to make room reservations on behalf of the entire group.

Please note that some students may not see all the areas shown here. This depends on what year you are at Pepperdine and/or if you chose to join an interest community!

## Room List

### Floors

- Lovernich A14
- Lovernich A15
- Lovernich A16
- Lovernich A17
- Lovernich A18
- Lovernich A19
- Lovernich A24

The screenshot shows a grid of room selection cards. Each card includes a floor plan, room name, occupancy, and pricing. The 'ADD TO CART' button for Lovernich A15 A is highlighted in blue.

Room Name	Occupancy	From	per session
Lovernich A14 A	2		
Lovernich A14 B	2		
Lovernich A15 A	2		
Lovernich A15 B	2		
Lovernich A16 A	2		
Lovernich A16 B	2		



## Select a Room

Upon selecting a room, it will remain in the shopping cart for **5 minutes**. Within those 5 minutes, the designated member must assign each person in their group to a bed and confirm the reservation.

**Please note:** Do not exit the browser at this time, otherwise it will remove the selected rooms from the shopping cart.

## Assign Beds

### My Room



Willie12345

Age: 20

Gender: Male

Lovernich A14 A-a

### My Roommates

Below are your current roommates. You can assign beds to all of them.

George12345

Age: 20

Gender: Male

Lovernich A14 A-b

Seaver12345

Age: 20

Gender: Male

Lovernich A14 B-b

Paul12345

Age: 20

Gender: Male

Select Bed

Select Bed

**Lovernich A14 A (2 total spaces, 2 available, 0 unavailable)**

Lovernich A14 A-a (Taken By Willie12345)

Lovernich A14 A-b (Taken By George12345)

**Lovernich A14 B (2 total spaces, 2 available, 0 unavailable)**

Lovernich A14 B-a

Lovernich A14 B-b (Taken By Seaver12345)

# Confirmation

## Lovernich A14 A, Lovernich A14, Lovernich Apartments

1. Lovernich A14 A-a: Willie12345
2. Lovernich A14 A-b: George12345

## Lovernich A14 B, Lovernich A14, Lovernich Apartments

1. Lovernich A14 B-a: Paul12345
2. Lovernich A14 B-b: Seaver12345

You're not done yet!

Please click the button below to officially reserve your housing for the 2020-2021 academic year.

GO BACK

SAVE & CONTINUE

## Confirm the Room Reservation

Once all the necessary room selection steps are completed, please confirm the reservation by clicking “Save & Continue”.

## Booking Summary

**Room:** Lovernich A14 A-a

**Room Type:** Apt. Double

**Location:** Lovernich Apartments

**Floor:** Lovernich A14

Bed	Occupant	Check In Date	Check Out Date
Lovernich A14 A-a	Willie12345	8/28/2021	12/17/2021
Lovernich A14 A-b	George12345	8/28/2021	12/17/2021
Lovernich A14 B-a	Paul12345	8/28/2021	12/17/2021
Lovernich A14 B-b	Seaver12345	8/28/2021	12/17/2021

  
**Congratulations!**

Your space is now reserved and housing selection is over.