

# FIRST-YEAR HOUSING PREFERENCE FORM GUIDE


To Navigate to the housing preference form, follow steps below:

1. Log into Murphy Online through the St. Thomas homepage or going directly to <https://banner.stthomas.edu>.
2. Once logged in, select the Student Services link from the main page.
3. At the bottom of the Student Services page, find and select the link for Student Housing System.
4. On the student housing page, please select the link that will bring you to the St. Thomas Housing System and it will open a new browser window/tab with the Student Housing Portal. (Please make sure that your pop-up blockers are allowed for the new window to open)

**The Student Housing Portal is displayed.**

- Click on "I AM AN INCOMING FIRST YEAR OR TRANSFER STUDENT FOR FALL."

**Welcome to University of St. Thomas Student Housing Portal**




Residence Life | UNIVERSITY OF **St.Thomas**

**Hello Erin**

Questions? Please contact the Department of Residence Life at (651) 962-6470 or email [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

**CLICK A BUTTON BELOW TO CONTINUE**



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**I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES**

*Click button above to access housing forms and processes if you currently live on-campus or taking classes in SPRING or you are a returning student FOR FALL 2024.*

**I AM AN INCOMING FIRST YEAR OR TRANSFER STUDENT FOR FALL**

*Click button above to access housing forms and processes if you are new incoming first-year or transfer student FOR FALL 2024.*

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**Residence Life Website:**  
[www.stthomas.edu/residencelife](http://www.stthomas.edu/residencelife)  
**Like us on Facebook at:**  
[www.facebook.com/USTResLife](http://www.facebook.com/USTResLife)  
**Follow us on Instagram at:**  
[www.instagram.com/ustreslife/](http://www.instagram.com/ustreslife/)

**QUESTIONS?**  
Please contact Residence Life at (651) 962-6470 or email [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

Click Here [Residence Life Website](#)  
Visit website to learn more about living on campus.

**Department of Residence Life**  
University of St. Thomas, St. Paul Campus  
Koch Commons Building, Room 120  
**Office Hours:** Monday-Friday 8:00 a.m. to 4:30 p.m.  
**Phone:** (651) 962-6470 or toll free (800) 328-6819  
**Email:** [reslife@stthomas.edu](mailto:reslife@stthomas.edu)

*Close browser window to exit student housing portal.*

The First Year or Transfer Students Housing Portal is displayed.

- Click on the image below First-Year Housing Preference Form.

**University of St. Thomas Incoming Students Housing Portal**  
**FOR NEW INCOMING FIRST YEAR OR TRANSFER STUDENTS ONLY**

Residence Life  UNIVERSITY OF **St.Thomas**

Hello Erin

**CLICK AN IMAGE or BUTTON TO BEGIN**


Questions? Please contact Residence Life at (651) 962-6470 or email [reslife@stthomas.edu](mailto:reslife@stthomas.edu)

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|   |  |
|---|--|
| <p><b>First-Year Housing Preference Form:</b></p>  | <p><b>Medical/Disability Housing Accommodation Request Here:</b></p>  |
|---|--|

The Welcome to the Housing Preference Form page is displayed.

- Click Continue to Next Step (found at the bottom).



Residence Life  UNIVERSITY OF **St.Thomas**

**Welcome to the First-Year Housing Preferences Form**

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|  |  |  |
|--|--|--|
| <p>Questions? Contact the Department of Residence Life at (651) 962-6470 or email <a href="mailto:reslife@stthomas.edu">reslife@stthomas.edu</a>.</p> <p>Click here <a href="#">Residence Life website</a> to learn more about living on campus.</p> | <p><b>Hello Erin</b></p> <p>To begin updating your housing preferences click <b>Continue to Next Step</b> (found below).</p> | <p><b>Department of Residence Life</b><br/>St. Paul Campus<br/>Koch Commons Building, Room 120<br/><b>Phone:</b> (651) 962-6470<br/>(800) 328-6819 ext. 2-6470<br/><b>Email:</b> <a href="mailto:reslife@stthomas.edu">reslife@stthomas.edu</a><br/><b>Website:</b> <a href="http://www.stthomas.edu/residencelife">www.stthomas.edu/residencelife</a></p> |
|--|--|--|

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 [Cancel and Log Out](#)  [Continue to Next Step](#)

**The Meal Plan Preference page is displayed.**

- Select Meal Plan Unlimited and click Continue to Next Step.




**Select Meal Plan Preference**

- Click radio button below to select Unlimited/\$100 DD meal plan.

**Meal Plan Selection:**  Unlimited Meal Plan / \$100 DD \* All first-year first-time residents are required to have an UNLIMITED Meal Plan.

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When done click Continue to Next Step (found below).

 [Cancel and Log Out](#)  [Go Back to Previous Page](#)  [Continue to Next Step](#)

**Roommate Matching Questions page is displayed.**

- Follow instructions found on the page and select a response for each question.
- Answer all the questions, even if you plan to request a specific roommate.
- If you answer “No Pref” for each question listed, click in the box to answer YES to the question “Did you choose to answer No Preference to All Roommate Matching Questions?”.
- Click Continue to Next Step when done.

**Answer Roommate Matching Questions**

- Answer the roommate matching criteria by clicking No, or Yes, or No Pref in the Responses column.
- Complete the roommate matching questions even if you are requesting specific roommate(s).
- Instructions on how to complete the preferred roommate process will be sent in a separate housing mailing in June.




| No. | Roommate Matching Criteria                         | Responses   |
|-----|--|---|
| 1   | Keeping my room clean is a priority for me         | <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref |
| 2   | I prefer to get up before 7:00 a.m. on school days | <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref |
| 3   | I prefer to go to sleep before midnight Sun-Thurs  | <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref |
| 4   | I will spend most/all weekends on campus           | <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref |
| 5   | I am a non-smoker                                  | <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref |
| 6   | I prefer a roommate who does not drink alcohol     | <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref |

**Did you choose to answer NO PREFERENCE to ALL Roommate Matching Questions shown above?**

**If YES, click box on the left. If NO, leave blank and continue.**

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When done click Continue to Next Step (found below).

 [Cancel and Log Out](#)  [Go Back to Previous Page](#)  [Continue to Next Step](#)

## Living Learning Community or Common Good Learning Community

Preference page is displayed.

- Follow instructions on the page and select Living Learning Community (LLC) or Common Good Learning Community (CGLC) preferences for first, second, and third choices.
- Students in Aquinas Scholars Honors program should read the **NOTE** before selecting.
- Click Continue to Next Step when done.

### Select Living Learning Community or Common Good Learning Community

To fulfill the learning community requirement, you must participate in either a Living Learning Community (LLC) or the Common Good Learning Community (CGLC). Click [HERE](#) to learn more. Be sure to return to this form after visiting the website.

**NOTE: All members of the Aquinas Scholars Honors Program will live in the Aquinas Scholars Honors LLC. If you've been accepted to the program, please select "LLC-Aquinas Scholars Honors" as your first preference choice.**

**If you are a member of the Aquinas Scholars Honors Program, and would like to submit a request to live in a different LLC or CGLC please contact Ben Clark at [ben.clark@stthomas.edu](mailto:ben.clark@stthomas.edu) and select your first, second, and third preferences in the boxes below.**

**\*If you are in the process of applying for the Aquinas Scholars Honors Program, please wait to complete the Housing Preference Form until you know if you've been accepted to the program. Click Cancel and Log Out (found at the bottom of the page) to exit without saving.**

Select Preferences for a Living Learning Community (LLC) or Common Good Learning Community (CGLC) in the section below. Click the dropdown arrow to display list and highlight to select.

LLC or CGLC PEF FIRST CHOICE:

LLC or CGLC PEF SECOND CHOICE:

LLC or CGLC PEF THIRD CHOICE:

#### Living Learning Community (LLC) Locations:

|  |                   |
|--|-------------------|
| LLC - Aquinas Scholars Honors              | Tommie North Hall |
| LLC - Economic Tools for Policy & Business | Tommie North Hall |
| LLC - eMedia                               | Tommie North Hall |
| LLC - Pathways to Engineering (P2E)        | Tommie North Hall |
| LLC - Catholic Studies: Telos              | Dowling Hall      |
| LLC - Emerging Scholars for JUSTICE        | Dowling Hall      |
| LLC - Helping Professions                  | Dowling Hall      |
| LLC - Literary & Digital Storytelling      | Dowling Hall      |
| LLC - Science Discovery Scholars           | Dowling Hall      |
| LLC - Sustainability                       | Dowling Hall      |
| LLC - Healthcare Professions               | Brady Hall        |
| LLC - Nursing                              | Brady Hall        |
| LLC - Psychology and Neuroscience (PAN)    | Brady Hall        |
| LLC -Sports Studies                        | Brady Hall        |
| LLC - Opus Business                        | Ireland Hall      |

#### Common Good Learning Community (CGLC) Locations:

Brady Hall, Dowling Hall, Ireland Hall, & Tommie North Hall

When done click Continue to Next Step (found below).



[Cancel and Log Out](#)



[Go Back to Previous Page](#)



[Continue to Next Step](#)

**Verify First Choice of LLC or CGLC and Provide Additional Information page is displayed.**

- Follow instructions on the page to verify your first choice LLC or CGLC preference.
- Answer the question regarding credits in the text box provided.
- Continue to Next Step when done.

**VERIFY FIRST CHOICE LLC OR CGLC PREFERENCE AND ANSWER QUESTION**

**You chose LLC - Aquinas Scholars Honors as your first choice LLC.** If you are a member of the Aquinas Scholars Honors Program, and would like to select a different LLC or CGLC please click "Go Back to Previous Page" (found at the bottom of the page) and select a different LLC or CGLC as your first choice.

**After you finalize your first choice, please answer the question below. You must type a response in the text box in order to continue to the next step. When done click Continue to Next Step.**

**Do you anticipate receiving any credits through any of the following?**

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Dual or concurrent enrollment college courses offered through your high school
- Postsecondary Enrollment Options (PSEO) through a Community and/or Technical College, Private College, or Public University

**If YES, list all courses in which you anticipate receiving credit in the text box provided below.**  
(Examples: PSEO - CHEM 1101 at Anoka-Ramsey Community College, AP Statistics, IB English HL).  
**If NO, type "None" in the text box below.**

Enter information here \*

When done click Continue to Next Step (found below).



[Cancel and Log Out](#)



[Go Back to Previous Page](#)



[Continue to Next Step](#)

**Buildings and Single Room Preferences page is displayed.**

- Follow instructions on the page and select four building preferences and rank in order of importance to you.
- Click in the Single Room Preference box if you have a housing preference for a single room.
- Click Continue to Next Step when done.

**Select Housing Preferences and Indicate Single Room Preference**

Because you chose **LLC - Aquinas Scholars Honors** as your first choice LLC, you will be assigned to **Tommie North Hall** if you are approved and admitted to this Living Learning Community. The hall preferences you indicate below will only be used if you are not admitted to your first choice LLC.

| <b>Living Learning Community (LLC) Locations:</b>           |                   |
|---|-------------------|
| LLC - Aquinas Scholars Honors                               | Tommie North Hall |
| LLC - Economic Tools for Policy & Business                  | Tommie North Hall |
| LLC - eMedia  | Tommie North Hall |
| LLC - Pathways to Engineering (P2E)                         | Tommie North Hall |
| LLC - Catholic Studies: Telos                               | Dowling Hall      |
| LLC - Emerging Scholars for JUSTICE                         | Dowling Hall      |
| LLC - Helping Professions                                   | Dowling Hall      |
| LLC - Literary & Digital Storytelling                       | Dowling Hall      |
| LLC - Science Discovery Scholars                            | Dowling Hall      |
| LLC - Sustainability  | Dowling Hall      |
| LLC - Healthcare Professions                                | Brady Hall        |
| LLC - Nursing   | Brady Hall        |
| LLC - Psychology and Neuroscience (PAN)                     | Brady Hall        |
| LLC -Sports Studies   | Brady Hall        |
| LLC - Opus Business   | Ireland Hall      |
| <b>Common Good Learning Community (CGLC) Locations:</b>     |                   |
| Brady Hall, Dowling Hall, Ireland Hall, & Tommie North Hall |                   |

**Required - Rank 4 Hall Preferences Below**

|        |        | Type     | Hall Preference       |
|--------|--------|----------|-----------------------|
| Remove | Change | Building | Dowling Hall          |
| Remove | Change | Building | Brady Hall            |
| Remove | Change | Building | Ireland Hall          |
| Remove | Change | Building | Tommie North Res Hall |

**Instructions for Adding Building/Hall Preferences:**

- You must select at least 4 halls in order of importance.
- Do not select duplicate halls as this will result in an error.
- Click the "Add" button each time to select a hall.
- Select "Building" from the Preference Type dropdown box.
- Select a hall from the Preference Type dropdown box.
- Click the "Select" link to save your hall preference.
- Click the "Remove" button if you wish to delete.
- Click the "Change" button if you wish to revise.
- When done scroll down to the next section on the page.

**Indicate Single Room Preference**

**Instructions for Single Room Preference:**

- Do you prefer a Single Room as your first choice?
- If **YES**, click in the **Single Room Preference BOX** on the right.
- If **NO**, do not click in the **BOX** and skip this section.
- Change your mind? Click in the **BOX** to add/remove check mark.

**Single Room Preference:**

By selecting Single Room Preference this becomes a priority when housing assignments are processed if space is available. You will be responsible for the higher cost associated with this room type. NOTE - Single rooms are limited. By indicating a single room preference, you are not guaranteed a single room.

When done click Continue to Next Step (found below).

 [Cancel and Log Out](#)
 [Go Back to Previous Page](#)
 [Continue to Next Step](#)

**Medical/Disability Housing Accommodations Preference page is displayed.**

- Follow instructions on the page and select a preference for the accommodation.
- Click **Submit Housing Preferences** (found at the bottom) to save and submit the housing preference form when done.

**Medical/Disability Housing Accommodations Preference**

- Click the dropdown arrow below to highlight and select a preference.
- If **NO**, highlight to select "**ACCOMMODATION NOT REQUESTED (FY)**".
- If **YES**, highlight to select "**ACCOMMODATION REQUESTED (FY)**".

▼ \*




Medical documentation supporting your request must be provided to Disability Resources for consideration of your request. **All requests must be received by June 5, 2024 for priority consideration.**

If you have any questions regarding medical/disability requests contact: [Click here](#) Disability Resources to learn more about Disability Resources.

**Disability Resources**  
Phone: (651) 962-6315  
Email: [disabilityresources@stthomas.edu](mailto:disabilityresources@stthomas.edu)

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When done click Submit Housing Preferences (found below).

 [Cancel and Log Out](#) [Go Back to Previous Page](#) [Submit Housing Preferences](#)

**The Finish page is displayed.**

- If "**ACCOMMODATION NOT REQUESTED (FY)**" is selected, a Finish page is displayed after clicking on Submit Housing Preferences.

Hello Erin,

You have successfully submitted your housing preferences. Please check your **St. Thomas student email account** for a confirmation email from Residence Life. You can log into your St. Thomas email by going to <https://mail.stthomas.edu>. If you do not receive the confirmation email or have any questions, please contact Residence Life.

The Department of Residence Life  
phone: (651) 962-6470  
email: [reslife@stthomas.edu](mailto:reslife@stthomas.edu)

Close browser window to exit.

**The Medical/Disability Accommodation Request Form is displayed.**

- If **“ACCOMMOTION REQUESTED (FY)”** preference is selected, an ADA form is displayed after clicking on Submit Housing Preferences.
- Follow instructions found in the form and click **Submit Accommodation Request** when done.

**Medical/Disability Accommodation Request Form**


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**Hello Erin,**

**If you are not requesting a medical/disability accommodation please click Cancel and Log Out (found below).**

**Contact Information:**  
**Disability Resources**  
**Phone:** (651) 962-6315  
**Email:** [disabilityresources@stthomas.edu](mailto:disabilityresources@stthomas.edu)

[Click Here](#) Disability Resources  
*Visit website to learn more about the services they offer.*



**Department of Residence Life**  
University of St. Thomas  
St. Paul Campus  
Koch Commons Building, Room 120  
**Phone:** (651) 962-6470 or  
toll free (800) 328-6819  
**Email:** [reslife@stthomas.edu](mailto:reslife@stthomas.edu)  
**Website:** [www.stthomas.edu/residencelife](http://www.stthomas.edu/residencelife)

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**Select Your Medical/Disability Accommodation Request Below**

**Step 1** - Select one **ACCOMMODATION** from the list below. If you have more than one request, or cannot find your specific request, select "Other Accommodation" and provide detail in the text box on the right.

**ACCOMMODATION TYPE:**



- AIR CONDITIONER
- ELEVATOR
- FIRST FLOOR
- OTHER ACCOMMODATION
- PRIVATE/SEMI-PRIVATE BATHROOM
- SINGLE ROOM ACCOMMODATION
- WHEELCHAIR ACCESSIBLE

**Step 2** - Type your reason for the request in the **RATIONALE FOR REQUESTED ACCOMMODATION** text box below. If you selected "Other Accommodation" please include your specific accommodation requested in the text box along with the reason.

**ADA RATIONALE FOR ACCOMMODATION:**

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**Step 3** - Click **Submit Accommodation Request** (found below) to finish this form and return to the housing preference form.

 [Cancel and Log Out](#) [Submit Accommodation Request](#)

**The Finish page is displayed.**

- After you successfully submit the Accommodation form a finish page will be displayed.
- You will receive a confirmation email from Residence Life sent to your St. Thomas student email account with attached documents to be completed by you and required by Disability Resources.
- Download and complete the additional documents and email forms to Disability Resources at [disabilityresources@stthomas.edu](mailto:disabilityresources@stthomas.edu) by no later than June 5 for review and consideration.

Hello Erin,

You have successfully submitted your request for medical/disability accommodation.

Be sure to check your **St. Thomas student email account** for a confirmation email from Residence Life. You can log into your St. Thomas email by going to <https://mail.stthomas.edu>. If you do not receive a confirmation email, please contact Residence Life at (651) 962-6470 or email [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

Close browser window to exit.