

# Housing Exception Guide for Second-Year Returning Students 2024-2025

## STEP 1. BEGIN BY LOGGING INTO MUPHY ONLINE AND NAVIGATE TO STUDENT HOUSING PORTAL.

- Log into Murphy Online through the St. Thomas homepage or going directly to <https://banner.stthomas.edu>.
- Once logged in, select the Student Services link from the main page.
- At the bottom of the Student Services page, select the link for Student Housing System.
- On the Student Housing page, 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)*

## STUDENT HOUSING PORTAL IS DISPLAYED

## STEP 2. CLICK BUTTON "I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES."

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



Residence Life | UNIVERSITY OF St. Thomas

Hello

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**



**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 FALL 2023, including new, transfer, and returning students.

**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   
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)

## THE FORMS AND PROCESSES PORTAL IS DISPLAYED

**STEP 3. CLICK THE IMAGE BELOW 2024-2025 FALL & SPRING HOUSING EXCEPTION FORM HERE.**

University of St. Thomas Students On-Campus Housing Forms & Processes Portal

Residence Life  **St.Thomas**

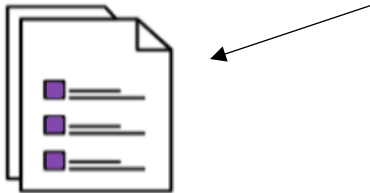
Hello

Visit website to learn more about the returning student housing process and guidelines. Click button below:

[Residence Life Website](#)


**Click an Image below to Begin a Process.**

**2024-2025 Fall & Spring Housing Exception Form Here:**



## THE HOUSING EXCEPTION FORM IS DISPLAYED

**STEP 4. FOLLOW INSTRUCTIONS FOUND ON THE PAGE AND CLICK NEXT STEP TO CONTINUE.**

Residence Life  **St.Thomas**

<p><b>Residence Life Website:</b> <a href="http://www.stthomas.edu/residencelife">www.stthomas.edu/residencelife</a></p> <p><b>Like us on Facebook at:</b> <a href="http://www.facebook.com/USTResLife">www.facebook.com/USTResLife</a></p> <p><b>Follow us on Instagram at:</b> <a href="https://www.instagram.com/ustreslife/">https://www.instagram.com/ustreslife/</a></p>	<p><b>Department of Residence Life</b> University of St. Thomas, St. Paul Campus Koch Commons Building, Room 120</p> <p><b>Office Hours:</b> Monday-Friday 8:00 a.m. to 4:30 p.m.</p> <p><b>Phone:</b> (651) 962-6470 or toll free (800) 328-6819</p> <p><b>Email:</b> <a href="mailto:reslife@stthomas.edu">reslife@stthomas.edu</a></p>
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**Welcome to the Housing Exception Request Process for Fall & Spring 2024-2025**

*NOTE - If you are requesting an exception starting in Spring Semester 2024, please contact Residence Life by emailing [reslife@stthomas.edu](mailto:reslife@stthomas.edu) and exit the form.*



To learn more about the Residency Requirement and the exception criteria, please refer to the On-Campus Living Requirement website by clicking the button below.

[On-Campus Living Requirement](#)

If you are looking for an exception starting in **Fall semester 2024**, please select the application for **2024-2025 Full Year Returning Students** shown below.

Please select the application period from dropdown list below and select **Next Step** to continue.

**Application Period:**  \*

 [Cancel](#)  [Next step](#)

# THE HOUSING EXCEPTION REASON PAGE IS DISPLAYED

**STEP 5. CLICK THE DROPDOWN ARROW AND SELECT A HOUSING EXCEPTION REASON. IF MORE THAN ONE REASON OR OTHER REASONS NOT LISTED, USE THE TEXT BOX TO TYPE A RESPONSE.**

**ANSWER THE TWO QUESTIONS BY CLICKING THE DROPDOWN ARROW TO SELECT A RESPONSE.**

**CLICK NEXT STEP (FOUND AT THE BOTTOM TO CONTINUE).**

There are four criteria/categories in which you can request an exception to the residency requirement:

- Age 21 or older during any time of the academic year of your Second year
- Living at home with Parent/Legal Guardian
- Married and/or Care for a Dependent
- Medical Condition that cannot be accommodated on-campus

To start the exception process, please complete the information below.

Click drop down arrow and select the Primary Reason for requesting a Housing Exception.

sample 1

If you are requesting an exception for more than one reason from the dropdown list above, please include any additional exception reasons in the text box provided below:

sample

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*Please answer the questions below and then click Next Step (found at the bottom).*

**1. Have you completed the 2024-2025 FAFSA?**

sample 1

**2. Have you completed the 2024-2025 Minnesota Dream Act Application?**

sample 1

Click Next Step to Continue.



Cancel



Previous



Next step

## HOUSING EXCEPTION REASON AND FINISH STEP IS DISPLAYED

**IF YOU CHOSE THIS EXCEPTION REASON SHOWN BELOW IN STEP 5, THIS PAGE WILL DISPLAY.**

**CLICK FINISH (FOUND AT THE BOTTOM) TO SAVE AND SUBMIT THE FORM.**

YOU SELECTED: Age 21 or older during any time of the academic year of your second year

Note - Students requesting an exception because they **are turning 21** or older during the next academic year do not need to do upload any forms. Your request will be noted according to the Primary Reason you selected in this form and you will be notified by email from Residence Life after review.

If you did not intend to select this preference, please click the Previous link below and select again.

Click "**Finish**" (found at the bottom of the form) to save and submit your responses if correctly selected this preference "Age 21 or older during any time of the academic year of your second year".



[Cancel](#)



[Previous](#)



[Next step](#)



[Finish](#)

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## HOUSING EXCEPTION REASON AND FINISH STEP IS DISPLAYED

**IF YOU CHOSE THIS EXCEPTION REASON SHOWN BELOW IN STEP 5, THIS PAGE WILL DISPLAY.**

**FOLLOW INSTRUCTIONS FOUND ON THE PAGE AND DOWNLOAD, COMPLETE, AND RETURN THE ATTESTATION FORM TO RESIDENCE LIFE at [reslife@stthomas.edu](mailto:reslife@stthomas.edu).**

**CLICK FINISH (FOUND AT THE BOTTOM) TO SAVE AND SUBMIT THE FORM WHEN DONE.**

YOU SELECTED: Living at home with Parent/Legal Guardian

Students requesting an exception **to live at home with parent/legal guardian** must download the **Living at Home Request and Attestation** form. To begin, click the button below, download and print the form, complete the form, and email the form as an attachment to Residence Life at [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

For your convenience, the Living at Home Request and Attestation link to the online form will also be sent to you in the confirmation email from Residence Life when you complete this process. Be sure to check your St. Thomas email account and download and print the form. When done completing the form, email the form as an attachment to Residence Life at [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

View and download form here: [Living at Home Request and Attestation Form](#)

The confirmation email from Residence Life will also have a link to the form for you to view and download.

If you did not intend to select this preference, please click the Previous link below and select again.

Click "**Finish**" (found at the bottom of the form) to save and submit your responses if correctly selected this preference "Living at home with Parent/Legal Guardian".



[Cancel](#)



[Previous](#)



[Next step](#)



[Finish](#)

# HOUSING EXCEPTION REASON AND FINISH STEP IS DISPLAYED

**IF YOU CHOSE THIS EXCEPTION REASON SHOWN BELOW IN STEP 5, THIS PAGE WILL DISPLAY.**

**FOLLOW INSTRUCTIONS FOUND ON THE PAGE AND UPLOAD DOCUMENTATION OR SEND AS ATTACHMENT TO RESIDENCE LIFE at [reslife@stthomas.edu](mailto:reslife@stthomas.edu).**




**CLICK FINISH (FOUND AT THE BOTTOM) TO SAVE AND SUBMIT THE FORM WHEN DONE.**

YOU SELECTED: Married and/or Care for a Dependent

Students requesting an exception due to Marriage and/or Care for a Dependent **must upload supporting documentation for your request at the bottom of this page**. This can be a marriage certificate or legal documents showing a dependent. See section below to upload documents. Follow instructions and make sure you click "**Select**" once the form is uploaded. Be sure to click "**Finish**" (found at the bottom) when done.

**Note** - If you do not upload below, please send a copy of your documentation as an attachment to Residence Life at [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

Attach File Here:

File Name	Uploaded D/T	Uploaded By
 My Resume	12/01/2014 10:02:16	John Doe
 Fall 2015 Honors Essay	11/16/2014 10:05:11	John Doe
		



Click "**Finish**" (found at the bottom of the form) to save and submit your responses.



Cancel



Previous



Next step



Finish

## HOUSING EXCEPTION REASON AND FINISH STEP IS DISPLAYED

**IF YOU CHOSE THIS EXCEPTION REASON SHOWN BELOW IN STEP 5, THIS PAGE WILL DISPLAY.**

**FOLLOW INSTRUCTIONS FOUND ON THE PAGE AND TYPE YOUR RESPONSE IN THE TEXT BOX PROVIDED.**

**CLICK FINISH (FOUND AT THE BOTTOM) TO SAVE AND SUBMIT THE FORM WHEN DONE.**

YOU SELECTED: Medical Condition that cannot be accommodated on-campus

Students requesting an exception for a Medical Condition that **cannot be accommodated** on campus **must send supporting documentation for your request**. Please provide a description of your situation in the text box provided below and someone will be in contact with you on next steps.

sample

Click button on the RIGHT for to learn more about Disability Resources. [Disability Resources Website](#)

Click "**Finish**" (found at the bottom of the form) to save and submit your responses.



## FINISH SUMMARY PAGE IS DISPLAYED

**STEP 6. AFTER YOU SUCCESSFULLY SUBMIT THE FORM A FINISH PAGE WILL BE DISPLAYED.**

**FOLLOW INSTRUCTIONS ON THE PAGE AND CHECK YOUR ST. THOMAS EMAIL FOR FURTHER INSTRUCTIONS.**

**RESIDENCE LIFE ANTICIPATES THAT REQUEST REVIEWAL WILL BEGIN AROUND FEBRUARY/MARCH 2024. YOU WILL RECEIVE AN E-MAIL WITH THE DECISION ON YOUR REQUEST.**

You have successfully submitted your request for a housing exception for fall and spring 2024-2025.

Please check your St. Thomas email for a confirmation from Residence Life. You may be required to submit additional documentation before your request can be approved. Please follow instructions found in your email from Residence Life.

Close browser window an exit.