

# STEP BY STEP GUIDE FOR SUBMITTING SUMMER HOUSING APPLICATION

**Navigate to the summer application and complete the form online.**

- 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)*

- Click the button for **I am a Student Currently Living On Campus or Taking Classes.**
- Click on the image below **Housing Preferences and Reapplications.**
- Click the button for **2024 Summer Application.**
- After you access the online form, follow instructions to update housing preferences and be sure to go to the end of the form and click the finish/submit link.
- After you submit the form, you will receive a confirmation email from Residence Life.
- After Summer assignments are processed a confirmation email will be sent from Residence Life to your St. Thomas student email account.

Welcome to the Summer Housing Application page is displayed.

- Read important information found on the page and click Next Step (found at the bottom) to continue with the process.
- You may also visit the Residence Life Summer Housing website by clicking the button shown below the contact information.
- Click Next Step to continue.



Hello Erin M Thigpen

## Welcome to Online Summer Housing Application

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### Questions? Contact:

#### Department of Residence Life

University of St. Thomas

St. Paul Campus

Koch Commons, Room 106

**Phone:** (651) 962-6470

toll free (800) 328-6819

**Email:** [reslife@stthomas.edu](mailto:reslife@stthomas.edu)

### Summer Housing Information:

- Summer Housing will be located in Frey Hall Suites for the Summer of 2024.
- If you currently reside in Frey Hall there is no guarantee that you will be staying in your current space or that you will be able to move to your fall space in Frey Hall. However, Residence Life will accommodate where possible.
- In addition to Summer Housing, Residence Life will be using Frey Hall for Summer Conference Operation. We will consolidate the spaces used for summer residents to also accommodate other housing needs over the summer.
- Students completing a summer housing application by April 28 priority deadline and are doing summer research, taking a class, or working on campus will be considered on a first-come-first-serve basis for summer housing.
- Summer application requests completed after April 29 will be considered and granted if space is available.
- On Monday, May 6, a confirmation email will be sent from Residence Life with instructions to go online to the student housing portal and view your summer assignment and roommate contact information.

Click button below:

[Residence Life Summer Housing](#)

Learn more about on campus summer housing.

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To Begin click *Next step* (found below).  
Click Cancel if you want to exit and log out.

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

The Summer Housing Agreement and Electronic Signature page is displayed.

- Download the agreement for your records and then accept the terms by clicking the radio button next to “I agree to the terms of the student residence life agreement”.
- Type your full name in the space provided to acknowledge.
- Click Next Step to continue.

### Summer Housing Agreement and Electronic Signature

**You are applying for 2024 Summer Housing.**

Please download and review document below for the Summer Housing Agreement, terms, and details prior to accepting the agreement and using the electronic signature below. Please note the following **important dates** for summer housing students:

**SUNDAY, APRIL 28** – APPLICATION DUE THROUGH THE STUDENT HOUSING SYSTEM IN MURPHY ONLINE.

**MONDAY, MAY 6** – EMAIL WILL BE SENT WHEN ASSIGNMENT & ROOMMATE INFO IS AVAILABLE IN THE HOUSING PORTAL.

**THURSDAY, MAY 30 - SUNDAY, JUNE 9** – MOVE TO SUMMER ROOMS. SPRING 2024 ON-CAMPUS RESIDENTS MUST BE AVAILABLE TO MOVE FOR THE DURATION OF THE DATES OUTLINED. ONCE STUDENTS ARE NOTIFIED THEIR SUMMER ROOM IS READY, THEY NEED TO COMPLETE THE MOVE WITHIN 48 HOURS. NO EXCEPTIONS CAN BE MADE.

**SUNDAY, AUGUST 4** – OFF-CAMPUS MOVE OUT DATE, STUDENTS NOT LIVING ON CAMPUS IN THE FALL MUST MOVE OUT.

**MONDAY, AUGUST 5 - SUNDAY, AUGUST 11** – STUDENTS LIVING ON-CAMPUS IN THE FALL MOVE TO THEIR FALL ROOM.

STUDENTS MUST BE AVAILABLE FOR THE DURATION OF THE WEEK OUTLINED. ONCE STUDENTS ARE NOTIFIED THEIR FALL ROOM IS READY, THEY NEED TO COMPLETE THE MOVE WITHIN 48 HOURS. NO EXCEPTIONS CAN BE MADE.

Please download the Summer Housing Agreement here:  [Download](#)

If you do not agree with the terms, please cancel your application process at this time.

By continuing to apply for Summer housing you are acknowledging you have read, understood, and agree to all the terms of the Department of Residence Life Student Residence Agreement. Please complete the section below.

**INSTRUCTIONS:** Click the radio button below **RESIDENT AGREES** and type your **Full Name** in the space provided below the **RESIDENT ELECTRONIC SIGNATURE**.

**RESIDENT AGREES:**

I AGREE TO THE TERMS OF THE STUDENT RESIDENCE AGREEMENT



**RESIDENT ELECTRONIC SIGNATURE:**



Click *Next step* (found below) to continue.

 [Cancel](#)

 [Previous](#)

 [Next step](#)

The Summer Status Questions and Preferred Room Type Selection page is displayed.

- Click inside ANY or ALL boxes that apply to your summer housing situation.
- Scroll down to the next section on the page to select a room type.
- Select your Preferred Room Type from the dropdown.
  - Select a Frey Hall Double room or a Frey Hall Single room.
- Use the scroll bar located on the right to scroll down to the next section to select Move In and Move Out options.

### Summer Status Questions

Please check all the boxes that apply to your situation for summer housing.

- I am working on campus this summer.
- I am taking a summer class.
- I applied for a summer housing grant from the Undergraduate Research Opportunities Program.
- I live on-campus currently (2024 Spring Semester).
- I have an on-campus housing assignment in the upcoming 2024 Fall Semester.

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### Select Preferred Room Type Here

#### Rates and Total Cost for Summer Housing:

- **Frey Hall Double Room.** The cost per student is \$1,050 for the entire summer session.
- **Frey Hall Single Room.** The cost per student is \$2050 for the entire summer session.
- **If students move in after June 1 or move out prior to August 1,** the cost for the summer will be pro-rated based on the day you check-in or check-out of the summer room. No pro-rating of summer housing costs will be done for moves outside of the listed dates.

Click dropdown arrow and highlight to Select Room Preference Below:

- Frey Hall Suites DOUBLE Room \$1050
- Frey Hall Suites SINGLE Room \$2050

## The Move In Options and Move Out Options page is displayed.

- Follow instructions shown below and select the move in and move out options and then click Next Step.

### SELECT MOVE IN OPTIONS - Required

- If you live on campus for spring semester you must move directly from your spring room **within 48 hours of notification** of your summer room being cleaned and ready.
- You must be available to move the ENTIRE time **between May 30 and June 9**. If you are unable to commit to the entire set of dates to move, you will need to make other arrangements to move out of your spring space to an off-campus location prior to May 24 and can move into your summer room after it is ready.
- The exact date between May 30 and June 9 to move will be unknown until up to 4:00 p.m. on any given day that week. Dates can vary based on your summer assignment, cleaning priorities, and spring Frey resident move-out.
- **Failure to move within 48 hours of notification will result in a \$250 charge.**

**MOVE IN OPTIONS - Select an OPTION below that best matches your move in. If you select "Summer Other Move In Date", you must enter your move in date found below the options.**

Spring Resident (available to Move within 48 hours notice) for Summer Session(s)  
I plan to Move In for "Summer Other Move In Date" Entered Below for Summer Session(s)

#### Summer Other Move In Date:


### SELECT A MOVE OUT OPTIONS - Required

- Summer residents who will not be living on campus fall semester must **move out by Sunday, August 4, 2024**.
- If you have a room for fall semester you must move directly into your fall room **within 48 hours of notification** of your fall room being cleaned and ready.
- You must be available to move the ENTIRE time **between August 5 and 11**. If you are unable to commit to the entire set of dates to move, you will need to make other arrangements to move out of the space to an off-campus location prior to August 5 and can move into your fall room during fall move-in.
- The exact date between August 5 and 11 to move will be unknown until up to 4:00 p.m. on any given day that week. Dates can vary based on your fall assignment, cleaning priorities, and conferences on campus.
- Check out procedures will be communicated via e-mail around the beginning of August for students without fall housing assignments and with the notification that your fall room is ready for students with fall housing assignments.
- **Failure to move within 48 hours of notification will result in a \$250 charge.**

**MOVE OUT OPTIONS - Select an OPTION below that best matches your move out. If you select "Summer Other Move Out Date", you must enter your move out date (no later than August 4) found below the options.**

Moving Directly to Fall Room (within a 48 hour notice to move)  
Moving Off Campus "Summer Other Move Out Date" Entered Below (must move by August 4)

#### Summer Other Move Out Date:

Click *Next step* (found below) to continue.

The Roommate matching and requests page is displayed.

- Follow instructions on the page to roommate matching questions.
- If you have specific roommates, you may enter 1 to 3.
  - Type the roommate's full name and student ID number in the text boxes provided.
- Click Next Step to continue.

Roommate Matching Questions and Requested Roommates

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

INSTRUCTIONS - Roommate Matching Questions:

- REQUIRED - Click No, or Yes, or No Pref (Preference) and respond to each question listed.
- OPTIONAL - Scroll down to the next section and request specific roommate(s).
- When done scroll down and click *Next step* (found at the bottom) to continue.

**Please Note** - Answer the roommate matching questions even if you are requesting a specific roommate. Roommate Matching information will be used if for some reason your roommate leaves and we need to fill the space.

Answered No Preference to ALL?

If YES, click box on the left. If NO, leave blank and skip this section.

OPTIONAL - REQUEST SPECIFIC ROOMMATES HERE

**Want to request a specific roommate?** Please type the roommate's full name and St. Thomas ID number in the space provided below. You may request up to 3 roommates for summer housing in an apartment or suite. Be sure to request each other when submitting the preference form.

Roommate 1:

Roommate 2:

Roommate 3:



If you have any questions please contact Residence Life at (651) 962-6470.

Click *Next step* (found below) to continue.

The Medical/Disability Accommodation preference page and a finish link is displayed.

- Follow instructions on the page and click the drop down and select a preference from the list.
- When finished, click *Submit Summer Application* (found at the bottom of the page).

### Medical/Disability Accommodation Preference

**INSTRUCTIONS:**

- Please complete the section below by clicking dropdown arrow and highlight to select a preference.
- If you do not have a medical/disability request, select "**Accommodation Not Requested**".
- If the request is a continuing or previous accommodation, select "**Accommodation Request Renewed**".
- If the request is a new medical/disability request, select "**Accommodation Requested**". You may be contacted by the Department of Residence Life and/or Disability Resources for further information/documentation.

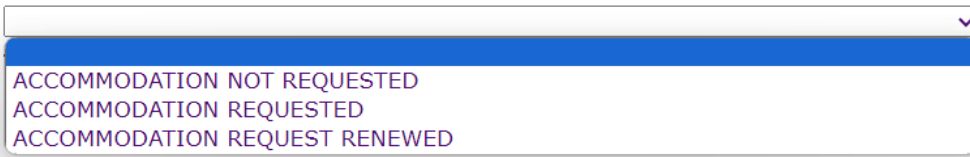
If you have any questions regarding medical/disability accommodations please contact:

**Disability Resources**

**Phone:** (651) 962-6315

**Email:** [disabilityresources@stthomas.edu](mailto:disabilityresources@stthomas.edu)

Click here [Disability Resources](#) to visit the website.



A screenshot of a web form's dropdown menu. The menu is open, showing three options: "ACCOMMODATION NOT REQUESTED", "ACCOMMODATION REQUESTED", and "ACCOMMODATION REQUEST RENEWED". The first option is highlighted in blue. A small downward arrow is visible in the top right corner of the dropdown box.

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To Finish click *Submit Summer Application link* (found below).

 [Cancel](#)  [Previous](#)  [\*\*Submit Summer Application\*\*](#)

**A Finish page is displayed.**

- After you successfully submit the application a thank you finish page is displayed.

Thank you for submitting your Summer housing application and preferences.

The housing assignments process will take place by Monday, May 6. Residence Life will send you a confirmation email with instructions to go online to view your housing and roommate contact information after the assignments are processed.

If you have any questions please contact Residence Life at (651) 962-6470 or email [reslife@stthomas.edu](mailto:reslife@stthomas.edu).

Close browser window to exit.



**A confirmation email from Residence Life is displayed.**

- **A confirmation email from Residence Life will be sent to your St. Thomas student email.**
- **If you do not receive the confirmation email, please contact Residence Life at [reslife@stthomas.edu](mailto:reslife@stthomas.edu).**
- **See sample email below:**

Subject: Summer Application Received

Hello (your name here),

Thank you for submitting your 2024 Summer housing application and preferences. **If your plans changed and you no longer need summer housing, please email Residence Life at [reslife@stthomas.edu](mailto:reslife@stthomas.edu) to request us to cancel your summer housing application.**

All summer assignments will be available on the online housing system on May 6, by 4:00 p.m. Just a reminder that if you presently live on campus and want to remain on campus until your summer room is ready, **you must be available to move the entire time period between Thursday, May 30 and Sunday, June 9** or else you must completely move out before moving into your summer room. We cannot guarantee or take requests for which date students would like to move. There is a \$250 charge if you presently live on campus and are assigned a move date and do not move from your spring space to your summer space on that date.

Your account will be billed mid-May for the entire summer session. If you move in after that date, you will be billed within two business days of signing up for housing. **If you decide to leave summer housing earlier than you intended, you must email Residence Life at [reslife@stthomas.edu](mailto:reslife@stthomas.edu) in advance of your move out date or you will be charged for the entire summer session.** Date of move-in and move-out are based on when you are notified that your summer room is ready and when Residence Life receives confirmation from you that you have completed moving out by following move-out instructions that will be sent to you closer to move-out. **Please notify Residence Life by sending an email from your St. Thomas student account to [reslife@stthomas.edu](mailto:reslife@stthomas.edu) and let us know your exact move out date. If you move out, you cannot use the room as storage space.**

For your convenience the 2024 Summer Housing Agreement to which you agreed by submitting your application can be found online [HERE](#). If you have any questions, please contact Residence Life.

Thank you.

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