

2024-2025 Housing Reapplication Process for Upper Division Returning Students

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.

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
Like us on Facebook at:
www.facebook.com/USTResLife
Follow us on Instagram at:
www.instagram.com/ustreslife/

QUESTIONS?
Please contact Residence Life
at (651) 962-6470 or email
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

FORMS & PROCESSES PORTAL IS DISPLAYED

STEP 3. CLICK THE IMAGE FOUND BELOW THE HOUSING PREFERENCES AND REAPPLICATIONS HERE.

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



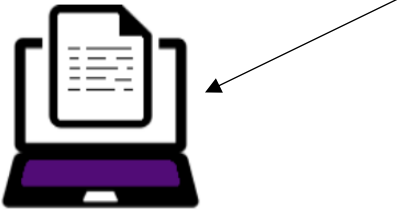
Hello

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.

Housing Preferences and Reapplications Here:



Click IMAGE above to access returning student housing applications for returning students.

THE STUDENT HOUSING APPLICATION PORTAL IS DISPLAYED

STEP 4. CLICK THE APPLICATION BUTTON FOR 2024-2025 RETURNING STUDENT REAPPLICATION.

University of St. Thomas Student Housing Application Portal



Hello

CLICK A BUTTON BELOW TO BEGIN

Click button below to begin the reapplication process for returning upper division students only.

[2024-2025 Returning Student Reapplication](#)

THE REAPPLICATION WELCOME PAGE IS DISPLAYED

STEP 5. READ IMPORTANT INFORMATION ON THE PAGE REGARDING UPCOMING PROCESSES AND DEADLINES.

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

Online Housing Reapplication for Returning Students

Residence Life  UNIVERSITY OF **St.Thomas**

Residence Life Website:

www.stthomas.edu/residencelife

Like us on Facebook at:

www.facebook.com/USTResLife

Follow us on Instagram at:

<https://www.instagram.com/ustreslife/>



Questions? Call the
Department of Residence Life
at (651) 962-6470.

Department of Residence Life

University of St. Thomas, St. Paul Campus

Koch Commons, Room 120

Phone: (651) 962-6470

or toll free (800) 328-6819

Email: reslife@stthomas.edu

Hello

The Upper-Division process is an opportunity for students who have decided they want to live on campus and is a top priority for them.

Please [visit our website](#) for information about our Residence Halls and reach out to us with any questions by emailing reslife@stthomas.edu.

Communications, Information Sessions and Tours:

- **In early November** – All students will receive an email with a more detailed timeline about the Housing Application, Lottery, and Selection Process. Available housing locations will also be announced at this time.

Housing Reapplication, Lottery, Selection Process and Waitlist:

- **November 6** – Housing Reapplication opens for Upper-Division Student Housing Selection (current second-year, junior and senior students)
- **December 8** – Deadline to apply for Upper-Division Student Housing Selection to participate in lottery process
- **December 12** – Selection times sent to students based on lottery process
- **December 13** – Upper-Division Student Housing Selection begins (students self-select into their hall and room, and can select/pull in roommate/s)
- **December 14** – Housing selection continues based on available spaces, or sign up to be on waitlist.

To begin, click *Next step* (found below).

You may click Cancel if you do not wish to continue.

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


THE ACKNOWLEDGEMENT PAGE IS DISPLAYED

STEP 6. FOLLOW INSTRUCTIONS ON THE PAGE TO AGREE AND SIGN YOUR FULL NAME.

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

Student Residence Agreement

You are applying for 2024-2025 Full Year Returning Students Full Academic Year Housing.

REQUIRED - Click here to view the Student Resident Agreement  [Download](#) and then follow instructions below.

By continuing to reapply for 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.

*** REQUIRED** - 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.

You may click Cancel if you do not wish to continue.

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

THE ROOMMATE PREFERENCES PAGE IS DISPLAYED

STEP 7. FOLLOW INSTRUCTIONS ON THE PAGE AND SELECT YES, NO, OR NO PREFERENCE FOR EACH QUESTION.

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

Roommate Matching Questions

REQUIRED - Click Yes, or No, or No Preference and respond to each question listed.

- Complete this section even if you are planning to pull-in roommates during the housing selection process.
- Roommate Matching information will be used if for some reason a roommate leaves and we need to fill the space from a waitlist.

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



Click Next step (found below) to continue.

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

THE ROOMMATE GROUP PIN PAGE IS DISPLAYED

STEP 8. FOLLOW INSTRUCTIONS FOUND ON THE PAGE TO UPDATE YOUR ROOMMATE GROUP PIN (OPTIONAL).

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

Roommate Group PIN

Are you planning on living with roommates on-campus?

During the housing selection process you will need a Roommate PIN (Personal Identification Number) if another student plans to pull you in to a space on campus. We recommend (but do not require) that all students in a Roommate Group select the same PIN to simplify the pull-in process. Because our system is lottery based, you may not know which of your set of roommates will need to pull-in the remaining roommates, so all students in a group should set a PIN to be prepared.

Set your Roommate Group PIN below and then share it with the student who has your permission to pull you into a space on campus. You will receive a confirmation email after a student pulls you in to a space.

If you are not prepared to set a PIN number at this time, or want to change your PIN later after you have identified a group of roommates, you will be able to change your PIN on the applications landing page of the housing portal. (If you change your PIN, the other roommates in your group do not have to change their PIN).

Set Up Your Roommate PIN Here!

- You can reset your PIN at any time, so if you forget it, just click the Roommate Group PIN button found on the Residence Life landing page to access the form and reset and re-submit a new PIN.
- The PIN can be any length between 4-10 digits long. We recommend using 4 digits.
- Please enter your desired PIN in the space provided below.

Roommate Group PIN:

Click Next step (found below) to continue.



[Cancel](#)



[Previous](#)



[Next step](#)

MEDICAL/DISABILITY ACCOMMODATION PREFERENCE PAGE IS DISPLAYED

STEP 9. FOLLOW INSTRUCTIONS ON THE PAGE TO SELECT A PREFERENCE.

CLICK THE FINISH LINK (FOUND AT THE BOTTOM) WHEN DONE.

Optional Housing Preferences

Do you want to request or renew a medical/disability housing accommodation?

- Click dropdown arrow to highlight and select a preference.
- If you have a **new** accommodation request or a **change** to a previous approved accommodation, please select **Accommodation Requested**.
- If you had a **previous** approved accommodation request from a prior academic year, please select **Accommodation Request Renewed**.
- After you make your selection, please make sure you complete the online medical/disability form to be considered. A link to the form will be displayed after you click **Finish** (found below).

Select Medical/Disability Accommodation Preference Below:

*

Click Finish (found below) to submit your application and preferences. Be sure to check your St. Thomas student email account for a confirmation email from Residence Life after you click Finish.

[✕ Cancel](#) [← Previous](#) [✓ Finish](#)

THE MEDICAL/DISABILITY ACCOMMODATION REQUEST FORM IS DISPLAYED

STEP 10. IF STUDENT HAS AN ADA REQUEST OR RENEWAL PREFERENCE, THE REQUEST FORM SHOWN BELOW WILL AUTOMATICALLY DISPLAY AFTER YOU CLICKED THE FINISH LINK ON THE PREVIOUS PAGE.

IF STUDENT SELECTED "ACCOMMODATION NOT REQUESTED", THE REQUEST FORM WILL NOT DISPLAY AND THE STUDENT WILL BE DONE WITH THE REAPPLICATION PROCESS.

BE SURE TO CLICK THE FINISH LINK (FOUND AT THE BOTTOM) TO SAVE AND SUBMIT THE FORM.

YOU WILL RECEIVE A CONFIRMATION EMAIL FROM RESIDENCE LIFE AFTER YOU SUCESSFULLY SUBMIT THE FORM.

Medical/Disability Accommodation Request Form

If you did not request a medical/disability accommodation or selected the preference by mistake, please log out and contact Residence Life at reslife@stthomas.edu and request that we change your preference to "Not Requested".

Kimberly Schumann, Director
Disability Resources

Phone: (651) 962-6315

Email: kjschumann@stthomas.edu

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

Welcome



Department of Residence Life

University of St. Thomas

St. Paul Campus

Koch Commons Building, Room 120

Questions? Phone: (651) 962-6470 or

toll free (800) 328-6819

Email: reslife@stthomas.edu

Follow us on Instagram at:

<https://www.instagram.com/ustreslife/>

Select Your Medical/Disability Request Below

- Please complete the **Step 1** and **Step 2** below if you are requesting a medical/disability accommodation **for the first time**. If this is a renewal of a previous academic year request, please cancel and exit this form and select for RENEWAL Request form on the Medical/Disability Accommodation Portal.
- **When done complete Step 3**, use the scroll bar on the right and scroll to the bottom of the page and **click Finish**.

Step 1 - Select and click at least one of the **ACCOMMODATION TYPE REQUESTED** items found on the list located in the section below. If you have more than one request or cannot find your specific request, please select "Other Accommodation".

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 located in the section below. If you selected "Other Accommodation" please include your specific accommodation requested in the text box along with the reason.

ADA RATIONALE FOR ACCOMMODATION:

TEST only, please disregard *

Step 3 - Click Finish (found below) to submit your request.

Be sure to check your St. Thomas student email for a confirmation from Residence Life.