How to Sign up for the Housing Waitlist for 2024-2025

To Begin, Navigate to the Upper Division Housing Waitlist for 2024-2025.

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 Landing page. *(Please make sure that your pop-up blockers are allowed for the new window to open)*

5. Select button "I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES".

6. Click image below "Upper Division Housing Waitlist for 2024-2025".

7. After you access the form, follow instructions in the form and be sure to click the "Save and Submit Form" found at the end of the process. You will receive a confirmation email from Residence Life after you successfully submit the form.

The On-Campus Housing Forms and Processes Portal is displayed below:

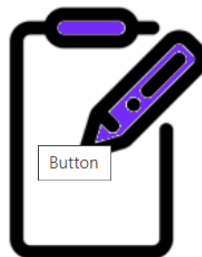**University of St. Thomas Students On-Campus Housing Forms & Processes Portal**

Residence Life ⁝ UNIVERSITY OF St.Thomas

Hello Erin,

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.

Upper Division Housing Waitlist for 2024-2025

Button

Click image to access the housing waitlist form.

The Housing Waitlist form is displayed:

- **Follow instructions found in the form and use the scroll bar on the right to navigate to the bottom of the page. Be sure to click FINISH (found at the bottom) after you are done completing the form.**

Residence Life | UNIVERSITY OF St.Thomas

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons, Room 106
Phone: (651) 962-6470
or toll free (800) 328-6819
Email: reslife@stthomas.edu

Hello Erin

Are you requesting to be put on the waitlist? Please follow instructions below to select a waitlist, click SAVE, and then complete your housing preferences and meal plan selection. When done scroll to the bottom of the page and click the FINISH link to submit the form

Are you currently on the waitlist and requesting to be removed from the waitlist? Click the INACTIVATE button, select an Inactive Code from the dropdown list found on the pop-up window, and click the SAVE link. Then scroll to the bottom of the page and click the FINISH link to submit the form.

Selected Application Period: **2024-2025 Full Year Returning Students**

Click the +ADD Icon and select "2024 Fall Non Selected WL" from the dropdown and then click Save in the popup box. After you click SAVE, continue updating the form and be sure to click FINISH at the bottom of the form when done.

Name	Application Period	Date Added	Active	
❌ 📝 2024 Fall Non Selected WL	2024-2025 Full Year Returning Students	10/18/2023	☑	Inactivate

- **POP-UP WINDOW DISPLAYS IF YOU ARE ADDING YOURSELF TO THE WAITLIST. CHOOSE WAITLIST AND SAVE.**

Add/Edit Waitlist

Waitlists:	2024 Fall Non Selected WL
Description:	waitlist for students who did not/were not able to select housing upper division returning students only
Count:	1

🔄 Cancel   ✅ Save

- **POP-UP WINDOW DISPLAYS IF YOU CLICK INACTIVATE BUTTON. CHOOSE AN INACTIVE CODE AND CLICK SAVE.**

Add/Edit Waitlist

Name: 2024 Fall Non Selected WL

Position: 3

Inactive Codes: [⌄]

Commuting
Other Reason
Study Abroad
Transferred
Withdrew

Housing, Roommate(s), and Meal Plan Preferences

Select APARTMENT Style Choice 1 - Click dropdown arrow and select from list displayed.

Apartment with own bedroom [⌄]

Select APARTMENT Style Choice 2 - Click dropdown arrow and select from list displayed.

Apartment with shared bedroom [⌄]

Select APARTMENT Style Choice 3 - Click dropdown arrow and select from list displayed.

Studio/Efficiency Apartment [⌄]

Select SUITE Style Choice 1 - Click dropdown arrow and select from list displayed.

Suite with own bedroom [⌄]

Select SUITE Style Choice 2 - Click dropdown arrow and select from list displayed.

Suite with shared bedroom [⌄]

OPTIONAL - If you are requesting a specific apartment or suite, please provide building and room number in the text box below.

[ ]

OPTIONAL - If you are requesting to live with specific roommates, please provide roommate's name and Id number in the text boxes below.

Roommate 1: [ ]

Roommate 2: [ ]

Roommate 3: [ ]

Click the dropdown and select a meal plan. If you are requesting a Suite in Grace Hall, you must select Block 60 or higher. If you are requesting an Apartment you may select ANY meal plan including "No Meal" plan.

Meal Plan Selection: [⌄] *

To save and submit the form click FINISH below.

🗑 Cancel ✅ Finish

Custom finish page is displayed:

- <mark>**After you successfully submit your waitlist request a finish page will be displayed.**</mark>

Waitlist Records Updated

Waitlist record(s) for Erin M Thigpen (100374868) updated.

Title	Position	Active
2024 Fall Non Selected Waitlist	3	True

SAMPLE Confirmation email shown below:

- <mark>**You will receive a confirmation email from Residence Life. Be sure to check your St. Thomas email.**</mark>

Hello Erin,
(ID number here)

You have successfully submitted your request to be added to the waitlist for academic year 2024-2025. Your status is shown below.

Current status:

Inactive Code	Active
	True

If ACTIVE column shows True, you are currently active and on the waitlist. If ACTIVE column shows False, then you have been removed from the waitlist.

If your plans change and you no longer want to be on the waitlist, you may log back in and remove yourself from the waitlist by accessing the same waitlist form. Follow instructions in the form and click the button labeled "INACTIVATE". Select an Inactive Code found in the dropdown box in the pop-up window and click the SAVE link. Be sure to click the FINISH link found at the bottom of the form when done to save and submit your changes.

Your room type selections are shown below:
Apartment with own bedroom
Studio/Efficiency Apartment
Apartment with shared bedroom
Suite with own bedroom
Suite with shared bedroom

Did you indicate a specific Building and Room number?
Hall and Room number goes here

Did you indicate specific Roommates?
Roommate's full name and ID goes here
Roommate's full name and ID goes here
Roommate's full name and ID goes here

Meal Plan selection: No meal plan

Residence Life will reach out to you with a room offer if a space becomes available. At that time, you will be able to accept or decline the room offer. If you have any questions, please contact Residence Life.

Thank you.

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

Access Denied Message is shown below:

No Access

This process is not available for [   ] at this time. Review the information below for more details:

This process is not available to you at this time.

Item	Description
Student Facing Waitlist 2024 Fall	Data filter prevents access.

The filter is preventing your access because you may not be eligible for this process. You must be a returning upper division student that was eligible to select housing for 2024-2025 on December 13. Please contact Residence Life if you feel that you received this message in error.

It may be because the process is currently offline. The process will be available beginning on December 22, 2023 and will continue until further notice.

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