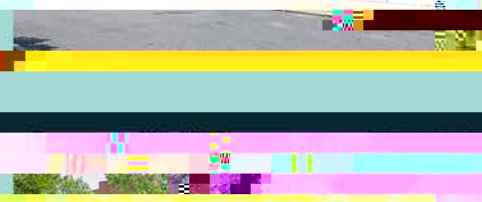


Residence Life & Housing

LOYOLA UNIVERSITY, MARYLAND



FIRST YEAR STUDENT HOUSING APPLICATION GUIDE

A MESSAGE FROM RESIDENCE LIFE & HOUSING

Dear New Students,

Our team is excited to welcome you to the Loyola community. The University is committed to helping you meet your academic, professional, and personal needs to succeed academically, professionally, and personally. Creating a welcoming, inclusive, positive living experience on campus is a big part of our team's commitment to the community. We encourage you to explore everything on-campus housing offers and enjoy the many benefits of living here. Please get in touch with us with any questions about the housing application process or living arrangements.

CONTACT INFORMATION

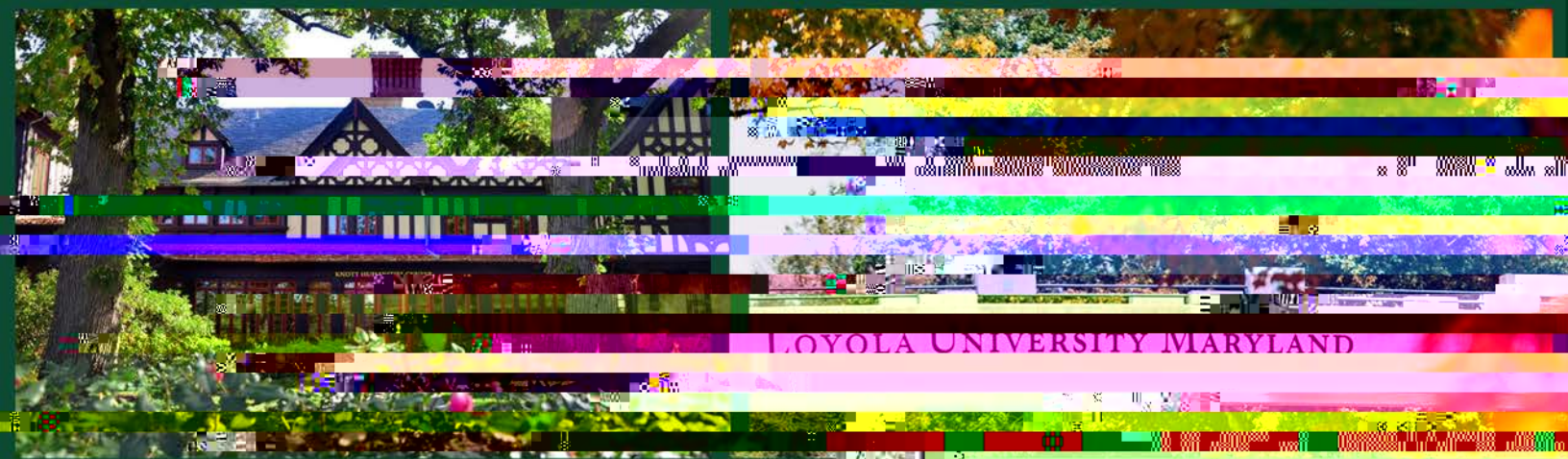
Phone: 410-617-3581

Email: residence@loyola.edu

Instagram: @loyolareslifehousing

Mail Address:

Loyola University
Residence Life & Housing
4501 N. Charles Street
Seton08B
Baltimore, MD 21210



CONTENTS

Residency intent	4
Start housing application	5
Update personal information	6
Intent to live on campus	7
The housing contract	8
Sign and submit the housing contract	9
Top ten things to know	10
Terms and conditions	11
Cancellation dates	11
Submit roommate questionnaire	12
Requesters insurance	13
Choose meal plan	13
Roommate request (optional)	16
Requesting a roommate	17
Reminders	19
Finding a roommate using RoomRez	20
Accommodations for students with disabilities	22
Thinking about living	23
Commuting from home	23
Commuting to Lehigh	24
Confirm your address	24



RESIDENCY INTENT

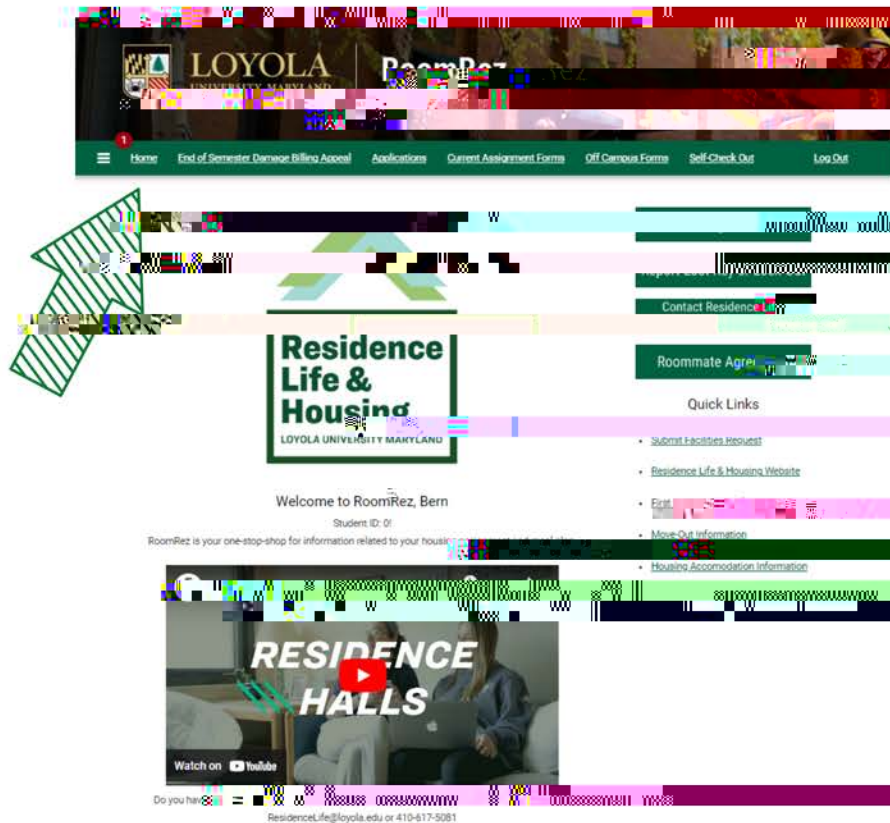
All students must complete the Residency Intent housing application to confirm their residential intent (on campus or within 50 miles) for the

June 3, 2004 - 11:00

START HOUSING APPLICATION

To start your housing application for the 2024-2025 academic year:

1. Log into inside.loyola.edu.
2. Click RoomRez Housing Portal under Around Campus
3. Navigate to the RoomRez portal
4. Click Applications on the navigation bar
5. Click "Apply for the



Please select with the following application for the 2024-2025 academic year:

Please select with the following application for the 2024-2025 academic year:

20-21 Academic Year Application

07/30/2025

For any issues accessing RoomRez, contact ResLife at reslife@loyola.edu.

UPDATE PERSONAL INFORMATION

The following three screens will ask you to verify and submit your personal information and emergency contact information. Please follow the instructions on each page to update your information.

Personal Information

Please review your personal information below. If changes are necessary, please contact the Records Office to complete the changes you can make here are: preferred name, pronouns, mobile phone number, and mobile phone carrier.

Last Name

First Name

Helen

Emergency Contact

A condition of being a Loyola University Maryland student is notifying the university with updated emergency contact information each year.

Primary Emergency Contact Information

Contact Name

Relationship

Miscellaneous

According to the Higher Education Act of 2008, Loyola University Maryland is required to report to the Department of Education any missing case that you are missing. This individual can be one of your family members or a friend.

Contact Name

Relationship

To continue through the application click "Continue" at the bottom of the page.

SAVE & CONTINUE

INTENT TO LIVE ON CAMPUS

All students completing this form will be directed to the appropriate page on your answer, you will be directed to the appropriate page.

Intent to Live

All Loyola students required to complete this form must inform the university of their intent to live on campus. By completing this form, we understand what kind of communication you will receive.

To learn more about the Intent to Return form, please visit the Returning Student Housing Selection webpage.

Intent to Live Form




If you choose "Do NOT intend to live on campus," you will be taken to a page to answer the "living off campus" questions and finally a page to choose a meal plan. This is the end of your application.

If you choose "Do INTEND to live on campus," you will continue to the housing application.

This is a reminder that first-year students may not live off campus.

SAVE & CONTINUE



THE HOUSING CONTRACT

The housing contract is a legally binding agreement between the student and the University. It is essential that you understand its contents before you agree to it.

SIGN AND SUBMIT HOUSING CONTRACT

All students must sign and submit their housing contract before the deadline. Information about signing your contract can be found on page 33. Once you have read the contract:

- Print or download a copy of the contract.
- Enter your seven digit student ID number to commit you agree.

Do not include the beginning 00

Click Save and Continue.

Contract

Please read the contract in its entirety

Reminder that this legally-binding contract is for the entire academic year and goes into effect once signed.

2024-2025 RESIDENCE CONTRACT
LOYOLA UNIVERSITY MARYLAND
RESIDENCE LIFE & HOUSING

- 1. PARTIES**

A. This Contract is made between the student or prospective student and (if the student is under 18 years of age) their parent, guardian, or guarantor (hereafter referred to collectively as Student), and Loyola University Maryland, Inc. (the University).
- 2. DURATION AND BINDING NATURE OF THE CONTRACT**

A. This Contract will be deemed binding once the student has signed and returned the agreed upon document to the Loyola University Maryland Office of Residence Life & Housing (Residence Life & Housing) and is approved and accepted by Residence Life & Housing. This Contract is subject to the terms and conditions of the University's Housing Contract.

B. **CONTRACT PERIOD.** Except as otherwise agreed upon in writing, signed by both Parties, and subject to the University's policies, the term of this Contract shall be for the academic year set forth in the title of this Contract. All students must completely check out of their space by noon the day of commencement.

C. **BREAK PERIODS.** Residences are closed during break periods (Christmas/Semester Break, and Spring Break) unless otherwise stated.

D. **DATES.** Applicable dates for the start and end of the contract may be found on the Loyola University Maryland Residence Life & Housing website and are subject to change from time to time for public health, safety, or other legitimate reasons.

E. **EARLY ARRIVALS.** Requests for early arrival may be granted at the discretion of Residence Life & Housing if necessary additional move-in time, or the student is a part of an approved University program. Early arrivals must be approved by Residence Life & Housing. An additional per-day charge will be assessed for early occupancy.

F. **CONTRACT EXTENSIONS.** Contract extensions may be granted at the discretion of Residence Life & Housing in response to a Student's written request that complies with the policies and procedures of Residence Life & Housing and the Residence Hall Policies and Procedures in the Loyola University Community Handbook that apply for such extensions.
- 3. TERMS**

A. **APPLICATION.** Students must submit a complete application along with this Contract.

B. **ROOM AND BOARD FEES.** The student agrees to pay the University of Maryland Board Rates at the applicable Room and Board Rates, which may be found on the Board Rates page of the Loyola University Maryland website. Students must obtain permission (license) to occupy an assigned residence in Loyola University Residences during the Contract Period.

If you are a parent, please indicate that you share with your family

the University

Enter your student number below to sign your contract.

ID Number

You must enter your 7 digit ID number. Please do not include the 0s unless you do not have 7 numbers. For example if your ID card says 001234567 only type in 1234567.

ID Number:

Signature

PRINT THIS PAGE

SAVE & CONTINUE

TOP TEN THINGS TO KNOW ABOUT THE HOUSING CONTRACT

- 1** You are agreeing to the housing contract by registering to the housing contract. By registering to the housing contract, students are also agreeing to the University Community Standards.
- 2** If your housing needs to change, you must request to cancel your housing before June 1 to avoid penalties.
- 3** You must be registered for at least 12 credits by the start of the semester and no later than the end of Add/Drop to remain in campus housing.
- 4** Students requesting accommodations for a disability, must do so by July 1. After the deadline, accommodations will be provided based on space availability.
- 5** Students are required to have a meal plan.
- 6** The housing contract is in effect once it is assigned.
- 7** The University reserves the right to select the specific bedroom and building to be assigned to a student, to assign or reassign a student, or to move a student to another building at any time, if the University's sole and absolute discretion.
- 8** Students with a need to remain on campus during University breaks must agree to complete all housing fees and extend their housing fees may apply.
- 9** A copy of the housing contract is available on the Residence Life & Housing website and can be accessed through the housing application.

TERMS AND CONDITIONS

The Terms and Conditions of the Housing Contract occur after students submit their signed contract. Once signed, students enter into a legally binding contract for the full academic year. We encourage students and their families to read the terms and conditions to fully understand our expectations. Copies of the contract are available to download in the housing application or on the Residence Life & Housing website.

CANCELLATION DATES

If you need to cancel your housing, please submit a request to Residence Life & Housing. The Cancellation Request can be found under "Off Campus Fees." Be aware that submitting a request is not an automatic approval. You will be notified via email once a decision is made. Loyola University highly recommends you do not sign an off-campus lease until you have received a decision.

If a contract Cancellation Request is received between June 1 and August 1 and approved, the advance payment and damage deposit will be forfeited, no cancellation fee will be assessed, and all housing room charges billed under the contract will be waived.

If a Contract Cancellation Request is received after August 1 and approved, the advance payment and the damage deposit will be forfeited. A \$300 cancellation fee will be assessed, and all housing room charges billed under this contract will be waived.

SUBMIT ROOMMATE QUESTIONNAIRE

All students are required to submit their names and roommate answers. It would be best if you answered them honestly. Your answers will help Residence Life & Housing Services find you a roommate. You still have the option to request a roommate.

Roommate Questionnaire

Below is a series of questions relating to living with a roommate. Your responses are used to help identify potential well-matched roommates. It's very important to be honest when answering the questions...and be sure you as the student are responding.

Sharing

When?

(Please Select)

Academics

How important are academics to you?

(Please Select)

If you would like, you can submit a brief bio about yourself for people to get to know you. The biography will be visible when searching for roommates online. You will also create a screenname to search for you.

Web Screen Name: Students must create a web screen name or username that can be given to other students when the students to their roommate group. Make sure you provide this screen name to your group leader creating the roommate group.

Web Screen Name

<empty>

Personal Bio Residents have the option to write a personal bio that will be displayed during the roommate search phase of housing selection. Your personal bio is an opportunity to share information about yourself and what you're looking for in your roommate to include:

- Brief Bio-Where are you from? What is your major? Why did you choose to attend Loyola University?
- Personality-How would your friends and family describe you?
- Interests, hobbies and activities-What do you enjoy doing in your free time?
- Entertainment-What types of music do you like?

The personal bio is optional. You can leave it blank. It will also be viewed when you are matched with a roommate.

Personal Bio

<empty>

SAVE & CONTINUE

DECIDE ON RENTERS INSURANCE

All residents are expected to carry renters insurance. The University has partnered with Grad Guard Renters Insurance to offer affordable insurance.

The University assumes no liability for any damage to property and encourages all students to carry appropriate personal insurance.

- Step 1: Roll over to the Grad Guard website page.
- Step 2: Click Continue to Step 2.
- Step 3: Choose to Start my Grad Guard Enrollment or Decline All Coverage.
- Step 4: Answer the appropriate questions.
- Step 5: Click Continue to resume the housing application.

Depending on your situation, you may be given a "Special Enrollment Period" to purchase renters insurance.



CHOOSE MEAL PLAN PLAN

All residents are required to select a meal plan for the upcoming academic year. To learn more about the meal plans, visit the [Dining Services website](#). When choosing a meal plan, you will only see plans for which you are eligible.

You will choose your meal plan for each semester. Students can change their meal plan during the first week of the Fall semester.

Fall 2020 (2020-21 Academic Year)

Spring 2021 (2021-22 Academic Year)

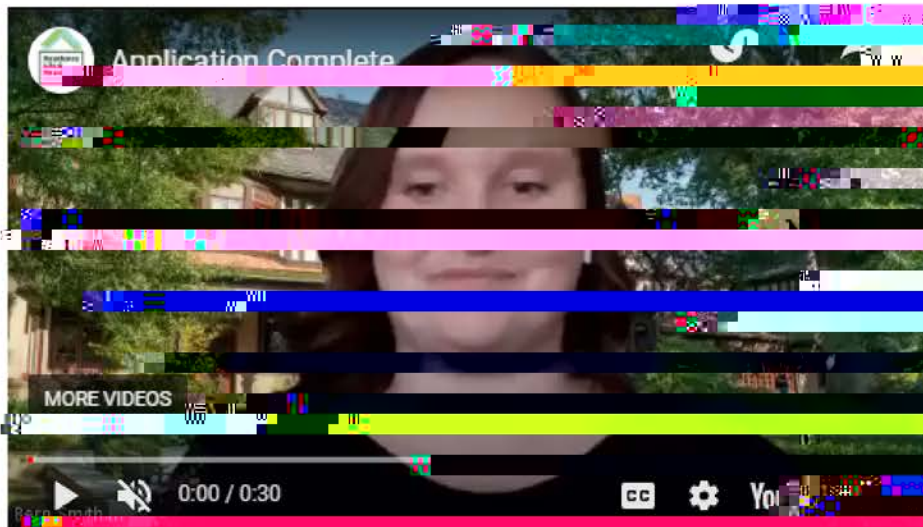
Looking for a meal plan not shown?
Contact Residence Life Director at
residence@ohio.edu

SAVE & CONTINUE

RESIDENCY INTENT: COMPLETE

Once you are at the "Application Complete" page, successfully submit your request and then navigate to the "Residence Applications" page.

Application Complete!



Thank you for completing your housing application for the upcoming academic year. We encourage you to review the information about the housing application process.

As you prepare to arrive to Loyola University Chicago and we recommend you familiarize yourself with the following resources:

- [Understand the Housing Process](#)
- [What to Bring to Loyola](#)
- [Approved Tenants](#)

Application Complete



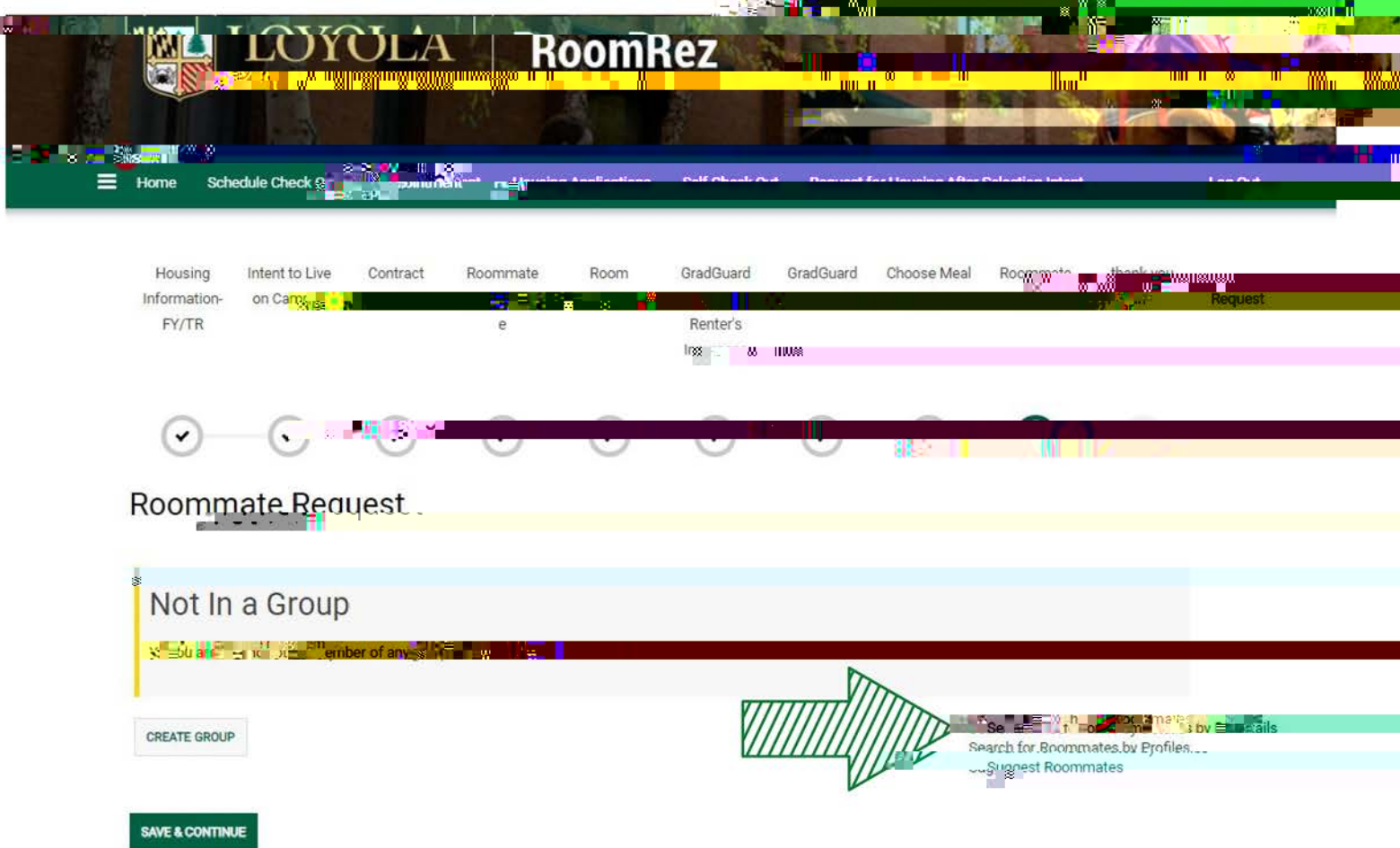
ROOMMATE REQUEST (OPTIONAL)

Students may use this form to request a roommate for the university housing system. Please submit your answers on the 100% form.

June 24, 2024 - July 8, 2024

HOW TO REQUEST A ROOMMATE

- Go to the person you want to request. Only one person can request a roommate at a time.
- Log back into your housing application through the Room Board. You should be taken to the Roommate Request Page.
- Whoever is currently in the room will find the Roommate Request Page. Search By Details page.



- The easiest way to search for your requested roommate is to type in their screen name.
 - Click "Add to Group" to only
- Both you and your requested roommate will receive an email if you know the request.
 - Your requested roommate will need to accept the request to Groups page
- To return to the Roommate Request home page, click "Manage Group"
- Click "Save & Search"

Roommate Search Rv Details

Screen Name:

Description:

Age:

Exclude results that cannot be added or joined

.Garry.

Age:

Classification: 1st Year Students

Gender: Male

Description:

57% Match

Please note that there are some things that can happen in a roommate group that you are not surprised at. For example, if a member of the group leaves the group. You must talk to someone before creating a group with them at the beginning.

ROOMMATE REQUEST: COMPLETE

Once you land on the [Application submitted](#) page, you will see all parts of the application.



- Only **one** person can request to join or leave the group.
- Only students who have completed the **Residence Intent** portion of their housing application may be added to your request.
- Students may only request first year student request to live with a current and returning or Transfer student.
- A **requester** must accept your request to be added to the Request Group.
- You may only request to be in a group of 2.
- You will receive email updates at

FINDING A ROOMMATE USING ROOMMATEZ

If you would like to look for multiple options to assist you in finding a roommate, you must message and contact the person before they have already accepted a request and have not to be added.

If you search for someone and they do not appear, it may be because

1. they did not submit a roommate questionnaire
2. are already part of a group or
3. already assigned to housing.

SUGGEST ROOMMATES

Suggested roommates will provide a list of roommates based on their Roommate Questionnaire like you did, and by matching answers.

Suggested Roommates

The screenshot displays the RoommateZ interface. At the top left, there is a 'MANAGE GROUP' button. On the right side, there are search options: 'Join Group', 'Search For Roommate Group', 'Search for Roommates by Details', and 'Search for Roommates by Profiles'. The main content area shows a profile for 'Matty Brown' with the following details: Age: 22, Classification: Returning Student, Gender: Male, and a bio that reads: 'I am a fun, cool, person lol. I like music, theater, and hanging with friends.' To the right of the profile, there is a 'Match' indicator and two buttons: 'ADD TO GROUP' and 'SEND MESSAGE'.

SEARCH FOR ROOMMATES BY DETAILS

Roommate Search By Details

Screen Name:

Age:

Reunion Year:

Description:

Exclude results that are not in my group

MANAGE GROUP

SEARCH

Search for Roommates by Details allows you to search for a roommate by their username, age, or reunion year (50, 51, 52, etc.). You can also use search keywords from their bio, such as "sports" or "pets".

SEARCH FOR ROOMMATES BY PROFILE

Roommate Search By Profile

Share your profile

When it comes to getting along...

Any

Academics

How important are your studies...

Any

Noise

What noise level do you prefer while sleeping...

Any

What noise level do you prefer while studying...

Any

Search for Roommates by Profile allows you to search for a roommate based on answers to the Roommate Questionnaire. Please note that the more questions you select, the harder it will be to find compatible roommates. We suggest answering 1-2 questions that are most important to you. You also may see questions that are relevant to you, but you can select "any" for them with "any".

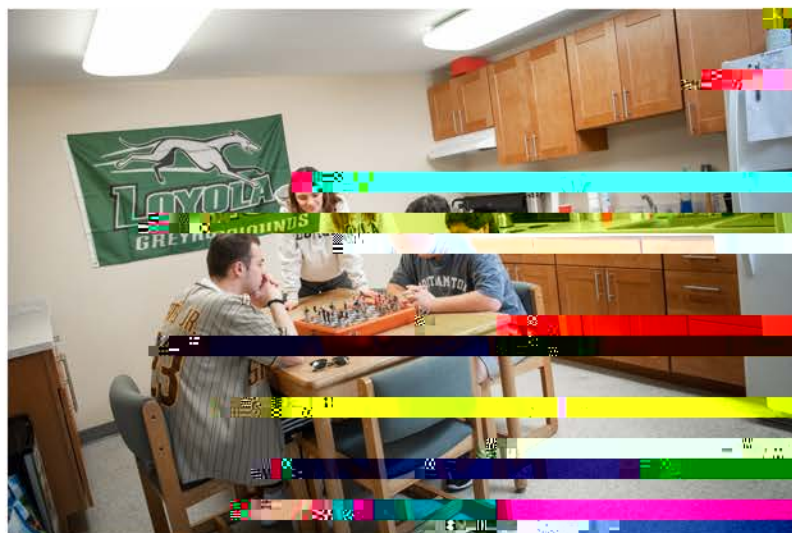
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Loyola University Maryland and Residence Life & Housing recognize the importance of providing reasonable accommodations for students with disabilities to ensure they can fully participate in the residential experience. If you are considered for accommodation, contact the Office of Disability and Accessibility Services at 410-617-2750 or das@loyola.edu. We recognize the importance of providing reasonable accommodations for students with disabilities to access campus housing and fully participate in the residential experience. For accommodation, contact the Office of Disability and Accessibility Services at 410-617-2750 or das@loyola.edu.

The deadline for new accommodation requests is July 1, 2024. Visit the [DAS website](#) to learn more about the accommodation process.

HOW DOES LIVING WITH FAMILY AFFECT MY FINANCIAL AID?

Your award considers whether you will be living with family or commuting based on the information provided to Residence Life & Housing and your FAFSA. Your award indicates your housing status; if you wish to change, you must notify Financial Aid at financialaid@loyola.edu.





COMMUTING FROM HOME & LIVING WITH FAMILY

Students planning to live at home or with family should confirm their intent to do so by the end of the off-campus registration period.

COMMUTING TO LOYOLA

All students must complete the Residence, Intentional Living, and Housing application. If you plan to commute to Loyola, you will be required to:

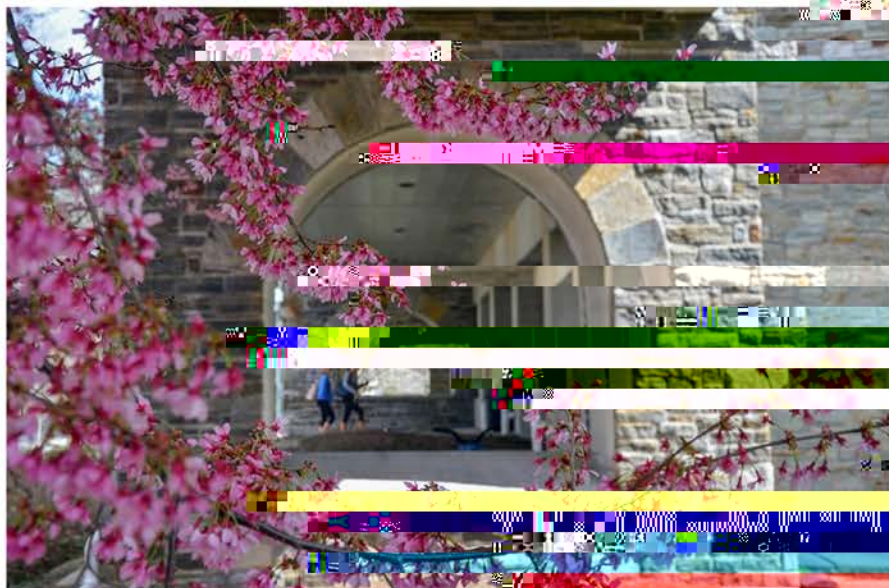
- Confirm your personal information.
- Update your Emergency Contact Information.
- Update your Living Preference.
- Complete your Intent to Live on Campus.
- Complete the Living Off-Campus program.

CONFIRM YOUR ADDRESS

Undergraduate students living on campus must confirm their local address before starting classes. The address collection process takes place over the summer and all students who apply for campus housing will receive information via email regarding this process.

COMMUNITY STANDARDS

The Community Standards apply to students living on Loyola's campus. Loyola has a specific set of standards for on-campus students. Information about off-campus living and expectations for special cases can be found in the off-campus living and community standards.





HAVE MORE QUESTIONS?
CONTACT US AT
RESIDENCELIFE@LOYOLA.EDU