Welcome Current Students!

The Marquette University Office of Residence Life is pleased to announce our returning student sign-up process for the 2016-17 academic year. This information is intended to introduce the automated selection process to you, as you will be utilizing this process to choose a room, roommate(s), and meal plan for the 2016-17 academic year.

There are several important features you will need to understand in order to successfully select your room assignment for next year. These features are explained in greater detail throughout this handout and are highlighted here for your convenience:

- You will want to determine your first, second, third and even fourth residence hall preference well in advance of your selection time. Doing so will allow you to complete your room selection should your preferences be filled prior to your assignment time.

- In order to maximize the opportunity for roommates to select the hall of their choice, a priority will be given to groups of students who can completely fill their selected room. This prevents individuals or partial groups from filling all of the doubles, triples, and quads.

- Once you assign yourself to a residence hall room, you will be locked into that assignment until the selection process is completed on April 15, 2016.

- To log into the ORL Campus Living, go to [https://campusliving.marquette.edu](https://campusliving.marquette.edu)
Marquette University Residency Requirement

Many Marquette University students value the opportunity to live in a residence hall and experience community living. Research continues to indicate that students feel more connected, perform better academically, and are more likely to graduate when they live on campus. As a result, all unmarried first and second year students regardless of their academic classifications are required to live in university residence halls. Exceptions are made only for those students residing with a parent at their permanent address within a 35-mile radius of campus, students who are 21 years of age, or those who graduated from high school at least two years prior to the start of the semester.

All students who are required to live on campus and do not select a housing assignment will be assigned one unless they have received an official written exemption from the requirement. Housing Release/Exemption forms are available at the Office of Residence Life.

Determine Where You Want to Live

Beginning March 30, students have the opportunity to scan the projected housing availability of each residence hall through the Campus Living Web. To view a list of rooms:

- Select Housing Information under the Additional Information section of the main page.
- Select Housing Report and select the building/room type that you would like to view.
- Click View Report:
Housing Assignment Times

All students are given a random assignment time with current first year students having the earliest assignment times followed by all other returning students. The assignment times are in 15-minute intervals between 4:00 p.m. and 9:00 p.m. with up to 100 students per interval.

Your specific assignment time can be viewed through the Campus Living Web after Wednesday, March 16 at 8 AM (up to 24 hours after you have paid your $300 housing deposit). Assignment times indicate the earliest opportunity for room selection, but students may use the program at any point after their assignment time and before 4:30 p.m. on Friday, April 15, 2016.

- Select Current Student Selection Login from the main screen.
  Please Note: You must disable all pop-up blockers in order to successfully log in.

- Enter your CheckMarq username and CheckMarq password and click Continue.
  Please Note: your username must be all lowercase.

- Select Sign Up for a residence hall and then Room Selection Process from the Options section of the site. You should receive one of two Access Denied messages:

Message 1 – You have not paid your deposit:

According to our records, you have not paid your housing deposit. In order for you to participate in general room selection process, please contact the Office of Residence Life at 414-288-7208.

Message 2 – Lists your Housing Assignment Time:

According to our records, your sign-up time for residence hall selection is 03/20/2006 11:00 PM (time zone). Please try login after this time or contact the Office of Residence Life at 414-288-7208 if you have further questions.
Anytime Dining Meal Plan

Students will be able to eat when they want, as much as they want, as many times as they want in the three traditional dining halls — Cobeen, McCormick and Straz Tower. They will also be able to eat meals at any of the 14 destination dining locations on campus — Schroeder Hall’s Café Italiano; the 1950s-style diner in Mashuda Hall; six food vendors within Marquette Place in the Alumni Memorial Union; the Natural Market in the union; and five Brew Cafés on campus.

At the destination dining locations, students can swipe their meal card once during each meal period: breakfast (7:15–11:00 a.m.), lunch (11:00 a.m.– 4:00 p.m.) or dinner (4:00–6:30 p.m.). McCormick’s dining hall remains open for late-night eating until midnight.

The Anytime Meal Plan also includes guest passes and $50 for use in on-campus dining locations.

Note: Since all meal plans are designed on a semester cycle, all students living in the residence halls must purchase the Anytime Dining Plan each term.

Conduct/Probation

Because of high demand among returning students for some of the more popular residence halls, students who have been found responsible for violating university or residence hall rules and regulations and are subsequently placed on Residence Life or University probation for a period of 16 consecutive weeks or longer, will be limited in the options they may have for housing for the following year.
Step 1: Pay the $300 non-refundable deposit

All students must pay a $300 non-refundable housing deposit in order to participate in the room selection process for the 2016-17 academic year.

Payment during the week of deposit collection (March 9–16) ensures activation of your pre-assigned assignment time. Deposits made after March 29 may result in a delay in your ability to sign-up during the online process.

To pay your housing deposit for 2016-17, submit a $300 payment through the ORL Campus Living Website.

Housing Deposit Payment Methods

Electronic payment (E-Check)— Housing deposit payments may be made online through the ORL Campus Living website via direct debit from a checking or savings account. There is no additional charge for this service. Please note that debit cards cannot be used for this method of housing deposit payment. Checking or savings routing and account numbers are required.

Credit/Debit card— Marquette does not accept credit or debit cards directly. As a convenience to you, this option is available through a third-party provider. Housing deposit payments may be charged to a Visa, MasterCard, American Express or Discover. This service is outsourced to a third party and may be accessed through the ORL Campus Living website. There is a service fee of $7.50 for using this option. This system alerts the user to the service fee before they are asked for their credit or debit card information.

All housing deposit payments must be made through the ORL Campus Living website in order to activate a student’s assignment time and make them eligible to participate in the online selection process. Payments for this process should not be made through Marquette Central.

You should verify your assignment time after Wednesday, March 16 at 8 AM and within 24 hours after your housing deposit payment has been processed.
Step 2: Select Your Roommate(s)

In an effort to ensure that the maximum number of rooms will be available to accommodate groups of roommates, the Campus Living assignment program will only allow complete groups to select rooms prior to 9 p.m. on March 30.

Therefore it is important for you to identify the appropriate room type that will match your group size. The assignment program will only allow the following groups to select a room:

- **Individuals** - empty single rooms, or rooms with one vacant space
- **Pairs** - empty double rooms, or rooms with two vacant spaces
- **Trios** - empty triple rooms, or rooms with three vacant spaces
- **Groups of Four** - empty quad rooms

A current student can sign up to room with an incoming first-year or transfer student, however, the following conditions must be met:

1. The individual must be an admitted student who has paid his/her tuition and housing deposit through the Office of Undergraduate Admissions before the start of the current student selection process (by Wednesday, March 30).

2. All students must meet the eligibility criteria for the room they wish to select. Example: First-year students cannot sign up for sophomore-only buildings and current students cannot sign up for freshmen-only buildings.

3. Current students are not able to use the online system to pull in an admitted student, so the current must sign up at the Office of Residence Life, Carpenter Tower 203, during his/her signup time. The student must have the admitted student’s MUID as authorization to pull them in as a roommate.
Step 3: Determine when you will sign-up online using Campus Living

If you are currently a first year student* you will use the Campus Living program from any computer connected to the Internet during the segment that applies to you on March 30.

If you are currently a second, third or fourth year student* you will use the Campus Living program from any computer connected to the Internet on March 31.

* this is based on year in school and not on academic credit hours earned

Step 4: Determine which date you will sign up for your residence hall room

March 30: Residence Hall Sign-up for current first-year students – 4 to 9 pm

This segment is for current first year students who can completely fill a residence hall room. Students will select room assignments in any vacant space provided that the group size matches the room option selected.

At the time of your selection, you may arrange to bring in a roommate of your choice provided that he/she has also paid the housing deposit.

The automated process will remain open and available to students from this point through Friday, April 10 at 4:30 p.m.

You will only need your roommate(s) CheckMarq username and MUID, as well as their choice of meal plan, to assign them to a room with you. You will not need to give out any confidential passwords to your potential roommates.

March 30: Individual/Partial Sign-up for current first-year students – 9 to 9:30 pm

Current first-year students who could not completely fill a room will select room assignments in any vacant spaces beginning at 9:00 p.m. on March 23.

The automated process will remain open and available to students from this point through Friday, April 15 at 4:30 p.m.

March 31: Residence Hall Sign-up for all current students – 8:30 am

Current second, third and fourth year students will select room assignments in any vacant spaces beginning at 8:30 a.m. on March 31.

April 1: Late Sign-up

This segment is for eligible students who have not selected a housing assignment for the 2016-17 academic year.
Residence Hall Room Tours

Residence hall room tours are available at Carpenter Tower, Mashuda Hall, Humphrey Hall, Schroeder Hall and Straz Tower on Tuesday, March 8 and Monday, March 14 from 8:00 p.m. to 10:00 p.m. Report to the building front desks to take a room tour. Please note: tours will be given of any of the room types, but not specific room numbers.

These are the only dates/times that residence hall room tours will be given to current students

Questions?

Assistance is available at the Office of Residence Life Monday through Friday, 8:00 a.m. to 4:30 p.m. for students with questions, concerns or who experience difficulty with the automated system. The office will also remain open until 9 pm on Wednesday, March 30 for questions.

Phone: (414) 288-7208
Web: http://www.marquette.edu/orl
Email: orl@marquette.edu