First-Year Student Housing Application Details for Academic 2021-2022

All full-time undergraduate students must complete either an on-campus housing application or an application to live off-campus. Applications are available by logging in to the PioHousing Portal. Before you do so, please read the policies, tips and instructions carefully. The most important thing you can do to prepare for the Self-Selection process is to review the information provided by the Office of Residence Life and Housing. This information is designed to walk you through the process and answer many questions you may have. We also recommend that you regularly review the messages sent to your Carroll University email account from housing@carrollu.edu.

Important Deadlines and Reminders

- First-year housing applications close on **Tuesday, June 1, 2021**
- First-year selection will occur **June 14-16, 2021**.
- The Housing Office prioritizes students based on complete application date to allow them to hand-pick their room for the following term.
- Students must complete a housing application and participate in the lottery process to be eligible to participate in self-selection for the 2021-2022 academic year.
- Any students who do not participate in self-selection will be assigned placement by the housing office.
- Students who wish to live off campus must submit a housing application to request exemption from the residency requirement along with required documentation as needed.

Tips to Prepare

☐ Review and understand the terms and conditions of the student housing license agreement.

☐ Make sure that you know your username, password and student ID#.

☐ Make sure that you have everything you need to make your $250 *non-refundable* housing deposit (credit card information or checking account # and bank routing number)

Steps to Complete the Housing Application

Step 1
Log into your [PioHousing Portal](#) using your Carroll username and password. Read the helpful information, including the FAQs and Tips to Prepare. When ready to apply, click on **Housing Applications** located on the top menu bar.

Step 2
Select the correct term for which you are applying. The upcoming term is for **Academic Year 21-22**.

Step 3
Review the information about application types, including the residency requirement. Select your application type from the drop-down menu of **"Applying for Off-Campus Housing"** or **"Applying for On-Campus Housing."**

Review the Personal Details and enter your Preferred Name if desired. If any of these details are incorrect, please contact the Registrar's Office. Click on the **Save & Continue** button to proceed.

Step 4
Depending on if you are applying for on-campus or off-campus housing, you will be required to read and agree to the terms of the housing agreement.

Off-Campus Agreement
If you are applying to live off campus, you will be required to provide a reason for your request from the drop-down on the **Housing Exemption Form** along with the address details for where you will reside if approved to live off campus. You may also be required to submit additional documentation to support your request. When finished click on the **Save & Continue** button.

Read and agree to the terms of the off-campus housing agreement, including acknowledgement of the Residency Requirement. Enter your **Student ID#** as your signature and click on the **Save & Continue** button to continue. If you are under the age of 18 and/or live within 50 miles of campus, you will be required to have your parent/guardian sign the terms of the agreement. Enter the details for your Off-Campus Parent/Guardian Proxy and click on the **Save & Continue** button. Your parent/guardian will receive a message to the email provided for verification of residency. Your off-campus application is complete once your approval status changes to "Approved to Live Off-Campus" in your PioHousing Portal. There are no further steps to be taken once your off-campus application is approved and you can skip the remaining steps.

On-Campus Housing Agreement
Read and agree to the terms of the Student Housing License Agreement. **Please Note: Your acceptance of the stated terms and conditions is a binding contract for the upcoming Academic Year that includes BOTH fall and spring semesters. This includes payment of a non-refundable $250 housing deposit and applicable fees for cancellation.**

Enter your **Student ID#** as your signature and click on the **Save & Continue** button to pay your housing deposit.

Step 5

If you applied for on-campus housing, you will be given instructions for paying your deposit online. If you are not prepared to pay at this time, you can exit the application and your information will be saved. To pay the deposit at a later date, you must log back into your housing application and navigate to the housing deposit payment page. **Your application is not complete, and you cannot select your room location and roommate(s) until your deposit has been paid.**

Submit your $250 *non-refundable* housing deposit using one of the online payment options, including credit card, electronic check or foreign currency. Payments must be received by June 1, 2021 for your application to be complete and to be eligible to participate in the self-selection of on-campus housing. Once your deposit is paid, you may finish your application and provide roommate and room preferences for the housing selection process.

Step 6

If you are living in on-campus housing, read more about the benefits of optional **GradGuard Renter's Insurance**. Click on **Continue to Step2** to accept or decline the insurance.

Step 7

Review the **Emergency & Missing Persons Contact Information** that is on file. If incorrect, go to your Carroll University Student Portal to make changes.

Step 8

Decide where you wish to live by selecting up to three choices for your desired **Room Preferences**. Please note that we cannot guarantee room preferences but will make every attempt to accommodate your requests.

Housing Options

Please review all your [housing options](#). Not all buildings, floors, or rooms will be available at the time of selection. Many new freshmen eligible spaces are reserved for our incoming first-year students.

Inclusive Housing

Students interested in living in a mixed gendered room or suite can request Inclusive Housing. Only students who have requested and been approved by the Office of Residence Life and Housing will be placed in Inclusive Housing.

Step 9

Fill out the **Roommate Matching Questions** to setup your profile type which will be used for matching with a potential roommate. Your Web screen name is used for roommate searching.

The **Roommate Selection** process helps determine how a roommate(s) will be assigned. You are not required to select a roommate(s) and may choose to skip this step if you prefer to have a roommate(s) be automatically assigned for you.

Add a Roommate
Roommate requests are part of the application process and can be added by logging into your [PioHousing Portal](). **Please Note: All students wishing to room together must have a finalized housing license agreement (deposit paid) in order to be added as a roommate.**

Determine how many roommates you want. You may request up to four roommates depending on room preferences. You will need to provide the roommate's full name or Web Screen Name. If your requested roommate has a common name (i.e. Matthew Smith), it will be helpful to have the student's Carroll ID / email address and their Web Screen Name (found on the PioHousing Portal). Roommate requests must be mutual PRIOR to selecting a room to be successful in the roommate selection process. *Reminder - only students who have finalized their housing license agreement (both completed and paid their deposit) can be considered for roommate selection.*

Helpful Hints

☐ Make any additions and changes to your roommate requests in advance of your room selection time. You can make additions and deletions during the scheduled time of your selection but using this valuable time when you could be selecting your room could result in another individual selecting the room that you want.
☐ Only request those individuals you really want to live with. If you want to live in a double room, do not request more than one roommate. Online room selection will stop you in the selection process if your requested roommate(s) are greater than the room capacity or if they are not mutually requested.
☐ If you are someone's roommate and they are eligible to select at an earlier selection date and time, that student will be selecting for you. **HOWEVER, it is still your responsibility to confirm that you were pulled into a room as expected. If you were not, you may select during your designated selection time.**

Room Assignment Status
The status of your room assignment will be updated based on the steps of the application and room assignment process. More details will be sent to your Carroll email on the self-selection process and lottery timeslots.