

# Saint John's UNIVERSITY

## **STUDENT HOUSING PORTAL**

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Residential Life  
& Housing

# How to Login

- Go to [www.csbsju.edu](http://www.csbsju.edu)
- Click “A-Z Index” at the top
- Under “H”, click “Housing-SJU”
- Click the CSB/SJU Housing Portal
- Login
  - Network Username = Email username (everything before the @ in your full CSB/SJU email address)
  - Network Password = CSB/SJU email password



Saint John's

UNIVERSITY



**FIRST YEAR HOUSING QUESTIONNAIRE**

Residential Life  
& Housing

## Residence Life - Student Home

SJU H. Test (999990001)

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### Fall 2014

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The Fall 2014 semester starts on Monday, August 25, 2014 and ends Tuesday, December 16, 2014.

- **SJU 2014-2015 Off-campus Housing (Residency Requirement Exemption) Request Form**  
: You have not started this form. Select the appropriate link above to begin.

- **SJU Campus Housing Agreement 2014-2015**  
: You have not started this form. Select the appropriate link above to begin.

- 1** → • **SJU First Year Housing Questionnaire**  
: You have not started this form. Select the appropriate link above to begin.

- **Emergency Contact/Missing Persons Information**  
: You have not started this form. Select the appropriate link above to begin.
  - Room: **SJU Mary Hall 1 108**



Order your bed loft today!  
The best way to customize your room!

**Need to stay late or return early from a break?**

CSB - **Break Stay-Early Return Request Form**

SJU - **Extended Stay/Early Return Request Form**

## Instructions

1. If not already complete, click on “SJU First Year Housing Questionnaire”

## SJU First Year Housing Questionnaire

SJU H. Test (999990001)

As a Benedictine, residential, liberal arts college, Saint John's University promotes the development of the individual within the context of living and learning in community. Through staffing and programs, the University creates a supportive learning environment that encourages respect for others, good stewardship, and tolerance, while assisting students in their vocational discernment. Students living on campus benefit from connections with others, opportunities to develop a balanced lifestyle, use of campus facilities, and the continued reflective exploration of their own faith. Therefore, we seek to provide a living, learning environment that enhances individual growth and development intellectually, emotionally, and spiritually, all within a just and caring community.

### Roommate Matching Policy

Saint John's University welcomes students from around the country and the world. We do not make roommate assignments based on nationality. You might be paired with a student from just down the road or from the other side of the world. Saint John's University is committed to maintaining a humane atmosphere in which the race, creed, religion, color, national origin/ethnicity, sex, sexual orientation, age, marital status, status with regard to public assistance, or disability, are respected and not disparaged. Allegations of discrimination will be promptly investigated.

The following questions are designed to help us assign you to a compatible living situation. Please fill the questionnaire out yourself and be as honest as possible when answering the questions.

### Housing Questionnaire Deadlines

- Fall 2014 - June 1, 2014
- Spring 2015 - December 14, 2014 or within 2 days after enrollment

By clicking "I Agree," you indicate that you have reviewed and understand the roommate matching policy of St. John's University.



## Instructions

2. Click "I Agree" to begin Housing Questionnaire

## SJU First Year Housing Questionnaire

SJU H. Test (999990001) > SJU First Year Housing Questionnaire

### Demographic Information

**First Name:** SJU

**Middle Name:** Housing

**Last Name:** Test

**Phone:**

**Email:** toelfke@CSBSJU.EDU

\* **High School:**

\* **High School GPA:**

\* **Year you graduated from High School:** 2014

\* **What are your housing plans for Fall semester?** On-campus

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## Instructions

3. Fill in the requested information and click "Next"

## SJU First Year Housing Questionnaire - Preferences

SJU H. Test (999990001) > SJU First Year Housing Questionnaire

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### Specific Roommate Request

If you wish to request a particular person as your roommate, please indicate his name below (Will require Last Name and SJU email address to search). We will attempt to honor requests when both students agree and request each other.

Last Name and SJU Email Address: [not selected] **select**

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### Tobacco Usage

**NOTE:** Saint John's University prohibits smoking and the use of tobacco products in all campus buildings. Smoking is prohibited in all residence areas.

\* Do you use tobacco products (i.e. cigars, cigarettes, chewing tobacco, etc.)?

Do you object to a roommate who uses tobacco products?

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## Instructions

4. Specific Roommate Request- Click “select” to add the last name and SJU email address (@csbsju.edu) of your desired roommate. If you do not have a specific roommate request, leave this section blank.
5. Tobacco Usage- fill in the required fields and click “Next” to continue.

## SJU First Year Housing Questionnaire - Living Habits

SJU H. Test (999990001) > SJU First Year Housing Questionnaire - Preferences

\* How would you characterize your personality?

\* How often do you plan to have friends/girlfriends in the room?

\* How do you think you would feel about female guests late at night?

### Sleep Schedule

Your college schedule may become similar to your current vacation/weekend sleep schedules when you may not have scheduled activities (school, a job, etc.). Please consider this as you respond to the following questions concerning sleep schedule.

\* What time would you normally go to bed?

\* What time would you normally get up in the morning?

\* How would you best describe your bedroom at home?

\* How many hours each week do you think you may spend studying?

\* What best describes your current study habits?

\* If studying in your room, how do you prefer to study?

\* How much time do you spend gaming (i.e. Xbox, Playstation, Wii, computer games, etc.)?

\* Which of the following best describes your preferred roommate?

\* How do you feel about sharing your belongings (food, clothing, school etc.)?

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## Instructions

6. Fill in the required fields using the drop-down tab. Click "Next" to continue.



## SJU First Year Housing Questionnaire - Campus Involvement

SJU H. Test (999990001) > SJU First Year Housing Questionnaire - Living Habits

### Campus Involvement

Indicate if you may pursue involvement in any of these areas while at Saint John's.

Student Government	<input type="checkbox"/>	Journalism (Radio, TV, Newspaper)	<input type="checkbox"/>
Music (Band, Orchestra, Choir)	<input type="checkbox"/>	Theater	<input type="checkbox"/>
Campus Ministry	<input type="checkbox"/>	Service Organizations	<input type="checkbox"/>
ROTC	<input type="checkbox"/>	Outdoor Sports/Recreation (hunting, rockclimbing, etc.)	<input type="checkbox"/>
Varsity Sport #1	<input type="text"/>	Varsity Sport #2	<input type="text"/>
Club Sport	<input type="text"/>	Intramural Sports	<input type="checkbox"/>

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## Instructions

7. Fill in any fields that apply to you using the drop-down tab. Click "Next" to continue.

## SJU First Year Housing Questionnaire - Accommodations

SJU H. Test (999990001) > SJU First Year Housing Questionnaire - Campus Involvement

### Requesting an Accommodation

There are limited housing spaces available for accommodations in campus housing. Priority will be given to individuals who are eligible to receive accommodations under Section 504 or the Americans with Disabilities Act (ADA). Under the ADA, individuals must document the impact of their disability on major life activities. All disabilities and medical history pertaining to the disability must be documented by a licensed health care professional.

Special housing accommodations are not standard academic accommodations. In order to determine if special housing is a reasonable accommodation, you must file documentation of your need for special housing with Disability Services. Once reviewed, a recommendation will be provided to the Office of Residential Life and Housing.

#### Disability Services

College of St. Benedict & Saint John's University

CSB ASB 212

St. Joseph, MN 56321

P: 320-363-5245

F: 888-636-1355

W: <http://www.csbsju.edu/Disability-Services.htm>

Do you have a special medical condition that requires accomodation in campus housing?



## Instructions

8. Need medical housing accommodations? Fill in any fields that apply to you using the drop-down tab. Click "Next" to continue.

## SJU First Year Housing Questionnaire - Additional Information

SJU H. Test (999990001) > SJU First Year Housing Questionnaire - Accommodations

Please share any special needs/requests that we should be aware of when making your housing assignment. Please be specific.



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## Instructions

9. Have any special housing needs/requests? We cannot guarantee that we will be able to accommodate requests, but please share with us. Then click “Next” to continue.

## SJU First Year Housing Questionnaire - Parent Information

[SJU H. Test \(999990001\)](#) > [SJU First Year Housing Questionnaire - Additional Information](#)

### Parent/Guardian Information

Faculty Residents (FRs) like to keep parents/guardians updated on the happenings and celebrations that take place in your residence hall community. So, they are requesting that you share your parent(s)/guardian contact information so they may keep in touch.

Parent/Guardian Name 1	<input type="text"/>	Parent/Guardian Email 1	<input type="text"/>
Parent/Guardian Name 2	<input type="text"/>	Parent/Guardian Email 2	<input type="text"/>
Parent/Guardian Name 3	<input type="text"/>	Parent/Guardian Email 3	<input type="text"/>
Parent/Guardian Name 4	<input type="text"/>	Parent/Guardian Email 4	<input type="text"/>

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## Instructions

10. Fill in the name(s) and email(s) of your Parent(s)/Guardian(s), then click “next” to continue.

## Sign and Submit

SJU H. Test (999990001) > SJU First Year Housing Questionnaire > SJU First Year Housing Questionnaire

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By selecting "I Agree," you acknowledge that you have provided us the most accurate information possible. I understand that this information will be the basis for determining my roommate in the roommate matching process.

I Do Not Agree

I Agree

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## Instructions

11. Click "I Agree" to submit and complete the First Year Housing Questionnaire.

**NOTE:** You will be able to update this questionnaire with any changes once it is submitted

Saint John's

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# **CAMPUS HOUSING AGREEMENT**

Residential Life  
& Housing

## Fall 2014

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Note

Room: **SJU Mary Hall 1 108**



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**Need to stay late or return early from a break?**  
CSB - **Break Stay-Early Return Request Form**  
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## Instructions

1. If not already complete, click on “SJU Campus Housing Agreement Year-Year”
2. Click “I Agree” to review the campus housing agreement (lease)
3. Review all sections of the housing agreement
4. By clicking “I Agree” at the end, you electronically sign the agreement

**NOTE:** The Campus Housing Agreement will not be accessible until after you are officially assigned to campus housing

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**EMERGENCY CONTACTS**

Residential Life  
& Housing



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## Instructions

1. If not already complete, click on “Emergency Contact/Missing Persons Information”

## Introduction

SJU H. Test (999990001)

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### Emergency Contact Information

Please provide the name and contact information for the person(s) you would like us to contact in the event of an emergency.

If you have any allergies, medications or conditions that medical personnel need to be aware of in an emergency please provide, as appropriate.

### Missing Student Emergency Contact Information

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the University no later than 24 hours after the time that the student is determined missing.

Contact information provided by students will be registered confidentially and only accessible by CSB/SJU Authorized Personnel.

### ConnectEd - Emergency Mass Notification System

Each student has the option to add/update information for our emergency notification system. CSB/SJU email addresses are loaded as a default, but you are encouraged to add phone numbers, alternate emails, and social media information.



I Do Not Agree

I Agree

## Instructions

2. Click "I Agree" to review the emergency contact(s) we have on file

## Emergency Contact Information

SJU H. Test (999990001) > Introduction

Please provide the name and contact information for the person(s) you would like us to contact in the event of an emergency.

If you have any allergies, medications or conditions that medical personnel need to be aware of in an emergency please provide that below as appropriate.

Emergency Contact(s):

\* Name of Contact(s):

\* Primary Phone Number (i.e. 123-456-7890):

\* Type of Phone Number (work/home/mobile)

Alternate Phone Number:

\* City

\* State / Province

\* Country

Allergies/Medications/Conditions

We highly encourage you to go to the [My Emergency Contacts](#) link to the left to make your contacts as complete as possible in the event of an emergency.

The type of emergency contact you fill in above automatically defaults to "Parent/Guardian" if your contact is not a parent/guardian please be sure to use the [My Emergency Contacts](#) link in the menu to your left to edit the type of contact listed!

Next >

## Instructions

3. Fill in the appropriate information and then click "Next" to review the missing persons contact we have on file

## Missing Persons Information

SJU H. Test (999990001) > Emergency Contact Information

The University is required to give students the option to provide an alternative missing person emergency contact in the event they are identified as "missing."

- Please complete the following fields **only if you want us to use an alternate** contact in the event you are identified as missing.
- If you want us to call the same emergency contact(s) listed in the previous section please indicate you do not wish to provide an alternate contact then leave the contact information blank and move onto the last page of the questionnaire.
- You can edit this information at anytime by going to the **My Emergency Contacts** link in the menu on your left

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Missing Person Contacts:

\* Please select the statement that best reflects your choice:

Missing Person's Emergency Contact Name

Missing Person Contact Phone Number (i.e. 123-456-7890):

Type of Phone Number (work/home/mobile)

[Next >](#)

## Instructions

4. Fill in the appropriate information and then click "Next"

## Signature

SJU H. Test (999990001) > Introduction > Emergency Contact Information

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We have implemented ConnectED - a company that specializes in technology for mass notification services - to keep students, parents, faculty and staff informed and connected in the event of an emergency.

Students, faculty, and staff will have the option to provide multiple phone numbers (home, work, and cell) and e-mail addresses to which emergency messages will be sent. Students are encouraged to talk with parents so that their contact information can also be included. This will insure that they also receive any emergency messages that may be sent.

### Update your information

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To update your information in ConnectED please fill out this form:  
[CSB/SJU ConnectED Log-in](#)

Your username is: CSB/SJU e-mail account  
Your password is: BANNER ID Number

- Emergency e-mails will come addressed as: campusalert@csbsju.edu
- Emergency text messages will come from: CAMPUSALERT
- Emergency Phone Calls will show on Caller-ID as originating from: 320-363-5111
- You can learn more about the ConnectED service at [their website](#).

**We are committed to using this system for emergencies only**

There will be occasional tests during the year to install updates and insure the system is working. Should you have any questions regarding the system, please contact Shawn Vierzba, Director of Life Safety Services, SJU.

By clicking "I Agree", you will submit all changes made to your emergency contact information.

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## Instructions

5. Update information in ConnectED for Emergencies – OPTIONAL
6. By clicking "I Agree" at the end, you submit any changes