



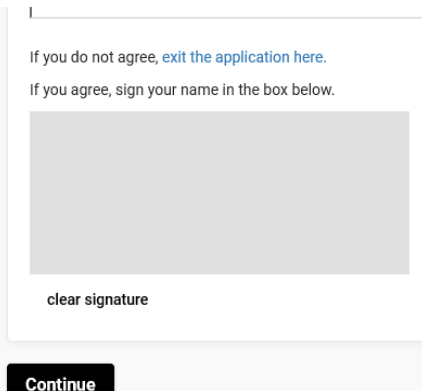
Office of Residence Life  
Xavier University  
3800 Victory Parkway  
Cincinnati, OH 45207

## Phase 1: Housing Self Service Application Instructions

- 1) Login to [www.xavier.edu/thd](http://www.xavier.edu/thd) using your Xavier credentials



- 2) Select Applications to left of screen → \*Name of Application\*.
- 3) Read the Housing Contract and sign at the bottom using your mouse cursor or finger. Click Continue.



- 4) When submitting the Rising Sophomore Application or Upperclass Application, students will complete the questionnaire. First Year applicants do not complete the questionnaire and instead make a profile on My College Roomie with separate instructions to follow.



My Information - Fall 2020 Rising Sophomore Housing Application

01. Are you a smoker (defined as smoking anything at least once a week)?  Yes  No

02. Do you have a need housing accommodation? If yes, you will need to submit the Housing Accommodation Form with the Office of Disability Services to be considered.  Yes  No

03a. What type of roommate relationship are you looking to have? (none)  
This field is required. Please select

03b. What type of room atmosphere is most ideal? (none)  
This field is required. Please select

03c. How clean do you plan to keep your room? (none)  
This field is required. Please select

03d. How do you feel about sharing personal items with your roommate? (none)  
This field is required. Please select

04a. My typical bedtime is around... (none)  
This field is required. Please select

04b. I generally wake up around... (none)  
This field is required. Please select

- 5) First Year applicants complete or verify the Emergency Contact and Missing Person Contact information. Click on the pencil to left of row to edit data. Once you have completed updating for that row, push save. All asterisked (\*) values are required!

| Required | Type              | Street | City | State | Zip Code |
|----------|-------------------|--------|------|-------|----------|
| ✓        | Local Address     |        |      |       |          |
| ✓        | Permanent Address |        |      |       |          |

| Contacts |                        |      |              |       |        |      |      |
|----------|------------------------|------|--------------|-------|--------|------|------|
| Required | Type                   | Name | Relationship | Email | Mobile | Home | Work |
| ✓        | Parent/Guardian        | 1    |              |       |        |      |      |
| ✓        | Legal Guardian         |      |              |       |        |      |      |
| ✓        | Emergency Contact      |      |              |       |        |      |      |
| ✓        | Missing Person Contact |      |              |       |        |      |      |

- 6) Click Continue.
- 7) The next screen will ask you to provide a list of preferences. This is not required but assists other students who may be interested in rooming with you or assists our staff if we need to assign you manually.
- 8) Select the Choice # (1-3), Request Type: Hall, and then select from the list of halls. Then select Add. Press continue when finished. **First Year Student Communities:** Buenger Hall, Brockman Hall, Husman Hall, and Kuhlman Hall. **Returning Student Communities:** Apartment Areas, Buenger Hall, Fenwick Place and Kuhlman Hall.

Add a New Living Request

Choice # 1 Request Type Hall = Fenwick Place



Office of Residence Life  
Xavier University  
3800 Victory Parkway  
Cincinnati, OH 45207

---

- 9) You will get a confirmation screen. The system will also send a confirmation email to your Xavier email address. The application is complete!

Sprint 11:06 AM 65%



Your Application Has Been  
Received Inbox ☆

 **reslife** 11:06 AM  
to [redacted] ← ...

Dear [redacted]

You have completed the following application:  
Fall 2020 Rising Sophomore Housing  
Application.

Date/Time Application Received: 01/28/2020  
11:05 AM

---

Thank you for completing the  
Xavier University Office of  
Residence Life Housing Contract  
and Preference Application.  
Please check your Xavier email  
daily for information on the next  
steps of the process.

**Underage Applicants:**

If you are under the age of 18 your guardian will be sent an email (to the email address you provide) with a verification code. They will need to click the link provided in the email, login to the system with YOUR credentials, and enter the code to sign off on your application. Your application will not be complete until this step is done.



Office of Residence Life  
Xavier University  
3800 Victory Parkway  
Cincinnati, OH 45207

---