STUDENT HOUSING PORTAL

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How to Login

• Go to 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
Residence Life - Student Home
SJU H. Test (999990001)

Fall 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.

- 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 1108

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
Instructions

3. Fill in the requested information and click “Next”
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

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?

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.
Instructions

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

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

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

9. Have any special housing needs/requests? We cannot guarantee that we will be able to accommodation requests, but please share with us. Then click “Next” to continue.
Fill in the name(s) and email(s) of your Parent(s)/Guardian(s), then click “next” to continue.
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.
CAMPUS HOUSING AGREEMENT

Residential Life & Housing
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.
EMERGENCY CONTACTS

Residential Life & Housing
Instructions

1. If not already complete, click on “Emergency Contact/Missing Persons Information”
Introduction
SJU H. Test (999990001)

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 Contract 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.

Instructions
2. Click “I Agree” to review the emergency contact(s) we have on file
3. Fill in the appropriate information and then click “Next” to review the missing persons contact we have on file.
Instructions

4. Fill in the appropriate information and then click “Next”
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**

To update your information in ConnectED please fill out this form:

CSBi/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.

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**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 Vierzbachi, 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