

Dear _____,

On behalf of the Housing and Residence Life (HRL) team at Seattle University, we would like to extend a very warm welcome to your new home! We are thrilled that you have made the exceptional choice to join the Seattle U community, and we are committed to helping you transition to college, make friends, and build skills and meaningful memories in support of your academic and life goals. Please read this letter in its entirety as it contains essential information regarding your room assignment for the 2023-2024 academic year and other details regarding your arrival to campus on Saturday, September 16, 2023.

ROOM ASSIGNMENT AND ROOMMATE INFORMATION

The following information outlines your room details for the 2023-2024 academic year:

Community:

Room Assignment:

Room Type:

The staff in HRL took into consideration your listed building preferences from your Housing Application as best as we could. On the Housing Portal, you can view additional room details, including your confirmed roommate details.

To view **roommate information**, please follow these steps:

1. Log onto the Housing Portal (click [here](#) and access the Portal at the top of the page).
2. Click on "My Housing Plan" on the top user bar.
3. Open your Academic Year 2023-2024 Housing Application
4. On the "Application Complete" page, choose "Housing Assignment Confirmation" from the drop-down box.
5. Navigate to the next pages to see your confirmed room assignment as well as your confirmed roommate.

MOVE-IN AND ARRIVAL INFORMATION

Students Currently in the United States

Unless approved otherwise, all first-year and new transfer students in the United States are scheduled to move into their assigned residence halls on **Saturday, September 16, 2023**. Additionally, all first-year students and transfers are required to choose a move-in appointment online. We utilize move-in appointments to help better manage the flow and safety of residents moving into the residence halls and to reduce congestion in places like elevators, hallways, and parking lots. All move-in appointments will be between 8:30 AM and 1 PM on Saturday, September 16, 2023. Starting on **Thursday, August 3, 2023**, you will be able to access the Housing Portal to choose your move-in time. You will receive a follow-up email on August 3, 2023, with steps on how to choose a move-in time. Students traveling long distances from places like Hawaii or Alaska may review the early arrival request information below.

International Students

All international first-year and transfer students move in on **Tuesday, September 12, 2023**, to settle into their rooms before attending required sessions through the International Student Center (ISC). More information can be found on their website [here](#).

All Students

All students should continue to regularly monitor their Seattle U email for important updates from Housing and Residence Life and other Seattle University campus partners. SU email is the official communication source for students to share important updates, reminders, and information to help with your transition and SU experience.

ROOM CHANGE REQUESTS

If you wish to submit a request to change rooms or residence halls/communities, you may submit a Room Change Request on the Housing Portal between July 27- September 1, 2023. To finalize preparations for the start of the academic year, **no Room Change Requests will be processed after September 1, 2023**. If you wish to submit a Room Change Request, you may do so by following these steps:

1. Log onto the Housing Portal (click [here](#) and access the Portal at the top of the page).
2. On the top user bar, click on "Requests."
3. From the drop-down box on the next page, click on "Room Change Request."
4. Open your 2023-2024 Housing Application.
5. Fill out the form and click "submit."

A few reminders on the Room Change Request process:

Room changes are not guaranteed. Should you put in a room change request it will come to our office for review. We will verify to see if we have a space that aligns with your request. If we have space that matches what you are looking for, we will process your request and email you a confirmation message.

Room changes are on a first-come, first-served basis. We process room changes based on the date that you submit a request.

A room change does not guarantee a better room/roommate situation. Please keep in mind that most roommate conflicts can be overcome with a genuine conversation and listening to one another.

Room changes are made only by availability. We are only able to place you in a space that is currently open. We will not move students out of their current space to process your room change request to live with a specific individual.

Room change requests are intended to be filled out by only you. You cannot fill out one request form for both you and any roommate(s) you may have. Each student wanting to move needs to fill out their own request form.

If you would like to request to live with a specific person after July 27, you and your requested roommate will BOTH need to submit a Room Change Request. Our office will reach out with a confirmation email if we are able to process your request.

EARLY ARRIVAL REQUESTS

Students Currently in the United States

If you believe you have a need to arrive to campus and move in before Saturday, September 16, 2023, you may submit an **Early Arrival Request on the Housing Portal starting on Thursday, August 3, 2023.** Early arrival requests are reserved primarily for the reasons listed below. Our office will review your Early Arrival request and send a decision to your student email. If approved, you will receive a separate email with additional details about move-in and arrival on campus. Please note that all approved early arrival requests will come with a **nightly charge of \$35.** If your request to arrive early is approved, please keep in mind that there will be minimal move-in support available. To submit an Early Arrival Request please follow these steps:

1. Log onto the Housing Portal (click [here](#) and access the Portal at the top of the page).
2. Click on "Requests" on the top user bar.
3. From the drop-down box, click on "Fall 2023 Early Arrival Request."
4. Open your 2023-2024 Housing Application.
5. Fill out the form and click "submit."

Please note that we will only be able to approve your early arrival request for the following reasons:

- **Extenuating travel circumstances** that would prevent you from arriving and moving-in you on Saturday, September 16, 2023, between 8:30 AM and 1 PM.
- **Academic commitments that require your presence on campus** before September 16, 2023.
- **Extracurricular activities or involvements** requiring your presence on campus before September 16, 2023.

All early arrival requests must be submitted by **Tuesday, August 22, 2023**, at 3 PM PST. ***For final facilities, maintenance, and occupancy preparations to be complete and accurate for the start of the academic year, no early arrival requests will be considered after August 22, 2023.***

ADDRESS, MAIL, AND PACKAGE INFORMATION

Each residence hall has a unique mailing address. You can click on your assigned building below to see your mailing address:

[Campion Hall](#)

[Bellarmine Hall](#)

[Xavier Hall](#)

[Murphy Apartment Complex](#)

[Chardin Hall](#)

[Yobi Apartments](#)

When mailing items to yourself please use the following template:

Line 1: Your Name (First Name/Preferred Name and Last Name as they appear in the Housing Portal)

Line 2: Building Name and Room Number

Line 3: Building Address (referenced in the above hyperlinks)

Example:

Rudy Redhawk
Campion Hall Room 100
914 E. Jefferson Street
Seattle, WA 98122

You will be able to start mailing packages to yourself on or after September 6, 2023. Please do not mail anything to your residence hall before this date unless you are approved for early arrival. You may mail packages 10 days prior to your arrival to ensure they are waiting at your building desk when you arrive. Our residence hall front desks do not have the capacity for longer-term storage, so we ask that you do not ship them more than 10 days prior to your arrival. For a list of items to bring, please refer to our website [here](#).

Additionally, after you have moved in and settled into your space, you are able to proceed to your residence hall front desk to obtain your combination code (Bellarmine/Campion/Xavier) or mail key (Chardin/Murphy) for your mailbox.

SEATTLE U ID CARD

SU students are provided a photo ID called a Campus Card, which is your library card, gym pass, campus spending card, and access to campus buildings including your residence hall. Your Campus Card will be printed and ready to pick up at check-in in your residence hall on your move-in day.

If you have not submitted a photo for your Campus Card, check your SU email for an invitation from "SeattleU Online Photo (onlinephoto@transactcampus.com) to click a link to "Upload Your Photo." New students are required to upload a photo by **Thursday, August 10**. This email contains your unique link to submit your photo. If you cannot find this email in your inbox, email servicedesk@seattleu.edu to have them resend the email.

For more information on Seattle University campus cards as well as general requirements on photo submissions, please visit the campus card [website](#).

MEAL PLAN

You chose your meal plan when you applied for Housing. Your meal plan lives on your Seattle U ID card and will be active on your arrival date and ready for immediate use. Students can request to change their meal plan up to 10 days past the first date of classes, or Monday, October 3, 2023, for the fall. If you feel as though you wish to change your meal plan you can submit a Meal Plan Change Request on the Housing Portal. To do so please follow these steps:

1. Log onto the Housing Portal (click [here](#) and access the Portal at the top of the page).
2. Click on "Requests" on the top user bar.
3. From the drop-down box, click on "Meal Plan Change Request."
4. Open your 2023-2024 Housing Application
5. Fill out the form and click "submit."

Our office will reply to your request within 2 business days. **As a reminder, all first-year and second-year students are required to have the Residential Meal Plan, at minimum.** For more information on our policy around meal plan changes please [refer to our website](#).

VACCINATION REQUIREMENTS

Before arrival on campus or attending classes in the Fall, all undergraduate students and any student taking undergraduate courses must provide proof of immunity to measles. Check out more details about immunizations [here](#) and submit your information via our online Student Medical [Portal](#) . **All new students are required to submit their immunization records no later than Monday, August 15.**

GET READY TO CONNECT – FALL WELCOME AND BEYOND!

Get ready to connect, engage, and make new friendships after your arrival to campus! Living on campus can be an enriching experience and one that will help you make friends, deepen skills for your collegiate experience and beyond, and explore ways to get involved in ways that are meaningful to you. We encourage you to come to campus ready to connect with the staff living and serving in your residential community. There will be many opportunities to connect individually, in groups, and to campus resources. **Fall Welcome will take place Saturday, September 16 – Saturday, September 23.** This series of events consists of signature experiences, Seattle U traditions, orientation groups, social activities, and community meals. The Fall Welcome schedule will go live [in the Orientation App](#) in early September. Another campus resource is [ConnectSU](#), a platform to help you identify opportunities for meetups, programs, clubs and organizations, and other events that will help you not only meet new people, but also help you to connect your interests to your place on campus!

Save the dates now for these events on campus!

9/16: RedZone Speed Friending

9/21: Student Center Takeover

9/21: RedZone Pep Rally

9/22: Y2K Dance

9/23: RedFest

CHANGE OF PLANS

Not Enrolling at Seattle U for Fall 2023

If you have decided you will not enroll at Seattle University for the Fall 2023 quarter, **we ask that you please contact the office of Admissions to speak to a counselor about your plans.** You can contact Admissions by calling 206-220-8040 or by email at admissions@seattleu.edu.

Living at Home Instead of On-Campus

If you have decided to live at home through our [exemption policy](#), you may request a housing exemption by August 10, 2023, without a cancellation fee. To submit your housing exemption, please follow these steps:

1. Log onto the Housing Portal (click [here](#) and access the Portal at the top of the page).
2. Click on “My Housing Plan” on the top user bar.
3. Open the 2023-2024 Housing Exemption form.
4. Fill out the form and click “submit.”

The team in our office will reply to your request within 3 business days.

Again, welcome to your new home! Please let us know if you have any other questions or concerns. We look forward to seeing you very soon! Wishing you safe and smooth travels to campus!

Your partners in community,
Housing and Residence Life