



A Simple Guide for Navigating the portal

Don't worry. We'll guide you through the process of
applying step by step.

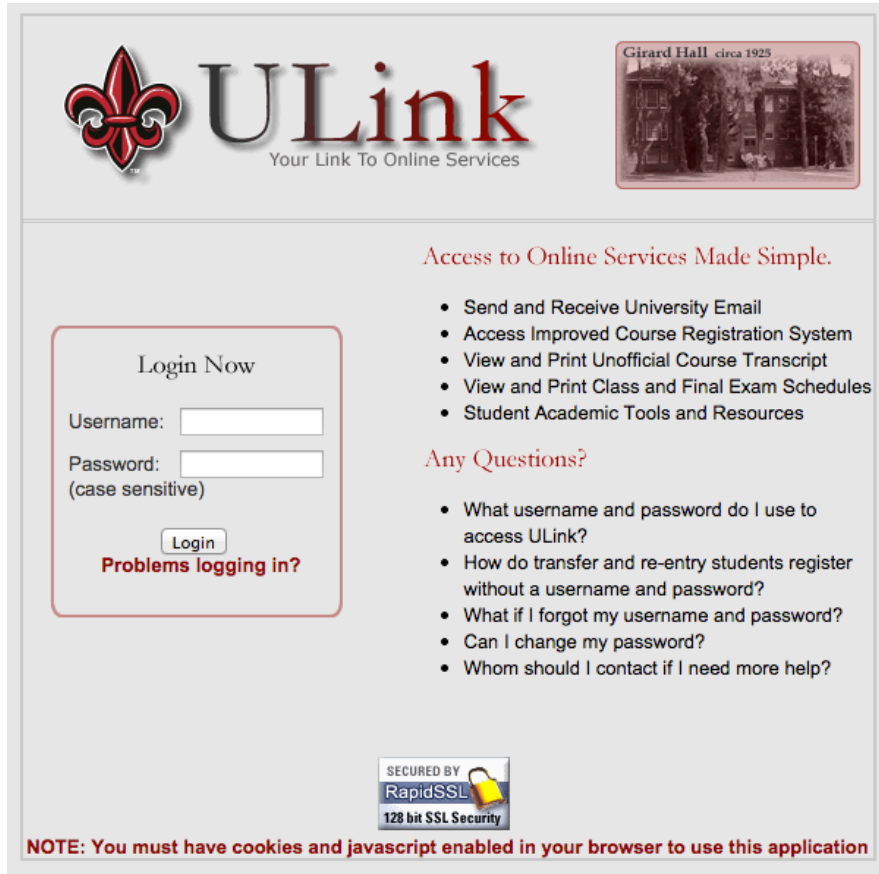


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HOUSING



Step 1: ULink



The screenshot shows the ULink portal interface. At the top left is the ULink logo with a fleur-de-lis and the text "Your Link To Online Services". To the right is a small image of Girard Hall with the caption "Girard Hall circa 1925". Below the logo is a "Login Now" section with fields for "Username:" and "Password: (case sensitive)", a "Login" button, and a link "Problems logging in?". To the right of the login section is a list of services under the heading "Access to Online Services Made Simple." and a list of questions under "Any Questions?". At the bottom left is a "SECURED BY RapidSSL 128 bit SSL Security" badge. At the bottom is a red note: "NOTE: You must have cookies and javascript enabled in your browser to use this application".

ULink
Your Link To Online Services

Girard Hall circa 1925

Login Now

Username:

Password:
(case sensitive)

Login

Problems logging in?

Access to Online Services Made Simple.

- Send and Receive University Email
- Access Improved Course Registration System
- View and Print Unofficial Course Transcript
- View and Print Class and Final Exam Schedules
- Student Academic Tools and Resources

Any Questions?

- What username and password do I use to access ULink?
- How do transfer and re-entry students register without a username and password?
- What if I forgot my username and password?
- Can I change my password?
- Whom should I contact if I need more help?

SECURED BY
RapidSSL
128 bit SSL Security

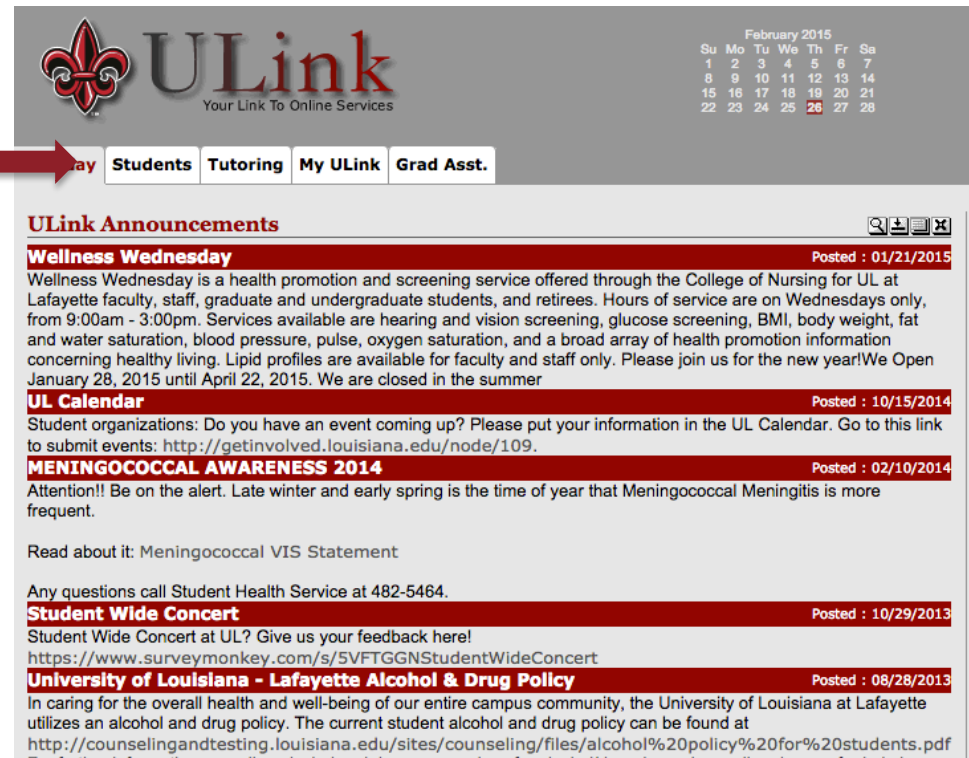
NOTE: You must have cookies and javascript enabled in your browser to use this application

- First pull up your ULink portal at portal.louisiana.edu and log into your account using your CLID and password provided by your orientation mail out.



Step 2: Students Tab

Once you have logged in, click the students tab.



The screenshot shows the ULink website interface. At the top, there is a header with the ULink logo (a fleur-de-lis) and the text "ULink Your Link To Online Services". To the right of the logo is a calendar for February 2015. Below the header is a navigation bar with tabs: "Students", "Tutoring", "My ULink", and "Grad Asst.". A red arrow points from the text "click the students tab." to the "Students" tab. Below the navigation bar is a section titled "ULink Announcements". This section contains several announcements, each with a title, a date, and a brief description. The announcements are: "Wellness Wednesday" (Posted: 01/21/2015), "UL Calendar" (Posted: 10/15/2014), "MENINGOCOCCAL AWARENESS 2014" (Posted: 02/10/2014), "Student Wide Concert" (Posted: 10/29/2013), and "University of Louisiana - Lafayette Alcohol & Drug Policy" (Posted: 08/28/2013).

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

ay **Students** Tutoring My ULink Grad Asst.

ULink Announcements

Wellness Wednesday Posted : 01/21/2015
Wellness Wednesday is a health promotion and screening service offered through the College of Nursing for UL at Lafayette faculty, staff, graduate and undergraduate students, and retirees. Hours of service are on Wednesdays only, from 9:00am - 3:00pm. Services available are hearing and vision screening, glucose screening, BMI, body weight, fat and water saturation, blood pressure, pulse, oxygen saturation, and a broad array of health promotion information concerning healthy living. Lipid profiles are available for faculty and staff only. Please join us for the new year! We Open January 28, 2015 until April 22, 2015. We are closed in the summer

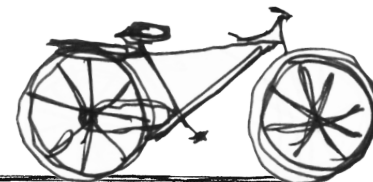
UL Calendar Posted : 10/15/2014
Student organizations: Do you have an event coming up? Please put your information in the UL Calendar. Go to this link to submit events: <http://getinvolved.louisiana.edu/node/109>.

MENINGOCOCCAL AWARENESS 2014 Posted : 02/10/2014
Attention!! Be on the alert. Late winter and early spring is the time of year that Meningococcal Meningitis is more frequent.
Read about it: Meningococcal VIS Statement

Any questions call Student Health Service at 482-5464.

Student Wide Concert Posted : 10/29/2013
Student Wide Concert at UL? Give us your feedback here!
<https://www.surveymonkey.com/s/5VFTGGNStudentWideConcert>

University of Louisiana - Lafayette Alcohol & Drug Policy Posted : 08/28/2013
In caring for the overall health and well-being of our entire campus community, the University of Louisiana at Lafayette utilizes an alcohol and drug policy. The current student alcohol and drug policy can be found at <http://counselingandtesting.louisiana.edu/sites/counseling/files/alcohol%20policy%20for%20students.pdf>



Step 3: Enter the Portal

ULink
Your Link To Online Services

February 2015

Moodle | Email | uAchieve | Logout

Home | Feedback | Help Desk

UL Today | **Students** | Tutoring | My ULink | Grad Asst.

Student Announcements

SUMMER/FALL 2015 ADVISING Posted: 02/24/2015
Summer/Fall 2015 Advising Session - March 9-20. Make an appointment with the advisor listed on ULink. Register for Summer/Fall 2015 courses at earliest appointment time for best schedule.

LAST DAY TO RESIGN FROM UL Posted: 02/23/2015
The last day to resign from the University for the Spring 2015 semester and deadline to change an incomplete grade earned in FA14 before it becomes a permanent grade of "F", is Thursday, April 16. Students in Junior Division resign in 115 Lee Hall. Students in Upper Division go to the office of their Academic Dean.

LAST DAY TO WITHDRAW Posted: 01/23/2015
The last day to withdraw from a full semester course with a "W" is Thursday, March 5, 2015. Students in Junior Division go to 115 Lee Hall. Students in

Housing

 UNIVERSITY OF LOUISIANA LAFAYETTE OFFICE OF UNIVERSITY HOUSING

Calendars

- UL Lafayette Academic Calendar
- UL Lafayette Administrative Calendar
- UL Lafayette Athletic Calendar
- UL Lafayette Student Affairs Calendar

Student Information System

- Financial Information
 - Financial Aid
- Grade Information
 - GPA Estimator

Now simply click the Housing logo to enter the Housing Portal.



Step 4: Student's Home Page

Read through this page. Find the bold heading that fits your description.

Note: You have not applied for housing until the ENTIRE application has been completed and the payments have been made.

To start your application please click on the "Application" tab in the colored bar at the top of this page and select the term you wish to apply for.

If you have any questions, please contact the Office of University Housing at oncampusliving@louisiana.edu or by calling our office at 337-482-6471.

UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Service Division

Kristen Pettigean

Home Application

Profile Summary

Name: Kristen Pettigean
CLID: kcp5003
Date of Birth: Aug 18, 1994
Email: kcp5003@louisiana.edu

Students Home

Welcome to the University of Louisiana at Lafayette Office of University Housing!

The Office of University Housing is proud to announce the implementation of our web-based Housing Portal. Here, students will navigate through the self-service Housing Portal to apply for housing, select roommates and get housing information.

To avoid internet connection issues, the portal will be available to students on different dates:

- Current university students that live on campus during this academic year: If you would like to continue living on campus during the 2015 - 2016 academic year, you can access the Housing Portal to apply for housing to begin finding roommates/suitemates. Please make certain to check your UL Lafayette email as you will receive follow up emails and confirmation emails as you proceed through the portal.
- Current university students that do NOT live on campus during this academic year: you can access the Housing Portal to apply for housing to begin finding roommates/suitemates. Please make certain to check your UL Lafayette email as you will receive follow up emails and confirmation emails as you go through the portal.
- New university students: the week of March 16 you will be able to access the Housing Portal to apply for housing to begin finding roommates/suitemates. Please make certain to check your UL Lafayette email as you will receive follow up emails and confirmation emails as you proceed through the portal. Remember, first-time freshmen are required to live on campus or complete a housing exemption form which can be found on our website: <http://housing.louisiana.edu/content/residence-halls/apply-now>

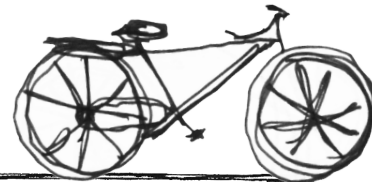
To start your application please click on the "Application" tab in the colored bar at the top of this page and select the term you wish to apply for. If you have any questions, please contact the Office of University Housing at oncampusliving@louisiana.edu or by calling our office at 337-482-6471.

Helpful Links

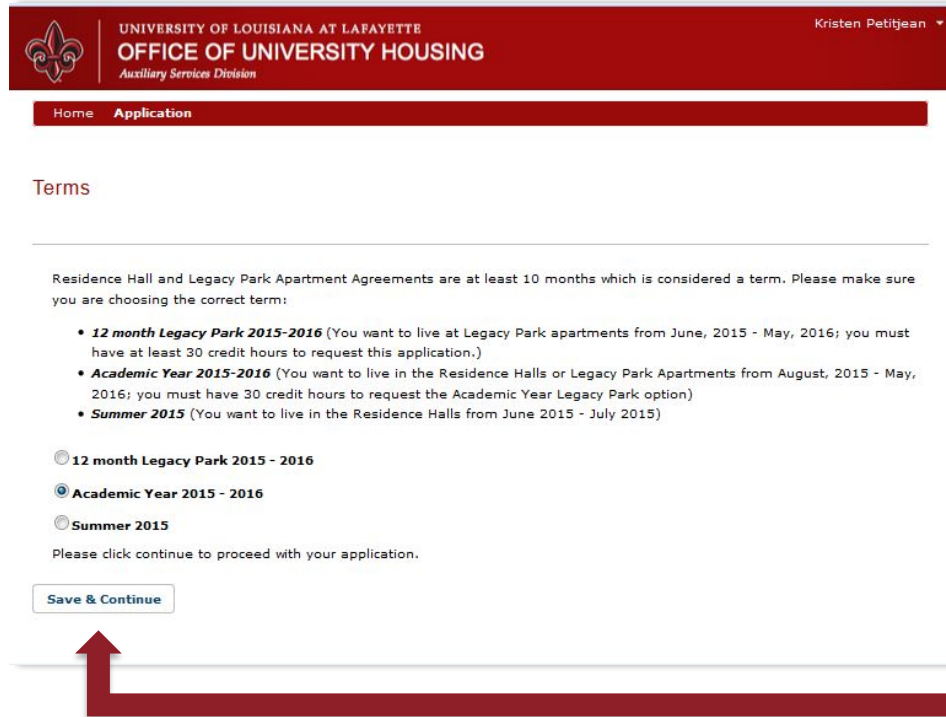
[Housing Website](#)
[University Homepage](#)



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Step 5: Terms Page



UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Kristen Petitjean ▾

Home Application

Terms

Residence Hall and Legacy Park Apartment Agreements are at least 10 months which is considered a term. Please make sure you are choosing the correct term:

- **12 month Legacy Park 2015-2016** (You want to live at Legacy Park apartments from June, 2015 - May, 2016; you must have at least 30 credit hours to request this application.)
- **Academic Year 2015-2016** (You want to live in the Residence Halls or Legacy Park Apartments from August, 2015 - May, 2016; you must have 30 credit hours to request the Academic Year Legacy Park option)
- **Summer 2015** (You want to live in the Residence Halls from June 2015 - July 2015)

☐ 12 month Legacy Park 2015 - 2016

☒ Academic Year 2015 - 2016

☐ Summer 2015

Please click continue to proceed with your application.

Save & Continue

Once you have selected the Application, this page appears. Select the appropriate application year.

- Academic Year (August-May)
- Calendar Year (June-May)
- Spring ONLY (January-May)

Click to Continue



Step 6: Welcome

Read thoroughly. The menu bar located at the top of the screen will show you where you are in the application with a little arrow beneath it.

You cannot move forward in the application until you finish the screen you are currently on.

Click to Continue



UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Kristen Petitjean

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

1 Welcome Page
2 Process Selection
3 Room Choices
4 Payment
5 Personal Details
6 Missing Person Details
7 Background Check Page
8 Profile Questions
9 Add Roommates
10 Roommate Search by Profile
11 Residence Hall Meal Plan Options
12 Legally Park Agreemer

Welcome Page

(Step 1 of 16)

Welcome to the University of Louisiana at Lafayette Office of University Housing Portal!

From this site you may submit and access your housing applications, contracts, and other housing information.

Please note: The university is very serious about the safety and security of our on campus students. Therefore, as part of the housing application process, the Office of University Housing is requiring any prospective and current housing resident to self-disclose any criminal history. The university does reserve the right to require a background check if necessary.

Should you have questions or just can't figure out which button to click, please contact the Office of University Housing at oncampusliving@louisiana.edu or by calling our office during business hours 337-482-6471.

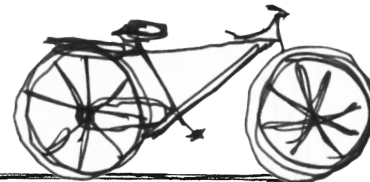
To start your application please click on the "Application" tab in the colored bar at the top of this page and select the term you wish to apply for.

Save & Continue

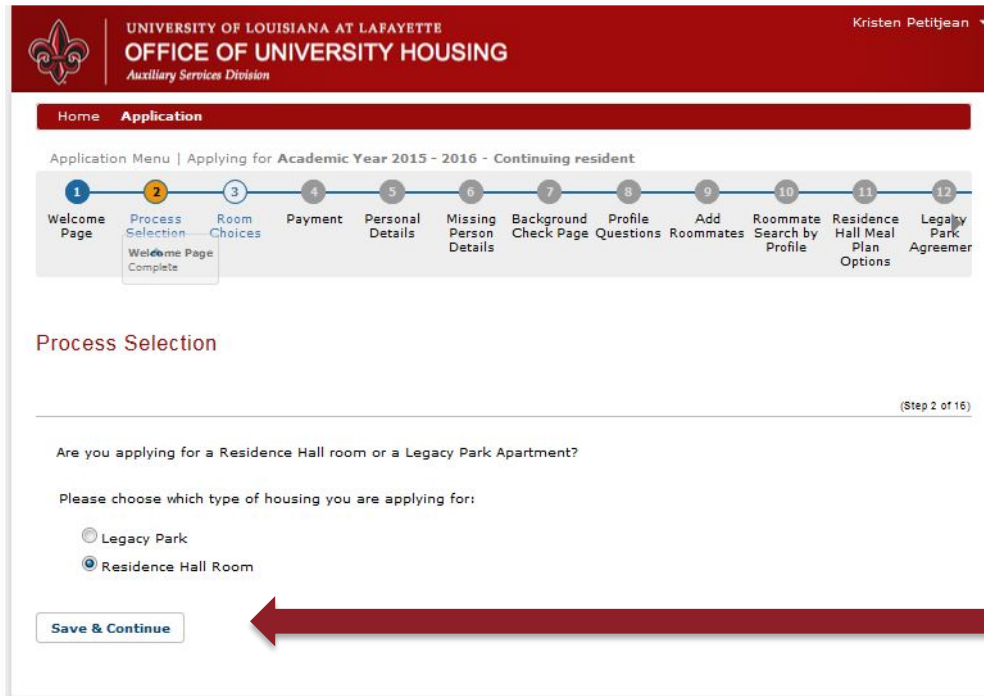


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Step 7: Process Selections Page



The screenshot shows the application interface for the University of Louisiana at Lafayette Office of University Housing. At the top, the header includes the university logo, name, and the user's name, Kristen Petitjean. Below the header is a navigation bar with 'Home' and 'Application'. The 'Application' section contains an 'Application Menu' with 12 steps: 1. Welcome Page, 2. Process Selection (highlighted), 3. Room Choices, 4. Payment, 5. Personal Details, 6. Missing Person Details, 7. Background Check Page, 8. Profile Questions, 9. Add Roommates, 10. Roommate Search by Profile, 11. Residence Hall Meal Plan Options, and 12. Legacy Park Agreement. Below the menu, the 'Process Selection' section is titled '(Step 2 of 16)'. It asks, 'Are you applying for a Residence Hall room or a Legacy Park Apartment?' and 'Please choose which type of housing you are applying for:'. There are two radio button options: 'Legacy Park' and 'Residence Hall Room', with 'Residence Hall Room' selected. A 'Save & Continue' button is at the bottom left. A large red arrow points from the text 'Click to Continue' to the 'Save & Continue' button.

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OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Kristen Petitjean

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

1 Welcome Page 2 Process Selection 3 Room Choices 4 Payment 5 Personal Details 6 Missing Person Details 7 Background Check Page 8 Profile Questions 9 Add Roommates 10 Roommate Search by Profile 11 Residence Hall Meal Plan Options 12 Legacy Park Agreement

Process Selection

(Step 2 of 16)

Are you applying for a Residence Hall room or a Legacy Park Apartment?

Please choose which type of housing you are applying for:

☐ Legacy Park

☒ Residence Hall Room

Save & Continue

Choosing Residence halls (Rose Garden, Taft Street, Conference Center) or Legacy Park.

Click to Continue

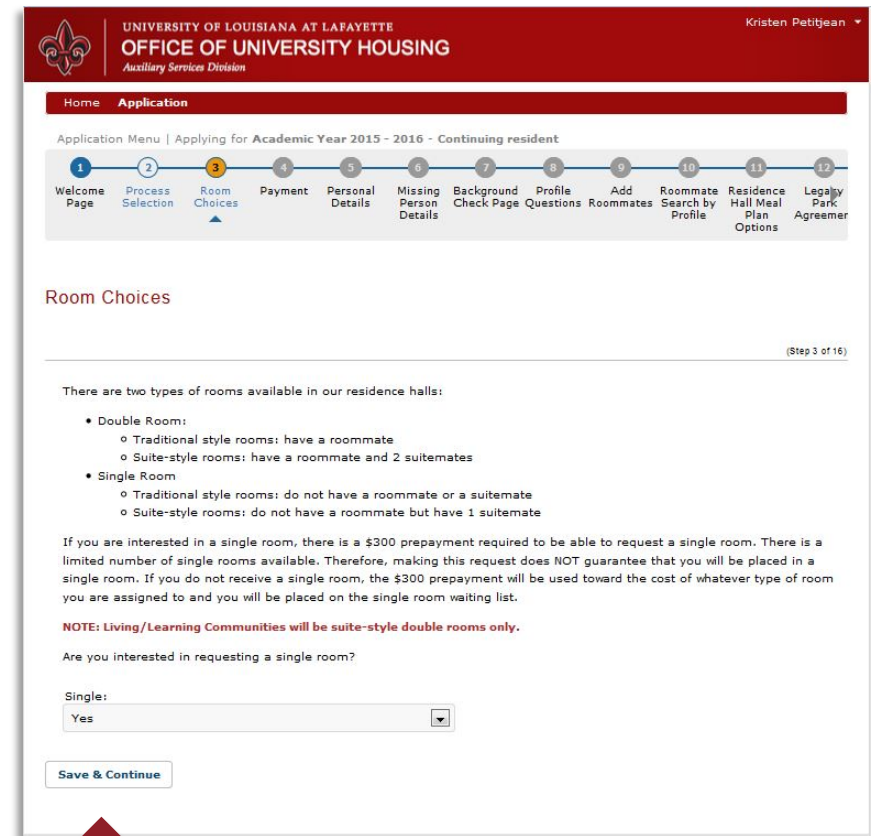


Step 8: Room Choices

There are single rooms
(2 bedrooms & a shared bath)
for 2 people

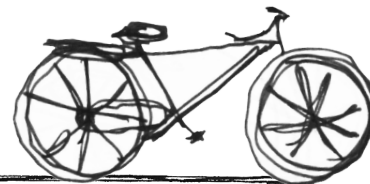
And there are double rooms
(2 bedrooms & a shared bath)
for 4 people

Single rooms cost and
additional \$300 private room
pre-payment.

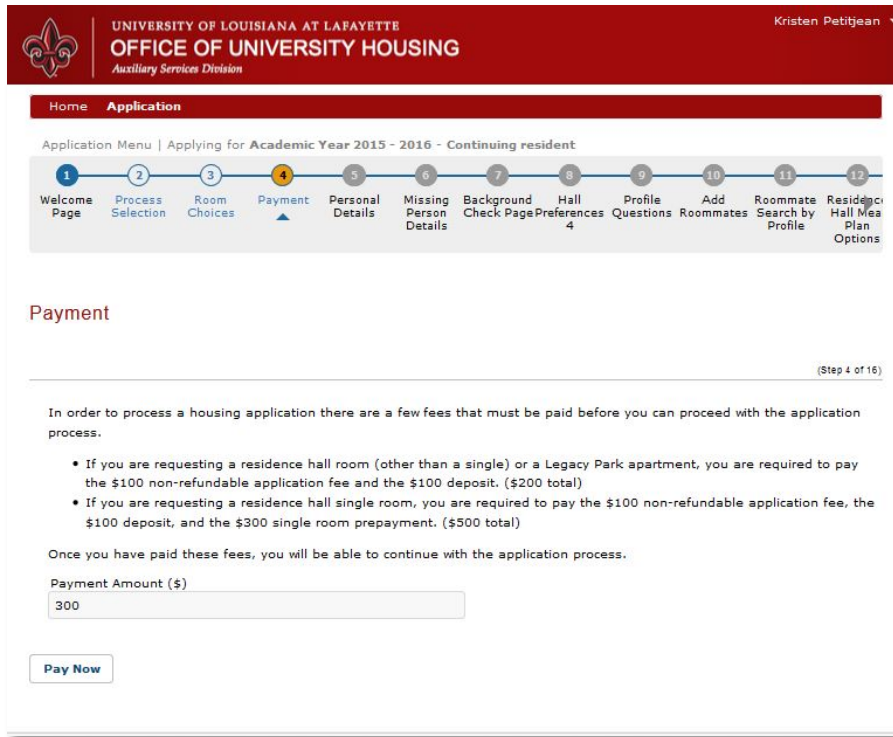


The screenshot shows the 'Room Choices' page in the application process. At the top, the header includes the University of Louisiana at Lafayette logo and the text 'OFFICE OF UNIVERSITY HOUSING Auxiliary Services Division'. A user name 'Kristen Petitjean' is in the top right. Below the header is a navigation bar with 'Home' and 'Application'. The 'Application' section has a progress bar with 12 steps: 1. Welcome Page, 2. Process Selection, 3. Room Choices (current step), 4. Payment, 5. Personal Details, 6. Missing Person Details, 7. Background Check Page, 8. Profile Questions, 9. Add Roommates, 10. Roommate Search by Profile, 11. Residence Hall Meal Plan Options, and 12. Legally Park Agreemer. The main content area is titled 'Room Choices' and includes a sub-header '(Step 3 of 16)'. The text states: 'There are two types of rooms available in our residence halls:'. It lists two options: 'Double Room' (Traditional style rooms: have a roommate; Suite-style rooms: have a roommate and 2 suitemates) and 'Single Room' (Traditional style rooms: do not have a roommate or a suitemate; Suite-style rooms: do not have a roommate but have 1 suitemate). A paragraph explains that a \$300 prepayment is required for a single room and that it does not guarantee placement. A note states: 'NOTE: Living/Learning Communities will be suite-style double rooms only.' Below this, it asks 'Are you interested in requesting a single room?' and provides a dropdown menu with 'Yes' selected. A 'Save & Continue' button is at the bottom.

Click to Continue



Step 9: Payment



The screenshot shows the 'Payment' step of the application process. At the top, the header includes the University of Louisiana at Lafayette logo and the text 'OFFICE OF UNIVERSITY HOUSING Auxiliary Services Division'. A user name 'Kristen Petitjean' is visible in the top right. Below the header is a navigation bar with 'Home' and 'Application'. The 'Application' section shows a progress bar with 12 steps: 1. Welcome Page, 2. Process Selection, 3. Room Choices, 4. Payment (current step), 5. Personal Details, 6. Missing Person Details, 7. Background Check Page, 8. Hall Preferences, 9. Profile Questions, 10. Add Roommates, 11. Roommate Search by Profile, and 12. Residence Hall Meal Plan Options. The main content area is titled 'Payment' and includes the text: 'In order to process a housing application there are a few fees that must be paid before you can proceed with the application process.' It lists two bullet points: 'If you are requesting a residence hall room (other than a single) or a Legacy Park apartment, you are required to pay the \$100 non-refundable application fee and the \$100 deposit. (\$200 total)' and 'If you are requesting a residence hall single room, you are required to pay the \$100 non-refundable application fee, the \$100 deposit, and the \$300 single room prepayment. (\$500 total)'. Below this, it says 'Once you have paid these fees, you will be able to continue with the application process.' There is a 'Payment Amount (\$)' field with '300' entered. At the bottom left is a 'Pay Now' button.

The room type you selected determines the amount you will pay.

- Base payment: \$200.
 - This is for the \$100 application fee and the \$100 deposit fee.
- If applying for a single room in the residence halls, an additional \$300 private room prepayment must be paid at this time to be considered for the single room.
 - Single room preferences pay \$500 all together.
- Click Pay Now once payment information has been entered.
- **Cannot** proceed with the application until the payment is received.



Step 10: Personal Details

Most of this page will be populated with the information from your ULink account. Check all information. If something is incorrect, call the Registrar's office to have that corrected and then check back with your application.

Emergency Contact Information. It will be the person we have on file to contact should any emergencies arise during the academic year.

Click Save & Continue

The screenshot shows the 'Personal Details' page of the University of Louisiana at Lafayette's Office of University Housing application portal. The page is for Kristen Petitjean, applying for the Academic Year 2015-2016 as a Continuing resident. A progress bar at the top indicates the current step is 10 out of 15. The 'Personal Details' section contains the following information:

- Last Name: Petitjean
- First Name: Kristen
- Middle Name:
- Preferred Name/Nickname:
- Personal ID: kxp5003
- Gender: Female
- Date of Birth: 8/18/1994
- Classification: Continuing resident

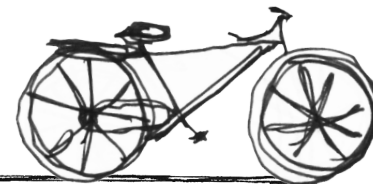
The 'Mailing Address' section contains the following information:

- Email Address: kxp5003@louisiana.edu
- Cell Phone:
- Personal Cell:
- Street Address: 148 Coin Rd

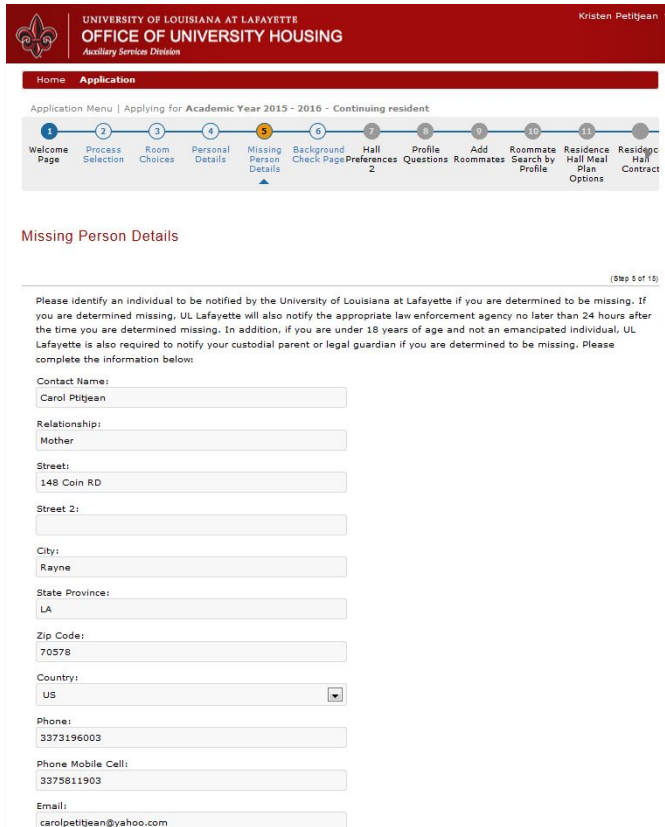


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Step 11: Missing Personal Details



The screenshot shows the 'Missing Person Details' page in the application process. At the top, the header includes the University of Louisiana at Lafayette logo and the text 'OFFICE OF UNIVERSITY HOUSING Auxiliary Services Division'. A navigation bar shows the current step (5) highlighted. Below the navigation bar, a progress bar indicates the current step. The main content area contains a form with the following fields:

- Contact Name: Carol Pettjean
- Relationship: Mother
- Street: 148 Coin RD
- Street 2:
- City: Rayne
- State Province: LA
- Zip Code: 70578
- Country: US (dropdown menu)
- Phone: 3373196003
- Phone Mobile Cell: 3375611903
- Email: carolpettjean@yahoo.com

Fill out page completely.

Click Save & Continue



Step 12: Criminal History Self-Disclosure

At this time, please disclose any criminal history you may have.

If you do not have a criminal history, please move to the next page.

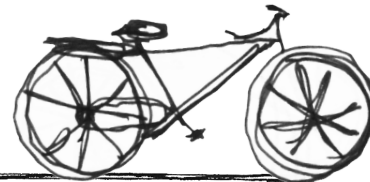
Click to Continue →

The screenshot shows the 'Background Check Page' in the application process. At the top, the header includes the University of Louisiana at Lafayette logo and the text 'OFFICE OF UNIVERSITY HOUSING Auxiliary Services Division'. A navigation bar shows the progress from 'Welcome Page' to 'Residence Hall Contract', with 'Background Check Page' highlighted as step 6. The main content area contains a disclaimer about the university's policy on criminal history and two questions: 'Have you ever been convicted or plead guilty to a felony?' and 'Have you ever been convicted or plead guilty to a sexual offense?'. Each question has a 'comment box' for a response. A 'Save & Continue' button is at the bottom. The footer indicates 'Housing Portal - v9.4 (2687) - Db 9.4 - © StarRez Inc. 2014'.



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Step 13: Hall Preferences

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

1 Welcome Page 2 Process Selection 3 Room Choices 4 Personal Details 5 Missing Person Details 6 Background Check Page 7 Hall Preferences 2 8 Profile Questions 9 Add Roommates 10 Roommate Search by Profile 11 Residence Hall Meal Plan Options 12 Residence Hall Contract

Hall Preferences 2

(Step 7 of 15)

Please select your building and room type preference. Floor plans are available at <http://housing.louisiana.edu/halls/index.shtml>.

Residence hall/apartment assignments will be based on individual hall requirements (which are subject to change) and date of application and payment receipt. Rates are available at <http://housing.louisiana.edu/rates/index.shtml> and are subject to change.

Room Type/Hall Preferences are required but not guaranteed.

The residence halls are set up in a neighborhood concept:
Rose Garden Area: Bonin and Coronna Halls (suite-style halls), Harris Hall (traditional style hall)
Taft Street Area: Baker and Huger Halls (suite-style halls)
Upperclassmen/Graduate Students: Conference Center and Legacy Park Apartments

Preference 1
Conference Center - Double Room

Preference 2
Huger Hall - Double Room

Preference 3
Harris Hall - Double Room

Preference 4
Legacy Park - 2BR

Preference 5
Legacy Park - 3BR

Preference 6
Legacy Park - 1BR Shared

Preference 7
Legacy Park - 1BR Private

The Housing Office will try to accommodate any request; however, if it is not possible, you will be assigned to first available

**Hall Preference page for upperclassmen (30 hours and more).*

This is where you make your room preference selection.

- Click the drop down arrow next to each preference.
- Put your first preference in the first drop down box, and so on.
- If you are an upperclassmen, you may choose from the Taft Street area, the Conference Center, and Legacy Park Apartments.

Click Save & Continue



Step 14: Profile Questions

This is where you list what you're interests and habits are. If you do not have a roommate choice in mind, or if you and your roommate decide not to live together anymore, this is how our system finds you a roommate. It compares your profile answers to other residents in need of a roommate. Our system tries to find you a best match for your profile questions.

- Answer yes or no on the drop down menu style questions
- Slide the adjustable bar on the rating scale questions

The screenshot shows the 'Profile Questions' section of the application form. The top navigation bar includes the University of Louisiana at Lafayette logo, the Office of University Housing name, and the user's name 'Kristen Petitjean'. Below the navigation bar is a progress bar with 12 steps, with Step 14 highlighted. The main content area is titled 'Profile Questions' and includes a sub-header '(Step 8 of 15)'. The text states: 'This information will help you find the right roommate as well as help the Office of University Housing find a suitable roommate for you.' The form contains several sections of questions:

- I participate (or will participate) in...**
 - academic clubs or organizations: Yes (selected)
 - Honors program: Yes
 - religious organizations: No
 - sports and fitness activities: No
 - the greek system: Yes
 - University Band: No
- In my free time, I like to...**
 - hang out with friends: Never to Very Often (slider at 3/4)
 - play in athletic activities: Never to Very Often (slider at 1/4)
 - play video games: Never to Very Often (slider at 1/4)

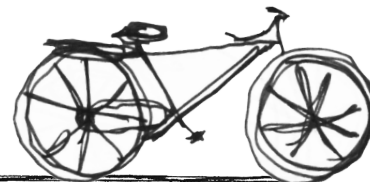
At the bottom of the form is a 'Save & Continue' button. A red arrow points from the text 'Click to Continue' below the form to this button.

Click to Continue

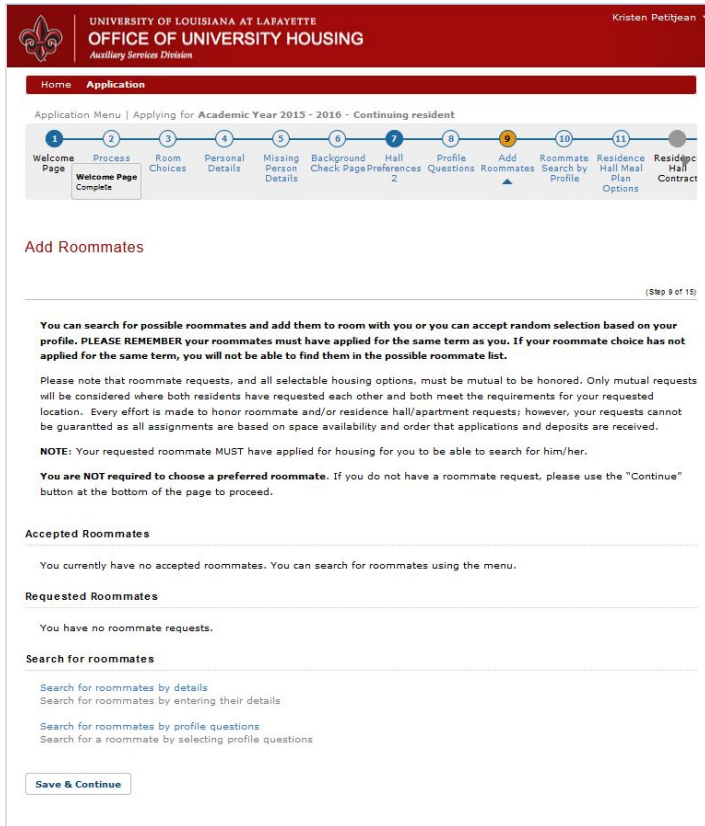


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Step 15: Add Roommates



The screenshot shows the 'Add Roommates' page in the University of Louisiana at Lafayette's Office of University Housing application system. The page is part of a multi-step process for continuing residents applying for the 2015-2016 academic year. The progress bar at the top indicates that Step 9, 'Add Roommates', is the current step. The page includes instructions on how to search for roommates, a note about mutual requests, and sections for 'Accepted Roommates' and 'Requested Roommates'. The 'Accepted Roommates' section shows that the user currently has no accepted roommates. The 'Requested Roommates' section shows that the user has no roommate requests. At the bottom, there are links to search for roommates by details, profile questions, or by selecting profile questions. A 'Save & Continue' button is also present.

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OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Kristen Petitjean

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

1 Welcome Page 2 Process 3 Room Choices 4 Personal Details 5 Missing Person Details 6 Background Check Page 7 Preferences 2 8 Profile Questions 9 Add Roommates 10 Roommate Search by Profile 11 Residence Hall Meal Plan Options 12 Residence Hall Contract

Add Roommates

(Step 9 of 15)

You can search for possible roommates and add them to room with you or you can accept random selection based on your profile. PLEASE REMEMBER your roommates must have applied for the same term as you. If your roommate choice has not applied for the same term, you will not be able to find them in the possible roommate list.

Please note that roommate requests, and all selectable housing options, must be mutual to be honored. Only mutual requests will be considered where both residents have requested each other and both meet the requirements for your requested location. Every effort is made to honor roommate and/or residence hall/apartment requests; however, your requests cannot be guaranteed as all assignments are based on space availability and order that applications and deposits are received.

NOTE: Your requested roommate MUST have applied for housing for you to be able to search for him/her.

You are NOT required to choose a preferred roommate. If you do not have a roommate request, please use the "Continue" button at the bottom of the page to proceed.

Accepted Roommates

You currently have no accepted roommates. You can search for roommates using the menu.

Requested Roommates

You have no roommate requests.

Search for roommates

Search for roommates by details
Search for roommates by entering their details

Search for roommates by profile questions
Search for a roommate by selecting profile questions

Save & Continue

This is the page where you may choose a roommate.

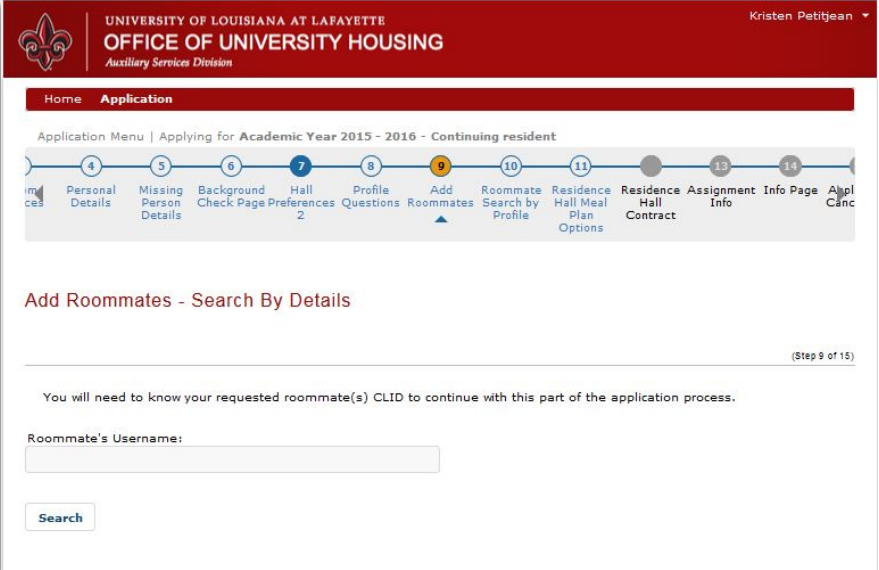
- You may only choose a roommate who has already completed their housing application. You may select or change roommates up until 2 weeks before school starts.
- All requests must be mutual. Once a roommate request is sent, it must then be accepted by the other person. If accepted, the request will be under the "Accepted Roommates" section.
- If you requested someone and they haven't accepted yet, it will appear under the "Requested Roommates" section.
- If you have someone in mind, you may go to the "Search for Roommates" section and click on the "search for roommates by detail" link.



Step 16.1: Search By Details

If you have a specific roommate in mind, and they have all ready applied on the housing portal you may search for them by their username.

Click Search

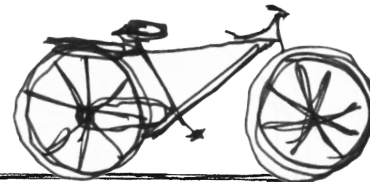


The screenshot shows the 'OFFICE OF UNIVERSITY HOUSING' application portal. At the top, a red header contains the university logo, the text 'UNIVERSITY OF LOUISIANA AT LAFAYETTE OFFICE OF UNIVERSITY HOUSING Auxiliary Services Division', and the user name 'Kristen Petitjean'. Below the header is a navigation bar with 'Home' and 'Application'. The 'Application' section features a progress bar with 14 steps: 1. Application Menu, 2. Applying for Academic Year 2015 - 2016 - Continuing resident, 3. Personal Details, 4. Missing Person Details, 5. Background Check Page, 6. Hall Preferences, 7. Profile Questions, 8. Add Roommates (highlighted with a yellow circle), 9. Roommate Search by Profile, 10. Residence Hall Meal Plan Options, 11. Residence Hall Contract, 12. Assignment Info, 13. Info Page, and 14. Appl Cancell. Below the progress bar, the title 'Add Roommates - Search By Details' is displayed. The main content area includes a sub-header '(Step 9 of 15)' and a message: 'You will need to know your requested roommate(s) CLID to continue with this part of the application process.' Below this message is a text input field labeled 'Roommate's Username:' and a 'Search' button.

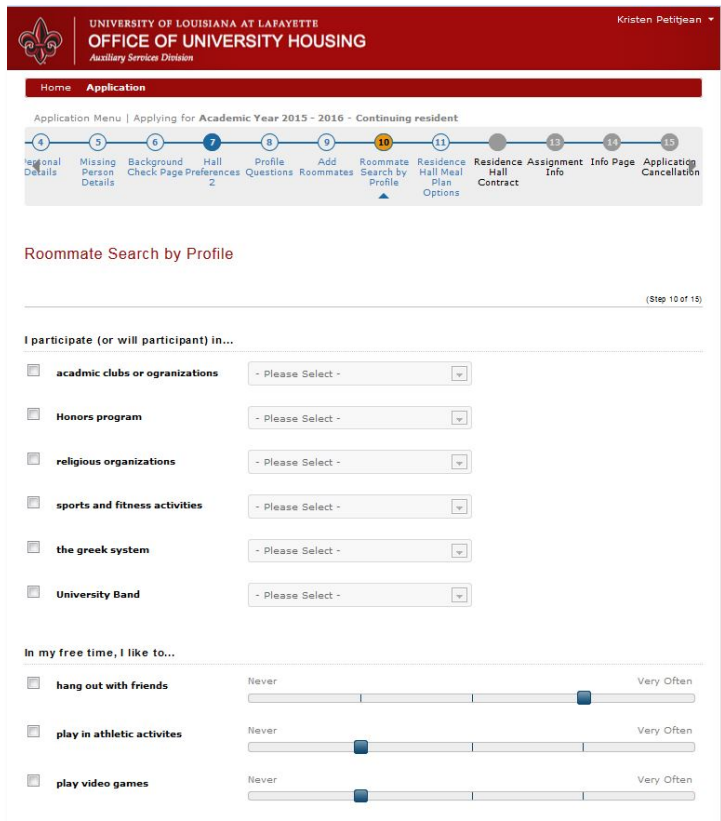


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HOUSING



Step 16.2: Roommate By Profile



The screenshot shows the 'Roommate Search by Profile' page in the application menu. The header includes the University of Louisiana at Lafayette logo and the Office of University Housing. The application menu shows steps 4 through 16, with step 10 highlighted. The main content area is titled 'Roommate Search by Profile' and includes a progress indicator '(Step 10 of 16)'. The form consists of two sections: 'I participate (or will participate) in...' and 'In my free time, I like to...'. The first section has six checkboxes and dropdown menus for 'academic clubs or organizations', 'Honors program', 'religious organizations', 'sports and fitness activities', 'the greek system', and 'University Band'. The second section has three checkboxes and sliders for 'hang out with friends', 'play in athletic activities', and 'play video games'.

UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

4 Personal Details 5 Missing Person Details 6 Background Check Page Preferences 2 7 Hall Questions 8 Profile 9 Add Roommates 10 Roommate Search by Profile 11 Residence Hall Meal Plan Options 12 Residence Assignment Info 13 Hall Contract 14 Info Page 15 Application Cancellation

Roommate Search by Profile

(Step 10 of 16)

I participate (or will participate) in...

☐ academic clubs or organizations - Please Select -

☐ Honors program - Please Select -

☐ religious organizations - Please Select -

☐ sports and fitness activities - Please Select -

☐ the greek system - Please Select -

☐ University Band - Please Select -

In my free time, I like to...

☐ hang out with friends Never Very Often

☐ play in athletic activities Never Very Often

☐ play video games Never Very Often

If you do not have a specific roommate in mind you can search for a roommate that matches your profile preferences by choosing Roommate Search by Profile. Answer all the questions.

Click Search



Step 17: Meal Plan Options

All on-campus residents are required to purchase a meal plan.

Underclassmen may choose between the Blanc and Vermilion plans.

- **Blanc \$1504 / Semester**
 - 19 meals / week
 - 17 meals / week
 - 12 meals / week
- **Vermilion \$1644 / Semester**
 - 19 meals / week + \$250 DB
 - 15 meals / week + \$265 DB
 - 10 meals / week + \$320 DB

Legacy Park residents may choose between Blanc, Vermilion, Silver (30 plus hours), and Gold (60 plus hours).

- **Silver \$864 / Semester**
 - 5 meals/ week + \$195 DB
- **Gold \$629 / Semester**
 - \$605 DB

In the drop down menu, select which option of either Blanc or Vermilion you desire. The price will be listed next to each meal plan.

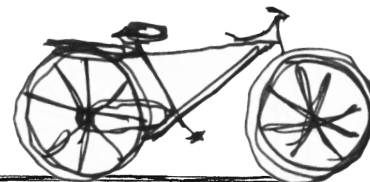
Click Save & Continue

The screenshot shows the 'Application' section of the housing portal. A progress bar at the top indicates the current step is 11, 'Residence Hall Meal Plan Options'. Below the progress bar, the title 'Residence Hall Meal Plan Options' is displayed. The main content area states that all residents are required to purchase a meal plan and lists several options: Vermilion Plans (most expensive), Blanc Plans (mid range), and Silver Plan (available to Legacy Park residents with 30+ credit hours and graduate students). The Gold Plan is also listed for Legacy Park residents with 60+ credit hours and graduate students. A dropdown menu is shown with 'Vermilion - 10db (Fall 2015)' selected. At the bottom, a note states that meal plan options can be changed through the application portal up to two weeks before classes begin.



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Step 18: Residence Hall Contract

UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Service Division

Kristen Pettigean

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

4 Personal Details 5 Missing Person Details 6 Background Check Page Preferences 7 Hall Search 8 Profile Questions 9 Add Roommate Profile 10 Roommate Search by Profile 11 Residence Hall Meal Plan Options 12 **Residence Hall Contract** 13 Residence Assignment Info 14 Info Page 15 Application Cancellation

Residence Hall Contract

(Step 12 of 15)

**Residence Halls
Resident Housing and Meals Contract**

NOTE: THIS IS A BINDING CONTRACT.

THIS CONTRACT effective now until May, 2016 by and between the student and The University of Louisiana at Lafayette's Office of University Housing, recite the following terms and conditions: This contract governs the residence halls and the Legacy Park apartments. Dates are based on the University of Louisiana at Lafayette academic calendar published in the University of Louisiana at Lafayette General Bulletin.

- ACCEPTANCE OF CONTRACT.** By signing this contract, you are agreeing that you have read, understand and are agreeing to the terms and conditions set forth below.
- ELIGIBILITY FOR AND DURATION OF CONTRACT.** To be eligible for residency in the residence halls, one must be a registered, full-time student of University of Louisiana at Lafayette, and must remain a registered, full-time student for the duration of the contract period. For the duration of the contract period the student must live in a University of Louisiana at Lafayette residence hall. The Office of University Housing at its sole discretion may permit a part-time University of Louisiana at Lafayette student to live in a residence hall.
 - Occupancy begins in August, 2015, and will run continuously, and uninterrupted by the tenant until May 2016.
 - If your program operates on a different calendar from that of the regular University of Louisiana at Lafayette campus (such as Intensive English Program), be aware that no food service will be provided during some periods in which you are enrolled in classes or whenever the university is observing a break from classes.
 - Moving out of the residence halls before the end of the contract period is a violation of this contract, and you will be required to pay charges and penalties as outlined in paragraphs 7 and 8 below.
- MANDATORY MEAL PLAN.** All residents are required to purchase and retain a full meal plan during the contract period. The default meal plan is chosen for students who do not indicate a meal plan choice. Meal plans may be changed by the student during the first week of classes of the semester. Meal plans are non-transferable. Unused meals/declining balance at the end of the contract period are forfeited. Meal plan options may be viewed on the dining website at <http://www.uoflafayettedining.com> and should be selected through the housing application portal. Failure to make the appropriate payments by the due dates will result in the meal ticket not being activated or canceled and the student being liable for the full cost of the meal ticket through the term of the contract.
- ASSIGNMENT AND SUBLEASE.** This contract is for space within the residence halls and not for a specific building, floor, or room. Assignment and/or subleasing is prohibited. No provision of this contract shall be transferred or assigned. The University of Louisiana at Lafayette reserves the right to reassign you to a different room or building.
- ROOM CHANGES.** Room changes are not allowed the week of check-in through the first week of classes. If, for any reason, you are required to move to a different room, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term). If, for any reason, you request to move and are granted a new room, there may be a \$250 transfer fee as well as the prorated rate for the remainder of the term. If, for any

terminate this contract without prior

others or that it is detrimental

le discretion, may terminate this
application policy, the Housing
laws. Failure to strictly or prom
na at Lafayette shall not operat
n. You must advise University
d guilty to a crime other than a

or your guests cause to university property
it not limited to room number plates and e
timely manner. The University of Louisian
y. The university recommends renter's insu

our room, you will be assessed a service of
nd of your occupancy period, you will be as
you complete a proper checkout. This is in
bject to a \$300 item removal and disposal

ing to you or others must be removed from
disposal of any such property or refuse. Fur
age of personal property remaining on Univ
and the university, its agents, employees a
your room or suite or in your possession, c

long with the terms listed in
r Housing's Residence Hall
2016.

By confirming this contract at the bottom of the page, you are agreeing to enter a legally-binding contract. Read through the contract very carefully before continuing on. You must sign electronically at the bottom of the page. If you are under 18, your parent or guardian must also sign electronically. Click "Confirm."

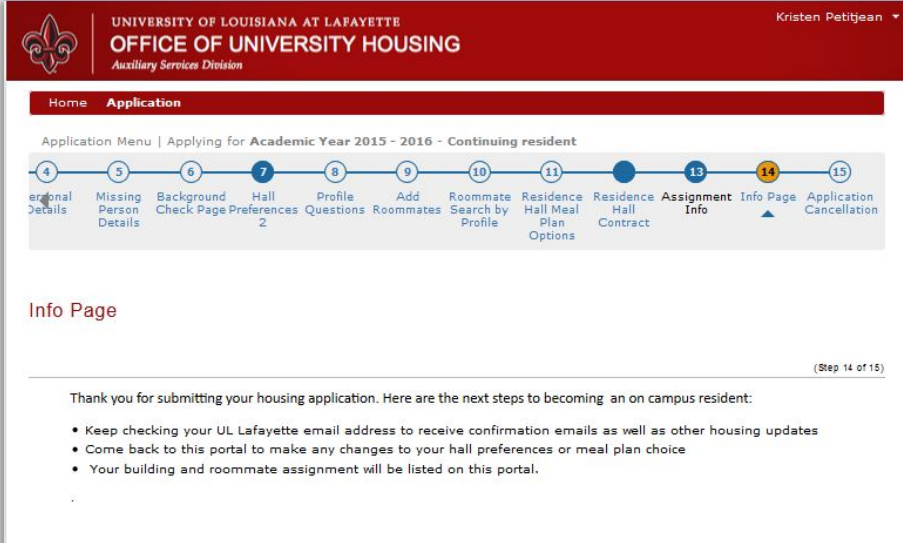
At the end of the application process you will receive a confirmation email with your contract.

You may go back in to change your hall preferences and meal plan preferences.



Step 19: Information Page

This page provides links to sources such as “how to get along with your new roommate,” room décor, campus life, etc.



The screenshot shows the 'OFFICE OF UNIVERSITY HOUSING' application portal for the University of Louisiana at Lafayette. The header includes the university logo and the user's name, Kristen Petitjean. The navigation bar shows 'Home' and 'Application'. The 'Application Menu' is displayed, showing a progress bar with steps 4 through 15. Step 14, 'Info Page', is highlighted. The main content area is titled 'Info Page' and includes a thank you message and a list of next steps for becoming an on-campus resident.

UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Kristen Petitjean

Home Application

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

4 Personal Details 5 Missing Person Details 6 Background Check Page 7 Hall Preferences 8 Profile Questions 9 Add Roommates 10 Roommate Search by Profile 11 Residence Hall Meal Plan Options 12 Residence Hall Contract 13 Assignment Info 14 Info Page 15 Application Cancellation

Info Page

(Step 14 of 15)

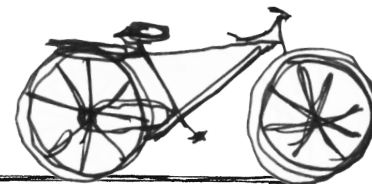
Thank you for submitting your housing application. Here are the next steps to becoming an on campus resident:

- Keep checking your UL Lafayette email address to receive confirmation emails as well as other housing updates
- Come back to this portal to make any changes to your hall preferences or meal plan choice
- Your building and roommate assignment will be listed on this portal.




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Should You Need To Cancel



UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Auxiliary Services Division

Kristen Pettitjean

HomeApplication

Application Menu | Applying for Academic Year 2015 - 2016 - Continuing resident

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Personal Details

Missing Person Details

Background Check Page Preferences

Hall 2

Profile Questions

Add Roommates

Roommate Search by Profile

Residence Hall Meal Plan Options

Residence Hall Contract

Assignment Info

Info Page

Application Cancellation

Application Cancellation

(Step 15 of 15)

If you are on this page, you are considering cancelling your housing application to live on campus. Here are a few questions you should ask yourself before you make a decision:

- Are you a first-time freshman or a freshman with less than 30 credit hours?** If so, there is a University of Louisiana System requirement that states all freshmen under 30 credit hours must live on campus. To request to be exempt from this policy, you would need to complete an Exemption Request (<http://housing.louisiana.edu/sites/housing/files/exemption%20web%20form.pdf>). Submitting this request does not guarantee that you will be released from the requirement. The information will be reviewed and a decision will be sent to you by email.
- Have you received a housing assignment?** If so, your contract is in effect and you are required to complete the terms of the contract. If you would like to request a contract release, you will need to submit a Contract Release Request Form (<http://housing.louisiana.edu/sites/housing/files/REQUEST%20FOR%20RELEASE%20FROM%20HOUSING%20CONTRACT.pdf>) with supporting documentation. Submitting this request does not guarantee that you will be released from the contract. The information will be reviewed on a case-by-case basis and a decision emailed to you.
- Have the cancellation deadlines past?** The cancellation deadlines are in effect as long as you have not been given a housing assignment. The deadlines are as follows:
 - Academic Year: May 15
 - Calendar Year: April 15
 - Spring Only: November 15
 - Summer: April 15

If you have not received a housing assignment and it is before the cancellation deadlines, send an email to oncampusliving@louisiana.edu to formally request that the Office of University Housing cancel your housing application.

After reviewing these questions, if you feel you need to cancel your housing application, please complete one of the steps above.

Save & Continue

Should you ever need to cancel your contract visit this page on the portal and it will guide you through the process.



Now You're All Done!

Thanks for applying to UL Housing!
We can't wait to have you!



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