A Simple Guide for Navigating the Housing Portal

Don’t worry. We’ll guide you through the process of requesting your room step by step.
Step 1: ULink

Pull up your ULink portal at portal.louisiana.edu and log into your account using your CLID and password.
Once you have logged in, click the “students” tab.
Step 3: Enter the Portal

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 officially requested your room until the ENTIRE application has been complete and you receive your assignment information.

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.
Step 5: Terms Page

Once you have selected the Application, the term selection page appears.

Select the appropriate application year:

Academic Year 2016-2017

Click Save & 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.

Summary of the information needed on the pages to come!

Click Save and Continue
Step 7: Contract Acknowledgement

This step is your acknowledgement of the binding contract.

Residence Hall Contract

Resident Housing and Meals Contract

NOTE: THIS IS A BINDING CONTRACT.

This contract is effective on the date of signature (either electronic or written) through May 2023 by and between the student and The University of Louisiana at Lafayette’s Office of University Housing, with the below terms and conditions. This contract covers 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.

1. ACCEPTANCE OF CONTRACT. By signing this contract, student agrees that they have read, understood, and agree to the terms and conditions set forth below:

2. 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 halls at Legacy Park apartments. The Office of University Housing at its discretion may permit a part-time University of Louisiana at Lafayette student to live in a residence hall or Legacy Park apartment.
   a. Occupancy begins in August 2023 and runs continuously, and is terminated by the tenant on or before July 15, 2024.
   b. If student’s progress is subject to change or withdrawal from classes during the contract period, the student shall be required to vacate the residence halls and shall not be entitled to a refund of housing charges.
   c. Moving out of the residence halls before the end of the contract period is a violation of this contract, and student will be required to pay charges and penalties as outlined in paragraphs 7 and 8 below.

3. 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 meal plan balances at the end of the contract period are forfeited. Meal plan options may be viewed on the Dining website at http://dining.louisiana.edu and should be selected through the housing application portal. Failure to make the appropriate payments by the due date will result in the meal ticket not being activated. Students will be held liable for the full cost of the meal ticket through the term of the contract.

4. ROOM CHANGES. Room changes are not allowed outside of the first week of classes. If, for any reason, student is required to move to a different room, student will be charged a transfer fee as well as the pro-rated rate for the remainder of the term. If, for any reason, student is moved to a different room, there may be a $250 transfer fee as well as the pro-rated rate for the remainder of the term. If, for any reason, student is required to move to a different room, and the room is not available, any additional fees will be assessed in accordance to the guidelines below.

5. DEPOSIT/APPLICATION FEE. A refundable deposit of $100 and a $100 non-refundable application fee shall be paid to the University when a housing application is submitted. At the end of the contract period, the student has until the first day of the next contract period to submit the check-in slip to request the deposit be returned, and as long as there are no damages to the room.

6. CANCELLATION/Withdrawal. Student is required to submit an Application for Contract Release Form for any request to cancel this contract. The form and supporting documentation must be submitted in writing to the Office of University Housing. The application for contract release will be reviewed and approved or denied by the University Housing Office. Applicants who cannot show highly exigent circumstances will not be approved for contract release. After a decision has been made by University Housing, the decision can be appealed through the Housing Appeals Committee. If an application for contract release is denied, rent and meal fees will be assessed for the duration of the contract period. If an application for contract release is approved, fees will be assessed according to the guidelines below. The fees associated with an application cannot be appealed. Any appeal must be submitted by the first week of the following semester/term.

Prior to Move-in:
- $100 deposit and application fee

After Move-in:
- $100 deposit and application fee
- Room and meals charges will be prorated through the date of student Check-in or the approval/deadline for application for contract release, whichever is later.
Step 7: Contract Acknowledgement

This step is your acknowledgement of the binding contract. You will be sent a copy via email of what you are agreeing to within the contract.

By clicking the confirm button below, I agree to abide by the contract terms listed above, along with the terms listed in Resident Application Policy and all rules and regulations set forth by the Office of University Housing's Residence Hall Handbook and the Code of Student Conduct for the contract period Academic Year 2016-2017.
Step 8: Personal Details

Information needed on this page includes:

- Personal Details
- Permanent Mailing Address
- Authorized Contact Person
- Local Address
- Post Office Key
- Emergency Address
Step 9: Missing Person Details

This step will ask for a person to be listed to be notified in the event that you are considered to be missing.
Step 10: Background Check

The university is very serious about the safety and security of our on-campus students. Therefore, the Office of University Housing requires any prospective and current housing resident to self-disclose any criminal history. The university has the right to conduct a background check, and the failure to disclose this information may result in immediate termination of the housing contract as well as possible university disciplinary action.

Please check this box if you have ever been convicted or plead guilty to a felony? ☐

If yes, please explain:

Please check this box if you have ever been convicted or plead guilty to a sexual offense? ☐

If yes, please explain:

If no, please leave blank and click save & continue.

If yes, please check the box and explain where indicated.
Step 11: Meal Plan Options

This step is for you to select your desired meal plan

<table>
<thead>
<tr>
<th>Name of Meal Plan</th>
<th>Meals Offered</th>
<th>Price per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cajun Freedom</td>
<td>Unlimited Meals + 4 flex meals + $75 DB</td>
<td>$1,999.00</td>
</tr>
<tr>
<td>Cajun Select</td>
<td>14 meals + 4 flex meals + $250 DB</td>
<td>$1,599.00</td>
</tr>
<tr>
<td>Cajun Classic</td>
<td>5 Meals or Meal Solutions + $300 DB</td>
<td>$869.00</td>
</tr>
<tr>
<td>Cajun Performance</td>
<td>12 Meals + 5 Training Table Meals + 4 Flex Meals</td>
<td>$1,999.00</td>
</tr>
</tbody>
</table>

- **Meals:** Meal Swipes per week to be used in the Cypress Lake Dining Room within the Student Union
- **Training Table:** Performance based meal offered Monday through Friday at the Dinner time Meal
- **Meal Solution:** Pre-packed dinner boxes (Raw product to be cooked in the Apartments)
- **Flex Meal:** Meal Swipes that can be used at various on campus meal locations for an Entrée, a Side Item and a Beverage
- **DB:** Declining Balance, to be used at all Sodexo retail locations on campus

Cajun Classic is only available to those individuals with more than 30 Credit Hours and graduate students.
Step 12: Disabilities/Accessibilities

This step is you indicating whether or not you have a disability/accessibility need

If no, please select “no” and click save & continue

If yes, please select “yes” and explain where indicated on the following page

*You will receive an email confirmation if you select “yes”*

“At this time, your request is being evaluated by the Office of Disability Services. A member of their team will be contacting you shortly for further processing of this request. Please continue through the housing application and room selection process. To make sure that a space is reserved for you, it is important to finish the room selection process even if the room that you initially select does not meet your accommodation needs. Once your request is processed, the Office of University Housing will adjust your assignment if possible to meet your requested accommodation”.

UNIVERSITY OF LOUISIANA AT LAFAYETTE
OFFICE OF UNIVERSITY HOUSING
Step 13: Profile Questions

Please answer these profile questions truthfully. These answers will be utilized when trying to match you with a roommate.
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Please answer **truthfully**. These answers will be utilized when trying to match you with a roommate.
Step 14: Selecting your Roommate(s)

There are two options when it comes to selecting a roommate:

1. Search for a roommate by details located at the bottom of the main page.
2. Search for a roommate by similarity of the profile questions you answered by selecting that option within the circled area on the screen.

You can see if anyone has requested you to be their roommate by looking here.

We recommend that you go through the process at the same time as your requested roommate to have a better chance at getting your requested roommate.

*You do not have to select a roommate here, you can wait until the room selection process and click “View Profile” to see who else has selected that room.
Step 15.1: Room Selection

In order to select your room please click the “room search wizard” located within the circled area on the screen.

From there, follow the directions as they appear.

You will be prompted to select your desired building, floor, room and bed space.

Before selecting a bed space, you can click “View Profile” to see if someone has already been placed into that room and take a look at their profile.

**When picking your actual bed space, you will only have 5 minutes to select your space.**
Step 15.2: Room Change

If for any reason you feel the need to change your requested room, please select “Change Room” at the top of the screen.

When prompted click “Change Reservation” at the bottom of the screen.

Once you change a room you must go back to the main room selection page and select a new room.
Step 16: Assignment Information

Upon completion of the process, you will be presented with a summary of what you have chosen. Please verify that what you see is what you want.
Now You’re All Done!

Thanks for submitting your reservation for UL Housing!

We can’t wait for you to be our guest!