

# MARIAN UNIVERSITY

Indianapolis®

Office of Residential and Commuter Life

## Housing Policy and Application Instructions Returning Students

### Marian University Housing Policy:

All unmarried undergraduate students who do not return to their parent's or legal guardian's home each evening are required to live in campus housing. Parent's or legal guardian's homes must be within the following counties to commute: Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, Shelby.

Students who will have turned 21 on or before August 31 may live off campus.

### **Before submitting an application:**

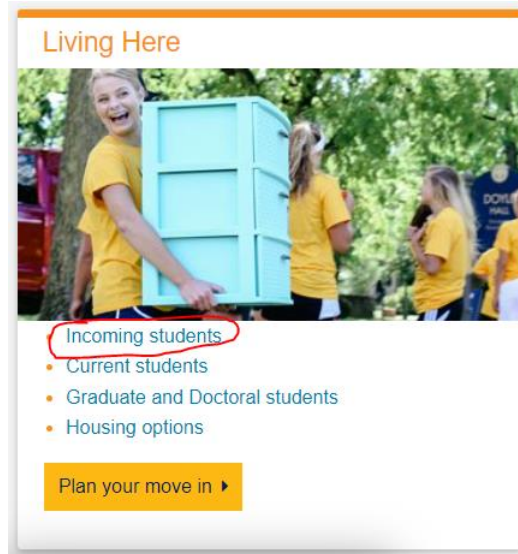
1. Read the housing policy above and determine your status.
2. Review the housing contract, policies, and Code of Student Rights and Responsibilities [here](#).
3. Determine which application you need to submit and refer to the appropriate section below (On-Campus Housing or Off-Campus Housing).
4. Ensure you know your Marian email, username, password, and Student ID Number before beginning any application, as you will need each of them to successfully complete the process.

All students under the age of 21 need to submit an application no matter where they plan to live. The housing application process is done easiest on a computer rather than a phone or tablet.

Off-campus housing application instructions begin on page 9 of this document.

## On-Campus Housing Application

1. Open a web browser on your computer and navigate to the [Residential and Commuter Life](#) website.
2. Navigate to the "[Returning Students](#)" page and thoroughly read the information there.

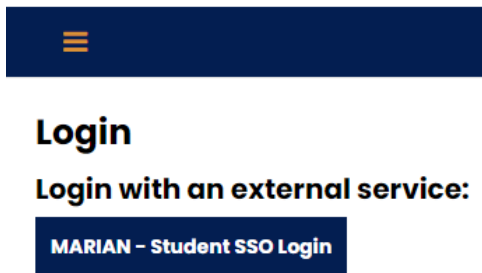


3. If you have not lived on campus before, or no longer have an active deposit on file, pay your \$200 [housing deposit](#).
  - a. **You will not be placed into a room unless you have paid the housing deposit**
  - b. Be sure to check the "Housing Deposit - \$200.00" option at the bottom of the page, then type the total amount into the box on the right
    - i. You will be charged \$0.00 if you leave the text box blank, will not have a deposit on file, and will not be placed in a room
    - ii. Once you type the total amount into the text box, the "Price" section on the far right will update

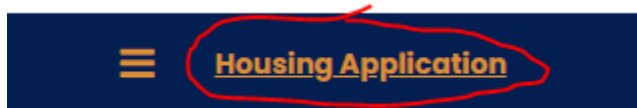
Payment for Housing Deposit	Price:
<input checked="" type="radio"/> Housing Deposit - \$200.00	\$0.00
<input type="text" value="0.00"/>	

Payment for Housing Deposit	Price:
<input checked="" type="radio"/> Housing Deposit - \$200.00	\$200.00
<input type="text" value="200.00"/>	

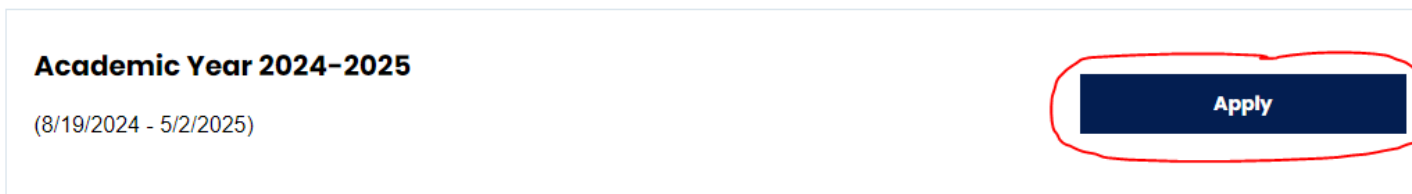
4. Visit [StarRez](#) and log in using your Marian email and password.
  - a. The landing screen will have a button in the top right that says “login”. Once you click on it, you should see a page like the photo below. If you are off campus, you may need to use Duo Security to approve the sign in. Questions about Duo or for help logging in: call the IT HelpDesk: 317-955-6444
  - b. If you have issues logging in, call or email the IT HelpDesk: 317-955-6444 or [helpdesk@marian.edu](mailto:helpdesk@marian.edu)



5. After you log in, your name will be in the top left. Once your name appears to welcome you to the site, you will know you have successfully logged in.
6. Click “Housing Application” at the top to begin your application.

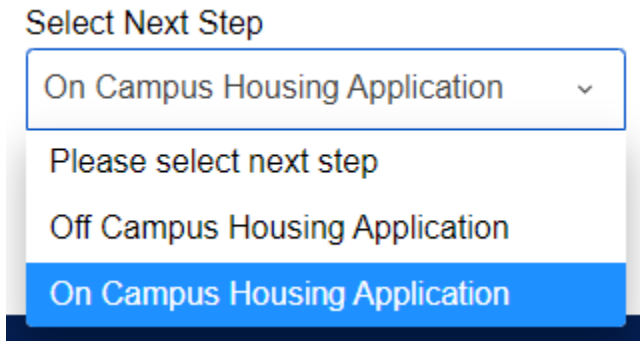


7. On the “Term Selector” page, click the “Apply” button next to the correct term.
  - a. For example, students wishing to live on campus beginning in Fall 2024 should select the term titled “Academic Year 2024-2025”. The photo below is an example from the 2024-2025 Academic Year.



8. The “Personal Details” page allows you to tell our staff your preferred name. Your preferred name will appear in some emails from our office and will also be on your room/door nametag when you move in. Be sure to provide the name you want us to call you in this box.
  - a. The “Personal Details” page will also require a 10-digit cell phone number for the student and contact information for one emergency contact.
  - b. You will not be able to move past this page without providing the required information.
  - c. Once you have confirmed the information is accurate, click the “Save & Continue” button at the bottom of the page

9. The “Housing Policy Confirmation” page provides you with Marian University’s housing policy. Be sure to read it fully and make your selection carefully.
  - a. At the bottom of this page, you must decide if you are applying to live on or off campus.
  - b. Be sure to select “On Campus Housing Application” if you want to live on campus.

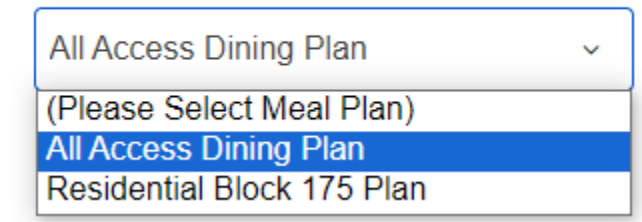


10. The “On Campus Housing Application” page asks you to state if you wish to be considered for a triple room at a discounted rate and will have you pick your meal plan for the academic year.
  - a. Select “Double Only” if you would prefer to live in a room with two people total
  - b. Select “Triple or Double” if you would prefer to be considered for a room with three people total

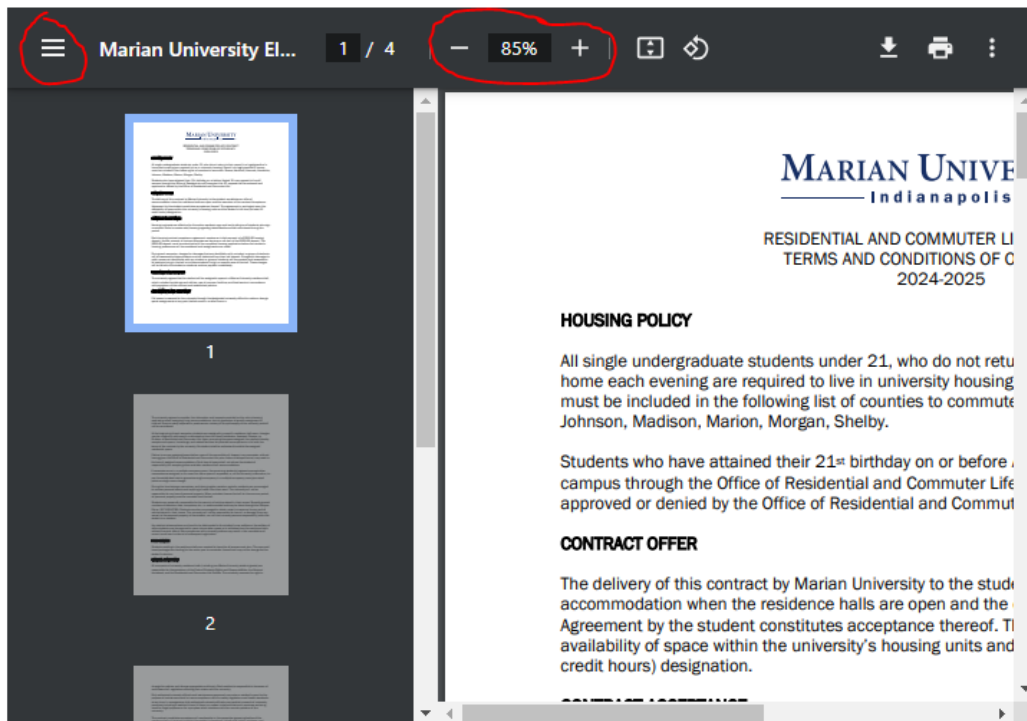
Order	Room Preference	Delete
1	Triple or Double ---Please Select--- Double Only Triple or Double	Delete

- c. Select your meal plan for the year at the bottom of the page. You will be charged for and provided with the same meal plan each semester.

Academic Year 2024-2025:



11. “Housing Policies” is an important page, as this is where you will read and agree to our housing policies.
- If your screen is not showing the full page of the policy document, try clicking the three lines in the upper left. You could also download or print the document.
  - If you wish to make the text larger or smaller, click the plus or minus next to the percentage.



- You will need to type your Student ID into the box at the bottom. If you believe you are typing the correct number into the box but it will not allow you to continue, first check that there are no letters, symbols, or spaces in the box. If it is simply numbers, try adding a “0” at the front.
  - Photo below of the Student ID box.

By entering your Student ID below you acknowledge that you have read, understand, and agree to the documents linked above including the housing contract.

12. The “GradGuard College Renter’s Insurance” page provides students with the option of signing up for insurance to protect their personal belonging. Renter’s Insurance is not required, but is highly encouraged. Marian is not liable for damages caused to your personal items on campus and will not reimburse you for damaged property from theft, facilities issues, natural disasters, or otherwise.
- Students whose parents are homeowners may wish to see if they are already covered under the homeowner’s insurance policy.
  - GradGuard is one option, but there are other insurance providers available should students prefer to use a different one. Marian does not receive compensation for providing this option. GradGuard’s preferred rate is available to you because you are a Marian student



What if you had to replace it all tomorrow?



13. You will need to click “Continue to Next Step” to get past the “GradGuard College Renter’s Insurance” page. Once you click that button, you can either purchase coverage or decline coverage.
- After purchasing or declining coverage, it will bring you back to the housing application page and show you confirmation of your choice.
  - Below are two example photos of what you may see depending on if you decline coverage or not.

### **Congrats! You’re Officially Insured!**

In a few moments, GradGuard will be sending you instructions on how to log into your MyGradGuard account, where you will be able to download your policy documents, make changes to your policy, file a claim and access other valuable member benefits.

### **You have declined renter’s insurance from GradGuard**

While students are not required to obtain insurance through GradGuard, they are highly recommended to obtain renter’s insurance from a provider of their own choosing, prior to move-in.

If you would like to reconsider GradGuard, please visit [GradGuard.com](https://www.gradguard.com) to learn more, explore different coverage options and chat with one of their live agents.

14. The “Roommate Matching Questionnaire” page is important to be answered honestly and only by the student (not a parent or support person). Be as up-front and honest as possible, as this is how you will be matched with a roommate when needed. You should answer all questions completely and thoughtfully, even if you have a preferred/planned roommate.
- Marian University is a tobacco-free campus. Students who wish to smoke or vape can do so off campus. However, the smell of smoke may linger on clothes or personal items after returning to campus. Be sure to answer the smoking question honestly.
  - If you do not want other students to ask you to room with them, uncheck the box at the bottom asking if you want your information displayed for roommate search (photo below)

Would you like your information displayed for roommate search?

15. The “Roommate Selection” page will allow you to search for roommates, create roommate groups, or have the portal suggest roommates for you. If you want our staff to assign you a roommate later on, simply click “Save & Continue” at the bottom to skip to the next page without a roommate.
- a. If you click “Save & Continue”, you may skip to instruction line 16
  - b. If you have a preferred/planned roommate, the first person to complete this application should create a roommate group by clicking the “Create Group” button. The second and third roommate, if applicable, will then be able to search for the group and request to be added.
    - i. Only the creator of the group can invite folks to it. All group members must be the same gender. Most group sizes are two people total, though the maximum is three (for triple rooms). Once invited to a group, you will have 7 days to accept the invitation.

## Roommate Selection

### You have not selected any roommates

Roommate searching options are below to the right. Here you can create a roommate group, join an existing group, search for roommates based on application questions, or have StarRez recommend people for you.

If you would like Residential and Commuter Life staff to assign you a roommate, you can skip this section by clicking "Save & Continue".

Create Group

[Join Group](#)

[Search Roommate Groups](#)

[Search for Roommates by Details](#)

[Suggest Roommates](#)

- c. If your roommate group will only be two people, we recommend using the “Search for Roommates by Details” page instead of creating a group.
  - i. It is easiest to search using email, as it will be unique to each student. Ask your roommate for their Marian email address and type it into the “email box”

### Roommate Search By Details

Roommate Search Screen Name:

Email:

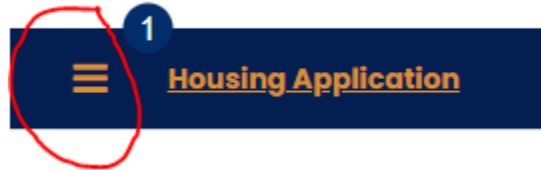
Exclude results that cannot be added or joined

[Roommate Management Page](#)

Search

- d. Anyone you invite into a roommate group will need to accept your offer. They can do this by logging into StarRez, opening their active application, and navigating to the Roommate page to click the accept or decline button. Each invitation will last for one week before expiring.

16. The “Application Summary” page is the final page. Here you will see details of when you started your application, when you signed your contract with your student ID, and if your application is complete or not. It will also tell you what meal plan you selected.
- a. **Note that there is no “submit” button. If you see the “Application Summary” page, you have submitted your application.**
17. You will receive an email from Residential & Commuter Life when you have completed your application. We will send all communication to your Marian email only. You will also get a StarRez message which can be read by clicking on the three lines in the upper left then clicking “messages”.



18. If you would like to check the status of your application, click “Housing Application” at the top.
- a. You will see a message like the one below if you have started the application but have not completed it yet.

**Academic Year 2024–2025**  
(8/19/2024 - 5/2/2025)

You started your application for **Academic Year 2024-2025** on **3/17/2024**, and have **not signed the contract**.

Has Deposit been Paid: **False**

The status of your application is **Main Campus - Application Started**.

[Continue](#)

- b. You will see a message like the one below if you have completed the application.

**Academic Year 2024–2025**  
(8/19/2024 - 5/2/2025)

You started your application for **Academic Year 2024-2025** on **3/17/2024**, and have **signed the contract** as of **3/17/2024**.

Has Deposit been Paid: **False**

The status of your application is **Main Campus - Application Complete**.

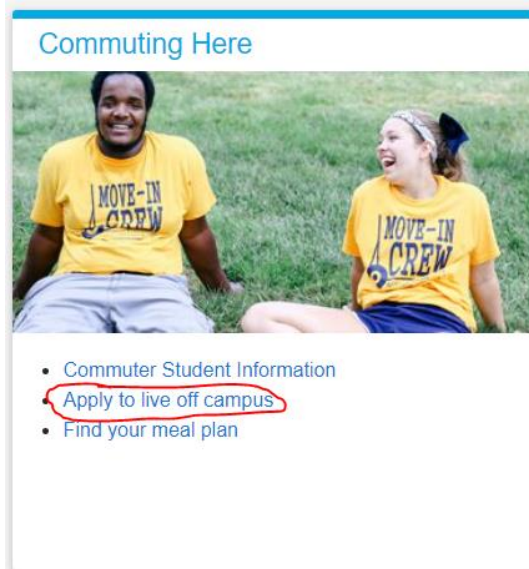
[Continue](#)

Note that the status of your application is updated automatically and is in real time. The deposit paid section is *not* updated automatically and is not a good representation of whether you have paid your housing deposit or not. If you wish to know if you successfully paid your deposit, you should check your email for a confirmation.



# Off-Campus Housing Application

1. Open a web browser on your computer and navigate to the [Residential and Commuter Life](#) website.
2. Navigate to the “[Apply to live off campus](#)” page and read the information there.



3. Visit [StarRez](#) and log in using your Marian email and password.
  - a. The landing screen will have a button in the top right that says “login”. Once you click on it, you should see a page like the photo below. If you are off campus, you may need to use Duo Security to approve the sign in. Questions about Duo or for help logging in: call the IT HelpDesk: 317-955-6444
  - b. If you have issues logging in, call or email the IT HelpDesk: 317-955-6444 or [helpdesk@marian.edu](mailto:helpdesk@marian.edu)

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## Login

Login with an external service:

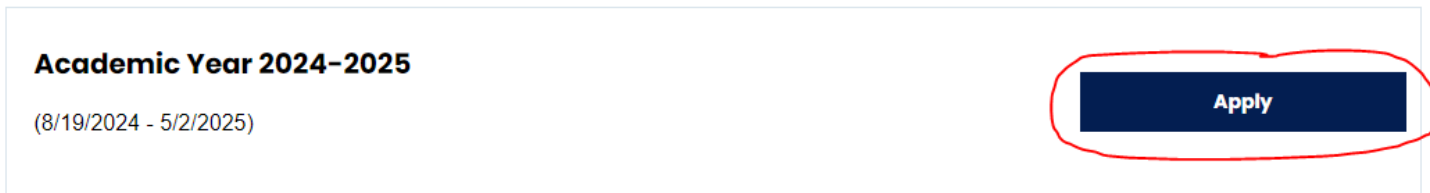
**MARIAN - Student SSO Login**

4. After you log in, your name will be in the top left. Once your name appears to welcome you to the site, you will know you have successfully logged in.
5. Click “Housing Application” at the top to begin your application.

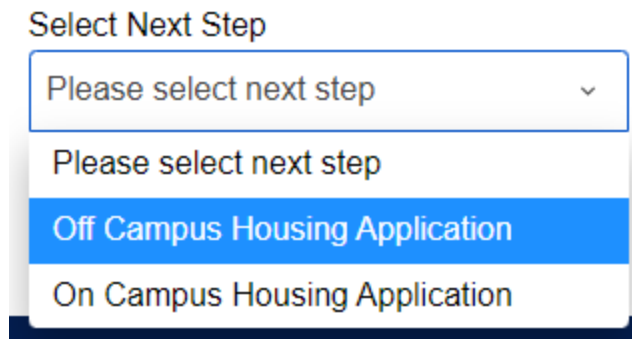


**Housing Application**

6. On the “Term Selector” page, click the “Apply” button next to the correct term.
  - a. For example, students wishing to live off campus beginning in Fall 2024 should select the term titled “Academic Year 2024-2025”. The photo below is an example from the 2024-2025 Academic Year.

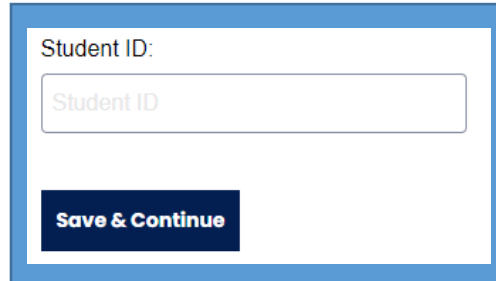


7. The “Personal Details” page allows you to tell our staff your preferred name. Your preferred name will appear in some emails from our office. Be sure to provide the name you want us to call you in this box.
  - a. The “Personal Details” page will also require a 10-digit cell phone number for the student and contact information for one emergency contact.
  - b. You will not be able to move past this page without providing the required information.
  - c. Once you have confirmed the information is accurate, click the “Save & Continue” button at the bottom of the page
8. The “Housing Policy Confirmation” page provides you with Marian University’s housing policy. Be sure to read it fully and make your selection carefully.
  - a. At the bottom of this page, you must decide if you are applying to live on or off campus.
  - b. Be sure to select “Off Campus Housing Application” if you want to live off campus.



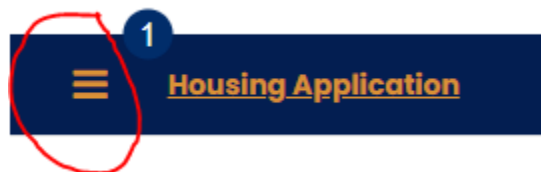
9. The “Off Campus Housing Application” page will require you to enter the address of where you wish to live off campus.
10. The “Meal Plan Selection” page is where you pick your meal plan for the academic year. All full-time undergraduate students are required to have a meal plan, even if you commute. The default option is the Commuter \$200. The commuter meal plan options are listed in the application, or you can learn more about all meal plan options on our website [here](#).

11. “Off Campus Housing Policy Agreement” is the commuter version of the housing contract. Here you agree to provide true, honest information and to only live off campus if you are officially approved to do so by our office in writing.
- You will need to type your Student ID into the “Student ID” box at the bottom. If you believe you are typing the correct number into the box but it will not allow you to continue, first check that there are no letters, symbols, or spaces in the box. If it is simply numbers, try adding a “0” at the front.



A screenshot of a web form. At the top, it says "Student ID:". Below that is a text input field with the placeholder text "Student ID". At the bottom of the form is a dark blue button with the text "Save & Continue" in white.

12. The “Policy Exemption Details” page is where you tell us why you want to live off campus and provide documentation, if needed.
- You will need to select an exemption reason in the first box. The “exemption reason” is why you want to live off campus. Note that the options are listed in alphabetical order.
    - If you select “other”, you must provide additional details in the second box when asked.
  - Students under the age of 21 living with their parent or guardian will need to download and print the form, answer all questions, sign the document in pen, then upload the completed version.
  - Students applying to live off campus due to marriage or caring for a dependent can upload their marriage license or child’s birth certificate.
13. The “Off Campus Housing Request Complete” page is the final page. Here you will see a message reminding you that while your application is complete, it will need to be reviewed before it will be accepted or denied. There is also contact information on this page if you have questions.
- Note that there is no “submit” button. If you see the “Off Campus Housing Request Complete” page, you have submitted your application.**
14. You will receive an email from Residential & Commuter Life when you have completed your application. We will send all communication to your Marian email only. You will also get a StarRez message which can be read by clicking on the three lines in the upper left then clicking “messages”.



15. If you would like to check the status of your application, click “Housing Application” at the top.
- You will see a message like the one below if you have started the application but have not completed it yet.

**Academic Year 2024–2025**  
(8/19/2024 - 5/2/2025)

You started your application for **Academic Year 2024-2025** on **3/17/2024**, and have **not signed the contract**.

Has Deposit been Paid: **False**

The status of your application is **Main Campus - Off Campus Application Started**.

[Continue](#)

- You will see a message like the one below if you have completed the application.

**Academic Year 2024–2025**  
(8/19/2024 - 5/2/2025)

You started your application for **Academic Year 2024-2025** on **3/17/2024**, and have **signed the contract** as of **3/17/2024**.

Has Deposit been Paid: **False**

Your application is complete as of **3/17/2024**.

[Continue](#)

Note that the status of your application is updated automatically and is in real time. The deposit portion is *not* updated automatically and is not a good representation of whether you have paid your housing deposit or not. Students living off campus do not need to pay a housing deposit, so you will likely always see “false” in this section.

The date you signed the contract refers to the date you typed your Student ID to agree to abide by the Marian housing policy and provide honest details in your application.

You will **not** see if your application has been approved or denied on this page. You must check your Marian email inbox for this communication.

## Additional Details

### Housing Assignments

Your housing assignment will be sent to *your Marian University email account*. Assignments will not be sent until both the application and housing deposit are submitted. On-campus housing applicants with paid deposits will be assigned to rooms as follows:

- Applications received before May 1 will be assigned before May 31.
- Applications received before June 1 will be assigned before June 30.
- Applications received before July 1 will be assigned before July 15.
- Applications received after July 1 will be assigned on a rolling basis.

If you apply to live on campus then later apply to live off campus, and are approved to do so, there may be a cancellation fee. “Cancellation” refers to canceling your housing contract – where you agreed to live on campus and abide by the Marian policies, procedures, and rules. Cancellation fee structure:

- a. Cancellations after May 15 - \$500
- b. Cancellations after August 3 - \$750
- c. Cancellations after the first week of class - \$1000

### Roommate Requests

The Office of Residential and Commuter Life has a roommate searching and matching function inside of the StarRez housing application. Details about this process are provided above. Students who complete the application and later wish to request a specific roommate should email [housing@marian.edu](mailto:housing@marian.edu).

### Triple Rooms and Single Rooms

If you would like to be considered for a triple room at a reduced cost, please note that on your application. Students may be placed in a triple room regardless of preference.

A limited number of single rooms are available only for students who need medical accommodations. Please contact the Personalized Learning Center by emailing [PLC@marian.edu](mailto:PLC@marian.edu) to begin their accommodation application process.

### Residential Meal Plan

All undergraduate students living in a residence hall are required to have a residential meal plan. These students are required to have either the All Access or the Block 175 meal plan. Both plans cost the same and include a combination of meal swipes, flex dollars, and guest passes. Click [here](#) to see all meal plan options.

### Commuter Meal Plan

All commuter students enrolled in 12 credits or more will be charged for and assigned a mandatory \$200 commuter meal plan. The meal plan includes \$200 flex dollars which can be used at any dining location on campus. Flex dollars do not roll over semester to semester. Upgraded commuter meal plans can be substituted. Click [here](#) to see all meal plan options.

### Questions?

Please contact Residential and Commuter Life at [housing@marian.edu](mailto:housing@marian.edu) or 317.955.6318. Thank you!