Contents
Get Started ....................................................................................................................................................... 2
Start Application............................................................................................................................................... 5
Down Payment .............................................................................................................................................. 6
Room Type Preferences ................................................................................................................................... 7
Standard Profile Page ....................................................................................................................................... 9
Roommate Profile .......................................................................................................................................... 10
   Roommate Search by Details ..................................................................................................................... 10
   Roommate Search by Profiles ................................................................................................................... 11
   Roommate Search by Suggestion ................................................................................................................ 12
Meal Plan Selection ........................................................................................................................................ 13
Emergency Contact Information .................................................................................................................... 14
Personal Evacuation Plan ............................................................................................................................... 14
Community Conduct Standards .................................................................................................................... 15
Housing Contract .......................................................................................................................................... 16
   Proxy Agreement ........................................................................................................................................ 16
   Proxy Form ............................................................................................................................................... 17
Read Housing Contract ................................................................................................................................... 18
Sign Housing Contract ................................................................................................................................... 19
Application Status .......................................................................................................................................... 20
Room Assignment Notification .................................................................................................................... 20
Lamar University – Cardinal Village
Housing Application Instructions

Get Started

Access the [Housing and Residence Life](#) website. Click Apply for Housing.

Click Lamar University Student Housing Application to advance to the Housing Portal.

Apply for Housing

Simply log in with your LEA username and password, which you received in your acceptance letter to Lamar University. Don’t know your LEA username or password? Call the [Help Desk](#) at 409-880-2222 or visit their [online portal](#).
Lamar University – Cardinal Village
Housing Application Instructions

On Housing Portal home page, click Login

Click on LU Student Login. Use your LEA (Lamar Electronic Account) and password.
Click on the three vertical lines by Home to access the drop-down menu.

Choose the Academic Year Application
Lamar University – Cardinal Village
Housing Application Instructions

Start Application
Click Apply to begin the application.

Review your Personal Details for accuracy. Any changes must be made through Self Service Banner.

Click Save & Continue to advance to Down Payment.
Lamar University – Cardinal Village
Housing Application Instructions

Down Payment

Down payment is required to continue.

Down Payment
A down payment of $150 is due before the contract can be completed. This $150 will be credited to your student account at the beginning of the semester. Please click save and continue and then “Pay Now” to continue on to submit payment.

If you have any questions, please feel free to contact our office at 409-880-8550 or e-mail us at housing@lamar.edu

Click Save & Continue.

Enter the payment information.

Shopping Cart Checkout

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Total Tax ($)</th>
<th>Total Amount ($)</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Fee</td>
<td>$0.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$150.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Click Pay Now to advance to Room Type Preferences.
Room Type Preferences
Rank your preferences for Room Type. You must make three preferences to continue.

Open the drop down to select room types.

Make your first selection.

<table>
<thead>
<tr>
<th>Order</th>
<th>Room Preference</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>---Please Select---</td>
<td></td>
</tr>
</tbody>
</table>

You can add 2 more preferences.

---Please Select---

- Three-person suite, private bedroom
- Three-person suite, shared bedroom
- Two-person suite, private bedroom
Click Add Preference to continue. Choose two more preferences.

<table>
<thead>
<tr>
<th>Order</th>
<th>Room Preference</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two-person suite, private bedroom</td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td>Three-person suite, private</td>
<td>Delete</td>
</tr>
<tr>
<td>3</td>
<td>Three-person suite, shared</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Click Save & Continue to advance to the Standard Profile Page.
Standard Profile Page

Set up your profile page to find potential roommate matches.

Your Web Screen Name is how people will search for you to request you for a roommate.

Choose a name your friends will know so they can find you!

If you want your friends to be able to request you, check the box.

Click Save & Continue to advance to Roommate Profile.
Lamar University – Cardinal Village
Housing Application Instructions

Roommate Profile
Search for a roommate by Details, Profiles or have Roommates Suggested.

Roommate Search by Details
Enter the Web Screen Name and any other information to assist you in your search.

Click Search to get a list of potential roommates.
Roommate Search by Profiles
Enter information to search for roommates who have similar interests or hobbies as you. Enter as much information as you can to get a better match.

Roommate Search By Profiles
Hobbies/Interest
Exercising/going to the gym:
Any

Food & Dining:
Any

Use the below scales to describe yourself:
Campus Involvement:
Any

Cleanliness:
Any

Smoking
Are you a smoker?
Any

Do you mind if your roommate smokes?
Any

What are your sleeping habits?
Do you tend to go to bed at:
Any

Checking the box prevents results outside of your preferences from being shown.

Click Search to get a list of roommate matches.
Roommate Search by Suggestion
This allows StarRez to make a roommate match for you based on your profile page. Here you can choose to view a profile or send a prospective roommate a message. Choosing “Add to Group” will add that person to your group and send a message to that person that you added him/her to the group. He/She must confirm being added to the group. Only people who are in confirmed groups can be paired together.

Roommate requests are not guaranteed and are considered on a first-come, first-served basis.

After entering roommate preferences, click Save & Continue to advance to Meal Plan Selection.
Meal Plan Selection
All residents are required to choose a meal plan.

**Meal Swipes** - One card swipe at the dining hall equals one meal.
- Plan A allows for 90 meal swipes per semester.
- Plans B and C allow for a limited number of swipes per week.
- Plan D allows for unlimited meal swipes per semester.

**Declining Balance** – Tax-free dollars added to your card per semester
- May be reloaded or increased at any time
- May be used in all dining facilities managed by Lamar Dining Services, including the retail venues in the Setzer Center (Food Court), Mary & John Gray Library (Starbucks), Market C-Stores (Papa John’s), and all other on-campus dining locations.

Click on the drop-down menu to make your choice.

Click Save & Continue to advance to Emergency Contact Information.
Emergency Contact Information

Whom do we call for you if there is an emergency?

Emergency Contact Information
Please add your Emergency Contact details below. These details will be added to your student record for future reference as needed.

The Missing Student Notification is found in the Housing and Residence Life Handbook under Residence Hall Security.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Rophone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td></td>
</tr>
</tbody>
</table>

Click Save & Continue to advance to Personal Evacuation Plan.

Personal Evacuation Plan

We need to know your plans in case of an evacuation. Will you travel with LU Housing? Will you travel with someone else or drive your own car? Let us know!

Personal Evacuation Plan

In the event of a facility, environmental, or weather-related event resulting in a University closure, students need to establish a Personal Evacuation Plan. Most students travel on their own with friends and roommates to a designated relative or friend’s home out of the area. Students should discuss potential rides and sheltering options with other students who need transportation. While the University will provide as much notice as possible to help students make arrangements and provide for their own safety and welfare, it is important to plan ahead. Personal Evacuation Plans can be updated throughout the year.

If the University closes due to such an event or disaster, DO NOT RETURN TO CAMPUS until instructed to do so via LU campus announcements.

In case of an evacuation, do you plan to travel with University Housing?

No

Click Save & Continue to advance to Community Conduct Standards.
Community Conduct Standards
Read carefully and check only the ones that apply to you.

- Have you ever plead guilty/no contest or been convicted of a criminal offense (this does not include minor traffic offenses)?
  - [ ]

- Do you have any criminal charges currently pending against you?
  - [ ]

- Have you ever been dismissed, suspended or placed on probation by any college or university for a NON-ACADEMIC reason?
  - [ ]

- Have you ever been evicted from university housing at any institution of higher learning?
  - [ ]

- Are you a registered sex offender (If yes, you are automatically disqualified and cannot live in university housing)?
  - [ ]

For each "Yes" answer above, please describe/explain your situation in detail:
<empty>

Click Save & Continue to advance to Housing Contract
Housing Contract
If you are **over 18 at the time of submitting the application**, proceed to Read Housing Contract.

Proxy Agreement
If you are **under 18 at the time of submitting the application**, you must provide Proxy information. Your parent or legal guardian is your Proxy. Your Proxy must indicate acceptance of the terms and conditions contained in this Housing Contract by completing the Proxy Agreement.

Click Add to advance to Proxy Form.
Proxy Form
Fill in the information requested. The Proxy email must be different from the student’s email.

Click Save & Continue to generate an email to your Proxy. Your Proxy MUST respond with the exact same information.

After your Proxy completes the information as requested by the email, you will receive confirmation.

Once Proxy Confirmation is received, you may proceed to Read Housing Contract.
Read Housing Contract
CAREFULLY READ THE CONTRACT BEFORE SIGNING.

You are signing a legal and binding agreement with Lamar University Housing. Read the entire contract and be sure you agree with the terms before signing.

After reading the contract, you will be requested to **sign electronically** with your LUID# and **check the box** to acknowledge that this housing contract is for both the Fall and Spring semesters.
Lamar University – Cardinal Village
Housing Application Instructions

Sign Housing Contract

Sign electronically with your LUID# and check the box to acknowledge that this housing contract is for both the Fall and Spring semesters.

Once you enter your Lamar ID# and check the box, your contract is in effect for the Fall and Spring semesters.

Enter your Lamar ID# below to sign your contract.

Lamar ID#: <empty>

By checking this box, I acknowledge that this housing contract is for both the Fall and Spring semester.

Save & Continue

Click Save & Continue to advance to the Application Status.
Application Status
Application Status shows the completed stages of your application.

Good Job!
Your Housing Application is complete!

Click Save & Continue to return to the Housing Portal home screen.

Room Assignment Notification
You will receive an email with your room assignment and a link to your Housing Portal where you can find roommate details.

Welcome to Cardinal Village at Lamar University!