

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

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

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

 - c. Select “Other” if you would prefer to be considered for a room with more than three people total.

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.
 - a. Students whose parents are homeowners may wish to see if they are already covered under the homeowner’s insurance policy.
 - b. GradGuard is one option, but there are other insurance providers available

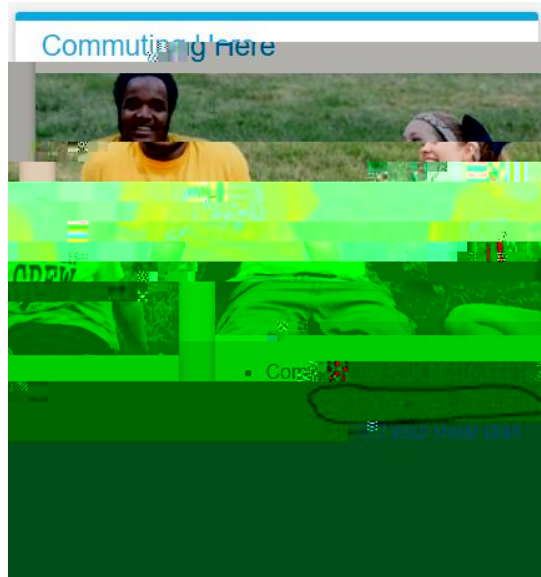
15. The “Roommate Selection” page will allow you to search for roommates, create roommate groups, or have the portal suggest roommates for you. If you want our staff to assign you a roommate later on, simply click “Save & Continue” at the bottom to skip to the next page without a roommate.
 - a. If you 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.

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.

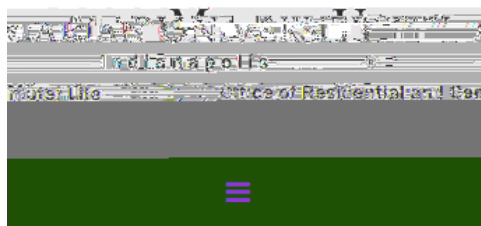
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Off-Campus Housing Application

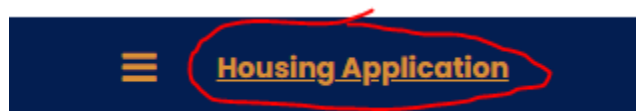
1. Open a web browser on your computer and navigate to the [Residential and Commuter Life](#) website.
2. Navigate to the “[Apply to live off campus](#)” page and read the information there.



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



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.



6. On the “Term Selector” page, click the “Apply” button next to the correct term.
 - a.

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.
 - a. 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.

12. The “Policy Exemption Details” page is where you tell us why you want to live off campus and provide

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.

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 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