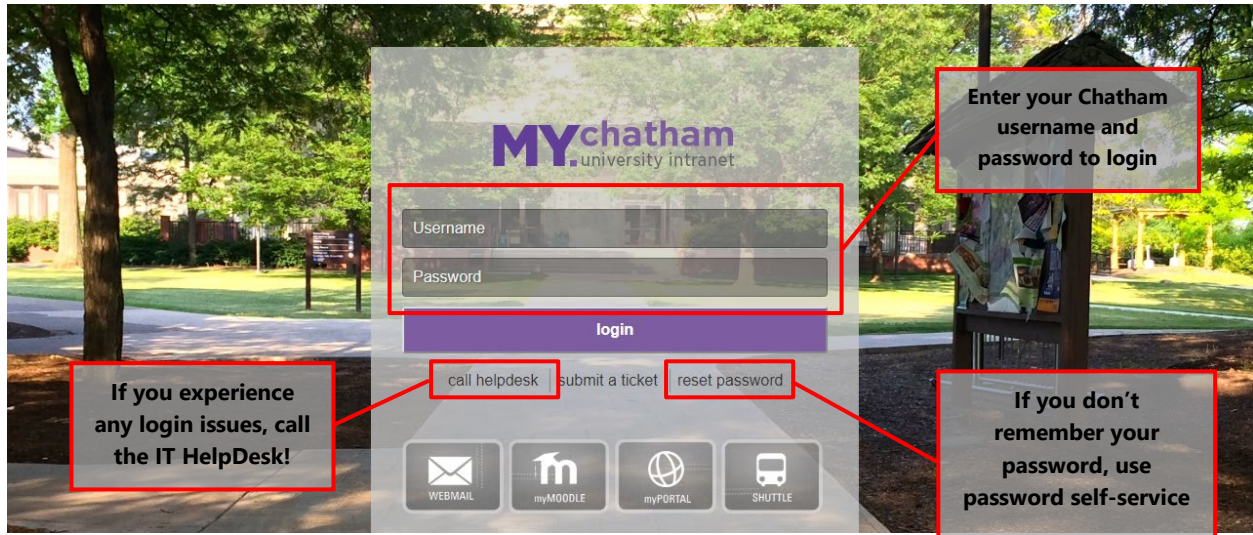


Instructions: Use this guide to access and complete your online housing application. You will need your Chatham username (the first part of your Chatham email address) and your password to login and complete an application. **If you experience difficulties with you Chatham email or password, you should contact Information Technology Services via the IT Help Desk at S.HelpDesk@Chatham.edu or 412-365-1112.**

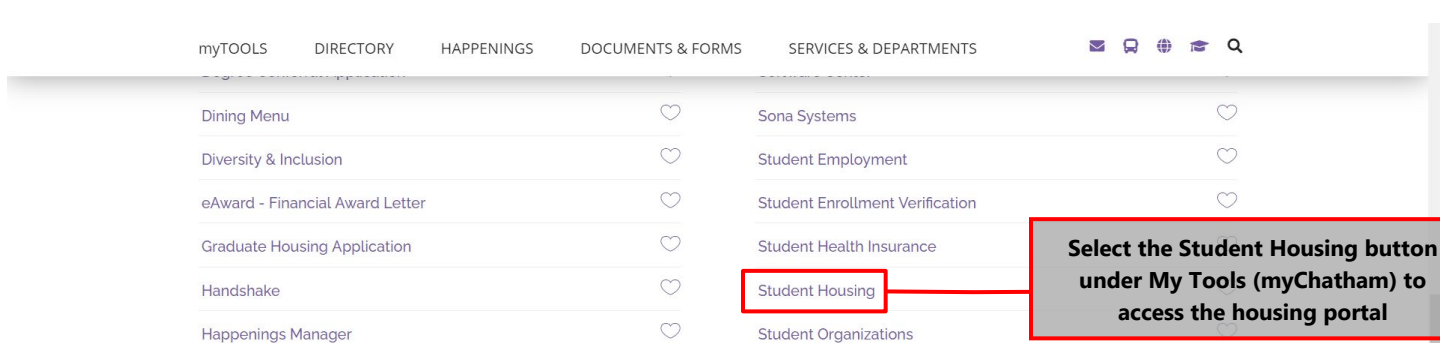
STEP 1: Login to [myChatham](https://my.chatham.edu/) (<https://my.chatham.edu/>) using your Chatham username and password.



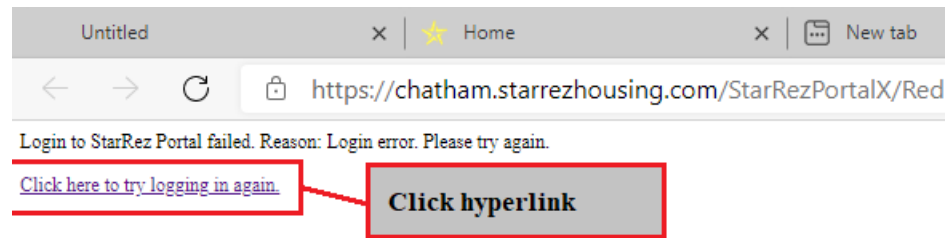
STEP 2: Click on **myTOOLS** in the upper left of the navigation bar.



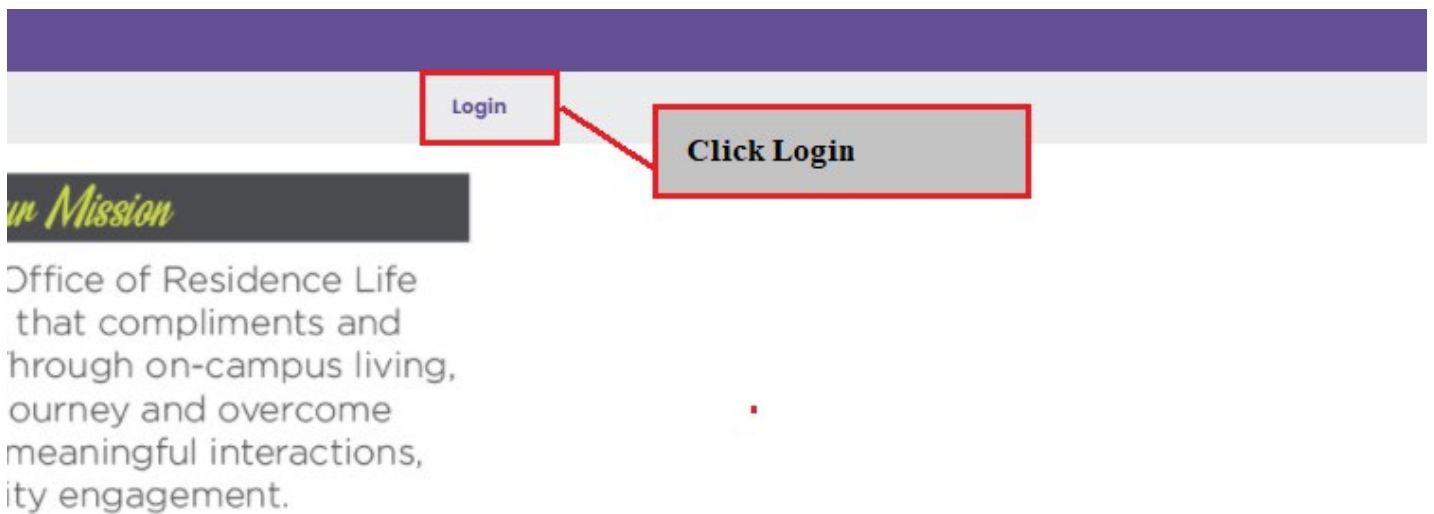
STEP 3: Select the **STUDENT HOUSING** button to proceed to the housing portal.



STEP 4: Select the **Click here to try logging in again** to start the housing application.



STEP 5: Select the **Login** in the upper right-hand corner.



STEP 6: Click the purple **CHATHAM – Student SSO Login** button.

Login

Please enter your login details below.

Username:

Password:

Remember Login for 1 day(s)

[Forgotten password](#)

[Register here](#)

Login

Login with an external service:

CHATHAM – Student SSO Login

Select CHATHAM-
Student SSO Login

STEP 7: Select the **Application** to start the housing application.

chatham UNIVERSITY

Select Application

Home Application Log Out

Hi

Welcome to the Chatham University Housing Portal!

Please click on the Application tab above to submit your Housing Application. Living on campus is convenient and enjoyable. Chatham University offers on-campus housing to students on both our Shadyside and Eden Hall Campuses.

If you have any questions or encounter any issues with the application, please contact the Office of Residence Life at reslife@chatham.edu.

RESIDENCE LIFE *Our Mission*

STEP 8: On the "Term Selector" page, click the **APPLY** button and begin and complete the remaining steps.

Term Selector

Select an academic year. Please select which academic year you are applying to live on-campus (i.e. If looking to live on-campus for Fall 2021 you would select Academic Year 2021-2022, etc.).

If you have any questions or concerns, please contact the following offices:

Student Housing & Residence Life:

- Shadyside Campus - reslife@chatham.edu or 412-365-1518
- Eden Hall Campus - reslifeeden@chatham.edu or 412-365-1172

Meal Plans, Dining, & Food Services:

Parkhurst Dining at parkhurst@chatham.edu or 412-365-1506.

Find the correct term that you are applying for and click this button to open an application.

Academic Year 2021-2022
(8/18/2021 - 4/23/2022)

Select Academic Year 2021-2022 to apply for next year

Apply

STEP 9: Complete your online housing application by following the system prompts. Please click the purple **SAVE & CONTINUE** button for each page to complete the application.

Home Application Update Credentials Log Out

Welcome!

Contact Information

Missing Persons & Emergency Contact

PayPal

Welcome to Campus Housing!

The Office of Residence Life supports the mission of the University through a student-centered dedication to student learning and education. Living on campus is convenient and enjoyable. In fact, over two-thirds of undergraduate students choose to do so!

The Office of Residence Life is a unit with the Division of Student Affairs. Our mission is...

In partnership with student residents, the Office of Residence Life fosters a safe living-learning environment that complements and enhances an equitable student experience. Through on-campus living, we empower residents to navigate their journey and overcome challenges. We promote opportunities for meaningful interactions, relationship-building, and community engagement.

Section 2 - Contact Information & Personal Details

Home Application Update Credentials Log Out

- Welcome!
- Contact Information
- Missing Persons & Emergency Contact
- PayPal

Personal Details

Please review and verify that all of your personal details below are correct. The information below is based on what you submitted when you applied to Chatham University. If the information is incorrect you should login to MyPortal at myportal.chatham.edu using your Chatham email address and password to make the corrections or change on here if applicable. Changes made to your contact details in MyPortal will be updated in your housing application within 24 to 48 hours.

Section 3 - Missing Persons & Emergency Contact

Home Application Update Credentials Log Out

- Welcome!
- Contact Information
- Missing Persons & Emergency Contact
- PayPal

Missing Persons & Emergency Contact

List the contact information for an emergency contact and an individual that Chatham University can contact if you were unaccounted for while at Chatham. The emergency contact and missing persons contact do not need to be the same individual.

Emergency Contact

List the name and contact information for an emergency contact. This is an individual that Chatham University can contact in the event of an emergency.

Contact Affirmed Name (i.e. Carson Cougar, etc.)

Section 4 - Housing Deposit/Reservation Fee

Home Application Update Credentials

Shopping Cart Checkout

Item Description	Total Tax (\$)	Total Amount (\$)
Deposit Fee	\$0.00	\$150.00
Total:	\$0.00	\$150.00

Pay Now

Pay with credit or debit card

Card number

Expiration date mm / yy /

CSC

What is this ?

Pay Now

Thank you for your payment

Reference number
AQ1A6D184BD4

Amount
150.00 USD

[Click Here to Finalize this Transaction](#)

Section 5 - Housing Deposit Receipt

Shopping Cart Receipt

Payment Successful!
Your payment was successfully processed.

Your payment was successfully processed. You can review the item(s) you paid for below, as well as your receipt number and other important details. You may want to print this page for future reference.

Payment ID: 1221
Full Name: Cougar, he/him/his Carson (Carson)
Transaction Date: 1/27/2021 15:45:09
Invoice Number:
2374EntryIDTokenIDStepID_WebPaymentID19491EntryIDTokenIDStepID_WebPaymentID46EntryIDTokenIDStepID_WebPaymentDI763

Item Description	Total Tax (\$)	Total Amount (\$)	Status
Deposit Fee	\$0.00	\$150.00	Success
Total:	\$0.00	\$150.00	

We encourage you to print this page as a receipt for your records.

Section 6 – Resident Safety Plan

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- Resident Student Safety Plan

Resident Student Safety Plan

Residents are required to submit a Safety Plan each year that outlines what they would do in the event of a campus closure. The plan also asks them to identify where they would either isolate or quarantine if they should become exposed or infected with a contagious virus. The safety plan can be revised, but provides students and the University an understanding of the measures each student will take to increase their safety and wellbeing.

CONTACT INFORMATION

Section 7 - Living Learning Communities (optional)

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan

Living Learning Communities (LLCs)

Chatham offers three Living Learning Community (LLC) options for students. LLCs are a special housing option that affords students the opportunity to continue their learning experience outside of the classroom. Each LLC strive to create an environment allowing students to gain immeasurable leadership experience and skills, demonstrate a commitment to the campus community and surrounding neighborhoods by promoting civic engagement opportunities, and build meaningful relationships.

You must select one option from the drop-down menu to proceed

NOTE: If you are not interested in applying for an LLC, you must select add the option and select "I am currently not interested in a LLC" in order to move on to the next section of the application. If you do not select an option you will not be allowed to move on to the next section of the application.

Click Add to access the drop-down menu

Add

Select an LLC or Not Interested to continue your application

Order	Preference	Delete
1	<input type="text" value="---Please Select---"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

You can add 1 more preferences

Please select at least 1 preferences.

- > Honors Living Learning Community
- > Sustainability & Environment Living Learning Community
- > Women's Leadership Living Learning Community
- I am currently not interested in a LLC

Section 8 - Residence Hall Preferences & Meal Plan

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)

New Student Room Preferences

Add/Rank your residence hall preferences below. Please note, while we collect information regarding residence hall preference, this does not guarantee students will be placed in that specific building. The Office of Residence Life attempts to place all students according to their preferences, but cannot guarantee a specific building.

You can view our residence hall offerings, amenities, and housing prices on our [Undergraduate Housing](#) webpage. Videos are also posted on this page to allow students a glimpse into what each hall/building are like. Transfer students are sometimes placed in the apartment based on availability.

Add Preference

Order	Room Preference	Delete
1	<input type="text" value="Dilworth Hall"/>	<input type="button" value="Delete"/>
2	<input type="text" value="Fickes Hall"/>	<input type="button" value="Delete"/>
3	<input type="text" value="Orchard Hall (Eden)"/>	<input type="button" value="Delete"/>
4	<input type="text" value="Woodland Hall"/>	<input type="button" value="Delete"/>

You can add 1 more preferences.

Please add at least 4 preferences.

Save & Continue

Section 9 - Meal Plan Selection

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)

New Student Meal Plan Options

Dining Services at Chatham University is managed by Parkhurst Dining. The mission of Parkhurst Dining at Chatham University is to match students with the meal plan that meets and exceeds their expectations. These plans give our diners control and flexibility along with the best value for the dollar. Students can use their Chatham ID for the safety and convenience of cashless dining. Undergraduate residential students who reside in on-campus housing are required to purchase a meal plan. All incoming new students must select one of the Chatham meal plans. If a new student gets assigned to housing in one of the apartments on Lower Campus, they will then have the option to change their meal plan at the start of the term to one of the Rachel BYO plans

MEAL PLAN CHANGES: The deadline to change meal plans each term is announced by Parkhurst Dining at the start of each term.

Fall 2021:

(Please Select Meal Plan) ⓘ

- (Please Select Meal Plan)
- Chatham Bronze (\$1,500/term)
- Chatham Gold (\$2,600/term)
- Chatham Platinum (\$3,300/term)
- Chatham Silver (\$2,000/term)

Contact Parkhurst Dining at Parkhurst@chatham.edu or 412-

Save & Continue

Section 10 - Roommate Questionnaire

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)
- ✓ New Student Room Preferences
- ✓ New Student Meal Plan Options
- Roommate Questionnaire
- My Profile

Roommate Questionnaire

Please answer the questions below honestly and accurately. There are no wrong answers, as this information will be used to match you with a roommate if applicable. All applicants must complete this section even if you intend to request a specific individual ahead of applying. These will create a profile for you to assist you in selecting your own roommate, if applicable.

Due to COVID-19, residence hall rooms without a semi-private bathroom have reduced occupancy. Therefore, we cannot guarantee roommate requests in the residence halls. Occupancy remains the same in our apartment areas due to the semi-private bathroom. If occupancy changes, we will re-assess residence hall room assignments and notify students accordingly.

Roommate Preferences

How would you describe your personality?

Very outgoing - I am a social

How do you deal with conflicts with other people?

Would address it in a joking

Section 11 - My Profile

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)
- ✓ New Student Room Preferences
- ✓ New Student Meal Plan Options
- My Profile
- Roommate Groups
- Terms & Conditions of Residency
- Application Status

My Profile

This section of the application is where you will provide a brief profile of yourself. The information you include is what potential roommates will be able to review when they conduct a roommate search.

NOTE: You must select the box for Include in Search if you wish to be searchable as a roommate. Often we receive phone calls from students that they can't find their roommate and that is because this box is not checked.

Screen Name

Enter the name you wish potential roommates to see (please share this name with any prospective roommates as this is how they can select you as a roommate):

CarsonCougar

Enter a description of yourself to show to potential roommates:

<empty>

Be sure to consider this option carefully based on your plans

Tick this box if you wish to be included in the roommate searching process (if you do not click this - you will not be searchable in the roommate find feature):



Section 12 - Add Roommates - This is students can search for or select a specific roommate. More information about the roommate matching process is available in the Roommate Matching Guide.

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)
- ✓ New Student Room Preferences

Roommate Groups

Not in a Group
You are not a member of any roommate groups.

[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)
[Suggested Roommates](#)

[Save & Continue](#)

Searching by Profile allows you to match questionnaire answers with other applicants.

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning

Roommate Search By Profiles

Living Environment

How would you describe the cleanliness of your bedroom at home?

Any

How do you feel about your roommate using your belongings?

Any

Searching by Details allows you to search out specific applicants by screenname (ex. Carson.Cougar), gender, or Chatham email address.

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)
- ✓ New Student Room Preferences
- ✓ New Student Meal Plan Options
- ✓ Roommate Questionnaire
- ✓ My Profile
- Roommate Groups

Roommate Search By Details

Screen Name:

Description:

Gender:

Email:

Exclude results that cannot be added or joined

[Manage Group](#) [Search](#)

[Search for Roommates by Profiles](#)
[Suggested Roommates](#)

Suggested Roommates allows you to match with other applicants based on an overall compatibility percentage.

Home Application Update Credentials Log Out

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)
- New Student Room

Suggested Roommates

[Manage Group](#)

[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)

ccougar
Age: 3
Classification: Senior
Gender: Male
Description:

57% Match

[Add To Group](#)
[Send Message](#)
[View Profile](#)

Section 13 – Terms & Conditions of Residency (Housing Contract)

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan

Terms & Conditions of Residency

DocuSign

Please Review & Act on These Documents



Tick this box to agree to signing electronically and then continue to move into the document

Please read the Electronic Record and Signature Disclosure.

I agree to use electronic records and signatures.

CONTINUE

Print This Page

Once you finish signing, you can proceed to the confirmation page

Save & Continue

Note: You have to utilize DocuSign to complete the Terms & Conditions of Residency. You will initial several statements, type in your full name, sign electronically, and date the document. Once completed, click **Save & Continue**.

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)
- ✓ New Student Room Preferences
- ✓ New Student Meal Plan Options

Terms & Conditions of Residency



Select Start to begin

START

DocuSign Envelope ID: 3F7E11A1-0BAE-4A06-8887-C553A8688257

chatham UNIVERSITY

OFFICE OF RESIDENCE LIFE | DIVISION OF STUDENT AFFAIRS

TERMS & CONDITIONS OF RESIDENCY 2021-2022

This contract is for a bed space in Chatham University owned or affiliated housing for the academic year (or balance thereof) when completed, signed, and returned to the Office of Residence Life (2) when the resident accepts a room key for a University residence or (3) when the resident signs their lease agreement. By signing this contract by occupying a room, the student assumes responsibility for payment of the rates established by the University and agree all the terms and conditions contained within this document as well as the policies of Chatham University contained in the Student Handbook, Honor Code, Course Catalogue, and any published contract addendums.

Section 14 - Application Confirmation

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- ✓ Living Learning Communities (LLCs)

Application Status

You started your application for Academic Year 2021-2022 on 1/29/2021, and have signed the contract as of 1/29/2021. You have not paid the deposit.

Your application is complete as of 1/29/2021.

Save & Continue

NOTE: Your application is not complete until you hit **Save & Continue** in this final step!

If you have any questions or run into any problems with your housing application, contact us:

STUDENT HOUSING & RESIDENCE LIFE

Shadyside Campus: reslife@chatham.edu | 412-365-1518

Eden Hall Campus: reslifeeden@chatham.edu | 412-365-1172

PARKHURST DINING – FOOD SERVICES & MEAL PLANS

Parkhurst@chatham.edu | 412-365-1506