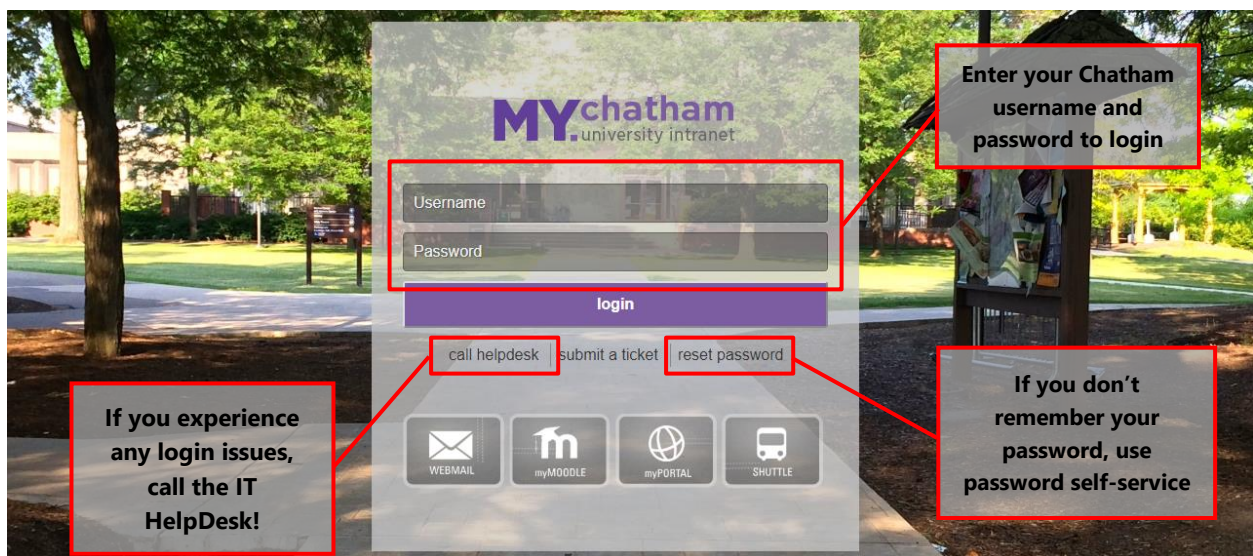


Instructions: Use this guide to complete your online housing application. You will need your Chatham username (the first part of your Chatham email address) and your password to login and complete an application. **If you experience difficulties with you Chatham email or password, you should contact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

Prior to Applying: Before you can apply for housing, you should access [myChatham](https://my.chatham.edu/) using your username and password. The first time you login, you will set up [Multifactor Authenticator](#). This is a required feature that enables you to access email and myChatham services from off-campus. If you encounter any issues logging in to myChatham, contact the IT HelpDesk at 412-365-1112 or services@chatham.edu.

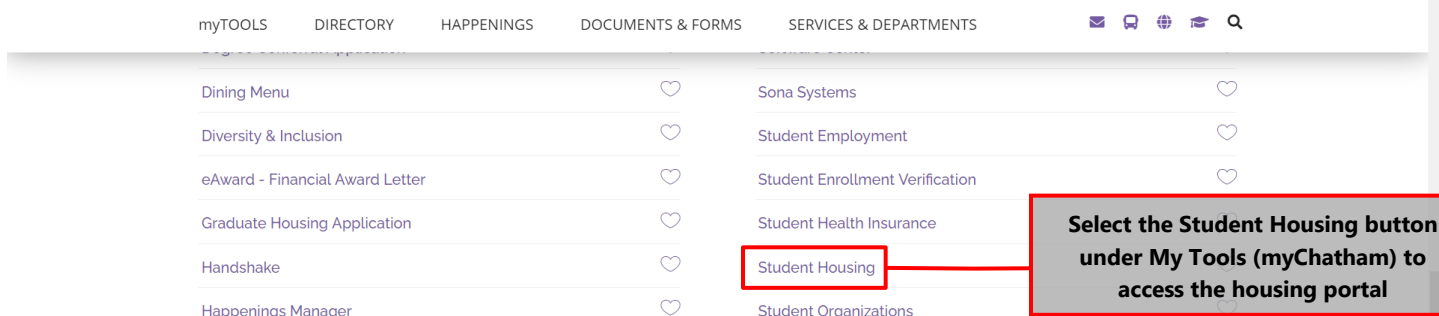
STEP 1: Login to [myChatham](https://my.chatham.edu/) (<https://my.chatham.edu/>) using your Chatham username and password.



STEP 2: Click on My Tools in the upper left of the navigation bar.



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



STEP 4: When redirected to the "Homepage" page, click the Please visit the University login page to login link.

The screenshot shows the Chatham University homepage. At the top is a purple header with the text "chatham UNIVERSITY". Below this is a navigation bar with links: Home, Register, Update Credentials, and a "Login" link. A red box highlights the "Login" link with the annotation "Select this link to login to the online housing portal". Below the navigation bar is a section titled "RESIDENCE LIFE Our Mission". The text in this section reads: "In partnership with resident students, the Office of Residence Life fosters a safe living-learning environment that compliments 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."

STEP 5: You will then proceed to the login page prompting you to use your Chatham email address (i.e. Carson.Cougar@chatham.edu) and your Chatham email password to login.

The screenshot shows the Chatham University login page. At the top is a purple header with the text "chatham UNIVERSITY". Below this is a navigation bar with links: Home, Register, Update Credentials. The main content area is titled "Login" and says "Please enter your login details below." There are two input fields: "Username:" and "Password:". A red box highlights these fields with the annotation "Enter Chatham email address (i.e. Carson.Cougar@chatham.edu) and password." Below the input fields is a checkbox labeled "Remember Login for 1 day(s)". There are two links: "Forgotten password" and "Register here". A red box highlights the "Login" button with the annotation "Click 'sign in' to enter portal and begin your application".

STEP 6: On the "Welcome" page, click **APPLICATION** under the navigation bar.

The screenshot shows the Chatham University "Welcome" page. At the top is a purple header with the text "chatham UNIVERSITY". Below this is a navigation bar with links: Home, Application, Update Credentials, and Log Out. A red box highlights the "Application" link with the annotation "Select APPLICATION to begin". Below the navigation bar, the text reads: "Hi .Devlin .Fabian!", "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.", and "If you have any quesitons or encounter any issues with the application, please contact the Office of Residence Life at reslife@chatham.edu." Below this is a section titled "RESIDENCE LIFE Our Mission". The text in this section reads: "In partnership with resident students, the Office of Residence Life fosters a safe living-learning environment that compliments 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."

STEP 7: 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 2023-2024 to apply for next year

Apply

STEP 8: Complete your online housing application by following the system prompts. Please click **SAVE & CONTINUE** for each page to save progress.

Section 1 - Welcome

[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

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.)

<empty> ⓘ

Section 4 - Housing Deposit

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

CSC

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_WebPaymentID1763

Items Paid

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
- Living Learning Communities (LLCs)
- New Student Room

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

The information below will be utilized by Chatham University if they need to get in contact with you because of an emergency or safety reason. Please provide your contact information as the resident student.

Section 7 - Living Learning Communities (optional)

- ✓ Welcome!
- ✓ Contact Information
- ✓ Missing Persons & Emergency Contact
- ✓ Resident Student Safety Plan
- 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	<div>---Please Select---</div> <div>> Honors Living Learning Community</div> <div>> Sustainability & Environment Living Learning Community</div> <div>> Women's Leadership Living Learning Community</div> <div>I am currently not interested in a LLC</div>	<div>OK</div> <div>Cancel</div>

You can add 1 more preferences

Please select at least 1 preferences.

Section 8 - Residence Hall Preferences & Meal Plan

Home

Application

Update Credentials

Log Out

✓ 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
1	<div>Dilworth Hall</div> <div>Delete</div>
2	<div>Fickes Hall</div> <div>Delete</div>
3	<div>Orchard Hall (Eden</div> <div>Delete</div>
4	<div>Woodland Hall</div> <div>Delete</div>

You can add 1 more preferences.

Please add at least 4 preferences.

Save & Continue

Section 9 - Meal Plan Selection

Home

Application

Update Credentials

Log Out

✓ 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

Home

Application

Update Credentials

Log Out

✓ 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

Home

Application

Update Credentials

Log Out

✓ 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

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.

Home

Application

Update Credentials

Log Out

✓ 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 Communities (LLCs)

✓ New Student Room Preferences

✓ New Student Meal Plan Options

✓ Roommate Questionnaire

✓ My Profile

Roommate Groups

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, gender, or 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:

<empty>

Description:

<empty>

Gender:

Any

Email:

<empty>

☒ 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 Preferences

Suggested Roommates

Manage Group

ccougar

Age: 3

Classification: Senior

Gender: Male

Description:

57% Match

Add To Group

Send Message

View Profile

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

Section 11 – Terms & Conditions of Residency (Housing Contract)

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

Terms & Conditions of Residency

1 / 5
- + ↺
↓ ↑ ⌂

CHATHAM UNIVERSITY

OFFICE OF RESIDENCE LIFE | DIVISION OF STUDENT AFFAIRS
TERMS & CONDITIONS OF RESIDENCY 2023-2024

NOTE: Students sign an electronic copy of this document when they complete their online housing application. You do not need to print this out and submit it. This electronic version is provided as a point of reference.

This contract is for a leased space in Chatham University's owned or affiliated housing for the academic year (or balance thereof). It becomes legally binding (1) when completed, signed, and returned to the Office of Residence Life (ORL) by the resident accepts a room key for a University residence or (2) when the resident signs this lease agreement. By signing this contract or by occupying a room, the student assumes responsibility for payment of the rates established by the University and agrees to all of the terms and conditions contained within this document as well as in the policies of Chatham University contained in the Student Handbook, Honor Code, Course Catalogue, and any published contact addresses.

Violation of these terms and conditions at any other applicable rules, policies, or procedures (including enforcement fees, fines, or any other official University publications), such as the Student Conduct Code (available on myChatham), require the student to disciplinary action and/or fines; including, but not limited to, termination of the student's occupancy in a residence hall nonpayment and/or suspension or expulsion from the University.

ELIGIBILITY ASSIGNMENTS

- a) When considering Chatham students, only full-time students who have made all required deposits, payments, and are in good academic, conduct and financial standing are eligible for housing. When considering non-Chatham residents, residents who have made all required deposits and are not in delinquency of rent are eligible for housing.
- b) Upon withdrawal from the academic year housing contract, the student must vacate the room within 48 hours or by individual arrangements made with the Assistant Dean of Students, Director of Residence Life, or designee.
- c) All students must have their account balance paid in full or be on a University sponsored payment plan. No student with an outstanding balance from a previous term will be permitted to move or return to University owned or affiliated housing until the balance is paid in full with the Office of Student Accounts.
- d) The University requires documentation of immunization against measles, mumps, German measles, hepatitis B, COVID-19, and tuberculosis as a condition of attendance. All incoming students must submit proof of such immunizations or an approved waiver request. In addition, Pennsylvania law requires all students living in University owned or affiliated housing to certify that they have been immunized against meningococcal disease or have signed a waiver declining vaccination. See [https://www.dhs.gov/pennsylvania-law-requires-college-students-get-menigo-vaccine](#). If you have questions, please contact Student Health Services at 412-365-1714 if they have questions.
- e) The University reserves the right to relocate students should the need arise. The University reserves the right to assign students to any vacant spot without prior notice as necessary.
- f) Room changes are allowed with prior approval only. Only students assigned to a given room may reside in that room.

Roommate preferences based on race, color, religion, sexual orientation, socioeconomic status, physical characteristics, or national origin will not be accommodated. In addition, room charges will not be granted for any of the above reasons.

CONTRACT TERMINATION, REFUNDING, AND CANCELLATION FEES

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except for the following:

Please type your student ID# here:

<empty>

[Print This Page](#)

Save & Continue

Note: You have to type your student ID# in the text box in order to move forward to the next page and complete your application. You can find this in your myChatham account if you do not know your student ID# already.

Section 11 - 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: