

## **Housing Information for Wheeling University**

*Living Off Campus?* Complete the Off Campus Housing Request Form. This form is available under the “New Student Info” tab at <http://www.wju.edu/student-services/residence-life/default.html>

*How to complete the housing application:* Sheet Attached

### **Building preferences:**

When applying for housing you will be asked about your building preferences.

This year, first year females live in Kirby Hall and first year males live in McHugh Hall. These spaces will be offered based on when housing applications are completed/submitted. Residence Life goal is to have an accommodating environment for our first year students. You can visit the links below to understand the differences between these residence halls.

Kirby <https://www.wju.edu/student-services/residence-life/kirby.html>

McHugh <https://www.wju.edu/student-services/residence-life/mchugh.html>

Ignatius <https://www.wju.edu/student-services/residence-life/iggy.html>

### **Living Learning Communities:**

Living-Learning Communities are a new and exciting housing opportunity where a student lives with other interested students and participates in programs centered around a theme or common interest. The 2020-2021 incoming class will be the first class to have the option to participate in Living Learning Communities; students will have the option to indicate their interest on the housing application. For the upcoming academic year, the option is a Wellness Living Learning Community.

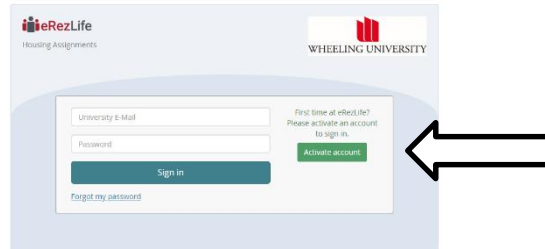
### **Living Accommodations:**

For accommodations concerning any living situation please contact Malek Stewart the Director of Residence Life. If deemed as a necessity the you will be put in contact Director of Disability Services Kathy Tagg (ktagg@wju.edu). All disabilities must be medically documented and no changes are able to be made before being approved by Kathy Tagg, and Malek Stewart. This process can take multiple weeks, so please be timely with any requests.

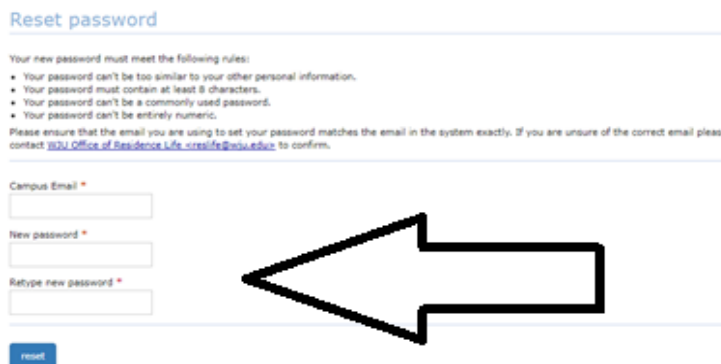
If a student believes additional consideration may be needed for their room assignment, please contact the Office of Residence Life at 304-243-2175 or [reslife@wju.edu](mailto:reslife@wju.edu)

# COMPLETING YOUR WHEELING UNIVERSITY HOUSING APPLICATION

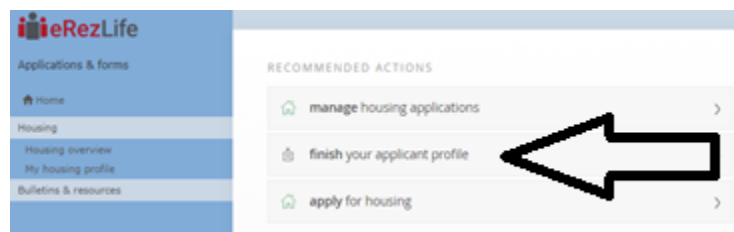
1. Go to [wju.erezlife.com](http://wju.erezlife.com)
2. Type in University E-Mail Address
3. Click “Activate Account”
4. Type in your Wheeling University email and your student ID (include the leading “0” – example “0123456”
5. Click “Activate Account”



6. An automatically generated e-mail will be sent to your University e-mail account
7. Open automatically generated e-mail and click the provided link
8. Follow the instructions to generate and confirm your account password
9. Click “Reset” You will then automatically be signed into your User Account

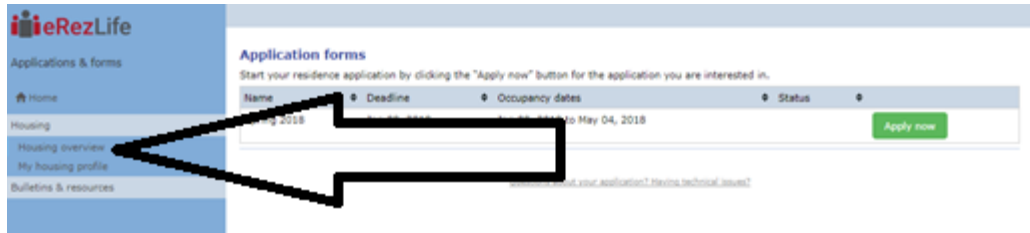


10. Click “Finish Applicant Profile” and then complete the required fields (e.g. Insurance Provider, Emergency Contact Information, and any Medications/Allergies).

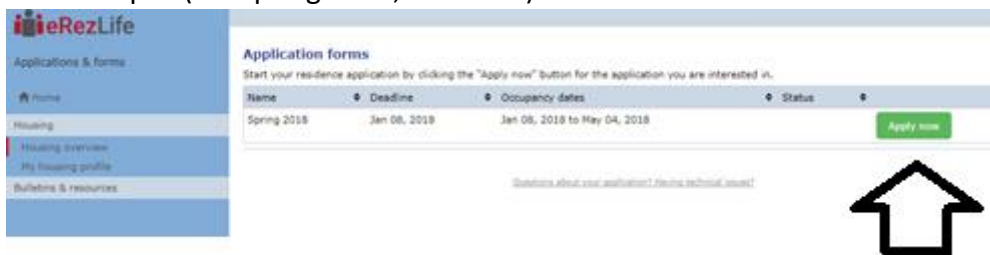


11. Click “Save”

12. Click “Housing Overview” along the left side



13. Click “Apply Now” Be sure you’re applying for the semester in which you will begin living on campus (i.e. Spring 2020, Fall 2020)

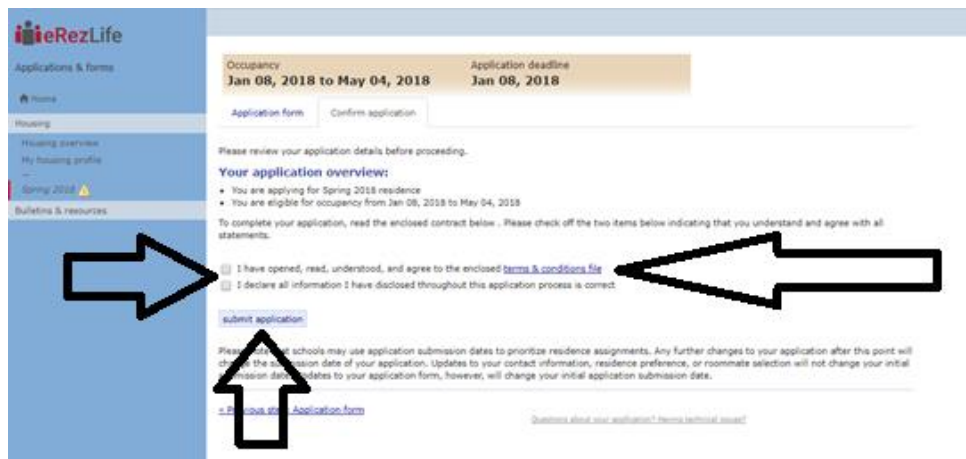


14. Complete the Required Fields on the Application Form. After completing, click “Continue to Confirm application” in the bottom right hand corner.

15. Click on “[terms & conditions file](#)” to review the Housing Contract.

16. Check the two (boxes) confirming you have read the Housing Contract and that you are providing accurate information.

17. Click “Submit Application”



18. You have now completed the application! The Office of Residence Life will communicate additional information to you through your University e-mail account or by phone as needed.