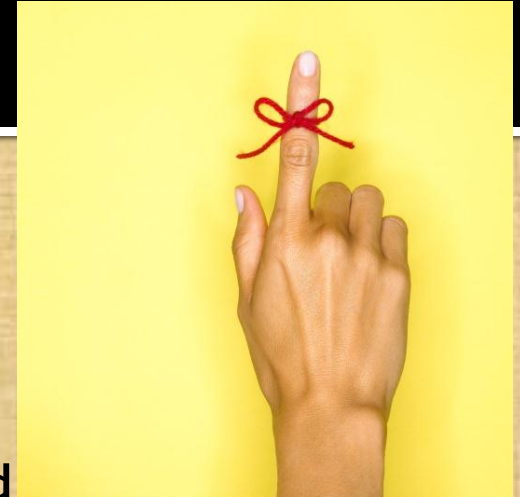




MyHousing: Apply Online

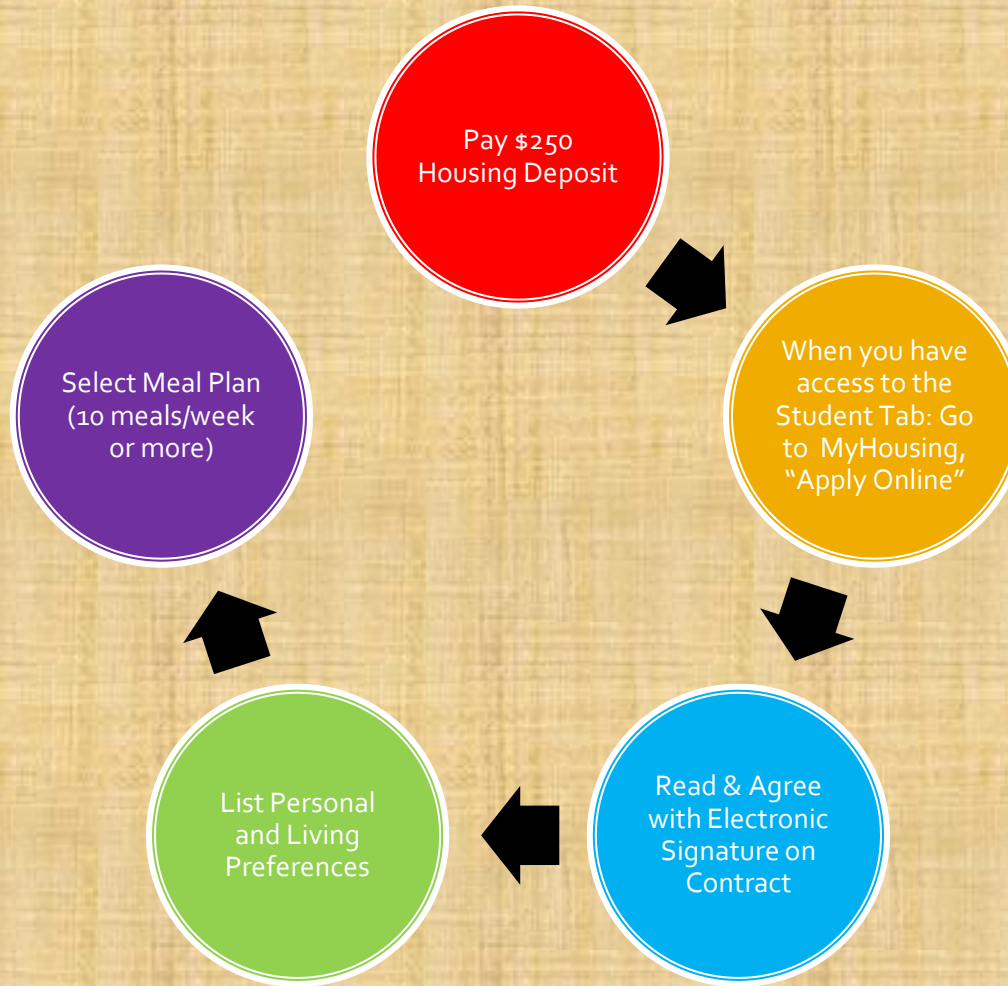
Housing Application Process: Things to know



*Prior to Applying, remember:

- Read the Contract and Housing Handbook to know **what you're agreeing to**. By agreeing to the Contract On the Housing Application students are bound to the Policies and Procedures. **Read this to avoid surprise should your housing plans change after electronically signing the Contract!**
- Any **Student under age 20 by the first day of class (August 28th) is required** to live on campus OR commute from home.
- If you live on campus in a Residence Hall (not an Apartment), you are **required to have a Meal Plan** with 10 meals or more per week.
- You are responsible for checking your Biola Email Address and My.Biola.Edu announcements and for responding to any message you are sent.
- Once the electronic version of the Contract is agreed to and the Housing Application is submitted, all the terms and conditions apply, including cancellation timelines and charges.

ApplyOnline Cycle:



To get to "MyHousing"...

- Login to "MyBiola" (<http://my.biola.edu>)



★
If it's your first time at MyBiola, select "First time logging in?" to set up your account.

To pay your Housing Deposit...

On MyBiola select "Student Financials" tab, then "Manage My Account" link.

The screenshot shows the MyBiola website interface. At the top left is the Biola University logo and the "my.Biola" branding. Below the logo is a navigation bar with tabs: "Welcome", "Registration (Phase 1)", "Help+Feedback", "Student", "Student Financials", and "Employee". The "Student Financials" tab is circled in red, with a red arrow pointing to it from the top. Below the navigation bar are several content panels. The "Student Accounts" panel on the left contains a "Manage My Account" link, which is also circled in red with a red arrow pointing to it from the left. The "Financial Aid Self-Service" panel on the right contains a yellow box with the text "The links below will let you access Financial Aid Self-Service." and a list of links: "Financial Aid Status", "Requirements", and "Award". Below this is the "Financial Aid Links" panel with links for "Financial Aid Forms", "Federal", and "Loan". At the bottom is the "Financial Aid Requirements" panel, which contains a table with columns for "Requirements", "Fund", "Source", and "Term Status".

BIOLA UNIVERSITY my.Biola

Welcome You are currently logged in.

E-mail Blackboard Directory Groups Password Logout Help

Welcome Registration (Phase 1) Help+Feedback Student **Student Financials** Employee

May 1, 2014

Student Accounts

View My Account

- Account Detail for Term
- Statement and Payment History

Tax Information

- Select Tax Year
- 1098T Tax Forms 2010 and Beyond
- 1098T Tax Forms 2009 and prior

Student Account Center

- Manage My Account**
- Make a Payment
- Set Up Authorized Users
- Manage Payment Plans
- Set up Refunds for Direct Deposit
- Payment Error Code Information

- Title IV Authorizations
 - To be completed by students receiving federal financial aid

Financial Aid Self-Service

The links below will let you access Financial Aid Self-Service.

- Financial Aid Status
- Requirements
- Award

Financial Aid Links

- Financial Aid Forms
- Federal
- Loan

Financial Aid Requirements

Aid Year 2013-2014	Requirements	Fund	Source	Term Status
Accept or Decline	Unsubsidized Stafford Loan	Unsubsidized Stafford Loan		✓

To pay your Housing Deposit...

On the new screen, select "E-Deposits" tab, the appropriate time frame, and the "Undergrad Housing Deposit." Then finish the payment process with your credit card.

Important Billing Info | Ask for Help | Log Out
Logged in as: ·

BIOLA UNIVERSITY

My Account Payments Payment Plans eBills **eDeposits** eRefunds

Deposit Payment

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

Make Deposit Payment for Term
Select a term for making a payment if available.
Term: Fall 2014 Select

Make Deposit Payment
Select a deposit account for making a payment from the drop-down menu below.
Deposit Account: Undergrad Housing Deposit Select

To get to "MyHousing" ...

- Go to the Student Tab, then log-in to "My Housing".

The screenshot displays the my.Biola portal interface. At the top left is the Biola University logo and the text "my.Biola". Below this is a navigation bar with tabs: "Welcome", "Portal (0)", "Student", "Inside Story", "Academic Department", "Budget+Finance", "Help+Feedback", "Sandbox", "Employee", "studentlife", "Faculty", "Alumni", and "Forms". The "Student" tab is circled in red, with a red arrow pointing to it. In the top right corner, there are utility icons for "E-mail", "Blackboard", "Directory", "Groups", "Password", "Admin", "Logout", and "Help". Below the navigation bar, the page is divided into several content areas. On the left, there are panels for "Check Your Biola E-Mail", "Chapel Attendance", and "Academic Profile". The "Academic Profile" panel shows details for a Graduate Level 4 student. In the center, there are panels for "Intro to Student Tab", "Student Grades", and "Library Catalog Search". On the right, there are panels for "Student Employee", "My Housing", and "My Account". The "My Housing" panel is highlighted with a red arrow pointing to it. It features the "My Housing" logo and a list of links: "Room & Roommate Info", "Meal Plans", "Flex Points", "Campus Mailbox", "Housing Contracts", "Room Reservations", and "Summer Housing". Below the list is a "Go to MyHousing!" link.

You will not have access to your Student tab until you have paid your Enrollment Deposit and until the Admissions & Accounting Offices have cleared your Enrollment Deposit. Usually this takes 1-2 business days. If you still do not have access after 2 business days, please contact us and we can verify your status with the Accounting & Admissions Offices.

Select: Apply Online

- Select "[ApplyOnline](#)" to apply for Biola Undergraduate Housing.
- If the future you can select "[MyHousing](#)" if you wish to see your Housing Assignment, Roommate Information, Meal Plans, Campus Mailboxes, and Billing Charges.

BIOLA UNIVERSITY

Please select a MyHousing System to sign into:

ApplyOnline
Select this option if you wish to submit an online housing application.

MyHousing
Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

NOTICE: If you are having trouble logging into the system please try deleting your cookies.
Directions: [Internet Explorer](#) | [Mozilla Firefox](#).

See the Housing website for information on how to request a specific roommate on MyHousing Overview.

ApplyOnline: Select Application

MyHousing @ Biola University (TEST)

Application Selection

Welcome

Please select the application you wish to begin: TouchNetTestAppl (Fall 2012) ▾ Next >>

Application Status

Application Name	Time Frame	Status	Can Be Re-Visited?
TouchNetTestAppl	Fall 2012	No Application on File	Yes

Online Help

Select the Application period you wish to apply for (NOTE: There are separate applications for Incoming Students and Returning Students.)

BEFORE YOU APPLY, REMEMBER:

- Read the Housing Handbook prior to Applying for Housing (<http://www.biola.edu/offices/auxiliaryservices/housing>)
- Freshmen and Sophomores full-time (12+ units) are required to live on campus (see

To Apply Online, **select the Application you wish to apply for.** Applications will only be available during certain times of the year.

If you need **HELP** during the Application Process there is a **toolbar** on each page which lists **helpful information.**

ApplyOnline: Housing Contract

Please read carefully through the Housing Contract. This is a legally binding Contract (comparable to a lease agreement). If you'd like to view these guidelines again check out the Rules & Rates section on the Housing Website. When finished, select "I agree" at the bottom of the page.

MyHousing @ Biola University (PPRD)

Housing Agreement

BIOLA UNIVERSITY HOUSING & FOOD SERVICE CONTRACT - 2010/2011

This Housing & Food Service Contract is an agreement between the undersigned student ("Student") and Biola University, Inc. ("University"). Upon agreeing to this Contract, the Student immediately becomes responsible for all terms of the Contract in addition to all terms in the current Biola University Catalog, the Biola University Undergraduate Student Handbook ("Student Handbook"), and the current Biola University Housing & Food Service Handbook, whether or not the Student takes possession of the room keys and/or moves belongings into the room and/or uses the Meal Plan. Failure to abide by the terms of this Contract may result in fines and/or charges, disciplinary action, and/or the withholding of the Student's transcripts until all financial obligations are met. The Student Handbook (<http://studentlife.biola.edu/campus-life/student-handbook>) and Housing & Food Service Handbook (<http://www.biola.edu/offices/auxiliaryservices/housing>) are both available online.

I. DURATION
The Student agrees that the duration of this Contract is for the entire Academic Year (or remaining portion thereof at the time of agreement) as defined by the University. See the Housing & Food Service Handbook for beginning and ending dates of the current Academic Year.

II. EFFECTIVE UPON RECEIPT
This Contract is effective on the date the Student agrees to the Contract. None of the terms of this Contract may be modified by the Student.

III. TERMS OF PAYMENT

A. ROOM & BOARD RATES (See the Housing & Food Service Handbook for current rates.) Housing and Meal Plan charges shall be reflected on the Student's school bill for the Academic Year and shall be payable in accordance with University student billing policy.

B. HOUSING RESERVATION DEPOSIT

1. A Housing Reservation Deposit of two hundred fifty dollars (\$250) is required of all students applying for University housing. This Deposit is not to be considered as a partial payment of housing charges, but as a refundable deposit under the terms of this agreement. In consideration of the Student's payment of the Housing Reservation Deposit the University grants to the Student the right to reserve one student residence space for use during the Academic Year on the terms and conditions set forth herein.

2. A refund of the Housing Reservation Deposit is made as a credit to the Student's account balance: (a) should this Contract be properly canceled (see the Housing Deposit section of the Housing & Food Service Handbook); or (b) upon graduation from the University. **Failure to give written notification of cancellation by the deadline dates described in the Housing & Food Service Handbook will result in forfeiture of the Housing Reservation Deposit.**

I Agree I Do Not Agree

Next >>

After the Application is submitted, a copy of this Contract will be attached to the confirmation email sent to the Biola Email Address. If a Student is under 18 years old at the time of completion, they must print out the Contract, collect a Parent/Guardian signature, and must return the Contract to the Biola Housing Office.

ApplyOnline: Personal Preferences

- Fill in your Contact Information, Roommate Matching Questions, and agreements or understandings to important policies and procedures.

- Do not leave any answers as "N/A" to allow for the best possible roommate match.

Personal Preferences

Questions marked with an asterisk (*) are required.

01. What first and last name do you prefer to go by? *	
02. Please provide your Cell phone number.	
03. Are you an incoming Freshman (Freshman= first semester attending college)? *	No ▾
04. Are you an incoming Transfer Student? *	No ▾
05. Please provide your Home phone number. *	
06. How far from campus is your permanent home? *	(N/A) ▾
07. What is the name of the person we contact in an emergency?	
08. What relationship is this person to you (i.e. father)?	
09. What is the best phone number for this person? *	
10. What is this person's e-mail address?	
11. In terms of messiness, I intend to keep my room: *	(N/A) ▾
12. In terms of cleanliness, I will probably keep my room:	(N/A) ▾
13. During weekdays, I expect to wake-up between: *	(N/A) ▾
14. During weeknights, I will typically go to bed between:	(N/A) ▾
15. While sleeping, I prefer my room to be:	(N/A) ▾
16. On average during the night I tend to sleep:	(N/A) ▾
17. I like to sleep with the light on: *	No ▾
18. I have been known to snore while sleeping:	No ▾
19. While studying, I prefer my room to be:	(N/A) ▾
20. I intend to study in my room:	(N/A) ▾
21. I prefer to study:	(N/A) ▾
22. I prefer to study with music on in my room: *	No ▾
23. I intend to socialize in my room:	(N/A) ▾
24. In terms of my personality, I would say I am:	(N/A) ▾
25. I have strong financial constraints and would like to request the most affordable housing available (please note: this does NOT guarantee any rates, including triple rates, or any particular building).	No ▾
26. Are you requesting an extra-long (80" mattress) bed? NOTE: We have a limited number of long beds. These are assigned based on height.	No ▾
27. How tall are you? (For instance, 6' 2")	
28. Select a bed configuration (see the diagrams in the Housing & Food Services Contract). For beds to be bunked both roommates using the beds must select Bunked.	5. None Indicated ▾
29. I understand that discounted triple rooms are all configured the same way: one lofted bed and two beds bunked. If I am in a discounted triple room I will contact Residential Facilities to request bed configuration changes if needed. Initial Here: *	
30. I know someone who is currently living on-campus, needs a roommate for the Spring semester, and I would like to request to be their roommate. Their name and Biola e-mail address is:	
31. By completing this application I understand that my first and last name and e-mail address will be made available to any potential roommate(s). Initial Here:	
32. I understand that if I am assigned to a triple room, the triple rate is only available if three people are living in the room. If only two people live in the room, it is considered a double and will be billed accordingly. Initial Here: *	
33. Please indicate here if you are going to start at Biola during the Interterm Semester (include the name of the class you are going to take):	

[Continue >>](#)

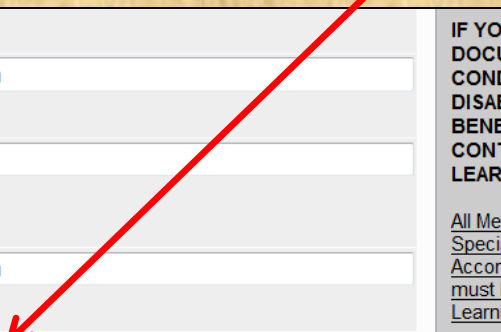
[<< Back](#)

ApplyOnline: Personal Preferences

ALL OFFICIAL DOCUMENTED MEDICAL OR DISABILITY SPECIAL HOUSING ACCOMMODATION REQUESTS MUST BE MADE THROUGH THE LEARNING CENTER.
LEARNING.CENTER@BIOLA.EDU PHONE: 562.906.4542 FAX: 562.906.4543

• If you have a documented Medical Condition or Disability, you may request for The Learning Center to contact you to support you, regardless of whether or not your condition necessitates a Special Housing Accommodation.

roommate for the Spring semester, and I would like to request to be their roommate. Their name and Biola e-mail address is:		IF YOU HAVE A DOCUMENTED MEDICAL CONDITION OR DISABILITY IT WILL BENEFIT YOU TO CONTACT THE LEARNING CENTER. <u>All Medical or Disability Special Housing Accommodation Requests must be submitted to The Learning Center.</u> learning.center@biola.edu Phone: (562) 906-4542 Fax: (562) 906-4543
31. By completing this application I understand that my first and last name and e-mail address will be made available to any potential roommate(s). Initial Here: *	h	
32. I understand that if I am assigned to a triple room, the triple rate is only available if three people are living in the room. If only two people live in the room, it is considered a double and will be billed accordingly. Initial Here: *		
33. Please indicate here if you are going to start at Biola during the Interterm Semester (include the name of the class you are going to take):	h	
34. If you have a documented Medical Condition or Disability, would you like to be contacted by The Learning Center (which includes disability services)?	No ▾	
<p>Continue >></p> <p><< Back</p>		



ApplyOnline: Living Preferences

List up to 3 Building Preferences. This is merely an **OPTIONAL REQUEST** and does not guarantee any building. We will do our best to try to assign you to a building you request, but you may be placed elsewhere based on availability and timing.

Living Preferences

My Living Preferences for Spring 2011

You have not entered any living preferences for this time frame.

Add a New Living Preference

Choice #	1
Request	(select a request type...) =

Online Help

NOTE:
Living Preferences are for Students who would like to request a specific amenity for personal needs.

IF YOU HAVE A DOCUMENTED MEDICAL CONDITION OR DISABILITY IT WILL BENEFIT YOU TO CONTACT THE LEARNING CENTER.
All Medical or Disability Special Housing Accomodation Requests must be submitted to The Learning Center.

learning.center@biola.edu
Phone: (562) 906-4542
Fax: (562) 906-4543

Questions?

Undergraduate Housing Office:
Ashley Voelker, Housing Assistant
Heidi Herchelroath, Housing Manager
(562) 903-6000 x.5838
undergraduate.housing@biola.edu

ApplyOnline: Meal Plan Selection

- Students who live in the Residence Halls are required to have a Meal Plan of 10 Meals per week or more, or the 175 block plan. If you select a Meal Plan less than 10 Meals per week you will be automatically assigned a Meal Plan prior to the semester starting.
- If you are assigned to a Biola Apartment then a Meal Plan is not required but is optional. If this happens, you may change or cancel your Meal Plan on MyHousing (not ApplyOnline).

MyHousing @ Biola University

Dining Plan Selection

This application requires that you select a dining plan to continue.
Please select a dining plan from the drop-down menu below and click submit.

10 Flex - 10 Meals/Week - \$125 Flex Points - (\$1,590.00)

10 Flex - 10 Meals/Week - \$125 Flex Points - (\$1,590.00)

10 Meal Plan - 10 Meals/Week - No Flex Points - (\$1,480.00)

12 Flex - 12 Meals/Week - \$125 Flex Points - (\$1,900.00)

15 Flex - 15 Meals/Week - \$125 Flex Points - (\$2,005.00)

175 Block - 175 Anytime Meals - \$125 Flex Points - (\$1,855.00)

20 Flex - 20 Meals/Week - \$125 Flex Points - (\$2,120.00)

40 Block - 40 Anytime Meals - \$50 Flex Points - (\$470.00)

5 Flex - 5 Meals/Week - \$50 Flex Points - (\$655.00)

ApplyOnline: Application Complete

MyHousing @ Biola University

Congratulations on completing the Housing Application for Fall 2012 through Spring 2013!

You are now contracted to live in Biola University Undergraduate Housing. If you wish you cancel your Housing Application or Assignment, you must notify the Housing Office in writing and complete a Contract Cancellation Request Form. Cancellation terms will apply.

Check out the Biola University Undergraduate Housing website at <http://studentlife.biola.edu/campus-life/residence-life> and follow BiolaHousing on Twitter for the latest updates.

From this point forward all communication from Biola University will be through your Biola University Email Address and My.Biola.Edu. Be sure to check this email address as often as possible.

If you completed this application prior to June 1, 2012, you will be able to < B>[view your housing assignment and roommates on MyHousing by July 15, 2012.](#)

All residents in Biola Residence Halls must have a meal plan with 10 meals or more, or the 175 Block Plan. You may change your meal plan during Fall 2012 online registration (July 25-August 16, 2012) if you wish.

Fall 2012 Opening Day is Friday, August 24, 2012. We look forward to welcoming you!

Online Help

Questions?

Undergraduate Housing Office:
Ashley Voelker, Housing Assistant
Heidi Herchelroath, Housing Manager
(562) 903-6000 x.5638
undergrad.housing@biola.edu

Graduate Housing Office:
(562) 903-6000 x.5814
grad.housing@biola.edu

© Biola University - MyHousing Web Suite v3.2.5 for The Housing Director

- This is the **Confirmation Page of the Housing Application**, which indicates you have officially **submitted an application and are now Contracted to live in Biola Housing.**
- Should you need to **cancel your Housing Contract or are not coming to Biola, you must notify the Housing Office in writing immediately.** Cancellation fees and deposit forfeiture will apply in accordance with the Housing Handbook.
- **A CONFIRMATION EMAIL WILL BE EMAILED TO YOUR BIOLA EMAIL ADDRESS.** If you paid your Housing Deposit by Credit Card then your receipt information will be included on this page and in the Confirmation Email.

Questions??? Contact:

- **For "MyHousing" technical difficulties:**
Beth Braley, Auxiliary Services
beth.braley@biola.edu
(562) 903-6000 x. 5813
- **For Housing Assignment or Cancellation info:**
Undergraduate Housing Staff
undergraduate.housing@biola.edu
(562) 903-6000 x. 5838
- **For Dining (Meal Plans or Flex Dollars):**
Carolyn White
dining.services@biola.edu
(562) 903-6000 x.5810

