



DIVISION OF STUDENT ENGAGEMENT  
**LAMAR UNIVERSITY**  
Department of Housing & Residence Life

# **Lamar University – Cardinal Village Housing Application Instructions**

April 20, 2023

# Lamar University – Cardinal Village Housing Application Instructions

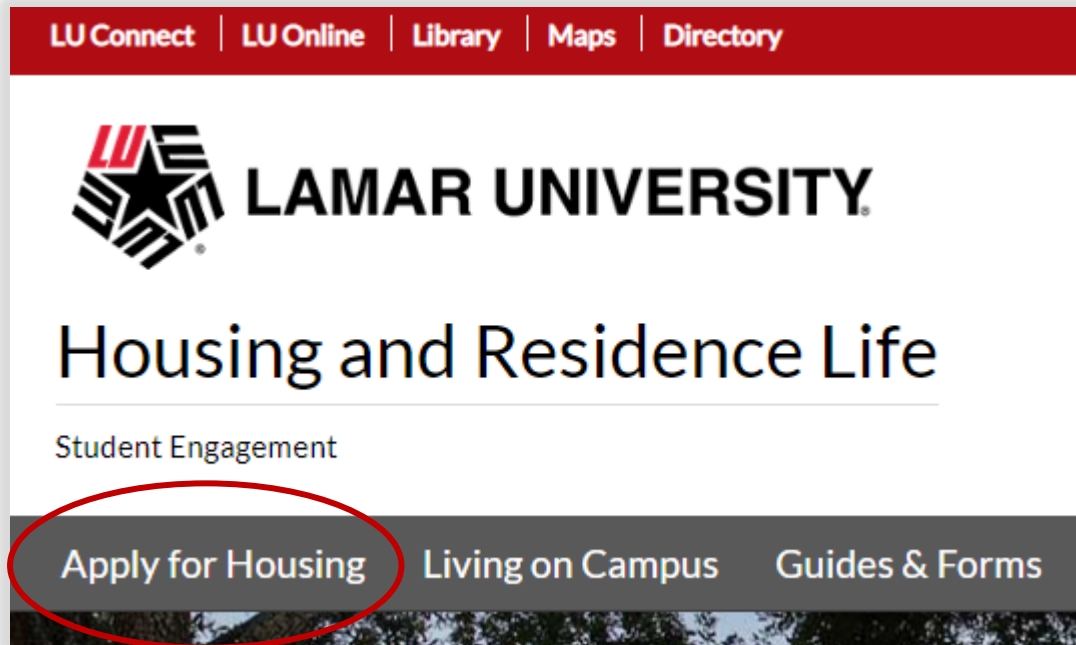
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# Lamar University – Cardinal Village Housing Application Instructions

Get Started

Access the [Housing and Residence Life](#) website. Click Apply for Housing.



Click Lamar University Student Housing Application to advance to the Housing Portal.

## Apply for Housing

[Lamar University Student Housing Application](#)

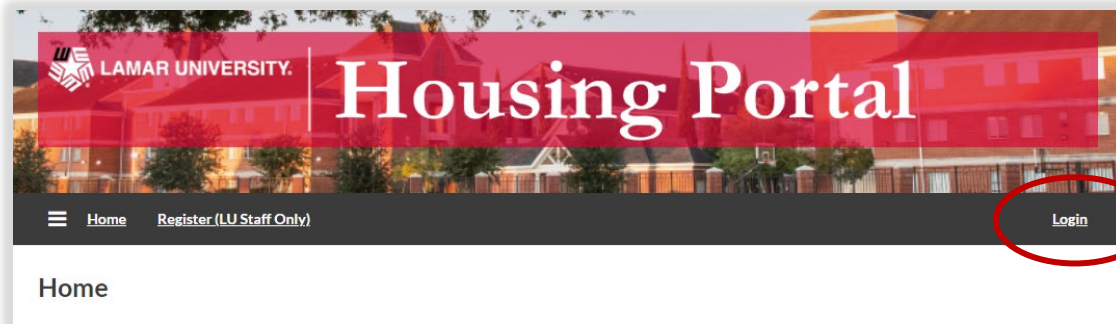
Simply log in with your **LEA username and password**, which you received in your acceptance letter to Lamar University.

Don't know your LEA username or password?

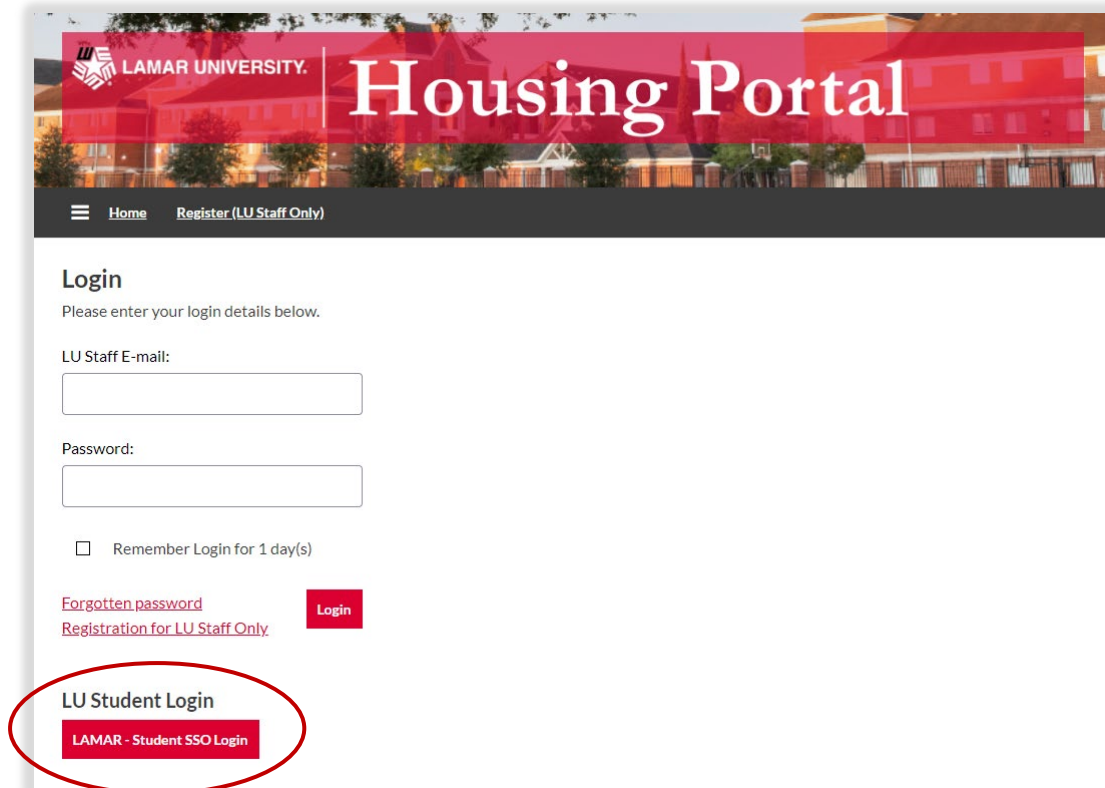
Call the **Help Desk** at 409-880-2222 or visit their [online portal](#).

# Lamar University – Cardinal Village Housing Application Instructions

On [Housing Portal](#) home page, click Login



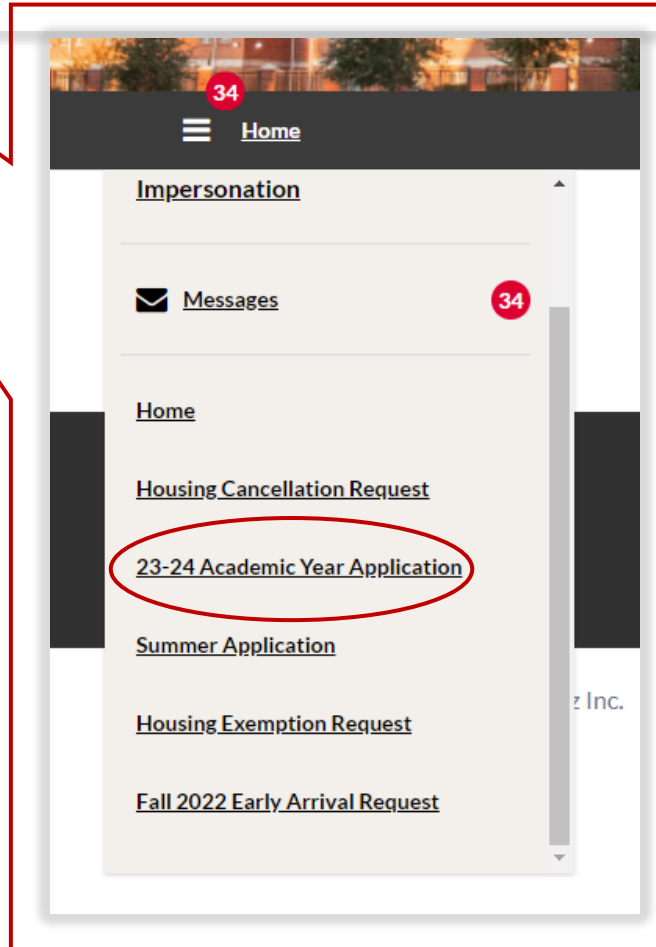
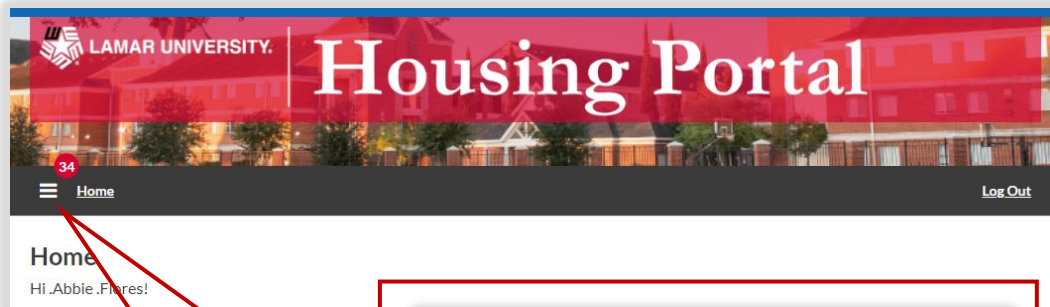
Click on LU Student Login. Use your LEA (Lamar Electronic Account) and password.



# Lamar University – Cardinal Village Housing Application Instructions

Click on the three vertical lines by Home to access the drop-down menu.

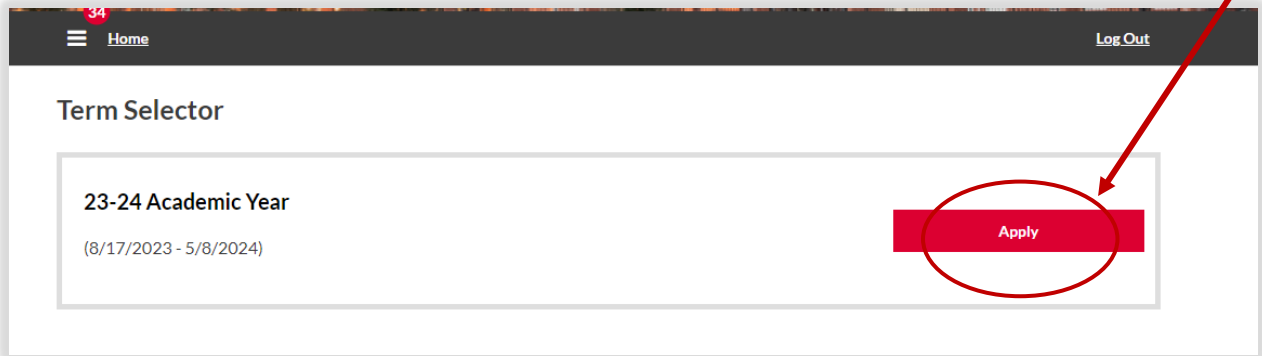
Choose the Academic Year Application



# Lamar University – Cardinal Village Housing Application Instructions

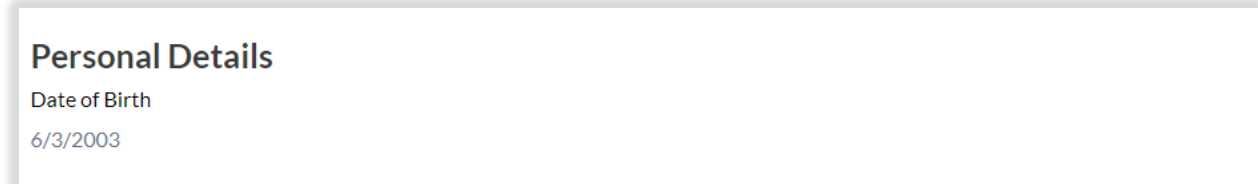
## Start Application

Click Apply to begin the application.



The screenshot shows a web interface with a dark header containing a menu icon, the word "Home", and a "Log Out" link. Below the header is a "Term Selector" section. It displays "23-24 Academic Year" and the dates "(8/17/2023 - 5/8/2024)". To the right of this information is a red button labeled "Apply", which is circled in red. A red arrow points from the top right of the page towards the "Apply" button.

Review your Personal Details for accuracy. Any changes must be made through Self Service Banner.



The screenshot shows a "Personal Details" section. It displays "Date of Birth" followed by the date "6/3/2003".

Click Save & Continue to advance to Down Payment.

# Lamar University – Cardinal Village Housing Application Instructions

## Down Payment

**Down payment is required to continue.**

### Down Payment

A down payment of \$150 is due before the contract can be completed. This \$150 will be credited to your student account at the beginning of the semester. Please click save and continue and then "Pay Now" to continue on to submit payment.

If you have any questions, please feel free to contact our office at 409-880-8550 or e-mail us at [housing@lamar.edu](mailto:housing@lamar.edu)

Save & Continue

Click Save & Continue.

Enter the payment information.

### Shopping Cart Checkout

Item Description	Total Tax (\$)	Total Amount (\$)	Remove
Deposit Fee	\$0.00	\$150.00	
	<b>Total:</b>	<b>\$0.00</b>	<b>\$150.00</b>

Pay Now

Click Pay Now to advance to Room Type Preferences.

# Lamar University – Cardinal Village Housing Application Instructions

## Room Type Preferences

Rank your preferences for Room Type. You must make three preferences to continue.

Open the drop down to select room types.

Make your first selection.

### Room Type Preferences

Housing and Residence Life offers three different types of rooms at three different prices. See below for a price breakdown.

1. [Two-person suite](#), private bedroom: \$3,208 (per semester)
2. [Three-person suite](#), private bedroom: \$2,889 (per semester)
3. [Three-person suite](#), shared bedroom: \$2,165 (per semester)

All rates are contingent upon Texas State University System (TSUS) board approval.

Below, please indicate your first, second, and third room type preferences.

Please add at least 3 preferences.

[Add Preference](#)

Order	Room Preference	Delete
1	<input type="text" value="---Please Select---"/>	<a href="#">Delete</a>

You can add 2 more preferences.

[Save & Continue](#)

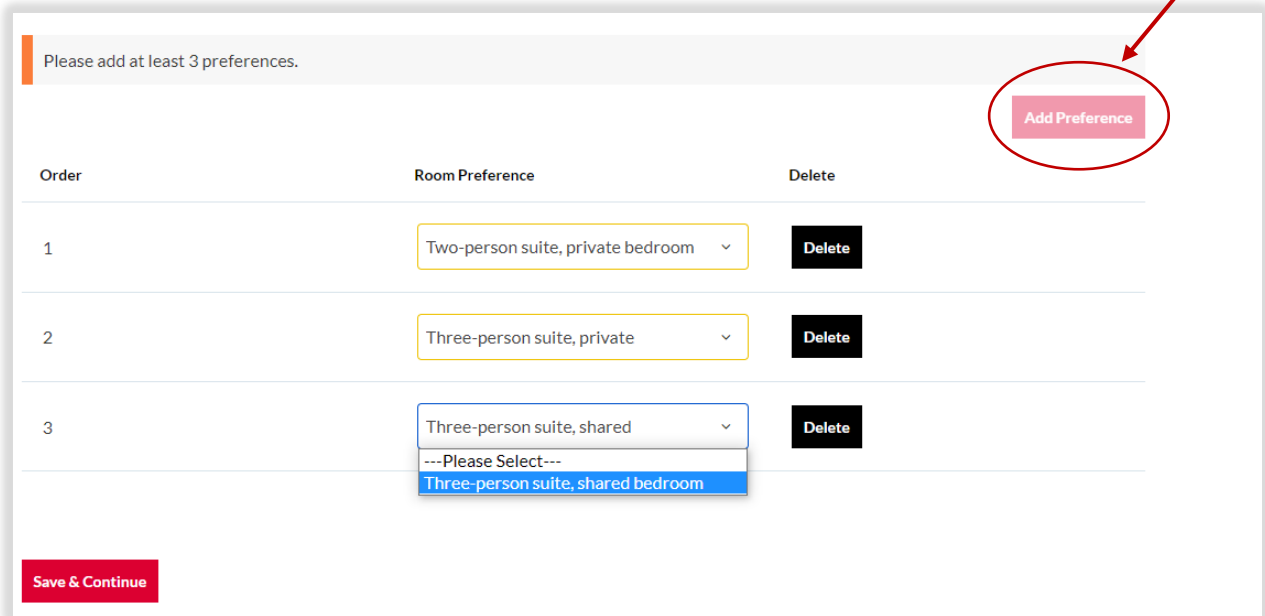
#### Room Preference

- Please Select---
- Three-person suite, private bedroom
- Three-person suite, shared bedroom
- Two-person suite, private bedroom



# Lamar University – Cardinal Village Housing Application Instructions

Click Add Preference to continue. Choose two more preferences.



Please add at least 3 preferences.

Order	Room Preference	Delete
1	Two-person suite, private bedroom	Delete
2	Three-person suite, private	Delete
3	Three-person suite, shared ---Please Select--- Three-person suite, shared bedroom	Delete

Save & Continue

Click Save & Continue to advance to the Standard Profile Page.

# Lamar University – Cardinal Village Housing Application Instructions

## Standard Profile Page

Set up your profile page to find potential roommate matches.

### Standard Profile Page

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

#### Hobbies/Interest

Exercising/going to the gym:

Very interested

Food & Dining:

Medium

Your Web Screen Name is how people will search for you to request you for a roommate.

If you know who you want to request as a roommate or if you want to search and be searched in the online roommate selection process, check the "Include in Search" box below.

If you want Housing to assign you and a roommate using the Roommate Questionnaire that you completed, uncheck the "Include in Search" box below.

Web Screen Name

Carrie Oakey

Choose a name your friends will know so they can find you!

About Me: (Tell a little bit about yourself)

I got a recording contract with Big Star Records!

Display in Roommate Search results



If you want your friends to be able to request you, check the box.

Save & Continue

Click Save & Continue to advance to Roommate Profile.

# Lamar University – Cardinal Village Housing Application Instructions

## Roommate Profile

Search for a roommate by [Details](#), [Profiles](#) or have Roommates [Suggested](#).

### Roommate Profile

DISCLAIMER: Housing staff will try to accommodate all roommate requests when possible. However, please understand that your Housing contract reserves you a bed space in Lamar University student housing. If you confirm a roommate after you've already been assigned a room- you will need to send an e-mail to [housing@lamar.edu](mailto:housing@lamar.edu) to see if there is space available to change your room assignment with the newly confirmed roommate.

Requests are processed on a first-come, first-serve basis and as availability permits.

**No roommate confirmed**

You currently do not have any confirmed roommates.

Choose one from the list to enter selection criteria

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

[Save & Continue](#)

## Roommate Search by Details

Enter the Web Screen Name and any other information to assist you in your search.

### Roommate Search By Details

Screen Name:

Description:

Gender:

Age:

Exclude results that cannot be added or joined

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

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

Click Search to get a list of potential roommates.

# Lamar University – Cardinal Village Housing Application Instructions

## Roommate Search by Profiles

Enter information to search for roommates who have similar interests or hobbies as you. Enter as much information as you can to get a better match.

### Roommate Search By Profiles

#### Hobbies/Interest

Exercising/going to the gym:

Any

Food & Dining:

Any

### Use the below scales to describe yourself:

Campus Involvement:

Any

Cleanliness:

Any

### Smoking

Are you a smoker?

Any

Do you mind if your roommate smokes?

Any

### What are your sleeping habits?

Do you tend to go to bed at:

Any



Exclude results that cannot be added or joined

[Back To Roommate Profile](#)

[Search](#)

Checking the box prevents results outside of your preferences from being shown.

Click Search to get a list of roommate matches.

# Lamar University – Cardinal Village Housing Application Instructions

## Roommate Search by Suggestion

This allows StarRez to make a roommate match for you based on your profile page. Here you can choose to view a profile or send a prospective roommate a message. Choosing “Add to Group” will add that person to your group and send a message to that person that you added him/her to the group. He/She must confirm being added to the group. Only people who are in confirmed groups can be paired together.

### Suggested Roommates

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

**Islamiyat A**  
Age: 21  
Classification: Returning  
Gender: Female  
Description:

83% Match

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

**Britney Richard**  
Age: 20  
Classification: Returning  
Gender: Female  
Description:

81% Match

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

**Roommate requests are not guaranteed and are considered on a first-come, first-served basis.**

After entering roommate preferences, click Save & Continue to advance to Meal Plan Selection.

# Lamar University – Cardinal Village Housing Application Instructions

## Meal Plan Selection

All residents are required to choose a meal plan.

**Meal Swipes** - One card swipe at the dining hall equals one meal.

- Plan A allows for 90 meal swipes per semester.
- Plans B and C allow for a limited number of swipes per week.
- Plan D allows for unlimited meal swipes per semester.

**Declining Balance** – Tax-free dollars added to your card per semester

- May be reloaded or increased at any time
- May be used in all dining facilities managed by Lamar Dining Services, including the retail venues in the Setzer Center (Food Court), Mary & John Gray Library (Starbucks), Market C-Stores (Papa John’s), and all other on-campus dining locations.

Click on the drop-down menu to make your choice.

The screenshot shows a web form titled "Meal Plan Selection" for the "23-24 Academic Year". At the top, there is a dropdown menu labeled "(Please Select Meal Plan)". A red callout box highlights this menu and lists the following options:

- Plan A: 90 Meals + \$450 Declining Balance
- Plan B: 10 Meals per week + \$350 Declining Balance
- Plan C: 14 Meals per week + \$150 Declining Balance
- Plan D: All Access + \$125 declining balance

The main form contains the following text:

Residence Hall students are required to purchase a meal plan with their housing contract. Please select one of the following meal plans.

YOU MAY REVISE YOUR MEAL PLAN ONLY ONCE PER SEMESTER. Changes must be submitted prior to the start of classes. More information and forms will be available on our website once classes begin.

Meal Plan Exemptions must be submitted each semester by completing the [Meal Plan Exemption Form](#) found on our website. Exemption criteria apply.

Meal Plans:

- Meal Plan A is 90 Meals per semester + \$450 Declining Balance per semester: **\$1,539**
- Meal Plan B is 10 Meals per week + \$350 Declining Balance per semester: **\$1,695**
- Meal Plan C is 14 Meals per week + \$150 Declining Balance per semester: **\$1,695**
- Meal Plan D is All Access + \$125 Declining Balance: **\$1,848**

\*Cost indicated above is for one semester

\*Cost of meal plan is subject to TSUS Board of Regents Approval

How do Dining Dollars work?

Dining Dollars can be used in all dining facilities managed by Lamar Dining Services, including the retail venues in the Setzer Student Center, Mary & John Gray Library, Market C-Stores and all other on-campus dining locations.

At the bottom left of the form is a red button labeled "Save & Continue".

Click Save & Continue to advance to Emergency Contact Information.

# Lamar University – Cardinal Village Housing Application Instructions

## Emergency Contact Information

Whom do we call for you if there is an emergency?

### Emergency Contact Information

Please add your Emergency Contact details below. These details will be added to your student record for future reference as needed.

The [Missing Student Notification](#) is found in the Housing and Residence Life Handbook under Residence Hall Security.

Contact Name

Relationship

Click Save & Continue to advance to Personal Evacuation Plan.

## Personal Evacuation Plan

We need to know your plans in case of an evacuation. Will you travel with LU Housing? Will you travel with someone else or drive your own car? Let us know!

### Personal Evacuation Plan

In the event of a facility, environmental, or weather-related event resulting in a University closure, students need to establish a Personal Evacuation Plan. Most students travel on their own with friends and roommates to a designated relative or friend's home out of the area. Students should discuss potential rides and sheltering options with other students who need transportation. While the University will provide as much notice as possible to help students make arrangements and provide for their own safety and welfare, it is important to plan ahead. Personal Evacuation Plans can be updated throughout the year.

If the University closes due to such an event or disaster, DO NOT RETURN TO CAMPUS until instructed to do so via LU campus announcements.

In case of an evacuation, do you plan to travel with University Housing?

Save & Continue

Click Save & Continue to advance to Community Conduct Standards.

# Lamar University – Cardinal Village Housing Application Instructions

## Community Conduct Standards

Read carefully and check *only* the ones that apply to you.

### Community Conduct Standards

Have you ever plead guilty/no contest or been convicted of a criminal offense (this does not include minor traffic offenses)?

Do you have any criminal charges currently pending against you?

Have you ever been dismissed, suspended or placed on probation by any college or university for a NON-ACADEMIC reason?

Have you ever been evicted from university housing at any institution of higher learning?

Are you a registered sex offender (If yes, you are automatically disqualified and cannot live in university housing)?

For each "Yes" answer above, please describe/explain your situation in detail:

**Save & Continue**

Click Save & Continue to advance to Housing Contract



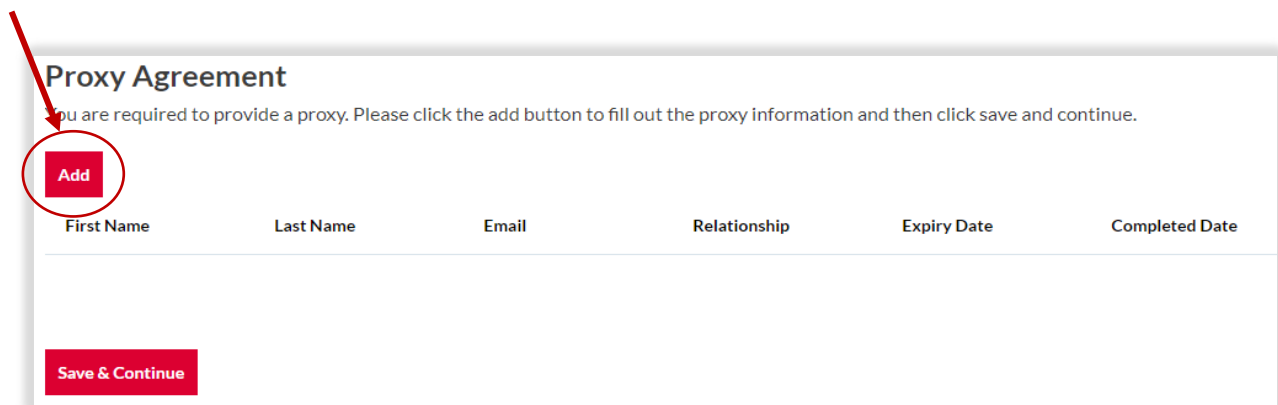
# Lamar University – Cardinal Village Housing Application Instructions

## Housing Contract

If you are **over 18 at the time of submitting the application**, proceed to [Read Housing Contract](#).

## Proxy Agreement

If you are **under 18** at the time of submitting the application, you must provide Proxy information. Your parent or legal guardian is your Proxy. Your Proxy must indicate acceptance of the terms and conditions contained in this Housing Contract by completing the Proxy Agreement.



**Proxy Agreement**

You are required to provide a proxy. Please click the add button to fill out the proxy information and then click save and continue.

First Name	Last Name	Email	Relationship	Expiry Date	Completed Date

**Add**

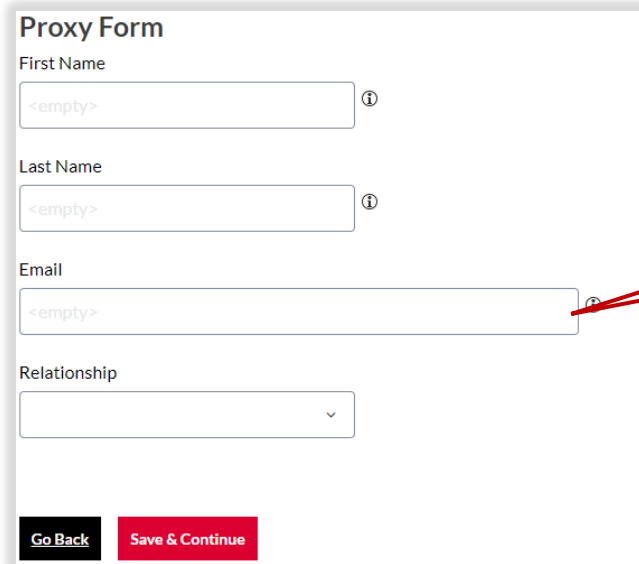
**Save & Continue**

Click Add to advance to Proxy Form.

# Lamar University – Cardinal Village Housing Application Instructions

## Proxy Form

Fill in the information requested. The Proxy email must be different from the student's email.



The screenshot shows a web form titled "Proxy Form" with the following fields:

- First Name: Text input field with a placeholder "<empty>" and an information icon.
- Last Name: Text input field with a placeholder "<empty>" and an information icon.
- Email: Text input field with a placeholder "<empty>" and an information icon. A red callout box points to this field with the text "Must be different from Student's email".
- Relationship: A dropdown menu.

At the bottom of the form are two buttons: "Go Back" (black) and "Save & Continue" (red).

Must be different from Student's email

Click Save & Continue to generate an email to your Proxy.  
Your Proxy MUST respond with the exact same information.

## Proxy Confirmation

The application has been successfully saved.

After your Proxy completes the information as requested by the email, you will receive confirmation.

Once Proxy Confirmation is received, you may proceed to [Read Housing Contract](#).

# Lamar University – Cardinal Village Housing Application Instructions

[Read Housing Contract](#)

CAREFULLY READ THE CONTRACT BEFORE SIGNING.

You are signing a legal and binding agreement with Lamar University Housing. Read the entire contract and be sure you agree with the terms before signing.

**Housing Contract Terms and Conditions**

2023-2024 Lamar University Housing Contract  
Terms and Conditions

This contract is an agreement between Lamar University (hereinafter "LU" or "University"), a member of The Texas State University System, and an agency of the State of Texas and the individual student (hereinafter "Student" or "Resident"). If the Student is not 18 years of age at the time of submitting the Housing Application, a parent or legal guardian is required to indicate acceptance of the terms and conditions contained in this agreement by submitting the *Housing Contract*.

This contract is not a lease but a license to occupy a space in a University residence hall in connection with the Student's pursuit of an education at Lamar University or at the Lamar Institute of Technology (hereinafter "LIT") and confers no residence rights on any person who is not enrolled and in good or university.

Documentation is required to be considered for an exemption. The Housing Exemption Request and required documentation can be found on the Housing and Residence Life website.

**RESIDENCE LIFE INCENTIVE PROGRAM**  
Residence Life is offering a special incentive for Lamar University students in good standing living in university housing.

**Current LU residents** (2022-2023 academic year - Fall & Spring semesters) who sign a housing contract for the 2023-2024 academic year are eligible and will receive a \$400 housing credit for the 2023-2024 academic year (\$200 per semester).

**SIGNATURES**  
By signing and/or submitting this Housing Contract online, the student understands that he/she will be bound by the terms and conditions contained in this Agreement and in the documents that have been incorporated by reference. The student certifies that he/she is at least 18 years of age or the student's parent, or legal guardian is signing below. A parent or guardian's signature does not give any additional contractual rights or allow a parent or guardian to receive any information protected by the Family Educational Rights and Privacy Act (FERPA).

Read this important information!

After reading the contract, you will be requested to **sign electronically** with your LUID# and **check the box** to acknowledge that this housing contract is for both the Fall and Spring semesters.

# Lamar University – Cardinal Village Housing Application Instructions

## Sign Housing Contract

**Sign electronically** with your LUID# and **check the box** to acknowledge that this housing contract is for both the Fall and Spring semesters.

**Once you enter your Lamar ID# and check the box, your contract is in effect for the Fall and Spring semesters.**

Enter your Lamar ID# below to sign your contract.

Lamar ID#:

**Print This Page**

By checking this box, I acknowledge that this housing contract is for both the Fall and Spring semester.

**Save & Continue**

Click Save & Continue to advance to the Application Status.

# Lamar University – Cardinal Village Housing Application Instructions

## Application Status

Application Status shows the completed stages of your application.

Good Job!  
Your Housing Application is complete!

### Application Status

You started your application for 23-24 Academic Year on 4/11/2023, and have signed the contract as of 4/13/2023. Your application is complete as of 4/13/2023.

Save & Continue

Click Save & Continue to return to the Housing Portal home screen.

## Room Assignment Notification

You will receive an email with your room assignment and a link to your Housing Portal where you can find roommate details.

**Welcome to Cardinal Village at Lamar University!**