



2025-2026

HOW TO:

HOUSING SELECTION



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WHAT IS THE HOUSING LOTTERY?

The Lottery is the process that allows you to choose your housing assignment for next year. Marywood University has a 2 year residency requirement, so unless you are from the Scranton area or meet the criteria to reside off-campus, you will be required to participate in the lottery.

The housing lottery gives you the opportunity to select your preferred roommate(s), if applicable, and choose your desired housing option. As you submit your housing application, you'll be assigned a time slot based on your earned credits (for groups and pairs, the individual with the highest credits will determine the time slot). While you may not always receive your first choice, don't be discouraged—simply choose your next available housing option that best suits your needs.

The following pages will give you specific information about the lottery and answer many of your questions. If not, please stop by the Office of Housing and Residence Life in the lobby of Loughran Hall, or email Aaron Lichtenwalter at alichtenwalter@marywood.edu with your questions.

HIGHLIGHTS & CHANGES

- All online this year!
- Priority selection based on earned credits
- Apply as a group, pair, or single
- You get to choose your own room/apartment!



2025-2026 APPLICATION AND LOTTERY TIMELINE

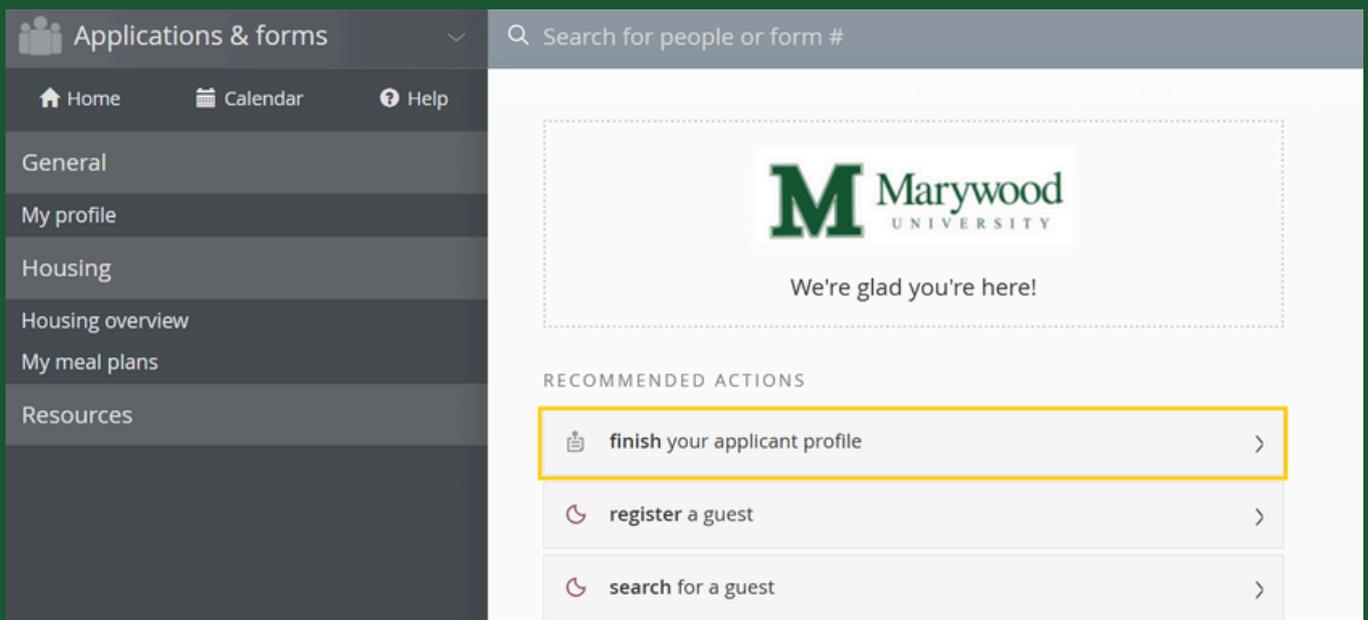


2/10/25	Housing applications open
2/11/25	Housing Application Info Session 2 p.m. - 3 p.m. in Swartz A
2/13/25	Housing Application Info Session 5 p.m. to 6 p.m. in Swartz A
2/19/25	Housing Application Info Session 5 p.m. - 6 p.m. in Upper Main
2/24/25	Housing Application Info Session 10 a.m. - 11 a.m. in Upper Main
3/10/25-3/14/25	ADA Placements
3/17/25	Housing Applications Close
3/18/25	Pop-in hours in Housing in Residence Life Office 1 p.m. - 3 p.m. Loughran Hall 013
3/19/25	Pop-in hours in Housing in Residence Life Office 9 a.m. - 11 a.m. Loughran Hall 013
3/20/25	Pop-in hours in Housing in Residence Life Office 1 p.m. - 3 p.m. Loughran Hall 013
3/24/25-3/28/25	Housing Lottery

HOW TO FILL OUT THE HOUSING

APPLICATION

1. Go to: <https://marywood.erezlife.com>
2. Log in with your Marywood credentials
Reminder it is *username@marywood.edu*
3. Complete your applicant profile (if needed)

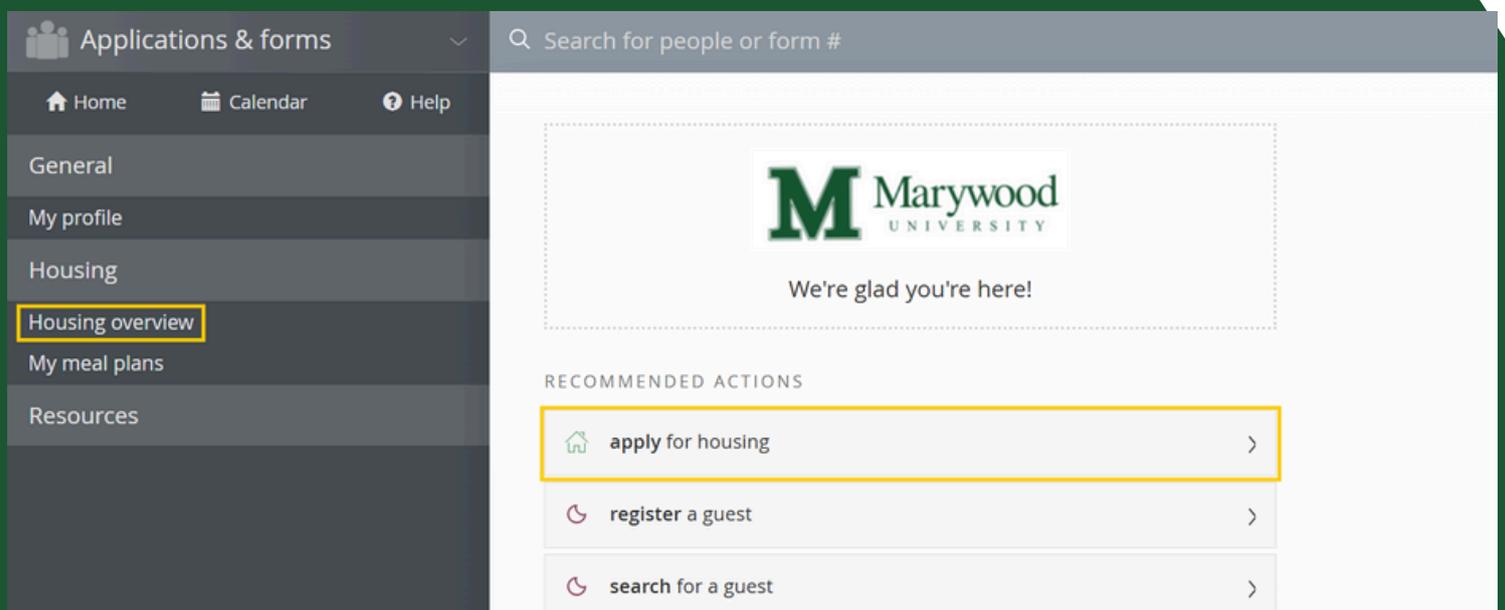


Scan this -- It will take you
to the housing selection
portal, too!



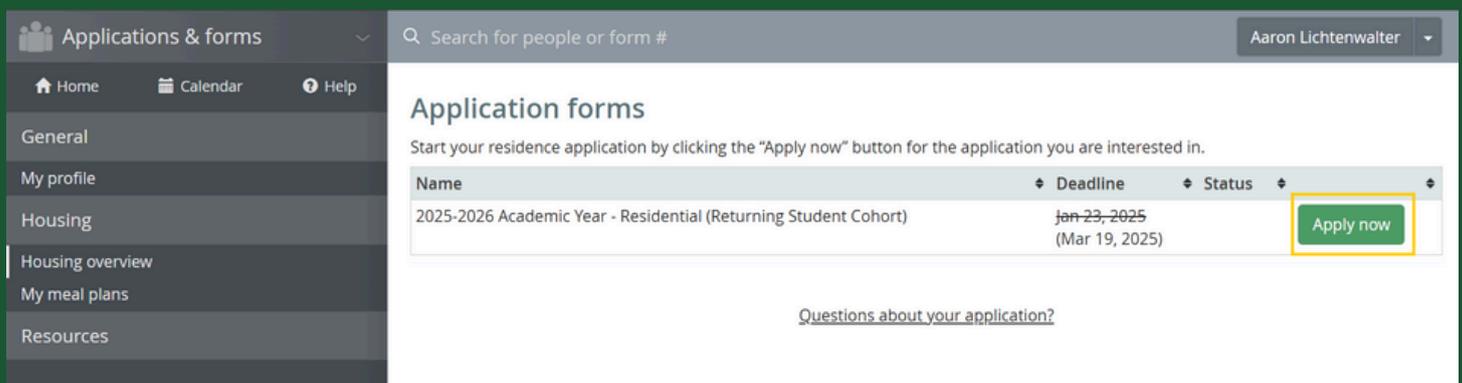
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4. All housing application forms can be found under the housing overview tab. You will also see a recommended action to 'apply for housing' which will direct you to the housing overview.



The screenshot shows the Marywood University housing overview page. The left sidebar contains navigation options: Applications & forms, Home, Calendar, Help, General, My profile, Housing, Housing overview (highlighted), My meal plans, and Resources. The main content area features the Marywood University logo and the text "We're glad you're here!". Below this, a "RECOMMENDED ACTIONS" section lists three options: "apply for housing" (highlighted), "register a guest", and "search for a guest".

5. Click the 'Apply Now' button next to the housing you wish to apply to.



The screenshot shows the Marywood University application forms page. The left sidebar is the same as in the previous screenshot, with "Housing overview" highlighted. The main content area is titled "Application forms" and includes the instruction: "Start your residence application by clicking the 'Apply now' button for the application you are interested in." Below this is a table with the following data:

Name	Deadline	Status	
2025-2026 Academic Year - Residential (Returning Student Cohort)	Jan 23, 2025 (Mar 19, 2025)		Apply now

Below the table, there is a link: [Questions about your application?](#)

CONTINUED...

****Note**** If you haven't finished your housing profile and profile questions, you may need to complete both before moving on to the application form.

6. Once you have opened the application, choose your preferred Residence Hall from the list on the left. You can reorder or remove preferences in the box on the right. Click 'Save' to store your information, or click 'Save and Continue' to proceed.

2025-2026 Academic Year - Residential (Returning Student Cohort)

Application deadline: Jan 23, 2025

Residence building preference Application form Confirm application

Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.

Bethany Hall	↓ Madonna Hall
Immaculata Hall	↓ Regina Hall
Loughran Hall	↓ Woodlands
Perpetual Hall	

Save Save and continue

[Questions about your application?](#)

7. Answer all questions on the application form. Mandatory questions are indicated with a red asterisk (*). Once you have finished the form, click 'Save' to store your data, or click 'Save and Continue' to move forward with your application.

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8. On the confirmation page, please review your application details and check off the terms listed indicating that you understand and agree with the statements.

2025-2026 Academic Year - Residential (Returning Student Cohort)

Application deadline: Jan 23, 2025

Residence building preference Application form **Confirm application**

Please review your application details before proceeding.

Your application overview:

- You are applying for 2025-2026 Academic Year - Residential residence
- Your first choice for housing is Madonna Hall

To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements.

have opened, read, understood, and agree to the enclosed [terms & conditions file](#)

declare all information I have disclosed throughout this application process is correct

Submit application

[Questions about your application?](#)

9. Once you have successfully submitted your application, you will see a confirmation message along with your receipt number. A copy of the receipt will also be sent to your Marywood email address.

2025-2026 Academic Year - Residential (Returning Student Cohort)

Application deadline: Jan 23, 2025

Residence building preference Application form Confirm application

Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to alichtenwalter@marywood.edu.

Receipt #1406

Submission Date*: Jan 28, 2025

* may change upon updating application details

Your application overview:

- You are applying for 2025-2026 Academic Year - Residential residence
- Your first choice for housing is Madonna Hall

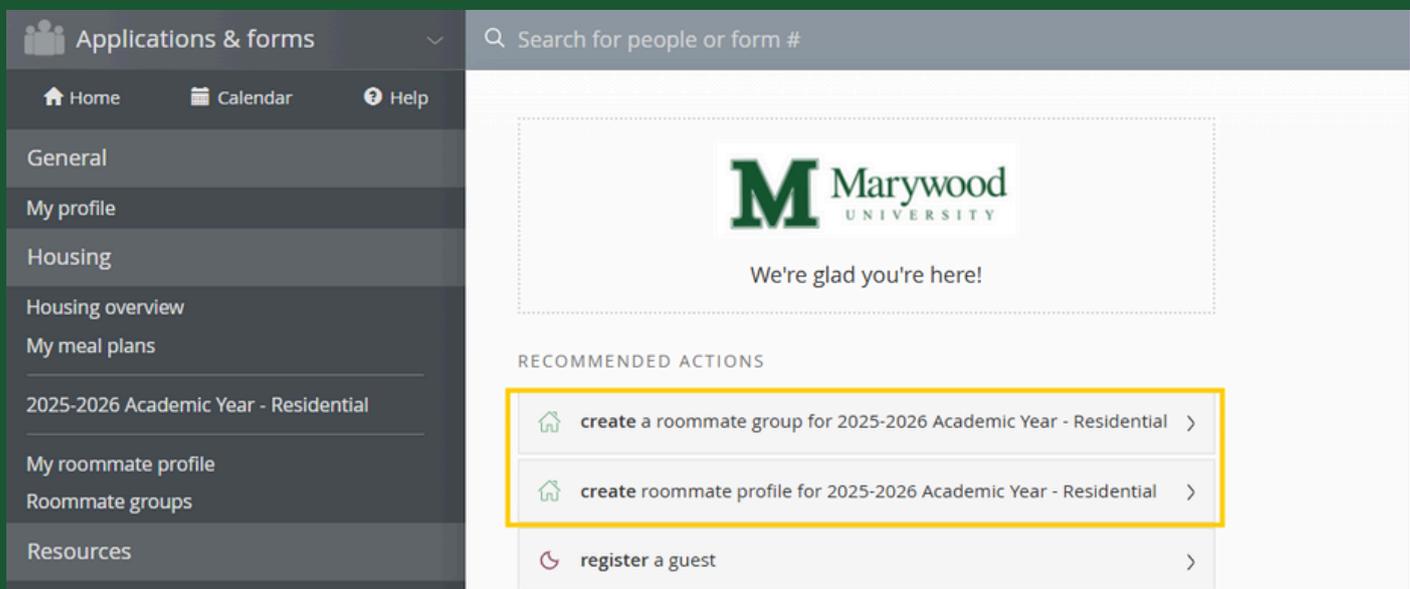
To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements.

I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)

I declare all information I have disclosed throughout this application process is correct

ROOMMATE GROUPS & PROFILES

1. After completing your profile, you will see new recommended actions: creating a roommate group & creating a roommate profile



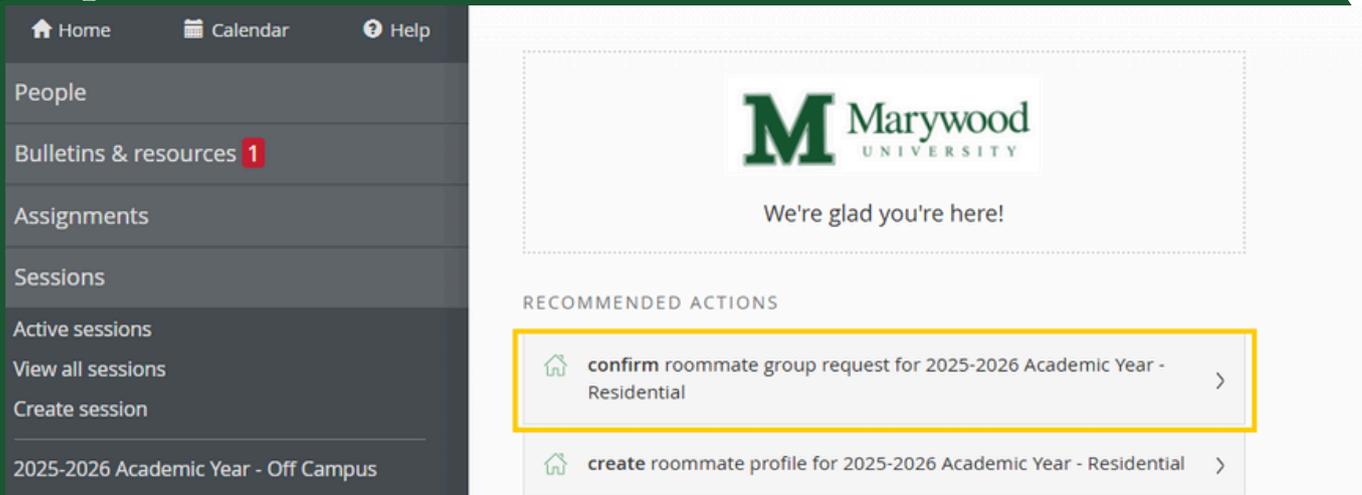
2. If you wish to create a roommate group, you must name the group (i.e. Maxis's Madonna Group) and enter in the emails of those who you want to live with. *Remember, it's *username@marywood.edu**

A screenshot of the "New roommate group" form. The form has a title "New roommate group" and a "View all groups" button. The "Group name" field contains "Maxis's Madonna Group". The "Session" is set to "2025-2026 Academic Year - Residential". The "Members (maximum allowed: 10)" section shows "Lichtenwalter, Aaron (owner)". Below this, there are instructions: "To add roommates to the group: you must know their email address exactly as listed in their eRezLife application, you can only add people who have completed applications for this session, and you can only add people of the same gender as yourself". There are three empty email input fields labeled 2, 3, and 4.

Important note: you are able to add up to 10 people in a group. For example, if you wish to live in a Woodlands 10-person apartment, you must be a part of a 10 person group to select that type of housing.

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3. All students added to a roommate group will receive a notification on their homepage notifying them to confirm their group as seen in the photo below. You must confirm the request to be considered a part of a group.



The screenshot shows a student dashboard for Marywood University. The left sidebar contains navigation options: Home, Calendar, Help, People, Bulletins & resources (with a red notification badge '1'), Assignments, Sessions, Active sessions, View all sessions, and Create session. The main content area features the Marywood University logo and the text "We're glad you're here!". Below this, a section titled "RECOMMENDED ACTIONS" lists two items: "confirm roommate group request for 2025-2026 Academic Year - Residential" (highlighted with a yellow border) and "create roommate profile for 2025-2026 Academic Year - Residential".

****If you wish to live with someone but you dont have anyone in mind, fill out the roommate profile and turn the profile on****

Roommate profile

Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.



Change photo

No file chosen

What name would you like other applicants to see when viewing your public profile? *

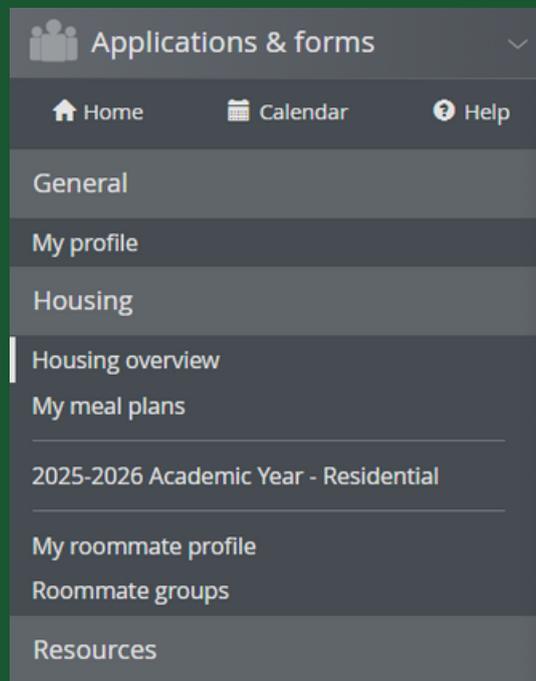
It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?

Other applicants will be able to see this when they see a list of possible roommates.

Care to elaborate? Tell us more.

UNDERSTANDING THE: HOUSING LOTTERY

1. After you have applied for housing and solidified your groups (if applicable) you can check your status when you login
2. Your application and application status can be found in the housing overview page.



3. Once applications close and the room lottery process begins, you will be assigned a lottery time, and you will be able to preview and 'favorite' rooms in the housing overview page by choosing the preview rooms link. You will also receive an email notification of your lottery time.

Pending items

Room lottery

 Your room lottery timeslot is Jan 28, 2025 at 11:50 am EST.

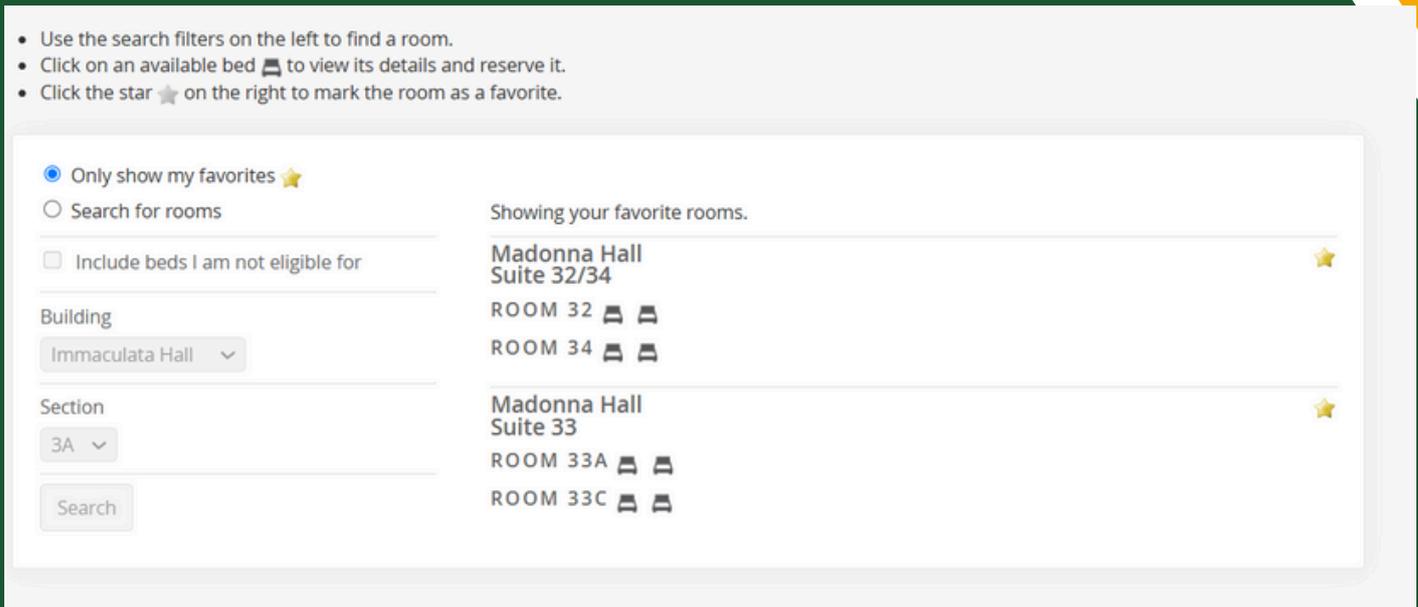
You may browse rooms now, and mark favorites to help you find your room more quickly when your timeslot opens.

0:05:27

 [Preview room](#)

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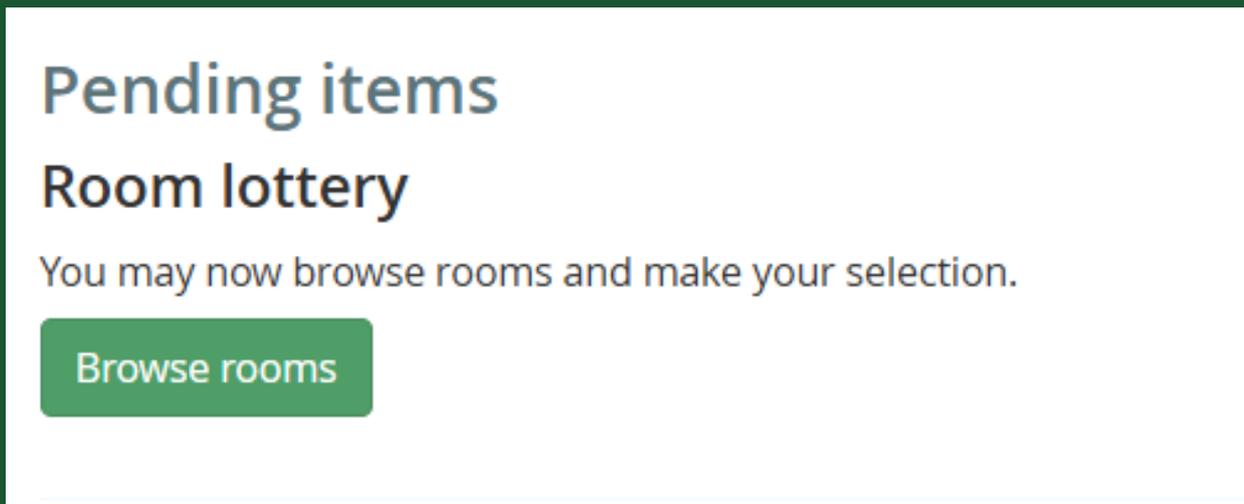
4. You have the ability to search for specific rooms on campus and they can be in different buildings too! Favorite a room by clicking the star. Once you have favorited a room, it will show up under the 'Only show my favorites' button.



The screenshot shows a room search interface with the following elements:

- Instructions:
 - Use the search filters on the left to find a room.
 - Click on an available bed icon to view its details and reserve it.
 - Click the star icon on the right to mark the room as a favorite.
- Filters on the left:
 - Radio button selected: "Only show my favorites" with a star icon.
 - Radio button: "Search for rooms".
 - Checkbox: "Include beds I am not eligible for".
 - Building: "Immaculata Hall" (dropdown menu).
 - Section: "3A" (dropdown menu).
 - "Search" button.
- Results on the right, titled "Showing your favorite rooms."
 - Room 1: "Madonna Hall Suite 32/34" with a star icon. Below it are "ROOM 32" and "ROOM 34", each with two bed icons.
 - Room 2: "Madonna Hall Suite 33" with a star icon. Below it are "ROOM 33A" and "ROOM 33C", each with two bed icons.

5. Once you are eligible to enter the Room Lottery, you will see a 'Browse Rooms' button at the top of your Housing Overview page.



The screenshot shows a notification box with the following content:

- Section header: "Pending items".
- Section header: "Room lottery".
- Text: "You may now browse rooms and make your selection."
- Green button: "Browse rooms".

6. Click the 'Browse Rooms' button to browse all available rooms and make your selection.

****if your favorited rooms are not showing up, that means that room has been selected. ****

CONTINUED...

7. If your favorited rooms have already been selected, you may search for other rooms by building during the lottery that fit your preferences.

8. Once you have decided on a room, click the bed icon for that space. You will not be able to select any space that is unavailable (Represented by the cancel symbol)

The screenshot displays a web interface for room selection. At the top, there are four tabs: "Residence building preference", "Application form", "Confirm application", and "Find your room". Below the tabs, there are two bullet points: "Use the search filters on the left to find a room." and "Click the star ★ on the right to mark the room as a favorite. (tip: this will give you quick access once your selection is open)".

The search filters on the left include:

- Only show my favorites ★
- Search for rooms
- Include beds I am not eligible for
- Building: Madonna Hall (dropdown)
- Section: 0 Terrace (dropdown)
- Search button

The main content area shows "14 rooms match your search." and a list of rooms:

- Suite 30: ROOM 30 (cancel icon) ★
- Suite 31: ROOM 31 (cancel icon) ★
- Suite 32/34: ROOM 32 (bed icon), ROOM 34 (bed icon) ★
- Suite 33: ROOM 33A (bed icon), ROOM 33C (bed icon) ★
- Suite 35/37: ROOM 35 (bed icon), ROOM 37 (bed icon) ★

CONTINUED...

9. After clicking on a bed, a dialog window will open with any details available for the selected room.

Suite 33, room 33A, bed 1 ✕

Details

No room information available.

[Choose this bed](#)

10. Review the details of your room reservation. Click on 'Assign me (or us) now' to confirm the assignment. After clicking on a bed, a dialog window will open with any details available for the selected room. If you wish to choose another space, click the 'look at other rooms' link.

Residence building preference Application form Confirm application Find your room

Madonna Hall > 0 Terrace > 33 > 33A

You must confirm below before the assignment is finalized.

Step 1 Please review the details of the bed you are picking.

Suite 33, room 33A

No room information available.

Step 2 Review your roommates who will be assigned nearby right now.

Your roommate group

Gillet, Maxis

Step 3 Confirm your choice to finalize this assignment.

[Assign us now](#) [Look at other rooms](#)

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11. After you confirm your reservation, you have the ability to cancel the reservation by clicking the 'cancel this reservation and look for another room' link.

12. Additionally, at this step, you will choose a meal plan for the next academic year.

Your roommate group

Suite 33, room 33A

Residents
Bed 1: Lichtenwalter, Aaron (You)
Bed 2: Gillet, Maxis

Reassign beds

Suite 33, room 33C

Residents
Bed 1: Empty
Bed 2: Empty

[Keep reservation, but browse other rooms](#)
[Cancel this reservation and look for another room](#)

Meal plan

150 Block
 15 Meals Per Week
 Plan 38

Choose meal plan

Congratulations! After you complete the last step, You have finished the housing lottery and have confirmed your housing for the next academic year!



IMPORTANT NOTES

1. Housing lottery times are assigned by total credits earned.
 - a. I.E. Maxis Gillet has earned a total of 110 credits. Maxis will have an earlier timeslot in the lottery than someone who has earned 45 credits.
 - b. If a group of 4 students has earned 45, 55, 32, and 90 credits, respectively, that group will be able to select their housing earlier than a group of 4 students who have earned 45, 55, 32, or 85 credits.
2. If you plan on living in the Woodlands Residences, you must have the correct amount of people in your group.
 - a. A complete group of 10 students will be able to choose a 10-person apartment. If a group has 9, they will not be able to select a 10-person apartment.
3. Students who may need housing accommodations due to a documented disability must submit a request to Student Disability Services before the March 1st deadline. For more information, email disabilityservices@marywood.edu.



HOUSING POLICIES

Residency Requirement

Eligibility to live in Marywood housing is limited to full-time Marywood students and students enrolled in the University's Intensive English, Global Education, or similar program. Full-time undergraduate students must be enrolled for a minimum of 12 credits each semester, and graduate students must be enrolled for a minimum of 6 credits each semester. Marywood's residency requirement is that all unmarried, full-time undergraduate students must reside in University housing during their first two years of enrollment unless they are at least 21 years of age or are living with their parents/guardians in their primary family homes that are within a 45-mile radius of Marywood's campus.

Housing Agreement

The Housing agreement is binding for an entire academic year (two semesters) commencing with the Fall semester; except when the resident completes graduation requirements midyear, when the resident enters into the Agreement at the beginning of the Spring Semester, or exceptional circumstances are present that result in the resident receiving approval for a release from this agreement

Room Changes

Once room placements are confirmed, all room change requests must be submitted to the Office of Housing and Residence Life for approval. Please note that our office freezes all room change requests starting two weeks before a semester starts, and the freeze is lifted two weeks after a semester begins.



QUESTIONS?

(570) 348-6236

reslife@marywood.edu

alichtenwalter@marywood.edu

013 | Loughran Hall