

# Spring 2015 Returning Resident Newsletter

## University Housing Services

*The 2015-2016  
Returning Resident Process is Coming!*

### HOUSING SPACE IS LIMITED!



### *Planning to Live With Us Again? Here's How to Sign Up!*

#### Step 1.

##### **"Application Process & Initial Payment" (Monday, March 2<sup>nd</sup> through Friday, March 13<sup>th</sup>)**

To participate in the Returning Resident Process, you must complete the application process in multiple sessions on the Housing portal (accessible from the Housing web site) depending on your sign-up day. You will need your SJSU ID # and your SJSU ONE account password to log into the Housing portal. The first time you log into this portal to sign up, you will need to complete your personal details and emergency contact information, and sign your license agreement online. Next, you will need to submit your \$600 initial payment, via MySJSU or at the Housing Cashier window. This step must be completed between the dates of **Monday, March 2<sup>nd</sup> through Friday, March 13<sup>th</sup>**. You must complete Step 1 **AND** pay your \$600 initial payment by **Friday, March 13<sup>th</sup> by 12pm noon** in order to participate in the Returning Resident Process.

#### Step 2.

##### **"Renew Your Current Room" (Monday, March 2<sup>nd</sup> through Friday, March 13<sup>th</sup>)**

If you are a current CVA or CVB resident and you would like to keep your current space for next year, you must log back into the portal a second time to renew your current room. This must be done **AFTER** you complete Step 1 (Prior to Friday, March 13<sup>th</sup> at 12pm noon). **Please Note:** There is a waiting period between making a payment and accessing the portal to retain your space. Please allow at least 24 business hours after completing the online application and making the \$600.00 initial payment before attempting to log back into retain your space. (Current CVA & CVB residents only.) Not all rooms are eligible to retain. If you are **not** eligible to retain your room, a notification was sent to you in December 2014. (This includes RA roommates, CVB 2nd floor North)

#### Step 3.

##### **"Roommate Group Sign Up" (Tuesday, March 17<sup>th</sup> through Thursday, March 19<sup>th</sup>)**

If you would like to live in a different space next year with roommates, you will skip Step 2, and log back into the portal during the "Roommate Group Sign Up" days (Tuesday, March 17<sup>th</sup> through Thursday, March 19<sup>th</sup>). At this time you will create and verify your roommate group and wait to receive your lottery day/time. Lottery or Wait List notifications will be sent to the email associated with your MySJSU account on **Wednesday, April 1<sup>st</sup>**. (See the back of this newsletter for more information on Roommate Groups.)

#### Step 4.

##### **"Room Selection by Lottery" (Tuesday, April 7<sup>th</sup> through Thursday, April 9<sup>th</sup>)**

The last time you will log into the portal will be to select a room for next year by lottery day/time. At this time, you or your roommate group leader will select a space for you and your group. Each group member will need to log into the portal to select their own meal plan and parking if applicable. There is a chance that you and your group could be placed on a wait list. Please see the back of this newsletter for more information on the **Wait List**. If you miss your lottery day/time, you may log into the portal and complete your room selection anytime after your lottery day/time up until April 9<sup>th</sup>.

#### **Information Session dates and times!**

Tuesday, February 10<sup>th</sup>, 5:30pm– Royce Hall  
Wednesday, February 11<sup>th</sup>, 5:30pm- Joe West Hall, 2nd Floor  
Thursday, February 12<sup>th</sup>, 5pm- Campus Village RAC  
Tuesday, February 24<sup>th</sup>, 7pm- Campus Village RAC

**A list of Frequently Asked Questions (FAQs) will also be available on the Housing web site.**

2015-2016

## Additional Information...

### Roommate Groups

"Roommate Group Sign Up" days—Tuesday, March 17<sup>th</sup> through Thursday, March 19<sup>th</sup>

1. Each student who will be a part of the roommate group needs to complete the Roommate Profile page. To do this, you must login to the portal and complete the Roommate Profile page by clicking the box to be included in the roommate search.
2. After the Web Profile Page is the Roommate Group page. Your group must decide who will be your group leader. The group leader needs to create the group on this page, name your group and assign a group password.
3. Once the group is created, the group leader will collect all group screen names and add people to the group using screen names from the Housing portal. Once the group is created, it will be displayed on the Roommate group page, along with the students in the group.
4. **In order to complete this process and be eligible to pick spaces during the lottery process, the group leader must now "verify" the group.** Click on "verify group" at the bottom of the Roommate Groups page. Your roommate group is now complete and ready for your group to select spaces during the lottery process.
5. Roommate groups do not get preferred times to select rooms. Lottery days/times are randomly assigned. **Everyone in the same roommate group will receive the same lottery day/time.**

### Wait List

Due to the limited number of spaces available, not all participants who complete the application and pay the \$600 initial payment prior to March 13<sup>th</sup> at 12pm noon, will receive a lottery day/time. Those who do not receive a lottery day/time will be notified that they are being placed on the wait list.

Anyone who **does not** want to be placed on the wait list will have an opportunity to opt out when they are filling out the application. Anyone who chooses to be on the wait list will remain on the list until we have a space available, or they may decide to cancel. Participants may cancel without penalty and receive a full refund of the \$600 initial payment. Money will be refunded within two weeks of cancellation notice. Cancellation must be received in writing, prior to a space being assigned.

While there is no way to tell when spaces will become available, University Housing Services expects to house all Returning Residents who are placed on the wait list.

### Remember These Dates!

- **Monday, March 2<sup>nd</sup> through Friday, Friday, March 13<sup>th</sup> at 12pm noon**  
Complete online application and make \$600 initial payment, AND Same space sign up
- **Friday, March 13<sup>th</sup>**  
Last day to submit completed application and pay \$600 initial payment by 12pm noon (and choose same space if applicable)
- **Tuesday, March 17<sup>th</sup> through Thursday, March 19<sup>th</sup>**  
Create and verify Roommate groups
- **Wednesday, April 1<sup>st</sup>**  
Lottery day/time notification
- **Tuesday, April 7<sup>th</sup> through Thursday, April 9<sup>th</sup>**  
Online Room Selection by Lottery days/times

Info Session details  
on the front page!

#### Have Questions? Contact University Housing Services

If you have any questions as you complete the process, feel free to contact our office at [\(408\) 795-5600](tel:4087955600) during regular business hours of Monday through Friday, 8am to 5pm. You may also email us at: [uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu), and we will respond as soon as possible.