

# Spring 2020 Returning Resident Newsletter



The 2020-2021

## 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" (Monday, March 2<sup>nd</sup> through Thursday, March 12<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 website). 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, you will need to update your personal details, email address, emergency contact information, meal plan and parking information (if needed), complete your web profile page, sign your license agreement, and pay the \$600 initial payment. Please make sure that you complete all pages of the online application by clicking on the "save and continue" button at the bottom of each page. **This step must be completed between the dates of Monday, March 2<sup>nd</sup> and Thursday, March 12<sup>th</sup>, at 5pm.**

### Step 2 "Same Space" Room Sign Ups (Monday, March 2<sup>nd</sup> through Friday, March 13<sup>th</sup>)



If you are a current CVA or CVB resident and would like to keep your current space for next year, you will need to complete the "Same Space" room sign up page. This page will come up in the online application once you have completed the application and paid the \$600 initial payment. If you want to keep your current space, please follow the instructions on the "Same Space" page of the application. If you do NOT want to keep your current space, and prefer to choose a different space, please ignore this page and log out of the application. Your application is complete at this point, and you will need to wait for steps 3 and 4. **To keep your current space, the "Same Space" step must be completed by Friday, March 13<sup>th</sup> at 5pm. PLEASE NOTE:** Not all rooms are eligible to retain. If you are not eligible to retain your room, a notification will be sent to you by February 10<sup>th</sup>, 2020.

### 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, skip "Same Space" 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 your roommate group, and wait to receive your lottery day/time, or wait list information. Lottery or Wait List notifications will be sent on **Wednesday, April 8<sup>th</sup>** to the email address you entered on the Housing portal. (Carefully review the back of this newsletter for more information on Roommate Groups.)

### Step 4 "Room Selection by Lottery" (Tuesday, April 14<sup>th</sup> through Thursday, April 16<sup>th</sup>)



The last time you will log into the portal, you will be able to select a room for next year by lottery day/time (Unless you have already retained your space). At this time, if you are part of a roommate group, your group leader must log into the portal to select a space for everyone in the group. If you are not part of a roommate group, you will log into the portal yourself to select a space. There is a chance that you, or the roommate 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 any time after your lottery day/time up until Thursday, April 16<sup>th</sup> at 5pm. **PLEASE NOTE:** The CVB apartment building is made up of primarily single rooms, not double rooms.

If you have completed Step 1. (completed the application and submitted the \$600 payment) and receive a lottery date/time, but you do not select a room space, your application will be cancelled and you will be charged a \$100 license processing fee.

## Information Session Dates & Times!

Tuesday, February 4<sup>th</sup>, 5:30pm – CV2 Multipurpose Room

Tuesday, February 18<sup>th</sup>, 5:30pm – CVB RAC (Resident Activity Center)

Wednesday, February 19<sup>th</sup>, 5:30pm – Joe West 2<sup>nd</sup> Floor Lounge

Thursday, February 27<sup>th</sup>, 5:30pm – CV2 Multipurpose Room

Wednesday, March 4<sup>th</sup>, 5:30pm – CVB RAC (Resident Activity Center)

# Additional Information

## Roommate Groups

### “Roommate Group Sign Up” Days

Tuesday, March 17<sup>th</sup> through Thursday, March 19<sup>th</sup>

1. First, your group must decide who will be the group leader.
2. The group leader will then log into the Housing Portal and create the group on the Roommate Group page of the application.
3. When creating the group, the group leader will be asked to name the group and assign a group password.
4. Once the group is created, the group leader will collect all group members' individual screen names and add people to the group using their screen names from the Housing portal. After this is done, it will be displayed on the Roommate group page, along with the students in the group. **PLEASE NOTE:** You may only add group members to your group if they have completed the Housing application process and completed Step 1 of the Returning Resident Process. In addition, added group members may not retain their current space.
5. Your roommate group is now complete and ready for your group leader to select spaces during the lottery process.
6. 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 date/time or wait list status. If your group is waitlisted you will no longer be assigned as a group, but will be assigned as individuals.

## 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 Thursday, March 13<sup>th</sup> at 5pm, will receive a lottery day/time. Those who do not receive a lottery day/time will be notified and placed on the wait list (unless you opted out of the wait list on the Housing application).

Anyone who does not want to be placed on the wait list will have an opportunity to indicate this when they are completing the online application. Anyone on the wait list will remain on the list until we have a space available, or they may request to cancel. Wait list participants may cancel without penalty and receive a full refund of the \$600 initial payment. Cancellations must be received in writing, prior to a space being assigned. Payments will be refunded 4 to 6 weeks after receiving the request to cancel. 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 Thursday, March 12<sup>th</sup> at 5pm**--Complete online application and make \$600 initial payment, AND Same Space sign up
- \* **Wednesday, March 11<sup>th</sup>**--Final Spring 2020 Housing Installment Payment Plan payment is due March 11, 2020. Keep in mind that if you are currently enrolled, or plan on enrolling in the Spring 2020 Housing Installment Payment Plan, you must be current with all spring payments to be eligible to participate in the Returning Resident Process and no payment extensions may be granted.
- \* **Thursday, March 12<sup>th</sup>**--Last day to submit completed application and pay \$600 initial payment by 5pm
- \* **Friday, March 13<sup>th</sup> at 5pm**--Last day to choose same space
- \* **Tuesday, March 17<sup>th</sup> through Thursday, March 19<sup>th</sup>**--Create Roommate Groups
- \* **Wednesday, April 8<sup>th</sup>**--Lottery day/time notification
- \* **Tuesday, April 14<sup>th</sup> through Thursday, April 16<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 during regular business hours of Monday through Friday, 8:00am to 5:00pm. You may also email us at:

uhs-frontdesk@sjsu.edu, and we will respond as soon as possible.