Housing Selection Tutorial Guide
Continuing Students
2019-2020
What is Housing Selection?

• Housing Selection is an online process that will allow current students (residents and commuters) the opportunity to apply for housing for the upcoming academic year.

• Participation in the housing selection process will be first-come, first-serve. Housing placement is not guaranteed, therefore we encourage students to apply early. Students who fail to participate by the required deadlines may be considered for the housing waitlist process.
Process Changes & Highlights

• The entire process is available online.
• All student classifications are eligible to participate.
• Students will be required to submit a $340 initial payment up front along with the Housing Application/Agreement (includes application fee)
• The Housing Application/Agreement open from February 25 to March 22 (4 weeks) to allow ample time for student participation in the process.
• Medical Accommodation Request Process and deadlines are outlined in the FAQ section.

• Housing Waitlist Process — Students who fail to meet deadlines or financial eligibility during housing selection can select to participate in the housing waitlist process outlined in the FAQ section.
Winter Break

Due to large scale maintenance projects, select buildings and apartments will be open and available for students to request winter break housing. The 2019–2020 Housing Agreement does not include the winter break period, therefore students interested in residing over winter break must first self-select into buildings and apartments that will be open during the break and in the fall apply for winter break housing.

Closed for Break: Phase II 3rd Floor Building 4 and 5

Phase I 2nd Floor West
Housing Cancellation Policy

The fall **cancellation request deadline is July 16, 2019**. Students with a housing assignment who are no longer interested in residing on-campus must submit a **cancellation request form** by July 16, 2019.

When submitting a cancellation prior to July 16, a portion of your initial payment is refundable ($40 non-refundable, $300 refundable).
Housing Selection Eligibility Criteria

The following conditions outlines a student's *ineligibility* to participate in the housing selection process:

- The student *has not* submitted a complete online application/agreement by deadline.
- The student *has not* satisfied the required $340 initial payment by deadline.
- The student *has not* been enrolled at Cal State LA for the entirety of the spring term.
- Student *is not* in good financial standing with the University. Outstanding balances or defaults of official payment plans established with the University Collections Office.
- The student has conduct sanctions that have **permanently restricted** them from residing in university managed properties.
Step 1: Apply & Sign

Deadline 3 p.m. Friday, March 22

Online Housing Application/Agreement includes

Student Profile
Room Type Preferences
Meal Plan
Payment Schedule
TB Clearance

(requires form submission to Health Center)
Housing Portal Log In: Students currently attending Cal State LA have access to the online housing portal.

Log on by using your MyCalStateLA Username & Password.

Welcome to the Housing Portal

Housing Selection Application/Agreement Process

Current Cal State LA students: As an enrolled student, you already have access to the Housing Portal and can access housing applications as soon as they are available.

The 2019-2020 Application/Agreement process will begin February 25 at 10 a.m. for all continuing Cal State LA students. We invite all students both residents and commuter to participate in the housing selection process each year. Process updates will be posted to the website soon.

All students will be required to satisfy a $340 initial payment along with their completed application/agreement, and TB Clearance to participate in the housing selection process.
**Housing Portal:** You are now in the Housing Portal. This is the welcome screen and the first step for all students in the housing selection process. Click on “Application” to move to the next step in the process.
**Application Selection Page:** Please select the Academic term for which the student is applying for housing and then click on the Save & Continue button.

- **Academic Year 2019-20 (Fall, Spring) (8/17/2019 - 5/16/2020)**

Please be sure to check your Cal State LA email account for all communication from Housing and Residence Life.

Please add our email account (askhousing@calstatela.edu) to your contacts, if you have your Cal State LA email account forwarded to a personal email to avoid our emails to be placed in the junk email folder.

[Save & Continue]
**Begin Online Application:** You are now in the Fall 2019-Spring 2020 Application. This is the welcome screen and the first step in the application process. Click below “Begin Application” to advance to the next step. There are 13 steps in the first part of the process. If you skip steps you will cause an error in the submission and processing of your application.
Personal Details Review:

Your personal information is downloaded from the University’s system.

Students are required to submit an emergency contact and missing person information.

After adding the required information, click on the save and continue button.
Program Affiliation: Select from the drop down menu “not applicable” or make your selection of the Cal State LA program you are registered with for the upcoming year. Then click on the save and continue button.

Affiliation Types:
- OSD-Office of Students with Disabilities
- Foster Youth (Current and Former)
- International Student
- National Student Exchange
- Veteran/Dependent of Veteran
- Athlete
- Honors College
- Not Applicable

Click on the arrow to select from the drop down menu.
Student Profile:

Please be sure you answer all questions. Students should answer these questions honestly so that when using the “roommate match” search feature, the most compatible roommate matches will be provided.

<table>
<thead>
<tr>
<th>Study Habits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How often do you study in the afternoon?</td>
<td></td>
</tr>
<tr>
<td>Never</td>
<td>Always</td>
</tr>
<tr>
<td>How often do you study in the evening?</td>
<td></td>
</tr>
<tr>
<td>Never</td>
<td>Always</td>
</tr>
<tr>
<td>How often do you study in the morning?</td>
<td></td>
</tr>
<tr>
<td>Never</td>
<td>Always</td>
</tr>
<tr>
<td>How often do you study late at night?</td>
<td></td>
</tr>
<tr>
<td>Never</td>
<td>Always</td>
</tr>
<tr>
<td>When studying I prefer:</td>
<td>Quiet/No Little Distractions</td>
</tr>
<tr>
<td>Sleep Habits</td>
<td></td>
</tr>
<tr>
<td>How quiet do you need it to be to sleep?</td>
<td></td>
</tr>
<tr>
<td>Silence!</td>
<td>Sleep with the TV on</td>
</tr>
<tr>
<td>What time do you prefer to go to bed on school nights? (Sunday-Thursday)</td>
<td></td>
</tr>
<tr>
<td>Before 10 p.m.</td>
<td>After 2 a.m.</td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
<tr>
<td>I am comfortable with visitors in the bedroom?</td>
<td></td>
</tr>
<tr>
<td>Seldom</td>
<td>Frequently</td>
</tr>
<tr>
<td>I am comfortable with visitors in the common areas?</td>
<td></td>
</tr>
<tr>
<td>Seldom</td>
<td>Frequently</td>
</tr>
<tr>
<td>Room Atmosphere</td>
<td></td>
</tr>
<tr>
<td>How clean I like my room?</td>
<td></td>
</tr>
<tr>
<td>Very Clean</td>
<td>Filthy</td>
</tr>
</tbody>
</table>
Student Profile:

You will be asked to indicate interests related to:

• Winter Break Housing
• Themed Living Communities
  • Gender Neutral & Inclusive
  • Honors/Resident Scholars
  • Halisi Black Scholars

After answering all questions, click on Save and Continue button. To move ahead.
**Room Type Preference:** Students identify a room type preference. The selection is a preference only and is not a guaranteed selection nor serves as the only room type for which a student can be assigned. Review room type rates for the 19-20 year and indicate your number one preferred room type. Because student self-select into their bed space during their lottery appointment the information collected on this page is for internal data collection purposes. Select your room type preference and click “Save and Continue” button.

**Special Accommodations:**
If medical accommodations are required for a student applying to live on campus, the student needs to choose from the available room types and submit their license agreement.

The student should read the instructions on how to register with OSD and be sure to provide the proper documentation to OSD by the posted deadline.
## Room Rate 2019-2020

<table>
<thead>
<tr>
<th>Phase I &amp; II Rates</th>
<th>2018-2019 (This Year) Annual Rate</th>
<th>2019-2020 (Next Year) Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (in a 2 or 4 bedroom apt)</td>
<td>$9,823</td>
<td>$11,296</td>
</tr>
<tr>
<td>Double (in a 2 or 4 bedroom apt)</td>
<td>$7,587</td>
<td>$8,725</td>
</tr>
<tr>
<td>Triple (in a 2 bedroom apt)</td>
<td>$6,109</td>
<td>$7,025</td>
</tr>
<tr>
<td><strong>Golden Eagles Apartments Rates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Apt (w/ living room)</td>
<td>$9,059</td>
<td>$10,418</td>
</tr>
<tr>
<td>Single Suite (w/out living room)</td>
<td>$8,557</td>
<td>$9,841</td>
</tr>
<tr>
<td>Double Apt.</td>
<td>$7,985</td>
<td>$9,183</td>
</tr>
</tbody>
</table>

**Academic year rate does not include the price for Winter Intersession.**
**Meal Plan Selection:** Select from one of the available meal plan options or select No Meal Plan, if you do not wish to have a meal plan. Click on the save and continue button.

**Important:** Your self selection of a meal plan during this step will apply a meal plan to your student account for the 19-20 meal plan program. If you are unsure about participating in the meal plan program select No Meal Plan and request to add one later in the summer or at the start of the academic year.

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**Cancellation Policy:** Students may request to cancel their meal plan by submitting a Meal Plan Cancellation Request Form. Cancellations of Meal Plans require official notification prior to the begin date of the license agreement term. Once the term starts, requests are reviewed based reason and supporting documentation but are not guaranteed.

**Addition and Reduction Policy:** Students may request to add, increase, or decrease the Meal Plan at any time during the year by completing the Meal Plan Add/Change Addendum. Decreases are reviewed but are not guaranteed.

**Dietary Restrictions:** The Dining Commons provides a variety of choices and will work with residents to accommodate special diets. If you have any dietary restrictions, due to food allergies or other specific dietary requirements or practices, you may want to consult with the Dining Commons Manager before signing up.

<table>
<thead>
<tr>
<th>Meal Plan (Optional)</th>
<th>Academic Year Fees</th>
<th>Semester Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 meals per week</td>
<td>$2,954</td>
<td>$1,477.00</td>
</tr>
<tr>
<td>12 meals per week</td>
<td>$3,374</td>
<td>$1,687.00</td>
</tr>
<tr>
<td>17 meals per week</td>
<td>$4,133</td>
<td>$2,066.50</td>
</tr>
</tbody>
</table>

Please select a meal plan option:

Select from drop down

**Remember:** If you have not moved into your housing assignment and wish to cancel your Meal Plan, please submit a Meal Plan Cancellation form to the Housing Office no later than August 9, 2019. You must submit a request to cancel by this date.
## Meal Plan Rates 2019-2020

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>2018-19 Rate (This Year)</th>
<th>2019-20 Rate (Next Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Meal Plan</td>
<td>$3,936</td>
<td>$4,133</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$3,213</td>
<td>$3,374</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$2,813</td>
<td>$2,954</td>
</tr>
</tbody>
</table>
**Housing Student Guide:** The Student Guide is part of your license agreement and outlines the community policies and procedures. Review the Student Guide, click in the acknowledgement box and click on the save and continue button.
License Agreement & Online Signature: The License Agreement outlines the terms and conditions of your housing contract such as your occupancy period and cancellation policy.

Review the License Agreement in its entirety using the hyperlinks in the text. Once you are done, click in the acknowledgement box, type in your CIN as your online signature and click on the save and continue button. An emailed copy will be sent to your Cal State LA email account.

Type in your CIN# (serves as your online signature).
Tuberculosis Clearance Requirement: This webpage is reminder that all students must receive clearance from the Student Health Center on an annual basis in order to be eligible to move in.

Please read the information and using the hyperlink provided to print the Tuberculosis Screening Questionnaire, then click on the save and continue button.

Tuberculosis Screening Questionnaire
1. Print the form
2. Fill out the form
3. Submit the form directly to the Student Health Center.
4. Return to Housing Office the TB Clearance Receipt that the Health Center gives you at the time of turning in the form. MUST be returned to The Office of Housing and Residence Life by 3 p.m. on March 22, 2019, to be included with their online Housing Application/Agreement.
**Renter’s Insurance:** The University is not responsible for damage or stolen property and encourage students to purchase property insurance. GradGuard is a company that has a partnership with many universities and is presented as an option on this webpage.

If you are not interested in purchasing or receiving more information, click on the “I accept financial responsibility for my actions and valuables,” the system will take you to the next page.

If you are interested in purchasing or receiving more information, click on “yes, I want to enroll in the GradGuard Renters Program,” and you will be redirected to the GradGuard website. On their website, you will be able to enroll or indicate that you are interested and wish for them to send you more information. You will see a button that will redirect you back to the Housing Portal and to the next page.
**Payment Schedule:** Housing fees can be paid by semesters or installments. Select the payment schedule that best fits your budget and then click on the save and continue button.

There are only **two payment schedules** offered through Housing and Residence Life.

- **Semester (2 payments a year)**
  - One Fall (July) & One Spring (December)

- **Installment (4 payments a year)**
  - Two Fall (July & August)
  - Two Spring (December & January)

Payment Plans are offered through the University Collections and Loans Office.
Step 2: Submit $340 Initial Payment
Deadline 3 p.m. Friday, March 22

Payment is required to complete your housing application and agreement. There are no deferments or waivers.

Payment Options:
• Online (Credit, Debit, E-Check) via the Housing App/Agree
• In-Person/Walk-in (Cash, Check or Money Order)
• Mail (Check or Money Order)
• Foreign Currency using Flywire
Online Payment Via Application/Agreement: This is the payment page of the License Agreement/Application. Here you will continue to Step 2 which is the online “Cash Net” system to satisfy your initial payment in order to complete your Housing Selection Application Process.

Online Payment: Initial Fee & Application Fee - Academic Year
- 2019-2020 License Agreement

A $340 payment is required as part of this License Agreement, includes $40 non-refundable application fee. Please be advised that this initial payment does not guarantee an assignment.

Payment Amount ($)  

340

IMPORTANT PAYMENT SUBMISSION INSTRUCTIONS:

Upon clicking on the "Pay Now" button, the system will automatically redirect you to CashNet to make your $340 payment online.

- In order for the payment information to be transferred to the Housing Portal, you MUST click on the "RETURN TO HOUSING APPLICATION" button at the bottom right corner of the CashNet Payment Receipt webpage. Upon clicking on the button, you will be redirect back to the Housing Portal to verify your application was submitted.
To Make Your $340 Initial Payment Online:

To make your online payment using a credit card/debit card or e-check, click on the “Pay Now” button to be redirected to CashNet.

By doing this, there is a communication connection established between the Housing Portal and CashNet that allows our Portal to be updated as soon as you submit the online payment.
Online Payment on CashNet: Students have the option to make their payment using a Credit Card or Electronic Check (e-check).

1. Click on Payment Method
2. Click on Next button after select a payment method
Enter the payment account information & then click on Next button.

Review to confirm the information is filled out accurately, without typos. If all the information is correct, click on the Submit Payment button.
IMPORTANT:
Once you arrive at the following receipt page, your payment is submitted.

DO NOT CLOSE THE WINDOW! DO NOT CLICK THE BACK BUTTON ON THE BROWSER.

You MUST Click on “RETURN TO HOUSING APPLICATION” for the payment to be recorded in the housing portal.
In-Person/Walk-in (Cash, Check or Money Order)

To make an in-person payment, please visit the Cal State LA Cashier’s Office located on-campus in the Administration Building Rm 128.

• The Cashier service windows are located in the open courtyard area.

• Notify the staff you are wishing to pay your $340 fall 2019 Housing Initial Payment.

• Provide a copy of your receipt from Cashier’s to the Housing Office so we may update your records quickly to allow you to finalize your application submission timely.
Mail (Check or Money Order)

Please mail in your check or money order to the Cal State LA Cashier’s Office.

• Please include on the check or money order the student’s name, campus ID number (CIN#) and “Fall 2019 Housing Initial Payment.”

• Mail it to: Cal State LA Cashier’s Office, 5151 State University Drive, Administration 128, Los Angeles, CA 90032.

• Check and money orders must be received by the deadline, not postmarked by the deadline.
Foreign Currency

Please go to Flywire to make your payment using a foreign debit or credit card, international wire transfer, or other local payment options from your home country.

• First-time users will be asked to create a Flywire user account. The system will provide you with instructions throughout the process.
**Portal Payment Confirmation:** After you have made your $340 Initial Payment, you will return to the Housing application to view receipt confirming payment has been successfully updated. Click “Save & Continue” to the next and final step.
Application/Agreement Submission Confirmation: This is the final step in the online process. After you have made your $340 Initial Payment, whether online, in person, or by mail you will be directed to or return to the Housing portal to view your confirmation and “Save and Complete” your application.

Online Application Submission Confirmation
- 2019-2020 Online Process Completion

If you have reached this page you have completed the application and License Agreement, pages in the portal along with your $340 initial payment for the term below.

To finalize your submission and confirm completion of the online processes for housing selection process please CLICK “SAVE AND COMPLETE” below.

Once you've completed the online process you will receive an email confirmation that you have completed online payment, agreement, and application. The confirmation DOES NOT confirm the TB Clearance as you must submit that ORANGE SLIP in person. If you do not receive an email confirmation please contact The Office of Housing and Residence Life at askhousing@calstatela.edu.

Kelley, Nadine

Term: Academic Year 2019-20 (Fall, Spring)
Dates: 8/17/2019 - 5/16/2020

CLICK BELOW TO FINALIZE YOUR SUBMISSION.

SAVE AND COMPLETE
NEXT STEPS

Step 3: Roommate Search Wizard
(March 29-April 11)

Step 4: Lottery and Room Self-selection Process
(April 15-26)

Tutorials will be sent to those who move forward in each of these processes.