Housing Selection Tutorial Guide
Continuing Students
2018-2019
What is Housing Selection?

- Housing Selection is an online process that will allow current students the opportunity to apply, submit an initial payment, identify a roommate, and self-select their housing assignment for the next 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.
Housing Selection Process Changes & Highlights

• The entire process is **available online**.

• **All student classifications are eligible** to participate. Upper division students will not be blocked from participating in the 2018–2019 housing process.

• Students will be required to submit a **$500 initial payment** up front along with the Housing Application/Agreement *(includes application fee)* to participate in the housing selection process. *This participating fee has been reduced from $640 last year.*

• The Housing Application/Agreement will **open mid-January** to allow ample time for student participation in the process.

• **Medical Accommodation Request Process** and deadlines are outlined in the FAQ section on Housing Selection Website.

• **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.

• The 2018–2019 Housing Agreement **will not include winter break or Winter Intersession**. Please see details in the FAQ section Housing Selection Website.
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 $500 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 2

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.

Welcome to the Housing Portal

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

**Undergrad/Transfer Admits:** In order to receive access to the Housing Portal, you must meet the following criteria.

- Only students who have paid their $100 ECD to confirm enrollment with Cal State LA will obtain access to the online housing application and License Agreement. Once you pay the Enrollment Confirmation Deposit (ECD), it will take 2-3 days for you to gain access to apply online through the Housing Portal. You won’t receive an email alert about this, so we encourage you to try logging on to the portal daily.
- Once we receive your application and $140 deposit, we’ll assign you to a space.
- Visit our [How to Apply page](#) for more details.

**Graduate/Doctoral Admits:** Newly admitted Graduate students are not required to pay the $100 ECD but will need to wait for their official Admissions Email that will be sent by the Cal State LA Admissions Office, which identifies a student as a pre-matriculated student in order to receive access to the Housing Portal.

**Students in Exchange Students, Study in LA, English Language Program:** Please send email to askhousing@calstatela.edu to get information about on-campus housing.
**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.

- **Welcome to the Housing Portal**

Hello Gabriela Contreras.

Please use the menu above to navigate to the online Housing License Agreement (contract) and tools available to you at this time.
Application Selection Page: Please select the Academic term for which the student is applying for housing and then click on the Save & Continue button.

Please click on the term and click on Save & Continue to begin your application/license agreement.

- Academic Year 2018-19 (Fall, Spring)
- Spring 2018

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.
**Housing Portal:** You are now in the Fall 2018-Spring 2019 Application. This is the welcome screen and the first step in the application process. Click below “Begin Applications” to advance to the next step. There are 14 steps in the first part of the process. Students should not skip steps or this will cause an error in the submission 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.
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.

After answering all questions, click on Save and Continue button. To move to
**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.

On this page you will have the opportunity to review room type rates for the 18-19 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.

Please select your room type preference and click on the 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 type preference options 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 2018-2019**

<table>
<thead>
<tr>
<th>Room Type</th>
<th><strong>Academic Year Rate</strong></th>
<th>Semester Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single</strong></td>
<td>$9,823.00</td>
<td>$4,911.50</td>
</tr>
<tr>
<td>Phase I &amp; II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Double</strong></td>
<td>$7,587.00</td>
<td>$3,793.50</td>
</tr>
<tr>
<td>Phase I &amp; II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Triple</strong></td>
<td>$6,109.00</td>
<td>$3,054.50</td>
</tr>
<tr>
<td>Phase I &amp; II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Single</strong></td>
<td>$9,059.00</td>
<td>$4,529.50</td>
</tr>
<tr>
<td>GEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Single Suite</strong></td>
<td>$8,557.00</td>
<td>$4,278.50</td>
</tr>
<tr>
<td>GEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Double</strong></td>
<td>$7,985.00</td>
<td>$3,992.50</td>
</tr>
<tr>
<td>GEA</td>
<td></td>
<td></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 18-19 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.
# Meal Plan Rates 2018-2019

<table>
<thead>
<tr>
<th>Board Plan</th>
<th>Academic Year Rate</th>
<th>Semester Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 meals per week</td>
<td>$2,813.00</td>
<td>$1,406.50</td>
</tr>
<tr>
<td>12 meals per week</td>
<td>$3,213.00</td>
<td>$1,606.50</td>
</tr>
<tr>
<td>17 meals per week</td>
<td>$3,936.00</td>
<td>$1,968.00</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 your are done, click in the acknowledgement box, type in you CIN as your online signature and click on the save and continue button.

Type in your CIN# (serves as your online signature).
Tuberculosis Clearance Requirement: This webpage is a 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 2, 2018, 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.
GradGuard Website

Thanks for considering College Renters Insurance from GradGuard

Renters Insurance from GradGuard is a great alternative to many families existing Homeowners Insurance policies with coverage designed for College Life, featuring:

- A low deductible
- No credit check requirement
- Protection for your property around the world
- Personal liability coverage
- Replacement cost for your belongings

<table>
<thead>
<tr>
<th>Property Coverage:</th>
<th>Liability Coverage:</th>
<th>Deductible:</th>
<th>Coverage Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000</td>
<td>$50,000</td>
<td>$100</td>
<td>Aug 10, 2018</td>
</tr>
</tbody>
</table>

Estimated Monthly Payment: $14.31

Bill Me Later From GradGuard

We will follow up with you closer to your coverage start date to get your policy squared away. Just give us some quick details and we'll be in touch.

First Name: Dev
Last Name: Star
Contact Email: Gabieleta.Contreras17@osintonline.edu
Covered Start Date: 05/10/18
Class: Select

Request Information
No longer interested

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Renters Insurance is underwritten by Mutual American Insurance Company, Valdosta, GA. The advertised product is not available in AK, CT, FL, and HI. Other program options are available for these states. Claims and coverage subject to policy.
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)
- Installment (4 payments a year)

Payment Plans are offered through the University Collections and Loans Office.
Step 2: Submit $500 Initial Payment
Deadline 3 p.m. Friday, March 2

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
$500 Initial Payment: This is the last 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 Via Application/Agreement:
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.

**IMPORTANT PAYMENT SUBMISSION INSTRUCTIONS:**
Upon clicking on the “Pay Now” button, the system will automatically redirect you to CashNet to make your $500 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.
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.
Once you arrive at the following receipt page, your payment is submitted.

Do not close the window! Do not click on the arrow back button on the browser.

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 $500 fall 2018 Housing Initial Payment.
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 2018 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.
Online Application Submission Confirmation – After you have made your $500 Initial Payment, you will log on to the Housing Portal and will see last page confirming that your application is submitted.
NEXT STEPS

Step 3: Roommate Search Wizard
(March 9–12)

Step 4: Lottery and Room Self-selection Process
(March 19–30)

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