We are pleased to announce our Student Housing application for 2019-2020 is now open for returning residents! We would like to provide information about the application and room selection process. Please review it carefully to assure you understand the deadlines, process, and requirements. This letter contains information on the following items:

1. Student Housing application
2. Lottery description
3. Establishing a roommate group if you wish to live with other returning residents next year
4. Room-type eligibility
5. WAVE dates
6. Important room selection notes
7. Important dates

1. **Student Housing Application:**
   All students who wish to live on campus must apply each year. The application for 2019-2020 is now open to returning residents. Student Housing application process information can be found on our website here: [https://www.csuci.edu/housing/apply/how-to-re-apply.htm](https://www.csuci.edu/housing/apply/how-to-re-apply.htm). Returning residents who complete their housing applications by May 6, 2019 are guaranteed housing for fall 2019. Priority for room selection is determined first via lottery, and then based on the size of your roommate group. Additional information can be found below about the lottery and roommate groups. Returning students who apply after May 6, 2019 will be placed on a waiting list and will be accommodated on a space-available basis.

   The housing application requires a $50 non-refundable housing application fee, and a $1,500 deposit. Provisional deferral of the deposit will happen automatically for any student who filed their financial aid application by March 2, 2019 AND has an expected family contribution (EFC) of $4,000 or less.

2. **Lottery:** What does lottery mean? Will I get housing if I complete a housing application?
   A lottery is a process of random selection. Because we believe that the number of returner applications by May 6 will slightly exceed the space available to assign, we will use a lottery to determine who will have highest priority for room selection. The lottery will be drawn from all applications completed by May 6.

   This process gives every student an equal opportunity to be considered for room selection without regard to their roommate size or how quickly they are able to make payment of the deposit once the application opens. HRE plans to accommodate every student who applies by May 6 – if not through priority room selection, then by Housing & Residential Education (HRE) assignment.

3. **Roommate Group:**
   Residents who would like to select a room together with other returning residents may set up a roommate group. Residents in a roommate group will be drawn together and have the same lottery number, to ensure students who want to live together aren’t separated in the lottery. You will have between now and May 6 to set up roommate groups.

   Please review the attachment to this letter, *CI User Guide for Returning Roommate Group Selection* for instructions on how to confirm a roommate group for yourself and your preferred roommates. Students are not required to join a ROOMMATE GROUP in order to select a room.

   A few key reminders about setting up a roommate group:
   - This is a different process than noting roommate preferences in your application.
   - Select a Group Leader among those with whom you’d like to live – they will be required to set up a roommate group in the online housing application.
• The Group Leader will specify a name for the group and establish a password, and then share this information with the rest of the students in the group.
  o Group Members use the group name and password to assign themselves to the roommate group established by the Group Leader.
  o If needed, group leadership can be reassigned by the existing Group Leader to a new Group Leader.
• Any and all changes or additions to roommate groups must be completed by 5 p.m. on May 8.
• HRE recommends that a Group Leader be selected based on two criteria:
  o First, they have already fully completed the housing application so they are able to set up the group in the application.
  o Second, if your group is selected in the lottery for priority room selection, your Group Leader will be available to make a room assignment for your group on the day that your group size will be making room selection in May or June.

4. Room-type Eligibility:

<table>
<thead>
<tr>
<th>Year/Age</th>
<th>Room Selection Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning residents with less than 45 units</td>
<td>Double occupancy in Santa Cruz</td>
</tr>
<tr>
<td>Returning residents with 45 units or more</td>
<td>Double occupancy in Santa Cruz&lt;br&gt;Single or double occupancy in Anacapa (excluding DCZ building B and A3)&lt;br&gt;Double occupancy in Town Center (excluding DCZ in building B)</td>
</tr>
<tr>
<td>Returning residents who are 21+ by October 1, 2019 and wish to live in a Designated Consumption Zone</td>
<td>Single or double occupancy in Anacapa building B (excluding A3)&lt;br&gt;Double occupancy in Town Center building B&lt;br&gt;Double occupancy in Santa Cruz’ building D second floor, D2</td>
</tr>
</tbody>
</table>

Designated Consumption Zones (DCZs) may only be selected by students aged 21 and over, and are located in Anacapa building B, Town Center building B, Santa Cruz building D, second floor, D2. In addition, any apartment (excluding Santa Cruz), where all students are 21 or over may request DCZ status after fall 2019 move-in through the DCZ certification process.

Notes related to room assignment eligibility:
• Remember that if you are in a roommate group, room selection must occur based on room-type eligibility. Thus, if your roommate group contains students who have different room type eligibility than you, you will only be able to select a room in which you are all able to live:

<table>
<thead>
<tr>
<th>If your roommate group contains</th>
<th>You can select the following facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning residents with less than 45 units who wish to reside with returning residents who have 45+ units</td>
<td>Double occupancy in Santa Cruz (excluding D building)</td>
</tr>
<tr>
<td>Returning residents who are 21+ years and wish to reside with returning residents who are under 21 years</td>
<td>Non-DCZ room assignments in Town Center, Anacapa, and Santa Cruz building D only</td>
</tr>
<tr>
<td>Returning residents with less than 45 units and returning residents who are 21+</td>
<td>Non-DCZ room assignments in Santa Cruz building D only</td>
</tr>
</tbody>
</table>

• HRE staff will verify roommate groups after May 8 to assure eligibility.
• Roommate group participation is optional.
  o Should room assignment be attempted to a space where a resident is not eligible to be assigned, the system should not allow it. Residents who have included themselves in a roommate group should work together prior to the start of their WAVE assignment on room selection options for which all roommates are eligible.
In the event that residents are assigned to rooms for which they are not eligible will be reassigned by HRE staff.

5. **WAVE Dates:**

   **What are WAVES?** Our online room selection process is divided into groups, which are called WAVES. Returning residents that complete and confirm their application on or before May 6 and are drawn high in the lottery will be assigned to a WAVE based on size of roommate group. WAVES will take place between May 28 and June 7.

The first six WAVES will be for the number of students that is equal to the amount of space we have designated for returning students in apartment space for students with 45+ units, and in suite-style living for students with less than 45 units.

- **This means students drawn in the lottery with 45 units or more who qualify for room selection during the WAVES, should have the ability to select an apartment assignment, even those not in a roommate group.**

### WAVE Dates and Roommate Group

<table>
<thead>
<tr>
<th>WAVE</th>
<th>WAVE Room Selection Begins</th>
<th>Roommate Group Priority Order</th>
<th>Village Available by Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8 a.m. May 28</td>
<td>6-person roommate groups</td>
<td>Anacapa</td>
</tr>
<tr>
<td>2</td>
<td>8 a.m. May 29</td>
<td>5-person roommate group</td>
<td>Anacapa</td>
</tr>
<tr>
<td>3</td>
<td>8 a.m. May 30</td>
<td>4-person roommate group</td>
<td>Santa Cruz, Anacapa, and Town Center</td>
</tr>
<tr>
<td>4</td>
<td>8 a.m. May 31</td>
<td>3-person roommate group</td>
<td>Santa Cruz, Anacapa, and Town Center</td>
</tr>
<tr>
<td>5</td>
<td>8 a.m. June 3</td>
<td>2-person roommate group</td>
<td>Santa Cruz, Anacapa, and Town Center</td>
</tr>
<tr>
<td>6</td>
<td>8 a.m. June 4</td>
<td>Single person room selection, or any group who did not select a room in their assigned WAVE</td>
<td>Santa Cruz, Anacapa, and Town Center</td>
</tr>
<tr>
<td>7</td>
<td>8 a.m. June 5</td>
<td>All remaining returning residents that applied by May 6</td>
<td>Santa Cruz, Anacapa, and Town Center</td>
</tr>
</tbody>
</table>

All remaining returning residents drawn lower in the lottery for room selection and not assigned in the first six WAVES will be able to select from among remaining space between June 5 and 5 p.m. on June 7.

**NOTE:** Residents that apply by May 6 and are unable to make a room selection for themselves will be assigned by HRE.

6. **Important Room Selection Notes:**

   For returning residents that completed their housing application by May 6, roommate groups will remain open until 5 p.m. on May 8.

After this date, no alterations may take place to roommate groups.

- If a roommate completed their application after May 6, they will not be eligible to be pulled in as a roommate. Students who applied after May 6 will be placed on a waiting list and accommodated on a space-available basis after assignments have been confirmed for all other applicants that met the priority application deadline.

- Returning residents who complete their applications after May 6 and have been added to a roommate group will be removed from the group by HRE.

- Please be thoughtful about the selection of your assignment - once you make your initial room selection, your room assignment is locked and you will not be able to change it until June 5.

- Should the Group Leader elect to use the **Cancel Room** feature, this will cause your complete roommate group room reservations to also be cancelled. If you are a Group Leader and wish to leave the room assignment, or need to cancel your license, contact HRE so we can make those adjustments for you prior to using the **Cancel Room** feature.
I've included a list of important deadlines for you to be aware of and adhere to in order to retain housing eligibility. If you have questions about room selection, please contact us at student.housing@csuci.edu or (805) 437-2733.

Sincerely,
Rachel Tafoya
Associate Director of Housing Services
Housing & Residential Education
CSU Channel Islands
### Important HRE, Financial, and Academic Deadlines for Returning Residents:

<table>
<thead>
<tr>
<th>2019 Dates</th>
<th>Information</th>
</tr>
</thead>
</table>
| **Prior to May 6** | **Apply for Student Housing!**  
To be eligible for a deferral of the Housing deposit, you must: 1) Have applied for financial aid by March 2, 2019, 2) Have a Federal Expected Family Contribution of $4,000 or less, AND 3) Document submission requirements are satisfied no later than May 31 (if required for verification process). Otherwise, payment of $1,500 deposit is required.  
NOTE: Document submissions must be accurate, complete, and legible in order to satisfy the filing deadline. **Students are advised to submit documents as early as possible so that if there are errors or documents are illegible there will be time to resubmit before the deadline.** |
| **May 6** | **Last day to complete housing application to be in lottery for premium space assignment.** |
| **May 8** | **Last day to finalize Roommate groups in the Housing Application by 5 p.m. for all priority applications received by May 6.** |
| **May 31** | **Financial aid verification documents due to the Financial Aid office. Students who submit documents after this date may not have their financial aid funded to their student account on time to meet the August 20 payment due date.**  
NOTE: Document submissions must be accurate, complete, and legible in order to satisfy the filing deadline. **Students are advised to submit documents as early as possible so that if there are errors or documents are illegible there will be time to resubmit before the deadline.** |
| **June 7** | **Last day to cancel housing license without penalty.** |
| **June 7** | **Last date for returning residents to complete room selection changes.** |
| **July 1** | **Last day to cancel Housing license and incur only a $100 penalty.**  
Deadline for returning HRE applicants to be enrolled in 9 or more units. Students who are not able to register by this date, must notify HRE of their enrollment plan via this link to retain housing eligibility: [https://cidsa.wufoo.com/forms/enrollment-plan/](https://cidsa.wufoo.com/forms/enrollment-plan/)  
*(ONLY USE THIS LINK if you CANNOT enroll in at least 9 units by July 1)*  
**July 8** | **Deadline for payment of the housing deposit to retain housing priority for students who did not meet the May 31, 2019 Financial Aid Verification document deadline.** |
| **July 24** | **Last day to cancel license for any reason with a $200 cancellation penalty fee.**  
After July 24, the University may approve or deny any request, and any approved requests will incur the $200 cancellation fee, plus daily rental fees for every day after July 24 that the request is submitted.**  
**August 15-16** | **First date of financial aid disbursement. Balances due after financial aid disbursement are due by August 20. Students whose financial aid does not fund on this day should expect to pay balances due with personal resources until financial aid is settled and funded.** |
| **August 20** | **All University Fees are due: tuition, student fees, room, and board. Students wishing to pay fees in installments should select this option(s) online in myCI on or before 5 p.m. August 20.** |
| **August 23** | **Move In! Students will be given move in appointment times and should check in no earlier than this time.  
NOTE: Student accounts must be current with required payments made by this date in order to move in, even if they are expecting financial aid that has not yet funded. Students who owe a balance on move-in day not be able to move in until the balance is satisfied.** |