Renewal Intention Process

This document will walk you through the Renewal Intention process for the 2020-2021 Academic Year. **Please note that submitting your Renewal Intention DOES NOT reserve your space for next year;** after the Housing Office receives your Renewal Intention, we will send you a license agreement. Eligibility for any promotions, Renewal Tiers, etc. will be determined by the order in which licenses are received by the Housing Office with all signatures completed.

**Step 1: Register for the Resident Portal**

If you’ve already registered for a QUAD/UVA Resident Portal account, you can skip this step! If not, please register by going to www.csusm.edu/housing and clicking "Current Residents." There are links to each Resident Portal on the right hand side of the web page. When you get to the Resident Portal, click "Register Now." (Please make sure you use the same email that you used on your initial Housing Application; contact us if you need to verify this information. Guarantor emails will not work to register for a Resident Portal.) There is also a video showing how to register for the Portal. Please note that registration is not immediate; it can take up to 48 business hours for your registration to be processed, so we suggest registering early!

**Step 2: Complete Renewal Intention**

When you log in to your Resident Portal, you will receive a notification that you have a Renewal Intention to complete. On the bottom of the page, under "Future Housing," click the link that says "Complete Renewal Intention."
Step 3: Renewal Option

Select one of the options listed. Please note that “Return to Same Space” will only be offered to the first 50 residents to renew (additionally, please note that some Specialized Housing populations are ineligible for this process; contact the Housing Office if you would like to confirm your eligibility!) NOTE: If you want to change properties (move from QUAD to UVA, or vice versa,) please contact our office directly and we will assist you.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>Return to Same Space</td>
<td>Select this option if you would like to live in the same space next year.</td>
</tr>
<tr>
<td></td>
<td>Note: this is not a guarantee. The Housing Office will confirm your</td>
</tr>
<tr>
<td></td>
<td>placement in early August.</td>
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<tr>
<td>Transfer within the QUAD</td>
<td>Select this option if you would like to remain at the QUAD but would</td>
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<tr>
<td></td>
<td>like to live in a different space. You will be asked to select a floor</td>
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<td></td>
<td>plan. Note: this is not a guarantee. The Housing Office will confirm your</td>
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<tr>
<td></td>
<td>placement in early August.</td>
</tr>
<tr>
<td>Not Return</td>
<td>Select this option if you are not planning to live on campus for the</td>
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<tr>
<td></td>
<td>2020-2021 academic year.</td>
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Step 4: Choose a Unit Type

If you selected “Transfer within the QUAD” or “Transfer within the UVA,” You will be asked to select your preferred Unit Type. Please note that this is a preference; we will confirm that your preferred space is available when we send your License Agreement. To view details on each Unit Type, please visit the “Housing Options & Cost” section of our web site.
Step 5: Payment Plan & Lease Type

Select the “Installment” Payment Plan. **NOTE:** If you choose to pay per semester or per year, you may still do so; you will simply have a credit on your account that will decrease with each installment.

Ensure that the Lease Type matches the Unit Type you selected; this will determine your payment amount for each installment.

The system will populate your payment schedule; feel free to save this for your records. It will also be included on your License Agreement.
Step 6: Request Roommates (Optional)

If you would like to request roommates, click the Plus Sign for each roommate you would like to request.

Please enter as much information as accurately as possible (full legal names, full Student ID, etc.) as this will help our system to accurately match your roommates. Please note that this is only a request; while we do our best to honor any roommate requests, **we cannot guarantee that requested roommates will always be placed together.**
Step 7: Select Move-Out Date

You will be able to select any date between May 11 and 18; this can be changed later if necessary.

Step 8: Forwarding Address

Please provide an accurate forwarding address, and note that we do not automatically forward mail for past residents; please make sure to contact any vendors, relatives, etc. who send you mail and update your address with them directly.
Step 9: Review & Submit

The system will provide you with an overview of all of your selections; you have the option to go back and make any changes prior to submitting. Please review this carefully as **you cannot make any changes once you submit your Renewal Intention**. When you are comfortable with all choices, click "Complete Renewal Intention."

You will be asked to confirm your submission; please remember that **you cannot make any changes once your Renewal Intention is submitted**. Click "Yes" to continue.

You will receive a confirmation that your Renewal Intention was successfully submitted.

Thank you for submitting your renewal intention, if the floorplan you requested is available you and your guarantor will receive a license agreement to sign electronically via email. Please look out for this email and check your junk/spam/clutter folders to ensure it does not get routed there. Once your license is fully executed you will be eligible to login to MyCollegeRoomie to begin your roommate search.
Step 10: Select Your Meal Plan

All on-campus residents MUST select a Meal Plan for the 2020-2021 Academic Year. You can change this selection up until August 1st. If you do not select a Meal Plan, you will be defaulted into the Silver Plan (Block 90 + $650 dining dollars.) To select your Meal Plan, log into your Resident Portal and select "Contacts."

In the upper-left corner, select "Update Information."
Step 10: Select Your Meal Plan

In the new box that opens, click "Additional Info."

Utilize the drop-down menu to select the Meal Plan of your choosing.
Next Steps

Once our office has processed your Renewal Intention, you and your guarantor will receive a license agreement from HelloSign. Please note that both you and your guarantor **MUST** sign your License Agreement within 72 hours after it is sent. Please make sure that you check your junk/spam folders; due to high volume, **we will not send reminders to sign your license agreement to the student or guarantor.**

Once both the student and guarantor have signed the License Agreement, it will be returned to our office to countersign. Please allow 2-5 business days to countersign. Licenses will be countersigned in the order in which they are received.

Once your license has been countersigned, you will receive an email from HelloSign stating that everyone has signed; this email will also include a PDF copy of your signed License Agreement. Please save this for your records.

If at any time you would like to review your Renewal Intention, simply log in to your Resident Portal; you will be able to print your form and view any Next Step Instructions under “Future Housing” on the Resident Portal.

If you have any questions or need our assistance, please do not hesitate to contact us.

We look forward to welcoming you back next year!