

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!

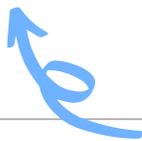
Step 2: Complete Renewal Intention

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."

Future Housing
Complete Renewal Intention

Housing Term: 2020-2021
Requested Property: The QUAD
Requested Unit: 526B

Intention: Transfer within the QUAD
Payment Plan: Installment
Lease Type: Deluxe Double Installment



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.

Current on-campus residents at CSUSM should submit their Renewal Intention no later than Tuesday, March 10, 2020. We ask ALL residents to submit a Renewal Intention even if they are not planning to renew.

- Return to Same Space**
Select this option if you would like to live in the same space next year. Note: this is not a guarantee. The Housing Office will confirm your placement in early August.
- Transfer within the QUAD**
Select this option if you would like to remain at the QUAD but would like to live in a different space. You will be asked to select a floor plan. Note: this is not a guarantee. The Housing Office will confirm your placement in early August.
- Not Return**
Select this option if you are not planning to live on campus for the 2020-2021 academic year.

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.

Choose a Unit Type

- Agave Deluxe Single**
- Bougainvillea Single**
- Coneflower Deluxe**
- Coneflower Single**
- Dandelion Deluxe**
- Dandelion Single**
- Eucalyptus Deluxe**
- Eucalyptus Quad**

Back Continue Quit

Step 5: Payment Plan & Lease Type

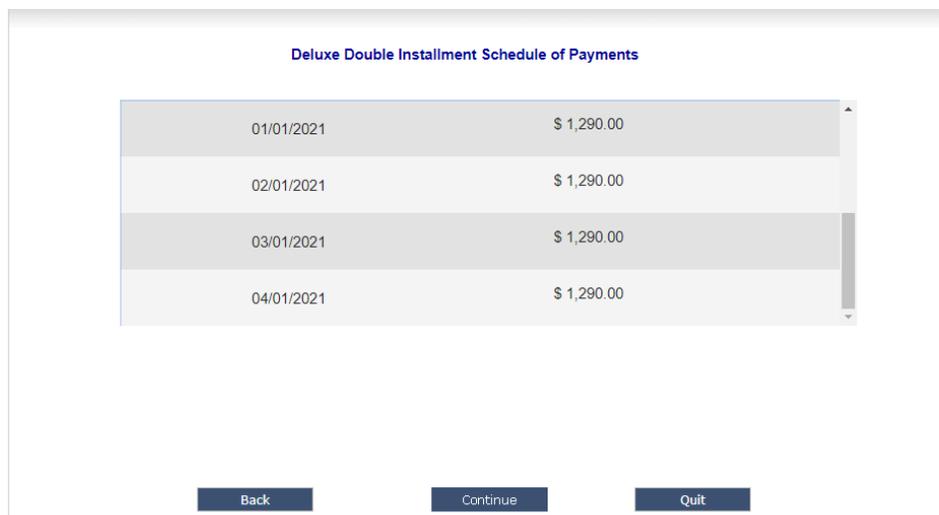
Select the "Installment" Payment Plan. **NOTE:** If you choose to pay per semester or per year, you may still do so; you will simply have a credit on your account that will decrease with each installment.



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.



Deluxe Double Installment Schedule of Payments

01/01/2021	\$ 1,290.00
02/01/2021	\$ 1,290.00
03/01/2021	\$ 1,290.00
04/01/2021	\$ 1,290.00

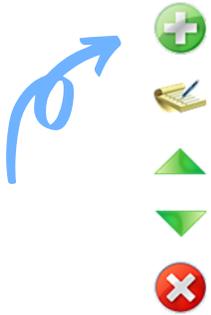
Back Continue Quit

Step 6: Request Roommates (Optional)

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

Enter Requested Roommates

*Requested Roommates should be ordered according to your desired preference.
Click the Plus button to add a requested roommate.
Select the roommate, then choose the appropriate button to edit, move up, move down, or delete.*



Add/Change Requested Roommate

First Name *

Last Name *

Phone *

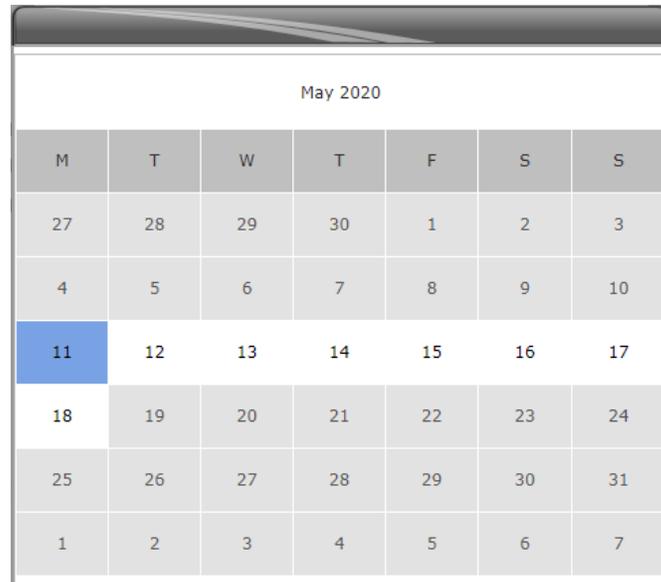
Email Address *

Student ID

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.

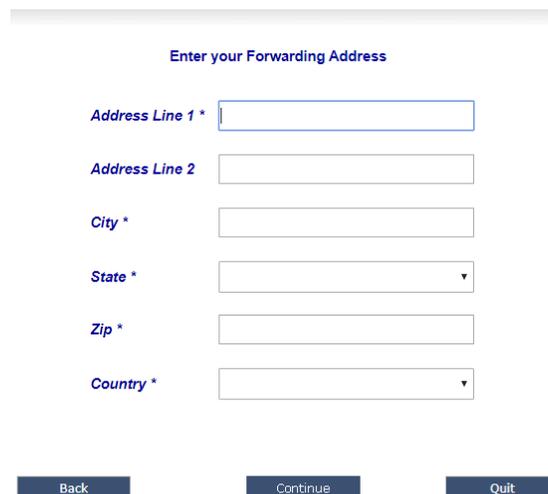


A screenshot of a calendar for May 2020. The calendar is displayed in a grid format with days of the week (M, T, W, T, F, S, S) as columns and dates as rows. The dates 11 and 18 are highlighted in blue, indicating the available move-out dates.

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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.



A screenshot of a form titled "Enter your Forwarding Address". The form contains the following fields:

- Address Line 1 *
- Address Line 2
- City *
- State *
- Zip *
- Country *

At the bottom of the form, there are three buttons: "Back", "Continue", and "Quit".

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."

For Housing Term 2020-2021

You have chosen to:
Transfer within UVA

You have chosen the following unit type:
Deluxe Double

You have selected the following payment plan:
Installment

You have selected the following contract type:
Deluxe Double Installment

You have chosen to move out on:
05/15/2020

Once you click the Complete Renewal Intention button, your Intention will be submitted for processing and cannot be changed without contacting the Housing Office.

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.

ResidentPortal904v17

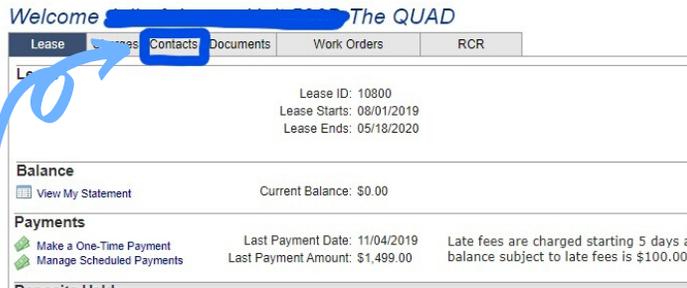
? This action cannot be undone.
Are you sure you want to continue?

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

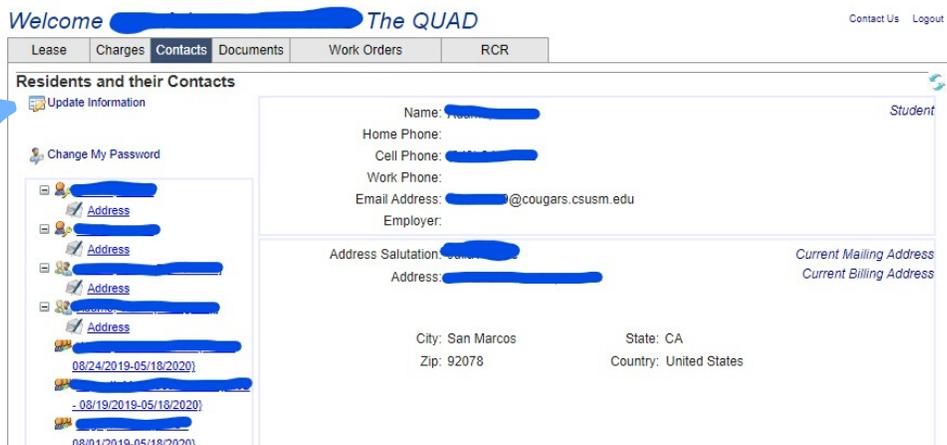
Thank you for submitting your renewal intention, if the floorplan you requested is available you and your guarantor will receive a license agreement to sign electronically via email. Please look out for this email and check your junk/spam/clutter folders to ensure it does not get routed there. Once your 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."

The screenshot shows a web form titled "Contact Information for [redacted]". It is divided into three sections: "Mailing Address" and "Permanent Address" both contain text input fields for salutation and address, and dropdown menus for city, state, zip, and country. The "Billing Address" section has a checked checkbox labeled "Same as Mailing". At the bottom of the form, there are three buttons: "Additional Info", "Cancel", and "Save". A blue arrow points to the "Additional Info" button.

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

The screenshot shows a web form titled "Contact Details for [redacted]". It includes a note: "Note: Some fields may be view-only." Below this, there is a "Student ID" field. A section titled "New Fields" contains a table with two columns: "Meal Plan Selection" and "2020-2021". The dropdown menu is currently set to "Block 90 Meals plus \$650 Flex - \$1,549". At the bottom, there are "Cancel" and "Save" buttons. A blue arrow points to the dropdown menu.

Meal Plan Selection	2020-2021
Block 90 Meals plus \$650 Flex - \$1,549	

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!