How to select campus housing for next year!

Follow the steps below

1. Each student picks up an appointment ticket **March 28 – April 7** at Housing Services and then forms a roommate group with other current APU juniors and seniors.

2. Show up at your group’s best appointment time and choose!
   
   Bring your entire group and be ready to sign and submit your official
   
   Request for Campus Housing Assignment Forms

In this document:
- Junior & Senior Options
- Frequently Asked Questions
- Tripling and Quintupling
- Renewing Your Unit
- Theme Housing
Frequently Asked Questions
What you need to know to prepare for Sign-Ups!

Who can sign up?
This process is designed for current undergraduate students who will be juniors and seniors in the fall. Second year students with junior or senior status do not qualify. Groups must fill the entire unit at its designated capacity.

Who gets to choose first?
Complete groups who plan to triple (3) in a one-bedroom or quintuple (5) in a two-bedroom will benefit from the earlier set of appointment times, followed by groups of two for one-bedrooms or four for two-bedrooms. Those who wish to be assigned individually or are in a partial group may submit a Request for Campus Housing Assignment form beginning April 21. It is unlikely that area or roommate preferences can be met, and it is possible a wait list will be generated. These students will be notified of their assignment and/or wait list status over the summer.

How many students are allowed per unit?
One-bedroom units will house two students; however, students may choose to sign up as a group of three (tripling) and save money on housing costs. All two-bedroom units will house four students; however, students may choose to sign up as a group of five (quintupling) and save money on their housing costs. Since this is a voluntary option, these tripled and quintupled students will receive a discount on their housing costs only for the time their unit is actually tripled or quintupled. If a student moves out for any reason, the rate will be pro-rated/adjusted (see the housing policies for more information).

Can I sign up alone?
No. Students may not sign up alone. Students who are not part of a complete group may submit a Request for Campus Housing Assignment form beginning April 21. These students will be notified of their assignment or wait list status over the summer.

What if I cannot find a roommate?
Finding a roommate group is every student’s responsibility. Students are encouraged to talk to their Resident Adviser (RA) to see if they know of anyone looking for a roommate group. Students may also use the Roommate Resource Google site as a tool to connect with others. Those who are not able to form a complete group may submit a Request for Campus Housing Assignment form beginning April 21.

Can a sophomore or transfer be part of my group?
A future sophomore may join your group, but only as the third roommate in a one-bedroom unit or the fifth roommate in two-bedroom unit. This helps to preserve as much space as possible for juniors and seniors who wish to live on campus. Incoming transfers may not sign up in this process. A group of two (in a one-bedroom) or four (in a two-bedroom) may request a transfer student friend by name during the summer if they have secured a unit.

How do I get an appointment?
Come to Housing Services during office hours between March 28 and April 7. At that time, you will fill out your Sign-Ups Survey card and receive your appointment ticket. Each member of your roommate group should pick up an appointment ticket and bring it to your appointment so there are no delays when you sign up. Tickets are not transferable.
How do I use my appointment ticket?
Every appointment ticket will have two appointment times on it. Complete groups who plan to triple in a one-bedroom or quintuple in a two-bedroom should use the first (top) time on the ticket. Complete groups of two for one bedroom units or of four for two-bedroom units should use the second (bottom) time on the ticket. You may come to the earliest applicable appointment time of anyone in your group (bring all tickets with you).

Does our entire group need to be at the appointment?
At the appointment time, we recommend complete groups come to the Office of Housing Services together. **Arrive at least 10 minutes early to complete paperwork.** Your group will complete and sign your [Request for Campus Housing Assignment](#) forms and choose a unit. If a member of your group cannot be present or is studying abroad, the group must bring their signed request form with the proxy information filled out on the bottom left of the front page (grey box). If the form does not identify a proxy, they may also provide a written and signed letter identifying a proxy. Identifying a proxy will also allow someone to pick up an appointment ticket on behalf of another student (March 28 – April 7).

Is this a commitment?
YES! Students who choose a unit as part of a roommate group during Housing Sign-Ups are committed to campus housing (and its associated costs) for the entire academic year per the [housing policies](#). Students who allow a proxy to represent them are making the same commitment. Campus housing should not be used as a “back-up plan”.

What happens if the apartments I want fill up?
If you are in a group of two or three and the one-bedroom options fill up, you will have the opportunity to sign up for a two-bedroom unit. The Office of Housing Services will assign someone to fill the opening(s) in the unit at a later time. Groups of two or three will not be able to choose a two-bedroom if one-bedrooms are still available. This will ensure the availability of as many units as possible for complete groups of four students.

If two-bedroom units fill up, groups can split up into one bedroom units (if available) or elect to be placed on a group wait list. There is no guarantee that units will become available, and groups should seek alternate options if placed on a wait list.

Does my class registration affect my housing assignment?
Yes, you must register for fall 2017 classes by July 31 or your housing will be dropped. If this happens, you will have to re-apply for housing after you register and you may be placed on a wait list.

What if I need housing this summer?
Students who need summer 2017 housing may request housing via the [Summer Housing Program](#) beginning April 24. Summer residents are assigned to a section of University Village, unless they are staying for Summer 1 or less. Those students will be placed in Summer 1 housing in Adams Hall.

Students who wish to remain in the same unit for summer and fall/spring are encouraged to sign up in the summer zone during their appointment time. Availability is based on the housing lottery and is not guaranteed. Those who do not obtain fall/spring housing in the summer zone will be required to move at the end of summer into their fall assignment.

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Renewing Your Unit
For students who wish to renew their current unit for 2017-2018.

**Important Note:**
This option does not include leaving belongings in the units over the summer. Students may renew their unit for the following year; however, all items must be removed for the summer as in other living areas.

**Eligible Units:**
Only units in Alosta Place and University Village are eligible for renewal. RA rooms are not eligible.

This year, theme housing units are eligible for renewal as long as at least two students are theme participants. Renewal forms for theme houses must be stamped by Residence Life before they are submitted to Housing.

**To Qualify:**
- At least two students currently living in the unit must be part of the renewal group for 2017-18. Disputes between current roommates regarding who can renew the unit will forfeit any renewal.
- Renewal group must fill the entire unit: two or three students for one-bedrooms and four or five for two-bedrooms.

**How to Apply:**
1. Download, print, and complete the 17-18 [Renewal Application](#) for the group.
2. Download, print, and complete a [Request for Campus Housing Assignment](#) form for each group member.
3. Submit all these forms to Housing Services by April 7th, 2017.
Theme Houses
How to live in one of Residence Life’s intentional campus housing communities

How to select a Theme House

1. Fill out Residence Life’s online application starting 2/27. Notifications of acceptance will be sent out on a rolling basis.

2. Pick up a housing appointment ticket via the normal process from Housing Services (March 28 – April 7).

3. Go to the office of Residence Life to have your ticket (or Renewal Application) validated for theme housing before your housing appointment time. To get your ticket validated, you must sign the Theme House Pledge at Residence Life. Junior/Senior ticket validations end on 4/7.

4. Show up at your group’s earliest applicable appointment time and present your tickets to housing. If at least two of your group’s tickets are validated and there are theme housing options available, you can sign-up in a Theme House!

To find out more about Theme Houses, please visit the office of Residence Life at http://www.facebook.com/aputhemehouses/.