Dear Returning Resident,

Housing & Residential Education (HRE) is preparing to open our housing application this upcoming week! We wanted to let you know how returning residents may apply to live on campus next year, and how priority room selection will work.

**HRE is Opening a New Village:** To accommodate increasing student interest for on-campus housing, Santa Rosa Village is currently under construction and will open for fall of 2016 occupancy by freshmen. Although as a resident you cannot live in Santa Rosa Village, the opening of this area means we are able to offer double rooms in Santa Cruz Village, single rooms in Anacapa Village Apartments, as well as single and double rooms in University Glen Town Center for returners as noted below under “room type eligibility”. More information about our various accommodations can be found on our website at: [http://www.csuci.edu/housing/accommodations-rates/index.htm](http://www.csuci.edu/housing/accommodations-rates/index.htm)

**Complete an application by April 21 to receive priority placement:** Please watch our website for the opening date and time of the housing application – it is expected to open the week of April 10 for returning students. Completing a housing application requires a $50 application fee, agreeing to the terms of the license agreement, and paying the $1,500 deposit online (students who have completed the FAFSA on time, and have a federal expected family contribution (EFC) of $4,000 or less will have their deposit deferred automatically in the application. To retain this deferral, verification documents requested by the Financial Aid Office must be submitted no later than May 31, 2016). After logging into myCi, select the **Student Housing** link to open the housing application.

**Select a Room:** *All returning residents who apply by April 21 will be given a WAVE assignment to select a room.* Returning residents will be able to self-select their rooms. Returning residents will be assigned to WAVES based on the number of their matching mutual roommate requests, and referred to as Roommate Group. *The reason we are using this priority method is to increase the likelihood that students with large preferred roommate groups are able to select a room where they may all live together.* All roommate group members will receive an email at their myCi account that will indicate the appointment time for the selection of a room. *We advise roommate groups to select a leader to make the room assignment for the group – perhaps the roommate that is available when the WAVE opens, or one who feels most comfortable with the task – it can be any member of your roommate group.* Room selection WAVE appointments open between April 25 and April 29, with the ability to change or select a room will remain open until June 1. *Returners who apply after April 21 and prior to May 27 will be able to select a room after the initial WAVE rounds beginning May 1.*

**Room Type Eligibility:** Returning students will be assigned as shown below:

<table>
<thead>
<tr>
<th>Year/Age</th>
<th>Room Selection Eligibility</th>
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<tbody>
<tr>
<td>Returning residents with less than 45 units</td>
<td>• Santa Cruz Village double</td>
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<tr>
<td>Returning residents with 45 units or more</td>
<td>• Single occupancy in Anacapa Village</td>
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<td></td>
<td>• Single or double occupancy in Town Center</td>
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<tr>
<td></td>
<td>• Double occupancy in Santa Cruz Village</td>
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<tr>
<td>Returning residents who are 21+ and wish to</td>
<td>• Single occupancy in Anacapa building B</td>
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<tr>
<td>live in a Designated Consumption Zone</td>
<td>• Single or double occupancy in Town Center</td>
</tr>
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<td></td>
<td>building B</td>
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**Priority Group by Roommate Group Assignment:**
Returning residents who apply by April 21 will be included in the opening waves of room selection. We plan to offer 10 waves of room assignment split as evenly as possible over the 5 day room selection process. *There will be sufficient room for ALL returning residents to select accommodations, regardless of when their room selection WAVE occurs.*
### Order of Priority

<table>
<thead>
<tr>
<th>Order of Priority</th>
<th>Groups in Priority Order</th>
<th>Village Available by Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Theme Communities</td>
<td>Santa Cruz building D</td>
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<tr>
<td></td>
<td></td>
<td>Anacapa building A 3rd</td>
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<tr>
<td>2</td>
<td>4-Person Roommate groups</td>
<td>Santa Cruz and Anacapa</td>
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<td></td>
<td></td>
<td>Village only</td>
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<tr>
<td>3</td>
<td>3-person roommate groups</td>
<td>Santa Cruz, Anacapa, and</td>
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<td></td>
<td></td>
<td>Town Center</td>
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<tr>
<td>4</td>
<td>2-person roommate groups</td>
<td>Santa Cruz, Anacapa, and</td>
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<td></td>
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<td>Town Center</td>
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<tr>
<td>5</td>
<td>Single person room selection, Resident requesting a studio in Town Center, or any student who did not select a room in their assigned wave</td>
<td>Santa Cruz, Anacapa, and</td>
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<td></td>
<td></td>
<td>Town Center Studio</td>
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<tr>
<td>6</td>
<td>Returning Residents applied after April 21</td>
<td>Santa Cruz, Anacapa, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Town Center</td>
</tr>
</tbody>
</table>

**Designated Consumption Zone (DCZ):** Building B in Anacapa and Town Center are reserved for students that will be 21 years of age or older by October 1, 2016 and wish to obtain alcohol privileges.

**Enrollment Verification:** Please be aware that HRE will verify that fall 2016 licensed residents are enrolled in nine or more units by July 8. Students must maintain a minimum 9-unit load through check-in and the final add-drop date. Students who are not enrolled may be removed from their room assignment. Students with unusual circumstances preventing them from enrolling must request an exception to retain their room assignment.

**Disability Resource Program (DRP):** At CI, HRE office works in collaboration with DRP to provide reasonable accommodations within our residential facilities for students with disabilities: [http://www.csuci.edu/housing/disabilityaccommodations.pdf](http://www.csuci.edu/housing/disabilityaccommodations.pdf). *Returning students were required to submit disability accommodation requests by April 1 for priority consideration. Requests submitted after this date will be accommodated on a space-available basis.* Both an online student housing application, and application requesting disability accommodations are required.

**Theme Communities (TC):** Returning students may live in a Theme Community (TC) to support academic success and integration into the life of the university, both inside and outside of the classroom. In housing, TCs live together on the same floor participating in educational and social activities. Supplemental applications are required for the TCs. There is one TIC for returning students:

- **Healthy Lifestyles:** This TC strives to broaden students’ views of what it means to "live well" by actively pursuing sustained healthy lifestyles through education, fitness, and community involvement. The Healthy Lifestyles TC expects that students participating in the community subscribe to a sense of personal responsibility towards maintaining these values, as well as abstaining from the use of alcohol, drugs, and tobacco. This TC is available in both Santa Cruz and Anacapa Villages.

**Gender-Inclusive Housing Option:** This year HRE will offer a gender-inclusive housing as a pilot program. Gender-inclusive housing is defined as a housing option in which two or more students mutually agree to share an apartment or suite regardless of students’ sex or gender. Gender-inclusive housing provides students increased choice in selecting roommates in order to respect and support the various needs of our students. In addition, gender-inclusive housing provides more options for students who do not wish to live in more traditional room arrangements. This further demonstrates support for the college’s non-discrimination policy with respect to gender, sexual orientation, gender identity, and gender expression. On the attached document, additional information is provided regarding this program. You may request assignment to this community via the supplemental application at this link: Returning students must apply following the same processes and deadlines of all students entering the housing
selection process. In addition, the student must complete the supplemental form at the following link no later than April 21, 2016 for priority room assignment consideration: http://goo.gl/forms/nGXo5CRm6u.

Listed below are answers to common questions we've received that may be helpful to you. We hope you will choose to live on campus at CI next year! Please contact us at student.housing@csuci.edu if you have questions.

Sincerely,

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Returning Housing Application Frequently Asked Questions:

Enrollment/Unit Load Questions:

1. What happens if I’m not enrolled in 9 units by July 8?  
   If you are not enrolled by this date, but still plan to enroll, you will need to notify HRE of this and provide an enrollment plan in order to retain your room assignment and license agreement for fall. You may do so at this link after July 4: https://cidaa.wufoo.com/forms/enrollment-plan/. Failure to enroll or provide an enrollment plan to HRE via a web form may result in revocation of your license agreement and room assignment.

Living Area/Room Assignment Questions:

2. Can second-year returners live in Anacapa next year?  
   With the opening of our new village, Santa Rosa, Santa Cruz Village becomes the living area allocated for second-year returners with less than 45 units. Thus, all sophomores or 2nd-year students will be placed in double accommodations in Santa Cruz Village. We are not able to extend space in Anacapa Village or Town Center to second-year returners. Students with 45 units or more who wish to live with a student(s) who has less than 45 units will need to select an assignment in Santa Cruz Village.

3. What are the chances of getting a single room in Town Center if I apply the first day the application opens?  
   Placement in room selection waves this year is not based on the date of the application – as long as a returning student applies for housing on or before April 21, they will be placed in a priority room selection wave. The number of single studio rooms is very limited. Studio apartments cannot be selected until WAVE 9 since they can only be occupied by one student.

4. What is a “Roommate Group”?  
   A roommate group is a grouping of returning residents who have mutually requested to be roommates in their housing application. For the request to be considered mutual, each roommate must request one another using your dolphin name (first.last123 – your dolphin email address before the @ symbol) AND you must confirm the requests of friends who have requested you as roommates. The largest roommate group that can be honored is 4 students because this is the maximum occupancy of our largest accommodation. Your roommate group cannot be larger than the space you’d like to be assigned to. For example, if you want to live in a one-bedroom apartment in University Glen, your roommate group size should be 2.
5. **How will WAVES be assigned?**
   Each WAVE will be a fairly evenly split of all returning students who apply for housing. We intend to offer about 9 waves, approximately two each day. The priority will be based on the size of the roommate group that a resident is a part of. Students with three confirmed roommate requests will have higher priority for selecting a room than students with one confirmed roommate request. There will be sufficient space for all students to live on campus, so even if you are in a later WAVE, space will be available for you. Where the priority groups shown above are too large to run in one WAVE, earlier WAVE assignments will go to those students who have the highest number of completed units. A follow up communication will be sent that shows WAVE order after April 21.

6. **What if I decide not to live with the people I requested as roommates in my application during the WAVE selection process? Can I just select a different room?**
   No. Since priority is given based on the roommate group size, students MUST select space in their confirmed roommate group. Students who make selections other than with their roommate group will be unassigned and placed in the last wave of room selection. Once groups are assigned their ability to select a different assignment will be locked until the final room selection WAVE. After the final room selection WAVE, returners may change their room assignment to any open space without regard to their roommate grouping. If you need to make a change in your roommate group, please make the change in your housing application AND email student.housing@csuci.edu with an update so the adjustment can be made prior to the room selection WAVES.

7. **If I indicate a certain room type preference, does this mean that room type will be available when I make a room selection later in April?**
   No. To help ensure that you receive the room type you prefer, it is important that you select your room as soon as possible once your WAVE opens.

8. **I am 21, or will be, by October 1. Can I request Anacapa Village?**
   Building B in both Anacapa and Town Center will be reserved for students who are 21 years of age or more and prefer to obtain alcohol privileges. Students 21 and over who do not wish to request alcohol privileges may select a room in another location in Anacapa, Town Center, or Santa Cruz.

9. **Can I return to the same room I lived in this year?**
   You can select the same room that you lived in this year under the following conditions: 1) You are eligible to live in the same room next year – you meet unit and age requirements, and 2) The room you live in now is available for selection when you enter the room selection portal to pick you room. If you are no longer eligible to live in the same room next year, or it has already been selected by another student, then you will not be able to return to the same room next year.

10. **I don’t have a preference for an exact room location. Can HRE make my room assignment?**
   Returning students are strongly encouraged to select their rooms at the date and time that their assigned WAVE opens to receive the best room assignment. Returning residents who do not select a room will be assigned by HRE on a space-available basis and may not receive their first-choice room type.

11. **I have a disability that requires special consideration in the room assignment. What should I do to ensure that I receive an appropriate room assignment?**
   In order to receive special consideration in the room assignment process, returning residents were notified to make a request to Student Disability Resource Programs by April 1. Late applications will be placed on a space-available basis. This application can be found as a link at: http://www.csuci.edu/housing/resources-forms.htm. **Even if you received a disability accommodation last year, a new application must be completed by April 1, 2016 for the 2016-17 year.**
**License Agreement and Other Questions:**

12. **When should I apply for housing to assure that I get a space on campus for fall 2016? Is there a deadline?**

   Although returning students must apply by April 21 to obtain priority placement in a room selection WAVE, returning students who apply by May 23 will receive an on-campus room assignment. Students who apply after May 23 will be accommodated on a space-available basis. Although housing is not guaranteed after May 23, we expect to be able to accommodate most or all students who apply for housing for fall 2016.

13. **What are the room and board rates for next year?**

   Rates are being finalized and will be available on our website as soon as they are available: [http://www.csuci.edu/housing/accommodations-rates/](http://www.csuci.edu/housing/accommodations-rates/)

14. **When can I review the 2016-17 License Agreement? Will it be different than last year’s license?**

   The license agreement for 2016-2017 will be available on our website when it is completed. You will agree to the terms of the license when you complete your housing application online. If you will still be a minor when you complete your housing application, you will be required to submit a signed-hard copy with a guarantor signature (usually a parent or guardian) before we can process your license and allow you to select a room. We always make a few updates to the license each year, but generally the terms will remain the same. If you have concerns about any of the license agreement terms, you may cancel without penalty through May 23, 2016.

15. **What if I decide I don’t want to live on campus after I’ve applied? Or, what if I decide not to attend CI next year? Can I cancel my license?**

   Cancellations are allowed without penalty until May 23, 2016. Cancellations occurring between May 24-July 1 will be charged $100. Cancellations occurring between July 2-July 27 will be charged $200. Cancellations requested after July 27 are **subject to approval** and will be charged $200 plus daily room charges for every day after July 27 that the request is submitted. To request a cancellation, complete and return the "License Request for Cancellation Form" on our website at: [http://www.csuci.edu/housing/resources-forms.htm](http://www.csuci.edu/housing/resources-forms.htm) and submit it to our office as soon as possible when you decide not to live on campus or if you decided not to attend CI.

16. **If I cancel my license agreement, do I get my $50 application fee and $1,500 deposit back?**

   The $50 application fee is non-refundable, so once it is paid, it cannot be refunded. The $1,500 deposit is fully refundable if the cancellation request is filed on or before May 23, 2016. Cancellation after May 23 is subject to cancellation penalty which is outlined in the answer to question 15.