GUIDE TO SELECTING A HOUSING ASSIGNMENT FOR 2018-2019

This guide will provide you with step-by-step instructions on how to use the Chapman Housing Portal to select your housing assignment for the 2018-2019 Academic Year. The Portal will be used for 12 month selection and 9 month selection.

*Chapman Grand Selection will occur in person*

Additionally, Residence Life and First Year Experience will be open during all Housing Selection processes and timeslots. If you have any questions or concerns while trying to select a room or apartment, you can visit our office on the second floor of the Davis Community Center or call us at 714-997-6603 for assistance.
HOUSING SELECTION REMINDERS

- Depending on the license agreement preference you indicated on your application (12 or 9 month), all applicants will receive a timeslot to participate in a selection process.

- All students will receive a timeslot for Chapman Grand selection. Chapman Grand selection will be an in-person selection process from April 18th-April 24th in the Henley JBCR.

- If you or your group does not select in one process, you are automatically included in any upcoming processes.

- Many of our most popular unit types, such as Davis Two Bedroom Quads, have a more limited number of units. We strongly encourage your group to consider multiple housing arrangements prior to selection in the event your first choices are not available. Multiple groups will have the same timeslot during selection.
SELECTION PROCESSES

*Selection Processes/Timeslot Administration*

- **12 Month Selection/Apartment Renewal**
  - *Davis, Harris, and Panther Village*
  - *License Agreement Renewal:* Tuesday, April 10th & Wednesday, April 11th
    - Davis and Harris: Henley JBCR
    - Panther Village: Panther Village, by appointment with RD
  - *12-Month Timeslots Administered:* Friday, April 13th
  - *Selection Day:* Monday, April 16th (Chapman Housing Portal)

- **Chapman Grand Selection (in person)**
  - *Chapman Grand*
  - *Timeslots Administered:* Friday, April 13th (9 month)
  - Tuesday, April 17th (for those who did not select in 12 month process)
  - *Selection Days:* Wednesday, April 18th-Tuesday, April 24th (in person)
  - Selection will occur in-person in the Henley JBCR

- **9 Month Selection**
  - *Sandhu Residence Center (select areas), Glass Hall Apartment Suites, and remaining spaces in Chapman Grand, Davis, Harris, and Panther Village.*
  - *Timeslots Administered:* Wednesday, April 25th
  - *Selection Days:* Thursday, April 26th-Monday, April 30th (Chapman Housing Portal)
  - Portal will remain open for a few days for continued selection
SELECTING YOUR HOUSING ASSIGNMENT

To select your housing assignment during 12 month selection or 9 month selection, please go to the Chapman Housing Portal at your timeslot. Below are instructions and visuals of each step to selecting a housing assignment.

Step One: Logging In
Log into the Chapman University Housing Portal using your Chapman user name and password. This is the same information that you use to access your my.Chapman.edu account or to log onto a campus computer. If you do not know this information, please contact the Computer Service Desk at 714-997-6600.

Step Two: Homepage
To return to your application, click on the white “Application” lettering in the upper left-hand corner of the screen.

Step Three: Term Selection
Click on the button for your “Academic Year 2018-2019” application.

Then click the “Apply” button to enter your application.
Step Four: “Room” Page

Once you enter your application, you will see there is a new step titled “Room” at the top right of the screen. This is where you can find the Room Selection Tool. Click on the “Room” link, then on the “Room Selection” tab on the next page to proceed with selecting your assignment.

*NOTE: You will only be able to access the Room Selection tool on or after your Timeslot has occurred*

Step Five: Building Selection

After you enter the Room Selection tool, you will see directions on how to choose your assignment. Above the directions, you will see a list of buildings available for selection. Note that ONLY the buildings available for that particular selection process will appear on this screen. For example, during the 12 Month Apartment Selection process, you will only see those buildings available for 12 months.

Click on your preferred building to see availability. If you do not see a building that should be part of the process, it means the whole building has already been reserved.
Step Six: Select a Floor

After you select a building, you will select a floor.

Click and highlight the floor you’d like to view and then click “Save and Continue” at the bottom of the screen.

Step Seven: View Available Rooms

This screen shows you a list of the available rooms, as well as any floor plans available, of the floor that you have chosen to view. You will only see empty rooms or rooms with available spaces.

The available room listings will look like those circled above.

- The letters and numbers to the left refer to the room assignment (in this case, Davis E Building, Apartment 02).
- The middle letter refers to the gender of the occupants in the room. A “D” (Dynamic) means the room is empty and that ANYONE can sign into the room. If the letter “M” appears here, it means that there is a bed space(s) occupied in the room with a MALE student(s) (same for “F” for female).
- The numbers on the end refer to the number of vacant bed spaces out of total available spaces for the room.
  
  Ex: 2/2 = 2 of 2 bed spaces available; 1/2 = 1 of 2 bed spaces available, etc.
Step Seven (Cont.): View Available Rooms

To view more information on a specific room, click on the spyglass icon next to the room, circled below.

A window will pop up (shown below). Here, you can see more information on the room, room type, as well as information for any other occupants already in that housing assignment. Click on “View Profile” to view the roommate’s profile answers. This way, if you don’t have a preferred roommate, you can see if you will be compatible with the individual that has already selected a bed space within that assignment.

When you have decided on a room and would like to proceed with bed space assignments, click to highlight the room and then click on the “Save and Continue” button at the bottom of the screen.
Step Eight: Bed Space Assignment

After you select your room, you arrive at the “Beds” screen, where you will select the bed space for yourself and for your preferred roommates, if applicable. The bed spaces do not refer to any physical placement in the room, but rather indicates that your confirmed roommate will have the same unit reserved as you.

*Please note, there is a time limit to reserve the space(s). Please note countdown timer below*

When you are done, click on the “Reserve Beds” button at the bottom of the screen. Once you click on this button, you cannot de-select your housing assignment, so be sure that you are reserving the bed spaces that you truly want.

*If you want to try and select a different room after you “Reserve Beds”, you must contact Residence Life and First Year Experience. We will cancel the assignment for you so you can select a different room. DO NOT CANCEL YOUR APPLICATION FOR ANY REASON. This will not cancel your assignment but rather your entire Panther Housing Selection Application.

NOTE: While you can have as many confirmed roommates as you like, you will only select a bed space for the person(s) with whom you have decided to live. All other roommates should have -NONE- selected as their bed space.

*If you attempt to assign a bed space to a roommate that is not eligible for the housing assignment you have selected (i.e. a student with a different license term preference) you will get an error message. This means that you cannot live with this particular confirmed roommate in the assignment you have selected. If you feel this is an error, please contact Residence Life and First Year Experience.
Step Nine: Confirm Assignment

On the next page, you will see your booking, as well as any roommates reserved so far.

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Step Ten: Electronically Sign your License Agreement

After you select a room, you must proceed to the “Online Contract” item on the top menu, if available. If your roommate selected for you, you will log in and proceed to this item. This is the electronic version of the binding license agreement between you and the university for the ENTIRETY of Summer 2018 (if it’s a 12-month agreement) and/or the ENTIRE 2018-2019 Academic Year. By electronically signing this document, you are bound to your housing assignment and all terms and conditions outlined in the license agreement. Once you have thoroughly read the document, click on the “I Agree” button at the bottom of the screen. Note that your housing assignment for the new license term is NOT confirmed until you have agreed to the terms and conditions of the License Agreement. Any roommates assigned will also need to return to their application to review and sign the license agreement to confirm the assignment.
Step Eleven: Submit your $500 Housing Reservation Payment

All students who secure a housing assignment for fall 2018 are required to submit a $500 Housing Reservation Payment by **Sunday, May 6th, 2018**. Housing Reservation Payments are required each year you live in Chapman housing. As in previous terms, this payment will be applied to your first housing bill for 2018-2019.

Panther Housing Selection applicants had the option to wait to submit the $500 Housing Reservation Payment until after selection. If you have not yet submitted your Housing Reservation Payment by the time you select, you must do so through your myChapman account as soon as possible afterward. Please view the [TUTORIAL](#) for steps on how to submit the Housing Reservation Payment online.

If you already submitted your $500 Housing Reservation Payment during the application period, you do not need to submit an additional $500. We want to help you avoid making a duplicate payment. To verify you have submitted the Housing Reservation Payment for the upcoming term:

- Check your email (both your Chapman email and personal email address) for your $500 Housing Reservation Payment receipt. Your email receipt is the best proof of payment prior to your payment posting to your account in 2-3 business days.

Once your payment is posted to your Student Center, you can view it using the instructions below:

- Log into my.chapman.edu
- Access the [Student Center](#)
- In the [Finances Section](#), click [Account Inquiry](#) and view the [Payments Tab](#)
- You should see a [Housing Reservation Payment](#) if the payment has been submitted.

Reminder: payments may take 2-3 business days before being viewable in the Student Center.
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<td>March 16th</td>
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<td>March 28th</td>
<td>PHS 101 Information Session 5pm Morlan Lounge</td>
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<td>March 29th</td>
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Contact Us: 714-997-6603 or reslife@chapman.edu