## Contract Renewal 2017-18 Process Guide

Current Residents’ Guide to Reserve a 2017-18 On-Campus Space

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### Important Dates:
- **JANUARY 23:** Application Opens
- **FEBRUARY 6:** Reserve Apartment
- **FEBRUARY 13:** Reserve Res Hall
- **FEBRUARY 20:** Waitlists Open

[LSU.EDU/LIVEON](http://LSU.EDU/LIVEON)
Go online starting at 8 a.m. on January 23, 2017, to begin the contract renewal application. Go online starting February 3, 2017, to search for roommates, and invite and accept roommate requests. In part two when you select your room or apartment, you’ll only be able to pull in roommates from your “Accepted Roommates” list in the online housing portal who haven’t selected a room already. We recommend you secure your roommates before room selection opens in part two of the process to save time during room selection. See page 7 for details.

PART TWO: RESERVE ROOM/APARTMENT & PAY ADVANCE RENT

Go online according to the schedule below to select your building, room, and roommates. If you haven’t started the contract renewal application or invited and accepted roommates as indicated in part one, you can do that in this part. However, we recommend you do it ahead of time to save time during room selection.

The online system will remain open for room selection through February 17, 2017. We strive to get students one of their top choices on campus. The system will reopen on February 20, 2017 for students interested in placing themselves on a waitlist. Get waitlist details on page 18.

To complete contract renewal and room selection, you are required to pay $250 advance rent and $10 processing fee to secure your space. The advance rent and processing fee are nonrefundable for continuing students. If you renew your contract and move into your fall assignment, the advance rent is applied to your fall’s rent. If you cancel your fall assignment, the full amount of advance rent and processing fee is forfeited, and you are subject to the cancellation fee schedule at lsu.edu/cancelhousing.

### Schedule To Reserve a Space in East Campus & West Campus Apartments

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APARTMENT SAME ROOM DAY</td>
<td>Monday, February 6</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current apartment residents can reserve their same room* in their apartment. Selecting a space at this time will make you ineligible to participate in the remaining selection days. *Exceptions include apartments used for special programs</td>
</tr>
<tr>
<td>APARTMENT PULL IN DAY</td>
<td>Tuesday, February 7</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current apartment residents who completed renewal on Monday may pull in unassigned roommates into available spaces in their apartment between 1:00 p.m. and 10:00 a.m. Roommates must accept this offer to complete this process.</td>
</tr>
<tr>
<td>APARTMENT COMMUNITY DAY</td>
<td>Wednesday, February 8</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current apartment residents can reserve a different room in ECA or WCA and have the option to pull in unassigned roommates into available spaces in their apartment</td>
</tr>
<tr>
<td>APARTMENT ALL IN DAY</td>
<td>Thursday, February 9</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Open to ALL on-campus residents to reserve a space in ECA or WCA and have the option to pull in unassigned roommates into available spaces in their apartment</td>
</tr>
</tbody>
</table>

### Schedule To Reserve a Space in Available Residence Halls

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES HALL SAME ROOM DAY</td>
<td>Monday, February 13</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current residence hall residents can reserve their same room in their residence hall, if available. Includes residents of Annie Boyd, Beauregard, Jackson, Lefevre and Taylor Halls, Honors students in East &amp; West Laville (Excluding 2nd floor of West Laville Hall), and Kirby Smith Hall 2nd &amp; 3rd floor.</td>
</tr>
<tr>
<td>RES HALL PULL IN DAY</td>
<td>Tuesday, February 14</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Residents who completed renewal on Monday may invite roommate(s) into available spaces in their res hall room between 1 p.m. - 10 a.m.</td>
</tr>
<tr>
<td>RES HALL COMMUNITY DAY</td>
<td>Wednesday, February 15</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current residence hall residents can reserve a different room in their same residence hall or another available hall and have the option to pull in unassigned roommate(s) into available spaces in their res hall room or suite. Honors residents can select rooms in East &amp; West Laville Halls (Excluding 2nd floor of West Laville Hall). Annie Boyd residents can select rooms in Annie Boyd. Highland and Louise Garig residents can select rooms in Annie Boyd. Pentagon residents can select rooms in the Pentagon Halls. Kirby Smith residents can select from available rooms on the 2nd &amp; 3rd floors of Kirby Smith Hall.</td>
</tr>
<tr>
<td>ALL IN DAY</td>
<td>Thursday, February 16</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Open to ALL on-campus residents to reserve a space in any residence hall or apartment with space availability and have the option to pull in unassigned roommate(s) into available spaces in their res hall room/suite or apartment</td>
</tr>
</tbody>
</table>
THE FINE PRINT TO KNOW BEFORE YOU RENEW YOUR CONTRACT

✓ TO PARTICIPATE IN CONTRACT RENEWAL:
  • You must have an active housing assignment for spring semester 2017.
  • You must pay $250 (non-refundable) advance rent payment via credit card at time of contract renewal to reserve a space. (*A $10 credit card processing fee will also be applied to the card.). The advance rent and processing fee are nonrefundable.
  • If advance rent payment is not completed within 24 hours of room selection, your assignment will be purged from the system.
  • Contracts are for the academic year, both fall and spring semesters. If you cancel your room assignment, the full amount of advance rent and processing fee is forfeited, and you are subject to the cancellation fee schedule available at lsu.edu/cancelhousing.
  • If you renew your contract and move into your fall assignment, the advance rent is applied to your fall's rent. If you cancel your fall assignment, the full amount of advance rent and processing fee is forfeited, and you are subject to the cancellation fee schedule available at lsu.edu/cancelhousing.
  • Contracts are for the academic year, both fall and spring semesters. If you cancel your room assignment, the full amount of advance rent and processing fee is forfeited, and you are subject to the cancellation fee schedule available at lsu.edu/cancelhousing.
  • You cannot have outstanding damage or rent charges. If you do, contact the Res Life Business Office at 225-578-5494.
  • You must have completed any student conduct/judicial sanctions assigned by Residential Life Student Conduct Office. If you need to discuss your case, contact the Residential Life Student Conduct Office at 225-578-5387.
  • You must complete the online process. A heavy volume of students logged on to the housing online services for Contract Renewal will cause your network connection to become slower than normal. Please be persistent by logging off and trying again.

✓ YOU MAY NOT RENEW TO YOUR CURRENT ROOM IF:
  • Floor changing from female to male or male to female
  • Building designated Honors/Residential College/Theme Housing
  • Room designated for staff or is ADA/wheelchair compliant/accessible
  • Residents of ACADIAN HALL, BLAKE HALL, BROUSSARD HALL, CYPRESS HALL, HERGET HALL, HIGHLAND HALL, LOUISE GARIG HALL, MILLER HALL, RES COLLEGE NORTH, RES COLLEGE SOUTH, RES COLLEGE WEST, and WEST LAVILLE SECOND FLOOR must renew to a different residence hall or an on-campus apartment since these buildings hold special programs only available for first-year students. Refer to the detailed schedule on the previous page for information about when you can access the online system to renew your contract.
  • Residents of KIRBY SMITH HALL can renew to their current building, however, there will be limited availability. You may have to select a different room than your current room, or select a different building if no spaces are available.
  • LAVILLE HONORS HOUSE: If you are a current resident of East Laville Hall or West Laville Hall and you will be registered in the Honors College fall 2017, you may renew your contract for a room in East Laville or West Laville Hall.

✓ ONLY ONE assignment can be reserved during the online Contract Renewal process. If you need to make a change, please work with the Res Life Assignments Staff in Grace King Hall. You can add yourself to a building’s waitlist by following the steps on page 18.

✓ SUITEMATES/ROOMMATES: You have the option to pull in suitemates into your residence hall suite and not just your room.

All room invitations should be accepted/declined by the end of your selection period time frame, usually 10 a.m. After 10 a.m., any invitations not accepted will be purged to make room for other students looking for available spaces.

✓ EAST & WEST CAMPUS APARTMENTS DETAILS:
  • ECA: Room #01-04 (1st floor), #05-08 (2nd floor), #09-12 (3rd floor)
  • WCA: Room # 01-05 (1st floor), #06-09 (2nd floor), #11-14 (3rd floor)
  • 3 Bedroom apt: A & B share bath (bathtub and shower head); C shower
  • Get detailed floor plans and apartment amenities at lsu.edu/housing.

✓ WCA SPECIAL CONDITION APARTMENTS: Some apartments in WCA will be specified as special condition and will have a fall move in date of the Sunday before classes begin at 2:00 p.m. If you select one of these special condition apartments, a message will show you’ve selected this type of apartment, and you will receive an e-mail confirming that you have renewed for this particular apartment under those conditions.

✓ STUDENT ATHLETES: Assignments for student athletes in designated athlete rooms/apartments in East and West Campus Apartments will be made by the Athletic Department. Athletes who will be reassigned from designated athlete rooms/apartments or those who are presently in non-athlete designated rooms must apply online according to the online contract renewal schedule. Contact the Athletic Department concerning your assignment status for fall 2017.

✓ OFFICE OF DISABILITY SERVICES: Students who are registered through the Office of Disability Services and are presently assigned to ADA rooms should contact the Department of Residential Life at 225-578-8663 so that we can assist you with your fall assignment. Students who are not registered through the Office of Disability Services and who currently have assignments in designated wheelchair accessible/ADA rooms will need to reserve a different room. Refer to the online contract renewal schedule for the appropriate date to select a new room/apartment.

✓ CONTINGENCY PLAN: If at any time between February 6 - 17 there is a need to reschedule the online process, residents will be notified through their myLSU e-mail accounts.

✓ NEED ASSISTANCE? Residential Life staff in Grace King Hall will be available 8:00 a.m. - 4:30 p.m. during the online Contract Renewal process. The online Contract Renewal process officially ends on Friday, February 17 at 10 a.m.
PART ONE
BEGIN THE CONTRACT RENEWAL APPLICATION & SEARCH FOR ROOMMATES

Go online between January 23 - February 3, 2017 to begin the contract renewal application. Go online beginning February 3, 2017, to search for roommates in the roommate matching service, and invite and accept roommate requests. In part two when you select your room or apartment, you’ll only be able to pull in unassigned roommates who you’ve accepted as roommates in the housing portal prior to room selection. Here’s a step-by-step guide:

Log In the Housing Portal (myLSU > Student Services > On-Campus Housing)

Click on the “Application” tab on the home page of the housing portal to get started.

Select the correct term you are applying for:
(RH/E/W - Fall 2017) - Res Halls/East/West Campus Apt- Fall 2017

You are now in the application to apply for the 2017-18 year. Follow the steps on the timeline to advance through the process. Be sure to review all the information on each page.

1. WELCOME

2. PROCESS OVERVIEW: Review the important information on this process overview screen, and click “Save & Continue” after you’re comfortable with the information.

3. PERSONAL DETAILS: Enter any missing information, including missing person contact and emergency contact information.

4. ACCESSIBLE HOUSING: Review the information about the Office of Disability Services, Gender Inclusive Housing, and Service and Assistance Animals. You can request more information about any of the topics on this page.

5. CONTRACT AGREEMENT: You are signing an academic year contract on this page. Review the housing contract and cancellation information linked in this step, complete the criminal history section, and provide your electronic signature in the form of our LSU ID number. Enter your LSU ID number without dashes

6. APPLICATION CONFIRMATION: You must click “Send Application Confirmation E-mail” to submit your application and advance to the next step, roommates.
ROOMMATE SEARCH & SELECTION

You are now in the roommate section of the application. Search for roommates in the Roommate Finder and invite and accept roommate requests. In part two when you select your room or apartment, you’ll only be able to pull in unassigned roommates listed in your “Accepted Roommates” shown on page 6. Follow the steps on the timeline to advance through the process. Be sure to review all the information on each page.

When navigating in the Roommate Finder, please click on the circle buttons on the Progress Bar rather than using your browser’s back button.

7. PERSONAL PROFILE
   Include In Search: This box is checked by default to include you in other students’ roommate searches. If you do not want students to be able to search for you or see how compatible you are as roommates, un-check this box.

   Screen Name/ PAWS ID: Your screen name is your PAWS ID.

   Description: You can enter a brief description of yourself here for potential roommates to see.

8. PERSONAL PREFERENCES: Enter your personal preferences about your room environment, sleep habits, music preferences, and more. Your answers will help match you with potential roommates. You can come back to this section and change your answers until February 17.

9. ROOMMATES: See the next page (p. 6) for an example of the Roommate page.
   Review the important Roommate Information at the top of the page.

   Suggested Roommates: Based on your answers in the Personal Profile section, your most compatible roommate options appear here. You can View Their Profile, Send a Message through the housing portal, or Request them as a roommate.

   Accepted Roommates: If you send a roommate request to a student and they accept that request to be your roommate, they will appear in your list of accepted roommates. You can have up to three Accepted Roommates. These are the only people you will be able to invite into your room, suite or apartment when you select your room/apartment in the next steps.

   Requested Roommates: When you send a request, it will appear here until the student accepts or declines your request. You will also receive a message through the portal (top right hand corner) when someone accepts or declines your roommate request. You can only have three outstanding roommate requests at a time. If you send three requests out, one will have to decline your request or you will have to cancel one of your sent requests to be able to send out another request.

   If someone requests you as a roommate, the invitation will appear in this section for you to View Their Profile, Send a Message through the housing portal, or Accept or Decline the invitation. You will receive a message through the portal (top right hand corner) when someone invites, accepts, or declines your roommate request.

   Search for Roommates: Here you can search for roommates a few different ways:
   - Browse Matching Roommates
     While the Suggested Roommates section only lists your top results, this section lets you browse potential roommates beyond those first few matches.

   - Search By Details: PAWS ID or Age
     If you know who you want your roommate to be, you can simply enter their PAWS ID here to find and request them as a roommate.

   - Search By Profile Questions
     If you want to see only early risers or only people who listen to jazz music, narrow down your field of potential roommates using this filter to search.

10. ROOMMATE SELECTION PROCESS COMPLETE: When you’ve reached this screen, you’ve gone through all the steps of roommate search and selection. You can still access the roommate section of the process to change your roommates, view new requests, and more.
Roommates

Here you can search for potential roommates and invite them to room with you, or you can accept random selection based on your profile.

- Get detailed instructions about the roommate search and request processes in the Contract Renewal Guide Book at lsu.edu/contractrenewal.
- Students must have an active housing application to show up in the roommate search.
- Please note that roommate requests and all selectable housing options must be mutual to be honored. While we try to accommodate preferences, not all requests can be honored.
- When you select your room/apartment in the next steps, you will only be able to invite roommates who are in your “Accepted Roommates” list below.
- Your “Accepted Roommates” only indicate that you and your accepted roommate(s) agree to live together, if possible. This is not a guarantee that you will have an assigned space together.
- You can have up to three (3) accepted roommates at one time.
- To search for a particular person, click on “Search for roommate by details” below and search using a PAWS ID.
- If you are renewing your contract to a space in the Laville Honors House, you must be participating in the Honors College and any roommate request must also be an Honors College student.
- You are not required to choose a preferred roommate. If you do not have a roommate request, please click “Continue” at the bottom of the page to proceed.

Accepted Roommates

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Requested</th>
<th>Matches</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gloria</td>
<td>20</td>
<td></td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>
| Suggested Roommates

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Requested</th>
<th>Matches</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>ibahu1</td>
<td>19</td>
<td>Room Assigned</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>eyama1</td>
<td>19</td>
<td>Room Assigned</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>srobi1</td>
<td>19</td>
<td>Room Assigned</td>
<td>70%</td>
<td></td>
</tr>
</tbody>
</table>

Requested Roommates

You have no roommate requests.

Search for roommates

Search for roommates by details
Search for roommates by entering their details
Search for roommates by profile questions
Search for a roommate by selecting profile questions
Browse matching roommates
Browse roommates who match my profile information

Save & Continue
Log in to the online housing portal via myLSU > Student Services > On-Campus Housing according to the schedules below to complete your on-campus housing contract renewal by selecting your room/apartment for 2017-18.

Remember in room/apartment selection, you’ll only be able to pull in unassigned roommates into your room/suite or apartment who you’ve accepted as roommates in the housing portal. See Part One: Roommates of this guidebook for step-by-step instructions. We recommend you have your roommates in order before room selection to save you time.

You must pay $250 (non-refundable) advance rent payment via credit card at time of contract renewal to reserve a space. (*A $10 non-refundable credit card processing fee will also be applied to the card.). The advance rent and processing fee are nonrefundable. If you renew your contract and move into your fall assignment, the advance rent is applied to your fall’s rent. If you cancel your fall assignment, the full amount of advance rent and processing fee is forfeited, and you are subject to the cancellation fee schedule available at lsu.edu/cancelhousing.

Please note: If advance rent and fees are not paid within 24 hours of choosing your assignment, your selection will be removed from the system.

Contracts are for the academic year, both fall and spring semesters.

The online system will remain open for room selection through February 17, 2017. We strive to get students one of their top choices on campus. The system will reopen on February 20, 2017 for students interested in placing themselves on a waitlist. Get waitlist details on page 18.

### Schedule To Reserve a Space in Available Residence Halls

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 13</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current residence hall residents can reserve their same room in their residence hall, if available</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Includes residents of Annie Boyd, Beaugard, Jackson, Lefeune and Taylor Halls, Honors students in East &amp; West Laville (Excluding 2nd floor of West Laville Hall), and Kirby Smith Hall 2nd &amp; 3rd floor.</strong></td>
</tr>
<tr>
<td>Tuesday, February 14</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Residents who completed renewal on Monday may invite roommate(s) into available spaces in their res hall room between 1 p.m. - 10 a.m.</td>
</tr>
<tr>
<td>Wednesday, February 15</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Current residence hall residents can reserve a different room in their same residence hall or another available hall and have the option to pull in unassigned roommate(s) into available spaces in their res hall room or suite</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Honors residents can select rooms in East &amp; West Laville Halls (Excluding 2nd floor of West Laville Hall).</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Annie Boyd residents can select rooms in Annie Boyd.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Highland and Louise Garig residents can select rooms in Annie Boyd.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Pentagon residents can select rooms in the Pentagon Halls.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Kirby Smith residents can select from available rooms on the 2nd &amp; 3rd floors of Kirby Smith Hall.</strong></td>
</tr>
<tr>
<td>Thursday, February 16</td>
<td>1 p.m. - 10 a.m. (next day)</td>
<td>Open to ALL on-campus residents to reserve a space in any residence hall or apartment with space availability and have the option to pull in unassigned roommate(s) into available spaces in their res hall room/suite or apartment</td>
</tr>
</tbody>
</table>
**PART TWO: ROOM/APARTMENT SELECTION & ADVANCE RENT, CONTINUED**

**Apartment Same Room Day**  
Monday, February 6 • 1 p.m. - 10 a.m.  (next day)  
Current ECA & WCA residents can reserve their same room in their apartment

Log In the Housing Portal (myLSU > Student Services > On-Campus Housing)

Click on the “Application” tab on the home page of the housing portal.

Select the correct term:  
**Res Halls/East/West Campus Apt- Fall 2017 (RH/E/W - Fall 2017)**

**APARTMENT SELECTION: APARTMENT SAME ROOM**

If you aren’t automatically taken to the “Apartment Selection” page, click on the step in the time line at the top of the page.

The Residence Hall Room / Apartment Room Selection screen shows your current room and apartment assignment.

If any of your current roommates have renewed their contracts for their same room by the time you log in, they will show here in the “Occupancy” information. If not, the space will be listed as “empty.”

Click “Save & Continue” to move on to the next step.

Under “Select the bed you would like to have,” your current apartment room will show. This is the only option you have today. Other available rooms will appear in the coming days according to the schedule on page 9.

Click “Reserve Beds” to move on to the next step.

Almost done! One more step to confirm your space for 2017-18. You must click “Save & Continue” to get to the final step where you will pay your advance rent to complete the reservation process.

Review your bed selection, and click “Save & Continue” to move on to the next step.

On the final step, you will complete the advance rent payment of $250 and a $10 processing fee. The full amount is non-refundable. If you renew your contract, get a room assignment, and move in to your room assignment, the $250 advance rent is applied toward your fall rent on the fee bill. If you cancel your housing assignment, the entire amount is forfeited, and you are subject to the cancellation fee schedule at lsu.edu/cancelhousing.

If advance rent and fees are not paid within 24 hours of choosing your assignment, your selection will be removed from the system.

If you are exempt from paying advance rent, you will be taken to the confirmation page.
**PART TWO: ROOM/APARTMENT SELECTION & ADVANCE RENT, CONTINUED**

**Apartment Pull In Day**

**Tuesday, February 7 • 1 p.m. - 10 a.m. (next day)**

Current ECA & WCA residents who completed renewal on Monday can pull in unassigned roommates into available spaces in their apartment.

Log in the Housing Portal (myLSU > Student Services > On-Campus Housing)

Click on the “Application” tab on the home page of the housing portal.

Select the correct term:

**Res Halls/East/West Campus Apt- Fall 2017** (RH/E/W - Fall 2017)

**APARTMENT SELECTION: APARTMENT SAME ROOM PULL INS**

On Tuesday, the “Pull In” Screen will be active for those who have completed same space renewal to pull in roommates into your apartment.

On this screen, click “Search” to begin the roommate pull in process.

After you click “Search,” available spaces in your apartment will show in the list.

Select one of the available spaces by clicking on it. It will become highlighted as shown below.

Click “Save & Continue” to move to the next screen.

Now you are ready to pull in roommates to available spaces in the apartment.

REMEMBER: The only roommates you’ll be able to pull in are those listed in your “Accepted Roommates” list in the housing portal if they are not already assigned to a space for fall 2017. Go back to the Roommate button in the Progress Bar if you need to search for roommates.

Your “Accepted Roommates” will show on this screen next to a drop down menu of the available spaces in your apartment.

You can pull in more than one accepted roommate into your apartment if multiple spaces are available.

You have five minutes (5:00) to complete this step. If you take longer than five minutes, the system will time out, you will have to start over, and the spaces will not be held for your roommates.

Click “Reserve Beds” to move on to the next step.
Almost done! On the room confirmation page, you’ll see your roommates and room assignment information in the “Occupancy Information” at the bottom of the screen.

You must click “Save & Continue” to complete this process.

The roommates you pulled in to your apartment will receive an e-mail asking them to log in to the online housing portal to accept the room assignment and pay advance rent to complete their room reservation process outlined on page 18.
APARTMENT SELECTION: APARTMENT COMMUNITIES

On Wednesday, current ECA and WCA residents who did not reserve their same room on Monday/Tuesday can log in to the online housing portal and reserve a different room/apartment in ECA or WCA with the option to pull in roommates into available spaces in the apartment.

Please remember the only roommates you’ll be able to pull in are those listed in your “Accepted Roommates” list in the housing portal. Go back to the Roommate button in the Progress Bar if you need to search for roommates.

Click on “East Campus Apts” or “West Campus Apts” to see available spaces in those communities.

We clicked “West Campus Apts,” so all apartments in WCA are listed here. The far right column (“Other”) lists the number of available beds in that apartment. If there is a zero (0) in that column, all beds in that apartment have been assigned to students.

Select one of the available apartments by clicking on it. It will become highlighted as shown below.

Click “Save & Continue” to move to the next screen.

If you want to get an apartment with a friend or two, make sure there are enough available beds in the “Other” column so there will be a space for each of you.

If there are not enough spaces in one apartment, each roommate can reserve an apartment space separately and work with the occupants of that apartment and our Res Life Assignments staff to swap apartments to get together. We try our best to get everyone with their preferred roommates, but cannot guarantee it. Make sure you’re comfortable with this information and the advance rent payment before reserving a space.

Now that we’ve selected WCA 1207, you see the apartment’s details here.

Select the number of beds you wish to assign by clicking on them. They will become highlighted as shown below. For example, if you want to invite one roommate into your apartment, select one bed for yourself and a second bed for your roommate.

Click “Save & Continue” to move to the next screen.

Or click the “Apartment Same Community” tab highlighted on the screen to go back to the list of apartments for ECA and WCA.

Remember not to use your browser’s ‘back’ button.

**In the example to the left, apartment numbers do not match from step to step, but yours will! We just grabbed these screen shots at different times.**
Now you are ready to choose your room assignment (My Bed) and pull in unassigned roommates to available spaces in the apartment.

REMEMBER: The only roommates you’ll be able to pull in are those listed in your “Accepted Roommates” list in the housing portal who do not already have a room assignment for fall 2017. Go back to the Roommate button in the Progress Bar if you need to search for roommates.

REMEMBER: Only the number of beds you selected in the previous step will show here.

Your “Accepted Roommates” will show on this screen next to a drop down menu of the available spaces in your apartment. Refer to page 12 for details of pulling in roommates into available spaces.

You can pull in more than one roommate into your apartment, if multiple spaces are available and you selected them in the previous step.

You have five minutes (5:00) to complete this step. If you take longer than five minutes, the system will time out, you will have to start over, and the spaces will not be held for your roommates.

Click “Reserve Beds” to move on to the next step.

Almost done! On the room confirmation page, you’ll see your roommates and room assignment information in the “Occupancy Information” at the bottom of the screen.

Review your bed selection, and click “Save & Continue” to move on to the next step.

On the final step, you will complete the advance rent payment of $250 and a $10 processing fee. The full amount is non-refundable. If you renew your contract, get a room assignment, and move in to your room assignment, the $250 advance rent is applied toward your fall rent on the fee bill. If you cancel your housing assignment, the entire amount is forfeited, and you are subject to the cancellation fee schedule at lsu.edu/cancelhousing.

If advance rent and fees are not paid within 24 hours of choosing your assignment, your selection will be removed from the system.

If you are exempt from paying advance rent, you will be taken to the confirmation page.

The roommates you pulled in to your apartment will receive an e-mail asking them to log in to the online housing portal to accept the room assignment and pay advance rent to complete their room reservation process outlined on page 15.
APARTMENT SELECTION: APARTMENT ALL IN DAY

On Thursday, all on-campus residents (so students living in res halls and ECA and WCA) can log in to the online housing portal and reserve a space in ECA or WCA with the option to pull in unassigned roommates into available spaces in the apartment.

Please remember the only roommates you’ll be able to pull in are those listed in your “Accepted Roommates” list in the housing portal who do not already have a room assigned for fall 2017. Go back to the Roommate button in the Progress Bar if you need to search for roommates.

Click on “East Campus Apts” or “West Campus Apts” to see available spaces in those communities.

We clicked “East Campus Apts,” so all apartments in ECA are listed here. The far right column (“Other”) lists the number of available beds in that apartment. If there is a zero (0) in that column, all beds in that apartment have been assigned to students.

Select one of the available apartments by clicking on it. It will become highlighted as shown below.

Click “Save & Continue” to move to the next screen.

If you want to get an apartment with a friend or two, make sure there are enough available beds in the “Other” column so they’ll be a space for each of you.

If there are not enough beds available in one apartment, each roommate can reserve an apartment space separately and work with the occupants of those apartments and our Res Life Assignments staff to swap apartments to get together. We try our best to get everyone with their preferred roommates, but cannot guarantee it. Make sure you’re comfortable with this information and the advance rent payment before reserving a space.

Now that we’ve selected ECA 1414, you see the apartment’s details here.

Select the number of beds you wish to assign by clicking on them. They will become highlighted as shown below. For example, if you want to pull in one roommate into your apartment, select one bed for yourself and a second bed for your roommate.

Click “Save & Continue” to move to the next screen.

Or click “Apartment All In” tab highlighted on the screen to go back to the list of apartments for ECA and WCA.

Remember not to use your browser’s ‘back’ button.

**In the example to the left, apartment numbers do not match from step to step, but yours will! We just grabbed these screen shots at different times.
Now you are ready to choose your room assignment (My Bed) and assign roommates to available spaces in the apartment.

REMEMBER: The only roommates you’ll be able to pull in are those listed in your “Accepted Roommates” list in the housing portal who do not already have a room assignment for fall 2017. Go back to the Roommate button in the Progress Bar if you need to search for roommates.

REMEMBER: Only the number of beds you selected in the previous step will show here.

Your “Accepted Roommates” will show on this screen next to a drop down menu of the available spaces in your apartment. Refer to page 12 for details of pulling in unassigned roommates into available spaces.

You can pull in more than one roommate into your apartment, if multiple spaces are available and you selected them in the previous step.

You have five minutes (5:00) to complete this step. If you take longer than five minutes, the system will time out, you will have to start over, and the spaces will not be held for your roommates.

Click “Reserve Beds” to move on to the next step.

**In the example to the left, apartment numbers do not match from step to step, but yours will! We just grabbed these screen shots at different times.

Almost done! On the room confirmation page, you’ll see your roommates and room assignment information in the “Occupancy Information” at the bottom of the screen.

Review your bed selection, and click “Save & Continue” to move on to the next step.

On the final step, you will complete the advance rent payment of $250 and a $10 processing fee. The full amount is non-refundable. If you renew your contract, get a room assignment, and move in to your room assignment, the $250 advance rent is applied toward your fall rent on the fee bill. If you cancel your housing assignment, the entire amount is forfeited, and you are subject to the cancellation fee schedule at lsu.edu/cancelhousing.

If advance rent and fees are not paid within 24 hours of choosing your assignment, your selection will be removed from the system.

If you are exempt from paying advance rent, you will be taken to the confirmation page.

The roommates you pulled in to your apartment will receive an e-mail asking them to log in to the online housing portal to accept the room assignment and pay advance rent to complete their room reservation process outlined on page 15.

Learn more at lsu.edu/housing.
The only roommates you’ll be able to pull in are those listed in your “Accepted Roommates” list in the housing portal who do not already have a room assignment for fall 2017. Go back to the Roommate button in the Progress Bar if you need to search for roommates.

If one of your “Accepted Roommates” pulls you in to an available space in an apartment or res hall room/suite:

Log in to the online housing portal through the steps outlined on page 10.

On this screen, you can view the details of the room assignment, including building and room/apartment number and any other roommates in that room/apartment.

You have the option to “Accept Assignment” or “Decline Assignment” here.

If you decline the assignment, you will not have a room/apartment assignment and can go back into the online housing portal and select a different space.

If you accept the assignment as shown to the left, you will move on to the Room Assignment Confirmation page shown below.

You must accept or decline the invitation by the end of your selection period time frame, usually 10 a.m. View the complete schedule on page 9.

After 10 a.m., any invitations not accepted will be purged to make room for other students looking for available spaces. Advance rent and fees must also be paid to finalize your assignment.

Almost done! On the room confirmation page, you’ll see your roommates and room assignment information in the “Occupancy Information” at the bottom of the screen.

Review your room assignment, and click “Save & Continue” to move on to the next step.

On the final step, you will complete the advance rent payment of $250 and a $10 processing fee. The full amount is non-refundable. If you renew your contract, get a room assignment, and move in to your room assignment, the $250 advance rent is applied toward your fall rent on the fee bill. If you cancel your housing assignment, the entire amount is forfeited, and you are subject to the cancellation fee schedule at lsu.edu/cancelhousing.

Learn more at lsu.edu/housing.
Click on Application Status above the time line to review:

**Application Status**: Confirm your application is complete.

**Room Reservation Details**: See what apartment/room you are assigned to for 2017-18.

**Occupancy Information**: See what roommates/suitmates are in your room/suite/apartment. The information listed below “Occupants” is each students’ PAWS ID, or the beginning of their LSU e-mail address.

**Waitlists**: See which waitlists you are currently on.
The online contract renewal process requires $250 non-refundable advance rent. If you move into your room assignment, the $250 advance rent is applied toward your rent on your fee bill.

If you complete the contract renewal process and later decide to cancel your housing assignment, you forfeit the $250 advance rent and $10 processing fee and the following staggered fee policy will apply:

<table>
<thead>
<tr>
<th>Cancel in July</th>
<th>$175 Cancellation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel between August 1 and the first day of fall classes</td>
<td>Student is responsible for 25% of the lowest priced room</td>
</tr>
<tr>
<td></td>
<td>offered</td>
</tr>
<tr>
<td>Cancel on or after the first day of fall classes because student is</td>
<td>Student is responsible for 25% of the rent remaining</td>
</tr>
<tr>
<td>RESIGNING from LSU</td>
<td>on his/her room and will be charged a rent penalty for the</td>
</tr>
<tr>
<td></td>
<td>spring semester (75% of the lowest priced room offered).</td>
</tr>
<tr>
<td>OR</td>
<td>After the 14th class day of the spring semester, the</td>
</tr>
<tr>
<td>Student is a No Show* and is not registered for fall classes</td>
<td>spring rent penalty will be deleted if student is not</td>
</tr>
<tr>
<td></td>
<td>registered for classes at LSU</td>
</tr>
</tbody>
</table>

* A No Show is defined as a student who did not cancel a room assignment and failed to check in by 11:59 p.m. on the first day of class.

| Cancel on or after the first day of fall classes WITHOUT RESIGNING from LSU  | Student is responsible for 75% of the remaining fall rent  |
|                                                                              | for the lowest priced room offered and will be charged a   |
|                                                                              | rent penalty for the spring semester (75% of the lowest    |
|                                                                              | priced room offered).                                     |
| OR                                                                            | After the 14th class day of the spring semester, the      |
| Student is a No Show* and is registered for fall classes                    | spring rent penalty will be deleted if student is not     |
|                                                                              | registered for classes at LSU                               |

* A No Show is defined as a student who did not cancel a room assignment and failed to check in by 11:59 p.m. on the first day of class.

View the housing contract, learn how to cancel your application, and review the full cancellation refund & fee schedule at lsu.edu/cancelhousing.
If you selected a space during contract renewal, but want to get on a waitlist for a different building or apartment type:

Select **Waitlist Search** beginning on February 20, 2017. Only students who reserve a space during contract renewal can access the waitlists.

Select the building you’re interested in from the **Room Location** drop down menu.

You can view how many people are currently on the waitlist in the “# Applicants on Waitlist” column.

Select the building and room type and click **Assign**.

You are now on your preferred waitlist.

At anytime you can remove yourself from a waitlist on the “Waitlist” step by clicking “Remove.

You may be on multiple waitlists at once.

As spaces become available, the Res Life Assignments staff will reach out to you confirming you want to move to your preferred space.

Please be sure to check your email regularly. Res Life Assignments staff will not move a student to an available space unless we receive written communication verifying the move. In order to be most effective, these moves are time-sensitive and will require a response within 48 hours in most cases.