

 Residential & Commuter Life

Housing Selection Guide

THE 24-25 GUIDE FOR RETURNING STUDENTS

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RESIDENCY POLICY

RESIDENCY REQUIREMENT

Residency at Capital University isn't just living on campus, it's about living connected. Our dynamic team of professional level Community Coordinators and undergraduate peer leaders (Resident Assistants or Community Assistants) act as your "experts-in-residence," trained to guide and assist you as you navigate student life. Our work is guided through our evidence-based Community Development Model, which serves as the blueprint for a common residential experience. In each community peer leaders enact this model to educate, engage, and establish you within the #CapFam during your residency.

Residency is an integral part of your education as a Capital University student. Therefore, students who are enrolled in full-time, undergraduate courses are required to maintain residency, living in university residence halls, apartments, or houses for the duration of enrollment as an undergraduate.

Students are responsible for becoming familiar with the policies and procedures outlined in the Capital University Student Handbook. For residency purposes, a commuter is defined as any student who has an approved release from the housing requirement, per the criteria listed here. A resident is defined as any student who is or will be living in the Capital University residence halls, apartments, or houses. Capital University recognizes that some students may live within the area or have other circumstances that may make them eligible to apply to reside off-campus.

REQUIREMENTS FOR HOUSING RELEASE

The following list contains the eligibility requirements for a Housing Release Request

- Must be 22 or older
- Must have 60 credit hours by the start of the next semester
- Must be married (marriage certificate required)
- Must live with parents/court appointed guardians in permanent residency within 30 miles of the campus (verified by the Office of Admissions/Registrar)
- Housing accommodation(s)
 - Must have diagnosis of an ongoing health-related issue requiring special living accommodations that University housing cannot reasonably provide (supporting documentation and registration with the Office of Accessibility Services required)
- Extenuating circumstances
 - Must have change in financial status which demonstrates a hardship if the student is required to live on campus (verified by the Office of Financial Aid)

RELEASE PROCESS

Students who desire to live off-campus for the **fall** semester must complete and submit an online Housing Release Request on or before July 1. Students who desire to live off-campus for the **spring** semester must complete and submit an Online Housing Release Request on or before December 1. If there is a change in residency status, students must request a Financial Aid Estimator through the Office of Financial Aid.

Please note that applications from residential students requesting a mid-year release will only be considered for those students who have documented extenuating circumstances that demonstrate a possible risk or hardship if the student is required to live on campus.

Requests will be evaluated and students will receive written notification of their release status. Students are strongly cautioned against signing a lease before receiving official notification that they have been released from the residency requirement. Those who fail to meet University criteria for residing off-campus will be assigned to a University room and board plan and be billed accordingly, whether or not they select to reside or eat on campus.

To ensure accuracy of contact information and to allow for changes in eligibility, students will be asked to complete the Housing Release Request form annually. As long as none of the eligibility requirements are being changed, students will not need to reproduce documentation.

SELECTION TIMELINE

3/27

APPLICATION & DEPOSIT DUE

All students planning to participate in the housing selection process must complete the online housing application and submit a \$100 housing deposit. Further instructions can be found later in this document.

4/1

SELECTION TIMES RELEASED

Students will receive their assigned selection window via email. This email will contain very detailed information about the selection process and eligibility. It is important that students read this communication thoroughly and reach out with questions.

4/1

VIEW AVAILABILITY, SET PREFERENCES

Once you have received your housing selection time, you are able to log in to eRezLife and view available space. At this time you can also set preferences for housing selection.

4/9
THROUGH
4/11

HOUSING SELECTION DAYS

At your assigned date and selection time, you will be able to enter the housing system and select housing for yourself and your roommate group.

SELECTION ELIGIBILITY

HOUSING SELECTION ELIGIBILITY

- Students **must** complete the housing application and pay the \$100 housing deposit to be eligible to select housing.
- Neighborhood housing (apartments and houses) is available to rising Juniors and seniors. Additionally, these students must:
 - Be in good conduct standing with the University
 - Have a 2.75 GPA.
 - **Please note that all roommates must meet these requirements**

HOUSING SELECTION TIMES

Housing selection times are determined by class rank, and assigned randomly within that rank. Rank is determined by credits earned through Fall 23 + credits enrolled in Spring 24.

- Rising Seniors (90+ Credits)
- Rising Juniors (60+ Credits)
- Rising Sophomore (30+ Credits)

ROOM RATES 2024-25

Term Annual

TRADITIONAL RESIDENCE HALL (SAYLOR-AKERMANN, COTTERMAN, SCHAAF)	SINGLE	\$3,919	\$8,034
	DOUBLE	\$3,135	\$6,428
	DOUBLE AS SINGLE*	\$4,676	\$9,586
	SUPER SUITE**	\$3,135	\$8,138

SUITE STYLE (TRINITY , COLLEGE AVE. HALL)	SINGLE	\$4,315	\$8,846
	DOUBLE	\$3,466	\$7,106

NEIGHBORHOOD (SHERIDAN, COMMONS, CU APT.)	SINGLE	\$5,286	\$10,836
	DOUBLE	\$4,517	\$9,260

Term Annual CapBucks

RESIDENTIAL MEAL PLANS	ULTIMATE PLUS	\$3,311	\$6,632	\$200
	240 BLOCK	\$3,311	\$6,632	\$400
	200 BLOCK	\$2,585	\$5,170	\$300
	125 BLOCK	\$2,120	\$4,240	\$300

COMMUTER MEAL PLANS	FREEDOM 100	\$1,333	\$2,666	\$150
	FREEDOM 50	\$783	\$1,566	\$150

INFO SESSIONS

FIRST-YEAR STUDENTS

TUESDAY, FEB 20 AT 2:00PM

RSVP ON ENGAGE

VIRTUAL INFO SESSION

WEDNESDAY, FEB 21 AT 11:00AM

RSVP ON ENGAGE

UPPER-CLASS STUDENTS

THURSDAY, FEB 22 AT 3:00PM

RSVP ON ENGAGE

FIRST-YEAR STUDENTS

TUESDAY, MARCH 12 AT 2:00PM

RSVP ON ENGAGE

NEIGHBORHOOD SPECIFIC

THURSDAY, MARCH 14 AT 4:00PM

RSVP ON ENGAGE

APPLICATION & DEPOSIT

STEP 1

Login to the eRezLife platform (<https://capital.erezlife.com>) using your Capital University login credentials.

STEP 2

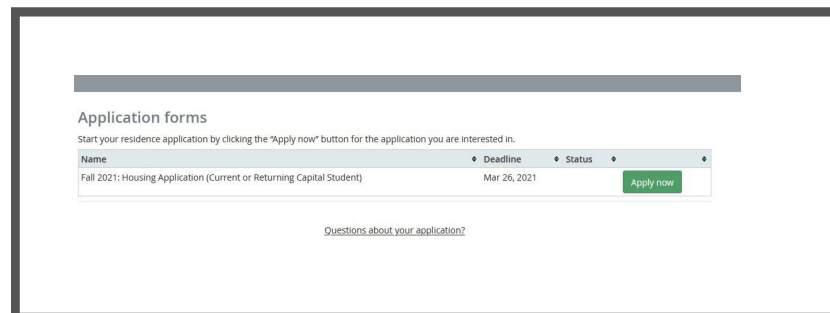
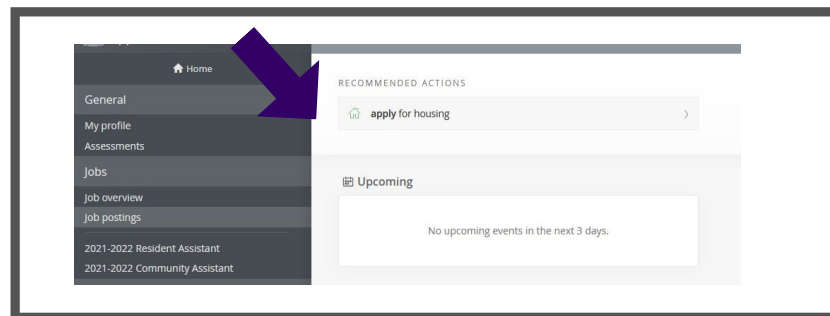
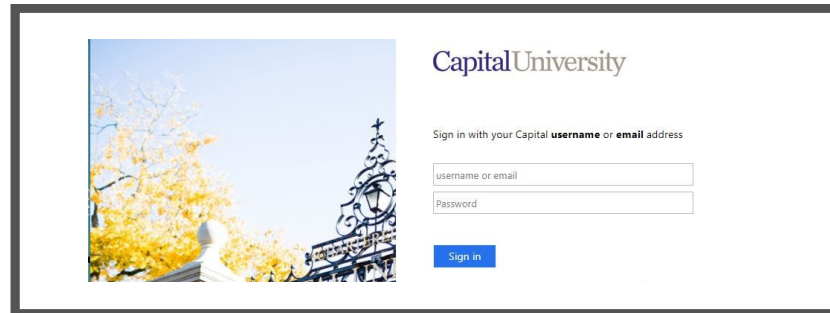
On your housing dashboard, select "apply for housing" under recommended actions.

STEP 3

Select "apply now" and complete your housing application.

STEP 4

Pay your deposit by visiting [ACI Payments, Inc.](https://www.acipayments.com) (formerly [Official Payments](https://www.officialpayments.com))



STEP-BY-STEP GUIDE TO:
HOUSING SELECTION

ROOMMATE GROUPS

Students will need to create roommate groups in advance of the selection process. This will confirm that all members have completed their housing application and are eligible for selection.

Students can create/be a part of as many roommate groups as they would like. We encourage that a roommate group be set up for Option 1, Option 2, Option 3, etc.

Below are detailed instructions for setting up these groups. **Please note the following: only students with completed applications can create or be added to roommate groups.** We encourage students to set up multiple roommate groups, and have backup plans.

STEP ONE: LOGIN - FIND TAB

The screenshot shows a housing dashboard interface. On the left is a dark sidebar menu with the following items: Applications & forms, Home, General, My profile, Assessments, Jobs, Job overview, Job postings, Housing, Housing overview, My meal plans, Fall 2022: Housing A, Roommate groups, and Forms. A purple arrow points from the 'Roommate groups' tab to a callout box. The callout box is dark with white text and contains the following text: 'LOGIN TO YOUR HOUSING DASHBOARD HERE. AFTER LOGIN, CLICK "ROOMMATE GROUPS" ON THE LEFT.' The main content area of the dashboard includes a 'RECOMMENDED ACTIONS' section with a 'create a roommate group' button, an 'Upcoming' section with a 'No upcoming events in the next 5 days.' message, and a 'My forms' section with a 'View inbox' link and a message stating 'You aren't responsible for any forms.'

STEP TWO: CREATE GROUP

Applications & forms

Home

General

My profile

Assessments

Jobs

Housing

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

Roommate groups

APPLICANT
Washburne, Zoe

- CLICK CREATE NEW ROOMMATE GROUP

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Fall 2022: Housing Application

Create new roommate group

My choice	Group name	Applicants
✓	No group	

STEP THREE: NAME GROUP

Applications & forms

Home

General

My profile

Assessments

Jobs

Housing

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

New roommate group

View all groups

Group name *
Roomies4Life

Session

Fall 2022: Housing Application

Members (maximum allowed: 3)

✓ Washburne, Zoe (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

3.

- CREATE A NAME FOR YOUR GROUP (THE NAME OF YOUR GROUP DOES NOT MATTER)

STEP FOUR: ADD ROOMMATES

Applications & forms

Home

General

My profile

Assessments

Jobs

Housing

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

New roommate group

View all groups

Group name *
Roomies4Life

Session

Fall 2022: Housing Application

Members (maximum allowed: 3)

✓ Washburne, Zoe (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their email application
- you can only add people who have completed applications for this session

Email

2. hpotter@capital.edu

3. rweasley@capital.edu

- ENTER THE CAPITAL EMAIL ADDRESS OF EACH ROOMMATE YOU ARE ADDING TO YOUR GROUP.
- PLEASE NOTE, ONLY STUDENTS WITH A COMPLETED APPLICATION CAN BE ADDED.

STEP FIVE: SAVE GROUP

Housing overview

My meal plans

Fall 2022: Housing Application

Roommate groups

Forms

Resources

Session

Fall 2022: Housing Application

Members (maximum allowed: 3)

✓ Washburne, Zoe (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their email application
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Email

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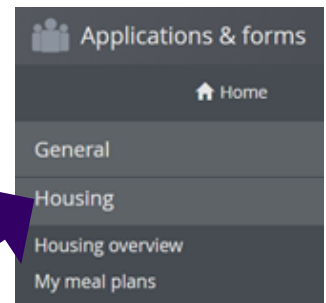
Save Cancel

- SAVE YOUR GROUP (YOU CAN COME BACK AND EDIT AT ANY TIME!)

SETTING PREFERENCES

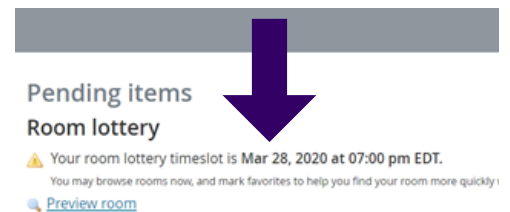
STEP 1

Login to the eRezLife platform and select Housing Overview in the navigation pane on the left.



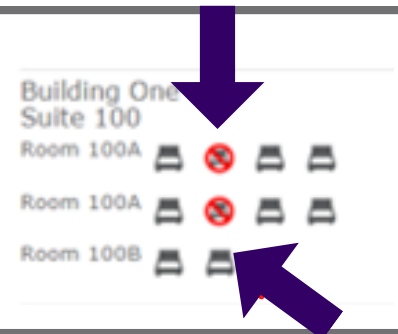
STEP 2

You will notice your assigned selection time is listed in bold. Prior to this time, you may preview rooms for selection.



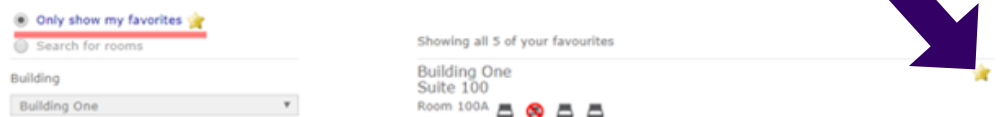
STEP 3

You may search for specific rooms. Vacant rooms are indicated by the "bed" icon, and rooms that are unavailable to you are indicated by the "no bed" icon.



STEP 4

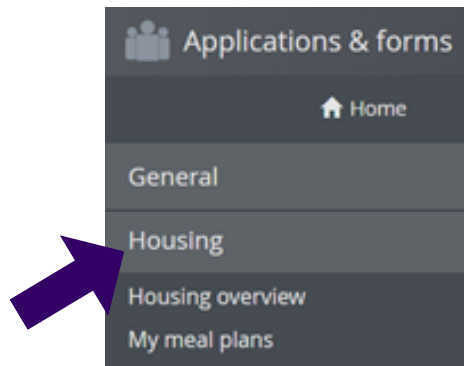
To make the room selection process easier, you can mark your favorite room(s) and view only those rooms during the room selection process later.



SELECTING HOUSING

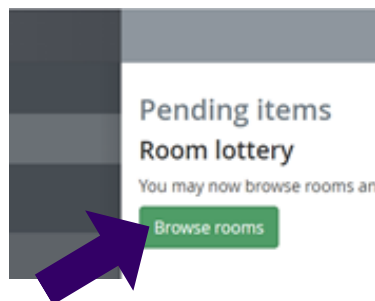
STEP 1

Login to the eRezLife platform and select Housing Overview in the navigation pane on the left.



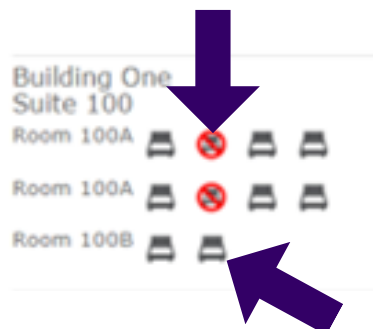
STEP 2

On the Housing Tab, under "Pending Items" click "Browse Rooms"



STEP 3

You may search for specific rooms. Vacant rooms are indicated by the "bed" icon, and rooms that are unavailable to you are indicated by the "no bed" icon.



SELECTING HOUSING

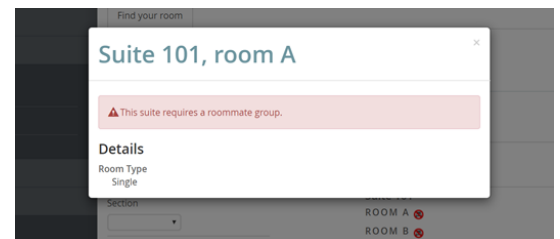
STEP 4

To make the room selection process easier, you can sort by rooms that you have favorited in advance of selection.



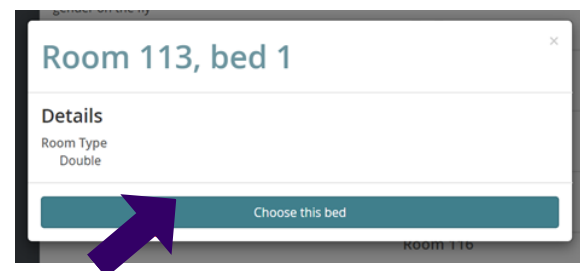
STEP 5

If you click on a room that is unable to be selected, a notification will pop-up indicating why that room is not available to you.



STEP 6

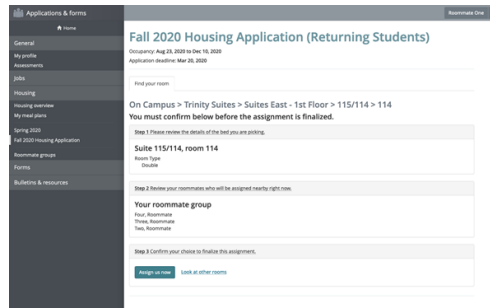
Once you have identified and selected your space, click "Choose this bed" in the pop-up.



SELECTING HOUSING

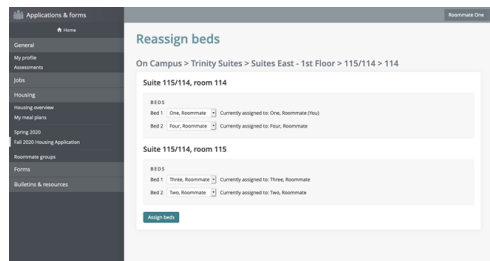
STEP 7

Thoroughly review the information presented, and click “YES” to place my roommate nearby right now (this will pull in your pre-determined roommate groups)



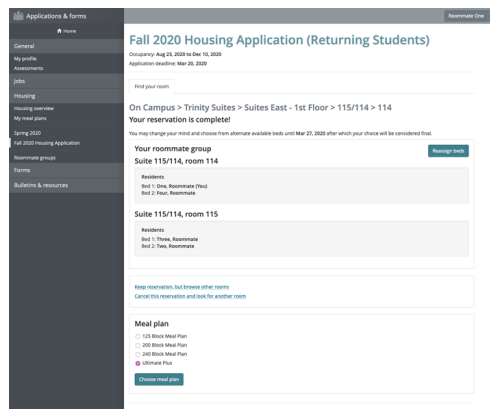
STEP 8

If you selected housing in a house, apartment, or suite, please verify who will be in each room.



STEP 9

Review your assignment and select your meal plan.



Frequently Asked Questions

Frequently Asked Questions

Apartment/House Living

[Who is eligible?](#)

[Can I appeal my eligibility?](#)

[If I add Summer Housing, will I have to vacate my current housing assignment before moving into my 2023-2024 assignment?](#)

[If I selected the same unit for next year that I am in currently, do I have to move out?](#)

[Can I remain in my housing during the break?](#)

[What furniture is provided in my house or apartment?](#)

Off-Campus Eligibility

[Who is eligible to live off campus?](#)

[What will happen if I am not eligible to live off campus, but don't sign up for on campus housing?](#)

[After I get my housing placement, Can I still get out of the campus housing agreement?](#)

Selection Process

[How are selection times determined?](#)

[What do I have to do to be eligible for selection?](#)

[Where can I find the forms I need to complete to participate in selection?](#)

[How will I know when to select my room?](#)

[What happens if I have a conflict during my selection time?](#)

[Can I select a single room?](#)

[What happens if I don't have a roommate?](#)

[If I am on internship, or studying abroad this semester, can I still participate in housing selection?](#)

[What if I will only be here for one semester to graduation, internship, or studying abroad?](#)

[Can I request to live with an incoming first year student?](#)

[What housing options will I be able to select from?](#)

[Do I get to select my apartment or suite mates?](#)

Forms/Rates/Other Questions

[Where can I find the 2023-2024 Room and Board Rates?](#)

[What are the terms of my housing agreement?](#)

[What Meal Plans are available for next year?](#)

[How can I request a special accommodation for housing?](#)

Apartment/House Living

Who is eligible? ([Click here to return to the Table of Contents](#))

To be eligible for housing in an apartment or house, students must:

- Be a rising Junior (60 or more credits)
- Maintain a cumulative GPA of 2.75 or higher
- Be in good student conduct standing with the University.
- Apartment and House Options include: Capital Commons, Trinity Apartments, CU Apartments, Sheridan Ave. Housing, and College Avenue Houses. (College Ave. Residence Hall and Trinity Suites are suite style buildings).

- [\(Click here to return to the Table of Contents\)](#)

Can I appeal my eligibility?

Any appeals to eligibility must be submitted in writing to residencelife@capital.edu. Students who submit an appeal may also be required to meet with a member of the Residential Life staff to determine eligibility. [\(Click here to return to the Table of Contents\)](#)

If I add Summer Housing, will I have to vacate my current housing assignment before moving into my 2024-2025 assignment?

No. If you plan to be with us through the summer, you will be able to move directly from your current housing assignment into summer housing. Typically, this move would occur no more than 2 weeks after graduation. Further instructions regarding moving to summer housing will be distributed later in the semester. [\(Click here to return to the Table of Contents\)](#)

If I selected the same unit for next year that I am in currently, do I have to move out?

If you are planning to stay for the summer, no you would not need to move out. The only exception to this would be units that are offline for the summer for renovation or repair. If you are not staying for the summer, then you would need to vacate at the end of the semester. [\(Click here to return to the Table of Contents\)](#)

Can I remain in my housing during breaks?

Yes. Apartment and house residents are eligible to remain in housing over the breaks for no charge (this excludes summer housing, which is a different process). Residents MUST still complete the Break Housing Request online so that we have an accurate record of who is on campus during each break period. (Please note that College Ave. Residence Hall and Trinity Suites are not apartments and thusly students would be required to pay for break periods.) [\(Click here to return to the Table of Contents\)](#)

What furniture is provided in my house or apartment?

All apartments and houses are fully furnished. Each bedroom is furnished with a bed, mattress, dresser, closet, or wardrobe. Apartments and houses also include desks and desk chairs for each resident. Common room furniture includes soft seating in the living room and dining table and chairs. [\(Click here to return to the Table of Contents\)](#)

Off-Campus Eligibility

Who is eligible to live off campus?

Any student wishing to live off campus must apply and be released from housing by completing the Housing Release Request form. Students must meet one of the following eligibility requirements:

- Age 22 or above
- Completed 60 credit hours by the start of the next semester
- Married
- Live with parents/guardians in permanent residency within 30 miles of Campus.
- Special Accommodations
 - Diagnosis of an ongoing health-related issue requiring special living accommodations that University housing cannot reasonably provide

(supporting documentation and registration with the Office of Disability Services required).

- Extenuating Circumstances
 - Change in financial status which demonstrates a hardship if the student is required to live on campus. (Verified by the Office of Financial Aid).
- [\(Click here to return to the Table of Contents\)](#)

What will happen if I am not eligible to live off campus, but I don't sign up for on campus housing?

Per University policy, students who violate the housing policy can be billed housing and meal charges for the next semester. [\(Click here to return to the Table of Contents\)](#)

After I get my housing placement, can I still get out of the campus housing agreement?

Yes. Students have until July 1, 2024 to request release from their housing agreement without penalty. All students must receive an approved release. After July 1, 2024 students who apply for, and are approved for release from housing, will be charged a \$300 housing cancellation fee. Students who are not released from housing but choose to live off-campus can still be held accountable to housing and meal charges selected during the housing selection process. [\(Click here to return to the Table of Contents\)](#)

Selection Process

How are selection times determined?

Selection order is determined randomly within class rank. Selection times are as follows:

- Rising Seniors (90 or more earned credits)—Tuesday, April 9, 2024
- Rising Juniors (60 or more earned credits)—Wednesday, April 10, 2024
- Rising Sophomores (30 or more earned credits)—Thursday, April 11, 2024

[\(Click here to return to the Table of Contents\)](#)

What do I have to do to be eligible for selection?

To be eligible to participate in selection, you must:

- Complete online housing Intent form: <https://capital.erezlife.com>
- Pay \$100 online housing Deposit:
https://www.officialpayments.com/pc_template_cobrand.jsp?body=pc_step2_amount_body.jsp&OWASP_CSRFTOKEN=R4RV-K2TX-VMAH-ZYXH-2SNR-3UB5-NA5Y-8H68
- [\(Click here to return to the Table of Contents\)](#)

How will I know when to select my room?

All students who have completed the online housing intent form and paid the \$100 housing deposit will be issued a selection time. Selection times will be sent to your Capital University email on **April 1, 2024**. Thorough instructions will be provided at that time. [\(Click here to return to the Table of Contents\)](#)

What happens if I have a conflict during my selection time?

If you are not available to participate in selection at your assigned time, you are welcome to pick a proxy to select in your place. To setup a proxy, please contact the Residential and Commuter Life staff at residencelife@capital.edu. ([Click here to return to the Table of Contents](#))

Can I select a single room?

If a single room is available at time of selection, yes you can select it. If a single room is unavailable at time of selection, you can be added to the waitlist for a single room. ([Click here to return to the Table of Contents](#))

What happens if I don't have a roommate?

You will still be able to select housing at your assigned time. Please note that all apartments, houses, and suites must be filled to capacity at time of selection. Rooms in traditional residence halls with an open space can be selected. Please note that selecting a double room will likely result in another student selecting or being placed into the room. ([Click here to return to the Table of Contents](#))

If I am on internship, or studying abroad this semester, can I still participate in housing selection?

Yes. As our process is entirely online, it is actually quite easy to participate. As long as you have access to internet and are eligible for selection (have completed the housing intent form and paid the \$100 deposit) you will be able to select. If you have any concerns about not being able to participate, please contact residencelife@capital.edu ([Click here to return to the Table of Contents](#))

What if I will only be here for one semester due to graduation, internship, or studying abroad?

Away during Fall Semester:

- Complete the SPRING 25 housing application form. This will allow us to ensure you are packaged as a resident through financial aid. We will then reach out to discuss housing placement during the second half of the fall semester.

Away for the Spring Semester:

- Complete the housing intent form, pay the \$100 deposit, and participate in the housing selection process.

([Click here to return to the Table of Contents](#))

Can I request to live with an incoming first year student?

Yes. Please contact our office (residencelife@capital.edu) in advance of selection so that we can work with you on placement. Requests must be mutual to be honored. ([Click here to return to the Table of Contents](#))

What housing options will I be able to select from?

Options for rising Juniors and Seniors:

- **Apartments, Houses, Suite Style and Traditional Halls**

Options for Sophomores:

- **Suite Style & Traditional Halls**

****PLEASE NOTE THAT AN EXACT LIST OF AVAILABLE SPACES WILL BE PROVIDED A MINIMUM OF TWO WEEKS PRIOR TO HOUSING SELECTION****

[\(Click here to return to the Table of Contents\)](#)

Do I get to select my apartment, house, or suite mates?

Yes. Moreover, when selecting an apartment, house, or suite you must fill each unit to capacity. If you do not fill your space to capacity, the system will not allow you to select that unit. [\(Click here to return to the Table of Contents\)](#)

Forms/Rates/Other Questions

What are the room and board rates for next year?

Room and board rates for 2024-2025 are available and posted online here:

<http://www.capital.edu/Room-and-Board-Rates/> [\(Click here to return to the Table of Contents\)](#)

What are the terms of my housing agreement?

This agreement is for undergraduate students. The agreement for graduate and family housing applicants is below.

This **Campus Housing Agreement** must be completed and submitted by each individual requesting student housing prior to being placed in a Capital University residential facility. It applies to all residence halls, apartments, and houses operated through the Residential and Commuter Life Office. The Agreement to reside in University facilities is between Capital University and the individual student. The Agreement is not a lease.

FINANCIAL RESPONSIBILITY:

Students are held responsible for the payment of room and board charges for the entire academic year upon entering into a Campus Housing Agreement. Students who agree to the terms of the Agreement and are registered for classes but fail to occupy the assigned housing will be responsible for the payment of room and board charges FOR THE ENTIRE ACADEMIC YEAR.

TERM:

A standard 9-month Agreement applies to all residence halls, apartments, and houses operated through the Office of Residential and Commuter Life. Traditional residence hall and suite style rooms are only available during fall and spring semesters, and not during periods between semesters or during scheduled University breaks. The Agreement will be from published move-in dates in August 2024 to published move-out dates in May 2025. Please note: Summer housing has a separate housing agreement and application process.

REQUEST FOR A RELEASE:

A student requesting a release from the Agreement and the University Residency Policy must complete the Housing Release Request form before July 1 for the fall semester and December 1 for the spring semester. **Those students who apply for release from the Agreement but who are denied a release will be responsible for payment of room charges for the entire academic year.** A mid-year request for a residency release from the Agreement will **only be considered for students with extenuating circumstances** supported by the appropriate formal documentation.

Students who are approved for release from the Agreement will be responsible for payment of the \$300 Cancellation Fee and prorated room and meal plan charges based on the date of key return and check-out from the residence halls.

CANCELLATION:

In the event that a student leaves their housing assignment due to an official Withdrawal, the student will be responsible for a \$300 Cancellation Fee. Students may qualify for a refund of room and meal plan charges based on the University's refund policy and the date of check-out and key return. Students who are graduating, studying abroad in a university-sponsored program, or called for active military duty are exempt from the Cancellation fee.

ELIGIBILITY:

Only full-time undergraduate students enrolled for 12 or more credit hours at Capital University are eligible for housing. Students who are not registered for classes will not be permitted to move-in or remain in campus housing. Changing from full-time status does not terminate the Agreement. Students falling below full-time academic status during a semester will be responsible for the payment of all room and board fees. Capital University reserves the right to deny housing or cancel housing for students who: are not in good conduct or financial standing with the University, violate the Student Code of Conduct, have a criminal record, or falsify information on a housing application or Agreement. Capital University reserves the right to deny housing to individuals who may have been convicted of violent crimes and other felonies. Capital University will consider each application on a case-by-case basis. Students are required to disclose criminal record information to the University, prior to completion of the Housing Application Form.

INSURANCE:

The University is not responsible for loss, damage, or destruction of personal property. Purchasing or arranging for personal property insurance coverage is the resident's responsibility.

RESIDENTIAL POLICIES:

Students who enter into this Agreement understand that they agree to abide by the Student Code of Conduct and the residential policies and procedures established by Capital University. Failure to follow these rules may impact eligibility for housing.

What Meal Plans are available for next year?

<https://www.capital.edu/student-life/residential-commuter-life/meal-plans/> (Click here to return to the Table of Contents)

How can I request an accommodation for housing?

The housing accommodation process is outlined here: <https://www.capital.edu/about-capital/accessibility-services/> (Click here to return to the Table of Contents)



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