Housing Selection Guide
THE '22-'23 GUIDE FOR RETURNING STUDENTS
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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 Residential Curriculum, which serves as the blueprint for a common residential experience. In each community peer leaders enact this curriculum 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.

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)
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.
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.

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.

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.

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 21 + credits enrolled in Spring 22.

- Rising Seniors (90+ Credits)
- Rising Juniors (60+ Credits)
- Rising Sophomore (30+ Credits)
# Room Rates 2022-23

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<thead>
<tr>
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<th>Style</th>
<th>Term</th>
<th>Annual</th>
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<tr>
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<td>DOUBLE</td>
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<td>TRIPLE</td>
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<td></td>
<td>QUAD</td>
<td>$2704</td>
<td>$5408</td>
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<td></td>
<td>SUPER SUITE *</td>
<td>$3653</td>
<td>$7306</td>
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<tr>
<td></td>
<td>DOUBLE AS SINGLE **</td>
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<td>$8606</td>
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<td><strong>Lohman Complex</strong></td>
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<td>$8338</td>
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<td>$3349</td>
<td>$6698</td>
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<td><strong>Suite Style (Trinity, College Ave. Hall)</strong></td>
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<td>$5107</td>
<td>$10214</td>
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<td></td>
<td>DOUBLE</td>
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*Only Available in SA
** Only Available in Lohman
# BOARD RATES 2022-23

## RESIDENTIAL

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## COMMUTER

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## INFO SESSIONS 2022-23

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>RSVP Link</th>
<th>Zoom Link</th>
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<td>11:00 AM</td>
<td>RSVP ON ENGAGE</td>
<td>JOIN ON ZOOM</td>
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<td>March 16, 2022</td>
<td>Wednesday</td>
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<td>JOIN ON ZOOM</td>
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<tr>
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<td>JOIN ON ZOOM</td>
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<td>RSVP ON ENGAGE</td>
<td>JOIN ON ZOOM</td>
</tr>
<tr>
<td>March 23, 2022</td>
<td>Wednesday</td>
<td>5:00 PM</td>
<td>RSVP ON ENGAGE</td>
<td>JOIN ON ZOOM</td>
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**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. (formerly Official Payments)
STEP-BY-STEP GUIDE TO:
HOUSING SELECTION
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**

- Login to your housing dashboard here. After login, click “Roommate Groups” on the left.
**STEP TWO: CREATE GROUP**

- **CLICK CREATE NEW ROOMMATE GROUP**

**STEP THREE: NAME GROUP**

- **CREATE A NAME FOR YOUR GROUP (THE NAME OF YOUR GROUP DOES NOT MATTER)**
**STEP FOUR:**
ADD ROOMMATES

- **New roommate group**
  - View all groups

  **Group name:** Roomies4Life
  
  **Session**
  
  Fall 2022: Housing Application
  
  Members (maximum allowed: 3)

  1. Washburne, Zoe (owner)
  
  To add roommates to this group:
  - you must know their email exactly as listed in their online completed applications for the session
  
  2. hpotterscapital.edu
  
  3. rweasleycapital.edu

**STEP FIVE:**
SAVE GROUP

- **Save your group** (you can come back and edit at any time!)
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.