How to sign up for housing for the 2016 – 2017 academic year:

1. Log on and complete the campus housing application on the Residential Life housing portal accessible through your “My San Diego” account anytime between Monday, February 1 at 10:00am and Monday, February 29, 2016 at 4:00pm. Please carefully read the Housing and Dining Service Agreement before accepting the terms. Every student will be required to complete the full agreement to be considered for housing. If you cancel your housing at any time, for any reason, you will be billed a $250 cancellation fee. This cancellation fee will be billed directly to your student account. Cancellations after July 1 will result in additional fees.

2. By 6:00pm on Monday, March 28, 2016, room selection sign-up times will be emailed to you giving the designated time period for you to select your room, apartment and assign roommate(s) if any.

3. Beginning on Tuesday March 29, 2016 you will be able to select and confirm your potential roommates. **Note: Only mutually confirmed roommates will be able to select bed spaces for each other at their selection time.**

4. Before the week of room selection, you may look over the floor charts of each building, which will be located near the desk areas of Mission Crossroads, Vistas Desk, and Manchester Village. Make sure your roommate(s) are confirmed prior to your selection date. You can check status of requested roommates by logging into the housing portal. The maximum number of residents who may live together in an apartment is four. However, please know that it may not be possible for all students to find vacant apartments with four spaces available. Students should make contingency plans in the event that the residential area where they wish to live only has an apartment with three, two, or one space available.

5. During your designated room selection period (April 4 – April 8, 2016) residents with the earliest sign-up times will log into the housing portal and choose the apartment, along with assigning the roommate(s), if applicable, into the other available bed spaces in the apartment.

6. **Do not forget that students and their desired roommates will not be able to sign up for campus housing unless they have completed their online campus housing applications by 4:00pm on Monday, February 29, 2016.** Groups of desired roommates will be permitted to sign up at the earliest time slot allocated to the group, as long as all desired roommates have been mutually confirmed on the Housing Portal.

7. Please adjust your SPAM and junk mail settings to accept emails from Residential Life (housing@sandiego.edu). If you do not receive an email on March 28, 2016 by 6:00pm, double check your junk mail files and then call the Department of Residential Life (619) 260-4777 on March 29, 2016 to receive your room selection time.

8. Res Life will be hosting several events including apartment tours! Please check with your RA and www.sandiego.edu/residentiallife for times to tour campus apartment areas and meet potential roommates.
Returning Student Sign Up Process
Res Life is open from 8:30am – 5:00pm Monday – Friday
(619) 260.4777  housing@sandiego.edu

Campus Housing Application period:
Monday, February 1, 2016 at 10:00am –
Monday, February 29, 2016 at 4:00pm
All applicants and potential roommates must complete their online campus housing applications to be considered for on campus housing.

Squatter’s Rights and Neighborhood options available:
Monday, February 1, 2016 at 10:00am –
Monday, February 29, 2016 at 4:00pm
Squatter’s Rights is available for students that would like to live in the same apartment for the next academic year (this is not available in the Vistas – SBV and MV residents might be relocated to a comparable apartment). Each 2016 - 2017 Squatter’s Rights roommate must complete the online campus housing application and submit the Squatter’s Rights e-form by February 29, 2016.

For the Neighborhood option, groups of 8, 12, or 16 friends can sign up and live in neighboring apartments (available in San Buenaventura or the Vistas - Cuyamaca, Palomar, and Laguna).

Second Year Torero Experiential Program (STEP):
Every on campus sophomore will be able to participate in the STEP program. This opportunity will provide strategically developed programs in the Vistas, San Buenaventura, and Manchester to support all second year students.

Final time/day to apply for 16–17 campus housing:
Monday, February 29, 2016 at 4:00pm

Notification of room selection day/time:
Monday, March 28, 2016 by 6:00pm
All lottery participants (those who have not chosen Squatter’s Rights or pursued a Neighborhood option) will receive email messages with their room selection day and time.

Roommate Selection and Confirmation:
Tuesday, March 29, 2016 at 10:00am
All lottery participants that have received a sign – up room selection date and time will be able to select roommate(s) and have those selected roommate(s) confirm each other’s selections. Roommate selection(s) must be mutual and all potential roommate(s) must mutually confirm through the housing portal.

Online Room Selection Period:
Monday, April 4, 2016 at 10:00am –
Friday, April 8, 2016 at 4:00pm
Online room (and roommate) assignments should be made on the days and times according to the emails you received on March 28, 2016.