

**Room Sign-Up for Cabaniss Hall residents  
seeking upperclassman housing for Fall 2011-Spring 2012**

**Special Room Sign-Up Day  
Wednesday, February 9, 2011: 10 a.m. – 9 p.m.**

**What is the Special Room Sign-Up Process?**

On Wednesday, February 9, 2011, a special VCU Housing 2011-2012 room sign-up opportunity will be available for Cabaniss Hall residents who have lived in the hall since August 2010 and who have submitted a 2011-12 housing application. (Note: New students assigned to Cabaniss only for the Spring 2011 semester are not eligible for this room sign-up process, but must participate in the Housing Lottery. See details below.)

Students can access the Residential Gateway at [www.housing.vcu.edu/apply\\_for\\_housing.html](http://www.housing.vcu.edu/apply_for_housing.html) to choose a room from any of the available single-bedroom vacancies in the 12-month upperclassman halls (Ackell Residence Center, Broad & Belvidere Apartments and the Cary & Belvidere Residence hall) or from double-room (shared room) vacancies in the Gladding Residence Center Apartments (a 9-month hall).

If you submitted a 2011-12 housing application but choose not to participate in the February 9<sup>th</sup> process (or, if you are ineligible), you will automatically receive a Housing Lottery number via e-mail on Thursday, February 10<sup>th</sup>. This Lottery number will allow you to access the Residential Gateway the weekend of Feb. 12 – 13 (based on where your number appears on the Housing Lottery schedule) to review room vacancies and sign up for an available space.

**February 9<sup>th</sup> Special Room Sign-Up or the Housing Lottery: Which Do I Choose?**

**February 9<sup>th</sup> Sign-Up, *What you need to know:*** Having lived on the downtown campus for the full 2010-11 academic year, Cabaniss residents are being allowed the opportunity to choose a 2011-2012 room assignment a few days earlier than students who now live in 9-month halls on the Monroe Park campus. Cabaniss students will be able to sign up for a 2011-12 space before the general Housing Lottery process.

**February 9<sup>th</sup> Sign-Up, *Things to consider:*** Cabaniss Hall residents who sign up for a room on February 9<sup>th</sup> are urged to consider their room choice carefully and thoroughly before completing the process and signing their new 2011-2012 housing contract online. You will be required to electronically sign that contract within 24 hours of your room selection. **And once you sign that contract, there will be no cancellation opportunity; you will be held to the Terms & Conditions for the contract period.** If you fail to sign your 2011-12 housing contract within 24 hours, you will forfeit your room selection, and you will not be permitted to participate in the Housing Lottery.

Also, there will be no “roommate pull in” option during the February 9<sup>th</sup> process. If you and a friend wish to live in the same upperclassman apartment for 2011-2012 and are taking advantage of the February 9<sup>th</sup> sign-up day, we suggest you both plan to access the Residential Gateway at the same time to search for

room vacancies, using separate computers. Look for apartments which show at least two available rooms. Then you can assign yourself to one room, and your friend may assign her/himself to another vacancy within that same apartment.

**General Housing Lottery, February 12-13, 2011:** Students who choose to participate in the general Housing Lottery will automatically be given a contract cancellation grace period; they may cancel their 2011-2012 housing assignment and contract by March 11, 2011, without penalty.

Also, the General Housing Lottery **will** feature the “roommate pull in” option. The student with the *lower* Lottery number may go online during that number’s allotted time, search the room vacancies, then “freeze” an apartment where two spaces are available. No other students will be able to access that apartment for several minutes. The student with the lower Lottery number will then assign her/himself to one room, then sign up the friend to the other room, using the friend’s V number.

### **February 9<sup>th</sup> Room Sign-Up Process Instructions: How Do I Do It?**

We recommend you print these instructions before you log into the VCU Residential Gateway on Wednesday, February 9, 2011 to begin the online Room Sign-Up Process. Other Cabaniss Hall residents will also be online searching for a room vacancy at the same time you are. Room sign-up instructions will be noted on the Gateway screen pages as you proceed through the process. However, **reviewing and printing these instructions in advance will save you valuable time.**

Before you begin, make sure you have access to your VCU student identification number (the V number) and your Residential Gateway password (for most students, this will also be the V number).

- Single rooms will be available in the 12-month halls (Ackell, Broad & Belvidere, Cary & Belvidere) and double rooms will be available in the Gladding Residence Center Apartments (a 9-month hall). **Your “Student Profile Category” will be automatically set so you can first search for any available vacancies in the 12-month halls.**
- After logging into the Residential Gateway, to begin your search for available rooms, click “Self Assignment” on the left side of your Welcome page, then click “General Room Selection.” Then follow the prompts on each screen that follows.
- After checking for possible vacancies within the 12-month halls, should there be no vacancies in the 12-month halls, or if you simply wish to check for available rooms in the Gladding Residence Center Apartments, **you must change your “Student Profile Category” before you can view the GRC vacancies.**
- **To change your Student Category, you will:**
  1. Click the “Student Profile” link on the left.
  2. Click the “Change Category” link.
  3. Choose “Lottery 9 month” from the drop-down.
  4. Click “Continue.”
- You cannot view the 12-month hall vacancies AND the Gladding Apartments (a 9-month hall) vacancies at the same time. To go back and forth, you must follow the “Change Student Profile Category” instructions, as noted above.

Example: You are searching for a room in Ackell, but you don't see any vacancies. You decide to check for available rooms in the Gladding Apartments. You must first change your "Student Category" so you can view that 9-month hall.

1. Click the "Quit" button on the Room Search page, returning to your Welcome page.
  2. **Follow the steps listed above.** You will automatically be logged off **once you click "Continue."**
  3. Log back into the Residential Gateway again (enter your VCU Student ID number and password).
  4. You may now search for rooms available in the 9-month Gladding Apartments.
  5. To switch back to look for spaces in the 12-month halls again, click the "Quit" button and repeat these steps.
- When searching for current room vacancies, should you see a room you want, you will have just 3 minutes to choose it and then "book" it (sign up for it).
  - If you change your mind about the room you've "booked" prior to submitting your selection, you may click "Start Over," which will take you back to the beginning of the room selection process. **Once you have submitted your room selection online, however, you cannot change rooms.**

### **Final Important Step: Sign Your 2011-2012 Housing Contract Online**

Remember, after completing the room sign-up process on February 9<sup>th</sup>, **you must electronically sign your new 2011-2012 housing contract online within 24 hours of "booking" your room assignment or your room selection will be forfeited. You also will not be eligible to participate in the Housing Lottery.**

There will be a prompt at the end of the room sign-up process that will direct you to the online Contracts Management system. You can also find the "View and Sign Your Contract" link on the Apply for Housing page online at [www.housing.vcu.edu/apply\\_for\\_housing.html](http://www.housing.vcu.edu/apply_for_housing.html).

If you take advantage of this priority room sign-up day on February 9<sup>th</sup>, you will be held to the Terms & Conditions of your 2011-2012 housing contract and will not have a room cancellation grace period.

If you have questions regarding the special February 9<sup>th</sup> room sign-up process for Cabaniss Hall residents *or* the general Housing Lottery, please call the VCU Central Housing Office at (804) 828-7666. That office is open 8 a.m. – 5 p.m. Monday through Friday and will also be open during the weekend of the general Housing Lottery from 9 a.m. – 4 p.m. each day.