



We have designed this step-by-guide to assist you with selecting your room for next year! Please be sure to read and follow each step closely to help your Contract Renewal Campaign process go smoothly! These pages may include examples from past year's applications, so the actual dates or rates may be different. If at any time you have questions please reach out to housing@colum.edu.

Selecting a Room

Step 1 Log into the Housing Portal

Log into the housing portal using your Columbia College Chicago credentials*.

*If you're having troubles remembering your log-in credentials, please contact Client Services at 312-369-7001.



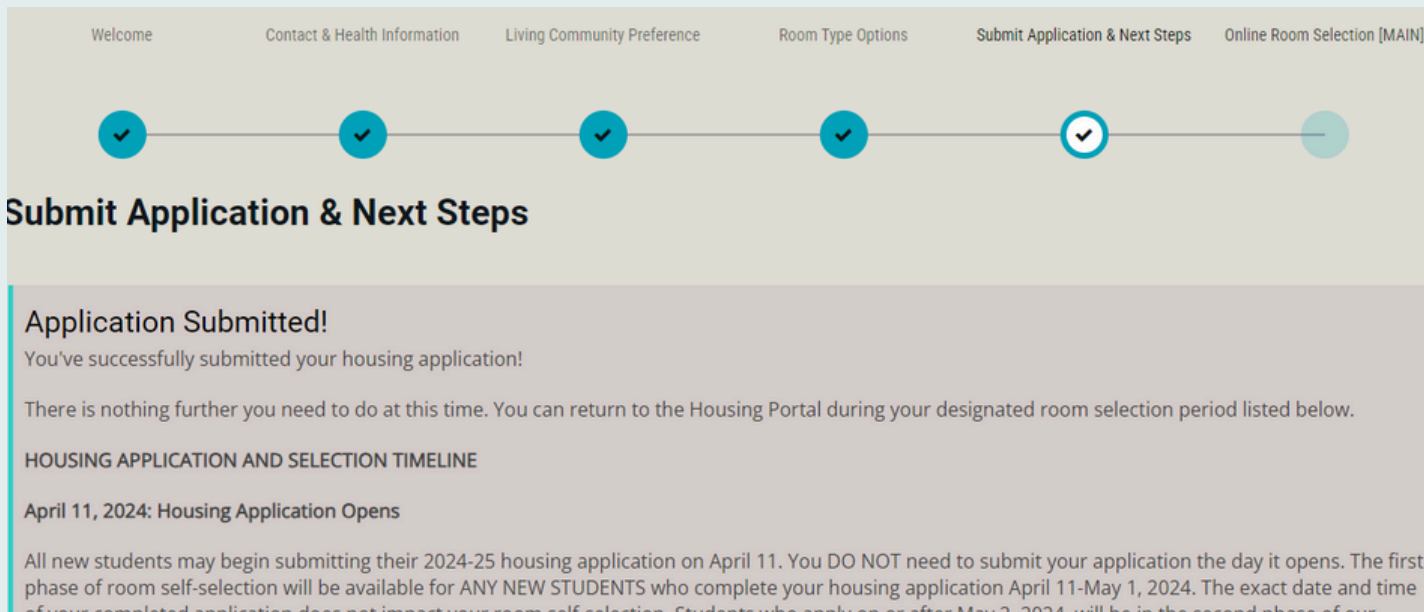
Step 2 Start Application

In the navigation bar, click "Application/Housing Contract" to get started. If you are completing on your phone, you may need to click the three dash lines to see the drop down menu options



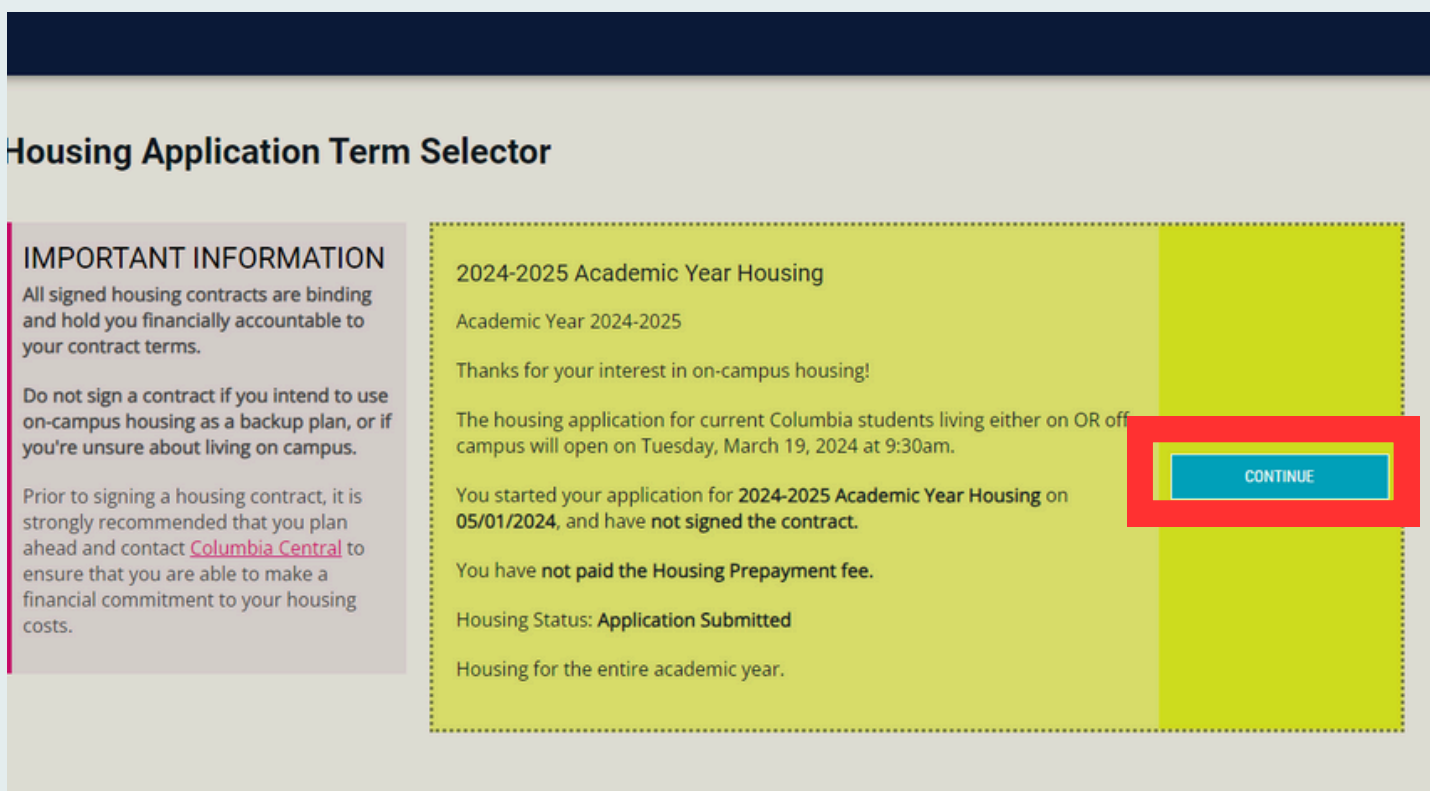
Step 3 Complete and Submit Application

Complete all pages through the “Submit Application” page. Save & Continue.



Step 4 Room Selection

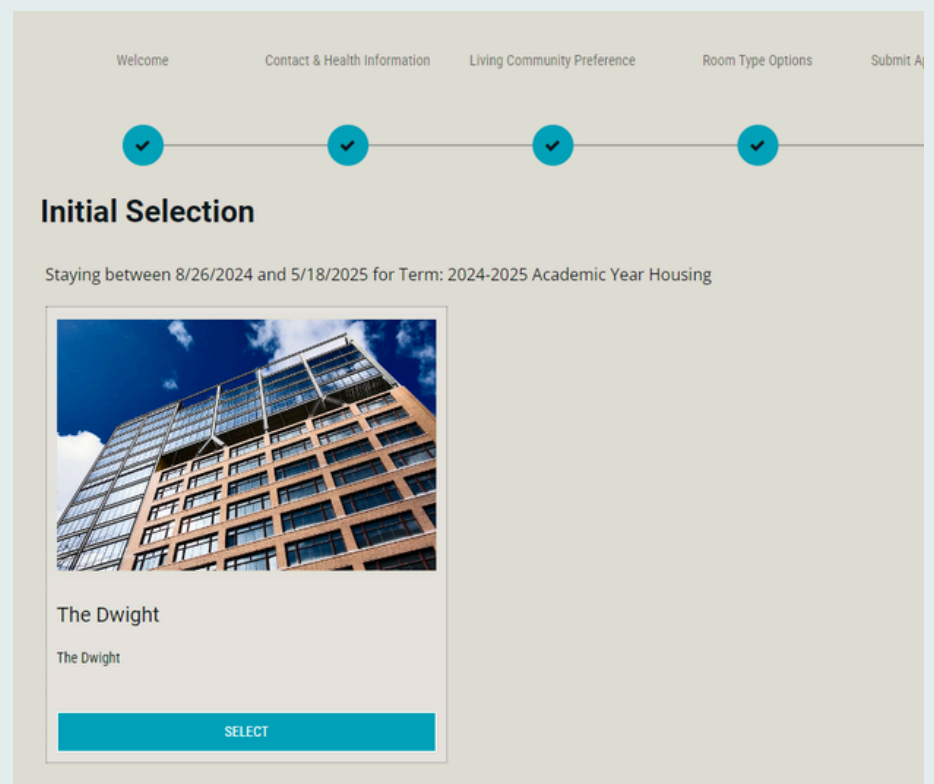
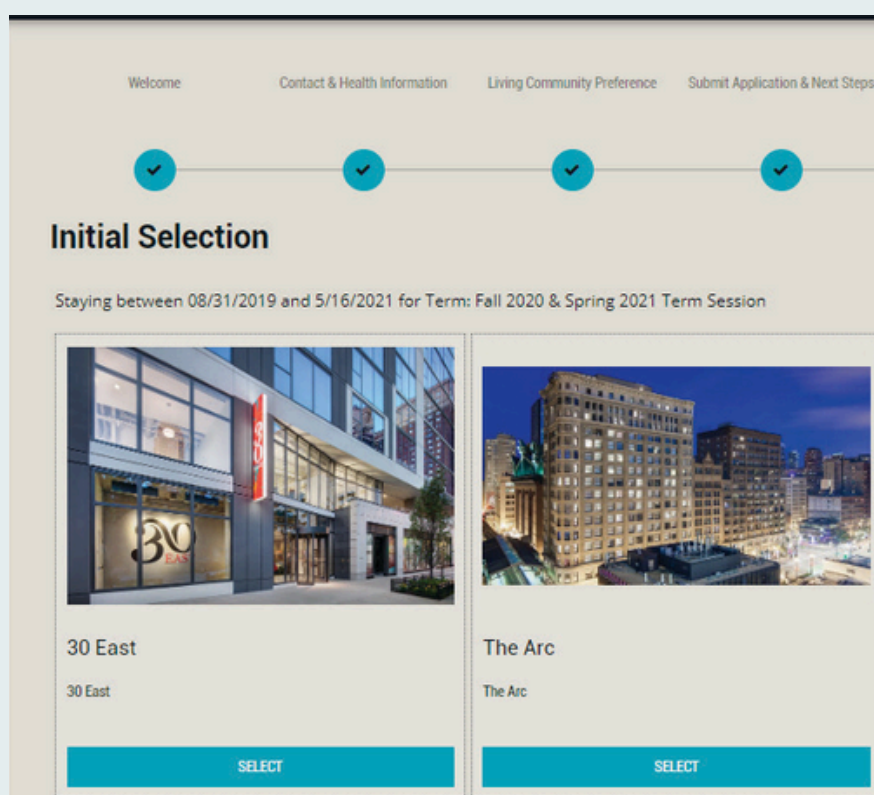
On the date and time of your room selection, return to the Housing Portal. Follow the instructions above to return to the Application & Contract page. You will see the Housing Application Term Selector page. Select “Continue”



Step 5 Select Desired Building

Select the desired building you wish to reside in to see a list of available rooms.

*First time freshman, who have not selected Honors, will only see Dwight as an option.



Step 6 Review Available Rooms

On the Room list page you will see an available list of all rooms in the building you selected. Use the section on the left side of the page to filter out different results.

REMEMBER the more filters you have, the less amount of available rooms will display. If you're having a hard time finding spaces, you may have too many filters set.

The screenshot shows the 'Room List' interface for the period 'Staying between 8/26/2024 and 5/18/2025 for Term: 2024-2025 Academic Year Housing'. On the left, there are filters for 'Room Rate' (set to \$0 - \$20,000), 'Room Types' (with 'Single Rm Full(Shrd Apt)' selected), and 'Residence Halls' (with 'The Dwight' selected). The main area displays three room listings: 'Dwight - 0203A', 'Dwight - 0203C', and 'Dwight - 0203D'. Each listing includes a floor plan icon with a red box around the number '1' and a bed icon, the room name, a 'Calculate Total' button, the cost per session (e.g., 'From \$8127.00 per session'), building name, bedroom type, unit type, living community, and meal plan. A red arrow points to the 'Show Room Info' button for the first room, which is also highlighted with a red box.

- The number and small bed icon indicates the number of students that reside in that specific bedroom within the apartment
- The cost of the room per semester is indicated
- The unit type indicates how many bedrooms, bathrooms, and occupants will reside in the apartment

Click "Show Room Info" for detailed information about the room and to view the sample floor plan of that space more closely. To return to the room list page, select "Go Back"

The 'Room Info' page for 'Dwight - 0203A' features a large floor plan diagram at the top, showing a 4-bedroom apartment with rooms labeled A, B, C, and D. Below the diagram, the following details are provided: 'Location: The Dwight', 'Floor/Suite: 4-Bedroom 2-Bath 4-Person Apartment Room Only', 'Terms: Academic Year Contract Spring Contract', and 'Classifications: New Student'. A 'GO BACK' button is located at the bottom left of the page.

Step 7 Select Desired Room

After you have decided on the room you would like for next year, click “Add to Cart”

In this example the student selected Dwight-0203A single bedroom. **You will have a maximum of 10 minutes to complete the following steps before your selection expires.**

Room List

Staying between 8/26/2024 and 5/18/2025 for Term: 2024-2025 Academic Year Housing

Room Rate: \$0 - \$20000

Room Types:

- Deluxe Double Suite
- Double Room (Shared Apt)
- Private Room Suite
- Semi Suite
- Single Rm Full(Shrd Apt)
- Single Room (Shared Apt)
- Single Room Shared Ant

Residence Halls:

- 30 East
- The Dwight
- The Dwight
- The University Center

Room ID	Room Type	Price	Bedroom Type	Unit Type	Living Community	Meal Plan	Action
Dwight - 0203A	Single Rm Full(Shrd Apt)	From \$8127.00 per session	Single Room (Shared Apt)	4-Bedroom 2-Bath 4-Person Apartment Room Only	FYE Community	Academic Year Optional 150 Meal Plan: \$2258 (Annual)	Calculate Total ADD TO CART
Dwight - 0203C	Single Rm Full(Shrd Apt)	From \$8279.00 per session	Single Rm Full(Shrd Apt)	4-Bedroom 2-Bath 4-Person Apartment Room Only	FYE Community	Academic Year Optional 150 Meal Plan: \$2258 (Annual)	Calculate Total ADD TO CART
Dwight - 0203D	Single Rm Full(Shrd Apt)	From \$8279.00 per session	Single Rm Full(Shrd Apt)	4-Bedroom 2-Bath 4-Person Apartment Room Only	FYE Community	Academic Year Optional 150 Meal Plan: \$2258 (Annual)	Calculate Total ADD TO CART

The Assign Beds page will appear.

Using the drop down that says “Select Bed” assign yourself to a bed space in that room.

Assign Beds

My Room

Select Bed

[GO BACK](#) [ASSIGN BEDS](#)

In this example, bedspace Dwight 203A-1 was selected

Assign Beds

My Room

Age: 17

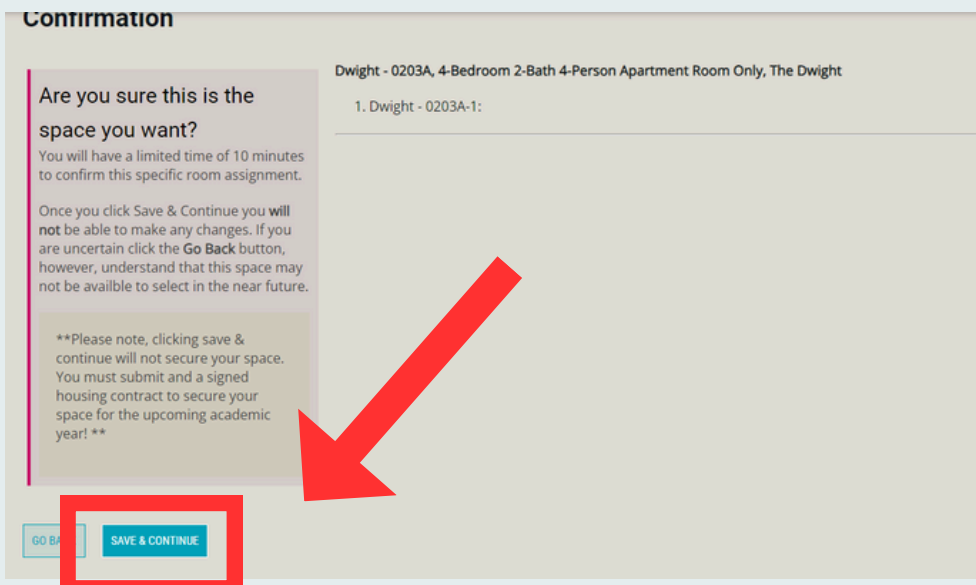
Dwight - 0203A-1

[GO BACK](#) [ASSIGN BEDS](#)

Click “Assign beds”.

Verify this is the room you want and click “Save & Continue” to access your room information.

REMEMBER confirming a room is not what secures your space; signing and submitting the housing contract does!



Step 8 Review Room Info

The Academic Year 2024-2025 Room Information page will show your Room, Room Type, Location, and Configuration. It will provide you a SAMPLE room layout and any roommates who have already selected this apartment for next year

Click “Continue” to access the meal plan page

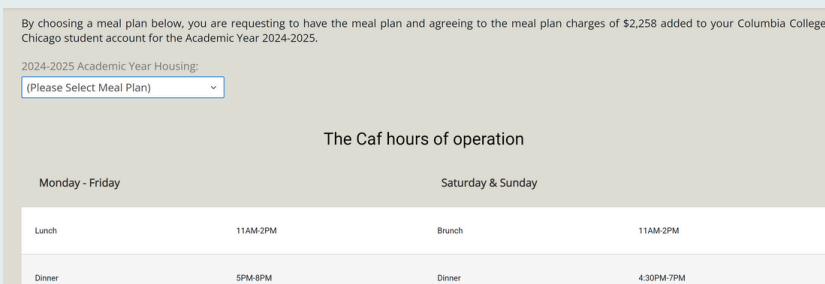


Step 9 Meal Plan

Should you wish to have a meal plan for the upcoming academic year you can select it on this page. *NOTE: If you choose to reside in a suite style room you will be required to select the mandatory meal plan on the Meal Plan page



Select “Optional Meal Plan” from the drop down and click “Save & Continue”

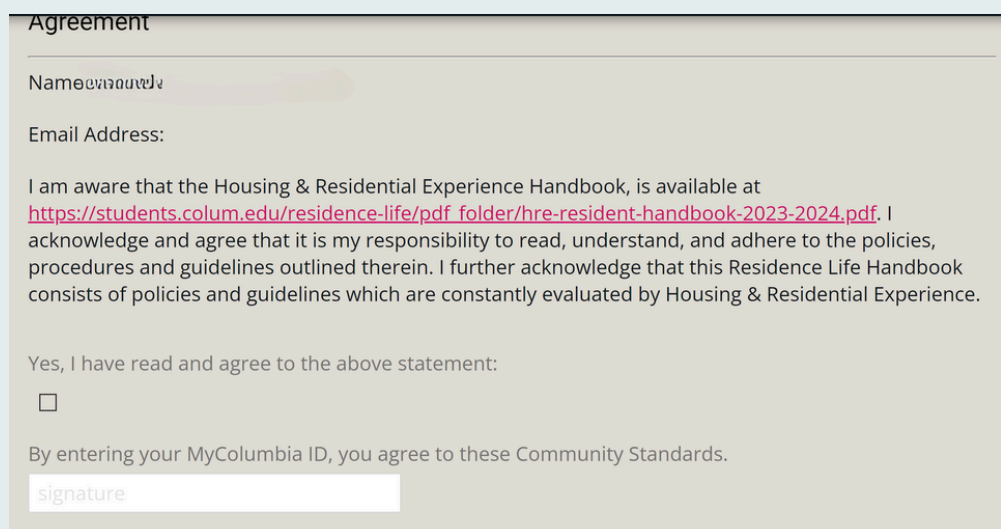


Step 10 Community Standards & Handbook Policies

Read and Agree to the Community Standards & Handbook Policies.

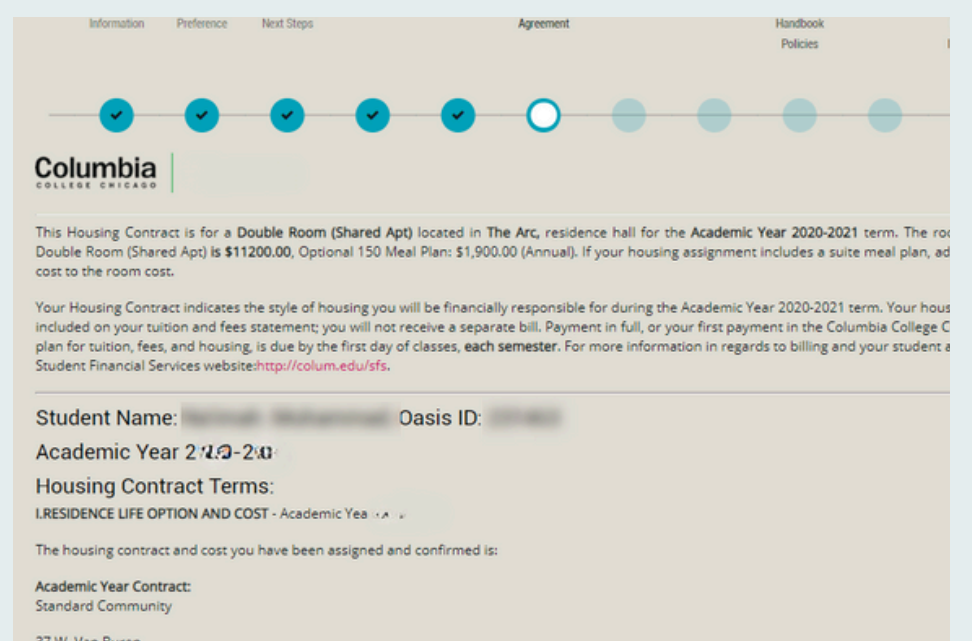


After reading the Community Standards and Reviewing the Residential Handbook, you must check the box you agree and **SIGN THE AGREEMENT** with your student ID. Click “Save and Continue”



Step 11 Sign the Contract!

After reading the Terms & Conditions, **SIGN THE HOUSING CONTRACT**. This is the only way to guarantee a space for the upcoming Academic Year! Select “I AGREE TO THE TERMS”



Notification Message

Name:

Email Address:

By entering my student Oasis ID number in the box below, I acknowledge that I have read and fully understand this contract, terms of this contract. I understand this agreement is binding upon me for (TermName). I understand that I am responsible under this agreement. I allow the College to release my name, address, email address and cell phone number to my prospective landlord. If I am a minor (under the age of 18), my parent or guardian must also read and agree to be bound by the terms and conditions of this agreement.

Insert Oasis ID as your Electronic Signature:

Please Type Your Full Name:

[PRINT A COPY OF YOUR HOUSING CONTRACT](#)

[I AGREE TO THE TERMS](#) ←

Step 12 Contract Confirmation

The next page will confirm you have completed your contract and secured a space. Click “Save & Continue”

Prepayment Next Steps 2025 Room Information Handbook Policies Agreement **Renner's Insurance**

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Congratulations! You have successfully completed your housing contract and secured a space!

This Housing Contract is for a **Semi Suite** located in **University Center**, residence hall for the **Academic Year 2024-2025** term. The room cost for this Semi Suite is **\$11018.00**. If your housing assignment includes a meal plan, add the meal plan cost to the room cost.

Your meal plan is **FA 24 - Suite Meal Plan (15 Meals/Week + Flex Spending) SP 25- Suite Meal Plan (15 Meals/Week + Flex Spending)**

Housing, tuition and fee charges will be combined on your Columbia College Chicago financial statement. Therefore, you will not receive a separate bill for housing. Housing costs are billed by semester. To read about Columbia College Chicago's payment plan options go to [Columbia Central's Homepage](#).

Please note: the housing prepayment submitted with the housing contract is non-refundable and will be applied to your student account in the summer.

A copy of your housing contract and terms is available in your housing portal inbox and was sent to your Columbia email account, baikman@colum.edu. Please keep the copy of your contract terms your records for future references and do not discard.

We look forward to having you live with us!

Sincerely,
Housing and Residential Experience Columbia College Chicago

[SAVE & CONTINUE](#)

Step 13 Booking Info

This page will summarize information found on Academic Year 2024-2025 Room Information page. Click “Save & Continue”

Options Housing Prepayment Application & Next Steps Year 2024-2025 Room Information Meal Plan Standards & Handbook Policies Contract Agreement Confirmation **Information** College Renner's Insurance

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Booking Information

A message regarding Move-Ins

Move-In Information: Students will schedule a move-in date and time via the housing portal in January. We will notify

Summary
Room: 30 E - 1202DD-2
Room Type: Small Double Rm(Shrd Apt)
Location: 30 East
Configuration: Honors: 4-Bedroom en-suite bath 5-Person Apartment Room Only bunked bed with twin mattress

Step 14 Grad Guard

Housing and Residence Life offers the option to purchase rental insurance. If you would like to purchase it, select “Continue to Step 2”

GradGuard College Renner's Insurance

As noted in your Academic Year 2020-2021 housing contract, Columbia College Chicago assumes no responsibility and provides no insurance or financial protection for student's personal property. By not carrying protection while on campus, you understand that you are fully responsible for your personal property and any damages you cause while living on campus.

All campus residents are eligible to protect their belongings through GradGuard's exclusive student endorsed renner's insurance program. For about \$11.00 per month, you will receive protection in the case your property is stolen or damaged.

- Theft & Fire Protection**
For your laptop, bicycle, cell phone, etc.
- Homeowners Insurance Alternative**
No credit checks and a lower deductible.
- Liability Protection**
Coverage if you accidentally damage your place of residence.
- Worldwide Protection**
Whether you're in the library or on spring break.
- Convenient monthly payment plan**
Made even more affordable in automatic monthly payments.
- Low Deductible**
Choose a deductible as low as \$100

Please continue to the next step to indicate your renner's insurance preference.

Columbia College Chicago strongly recommends renner's insurance and is not compensated for providing this student benefit. Renner's insurance is underwritten by Market American Insurance Company, Waukesha, WI. The advertised product is not available in AK, CT, FL, and RI. Other program options are available for these states. Claims and coverage subject to policy, language, limits and exclusions. GradGuard™ is a service of Next Generation Insurance Group, LLC, the licensed insurance agency for Market Insurance.

[CONTINUE TO STEP 2](#)

You will be directed to the Grad Guard website where you can select to “Purchase Coverage” or “Decline Coverage”

RENNER'S QUOTE YOUR COVERAGE DETAILS

\$12.15
PER MONTH*

STARTING
04/03/2024

Property ⓘ \$5K
Liability ⓘ \$100K
Deductible ⓘ \$100

Annual **Monthly**

*Includes a \$1.00 installment fee per payment

[Edit your coverage](#)

[Purchase coverage](#)

[Decline coverage](#)

Step 15 Finish Line

Once you have completed all steps, you will reach the Finish Line page. You are done!

Finish Line

Congratulations!

Thank you for completing the housing application, room selection, and contract for the upcoming Academic Year 2024-2025. We look forward to you living with us!

There are no further actions you need to take regarding on-campus housing.