

Contract Renewal Campaign How-to Guide

Open-To-All

We have designed this step-by-guide to assist you with participating in Contract Renewal Campaign. Please be sure to read and follow each step closely to help your Contract Renewal Campaign process go smoothly! If at any time you have questions about Contract Renewal Campaign, you may visit our FAQ page, or reach out to residencelife@colum.edu.

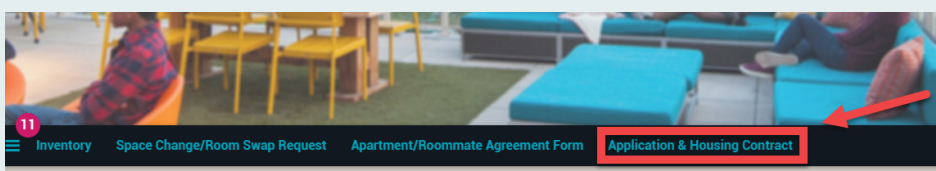
Step 1 Log into the housing portal

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

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

Step 2 Start Application

In the navigation bar, click "Application/Housing Contract" to get started.



Inventory Space Change/Room Swap Request Apartment/Roommate Agreement Form **Application & Housing Contract**

Welcome to the Housing Portal

If you are new to Columbia, you must confirm your attendance before you can enter this portal. The Admissions Department will contact all confirmed incoming students to extend an invitation to apply housing. It is not recommended to attempt accessing the Housing Portal prior to receiving the email.

You will need your Oasis ID and password credentials to gain access to the Housing Portal. Residence cannot assist with password inquiries.

Hi [Name],

If you forgot your Oasis ID and/or password, please contact Client Services at 312-369-7001.

Participation restrictions may apply (ie: GPA, academic, financial and judicial standing).

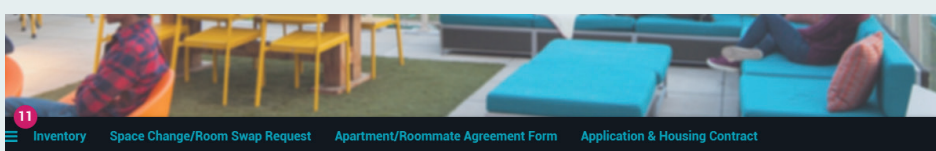
2020-2021 Academic Year – Returning Students

If you are a current on-campus housing resident, Columbia College student or a student studying abroad will have the opportunity to participate in our Contract Campaign. This takes place during the spring semester, beginning March 2nd through March 31st.

Participating in this campaign allows returning students to select and secure housing placement for the upcoming academic year through an online room selection process. Students can choose their building, room and even roommates! There will be a required housing prepayment due at the time of participation. Room selection details and information regarding the campaign will be posted on our www.colum.edu/contractcampaign and emailed to all current residents.

**Returning students who do not take advantage of the Contract Renewal Campaign can apply for the Open-to-All

Then select "Continue" on the term selector page.



Inventory Space Change/Room Swap Request Apartment/Roommate Agreement Form Application & Housing Contract

Housing Application Term Selector

Please select a term below to start or continue with your application.

IMPORTANT INFORMATION

Please be advised, all submitted housing contracts are binding and hold you financially accountable to your contract terms. Do not submit a contract if you intend to use on-campus housing as a backup plan, or if you're unsure about living on campus.

It is strongly recommended that you plan ahead and contact Student Financial Services to ensure that you are able to make a financial commitment to your housing costs PRIOR to signing a housing contract, as you will be held accountable.

Once an application is successfully completed for a specific term, you will have access to the following housing processes for: Housing Application & Payment Submission, Housing Contract, Assignment & Roommate Information and Contract Campaign Selection (returning students only).

Fall 2020 & Spring 2021 Term Session

Academic Year 2020-2021

You started your application for **Academic Year 2020-2021, Fall 2020 & Spring 2021 Term Session**, and have **not signed the contract**.

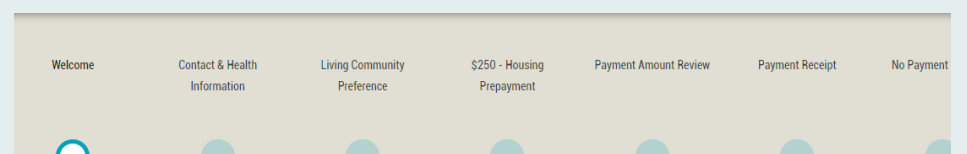
You have **not paid the Housing Prepayment fee**.

Application Status: **not complete**.

CONTINUE

Step 3 Submit Application

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



Welcome Contact & Health Information Living Community Preference \$250 - Housing Prepayment Payment Amount Review Payment Receipt No Payment

Welcome to Contract Renewal Campaign for the Academic Year 2020-2021 term! Contract Renewal Campaign begins Monday, March 2, 2020 and ends March 31, 2020. Participating in this campaign allows returning students to select and secure housing placement for the upcoming academic year through an online room selection process. Students can choose their building, floor, room and even roommates! There is a required \$250 non-refundable housing prepayment due at the time of participation, so have your credit card ready. Room selection details and information regarding the campaign will be posted on our www.colum.edu/contractcampaign and emailed to all current residents.

Here's what you can expect during Contract Renewal Campaign:

Same Room Sign-Up 4


Monday, March 2 - Wednesday, March 4

For current residents who would like to select the same room they currently reside in for the Academic Year 2020-2021. You will log into the portal, make your pre-payment, and choose your same room. If you miss this opportunity, you may not get this specific room for next year.

Thursday, March 5 & Friday, March 6

Displaced Students: Some of our on-campus spaces are not available for next year to students during same room sign-up. These students have received an email from Residence Life if they live in the Flats, or some rooms in The University Center. Since these students are displaced, they will have first priority for "open-to-all" and have an opportunity to choose their room in any building.

Open-to-All




Submit Application & Next Steps

Application Submitted!

You've successfully submitted your housing application!

Step 4 Roommate Profile

Complete the roommate profile page and select "Continue to Room Renewal" at the bottom of the page. Save & Continue.



Welcome Contact & Health Information Living Community Preference Gender Inclusive Acknowledgement Agreement Submit Application & Next Steps Roommate Profile

By default, you will be included in the roommate matching search, which gives every applicant the opportunity to review your profile for room compatibility. Students look forward to making connections with their on-campus community. Please take a moment to complete this page to give your roommates an opportunity to get to know you before the start of the term!

The information provided on the roommate profile is for student searching purposes only. Residence Life does not solely rely on this information for contract assignments. There are many factors that are tied into our assignment process besides personal preferences and environmental special interest housing, room type preferences, and availability.)

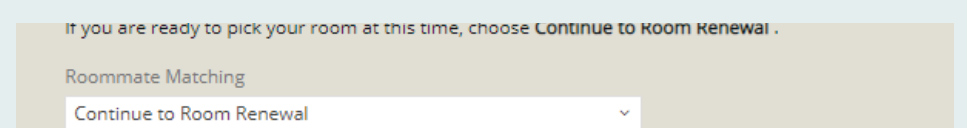
If you find another student you'd like to live with through the roommate matching tool, please know that requests can only be considered if they are made prior to housing issuance. It is important that you understand that although Residence Life does prioritize roommate requests, placement cannot be guaranteed under any circumstances. Housing is issued based on availability.

If you prefer to have your profile information private and opt-out from the roommate search option, the box below must be unchecked.

Roommate Profile Description

Hello

Uncheck this box if you wish to be excluded from the roommate searching process



If you are ready to pick your room at this time, choose **Continue to Room Renewal**.

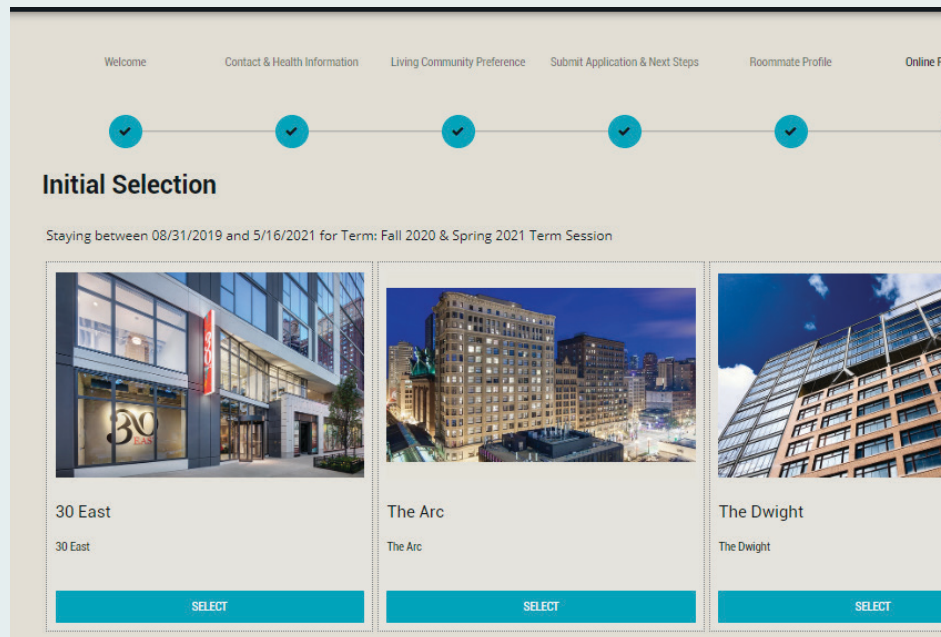
Roommate Matching

Continue to Room Renewal

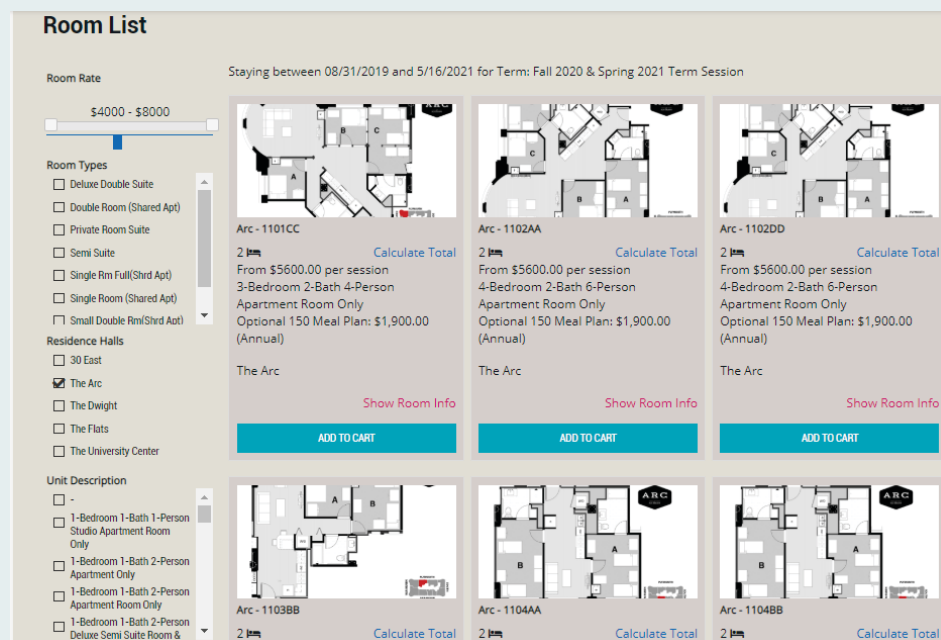
SAVE & CONTINUE

Step 5 Open-To-All

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



On the Room list page you can see an available list of all rooms in the building you initially 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.



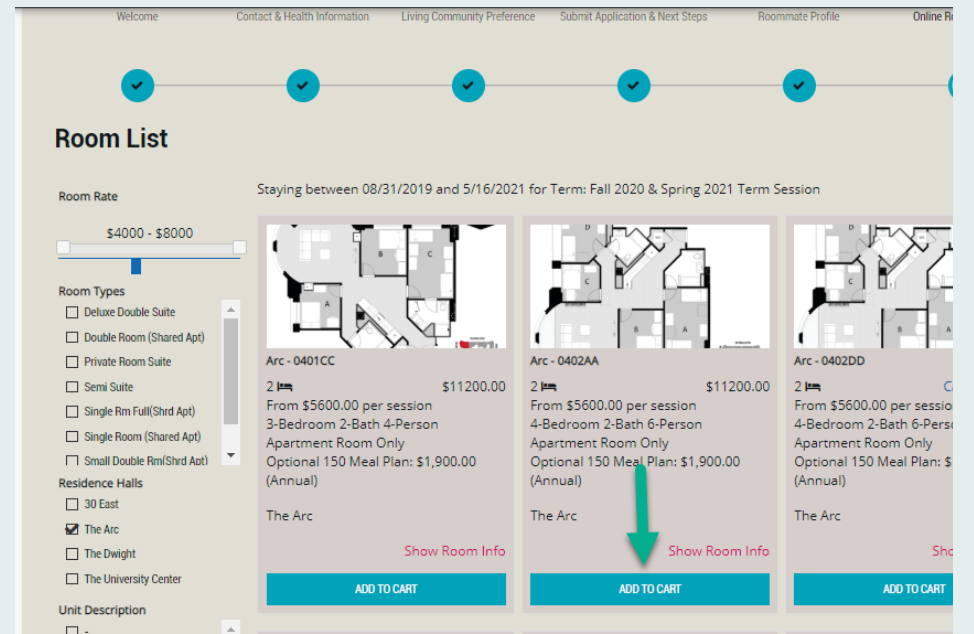
Click "Show Room Info" for detailed information about the room.



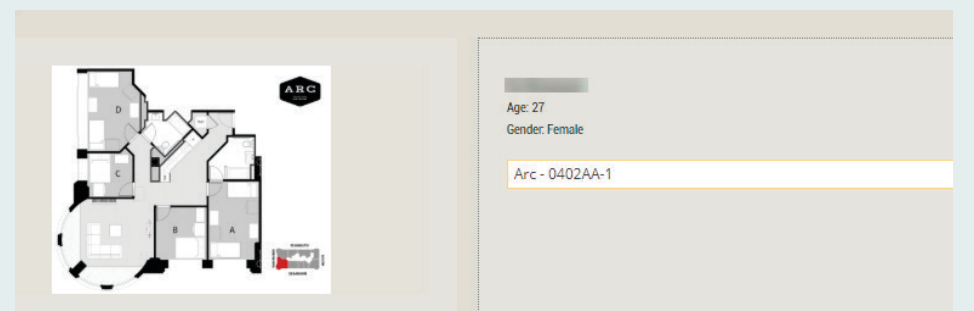
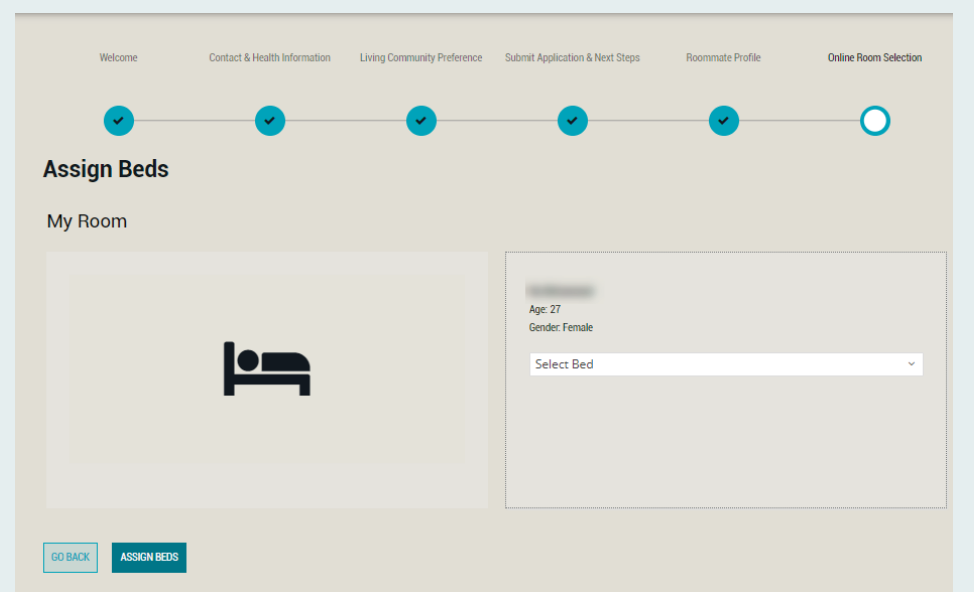
Click "Go back to view the room list of all available spaces. **DO NOT** use the back arrow in your browser as this can inconvenience you in your application process. **PLEASE** carefully read the description of each room to better help you make an informed selection.

Open-To-All (cont.)

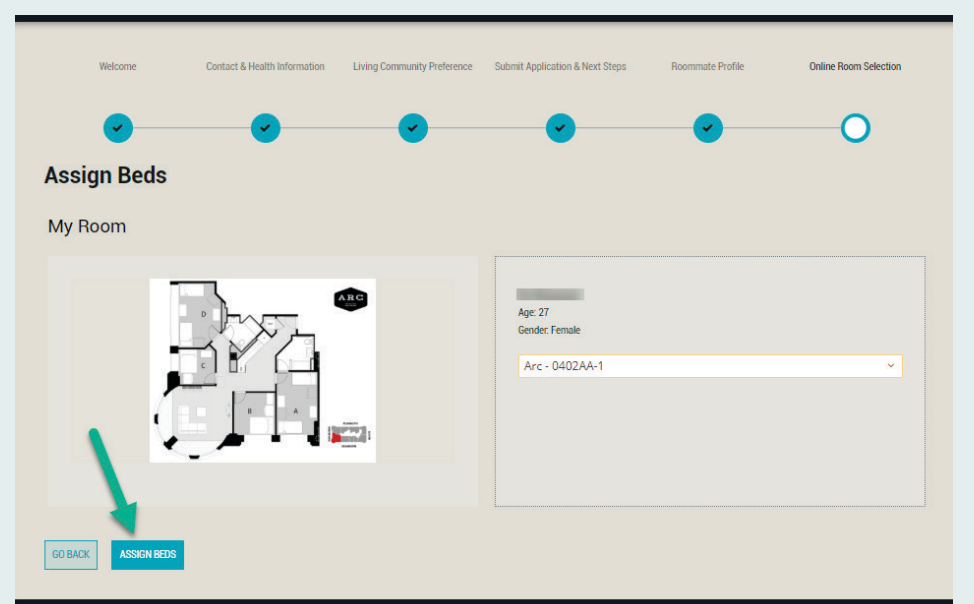
Click "Add to cart" on the room you want to be in. In this example the student selected Arc room 402AA shared bedroom. **You will have a maximum of 10 minutes to complete the following steps before your selection expires.**



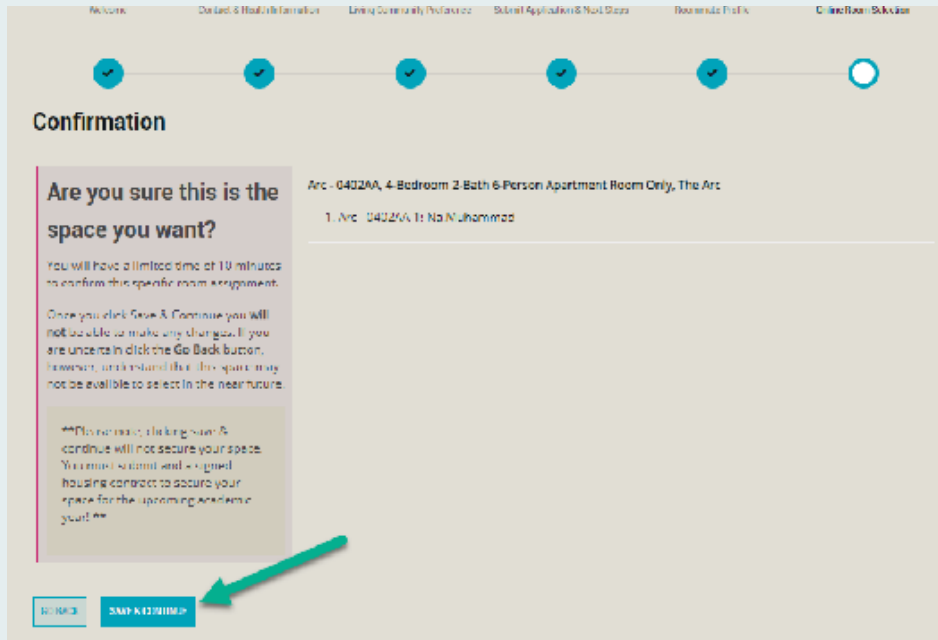
Using the drop down assign yourself to a bed. **REMEMBER** if you are choosing to be in a shared bedroom you must assign yourself to one of the beds. In this example the student assigned themselves to the 402AA-1 bed in the shared bedroom.



Click "Assign beds".

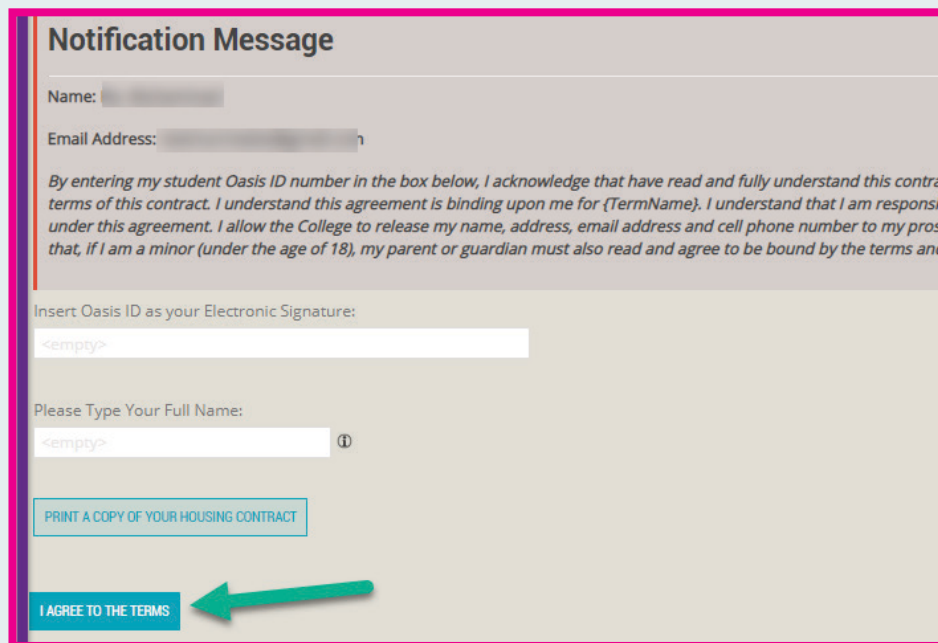
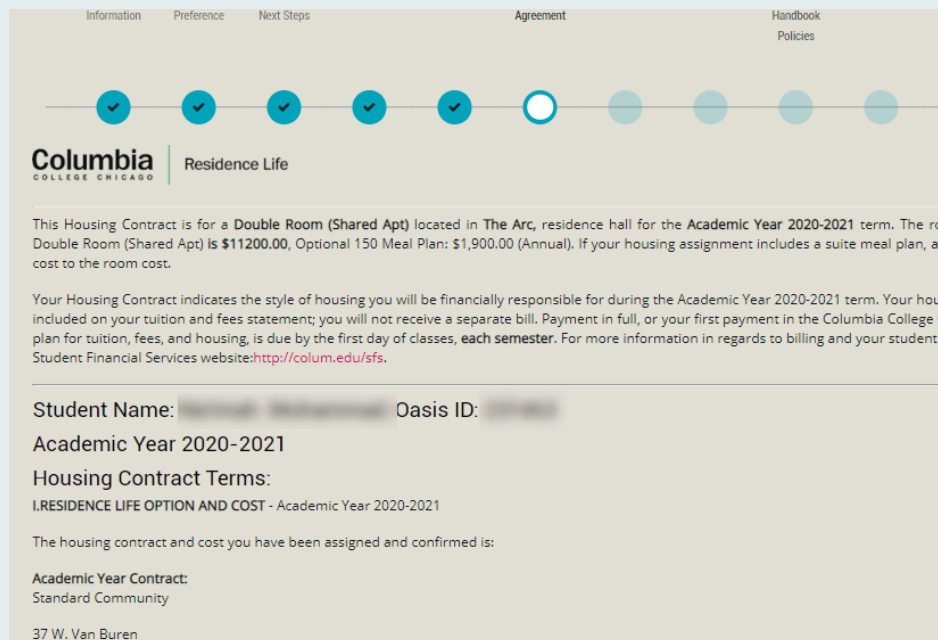


Click "Save & Continue" to access the housing contract. **REMEMBER confirming a room is not what secures your space; signing and submitting the housing contract does!**



Step 6 Sign the Contract!

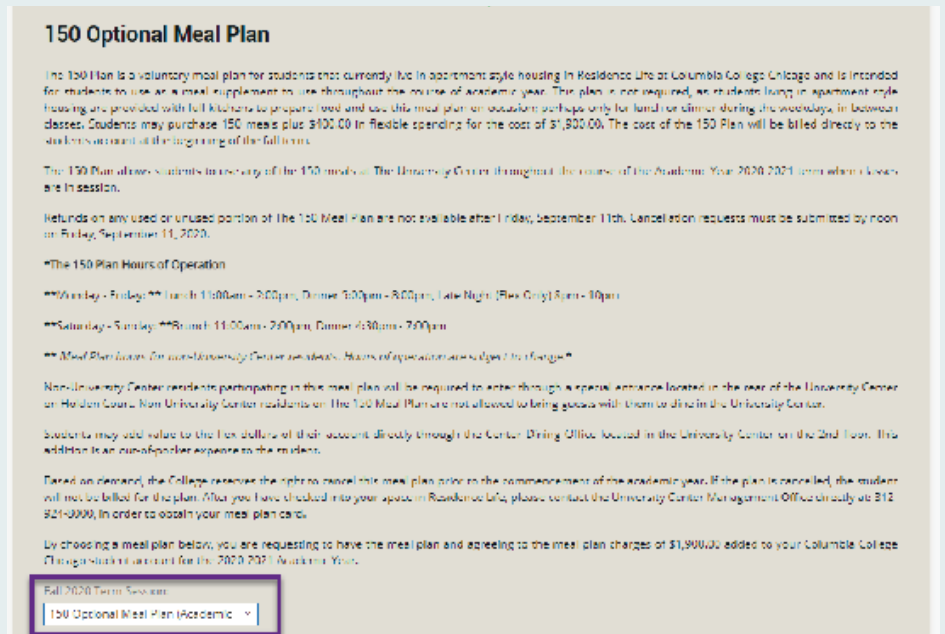
After reading the Terms & Conditions, **SIGN THE HOUSING CONTRACT**. This is the only way to guarantee a space for the upcoming Academic Year!



Step 7 Meal Plan

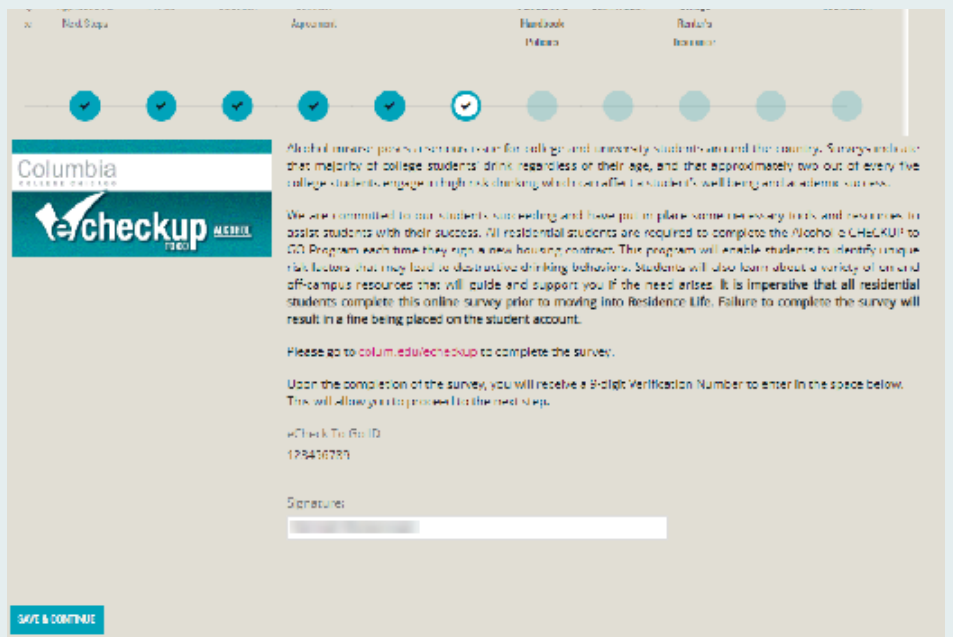
Choose the meal plan for the upcoming academic year*. Save & Continue.

*NOTE: If you choose to reside in a semi-suite you have a mandatory meal plan that comes with your assignment..



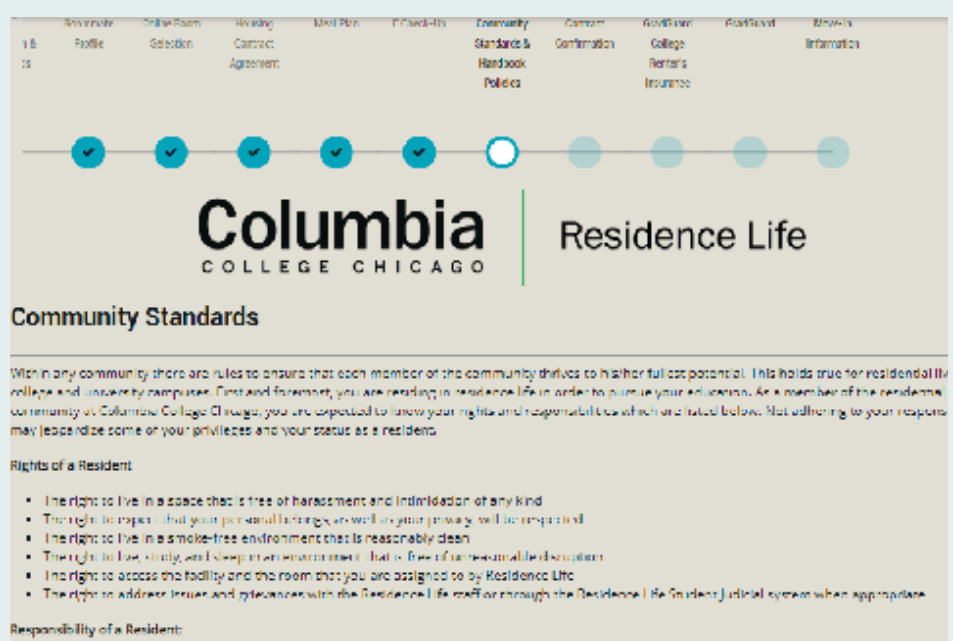
Step 8 E Check-Up

Complete the E Check-Up survey. Takes about 40 minutes to complete. Save & Continue.



Step 9 Community Standards & Handbook Policies

Read and Agree to the Community Standards & Handbook Policies. Save & Continue.



Step 10 Meal Plan

Choose the meal plan for the upcoming academic year*. Save & Continue.

*NOTE: If you choose to reside in a semi-suite you have a mandatory meal plan that comes with your assignment..

150 Optional Meal Plan

The 150 Plan is a voluntary meal plan for students who currently live in apartment style housing in Residence Life at Columbia College Chicago and is intended for students to use as a meal supplement to use throughout the course of an academic year. This plan is not required, as students living in apartment style housing are provided with full kitchens to prepare, cook and eat their meals on occasion (perhaps only for lunch or dinner during the weekdays in between classes). Students may purchase 150 meals plus \$100.00 in flexible spending for the cost of \$1,900.00. The cost of the 150 Plan will be billed directly to the student's account at the beginning of the following year.

The 150 Plan allows students to enjoy any of the 150 meals at The University Center throughout the course of the Academic Year 2020-2021 term when classes are in session.

Refunds on any unused or unused portion of the 150 Meal Plan are not available after Friday, September 11th. Cancellation requests must be submitted by noon on Friday, September 11, 2020.

***The 150 Plan Hours of Operation**

- **Monday - Friday** Lunch 11:00am - 2:00pm, Dinner 3:00pm - 8:00pm, Late Night (Rise & Grind) 8pm - 10pm
- **Saturday - Sunday** Breakfast 11:00am - 2:00pm, Dinner 4:30pm - 7:00pm
- **Meal Plan Hours On non-University Center weekdays. Hours of operation are subject to change**

Non-University Center residents participating in this meal plan will be required to enter through a special entrance located in the rear of the University Center on Holden Court. Non-University Center residents on the 150 Meal Plan are not allowed to bring goods with them onto the University Center.

Students may add value to the flex dollars of their accounts directly through the Center Dining Office located in the University Center on the 2nd floor. This addition is an immediate expense to the student.

Based on demand, the College reserves the right to cancel this meal plan prior to the commencement of the academic year. If the plan is cancelled, the student will not be billed for the plan. After you have selected your year option in Residence Life, please contact the University Center Management Office directly at 812-921-3000, in order to obtain your meal plan card.

By choosing a meal plan below, you are requesting to have the meal plan and agreeing to the meal plan charges of \$1,900.00 added to your Columbia College Chicago student account for the 2020-2021 Academic Year.

Full 2020 Term Schedules
 150 Optional Meal Plan (Academic)

Step 11 E Check-Up

Complete the E Check-Up survey. Takes about 40 minutes to complete. Save & Continue.

Next Steps: Agreement, Handbook Policies, Rental Insurance

Columbia COLLEGE CHICAGO

E Check-Up

Alcohol misuse poses a serious risk for college and university students and the country. Surveys indicate that majority of college students drink regardless of their age, and that approximately two out of every five college students engage in high risk drinking which can affect the student's well-being and academic success.

We are committed to our students' succeeding and to helping to place some necessary tools and resources to assist students with their success. All residential students are required to complete the Alcohol e-Check-Up to GO Program each time they sign a new housing contract. This program will enable students to identify unique risk factors that may lead to disruptive drinking behaviors. Students will also learn about a variety of on and off-campus resources that will guide and support you if the need arises. It is imperative that all residential students complete this online survey prior to moving into Residence Life. Failure to complete the survey will result in a fine being placed on the student account.

Please go to colum.edu/echeckup to complete the survey.

Upon the completion of the survey, you will receive a Biometric Verification Number to enter in the space below. This will allow you to proceed to the next step.

Check To Go ID: 128416788

Signature: _____

SAVE & CONTINUE

Step 12 Community Standards & Handbook Policies

Read and Agree to the Community Standards & Handbook Policies. Save & Continue.

Residence Life: Profile, Selection, Contract Agreement, Handbook Policies, Confirmation, College Rental Insurance, Rental Information

Columbia COLLEGE CHICAGO | Residence Life

Community Standards

Within any community there are rules to ensure that each member of the community thrives to his/her full potential. This holds true for residential life at college and university campuses. First and foremost, you are residing in residence life in order to pursue your education. As a member of the residential community of Columbia College Chicago, you are expected to know your rights and responsibilities which are listed below. Not adhering to your responsibilities jeopardize some of your privileges and your status as a resident.

Rights of a Resident

- The right to live in a space that is free of harassment and intimidation of any kind
- The right to expect that your personal belongings and your privacy will be respected
- The right to live in a smoke-free environment that is reasonably clean
- The right to live, study, and sleep in an environment that is free of unreasonable disruptions
- The right to access the facility and the room that you are assigned to by Residence Life
- The right to address issues and grievances with the Residence Life staff through the Residence Life Student Judicial system when appropriate

Responsibility of a Resident:

Step 13 Contract Confirmation

Review the information and mark your calendars! Save & Continue.

Reference, New Steps, Agreement, Handbook Policies, Rental Insurance

Mark your Calendars!!!

MARK YOUR CALENDARS NOW! For scheduling purposes, move-in for returning students (whether you're living on campus or not) takes place on Labor Day Weekend: Saturday, September 5, 2020 & Sunday, September 6, 2020.

Congrats (and)! You have successfully completed your housing contract order and secured a space in Residence Life for the Academic Year 2020-2021. As you should already know, you are assigned to a Double Room (Shared Apt) located in The Ace residence hall for the Academic Year 2020-2021 term. The cost for this housing arrangement is \$1,200.00. (Optional 150 Meal Plan \$1,900.00 (Annual)).

After the contract renewal period is over, your room number, roommate assignments and move-in information will be available via the housing portal beginning in July. You will be notified via your Columbia email when it is ready to view along with some helpful move-in information (like in-living/bed rooming, on-campus handbook, etc).

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. Your housing contract is for one full academic year. Your Academic Year 2020-2021 housing cost will total cost \$11,200.00. Optional 150 Meal Plan: \$1,900.00 (Annual). If meal plan is applicable. To read about Columbia College Chicago's payment plan options visit the [9PT's Home page](#).

Please note that housing payment submitted with the housing contract is non-refundable and will be applied to your student account beginning in August.

A copy of your housing contract and terms was sent to your Columbia email account, mmuhammad@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,
 Residence Life | Columbia College Chicago

Step 14 Grad Guard

Residence Life offers the option to purchase rental insurance too all residents. Continue to Step 2 to either accept or decline the offer.

GradGuard College Renter'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 renter'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 renter's insurance preference.

Columbia College Chicago strongly recommends renter's insurance and is not compensated for providing this student benefit. Renter'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