2023-24 Housing Selection and Lottery Information

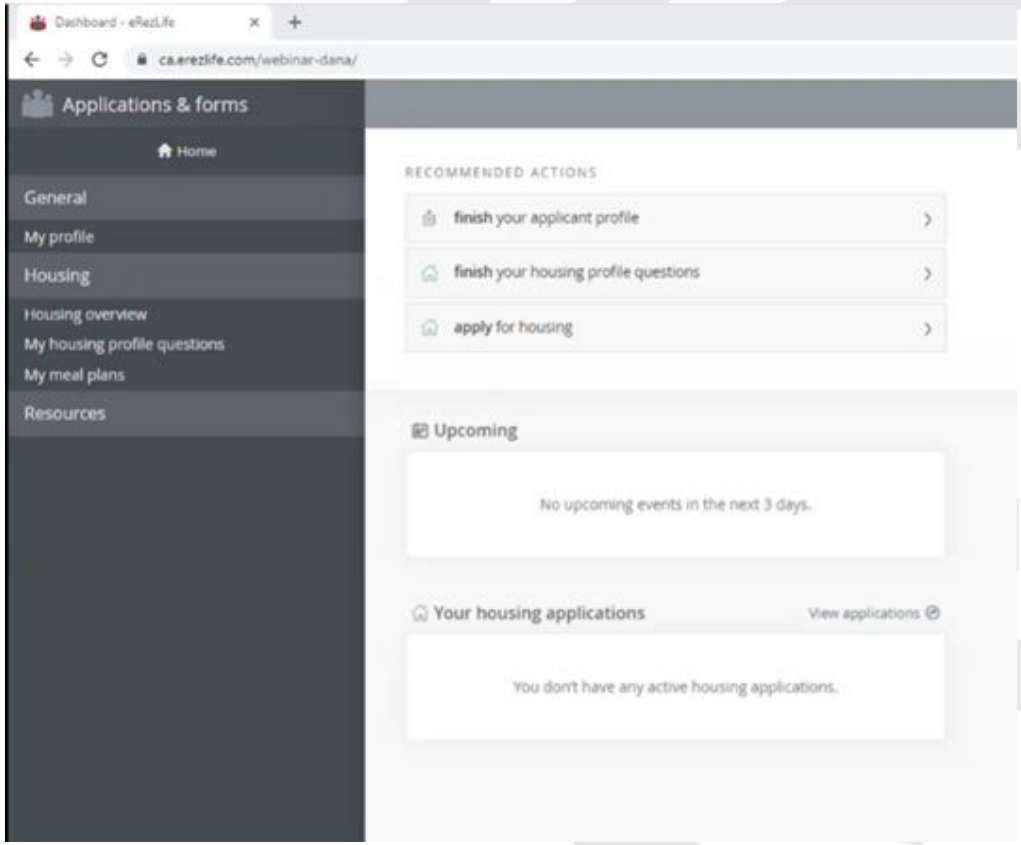
Residence Life & Housing
https://my.ccad.edu/residence-life

Applying for Housing

1. Your application will be completed in eRezLife for next academic year. You must complete the application ***by Feb. 18*** to be included in the housing lottery process. Submitting an application does not guarantee a 23/24 housing assignment.
2. Pay Housing Deposit by ***March 1*** via Self-Service.
    a. If you are waitlisted **and** do not receive an assignment **OR** if you decide to cancel your assignment ***prior to June 1st*** you will be refunded your $250 deposit.
    b. If you do not pay your $250 housing deposit by ***March 1***, you will be unable to participate in the housing lottery and could be waitlisted.
    c. If you cancel your assignment **after June 1**, your deposit will not be refunded. No exceptions.

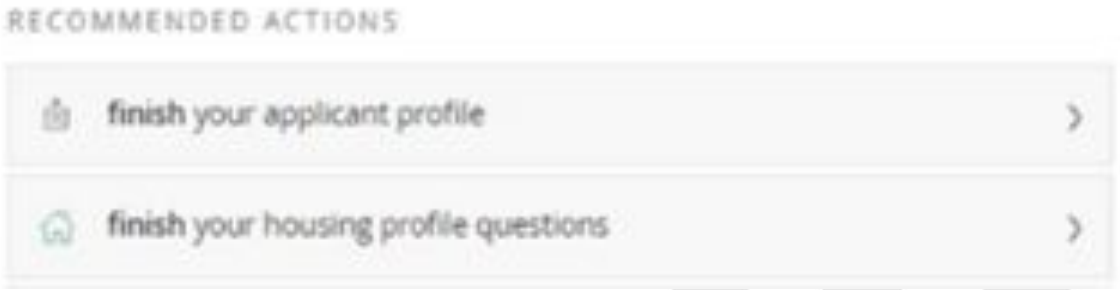
How to Apply

When you log in to ccad.erezlife.com, you will see your main dashboard screen:



How to Apply

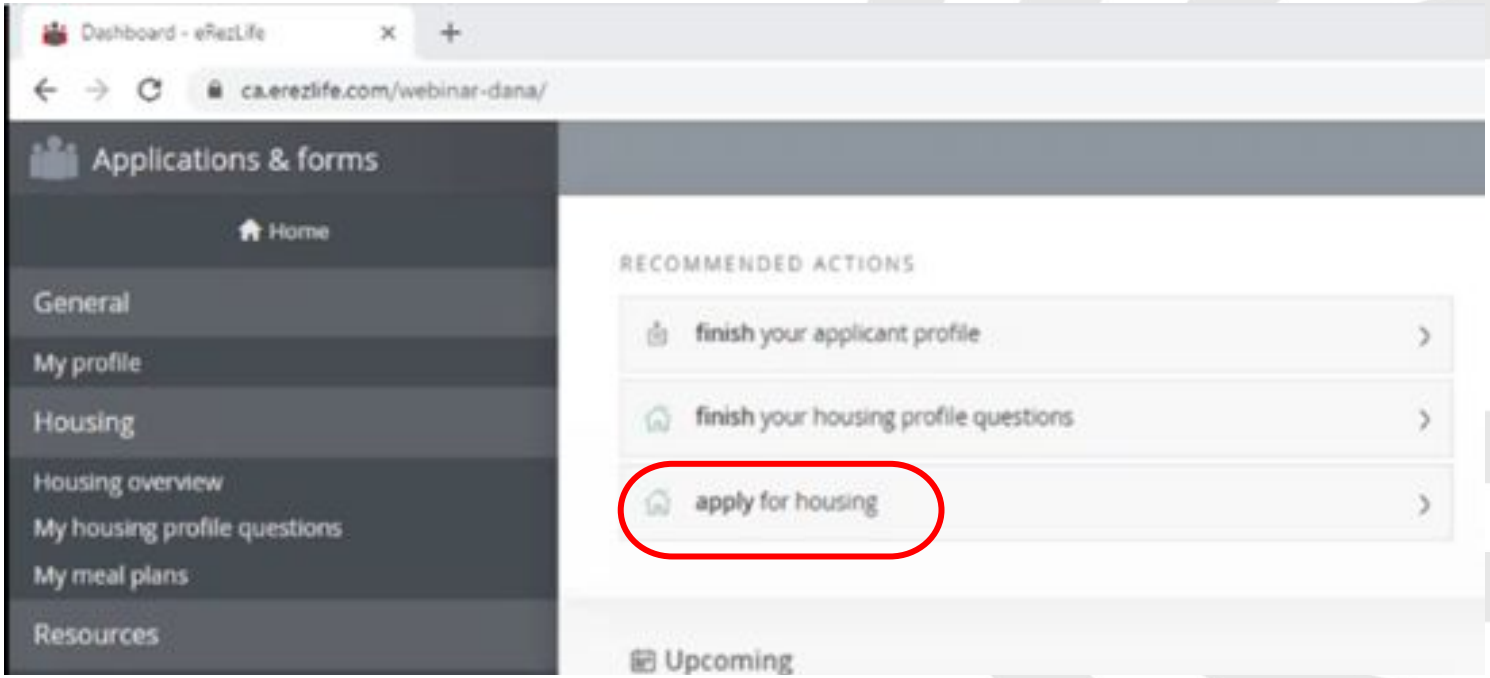
If you have the following listed under *Recommended Actions*, you'll need to complete these items first before you'll be able to access the application. If you don't see these, great! Move on to your application.



If you *do* have one, or both, of these then click into each, complete required fields, and save. You'll then return to your dashboard and if completed correctly, these will disappear from your list of *Recommended Actions*.

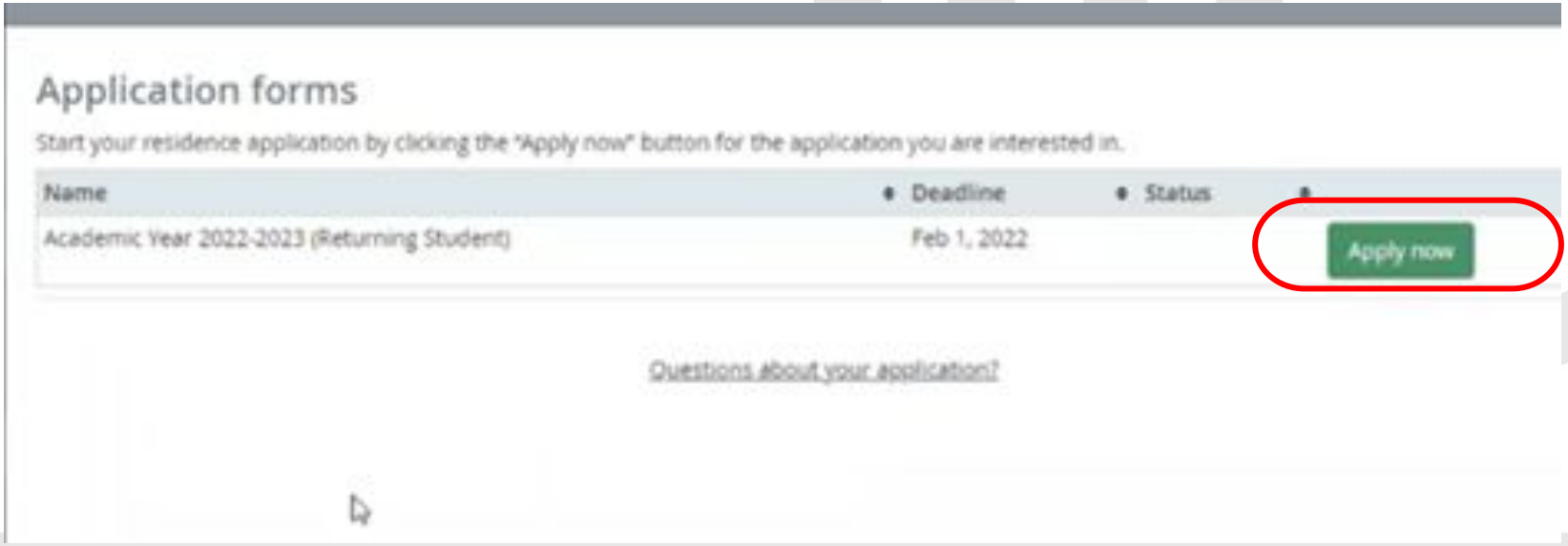
How to Apply

Once you're ready to access and complete the application, back on your home dashboard, click on *apply for housing.*



How to Apply

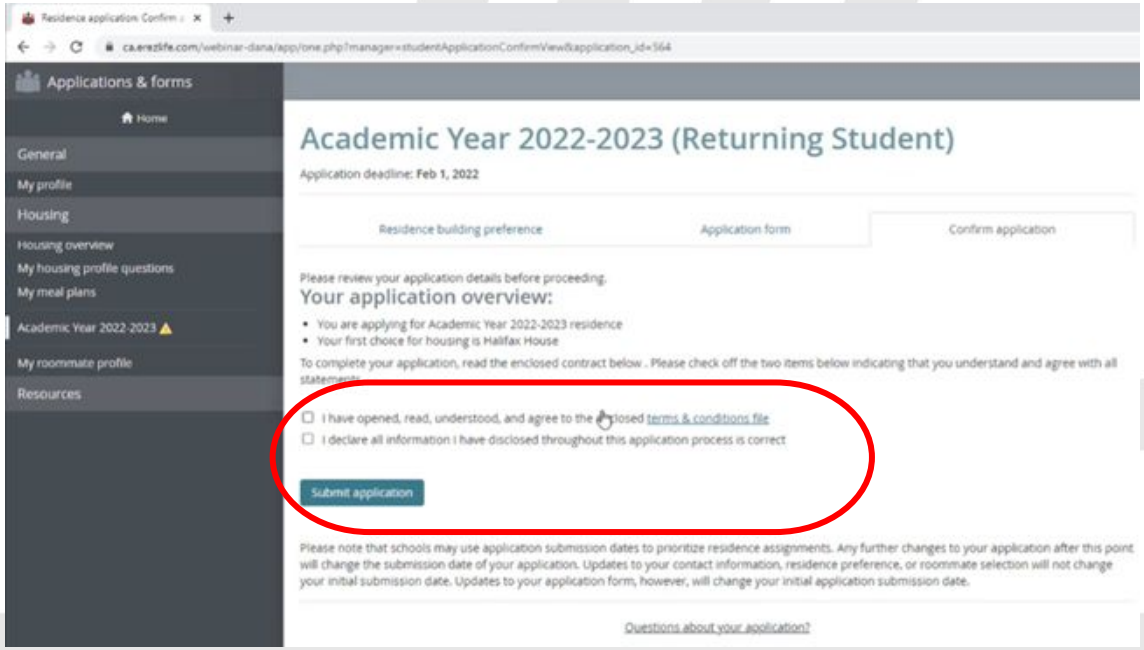
On the next screen, you'll see the option to apply for next academic year. Click the green button next to the Fall 2023 line, *Apply now*. Go through and complete the application fields, hitting *Save and continue* at the bottom of each tab. It will move you to the next tab automatically.



How to Apply

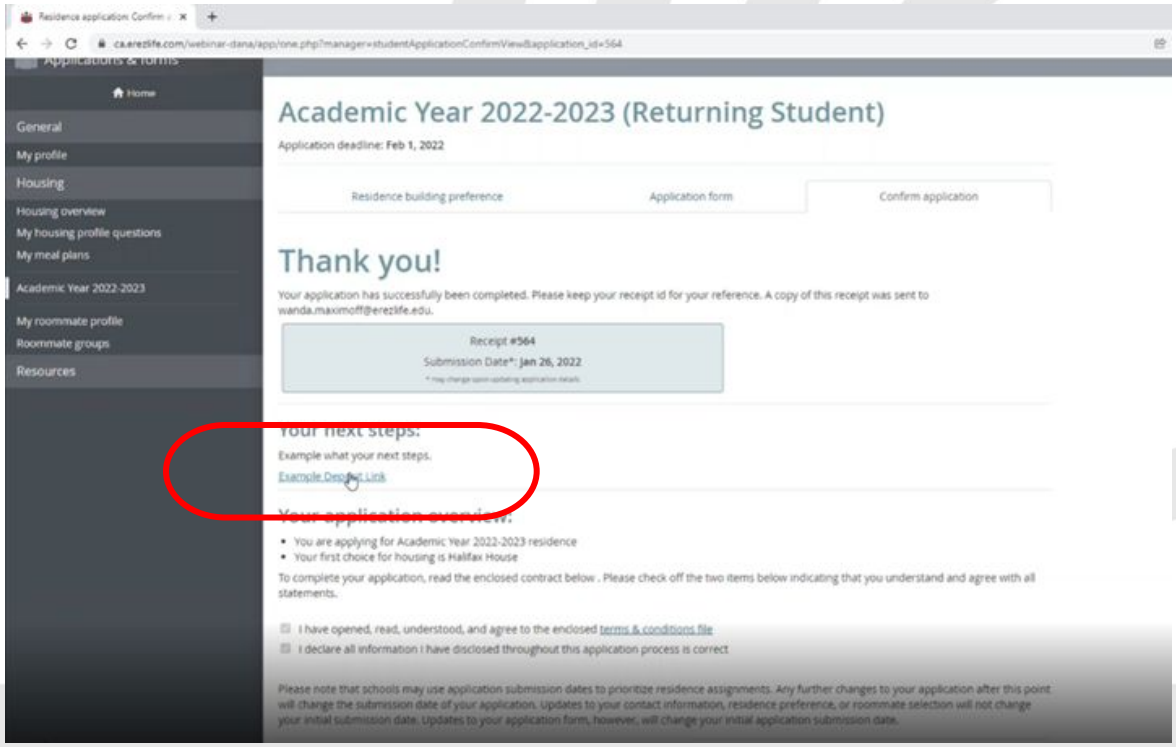
When the application is complete, you'll be moved to the *Confirm application* tab. On this tab, you must mark the two *I agree* boxes and once ready, click *Submit application.* Note: it is highly recommended that you click on and review the *terms & conditions file* linked in the first *I agree* checkbox item. This is your housing contract. It is a binding document.

If you completed and submitted the application successfully, you will receive an email confirming that Residence Life has received your application and that it is under review.



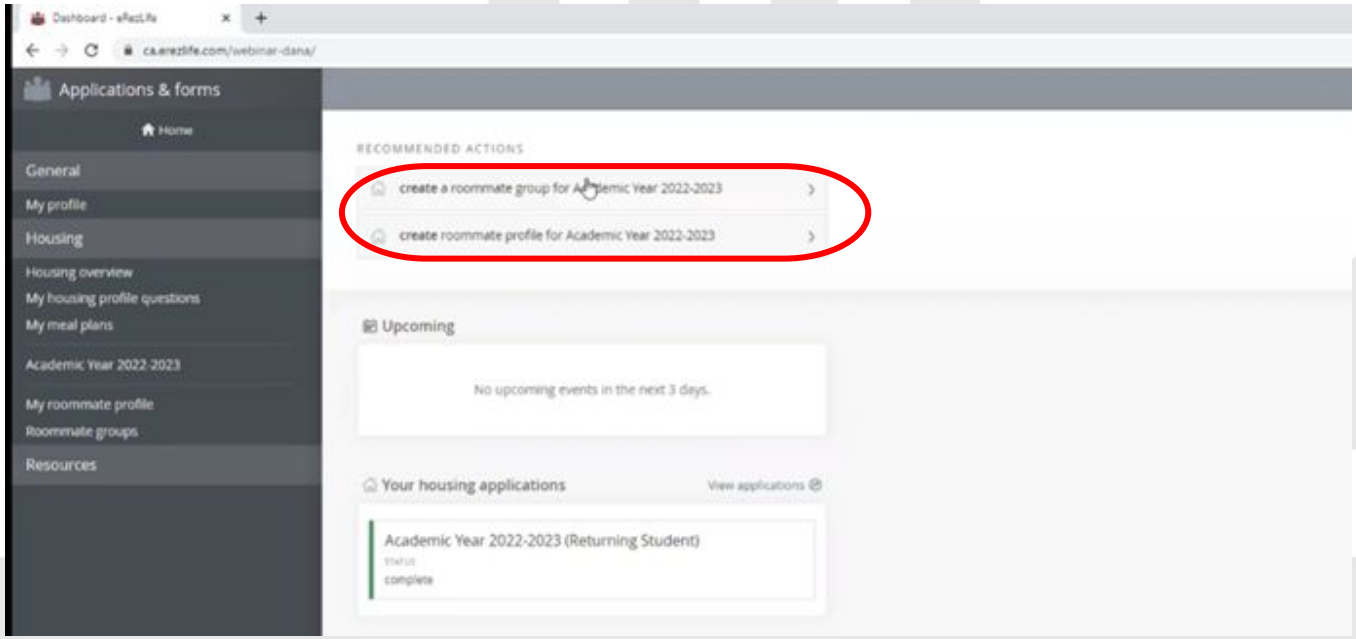
Application Complete – What's Next?

The next screen will display next steps and will link you to Self-Service where you can pay your housing deposit. You must do this in order to be eligible to enter the housing lottery.



Application Complete – What's Next?

Now, you can move on to setting up your roommate profile and if interested, setting up a roommate group with fellow peers. Click *Home* on the left menu and you will have new recommended actions. These options will also appear on the left menu under the academic term for which you've applied, once your application has been submitted successfully.



Recommended Conversations

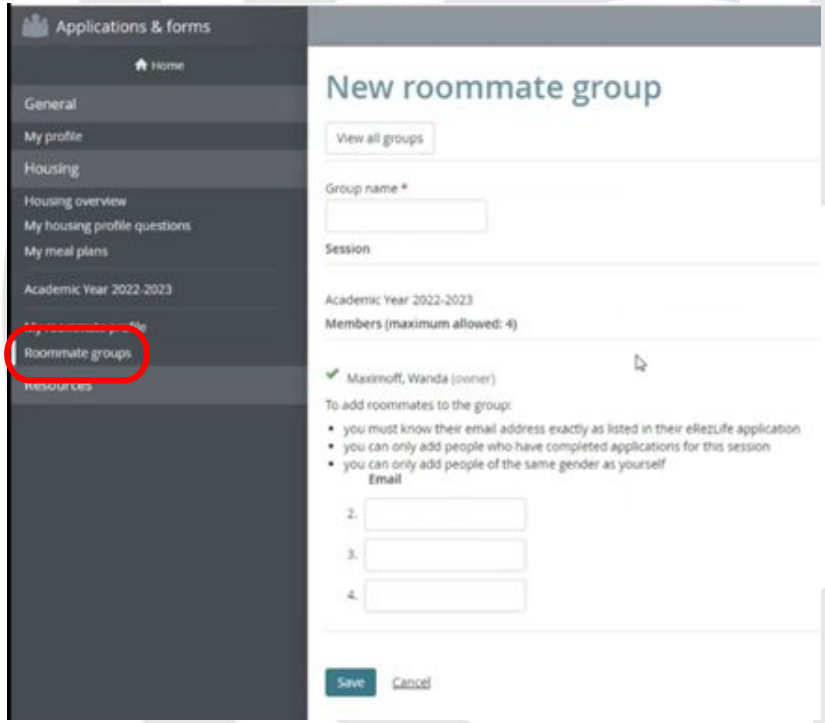
Before agreeing to be in a roommate group, we encourage you to discuss the following:

- When are your lottery time slots?
- Are you comfortable with the first person selecting a space for everyone?
- What bedspace do you want?
- Who will share bathrooms?
- Are there other groups you might be interested in joining?

Transparency and communication is key in this process!!

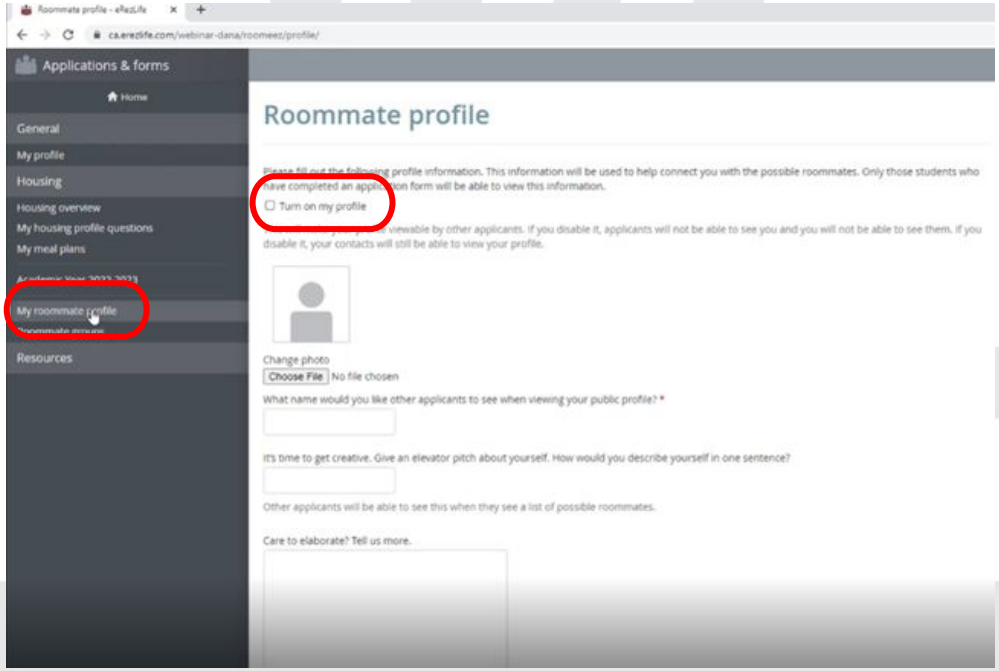
Creating Roommate Groups

1. Complete required fields. Consult with planned roommates on name and decisions of room selection.
2. Add Roommates: Note the bullet points above these fields.
3. Save Group
4. Select Group: Members must “select group” in order to select rooms for one another. This will be a *Recommended action* on each roommate’s dashboard.
5. You can go back to roommate groups anytime to remove yourself from a group or add a new one.



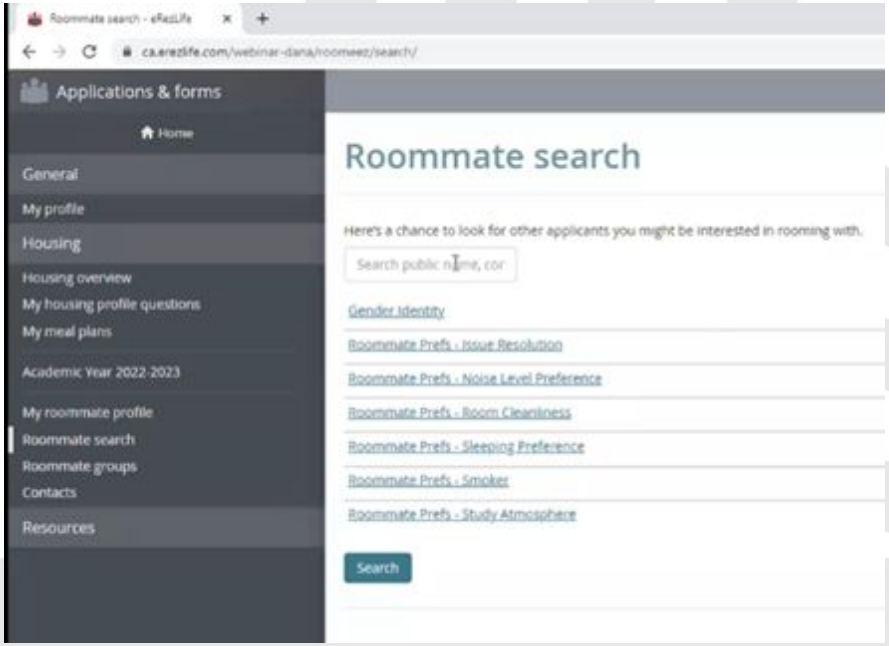
Creating a Roommate Profile

A roommate profile is helpful if you don't know who you will room with next year and you want to both be able to search for others but also have others be able to find you, based on preferences. Turn on your profile by clicking the box. This page will explain what that will do if checked.



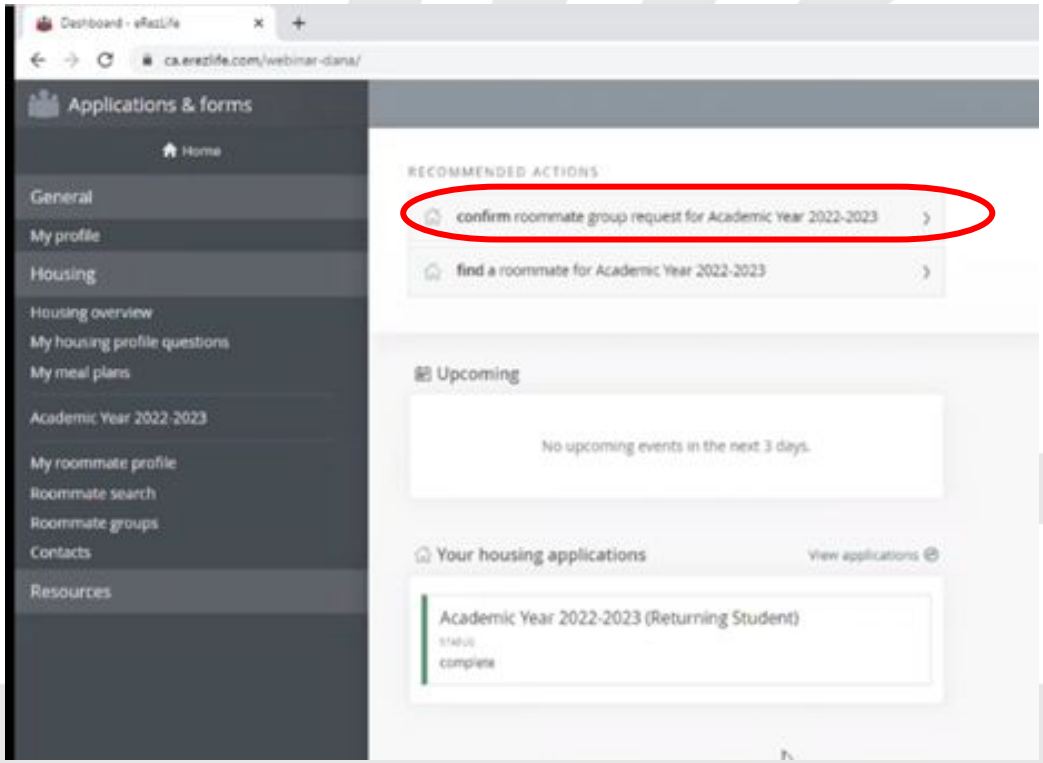
Finding Roommates

If you create a roommate profile, you'll gain a few new tabs on the left menu: Roommate search and Contacts. To search for roommates, click *Roommate search*. This will allow you to search multiple ways for possible roommates -by name, or any of the linked preference options. Through here you will also be able to send contact requests as well as add people to roommate groups if you find someone.



Finalizing Roommates

Once you engage roommates and/or set up groups, you can confirm roommate groups from your dashboard under recommended actions. All members of a roommate group must have applied and confirmed themselves to a group in order for members to be assigned to a selected room during the lotter. The ability to add roommates and create groups will stay open until assignments are completed by Residence Life staff.



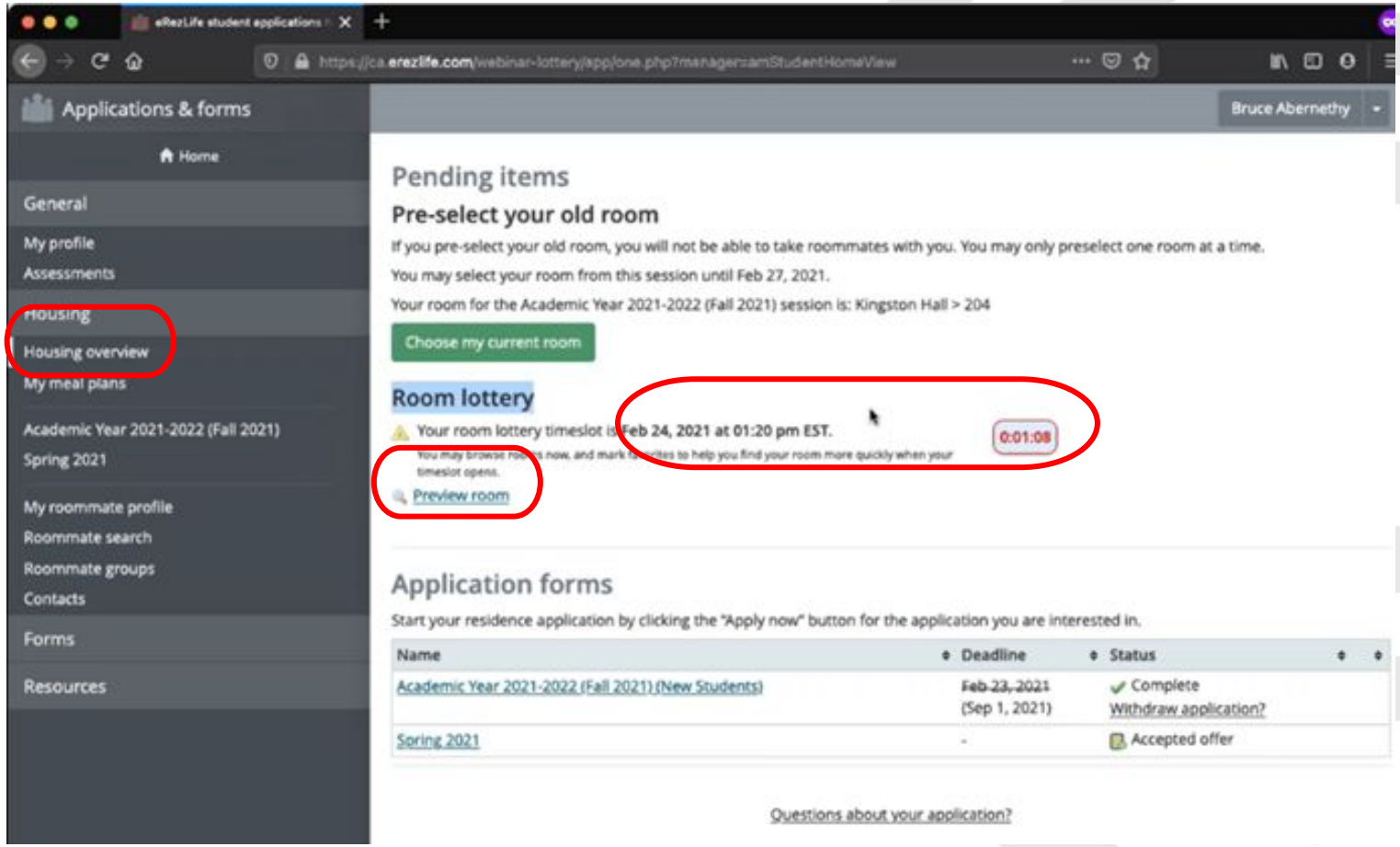
Lottery Process Overview

1. See Housing Lottery Guide for details on my.ccad.edu/residence-life.
2. Preview and “favorite” room options starting Feb 23.
3. Attend lottery on March 2 at your selected time. Zoom link will be available for drop in troubleshooting and questions.
4. Email **housing@ccad.edu** if you have questions.

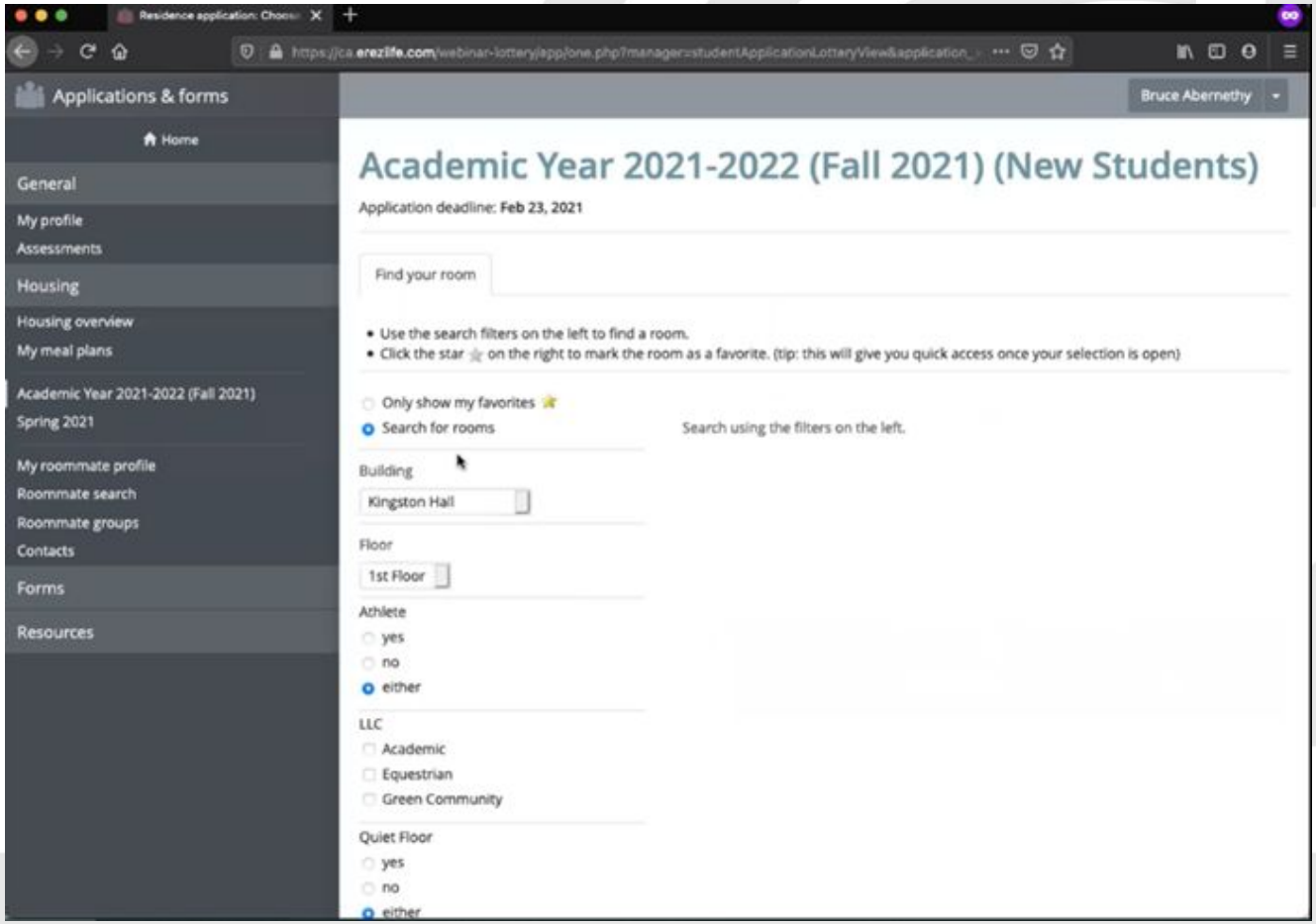
Lottery Process Details

1. Check your CCAD email for your lottery time.
2. The lottery will take place Thursday, March 2 during the evening hours, 6pm - 9pm.
    - You must access the lottery within your provided 15 minute interval.
3. Access will open to everyone at 9pm and close at midnight.
4. When your time slot opens, you may select a bedspace for yourself.
5. If you are in a roommate group, the person with the earliest selection time can choose for the roommate group. Consult with each other ahead of time.

Lottery Process Details



Previewing and Favoriting Rooms



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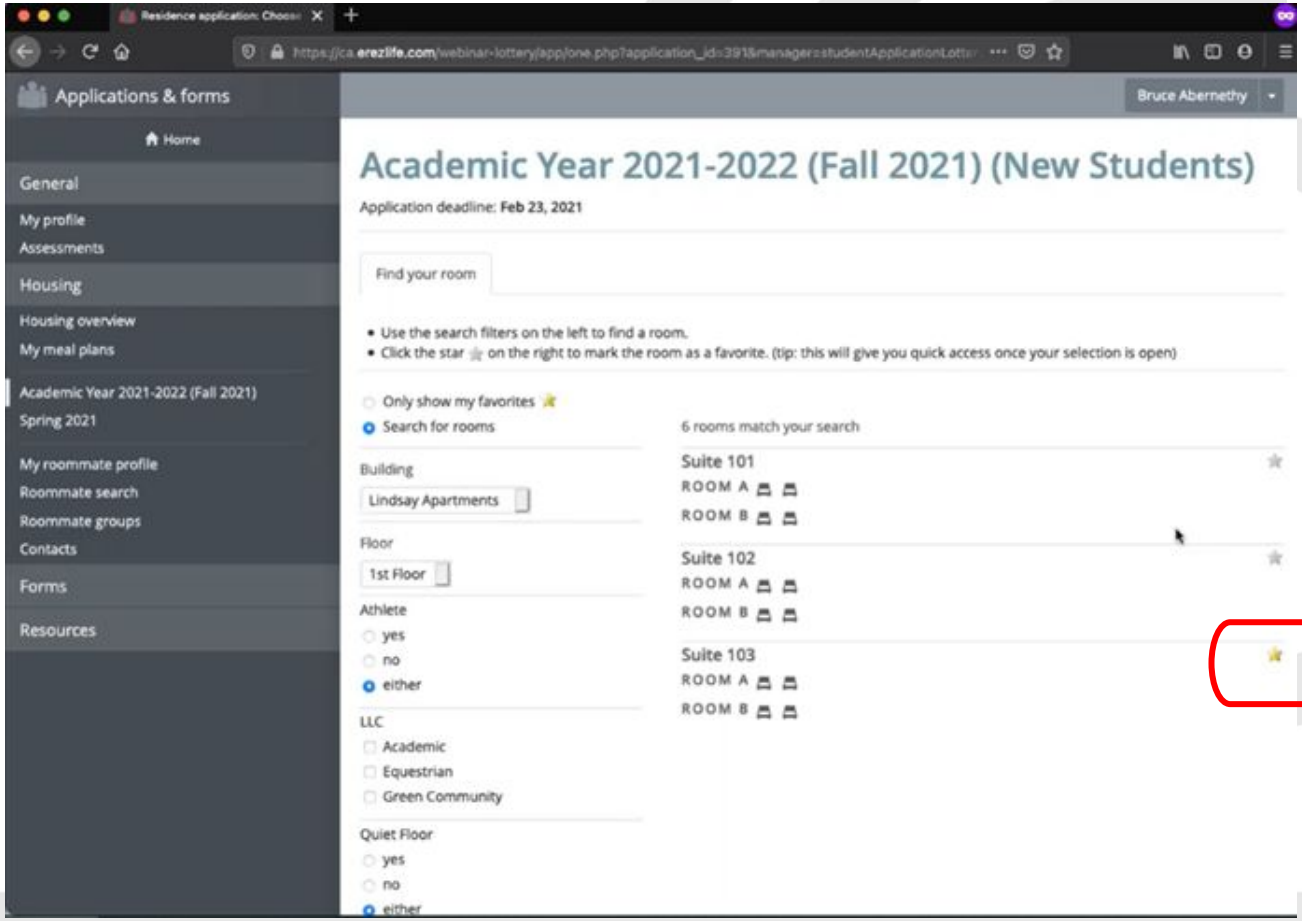

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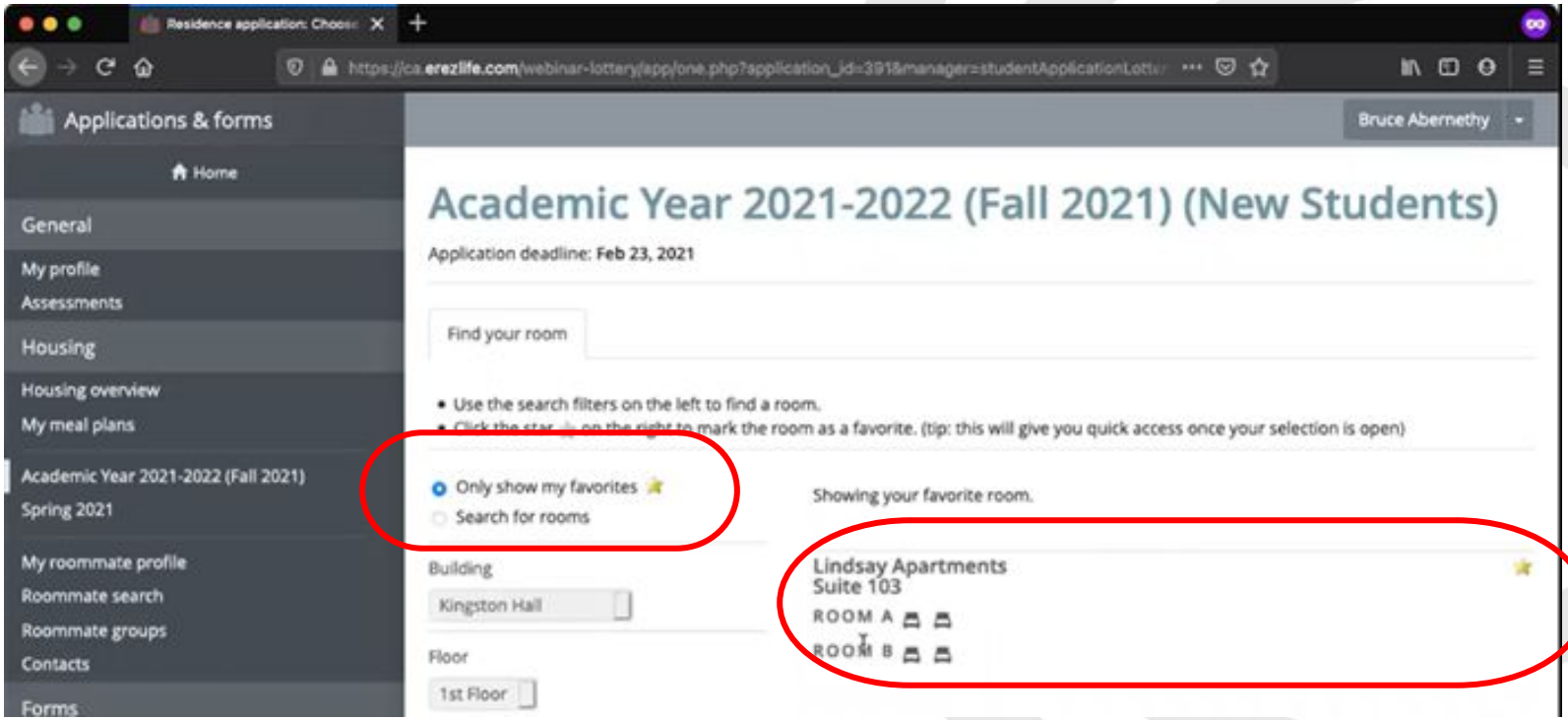
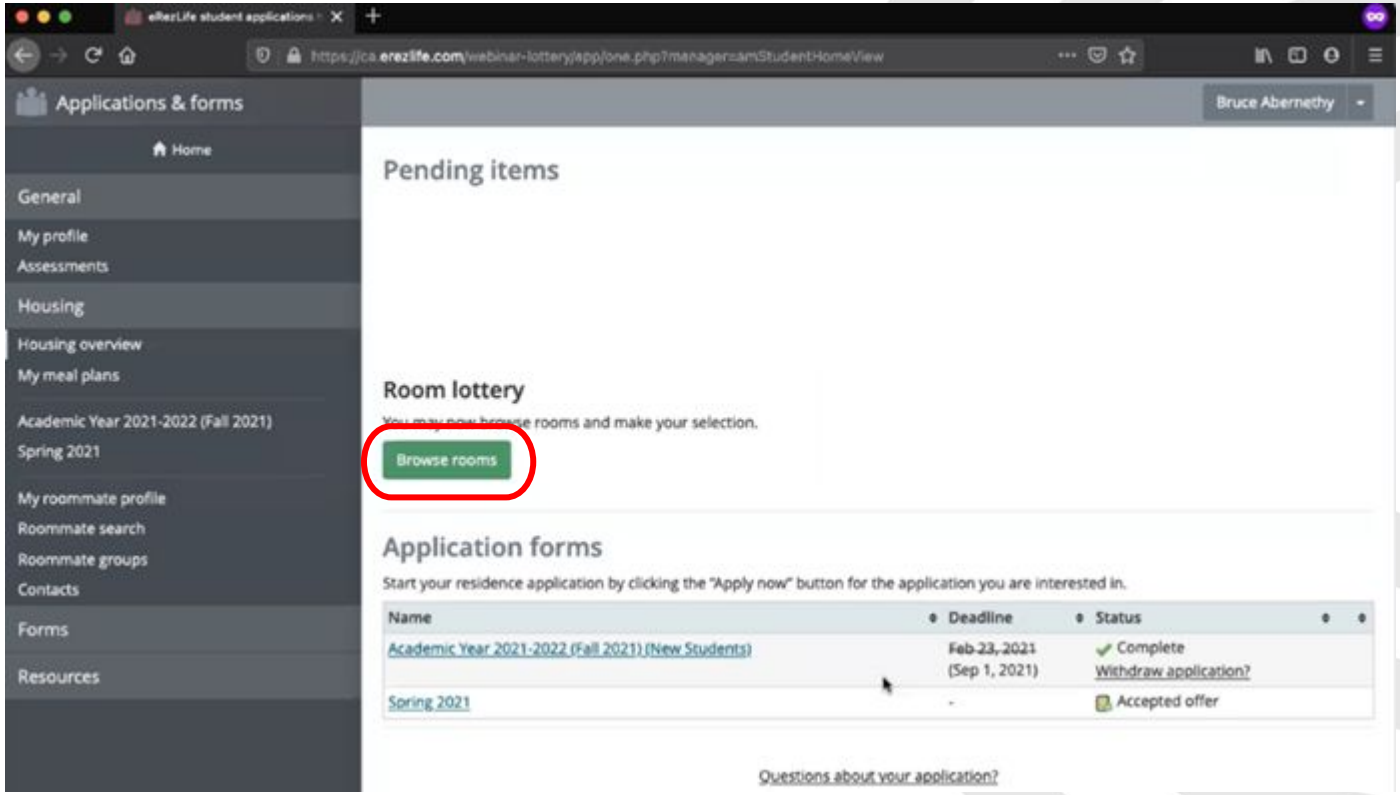
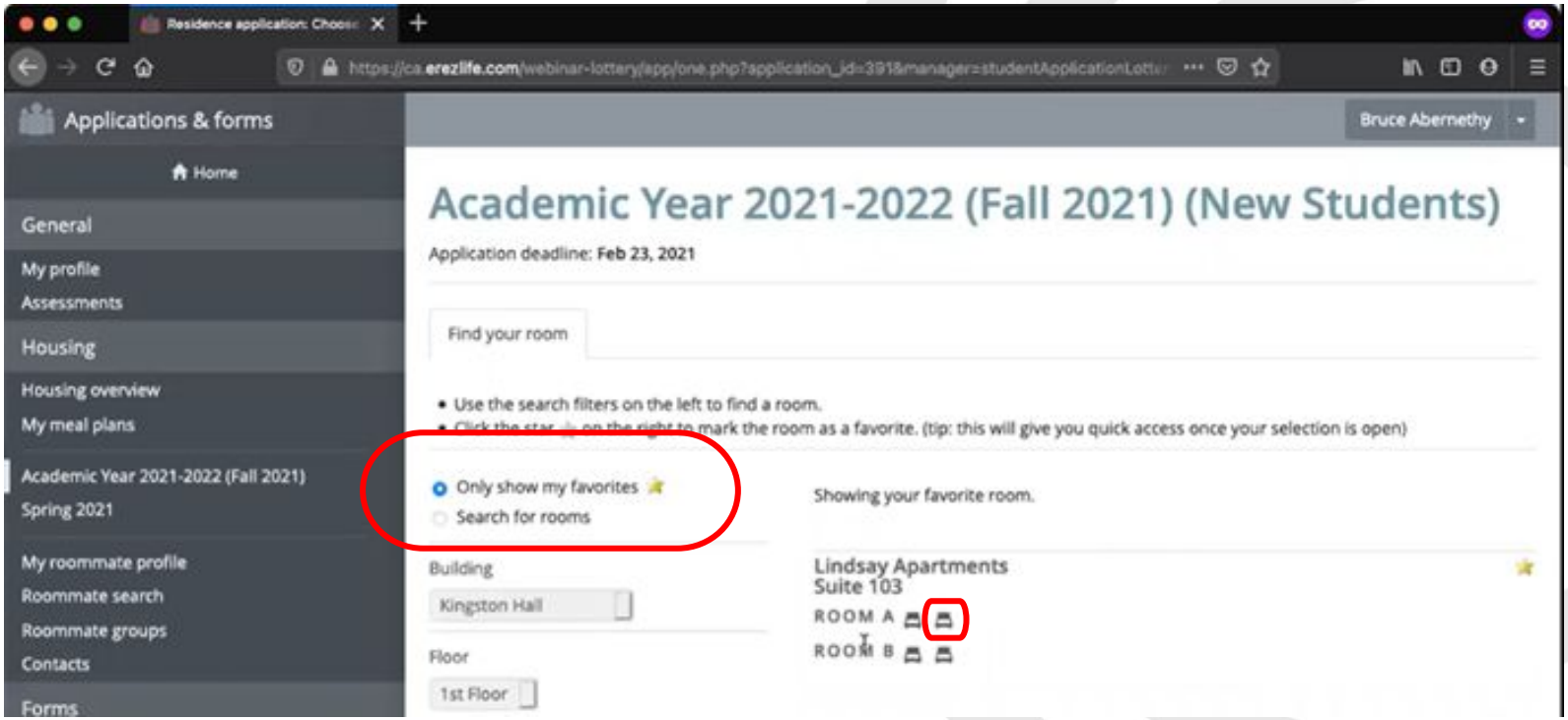


Lottery Day and Room Selection



Selecting a Room



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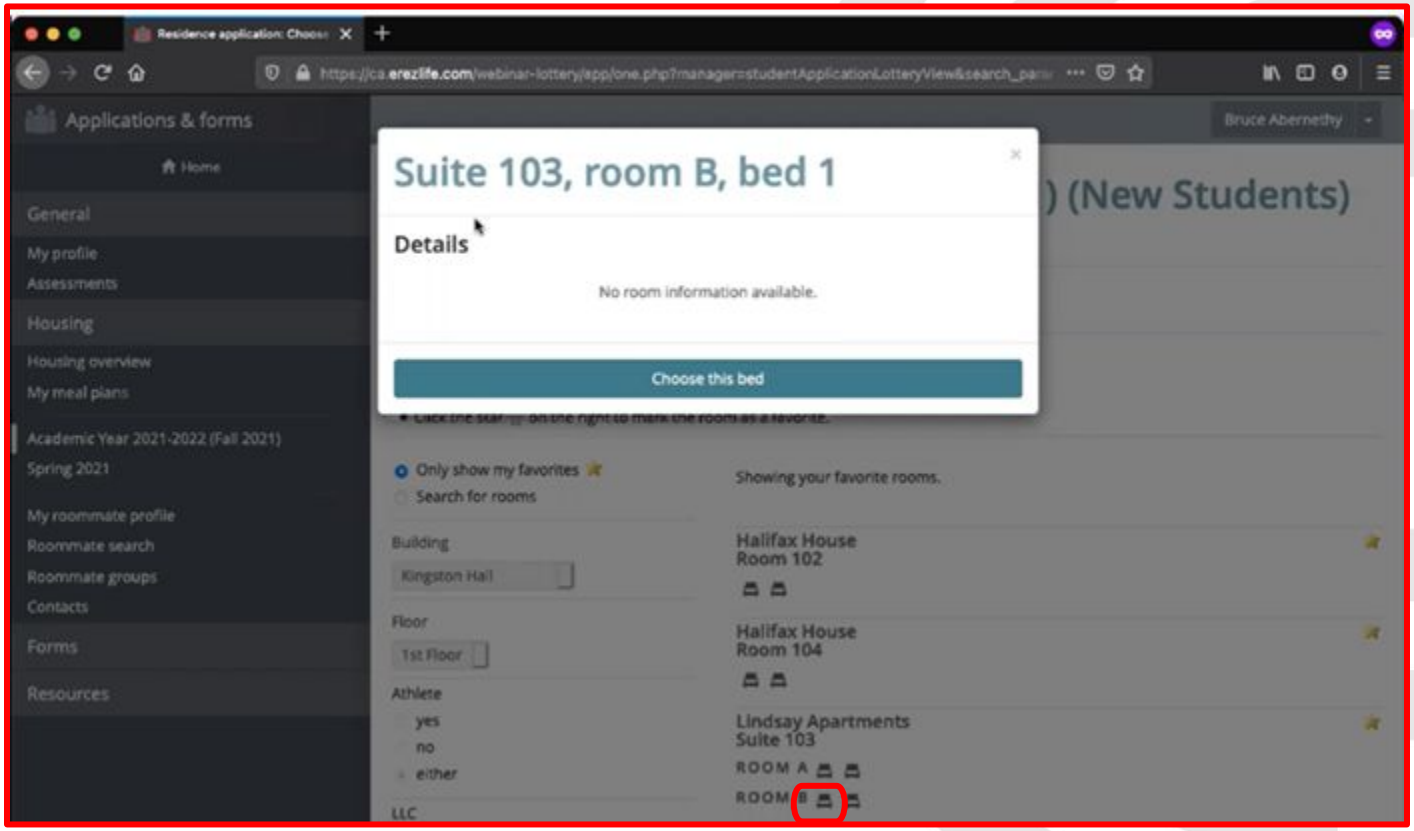

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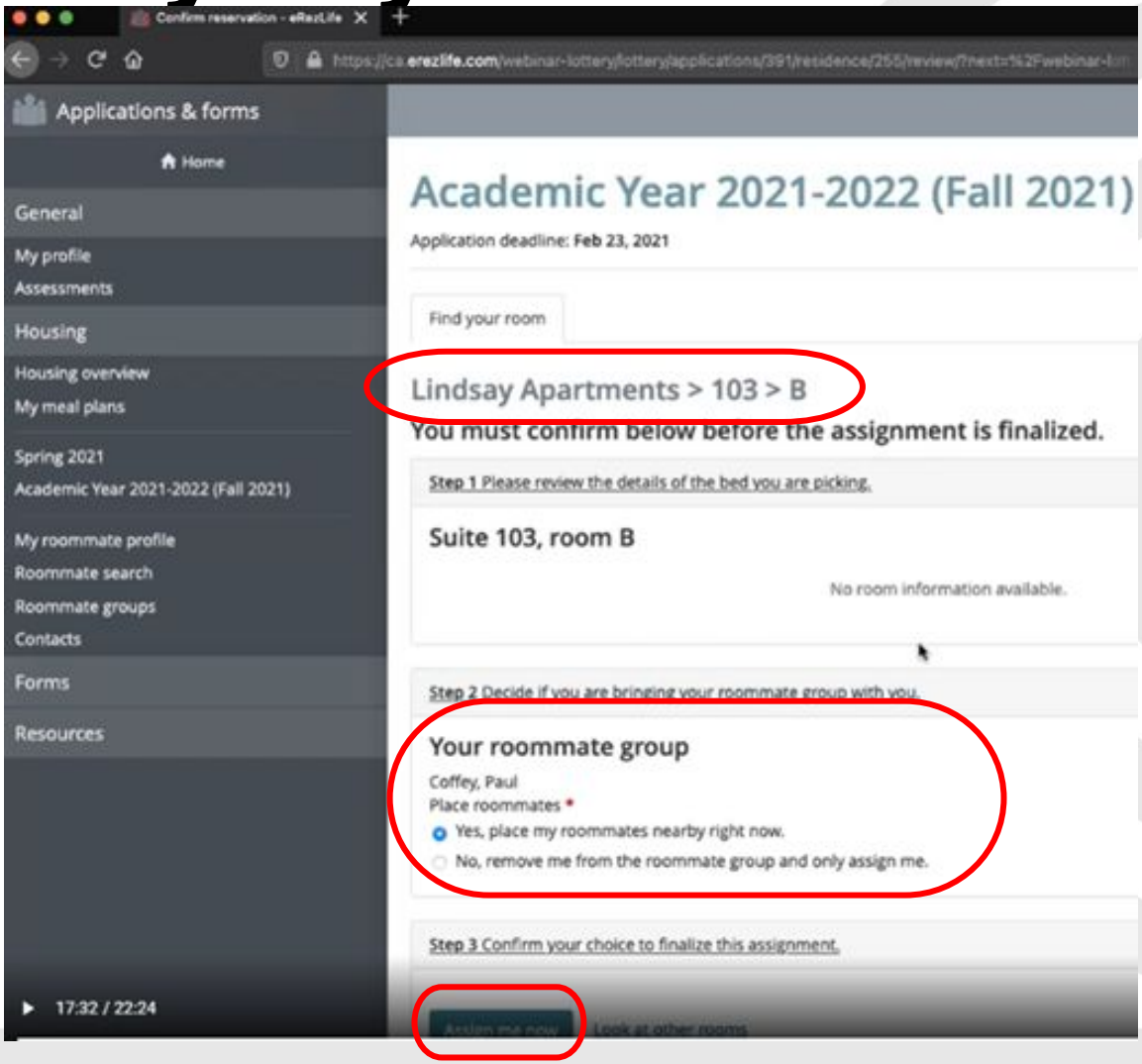

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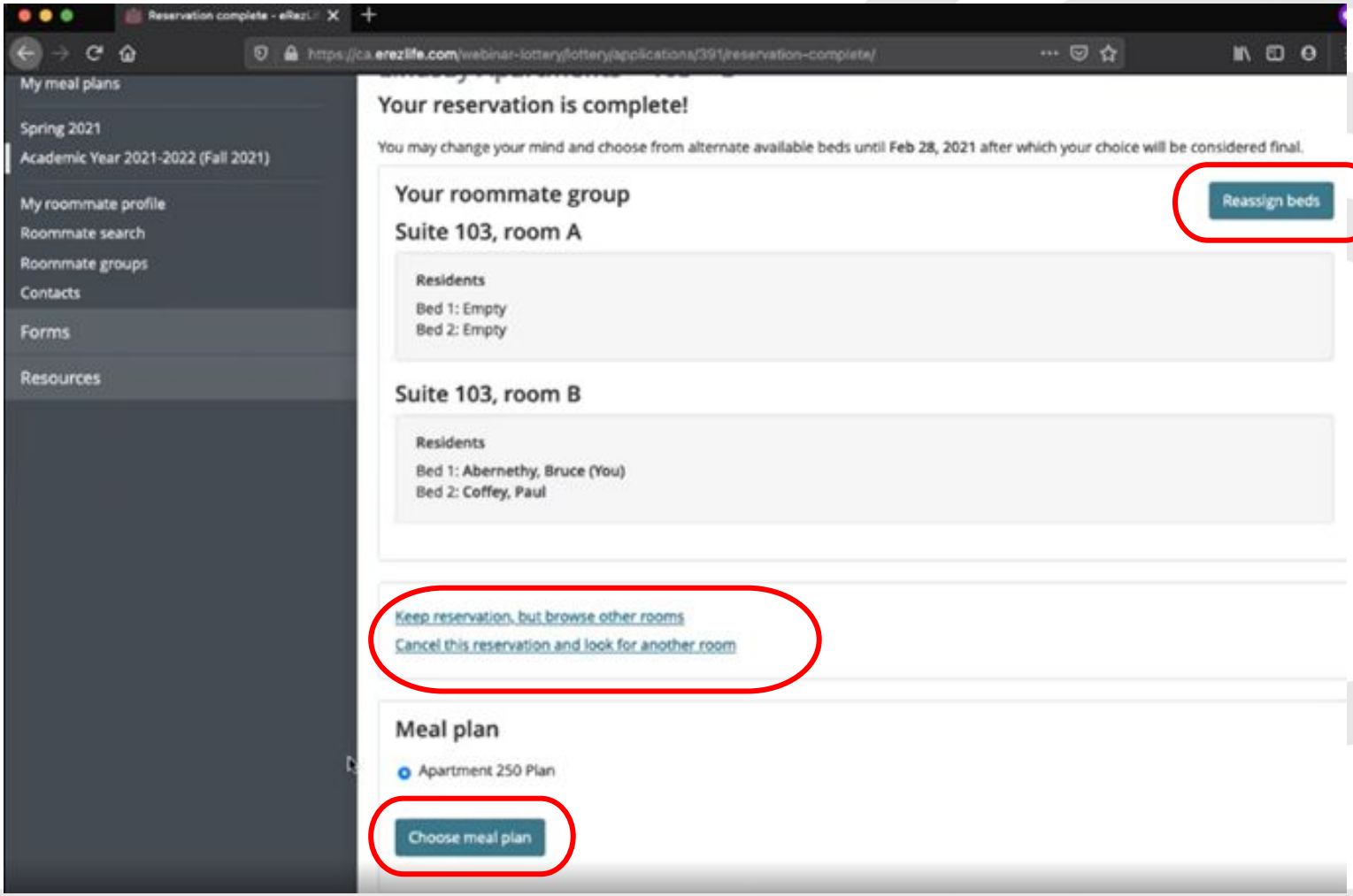

FAQs

1. **What if I'm having issues with lottery during my selection time?**
    - Join the Zoom Waiting Room and chat with a staff member for assistance.
2. **Do I need to make a roommate profile or a roommate group?**
    - No, only if you want to choose who you are living with next year.
3. **What if I miss my time slot?**
    - You will be bumped and could be waitlisted.
4. **Am I required to select a meal plan in DSA?**
    - Yes, all residential students must carry a meal plan unless they have a disability accommodation for an exemption.

FAQs

5. What if I want to live in Schottenstein?

- You can forgo the lottery process and enter the waitlist for Schottenstein openings. This is not a guarantee.

6. I am not sure I need housing for spring 2024. What do I do?

- The housing application is a full academic year commitment. Canceling your contract after June 1 requires an appeal and approval. The only automatic exceptions are if a student graduates in the fall or if they don't return/enroll for spring.

7. I have a housing accommodation from Disability & Access Services. Do I still participate in lottery?

- Yes but please start by emailing housing@ccad.edu.

Additional Information

If you have a housing accommodation through learning support, please make arrangements by emailing housing@ccad.edu.

The summer housing application opens February 14 and closes and will closes on Friday, April 21.

Questions?

Email housing@ccad.edu