

# HAP: Housing Application Process Student Guide for 2018-2019

## TIMELINE

### STEP ONE

HOUSING LOTTERY  
[www.housing.vt.edu/hap](http://www.housing.vt.edu/hap)

Sign-up Begins  
8 a.m., Tuesday, 16  
January 2018

Sign-up Ends  
5 p.m., Friday  
19 January 2018

Waitlist begins  
immediately at 5 p.m.

### STEP TWO

RECEIVING & COMPLETING  
CONTRACT

Contract Offers Distributed  
on or about  
Thursday, 1 February 2018  
(notified at your @vt.edu address)

Contract Signature Deadline  
5 p.m., Wednesday,  
14 February 2017

### STEP THREE

...later in spring semester:

Create Roommate Pairing

Select Your  
Room Assignment

The Housing Application Process (HAP) is how undergraduate, returning students request civilian housing for the upcoming academic year. Most undergraduate, returning students who have an interest in receiving a civilian housing contract for the 2018 - 2019 academic year should apply during this process. Read through the entire document so you may make an informed decision about next year's housing options.

We expect that housing demand is likely to exceed supply for Fall 2018. Some students who apply for a contract will not receive one. If additional space becomes available, we will offer first to those who entered the process and did not receive an offer and then to the online wait list. Room assignment priority for contracts from the waiting list is below that of regular contracts from the Housing Application Process.

#### **Eligibility**

Students must be currently enrolled (includes students on study abroad/co-op, in-ternships) to be offered or accept a housing contract. If you resign from the University after entering the Housing Application Process, but before the contract offering, you will be ineligible for a contract offer through this process. Students with an active judicial sanction of denial of housing or deferred denial of housing when the process occurs will not receive a contract offer. If the student receives a housing contract and later receives a sanction of denial of housing or deferred denial of housing, the contract will be revoked. Students who do not enter the Housing Application Process, and students who resign after entering the process, can request inclusion on the 2018 - 2019 waiting list.

#### **Living Learning Communities (LLCs) and Other Student Groups**

Students who are part of or have been selected for the Corps of Cadets, Oak Lane Community, Residential College, Resident Advisors, and certain LLCs receive housing offers specific to those areas before HAP begins during December and January. Students currently in one of these groups who are not returning to those programs for the next year and desire on-campus traditional housing should enter HAP.

#### **Wait List**

Immediately at 5:00 p.m., Friday, 19 January 2018, the housing lottery entry will change to the online wait list sign-up. Names are kept in date/time receipt order. The wait list form will remain active for the remainder of the spring / summer semesters. We will not add students to the lottery after the deadline.

## Step 1. Sign-up for the Housing Lottery

**Go to: [www.housing.vt.edu](http://www.housing.vt.edu)**  
**Click on the StarRez Login icon**  
or go directly to  
**[vt.starrezhousing.com/StarRezPortal](http://vt.starrezhousing.com/StarRezPortal)**

- Log in with Your PID/password and 2-factor ID
- Select “Housing and Dining Contracts” from the top menu
- Choose the “Housing Application Process” term session.
  - Follow on-screen directions.

There is no benefit to being first in line to sign up. All eligible students who enter the process have an equal chance for a housing offer, as long as they sign up before the deadline.

You need to click the “Finalize Your Entry” to complete the process. *Upon successful submission, an e-mail is sent your @vt.edu e-mail. It is your responsibility to keep a copy of this e-mail for your records. The StarRez portal will also keep a viewable copy of this e-mail confirmation.*

### Lottery Links

Students may pair with a friend in HAP. If you and a friend mutually request being paired, you will be considered together during the HAP process. This prevents a situation where one student is offered an on-campus space and the preferred roommate does not. Your chance of getting a contract offer in HAP is not affected by whether you have linked with another student.

- Each student **MUST** individually enter the process to be linked. If a student is requested, but does not enter the process or doesn't meet eligibility requirements, the link will not occur and the requested linked friend will be dropped; however, the eligible student entry remains in the HAP process.
- We only link two students together - you cannot "link" more than two persons together in the process.
- The link does not automatically make you and your friend roommates during assignments - you are just asking to go through the lottery linked together. *Students offered housing must indicate their roommate choice on their housing contract.*

### How the Lottery Works

All valid entries are placed in a random-number program. There is no weighting of the entries; the program does not consider GPA, academic class, etc. when allocating housing offers. The results are generated with separate lists for males and females. Housing and Residence Life (HRL) determines the number of housing contracts to offer based on expected available beds for the next academic year.

HRL knows some students will leave the University between the spring and fall, so more offers are made than space allows, assuming a "yield" and attrition rate.

### Lottery Results

As a result of the lottery, students will either receive a housing contract offer or not. Those who receive an offer will subsequently get a lottery timeslot if they accept the housing offer and sign the contract. They will then go into the system to pick their room/roommate.

Those who are not selected for a housing space in the lottery will be placed on an automatic waiting list for additional spaces that may occur throughout the remainder of the spring and summer term. HRL will provide information on the scope of the list and the student's relative place on the waiting list.

# Do I Need to Sign-up for Housing using HAP?

Group	Process
Incoming Freshmen	All incoming first-year freshmen students must live on campus and are guaranteed housing in one of our residence halls. Once the offer of admissions is returned with any required matriculation fees, the student is able to complete their housing contract on the Hokie SPA website. This must be completed between 15 December and 1 June. All incoming freshmen must complete a housing contract – this includes Corps of Cadets members, athletes, and students who apply for a space in one of the living-learning communities. Students who seek an exception to the Freshman Residency Requirement should contact the housing office at <a href="mailto:housing@vt.edu">housing@vt.edu</a>
Transfer Students	Transfer students may sign up on the housing wait list on the StarRez Portal. Housing contracts are offered to transfer students in order of request date and determined based on the availability of housing. Transfer students may place their name on the waiting list starting the first day of the spring semester for the following fall term housing as long as they have accepted their offer of admissions.
Graduate Students	Graduate students may sign up on the housing wait list on the StarRez Portal. Graduate students currently in residence are contacted by the housing office in January about continuing their occupancy for the next year if they plan to remain enrolled. Housing contracts are offered to new graduate students (or graduate students who are living off campus) in order of request date and determined based on the availability of housing. Graduate students may place their name on the waiting list starting the first day of the spring semester for the following fall term housing as long as they have accepted their offer of admissions.
Corps of Cadets: Returning to Corps	Corps members will be offered a housing contract for the Corps housing area in January before the general housing lottery. To secure continued housing in the Corps, these contracts must be completed by the same date as civilian students. If you do not wish to have a Corps housing contract but wish to remain on campus, you must contact the housing office prior to the housing lottery sign-up period deadline to have your account cleared. This will allow you to enter the housing lottery (HAP).
Living-Learning Community Members Staying for 2nd Year of Program (Galileo, Hypatia, DaVinci, Residential Leadership Community, World, and WELL communities)	<p>The program director will submit a list of student eligible to return to the 2nd year spots in those programs and contract offers will be made before the general housing lottery (HAP).</p> <p>If you receive one of these offers and do not wish to continue in the program, but still want to live on campus, you must contact the housing office prior to the ending deadline of the housing lottery sign-up period to have your account cleared. This will allow you to enter the housing lottery (HAP).</p>
Residential Colleges at Ambler Johnston (HRC and RC@WAJ): Freshmen With 2 Year Contracts	Freshmen who are members of the residential colleges at AJ have 2-year housing/dining contracts. Your contract will be automatically extended into your 2nd academic year.
Residential Colleges at Ambler Johnston (HRC and RC@WAJ): Returning Students who are currently in the program	<p>The program director will submit a list of student eligibles to return to the residential college and contract offers will be made before the general housing lottery (HAP).</p> <p>If you receive one of these offers and do not wish to continue in the program, but still want to live on campus, you must contact the housing office prior to the ending deadline for the housing lottery sign-up period to have your account cleared. This will allow you to enter the housing lottery (HAP).</p>
Residential College at West Ambler: Other Returning Students not officially participating in the program	If you were assigned to West AJ but are not part of the official residential college experience and wish to return to on-campus housing, you should apply in the housing lottery. Your assignment for the upcoming year is unlikely to be in West AJ. The program is expected to fill the remaining space.
Oak Lane Community: Current Residents and Students Expecting to Move into a Fraternity/Sorority in the community	<p>The house supervisor for each organization will submit a list of students expected in next academic year's house by 1 December. These students will be offered housing starting 15 December for the next academic year. Please complete your housing contract by the established deadline. House supervisors may add additional students after the 1 December deadline to fill their house spaces.</p> <p>If you receive one of these offers and do not wish to continue in the program, but still want to live on campus, you must contact the housing office prior to the ending deadline of the housing lottery sign-up period to have your account reset to allow you to enter the housing lottery (HAP).</p>
Students away from campus for spring on officially-sanctioned study abroad / student teaching / internships / co-op program	You should enter the Housing Application Process (HAP) during the lottery sign-up period in January. As you are away from campus on an officially-sanctioned activity of the University, you can be considered for a housing offer in the lottery.
Students who are not enrolled in the spring semester	If you are not enrolled in classes, you may place your name on the waiting list for housing starting at 5:01 p.m. on Friday once the lottery entry period is over. Offers of housing are dependent on available space but are less likely due to general demand for on-campus housing.
General returning students NOT in the above categories	You should enter the Housing Application Process (HAP) at in the StarRez Portal to be considered for on-campus housing.

## Step 2. Completing the Housing/Dining Contract

### Housing Offer Notification and Completion

Housing contract offers will be distributed to successful applicants during the first week of February using the student's @vt.edu e-mail account. Students receive information on completing and returning contracts by the deadline.

Students have the option of completing their contract online or receiving a paper copy. Regardless of the option chosen, the contract must be completed by the posted deadline. Contract offers not completed by that time will be nullified and the student's name dropped from HAP. Students can re-apply for on-campus housing using the Wait List Signup, but you will not be guaranteed a contract offer.

A charge for the \$100 prepayment will be added to their University account after the contract is completed, and the charge will be posted on the mid-February billing statement. Students may use the online payment system or pay by check/money order at the Bursar's Office. Students must pay the prepayment by the billing date or their fall registration will be blocked. Once the contract is submitted, it is a binding agreement— failure to pay the prepayment will NOT negate the contract and may result in a hold being placed on the student's account.

During this time, you will indicate roommate preferences.

## Step 3. Assignment

Most students will select their own room and roommate assignments. As a result of completing their housing contract offer, students will be placed in a randomly-generated timeslot. When it is your turn, your timeslot activates, and you will be able to go into the system and select your room.

Certain groups, such as the Corps of Cadets, will not have this option as the Corps leadership makes assignment choices, but most students will have this option.

Suitemate assignments are not considered and you are not able to group yourselves into suites during the assignment. You and your mutually-requested roommate can assign yourselves together at the same time if you have a standard contract offer.

### MAXIMUM USE OF FACILITIES

The assignments staff reserves the right to change assignments and building/room designations as necessary to address general campus occupancy needs and to address any problems that may occur. Our staff attempts to minimize such changes.

### Terms and Conditions

It is important for students to read and understand the terms and conditions of the contract before signing/returning the document. The terms and conditions may be reviewed at <https://housing.vt.edu/contracts/terms.html>

### Non-Cancellation Policy of the Housing and Dining Contract

If you receive and return a housing contract, you agree that you cannot seek contract cancellation at any time subsequent to signing and returning the lease and that you are financially liable for room-and-board charges for the entire academic year, if you continue to be enrolled. In other words, once you sign and return the contract, you are responsible for paying room and board charges for 2018–2019; you cannot cancel your contract to move off campus.

You should pursue this offer of on-campus housing only if you are sure you want to live on campus next year. If you contract for on-campus housing and later discover you prefer to live in an apartment or commute from home, you cannot break the contract.

At times, HRL has offered to cancel contracts during over-occupancy situations, sometimes offering an incentive to do so. Do not assume this will happen, as you are likely to find yourself with a non-cancellable contract.