

How To: Recontract for Campus Housing

Step 1: Log into AccessPlus and select the student tab from the top right hand corner. Select Campus Housing from the left hand link bar.

Step 2: Select the appropriate year you are recontracting for. For example, the current school year is 2015-16, so select the 2016-17 term.

Fall 15-Spring 16

Contract dates: August 20, 2015 - May 7, 2016

Your status: Contracted

[Select Fall 15-Spring 16](#)

Fall 16-Spring 17

Contract dates: August 18, 2016 - May 6, 2017

Your status: Eligible

[Select Fall 16-Spring 17](#)

If your status is listed as NOT ELIGIBLE for a term you wish to contract for and you feel this is in error, please contact us.

housing@iastate.edu

Please Note: NEWLY ADMITTED STUDENTS must accept their offer of admission before submitting a contract. Please follow the instructions you received in your Admission Offer.

Step 3: Complete all of the provided steps. You will not be able to move onto the next step if there is an area that is not answered.

Step 1 Contract Options	<p>Family Housing-> + More details about Family Housing</p> <p>Please indicate your need for family housing below.</p> <p><input checked="" type="radio"/> I do not need family housing</p> <p><input type="radio"/> I am eligible for and need family housing</p> <p>Submit Response Cancel Update</p>
Step 2 Contact Information	Complete prior steps before starting step 2
Step 3 Roommate Request	This is step is optional. Complete prior steps before starting this step
Step 4 Housing Preferences	This is step is informational Complete prior steps.
Step 5 Finalize Contract	Complete prior steps before starting step 5



Step 1 Contract Options	Answer ALL questions marked REQUIRED in step 1	Explain this step
Family Housing->	I do not need family housing	Change Family Housing
Contract Term->	Fall & Spring terms	View Contract Term
Resident Type->	I am a returning upper division resident	View Resident Types
Accommodations->	** Response Required **	Enter Accommodations
Smoking Status->	** Response Required **	Enter Smoking Status

Step 4: Notice that **you will not be making a preference list** like new students do when they contract. Instead, **during the month of February you will be able to search for and make your own assignment.**

Please know that forming a roommate group DOES NOT automatically move a person into your room. If you have already chosen a room for the upcoming year, you need to pull your roommate group into the vacancy in your room. If you are a returning student forming a roommate group with an incoming student, you **ARE** able to pull them into vacancies. **Everyone in a roommate group needs to submit their own contract.**

Step 5: Finalize the contract. Be sure to read the statements of agreement **before** you check them off. Enter the last four digits of your student ID number and finalize the contract. **Be sure that you receive a contract conformation email.**

Step 6: In February, you can return to AccessPlus and choose a new room for the upcoming year using the Search Assignments link.

My Assignment	I do not yet have a room assignment Fall 14-Spring 15 move in/out information	Move in/out webpage
My Eligibility	Eligible for all neighborhoods Searching for myself only	Change my roommate search group
Change My Assignment	Search for a different assignment	Search assignments
Dining Summary	Meals and dining dollar\$ purchased for fall will be available to use on August 19, 2014 All students are welcome to purchase a meal plan Meal plan sales open May 27, 2014 Depending on my housing assignment I may be required to purchase a meal plan Manage my dining options	Campus Dining

More information regarding the recontracting process can be found online at:
<http://www.housing.iastate.edu/contracts/recontracting>

A calendar of dates regarding Campus Housing can be found online by clicking the calendar icon on the bottom of our website, [housing.iastate.edu](http://www.housing.iastate.edu), or by visiting <http://bit.ly/1RoNoyH>

If you have any questions please let us know. You can reach us at housing@iastate.edu, 515-294-2900, or visit our office in 2419 Friley hall between 8 AM and 5 PM Monday through Friday.

Department of Residence 2419 Friley Hall, Ames IA 50012	Email: housing@iastate.edu Phone: (515) 294-2900 Hours: Mon. – Fri. 8am to 5pm
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