

How To: Contract for Campus Housing

Step 1: Review the Contract Terms and Conditions. These can be found online at our website www.housing.iastate.edu under “Facts, Forms & Figures” and then selecting “Forms and Documents” from the drop down menu. You are entering into a **LEGALLY BINDING** contract and there are substantial financial penalties (**equal to thousands of dollars**) for cancelling after the deadline.

Step 2: Log onto AccessPlus <https://accessplus.iastate.edu>
Select the STUDENT tab (located at the top right corner).
Select “Campus Housing” or “Residence Contract” (from the left hand link bar).
Select the appropriate term from the main (center) page.

Fall 15-Spring 16

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

Your status: Eligible

[Select Fall 15-Spring 16](#)

Fall 16-Spring 17

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

Your status: Eligible, Not Contracted

[Contract 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: Begin making your contract preferences.

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

After submitting your response to the family housing question, the step one field will update to this:

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 new lower division resident	View Resident Types
Accommodations->	** Response Required **	Enter Accommodations
Smoking Status->	** Response Required **	Enter Smoking Status

Before being allowed to move onto the next step you must complete all sections that say ****Response Required****, (the Accommodations link and the Smoking Status link) on the example above. Once you do, you will gain access to the next step as show below.

Step 1 Contract Options	This step is complete	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 new lower division resident	View Resident Types
Accommodations->	Housing accommodation not requested	Change Accommodations
Smoking Status->	I am a non-smoker	Change Smoking Status
Step 2 Contact Information	Answer ALL the questions in step 2	Explain this step
Current E-Mail->	** Response Required **	Enter Current E-Mail
Information Release->	** Response Required **	Enter Information Release
Text Messaging->	** Response Required **	Enter Text Messaging

Step 4 (optional): If you have a roommate request, you may enter that in step three. You will need to give both of your roommate codes to your roommate request, or they will need to give both of theirs to you.

Once you have their roommate codes, click the link that says Request a Roommate and enter their codes into that page (or your roommate request will do that if they have your roommate codes). BOTH of you need to sign a contract, but only ONE person needs to enter the other person’s roommate codes to form a roommate group.

Step 3 Roommate Request	This is step is optional.	Explain this step
My Roommate Codes->	My number code is ##### and letter code is ABCDEF	
Request a Roommate->	More can be requested	Request a Roommate
Requested Roommates->	None have been requested	Change requested roommates

When making housing assignments, we will use the earliest contract date in the roommate group.
Please note that while we do our best to put roommate requests together, we cannot guarantee you will be assigned together.

Step 5: Enter your campus housing preferences and Learning Community request for step four. Students are not required to be in a Learning Community. Learning Communities are only available to incoming freshmen, and will only be available to you if one matches the major you have declared with the Admissions office. A list of residential Learning Communities can be found at <http://www.housing.iastate.edu/places/rlc-th> .

Step 4 Housing Preferences	This is step is optional	Explain this step
Learning Communities-> None selected		Change Learning Communities
Room Preferences-> No preferences selected - defaults will be used		Change Room Preferences

To add or remove your room preferences, simply double click on the option you want from the list and it will be moved to or removed from your preference list. After each selection a confirmation box will appear. When you are done adding your preferences, select the link at the bottom of the page “Done with Room Preference - go back”. You can add up to 12 preferences and it is strongly recommended that you set all 12.

Adding a Learning Community works the same way.

Your Selected Room Option Preferences
To remove a selected option double click it

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
This is your preference list											

To order your choices, select one to move and click the up or down arrows

Room Option Preferences
To move an option to your selected preferences double click it

BH	Buchanan	Coed Hall	A/C	Suite Double Plus Break
BH	Buchanan	Coed Hall	A/C	Suite Single Plus Break
RC	Any Room or Suite	Any Richardson Court Assignment		
RC	Barton, Lyon, Freeman	Coed Hall		Double Room
RC	Birch, Roberts, Welch	Male Hall		Double Room
RC	Birch, Roberts, Welch	Male Hall		Single Room
RC	Larch, Willow	Coed Hall	A/C	Double Room
RC	Linden	Coed Hall		Double Room Plus Break
RC	Linden	Coed Hall		Single Room Plus Break
RC	Maple	Coed Hall	A/C	Suite Triple Substance Free**
UD	Any Room or Suite	Any Union Drive Assignment		
UD	Eaton	Coed Hall	A/C	Suite Double Substance Free**

Double click on what you want from this list
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to add them to your preference list

Click when done [Done with Room Preference - go back](#)

Step 6: Once you have completed steps one through four, your final step is to finalize your contract (step 5 on the contract screen).

Step 5 Finalize Contract	This is your final step	Explain this step
Finalize Contract-> My contract is not yet finalized		Finalize Contract Step

Read and check mark each item and enter the last four digits of your student ID number before selecting “Finalize Contract”. A contract confirmation email will be sent to you. Please keep this for your personal records.

Step 5
Finalize Contract [Explain this step.](#)

Current E-Mail-> Below is the e-mail address where we will send your confirmation. To change this address, cancel this update and go back to the Contact Information step.

Statement of Agreement-> **Statement of Agreement** - The **2014-2015 Housing Contract and ISU Dining Terms and Conditions** (Terms) are available on the DOR website at <http://housing.iastate.edu/data/forms>. While you are expected to read the entire Terms document, we have summarized some key points in this Statement of Agreement.

- By e-signing and submitting this contract I am stating I have read, understood, and accept the Terms and all documents contained therein.
- I understand this is a LEGALLY BINDING contract with the DOR for the entirety of the contract term indicated above.
- I understand this contract is for a space only and an assignment within my preferences IS NOT guaranteed. Assignments are made on a first-come, first-served basis using the date my completed contract is received by the DOR to determine my priority.
- I understand that my assignment will not be final until I have checked-in and that the DOR reserves the right to change my assignment at any time.
- I am aware that cancellation requests **MUST BE COMPLETED** in ACCESSPLUS or submitted in WRITING (e-mail is acceptable and must include my full name and ISU ID). **VERBAL CANCELLATIONS ARE NOT ACCEPTED.** I may cancel my contract without penalty until **March 1, 2014 for Continuing On-Campus Residents** or **May 1, 2014 for New On-Campus Residents**. If I have a contract that begins the spring semester, I may cancel my contract, without penalty, by November 1, 2014. As is described in the Terms and Conditions, should I cancel after these dates, I may be responsible for 80% of the value of the Housing and Dining (if applicable) contract plus forfeiture of the prepayment.
- I understand that if I am assigned to Buchanan Hall, Richardson Court or Union Drive I am required to contract for a meal plan. I will initially be assigned a Gold Plan. I am aware that I may change to a different plan for which I am eligible using Access Plus so long as I do so prior to the Friday immediately following the first day of class.
- I, the undersigned, guarantee payment of all housing and dining rents and fees incurred during the time that I am assigned to and/or live-in on-campus housing. I understand that all rents and fees for housing and dining will be assessed to me via my UBill (<http://www.ubill.iastate.edu/ubill>).
- I authorize the DOR to access my student educational records maintained by Iowa State University for legitimate business purposes associated with my residing in University Housing. I also authorize the DOR to disclose my contact information to my assigned roommates.

My E-Sign-> Enter the last 4 digits of your ISU ID number to signify acceptance.

Verify that AccessPlus also reflects that your contract has been finalized.

Step 5
Finalize Contract [Explain this step.](#)

This step is complete

Finalize Contract-> My contract is complete

Step 7: Review the contract and if any modifications are desired, make them. Any modifications (such as changing your housing preference list) will not change your contract date.

Please have all changes finalized by the following dates:

- For new students incoming the fall semester= the first week of May
- For new students incoming the spring semester= the beginning of December

We will be releasing assignment details:

- For new students incoming the fall semester = beginning June 1st
- For new students incoming the spring semester = late December to early January

If you have any questions please let us know. We can be contacted via email at housing@iastate.edu or phone at 515-294-2900.

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