



University Village Renewal Process

Effective for the Summer 2009 and Academic Year 2009-2010 terms, the University Village will be taking all housing applications online through the University Village Portal system located at CPPVillage.com. This includes new applicants, renewal residents, and returning residents. Please review the following information regarding the Online Relicensing process.

As a current resident, you are already registered in our Portal system. Please do not attempt to register a new account. If you have forgotten your PIN, please enter your Bronco ID Number into the login page and press "Forgot Pin Number" and it will be sent to your Cal Poly Pomona email address. You can use your BroncoID Number and this PIN to login to your Village Portal account 24 hours-a-day, 7 days-a-week.

Prior to beginning your application, please have a valid Visa or Mastercard ready to pay your required Facilities fee. You will be unable to proceed without making your fee payment online. Additionally, please be prepared to answer questions regarding your personal preferences such as personal hours, study habits, and other information used to match you with potential roommates.

After you complete your Profile, Interest Survey, and make your fee payment, you will be presented with your Room Selection options. These options vary based on your current room and the date you relicense. Please see the Online Relicensing Schedule for more information on these dates. The first option, Renew Same Room, will reserve your same bed space for the term you are applying for. Please note that not all rooms are available for relicensing during Summer term. If your room will not be available, you will be required to select a new room online. The second option, Room Search, will allow you to search for a new bed space. The availability of rooms will change rapidly during relicensing, so please be sure to have a couple possible spaces in mind when you relicense. Please note that anyone who makes any non-mandatory transfer from one bed space to another will be subject to the University Village Transfer Policy, which is available online. Please read these policies before relicensing as you may be subject to transfer fees.

Prior to Relicensing online, please review the University Village License Agreement. After you select your room, you will be required to provide your digital signature confirming that you agree to the terms of this contract. Please be sure to understand this document as you may be subject to penalty fees if you cancel your application after you have electronically signed this document.

The Village Staff would like to ensure that the new online room selection process goes as smoothly as possible. We hope that the above information has answered any questions you may have regarding the new process, but please do not hesitate to contact us with any further questions.

If you have any questions regarding this information please email village@csupomona.edu