



## University Village New Application 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](http://CPPVillage.com). This includes new applicants, renewal residents, and returning residents. Please review the following information regarding the Online Application process.

Prior to registering your account, please have the following information ready:

- Bronco ID Number & BroncoName
- Cal Poly Email Address
- Permanent Physical Address

Once your registration is complete, a PIN Number 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 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 a screen stating that you are awaiting a Reservation Timeslot, which is the first date and time when you can go online to select your room. Once you have been assigned a Reservation Timeslot, it will be displayed on this page. Please check this page frequently so you do not miss your room selection opportunity!

While you are waiting for your Reservation Timeslot, 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.

Optionally, you may use the Roommate pages of the application to search for other applicants with similar profile information, send messages to potential roommates through the Portal system, and request another applicant as a roommate. These pages allow you to approve or decline a potential roommate. Once you have approved a roommate request, this applicant is now a "confirmed" roommate. Please be aware that a confirmed roommate will have the ability to choose your room on your behalf. Please discuss your apartment preferences with your confirmed roommates prior to the start of Room Selection.

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](mailto:village@csupomona.edu)*