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University Village **New Application Process** for summer 2012 and Academic Year 2012 - 2013

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:

- Your Student ID Number
- Your permanent e-mail Address
- Your permanent Physical Address

Once your registration is complete, a PIN Number will be sent to your e-mail address. You can use your student ID number and this pin to log in to the Village Portal.

Prior to beginning your application, please have your credit card ready to pay the required application fee. You will be unable to proceed without making this payment on line. 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 non-refundable facility fee payment, you will be presented with a screen stating that you are awaiting a reservation time slot. This will be the first date and time that you can go online to select your room and will be e-mailed to you. If you have any questions regarding the dates and times of your room reservation timeslot please see the new applicant room reservation process.

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 read license agreement and provide your digital signature. Please be sure that you understand this document as you are subject to penalty fees if you cancel your application after you have electronically signed this document. If at any time you have questions and concerns pertaining to the license agreement please contact the University Village front office.

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 e-mail portal system, and request other applicant's as roommates. These pages also allow you to approve or decline a potential roommate. Once you have approved a roommate request, this applicant becomes a "confirmed" roommate. A confirmed roommate will have the ability to choose a room on your behalf, if their assigned room reservation timeslot is before yours. Once a room is selected on your behalf it is your responsibility to log into your account and pay the \$175 facility fee within 24 hours.

*If you have any questions regarding this information please e-mail [village@csupomona.edu](mailto:village@csupomona.edu)*