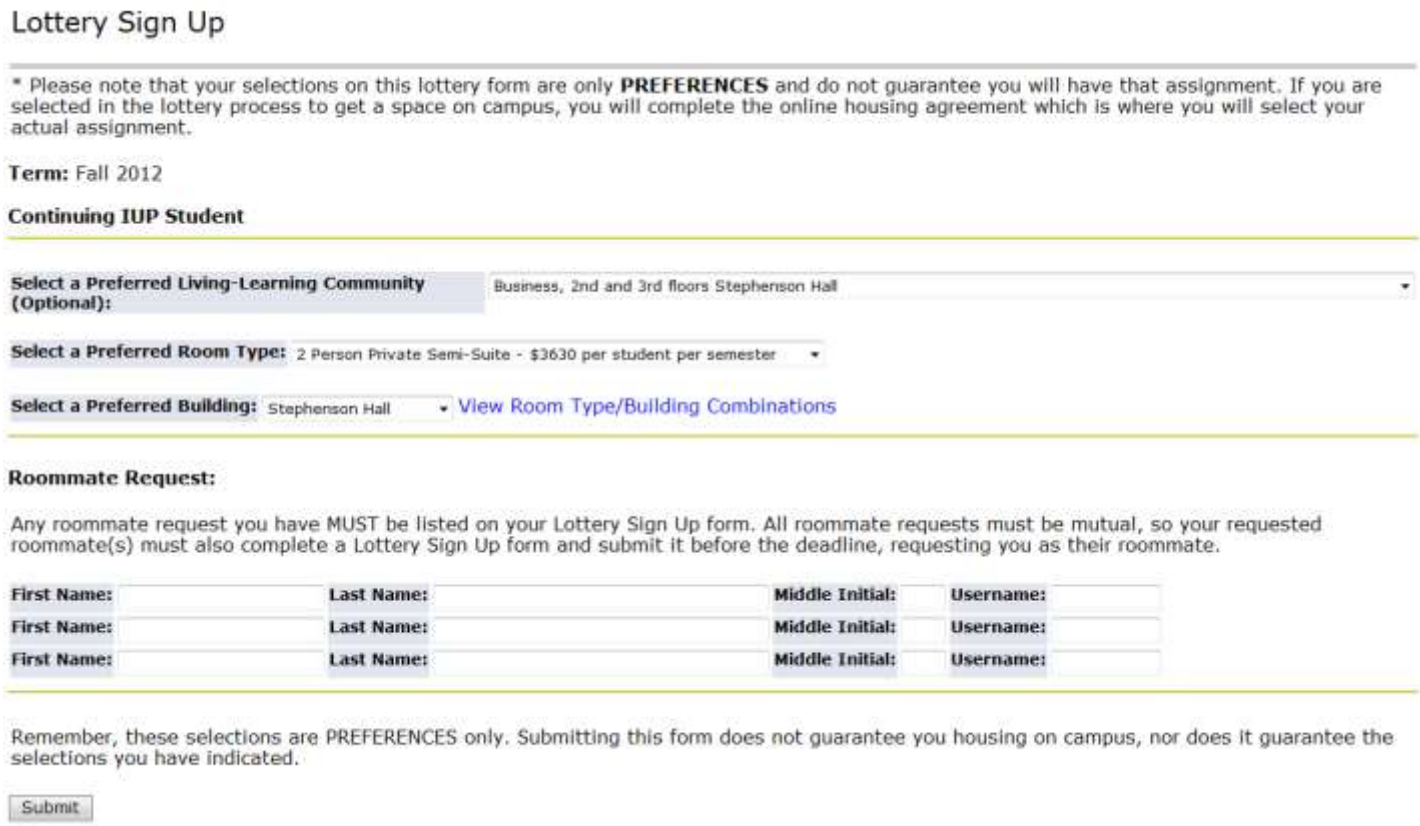
CONTINUING STUDENT LOTTERY AND HOUSING SIGN UP PROCESS

STEP ONE – SIGN UP FOR THE LOTTERY

LOTTERY START DATE – MONDAY, OCTOBER 24TH 8 AM

LOTTERY END DATE (ALL STUDENTS MUST SUBMIT ENTRY IN LOTTERY BY THIS DATE) – THURSDAY, NOVEMBER 3RD

A. LOG INTO URSA
B. CLICK ON STUDENT SERVICES
C. CLICK ON HOUSING MENU
D. CLICK ON SIGN UP FOR LOTTERY
E. SELECT YOUR PREFERENCES (NOTE THEY ARE PREFERENCES AND NOT GUARANTEED) AND LIST ANY REQUESTED ROOMMATES (ALL REQUESTS MUST BE MUTUAL).
F. CLICK SUBMIT



Lottery Sign Up

* Please note that your selections on this lottery form are only **PREFERENCES** and do not guarantee you will have that assignment. If you are selected in the lottery process to get a space on campus, you will complete the online housing agreement which is where you will select your actual assignment.

Term: Fall 2012

Continuing IUP Student

Select a Preferred Living-Learning Community (Optional): Business, 2nd and 3rd floors Stephenson Hall

Select a Preferred Room Type: 2 Person Private Semi-Suite - $3630 per student per semester

Select a Preferred Building: Stephenson Hall View Room Type/Building Combinations

Roommate Request:

Any roommate request you have MUST be listed on your Lottery Sign Up form. All roommate requests must be mutual, so your requested roommate(s) must also complete a Lottery Sign Up form and submit it before the deadline, requesting you as their roommate.

First Name:	**Last Name:**	**Middle Initial:**	**Username:**
First Name:	**Last Name:**	**Middle Initial:**	**Username:**
First Name:	**Last Name:**	**Middle Initial:**	**Username:**

Remember, these selections are PREFERENCES only. Submitting this form does not guarantee you housing on campus, nor does it guarantee the selections you have indicated.

Submit

G. CONFIRMATION SCREEN RECEIVED AFTER CLICKING SUBMIT:

Lottery Sign Up

You have successfully signed up for the lottery. An E-mail confirmation will be sent to your IUP E-mail address. If you have questions, please Contact the Office of Housing and Residence Life at iup-ohrl@iup.edu.

* Please check your URSA account for your updated Lottery Registration Status on November 8th, 2011. Time slots will begin November 9th, 2011. If you miss your designated time slot, you will forfeit your space on campus.

* Please note that your selections on this lottery form are only **PREFERENCES** and do not guarantee you will have that assignment. If you are selected in the lottery process to get a space on campus, you will complete the online housing agreement which is where you will select your actual assignment.

Term: Fall 2012

Continuing IUP Student

Select a Preferred Living-Learning Community (Optional): Business, 2nd and 3rd floors Stephenson Hall

Select a Preferred Room Type: 2 Person Private Semi-Suite - $3630 per student per semester

Select a Preferred Building: Stephenson Hall View Room Type/Building Combinations

STEP TWO – CHECK YOUR LOTTERY REGISTRATION STATUS

TIME SLOT ASSIGNMENT STATUS WILL BE AVAILABLE TUESDAY, NOVEMBER 8TH

A. LOG INTO URSA
B. CLICK ON STUDENT SERVICES
C. CLICK ON HOUSING MENU
D. CLICK ON CHECK LOTTERY REGISTRATION STATUS
E. CLICK ON FALL 2012
F. YOUR STATUS WILL APPEAR – SAMPLE SCREEN:

Check Your Lottery Registration Status

Please Select a Term: Fall 2012

Continuing IUP Student

You have successfully signed up for the lottery. Your preferences are listed below:

Preferred Living-Learning Community: Business, 2nd and 3rd floors Stephenson Hall

Preferred Room Type: 2 Person Private Semi-Suite - $3630 per student per semester

Preferred Building: Stephenson Hall

REGISTRATION STATUS: You are scheduled to register for housing during the following time(s):

Wednesday, November 9, 2011 at 08:00 AM through **Wednesday, November 9, 2011 at 04:00 PM**

NOTE: You MUST complete the Online Housing Agreement via your URSA account during your designated time slot listed above. If you do not sign up during your designated time, you will forfeit your space on campus. For instructions on how to complete the Online Housing Agreement, please click here.

If you missed your time slot, you can add yourself to the waiting list via your URSA account. We cannot guarantee on campus housing to the lents on the waiting list. If we have cancellations, we will start going through the waiting list as vacancies occur.

G. YOU MUST SIGN UP DURING YOUR TIME SLOT OR YOUR FALL 2012 ON CAMPUS HOUSING OPPORTUNITY IS FORFEITED.

STEP THREE – SIGN UP FOR HOUSING DURING YOUR DESIGNATED TIME SLOT

TIME SLOT ASSIGNMENT STATUS WILL BE AVAILABLE TUESDAY, NOVEMBER 8TH

A. ONCE YOU KNOW YOUR DESIGNATED TIME SLOT, FOLLOW THE LIST BELOW DURING THAT TIME TO SECURE FALL 2012 HOUSING
B. LOG INTO URSA
C. CLICK ON STUDENT SERVICES
D. CLICK ON HOUSING MENU
E. CLICK ON SELECT OR VIEW YOUR HOUSING AND DINING INFORMATION
F. CLICK ON FALL 2012
G. CLICK ON "CLICK HERE" TO COMPLETE YOUR AGREEMENT
H. SELECT YOUR PREFERRED LIVING LEARNING COMMUNITY (IF APPLICABLE), ROOM TYPE AND BUILDING AND CLICK CONTINUE.

On-Line Binding Housing Agreement

Term: Fall 2012

Continuing IUP Student

SELECT YOUR HOUSING PREFERENCES:

For information regarding room types and location of rooms in the Suites at IUP, please follow the link here.

SPECIAL CONDITIONS: Important! If you have any special medical conditions that require special accommodations with your assignment (such as mobility problems, allergies, hearing impairment, etc.) please complete the Online Housing Agreement, and then immediately contact the Office of Housing and Residence Life at iup-ohrl@iup.edu or by phone at 724-357-2696 for further instruction.

LIVING-LEARNING COMMUNITIES: Living-learning communities offer residents an opportunity to interact with others who share related academic, career, or personal perspectives and ambitions, while allowing a chance for residents to participate in special academic and cocurricular programming designed especially for them. Follow the link www.iup.edu/livinglearning/ for a description of each of our living-learning communities. We encourage you to review the available options and select the community that is the best fit for you.

ROOM FEE: Room and meal fees are for each semester and represent our best estimates at the time of submission and are subject to change. Please note that suites/rooms are filled on a first come, first served basis. If you do not see the suite/room you desire on the next page, that selection is already full and you will need to click back and modify your selections until you see available suites/rooms.

PLEASE NOTE: All room and meal selections are made for the entire semester. If they are made before the semester begins, then any previous selections are canceled. Otherwise, the selections begin the day after they are made and any previous selections are ended the day the new assignment was made. If you have any questions or concerns about this, please contact the Office of Housing and Residence Life.

Select a Living-Learning Community (Optional): Business, 2nd and 3rd floors Stephenson Hall

Select a Room Type: 2 Person Private Semi-Suite - $3630 per student per semester

Select a Building: Stephenson Hall View Room Type/Building Combinations

Continue

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I. **IF ROOMS THAT MEET YOUR PREFERENCES ARE AVAILABLE, THEY WILL SHOW UP AS OPTIONS. CHOOSE FROM THOSE OPTIONS, SELECT YOUR SMOKING PREFERENCE, AND CLICK CONTINUE. IF ROOMS DO NOT MEET YOUR PREFERENCES, YOU WILL NEED TO CLICK "BACK" AND CHANGE YOUR PREFERENCES TO REPEAT THIS PROCESS.**

On-Line Binding Housing Agreement

Term: Fall 2012

Continuing IUP Student

Living-Learning Community: Business, 2nd and 3rd floors Stephenson Hall

Room Type: 1 person private suite - $4455 per student per semester

Building: Stephenson Hall

PLEASE SELECT A SMOKING PREFERENCE:

Please note that smoking is NOT permitted in any residential facilities, including student rooms/suites. If you provide false information regarding your smoking preference on this agreement you may be reassigned to another space anywhere on campus.

- ○ I am a smoker.
- ◉ I am a nonsmoker, and I prefer a roommate who does **not** smoke.
- ○ I am a nonsmoker, but it does not matter if my roommate smokes.

PLEASE SELECT A ROOM:

Continue

	Building	Room	Room Type
○	Stephenson Hall	313	1 person private suite - $4455 per student per semester
○	Stephenson Hall	366	1 person private suite - $4455 per student per semester

Continue

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J. CONTINUE THROUGH THE REMAINDER OF THE ONLINE HOUSING AGREEMENT, SELECTING YOUR MENINGITIS INFORMATION AND MEAL PLAN.

On-Line Binding Housing Agreement

Term: Fall 2012

Continuing IUP Student

Living-Learning Community: Business, 2nd and 3rd floors Stephenson Hall

Room Type: 1 person private suite - $4455 per student per semester

Building/Room: Stephenson Hall 313

Roommates:

Name	Address	Major	Class	Phone	E-mail
No Roommates					

Smoking Preference: I am a nonsmoker, and I prefer a roommate who does **not** smoke.

MENINGITIS POLICY VERIFICATION:

The College and University Student Vaccination Act requires that all students receive the vaccination for meningococcal meningitis, or state that they have chosen to be exempted from receiving the vaccination for religious or other reasons prior to moving into university owned and operated housing. **New students** who have not lived in IUP residence halls prior to this academic year must make a selection below prior to moving into university owned and operated housing.

○ I have been vaccinated for meningococcal meningitis within the past 3-5 years.

Date (MM/DD/YYYY - click the calendar to select):

Name & telephone number of physician:

● I have not yet received the vaccination for meningococcal meningitis but wish to receive the vaccination from the IUP Health Service at the beginning of the semester. My student account will be billed only if I receive the vaccine. When I arrive on campus, information about the time, date and location of the vaccination clinics will be posted in my residential facility. **I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ATTEND ONE OF THE CLINICS IN ORDER TO RECEIVE THE VACCINATION.**

○ I do not wish to have the vaccination for the following reason(s):

DINING PLANS (MANDATORY, PLEASE CHOOSE ONE):

You have already selected a meal plan. Please use the meal plan selection option on the previous screen to add flex or contact the Office of Housing and Residence Life to change your meal plan.

ROOMMATE REQUEST:

IUP has a very extensive and vibrant international program. Many international students request to be housed with American students for the opportunity to be immersed in American culture and English language. Some American students may want to request an international student as a roommate for numerous reasons (foreign language major, business major, interested in other cultures, etc.).

If you are interested in being assigned an international roommate, please select your preference below. Please note that your selection is a preference, and may or may not be fulfilled depending on a number of variables.

If you are selecting to request an international roommate, you must select the Global Awareness Living Learning Community in the Housing Preferences section.

Select an international roommate (Optional): -None-

The roommates you requested when you signed up for the lottery are listed below. If you still wish to have these students as roommates, please check the box next to their name. This will reserve the available spaces for only these students. *If the roommate you requested does not sign up to live with you within two weeks, the space will be released.*

	First Name	Last Name

RELIGIOUS PREFERENCE:

Select a religious preference (Optional): United Methodist

IMPORTANT: Clicking "Submit" here indicates that you, the student, have read, understand and accept the terms of the appropriate ***Housing License Agreement*** for this academic year offered by IUP and that you agree to abide by all reasonable rules IUP may issue. **This license agreement is binding with IUP for both the fall and spring semesters.** Once submitted this agreement cannot be cancelled. Please click on the appropriate link below:

Apartment Housing License Agreement

Residence Hall Housing License Agreement

Suite Housing License Agreement

If you have read and understand that this is a binding agreement, please enter your User ID below in lieu of a signature.

User ID:

Please remember, this Agreement CANNOT be cancelled once you click submit below.

Submit

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K. ENTER YOUR STUDENT ID NUMBER AS YOUR ELECTRONIC SIGNATURE AND CLICK SUBMIT.

L. CONFIRMATION SCREEN WILL SHOW BELOW ALONG WITH A CONFIMATION EMAIL TO YOU IUP EMAIL ACCOUNT.

Your choices were saved successfully, thank you! An E-mail confirmation will be sent to your IUP E-mail address. Freshmen can reference their acceptance letter for instructions on accessing their IUP E-mail. If you have questions, please Contact the Office of Housing and Residence Life at iup-ohrl@iup.edu.

An $80 Housing Prepayment is required.

Continuing students must pay the $80 Housing Prepayment within ten business days of submitting the Online Housing Agreement. If this prepayment is not received within this time period, your housing will be cancelled.

New and transfer students must pay the $80 Housing Prepayment within two weeks of submission of your Online Housing Agreement. If you do not submit your $80 Housing Prepayment within this time period, you may be reassigned to a different on-campus location. Please note that nonpayment does not void this binding Housing Agreement.

Please Click the IUP-EasyPay button below and select the Deposits option to make your $80 Housing Prepayment:

IUP-EasyPay

You can also send a check made out to "IUP" for $80 to: Bursar's Office, Clark Hall, 1090 South Drive, Indiana PA 15705.

If you are unable to use IUP-EasyPay as your form of payment, please contact the Office of Housing and Residence Life at 724-357-2696 or iup-ohrl@iup.edu for an alternate method of payment.

M. REMEMBER TO PAY YOUR $80 DEPOSIT WITHIN 10 DAYS OF SUBMITTING YOUR ONLINE HOUSING AGREEMENT. IF THIS IS NOT PAID WITHING THAT TIME PERIOD, YOUR HOUSING WILL BE CANCELLED.

IF YOU HAVE ANY QUESTIONS REGARDING THIS PROCESS, PLEASE CALL US AT 724-357-2696 OR EMAIL US AT IUP-OHRL@IUP.EDU