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](http://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](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.

**Step 3:** Begin making your contract preferences.

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

- **Family Housing**: I do not need family housing
- **Contract Term**: Fall & Spring terms
- **Resident Type**: I am a new lower division resident
- **Accommodations**: Housing accommodation not requested
- **Smoking Status**: I am a non-smoker

**Step 2 (Contact Information)**

- **Current E-Mail**: **Response Required**
- **Information Release**: **Response Required**
- **Text Messaging**: **Response Required**

**Step 3 (Roommate Request)**

- **My Roommate Codes**: My number code is and letter code is
- **Request a Roommate**: More can be requested
- **Requested Roommates**: None have been requested

**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.

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](http://www.housing.iastate.edu/places/rlc-th).

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.

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

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

**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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