

2019-2020 Renewal Intention Process

Please thoroughly read through these instructions to complete your renewal intention process.

The process begins Monday, February 11th and ends Friday, February 15th at 4pm.

*Failure to complete this process means you will not receive a license agreement for 2019-2020 and your space will not be reserved.

****Disclaimer:** This process is very new for us but we are excited to navigate it with you! Please bear with us as we work through the kinks and hiccups. We're all in this together!!!

Important Information

❑ **What is the Renewal Intent Process?**

This process allows the students to let us know if they plan to return to Millennium Hall for the upcoming academic year, make a roommate request among some other things. This step lets us know who to make a formal housing offer to the week of February 18th-22nd. Your housing offer will include signing of your electronic documents as well as submitting the \$300 reservation fee.

❑ **How do I complete the process?**

We got fancy! **Android users** can now download the **PBResident app** from the app store to complete this process. Our system administrator is currently still working on the app for the Apple store but in the meantime you can complete this process in the **resident portal!** Cool huh?!

❑ **Will I be able to select my bedroom or apartment?**

You will have the opportunity during this process to indicate if you wish to stay in your current unit, transfer within your apartment, move somewhere else in the building or you're opting not to renew. When you fill out your profile sheet as a part of your offer, you have the opportunity to be a little more specific. If we are unable to accommodate your request, we'll let you know via email.

❑ **Will I be able to request a roommate(s) during this process?**

Yes! You can request 1, 2 or 3 roommates. If you are only requesting 1 or 2 roommates, we will use the profile sheet to match you with a 4th roommate.

❑ **What happens if I miss the deadline to complete my renewal intention process?**

Don't miss it! If you miss the renewal intent process, unfortunately you will have to be placed on the secondary wait list to receive an offer at a later date. We estimate not starting offers to those on our secondary waitlist until the end of the spring semester. To request to be put on the waitlist, please do not fill out an application. Please email us at millenniumhall@cocm.com.

Overview

This section is an overview of the process. Although screenshots may vary based on the device you are using,

Step 1: Select one of the four renewal options. *Requests are not guaranteed.

- Renew to Same Unit - (requesting to stay in same apartment same bedroom)
- Transfer Inside Unit – (requesting the same apartment but a different bedroom)
- Transfer Outside Unit – (requesting any available space or being pulled-in to another apartment)
- Not Returning – (not planning to live in Millennium Hall for 2019-2020)

Step 2: Select your payment plan. (Payment plan options and forms are available at <http://millenniumhall.com/applications-forms/>)

- Academic Semesterly – (For students paying for each semester in a lump sum or using financial aid)
- Academic Installment – (For students preferring smaller installments through the academic)

Step 3: Select the contract type.

Step 4: Enter your roommate request(s). *Requests are not guaranteed.

- They should be entered in order of preference. Ex: If you are requesting 3 people, the person you wish to share a bathroom with should be first.
- You will be required to add your roommate request's name, phone number and email. No nicknames! Please make sure all information entered is correct. Incorrect information may lead to errors.

Step 5: Review all of the information.

- Before hitting “Complete Renewal Intention” please make sure you review the information you have selected. Once you submit it, you must contact our office to make any changes. *PLEASE NOTE: Changes to roommate requests will not be made once you have submitted your intention. If you wish to update someone's information you may do so via email at millenniumhall@cocm.com.

Step 6: View the Next Steps for the renewal option you have selected. Click Finish. You can also print a copy. You're all done for now!

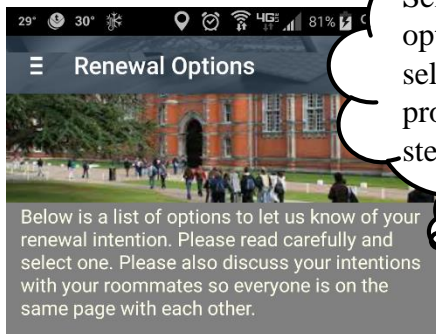
**Note: You may be prompted to enter a forwarding address. Make sure you submit correct information!

Step 1

Before starting, make sure you have downloaded the PBResident app from the Android store. If you can't, you should be able to complete the process in the resident portal! **Can't figure it out? Stop by the office!

These screenshots are just a guide and may look slightly different than what you actually see

To begin, log into the app or the resident portal. **Select your renewal option.**



Select your renewal option. When you select an option it will prompt you to the next step.

- Renew in the Same Apartment and Same Bed >
Choose this option if you wish to stay in the same apartment and in the same bed.
- Transfer to a Different Bed in the Same Apartment >
Choose this option if you wish to move to a different bed in the same apartment.
- Transfer to a Different Apartment >
Choose this option if you wish to move to a different apartment.
- Cancel >
Choose this option if you do not wish to return.

At the bottom of the screen you will see a section that says "Future Housing". Click "Complete Renewal Form". That will take you here.

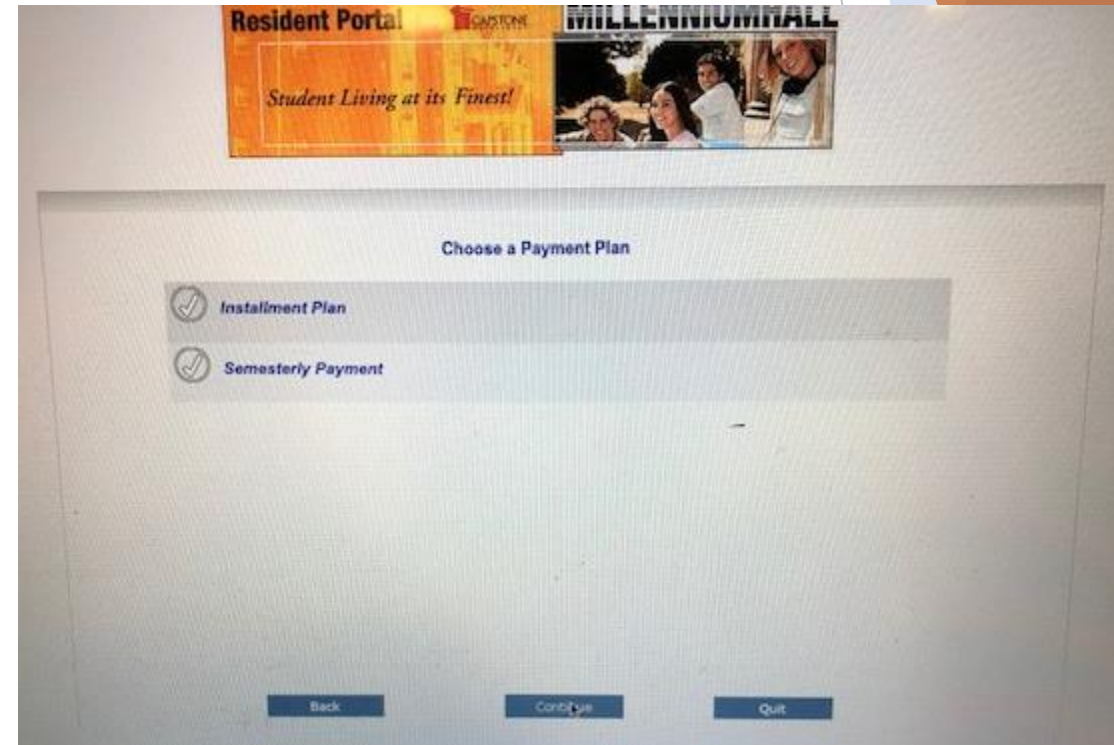
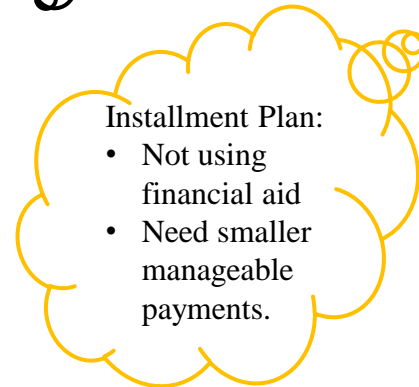
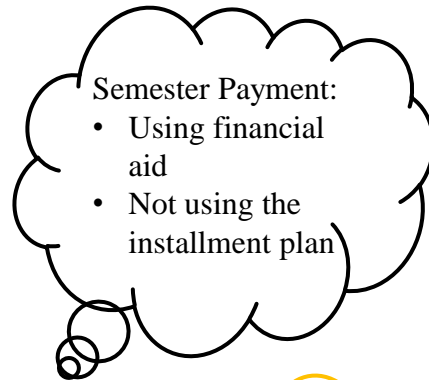
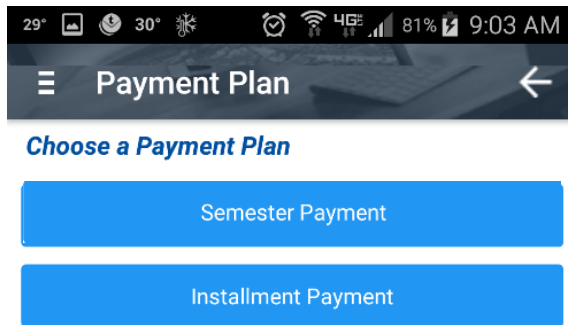


Step 2

Select your payment plan option. Forms detailing payment schedules for each plan are on our website.

Students are defaulted to a semesterly billing plan w/o a payment plan.

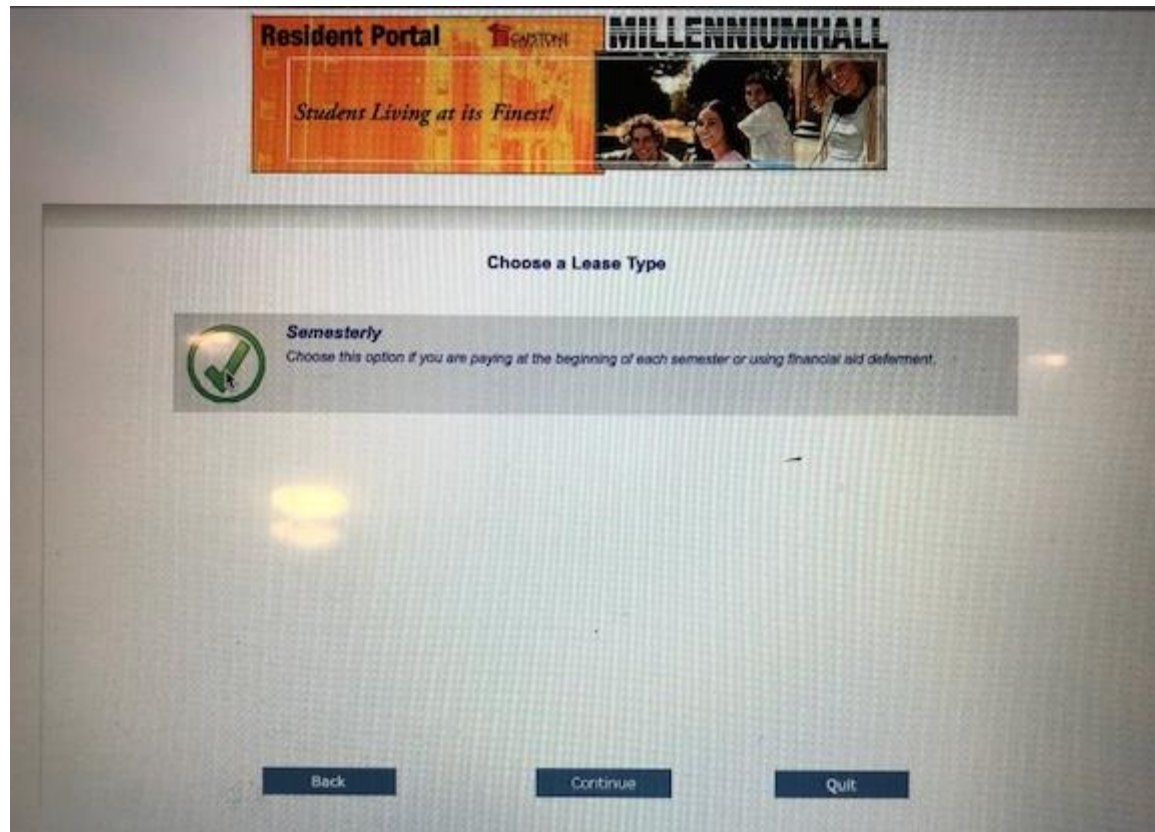
*When you hit continue on this screen, you will be able to review the payment schedule for the plan you selected. A copy of all plans are available at <http://millenniumhall.com/applications-forms/>.



Step 3

Select the Contract Type.

Based on if you selected “Semesterly” or “Installment Plan” there will likely only be 1 option when you get to this page. Don’t worry, that’s ok!



Step 4

Roommates

Requested Roommates should be ordered according to your desired preference.

- david brown
- sam smith

Continue

Add/Change

david

brown

(555) 333-2222

dbrown@gmail.com

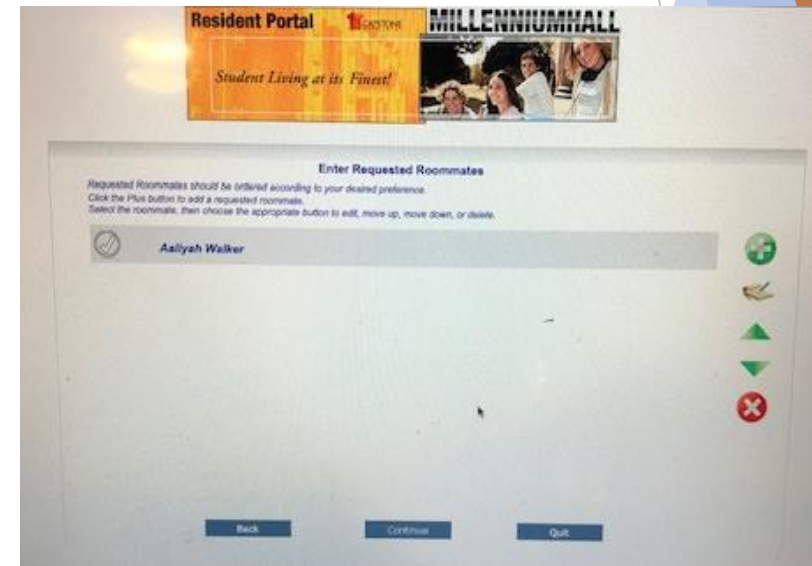
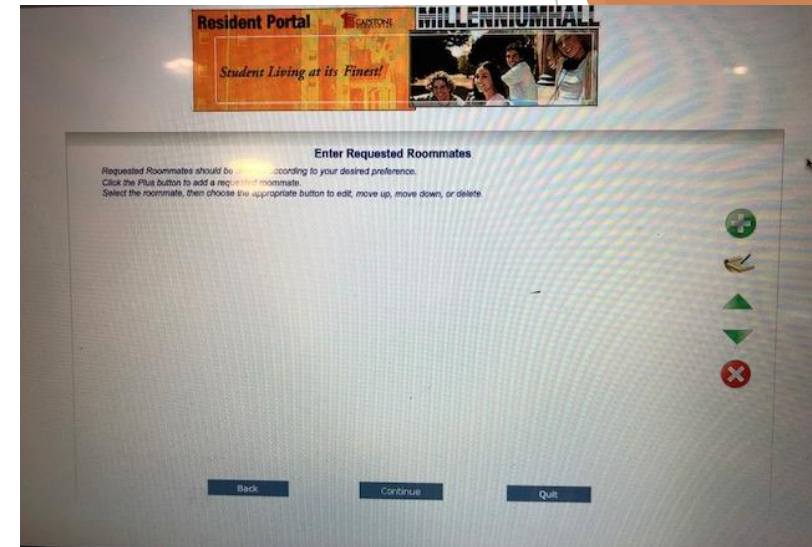
123456

Save

Cancel

Enter your roommate requests.

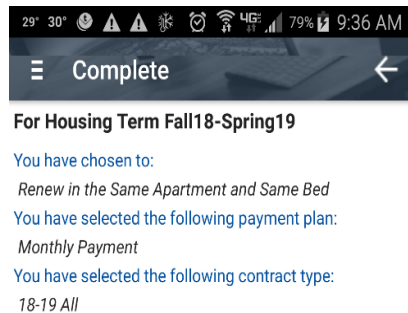
- To start, click the plus sign and fill in the required information.
- They should be entered in order of preference.
- You will be required to add your roommate request's name, phone number and email. No nicknames! Please make sure all information entered is correct. Incorrect information may lead to errors.



Step 5

After step 4, you will be asked to select the move out date and your forwarding (home) address. The only option for the move out date is 5/23/19. This date is after the last day of finals. **You are required to follow all move out instructions and dates provided by the Capstone office and your RAs and RLC.

The halls close at 9am on Wednesday, May 22nd or 24hrs after your last final.



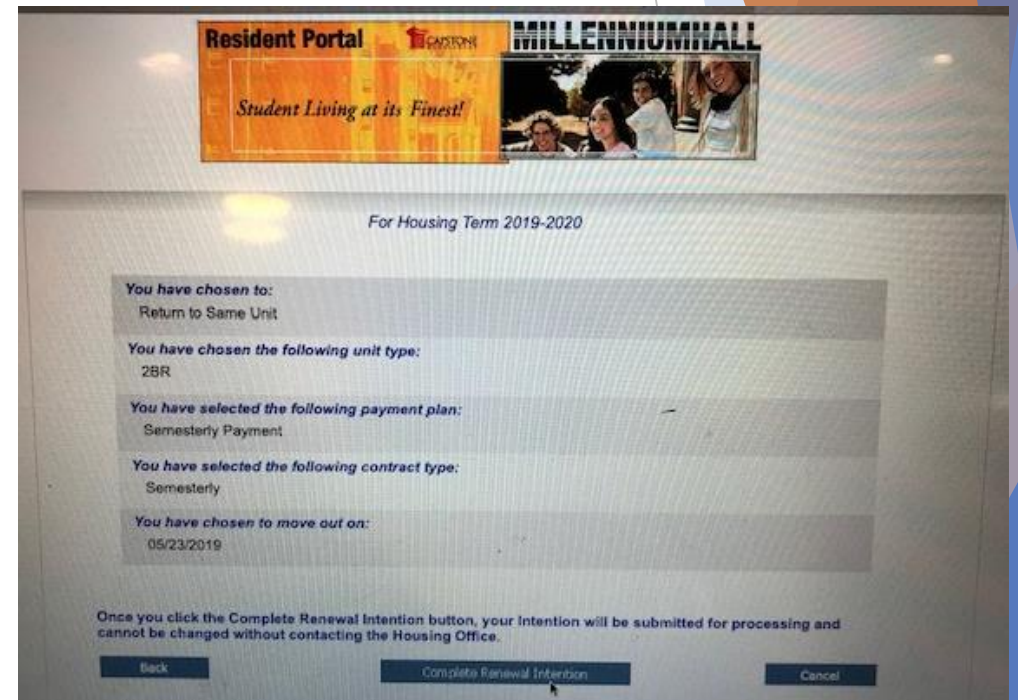
Once you click the Complete Renewal Intention button, your Intention will be submitted for processing and cannot be changed without contacting the Housing Office.

Complete Renewal Intention

Cancel

Before hitting “Complete Renewal Intention” please make sure you review the information you have selected. Once you submit it, you must contact our office to make any changes.

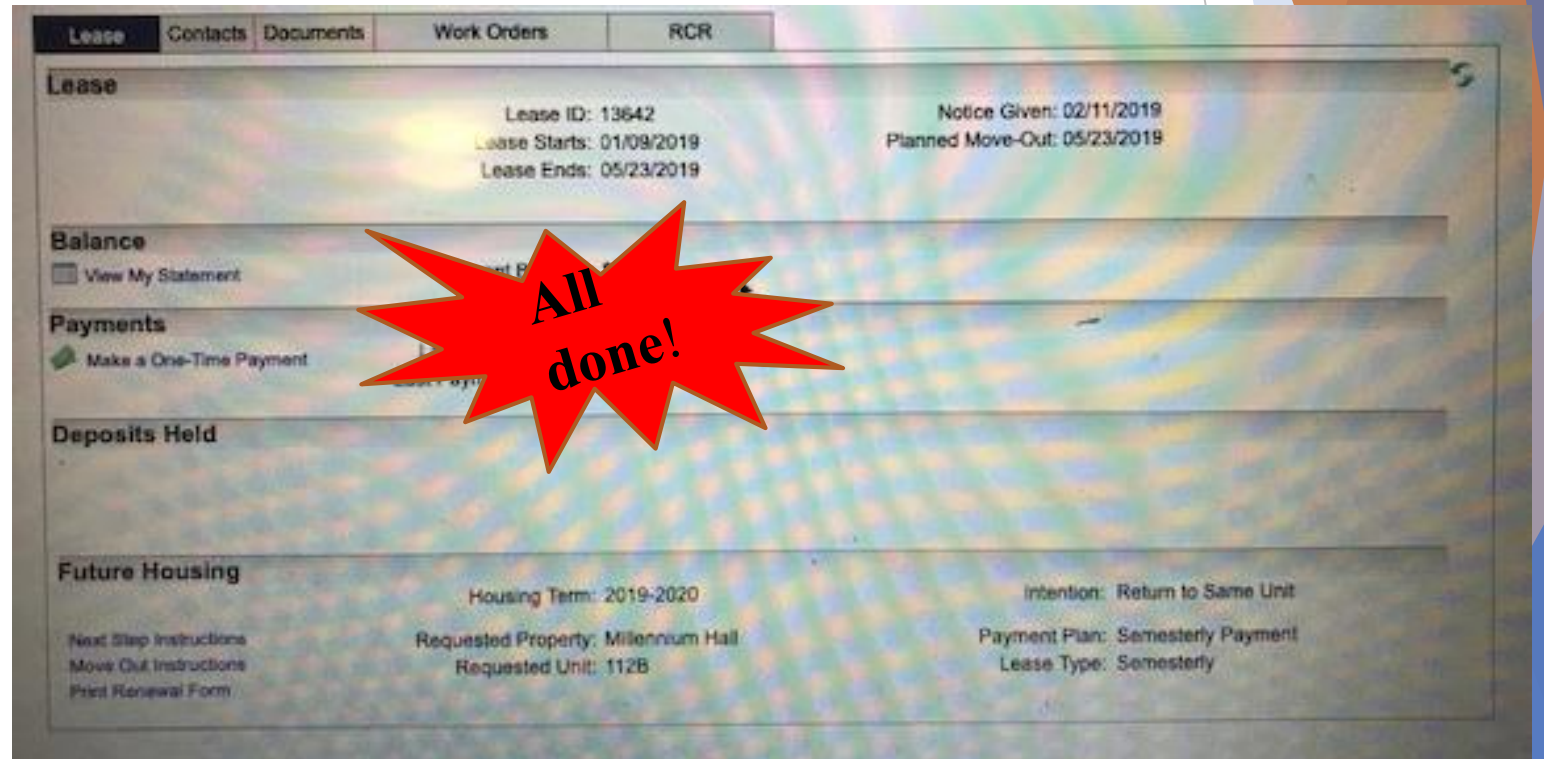
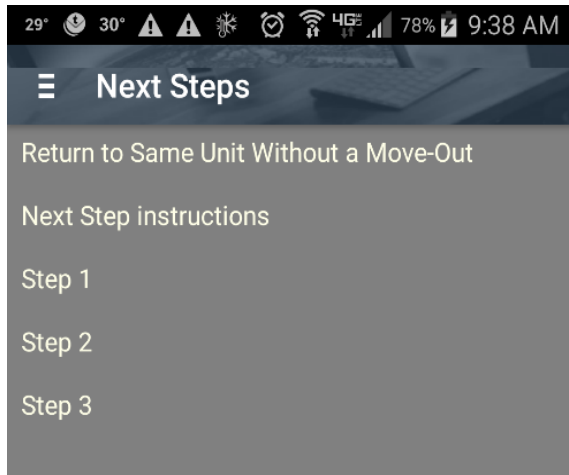
***PLEASE NOTE: Changes to roommate requests will not be made once you have submitted your intention. If you wish to update someone’s information, however you may do so via email at millenniumhall@cocm.com.**



Step 6

View the Next Steps for the renewal option you have selected. Click Finish. You can also print a copy.

You're all done for now!



Finish

Print Renewal Intention Form

Ta da!!! You're done for now!

You've completed the renewal intent process!

Be on the look out for emails from our office. If we are unable to accommodate your request for a space, we will email you to attend room selection. Those emails will be sent before spring break in March.

We want to let you know that we hope you'll renew with us for 2019-2020!

We appreciate your patience in working with us in this very new process!

Be on the look out for information via email regarding room selection and give-a-ways!!