



## Don't Miss Your Opportunity to register for housing!

Visit [www.longwood.edu/housing](http://www.longwood.edu/housing) for further details regarding the housing registration process. Discuss your plans with family or financial provider and friends. If you have any questions, email [housing@longwood.edu](mailto:housing@longwood.edu) or call 434-395-2080. We strongly recommend that you attend one of the housing informational sessions. Dates and times are available at [www.longwood.edu/housing](http://www.longwood.edu/housing)

### **ONLY CURRENT RESIDENTIAL STUDENTS CAN PARTICIPATE IN THE HOUSING REGISTRATION PROCESS**

#### **Important highlights regarding housing registration & off-campus housing intent process.**

- The process to pull-in roommates during the housing registration process is completed through the use of the **Roommate Group Form**. Students will need to establish a roommate group through a form in the student housing gateway prior to their designated registration date. One student will establish the group through the use of the Roommate Group Form to invite students to join the group. Those invited students must utilize the Roommate Group Form to accept the invitation to join the group. It is very important that all students accept the invitation to join the group prior to the designated day to register for housing. Only group members that have accepted the invitation can be assigned as roommates during the housing registration process by the designated roommate.
- The "C" bedroom at Longwood Village will no longer be utilized as a double occupancy room and will be single occupancy for the 2019-2020 academic year. Therefore, all Longwood Village apartments will house three students (one in each bedroom). Students are encouraged to review the Longwood Village FAQ found at <http://www.longwood.edu/housing/sign-up-for-housing/longwood-village-faq/>
- When Curry Hall is closed for renovations during the 2019-2020 academic year, there will be space in other main campus residence halls for continuing students; however the amount of space will be limited. If the space in main campus residence halls is filled during the registration process, it is possible that some students that prefer to be assigned to a main campus residence hall will be assigned to a Longwood managed apartment space. Every attempt will be made to meet student preferences for housing, but it is not possible to accommodate every student's preference. All students that participate in the housing registration process will receive a housing assignment. There is sufficient space available to meet the demand for Longwood managed housing. Students are encouraged to review the floor designation chart found at <http://www.longwood.edu/housing/sign-up-for-housing/application-process/>
- All students with less than 48 completed credits at the conclusion of the spring 2019 semester **must** participate in the Longwood managed housing registration process to live in a Longwood managed apartment or main campus residence hall.
- Only **continuing residential students** (student's assigned to Longwood managed housing during the spring 2019 semester) are eligible to participate in the Longwood managed apartment registration process to live at Lancer Park, Lancer Park North & South, Longwood Landings, and Longwood Village or the Main Campus housing registration process to live in a residence hall.
- Students that register to live in Longwood managed housing are signing a legally binding agreement. It is recommended that students review the housing terms and conditions available at [www.longwood.edu/housing](http://www.longwood.edu/housing) prior to participating in the housing registration process.
- Only students with 48 or greater completed Longwood credits at the conclusion of the spring 2019 semester are eligible to submit an Off-Campus Housing Intent form to notify the RCL office that the student plans to live off-campus with a private landlord. Those students intending to live off-campus with a private landlord should review the information regarding the Off-Campus Housing Intent process.

#### **Off- Campus Housing Intent Process to live with a private landlord**

Submit intent form January 28th – February 1st. All intent forms must be received by 5:00pm on Friday, February 1<sup>st</sup>. Beginning on January 28<sup>th</sup>, the intent form can be found in the student housing gateway <https://rms.longwood.edu:446/page/studenthousinggateway>. **YOU MUST ENABLE POP-UPS in your web browser.**

#### **Important Facts about the *Off- Campus Housing Intent Process*:**

- Students must have earned at least **48 credits** at the conclusion of the spring 2019 semester to submit an intent form to notify the RCL office that the student plans to live off-campus with a private landlord.
- Those students with at least 48 credits at the conclusion of the spring 2019 semester that submit the housing intent form during the designated notification process will be eligible to live outside University housing and sign a lease with a private landlord.
- Students are required to provide the Office of the Registrar with an up-to-date local mailing address.
- Any student that submits a housing intent form to live off-campus with a private landlord will not be permitted to participate in the Longwood managed housing registration process and will remain a commuter student while enrolled at the University.

***\*Flip over to view the detailed timeline for housing registration***

APARTMENT REGISTRATION TIMELINE: **Housing Registration is open to both Female and Male students from 10am to 4pm each day at <https://rms.longwood.edu:446/page/studenthousinggateway> YOU MUST ENABLE POP-UPS IN YOUR WEB BROWSER.**

Monday, <b>February 11</b>	<b>"Squatting" Day</b> Return to the Same	Designated roommate must be currently assigned to the actual apartment unit. <b><u>Full apartment occupancy is required at Lancer Park, Lancer Park North &amp; South, and Landings to squat the apartment</u></b>
Tuesday, <b>February 12</b>	Studio Apartment	<b><u>Only Longwood Village residents are eligible to squat the apartment without full occupancy due to the C bedroom changing from double to single occupancy, but are encouraged to fill the apartment to full occupancy. Any open spaces within Longwood Village squatted apartment units will be assigned to other students by the RCL office.</u></b>  <b>ONLY continuing residential students are eligible to live at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village. Registration will be conducted from 10am to 4pm through the student housing gateway.</b>
Wednesday, <b>February 13</b>	2 Bedroom Apartment 3 Bedroom Apartment 4 Bedroom Apartment	
Monday, <b>February 11</b>	<b>"Studio Lottery Application" Day</b>	
Tuesday, <b>February 12</b> Wednesday, <b>February 13</b>	Landings Studio Single & Lancer Park Studio Single	The lottery application will be available at <a href="https://rms.longwood.edu:446/page/studenthousinggateway">https://rms.longwood.edu:446/page/studenthousinggateway</a> from February 11th through February 13th at 4pm. All online lottery submissions must be received by February 13th at 4pm. Applicants will be notified regarding lottery results by 12noon on Thursday, February 14th.  <b>ONLY continuing residential students with 56 or greater Longwood credits at the conclusion of the Spring 2019 semester are eligible to submit a lottery application.</b>
Monday, <b>February 18</b>	<b>Senior</b> Apartment Selection Day  2 Bedroom Apartment 3 Bedroom Apartment 4 Bedroom Apartment	Designated roommate must have earned at least <b>89</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residents within the selected apartment unit. <b><u>Full occupancy is required at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village to register for the apartment unit.</u></b> Registration will be conducted from 10am to 4pm through the student housing gateway.  <b>ONLY continuing residential students are eligible to live at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village and MUST fill the apartment to full occupancy to register for the unit.</b>
Tuesday, <b>February 19</b>	<b>Junior</b> Apartment Selection Day  2 Bedroom Apartment 3 Bedroom Apartment 4 Bedroom Apartment	Designated roommate must have earned at least <b>56</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residents within the selected apartment unit. <b><u>Full occupancy is required at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village to register for the apartment unit.</u></b> Registration will be conducted from 10am to 4pm through the student housing gateway.  <b>ONLY continuing residential students are eligible to live at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village and MUST fill the apartment to full occupancy to register for the unit.</b>
Wednesday, <b>February 20</b>	<b>Sophomore</b> Apartment Selection Day  2 Bedroom Apartment 3 Bedroom Apartment 4 Bedroom Apartment	Designated roommate must have earned at least <b>25</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residents within the selected apartment unit. <b><u>Full occupancy is required at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village to register for the apartment unit.</u></b> Registration will be conducted from 10am to 4pm through the student housing gateway.  <b>ONLY continuing residential students are eligible to live at Lancer Park, Lancer Park North &amp; South, Landings, and Longwood Village and MUST fill the apartment to full occupancy to register for the unit.</b>
Thursday, <b>February 21</b> Friday, <b>February 22</b>	<b>Partial Occupancy</b> Apartment Preference Day	Any continuing residential student that was unable to register on one of the Apartment Selection dates due to not meeting the full occupancy requirement can register for an apartment space through the Partial Occupancy Process. The partial occupancy form will be available in the student housing gateway on Feb. 21 & Feb. 22. Submissions will be rank ordered by earned credit hours. Students will be notified through their Longwood email account once the RCL office has assigned the student to a housing space.

MAIN CAMPUS REGISTRATION TIMELINE: **Housing Registration is open to Female students from 10am-1pm and Male students from 1pm-4pm each day at <https://rms.longwood.edu:446/page/studenthousinggateway> YOU MUST ENABLE POP-UPS IN YOUR WEB BROWSER.**

Monday, <b>March 18</b>	<b>Sophomore</b> Room Selection Day	Designated roommate must have earned between <b>40-55</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residential students within the selected main campus room. <b><u>Full room occupancy required.</u></b> Female students register 10am-1pm & Male students register 1pm-4pm.
Tuesday, <b>March 19</b>	<b>Sophomore</b> Room Selection Day	Designated roommate must have earned between <b>25-39</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residential students within the selected main campus room. <b><u>Full room occupancy required.</u></b> Female students register 10am-1pm & Male students register 1pm-4pm.
Wednesday, <b>March 20</b>	<b>Freshmen</b> Room Selection Day	Designated roommate must have earned <b>24 or less</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residential students within the selected main campus room. <b><u>Full room occupancy required.</u></b> Female students register 10am-1pm & Male students register 1pm-4pm.
Thursday, <b>March 21</b>	<b>Solo Residents</b> <b>Freshmen &amp; Sophomores</b>	Students with <b>55 or less</b> Longwood credits at the conclusion of the Spring 2019 semester that cannot fill a room to full occupancy <b>must</b> submit housing and meal plan preferences for an assignment and will be notified of this assignment by RCL.
Monday, <b>March 25</b>	<b>Junior &amp; Senior</b> Room Selection Day	Designated roommate must have earned <b>56 or greater</b> Longwood credits at the conclusion of the Spring 2019 semester in order to assign self and other residential students within the selected main campus room. <b><u>Full room occupancy required.</u></b> Female students register 10am-1pm & Male students register 1pm-4pm.
Tuesday, <b>March 26</b>	<b>Main Campus Waitlist and Solo Residents (Juniors &amp; Seniors)</b>	In the event that the supply of main campus beds is exhausted or students cannot fill a room to full occupancy, continuing residents with <b>56 or greater</b> Longwood credits at the conclusion of the Spring 2019 semester may submit housing and meal plan preferences for an assignment and will be notified of this assignment by RCL.