

HOUSING APPLICATION GUIDE

1. Log Into [ManageMyHousing](#).
2. Click on Apply for Housing in the top blue bar



3. Click on Apply next the Academic Year or Term



Select Your Application (FR)

Please select an application below:

Academic Year 2024-2025 (8/15/2024 - 4/30/2025)	APPLY
--	-----------------------

4. This takes you to the Housing Application page with general information about the process. Click **Save & Continue** at the bottom of the page.

5. Next page is an overview of the Housing Contract. Review and click **Save & Continue** at the bottom of the page.


- Next is the Parental Guarantor page. Review and click Save & Continue at the bottom of the page.

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Incoming Freshmen Housing **Parental Guarantor**

- Application
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- Emergency and Missing
- Person Contact
- Roommate Matching
- Questions
- Room Preferences
- Residential Learning
- Communities
- Application/Room Assignment Information (Academic Year)
- Completion Summary
- Roommate Group



By paying the prepayment and accepting a room assignment, you are agreeing to the terms of the UTC Housing Parental Guarantor and certifying that you have discussed this in full with your parent, legal guardian or sponsor. Furthermore, you are stating that your parent, guardian or sponsor understands and accepts the following terms.

The Housing Contract is incorporated herein and has been entered into by the resident, subject to completion as appropriate. UTC Housing, requires, as a condition of the acceptance by Landlord of the Housing Contract, a guarantee by the prospective Resident's parent(s), guardian, or other sponsor. The requirement of this Guaranty is in recognition that most Residents in such community do not have independent financial means, but this Guaranty shall be in force irrespective of the financial means of the Resident.

Guarantor (legal parent, guardian or sponsor) authorizes Landlord to use reasonable and necessary means to obtain payment from the parent, guardian or sponsor in the event the Resident's financial obligations have not been fulfilled.


- Next complete the Profile Information Page. Click Save & Continue at the bottom of the page.

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Incoming Freshmen Housing **Profile Information**

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First Name: _____


Last Name: _____

8. Next complete the Emergency Contact and Missing Person Page. Click Save & Continue at the bottom of the page.

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Apply for Housing Residency Exception [Log Out](#)

- ✓ Incoming Freshmen Housing Application
- ✓ Contract Preview (2024-2025)
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Emergency Contact

Contact Name


Relationship

9. Next complete the Roommate Matching Questionnaire. These questions are used in helping find a roommate. Click Save & Continue at the bottom of the page.

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Roommate Matching Questions

Portal Questions

You view your room/suite primarily as:

You intend for you and your room/suitemate to:

10. Next complete the Room Preference Page by selecting at least 3 Room Type Preferences. Use the Add Preferences button to add Room Type Preferences. The drop down will allow to select from the Room Type Preferences available. Click Save & Continue at the bottom of the page.

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Apply for Housing
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Room Preferences

Building preferences are not guaranteed and are subject to availability.

Reference links to UTC Housing website for more specific information:

- [Residence Halls](#)
- [Rates](#) are for the 2022/2023 academic year. Please anticipate a change for 23/24 rates.

Room Type	Building	Floor Plan
Private with laundry	Guerry Apartments	3 bedroom (private) 2 bath for 4 residents
Private with laundry 3p	Guerry Apartments	2 bedroom (private) 1 bath for 3 residents
Private without laundry	Boling Apartments	4 bedrooms (private) 1 bath for 4 residents
Private without laundry	Johnson Obear Apartments	4 bedrooms (private) 1 bath for 4 residents
Private without laundry 3p	Boling Apartments	3 bedrooms (private) 1 bath for 3 residents
Shared with laundry 3p	Guerry Apartments	2 bedroom (shared) 1 bath for 3 residents
Shared without laundry	Decosimo Apartments	1 bedroom studio (shared) 1 bath for 2 resident
Shared without laundry	Lockmiller Apartments	2 bedrooms (shared) 1 bath for 4 residents
Suite Shared	West Campus Housing (Suite Style)	2 bedroom (shared) 2 bath for 4 residents
Suite Shared	West Campus Housing (Suite Style)	2 bedroom (shared) 1 bath for 4 residents w/living area
Suite Shared 2p	West Campus Housing (Suite Style)	1 bedroom (shared) 1 bath for 2 residents

Please add at least 3 preferences.

ADD PREFERENCE

	Order	Room Preference	Delete
1		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">---Please Select---</div>	DELETE

11. Next complete the Residential Learning Communities Page.

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Residential Learning Communities

Residential Learning Communities provide a unique atmosphere for residents who share common interests and cultivate an environment that supports personal growth through academic and social programming. Your decision to live in one of these exciting communities will make an impact on you for the rest of your life. Take the time to read about the different opportunities to get involved with R.L.C. at UTC!

Academic and Career Exploration (ACE)
Location: West Campus
 Students will participate in programming designed to aid in their major and career exploration.

AdvanceU
Location: Decosimo Apartments
 Students will have an opportunity to explore principles of leadership; to discover a personal purpose, to identify leadership strengths; and to architect a plan that leverages their skills to serve the community.

Business Residential College
Location: Walker Apartments
 For any student pursuing a degree in one of the Rollins College of Business major.

CAS General
Location: Decosimo
 For any residential student who is a declared major in the College of Art, English, History, Performing Arts, Science, Math, Political Science or undecided residents who wish to explore these majors.

12. Click Add at the bottom of the page. If not interested, please select *Not Interested in RLC Preference drop down. If interested, please select the name of the RLC in RLC Preference drop down. Click OK. Click Save & Continue at the bottom of the page.

To add an RLC, select 'Add' above and then the appropriate RLC. If you are not interested in an RLC, select 'Not Interested in RLC'

ADD

Order	Preference	Actions
1	<input type="text" value="*Not Interested in RLC"/>	<input type="button" value="OK"/> <input type="button" value="CANCEL"/>

The limit for the number of preferences for this application has been reached.

Please select at least 1 preferences.

SAVE & CONTINUE

13. Next on the Application Fee Payment pages you will need to pay the one time \$25 application fee.

Apply for Housing [Log Out](#)

Incoming Freshmen Housing Application

Contract Preview (2023-2024)

Parental Guarantor

Profile Information

Application Fee Payment

There is a one-time application fee of \$25 for each student. Our records indicate you have not made this payment. Please click save & continue below to start the payment.

SAVE & CONTINUE

14. You will need to click on Pay Now to continue to the credit card payment page.

Apply for Housing Log Out

Application Fee \$25

Item Description	Total Amount (\$)	Remove
Housing Application Fee	\$25.00	
Total:		\$25.00

Please have your credit card information available before proceeding beyond this point.

If you receive an error making the payment, check the following:

- Verify your card information is correct
- Try another internet browser (The payment portal is compatible with all browsers, but changing which one you use may clear up the errors.)
- Contact us at 423-425-4304 or at housing@utc.edu

PAY NOW

15. You then will need to submit your credit card payment information. The only credit cards accepted are Master Card and VISA.

UTC Housing and Residence Life

Payment

Payment Information * Indicates required information

Total: \$25.00

Payment Method:

Account Information * Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

[View Example](#)

Name on Card:

16. Next the Room Assignment Information Page covers the next steps in the assignment process. Click Finish at the bottom of the page.

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Apply for Housing Residency Exception Log Out

Application/Room Assignment Information (Academic Year)

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- ✓ Communities

Incoming Freshmen/Transfer Assignment Process

1. Room assignments will begin in March.
2. Only a certain number of students will be assigned on each assignment day. Assignments are made based on application complete date, application fee paid, building preferences, and roommate preference.
3. Please review the [Room Assignment Guide](#) on our website for more information on the assignment dates and deadlines.
4. Information will only be emailed to your UTC email account.
5. The pre-payment is due within four (4) days of being assigned a room.
6. You may log in at any time to update your preferences. Updating your preferences will not change your application complete date.

FINISH


17. Next is the Completion Summary Page. Congratulations, you have completed the housing application!

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Apply for Housing Residency Exception Room Confirmation Log Out

Completion Summary

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Application Complete!
You have successfully completed your application.

Thank you for submitting your application and paying the one-time \$25 application fee.

For more information on the room assignment timeline, click [Room Assignment](#) to view the guide.

If you looking to create, adding or updating a roommate group please click the Roommate Group button below.

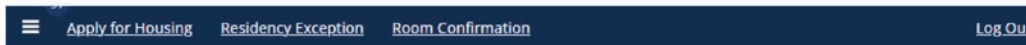
ROOMMATE GROUPS

CREATING A ROOMMATE GROUP

1. Log Into [ManageMyHousing](#).
2. Click on Apply for Housing in the top blue bar



3. Click on Continue/Update next the Academic Year or Term in which you have applied.



Select Your Application (FR)

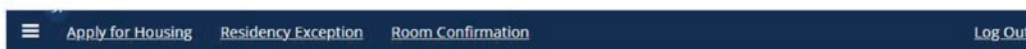
Please select an application below:

Academic Year 2024-2025
(8/15/2024 - 4/30/2025)

- You started your application for Academic Year 2024-2025 on: 10/17/2023
- Your application is complete as of: 10/17/2023
- You have paid the application fee
- You have not signed the contract
- You have not paid the pre-payment


[CONTINUE / UPDATE](#)

4. This will take you to the Completion Summary Page. Click on Roommate Groups at the bottom of the page.



Completion Summary

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For more information on the room assignment timeline, click [Room Assignment](#) to view the guide.

If you looking to create, adding or updating a roommate group please click the Roommate Group button below.

[ROOMMATE GROUPS](#)

5. This takes you to the Roommate Groups Page. Where you can now use the Search for Roommates by UTC ID or Suggest Roommates Based on Questions Answered.

☰
Log Out

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Roommate Group

- Roommate groups should be set up BEFORE room assignments begin.
- Groups should also be established prior to any student receiving an assignment. Once someone is assigned, they will no longer be a part of the group. Once the group is assigned it can no longer be edited/changed.
- One person will need to initiate the roommate group.
- Once the roommate group has been started each person will receive an email request to join the roommate group. Once accepted, it becomes a mutual request.
- Only mutual requests will be considered.
- Students will be able to create roommate groups up to 4 students.
- You may come back to search or edit roommate groups at any time. Any changes to the roommate group will prompt an email to the students.
- Request expire after 7days.

Once students have been assigned a room, adding a member to this group will NOT place them in the room. They will need to go through the room assignment process on their own.

- Incoming freshmen can only be matched with incoming freshmen or incoming transfer students.
- Current students can only be matched with current students or incoming transfers. However, only the current student can be the leader and select rooms for the group.
- Incoming Transfer students can be matched with EITHER incoming freshmen OR current students (but not both).

****If you plan be a part of Residential Learning Community please select roommates that are interested or a part of the same community. If you create a roommate group with student outside the Residential Learning Community you are interested in you maybe removed from the roommate group when assigned. ****

Not In a Group

You are not a member of any roommate groups.

Use the searches below to:

[Search for Roommates by UTC ID](#)
[Suggest Roommates based on Questions Answered](#)

6. If you know someone that is attending UTC and has completed an application, you can use Search for Roommates by UTC ID to find and create a roommate group with them. Click on Search for Roommates by UTC ID and it will take you to the page below.

Roommate Search By UTC ID

- Incoming Freshmen Housing Application
- Contract Preview (2024-2025) UTC ID:
- Parental Guarantor
- Profile Information Exclude results that cannot be added or joined
- Emergency and Missing Person Contact
- Roommate Matching
- Questions
- Room Preferences
- Residential Learning
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- Application/Room Assignment Information (Academic Year)
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[ROOMMATE GROUP HOME](#) [SEARCH](#) [Suggest Roommates based on Questions Answered](#)

7. Type in the student’s UTC ID in the UTC ID blank and click Search. This will show the student’s profile so you can add them to your group.

Roommate Search By UTC ID

UTC ID:

Exclude results that cannot be added or joined

[ROOMMATE GROUP HOME](#) [SEARCH](#) [Suggest Roommates based on Questions Answered](#)

8. If you want to meet new people as potential roommates, you can use Suggest Roommates Based on Questions Answered. Click on Suggest Roommates Based on Questions Answered and it will take you to the page below. Where you can Send Messages, View Profiles and Add to Group.

- Incoming Freshmen Housing Application
- Contract Preview (2022-2023)
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Suggested Roommates

Below you will see a list of students you are matched with highest percent match on top. You can review profiles, message each other or request to join a group.

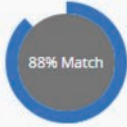
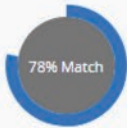
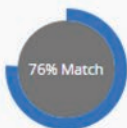
Current Students can be matched with current or Transfers.

Transfers can be matched with either current students or incoming freshmen (but not both).

Freshmen can be matched with other freshmen or transfer students.

ROOMMATE GROUP HOME

[Search for Roommates by UTC ID](#)

<p>Brody Name: Brody Age: 18 Classification: Freshman Gender: Male Description:</p>		<p>ADD TO GROUP</p> <p>SEND MESSAGE</p> <p>VIEW PROFILE</p>
<p>Michael Name: Michael Age: 19 Classification: Freshman Gender: Male Description: I am very easy going. I enjoy fashion and video games.</p>		<p>ADD TO GROUP</p> <p>SEND MESSAGE</p> <p>VIEW PROFILE</p>
<p>Omari Name: Omari Age: 18 Classification: Freshman Gender: Male Description:</p>		<p>ADD TO GROUP</p> <p>SEND MESSAGE</p> <p>VIEW PROFILE</p>