

# How to apply for UTC Housing



Go to <https://myhousing.utc.edu/>

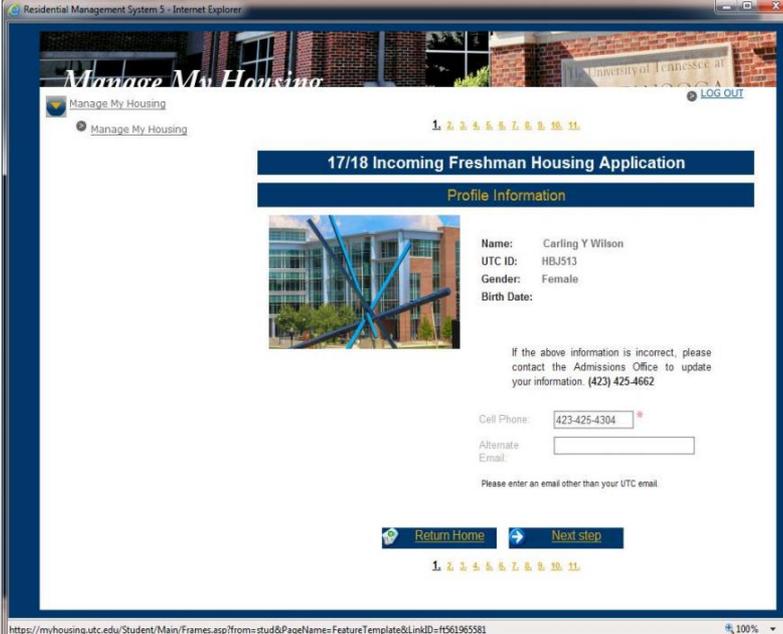
2

1. Enter your UTC ID and password
2. Click on **Apply for Housing**



## Fill out the form

3



Residential Management System 5 - Internet Explorer

Manage My Housing

1 2 3 4 5 6 7 8 9 10 11

### 17/18 Incoming Freshman Housing Application

#### Profile Information



Name: Carling Y Wilson  
UTC ID: HB3513  
Gender: Female  
Birth Date:

If the above information is incorrect, please contact the Admissions Office to update your information. (423) 425-4662

Cell Phone: 423-425-4304 \*

Alternate Email:

Email:

Please enter an email other than your UTC email.

[Return Home](#) [Next step](#)

1 2 3 4 5 6 7 8 9 10 11

https://myhousing.utc.edu/Student/Main/Frames.asp?from=stud&PageName=FeatureTemplate&LinkId=ft561965581 100%

### Tip #1

If you do not have a U.S. cell phone number, enter our office number: 423 425 4754

## Fill out the form

4

The screenshot shows a web browser window titled "Residential Management System 5 - Internet Explorer". The page header includes the "Manage My Housing" logo and a "LOG OUT" link. The main heading is "Emergency Contact" with a sub-heading: "In case of an emergency please enter the person's information below that you would like the university to contact." The form contains the following fields:

- First Name:
- Middle Name:
- Last Name:
- Relation:
- Home Phone:
- Phone Work:
- Cell Phone:
- Address 1:
- Address 2:
- City:
- State:
- Zip Code:

At the bottom of the form are navigation buttons: "Return", "Previous", "Save Progress", and "Next". A small image of a person at a table is visible on the right side of the form.

### Tip #2

If your emergency contact doesn't have an U.S. cell phone number, enter our office number: 423 425 4754

## Fill out the form – all pages

5

**Manage My Housing** LOG OUT

1 2 3 4 5 6 7 8 9 10 11 12

### Missing Person/Optional Contact

The Department of Education requires that, in addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by UTC in the event the student is determined to be missing for more than 24 hours. The contact information provided will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. If a student has identified such an individual, UTC will notify that individual no later than 24 hours after the student is determined to be missing.

First Name:

Last Name:

Occupation:

Relation:



Home Phone:

Cell Phone:

Address 1:

Address 2:

City:  State:  Zip Code:

[Return](#) [Previous](#) [Save Progress](#) [Next](#)

1 2 3 4 5 6 7 8 9 10 11 12

[https://mercury.utc.edu/Rain?feature/Rain?feature?No\\_0981241-66-255a-4519-42ba-f3c5ba462964](https://mercury.utc.edu/Rain?feature/Rain?feature?No_0981241-66-255a-4519-42ba-f3c5ba462964) 100%

**Manage My Housing** LOG OUT

1 2 3 4 5 6 7 8 9 10 11 12

### UTC Housing and Residence Life Contract 2017-2018

#### Terminology

- Housing Defined:** "Housing" shall be:
  - Location: North or South Campus (or a temporary overflow location)
  - Building: Bed, and Unit to be assigned by UTC Housing and Residence Life
- Commencement Date Defined:** "Commencement Date" shall be: 8/17/2017 at 8 AM
- Expiration Date Defined:** "Expiration Date", Contract End Date shall be: 5/2/2018 at 12 PM
- Winter Break:** In addition, residence halls close for approximately four (4) weeks during winter break, and Residents are not permitted entry during that time.
  - Closed for **Winter Break: December 13 at 12pm (noon) to January 5 at 8am**
- Resident Defined:** "Resident" shall be the student submitting the housing application.
- University Defined:** "University" shall be: University of Tennessee at Chattanooga Department of Housing and Residence Life
- Landlord Defined:** "Landlord" shall be: University of Tennessee at Chattanooga Department of Housing and Residence Life
- Rent Defined:** "Rent" shall be due and Payable on the dates shown in the following "Payment Schedule"

#### Payments

Fall 2017 payments are due August 2017, per the University Bursar's Office  
Spring 2018 payments are due December 2017, per the University Bursar's Office

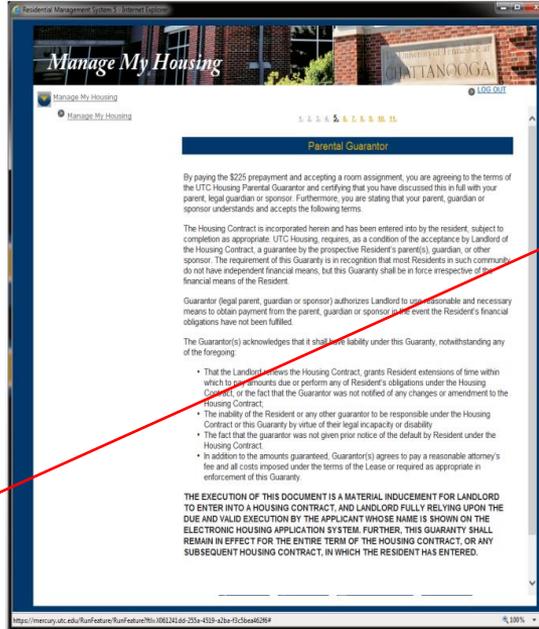
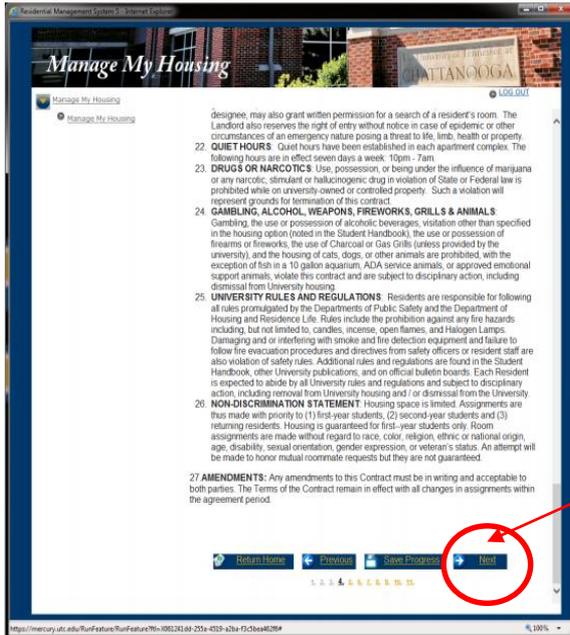
#### Terms and Conditions

This Housing Contract is made and entered into by and between the "Landlord" and "Resident" under guidelines established by the "University" on the "Commencement Date" on which Resident agrees to the terms and conditions of this Housing Contract.

- PREMISES:** Landlord leases to Resident, and Resident leases from Landlord, rental space which consists of the exclusive use and occupancy of the bedroom (the "Bedroom") assigned to the Resident (or Residents, in shared bedrooms) and the shared use and occupancy of the kitchen and/or living/dining area (as applicable) with other Residents (the "Roommates") of the assigned housing (the "Housing"), located on the campus of the University of Tennessee at Chattanooga, or its designated overflow location (the "Community").
- FAIR HOUSING:** Landlord does not discriminate with regard to race, color, religion, or national origin in the assignment of space.
- RESERVATION FEE (pre-payment):** Prospective resident must remit a two hundred twenty-five dollars (\$225) one-payment to retain a room assignment. The \$225 one-

[https://mercury.utc.edu/Rain?feature/Rain?feature?No\\_10081241-66-255a-4519-42ba-f3c5ba462964](https://mercury.utc.edu/Rain?feature/Rain?feature?No_10081241-66-255a-4519-42ba-f3c5ba462964) 100%

# Fill out the form – all pages



## Tip #3

Click on Next to change the page

## Click on + to select your room type

7

Reference links to UTC Housing website for more specific information:

[North Campus Complex](#)

[South Campus Complex](#)

[Housing Rates](#)



1. Please **click the green plus sign** above to add your Room Preferences.
2. Select the Preferred Room Type from the drop down menu
3. Click select to add it your Room Preference List. *You must select at least three options.*
4. To change the order of your preferences use the up/down arrows.
5. To remove a room from your list click the **Red X** sign.

## Click on + to select your room type

8

Room Type

+

Add/Edit Room Preferences

Preferred Room Type:

Stophel Apartments

Boling Apartment private

Decosimo 1 Bedroom Shared

Decosimo 4 Bedroom Private

Guerry 2 Bedroom 1 Bath Shared

Guerry 3 Bedroom Shared

Johnson Obear Apt private

LCK Apt 4 Person Shared

LCK Apt 6 Person Shared

Stagmaier 2 Person Shared

Walker 4 Bedroom Private

Select 3 choices. We HIGHLY recommend signing up for **Stophel Apartments** and 2 other buildings

1. Please click the + sign to open the dropdown menu.
2. Select the room type you prefer from the dropdown menu.
3. Click select to add the room to your Room Preferences. You must select at least three options.
4. To change the order of your preferences use the up/down arrows.
5. To remove a room from your list click the Red X sign.

## Make sure you select 3 buildings

9

The screenshot shows a web browser window titled "Residential Management System 3 - Internet Explorer". The page header features the "Manage My Housing" logo and a navigation menu. The main content area is titled "Room Preferences" and includes a list of building preferences, reference links to the UTC Housing website, a "Room Type" selection table, and a list of instructions for users. At the bottom, there are navigation buttons for "Return", "Previous", "Save Progress", and "Next".

**Room Preferences**

- Building preferences are not guaranteed and are subject to availability.
- Freshmen only buildings are Stagmaier, Guerry, Decosimo and Walker.
- Freshmen and Upperclassman (mixed) buildings are Johnson Obear, Boling, and Lockmiller.
- Rates are for the 2016/2017 academic year.

Reference links to UTC Housing website for more specific information:  
[North Campus Complex](#) [South Campus Complex](#) [Housing Rates](#)

Room Type
<input type="checkbox"/> Walker 4 Bedroom Private
<input type="checkbox"/> Guerry 3 Bedroom Shared
<input type="checkbox"/> Stagmaier 2 Person Shared
<input type="checkbox"/>

1. Please click the green plus sign above to add your Room Preferences.
2. Select the Preferred Room Type from the drop down menu.
3. Click select to add it your Room Preference List. You must select at least three options.
4. To change the order of your preferences use the up/down arrows.
5. To remove a room from your list click the Red X sign.

\*We recommend that students rank ALL buildings. By listing multiple buildings you are simply informing us were to look next if your preference is not available. Otherwise, we will randomly place you in the next available room.

[Return](#) [Previous](#) [Save Progress](#) [Next](#)

# Answer a few questions

The screenshot shows the 'Manage My Housing' interface for The University of Tennessee at Chattanooga. The page title is 'Manage My Housing' and there is a 'LOG OUT' link. A breadcrumb trail shows 'Manage My Housing' > 'Manage My Housing'. A navigation bar contains links 1 through 11, with '7' highlighted. The main content area is titled 'Roommate Matching Preferences' and contains a table with 6 rows of questions and radio button options for 'Yes', 'No', and 'No Pref'. Below the table is a disclaimer: 'Roommate matching preferences are not guaranteed and are subject to availability.' The next section is 'Roommate Preference (Limit 1)', which includes a search box for 'Roommate' and a list of instructions. At the bottom, there are navigation buttons: 'Return', 'Previous', 'Save Progress', and 'Next', along with a secondary navigation bar with links 1 through 11, with '7' highlighted.

#	Description	Preference
1	Do you wake up early?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Pref
2	Do you smoke?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Pref
3	Do you go to bed after 10pm?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Pref
4	Do you listen to loud music?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref
5	Do you keep a clean room?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Pref
6	Do you like visitors in your room?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Pref

Roommate matching preferences are not guaranteed and are subject to availability.

**Roommate Preference (Limit 1)**

Roommate

- To add a roommate you may search by their UTC ID or name.
- If a student is found you must click select to add them as a preference.

**Incoming freshmen can only be matched with other incoming freshmen.**

- Only mutual requests will be considered (both/all applications MUST match).
- Roommate preferences are not guaranteed and are subject to availability.
- You may update your preferences at any time. This will NOT change you application complete date.

Return Previous Save Progress Next

## Read about residential communities

11

**Business, LLC**  
**Location: Walker Apartments**  
BUSINESS Community offers first-year business students an opportunity to live, learn, lead and serve together as they prepare for their future careers.

**High Achieving MOCs (HAM)**  
**Location: Stagmaier Hall**  
HAM is for high achieving, first-year students to live in a community dedicated to academic, service, and social achievement.

**The NEST**  
**Location: Walker Apartments**  
The NEST provides first-time, freshman education majors or minors the opportunity to integrate their academic and social lives.

**Engineering and Computer Science**  
**Location: Walker Apartments**  
Engineering and Computer Science brings together students wishing to pursue a career in engineering and fosters exploration of this career path through courses, programming, services, and connections to campus and community resources.

For more information visit [UTC Residential Learning Communities](#)

In the drop down box below, please select the group you may be interested in joining or "Not Interested". By selecting a group you are simply asking for additional information about the 2017/2018 Residential Learning Community. The group coordinator will contact you with additional information.

Not interested in

[Return](#) [Previous](#) [Save Progress](#) [Next](#)

1 2 3 4 5 6 7 8 9 10 11

### Tip#4

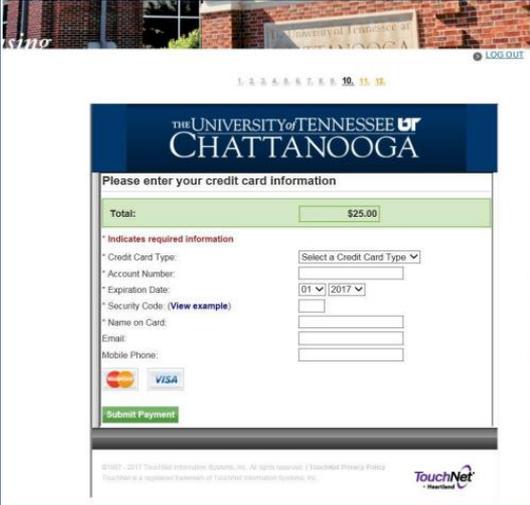
Select a community you are interested in. All ESL and exchange students are placed in the Go Global Community where they live together with U.S students. If this is what you want, select “Not interested” in other communities.

Select your meal plan **carefully!** We recommend a **dining membership** that may be used as cash to make purchases at all dining facilities (e.g. **Mocs Bucks plan**).

All details are available here:

<https://utc.campusdish.com/MealPlansContent.aspx>

**Click Submit  
and pay your application fee**



The screenshot shows a web page for The University of Tennessee at Chattanooga. At the top, there is a navigation bar with the university's name and a "LOG OUT" link. Below this is a header with the university's logo and name. The main content area is titled "Please enter your credit card information" and contains a form with the following fields:

- Total: \$25.00
- \* Indicates required information
- \* Credit Card Type: Select a Credit Card Type (dropdown menu)
- \* Account Number: [input field]
- \* Expiration Date: 01 [dropdown] / 2017 [dropdown]
- \* Security Code (View example): [input field]
- \* Name on Card: [input field]
- Email: [input field]
- Mobile Phone: [input field]

At the bottom of the form, there are logos for Mastercard and Visa, and a green "Submit Payment" button. Below the form, there is a small copyright notice: "©2007 - 2017 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy" and the TouchNet logo.