

CONFIRMATION PROCESS

Follow the steps below to Confirm Your Room

**If you are already on the Start Confirmation Process Page then skip to Step 5.*

Step 1: Go to the [ManageMyHousing](#) page.

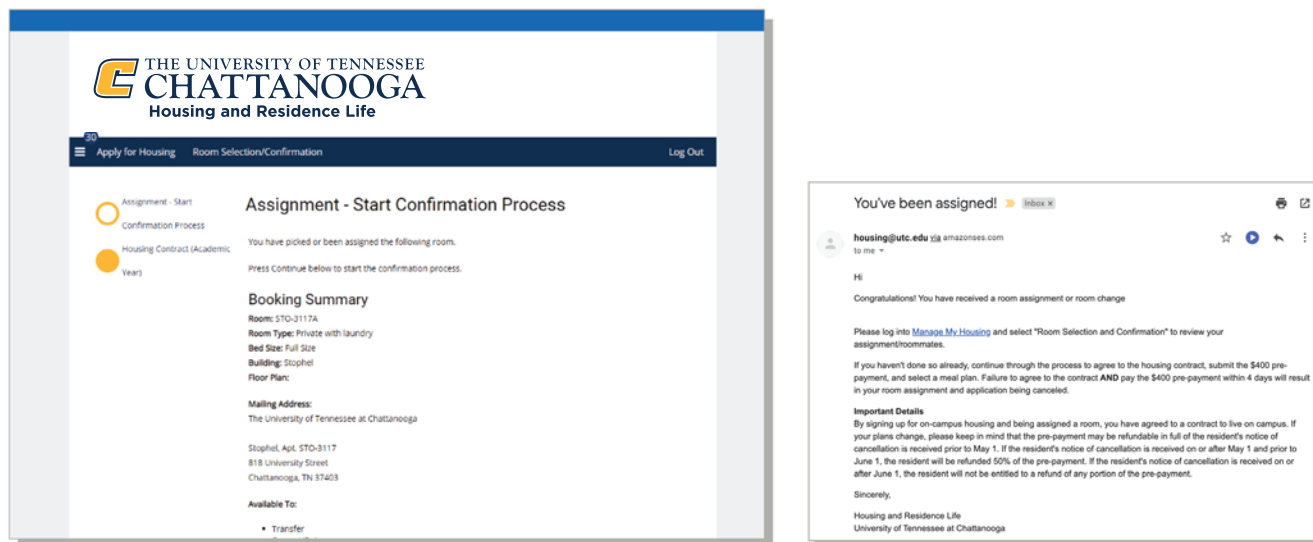
Step 2: Click the “Click Here” button and log in using your UTC ID and password.

Step 3: Click on ROOM CONFIRMATION.

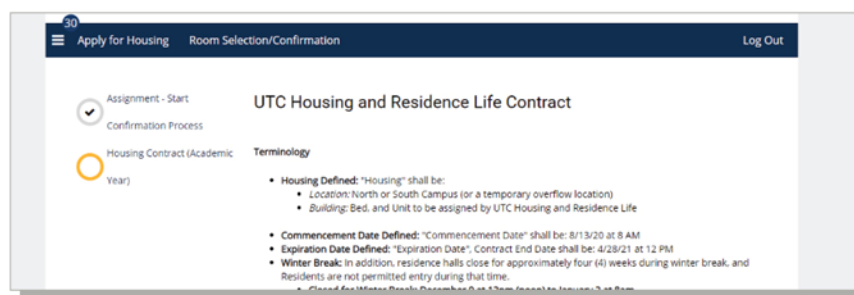
Step 4: Everyone will receive an email stating they have received an assignment, they have 4 days from that email to log in to sign the contract, pay the prepayment and select a meal plan.



Step 5: Review your assignment and roommates.



Step 6: Click CONTINUE to confirm the assignment. This will take you to the Contract page. You will sign the Housing Contract by inputting your UTC ID.



If you have any financial concerns with submitting the pre-payment, please email housing@utc.edu.

Step 7: You will be taken to the Pay Pre-Payment page, which will prompt you to pay the \$400 pre-payment.

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Housing and Residence Life

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Assignment - Start
Confirmation Process
Pay Pre-Payment

Pay Pre-Payment

By signing up for on-campus housing and being assigned a room, you have agreed to a nine-month contract to live on campus.

Each resident must remit a four hundred dollar (\$400) prepayment to retain a room assignment. The \$400 pre-payment will be applied to your fall bill in July.

If your plans change, then please keep in mind that the pre-payment may be refundable in full if the Resident's notice of cancellation is received prior to May 1, 2020. If the Resident's notice of cancellation is received on or after May 1, 2020 and prior to June 1, 2020, Resident will be refunded 50% of the pre-payment. If the Resident's notice of cancellation is received on or after June 1, 2020, Resident will not be entitled to a refund of any portion of the pre-payment.

SAVE & CONTINUE

Phone: (423) 425-4304
Email: housing@utc.edu
Web: utc.edu/housing

Once you have paid the pre-payment then you will be prompted to select a meal plan.

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Housing and Residence Life

Apply for Housing Room Selection/Confirmation Log Out

Assignment - Start
Confirmation Process
Meal Plan
Completion Summary

Meal Plan

Freshmen and Sophomores living on campus are required to purchase a meal plan.

Juniors and Seniors may choose not to have a meal plan.

Freshmen, Sophomores, Juniors or Seniors status is based on your current credit hours earned. The University classifies undergraduate students as Freshmen, Sophomores, Juniors or Seniors according to the number of credit hours the student has completed.

- Freshman: 0-29 semester hours
- Sophomore: 30-59 semester hours
- Junior: 60-89 semester hours
- Senior: 90 or more semester hours

If your credit hours change after a semester ends resulting in your classification changing, you may come back to update your meal plan preference.

Step 8: Once you have completed the confirmation process, you will end at the Completion Summary page, which gives you an assignment overview about the room assignment and roommates.

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Housing and Residence Life

31 Apply for Housing Room Selection/Confirmation Operation Move In Log Out

Assignment - Start
Confirmation Process
Meal Plan
Completion Summary

Completion Summary

Assignment Confirmed

Thank you for confirming your room assignment for

Booking Summary

Room: STO-3117A
Room Type: Private with laundry
Bed Size: Full Size
Building: Stophel
Floor Plan:

Mailing Address:
The University of Tennessee at Chattanooga

Stophel, Apt. STO-3117
818 University Street
Chattanooga, TN 37403

Congratulations!

You have completed all the steps for selecting and confirming your room!