

# 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


Please select an application below:

Academic Year

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.








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Housing Application


Contract Preview


Parental Guarantor


Profile Information


Emergency and Missing


Person Contact


Roommate Matching


Questions


Room Preferences

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## Housing Application


Welcome to the Incoming Freshmen Housing Application. The form will take 5 to 10 minutes to complete. Your progress will be saved if you are unable to complete the form in one visit.

The \$25 application fee is a one-time per student fee, if you have not paid this previously the option to do so will be available at the end of this application.

**SAVE & CONTINUE**


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








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## UTC Housing and Residence Life Contract

- 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
- Contract Start Date Defined:** "Commencement Date" shall be:
- Contract End Date Defined:** "Expiration Date," Contract End Date shall be
- 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
  - University Official Defined:** "University official" shall mean an employee of the University when acting in the course and scope his or her employment duties.

### Terms and Conditions

This Housing Contract is made and entered into by and between the "University" 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.

### HOUSING FEES

**1. RENTED PREMISES:** The University rents to Resident, and Resident rent from The University, 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

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

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## Parental Guarantor



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.

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

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## Profile Information



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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✓

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✓

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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.

☰

Apply for Housing

Residency Exception

Log Out

✓

Housing Application

✓

Contract Preview

✓

Parental Guarantor

✓

Profile Information

○

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Application/Room Assignment Information (Academic Year)

### Roommate Matching Questions



### Portal Questions

You view your room/suite primarily as:

A private space to study and relax

You intend for you and your room/suitemate to:

Keep concerns to ourselves



- 20

11. Next complete the Residential Learning Communities Page.



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	<div>*Not Interested in RLC</div>	<div>OK</div> <div>CANCEL</div>

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

✓

Housing Application

✓

Contract Preview

✓

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**

 THE UNIVERSITY OF TENNESSEE  
**CHATTANOOGA**  
Housing and Residence Life


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


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 [Log Out](#)

**PAY NOW**

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





  
Payment

Payment Information

\* Indicates required information

Total: \$25.00

Payment Method:\*  
  Credit Card


Account Information

\* Indicates required information

Credit Card Type:\*  
Select a Credit Card Type

Account Number:\*

Expiration Date:\*  
10 2022

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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Residency Exception

Log Out

✓

Incoming Freshmen Housing

✓

Application

✓

Contract Preview

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✓

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✓

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Application/Room Assignment Information (Academic Year)

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!

Apply for Housing

Residency Exception

Room Confirmation

Log Out

✓

Incoming Freshmen Housing

✓

Application

✓

Contract Preview

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Parental Guarantor

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Profile Information

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Roommate Matching

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Questions

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Residential Learning

✓

Communities

✓

Application/Room Assignment

✓

Information (Academic Year)


○

Completion Summary

○

Roommate Group

Completion Summary



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

 THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA  
Housing and Residence Life



# CREATING A ROOMMATE GROUP

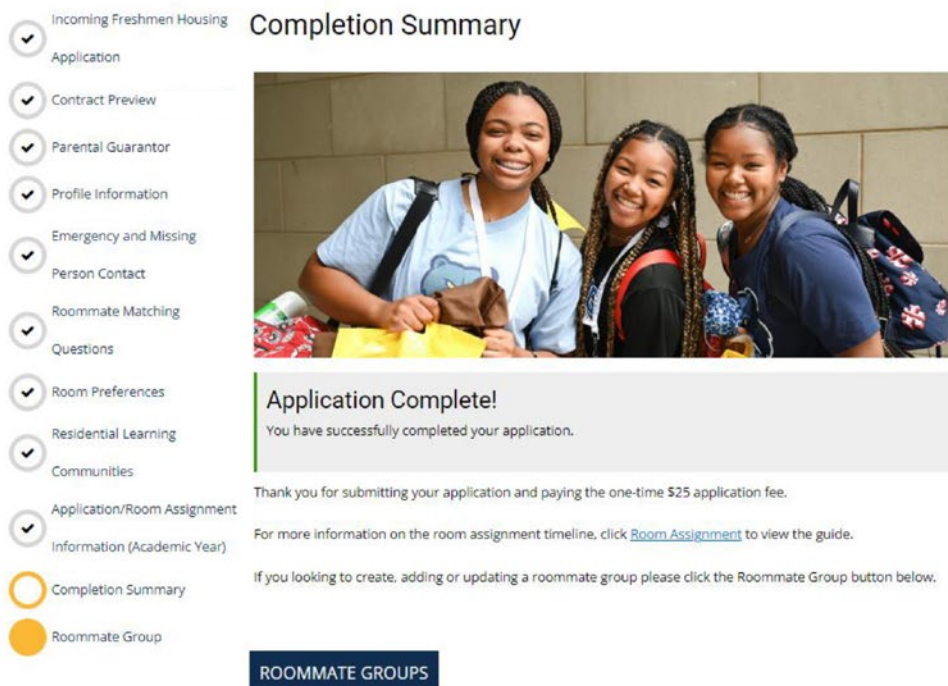
1. Log Into [ManageMyHousing](#).
2. Click on Apply for Housing in the top blue bar




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





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





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.


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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.

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## Roommate Search By UTC ID

UTC ID:

☒ Exclude results that cannot be added or joined

[Suggest Roommates based on Questions Answered](#)

ROOMMATE GROUP HOME

SEARCH

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

[Suggest Roommates based on Questions Answered](#)

ROOMMATE GROUP HOME

SEARCH

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.

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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](#)

**Brody**  
Name: Brody  
Age: 18  
Classification: Freshman  
Gender: Male  
Description:

88% Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

**Michael**  
Name: Michael  
Age: 19  
Classification: Freshman  
Gender: Male  
Description: I am very easy going. I enjoy fashion and video games.

78% Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE


**Omari**  
Name: Omari  
Age: 18  
Classification: Freshman  
Gender: Male  
Description:

76% Match

ADD TO GROUP

SEND MESSAGE

VIEW PROFILE

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