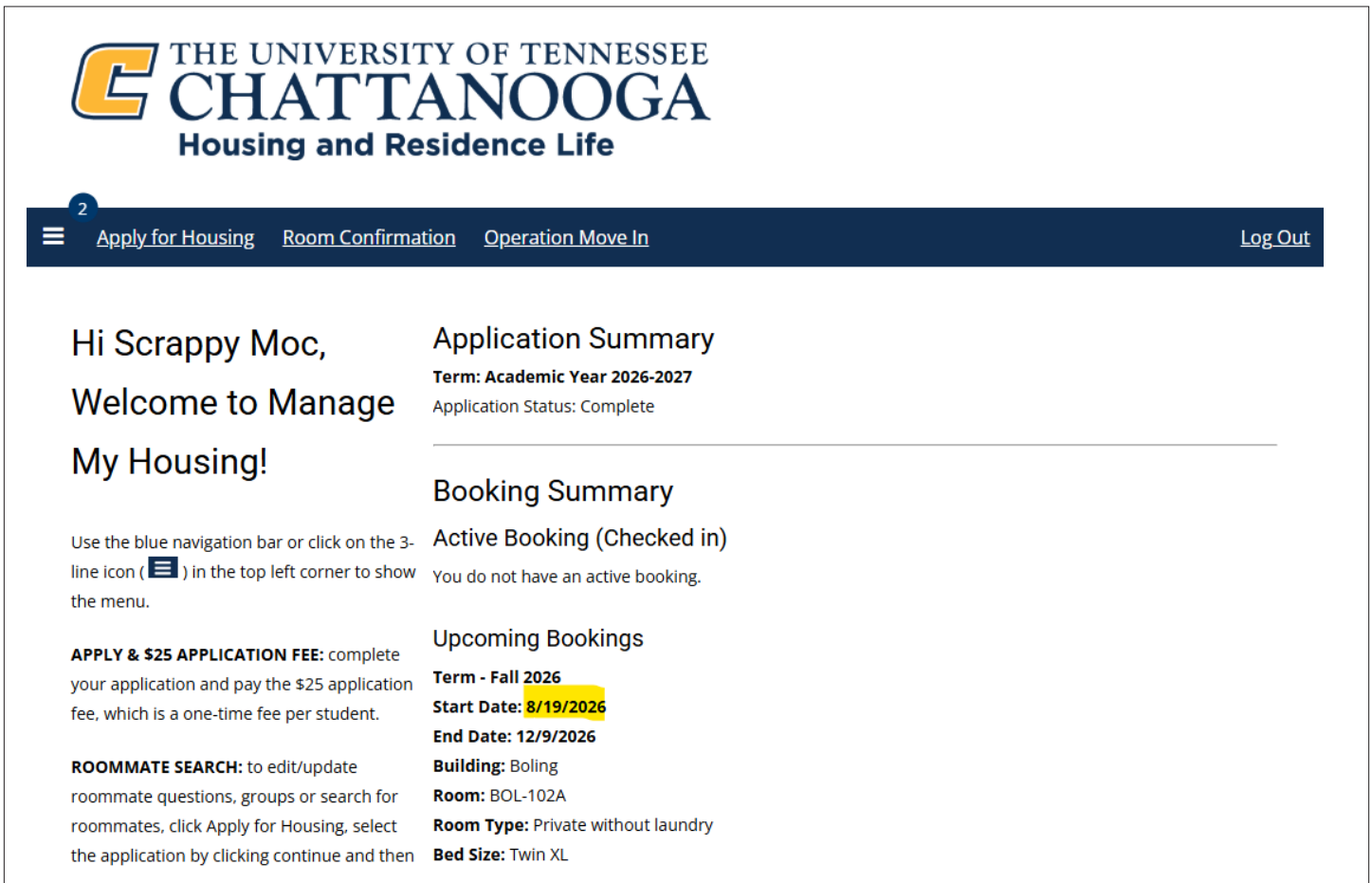


# MOVE-IN APPOINTMENT GUIDE

1. Log into [ManageMyHousing](#).
2. On the home page under “Upcoming Bookings,” the start date is the earliest day you are approved to move in.



The screenshot shows the user interface of the ManageMyHousing system. At the top is the University of Tennessee Chattanooga logo and the text 'Housing and Residence Life'. Below the logo is a dark blue navigation bar with a hamburger menu icon on the left, a '2' in a blue circle above the menu, and three menu items: 'Apply for Housing', 'Room Confirmation', and 'Operation Move In'. On the right side of the navigation bar is a 'Log Out' link. The main content area is split into two columns. The left column contains a greeting 'Hi Scrappy Moc, Welcome to Manage My Housing!' followed by instructions on how to use the navigation bar. Below this are two sections: 'APPLY & \$25 APPLICATION FEE: complete your application and pay the \$25 application fee, which is a one-time fee per student.' and 'ROOMMATE SEARCH: to edit/update roommate questions, groups or search for roommates, click Apply for Housing, select the application by clicking continue and then'. The right column contains three sections: 'Application Summary' with 'Term: Academic Year 2026-2027' and 'Application Status: Complete'; 'Booking Summary' with 'Active Booking (Checked in)' and 'You do not have an active booking.'; and 'Upcoming Bookings' with details for 'Term - Fall 2026', 'Start Date: 8/19/2026', 'End Date: 12/9/2026', 'Building: Boling', 'Room: BOL-102A', 'Room Type: Private without laundry', and 'Bed Size: Twin XL'.

3. Click on “Operation Move In” at the top of the page.



This screenshot shows the same navigation bar as the previous screenshot, but with the 'Operation Move In' link highlighted in yellow. The '2' in the blue circle above the menu is still present.

4. Select the term for which you are scheduling a move-in appointment.


## Select Term

Please select a term from the options below. If you do not see any options below, you may need to complete the Room Selection/Confirmation process before continuing.

Contact Housing if you need assistance.

<b>Fall 2026</b> (8/19/2026 - 12/9/2026) BOL-102A	<b>SELECT</b>
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5. This will take you to the Move-In Agreement.



**2**

[Apply for Housing](#) [Room Confirmation](#) [Operation Move In](#) [Log Out](#)

## Move In Agreement

### MOVE-IN AGREEMENT

### ACADEMIC YEAR CONTRACT

Fall 2026: **8/19/2026 to 12/9/2026**  
Spring 2027: **1/15/2027 to 5/5/2027**

Full Name: Scrappy Moc  
UTC ID: ZWF218  
Building: Boling  
Apartment #: BOL-102  
Bed: BOL-102A

**Agreement:** I agree to the terms stated in the electronic Housing Contract listed on-line, the items listed below, and Housing policies listed in the Student Handbook. I understand that a Dining Membership plan is required for all freshmen and sophomores who live on campus. Rules and Regulations for Housing and Residence Life below.

6. At the bottom of the Move-In Agreement, please type in your UTC ID to accept the agreement.

Signature (UTC ID):

A copy of the Move In Agreement will be sent to your MOCs email account.

**SAVE & CONTINUE**

7. On the next page, you will be able to select from the available appointments.

## Fall Check-in Appointments

Appointments available are shown below.

To ensure a smooth move in, appointments have been spread out between buildings across multiple days.

If an appointment is unavailable for the date/time you are looking for, please select the next best available appointment. You can check back frequently to see if other times are available to change your appointment up to 24 hours prior to checkin.

To change your appointment, you will need to cancel the appointment you have in order to select a new appointment.


Arriving late? Please choose an available appointment and then email your [Resident Director](#) explaining your situation and ask to change your date and time.



### My Appointments

You don't have any appointments at the moment

### Book an Appointment

Please book an appointment for yourself

Wed, 19 Aug 2026  Day

 TODAY 

Wed 19th	
8am	8:00am - 5 Available 8:20am - 5 Available 8:40am - 5 Available
9am	9:00am - 5 Available 9:20am - 5 Available 9:40am - 5 Available
10am	10:00am - 5 Available 10:20am - 5 Available 10:40am - 5 Available
11am	11:00am - 5 Available 11:20am - 5 Available

8. Once you have selected an appointment time, you will be asked to confirm that you want to book the appointment.

## Book Appointment

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Wed 8/19/2026 08:00 for 20mins Are you sure you want to book this appointment?

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9. Once booked, your appointment will be shown in the “My Appointments” section.

## Fall Check-in Appointments

- Appointment booked.

Appointments available are shown below.


To ensure a smooth move in, appointments have been spread out between buildings across multiple days.

If an appointment is unavailable for the date/time you are looking for, please select the next best available appointment. You can check back frequently to see if other times are available to change your appointment up to 24 hours prior to checkin.

To change your appointment, you will need to cancel the appointment you have in order to select a new appointment.

Arriving late? Please choose an available appointment and then email your [Resident Director](#) explaining your situation and ask to change your date and time.

### My Appointments

Appointment Date	Duration	Description	Location Info	
 8/19/2026 08:00	20mins	Fall 2026 Check-In Boling	Boling	<input type="button" value="CANCEL"/>

10. Congratulations! You have a move-in appointment booked, and you are one step closer to living on campus at UTC.