

2024-2025

Returning Student Housing Selection: How-to Guide

Important Dates for Room Selection

Same Room Selection for Eligible Spaces	April 3, 2024 • 9 a.m. - 11:59 p.m.
Students who have lived on campus 5 or more semesters	9 a.m. on April 4, 2024 through 12 p.m. on April 5, 2024
Honors Students	April 8, 2024 • 9 a.m. - 11:59 p.m.
Students who have lived on campus 3-4 semesters	9 a.m. on April 9, 2024 through 12 p.m. on April 10, 2024
Students who have lived on campus 1-2 semesters	9 a.m. on April 11, 2024 through 12 p.m. on April 12, 2024
Open Room Selection	9 a.m. on April 15, 2024 through 11:59 p.m. on April 19, 2024



How to Prepare for Housing Selection

- 1) Complete the *Housing Contract* under the “Contracts and Forms” page in your [MyBartonHousing](#) portal.
- 2) Once your *Housing Contract* has been submitted, you will be automatically sorted into a housing selection process. You will be able to see the housing selection process date and time on the main page of your housing portal.
- 3) All students who complete their *Housing Contract* before April 2nd at 12 p.m. will be added to the *Same Room Selection*.
 - Only students living in “same room select eligible spaces” will be allowed to select during this selection process.

While completing a *Housing Contract* guarantees that you will receive a space on campus it **does not** guarantee you a certain building or room.

All returning students not offered a Housing Exemption will be required to live on campus.

If you are not granted a *Housing Exemption* and you do not select a space you will be placed in housing.

Roommate Selection

- 1) After completing your *Housing Contract*, you will be able to select a roommate in your student portal.
 - You can find this under the “My Room and Roommate Preferences” page then under “Select Roommates.”
- 2) After you have selected your requested roommate they will need to approve your request on their “Select Roommates” page.
- 3) After you have selected your roommate and fully matched only one of you will need to participate in the room selection period.
 - Selecting a roommate is not required to select a room.

If you are having trouble with your roommate selection please watch [this video](#).

If you have not selected your roommates before selecting your room space, you and your roommate **will not** be placed together.

Selecting Your Same Room

- 1) You can attempt to renew your same room during the Same Room Selection Process, **ONLY** if your space is available for same room selection for 2024-2025 Academic Year.
- 2) Sign a “*Housing Contract*” under the Contracts and Forms page in your [MyBartonHousing](#) portal before April 2nd at 12 p.m.
 - If you do not complete your contract by this date and time you will not be included in the same room selection process.
- 3) The Same Room Selection Process will take place **Wednesday, April 3rd 9 a.m. to 11:59 p.m.**

Requested roommates will not work or be considered for the same room selection.

Spaces NOT Available for Same Room Selection

Waters Residence Hall
(On hold for New Incoming Students)

- 2nd Floor
- 5th Floor
- 6th Floor

Hilley Residence Hall
(On hold for New Incoming Students)

- 1st Floor
- 2nd Floor
- 3rd Floor
- 4th Floor
- 5th Floor

Wenger Residence Hall
(On hold for New Incoming Students)

- 4th Floor
- 5th Floor

Residency Requirement, Exemptions and Accommodations

Residency Requirement

Barton College students are required to live in the residence halls until they have lived on campus for six (6) semesters, four (4) semesters if enrolled prior to Fall 2020.

Housing Exemption Application Deadlines

- Returning Students Housing Exemption Deadline: March 20th
- New Incoming Students Housing Exemption Deadline: August 1st
 - If you are choosing to attempt to be exempt from the housing requirement, please **do not** complete a Housing Contract.

Exemption from On-Campus Living Criteria:

- 1) Commuting from a parent's/legal guardian's home from within 40 miles of campus (50 miles for students enrolled prior to Fall 2020).
 - You must submit the following supporting documentation for review:
 - Completed Notarized Parent Statement at <https://www.barton.edu/wp-content/uploads/2023/02/Housing-Exemption-Parent-Statement02223.pdf>
 - Mileage Verification (google maps, mapquest)

Exemption from On-Campus Living Criteria: Continued

- 2) You have a serious medical condition that prevents you from living on campus.
You are required to submit supporting documentation from an established medical provider. Please have your provider give specific details as to why you are unable to reside in on-campus housing.
- 3) You are 23 years of age or older. You must be 23 years old by August 1st of the academic year. No supporting documentation is required, the College will verify your age.
- 4) You are married and living with your spouse. The supporting documentation that is required is a copy of your marriage certificate.
- 5) You are a parent with custody of your child or children. The supporting documentation required is the birth certificate(s) of your child or children.
- 6) Fulfilled the six semester live on requirement. Verified by the College.
- 7) You are a senior graduating December 2024 or May 2025. You have completed 90 credit hours or more with graduation assigned within the same academic year, no supporting documentation needed, to be verified by the College.
- 8) For NEW Incoming Transfer Students, the student has completed 60 transferable hours and has a transferable GPA of 2.8 or higher. To be verified by the Office of the Registrar. (*Does NOT include Early College Students.*)
- 9) For NEW Incoming Transfer students, the student has a conferred Associate Degree with a transferable GPA of 2.8 or higher. To be verified by the Office of the Registrar. (*Does NOT include Early College Students.*)
- 10) For Active Fraternity Members Only, you have earned 60 credit hours at Barton College and have a GPA of 2.5.
- 11) For Active Fraternity Members Only, you hold the Executive Office of President in your Fraternity, have a GPA of 2.5 and will reside full-time at the established Fraternity House.
- 12) Other reasons may be considered on a case-by-case basis.

Housing Exemption Committee

Once the Housing Application and all supporting documentation is received, the information is reviewed by a committee.

The committee members include: Admissions, Residence Life, the Lee Student Health Center, Department of Athletics, AVI and Business Office.

A decision letter will be emailed to the student after a decision is reached by the committee. If the student is not approved for a housing exemption, the student has 5 business days to appeal the decision to the Dean of Students or designee.

Housing Accommodations Requests

Any students requesting housing accommodations for a documented disability are encouraged to reach out to Mrs. Trina Johnson, Coordinator of Access and Accommodations. Mrs. Johnson can best be reached by email at thjohson@barton.edu.

- Returning Students Accommodation Deadline: March 20th
- New Incoming Students Housing Accommodation Deadline: August 1st

Honor Code Reminder

It is a violation of the honor code to make a false statement to be released from the housing requirement. If a student's statement requesting off-campus housing is found to be false, the College reserves the right to charge the student for campus housing fees and/or handle the violation through the student conduct process.

Housing Contract and Selection Info Livestream

Please join the Office of Residence Life virtually on Wednesday, March 13th at 1 p.m. to learn more about the Housing Contract and On-Campus Housing Selection Process. You can join this information session by using this [link](#).

Residence Life Help Desk

- 1) In-Person Assistance** will be available in the Office of Residence Life located in the lower level of Hardy Alumni Hall, Monday through Friday, 9 a.m. - 5 p.m.
 - 2) Assistance by Phone** will be available in the Office of Residence Life by calling (252) 399-6386.
 - 3) Assistance by Email** will be available by contacting residencelife@barton.edu.
- 1) Virtual Assistance** will be available during business hours (9 a.m. to 5 p.m.) on selection days by visiting this [link](#).