

# 2024-2025 New Student Housing Selection How-to Guide

## Important Dates for Room Selection

Priority Selection for New Incoming Students	June 17-18, 2024 - • 9 a.m. - 11:59 p.m.
New Student Open Selection	June 21-June 29, 2024 • 9 a.m. - 11:59 p.m.

## How to Complete Your Housing Contract

- 1) Complete the *Housing Contract* under the “Contracts and Forms” page in your [MyBartonHousing](#) portal.
- 2) If your *Housing Contract* is submitted prior to June 1st at 5 p.m., you will be automatically sorted into a priority housing selection process.
  - You will be able to see the housing selection process date and time on the main page of your housing portal.

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 new students not approved for a *Housing Exemption* will be required to live on campus.

Please Note: If you are 17 years of age or younger, your parent or legal guardian will need to verify your *Housing Contract* through their email. The email used will be the email you provided as your emergency contact.

If you have questions, please utilize the Residence Life Help Desk.



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

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

## The Room Selection Process

- 1) On your assigned day and time, you will need to enter your student portal and open the “My Room and Roommate Preferences” page. Then you will need to select “Select a Room or Suite,” from there you will be able to choose the room you would like to live in next year.
  - If you have not selected your roommates before selecting your room space, you and your roommate **will not** be placed together.

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

# 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

*(You must fill out the Student Housing Application before you can attempt to be exempt from the housing requirement.)*

- New Incoming Students Housing Exemption Deadline: August 30th

## Reasons for Requesting Exemption from On-Campus Living

- 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 — Complete Notarized Parent Statement at: <https://www.barton.edu/wp-content/uploads/2024/02/2024-2025-Housing-Exemption-Parent-Statement.pdf> and Mileage Verification (google maps, mapquest).
- 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 campus 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) You are a transfer student (does NOT include transfer students enrolled prior to Fall 2023), that 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) You are a transfer student (does NOT include transfer students enrolled prior to Fall 2023), that 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 Exemption 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 Accommodation 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 [thjohnson@barton.edu](mailto:thjohnson@barton.edu).

- 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.

# 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](mailto:residencelife@barton.edu).
- 4) **Virtual Assistance** will be available during business hours (9 a.m. to 5 p.m.) on selection days by visiting this [link](#).