

Commuter Application Tutorial

Follow the instructions and screenshots below to complete your commuter application.

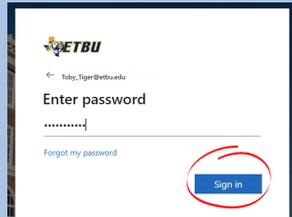
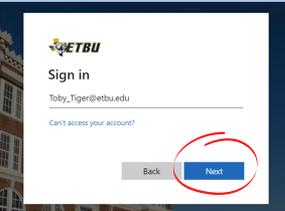
Step 1

To sign in to the Housing Portal, click the 'Student Log In' button on the ETBU Housing Portal Home Page.



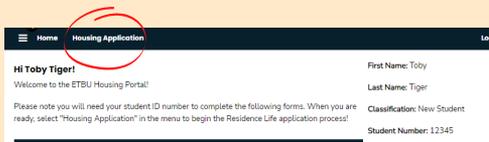
Step 2

Login to the Housing Portal using your ETBU email and Password



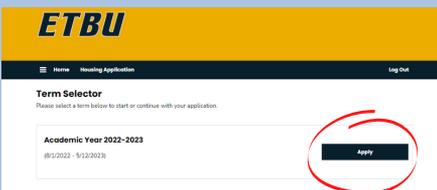
Step 3

Once you have logged in you should see housing application options in the top menu bar. To proceed, select 'Housing Application.'



Step 4

Select 'Apply' beside the term you'd like to apply for.



Health Information

Medical Information
 Have you previously been seen or are currently affected by any of the following please check appropriately.

- Allergies
- Asthma
- Cancer
- Depression/Anxiety
- Diabetes
- Heart Disease
- Hypertension
- Migraine

Step 5

Complete the 'Health Information' page by check the appropriate boxes and listing any additional medical information. To proceed, select 'Save & Continue' at the bottom of the page.

Missing Student Notification

Missing Student Notification
 In compliance with the Missing Student Notification Policy and Procedures established by HR-4137 Section 803 of the Higher Education Opportunity Act of 2008, it is the policy of East Texas Baptist University to actively investigate any report of a missing student who is enrolled at the University.

Each resident is informed regarding the Missing Student Notification procedures. Each resident has the option to provide the name and contact number of an individual(s) that should be contacted in case of an emergency. Upon determination that a student is missing the Vice President for Student Engagement will be notified immediately. The individual identified on the Residence Hall Student Information form will be contacted no later than 24 hours after the time the student is determined missing, in accordance with official notification procedures established by the University.

For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by the University staff. When a member of the University community has reason to believe that a student is missing, as possible efforts will be made immediately to locate the student to determine his or her condition.

By entering your student ID number below, you are acknowledging and accepting the Missing Student Policy above.

Save & Continue

Step 6

Read and complete the 'Missing Student Notification' page by entering your Student ID number at the bottom of the page. To proceed, select 'Save & Continue' at the bottom of the page.

Emergency Contact

Please complete both emergency contacts.

Emergency Contact 1

First Name

Last Name

Email

Home Phone

Work Phone

Save & Continue

Step 7

Complete the 'Emergency Contact' page by providing emergency contact information for two individuals. To proceed, select 'Save & Continue' at the bottom of the page.

Housing Option

Housing Guidelines:

- All single students under the age of 21 are required to live on campus unless living with a parent within commuting distance. (Commuting distance must be within 60 miles of Marshall)
- Single students ages 21-23 who do not live within commuting distance with a parent who choose to live off campus are not eligible to receive any ETRU scholarships.
- Single students age 24 and older are not required to live on campus. However, limited campus housing is provided based on availability.

Please select whether or not you plan to live on or off campus.

Housing Affirmation
 Request to Live Off Campus

Save & Continue

Step 8

Complete the 'Housing Option' page by selecting the appropriate drop down option in order to request to live off campus. To proceed, select 'Save & Continue' at the bottom of the page.

Commuter Information

Single students under the age of 24 who do not live within commuting distance with a parent who choose to live off-campus are not eligible to receive any ETRU scholarships.

Reason for Commuting
 I request permission to live at home with my parent.

Commuter Information

Name of Person You Plan to Live With

Relationship to Person You are Living With

Street

Street 2

City

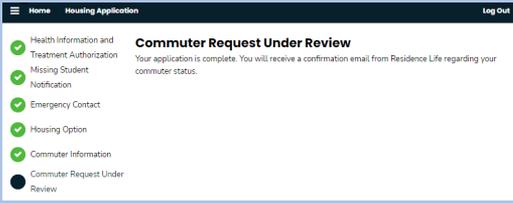
Save & Continue

Step 9

Complete the 'Commuter Information' page by entering reason for commuting and your commuting address. To proceed, select 'Save & Continue' at the bottom of the page.

Step 10

You have completed your commuter application! Once your application has been processed, you will receive a confirmation email from Residence Life regarding your commuter status.



If you have any questions, contact our office.

Reslife@etbu.edu

(903)923-2321

