

University Park Row/ Oaks Non Homestead Tutorial

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

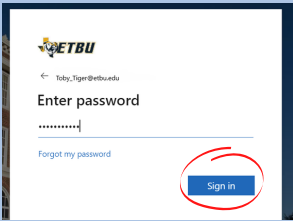
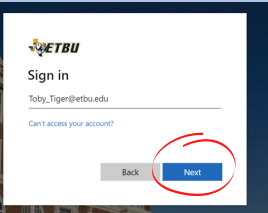
Step 1

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



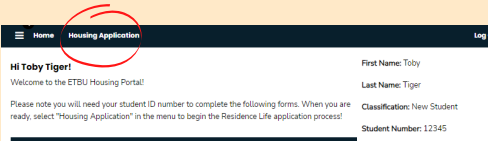
Step 2

Login to the Housing Portal using your ETBU email and Password.



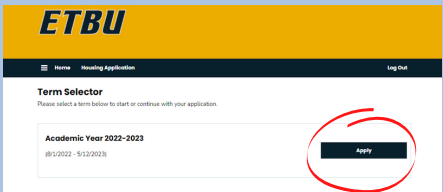
Step 3

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.



Home
Housing Application
Log Out

Health Information
Missing Student Notification
Emergency Contact
Housing Option
Personal Details
Housing Contract
Roommate Matching Questionnaire
Roommate Selection
Roommate Group Status

Health Information
Medical Information
If you previously have been or are currently affected by any of the following, please check appropriately.

Allergies
Asthma
Cancer
Depression/Anxiety

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.

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.

Health Information
Missing Student Notification
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Missing Student Notification
Missing Student Notification
In compliance with the Missing Student Notification Policy and Procedures established by HR4137, Section 486, 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, all 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:

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.

Health Information
Missing Student Notification
Emergency Contact
Housing Option
Personal Details
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Roommate Group Status

Emergency Contact
Please complete both emergency contacts.
Emergency Contact 1
First Name

Toby

Last Name

Tiger

Email

ttiger@etbu.edu

Home Phone

9039232320

Step 8

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

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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 ETSU 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 On Campus

Step 9

Complete the 'Personal Details' page by verifying personal details and completing accommodation information. To proceed, select 'Save & Continue.'

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Housing Application
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Personal Details
Information below is from our SIS. If any details are incorrect, please update this information in your [Campus Connect](#) account under the "Student Info" drop-down tab and selecting "Demographic Data".
First Name

Toby

Last Name

Tiger

Date of Birth

8/13/2003

Student ID Number

12345

Gender

Female

The screenshot shows the 'Housing Application' page. On the left is a sidebar with a list of items: Health Information, Missing Student Notification, Emergency Contact, Housing Option, Personal Details, Housing Contract (selected), Roommate Matching Questionnaire, Roommate Selection, and Roommate Group Status. The main content area is titled 'Housing Contract' and contains two sections: '1. PARTIES AND AGREEMENTS' and '2. DEFINITIONS'. Section 1 includes a paragraph about the Housing License Agreement and a list of facilities. Section 2 includes a paragraph about campus living arrangements and a list of facilities.

Step 10

Read and complete the 'Housing Contract' page by entering your Student ID number at the bottom of the page. Select 'Save & Continue.'

The screenshot shows the 'Roommate Matching Questionnaire' page. The sidebar on the left is the same as in the previous screenshot, with 'Roommate Matching Questionnaire' selected. The main content area is titled 'Roommate Matching Questionnaire' and contains a paragraph about the Standard Profile. Below this is a section titled 'Living Preferences' with three questions: 'Sleep Habits', 'How often do you clean your living space?', and 'What temperature do you prefer your living space?'. Each question has a dropdown menu. The 'Sleep Habits' dropdown is set to 'Bed early/ Rise late'. The 'How often do you clean your living space?' dropdown is set to 'Once or twice a month'. The 'What temperature do you prefer your living space?' dropdown is set to '72 or above'. At the bottom, there is a question 'When do you prefer to study?' with a dropdown menu set to 'Afternoon (12PM-5PM)'.

Step 11

Complete the 'Roommate Matching Questionnaire' page by using the drop down arrows to select what best describes your living preferences, you will also have the option to submit on campus involvement and a personal description. This information will be used to match you with potential roommates or for other ETBU students to look you up in the roommate search. Fill out as much (or little) as you'd like, and then select 'Save & Continue.'

The screenshot shows the 'Roommate Selection' page. The sidebar on the left is the same as in the previous screenshots, with 'Roommate Selection' selected. The main content area is titled 'Roommate Selection' and contains a paragraph about the current assignment. Below this is a section titled 'Roommate Searching Information' with a 'Please Note' section and a 'Group Sizes' section. The 'Please Note' section contains three bullet points: 'Until group verifications have been made you may always come back to this page and make edits to your roommate group.', 'A roommate must have started their housing application to be searchable. If you are not able to find your roommate make sure they have started their housing application.', and 'Your roommate group size should reflect the number of beds in your desired housing unit.' The 'Group Sizes' section contains a list of options: 'University Park / Oaks on Grove: 6 Students', 'Mabes, Omelas, or UA: 4 Students', 'Fry: 5 Students', and 'Lineberry: 2 Students'.

Step 12

Complete the 'Roommate Selection' page by following the instructions on the 'Roommate Group Tutorial' link on our website. To proceed, select 'Save & Continue' at the bottom of the page.

Search Roommate Groups
Search for Roommates by Name
Search for Roommates by Roommate Profile
Search Roommate

Toby group leader
Confirmation: Rooming Student
Gender: Female
Description:
Building Preference:

Holly
Confirmation: Rooming Student
Gender: Female
Description:
Building Preference:

Morgan
Confirmation: Rooming Student
Gender: Female
Description:
Building Preference:

Emily
Confirmation: Rooming Student
Gender: Female
Description:
Building Preference:

Joy
Confirmation: Rooming Student
Gender: Female
Description:
Building Preference:

Avery
Confirmation: Rooming Student
Gender: Female
Description:
Building Preference:

Save & Continue

Step 13

Complete your roommate group. You must have 6 people in your roommate group to participate in the Non-Homestead University Park Row or Oaks on Grove. Once your group is complete, select 'Save & Continue' at the bottom of the page to proceed to the room renewal page.

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Housing Contract
Roommate Matching Questionnaire
Roommate Selection
Renewal Option
University Park and Oaks on Grove Non-Homestead Process

Renewal Option
Renewal Information:
Please select whether or not you would like to renew your current space.
Reasons to select "I would like to renew my current space."
• You currently live in the space you would like to live in for the next academic year; you have agreed with your current roommates that you would be renewing the space. AND you have a complete roommate group made up of students that also currently live in your space OR students you would like to pull into your current space.
Reasons to select "I am not returning to my current space."
• You are not eligible to homestead your current space (ie. you do not have a complete roommate group or your current roommates can not agree upon who can/will homestead)
• You are wanting to participate in the homestead process for a different building OR group.
• You are wanting to participate in the non-homestead process.
• You are wanting to participate in open selection.

Renewal Option
I am not returning to my current space.

Save & Continue

Step 14

If the 'Renewal Option' page is a option, complete the page by using the drop down menu to select 'I do not want to renew my current space.' Select 'Save & Continue' at the bottom of the page.

Home Housing Application Log Out

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Roommate Selection
Renewal Option
University Park and Oaks on Grove Non-Homestead Process

University Park and Oaks on Grove Non-Homestead Process
Your current selections and group size indicate that you would like to participate in the University Park and Oaks on Grove Non-Homestead housing selection process. You will be notified if your group is drawn to receive a University Park or Oaks on Grove unit via email on March 30.
If your group is selected, you will receive a timeslot for your group leader to log back into the portal and select an available unit for your group.
If your group is not selected, you will receive an email notifying you to regroup and prepare for Homestead (opening April 1) or Non-homestead (opening April 11) process for Fry, Lineberry, Omelas, Mabae, or University Apartments.

You will be notified if your group is drawn to receive a University Park or Oaks on Grove unit via email on March 30. If your group is selected, you will receive a timeslot for your group leader to log back into the portal and select an available unit for your group.. You will return to the portal during your timeslot and the group leader will select your space.

Step 15

Once on the 'Room List' page, the group leader should see all available units. Complete the 'Room List' page by selecting 'Add to Cart.' Once you add one of the rooms to your cart, the entire unit will be added to your cart. Then select 'Save & Continue' at the bottom of the page to proceed.

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Roommate Selection
Renewal Option
Room Selection
Meal Plan Selection
Application Summary

Room List
Locations
Oaks on Grove
University Park
Subs/Apts.
00-101
00-102
00-201
00-202
00-301

Staying between 08/01/2022 and 12/17/2022 for Term: Academic Year 2022-2023


OG-101A
2 Beds
Suite
Spaces Available in Suite 6
Room Spaces Available in Room 2
Remove From Cart

OG-101B
2 Beds
Suite
Spaces Available in Suite 6
Room Spaces Available in Room 2
Remove From Cart

OG-101C
2 Beds
Suite
Spaces Available in Suite 6
Room Spaces Available in Room 2
Remove From Cart

Assign Beds

My Room



Toby

Age: 18
Gender: Female

Select Bed

My Roommates

Below are your current roommates. You can assign beds to all of them.

Joy

Age: 19
Gender: Female

Select Bed

Holly

Age: 28
Gender: Female

Select Bed

Morgan

Age: 23
Gender: Female

Select Bed

Avery

Age: 23
Gender: Female

Select Bed

Step 16

Once on the 'Assign Beds' page, the group leader will select rooms for the entire roommate group using the drop down box. To proceed, select 'Assign Beds' at the bottom of the page.

- Health Information
- Missing Student Notification
- Emergency Contact
- Housing Option
- Personal Details
- Housing Contract
- Roommate Matching
- Questionnaire
- Roommate Selection
- Renewal Option
- Room Selection
- Meal Plan Selection
- Application Summary

Confirmation

OG-101A, OG- 101, Oaks on Grove

1. OG-101A: **Toby**
2. OG-101A: **Holly**

OG-101B, OG- 101, Oaks on Grove

1. OG-101B: **Joy**
2. OG-101B: **Morgan**

OG-101C, OG- 101, Oaks on Grove

1. OG-101C: **Avery**
2. OG-101C: **Emily**

[Go Back](#) [Complete My Reservation](#)

Step 17

Review and save the 'Confirmation' page by selecting 'Complete My Reservation' at the bottom of the page.

University Park Row and The Oaks on Grove Housing Terms

Students placed in University Park Row and The Oaks on Grove for the 2022-2023 academic year must commit to the entire lease agreement OR must find an eligible replacement and notify Residence Life before moving out or terminating their lease agreement. Lease agreements are valid 24 hours after the student has been notified of their housing assignment for the 2022-2023 academic year.

Breaking the lease, prior to May 2023, without an eligible replacement will result in a \$250 fine. If a vacant spot is not filled prior to the roommate breaking their lease agreement, it is the current resident's responsibility to notify Residence Life within 72 hours of an eligible replacement they would like to fill the vacancy. Residence Life reserves the right to fill rooms to capacity when there are vacancies without prior consent from current residents. The use of vacant spaces by current residents will result in a \$150 fine. All vacant spaces must be clean and available for a new resident to move in.

All students are required to follow the policies and procedures outlined in current Student Handbook. Failure to uphold these policies and procedures will result in disciplinary sanctions and could lead to University termination of the students University Park Row or The Oaks on Grove lease agreement, removal from housing, or University suspension.

Step 18

All roommates should return to the portal to read and complete the 'University Park Row and The Oaks on Grove Housing Terms' page by entering your Student ID number at the bottom of the page. To proceed, select 'Save & Continue' at the bottom of the page.

Step 19

Complete the 'Meal Plan Selection' page by using the drop down to select the meal plan you would like to have for the academic year. To proceed, select 'Save & Continue.'

[Home](#)
[Housing Application](#)
[Log Out](#)

Meal Plan Selection

Choose a meal plan. After your selection has been made, please email studentengagement@du.edu if you would like to request a meal plan change. Unselected meal plans may not be changed after the first day of classes. All other meal plans may not be changed after August 23, 2022.

Students residing in Centennial, Ivy or Lindbergh are required to purchase a 14 or Unlimited meal plan. Students residing in Mahan, Orinville, or University Apartments are required to purchase a 7, 14 or Unlimited meal plan. Students residing in the Oaks on Grove and University Park are required to purchase a \$200 Plan meal plan but may choose from any of the meal plan options. If a student selects a meal plan outside of these requirements, the minimum requirement will be added to their account.

Meal Plan Options	Cost
Unlimited Meal Plan (\$300 Plan Dollars)	\$2,445
14 Meal Plan (\$300 Plan)	\$2,145
7 Meal Plan (\$200 Plan)	\$1,730
\$200 Plan Plan	\$200

Feb. 2022

14 Meal Plan (\$300 Plan)

Step 20

After reviewing your housing selection, select 'Complete Application' at the bottom of the 'Application Summary' page!

Application Summary
Thank you for applying to the East Texas Baptist University ResLife program.

- You viewed your applications for Academic Year 2022-2023 on 09/08/2022
- The status of your applications is: **Application in Progress**

ResLife Summary
Name: [Name]
Email: [Email]
Residence: [Residence]

ID	Resident	First Name	Last Name	Profile	Contact
00-0004	Toby	View Profile	Send Message		
00-0008	Holly	View Profile	Send Message		
00-0010	Joy	View Profile	Send Message		
00-0018	Morgan	View Profile	Send Message		
00-0020	Avery	View Profile	Send Message		
00-0022	Emily	View Profile	Send Message		

[Complete Application](#)

If you have any questions, contact our office.

Reslife@etbu.edu

(903)923-2321