



AUSTIN  
COLLEGE

Student Life

# Traditional Hall Double Room Application

Available April 10<sup>th</sup> –April 19<sup>th</sup>

This document contains step-by-step, visual instructions on how to complete the Traditional Hall Double Room housing application for the 2020-2021 academic year. If you have questions after reviewing this information, please contact Student Life at 903-813-2306 or [studentlife@austincollege.edu](mailto:studentlife@austincollege.edu).

# Note!

This application allows you to request specific rooms within each hall you apply for. For a list of rooms available to upper-class students, please see information posted in the hall or contact the Area Coordinator for that facility. You are not required to include room numbers to submit the application—leaving these spaces blank will result in Student Life staff assigning you and your roommate to the first available room. Providing specific room requests does not guarantee we will be able to place you in one of those rooms.



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### Financial Information

Click on Student Housing  
Applications

## Student Housing Applications

\* = Required

Choose Desired Application

- Two person Flats Application
- Four Person Housing Application Flats/Su
- Traditional Hall Double Room Application
- Village on Grand Housing Application
- Single Room Application

SUBMIT

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Select the Traditional Hall Double Room Application from the drop down box

Click Submit

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## Austin College Double Room Application

\* = Required

### **Instructions**

1) Review the Traditional Hall Double Room eligibility, ranking, and selection process information in the [2018 Room Selection Brochure](#). For step-by-step instructions on completing this application, [click here](#).



I have read and understand the Traditional Hall Double Room eligibility, ranking, and selection process information.

2) Verify that your information listed below is correct. If this information is not correct, please contact the Student Life Office as soon as possible.

3) Rank the residence halls (Baker, Caruth, Clyce, and Dean) based on your preference for assignment. **Providing this information in no way guarantees your preference will be available or granted.**

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Read through the instructions.

Be sure to check the verification box after completed Step 1.

## Your Information

ID Number 0365981


Name Kristie Roo

E-mail kroo14@austincollege.edu



I have verified my information as listed above is correct.

Verify your information is  
correct, then check the  
box.



## Roommates' Information

Please fill in your intended roommates IDs and click submit to auto-populate their names. After checking each roommate's name, enter a duration of stay for each roommate and check the verify box. If a name comes up incorrectly re-enter the respective ID and click submit again.

Once you have verified all information click submit again to save your application.

Last 7 Digits of AC ID\*

Name (click submit to populate)

Duration

Verify

Enter the last 7 digits of the individual you wish to room with

## Hall Preference Rankings

Residence Hall	Room 1	Room 2	Room 3
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT

Click Submit

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## Roommates' Information

Please fill in your intended roommates IDs and click submit to auto-populate their names. After checking each roommate's name, enter a duration of stay for each roommate and check the verify box. If a name comes up incorrectly re-enter the respective ID and click submit again.

Once you have verified all information click submit again to save your application.

Last 7 Digits of AC ID*	<input type="text" value="0123456"/>
Name (click submit to populate)	<input type="text" value="Katie Roo"/>
Duration	<input type="text"/>
Verify	<input type="checkbox"/>

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After clicking Submit, your roommate's name should automatically populate. Check to ensure it is correct. If it is incorrect, check the ID number and try again.



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## Roommates' Information

Please fill in your intended roommates IDs and click submit to auto-populate their names. After checking each roommate's name, enter a duration of stay for each roommate and check the verify box. If a name comes up incorrectly re-enter the respective ID and click submit again.

Once you have verified all information click submit again to save your application.

Last 7 Digits of AC ID*	<input type="text" value="0123456"/>
Name (click submit to populate)	<input type="text" value="Katie Roo"/>
Duration	<input type="text" value="All Year"/> ▼
Verify	<input checked="" type="checkbox"/>



After ensuring your roommate's name is entered correctly, choose the duration each resident intends to reside in the space from the drop down menu. Then check the verify box.

## Roommates' Information

Please fill in your intended roommates IDs and click submit to auto-populate their names. After checking each roommate's name, enter a duration of stay for each roommate and check the verify box. If a name comes up incorrectly re-enter the respective ID and click submit again. Once you have verified all information click submit again to save your application. Alternatively, you may elect to check the box below to have a roommate assigned to you by the Student Life Office.

Assign Me A Roommate

Last 7 Digits of AC ID

Name (click submit to populate)

Duration

Verify

**Select if you want the Student Life Office to match you with a roommate**

## Hall Preference Rankings

Residence Hall	Room 1	Room 2	Room 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SUBMIT**

**Click Submit**

**IMPORTANT:** If you are still in need of a roommate and would like the Student Life Office to match you with someone, please log onto your Webhopper and under the roommate selection tab you can select "Assign Me A Roommate" and Student Life will pair you with a roommate.

## Hall Preference Rankings

Residence Hall	Room 1	Room 2	Room 3
Baker (Men Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dean	<input type="text"/>	<input type="text"/>	<input type="text"/>
Caruth (Women Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clyce	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may enter up to three requested room numbers for each hall.

Select your top three hall choices from the drop down menus.

## Hall Preference Rankings

Residence Hall	Room 1	Room 2	Room 3
Dean <input type="button" value="v"/>	127	129	131
Clyce <input type="button" value="v"/>	104	106	108
Caruth (Women Only) <input type="button" value="v"/>	122	124 x	126

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**SUBMIT**

After verifying everything is correct, click submit.  
You and your roommate will receive an e-mail in your Austin College account verifying you have submitted an application.