



AUSTIN
COLLEGE

Student Life

Village On Grand Application

Available February 3rd —February 21st

This document contains step-by-step, visual instructions on how to complete the Village on Grand 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.



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Financial Information

Click on Student Housing
Applications



Student Housing Applications

* = Required

Choose Desired Application

Four Person Housing Application Flats/Su
Village on Grand Housing Application

SUBMIT

Click Submit

Select the Village on Grand Housing Application from the drop down box



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*
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="checkbox"/>

Roommates' Information

Last 7 Digits of AC ID*	Name	Duration*	Verify*
<input type="text" value="0123456"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="checkbox"/>
<input type="text" value="0987654"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="checkbox"/>
<input type="text" value="0654123"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="checkbox"/>

Alternate Roommate (Optional)

Last 7 Digits of AC ID

Name

Duration

Verify

SUBMIT

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

Click Submit

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*
0123456			<input type="checkbox"/>
0987654			<input type="checkbox"/>
0654123			<input type="checkbox"/>

Alternate Roommate (Optional)

Last 7 Digits of AC ID

Name

Duration

Verify

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

Click Submit

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*
<input type="text" value="0123456"/>	<input type="text" value="Katie Roo"/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="0987654"/>	<input type="text" value="Kelly Roo"/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="0654123"/>	<input type="text" value="Kylie Roo"/>	<input type="text" value=""/>	<input type="checkbox"/>

Alternate Roommate (Optional)

Last 7 Digits of AC ID	<input type="text"/>
Name	<input type="text"/>
Duration	<input type="text" value=""/>
Verify	<input type="checkbox"/>

After clicking Submit, your roommates' names should automatically populate. Check to ensure they are correct. If they are incorrect, check the ID number and try again.

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*
<input type="text" value="0123456"/>	<input type="text" value="Katie Roo"/>	<input type="text" value="Fall Only"/>	<input type="checkbox"/>
<input type="text" value="0987654"/>	<input type="text" value="Kelly Roo"/>	<input type="text" value="Spring Only"/>	<input type="checkbox"/>
<input type="text" value="0654123"/>	<input type="text" value="Kylie Roo"/>	<input type="text" value="All Year"/>	<input type="checkbox"/>

Alternate Roommate (Optional)

Last 7 Digits of AC ID

Name

Duration

Verify

After ensuring all roommates' names are entered correctly, choose the duration each resident intends to reside in the cottage from the drop down menu. Then check the verify box for each individual.

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*
0123456	Katie Roo	All Year	<input checked="" type="checkbox"/>
0987654	Kelly Roo	All Year	<input checked="" type="checkbox"/>
0654123	Kylie Roo	Fall Only	<input checked="" type="checkbox"/>

Alternate Roommate (Optional)

Last 7 Digits of AC ID

Name

Duration

Verify



If one of your roommates will be residing in the cottage for one semester only (due to study abroad or early graduation), you may enter an alternate roommate to fill the space for the remainder of the year. Please be sure you have reviewed information on alternate roommates in the Housing Selection Brochure. Alternates are required to pay a \$150 for the application to be complete.

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*
<input type="text" value="0123456"/>	<input type="text" value="Katie Roo"/>	All Year <input type="button" value="v"/>	<input checked="" type="checkbox"/>
<input type="text" value="0987654"/>	<input type="text" value="Kelly Roo"/>	All Year <input type="button" value="v"/>	<input checked="" type="checkbox"/>
<input type="text" value="0654123"/>	<input type="text" value="Kylie Roo"/>	Fall Only <input type="button" value="v"/>	<input checked="" type="checkbox"/>

Alternate Roommate (Optional)

Last 7 Digits of AC ID

Name

Duration

Verify

SUBMIT

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

Pay Your Deposit!!!

Your application is not complete until ALL individuals listed on the application have paid their \$150 deposit in the SLO Office (WCC 201)!!!