

# BARTON STUDENT HOUSING

## APPLICATION GUIDE

Hello, Future Cougars.

We are glad that you are interested in on-campus housing at Barton Community College. Before applying for on-campus housing, please carefully read the information provided below. Rooms are reserved on a first-come, first-serve basis. Students must complete the Residence Life Application and submit the \$120 non-refundable deposit. Your application will be considered incomplete, until you finish the entire application and pay the non-refundable deposit. By applying for housing at Barton Community College, you agree to the full Terms and Conditions of the Residence Life Application and enter into a legally binding agreement. As it is a legally binding agreement, it is essential for you to understand the contract's conditions fully. Please take time to review the documents and the information provided. After completing the housing application, you will have the opportunity to choose a roommate; however, the residence life team has the authority to reassign rooms, and roommates, and consolidate rooms in the best interest of the resident, community, and the College. If you have any questions or concerns, please reach out to residence life at [Housing@bartonccc.edu](mailto:Housing@bartonccc.edu).

We look forward to having you join our community and wish you the best of luck here at Barton Community College!

Regards,

Barton Residence Life Team.

## Step 1: Login into your MyBartonPortal.

1. Search Barton Community College and go to the home page.
2. Click MyBartonPortal in the right-hand corner.
3. Log in to your portal using your assigned username and password.
4. Once you click the tab, scroll until you see the Housing and Residence Life card.
5. Click the application and begin.

## Step 2: Start your application.

The screenshot displays the 'Application forms' page in the MyBartonPortal. On the left is a dark sidebar menu with the following items: 'Applications & forms' (selected), 'Home', 'General', 'My profile', 'Jobs', 'Housing', 'Housing overview', 'My meal plans', and 'Bulletins & resources'. The main content area is titled 'Application forms' and includes the instruction: 'Start your residence application by clicking the "Apply now" button for the application you are interested in.' Below this is a table with the following data:

Name	Deadline	Status
2020-2021 Residence (New Housing Applicant )	Dec 18, 2020	<a href="#">Apply now</a>

Below the table, there is a link: [Questions about your application?](#)

1. Login into eRezLife account > Click "Housing overview" in the left menu bar.
2. Click the green "Apply now" button to start your housing application.
3. You will be automatically redirected to your housing profile page.

## Step 3: Fill out your housing profile.

Applications & forms

Home

General

My profile

Jobs

Housing

Housing overview

My meal plans

2020-2021 Residence ▲

My roommate profile

Bulletins & resources

### Miller, Liza

	<b>Student ID</b> 202089
	<b>Email</b> dana.freeman+test7@erezlife.com
	<b>Gender</b> female
	<b>Class Level</b> Freshman

First name \*

Last name \*

Student ID \*

Email \*

Gender \*

Class Level \*

Picture \*  No file chosen

Middle name

1. Under the "My housing profile" section, complete your housing profile.
2. Mandatory fields are marked with a red asterisk '\*' symbol.
3. Click the "save" button to save your profile.

## Step 4: Fill out your profile questions.

Applications & forms

Home

General

My profile

Jobs

Housing

Housing overview

My housing profile questions

My meal plans

2020-2021 Residence

My roommate profile

Roommate groups

Bulletins & resources

### Miller, Liza

Please begin by filling out the following profile information to the best of your ability. Your profile information will carry over for each separate application you fill out in the future.

[Expand all questions](#)

[Show all options](#)

[Hide all options](#)

#### ▼ Personal Information

Name (if different than legal name)

#### ▼ Emergency Contact Information

Emergency Contact Name \*

Relationship to Emergency Contact \*

Emergency Contact Phone Number \*

Emergency Contact Street Address

Emergency Contact City \*

Emergency Contact State

Emergency Contact Zip Code

Emergency Contact Country

1. Under the "My housing profile questions" section, complete subsections/questions for your housing profile.
2. Mandatory fields are marked with a red asterisk '\*' symbol.
3. Click the "save" button to save your profile.

## Step 5: Complete questions on the application.

The screenshot shows the '2020-2021 Residence (New Housing Applicant)' application form. The left sidebar contains navigation options: Applications & forms, Home, General, My profile, Jobs, Housing, Housing overview, My meal plans, 2020-2021 Residence (highlighted), My roommate profile, and Bulletins & resources. The main content area is titled '2020-2021 Residence (New Housing Applicant)' with an application deadline of Dec 18, 2020. Below the title are three tabs: 'Residence building preference' (highlighted with a red box), 'Application form', and 'Confirm application'. The instructions state: 'Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.' There are two columns: 'Available residences' with a list containing 'East > Everdale Hall Residence' and 'North > Sarah Marshall Hall Residence', and 'Your preferred residences' with instructions to 'Choose your preferred option(s) from the list to the left. Move options up the list to indicate a higher preference.' At the bottom, there are links for '< Withdraw application' and 'Continue to: Application form >>' (highlighted with a red box), and a 'Save progress...' button. A link for 'Questions about your application?' is also present.

1. Choose where you would most like to live from the list of available residences and organize your selections accordingly from most to least preferred.
2. Click "continue to Application form" to continue your application process.

The screenshot shows the '2020-2021 Residence (New Housing Applicant)' application form, Step 2: Application form. The left sidebar is the same as in the previous screenshot. The main content area is titled '2020-2021 Residence (New Housing Applicant)' with an application deadline of Dec 18, 2020. Below the title are three tabs: 'Residence building preference', 'Application form' (highlighted with a red box), and 'Confirm application'. The instructions state: 'Please fill out the following questions to the best of your ability.' There are three sections: 'Student Information' with fields for 'Student' (Last name: Lira, First name: Miller), 'Applicant Characteristic' (Music), and 'Applicant Preference' (Quiet). The 'Applicant Preference' section has a 'no preference' checkbox and instructions: 'Choose your preferred option(s) from the list to the left. Move options up the list to indicate a higher preference.' Below this is the 'Preference on Roommate' section with a 'no preference' checkbox and instructions: 'Choose your preferred option(s) from the list to the left. Move options up the list to indicate a higher preference.' There are two columns for roommate preferences: one with a list of times (10pm-12am, 12-2am, 9-10pm, Earlier than 9pm, Later than 2am) and another with a list of times (10pm-12am, 9-10pm) where '10pm-12am' is marked as 'first choice'. At the bottom, there are links for '< Previous step: Residence preferences' and 'Continue to: Confirm application >>' (highlighted with a red box), and a 'Save progress...' button. A link for 'Questions about your application?' is also present.

3. Complete questions on the application form and mandatory fields are marked with a red asterisk "\*" symbol.
4. Click "continue to: Confirm application" once you have completed your application form.



1. Click the "create new roommate group" link. This link is only available after you have submitted your housing application.
2. Enter a "group name" and enter the email address(es) of your roommate(s).
3. Please note that you are only allowed a maximum of 1 roommate. You must know their email address exactly as listed in their eRezLife application.
4. Click "save" to create your roommate group.

## Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your Building and Room type preferences on your applications.

### 2020-2021 Residence

Create new roommate group

My choice	Group name	Applicants	
	<a href="#">Best Friends!</a>	Miller, Liza (owner) Davis, Brooke	<a href="#">Delete</a>

Group name \*

Best Friends!

Session

2020-2021 Residence

Members (maximum allowed: 2)

Miller, Liza (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session
- you can only add people of the same gender as yourself

Email

2.

Save

Cancel

5. Your roommate group will be listed. Click the group name to make any edits (such as change the group name or remove/add roommate members). Click "delete" to remove the roommate group entirely.
6. Done