



## Housing Sign-Up How-To Guide





# **Picking Your Place**

1. Complete your Housing Application by logging into <u>my.tcu.edu</u>. (February 25 - March 8)

2. Self-Assign by logging into <u>my.tcu.edu</u> during your lottery timeslot. (March 25 – 28)

## Step 1: Complete Housing Application

- 1. Log into <u>my.tcu.edu</u> and click on the portal link. (We recommend using Internet Explorer.)
  - 2. Delete cookies & temporary internet files from browser history.

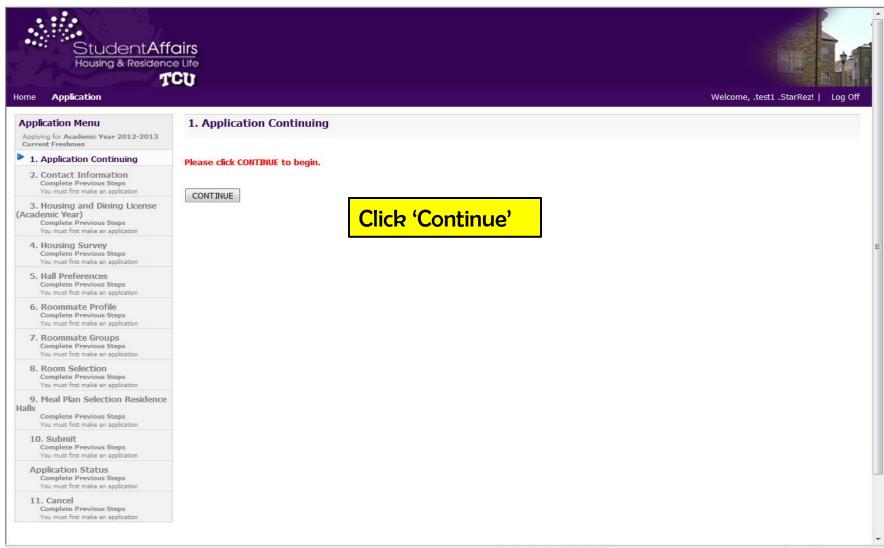


## Please read all instructions on each page.

To begin the Housing Application, please click the Application link at the top left of the page.

Housing Portal - v8.5 (1139) - Db 8.5 - © StarRez Inc. 2013

Home Application		Welcome, .test1 .StarRez!   Log Off
1. Term Selector		
To begin, please click the academic year for which you	are applying then click "Save & Continue".	
Academic Year 2013-2014           Save & Continue	Click on Academic Year 2013-2014 then 'Save & Continue'	
	Housing Portal - v8.2 (491) - Db 8.2 - © <b>StarRez Inc.</b> 2012	





**Application Menu** 

#### Welcome, .test1 .StarRez! | Log Off

#### 2. Contact Information

Emergency Contact Name: Contact Relationship: Phone Number: Cell Phone Number:

If you need to make any changes, please go to my.tcu.edu, Student Center, scroll down to personal information and update your contact information. Changes will take 24-48 hours to update on this page. Please click "Continue" when you are ready to move to the next available step.

1. Application Continuing Complete	
2. Contact Information	

Applying for Academic Year 2012-2013 Current Freshmen

#### 767.5. S. 1206.5.

3. Housing and Dining License (Academic Year)

4. Housing	Survey
Complete	Previous Steps

5. Hall Preferences Complete Previous Steps

6. Roommate Profile Complete Previous Steps

7. Roommate Groups Complete Previous Steps

8. Room Selection Closed No room selection timeslot has been set

9. Meal Plan Selection Residence Halls Complete Previous Steps

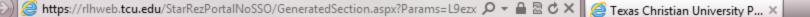
10. Submit Complete Previous Steps

#### **Application Status**

11. Cancel Complete Previous Steps

		5 F. E.	10		16	
	Last Name:	.StarRez				
	First Name:	.test1				
	Middle Name:					
	Preferred Name/Nickname:					
	Home Address (Default)					
	Street Address:					
	Street Address 2:					
	City:					
	State/Province:					
	Zip/Postal Code:					
	Country:	(Please Select Country)	· ·			
	Phone Number:					
3	Cell Phone Number:					
	Email Address:	jimc@starrez.com				
	Primary Emergency Contact					
	Emergency Contact Name:		• r			
	Contact Relationship:	<b>Review you</b>	ir inform	ation to	make sure it's	
	Phone Number:	correct, if p	ot make	change	at mutau adu	
	Cell Phone Number:	Correct; ii fi	ol, mare	e change	s at <u>my.tcu.edu,</u>	
	Secondary Emergency Contact	then scroll c	down to	<mark>click 'Co</mark> r	ntinue'.	

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Student Affairs Housing & Residence Life TCU

#### Application Home

#### Application Menu

Applying for Academic Year 2013-2014 Sophomore

1. Application Continuing Complete

#### 2. Contact Information

#### 3. Campus Housing License (Academic Year)

- 4. Housing Survey Complete Previous Steps
- 5. Hall Preferences Complete Previous Steps
- 6. Roommate Profile Complete Previous Steps
- 7. Roommate Groups Complete Previous Steps
- 8. Room Selection Closed No room selection timeslot has been set

9. Meal Plan Selection Residence Halls

Complete Previous Steps

10. Submit Complete Previous Steps

#### Application Status

## **Read the Campus Housing License**

### 3. Campus Housing License (Academic Year)

#### Please carefully read the Campus Housing License for 2013-2014 academic year and click "I Agree" at th

#### TERMS OF LICENSE

I understand this is a full academic-year Housing License to occupy a space in Texas Christian University's campus residential com period begins August 14, 2013 and ends May 10, 2014. For students entering Spring 2014, the occupancy period begins January 8:00am (CST) on the first class day, my space may be cancelled and I will be held financially responsible for room charges for the u

#### RATE AGREEMENT & PAYMENT

I understand that by paying or receiving a waiver of the \$400 non-refundable Housing Deposit, I am agreeing to all terms and con-

#### RESIDENCY REQUIREMENT

If I have been out of high school for less than two years, I am required to live on campus, unless I meet one of the following criteri

- 21 years of age or older before the first class day of Fall
- Living with my parent/legal guardian
- Married and/or have dependent children living in my home
- Enrolled in fewer than nine (9) credit hours

- Veteran
- Approval by Housing & Residence Life

#### TRANSFER STUDENTS

If I am transferring to TCU and graduated from high school within the past two years, I am eligible for campus housing. I must pay non-refundable tuition deposit and submit Bacterial Meningitis vaccination records to the TCU Health Center before June 1 in ( housing application will be available to me online via my.tcu.edu between June 15 and June 30 if I have submitted the above item

If I am transferring to TCU and graduated from high school longer than two years ago, I may place my name on the housing waitlis Fall 2013 or beginning April 15 for Spring 2014.

I may request an exemption from the Residency Requirement by emailing housing@tcu.edu before July 15 for Fall 2013 or Decem

I understand and agree to ablde by all rules, regulations, policies and procedures pertaining to Texas Christian University stud housing policies, found online at www.housing.tcu.edu. Students who are found to be in violation of university policy may b university housing, as directed by the Director of Housing & Residence Life or his/her designee.

#### PERSONAL PROPERTY INSURANCE

I understand that Texas Christian University does not provide any insurance coverage for my benefit and is not responsible for the other personal property belonging to me or in my custody for any cause, whether such loss occurs in my room or residential co belongings, including losses due to fire, smoke, water, theft or vandalism.

#### CANCELLATION

Incoming Freshmen for Fall 2013 - I understand I must provide written notification of my cancellation to Housing & Resi If I cancel I understand that I will forfeit my housing deposit.

Incoming Freshmen for Spring 2014 - I understand I must provide written notification of my cancellation to Housing & F 15, 2013. If I cancel I understand that I will forfeit my housing deposit.

Returning/Current Students – I understand that I will be financially responsible for full housing and dining charges for t not meet one of the following exemptions:

- Moving home with your parent or legal guardian (We must receive a signed letter in the mainformation)
- Graduation
- Withdrawal from Texas Christian University
- Marriage (copy of valid marriage license required)
- Participation in a Study Away Program through Texas Christian University

#### CANCELLATION POLICY

#### JUNIORS & SENIORS - Fall 2013

If I cancel my housing assignment **between July 15 and August 15**, I will be assessed a \$500 cancellation fee. If I cancel my housing assignment **after August 15 but before move-in**, I will be assessed a \$1,000 cancellation fee. If I cancel my housing assignment **after I move in**, I will be responsible for full housing charges for the semester. \*\*If I have not been assigned housing at the time of my cancellation, I will not be assessed a cancellation fee.\*\*

I understand that this is a FULL ACADEMIC YEAR Agreement and I cannot move off campus for the spring semester while rem criteria noted above).

#### CHECKING OUT

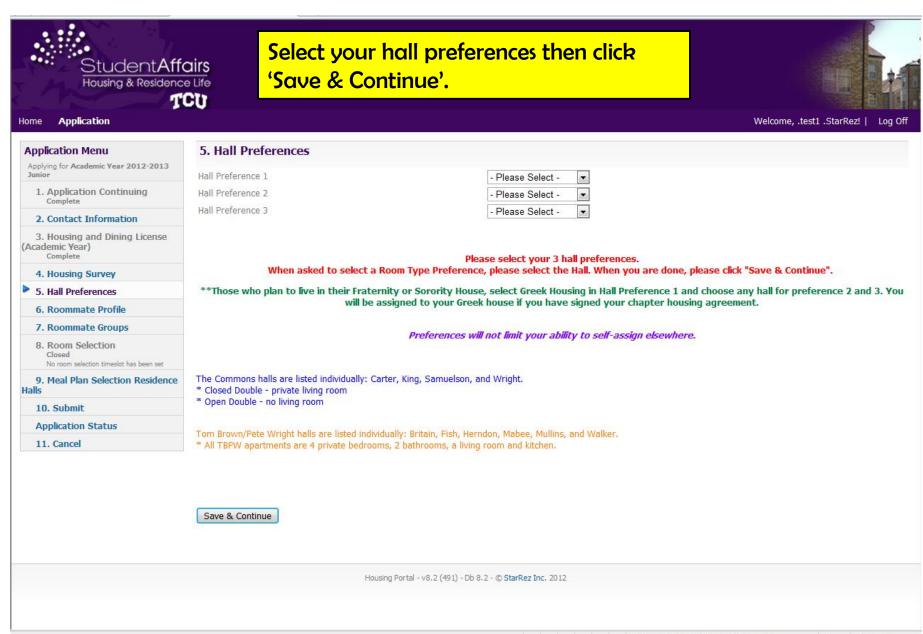
I understand that if my student status at Texas Christian University is changed due to part-time enrollment or cancelled due assignment within 48 hours. I understand I will be responsible for the pro-rated housing and dining charges accrued upon the tir any additional cleaning costs and/or damages incurred and any charges will be posted directly to my student account.

#### DINING PLAN REQUIREMENT

I understand that all campus residents are required to have a dining plan, except those living in Bellaire Condos or Sandage/McC

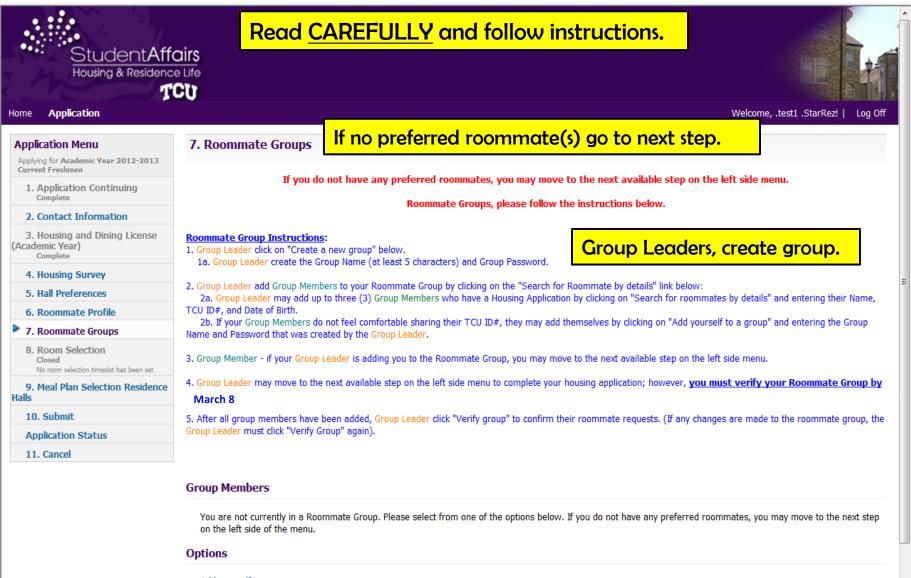
\*

Application Menu	4. Housing Survey		
Applying for Academic Year 2012-2013 Current Freshmen	New and the second s		
1. Application Continuing Complete	Please answer questions none	estly. When you have answered all questions, please click "Save & Continue."	
2. Contact Information	Drinking Preference		
3. Housing and Dining License (Academic Year) Complete	Do you drink?	No 💿 💿 Yes	
4. Housing Survey	Smoking Preference		
5. Hall Preferences Complete Previous Steps	Do you smoke?	No 💿 🔘 Yes	
6. Roommate Profile Complete Previous Steps	bo you shioke:		
7. Roommate Groups Complete Previous Steps	Bedtime		
8. Room Selection Closed No room selection timeslot has been set	I tend to go to bed at	10:00 PM 💿 💿 💿 💿 2:00 AM	
9. Meal Plan Selection Residence Ialls	Wake Time		
Complete Previous Steps 10. Submit Complete Previous Steps	I tend to wake up at	6:00 AM 💿 💿 💿 💿 11:00 AM	
Application Status	Cleanliness		
11. Cancel Complete Previous Steps	I tend to keep my room	Clean 💿 💿 💿 💿 Messy	
	Visitors		
	I like visitors in my room	Rarely 💿 💿 💿 💿 Daily	
	Quiet Preference		
	I would prefer to live with a quiet roommate.	No 💿 🔘 Yes	
		the survey then & Continue'	



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StudentAffe Housing & Residence	
Home Application	Welcome, .test1 .StarRez!   Log Off
Application Menu Applying for Academic Year 2012-2013 Current Freshmen	6. Roommate Profile Leaving this box checked means your preferred roommate(s) will be able to locate your name when creating a Roommate Group.
1. Application Continuing Complete	· · · · · · · · · · · · · · · · · · ·
2. Contact Information	If you do NOT want anyone to locate your name when creating a Roommate Group, remove the check.
3. Housing and Dining License (Academic Year) Complete	Roommate Show In Search
4. Housing Survey	Cave & Continue
5. Hall Preferences	Save & Continue
6. Roommate Profile	
7. Roommate Groups	Dood, unchach the box if
8. Room Selection Closed No room selection timeslot has been set	Read, uncheck the box if appropriate, then click 'Save &
9. Meal Plan Selection Residence Halls	Continue'.
10. Submit	
Application Status	
11. Cancel	
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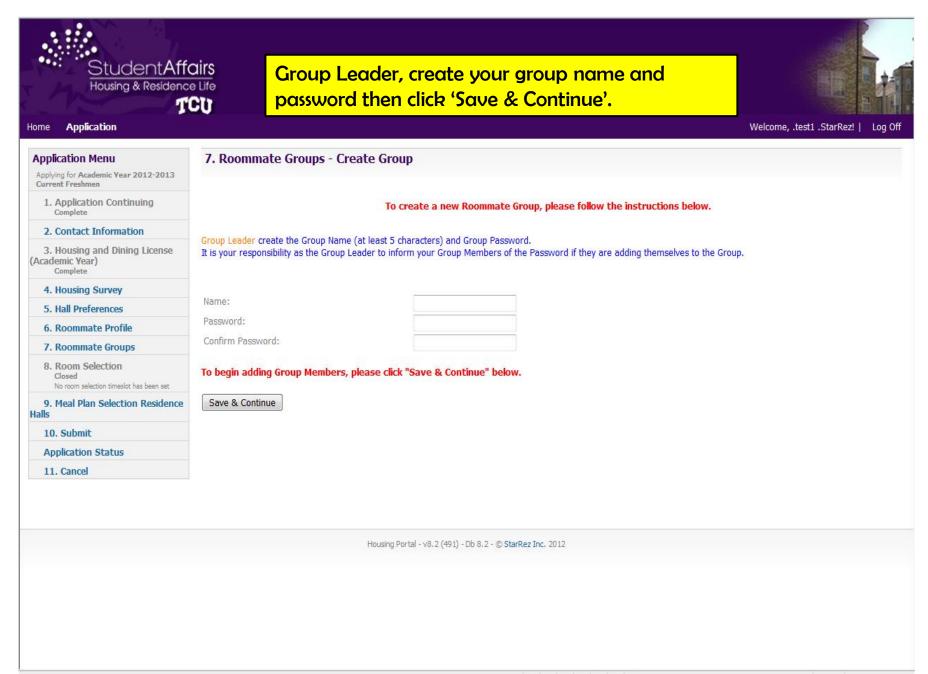


#### Add yourself to a group

If you know the group name and password, you can add yourself to a group

#### Create a new group

You will become the leader of the new group and can add other members







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#### Welcome, .test1 .StarRez! | Log Off

#### Application Menu

Applying for Academic Year 2012-2013 Current Freshmen

1. Application Continuing Complete

#### 2. Contact Information

3. Housing and Dining License (Academic Year) Complete

#### 4. Housing Survey

- 5. Hall Preferences
- 6. Roommate Profile
- 7. Roommate Groups
  - 8. Room Selection Closed No room selection timeslot has been se

9. Meal Plan Selection Residence Halls

10. Submit

Application Status

11. Cancel

	ou do not have any preferred roommates, you may move to the next available step on the left side menu.
	Roommate Groups, please follow the instructions below.
Roommate Group Instruc	tions:
1. Group Leader click on "Cr	
1a. Group Leader create	the Group Name (at least 5 characters) and Group Password.
	Members to your Roommate Group by clicking on the "Search for Roommate by details" link below:
TCU ID#, and Date of Birth.	dd up to three (3) Group Members who have a Housing Application by clicking on "Search for roommates by details" and entering th
	ers do not feel comfortable sharing their TCU ID#, they may add themselves by clicking on "Add yourself to a group" and entering the
Name and Password that wa	as created by the Group Leader.
3. Group Member - if your G	roup Leader is adding you to the Roommate Group, you may move to the next available step on the left side menu.
4. Group Leader may move	to the next available step on the left side menu to complete your housing application; however, you must verify your Roommate
March 8	
5. After all group members	
5. After all group members	rify Group" again).
5. After all group members Group Leader must click "Ve	rify Group" again). The group has been formed.
5. After all group members	The group has been formed.
5. After all group members Group Leader must click "Ve Group Members - 111 .test1. (Age: 31)	rify Group" again). The group has been formed.
5. After all group members Group Leader must click "Ve Group Members - 111 .test1. (Age: 31) Group Leader	rify Group" again). The group has been formed.
5. After all group members Group Leader must click "Ve Group Members - 111 .test1. (Age: 31)	The group has been formed.
5. After all group members Group Leader must click "Ve Group Members - 111 .test1. (Age: 31) Group Leader View Profile	The group has been formed. II Group Leader, add roommate(s) who are not
5. After all group members Group Leader must click "Ve Group Members - 111 .test1. (Age: 31) Group Leader	The group has been formed.
5. After all group members Group Leader must click "Ve Group Members - 111 .test1. (Age: 31) Group Leader View Profile	The group has been formed. I I Group Leader, add roommate(s) who are not adding themselves. y details





#### Welcome, .test1 .StarRez! | Log Off

#### **Application Menu**

Applying for Academic Year 2012-2013 Current Freshmen

1. Application Continuing Complete

2. Contact Information

3. Housing and Dining License (Academic Year) Complete

4. Housing Survey

5. Hall Preferences

6. Roommate Profile

7. Roommate Groups

8. Room Selection Closed No room selection timeslot has been set

9. Meal Plan Selection Residence Halls

10. Submit

**Application Status** 

11. Cancel

Student Number: Last Name: First Name: Date of Birth:

7. Roommate Groups - Add Roommate

Search

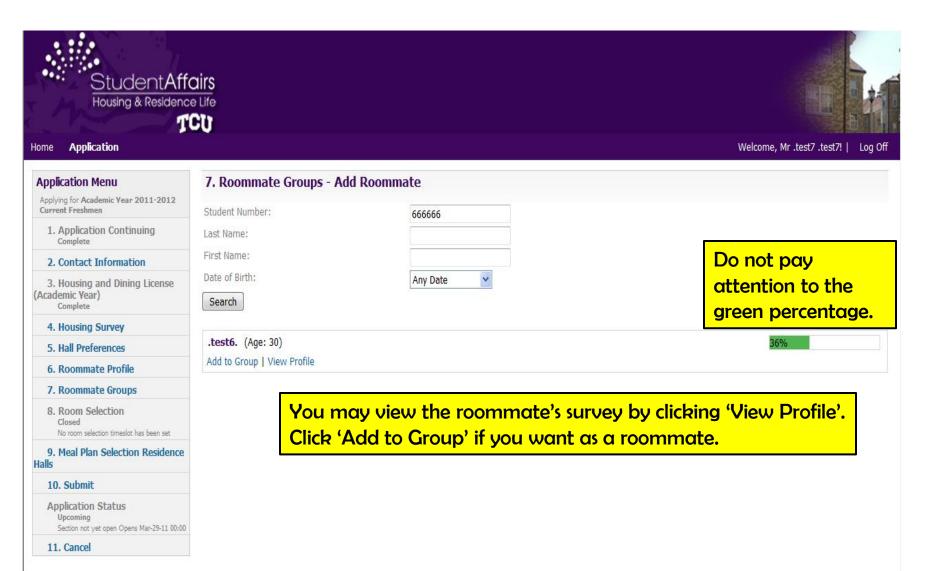
If you cannot locate your Group Member after hitting the "Search" button, verify with your Group Member he/she has a Housing Application and that you are entering the correct information.

Group Leader, type in your roommate's ID, name and birth date. Do not use middle names or nicknames.

Any Date

Roommates must have a Housing Application on file & have left the box checked in the Roommate Profile setup.

Click 'Search'.





Welcome, .test1 .StarRez! | Log Off

#### 7. Roommate Groups Application Menu Applying for Academic Year 2012-2013 Current Freshmen If you do not have any preferred roommates, you may move to the next available step on the left side menu. 1. Application Continuing Complete Roommate Groups, please follow the instructions below. 2. Contact Information 3. Housing and Dining License **Roommate Group Instructions:** (Academic Year) 1. Group Leader click on "Create a new group" below. Complete 1a. Group Leader create the Group Name (at least 5 characters) and Group Password. 4. Housing Survey 2. Group Leader add Group Members to your Roommate Group by clicking on the "Search for Roommate by details" link below: 5. Hall Preferences 2a. Group Leader may add up to three (3) Group Members who have a Housing Application by clicking on "Search for roommates by details" and entering their Name, TCU ID#, and Date of Birth. 6. Roommate Profile 2b. If your Group Members do not feel comfortable sharing their TCU ID#, they may add themselves by clicking on "Add yourself to a group" and entering the Group 7. Roommate Groups Name and Password that was created by the Group Leader. 8. Room Selection 3. Group Member - if your Group Leader is adding you to the Roommate Group, you may move to the next available step on the left side menu. Closed No room selection timeslot has been set 4. Group Leader may move to the next available step on the left side menu to complete your housing application; however, you must verify your Roommate Group by 9. Meal Plan Selection Residence February 23. Halls 10. Submit 5. After all group members have been added, Group Leader click "Verify group" to confirm their roommate requests. (If any changes are made to the roommate group, the Group Leader must click "Verify Group" again). Application Status 11. Cancel Group Members You are not currently in a Roommate Group. Please select from one of the options below. If you do not have any preferred roommates, you may move to the next step on the left side of the menu. Options Group Member, you may add yourself to a group. Add yourself to a group If you know the group name and password, you can add yourself to a group Create a new group You will become the leader of the new group and can add other members

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Housing & Residence	
ome Application	Welcome, .test1 .StarRez!   Log (
Application Menu Applying for Academic Year 2012-2013 Current Freshmen 1. Application Continuing Complete 2. Contact Information 3. Housing and Dining License Academic Year) Complete	7. Roommate Groups - Join Group         Group Member, if you do not have your Group Name and/or Group Password, you must contact your Group Leader for this information.         After you have entered your Group Name and Group Password, please hit "Save & Continue" below.         Enter the details of the group you wish to join         Name:         Password:
4. Housing Survey	
5. Hall Preferences	Save & Continue
6. Roommate Profile	
7. Roommate Groups	
8. Room Selection Closed No room selection timeslot has been set	Group Member, add yourself to the group using
9. Meal Plan Selection Residence Ialls	the name and password created by the Group
10. Submit	
Application Status	Leader.
11. Cancel	
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	Roommate Groups, please follow the instructions below.
	Roominate Groups, please rollow the instructions below.
2. Contact Information	
3. Housing and Dining License cademic Year) Complete	Roommate Group Instructions: 1. Group Leader click on "Create a new group" below. 1a. Group Leader create the Group Name (at least 5 characters) and Group Password.
4. Housing Survey	
5. Hall Preferences	<ol> <li>Group Leader add Group Members to your Roommate Group by clicking on the "Search for Roommate by details" link below:</li> <li>Croup Leader may add up to three (3) Group Members who have a Housing Application by clicking on "Search for roommates by details" and entering their Name,</li> </ol>
6. Roommate Profile	TCU ID#, and Date of Birth.
7. Roommate Groups	2b. If your Group Members do not feel comfortable sharing their TCU ID#, they may add themselves by clicking on "Add yourself to a group" and entering the Group Name and Password that was created by the Group Leader.
8. Room Selection Closed No room selection timeslot has been set	3. Group Member - if your Group Leader is adding you to the Roommate Group, you may move to the next available step on the left side menu.
9. Meal Plan Selection Residence alls	4. Group Leader may move to the next available step on the left side menu to complete your housing application; however, you must verify your Roommate Group by February 23.
10. Submit	5. After all group members have been added, Group Leader click "Verify group" to confirm their roommate requests. (If any changes are made to the roommate group, the
Application Status	Group Leader must click "Verify Group" again).
11. Cancel	

#### Group Members - test10

.test1. (Age: 31) Group Leader View Profile	Group Leader, when you have added all roommates, click 'Verify Group'. If other roommates add themselves
Options	later, you must click 'Verify Group' again.

Search for roommates by details

Search for roommates by entering their details

#### Delete this group

This will remove all members from the group, and then delete the group

#### Verify group

You need to verify your group before you can assign roommates for housing

\*\*\*Group Leaders -- after all group members have been added, you must click the "Verify Group" link to confirm your requests.\*\*\*

Application Menu	7. Roommate Groups		
Applying for Academic Year 2012-2013 Junior			
1. Application Continuing Complete	If you do not have any preferred roommates, you may move to the next available step on the left side menu. Roommate Groups, please follow the instructions below.		
2. Contact Information	Roominace droups, please rollow cite instructions below.		
3. Housing and Dining License (Academic Year) Complete	Roommate Group Instructions: 1. Group Leader click on "Create a new group" below. 1a. Group Leader create the Group Name (at least 5 characters) and Group Password.		
4. Housing Survey			
5. Hall Preferences	<ol> <li>Group Leader add Group Members to your Roommate Group by clicking on the "Search for Roommate by details" link below:</li> <li><u>2a. Group Leader</u> may add up to three (3) Group Members who have a Housing Application by clicking on "Search for roommates by details" and entering their Name,</li> </ol>		
6. Roommate Profile	TCU ID#, and Date of Birth.		
7. Roommate Groups	2b. If your Group Members do not feel comfortable sharing their TCU ID#, they may add themselves by clicking on "Add yourself to a group" and entering the Group Name and Password that was created by the Group Leader.		
8. Room Selection Closed No room selection timeslot has been set	3. Group Member - if your Group Leader is adding you to the Roommate Group, you may move to the next available step on the left side menu.		
9. Meal Plan Selection Residence Halls	4. Group Leader may move to the next available step on the left side menu to complete your housing application; however, you must verify your Roommate Group by February 23.		
10. Submit	5. After all group members have been added, Group Leader click "Verify group" to confirm their roommate requests. (If any changes are made to the roommate group, the		
Application Status	Group Leader must click "Verify Group" again).		
11. Cancel			
	*******Your group has been successfully verified. <u>Group member verification does not guarantee placement together due to space limitations.</u> You may move to the next available step on the left side of the menu. If any changes are made to your Roommate Group, you must verify the group again.********		
	Group Members - test10 Red text appears stating you successfully		
	.test1. (Age: 31) Group Leader Verified the group. Verification does not		

Options Search for roommates by details

Search for roommates by entering their details

#### Delete this group

View Profile

This will remove all members from the group, and then delete the group

Your group has been successfully verified. Group member verification does not guarantee placement together due to space limitations.

guarantee placement together.

Move to next step on left tab.



Application

Home

### Select an Unlimited Meal Plan then click 'Save & Continue'.



Welcome, .test1 .StarRez! | Log Off

#### 9. Meal Plan Selection Residence Halls Application Menu Applying for Academic Year 2012-2013 Junior To complete your Housing Application, an Unlimited Meal Plan must be selected at this time. 1. Application Continuing Complete After the Self-Assignment process, you will be able to change your meal plan by coming back to this page. 2. Contact Information 3. Housing and Dining License (Academic Year) Meal Plan: - Please Select - 🔻 Complete 4. Housing Survey Once you have made your Meal Plan selection, please hit "Save & Continue" below. 5. Hall Preferences 6. Roommate Profile \*AFTER SELF-ASSIGNMENT: 7. Roommate Groups If you are able to self-assign into an apartment (Bellaire, GrandMarc, Tom Brown/Pete Wright or Sandage/McCart) and do not wish to have an Unlimited Meal Plan, you will be able to change your selection to a Limited Meal Plan. 8. Room Selection Closed If you are able to self-assign into Bellaire or Sandage/McCart and do not wish to have a meal plan, you may email housing@tcu.edu to have your meal plan removed. No room selection timeslot has been set 9. Meal Plan Selection Residence Halls Students are able to make meal plan changes thru August 1. After that date, no changes are accepted. 10. Submit Application Status Save & Continue 11. Cancel Housing Portal - v8.2 (491) - Db 8.2 - © StarRez Inc. 2012



## To submit your application click 'Save & Continue'.

Welcome, .test1 .StarRez! | Log Off

Home Application	Welcome, .test1 .StarRez!   Log Off
Application Menu	10. Submit
Applying for Academic Year 2012-2013 Junior	
1. Application Continuing Complete	To submit your completed Housing Application, please click the "Save & Continue" button. Your Lottery Timeslot will be sent to your TCU email in mid-March.
2. Contact Information	
3. Housing and Dining License (Academic Year) Complete	.StarRez, .test1
4. Housing Survey	Term: Academic Year 2013 - 2014
5. Hall Preferences	Dates.
6. Roommate Profile	
7. Roommate Groups	
8. Room Selection Closed No room selection timeslot has been set	If you have any questions, please contact Housing & Residence Life at (817)257-7865 or housing@tcu.edu.
9. Meal Plan Selection Residence Halls	Save & Continue
10. Submit	
Application Status	
11. Cancel	
	Housing Portal - v8.2 (491) - Db 8.2 - © StarRez Inc. 2012