

2025-2026

Returning Student Housing Selection: How-to Guide

Important Dates for Room Selection

Same Room Selection for Eligible Spaces	April 15, 2025 • 9 a.m. - 11:59 p.m.
Students who have lived on campus 5 or more semesters	9 a.m. on April 16, 2025 through 12 p.m. on April 17, 2025
Honors Students	April 21, 2025 • 9 a.m. - 11:59 p.m.
Students who have lived on campus 3-4 semesters	9 a.m. on April 22, 2025 through 12 p.m. on April 23, 2025
Students who have lived on campus 1-2 semesters	9 a.m. on April 24, 2025 through 12 p.m. on April 25, 2025
Open Room Selection	9 a.m. on April 28, 2025 through 11:59 p.m. on May 2, 2025



How to Prepare for Housing Selection

- 1) Complete the *Housing Contract* under the “Contracts and Forms” page in your [MyBartonHousing](#) portal.
- 2) Once your *Housing Contract* has been submitted, you will be automatically sorted into a housing selection process. You will be able to see the housing selection process date and time on the main page of your housing portal.
- 3) All students who complete their *Housing Contract* before April 14th at 12 p.m. will be added to the *Same Room Selection*.
 - **Only students living in “same room select eligible spaces” will be allowed to select during this selection process.** (Please refer to page 3; spaces not available for same room selection.)
- 4) While completing a *Housing Contract* guarantees that you will receive a space on campus it **does not** guarantee you a certain building or room.
- 5) **All returning students not offered a Housing Exemption will be required to live on campus. If you are not granted a *Housing Exemption* and you do not select a space you will be placed in housing.**

Roommate Selection

- 1) After completing your *Housing Contract*, you will be able to select a roommate in your student portal.
 - You can find this under the “My Room and Roommate Preferences” page then under “Select Roommates.”
- 2) After you have selected your requested roommate they will need to approve your request on their “Select Roommates” page.
- 3) After you have selected your roommate and fully matched only one of you will need to participate in the room selection period.
 - Selecting a roommate is not required to select a room.
- 4) If you are having trouble with your roommate selection, please watch this helpful [video](#).
- 5) If you have not selected your roommates before selecting your room space, you and your roommate **will not** be placed together.

Roommate groups will not be considered in the Honors or Same Room selection processes. Students wanting to have a specific selected roommate will need to have their roommate group prepared for their Wave Selection.

Selecting Your Same Room

- 1) You can attempt to renew your same room during the Same Room Selection Process, **ONLY** if your space is available for same room selection for 2025-2026 Academic Year. (Please refer to page 3; spaces not eligible for same room selection.)
- 2) Sign a “*Housing Contract*” under the Contracts and Forms page in your [MyBartonHousing](#) portal before April 14th at 12 p.m.
 - If you do not complete your contract by this date and time you will not be included in the same room selection process.
- 3) The Same Room Selection Process will take place **Tuesday, April 15th, 9 a.m. to 11:59 p.m.**
Requested roommates will not work or be considered for the same room selection.

Spaces NOT Available for Same Room Selection

Waters Residence Hall (On hold for New Incoming Students)	<ul style="list-style-type: none">• 2nd Floor• 5th Floor• 6th Floor
Hilley Residence Hall (On hold for New Incoming Students)	<ul style="list-style-type: none">• 1st Floor• 2nd Floor• 3rd Floor• 4th Floor• 5th Floor
Wenger Residence Hall (On hold for New Incoming Students)	<ul style="list-style-type: none">• 4th Floor• 5th Floor

Residency Requirement, Exemptions and Accommodations

Residency Requirement

Barton College students are required to live in the residence halls until they have lived on campus for six (6) semesters.

Housing Exemption and Early Housing Contract Release Application Deadlines

- The Housing Exemption and Early Housing Contract Release Application is located in your [MyBartonHousing](#) portal.
- Returning Students Housing Exemption Deadline: March 18th
- Returning Student Early Housing Contract Release available: May 5th - May 30th.
 - If you are choosing to apply to be exempt from the housing requirement, please **do not** complete a Housing Contract.

Exemption and Early Housing Contract Release from On-Campus Living Criteria:

- 1) Commuting from a parent's/legal guardian's home from within 40 miles of campus.
 - You must submit the following supporting documentation for review:
 - Complete Notarized Parent Statement at this [link](#).
 - Mileage Verification (Please use Google Maps, Mapquest, etc. to show the distance from your home address to the College.)

Exemption and Early Housing Contract Release from On-Campus Living Criteria: *Continued*

- 2) You have a serious medical condition that prevents you from living on campus. You are required to submit supporting documentation from an established medical provider. Please have your provider give specific details as to why you are unable to reside in on-campus housing.
- 3) You are 23 years of age or older. You must be 23 years old by August 1st of the academic year. No supporting documentation is required, the College will verify your age.
- 4) You are married and living with your spouse. The supporting documentation that is required is a copy of your marriage certificate.
- 5) You are a parent with custody of your child or children. The supporting documentation required is the birth certificate(s) of your child or children.
- 6) Fulfilled the six semester live on requirement. Verified by the College.
- 7) You are a senior graduating December 2025 or May 2026. You have completed 90 credit hours or more with graduation assigned within the same academic year, no supporting documentation needed, to be verified by the College.
- 8) For Transfer Students (enrolled Fall 2023 or after), who have completed 60 transferable hours with a transferable GPA of 2.8 or higher. To be verified by the Office of the Registrar. *(Does NOT include Early College Students.)*
- 9) For Transfer Students (enrolled Fall 2023 or after), who has a conferred Associate Degree with a transferable GPA of 2.8 or higher. To be verified by the Office of the Registrar. *(Does NOT include Early College Students.)*
- 10) For Active Fraternity Members Only, you have earned 60 credit hours at Barton College, have a GPA of 2.5 and will reside full-time at the established Fraternity House. The supporting documentation that is required is a letter from your fraternity advisor. There is a limit of 4 students to be approved for this criteria.
- 11) For Active Fraternity Members Only, you hold the Executive Office of President in your Fraternity, have a GPA of 2.5 and will reside full-time at the established Fraternity House.

Housing Exemption and Early Housing Contract Release Committee

Once the Housing Exemption or Early Housing Contract Release Application and all supporting documentation is received, the information is reviewed by a committee.

The committee members include: Admissions, Residence Life, the Lee Student Health Center, Department of Athletics, AVI and Student Financial Services.

A decision letter will be emailed to the student after a decision is reached by the committee. If the student is not approved for a housing exemption, the student has 5 business days to appeal the decision to the Dean of Students or designee.

Housing Accommodations Requests

Any students requesting housing accommodations for a documented disability are encouraged to reach out to Mrs. Trina Johnson, Coordinator of Access and Accommodations. Mrs. Johnson can best be reached by email at thjohnson@barton.edu.

- Returning Students Accommodation Deadline: March 18th

Honor Code Reminder

It is a violation of the honor code to make a false statement to be released from the housing requirement. If a student's statement requesting off-campus housing is found to be false, the College reserves the right to charge the student for campus housing fees and-or handle the violation through the student conduct process.

Housing Contract and Selection Info

Please join the Office of Residence Life in-person on Monday, March 31st at 7:30 p.m. in Hardy Alumni Hall to learn more about the Housing Contract and On-Campus Housing Selection process. You can also join us on Tuesday, April 1st at 7:30 p.m., in-person or virtually, for our 2nd Housing Info Seminar. It will also be held in Hardy Alumni Hall.

Residence Life Help Desk

- 1) In-Person Assistance** will be available in the Office of Residence Life located in the lower level of Hardy Alumni Hall, Monday through Friday, 9 a.m. - 5 p.m., summer hours may vary.
- 2) Assistance by Phone** will be available in the Office of Residence Life by calling (252) 399-6386.
- 3) Assistance by Email** will be available by contacting residencelife@barton.edu.