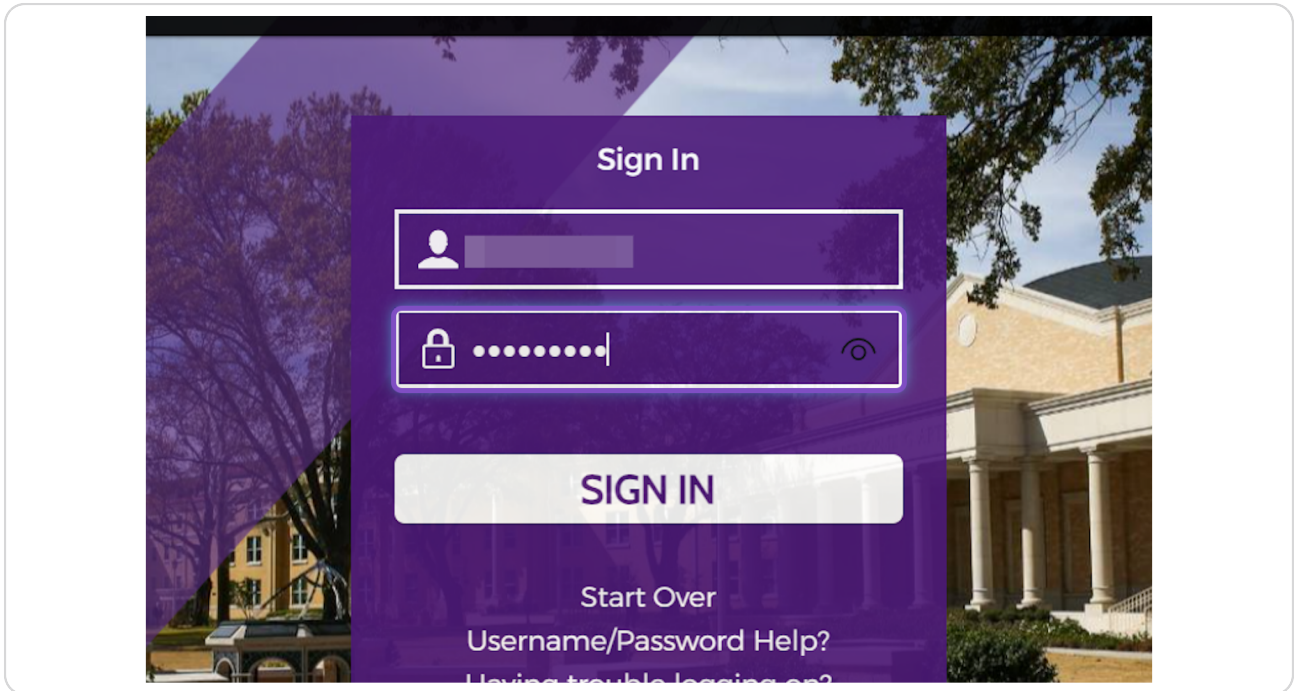


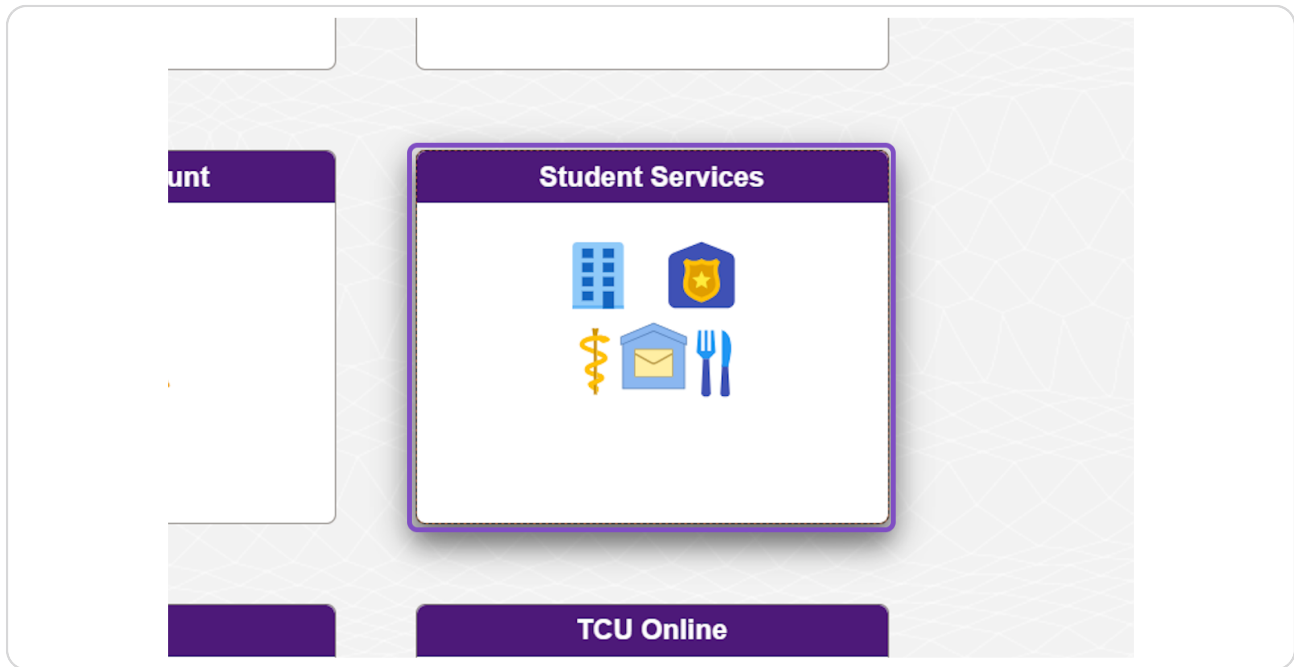
STEP 1

Sign in using TCU student credentials



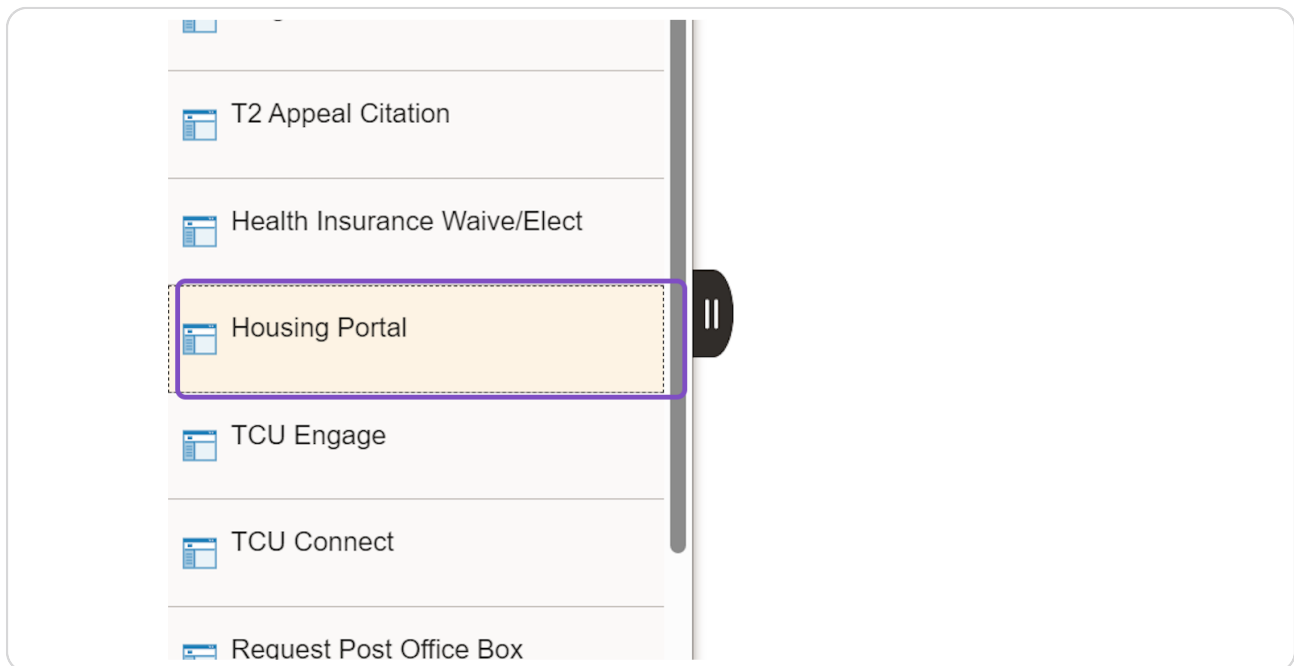
STEP 2

Click on Student Services



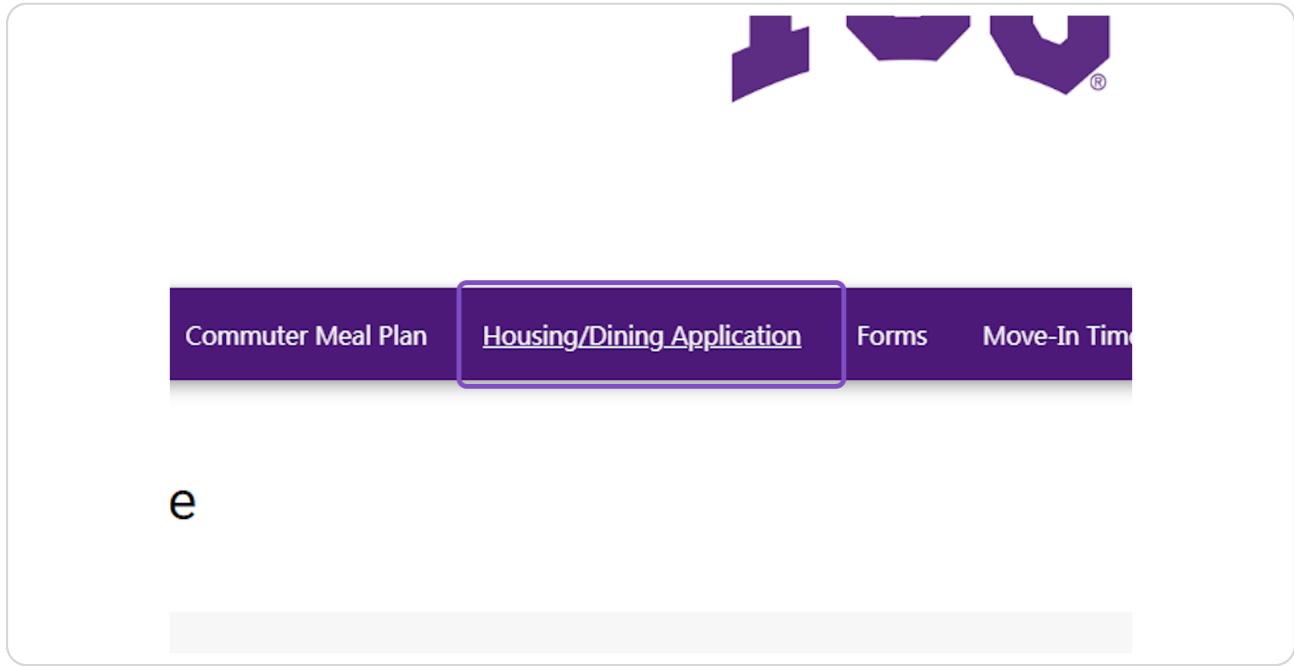
STEP 3

Click on Housing Portal



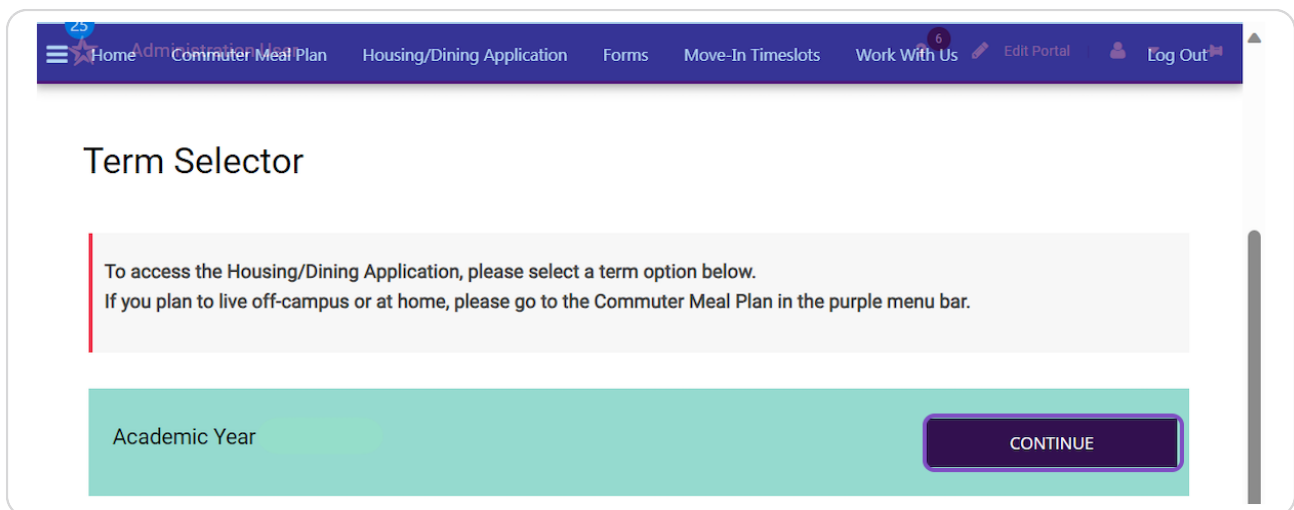
STEP 1

Click on "Housing/Dining Application"



STEP 2

Click on "Continue" next to the Academic Term



STEP 3

Verify personal information and click on "Save & Continue"

The screenshot shows a web application interface for TCU Student Affairs. The top navigation bar is dark blue with white text links: Home, Commuter Meal Plan, Housing/Dining Application (active), Forms, Move-In Timeslots, Work With Us, Edit Portal, and Log Out. Below the navigation bar, the form contains several input fields: State/Province, Zip Code, Country (with a note "(Please Select Country)"), and Emergency Contact Cell. A large blue button labeled "SAVE & CONTINUE" is positioned below the input fields. At the bottom of the form, there is a dark blue footer bar with the TCU logo, "STUDENT AFFAIRS", "Housing & Residence Life", and contact information: Phone: 817-257-7865, Email: housing@tcu.edu, Website: housing.tcu.edu, and M-F 8:00AM-5:00PM (CDT).

STEP 4

Review the housing license agreement

The screenshot shows the same web application interface as Step 3, but with a large white box containing the housing license agreement text. The text is as follows:

CHECKING OUT
You understand that if your student status at Texas Christian University is changed due to part-time enrollment or withdrawal, you must completely check out of your housing space within 48 hours. You will be responsible for the pro-rated housing and dining charges accrued upon the time of your check-out. In addition, you are responsible for any additional cleaning costs and/or damages incurred and any charges will be posted directly to your student account.

DINING PLAN REQUIREMENT
You understand that all campus residents are required to have a dining plan, except Juniors and Seniors living in an apartment style unit or the FSL Officer Floor. If you neglect to select a dining plan, you will be assigned a plan. You understand that the off-campus Frog Bucks program is managed by a third-party entity (CBORD) and not Texas Christian University. You understand that CBORD will not provide your personally identifiable information to third parties or mass marketers without your consent. You agree to allow your Frog Bucks transaction information to be shared with CBORD. You understand there are no refunds of any unused campus cash or frog bucks that come with the university dining plan at the end of the spring semester.

INDEMNIFICATION
Each student, the subject to this License, agrees to indemnify and hold Texas Christian University, its officers, directors, employees and agents (collectively the "Indemnitees") harmless from any claims or causes of action brought against the Indemnitees for any loss suffered by the Indemnitees as a result of any breach of this License by any student or as a result of any act or omission of any student.

FINAL DISCLOSURE
By accepting this License, you agree that you have read and understand the terms, conditions, and stipulations of this Campus Housing License, the TCU Student Code of Conduct, and all TCU Housing policies.

I understand I will not be guaranteed TCU housing once I become a junior, senior, or new transfer student, unless I am programmatically assigned as part of a student leadership role within Housing & Residence Life, FSL chapter facility requirement, or receive one of these scholarships as confirmed by Student Financial Aid (i.e., Abaarlo, Bridge2Rwanda, Community Scholar, John Roach Family Endowment, ROTC, STEM Scholar, or Trustee Scholar).

Junior/Senior Housing Acknowledgement
☐ ⓘ

Enter your TCU ID# below to sign your housing license. Then, click "Save & Continue".

STEP 5

Enter your TCU ID# below to sign your housing license. Then, click "Save & Continue"

Scholar).

Junior/Senior Housing Acknowledgement

☒

Enter your TCU ID# below to sign your housing license. Then, click "Save & Continue".

SAVE & CONTINUE

Phone: 817-257-7865

STEP 6

Fill out the roommate profile questionnaire and click on "Save & Continue"

TCU HomeAdmin Commuter Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us Edit Portal Log Out

Weekly

T-Shirt Size

My T-Shirt Size is:

Medium

SAVE & CONTINUE

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Texas Christian University

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Instagram & TikTok: @tcu_housing
Facebook: TCU Housing & Residence Life

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STEP 7

Select your top housing preference from the drop down menu

The screenshot shows the 'Room Preferences' step of the Housing/Dining Application. On the left is a vertical sidebar with steps: Housing License, Housing Profile, Additional Questions, Room Preferences (highlighted), Meal Plan Selection, Laundry, Renter's Insurance, GradGuard, Submit Application, Roommate Group, and Application Status. The main content area has a purple header bar. Below it, a list of instructions is shown: '- You must add between 5-9 room preferences to continue.', '- Commons are not listed as they are held for incoming first-year students.', and '- Worth Hills = Arnold, Hays, Marion, and Richards. PE Clark may be held for incoming first-year students.' A purple 'ADD PREFERENCE' button is to the right. Below this is a table with two columns: 'Order' and 'Room Preference'. The first row shows '1' in the 'Order' column and 'GrandMarc 1 Bed/1' in the 'Room Preference' column, with a 'DELETE' button to its right. Below the table, a message says 'Please add at least 5 preferences.' At the bottom, a note states: 'If you are seeking an accommodation based on a disability, please contact the Student Access & Accommodation Office at 817-257-6567 for information regarding the application process.'

✓ Housing License

✓ Housing Profile

✓ Additional Questions

○ Room Preferences

● Meal Plan Selection

● Laundry

● Renter's Insurance

● GradGuard

● Submit Application

● Roommate Group

● Application Status

- You must add between 5-9 room preferences to continue.

- Commons are not listed as they are held for incoming first-year students.

- Worth Hills = Arnold, Hays, Marion, and Richards. PE Clark may be held for incoming first-year students.

ADD PREFERENCE

Order	Room Preference
1	GrandMarc 1 Bed/1 DELETE

Please add at least 5 preferences.

If you are seeking an accommodation based on a disability, please contact the Student Access & Accommodation Office at 817-257-6567 for information regarding the application process.

STEP 8

Click on "Add Preference"

This screenshot is identical to the one in Step 7, showing the 'Room Preferences' step. It highlights the 'ADD PREFERENCE' button in purple. The sidebar, instructions, table with one preference, and bottom notes are all present and unchanged from the previous step.

Home | dm | Commuter Meal Plan | Housing/Dining Application | Forms | Move-In Timeslots | Work With Us | Edit Portal | Log Out

✓ Housing License

✓ Housing Profile

✓ Additional Questions

○ Room Preferences

● Meal Plan Selection

● Laundry

● Renter's Insurance

● GradGuard

● Submit Application

● Roommate Group

● Application Status

- You must add between 5-9 room preferences to continue.

- Commons are not listed as they are held for incoming first-year students.

- Worth Hills = Arnold, Hays, Marion, and Richards. PE Clark may be held for incoming first-year students.

ADD PREFERENCE

Order	Room Preference
1	GrandMarc 1 Bed/1 DELETE

Please add at least 5 preferences.

If you are seeking an accommodation based on a disability, please contact the Student Access & Accommodation Office at 817-257-6567 for information regarding the application process.

STEP 9

Repeat steps until you've ranked 5–9 housing preferences

Meal Plan Selection

Laundry

Renter's Insurance

GradGuard

Submit Application

Roommate Group

Application Status

ADD PREFERENCE

Order	Room Preference
1	GrandMarc 1 Bed/1 DELETE
2	GrandMarc 2 Bed/2 DELETE
3	GrandMarc 3 Bed/3 DELETE
4	GrandMarc 4 Bed/4 DELETE
5	Liberty Lofts 3 DELETE

Please add at least 5 preferences.

STEP 10

Click on "Save & Continue"

Home | dm | Commuter Meal Plan | Housing/Dining Application | Forms | Move-In Timeslots | Work With Us | Edit Portal | Log Out

5

Liberty Lofts 3 DELETE

Please add at least 5 preferences.

If you are seeking an accommodation based on a disability, please contact the Student Access & Accommodation Office at 817-257-6567 for information regarding the application process.

SAVE & CONTINUE

TCU

STUDENT AFFAIRS

Texas Christian University

Housing & Residence Life

Phone: 817-257-7865
Email: housing@tcu.edu
Website: housing.tcu.edu
M-F 8:00AM-5:00PM (CDT)
Instagram & TikTok: @tcu_housing
Facebook: TCU Housing & Residence Life

STEP 11

Select your meal plan option for the upcoming academic year and review the active dates. **Please note, if you are a rising junior or senior, you may opt out of the meal plan once you receive your housing assignment for the upcoming academic year.

The screenshot shows the 'Housing/Dining Application' form at the 'Meal Plan Selection' step. On the left, a sidebar lists steps: Additional Questions (checked), Room Preferences (checked), Meal Plan Selection (active), Laundry, Renter's Insurance, GradGuard, Submit Application, Roommate Group, and Application Status. The main content area has a header with a red warning: 'return to this page and opt out of the meal plan.' Below this is a grey box with instructions for RA, LRA, Community Manager, or Cultural Connector roles. A dropdown menu for 'Fall' is set to 'Ultimate Flex 19'. A section for 'Fall' meal plans begins on a certain day and must be finalized by the 12th class day. A 'SAVE & CONTINUE' button is at the bottom. The footer includes contact information: Phone: 817-257-7865, Email: housing@tcu.edu.

STEP 12

Click on "Save & Continue"

This screenshot shows the same 'Meal Plan Selection' step as Step 11, but with the 'SAVE & CONTINUE' button highlighted. The sidebar and main content area are identical to the previous step, showing the 'Meal Plan Selection' step as active and the 'SAVE & CONTINUE' button at the bottom.

STEP 13

Select a Tide Laundry package or select "None" if you wish to decline Tide Laundry services

Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us Edit Portal

over 65 years, you can't get your clothes this clean on your own. Service runs from August to May. To learn more, please visit the Tide Cleaners website at www.tideuniversitylaundry.com

Payment for wash n' fold service will be handled separately by Tide Cleaners, a Procter & Gamble company.

University Laundry

None

If you have any questions, please contact Tide Cleaners at 888-590-9274.

SAVE & CONTINUE

STEP 14

Click on "Save & Continue"

Home | Meal Plan | Housing/Dining Application | Forms | Move-In Timeslots | Work With Us | Edit Portal | Log Out

over 65 years, you can't get your clothes this clean on your own. Service runs from August to May. To learn more, please visit the Tide Cleaners website at www.tideuniversitylaundry.com

Payment for wash n' fold service will be handled separately by Tide Cleaners, a Procter & Gamble company.

University Laundry

None

If you have any questions, please contact Tide Cleaners at 888-590-9274.

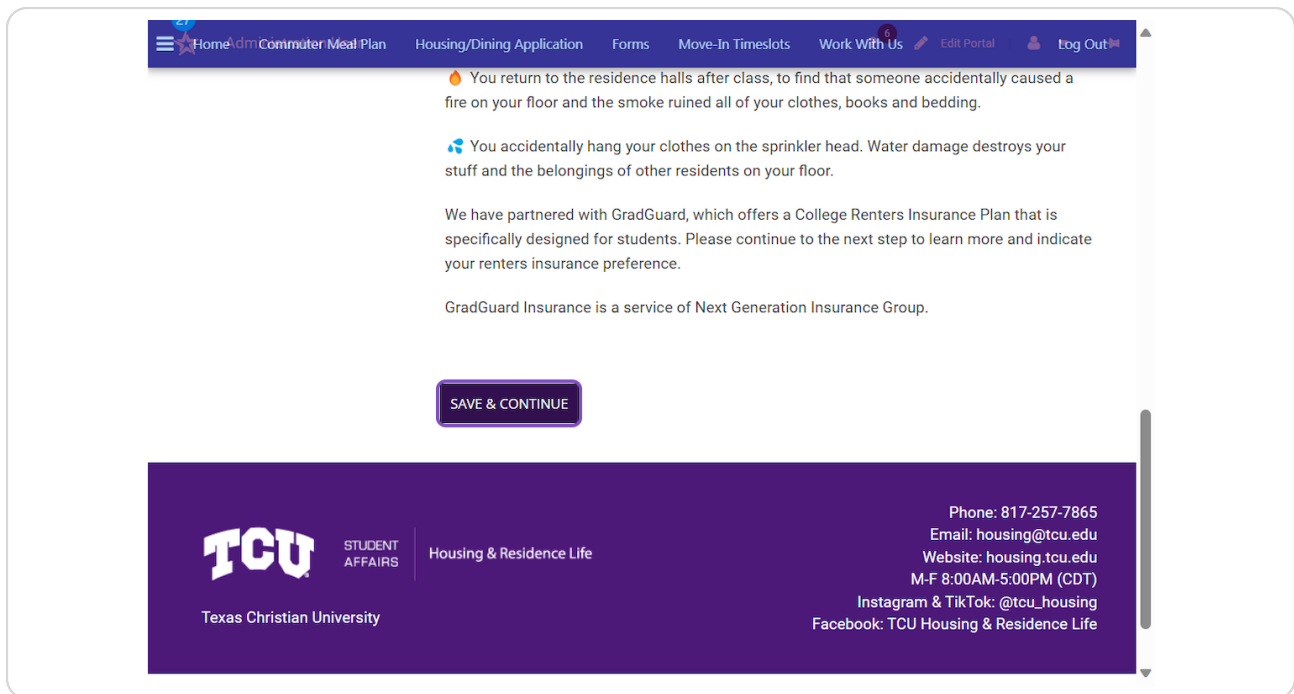
SAVE & CONTINUE

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Email: housing@tcu.edu
Website: housing.tcu.edu
M-F 8:00AM-5:00PM (CDT)
Instagram: @TideCleaners Twitter: @TideCleaners


STEP 15


Review the GradGuard Insurance services and click, "Save & Continue"



The screenshot shows a web portal for TCU Housing & Residence Life. The top navigation bar includes links for Home, Dining, Commuter Meal Plan, Housing/Dining Application, Forms, Move-In Timeslots, Work With Us, Edit Portal, and Log Out. A notification area contains two scenarios: a fire incident and water damage from a sprinkler. Below the scenarios, text explains the partnership with GradGuard for a College Renters Insurance Plan. A 'SAVE & CONTINUE' button is prominently displayed. The footer features the TCU Student Affairs logo, contact information (Phone: 817-257-7865, Email: housing@tcu.edu, Website: housing.tcu.edu), and social media handles for Instagram, TikTok, and Facebook.

Home Dining Commuter Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us Edit Portal Log Out

 You return to the residence halls after class, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.

 You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

We have partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. Please continue to the next step to learn more and indicate your renters insurance preference.

GradGuard Insurance is a service of Next Generation Insurance Group.

SAVE & CONTINUE

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Instagram & TikTok: @tcu_housing
Facebook: TCU Housing & Residence Life

GradGuard – College Life Protected

1 Step 

STEP 16

A new window will open. Click on "Purchase Coverage" or "Decline Coverage"

The screenshot displays a web interface for selecting coverage. At the top, there is a light blue box with the heading "ANNUAL" and two buttons: "Annual" (selected) and "Monthly". To the right of this box, the current coverage details are listed: "Property" at \$5K, "Liability" at \$100K, and "Deductible" at \$100. Each item has an information icon (i). Below these details is a blue button labeled "Edit your coverage".

Below the coverage details box, there are two large buttons: a solid blue button labeled "Purchase coverage" and a white button with a purple border labeled "Decline coverage".

At the bottom of the interface is a dark blue footer bar. It is divided into four sections: "PRODUCTS" (containing "We use [cookie icon] - learn more" and a "Got it" button), "MEMBERS" (containing "Tuition Insurance" and "Contact Us"), "GRADGUARD" (containing "About Us" and "Resource Hub"), and "LEGAL" (containing "Privacy Policy" and "Terms of Use").

STEP 17

Click on "Save & Continue"

Home Commuter Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us Edit Portal Log Out

- ☒ Meal Plan Selection
- ☒ Laundry
- ☒ Renter's Insurance
- ☐ GradGuard
-
- ☐ Roommate Group
- ☐ Application Status

SAVE & CONTINUE

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Instagram & TikTok: @tcu_housing
Facebook: TCU Housing & Residence Life

STEP 18

Click on "Submit Application"

Home Commuter Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us

- ☒ Contact Information
- ☒ Housing License
- ☒ Housing Profile
- ☒ Additional Questions
- ☒ Room Preferences
- ☒ Meal Plan Selection
- ☒ Laundry
- ☒ Renter's Insurance
- ☒ GradGuard

Submit Application

You must click "Submit Application" to complete the Housing/Dining Application.

SUBMIT APPLICATION

STEP 19

If you would like to join or invite others to a roommate group, you can search for a roommate different ways. If you know their name, click "Search for Roommates by Name"

• **Suggest Roommates** This option is for students seeking a compatible roommate(s). Students generally have about a 50%-60% match with their roommate.

It is your responsibility to monitor the status of your Roommate Group.

Roommate Group Status

You are not a member of any roommate groups.

[Search for Roommates by Name](#)
[Search for Roommates by Profiles](#)
[Suggest Roommates](#)

SAVE & CONTINUE

STUDENT Housing & Residence Life Phone: 817-257-7865
Email: housing@tcu.edu Website: housing.tcu.edu

STEP 20

Type their first and last name. Click "Search"

Inter-Meal Plan Housing/Dining Application Forms Move-In Timeslots Work with Us

Insurance

ard

Application

ate Group

ion Status

Name First: ..caroline

Name Last: <empty>

☒ Uncheck this box to view students who are already in a five-

GO BACK **SEARCH** [Search](#) [Sugg](#)

STEP 21

Click on "Add to Group"

..Caroline ..PortalX (In group: ..Missy ..PortalX4851262261)
Age: 34
Email: caroline.reed@tcu.edu

63% Match

STEP 22

To search for roommates with compatible profiles, select "Search for Roommates by Profiles"

..PortalX22f8d02268

Search for Roommates by Name
Search for Roommates by Profiles
Suggest Roommates

STEP 23

Select the criteria that interests you

The screenshot shows a web portal for housing applications. The top navigation bar includes links for Home, Commuter Meal Plan, Housing/Dining Application, Forms, Move-In Timeslots, Work With Us, Edit Portal, and Log Out. On the left, a sidebar lists criteria with checkboxes: Renter's Insurance, GradGuard, Submit Application, Roommate Group, and Application Status. The main content area contains sections for Smoking, Drinking, Bedtime, and Wake Time, each with a dropdown menu for selection. The 'Smoking' dropdown is currently set to 'Never'.

Home Commuter Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us Edit Portal Log Out

☒ Renter's Insurance again before the portal closes OR you may participate in the Room Selection process as an individual.

☒ GradGuard

☒ Submit Application

☐ Roommate Group

☐ Application Status

Smoking
I smoke cigarettes:
Never

Drinking
I drink alcohol:
Any

Bedtime
I go to bed at:
Any

Wake Time
I wake up at:
Any

STEP 24

Click on "Search" and select members by clicking "Add to Group"

The screenshot shows the 'Recruitment' section of the portal. It asks if the user plans to participate in Fraternity or Sorority Recruitment, with a dropdown menu set to 'Any'. Below this is a checkbox for 'Exclude results that cannot be added or joined', which is checked. There are 'GO BACK' and 'SEARCH' buttons. To the right, there are links for 'Search for Roommates by Name' and 'Suggest Roommates'. At the bottom, there is a purple banner with TCU Student Affairs contact information and social media links. The footer indicates the page is powered by StarRez.

Home Commuter Meal Plan Housing/Dining Application Forms Move-In Timeslots Work With Us Edit Portal Log Out

Recruitment
Do you plan to participate in Fraternity or Sorority Recruitment?:
Any

☒ Exclude results that cannot be added or joined

GO BACK SEARCH

[Search for Roommates by Name](#)
[Suggest Roommates](#)

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Texas Christian University

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Instagram & TikTok: @tcu_housing
Facebook: TCU Housing & Residence Life

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STEP 25

Once you have invited your preferred roommate(s), Click on "Save & Continue"

The screenshot shows the Housing/Dining Application portal. At the top, there is a navigation bar with links: Home, Commuter Meal Plan, Housing/Dining Application, Forms, Move-In Timeslots, Work With Us, Edit Portal, and Log Out. Below the navigation bar, there is a section for outgoing requests. The first request is for ..Kendra ..PortalX (Group Leader), Age: 25, Email: k.klaerner@tcu.edu, with a VIEW PROFILE button. The second request is for ..Caroline ..PortalX, Preferred Name: Caroline, Invitation Expires: February 09, 2024 02:29 PM, with a CANCEL button. Below the requests, there is a SAVE & CONTINUE button. At the bottom, there is a purple footer with the TCU logo, STUDENT AFFAIRS, Housing & Residence Life, and contact information: Phone: 817-257-7865, Email: housing@tcu.edu, Website: housing.tcu.edu, M-F 8:00AM-5:00PM (CDT), Instagram & TikTok: @tcu_housing, Facebook: TCU Housing & Residence Life.

STEP 26

Congratulations! Your Housing/Dining Application is complete. Please make edits before the portal closes.

The screenshot shows the Housing/Dining Application portal. At the top, there is a navigation bar with links: Commuter Meal Plan, Housing/Dining Application, Forms, Move-In Timeslots, Work With Us, Edit Portal, and Log Out. Below the navigation bar, there is a sidebar with links: Contact Information, Housing License, Student Profile, Additional Questions, Application Preferences, Plan Selection, Emergency Contact, Health Insurance, Security Guard, and Housing Application. The main content area displays the 'Application Status' message: 'Your Academic Year Housing/Dining Application is complete. You may log in and make changes to your application before the portal closes on [date]. Please monitor your TCU email for updates and information.' Below this message, there is a note: 'If you are seeking an accommodation based on a disability, please contact the Student Access & Accommodation Office at 817-257-6567 for information regarding the application process.'

