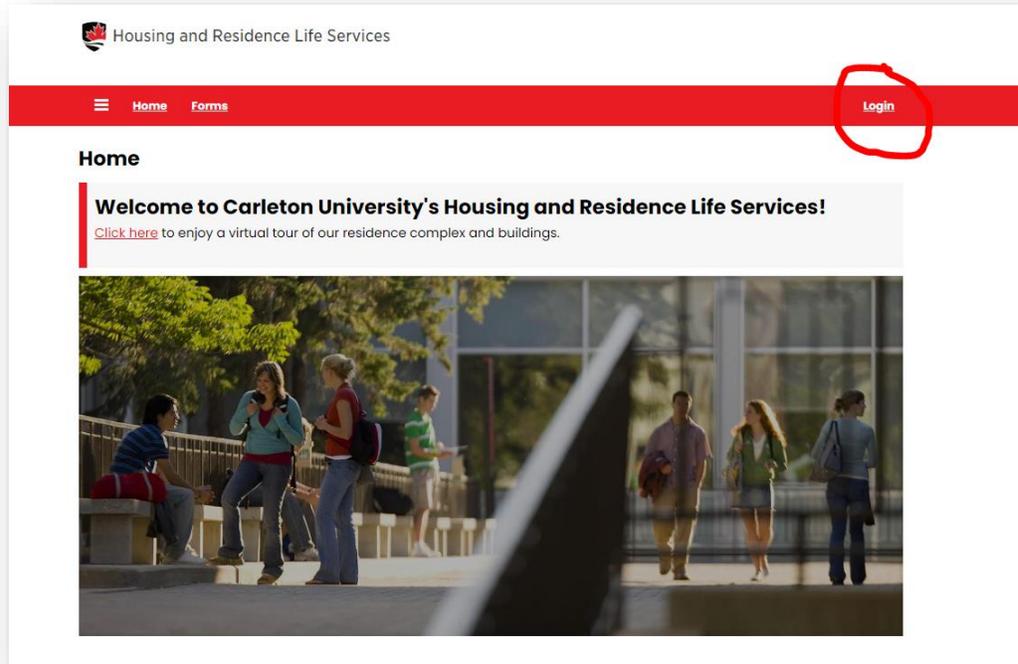


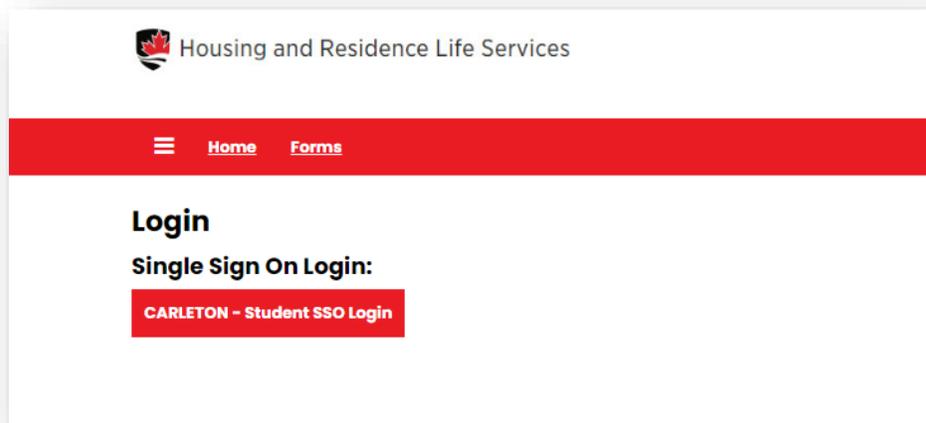
ACCEPTING GUARANTEED OFFER OF A TRADITIONAL DOUBLE ROOM

Step 1: Login

To Login click the **login** button on the top right corner of the page.

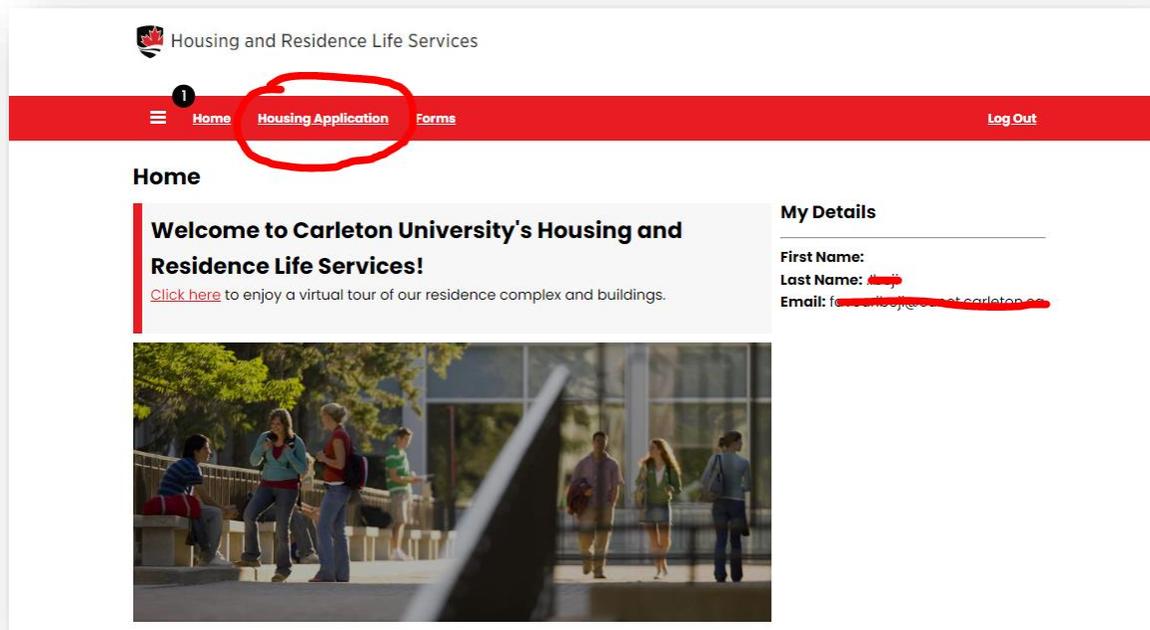


Now click on the button **CARLETON - StudentSSO Login** and enter your Carleton MC1 credentials to log in.



Step 2: Select Term

Select "Housing Application" on the top of the screen.



This page lists application(s) available to you; as a first year student you will see one application as shown below; click "Apply."

Application Term Selector

<p>Academic Year 2024–2025</p> <p>(9/1/2024 - 4/27/2025)</p>	<p>Apply</p>
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Step 3: Fill Out All Mandatory Fields.

To accept your guaranteed residence, offer, you must complete the mandatory residence questionnaire and pay the \$700 residence advance payment (RAP).

Remember to read the information on each page carefully, fill out the required fields and follow the instructions given for each step.

Privacy Notice page must be reviewed before you proceed with accepting your residence offer.

The screenshot shows a progress bar on the left with 10 steps. The first step, 'Privacy Notice', is highlighted with a red circle. The main content area has the heading 'Privacy Notice' and two paragraphs of text. A red 'Save & Continue' button is located at the bottom right of the content area.

Privacy Notice

Personal information collected through this form will be utilized and disclosed by Carleton University under the authority of the Carleton University Act, 1952, and in accordance with sections 39, 41, and 42 of Ontario's Freedom of Information and Protection of Privacy Act. The processing aims to facilitate the residence housing application process.

Should you have any inquiries regarding the processing of personal information by Carleton University, please reach out to the Manager of Privacy & Access to Information at 613-520-2600 ext. 2047 or via email at [University Privacy Office](#).

By clicking Save and Continue, you acknowledge that you have read the privacy notice and you consent to the uses and disclosures identified.

Save & Continue

1. **Welcome Page:** review and select “Save and Continue” to proceed.

The screenshot shows a progress bar on the left with 12 steps. The first step, 'Welcome to Carleton Residence!', is highlighted with a red circle. The main content area has the heading 'Welcome to Carleton Residence!' and three paragraphs of text. A red 'Save & Continue' button is located at the bottom right of the content area.

Welcome to Carleton Residence!

Welcome and Congratulations on receiving a guaranteed residence offer!

The guaranteed offer is for a traditional double room.

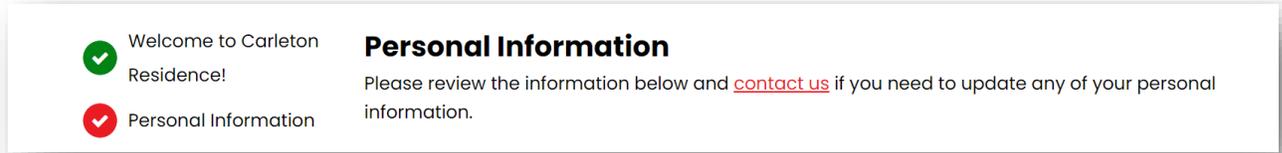
To accept your guaranteed residence offer you are required to pay the residence advance payment (RAP) and complete the mandatory residence questionnaire.

Once you have filled out all mandatory pages - you will receive a confirmation email sent to your Carleton email account.

Save & Continue

2. **Personal Information:** review your Preferred First Name, Last Name and Student Number – these fields are pre-populated. If information is incorrect contact us immediately via email residence@calreton.ca

From the drop box select your Gender Identity and Pronouns; fill out the Emergency Contact Information. Review and click **“Save and Continue”** to proceed.

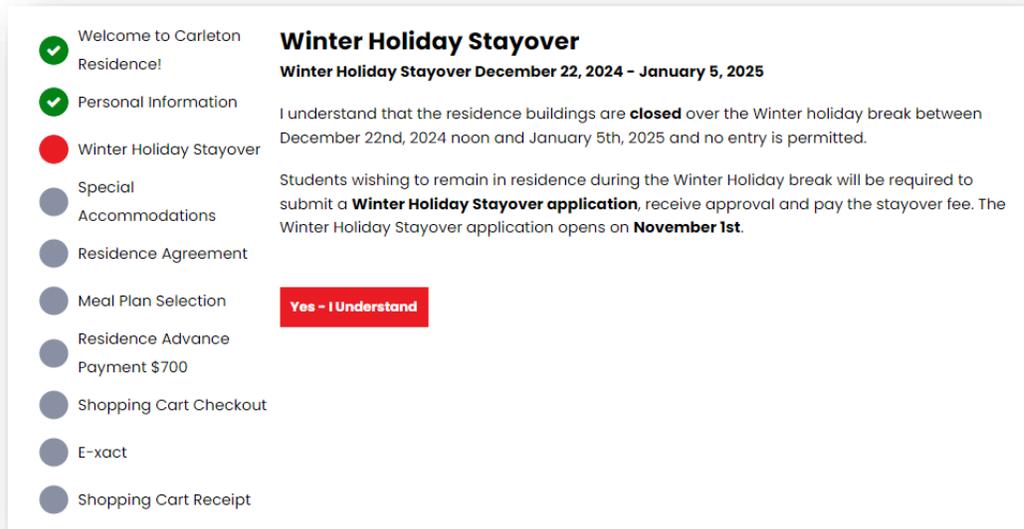


The screenshot shows a progress bar on the left with two items: 'Welcome to Carleton Residence!' with a green checkmark and 'Personal Information' with a red checkmark. The main content area is titled 'Personal Information' and contains the text: 'Please review the information below and [contact us](#) if you need to update any of your personal information.'

3. Winter Holiday Stayover: Please take note of the dates when Residence is closed December 22, 2024 - January 5, 2025 for the Winter break.

Students may ask to remain in residence over the break by submitting a stayover application which will open in November, additional fees apply.

To proceed to the next step, select **“Yes - I understand.”**



The screenshot shows a progress bar on the left with several items: 'Welcome to Carleton Residence!' (green checkmark), 'Personal Information' (green checkmark), 'Winter Holiday Stayover' (red circle), 'Special Accommodations' (grey circle), 'Residence Agreement' (grey circle), 'Meal Plan Selection' (grey circle), 'Residence Advance Payment \$700' (grey circle), 'Shopping Cart Checkout' (grey circle), 'E-xact' (grey circle), and 'Shopping Cart Receipt' (grey circle). The main content area is titled 'Winter Holiday Stayover' and includes the text: 'Winter Holiday Stayover December 22, 2024 - January 5, 2025', 'I understand that the residence buildings are **closed** over the Winter holiday break between December 22nd, 2024 noon and January 5th, 2025 and no entry is permitted.', and 'Students wishing to remain in residence during the Winter Holiday break will be required to submit a **Winter Holiday Stayover application**, receive approval and pay the stayover fee. The Winter Holiday Stayover application opens on **November 1st**.' A red button labeled 'Yes - I Understand' is visible.

4. Special Accommodations:

If you require a Special Accommodation due to a physical or non-physical disability, medical condition(s) or a special dietary need/concern, or any other reason, you may submit your request and supporting documents here.

For **First Year Guaranteed** and **Non-Guaranteed** students, the deadline to submit the required documentation is **June 10th, 2024**. Requests and documentation received after the specified deadline will only be considered under exceptional circumstances as determined by the Department and by space availability.

Please note that submitting the special accommodation request **does not** guarantee any specific style room accommodation.

For Dietary Needs, you will be prompted to select your dietary needs for a list of options. This will be shared with Dining Services to better serve residents in the Caf. Please note that this has no bearing on your room placement.

The screenshot shows a web form with a progress bar on the left side. The progress bar includes the following items: 'Welcome to Carleton Residence!' (checked), 'Personal Information' (checked), 'Winter Holiday Stayover' (checked), 'Special Accommodations' (selected, highlighted in red), 'Residence Agreement' (unchecked), 'Meal Plan Selection' (unchecked), 'Residence Advance Payment \$700' (unchecked), 'Shopping Cart Checkout' (unchecked), 'E-xact' (unchecked), and 'Shopping Cart Receipt' (unchecked). The main content area is titled 'Special Accommodations' and contains two sections: 'Medical/Physical Needs Information' and 'Dietary Restrictions'. The 'Medical/Physical Needs Information' section asks if the user has a physical or non-physical disability or medical issue that may necessitate special accommodation, with a note that submission does not guarantee any specific style room accommodation. Below this is a dropdown menu and an information icon. The 'Dietary Restrictions' section asks if the user has any dietary restrictions, allergies or food-related limitations, with a note that this information is shared with Dining Services. Below this is another dropdown menu and an information icon. At the bottom of the form is a red 'Save & Continue' button.

5. Residence Agreement: Review the document as it outlines all conditions of your residence stay.

You must sign the agreement by entering your Student Number or, for students currently under 18 years of age, by providing the contact information for a parent or a legal guardian.

By signing the residence agreement, you confirm that you will abide by the terms and conditions for living in Residence. Once you have signed it, select **“Save & Continue”** to proceed.

Welcome to Carleton Residence!
 Personal Information
 Winter Holiday Stayover
 Special Accommodations
Residence Agreement

Residence Agreement

To accept your residence offer you must virtually accept/sign the Residence Agreement; and by signing the residence agreement you confirm that you will abide by the terms and conditions that come with living in Residence.

Please note, the 2024-2025 Residence Agreement is currently pending final approval. Once approved, students will be notified, and required to re-sign the Residence Agreement.

Please review and sign.

6. Meal Plan Selection: Select your choice from the drop box below:

You can review the difference between these meal plans on the website linked on the page. Once you are done, select **“Save & Continue”** to proceed.

Welcome to Carleton Residence!
 Personal Information
 Winter Holiday Stayover
 Special Accommodations
 Residence Agreement
Meal Plan Selection
 Residence Advance Payment \$700
 Shopping Cart Checkout
 E-xact
 Shopping Cart Receipt

Meal Plan Selection

Students in traditional buildings can choose between All Access and All Access Plus meal plans.

You can review the details of these plans here: <https://dining.carleton.ca/meal-plans/residence-meal-plans/>

Academic Year 2024-2025:
 All Access Plan - Plus \$100

Save & Continue

7. Residence Advance Payment: To confirm your residence acceptance, you are required to pay the \$700 Residence Advance Payment (RAP). The RAP is fully refundable for Guaranteed First Year students should you cancel before or on June 10th, 2024. Select **“Save & Continue”** to proceed to make payment and complete your application.

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Welcome to Carleton Residence! <input checked="" type="checkbox"/> Personal Information <input checked="" type="checkbox"/> Winter Holiday Stayover <input checked="" type="checkbox"/> Special Accommodations <input checked="" type="checkbox"/> Residence Agreement <input checked="" type="checkbox"/> Meal Plan Selection <input checked="" type="checkbox"/> Residence Advance Payment \$700 <input type="checkbox"/> Shopping Cart Checkout <input type="checkbox"/> E-xact <input type="checkbox"/> Shopping Cart Receipt 	<h3>Residence Advance Payment \$700</h3> <p>Residence Advance payment</p> <p>To confirm your residence acceptance you must pay the \$700 residence advance payment (RAP).</p> <p>Please proceed to the next page to complete your transaction.</p> <p>Once you have completed the transaction the receipt will be emailed to your Carleton email account.</p> <p>Note that RAP is fully refundable should you cancel your residence before or on June 10th 2024; %50 (\$350) refundable should you cancel between June 11th and July 15th 2024. RAP is non-refundable after July 15h 2024.</p> <p>To review the complete cancelation and refund policy please visit: https://housing.carleton.ca/cancellation-policy-before-september/</p> <p style="text-align: right;">Save & Continue</p>
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8. Roommate Matching Questions: All questions are mandatory - select your response to each question from the drop box. There are no right or wrong answers, your responses will help to match you with the best/suitable roommate.

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Welcome to Carleton Residence! <input checked="" type="checkbox"/> Personal Information <input checked="" type="checkbox"/> Winter Holiday Stayover <input checked="" type="checkbox"/> Special Accommodations <input checked="" type="checkbox"/> Residence Agreement <input checked="" type="checkbox"/> Meal Plan Selection <input checked="" type="checkbox"/> Roommate Matching Questions <input type="checkbox"/> Preferences <input type="checkbox"/> Roommate Groups <input type="checkbox"/> Confirm & Submit <input type="checkbox"/> Application Status 	<h3>Roommate Matching Questions</h3> <p>Your responses to the following questions help to make the best roommate/suitemate and living environment match for you. Please answer honestly.</p> <p>Roommate Profile</p> <p>A co-ed space treats all guests as individuals, regardless of their gender identity. This means that you will share the space with people of diverse gender identities, without any differentiation or discrimination based on gender. Are you comfortable living in a co-ed space?</p> <p>(Please Select) ▾</p> <p>All buildings are smoke/vape free, but do you smoke or vape?</p> <p>(Please Select) ▾</p> <p>I am comfortable sharing space with a room/suite/pod mate who smokes or vapes.</p> <p>(Please Select) ▾</p> <p>I commit to maintaining my own and common use spaces tidy and clean, and expect the same of my room/pod/suite mate(s).</p> <p>(Please Select) ▾</p> <p>I like to socialize and have friends over on a frequent basis.</p> <p>(Please Select) ▾</p> <p>I prefer quiet to sleep and study.</p> <p>(Please Select) ▾</p> <p>I usually go to bed before midnight.</p> <p>(Please Select) ▾</p>
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At the bottom of the page, you are given the option to write a short message about yourself (this will be visible in roommate search results to other students looking for roommates).

Some suggestions on what to include could be:

- Program of study
- Gender Identity as well as the gender you feel most comfortable sharing a room with
- Interests/hobbies/sports

There are no right or wrong answers, so feel free to fill in this box with any information you would like to share about yourself.

Below the box, there will be a checkbox that says, “**I want my profile answers to be viewable in Roommate Matching results.**” Please make sure this checkbox is checked, especially if you would like to form a roommate group. If box is left unchecked, your responses and profile won’t be visible in the search for roommates. Once done, select “**Save & Continue**” to proceed.

In the box **About Me** you may consider including some details about yourself and roommate expectations such as what gender(s) you might be comfortable sharing a room with, pronouns you use, your academic program, your interests outside of academics etc.

About Me (this will be visible in roommate search results to other students looking for roommates):

I want my profile answers to be viewable in Roommate Matching results:

Save & Continue

9. **Preferences:** You can indicate your preference to be on one of the designated floors such as **Single Gender Floors, Quiet Floor, and Substance Free Floors**. Please note that availability in these communities is limited and cannot be guaranteed. If you are not interested in any of these communities, click “**Save and Continue**” to skip to the next page.

- Welcome to Carleton Residence!
- Personal Information
- Winter Holiday Stayover
- Special Accommodations
- Residence Agreement
- Meal Plan Selection
- Roommate Matching Questions
- Preferences
- Roommate Groups
- Confirm & Submit
- Application Status

Preferences

Below are community preferences. Please note that availability in these communities is limited and cannot be guaranteed.

If you are not interested in any of these communities, please click Save and Continue below to skip.

Preference	Description
Single Gender Floor	These communities are dedicated to the same gender identity (i.e. only those identifying as female are assigned to the floor) and offered only in traditional style buildings.
Designated Quieter Floor	Reasonable peace and quiet are expected to be observed at all times within our community. However, some residents may prefer to live in a "quieter" environment. The residents of these floors will be expected to respect and abide by the quieter standards established.

10. Roommate Groups: This is where you can create your roommate group with your preferred roommate(s) or find a roommate among other first year Carleton students.

Please note that while creating a roommate group is encouraged, it is not mandatory.

If you do not want to create a roommate group, you can select **"Save & Continue"** to proceed to the next page.

- Welcome to Carleton Residence!
- Personal Information
- Winter Holiday Stayover
- Special Accommodations
- Residence Agreement
- Meal Plan Selection
- Roommate Matching Questions
- Preferences
- Roommate Groups
- Confirm & Submit
- Application Status

Roommate Groups

This part of the residence questionnaire is where you can create a roommate group with your preferred room/pod/suitemate(s), or find a room/pod/suitemate among your fellow Carleton students. You can do this one of 3 ways:

1. Search directly for your preferred roommates by searching by their first or last name, or Student ID Number.
2. Search for roommates by using the answers in the roommate matching questionnaire to find someone with similar attributes.
3. Take a look at suggested roommates based on how closely you match based on your answers in the roommate matching questions.

Roommate groups are encouraged but are not mandatory.

Not In a Group
You are not a member of any roommate groups.

[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)
[Suggested Roommates](#)

You can create a roommate group through one of 3 ways:

- **Search by Details:** You can search for roommate(s) by their name or student number and add them to your group. This is the quickest way to find your preferred roommate(s).

The screenshot shows a web interface for finding roommates. On the left is a vertical navigation menu with 12 items, each with a circular icon: 'Welcome to Carleton Residence!' (green checkmark), 'Personal Information' (green checkmark), 'Winter Holiday Stayover' (green checkmark), 'Special Accommodations' (green checkmark), 'Residence Agreement' (green checkmark), 'Meal Plan Selection' (green checkmark), 'Roommate Matching Questions' (green checkmark), 'Preferences' (green checkmark), 'Roommate Groups' (red circle), 'Confirm & Submit' (grey circle), and 'Application Status' (grey circle). The main content area is titled 'Roommate Search By Details'. It contains three text input fields: 'Entry Preferred First Name:', 'Last Name:', and 'Student Number:'. Below these is a checkbox labeled 'Exclude results that cannot be added or joined' which is checked. At the bottom of the form are two buttons: 'Go Back' (white with red border) and 'Search' (red with white text). To the right of the 'Search' button are two red links: 'Search for Roommates by Profiles' and 'Suggested Roommates'.

- **Search by Profile:** You can search for roommate(s) through their profiles. Select answers you would expect from your roommate and review the list of potential roommates.

[Welcome to Carleton](#)

[Residence!](#)

Personal Information

Winter Holiday Stayover

Special Accommodations

Residence Agreement

Meal Plan Selection

Roommate Matching Questions

Preferences

Roommate Groups

Confirm & Submit

Application Status

Roommate Search By Profiles

Roommate Profile

I usually go to bed before midnight.

Any

I commit to maintaining my own and common use spaces tidy and clean, and expect the same of my room/pod/suite mate(s).

Any

A co-ed space treats all guests as individuals, regardless of their gender identity. This means that you will share the space with people of diverse gender identities, without any differentiation or discrimination based on gender. Are you comfortable living in a co-ed space?

Any

I prefer quiet to sleep and study.

Any

All buildings are smoke/vape free, but do you smoke or vape?

Any

I am comfortable sharing space with a room/suite/pod mate who smokes or vapes.

Any

I like to socialize and have friends over on a frequent basis.

Any

Exclude results that cannot be added or joined

[Go Back](#) [Search](#) [Search for Roommates by Details](#)
[Suggested Roommates](#)

- **Suggested Roommate:** You can find roommate(s) through a generated search that suggests other students that match your profile.

The lists will include students of ALL genders so make sure contact your potential roommates to chat about this opportunity.

Welcome to Carleton Residence!
 Personal Information
 Winter Holiday Stayover
 Special Accommodations
 Residence Agreement
 Meal Plan Selection
 Roommate Matching Questions
 Preferences
 Roommate Groups
 Confirm & Submit
 Application Status

Suggested Roommates

[Go Back](#)
[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)

Andrew
 Classification: First Year Guaranteed
 About Me: Plays videogames often and watches tv (usually with headphones on).

100% Match

Ryan
 Classification: First Year Guaranteed
 About Me: I like sports, I'm studious, I generally don't stay up late or have friends over. Not very extroverted but still social.

100% Match

Kenenna
 Classification: First Year Guaranteed
 About Me:

100% Match

Once you have found a roommate(s), you can add them to a group and exchange messages with them as well.

Group: Group Teddy3c63853963

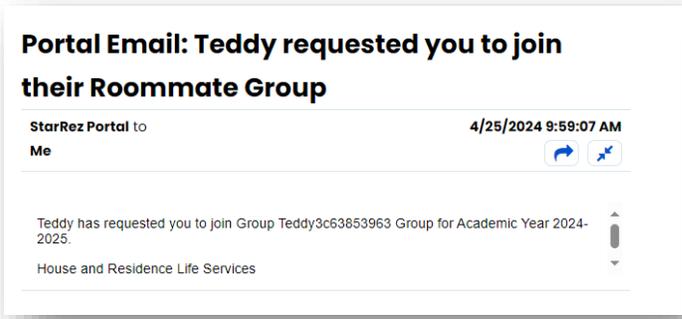
[Delete Group](#)
[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)
[Suggested Roommates](#)

Teddy (Group Leader)
 Classification: First Year Guaranteed
 About Me:

Outgoing Requests

Favour
 Classification: First Year Guaranteed
 Gender: Female
 About Me:
 Expiry Date: 4/30/2024 09:59

If you are invited to join someone's group, you will receive an email notification as well as a message on the Housing Portal. You can choose to either **Accept** to join the group or **Decline**.



Incoming Requests

Group Teddy3c63853963
Leader: Teddy
Members: Teddy
Expiry Date: 4/30/2024 09:59

Accept

Decline

Save & Continue

11. Confirm and Submit: Once you have completed all steps, you can finish your application by selecting “**Submit.**” You will receive an email confirmation to your Carleton email shortly after.

