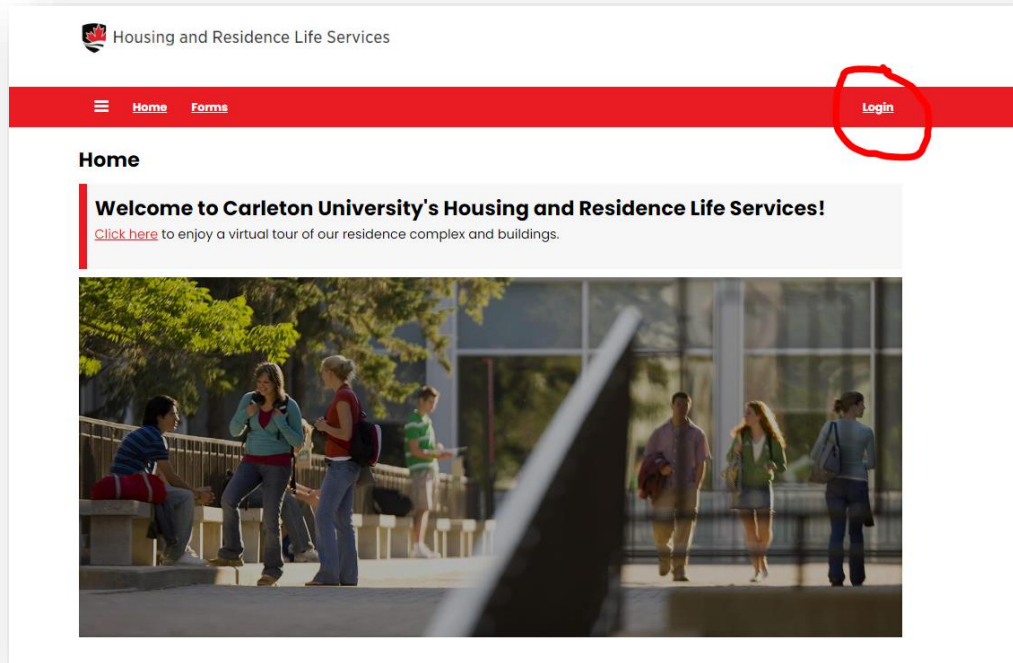


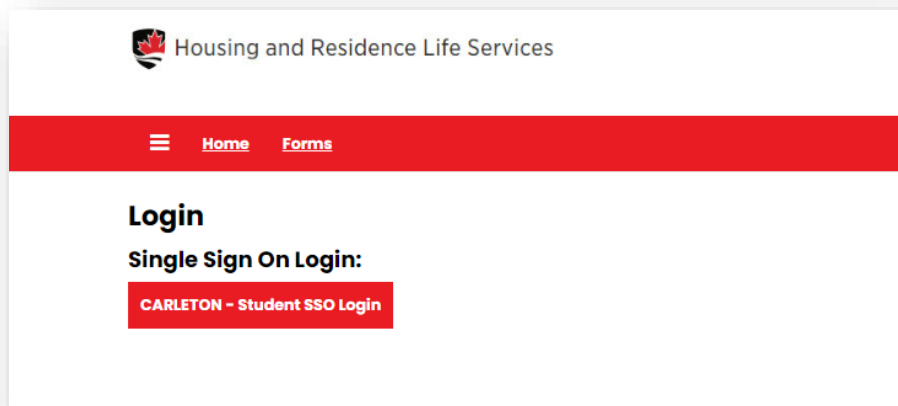
FIRST YEAR NON-GUARANTEED - APPLICATION PROCESS

Step 1: Login

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

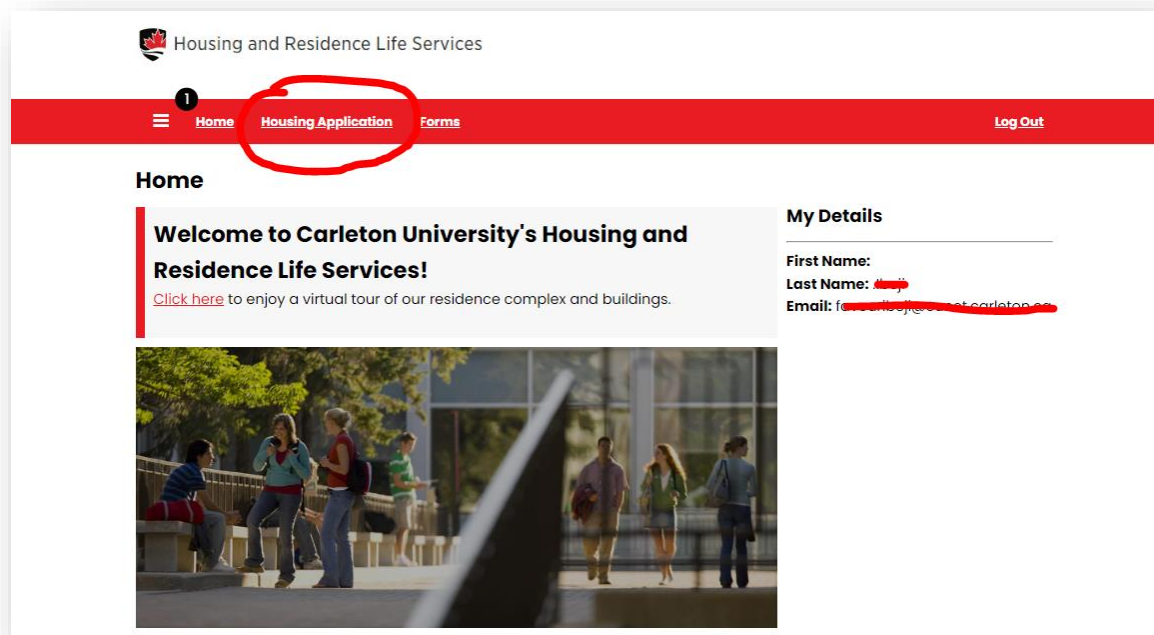


Now click on the button **CARLETON - StudentSSO Login** and enter your Carleton MC1 credentials to log in.



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

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

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.

<ul style="list-style-type: none"> ● Privacy Notice ● Welcome to Carleton Residence! ● Personal Information ● Winter Holiday Stayover ● Special Accommodations ● Application Fee Information ● Application Fee Checkout ● Payment Receipt 	<h3>Privacy Notice</h3> <p>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.</p> <p>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.</p> <p>By clicking Save and Continue, you acknowledge that you have read the privacy notice and you consent to the uses and disclosures identified.</p> <div style="text-align: right;"> <div style="background-color: red; color: white; padding: 5px 10px; display: inline-block;">Save & Continue</div> </div>
--	--

From this page onwards, you should read the information on every page carefully, fill out the required information and follow the instructions given for each step till you reach the end of the application.

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

<ul style="list-style-type: none"> ✓ Welcome to Carleton Residence! ✓ Personal Information ✓ Winter Holiday Stayover ● Special Accommodations ● Application Fee Information ● Application Fee Checkout ● Payment Receipt 	<h3>Welcome to Carleton Residence!</h3> <p>We are delighted that you are considering living in Residence at Carleton!</p> <p>To submit your residence application you are required to pay the non-refundable application fee and complete the mandatory residence questionnaire.</p> <p>Once you have filled out all mandatory fields and submitted your application, you will receive a confirmation email sent to your Carleton email account.</p> <div style="text-align: right;"> <div style="background-color: red; color: white; padding: 5px 10px; display: inline-block;">Save & Continue</div> </div>
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2. **Personal Information page:** review your First Name, Last Name and Student Number – these fields are prepopulated. If information is incorrect contact us immediately via email residence@carleton.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.

✓ Welcome to Carleton
Residence!

✓ Personal Information

Personal Information

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.”

✓ Welcome to Carleton
Residence!

✓ Personal Information

✓ Winter Holiday Stayover

● Special
Accommodations

● Application Fee
Information

● Application Fee
Checkout

● Payment Receipt

Winter Holiday Stayover

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.

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**.

Yes - I Understand

4. **Special Accommodations page:**

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 pending 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 for Carleton Residence. On the left is a vertical sidebar with a list of steps: 'Welcome to Carleton Residence!' (green checkmark), 'Personal Information' (green checkmark), 'Winter Holiday Stayover' (green checkmark), 'Special Accommodations' (red circle), 'Application Fee Information' (grey circle), 'Application Fee Checkout' (grey circle), and 'Payment Receipt' (grey circle). The main content area is titled 'Special Accommodations' and contains two sections. The first section, 'Medical/Physical Needs Information', 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 text input field and an information icon. The second section, 'Dietary Restrictions', 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 text input field and an information icon. At the bottom of the form is a red 'Save & Continue' button.

Welcome to Carleton Residence!

Personal Information

Winter Holiday Stayover

Special Accommodations

Application Fee Information

Application Fee Checkout

Payment Receipt

Special Accommodations

Medical/Physical Needs Information

Do you have a physical or non-physical disability or medical issue that may necessitate special accommodation? (Please note that submission of this information does not guarantee any specific style room accommodation. There are a limited number of barrier free rooms to accommodate students with a physical disability.)

Do you have a physical or non-physical disability or medical need:

Dietary Restrictions

Do you have any dietary restrictions, allergies or food-related limitations? Please note that this information is shared with Dining Services to better serve residents in the caf and does not have any bearing on your room placement.

Do you have any dietary restrictions, allergies or food-related limitations?

Save & Continue

5. **Application Fee:** To submit your application, you are required to pay a \$50 non-refundable application fee. The \$50 application fee can be paid by credit card (Visa, Mastercard or American Express, any Visa/Debit* cards) or by Interac. Please note that only customers of RBC Royal Bank, TD Bank, First Nations may use the Interac option.

- Welcome to Carleton Residence!
- Personal Information
- Winter Holiday Stayover
- Special Accommodations
- Application Fee Information**
- Application Fee
- Application Fee Checkout
- Payment Receipt

Application Fee Information

In order to submit your application, you must pay the \$50 non-refundable application fee.

The \$50 application fee can be paid by credit card (Visa, Mastercard or American Express, any Visa/Debit cards) on the following pages.

Save & Continue

Click **'Save & Continue'**, the next page prompts to complete the payment.

- 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.

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

Roommate Matching Questions

Your responses to the following questions help to make the best roommate/suitemate and living environment match for you. Please answer honestly.

Roommate Profile

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?

(Please Select) ▾

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

(Please Select) ▾

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

(Please Select) ▾

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

(Please Select) ▾

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

(Please Select) ▾

I prefer quiet to sleep and study.

(Please Select) ▾

I usually go to bed before midnight.

(Please Select) ▾

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).

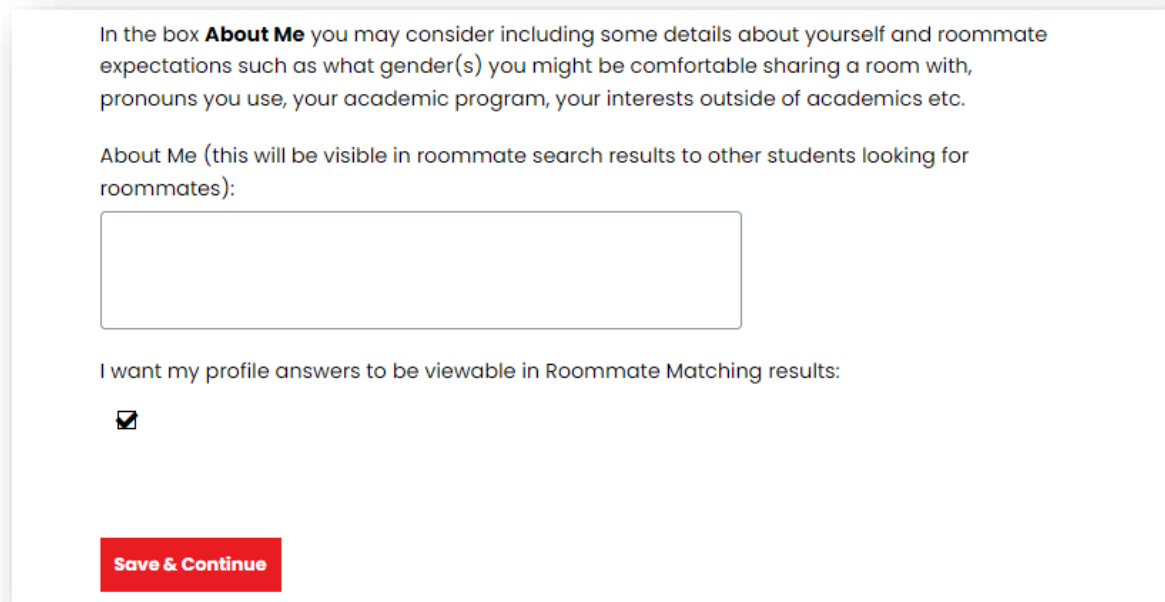
Some suggestions on what to include could be:

- 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

7. **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.



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.
Substance Free Community	This healthy living option is for students who are willing to make a commitment to maintain a living environment free from tobacco, alcohol, and other drugs. Students are not permitted to possess or use alcohol, tobacco, smokeless tobacco, drugs, drug paraphernalia or illegally obtained prescription medications within their designated sub-free space. Students who have reached the legal age of majority (19 in Ontario) in substance-free housing further agree that, should they consume alcohol while away from their residence, they will not return to their room while under the influence of alcohol or other substances. To honor the rights of those who have applied and are assigned to this community, these expectations also apply to guests visiting these areas.

8. **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.

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

- **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.

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:

[View Profile](#)

Outgoing Requests

Favour

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

[Cancel](#)

[Save & Continue](#)

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**.

Portal Email: Teddy requested you to join their Roommate Group

StarRez Portal to Me

4/25/2024 9:59:07 AM

[Reply](#)[Reply All](#)

Teddy has requested you to join Group Teddy3c63853963 Group for Academic Year 2024-2025.

House and Residence Life Services

Incoming Requests

Group Teddy3c63853963

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

[Accept](#)[Decline](#)

[Save & Continue](#)

9. **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.

✓ Welcome to Carleton
Residence!

✓ Personal Information

✓ Winter Holiday Stayover

✓ Special
Accommodations

✓ Roommate Matching
Questions

✓ Preferences

✓ Roommate Groups

✗ Confirm & Submit

✓ Application Status

Confirm & Submit

Please click **SUBMIT** below to complete the questionnaire. You will receive a confirmation email to your Carleton email address shortly.

SUBMIT