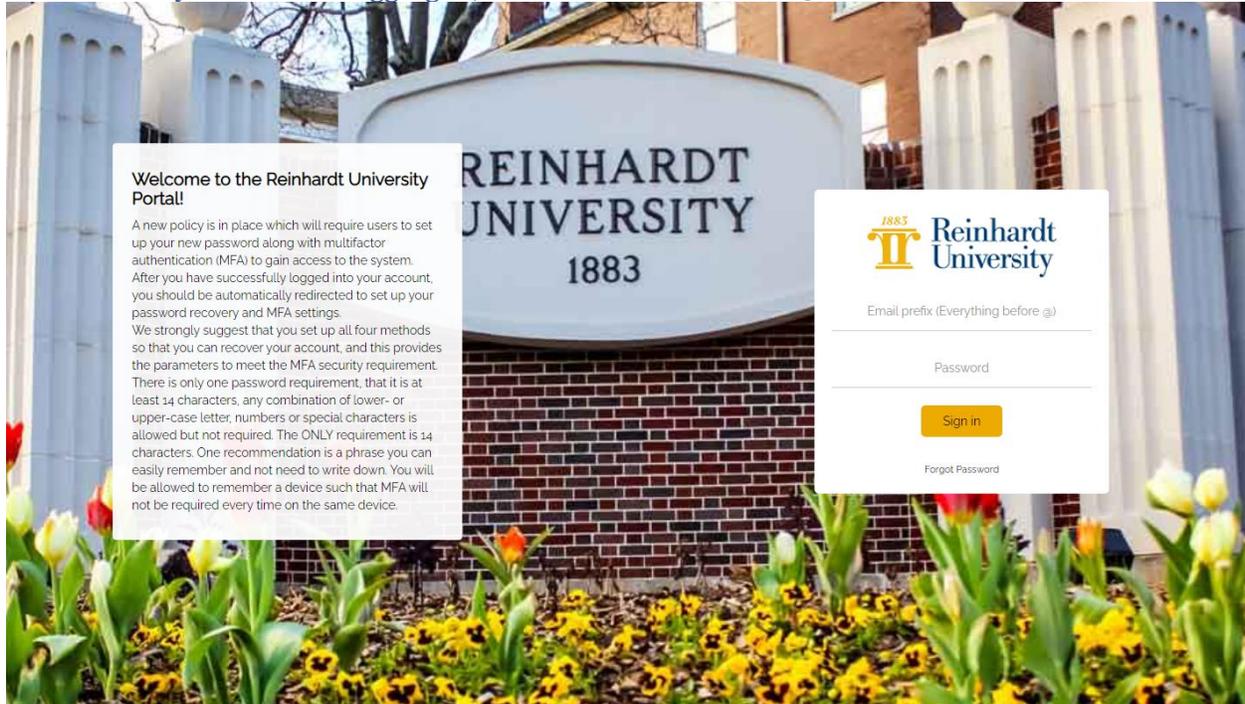


# RU Housing Application Guide 2024-2025

If you have any questions during the housing application process, please don't hesitate to contact the Office of Housing & Residential Education at [reslife@reinhardt.edu](mailto:reslife@reinhardt.edu).

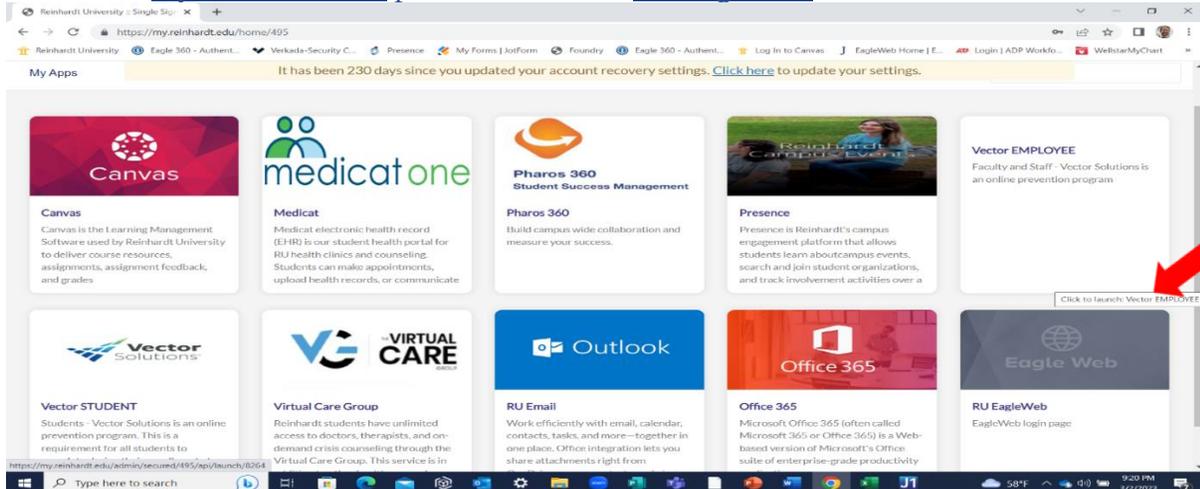
## Step 1: Log into the [My.Reinhardt.edu](https://my.reinhardt.edu) Portal

Access the [My.Reinhardt.edu](https://my.reinhardt.edu) portal, provided to you by the Office of Admissions. If you encounter any issues with logging in, reach out to [admissions@reinhardt.edu](mailto:admissions@reinhardt.edu).



## Step 2: Click on the RU EagleWeb tab

Within the [My.Reinhardt.edu](https://my.reinhardt.edu) portal click on the [RU EagleWeb](https://my.reinhardt.edu) tab.



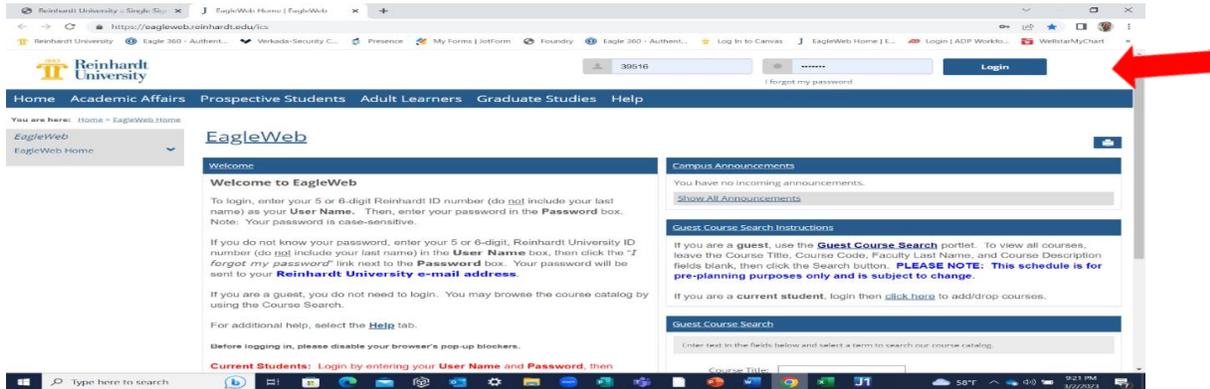
## Step 3: Log into EagleWeb

**NOTE: Your EagleWeb Username and password are different from [My.Reinhardt.edu](https://my.reinhardt.edu)**

For first time users of EagleWeb, your username will be ONLY your student ID# and then you will need to click "I forgot my password". The following page will ask you for an email address and you need to enter your student email address in the format, [lastnameID#@students.reinhardt.edu](mailto:lastnameID#@students.reinhardt.edu), for example, [smith123456@students.reinhardt.edu](mailto:smith123456@students.reinhardt.edu).

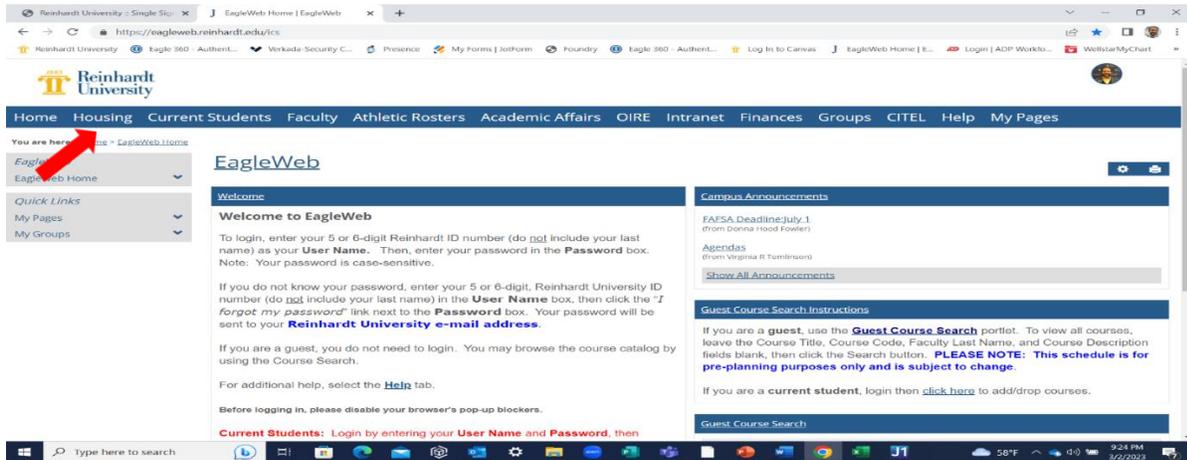
# RU Housing Application Guide 2024-2025

Once you click submit, a password reset link will be sent to your student email so that you can reset the password.



## Step 4: Click on Housing

Once you have logged into EagleWeb, click on Housing within the top menu bar.



## Step 5: Please read the Instructions.

Please carefully read the information on the Instructions page. Then click Next.

\* Required

Instructions

Student Information

Housing Preference

Emergency/Missing Persons Contact

Housing Contract Terms and Conditions



### Instructions

This is the **Fall 2024/Spring 2025 Housing Application** for Reinhardt University. There are four (4) tabs to verify and complete: **Student Information, Housing Preference, Emergency/Missing Persons Contact, and Housing Policies.** When you have completed the entire application, click the Submit button on the last tab. If you need to stop before the application is completed, you may save and return to it later.

For the Housing Application, academic and class standing are based on the current credit hours and GPA earned at the time of application submission.

Remember, you must have your **\$200 Housing Deposit** on file. If a Housing Deposit is not submitted, the Housing Application will not be considered complete and the Housing Application will not be processed. [Click here](#) to find out more and to submit your Housing Deposit.

Quit

Next

## Step 6: Student Information

Please fill in the required information. Then click Next.

# RU Housing Application Guide 2024-2025

Student Type  
 First Name  
 Last Name  
 Reinhardt E-Mail  
 Gender  
 Birthdate  
 Mobile Phone  
 Address Line 1  
 Address Line 2  
 Address Line 3  
 City  
 State  
 Zip Code  
 Country  
 Student Classification  
 Academic Major  
 Are you a member of a Reinhardt Athletic Team? \*

Previous Save and Quit Next



## Step 7: Housing Preference and Meal Plan

Please fill in the required information, then scroll down. Students who have problems picking out their housing preference should fill out the [Housing Preference Form](#).

Complete the following questions. Meal plan preference is for informational use only and will not have any effect on your room assignment. For information regarding meal plans visit [Plans & Pricing - Reinhardt University Dining Services \(reinhardt dining.com\)](#).

Please select one of the following: \*

- Intercollegiate Athlete
- Student Leader - RA Included
- International Student
- None of the options above apply to me

Preferred Meal Plan \*

Preferred Room Type: \*

- Double Occupancy Room
- Private/Single Occupancy Room

Single/Private Rooms are limited, and assignments give priority to those students who need special accommodations. Requests for a single/private room as an accommodation require documentation from a qualified medical professional that demonstrates a link between the request and disability. This information must be submitted to the Office of Academic Support. Requests for a single/private room as an accommodation based solely on a desire to have a "quiet, undisturbed place to study" will not be granted.

For information about the various housing options visit [Housing Options - Reinhardt University](#) and for housing related costs visit [Cost of Attendance - Reinhardt University](#).

Preferred Roommate's ID#	Preferred Roommate's First Name	Preferred Roommate's Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have selected **East, West, Gordy, or Roberts**, you may specify two additional preferred roommates below:

Preferred Roommate's ID#	Preferred Roommate's First Name	Preferred Roommate's Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred Roommate's ID#	Preferred Roommate's First Name	Preferred Roommate's Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have a condition/disability that may impact your room assignment? \*

Yes  No

If yes, please explain:

Do you have any special needs or requirements? \*

Yes  No

If yes, please explain:

Do you have any allergies? \*

Yes  No

If yes, please explain:

## Step 8: Roommate Questionnaire

Please fill in the required information. Then click Next.

# RU Housing Application Guide 2024-2025

Are you comfortable living with someone who has an approved ESA (Emotional Support Animal)? \*

Yes  No  No Preference

What are your sleeping habits: \*

Early Bird  Stay Up Occasionally  Night Owl

Please select the description that best defines you: \*

Introvert  
 Ambivert  
 Extrovert

Please select the description that best defines you: \*

Active  
 Slightly Active  
 Neutral  
 Slightly Inactive  
 Inactive

How often do you watch TV or play video games per day? \*

Less than 1 hour  
 1 hour  
 2 hours  
 3 hours or more

When dealing with conflicts, I... \*

am able to clearly express my feelings and concerns  
 will generally express my concerns in a joking fashion so the other person gets the hint  
 usually wait until I am really annoyed or angry  
 am not comfortable asserting myself in conflict

How do you like your living space? \*

Very Quiet  
 Quiet  
 Neutral  
 Loud  
 Very Loud

What noise level are you most comfortable study in? \*

Very Quiet  
 Quiet  
 Neutral  
 Loud  
 Very Loud

How do you like your living space? \*

Very Organized  
 Organized  
 Neutral  
 Messy  
 Very Messy

I prefer my living environment to be... \*

Hot  
 Warm  
 Neutral  
 Cool  
 Cold

How would your family and friends describe your personality? \*

Funny  
 Athletic  
 Artistic  
 Easy-going  
 Outdoorsy  
 Alternative  
 Serious  
 Studious



## Step 9: Emergency Contact

Please fill in the required information. Then click Next.

Emergency Contact

1

Relationship \*

First Name \*

Last Name \*

You must enter at least one phone number for your emergency contact:

Mobile Phone \*

Home Phone \*

Business Phone \*

E-mail

Confirm \*  I confirm that the above emergency contact information is correct.

Missing Persons Contact

2

Relationship \*

First Name \*

Last Name \*

You must enter at least one phone number for your missing persons contact:

Mobile Phone \*

Home Phone \*

Business Phone \*

E-mail

Confirm \*  I confirm that the above missing persons contact information is correct.



# RU Housing Application Guide 2024-2025

## Step 10: Housing contract Terms and Conditions

Please fill in the required information and read the contract. Then click Next.

- b. By Student: I may request to cancel by submitting a written Contract Cancellation Request Form. Only written approval from HRE terminates this Contract.
  - c. Grounds for Consideration: Cancellation may be granted for specific reasons, with necessary supporting documentation provided to HRE.
  - d. Effective Date: If cancellation is approved, the effective date is the date the Request for Cancellation is approved by HRE. I must promptly and properly vacate the premises within forty-eight (48) hours of this date.
  - e. Fees & Charges: Fees apply based on the cancellation date, including a \$350 or more cancellation fee plus room charges for certain periods. Waivers apply for specific circumstances.
7. HOUSING RULES & CONDITIONS
- a. Policies: I agree to comply with all applicable laws, University, and HRE policies.
8. MISCELLANEOUS TERMS
- a. Amendment of Contract: No proposed amendment is valid unless in writing and signed by an authorized university contract signatory.
9. Severability
- a. If any provision is unenforceable, it shall be severed without affecting the remainder.
10. Waiver
- a. The University's failure to enforce any provision does not waive its right to later enforce
11. LIABILITY
- a. While the University does provide Public Safety services, it is important to note that the University does not assume responsibility for personal property damage, loss, or injuries. Residents are strongly advised to secure personal insurance coverage.
- Confirm \*  I have read and understand the Housing Contract Terms and Conditions.

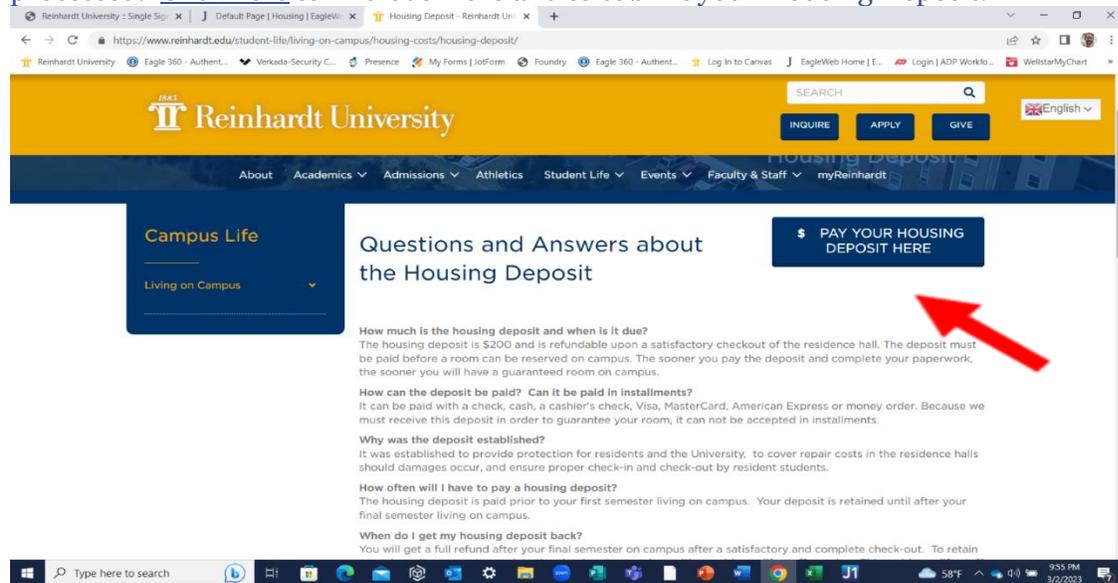
Previous

Save and Quit

Submit

## Step 11: Submit Your Housing Deposit

To complete the housing application process, **new residents must submit the \$200 refundable Housing Deposit**. If a Housing Deposit is not submitted, the Housing Application will not be considered complete and the housing application will not be processed. [Click here to find out more and to submit your Housing Deposit.](#)



The screenshot shows the Reinhardt University website. The main navigation bar includes links for About, Academics, Admissions, Athletics, Student Life, Events, Faculty & Staff, and myReinhardt. A search bar is located in the top right. Below the navigation bar, there is a section titled "Questions and Answers about the Housing Deposit". A prominent blue button with white text says "\$ PAY YOUR HOUSING DEPOSIT HERE". A red arrow points to this button. Below the button, there are several sections of text providing information about the housing deposit, including:
 

- How much is the housing deposit and when is it due?** The housing deposit is \$200 and is refundable upon a satisfactory checkout of the residence hall. The deposit must be paid before a room can be reserved on campus. The sooner you pay the deposit and complete your paperwork, the sooner you will have a guaranteed room on campus.
- How can the deposit be paid? Can it be paid in installments?** It can be paid with a check, cash, a cashier's check, Visa, MasterCard, American Express or money order. Because we must receive this deposit in order to guarantee your room, it can not be accepted in installments.
- Why was the deposit established?** It was established to provide protection for residents and the University, to cover repair costs in the residence halls should damages occur, and ensure proper check-in and check-out by resident students.
- How often will I have to pay a housing deposit?** The housing deposit is paid prior to your first semester living on campus. Your deposit is retained until after your final semester living on campus.
- When do I get my housing deposit back?** You will get a full refund after your final semester on campus after a satisfactory and complete check-out. To retain