How to Apply for Housing at Butler Community College

- 1) Go to butlercc.edu, hover your mouse over Students, and click on Residence Life
- Scroll to the bottom of the page and click on the purple box that says "HOUSING PORTAL" with a gray box that says "APPLY FOR HOUSING"

	Residence LITE Cummins Hall East Hall Immunization Policy and Health Form Missing Person's Procedure Off-Campus Housing On-Campus Apartments Residence Life Forms Resident Assistant West Hall	activities designed to build your skills in social and civic engagement, skills that will enrich your professional and personal life long after you have graduated. We also make it a high priority to make you feel at home on campus. Our residences offer four distinct options in living arrangements: • On-Campus Apartments: Female Residents • Commins Hall: Female Residents • East Hall: Male Residents • West Hall: Male Residents Room assignments are made with consideration for the preferences you express in your application.		
	Social Media Directory	<u>.</u>		
	Student Clubs & Organizations			
	Student Handbook	LATEST NEWS		
	Student Involvement			
	Ways to Learn Weapons Policy MELANIE MCLEMORE	READ	READ	READ
	Director of Residence Life P: 316.322.6839 E: mmclemore2@butlercc.edu	THEATRE DEPARTMENT CELEBRATES THE YEAR'S PERFORMANCES AT SPELVIN AWARDS	EARLY COLLEGE ACADEMY CELEBRATES 2023 GRADUATES	BCC STUDENT JOURNALISTS HONORED WITH STATEWIDE AWARDS
(HOUSING PORTAL Apply for housing)	READ MORE	

- 3) This will prompt you to log into using your Butler CC credentials. *You MUST have been accepted to Butler CC in order to get these credentials*
- 4) Once you log in your screen will look like the picture below. Please click on

Apps&Forms		
Butler Community Callege	×	
Home Apps & Porms Personal Information Rooms, Roomies, Wattist Dining RCR/Damages Activities/Events	Messages	Help Text Welcome to Self Service! If you have any questions or concerns please contact us at housing@butlercc.edu C> Helpful Links
	Room Selection There are no room selections to display Assignments There are no active room assignments to list Y Dining There are no active dining plans to display	Residence Life Site

5) Click on Fall 2023 Application

Butler	x	
Apps & Forms Summer 2023 Housing Application (summer 2023) Fail 2023 Application Fail 2023 Residence Life Contract & Deposit (Fail 2023)	K Messages Room Selection There are no room selections to display Assignments There are no active room assignments to list Y Dining	 Help Text Welcome to Self Service! If you have any questions or concerns please contact us at housing/buttercc.edu G⇒ Helpful Links Residence Life Site
	There are no active dining plans to display	

6) Below is what the first page of your application should look like. When you are done adding your information, click on continue

Butler Community College	×		
Apps & Forms	My Information - Fall 2023 Application		1 Help Text
Summer 2023 Housing Application (summer 2023) Fall 2023 Application	If you have a roommate preference, please type in their name. Please note that you will only be able to have them as a roommate if they too have identified you as someone that they want as a roommate. If your preferred name is different than your legal first name, please specify that here.	E of 36 characters	On this page, you are invited to let us know some general information and personal preferences. You have the ability on this page to upload your immunization files. To do this, please click on the 'upload up to 5 files' tab on the bottom right of the page. Whether you upload your immunizations now or email them to us later, you are required to turn in your immunizations in order to live in our Residence Halls.
(Fall 2023) Residence Life Contract & Deposit (Fall 2023)	List your phone number here. This phone number should be yours and not your parents. * Who is your mobile carrier? *	a of jat characters	⇔ Helpful Links
(1 dii 2023)	If you have any health concerns that would impact your housing needs (single room, emotional support animal etc.) make sure you reach out to Disability Services at disability@butlercc.edu or 316-322-3166.	🔿 Yes 💿 No	Residence Life Site
	Do you smoke? Please be aware that Butler Community College is a tobacco and smoke free campus. *	Yes No	
	Are you okay with your roommate being a smoker?*	(none) ~	
	if you are coming to suiter community Collage on an activity scholarship, please select the sport or activity you will be participating in.	(none) • C	
	Toou are required to fax immunizations to 3 to 32,5-893 00 rmail to 2415 W. Towarda Avenue, El Dorado, KS, 67042 MMR/1MMR2 shots Current Tetanus shot (within the last 10 years) Meningococcal Vaccine TB Test While Butter Community College highly recommends receiving the COVID-19 Vaccine, it is not required at this time. These documents are required as a part of a completed housing application. *	(none) -	
	What type of relationship would you like to have with your roommate? *	Coexist 👻	
s://www.mozilla.org/en-US/firefox/central/	Do you have someone that you would like to be your roommate? Please note that they will also have to list you in their roommate preference. If you are an athlete your coach will be placing you	Yes No	
P Type here to search	ੈਂ 🛋 🎦 ਨੂੰ 🖽 📸 🚍 🥔 🐼 🖬 👘		76°F Mostly sunny 🔿 🥌 🖅 🕼 🥅 1:33 PM

7) The next page is where you can request your Residence Hall. The apartments and Cummins are reserved for women, while our East and West Halls are reserved for men. Once you pick one, click on "Add"

	×	
< X Apps & Forms	Fall 2023 Application - Existing Living Requests for Fall 2023 (0) 🗸	Help Text
Summer 2023 Housing Application	Add a New Living Request	There is no help text for this screen
(summer 2023) Fall 2023 Application	Choice # Request Type 1 Hall Cummins Hall Add	🖙 Helpful Links
(Fall 2023)		Residence Life Site
Residence Life Contract & Deposit	Continue	
()		

8) The last page is verification that you've filled out your application and your next steps. Please read this in its entirety!

Butler Community College	×	
K X Apps & Forms	Application Complete - Fall 2023 Application	1 Help Text
Summer 2023 Housing Application	Hello!	There is no help text for this screen
Fall 2023 Application	Thank you for filling out your application for housing in the upcoming academic year. This is confirmation that we have received your application and you can expect to hear from us again by June 9th, 2023, with your tentative room assignment along with information on how to accept the room assignment and pay the initial \$150 deposit. RETURNERS - to reserve your spot, you must pay your deposit by May 12, 2023.	⇔ Helpful Links
(Fall 2023) - Completed Residence Life Contract & Deposit		Residence Life Site
(Fall 2023)	We look forward to getting you into our system and seeing you in the Fall! If you have any questions, please feel free to contact us via the Residence Life email housing@butlercc.edu	
Residence Life Contract&Title IV (Fall 2023)	Go Grizzles! Residence Life	
	Home	