How to Submit Your Carthage College
On-Campus Housing Application

The following instructions are provided for students applying for an on-campus housing assignment at Carthage College. All questions and/or concerns can be directed to the Office of Residential Life.

Instructions:

1. On a laptop or tablet using either the Firefox or Chrome browsers, go to this website: www.carthage.edu/housing-application

2. When prompted, log in to your Student Housing Self-Service portal using your Carthage credentials.

3. Once logged in you will see a few different tabs at the top of your screen. Click on the “Applications” tab.

4. Under “Applications” tab you will see an application titled “Fall 2022 New Student Housing Application.”

5. Please click on the application to open and complete the questions included.

6. Make sure to fill out the application completely by answering every question. Most questions have a drop down menu providing you several options to select.

7. Within the housing application, there is an option to rank your residence hall preferences. Room assignments are prioritized based on the housing application submission date. Submitting hall preference rankings does not guarantee a room assignment in your preferred residence hall.

8. Under “Housing Selection Process” tab you will see “Select Roommate” as an option. If you have a specific person you would like to request as your roommate, or if you would like to search for potential roommates, use this tab. The Office of Residential Life can honor these roommate requests as long as the requests are mutually confirmed between students and there is available space to accommodate the request.

9. Students who have a medical need that may impact their housing assignment should submit a Housing Accommodation Request form. These forms can be requested by emailing housing@carthage.edu. Forms should be submitted by June 1 for priority consideration.

10. When you complete the application, please click on the “Submit” button at the bottom of the screen. You should be rerouted to a message that acknowledges confirmation of your submitted application.

You can update your housing application prior to June 1. After June 1, please reach out to the Office of Residential Life. We can assist you with any updates or changes you wish to make.

For information about living on campus and residential life at Carthage College, please visit this web page: www.carthage.edu/residence-life