

**\*\* Message Sent Via Email to All New Housing Applicants as of April 21, 2023 \*\***



**EAST TENNESSEE STATE  
UNIVERSITY**

DEPARTMENT OF  
Housing &  
Residence Life

**To:** All New Student Housing Applicants

**From:** Dr. Bonnie L. Burchett, Director of Housing and Residence Life

We are delighted that you have chosen ETSU and on-campus housing. After a successful returning student sign-up, we are beginning the summer long process of assigning rooms for new student applicants. This is a process, so everyone who has applied will not be assigned in a day or even a week or month. At this point, we will be able to offer an assignment to all current applicants. We will begin with the earliest applications submitted in September and work through each month's applications in stages. We will send an email to the applicants who applied for that month to remind you that your assignment is coming soon, so as always, check your ETSU email every day for important information from our office and other ETSU offices. Below are some important notes about the assignment process that you need to know.

1. Centennial Hall and Buccaneer Ridge Apartments have been filled with current residents, with a waitlist. We are not taking any more names on either list at this time.
2. We will do our best, but cannot guarantee, to assign you to one of your three hall choices. We will keep waitlists for other halls as necessary, as there are many changes over the summer, and during the first few weeks of the semester.
3. We will make every effort to assign you with your roommate choice; however, this may not always be possible, if your deposit dates are far apart.
4. Due to the increased number of applicants for fall housing, the University has paused granting private rooms, except in cases of an ADA accommodation that has been approved by the Office of Disability Services. There is no guarantee that all of these can be accommodated as space gets tighter.
5. The assignment email will reflect your hall, room number, and current assigned roommate. The roommate information will be available in Residence later in the summer as roommates can change over the summer.
6. The assignment email will include a link to confirm your housing/dining agreement. You will have a deadline of 5 days to confirm the agreement, otherwise, your assignment is canceled. If you wanted to reactivate the assignment, your application would go to the back of the list.
7. Per state law, all students living on campus under the age of 22 years old must submit documentation to the University Health Center verifying immunization for meningitis. See this link <https://www.etsu.edu/nursing/universityhealth/immunization-require.php>. This has to be done before you move in.
8. There will be information in your assignment email as to the process of requesting a change in rooms/halls. Every effort will be made to grant as many requests as possible.
9. The housing/dining charges will be posted to your Goldlink account in July along with your tuition/fees, if you are registered for classes. Everyone needs to be registered for classes before moving in.
10. If you need to contact our office for any reason, please realize that we are receiving a high volume of telephone calls and emails. It is our desire to answer each one, but your patience is appreciated. When

emailing, for security purposes, always use your ETSU email; give your full name and E#; state precisely and clearly your request; avoid sending duplicate emails; allow a few days response; and respond to the same email thread. Following these points will speed up a response to you.

11. Please look for emails throughout the summer regarding Move-In, and check the Housing website often for more information.
12. If you no longer need on-campus housing, please let us know immediately in writing by emailing [housing@etsu.edu](mailto:housing@etsu.edu) from your ETSU email and include your name and E#, so we can process a refund of your deposit.

We are looking forward to having you on campus this fall.

Best regards,

Bonnie

**Bonnie L. Burchett, Ed. D**

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