

# Welcome Class of 2027

## Instructions for the First Year Housing Application

**Creation Date:** April 12, 2023

**Created By:** Kate Shelley

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1. [Log onto your housing portal using the OneLogin screen or this address: https://muhlenberg.datacenter.adirondacksolutions.com/muhlenberg\\_thdss\\_pro](https://muhlenberg.datacenter.adirondacksolutions.com/muhlenberg_thdss_pro)

2. The main page will look like this:

The screenshot displays the main interface of the Muhlenberg College housing portal. At the top left is the Muhlenberg College logo. The top right shows a user profile for 'Test Student'. The main content area is divided into several sections: a user profile card with a placeholder image and the name 'Test Student' and ID '00000000'; a 'Messages' section; an 'Assignments' section with the message 'There are no active room assignments to list'; and a 'Dining' section with the message 'There are no active dining plans to display'. On the right side, there is a 'Help Text' section with a 'Welcome!' message and contact information for the housing office, and a 'Helpful Links' section listing various resources like 'Gender Inclusive Housing' and 'Muhlenberg College Financial Hardships'. The footer includes the 'Tango' logo and the text 'Created with Tango.us'.

### 3. Explore the main page to learn about important resources...

**Welcome!**

If you have any questions please contact the housing office at [housing@muhlenberg.edu](mailto:housing@muhlenberg.edu) or give us a call at (484)664-3180.

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. Please see the [Office of Disability Services website](#) for all details including the policies, required applications, and deadlines.

⇒ **Helpful Links**

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### 4. and Helpful Links!

Special Housing Request through the Office of Disability Services. Please see the [Office of Disability Services website](#) for all details including the policies, required applications, and deadlines.

⇒ **Helpful Links**

- [Gender Inclusive Housing](#)
- [Muhlenberg College Financial Hardships](#)
- [Muhlenberg College Air Conditioning Policy](#)

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**5. Housing assignments will say "no active room assignments" or TBA until late July when housing assignments and roommate information are released.**

Muhlenberg College

Test Student  
000000000

Messages

Assignments

There are no active room assignments to list

Dining

There are no active dining plans to display

Help Text

**Welcome!**

If you have any questions please contact the housing office at [housing@muhlenberg.edu](mailto:housing@muhlenberg.edu) or give us a call a (484)664-3180.

Students with a diagnosed medical condition that ma significantly impact residential living may submit a Special Housing Request through the Office of Disabi Services. Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.

Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Policy
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

Tango

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**6. Dining Plans will be listed here once selected:**

Test Student  
000000000

Messages

Assignments

There are no active room assignments to list

Dining

There are no active dining plans to display

Help Text

**Welcome!**

If you have any questions please contact the h office at [housing@muhlenberg.edu](mailto:housing@muhlenberg.edu) or give us a (484)664-3180.

Students with a diagnosed medical condition t significantly impact residential living may subn Special Housing Request through the Office of Services. Please see the Office of Disability Ser website for all details including the policies, rec applications, and deadlines.

Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Po
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

Tango

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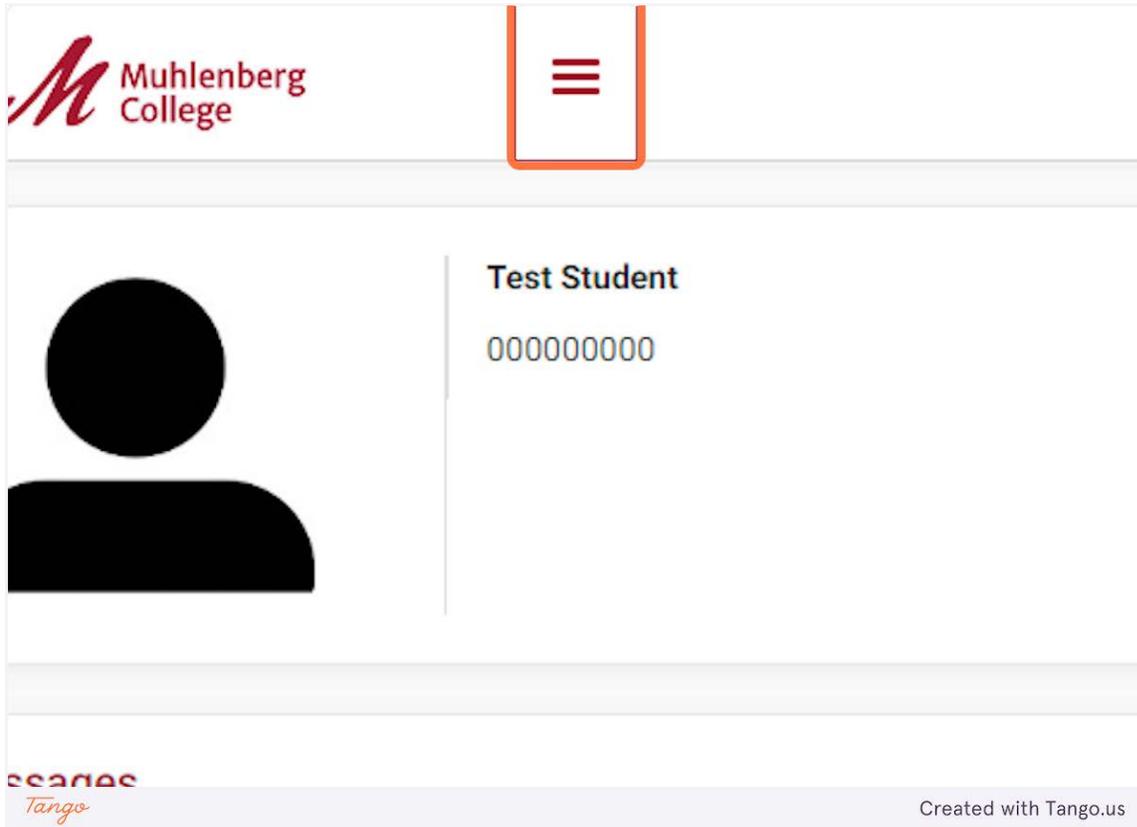
## 7. Alerts and messages will appear here:

The screenshot shows a student dashboard for Muhlenberg College. At the top left is the college logo. A hamburger menu icon is in the top center. At the top right are a sun icon and a profile icon. The main content area is divided into several sections: a profile section with a silhouette icon, the text 'Test Student', and the ID '000000000'; a 'Messages' section highlighted with a red box; an 'Assignments' section with a house icon and the text 'There are no active room assignments to list'; and a 'Dining' section with a fork and knife icon and the text 'There are no active dining plans to display'. On the right side, there is a 'Help Text' section with a red 'i' icon, a 'Welcome!' heading, and contact information for the housing office. Below that is a 'Helpful Links' section with a list of links: Gender Inclusive Housing, Muhlenberg College Financial Hardships, Muhlenberg College Air Conditioning Policy, MicroFridge, MyBusHome, Work Order, and OIT Help Ticket. The footer contains the 'Tango' logo and the text 'Created with Tango.us'.

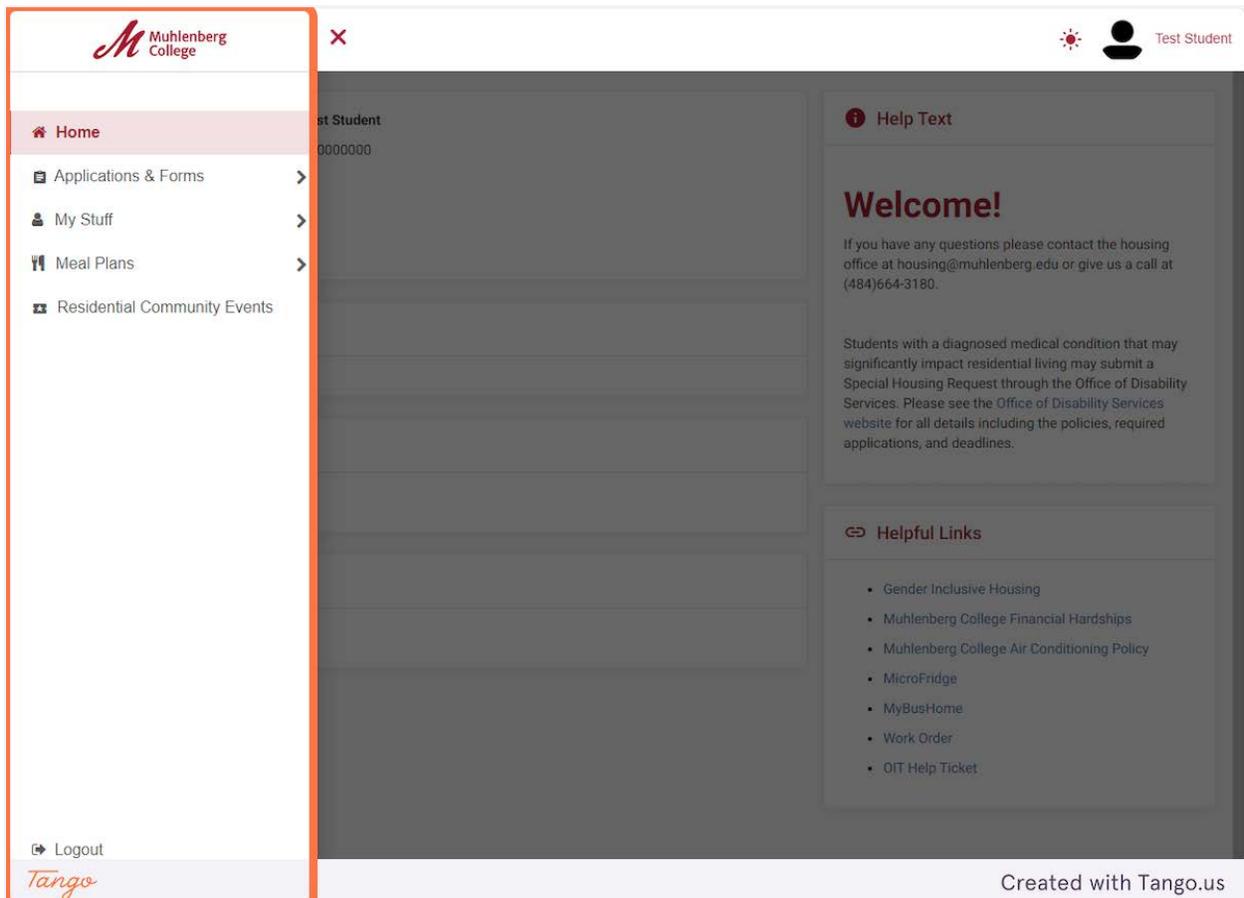
## 8. Your name, ID number, and mail box will appear here:

This screenshot is identical to the one above, but with a red box highlighting the profile section. In this version, the profile icon, the text 'Test Student', and the ID '000000000' are all enclosed within the red box. The rest of the dashboard, including the Messages, Assignments, Dining, Help Text, and Helpful Links sections, remains the same. The footer also shows the 'Tango' logo and 'Created with Tango.us'.

## 9. To open the menu click this icon:



## 10. Menu Options:



## 11. Select Applications & Forms.

The screenshot shows the Muhlenberg College mobile app interface. At the top left is the Muhlenberg College logo. The top right shows a user profile icon labeled 'Test Student'. A navigation menu is open on the left, displaying 'Applications & Forms' with a sub-item 'First Year Student Housing Application (Fall 2023) - Completed' highlighted in pink. The main content area is dimmed and shows a 'Welcome!' message and a list of 'Helpful Links' including 'Gender Inclusive Housing', 'Muhlenberg College Financial Hardships', 'Muhlenberg College Air Conditioning Policy', 'MicroFridge', 'MyBusHome', 'Work Order', and 'OIT Help Ticket'. The bottom of the screen features the 'Tango' logo and the text 'Created with Tango.us'.

## 12. Select First Year Student Housing Application...

This screenshot is similar to the one above, showing the Muhlenberg College mobile app. The 'First Year Student Housing Application (Fall 2023) - Completed' item in the left-hand navigation menu is highlighted with a prominent orange border. The rest of the interface, including the top navigation, the dimmed main content area with the 'Welcome!' message and 'Helpful Links', and the bottom 'Tango' branding, remains the same.

### 13. Fill in your gender.



#### First Year Student Housing Application

**Gender \***

1 of 50 characters

**Pronouns**

1 of 300 characters

**Muhlenberg Email Address \***

1 of 255 characters

**Students Mobile Phone Number \***

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

**Help Text**

#### Special Housing

Students with a diagnosis that significantly impacts their ability to live in a standard residence hall may be eligible for Special Housing Request Services. The accommodation process must be an individualized process prescribed by a professional. We will not treat that particular condition as a special accommodation to review all facets of the request. Please see the Request Student Form Guidelines.

**Please see the Office of Special Housing**

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### 14. List your pronouns.



#### My Information - First Year Student Housing Application

**Gender \***

1 of 50 characters

**Pronouns**

1 of 300 characters

**Non-Muhlenberg Email Address \***

1 of 255 characters

**Students Mobile Phone Number \***

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

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## 15. Enter a back up email address.

**College**

### My Information - First Year Student Housing Application

Gender \*  1 of 50 characters

Pronouns  1 of 300 characters

**Non-Muhlenberg Email Address \***  1 of 255 characters

Students Mobile Phone Number \*  1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).  1 of 300 characters

Please Select Your First Choice Building \*

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## 16. List your mobile phone number.

**College**

### My Information - First Year Student Housing Application

Gender \*  1 of 50 characters

Pronouns  1 of 300 characters

Non-Muhlenberg Email Address \*  1 of 255 characters

**Students Mobile Phone Number \***  1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).  1 of 300 characters

Please Select Your First Choice Building \*

Please Select Your Second Choice Building: \*

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**17. List a requested roommate if applicable. (Please note, roommates will only be matched if they mutually request each other).**

Gender \*  1 of 50 characters

Pronouns  1 of 300 characters

Non-Muhlenberg Email Address \*  1 of 255 characters

Students Mobile Phone Number \*  1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).  1 of 300 characters

Please Select Your First Choice Building \*

Please Select Your Second Choice Building: \*

Please check all of the boxes that apply to you \*

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**18. Rank Your First Choice Building:**

Please note these are preferences, we cannot guarantee your first choice.

My Information - First Year Student Housing Application

Gender \*  1 of 50 characters

Pronouns  1 of 300 characters

Non-Muhlenberg Email Address \*  1 of 255 characters

Students Mobile Phone Number \*  1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).  1 of 300 characters

Please Select Your First Choice Building \*

Please Select Your Second Choice Building: \*

Please check all of the boxes that apply to you \*

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:  1 of 300 characters

Would you opt for a triple room in order to be placed in  1 of 300 characters

Yes  No

Help Text

**Special Housing Request Process**

Students with a diagnosed medical condition that significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. The accommodation requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat that particular condition. Students are encouraged to review all facets of the documentation process, including bulleted items listed on the Special Housing Request Student Form and the Diagnostician Report Guidelines.

Please see the [Office of Disability Services website](#) for all details including the policies, required applications and deadlines.

**Gender Inclusive Housing**

As a part of Muhlenberg's commitment to diversity, equity, belonging, and inclusion, we welcome individuals to use the bathroom that aligns with their gender identity. Anyone who does not identify on a gender binary is welcome to use any bathroom in the building regardless of gender, gender identity, and gender expression. Additionally, gender inclusive housing is available to first-year students in Prosser and Walz Halls. Most of the floors in Prosser and Walz are divided into wings with gender designated bathrooms.

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## 19. Rank Your Second Choice Building :

1 of 300 characters

Non-Muhlenberg Email Address \*

1 of 255 characters

Students Mobile Phone Number \*

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

Please Select Your First Choice Building \*

Please Select Your Second Choice Building: \*

Please check all of the boxes that apply to you \*  I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.  Yes  No

We will reach out to anyone who requests Gender

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## 20. Select Please check all of the boxes that apply to you:

Students Mobile Phone Number \*

1 of 20 characters

Do you have a specific roommate that you would like to live with? List their first and last name. (Please note, roommates will only be matched if they mutually request each other).

1 of 300 characters

Please Select Your First Choice Building \*

Please Select Your Second Choice Building: \*

Please check all of the boxes that apply to you \*  I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.  Yes  No

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

1 of 300 characters

Would you opt for a triple room in order to be placed in

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## 21. Check all boxes that are relevant to your roommate preferences:

1 of 255 characters

Students Mobile Phone Number \*

1 of 20 characters

roommate that you would like to first and last name. (Please note, matched if they mutually request each other).

1 of 300 characters

Select Your First Choice Building \* Prosser Hall

Select Your Second Choice Building: \* Walz Hall

I plan to wake up more before 8 AM more often than not

I plan to sleep past 8AM more often than not

I plan to study in my room

I currently share a room

I consider myself an adaptable person

I like my room to be organized or tidy more often than not

plan prescribed by a m  
treat that particular cor  
to review all facets of t  
including bulleted item  
Request Student Form  
Guidelines.

Please see the Office c  
all details including the  
and deadlines.

### Gender Inclusiv

As a part of Muhlenber  
equity, belonging, and i  
to use the bathroom th  
Anyone who does not i  
welcome to use any ba  
of gender, gender ident  
Additionally, gender inc  
year students in Prosse  
floors in Prosser and W  
gender designated batl

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## 22. If you want to request gender inclusive housing, select "Yes".

Second Choice Building: \* Walz Hall

boxes that apply to you \* I do not want a roommate who smokes/ chews t

clusive Housing. If you are  
see the text located to the  
side of this application.

Yes  No

om in order to be placed in  
Please note, students may  
their last preference even  
if they select no). \*

Yes  No

a joining our Global Corner  
ion on what that is, please

Tango

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**23. Details about Gender Inclusive housing at Muhlenberg are available here:**

and deadlines.

### Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity, equity, belonging, and inclusion, we welcome individuals to use the bathroom that aligns with their gender identity. Anyone who does not identify on a gender binary is welcome to use any bathroom in the building regardless of gender, gender identity, and gender expression. Additionally, gender inclusive housing is available to first-year students in Prosser and Walz Halls. Most of the floors in Prosser and Walz are divided into wings with gender designated bathrooms.

**There is a floor that first-year students of all genders can request, which has gender inclusive bathrooms. This is referred to as our Gender Inclusive Floor. This**

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**24. If you would prefer a triple room select here:**

Please Select Your Second Choice Building: \* Walz Hall

Please check all of the boxes that apply to you \* I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

Yes  No

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

of 300 characters

**Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). \***

Yes  No

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. \*

Yes  No

Do you have any health concerns with regards to your housing placement? \*

Yes  No

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**25. If you are interested in the Global Corner Community, please click "yes"**

Please Select Your Second Choice Building: \* Walz Hall

Please check all of the boxes that apply to you \* I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.  Yes  No

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:   
|   
of 300 characters

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). \*  Yes  No

**Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. \***  Yes  No

Do you have any health concerns with regards to your housing placement? \*  Yes  No

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**26. Read here for more information about the Global Community:**

community is a space for all students to be home and in community. The Resident Advisor staff on this floor are also students who value diversity, equity, belonging, and inclusion.



**Global Corner Roommate Program  
(FOR INCOMING FIRST YEAR  
STUDENTS ONLY)**

The Global Corner Roommate Program offers a unique residential experience, focused on cultivating worldwide viewpoints for all those involved in the learning, friendship, and community. As part of this

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## 27. Do you have any health concerns with regards to your housing placement?

om in order to be placed in  
Please note, students may  
their last preference even  
if they select no). \*

Yes  No

in joining our Global Corner  
tion on what that is, please  
fer to the text on the side. \*

Yes  No

ncerns with regards to your  
housing placement? \*

Yes  No

the box if it applies to you

Tango

Created with Tango.us

## 28. If you select yes, include relevant details:

r their last preference even  
if they select no). \*

Yes  No

in joining our Global Corner  
tion on what that is, please  
fer to the text on the side. \*

Yes  No

ncerns with regards to your  
housing placement? \*

Yes  No

Health Concern Type

None

the box if it applies to you

Tango

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## 29. We attempt to honor as many preferences as we can, but are not able to honor all preferences.

Inclusive Housing. If you are  
se see the text located to the  
side of this application.

anyone who requests Gender  
are details you would like to  
share, please feel free:

room in order to be placed in  
(Please note, students may  
or their last preference even  
if they select no). \*

d in joining our Global Corner  
ration on what that is, please  
refer to the text on the side. \*

oncerns with regards to your  
housing placement? \*

Health Concern Type

ck the box if it applies to you

Yes  No

of 300 characters

(none)  
Peanut Allergy  
**Need to be on ground floor**  
Need to be near restroom  
Animal Allergy  
Other (Please explain below)  
None

equity, belongi  
to use the bath  
Anyone who d  
welcome to us  
of gender, gen  
Additionally, g  
year students  
floors in Pross  
gender design

There is a floo  
can request, w  
This is referre  
community is  
community. Th  
also students  
inclusion.

Global Co  
(FOR INC  
STUDENT

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## 30. If there is a medical need, please see more details about our Special Housing Request Process

Please see the Office of Disability Services website for all details including the policies, required applications, and deadlines.

Test Student

### Student Housing Application

Gender \*  (1 of 50 characters)

Pronouns  (1 of 300 characters)

Email Address \*  (1 of 255 characters)

Phone Number \*  (1 of 20 characters)

ou would like to  
e. (Please note,  
mutually request  
each other).  (1 of 300 characters)

Choice Building \*

Choice Building: \*

at apply to you \*

### Help Text

#### Special Housing Request Process

Students with a diagnosed medical condition that may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. The accommodation requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat that particular condition. Students are encouraged to review all facets of the documentation process, including bulleted items listed on the Special Housing Request Student Form and the Diagnostician Report Guidelines.

Please see the [Office of Disability Services website](#) for all details including the policies, required applications, and deadlines.

#### Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity,

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### 31. For Religious based housing requests, please click here:

their last preference even if they select no). \*

in joining our Global Corner information on what that is, please refer to the text on the side. \*

concerns with regards to your housing placement? \*

Health Concern Type Need to be on ground floor 

check the box if it applies to you  

*Tango* Created with Tango.us

There is a floor can request, w This is referre community is community. Th also students inclusion.

**Global Co (FOR INC STUDENT**

The Global Cor residential exp viewpoints for friendship, and intentional cor and domestic opportunity to by being paired or someone w

### 32. Select any that apply:

ices. (Please note, students may room or their last preference even if they select no). \*

sted in joining our Global Corner information on what that is, please refer to the text on the side. \*

th concerns with regards to your housing placement? \*

Health Concern Type Need to be on ground floor 

check the box if it applies to you

- I am requesting a Shabbat key (This is a physical key to the entrance of the building. Note, all students will still have student ID swipe access)
- I am requesting a bathroom with at least one manual fixture
- I am requesting housing within the Eruv
- I am requesting a single gender wing with a designated bathroom
- Additional Religious Based Request (Please provide details below)

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There is a floor can request, wh This is referred community is a community. The also students w inclusion.

**Global Cor (FOR INCC STUDENTS**

The Global Corr residential exp viewpoints for a friendship, and intentional com and domestic s opportunity to t by being paired

**33. Listed are the requests that we are typically able to accommodate if requested by the July 1 deadline. If selecting other, please note that we may not be able to meet other preferences.**

Muhlenberg College

Please Select Your Second Choice Building: \* Walz Hall

Please check all of the boxes that apply to you \* I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). \*

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. \*

Do you have any health concerns with regards to your housing placement? \*

Health Concern Type Need to be on ground floor

Please check the box if it applies to you

- I am requesting a Shabbat key (This is a physical key to the entrance of the building. Note, all students will still have student ID swipe access)
- I am requesting a bathroom with at least one manual fixture
- I am requesting housing within the Eruv
- I am requesting a single gender wing with a designated bathroom
- Additional Religious Based Request (Please

**Gender Inclusive Housing**

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There is a floor that first-year students of all genders can request, which has gender inclusive bathrooms. This is referred to as our Gender Inclusive Floor. This community is a space for all students to be home and in community. The Resident Advisor staff on this floor are also students who value diversity, equity, belonging, and inclusion.

**Global Corner Roommate Program (FOR INCOMING FIRST YEAR STUDENTS ONLY)**

The Global Corner Roommate Program offers a unique residential experience, focused on cultivating worldwide viewpoints for all those involved in the learning, friendship, and community. As part of this intentional community, both our international students and domestic students within the cohort will have the opportunity to take part in social and academic growth

Continue

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**34. List any relevant notes**

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). \*

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. \*

Do you have any health concerns with regards to your housing placement? \*

Health Concern Type Need to be on ground floor

Please check the box if it applies to you

I am requesting a single gender wing with a de...

Describe your religious based request below (please note, we cannot guarantee housing with a student of the same religious identity as you):

of 300 characters

Continue

Tango

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### 35. Click Continue to submit

Please Select Your Second Choice Building: \* Walz Hall

Please check all of the boxes that apply to you \* I do not want a roommate who smokes/ chews tobac...

I am interested in Gender Inclusive Housing. If you are unsure what this means, please see the text located to the side of this application.

We will reach out to anyone who requests Gender Inclusive Housing, but if there are details you would like to share, please feel free:

Would you opt for a triple room in order to be placed in your top building preferences. (Please note, students may still be assigned a triple room or their last preference even if they select no). \*

Are you interested in joining our Global Corner Community? For more information on what that is, please refer to the text on the side. \*

Do you have any health concerns with regards to your housing placement? \*

Health Concern Type Need to be on ground floor

Please check the box if it applies to you I am requesting a single gender wing with a de...

Describe your religious based request below (please note, we cannot guarantee housing with a student of the same religious identity as you):

**Continue**

#### Gender Inclusive Housing

As a part of Muhlenberg's commitment to diversity, equity, belonging, and inclusion, we welcome individuals to use the bathroom that aligns with their gender identity. Anyone who does not identify on a gender binary is welcome to use any bathroom in the building regardless of gender, gender identity, and gender expression. Additionally, gender inclusive housing is available to first year students in Prosser and Walz Halls. Most of the floors in Prosser and Walz are divided into wings with gender designated bathrooms.

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#### Global Corner Roommate Program (FOR INCOMING FIRST YEAR STUDENTS ONLY)

The Global Corner Roommate Program offers a unique residential experience, focused on cultivating worldwide viewpoints for all those involved in the learning, friendship, and community. As part of this intentional community, both our international student and domestic students within the cohort will have the opportunity to take part in social and academic growth by being paired with a roommate from another country.

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### 36. When complete you will see this message: Thank you for submitting your application.

Muhlenberg College

Application Complete - First Year Student Housing Application

Thank you for submitting your application.

**Home**

#### Help Text

If you have any questions or concerns please email us at [housing@muhlenberg.edu](mailto:housing@muhlenberg.edu)

#### Helpful Links

- Gender Inclusive Housing
- Muhlenberg College Financial Hardships
- Muhlenberg College Air Conditioning Policy
- MicroFridge
- MyBusHome
- Work Order
- OIT Help Ticket

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**37. You can return to the application as many times as you would like before the July 1st deadline if you want to check your answers or edit them.**



### First Year Student Housing Application - Submitted

Records indicate that you submitted this application on **Wednesday, April 12, 2023 at 02:11 PM (US/Eastern)**

What would you like to do with this application?

[Do Nothing and Return to Main Menu](#)

[Revisit/Update This Application](#)

[Submit](#)

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