

# RANKEN

TECHNICAL COLLEGE

## RESIDENTIAL LIFE

### STUDENT HOUSING CHECKLIST

#### STEPS AFTER COMPLETING THE HOUSING APPLICATION

##### CHECK YOUR RANKEN EMAIL ACCOUNT

- After completing the Admissions process, you will receive your username and password for access to your Outlook email account, Insideranken.org.
- Log in, scroll down on the page and locate "Check Your Ranken Email".
- Click the link in the sentence.
- Log in and read your Move-In email.

##### PAY THE HOUSING DEPOSIT

- There is a link in the Move-In email to pay the deposit. You can also... Go to Ranken.edu (Apply for Housing)
- Search "Housing Deposit"
- Pay the Housing Deposit online
- The Housing Deposit covers damages upon final move out. The deposit does NOT hold a room assignment.

##### COMPLETE & RETURN HEALTH PAPERWORK

- Your Move-In email will include the following required paperwork
- Medical History Form (must be returned)
- Immunizations Form (must be returned)
- Proof of Health Insurance: All students in housing are required to have Health Insurance. If the student does not have have, a resource to obtain it will be emailed to the student.

##### SIGN THE HOUSING CONTRACT

- There is a link in the Move-In email to sign the Housing Contract
- Fall semester contracts are August through December.
- Spring contracts are January through May.
- Summer contracts are May/June through August.
- Contracts ended early will result in a \$400 Housing Contract Cancellation Fee

##### COMPLETE FINANCIAL AID/PAYMENTS

- Room Assignments are given based on completion of all financial obligations.

##### ATTEND NEW RESIDENT ORIENTATION & MOVE-IN DAY

- Details on the New Resident Orientation will be sent in the Move-In email.
- Attendance is required before moving into Walker Hall.

**ALL PAPERWORK CAN BE SENT TO  
ATTN: RESIDENTIAL LIFE  
EMAIL: reslife@ranken.edu FAX: 314-371-0241**