How to Begin a New Contract

1. Click the “Login” button at the top right of the screen

2. On the next page select “Clemson University Login”
   This will direct you to a page where you will log in with your Clemson Username and Password.

3. On the Home Page select “Continuing Contract” from the Available Processes bar
4. After selecting the Continuing Contract, click ‘Select Term’ for the Academic Year 2018-19 Term on the Term Selector Page.

Term Selector
Please select a term below to start or continue with your application.

- **Academic Year 2017-18**
  
  03/19/2017 - 05/06/2018

- **Academic Year 2018-19**
  
  08/18/2018 - 05/05/2019

It is important to choose the correct Term as multiple Term sessions may be available throughout the year.
Welcome

Hello, I am,

Welcome! Thank you for your interest in University Housing & Dining.

To enter into a contractual agreement with Clemson University Housing & Dining, select 'Begin Housing Contract'. The following pages will guide you through the sign-up process and step-by-step instructions are provided on each page. Please read each page carefully and complete the requested information before proceeding to the next step.

To return to the main page, select 'Home' from the navigation bar above.

If you have a question at any point throughout this process, please contact University Housing & Dining by email at clemsonhome@clemson.edu or by phone at 864-656-2295.

1. Click ‘Begin Housing Contract’ to continue

Fraternity & Sorority and Student Athlete Housing Notifications

If you are eligible to live in Fraternity & Sorority Housing or Athlete Housing you will be asked to indicate if you wish to be assigned to that type of housing before continuing with the housing contract. This guide illustrates the contract process with the option "No" selected.

Athlete Housing Notification

Our records indicate that you are eligible to reside in Athlete Housing.

If you are uncertain about your living options or if you believe you have received this option in error, please contact University Housing & Dining by email at clemsonhome@clemson.edu or by phone at 864-656-2295.

By selecting 'Yes,' you will be assigned to an apartment designated for you by the athletic department. By selecting 'No,' you are opting out of living in an apartment designated for you by the athletic department.

Do you plan to live in athlete housing?:

No

Fraternity & Sorority Housing Notification

According to our records, you are eligible to reside in Fraternity & Sorority Housing. If you plan to live in Fraternity & Sorority Housing, select 'Yes' from the drop down field in the section below. If you are uncertain about your living options or if you believe you have received this option in error, please contact University Housing & Dining by email at clemsonhome@clemson.edu or by phone at 864-656-2295.

Upon the completion of the Fraternity & Sorority Sign-Up Process you will receive an email with additional information and contract confirmation. At a later date, you will receive an assignment notification email once your housing assignment has been processed in our system. It is important to note that Fraternity & Sorority Housing assignments are made in partnership with Chapter House Managers, so please direct specific assignment and roommate questions to your Chapter's House Manager.

By selecting 'Yes', you will be assigned according to your chapter's roster. By selecting 'No', you are opting out of living in your chapter's on-campus space.

Do you plan to live in Fraternity and Sorority Housing?:

No
1. Read through the 2018-19 Clemson University Housing Contract and Addendum before entering your CID beginning with a ‘C’ at the bottom of the page to electronically sign your Housing Contract.

2. Click ‘Submit Terms and Conditions’ to sign your Clemson University Housing Contract.
1. Read through the Rules & Regulations and check the box at the bottom of the page indicating your agreement

2. Click ‘Save & Continue’
Meal Plans

Meal plans are convenient, flexible and loaded with options. Your meal plan includes access to dining locations all across campus with a range of menus and offerings. You’ll get guaranteed value, whether you eat on campus three times a day or three times a week! We’ve got you covered!

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th># of Meals</th>
<th>Guest Meals</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited +300</td>
<td>$300 in Paw Points</td>
<td>15 Guest Meals</td>
<td>$2,030 per semester</td>
</tr>
<tr>
<td>Unlimited +200</td>
<td>$200 in Paw Points</td>
<td>10 Guest Meals</td>
<td>$1,940 per semester</td>
</tr>
<tr>
<td>Unlimited +100</td>
<td>$100 in Paw Points</td>
<td>5 Guest Meals</td>
<td>$1,840 per semester</td>
</tr>
<tr>
<td>Block 175 + 125</td>
<td>$125 in Paw Points</td>
<td>0 Guest Meals</td>
<td>$1,610 per semester</td>
</tr>
<tr>
<td>Block 75 + 300</td>
<td>$300 in Paw Points</td>
<td>0 Guest Meals</td>
<td>$1,010 per semester</td>
</tr>
<tr>
<td>Block 30 + 300</td>
<td>$300 in Paw Points</td>
<td>0 Guest Meals</td>
<td>$595 per semester</td>
</tr>
</tbody>
</table>

General Information

For more information about nutrition, dining locations and much more, click here to be redirected to Dining’s website.

Meal Plan Preference:
(Please Select) 

1. Select your preferred Meal Plan from the drop down. A choice is required
2. Click ‘Save & Continue’
1. Review your Personal Information at top section of the page. If any of this information is incorrect, contact the Registrar’s office as soon as possible to correct it.

2. Fill in your Personal Contact Information and Emergency Contact Information sections.
3. Read through the Missing Student Policy

4. Check the box confirming you have read the Missing Student Policy

**Missing Student Policy**

In accordance with federal law, if you live in Clemson University Housing, you have the option to identify an individual below. In the event that the Clemson University Police Department (CLUPD) determines that you are missing, the individual below will be contacted within 24 hours. Clemson University encourages students living in on-campus housing to provide this contact information. It will only be accessible to authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Click here to review the policy in its entirety.

Important Note: If you reside in Clemson University Housing, are under 16 years of age, and are not emancipated minors, Clemson University is required to notify a custodial parent or guardian no later than 24 hours after it is determined by the Clemson University Police Department that you are missing. In addition, a Clemson University official may contact the person designated below.

After acknowledging the University’s Missing Student Policy, please provide the requested contact information in the section. This information may be different from the emergency contact information previously provided.

The information provided in the below sections will be used only in the event a University staff member deems necessary as outlined in the Missing Student Policy.

By checking this box, I confirm that I have read and understand the Missing Student Policy as outlined in the above section:

5. If you would like to provide a Missing Student Contact, use the provided fields to enter their information

**Missing Person Contact Name:**

Ant Schneider

**Missing Person Relationship:**

Domestic Partner

**Missing Person Phone Number (Provide the full number including area code and country code, if applicable):**

1231234567

6. Click ‘Save & Continue’
Student Accessibility Services

Clemson University is committed to providing educational opportunities for all students and assisting them in making their college experience fully accessible and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008, Clemson recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. SAS coordinates the provision of reasonable accommodations for students with disabilities and students experiencing barriers due to inaccessibility. All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment.

If you are a student with a disability that may require special housing accommodations, you will need to work directly with the Student Accessibility Services office. If you select the box below, you will be notified by a SAS staff member and they will outline the housing accommodations process.

It is important to note:

Your accommodation(s) can NOT be approved nor can Housing make an appropriate room assignment until you have met with a SAS staff member and submitted the necessary documentation to support your need(s). Submission of disability documentation does not guarantee availability of housing. Clemson University strives to find the most appropriate on-campus housing for students with disabilities. Contracts submitted within the Housing Sign-Up Timelines will be given priority. For more information about SAS, visit clemson.edu/academics/studentaccess. You may also contact them directly at 864-656-6848 or by email at studentaccess@lists.clemson.edu.

I have a documented disability, and I would like for a staff member from Student Accessibility Services to contact me about housing:

☐

Our registered dietitian, Martha Green, is available to assist students with their dietary needs while at Clemson University. For more information about Clemson Home’s Health and Wellness programs or to schedule a consultation appointment, please email nutrition@clemson.edu.

I would like for a dining staff member to contact me about my dietary restrictions:

☐

Check these boxes ONLY if these statements apply to you

1. If you would like to be contacted by a staff member from Student Accessibility Services, check the box provided
2. If you would like to be contacted by a staff member from Dining, check the box provided
3. Click ‘Save & Continue’
Community Choice

Living-Learning Communities
Clemson University’s Living-Learning Communities (LLC) provide a holistic approach to student development and learning through academic partnerships, service-learning opportunities, and research initiatives. Each uniquely-designed community facilitates meaningful connection between students, faculty, and staff through programming and other opportunities. For general information about Living-Learning Communities, click here to be redirected to our website. The following is a list of our Living-Learning Communities for continuing students. For more information about a specific Living-Learning Community, click on the corresponding logo where you will then be redirected to our website. After being redirected, you will be able to read about program specific offerings and gain a better understanding of the LLC. Also, a majority of our Living-Learning Communities have separate applications specific to the program so review our website for more information about this requirement.

1. Read about Continuing Living-Learning Communities and note if a program you wish to take part in has a program fee or program application

Program Applications & Fees
The following Living-Learning Communities require an additional program application and/or a program fee:
- Calhoun Honors College
- Wiser
- Critics and Service House

Airforce ROTC Quick Facts
Size: Approximately 28 students
Location: Holmes Mall
Roommate Policy: Roommate must be an ROTC cadet.

Community Choice

2. Indicate your Community Choice from the Community Options drop-down. You will only see communities you are eligible for based on Classification, Major, and Honors Attribute
3. Click ‘Save & Continue’
Lifestyle Questions

To assist with the roommate request process, University Housing & Dining allows you the opportunity to create and maintain a lifestyle profile that will be available to you while you attend Clemson University. During your time at Clemson University, you will have opportunities to review and update your responses. While we understand that parents and guardians often assist with the application process, it is imperative that students complete this portion themselves in order to provide an accurate perspective.

Below are eight lifestyle questions. We ask that you rank yourself using the scale provided. Your answers to the following could greatly impact roommate requests both now and later, so be open and honest in your responses.

This information will be available to potential roommates for their review when trying to select a roommate. You will also have the opportunity to review other potential roommates’ Lifestyle Questionnaires.

This information may be used by our staff when making future housing assignments. Even if you are requesting a specific person or persons as your roommate, we encourage you to complete the following so we can store this information for future use. For example:

- Future housing assignments, such as summer school, etc...
- Emergency relocations
- Room changes

1. Answer the lifestyle questions that follow as honestly as possible. Your answers help potential roommates find a good match

2. If you would like, fill in a description about yourself in the provided box. Potential roommates can read it to learn more about you

Roommate Search Profile

To assist in the roommate matching process, we have provided you the opportunity to create a Web Profile that will aid in the roommate matching process. If you choose to participate in this stage of the process, your Clemson username, description, and lifestyle questionnaire will be made visible to those searching for a roommate.

In order to search for and request roommate(s) as well as to be requested by potential roommates, you must elect to be part of the roommate search process. Since a number of students prefer to search for and/or specify their roommate(s), the option to participate is already selected for your convenience. If you already know who you would like to room with, then you will still need to participate in this process so you and your requested roommate(s) can choose and confirm each other.

If you do not wish to participate in the roommate search process then you will need to deselect the check box directly below. By electing not to participate, your profile will not be viewable by potential roommates and you will not be able to choose and confirm a specific roommate. Also, you will be assigned a roommate via the room selection process. This option is highly discouraged by our staff.

Clemson Username: INTIGER

Deselect this box if you do not wish to be included in the roommate search process:

In the text box below, using 500 characters or less, provide a description of yourself. This description will be viewable by potential roommates:

- [text box]

3. Click ‘Save & Continue’
Roommate Groups - Search for Roommates

Roommate Search By Details

Search by Details allows you to search for a roommate by their username, or even keywords, like “Clemson Football,” in anyone’s roommate description.

Roommate Search By Profiles

Search by Profiles allows you to search for a roommate based on answers to the Lifestyle Questions.
Roommate Groups - Search for Roommates

1. Search for compatible roommates and then join/create a roommate group with up to 4 members before 4 p.m. Oct. 19

Instructions for Creating a Roommate Group can be found on page 15
Instructions for Joining a Roommate Group can be found on page 16

If you CANNOT find a specific roommate, it means they are already part of another roommate group, they chose a different Community Choice from yours, or they have not started a University Housing & Dining Contract.

Suggested Roommates will provide a list of roommates that answered their Lifestyle Questions the same way you did, with a percentage ratio of matching answers.
Roommate Groups - Create a Roommate Group

1. Click ‘Create Group’
2. On the Roommate Group Create page, choose a Group Name and Password for your group following the rules for password creation
3. Click ‘Create Group’

4. You will receive an email confirming the creation of your roommate group which includes the name and password to the group. Share the Group Name and Password with your roommates so that they can join your group

5. When you are done managing your group, click ‘Save and Continue’
Roommate Groups - Join a Roommate Group

1. Click ‘Join Group’
2. On the Roommate Group Join page, input the Group Name and Password for your group
3. Click ‘Join Group’

4. You will receive an email confirming that you joined the group
5. Click ‘Save & Continue’
Step 1: Confirmation

Click 'Save & Continue', which is located at the bottom of this page, to finalize Step 1 of the Housing & Dining Sign-Up process. After you click 'Save & Continue', you will receive an email with more information.

Remember, all roommate groups must be created and verified by 4 p.m. on Oct. 19.

Begin planning for the next steps which are highlighted below.

Step 2: Time Slot Notification

- Oct. 20
  - Receive your time slot identifying when you can log in and select your housing assignment
  - Sent via email so check your Clemson University email account

**Time Slot Priority**

Click here to view the criteria for Continuing Student Time Slot priority

Step 3: Select Your Space

- Living-Learning Community room selection, and currently on-campus rising Junior/Senior Duhart Priority, is Oct. 23 (8-11 a.m., (EST))
- General room selection, which is for those who did not request a Living-Learning Community in Step 1, is Oct. 25-27 (Nightly, beginning at 5 p.m., (EST))
- On the date and time specified in your time slot email, log in and select your housing assignment.
- If you are part of a confirmed roommate group we suggest the following:

We highly recommend the roommate with the earliest time slot log in and select housing for the group because they will have the first opportunity to select housing.

If you are assigned by a roommate group member, then you will receive an email with your housing assignment and information about your soon to be Clemson Home.

Things at University Housing & Dining happen fast; the best way to keep up with all of the latest information is through our social media network!

- Like us at www.facebook.com/ClemsonHome
- Follow us at www.twitter.com/ClemsonHome

1. After reviewing the important dates above click ‘Save & Continue’ to complete Step 1
2. When you click ‘Save & Continue’ an email will be sent to your Clemson University email account with more information

The ‘Save & Continue’ button will remain at the bottom of the screen, but if all items have an orange checkmark in the Navigation bar above and you’ve received the Step 1: Confirmation email, you have completed everything you need to for Step 1 of the University Housing & Dining process.