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 “2018-19 Academic Year Contract” from the purple navigation bar
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4. After selecting the Academic Year 2018-19 Contract, click ‘Select Term’ for the 2018-19 Term on the Term Selector Page

Term Selector

Please select a term below to start or continue with your University Housing & Dining Contract.

<table>
<thead>
<tr>
<th>Academic Year 2018-19</th>
<th>SELECT TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>(08/18/2018 - 05/05/2019)</td>
<td></td>
</tr>
</tbody>
</table>

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

Hello, [name],

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

Student Athlete Housing Notification

If you are eligible to live in 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.
Contract & Addendum

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
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Housing Contract Fee

1. Click ‘Save & Continue’ to continue being redirected to Clemson’s Secure Payment Processor, Touchnet
2. When you are finished paying your Housing Contract Fee you will receive a confirmation email
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!

First-Year Student Meal Plan Requirement Policy
All first-year students who live in University Housing are required to select an Unlimited meal plan for the first two semesters, fall and spring.

This includes the Unlimited 300, Unlimited 200, and Unlimited 100 meal plans. Other meal plan options do not satisfy the first-year requirement.

Fall semester: First-year students who are required to select a meal plan, but do not select a meal plan by the Sunday before classes will be assigned the Unlimited 200 meal plan and held responsible for associated charges.

Spring semester: The selected fall meal plan will automatically be assigned as the spring meal plan option and the associated charges will be added to the spring tuition bill. If you choose to change your meal plan, we encourage you to change it prior to paying the spring tuition bill to ensure that you are not charged a change fee.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Point value</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>$2,195 per semester</td>
</tr>
<tr>
<td>Unlimited + 200</td>
<td>$200 in Paw Points</td>
<td>10 Guest Meals</td>
<td>$2,090 per semester</td>
</tr>
<tr>
<td>Unlimited + 100</td>
<td>$100 in Paw Points</td>
<td>5 Guest Meals</td>
<td>$1,990 per semester</td>
</tr>
</tbody>
</table>

General Information
- All meals swipes, including guest meals will expire at the end of each semester.
- Paw Points will continue to rollover from semester to semester.
- Fall meal plan selections will automatically rollover as the meal plan selection for the spring semester and will be added to the spring tuition bill. Failure to review the spring student tuition bill does not constitute a refund past the specified spring drop date.
- You may change your original fall meal plan selection for the spring semester after the University student bill is available. Changes must be made prior to making any form of tuition payment.

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

### Meal Plan Preference (New Student):

- **Unlimited + 300**

**Save & Continue**

1. Select your preferred Unlimited Meal Plan from the drop down- a choice is required
2. Click ‘Save & Continue’
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Personal Details

Carefully review the following information and complete the requested sections as instructed.

Personal Information
The information populated below was obtained from your official Clemson University student record.
If any of the information is incorrect, please notify the Registrar’s Office as soon as possible. Please note, any information left uncorrected may cause an error in processing your housing contract.

.First Name:
Ima
.Last Name:
.Tiger
.Middle Other:

Preferred Name:
.Clem
.Gender:
.Female
.Date of Birth:
1/31/1991

Personal Contact Information
In the fields directly below, enter your personal contact information. This information will be used in the event a staff member may need to contact you.

Personal Phone Number (provide your full number including area code and country code, if applicable):
.6064555555

Personal Email Address:
.imtiger@website.com

Emergency Contact Information
It is important to keep up-to-date emergency contact information on file with University Housing & Dining. In the fields directly below, enter contact information for your preferred emergency contact.

In the event of an emergency or a crisis situation, the information provided below may be used by a University staff member.

Contact Name:
.Ant Schneider

Relationship:
.Domestic Partner

Emergency Contact Number (Provide the full number including the area code and country code, if applicable):
.1231234567

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 (CUPD) 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 18 years of age, and are not an emancipated minor, 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:**

**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 activity. 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 diettian, 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:

☐

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

New Student Community Choice

Living-Learning Community

Select a program via the drop down at the bottom of the page. For more information about a specific Living-Learning Community, click on the corresponding logo where you will then be redirected to our website.

If you select a LLC, then you will only be able to search for and confirm roommates who also selected the same LLC. If the LLC’s roommate policy accepts LLC participants only, then your roommate must be eligible for the LLC as outlined by the campus partner. Also, your roommate will need to select the same LLC when signing up for Housing & Dining. If the LLC’s roommate policy honors all roommate requests, then your roommate is not required to meet the qualifications for the LLC as outlined by the campus partner. It is important to note, your roommate will need to select the same LLC. Finally, you and your roommate will need to choose and confirm each other prior to 12 p.m. on May 15.

1. Read about New Student 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 program fee:

- Calhoun Honors College
- Civic And Service House
- Connections
- IDEAS
- RISE
- WAVS
- Wellness

Click on the LLC logo in the table below to learn more about program requirements.

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. 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 nine lifestyle questions, 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 how potential roommates answered their Lifestyle Questions.

1. Answer the lifestyle questions which 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

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

Roommate Groups

Not In a Group
You are not a member of any roommate groups.

CREATE GROUP  JOIN GROUP

Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

Save & Continue

Search for Roommates by Details
Search for Roommates by Profiles
Suggest 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

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.

1. Search for compatible roommates and then join/create a roommate group with up to 4 members before 12 p.m. May 15

Instructions for Creating a Roommate Group can be found on page 16
Instructions for Joining a Roommate Group can be found on page 17

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.

Once you create or join a roommate group you will not be able to change your Community Choice without first leaving the group or deleting the group you have created.
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’
New Student 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 12 p.m. on May 15.

Begin planning for the next steps which are highlighted below.

Step 2: Time Slot Notification

- May 16
- 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 New Student Time Slot priority

Step 3: Select Your Space

- Living-Learning Community room selection for Honors and RIDE is May 17 (Begin at 5 p.m. (EST))
- Living-Learning Community room selection for new students is May 18 (Begin at 5 p.m. (EST))
- General room selection, which is for those who did not request a Living-Learning Community in Step 1, is May 22-24 (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 networks!

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

You’re almost done!

Click ‘Save & Continue’ and then log out using the ‘Log Out’ button in the purple navigation bar above.

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.