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

**Term Selector**

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

- 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. 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._

### Student 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
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.
Housing Contract Fee

The $150 non-refundable Housing Contract Fee is required prior to the completion of the Housing & Dining sign up process. Assignment eligibility is allowed once payment is successfully received or a fee waiver is granted.

To be eligible for a Housing Contract Fee Waiver, you must meet the following criteria:

- be a National Scholar
- be a full Athlete Scholar
- FAFSA EFC score equals 0

Should you meet one of the criteria above, please contact ClemsonHome@clemson.edu for instructions on how to receive the waiver.

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

1. Select your preferred Unlimited Meal Plan from the drop down- a choice is required
2. Click ‘Save & Continue’
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:
First
Last Name:
Tiger
Middle Name:

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):
6645555555

Personal Email Address:
lmtiger@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

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

   Each student living in on-campus student housing has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Authorized campus officials and the Clemson University Police Department (CUPD) may access a student’s information if they are determined to be missing. The University will request of students each year that they reside on campus that they provide, on a voluntary basis, contact information in the event that the student would be reported officially missing while attending Clemson University.

   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’
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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 864-656-6648 or by email at studentaccess@ilsts.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 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

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.

![LLC Logo](LLC.png)

Click the LLC logo to be directed to the LLC specific webpage on the Clemson.

<table>
<thead>
<tr>
<th>Program Applications &amp; Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following Living-Learning Communities require an additional program application and/or program fee:</td>
</tr>
<tr>
<td>Calhoun Honors College</td>
</tr>
<tr>
<td>Civic And Service House</td>
</tr>
<tr>
<td>Connections</td>
</tr>
<tr>
<td>IDEAS</td>
</tr>
<tr>
<td>RISE</td>
</tr>
<tr>
<td>WAVS</td>
</tr>
<tr>
<td>Wellness</td>
</tr>
</tbody>
</table>

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’. 
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

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

Search by Profiles allows you to search for a roommate based on answers to the Lifestyle Questions.
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 RISE 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.

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.