



### What's Inside this Guide?

Required Application Fee & Deposit Payments .....	1
Housing Application & Housing Contract .....	1
Office of Disability Services (ODS) Approved Accommodations.....	1
Page 1: Housing Contract Acknowledgement .....	2
Housing Self-Service Help Text .....	2
Housing Rates & Floor Plans .....	2
Page 2: Application Questions & Roommate Questionnaire .....	3
Page 3: Emergency Contact & Missing Persons Contact.....	3

### Required Application Fee & Deposit Payments

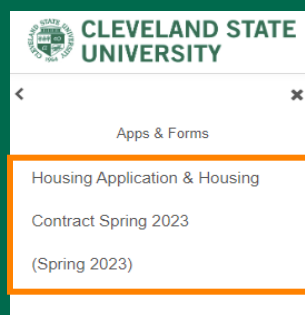
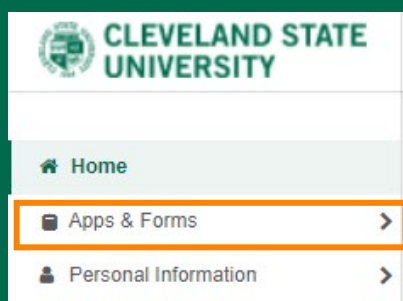
Please remember that the following items are required before your housing application and contract are considered complete. **Without these payments, you will be unable to be assigned.** If you have not already made these payments, please use the following links:

- Pay \$25 Application Fee: <https://www.csuohio.edu/residence-life/application-fee>
- Pay \$200 Security Deposit: <https://www.csuohio.edu/residence-life/security-deposit-online-payment>

### Housing Application & Housing Contract

Completing the Housing Application and signing the Housing Contract is the very FIRST phase students need to complete to gain access to all the other phases of Housing Assignment Process.

- 1.) Go to [Housing Self-Service](#)
- 2.) You will need to use your CSU ID login (ex: 1234567@vikes.csuohio.edu) and password. *If you need help with your password, call the Information Services & Technology (IS&T) Help Desk at 216.687.5050 during normal business hours.*
- 3.) Select “Apps & Forms” from the left menu and then select “Housing Application & Housing Contract Spring 2023”
- 4.) *Be sure to complete the supplemental questions on pages 2 and 3, after electronically signing contract.*



### Office of Disability Services (ODS) Approved Accommodations

Accommodation requests must be submitted to Office of Disability Services (ODS) for review and for approval through their office. Once approved, ODS will notify the Department of Residence Life and Housing and will proceed from there. For students to receive accommodations we need them to submit the online application, submit documentation of their disability, and come in for their intake appointment. Students are not registered with Disability Services until all these steps are complete. Visit <https://www.csuohio.edu/disability/register> to start the process.

## Page 1: Housing Contract Acknowledgement

Please carefully review the Housing Contract below as you are for adhering to its terms and conditions. By signing in the electronic signature box below, you agree to all terms and conditions of this Housing Contract. A digital copy of the Housing Contract will be emailed to you upon completion of your application. The [Housing Contract can be downloaded here](#).

Consent - Housing Application & Housing Contract Spring 2023

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**Spring 2023 Housing Application & Housing Contract**

We are very excited that you will be joining us on campus for the Spring 2023 semester! In this form, you will do the following:

1. Review and electronically sign your housing contract
2. Complete the questions on the last page of the form that outline the following:
  - a. Application Questions
  - b. Contract/Term Dates
  - c. Roommate Preference Questions\*
  - d. Emergency Contact & Missing Persons Contact
  - e. Mobile Phone Information

\*Roommate matching for spring 2023 will be limited due to current occupancy and availability.

**Housing Contract Acknowledgement**

Please carefully review the Housing Contract below as you are for adhering to its terms and conditions. By signing in the electronic signature box below, you agree to all terms and conditions of this Housing Contract. A digital copy of the Housing Contract will be emailed to you upon completion of your application. You can also [download a PDF version of the Housing Contract here](#).

**Housing Rates**

The housing rates are subject to approval by the CSU Board of Trustees and are outlined based on the CSU Guarantee Cohorts. Students are permitted to stay in the communities during Spring Break if they register when the break registration opens. You can view housing rates on the Department of Residence Life and Housing website.

If you do not agree, exit the application here.

If you agree, sign your name in the box below.

☒ Enter your full name to give consent (Hand drawn signature will be auto generated)

☐ Use the signature pad to draw your signature

Enter your full name  
Magnus Viking

Magnus Viking

Clear signature

**Continue**

1  
Please review the full housing contract so that you are aware of what you are agreeing to before you sign this binding document.

2  
After you have reviewed the contract, you will need to electronically sign it in one of two ways:

- Type your name and it will transcribe for you (see example in screenshot)
- Use signature pad to draw your signature

When you are done, click "Continue" at the bottom of the page.

### 3 Help Text

#### Housing Contract Acknowledgement

Please carefully review the Housing Contract below as you are for adhering to its terms and conditions. By signing in the electronic signature box below, you agree to all terms and conditions of this Housing Contract. A digital copy of the Housing Contract will be emailed to you upon completion of your application. You can also download a PDF version of the Housing Contract [here](#).

#### Housing Rates & Floor Plans

The housing rates are subject to approval by the CSU Board of Trustees and are outlined based on the CSU Guarantee Cohorts. All residential communities close during break periods. Students are permitted to stay in the communities during the Thanksgiving Recess and Spring Break periods as long as they register when each respective break registration opens. However, the residential communities are closed during the Winter Break period (between the end of Fall semester and the start of the Spring semester). Students who wish to stay during Winter Break will pay an additional charge to reflect the Winter Break period.

- [View Housing Rates Here](#)
- [Fenn Tower Floor Plans](#)
- [Euclid Commons Floor Plans](#)

#### Application Questions & Questionnaire Instructions

Don't forget to complete the Application Questions after you review and sign the contract/agreement on the first page. For the Housing Application, the questionnaire information will be used to help assist the housing team in determining a "good fit" for your future roommates. Please complete these questions yourself and answer truthfully so that we may find the best placement that meets your personality/profile.

If you have any questions about the Housing Application & Housing Contract, please contact the Department of Residence Life and Housing at (216) 687-5196 or e-mail us at [reslife@csuohio.edu](mailto:reslife@csuohio.edu) during normal business hours.

## Housing Self-Service Help Text

Once you are in the Housing Application & Contract, the Help Text will be a resource for you, providing you with reminders and information that you can access while completing the Application & Contract. We have provided a screenshot here (image #3) as an example. →

## Housing Rates & Floor Plans

**Housing Rates:** The housing rates are subject to approval by the CSU Board of Trustees and are outlined based on the CSU Guarantee Cohorts. Gain a better understanding of the different rates for each contract term (winter break housing vs. no winter break housing) and [view Housing Rates Here](#).

**Floor Plans:** Learn about the various floorplans and layouts offered in CSU's university housing options. This will also give you a better understanding of each community.

[Euclid Commons Virtual Tour](#) | [Euclid Commons Floor Plans](#)

[Fenn Tower Virtual Tour](#) | [Fenn Tower Floor Plans](#)

(Fenn Tower is available only to students with freshman class standing who are in their first year of college.)

## Page 2: Application Questions & Roommate Questionnaire

After you review the contract and provide your electronic signature (on Page 1), you will be asked to complete application questions and a questionnaire about yourself. The questionnaire information will be used to help assist the housing team in determining a “good fit” for your future roommates. **Please complete this yourself and be sure to answer truthfully so we may find the best placement that meets your personality/profile.**

My Information - Housing Application & Housing Contract Spring 2023

Please confirm your cell phone number for us for emergency purposes. \* 123-456-7890  
12 of 28 characters

Please confirm your cell phone mobile carrier. \* AT&T

Allow Residence Life and Housing to send text messages. Message and data rates may apply. Opt out at any time by replying 'STOP' \* ☐ Yes ☒ No

Are you attending CSU on either a J-1 (exchange visitor) or F-1 (academic student) visa? \* ☐ Yes ☒ No

Have you ever pleaded guilty or been convicted of a criminal offense or have charges pending against you at this time? (Please note that if you have a record that has previously been sealed, you do not have obligation to disclose it.) \* ☐ Yes ☒ No

Have you ever been dismissed, suspended or placed on probation by any other college or university for a NON-ACADEMIC reason? \* ☐ Yes ☒ No

Are you participating in any of the following special programs? \* I am not participating in a special program

Please share your current student resident status. \* Incoming Freshman

What is your first housing preference?  
Fenn Tower is available only to students with freshman class standing who are in their first year of college. Current CSU students who are in at least their 2nd year of college or incoming transfer students will be assigned to Euclid Commons, pending space availability.  
Use the Help Text for links to housing rates and floorplans. \* Fenn Tower Double (1 bedroom, 1 bathroom, Double Occupa...

What is your second housing preference? \* Fenn Tower Double (1 bedroom, 1 bathroom, Double Occupa...

What is your second housing preference? \* Fenn Tower Double (1 bedroom, 1 bathroom, Double Occupa...

### Helpful Tips for Completing Questionnaire

**Complete this yourself:** Do not have a family member log in and complete it. Only you truly know yourself.

**Reflect on each question:** Although your first instinct is probably the right answer, take time to think about each question and the long-term effects of each one.

**Be honest:** You will likely be happier if your answers represent your preferences, not what you perceive your answers “should be.” The only “right” answers are those that best reflect you and your needs.

**Made a mistake?** Don’t worry! You’ll be able to go back in and edit your responses until July 1.

## Page 3: Emergency Contact & Missing Persons Contact

Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
✓	✓	Emergency Contact (this CAN be the same as Missing Persons Contact)	N/A	N/A	N/A	N/A	N/A	N/A
✓	✓	Missing Persons (this CAN be the same as Emergency Contact)	N/A	N/A	N/A	N/A	N/A	N/A
✗	✗	Parent/Guardian	N/A	N/A	N/A	N/A	N/A	N/A

Continue

Click on the circled “pencil icon” as shown in the above image to enter a contact’s information. **Please enter as much accurate information as you can.** This will be vital in the event of an emergency, especially involving your health and well-being. If you have only one phone number for a contact, simply enter that same number in the other “phone” fields.

### Emergency Contact & Missing Persons Contact Information

Before you can submit your Housing Application & Contract, you will need to enter your **Emergency Contact** and **Missing Persons Contact** information. Both contacts **CAN** be the same individual, but you must enter their info in each contact type.

*If you are under 18 years of age and not emancipated, your custodial parent or guardian will be notified in the case that you are missing. Custodial parent/guardian notification will occur in addition to notification of the Missing Person Contact, if the Missing Person Contact is someone other than a custodial parent/guardian.*

**Parent/Guardian Contact:** Your parent/guardian information may also be entered from this screen, but it is not required unless you are under 18.

Once you are done entering both contact’s information, click “Continue” to submit your Housing Application & Contract.