

CLEVELAND STATE UNIVERSITY

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YOUR HOME AWAY FROM HOME

## RETURNING STUDENT HOUSING GUIDE



# CSU

Department of Residence  
Life and Housing





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# 2024-2025 ACADEMIC YEAR *RETURNING STUDENT HOUSING GUIDE*

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## IMPORTANT DATES

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HOUSING CONTRACT OPENS OCTOBER 17TH  
ROOMMATE MATCHING & GROUP FORMATION BEINGS FEBRUARY 23RD  
HOUSING CONTRACT PRIORITY DEADLINE FEBRUARY 23RD  
RECEIVE SELECTION TIMESLOT APRIL 5TH  
HOUSING SELECTION APRIL 8TH-12TH  
DEADLINE TO CANCEL HOUSING CONTRACT WITHOUT FEE APRIL 15TH  
MOVE-IN INFORMATION EMAIL AUGUST 2ND  
MOVE-IN DAY AUGUST 22-24TH



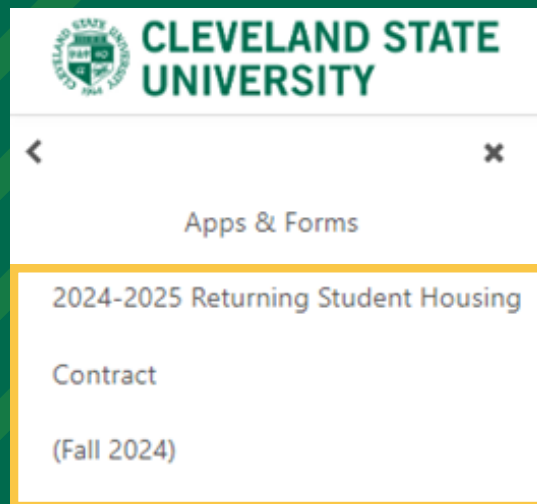
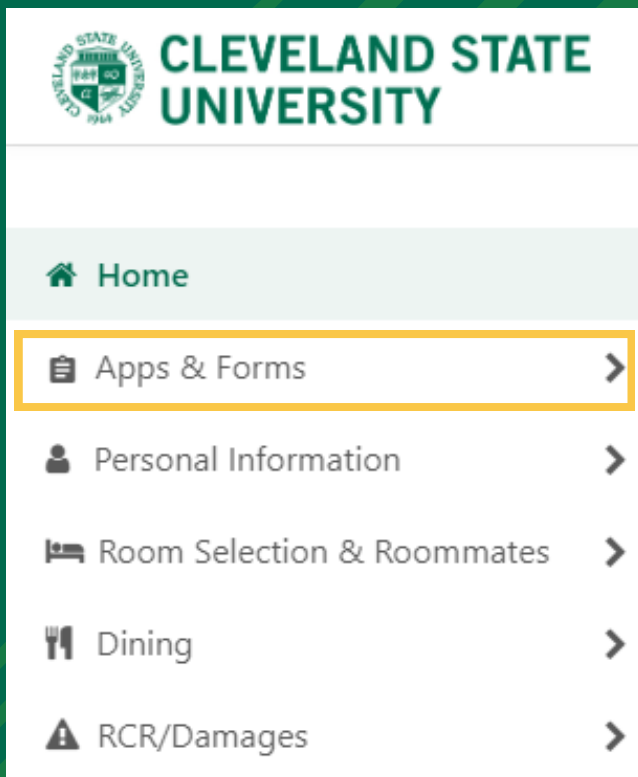
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## HOUSING CONTRACT

Completing the Housing Contract is the next phase of the Incoming Student Housing Process which is needed to gain access to all the other phases.

- 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 assistance 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 “2024-2025 Returning Student Housing Contract”.
- 4.) *Be sure to complete the supplemental questions on pages 2 and 3, after electronically signing contract*





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## OFFICE OF DISABILITY SERVICES (ODS) APPROVED ACCOMMODATIONS

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

**The priority deadline for incoming student housing accommodations is June 1, 2024.**

## REQUIRED HOUSING DEPOSIT

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The housing deposit for Fall 2024 is open for students to submit their payment. Students who are current residents who have already paid their deposit will not have to pay their deposit again. Visit <https://www.csuohio.edu/residence-life/housing-deposit-online-payment> to pay your housing deposit.



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## HOUSING CONTRACT ACKNOWLEDGEMENT

Please carefully review the Housing Contract below as you're 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.](#)

1

2024-2025 Returning Student Housing Contract

We are very excited that you will be joining us on campus for the 2024-2025 academic year! In this form, you will do the following:

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

Housing Contract Acknowledgement

Please carefully review the Housing Contract below as you are 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 the 2024-2025 Housing Contract here.](#)

Housing Rates

The housing rates are subject to approval by the Euclid Avenue Development Corporation Board on behalf of CSU and are outlined based on the CSU Guarantee Cohorts that are approved by the CSU Board of Trustees. Students are permitted to stay

2

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

Carol Danvers

Carol Danvers

Clear signature

Continue

Please review the full Housing Contract to be aware of what you're agreeing to before you sign this binding document

After you have reviewed the Housing Contract, you'll need to electronically sign it, in one of two ways;

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

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## HOUSING SELF-SERVICE HELP TEXT

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Once you're in the Housing Contract, the Help Text will be a resource for you. Providing reminders and information you can access while completing the Housing Contract. Please see the example below.

### 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. Some 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, Fenn Tower and Euclid Commons 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](#)
- Euclid Commons: [Floor Plans](#) | [Virtual Tour](#)
- Fenn Tower: [Floor Plans](#) | [Virtual Tour](#)

#### **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.](#)

#### **Housing Accommodations**

Accommodation requests must be submitted to Office of Disability



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## HOUSING RATES AND MEAL PLANS

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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). [Housing Rates be can be viewed here.](#)

All residents living in University Housing are required to select one of the residential meal plans for the entire academic year. [Meal Plans and Rates can be viewed here.](#)





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## RENTERS INSURANCE

As noted in your Housing Contract, Cleveland State University does not assume any financial responsibility for the personal property of students. We strongly recommend students obtain renters insurance prior to move-in. Here are some scenarios in which renters insurance can help;

- You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- You return to the residence halls after class, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.
- You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

We have partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. For about \$14 per month, GradGuard can protect you in the scenarios listed above and more.

1. After electronically signing your Housing Contract, you will be brought to the GradGuard (Renters Insurance) section of the housing application. Click "Continue".
2. You will be redirected to the GradGuard website where you will need to make a decision. If you are interested, you will need to enter your information and Click "Start My GradGuard Enrollment".

3. If you determine that you're not interested or not ready, Click the "I would like to decline all coverage" link at the bottom of the page and you will be prompted with a final "Not Interested or Not Ready" page. Make the appropriate selection for you. Finally, you will be presented with a page, confirming your selection. Click "Continue with Application" to be redirected back to the Housing Self-Service portal to continue with your housing application

At Cleveland State University, you are eligible for an exclusive renters insurance plan **designed for college students.**

[What GradGuard protects](#)

**Here's what your school recommends:**

YOUR RENTERS QUOTE	YOUR COVERAGE DETAILS
<b>\$14.70</b>	<b>STARTING</b> <b>08/21/2024</b>
PER MONTH*	Property ⓘ ..... \$5K
<input type="radio"/> Annual <input checked="" type="radio"/> Monthly	Liability ⓘ ..... \$100K
<small>*Includes a \$1.00 installment fee per payment</small>	Deductible ⓘ ..... \$100
	<a href="#">Edit your coverage</a>
<a href="#">I'm Interested</a>	
<a href="#">Decline coverage</a>	





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## STUDENT QUESTIONNAIRE

After you review the contract and provide your electronic signature, you will be asked to complete application questions and a questionnaire about yourself. The questionnaire information will help the housing team and you/your potential roommate(s) determine if you're a "good fit" for each other.

*Please complete this yourself and be sure to answer truthfully.*

My Information - 2024-2025 Returning Student Housing Contract

Please share your Chosen First Name: \*

Please select your contract term.  
*Please understand additional charges apply for additional housing during winter break (Euclid Commons ONLY). Please use the Help Text on this page (usually on the right side of the page) to review housing rates so you can make an informed decision.*

Please confirm your cell phone number for us for emergency purposes. \*

Please confirm your cell phone mobile carrier. \*

Allow Residence Life and Housing to send text messages. Message and data rates may apply. Opt out at any time by replying STOP \*

Are you attending CSU on either a J-1 (exchange visitor) or F-1 (academic student) visa? \*

### 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



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## EMERGENCY CONTACT AND MISSING PERSONS

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.

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

### Emergency & 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 Contract.