Submitting your Contract

Housing Sign-Up 2012
How to begin: log in to the Housing Sign-Up system: https://studentweb.housing.umich.edu

You must have completed the registration process (January 17-25) to gain access to the room selection elements of the system.

Logging in will bring you to the front page of the Housing Sign-Up system. You will come to this page at different points during the Housing Sign-Up process for different tasks. This tutorial is meant as a guide to understand the basic process through which your contract is submitted. The screens you see on-line may appear different than the screen shots shown within this tutorial; please read each screen carefully when using the system.

THE MAIN SCREEN

If you were not comfortable submitting the contract immediately following your room/apartment selection, you can come back to the system and submit the contract later- please make sure you submit the contract within 24 hours of selection or notification of assignment. The arrow shows where to look to begin the contract submission process.
Meal Plans

All residence hall contracts include a meal plan. Northwood I and II apartments do not include a meal plan, but may be added by selecting a meal plan on the meal plan selection screen. Multiple meal plan options are available.

**Meal Plan Selection**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals</th>
<th>Dining Dollars</th>
<th>Blue Bucks</th>
<th>Guest Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 150 Block Plan</td>
<td>150 Block</td>
<td>150 Block</td>
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<tr>
<td>Choose 200 Block Plan</td>
<td>200 Block</td>
<td>200 Block</td>
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<tr>
<td>Choose Unlimited</td>
<td>Unlimited</td>
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<td>Choose Unlimited Plus</td>
<td>Unlimited Plus</td>
<td>Unlimited Plus</td>
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<tr>
<td>Choose 125 Block Plan</td>
<td>125 Block</td>
<td>125 Block</td>
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</tbody>
</table>

Click the button associated with your choice and you will see a similar screen (not shown) with text across the bottom that confirms your choice.

Click “Continue” to move to the contract review and submission page.

**Contract Review**

The contract, complete with rates, will appear. Please review carefully to ensure you are aware of the rates to which you are committing.
Carefully review the contract terms and click NEXT. If you are under 18, please print out this contract and have your parents sign and fax to the Housing Information Office.

If you are under 18 years of age, you must agree to your contract online but the agreement also requires a parent or guardian signature. Print or Save the contract and have your parent or guardian sign and return the contract to the Housing Information Office.

Parent/Guardian Signature: ___________________________ Date: ______________ 

“Signing” the Contract

Clicking the “I agree” button constitutes an electronic signature: your agreement to enter into a contract with the University. This contract can only be cancelled under a very limited number of circumstances. If you have questions about certain provisions, please contact the Housing Information Office.

Confirmation of Contract Submittal

You will receive a confirmation screen similar to the below when your contract has been recorded.