The Office of Residence Life is excited to offer you a new Online Application and Room Selection process!!

Please read these guides thoroughly.

There are videos in each section that will show you exactly what the process looks like, as well as, troubleshooter pages to help you address any error messages you may receive.

If you have any questions or need assistance please contact Stacey O. Davis oakley@fdu.edu
Important Deposit Information

Deposits must be paid BEFORE you apply online

Current Commuters: $350 ($200 Residence Hall Deposit deposit and $150 one-time security deposit)
Current Residents: $200 Residence Hall Deposit

*All EOF students and Full Scholarship Athletes will have their $200 Room Deposits waived by their respective office. If you are unsure of your status, please contact the office you are affiliated with directly in order to get confirmation.*

How To Make Your Payment:

Payment Online: [www.fdu.edu/makeapayment](http://www.fdu.edu/makeapayment)

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<tr>
<th>Current Residents</th>
<th>Current Commuters</th>
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<td>Step 1. Select “Deposit Payments Only”</td>
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<td>Step 2. Select “H. Residence Hall Deposit Only”</td>
<td>Step 2. Select “J. Residence Hall deposit &amp; Damage Only”</td>
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<td>Step 3. Submit Payment</td>
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**Please keep a copy of receipt for your records**
To begin the new online process click the link below and enter your FDU webmail and password

https://reslife.fdu.edu/myhousing/security/login_student.Metro.cfm
After logging in, you should see this screen
Select “Login to ApplyOnline”

Applications are typically processed within 48 hours (or the next business day)

Please refer to the Room Selection Guide on how to select your roommate and room.
Please verify that your name and ID are correct.
You will see this page after selecting your Application

This is your Housing and Meal Plan Contract. Read this page thoroughly.

Select “I Agree” in order to proceed to the next step.

By Selecting “I Agree” you are signing your contract for the upcoming Academic year.

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Housing Agreement

2013/2014 TERMS & CONDITIONS

I. INSTRUCTIONS

Please read this contract carefully. Your acceptance of the Housing & Meal Plan Contract indicates your agreement to adhere to the terms and conditions of the contract.

II. STATEMENT OF PURPOSE

1. It is the intention of Fairleigh Dickinson University to confer on the resident student or guest by this contract, permission to reside in the University residence halls for the purpose of pursuing educational activities at the University during the academic year.

2. The University and resident student or guest mutually agree that this contract confers permission to reside in the University residence halls, subject to the terms and conditions of this contract. The terms of this contract may be modified for individual cases only upon the mutual written consent of the resident student or guest and the University.

3. This contract does not create nor is it the intention of the parties to create a lessor-lessee relationship between the University and the resident student or guest in the utilization of the residence halls.

III. ELIGIBILITY

1. Any person who has been recently admitted to the University or is enrolled as a full-time matriculating student for the academic year and who has been previously cleared through Student Health Services and the Office of Enrollment Services to become a resident student may enter into this contract with the University. Guests who reside on campus receive clearance via the Office of Residence Life.

2. The University reserves the right to terminate this contract based upon a student’s enrollment status, disciplinary history/status, and/or a student not making successful progress toward a degree.

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2013/2014 TERMS AND CONDITIONS, page 4

☐ I Agree
☐ I Do Not Agree

Next >>
You will see this page after accepting your contract.

All fields are required

*Please read explanations on the following slides*
Select “Yes” if you are in the EOF Program

Students who are members of this program have their $200 Housing Deposit waived by the EOF Office, based on specific requirements.

The Office of Residence Life has a list of current EOF students who are not allowed to participate in Room Selection.

You will receive an email from our office if your deposit is not being waived. You must contact the EOF office and they will update us once you are cleared.
Select “Yes” if you plan on applying to live in the L.I.F.E House


There is an essay requirement for residents that wish to live in the L.I.F.E. House http://view.fdu.edu/files/lifehouseagreement2010.essay.pdf

For the General Room Selection your Application and Essay must be received within 24 hours of your online application submission

All essays should be sent to Stacey O. Davis oakley@fdu.edu

Once verified, you will be given access to the L.I.F.E House Room Selection for University Court 5.

You will also have access to view other upperclassmen rooms.
Select “Yes” if you are already approved for a Special Needs/Medical Single

To request a medical single or any other type of special accommodation. The Special Needs Committee through the Provost's Office reviews all requests and renders all decisions. [http://view.fdu.edu/files/specialneedsform2009.pdf](http://view.fdu.edu/files/specialneedsform2009.pdf)

Once verified, you will **ONLY** be given access to Medical Singles and ADA Compliant Rooms on campus.

If all of the dedicated singles become full, then a room will be selected for you by the Office of Residence Life.
Select “Yes” if you are a Global Scholar.

Once verified, you will be given access to the Global Scholars Room Selection for University Court 4.

You will also have access to view other upperclassmen rooms.

Select “Yes” if you are in the Honors Program.

Once verified, you will be given access to the Global Scholars Room Selection for University Court 6.

You will also have access to view other upperclassmen rooms.

Select “Yes” if you are a Graduate Student.

Once verified, you will be given access to view all upperclassmen rooms AND the Graduate Building (University Court 1)
Select “Yes” if you would like to live on the 3rd floor of Northpointe.

The 3rd Floor is designated as the 24 hour Quiet Floor.

The Quiet Hour policy is in effect 24 hours, 7 days a week, for the entire academic year.

Select “Yes” if you are relatively quiet, but do not want to live on the Quiet Floor.

Please be honest

This preference allows the office to match students together that may have similar study/living styles.

Select “Yes” if you are a smoker and/or do not mind living with a smoker.

Please be honest

This preference allows the office to match students together that may have similar habits.
After entering your preferences click Continue >>

Your application is now complete and you will receive a Thank You page.

You should also receive a verification email.

See it in action: http://tinyurl.com/ApplyFDUMetro
What went wrong??

If you get this error screen, it means you may have entered the password wrong. If you forgot your password you will have to request it from FDUTAC

http://isweb.fdu.edu/depts/utac.html
What went wrong??

If you get this message after logging in it means your housing deposit has not been received/cleared. If you have just made your payment try to log on again in 24hrs or the next business day.

If it has been at least 72 hours since you have made your payment, please contact Stacey O. Davis oakley@fdu.edu
Provide your name, ID number and deposit confirmation/receipt