

**DEAN
COLLEGE**
DISCOVER THE DIFFERENCE



**New Student
Housing Application
Tutorial**

Fall 2014

Hey new students, grab that e-mail you got from Dean because this is going to walk you through getting your housing all set step by step!

Step 1: Find your e-mail!

The email you want has “Dean Email and Housing Info” in the subject line.

- Step 2

- Find and know your username and password.
 - It can be found about midway down the e-mail you were sent
- It will be as follows:
- Username: first initial last name
- Password: your birthday written as mmddyy

- So for example Fred Rodgers would be...
- Username: frodgers
- Password:032028
 - He was born March 20th, 1928

Step 3: Getting to Today @ Dean

- Step 3
 - Go to...
 - <https://today.dean.edu>
 - Enter that username and password we talked about
- Now you will see something that looks like the next slide.



Your name should be here

Search this site...

Site Actions ▾

Today @ Dean Departments ▾ Organizations ▾ Faculty & Staff Student

Today @ Dean > Faculty & Staff

Announcements

Basketball Spirit Get Together - For Faculty/Staff/Students 3/5/2014 9:35 AM

by Convertino, Gary

Come show your Bulldog Spirit with the Men's & Women's Basketball Team. Memorial Hall - Friday, March 7, 3:30 p.m. - Wear Jeans and Dean Wear.

New Dean Staff 3/5/2014 9:33 AM

by Convertino, Gary

Please welcome to Dean College Paul Silva and Quinn Korzeniecki, both in Enrollment Services - Marketing & Communications...See attached for more information.

Basketball Teams To Host District Tournaments 3/4/2014 7:57 AM

by Jackson, John

The men's basketball team will host Monroe CC on Saturday, March 8 at 12 noon in Pieri Gym. The Dean women play at 2:00 against Essex County College.

LAS Spring Program Series: NASA Shuttle Commander, Susan Kilrain 3/3/2014 5:10 PM

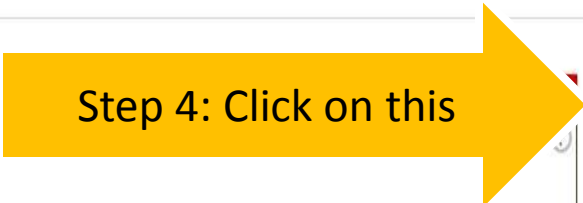
by Flynn, Cathy

Join us Wednesday, March 5th - 3pm in the Atrium to hear Commander Susan Kilrain share stories about her NASA career and adventures on space flights.

WGAO - Dean Bulldogs Playoff Basketball - Saturday March 8th @ 12pm. Pregame at 11:45. DOUBLEHEADER! 3/3/2014 3:24 PM

by Akers, Michael

Join the Dean Sports Broadcasting Team as we bring you Bulldogs playoff basketball. Men's vs. Monroe CC Saturday at 12pm on 88.3fm. Women Vs. Essex CC to follow! Only on WGAO!




 Your Personal Page

Mailbox name in user profile cannot be empty

Plasmas



SPRING BREAK!

 View slide show

Essential Links

Step 5: Get to “My Housing”




Step 6: The box will change to this.

My Team Sites	My Account	My Documents	My Housing
Click here to access your My Housing and register your housing and dining preferences			

Step 6: Click on the words "Click Here"

 Back to Home Pa

 Health Insurance Form

 MyCourses

 Dean Website



Step 7: You will go to a page that looks like this...

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Please select a MyHousing system:

ApplyOnline	MyHousing
Select this option if you wish to submit an online housing application.	Select this option if you wish to submit an online housing application.
Go to ApplyOnline	Go to MyHousing

© 2013 Dean College

Step 7: Click on the "Go To Apply Online" button

You will go to a page that looks like this for Step 8.

Application Selection

Welcome **YOUR NAME AND ID# WILL BE HERE**

Please select the application you wish to begin:

Make sure you select the First Year application for FALL 2014. Then hit "Next."

Application Status

Application Name	Time Frame	Status	Can Be Re-Visited?
First Year (New and Transfer) Student Housing and Dining Application	Spring 2014	No Application on File	Yes

Step 9: You will be taken to the Housing Agreement.

5. Alcohol may not be stored, possessed, or consumed in any residence. Members of Franklin Commons, Clark Commons, and Clark Commons are expected to keep sound and activities that interrupt sleep and study. Volume of noise is not permitted. During the September Hall Meeting the quiet hours will be submitted to the Office of Residential Life and determine the hours of their quiet times. During the Final Exam period, quiet hours will occur during 24 hour Quiet Hour Period.

I Agree I Do Not Agree

Next >>

© Adironda

Step 9: This is the Housing Agreement, make sure you read it because it tells you all about the expectations Dean has for its on campus students! Afterwards click "I Agree" and hit the "Next" button.

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Step 10: Now you are going to tell us about yourself.

MyHousing @ Dean College

Personal Preferences

Questions marked with an asterisk (*) are required.

01. Father Name	<input type="text"/>
02. Father Email	<input type="text"/>
03. Father Cell	<input type="text"/>
04. Father Home	<input type="text"/>
05. Father Work	<input type="text"/>
06. Mother Name	<input type="text"/>
07. Mother Email	<input type="text"/>
08. Mother Cell	<input type="text"/>
09. Mother Home	<input type="text"/>
10. Mother Work	<input type="text"/>
11. What will be your incoming class status? *	(N/A) <input type="text"/>
12. What is your intended 2-year major?	(N/A) <input type="text"/>
13. What is your intended 4-year major?	(N/A) <input type="text"/>
15. Do you smoke? *	No <input type="text"/>
16. Do you prefer to live with an athlete?	No <input type="text"/>
17. How neat do you plan to keep your room?	(N/A) <input type="text"/>
18. How often do you plan on studying?	(N/A) <input type="text"/>
19. Do you plan to allow frequent guests? *	No <input type="text"/>
20. On average, what time do you plan on going to sleep?	(N/A) <input type="text"/>

Online Help

Please answer the following questions as honestly as possible. Many of your answers to the questions will be used to match you with a roommate.

Only the students should be answering the questions, and not a parent or guardian.

Special Concerns or Accommodations

The College makes every effort to reasonably accommodate students with recently documented disabilities or serious health concerns (this includes food allergies) as space permits. Please send additional paperwork describing in detail your disability or health concern and specify the accommodations you require to the Office of Disability Support Services. Enclose updated disability/health related documentation from your physician. Disability Support Services Website for further information, as well as forms.

Step 10: Telling us about you!

- It is highly recommended that you and NOT your family do this.
- Be as honest as possible because this is what we use to match you with a roommate.
- If you are not honest about things like guests and studying you and your roommate are going to have a bad time.

Step 11: Tell us where you want to live

MyHousing @ Dean College

Living Preferences

Your room preference has been added.

My Living Preferences for Fall 2013

Choice #	Request Type	Value	
1	(hall) Specific Hall	Adams Hall	Remove

Add a New Living Preference

Choice #

Request =

[Continue >>](#)

[<< Back](#)

Step 11: Building preference

-Please know that we cannot always grant a student's preference but we do try to.

-Ewen, Wallace, Jones and Bourret are all specifically held for first year students so think about those buildings when choosing.

-When you are finished click "Continue"

Step 12: You are almost done!

MyHousing @ Dean College

Dining Plan Selection

This application requires that you select a dining plan to continue.

Please select a dining plan from the drop-down menu below and click submit.

UD2 - Ultimate + \$200 + 2 Guest Passes - (\$2,825.00)

Continue >>

Step 12: Pick your dining plan

-Dean has continuous unlimited dining (that means you can basically eat in the cafeteria any time you want as long as it's open).

-The different plans you have available vary in the number of dining dollars you want. These can be used at Jazzmans (café), Boomers (pub style) and even Dominos!

-Make sure you choose one or you are going to be pretty hungry.

BOOM! Done!

MyHousing @ Dean College

Thank you for completing your 2013-2014 Housing and Dining Form.

Please understand that your online submission obligates you to occupy a room in the College's residence halls, and board in the College's dining hall for the entire academic year. Housing placement is contingent upon receipt of the Dean College Health Form and payment-in-full of all college billing. In addition you further agree to abide by all rules and regulations established by Dean College, the Office of Residence Life, the Office of Student Development, and the individual living unit. **Please review the Housing Agreement and as well as the Student Code of Conduct on the Dean Website**

Placement of students will begin after Monday, July 29th. Should you have any questions about the status of your application or room assignment please call the Office of Residence Life at 508.541.1838 or email at reslife@dean.edu.

This is your confirmation page. As long as you see this congratulate yourself because you have just signed up for your first room at college!

Still have questions?

Contact the office at reslife@dean.edu or
508.541.1838

You can also friend us on Facebook: <https://www.facebook.com/Dean.ORL.RHA>
And follow us on Twitter: @Dean_ORL_RHA

See you soon!

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