

OFFICE OF RESIDENTIAL STUDENT SERVICES

Room Selection Guide 2020-2021

Room selection is the process in which all current Kean University residents and commuters are able to choose their own room for the upcoming year. This guide will provide students step by step instructions on how to secure a space for the 2020-2021 academic year.

What's new this year?

- Recovery Housing
- Substance Free Lifestyle Housing
- Gender Inclusive Housing
- Career Development Living Learning Community
- Additional Converted Singles in Upperclassman Residence Hall

Students should check their email often for tips that will help students during the room selection process.



KEAN

If you have any questions, please contact our office.

908-737-6800
reslife@kean.edu

NORMAL HOURS:

Monday
9 a.m.—7 p.m.

Tuesday—Friday
9 a.m.—5 p.m.

Saturday—Sunday
Closed

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KeanRSS



KeanRSS



KeanRSS



The Basics of Room Selection

What is Room Selection?

Room Selection is the process where all Kean residents and commuter students can participate to select a room for the next academic year. There are three parts to the process:

- 1) Submit a housing contract
- 2) Submit your roommate group, preferences and/or opt to look for a roommate
- 3) Select your building and room during your given selection time.

Who can participate?

Current Kean residents and commuter students that are registered for a minimum of 12 credits (minimum 9 credits if you are a graduate student) for the fall 2020 semester. Students interested in living on campus must have a minimum cumulative GPA of 2.0. A review of students' Fall 2020 registration status and GPAs will be completed at the end of May to make sure all participants are still eligible to keep the room that they selected.

When is the deadline to participate in Room Selection?

All students who would like to participate in Room Selection must submit their housing application by 11:59 p.m. on Friday, May 15, 2020. All students that meet this deadline will be eligible to participate in Room Selection. **The actual online room selection will begin the week of May 25, 2020.**

Where will Room Selection be this year?

All parts of Room Selection will be done **ONLINE**. This includes the housing application, and the actual room selection. Students will receive an email with their group's designated room selection time, specifically when they are able to select their space. Students will log in to their housing portal and select the room they want based on the open spaces available.

New Housing Options

Recovery Housing

Recovery Housing is dedicated sober-living residential housing for students in drug or alcohol use recovery. Comprehensive counseling and other support services are available to Recovery Housing residents.

Recovery Housing is a designated floor located in one of our residence halls, and has live-in, specially trained Residential Student Services staff available. The program offers students access to individual and group counseling in Kean's Counseling Center, transportation assistance to attend recovery meetings off-campus, tutoring, volunteer opportunities, and special programming, including workshops and motivational speakers.

Kean University is a substance-free University, and student use of alcohol and drugs is prohibited on campus. The Recovery Housing program extends that philosophy beyond the campus walls for students seeking to maintain sobriety and adopt a healthy lifestyle.

Substance Free Lifestyle Housing

Substance Free Lifestyle Housing is created for students wishing to live in a substance free environment. The space is designed to encourage students to find other ways of being active both on and off campus without the use of substances in their college experience.

Gender Inclusive Housing

In a gender inclusive environment, students would agree to reside in suites in which their roommates/suitemates may be of a different birth gender. Gender Inclusive Housing participants must commit to maintaining an inclusive and welcoming living environment, free of discrimination. This provides a living/learning environment where residents can support and explore gender identity and expression in a comfortable and supportive environment.

New Housing Options

Career Development Living Learning Community

This living-learning community is for upperclassmen residents who are interested in learning about internships, co-ops, interview preparedness along with post-undergraduate opportunities.

The benefits of living in the community are:

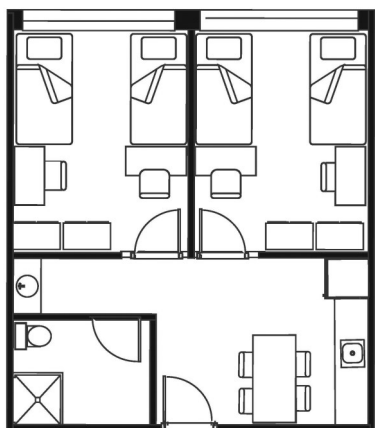
- Learning about and getting involved with the Career Services
- Identifying resources that can aid in graduate school test preparations
- Assisting with internship and co-op searches
- Participating in career-building workshops that include, but are not limited to resume building, cover letter and mock interviews.

Additional Converted Singles

36 additional converted singles will be added to the Upperclassmen Residence Hall.

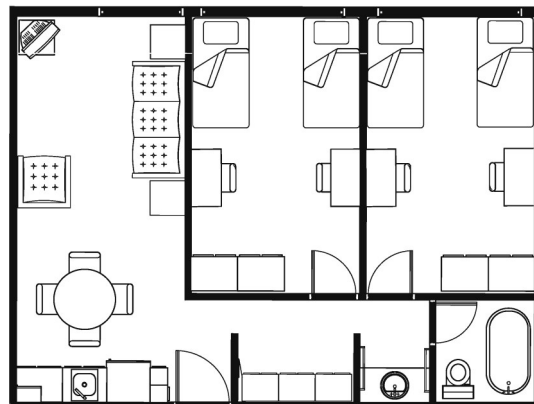
UPPERCLASSMAN HOUSING OPTIONS

Double Occupancy Housing

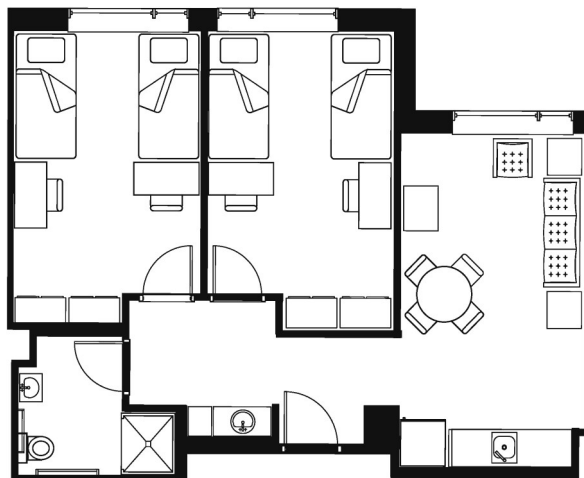


Cougar Hall will house upperclassmen interested in living in our newest residence hall. Students assigned there will have the option of selecting spaces on the 5th and 6th floor with views of the entire campus and NYC. The spaces available can house 2 students per bedroom, 4 students per suite. ***The cost to live in Cougar Hall is \$6,107.90 per semester.*** Sophomores living there will automatically have the KB96 meal plan.

Bartlett, Burch, Rogers and Sozio Halls are our residence halls with the largest bedrooms and living room/kitchen spaces on campus. Students choosing to live in these spaces will have the option of selecting from ***double occupancy spaces that cost \$5,221.00 per semester or in a triple bedroom that costs \$3,916.00 per semester.***



Upperclassman Hall is one of our newest residence halls with amenities that include a game room, computer lab, screening room and the all you care to eat cafeteria. The spaces available can house 2 students per bedroom, 4 students per suite. ***The cost to live in an double in the Upperclassman Residence Hall is \$6,192.00 per semester.***

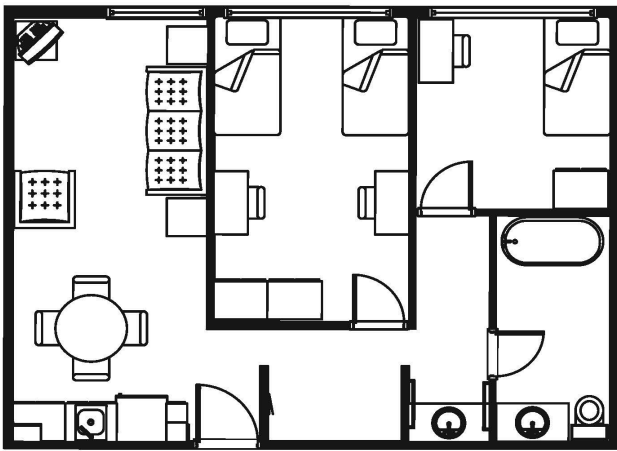
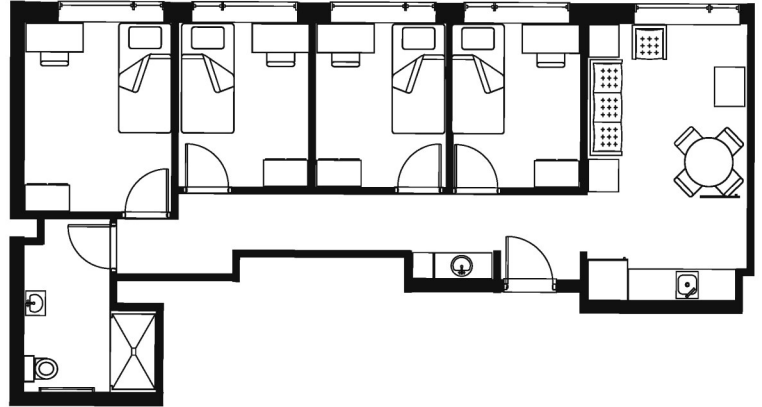


UPPERCLASSMAN HOUSING OPTIONS

Single Occupancy Housing

Upperclassman Hall

Upperclassman Hall has a very limited number of single occupancy bedrooms. 4 students share one apartment in their own individual bedroom. The **cost to live in this space is \$6,729.00 per semester.**



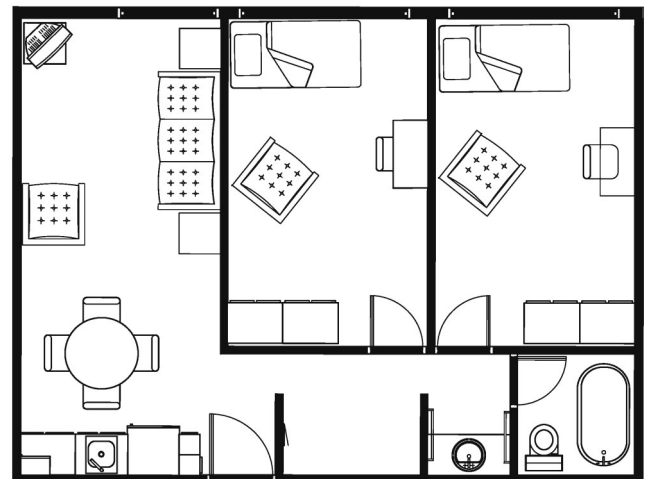
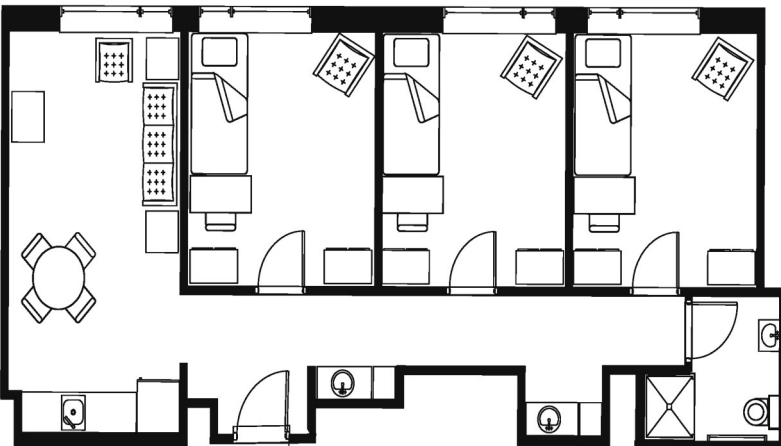
Burch and Bartlett Hall

There are a total of only 4 apartments with single room options in Burch and Bartlett. The apartments house one bedroom that accommodates two students in one bedroom (**double occupancy spaces that cost \$5,221.00 per semester**) and one bedroom that houses one student (**single occupancy spaces that cost \$5,641.00 per semester.**)

Converted Single Occupancy Housing

Upperclassman , Bartlett Hall, Sozio Hall, and Rogers Hall

Due to demand, the Office of Residential Student Services will be converting single occupancy spaces from double occupancy rooms in Upperclassman, Bartlett, Rogers, and Sozio Hall. Each bedroom will have a bed, a desk and chair, 2 wardrobes and a single upholstered chair. **The cost for the converted single in Upperclassman is \$7,430.00 per semester and the cost of the converted single in Bartlett, Rogers, and Sozio Hall is \$6,265.00 per semester.**




The Housing Application

Please view the housing application picture tutorial on the next few pages.

Step 1: Access the Housing Application

Students will need to first log into the housing portal by visiting <https://kean.rms-inc.com/page/KeanRSS> or by going to Keanwise and selecting the link under Housing Applications. Students will then select Housing Applications and Requests followed by **2020-2021 application**. Students can go into the application and make changes until **May 15, 2020 at 11:59pm**.



Housing Applications & Requests

Select

Helpful Links

applying housing for. The new 2020-2021 class should select 2020-2021. application fee is due when you submit the application.

FALL 2020 / Spring 2021 HOUSING A

2020 - 2021 Application

Roommate Finder

The 2020-2021 housing application is available. Please click on the link below to complete the application.

Select

Students looking for a roommate for Fall 2020 have the option to "Opt in" to the roommate finder form. Once a student Opts in they can click the link below to find the other students that are looking for a roommate.

Select

Step 2: Personal Information

the housing contract. This is a binding contract so it is important that you read all parts of it. /
sked to sign the contract. If you are under the age of 18, you will be asked to have a parent or
tract as well.

Personal Information		
Amanda	Address1.	
Cougar	Address2.	
Female	City.	
Test9	State.	
ier.	Zip Code.	
reslife@kean.edu	Cell Number 1	

If any of this information is incorrect, please conta

The first page of the application is the student's contact information. Students must update their cell phone number and personal email address. If any of the information on the left column is incorrect students need to go to the Registrar's Office to update the information.

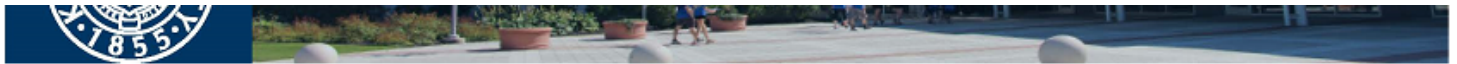
Students under the age of 18 will need to fill out the parent/guardian section. Their parent or guardian must also sign the contract.

Step 3: Gender Inclusive Environment

Students will be asked if they are interested in living in a gender inclusive environment. In a gender inclusive environment, students would agree to reside in suites in which their roommates/suitemates may be of a different birth gender. By selecting 'Yes', students will be able to select roommates and suitemates from a different birth gender than theirs. If students select 'Yes', but do not have specific roommates/suitemates in mind, roommates/suitemates will be selected based on roommate preferences, regardless of gender.

If a student selects 'No' then they will only be permitted to live with someone who is of the same birth gender.

For more information, please contact the Office of Residential Student Services at reslife@kean.edu.



Gender Inclusive Question

Are you interested in living in a gender inclusive environment? In a gender inclusive environment, students would agree to reside in suites in which their roommates/suitemates may be of a different birth gender. By selecting 'Yes', you will be able to select roommates and suitemates from a different birth gender than yours. If you select 'Yes', but do not have specific roommates/suitemates in mind, your roommates/suitemates will be selected based on your roommate preferences regardless of what gender they are. For more information, please contact the Office of Residential Student Services.

Please select 'YES' or 'NO'

Cancel

Finish

Step 4: Contracts

The student must read the Terms and Agreement of both the Alcohol and Drug contract and the Housing Contract. Once read, students must click the box that reads "I have read and agree..." Students then need to enter the last 7 numbers of their ID number. Once the contract is submitted the student will get an email confirmation with a copy of the terms and conditions.

If the student is a minor, the parent or guardian's email address will show up in the box. Students can still submit the application but it will not be complete until the parent or guardian also signs the contract. The parent or guardian will receive an email with a link and a password. They would follow the link and then put in the passcode.

and in its entirety, please click the assertion below and place your **7 digits of your Kean University ID number (Do not put the first 3 digits)** need to put your parent/guardian's email address in the second box.

Alcohol Contract

Generated Contract Document 1 / 2



ALCOHOL AND DRUG POLICY 2020-2021

Alcohol Policy

In New Jersey, it is unlawful for any person under the legal drinking age of twenty-one (21) to purchase alcoholic beverages or to misrepresent his or her age for the purpose of purchasing or consuming alcoholic beverages. In New Jersey, it is unlawful for any person who has not reached the legal drinking age to consume or possess alcoholic beverages even in the privacy of his or her own home.

Alcoholic beverages are not permitted in the residence halls. Empty alcohol containers are also not permitted. Anyone allowing consumption or distribution of alcoholic beverages to minors is subject to University and legal action. No kegs or beer balls (empty or full) are allowed in any of the residence halls or the surrounding areas. Kegs and beer balls are automatically considered a third violation and the termination of the Residence Hall Contract and Agreement will occur. Open containers of alcohol within any of the residence halls and the surrounding areas are prohibited. Violators are subject to fines and legal action.

A system of fines and/or disciplinary action has been established by the University:

I have read and agreed to the term and conditions of the Alcohol Policies *

I Agree to the terms and conditions of this Contract.

Kean ID.

test1 *



Emergency Contact Information

Provide the name of the person you would like us to contact in case of an emergency when you are at the Office of Residential Student Services suggests you put a family member and not a significant other.

1

Missing Person Contact Information

Students living on-campus have the option to identify a Missing Person Contact. Your Missing Person Contact is the person you would like us to contact in case of an emergency when you are at the Office of Residential Student Services suggests you put a family member and not a significant other. This information will remain confidential and is only used by authorized campus officials and law enforcement officers in furtherance of a missing person search.

1

Cancel

Next

Step 5: Emergency and Missing Person Contact Information

Students will have to submit their Emergency Contact and Missing Persons information as part of the application. We suggest that the student puts a relative and not a significant other.



As a courtesy, as of Monday, April 13, 2020 we will no longer require immediate payment of the housing application fee in order to submit a housing application. The \$125 housing application fee will be added to the cost of your housing assignment, which will be due in July when your Fall 2020 housing charges are posted to your university account.

Cancel

Next

Step 6: Application Fee

As a courtesy, as of Monday, April 13, 2020, we will no longer require immediate payment of the housing application fee in order to submit a housing application. The \$125 housing application fee will be added to the cost of your housing assignment, which will be due in July when your Fall 2020 housing charges are posted to your university account. If you submitted a 2020-2021 housing application fee prior to April 13th, you will not be charged an application fee in July.

Step 7: Selecting Roommates

To participate in Room Selection as part of a group: the first person to apply will click "Create Group" to begin the process of inviting others to the group. The person who creates the group becomes the group leader. The group leader will click "Invite" and search for the students they are inviting. Students can use the name and/or email to look up a person that they are going to invite.

Scout Cougar's group	Roommate	Status
Leave	Scout Cougar	Leader
Invite		

Roommate Search Criteria

First Name.
Last Name.
Kean Email.

Cancel Search

- **If students have already been invited to a group, students will see the invitation when they log in.** Click "Accept" to join the group, and "Decline" if you do not want to join the group.
- **If students have already accepted a group,** the status will be listed below as "Member". If a student wishes to leave the group, click "Leave."
- **Students can only be in one group at a time,** so if a student is in a group and wants to join a different group or create their own group, the student must first leave the group they are in by clicking "Leave".
- **When students are done managing their group, click "Submit Group."** Invitations and updates will be sent to all group members. Students can update/accept being in a groups until May 8th at 11:59pm. Only students that have completed the application process will have access to participate in the selection process.

Roommate Finder Report

The Housing portal has the ability to match potential roommates. Students who would like to look for a roommate will need to make sure that they complete the preference page in the application process and check the "Roommate Search Opt In" box. Upon completion of the application process, those students who opted in to the roommate search will have the ability to see who is compatible based on the answers provided in the preference page. Student wishing to review their potential roommates will need to log in back to the housing portal and select the "Find my Roommate" box to view a list of potential roommates based on the selected preferences.

Find a Roommate

You may look for a potential roommate or suitemate based on the preferences you provided above. You must opt-in to allow us to add you to the "Find my Roommate" database. This search is found on the home page of the Housing Portal and is entitled "Find My Roommate". When you complete this application, you will be directed back to the Housing Portal home page. The Find My Roommate database will be available until May 15th.

If you would like to be added please select the box below.

Roommate Search ☐
Opt In

Step 8: Roommate Preference

In the event that a student has not selected a roommate, we have a questionnaire that students must answer about their roommate preferences. This will help us better match students when there is an open space.

Please fill out this roommate questionnaire. Your answers will be used suitemate to you in the event you do not have a roommate and or sui previous page.


#	Description	Preference
1	During the week I expect to go to bed early (Before 11 p.m.)	<input type="radio"/> No <input checked="" type="radio"/> Yes *
2	During the week I expect to wake up early (Before 7 a.m.)	<input type="radio"/> No <input checked="" type="radio"/> Yes *
3	I plan to study in my room without distraction.	<input checked="" type="radio"/> No <input type="radio"/> Yes *
4	I prefer my room to be very neat.	<input type="radio"/> No <input checked="" type="radio"/> Yes *
5	I plan to use my room for relaxing and friends.	<input type="radio"/> No <input checked="" type="radio"/> Yes *
6	I am ok with occasional overnight guests, just ask me first.	<input checked="" type="radio"/> No <input type="radio"/> Yes *
7	I can sleep with the light or TV on.	<input type="radio"/> No <input checked="" type="radio"/> Yes *
8	I prefer to be assigned in a gender neutral environment	<input type="radio"/> No <input checked="" type="radio"/> Yes *
9	I prefer a substance free room.	<input type="radio"/> No <input checked="" type="radio"/> Yes *
10	I am on a sports team and prefer another athlete.	<input type="radio"/> No <input checked="" type="radio"/> Yes *
11	I can live in a room with a service animal	<input checked="" type="radio"/> No <input type="radio"/> Yes *
12	My roommate can borrow my stuff.	<input checked="" type="radio"/> No <input type="radio"/> Yes *

Cancel

Next

Step 9: Room Preference

Students can put down up to 6 options for their preferences of building and rooms. **Please note that we use this information only in the event that the student or group fail to participate during the room selection process.** During the selection process, students will be able to select the actual residence hall and room that is available during the time of selection. **This section is for preferences. The selection of your preference does not guarantee that room type will be available during your selection time.**




OFFICE OF RESIDENTIAL STUDENT SERVICES

Students requesting housing or meal plan accommodations due to a medical condition must contact the Office of Disability Services and submit a [Medical Verification Form](#) no later than March 22, 2019.

Room Preferences


Please select your community and building preference. Please note that this is just your preference. Your room assignment will be based on the room availability at the time of placement.



Cougar Hall double occupancy layout.

Housing Rate


- Double Room \$3,523.00 per semester.



Blanch, Niagara, Seaco and Bluff Hall typical double occupancy layout.

Housing Rates


- Double Room \$3,063.00 per semester.
- Triple Room \$3,323.00 per semester.



Niagara Hall converted single layout.

Housing Rate


- Converted Single Room \$4,773.00 per semester.



Blanch and Seaco Hall single room layout.

Housing Rates


- Double Room \$3,063.00 per semester.
- Single Room \$3,323.00 per semester.



Upperclassman single occupancy layout.

Housing Rate


- Single Room \$3,323.00 per semester.



Upperclassman double occupancy layout.

Housing Rate

- Double Room \$3,323.00



Upperclassman converted single layout.

Housing Rate

- Converted Single Room \$7,283.00

Type	Preference	Room Type
Building	Cougar Hall	CH Hall Double
Building	Upper classman	Upper classman Hall Double
Building	Seaco Hall	Seaco Hall Double

Cancel

Finish

Step 10: Community Preference

This year, students may select between three additional community preferences: Recovery Housing, Substance Free Lifestyle Housing, or Career Development Living Learning Community . **If you wish to live in one of the offered communities, please make a selection on the drop down menu.**

If you do not wish to live in either of the offered communities, simply click the 'finish' button.



Community Preference

Recovery Housing

Recovery Housing is dedicated sober-living residential housing with comprehensive counseling and other support services, for students in drug or alcohol abuse recovery. The program is also available to students not in recovery who are committed to a healthy, substance-free lifestyle. Recovery Housing is a designated floor located in one of our residence halls, and has live-in, specially trained Residential Student Services staff available. The program offers students access to individual and group counseling in Kean's Counseling Center, transportation assistance to attend recovery meetings off-campus, tutoring, volunteer opportunities, and special programming, including workshops and motivational speakers. Kean University is a substance-free University, and student use of alcohol and drugs is prohibited on campus. The Recovery Housing program extends that philosophy beyond the campus walls for students seeking to maintain sobriety and adopt a healthy lifestyle

Substance Free Lifestyle

Substance Free Lifestyle Housing is created for those students wishing to live in a substance free environment. The space is designed to encourage student to find other ways of being active on campus without the use of drugs or alcohol in their college experience.

Upperclassman
Community
Preferences

Cancel

Finish

The Room Selection Process

All students who submit their housing application by Friday, May 15, 2020 will later get an email with directions for how to select a room. Any student from the group will be permitted to select the room. If more than 1 student from the group logs in during the appointment time, it will only save the information from the first person to hit save.

How Priority Assignments Work

Level 1 Priority (Group Size)

Room Selection will still take place in regards to priority. **Groups of 4 have first priority and will go first.** After those groups go, then the smaller groups will go. The larger groups will have the earlier room selection times and the smaller groups will have the later room selection times. If a person does not join a group, they will select last.

Level 2 Priority (Residential Status)

When sorting through the group sizes, we give priority to groups that are all residents. So a group of 4 residents will go before a group of 4 that has residents and commuters. A group of 4 still always goes before a group of 2, so a group of 4 with a commuter will still go before a group of 2 residents.

Level 3 Priority (Class Standing)

We also sort groups by class status. We assign a point to each student. **Freshmen are 4 points, sophomores 3 points, juniors 2 points, seniors are 1 point.** We then add up the points. A group of 4 with all freshmen will have 16 points. A group of 4 with all seniors will have 4 points. **The higher the point total, the earlier a group gets to select.** So the groups of 4 with 16 points select before the groups of 4 with 4 points.

What happens if I missed the application deadline?

Students will still have the ability to submit their Housing Application after May 15, 2020. However, students who submit a housing application after the May 15th deadline will not be able to participate in the room selection process. **If available space remains after room selection, a secondary selection process will open at a later date in the summer for students to select from the remaining open spaces.**