



OFFICE OF  
**RESIDENTIAL STUDENT SERVICES**

# Room Selection Guide 2020

# Eligibility

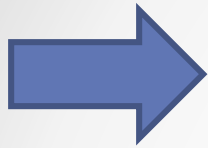
- ❖ Current Kean University residents and commuters
- ❖ Students who submit a 2020-2021 housing application by **Friday, May 15, 2020.**
- ❖ Students who register for full-time classes for Fall 2020 and have a minimum cumulative GPA of 2.0 by the end of the Spring 2020 semester
  - ❖ A review of registration status and GPA will take place at the end of May for everyone who has selected a room.

# Important Dates

- ❖ **May 15, 2020:** Deadline to submit housing application and pay application fee.
- ❖ **May 22, 2020:** Selection date and time emailed to eligible students.
- ❖ **The Week of May 25, 2020:** Online room selection begins.

# Special Accommodations

- ❖ Students requiring housing or meal plan accommodations due to a medical condition must contact the Office of Disability Services and submit a Medical Verification Form through their office.
- ❖ Deadline to submit Medical Verification Form: **Friday, May 15, 2020.**
- ❖ Office of Disability Services will assess the need of the accommodation, inform Residential Student Services of their approval, and the student will be contacted.



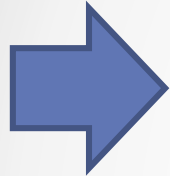
applying housing for. The new 2020-2021 class should select 2020-2021, application fee is due when you submit the application.

FALL 2020 / Spring 2021 HOUSING A	
2020 - 2021 Application	Roommate Finder
<p>The 2020-2021 housing application is available. Please click on the link below to complete the application.</p> <p>Select</p>	<p>Students looking for a roommate for Fall 2020 have the option to "Opt in" to the roommate finder form. Once a student Opt's in they can click the link below to find the other students that are looking for a roommate.</p> <p>Select</p>

# Step 1:

## Access the Housing Application

- ❖ Log into KeanWISE and go to the 'Students' Menu
- ❖ Go to 'Residence Life' on the bottom right hand side and select 'Housing Portal'.  
Log in with your Kean username and password



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

Personal Information		
<input type="text" value="Amanda"/>	Address1.	<input type="text"/>
<input type="text" value="Cougar"/>	Address2.	<input type="text"/>
<input type="text" value="Female"/>	City.	<input type="text"/>
<input type="text" value="Test@"/>	State.	<input type="text"/>
<input type="text" value="ier."/>	Zip Code.	<input type="text"/>
<input type="text" value="reslife@kean.edu"/>	Cell Number 1	<input type="text"/>

If any of this information is incorrect, please contact the housing office.

## Step 2:

### Personal Information

If you are under the age of 18, you will need to fill out the parent/guardian section. Your parent/guardian must also sign the contract.

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

## Alcohol Contract

GeneratedContractDocument 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 \*

# Step 3:

## Contracts

Please read the Terms and Agreements for both the Alcohol and Drug Policy AND the Housing Contract. You must agree to both conditions in order to continue.



**OFFICE OF RESIDENTIAL STUDENT SERVICES**

**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 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 determined to be missing. 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

## Step 4:

### Emergency and Missing Person Contacts

You must submit your Emergency Contact information, and we suggest that you also submit a Missing Person Contact as well.





**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'

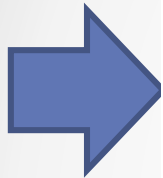
Yes



Cancel Finish

## Step 5:

### Gender Inclusive Housing

New to room selection this year, students may opt to live in a gender inclusive suite, which would allow students to reside in suites where their roommate and/or suitemate is of a different birth gender.





## OFFICE OF RESIDENTIAL STUDENT SERVICES

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.

CancelNext

## 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 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 13<sup>th</sup>, you will not be charged an application fee in July.



<u>Scout Cougar's group</u>	<u>Roommate</u>	<u>Status</u>
<a href="#">Leave</a>	Scout Cougar	Leader

[Invite](#)

Roommate Search Criteria

First Name.

Last Name.

Kean Email.

[Cancel](#) [Search](#)

## Step 7:

### Selecting Roommates

To participate as part of a group:

- ❖ the 1<sup>st</sup> person selects 'Create Group' in order to start inviting others. This person is seen as the 'Leader'.
- ❖ The leader will then select 'Invite' and search for the other members of the group

# Step 7 continued:



<u>Scout Cougar's group</u>	<u>Roommate</u>	<u>Status</u>
<a href="#">Leave</a>	Scout Cougar	Leader

[Invite](#)

Roommate Search Criteria

First Name.

Last Name.

Kean Email.

[Cancel](#) [Search](#)

## Selecting Roommates

- ❖ If you have already been invited to a group, you will see the invitation when you log in. Click 'Accept' to join, or 'Decline' to not join.
- ❖ If you have already accepted a group, your status will say 'Member'.
- ❖ You may only be in group at a time, so if you decide to change groups, you must first select 'Leave'
- ❖ When done, click 'Select Group'

Please fill out this roommate questionnaire. Your answers will be used to help find a roommate to you in the event you do not have a roommate and or suite from the 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 8:

### Roommate Preference

- ❖ You MUST fill out the roommate questionnaire.
- ❖ In the event that you don't have a specific person that you want to live with, this will help us match you with a student when there is an open space.







## 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

# Step 10:

## Community Preference

- ❖ New to Room Selection this year, students may opt to live on Recovery Housing floor, a Substance Free Lifestyle Housing floor, or a Career Development Living Learning Community, both located within one of our upperclassman halls
- ❖ If you do not wish to live in either community, simply select 'Finish'.

# Congratulations!



## OFFICE OF RESIDENTIAL STUDENT SERVICES

Thank you for completing your application. If you would like to update your preferences you can do so by logging into the Housing Portal. **If you are applying for room selection, all changes must be made before Friday, May 15, 2020 at 11:59pm.**

[Return to Main Menu](#)



# Remember

- Deadline to submit housing application:

**Friday, May 15, 2020**