

2021-2022 ROOM SELECTION STEPS



Eligibility

- Current Kean University resident or commuter
- Students who submit a 2021-2022 housing application by Friday, May 5, 2021
- Students who register for full-time classes for Fall 2022 and have a minimum cumulative GPA of 2.0 by the end of the Spring 2021 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 5, 2021 by 4:00 p.m.: Deadline to submit housing application and pay application fee.
- May 12, 2021: Selection date and time emailed to eligible students.
- The Week of May 15, 2021: 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 5, 2021.
- Office of Accessibility Services will assess the need of the accommodation, inform Residential Student Services of their approval, and the student will be contacted.

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



2021-2022 Housing Application

2021 - 2022 Housing Application

The 2021-2022 housing application is available. Please click on the link below to complete the application. Make sure you complete all parts of the application:

- Contact information
- Emergency contacts
- E-signing contracts and addendums
- Paying the \$125 housing application fee
- Selecting roommate/suite mates if you have any
- Submitting personal preferences for roommate / suite mate
- Selecting your building preference
- You will also have the option of selecting a Living Learning Community if interested

Select

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.

2021-2021 Housing Application

Welcome to the 2021-2022 Housing Application. On the next few pages you will be asked to read and agree with the terms and conditions of the housing contract. This is a binding contract so it is important that you read all parts of it. At the end, 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

Please review and update the information below. Make sure you put your cell phone.

First Name.	<input type="text" value="Female F1"/>	Address1.	<input type="text"/>
Last Name.	<input type="text" value="Freshman"/>	Address2.	<input type="text"/>
Gender.	<input type="text" value="Male"/>	City.	<input type="text"/>
Preferred Gender	<input type="text"/>	State.	<input type="text"/>
Kean ID.	<input type="text" value="Test1"/>	Zip Code.	<input type="text"/>
DT Cell Number.	<input type="text" value="123456789"/>	Cell Number 1	<input type="text" value="9087376806 test"/>
Kean Email.	<input type="text" value="castande@kean.edu"/>	Other Email	<input type="text" value="sray@kean.edu"/>

If any of the information on the left column is incorrect, please contact the Registrar's office at 908-737-3290 or regme@kean.edu.

If you are under 18 years old, you must provide your parent/guardian information including their email address. This information is required to complete the contract on the next page.

First Name.	<input type="text"/>
Last Name.	<input type="text"/>
Email	<input type="text"/>
Relation	<input type="text"/>

● 1. ● 2. ● 3. ● 4. ● 5.

Housing Contract

2021-2022 RESIDENTIAL STUDENT SERVICES HOUSING CONTRACT

TERMS AND CONDITIONS

TERMS OF CONTRACT

Kean University, hereinafter called the "University," shall provide the student, hereinafter called the "Resident," with a residence hall space. Occupancy begins 15 days before classes begin as specified in the housing assignment letter and ends the day of the Resident's last final examination. Residents must move in within 14 days of moving in for each semester. For more information on the Office of Residential Student Services, or to make any changes to this Housing Contract, contact the Office of Residential Student Services. The University reserves the right to modify the terms of this contract without the Resident's notification in writing and prior approval of the Office of Residential Student Services.

THE RESIDENT'S BASIC RESPONSIBILITIES

- 1. Full-Time Student Status:** Only full-time matriculating students of Kean University are eligible to live in the residence halls. According to University policy, to be considered full-time status, a student must carry a minimum of twelve (12) credits as an undergraduate student and nine (9) credits as a graduate student, per semester. If the Resident fails to meet that minimum credit amount, his/her Housing Contract may be terminated at any time. The Office of Residential Student Services reserves the right to review all academic records.
- 2. Personal Information:** The Resident agrees to maintain and update all personal information the University requires including, but not limited to, address, e-mail address, emergency contact information and a valid driver's license (with appropriate insurance and health insurance information) with the Office of Residential Student Services and the Registrar's Office. The student is requested to use and check the Kean University assigned e-mail account regularly.
- 3. Contract Cancellation:** A Resident canceling this contract must notify the Office of Residential Student Services by completing the Housing Cancellation form located in the Housing Management & Registration section of the Housing Portal in order to avoid a 20% cancellation fee. (If the housing rate assigned at the time of the contract is less than the current Housing Contract fee for the fall 2021 fee for the fall 2021 semester and November 15, 2021, for the spring 2022 semester. If the student Resident cancels his/her Housing Contract during the academic year, the cancellation will not be processed until the Resident has officially moved out of his/her assigned residence hall space. Residents must remove all personal belongings, when they are permitted, and remove all paperwork. If any of the above requirements are not followed, the University will deem that the Resident has not signed the residence hall space and will continue to be charged for the space. If a Resident withdraws from the University, he/she must notify both the Administrative Office and the Office of Residential Student Services in writing. If a Resident is assigned a residence hall space after the cancellation deadline stated above, he/she has three (3) business days to cancel this Housing Contract to avoid the cancellation fee. Any Resident who cancels this contract after the deadline will be charged according to the chart below.

Date of Cancellation	Refund Amount
Prior to the semester deadline date (see above)	100%
After the semester deadline date (up to 7 days after the official move-in date)	80%
Second week (day 8 through day 14)	80%
Third week (day 15 through day 21)	50%
Fourth week (day 22 through day 28)	0%
www.kean.edu/reslife	

I have read and agreed to the terms and conditions of this contract. *

I Agree to the terms and conditions of this Contract.

Kean ID.

This contract was completed on 2/3/2021 3:58:29 PM.

After you agree to the Housing Contract you **MUST CLICK FINISH** to continue the app

Cancel

Next

Step 3: Housing Contracts

Please read, and sign the Terms and Agreements for all contracts:

- 2021-2022 Housing Contract
- Alcohol and Drug Policy
- Covid-19 Addendum
- Kean Cougar Care Pledge

Step 4:

Emergency and Missing Person Contact Information

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

kean.ms-int.com/ksnfeature/ksnfeature?u=Xo33a72641370429792315tee100c009



OFFICE OF RESIDENTIAL STUDENT SERVICES

Emergency Contact Information

Please provide the name of the person you would like us to contact in case of an emergency when you are living on campus. The Office of Residential Student Services suggests you put a family member and not a significant other.

Primary Contact		Parent / Guardian	
First Name.	<input type="text" value="jennifer"/>	First Name.	<input type="text"/>
Last Name.	<input type="text" value="Van Dyk"/>	Last Name.	<input type="text"/>
Relation	<input type="text" value="wer"/>	Ph-Home	<input type="text"/>
Ph-Home	<input type="text"/>	Cell Number 1	<input type="text"/>
Cell Number 1	<input type="text" value="9087376800"/>	DT Cell Number.	<input type="text"/>
DT Cell Number.	<input type="text"/>	Email	<input type="text"/>
Email	<input type="text" value="test@gmail.com"/>	Relation	<input type="text"/>

Missing Person Contact Information

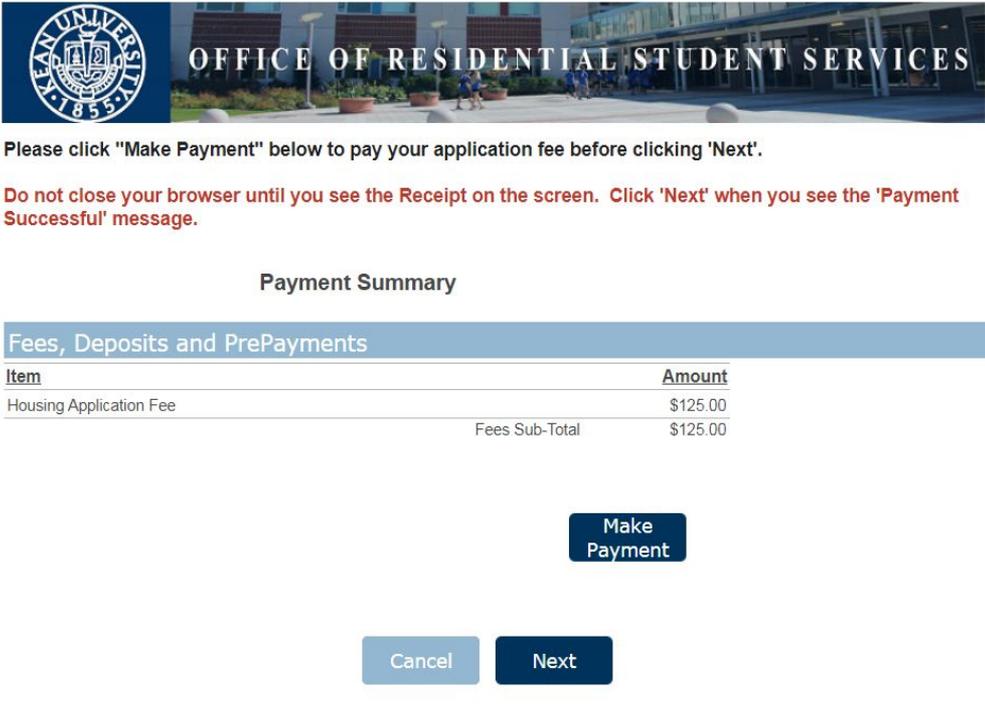
Students living on-campus have the option to identify a Missing Person Contact. Your Missing Person Contact gets notified in the event that you are determined to be missing. This information will remain confidential and is made available only to authorized campus officials and law enforcement officers in furtherance of a missing person investigation. For more information about the University's Missing Student Notification Policy, please see the the Annual Campus Security and Fire Safety Report located [Here](#)

First Name.	<input type="text" value="Denis"/>
Last Name.	<input type="text" value="Castanon"/>
Ph-Home	<input type="text"/>
Cell Number 1	<input type="text" value="9087376807"/>
DT Cell Number.	<input type="text"/>
Email	<input type="text" value="castande@kean.edu"/>
Relation	<input type="text" value="wer"/>

If you do not wish to provide a person missing contact, please check the opt out box. Missing Person Opt Out

Step 5:

Pay \$125 non-refundable application fee



 OFFICE OF RESIDENTIAL STUDENT SERVICES

Please click "Make Payment" below to pay your application fee before clicking 'Next'.

Do not close your browser until you see the Receipt on the screen. Click 'Next' when you see the 'Payment Successful' message.

Payment Summary

Fees, Deposits and PrePayments	
Item	Amount
Housing Application Fee	\$125.00
Fees Sub-Total	\$125.00

Make Payment

Cancel **Next**

In order to submit and continue with the housing application you are required to pay the \$125 application fee. Payment can be done with a credit card directly in the Housing Portal.

Step 6:

Gender Inclusive Question

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.



The screenshot shows a web form titled "Gender Inclusive Housing" from the Office of Residential Student Services at Lehigh University. The form contains a question about living in a gender inclusive environment, a "Please select 'YES' or 'NO'" instruction, a text input field with "Yes" entered, and "Cancel" and "Finish" buttons.

 OFFICE OF RESIDENTIAL STUDENT SERVICES

Gender Inclusive Housing

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'

Step 7:

Create a Roommate Group

Roommate Group Selection

You may choose the people you are going to live with if you submit your application preferences before June 1, 2021. ***All roommate groups must be complete by Room Selection or if is after Room Selection by Tuesday, June 1st at 11:59pm.***

PLEASE NOTE: In an effort to adhere to social distancing, we are making changes to the number of students allowed per suite. Instead of four students in a two-bedroom suite with two students in each bedroom, suites will now house one student per bedroom, two students per suite. As a result, groups may only consist of no more than two people.

If you would like a random suitemate, you may leave this section blank and go to the next page.

To participate in selection as part of a group:

- Click **"Create Group"** to begin the process of inviting others to your group.
- Click **"Invite"** and search for the people you are inviting.
 - You can use their name **and/or** email to invite them.
 - *If the search result reads "There was more than one Person record found" You must use the name and email to find the exact person.*
- *If you have already been invited to a group, you will see your invitation below. Click "Accept" to join the group, and "Decline" if you do not want to join the group.*
- If you have already accepted a group (your status is listed below as **"Member"**)
- if you wish to leave the group, click **"Leave"**
- You can only be in one group at a time, so if you are in a group and want to join a different group or create your own group, you must first leave the group you are in.

You can always re-log in and check the status of your roommate group.

Create Group

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

- To participate as part of a group:
- First 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:

Selecting Roommates

Continued:

- 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'

<u>Female F1 Freshman's group</u>	<u>Roommate</u>	<u>Status</u>
Leave	Female F1 Freshman	Leader
Invite		

Roommate Search Criteria

First Name.

Last Name.

Kean Email.

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

Roommate Matching Preferences



OFFICE OF RESIDENTIAL STUDENT SERVICES

Please fill out this roommate questionnaire. Your answers will be used to match a roommate and/or suitemate to you in the event you do not have a roommate and/or suitemate selected 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 inclusive 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.

Step 9: Room Preference:

- Your preference selection will only be used in the event that you fail to participate in Room Selection. Your preference does NOT guarantee that bed type will be available during your selection time.
- During Room Selection, you will be able to select the actual residence hall and specific room.
- This is to give you a visual idea of the layout of each room type.

OFFICE OF RESIDENTIAL STUDENT SERVICES

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](#) no later than Friday, June 25, 2021.

Room Preferences

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



Cougar Hall double occupancy layout.

Housing Rate
Double Rate \$6,250.21 per semester.



Burch, Rogers, Sozio and Bartlett Hall typical double occupancy layout.

Housing Rate
Double Rate \$5,352.00 per semester.



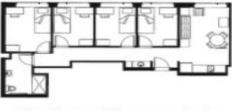
Bartlett Hall, Burch Hall, Rogers Hall, and Sozio Hall converted single layout

Housing Rate
Converted Single Rate \$6,422.00 per semester.



Burch and Sozio Hall double and single room layout

Housing Rate
Single Rate \$5,782.00 per semester.
Double Rate \$5,352.00 per semester.



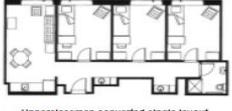
Upperclassman single occupancy layout

Housing Rate
Single Rate \$6,257.00 per semester.



Upperclassman double occupancy layout

Housing Rate
Double Rate \$6,347.00



Upperclassman converted single layout

Housing Rate
Converted Single Rate \$7,516.00

Type	Preference	Room Type
<input type="checkbox"/>	Building	Bartlett Hall
<input type="checkbox"/>		Bartlett Hall Double

Cancel
Next



OFFICE OF RESIDENTIAL STUDENT SERVICES

Community Preference

Recovery Housing

Residential Student Services is proud to announce our newly created Recovery Housing, which is part of our Kean Recovery Community. This is a community of fellowship and support for Kean students in recovery from substance use disorder.

For more information on the Kean Recovery Community you can contact keanrecovery@kean.edu or visit our website: <https://www.kean.edu/offices/office-counseling-accessibility-alcohol-and-other-drug-services/kean-recovery-community-krc>

Substance Free Lifestyle

Students interested in exploring healthy living will be assigned with like-minded students who would like to focused on a healthy lifestyle ranging from physical, emotional and intellectual dimension.

- The physical dimension will focus on healthy behaviors including adequate exercise, nutrition, refraining from drugs and alcohol.
- The emotional dimension will focus on stress management, mental health awareness, self-esteem and self awareness.
- The intellectual dimension will encourage creativity and intellectual awareness.

Upperclassman
Community
Preferences

Cancel

Finish

Step 10: Community Preference:

- New to Room Selection this year, students may opt to live on a Recovery Housing floor or a Healthy Living floor.
- If you do not wish to live in either community, simply select 'Finish'.