

OFFICE OF RESIDENTIAL STUDENT SERVICES

Room Selection Guide 2021-2022

Room selection is the process in which all current Kean University residents and commuters are able to choose a room for the upcoming year. This guide will provide students step by step instructions on how to secure a space for the 2021-2022 academic year.

What's new this year?

- Recovery Housing
- Healthy Living Floor
- Gender Inclusive Housing
- Additional Converted Singles in Upper-classman Residence Hall

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



KEAN

If you have any questions, please contact our office.

908-737-6800
reslife@kean.edu

BUSINESS HOURS:

Monday— Friday
9 a.m.—5 p.m.

Saturday—Sunday
Closed

Introduction.....	1
Basic Information.....	2
Application Guide.....	3
Selection Process.....	8



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 the contract and non-refundable \$125 processing fee
- 2) Submit your roommate group, preferences and/or opt to look for a roommate
- 3) Select your residence hall and room

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 2021 semester. Students interested in living on campus must have a minimum cumulative GPA of 2.0. A review of students' Fall 2021 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 contract, processing fee, and their preferences by 4:00 p.m. on Friday, March 5, 2021. All students that meet this deadline will be eligible to participate in Room Selection. **The actual room selection will begin the week of March 15, 2021.**

Where will Room Selection take place this year?

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

New Housing Options

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>

Healthy Living Option

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.

Gender Inclusive Housing

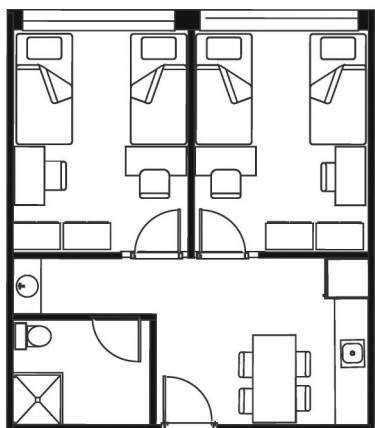
In a gender inclusive environment, students would agree to reside in suites in which their roommates/suitemates may be of a different birth gender. Gender Inclusive Housing participants must commit to maintaining an inclusive and welcoming living environment, free of discrimination. This provides a living/learning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

Converted Singles

36 additional converted singles which are apartments originally designed as double occupancy and have been converted to single occupancy.

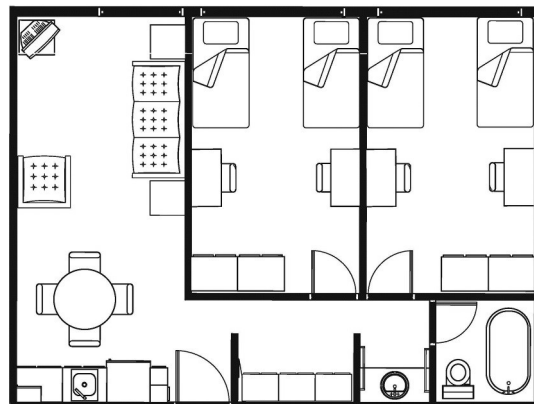
UPPERCLASSMAN HOUSING OPTIONS

Double Occupancy Housing Options

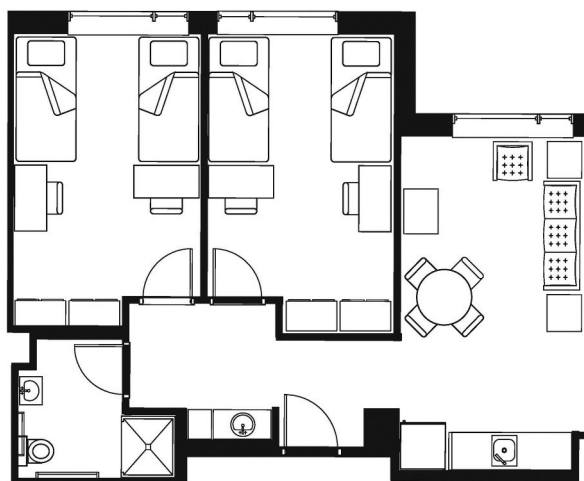


Cougar Hall will house upperclassmen interested in living in our newest residence hall. Students assigned there will have the option of selecting spaces on the 5th and 6th floor with views of the entire campus and NYC. The spaces available can house 2 students per bedroom, 4 students per suite. ***The cost to live in cougar hall is \$6,230.21 per semester.*** Upperclass students living there will automatically be assigned ***meal plan.***

Bartlett, Burch, Rogers and Sozio Halls are residence halls with spacious 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 \$5,352.00 per semester.***



Upperclassman Hall is one of our newest residence halls with amenities that include programing spaces, screening room and the all you care to eat dinning hall. The spaces available can house 2 students per bedroom, 4 students per suite. ***The cost to live in a double occupancy suite in the Upperclassman Residence Hall is \$6,347.00 per semester.***

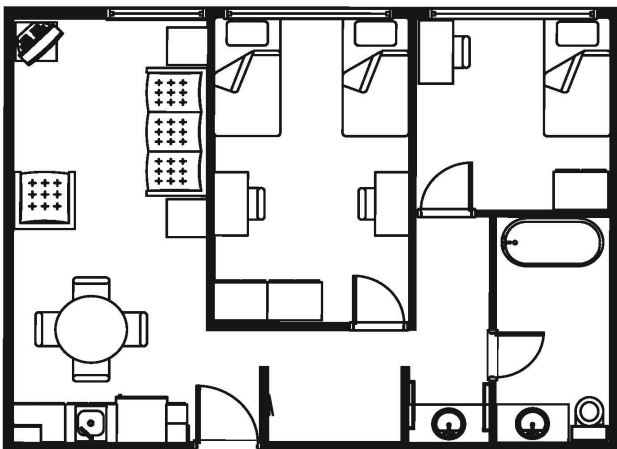
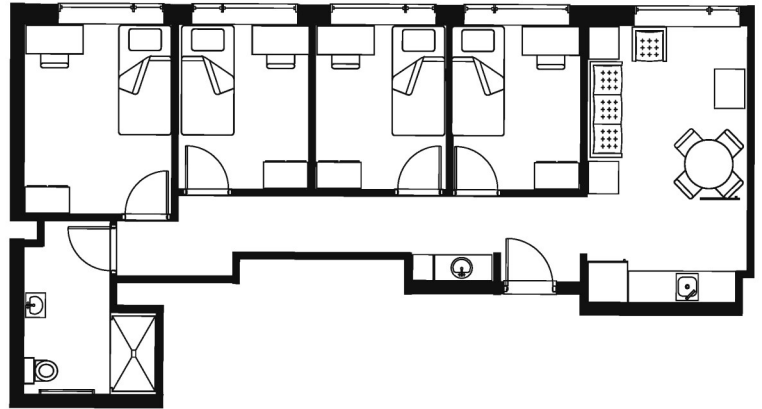


UPPERCLASSMAN

SINGLE HOUSING OPTIONS

Upperclassman Hall

Upperclassman Hall has a limited number of single occupancy bedrooms. 4 students share one apartment in their own individual bedroom. The **cost to live in this space is \$6,897.00 per semester.**



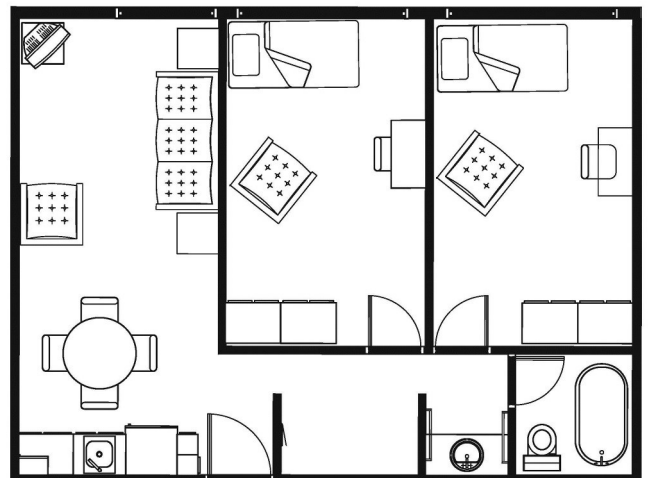
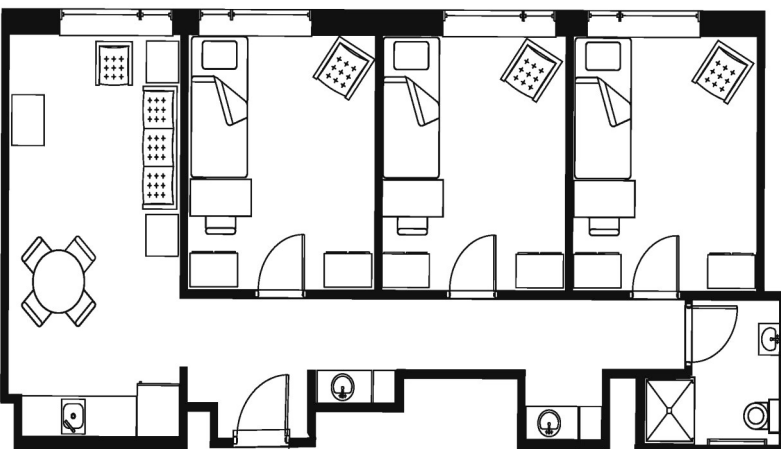
Burch and Bartlett Hall

There are a total of 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 \$5,352.00 per semester**) and one bedroom that houses one student (**single occupancy spaces that cost \$5,782.00 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 double occupancy spaces into single 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 \$7,616.00 per semester and the cost of the converted single in Bartlett, Rogers, and Sozio Hall is \$6,422.00 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 **2021-2022 application**. Students can go into the application and make changes until **March 5, 2021 at 4 p.m.**



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

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="Test9"/>	State.	<input type="text"/>
<input type="text"/>	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 Registrar's Office.

Step 2: Personal Information

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: 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 digits of their ID number. Once the contract is submitted the student will get an email confirmation with a copy of the terms and conditions.

Below find the the policies and procedures the Office of Residential Student Services. You read it in its entirety, please click the assertion below and place your **the last 7 digits of your Kean University ID number (Do not put the first 3 digits)** you will need to put your parent/guardian's email address in the second box.

Alcohol Contract



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

Step 4: 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 provides the name of a relative and not a significant other.

A screenshot of a web form titled "Emergency Contact Information" from the "OFFICE OF RESIDENTIAL STUDENT SERVICES". The form asks the user to "Provide the name of the person you would like us to contact in case of an emergency when you are at Kean University. The Office of Residential Student Services suggests you put a family member and not a significant other." There are five input fields for the contact information, each with a red asterisk indicating a required field. Below this section is a "Missing Person Contact Information" section, which states: "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 Kean University. This information will remain confidential and is not to be shared with anyone other than authorized campus officials and law enforcement officers in furtherance of a missing person search." This section also has five input fields. At the bottom of the form are "Cancel" and "Next" buttons.



	Amount
	\$125.00
Fees Sub-Total	\$125.00

Make Payment

" above to pay your Application Fee before clicking Next

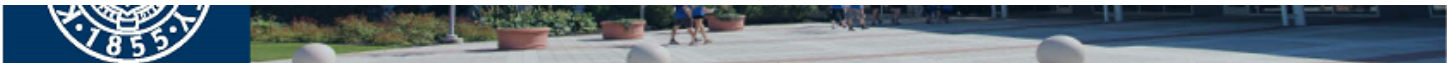
Step 5: Application Fee

All Students must pay the \$125 non-refundable application fee. They can use credit or debit card to make payment. If a student pays at Student Accounting, they must submit their receipt to the Office of Residential Student Services in order to continue with the application. Students will be able to continue with the application upon payment of the application fee.

Cancel **Next**

Step 6: Gender Inclusive Question

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. For more information, please contact the Office of Residential Student Services.



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 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 Kean 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 students 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."

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. ***See next page for screenshot of page***

Roommate Finder continued

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 select up to 6 options for their preferences of building and rooms. Please note that we use that 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. This section is for preferences and the selection is not guaranteed.




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 Rate \$3,523.00 per semester.



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

Housing Rates


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



Niagara Hall converted single layout

Housing Rate


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



Blanch and Seaco Hall single room layout

Housing Rates


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



Upperclassman single occupancy layout

Housing Rate


- Single Rate \$4,553.00 per semester.



Upperclassman double occupancy layout

Housing Rate

- Double Rate \$3,437.00



Upperclassman converted single layout

Housing Rate

- Converted Single Rate \$7,283.00

Type	Preference	Room Type
Building	Cougar Hall	CH Hall Double
Building	Upperclassman Residence Hall	Upperclassman Hall Double
Building	Seaco Hall	Seaco Hall Double

Cancel

Finish

Step 10: Community Preference

This year, students may select between two community preferences: Recovery Housing, or Substance Free Lifestyle Housing. **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.

When you select 'Finish' the Housing Application will be submitted and you will receive an e-mail confirmation.



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

The Room Selection Process

All students that submit their Housing Application and \$125 processing fee by March 5, 2021 will 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 and \$125 processing fee after March 5, 2021. Unfortunately, it means that they will not be able to participate in the selection process. **If available spaces remains after room selection, a secondary process will be open towards the end of April where students can select from the remaining open spaces.**