ROOM SELECTION 2022-2023
INFORMATION & GUIDE

What is Room Selection?

Room Selection is the process in which current Kean University residents and commuters* are able to choose a specific room for the upcoming academic year.

Room Selection will take place online through the housing portal. Students will be assigned a date and time according to class year to login and select the suite of their choice based on open availability.

Note: This process is not available to incoming Freshmen students.

What do I need in order to participate?

In order to be eligible for Room Selection, students must submit the following requirements no later than April 1, 2022:

- 2022-2023 Housing Application
- Housing Contract
- $125 Application Fee
- Housing Preferences & Questionnaire

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1. Apply for Housing

Step 1: Required Information

Log onto the housing portal through KeanWise and select "Housing Application & Requests" to complete the 2022-2023 application, including:

- Personal Information
- Housing Contracts
- Emergency Contacts
- Pay $125 Non-refundable Fee

Welcome to the Residential Student Services Housing Portal. By using this portal, you may apply for housing, look up assignment information, and request a room change. Please select the option below to get started.

Housing Application & Requests

Returning/Transfers/Graduates Room Select Process Link Available Soon!

Housing Assignments & Changes

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Helpful Links

RSS   @KeanRSS   @KeanRSS   @KeanRSS   What to Bring

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Roommate Group Selection

All final roommate group members must be submitted by April 1, 2022, at 11:59 PM to participate in the Room Selection process as a group. Any roommate requests received after this deadline will not be guaranteed.

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-login and check the status of your roommate group.

Alyssa Miterko's group	Roommate	Status

Leave

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 apliclion, 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.

Step 2: Create a Roommate Group

Create a group by sending invitations to friends using their name or Kean email. You can also accept an invitation to become a member of a group.*

The person who initially creates the group will be the Group Leader, meaning they will be granted access the housing portal to select a residence hall and suite for the entire group!

*Note: If you are not able to view/accept your roommate group invitation, contact RSS for assistance.

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Step 3: Roommate Finder & Housing Preferences

The Housing portal gives students the ability to match with potential, compatible roommates. Students who would like to find roommate matches will need to check the "Roommate Search Opt-In" box AND complete the housing preferences questionnaire on the following page.

Find a Roommate

You may look for a potential roommate or suitemate based on the preferences you provided above. You must opt-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 applciation, 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 ☑

[Cancel] [Next]

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.**
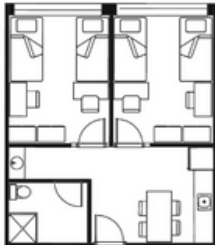
Cougar Hall double occupancy layout.

Housing Rate
Double Rate $6,417.12 per semester.

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

Housing Rates
Double Rate $5,486.00 per semester.

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

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Converted Single Rate $6,583.00 per semester.
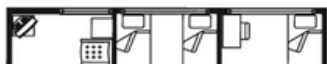
Step 4: Select a Room Preference

View the available room layouts, and costs for the semester, and search for a suite you'd like to live in for the upcoming academic term or year.

Here, you are selecting your *preferred* residence hall and suite type. This is not a guarantee of what hall or type of room you will receive. Your housing assignment will be based on availability at the time of selection or assignment.

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2. When You Can Participate in Room Selection

When Can I Access the Housing Portal to Select the Room I Want?

Only Group Leaders can access the system for Room Selection.

Students that submitted a complete application & processing fee by April 7, 2022 are eligible to access the housing portal at the times listed below

Platinum Priority Status: April 14th

9 AM: Room Selection opens for Groups of 4

10 AM: Room Selection opens for Groups of 3

12 PM: Room Selection open for Groups of 2

2 PM: Room Selection: Open for all

Priority Room Selection Closes April 14 11:59pm

General Room Selection: April 18th - April 21st

Your Group Leader will select your room by the group leaders class standing, and the time by your groups size.

Monday, April 18th - Gold Tier:

Rising Seniors

(57+ completed credits)

Tuesday, April 19th - Silver Tier:

Rising Juniors

(29+ completed credits)

Wednesday, April 20th - Bronze Tier:

Rising Sophomores

(3+ completed credits)

Schedule each day:

9 AM: Room Selection opens for Groups of 4

10 AM: Room Selection opens for Groups of 3

12 PM: Room Selection open for Groups of 2

2 PM: Room Selection: Open for all

Room Selection Closes each day 11:59pm

Room Selection Make-up Date: April 21st

If you missed room selection on your scheduled date and time, the housing portal will reopen on Thursday, April 21st for all students to log in and select a housing assignment from the remaining spaces available.

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3. Keep My Room Day: April 12th

Students who wish to remain in the same suite to which you are currently assigned for the 2022-2023 academic year will be able to participate in Keep My Room Day on April 12, 2022. This opportunity is only available to groups of 2, 3, and 4 students.

ALL group members must submit the following items no later than April 1st in order to participate:
- 2022-2023 Housing Application
- Housing Contract
- $125 Application Fee

ALL group members must submit the following items no later than April 6th in order to participate:
- Completed Keep My Room form located on our Room Selection webpage on the Kean RSS website

Note: Rising sophomores are NOT eligible to participate in Keep My Room Day. All current freshmen will need to relocate to an upperclassmen residence hall for the 2022-2023 academic year.

I bought out my bedroom. Will I be able to buyout my current or new space for Fall 2022?

Any current buyouts were only approved for the Spring 2022 semester. RSS will not be approving buyouts for Fall 2022. Students who have bought out their bedroom are eligible to participate in Keep My Room Day and can remain in their bedroom or suite, however they should be prepared to welcome another student into the vacant space.

If you feel you may qualify for a medical single-occupancy bedroom, please review the Office of Accessibility Services' website and contact them for more information.

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4. How to Prepare for Room Selection

Designate your Group Leader based on their seniority and availability.

As you are creating your Roommate Group, be mindful of who you select to be the Group Leader. The Leader of a roommate group is the student who initially creates the group through the housing portal and extends the invitation to join to the other group members. The Leader will also be responsible for logging into the housing portal to select a space on behalf of the group.

If your Leader qualifies for Priority Room Selection, your group will be able to select your space ahead of General Room Selection groups! Similarly, if you have a student of a higher class rank (rising Seniors, rising Juniors) in your group, it may be best for them to be the "Leader" in order to access Room Selection at an earlier date.

Ensure your Leader is available on your assigned Room Selection date and time. Groups will be granted access to the Selection process based on size - with larger groups going first.

Make sure each group member has the same response to the Gender-Inclusive Housing Question.

The Office of Residential Student Services must ensure that all students who reside in a suite together in agreement on this matter. Therefore, you will not be able to view or accept your group's invitation through the housing portal unless each member has the same response (Yes or No) to the gender-inclusive housing question on the housing application.

Finally, confirm that each group member has accepted the roommate group invitation. Once accepted, their status will change from "Invited" to "Member" on the housing portal.

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Ensure each member's building preferences are the same.

Group members should coordinate which building they prefer to live in ahead of time, and the order in which your building preferences are ranked. Differences in response to this section of the application may impact your ability to accept your group's invitation and/or affect your placement.

Please note: The Office of Residential Student Services cannot guarantee that space will be available in your preferred residence hall or suite type. In order to increase the likelihood of getting your preferred building/suite/room type, applicants should determine if they qualify to participate in Priority Room Selection on April 14th.

Check Availability to see what suites are available in each building ahead of time.

All students are encouraged to check availability of our 2022-2023 housing options ahead of Room Selection. To view suite availability, log into the housing portal and Select "Housing Assignments & Changes."

Click the blue Search button under "Room Selection" Room Availability Check for Room Selection. This will bring you to the Room Options page, where we have provided floor plans for each suite type by building.

You can search for rooms by "Room Type" using the drop down menu. You can also search by Building Community.

Ensure that the housing options available to you include all upperclassmen housing options and that you are not experiencing technical difficulties. Please note, you are NOT selecting your housing assignment at this time. This is simply to familiarize yourself with the portal and view current vacancies.

For the most up-to-date information on Room Selection, check out our Room Selection webpage:
https://www.kean.edu/rss/room-selection-2022-2023

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5. Gender-Inclusive Housing & Group Creation

Kean University is pleased to provide an inclusive living environment for all residential students.

In a gender-inclusive or "all gender" suite, students agree to reside with suitemates that may be of a different gender assigned at birth than their own.

Gender-inclusive (or all gender) housing provides on-campus housing options in each residence hall to students who may identify as transgender, are questioning their gender identity, or do not prescribe to gender classifications.

Gender-inclusive housing is not intended nor recommended for students living with significant others.

Creating your Gender-Inclusive Roommate Group

If you are creating a roommate group of mixed genders, your group should contact the Office of Residential Student Services directly to ensure that you are able to successfully invite/request each other through the housing portal and participate in the Room Selection process. Unfortunately, our housing software will not allow students to request members of the opposite sex, therefore we must manually complete this step for you.
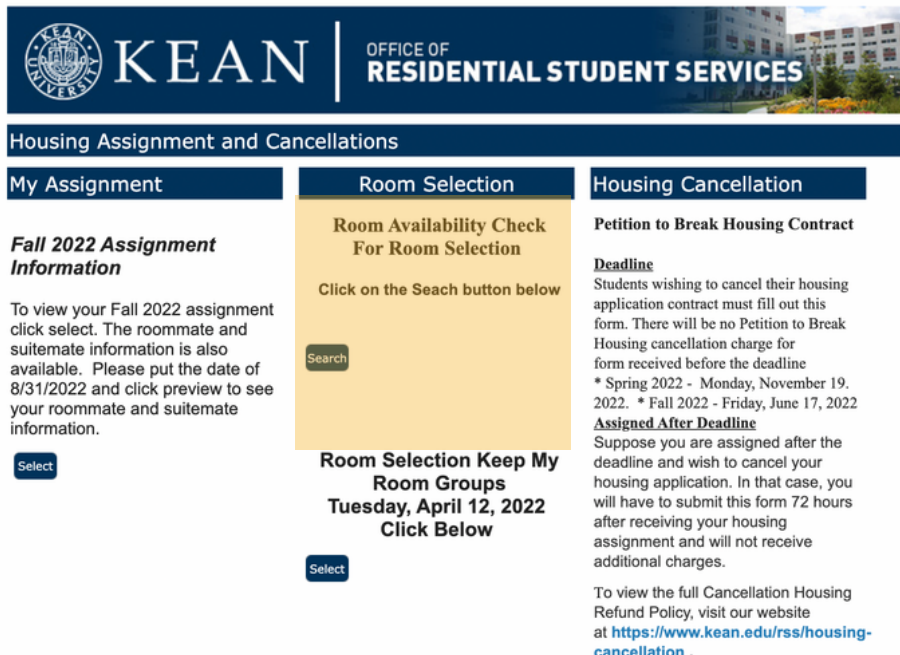
6. Selecting your 2022-2023 Housing Assignment on Room Selection Day

Step 1: Log into the Housing Portal
On your assigned date and time, the Group Leader will log onto the housing portal through KeanWise. Select "Housing Assignment & Changes" to access the Room Selection process.

Welcome to the Residential Student Services Housing Portal. By using this portal, you may apply for housing, look up assignment information, and request a room change. Please select the option below to get started.

Housing Application & Requests

Returning/Transfers/Graduates Room Select Process Link Available Soon!

Housing Assignments & Changes

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Helpful Links

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Housing Assignment and Cancellations

My Assignment

Fall 2022 Assignment Information

To view your Fall 2022 assignment click select. The roommate and suitemate information is also available. Please put the date of 8/31/2022 and click preview to see your roommate and suitemate information.

Select

Room Selection

Room Availability Check For Room Selection

Click on the Seach button below

Search

Room Selection Keep My Room Groups
Tuesday, April 12, 2022
Click Below

Select

Housing Cancellation

Petition to Break Housing Contract

Deadline
Students wishing to cancel their housing application contract must fill out this form. There will be no Petition to Break Housing cancellation charge for form received before the deadline
* Spring 2022 - Monday, November 19. 2022. * Fall 2022 - Friday, June 17, 2022
Assigned After Deadline
Suppose you are assigned after the deadline and wish to cancel your housing application. In that case, you will have to submit this form 72 hours after receiving your housing assignment and will not receive additional charges.

To view the full Cancellation Housing Refund Policy, visit our website at https://www.kean.edu/rss/housing-cancellation .

Step 2:
Click on the "Room Selection" search Link

The Group Leader will be able to see and confirm all roommate group members.

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Step 3: Search for a Room:
You can search for your preferred space by building and floor and view room layouts.

Continue searching for a room by building, floor, and suite until you find the one you'd like to secure for next year.

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.**
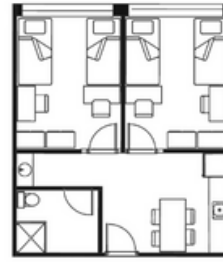
Cougar Hall double occupancy layout.

Housing Rate
Double Rate $6,417.12 per semester.

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

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Double Rate $5,486.00 per semester.

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

Housing Rate
Converted Single Rate $6,583.00 per semester.

Upperclass Application

kean.rms-inc.com/RunFeature/RunFeature?ftl=X1a9976f044ab4b858f8b40a513143878

Lock Status
You have not created a lock.

Search for rooms
Room Type
Upperclassman Hall Double
Search Cancel

Available Rooms by Living Area
- Campus: (312)
  - Community: Upperclass Hall (312)
    - Building: Upperclass Residence Hall (312)
      - Floor: Upperclass Residence Hall 2nd Floor (48)
      - Floor: Upperclass Residence Hall 3rd Floor (52)
        - Floor Section: Upperclass Residence Hall 3rd Floor North (24)
        - Floor Section: Upperclass Residence Hall 3rd Floor South (28)
      - Floor: Upperclass Residence Hall 4th Floor (52)
      - Floor: Upperclass Residence Hall 5th Floor (56)
      - Floor: Upperclass Residence Hall 6th Floor (56)
      - Floor: Upperclass Residence Hall 7th Floor (48)

Search Results
> Upperclass Hall > Upperclass Residence Hall > Upperclass Residence Hall 4th Floor   Show on Map

Available Rooms
Building: Upperclass Residence Hall
Suite: UH410 (4 available)
  Room: UH410A (2 available)
    Bed Space: UH410A1

Bed Space	UH410A1
Room Type	Upperclassman Hall Double
Room Type Alias	Upperclassman Hall Double
Room Type Description	Upperclassman Hall Double
Use 1	Upperclass Room
Use 2	
Room Gender	Unspecified
Rate Details	2022 Fall: $6506.00 Term

  Room: UH414B (2 available)
Suite: UH415 (4 available)
  Room: UH415A (2 available)
  Room: UH415B (2 available)
Suite: UH416 (4 available)
  Room: UH416A (2 available)
  Room: UH416B (2 available)
Suite: UH417 (4 available)

Step 4: View Room Rates
View the room type and price for the semester.

Once you find a suite and bedroom you would like, select it. You will have 5 minutes to lock in and secure this space.

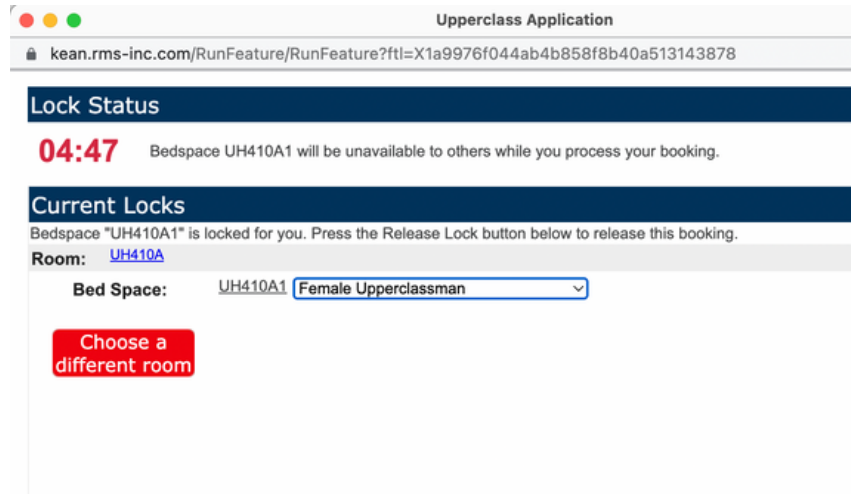KEAN | OFFICE OF **RESIDENTIAL STUDENT SERVICES**

Step 5: Assign Your Roommates

Once you lock a room you will have 5 minutes to assign each member of your group to a bedroom in the suite using a drop-down menu. Select "Finish" at the bottom of the screen to confirm.

Upon completion, all group members will receive a confirmation email. All will be able to view their housing assignment under the "Housing Assignment & Changes" tab in the housing portal.

If you experience any issues or technical difficulties with your application or when selecting a space, please contact our team at reslife@kean.edu or 908-737-6800

Office of Residential Student Services
008 Whiteman Hall
908-737-6800
reslife@kean.edu

Office Hours
Monday - Friday 9:00 am - 5:00 p.m.

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