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IMPORTANT DATES FOR THE 2016-2017 RESIDENCE LIFE ROOM SELECTION PROCESS

JANUARY 19 - FEBRUARY 8, 2016

- ◆ VISIT WWW.NJIT.EDU/RESLIFE
 - Click on the ONLINE HOUSING APPLICATION AND CONTRACT.
 - Enter your UCID and password to begin filling out the application.

- ◆ SUBMIT YOUR HOUSING APPLICATION
 - If you successfully submitted your application, you will immediately receive a confirmation email.
 - Students who are returning to housing for the fall 2016 - spring 2017 academic year **DO NOT HAVE TO PAY THE \$50.00 HOUSING DEPOSIT**.

FEBRUARY 8, 2016

- ◆ SUBMIT YOUR ONLINE COMMUNITY INVOLVEMENT FORM BY 4:00 PM

- ◆ SUBMIT YOUR BLOCK HOUSING APPLICATION BY 4:00 PM TO THE RESIDENCE LIFE OFFICE, CYPRESS HALL

- ◆ SUBMIT YOUR MODEST LIFESTYLE HOUSING, LGTBQ HOUSING, GENDER INCLUSIVE OR RECOVERY HOUSING FORMS BY 4:00 PM TO THE RESIDENCE LIFE OFFICE, CYPRESS HALL

FEBRUARY 16-17, 2016

- ◆ RESERVING YOUR CURRENT ROOM
To reserve your current room, you need to visit www.njit.edu/reslife, log onto the room selection website and select your current space.

Current residents who decide not to reserve their room will be able to participate in the OPEN ROOM SELECTION process.

- ◆ PULL-IN APPLICATION
If you reserve your space and want to “pull-in” roommate(s) or suitemate(s), go to www.njit.edu/reslife and log into the PULL-IN APPLICATION site. If you are pulling into the Honors residence you are only permitted to select another honors student.

- ◆ OPEN ROOM SELECTION
If you do not reserve your current space or choose to participate in OPEN ROOM SELECTION, log onto www.njit.edu/reslife to find your lottery number. Your lottery number will inform you of the date and time you will be able to select a room.

- ◆ ROOMMATES
If you plan on participating in OPEN ROOM SELECTION, you can go to the Residence Life Room Selection website at www.njit.edu/reslife and begin to select and match your roommate.

- ◆ SINGLE ROOM APPLICATIONS
If you want to select a **SINGLE ROOM** and are not currently living in a single room, you will have an opportunity to select a single room during OPEN ROOM SELECTION. *Please note that single rooms are extremely limited and are available on a first-come, first-serve basis.*

FEBRUARY 16 - MARCH 3, 2016

- ◆ SELECTING ROOMMATE(S) AND/OR SUITEMATE(S)
If you are selecting roommate(s)/suitemate(s) you may do so during this time frame. Go to the Residence Life Room Selection Website at www.njit.edu/reslife and select them by entering the students NJIT ID number, or their first and last names.

QUICK REFERENCE GUIDE

ROOM SELECTION GUIDE 2016-2017

FEBRUARY 24 - 26, 2016

◆ BLOCK HOUSING ROOM SELECTION

Students who submitted a block housing application will be given an appointment time to select the groups rooms. The designee will be the student who is choosing the building and rooms for all students included in the block housing application.

◆ CURRENT GREEK VILLAGE RESIDENTS

Each Greek organization must submit a block housing form to live in the Greek Village as well as complete an online housing application by February 8, 2016. Once you submit the online housing application and contract you are subject to the terms and conditions of the housing application and contract including the cancellation charges.

Your organization will be given an appointment time to select rooms for your block housing application. The designee will be the student who is choosing the rooms for all the students included in the block housing application.

Who may be included in your block housing application? Any NJIT student who has completed a housing application and contract by February 8, 2016.

Do I need to fill the entire building in order to be considered for block housing? You do not need to fill the entire building to be placed in a Greek Village house. You will be able to complete online room changes on March 23-24, 2016 to fill vacancies or move students around. Residence Life will assign students to the vacancies after room change.

MARCH 2 - 3, 2016

◆ OPEN ROOM SELECTION

If you are participating in **OPEN ROOM SELECTION**, you may choose your room during your specified lottery date/time. You can view your lottery date/time by logging into the Residence Life Room Selection Website at www.njit.edu/reslife.

CONTRACT HIGHLIGHTS

ROOM SELECTION GUIDE 2016-2017

It is your responsibility to **READ** and **REVIEW** the housing application and contract **VERY CAREFULLY**. When you sign the contract, you are agreeing to all of its terms and conditions. Please note, this room selection guide does not cover all of the terms and conditions of the housing application and contract.

ACADEMIC-YEAR CONTRACT (9-MONTH)

The university shall provide the resident with the use of a residence hall space for *one academic-year* or balance remaining at the time of assignment. ***This period does NOT include summer break.*** The contract period commences on the day before the start of fall classes and ends on the last day of exams at the end of the semester or 24 hours after a resident's last exam, whichever is earlier.

TWELVE-MONTH CONTRACT

The university shall provide the resident with the use of a residence hall space 24 hours before classes for the student's specific school or program year begins and ends on **July 31, 2017** for students not returning to housing for the next year. Students returning to housing for the 2017-2018 academic-year may remain in housing through the beginning of the new contract period. Changes to the chosen occupancy period may not be made after October 31, 2016. Residents may be required to move to another location during the summer break.

ALL CONTRACTS

Written notification from the university to a resident of his/her removal and prohibition from university Housing may also terminate the contract.

In consideration of either the academic-year or twelve-month housing assignment, the resident agrees to:

1. pay the residence hall room charge for an entire contract.
2. purchase a meal plan (except junior, senior and graduate students).

PAYMENT AND CANCELLATION

For All Students

There is a \$300 cancellation charge if you cancel by May 1, 2016, a \$450 cancellation charge if you cancel by June 15, 2016 and a \$750 cancellation charge if you cancel by August 1, 2016.

In all cases:

Residents may cancel their contract by contacting the Residence Life Office in person or in writing. Residents canceling their contract must complete an official check out which will determine the final date of the resident's occupation of the residence hall space. Residents canceling their contract will be charged to the final date of their official check-out **plus one-half** of the **remainder of their contract**. The only exceptions are students on the graduation or study abroad list for spring 2017.

| CANCELLATION DATE | CANCELLATION AMOUNT |
|--|--|
| CANCELLATION RECEIVED <u>ON/OR BEFORE</u> MAY 1, 2016 | \$300.00 CANCELLATION CHARGE APPLIES |
| CANCELLATION RECEIVED <u>BY</u> JUNE 15, 2016 | \$450.00 CANCELLATION CHARGE APPLIES |
| CANCELLATION RECEIVED <u>BY</u> AUGUST 1, 2016 | \$750.00 CANCELLATION CHARGE APPLIES |
| CANCELLATION RECEIVED <u>ON/AFTER</u> AUGUST 2, 2016 | CHARGE BASED ON OFFICIAL CHECK-OUT DATE + 1/2 OF THE REMAINDER OF THEIR CONTRACT |

ALL RESIDENTS WILL BE HELD LIABLE TO THE PAYMENT AND CANCELLATION POLICY "In all cases" AS OUTLINED ABOVE.

CONSOLIDATION

Residence Life reserves the right to move a resident from one room to another when the university determines that the move is in the resident's best interest or those of his/her fellow students and/or the university.

RESIDENCE LIFE UPDATES

ROOM SELECTION GUIDE 2016-2017



THE FIRST 50 STUDENTS TO APPLY WILL RECEIVE A \$50.00 VISA GIFT CARD - BACK AGAIN!

Be one of the lucky first 50 students to submit their online housing application and contract and receive a \$50.00 Visa gift card!

FOR APPLICANT # 51-151 YOU WILL RECEIVE A PORTABLE CHARGER - NEW!

Be numbers 51-151 and receive a Portable Charger!

FOR APPLICANT #152-252 YOU WILL RECEIVE A FOLDING UMBRELLA - NEW!

Be numbers 152-252 and receive a Folding Umbrella!

FOR APPLICANT #253-353 YOU WILL RECEIVE A NYLON DRAWSTRING BAG - NEW!

Be numbers 253-353 and receive a Nylon Drawstring Bag!

APPLY BY FEBRUARY 8, 2016 AND BE ELIGIBLE TO RECEIVE A SEMESTER OF FREE HOUSING - BACK AGAIN!

Submit your online housing application and contract by **February 8, 2016** and you will be eligible to receive a semester of housing for FREE!

APPLY BY FEBRUARY 8, 2016 AND BE ELIGIBLE TO RECEIVE THE H MEAL PLAN (\$800 VALUE) - BACK AGAIN!

Submit your online housing application and contract by **February 8, 2016** and you will be eligible to receive the H meal plan (\$800 value).

FIRST YEAR STUDENTS CURRENTLY LIVING IN CYPRESS & HONORS

First-year students living in Cypress Hall and the Honors Residence, may not reserve their current room. First-year students in Cypress Hall and the Honors Residence must go through open room selection.

REDWOOD HALL SINGLE ROOMS - NEW!!

Single rooms on the 5th and 6th floors of Redwood will become double rooms for the fall 2016/spring 2017 academic year. There may be limited singles available on the 5th/6th floors for 2016-2017. Students currently living in these spaces may need to select a new room during the open room selection process.

GENDER INCLUSIVE HOUSING

Gender Inclusive Housing is an environment where student housing is not restricted to traditional limitations of the gender binary. Any NJIT student who is interested in sharing a housing assignment with other NJIT students of all gender identities may complete a Gender Inclusive Housing form and submit it to the Residence Life Office by **February 8, 2016**.

RECOVERY HOUSING - NEW!!

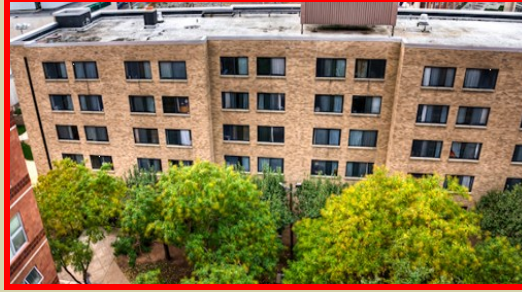
Students that may be involved in a recovery program have the option of requesting to be assigned to Recovery Housing. Students interested in this option should contact the Residence Life Office at 973.596.3039.

MODEST LIFESTYLE HOUSING - NEW!!

Modest lifestyle housing features a no-visitation policy by members of the opposite sex, a commitment to a 24 hour quiet lifestyle as well as a commitment to an alcohol and smoke free lifestyle. Students interested in Modest Lifestyle Housing may complete a Modest Lifestyle Housing form and submit it to the Residence Life Office by **February 8, 2016**.

RESIDENCE LIFE UPDATES

ROOM SELECTION GUIDE 2015-2016



LGBTQ HOUSING - **NEW!**

The LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) Housing students have the opportunity to enjoy a comfortable living and learning experience, where residents are placed without consideration of their gender identity, gender expression, or sexual orientation. This community seeks to connect students interested in supporting and educating themselves and our community about the lesbian, gay, bisexual, transgender, queer, questioning and allied community. Students interested in LGBTQ Housing may complete a form and submit it to the Residence Life Office by **February 8, 2016**.

HONORS RESIDENCE

The Honors Residence will house only honors students.

OAK 8TH FLOOR

The 8th floor of Oak Hall will house only graduate students or students 23 years of age or older.

SINGLE ROOMS

Single rooms will be available during OPEN ROOM SELECTION. Please note that the cost for a single room may increase for the fall 2016 - spring 2017 academic year.

Students who were not able to select a single room during the room selection process will remain on the single room wait list for the academic year (fall 2016 - spring 2017). Students who want to be placed on the single room wait list can email reslife@njit.edu. If a single room becomes available, we will contact you. (Students must reapply each year to try and receive a single room.)

Students who are currently in single rooms MUST reserve their current single to keep it for the next academic year.

FALL 2016 OPENING

The fall 2016 calendar is not yet finalized. Once additional information becomes available, we will forward the information to you.

BREAK PERIODS

All buildings will be open for winter and spring break for the fall 2016-spring 2017. Winter 2017 is included in the fall 2016 - spring 2017 housing contract at no additional charge.

COMMUTER STUDENTS

Commuter students are able to go through room selection with residence hall students. They will follow the same process as current residence hall students and will be assigned a lottery number to determine the date/time they can select a room online. They can also be "pulled in" to a room/suite.

FINANCIAL AID

Please make sure you know what is happening with your financial aid award. Remember the cancellation policy and how this can affect you! Students with a balance on their account must obtain approval from the Bursar's Office before signing up for housing for the fall 2016-spring 2017. **DO NOT APPLY FOR ROOM SELECTION IF YOU DO NOT KNOW YOUR FINANCIAL AID SITUATION FOR THE FALL 2016/SPRING 2017 ACADEMIC YEAR (or if you are unsure for any reason!).**

LATE APPLICATIONS/ MISSED DEADLINES

Students who apply late or miss the application deadline of February 8, 2016 will NOT be permitted to reserve their current room or participate in Open Room Selection. These students will be permitted to select a room once the process is finished. Students will be contacted as to when they may select a space on campus.

BLOCK HOUSING (For Current Residents & Greek Village Residents)

Students who are interested in selecting a block/group of rooms together on a floor in a building may try to do so by completing a Block Housing Application. The applications are available on the residence life website at www.njit.edu/reslife.

Block Housing Requirements:

- Block housing groups must consist of at least 6 members, but no more than 12. Greek Village blocks do not have to have a minimum number but cannot exceed the occupancy of a building.
- All members of a block housing group must be eligible to participate in Room Selection 2016-2017. Please make sure all students in your group have completed a housing application by February 8, 2016.
- Each group will select a primary contact that will represent the group and select rooms for them for the 2016-2017 academic year.
- Members of a block housing group should NOT reserve their current room. Block housing students who have reserved their current room will not be able to participate in the block housing room selection process.
- The primary contact will be emailed to select a time on February 24-26, 2016 to come to the Residence Life Office in Cypress Hall to select the rooms for the block housing group. The primary contact will be able to bring one other student with them who is listed on this application.
- All students listed on this application have agreed to the above requirements.
- We may not be able to offer block housing in all of the buildings.
- Single rooms may be selected during block housing room selection. Single rooms will be assigned based on the individual lottery number of each student as well as availability.

Block Housing Applications are due on **February 8, 2016** to the Residence Life Office, Cypress Hall.

IMPORTANT CANCELLATION INFORMATION

ONCE YOU APPLY FOR HOUSING YOU ARE BOUND BY THE TERMS AND CONDITIONS OF THE HOUSING APPLICATION AND CONTRACT.

Students are encouraged to read the contract in its entirety and only apply after they fully understand the contract terms. There are no exceptions to this cancellation policy. If in doubt for any reason, please wait! (or be prepared to pay cancellation fees). Students with questions should email Residence Life at reslife@njit.edu.

| CANCELLATION DATE | CANCELLATION AMOUNT |
|---|--|
| CANCELLATION RECEIVED <u>ON/OR BEFORE</u> MAY 1, 2016 | \$300.00 CANCELLATION CHARGE APPLIES |
| CANCELLATION RECEIVED <u>BY</u> JUNE 15, 2016 | \$450.00 CANCELLATION CHARGE APPLIES |
| CANCELLATION RECEIVED <u>BY</u> AUGUST 1, 2016 | \$750.00 CANCELLATION CHARGE APPLIES |
| CANCELLATION RECEIVED ON/AFTER AUGUST 2, 2016 | CHARGE BASED ON OFFICIAL CHECK-OUT DATE + 1/2 OF THE REMAINDER OF THEIR CONTRACT |

The amount of the cancellation charge varies based upon the date the student notifies the Residence Life of his/her decision to cancel. Residents may cancel their contract by contacting the Residence Life Office in person or in writing. Residents canceling their contract must complete an official check out and that will determine the final date of the resident's occupation of the residence hall space. Residents canceling their contract will be charged to the final date of their official check-out plus one half of the remainder of their contract.

ABOUT OUR HALLS

ROOM SELECTION GUIDE 2016-2017

Students who choose to live on campus will share their experiences with nearly 2,000 other students. Students come to NJIT from around the corner and around the world, living on campus provides an opportunity to exchange ideas and learn about people of many different cultures and backgrounds. Floor plans for the residence halls are available at <http://virtualhousing.njit.edu/>.



Cypress Hall

Cypress Hall is a coed facility that houses 420 full-time first-year, sophomore, junior, senior and graduate students in two-room suites. Suites consist of double rooms. Each suite has a shared bath. Rooms are furnished with a bed, dresser, desk, chair and lamp for each student. There are two lounges with a microwave and sink on each floor. Double room measurements are 22'1/3" x 13'6" (bedroom) and 6'3/4" x 7'1/3" (foyer).



Laurel Hall

Laurel Hall is a coed facility that houses 570 full-time sophomore, junior, senior and graduate students in two-room suites. Suites consist of two double rooms, one double room with a single room, or two double rooms with a small lounge. Single rooms are reserved for returning upper class students. Suites are furnished with a bed, dresser, desk, chair and lamp for each student. Each suite has a shared bathroom. There are common lounges and kitchenette facilities on the first floor. The approximate double room measurements are 12' x 16" (bedroom) and 8' x 12" (foyer).



Redwood Hall

Redwood Hall is a coed facility that houses 195 full-time first year and some sophomores, juniors and seniors in single and double rooms. Each room is furnished with a bed, dresser, desk, chair and lamp for each student. There are two large common bathrooms on each floor. A kitchen lounge with microwaves is located on the first floor. Room measurements are 11'6" x 18'9".



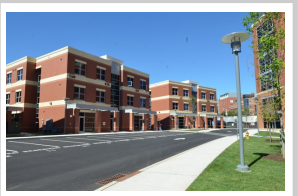
Oak Hall

Oak Hall is a coed apartment facility that houses 170 full-time sophomore, junior, senior and graduate students in two-person rooms and four-person apartments. Each room/apartment is furnished with a bed, dresser, wardrobe closet, desk, chair and lamp for each student. The rooms have stove tops, refrigerators, kitchen tables and chairs; the three- and four-person apartments also have ovens. The eighth floor is designated for graduate students. Two-person apartments end in room numbers 02, 04, 05, 06 and 07; three-person apartments end in 00, 01 and four-person apartments end in 08 and 09.



HONORS RESIDENCE

The Honors Residence is a coed building that houses 360 first-year, sophomore, junior and senior students in singles, two person rooms and two-room suites. A suite includes two double rooms and one double room with a single. All rooms are furnished with a bed, dresser, desk, chair, and lamp for each student. Each suite has a shared bathroom. There are common lounges on each floor as well as a common kitchen on the first floor. Double room measurements are 12' x 12." For the university community the building features dining services, a convenience store, and a fitness center.



GREEK VILLAGE

The Greek Village consists of eight "houses" for members of fraternities and sororities for sophomore, junior, and senior students in two person suites. A suite includes two double rooms. All rooms are furnished with a bed, dresser, desk, chair, and lamp for each student. Each suite has a shared bathroom. There are common lounges on each floor as well as a common kitchen on the first floor. The first floor has a living and dining room, chapter room and kitchen.



Virtual Housing

Redwood

Cypress

Laurel

Oak



VIRTUAL HOUSING

Selecting your room/suite has never been easier.

Before selecting a room/suite, students are encouraged to go online and check out the **VIRTUAL HOUSING** link on the main residence life website at www.njit.edu/reslife.

Virtual housing offers students a chance to get a feel of Redwood, Cypress, Laurel, Honors and Oak halls from the convenience of their computers.

Students can view all of the amenities that each building offers, learn the dimensions of the rooms and even see what type of view they will have.

Select a Building



Express Room Finder

Building:

Floor:

Room:

Residence Life Office - New Jersey Institute of Technology

Home

Use the map to the left to browse through each residence hall or use the Express Room Finder to jump directly to a specific room. Each building has a unique setup, so please take the time to view the information for each hall.

South Side of Campus

Laurel Hall

Upperclassmen/Graduate
Suite-Style Rooms
Double Rooms

Oak Hall

Upperclassmen/Graduate
Apartment-Style Rooms
Studio-Style Rooms

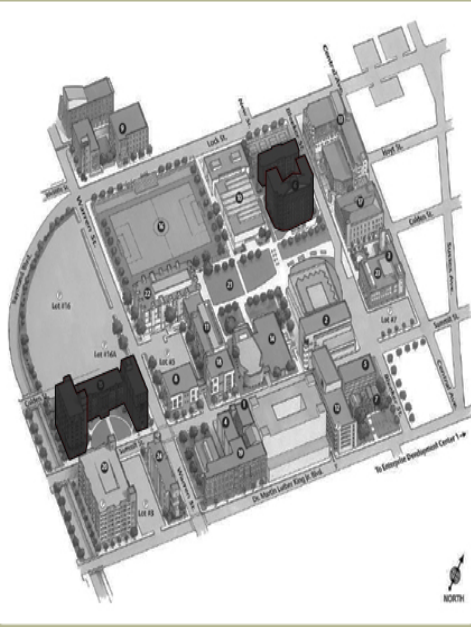
North Side of Campus

Redwood Hall

First-Year Students
Upperclassmen
Community-Style Rooms

Cypress Hall

First-Year Students
Upper Classmen
Suite-Style Rooms
Residence Life Office



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< Prev Room | Next Room >



Express Room Finder

Building:

Floor:

Room:

Residence Life Office - New Jersey Institute of Technology

Laurel Room 412 A

| Room - Double | Dimensions* (wall to wall) | Bathroom |
|--------------------|----------------------------|-------------------------|
| (2) 7-ft Beds | <u>Room</u> | (1) Sink |
| (2) Desk & Chairs | 18'-1" long | (1) Standing Shower |
| (2) Desk Lamps | 11'-4" wide | (1) Toilet (stall door) |
| (2) Dressers | 8'-8" ceiling | (1) Large Mirror |
| (2) Bookcases | <u>Window</u> | Tile Flooring |
| (2) Ethernet Jacks | 57"x57" | |
| (1) Telephone Jack | <u>Closet</u> | |
| (1) Cable TV Jack | 6'-0" wide | |
| (HBO® included) | | |
| Carpet Flooring | *exact spec. may vary | |

| | |
|--------------------|------------------------------------|
| A/C & Heating | Yes; independent room controls |
| Fire Alarm | Integrated fire suppression system |
| Overhead Lighting | No |
| Bed Bunking | Available |
| Bedding Sheet Size | 39" x 80" - Twin Extra Long |



LIVING/LEARNING COMMUNITIES

ROOM SELECTION GUIDE 2016-2017

NJIT Residence Life has a number of specialized living/learning communities that students can participate in. Our learning communities are designed to offer students with a network of support by placing residents with students who share the same major or interests.

Students who live on the living/learning communities are able to take advantage of special programs to help them in their coursework, educational programs related to their majors, and additional social programs to build community among the floor.

Some of the programs that we have offered for the living/learning communities have included:

- Careers in Architecture
- Branch Brook Park Community Service Project
- First Year Connections Social to Dorney Park



CYPRESS HALL

| | |
|------------------|--|
| 4th Floor | Architecture Floor One person in each room must be an Architecture major to reside on the floor. |
|------------------|--|

| | |
|------------------|---|
| 5th Floor | Engineering Floor One person in each room must be an Engineering major to reside on the floor |
|------------------|---|

OAK HALL

| | |
|------------------|--|
| 8th Floor | Graduate Students Students living on the graduate floor must be enrolled in a graduate program for the fall 2016 - spring 2017 or must be 23 years at the beginning on the fall 2016 semester. |
|------------------|--|

HONORS RESIDENTIAL HALL

| | |
|------------------------------|-----------------------------------|
| 3rd-part of 4th Floor | First-Year Honors Students |
|------------------------------|-----------------------------------|

| | |
|-----------------------|------------------------------------|
| 4th-6th Floors | Upper-Class Honors Students |
|-----------------------|------------------------------------|

LOTTERY POINT ASSIGNMENT CHART

ROOM SELECTION GUIDE 2016-2017



There are a number of factors involved in calculating a student's lottery number. By participating in community service projects, being an active member of RHA, Hall Council, or other student organization, students are able to earn EXTRA POINTS for room selection which can help lower a student's lottery number for the room selection process. Students can also fill out an **ONLINE COMMUNITY INVOLVEMENT FORM** to get points for being involved on campus. Community Involvement Forms are due on **February 8, 2016 by 4:00 pm**. The forms will be available at www.njit.edu/reslife.

ROOM SELECTION LOTTERY POINT ASSIGNMENT CHART

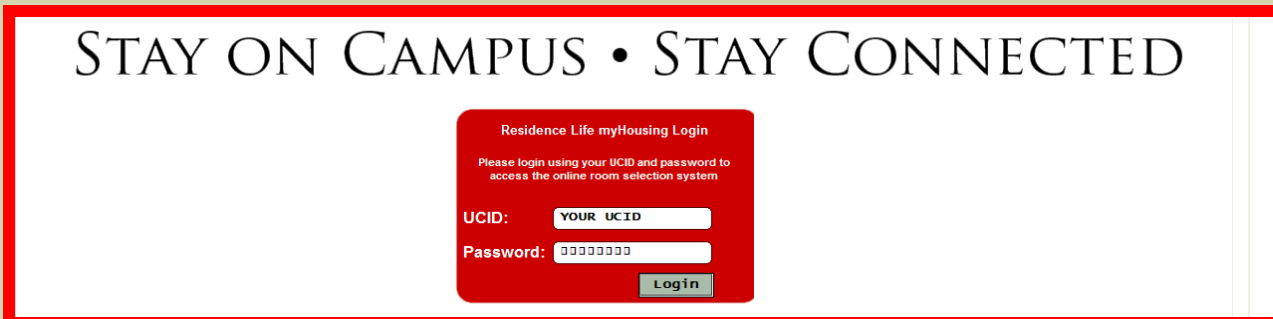
| Item | Description | Point Assignment |
|--|--|--|
| Academic Classification (at the end of the Fall 2015 semester) | Less than 12 credit hours completed | 0 |
| | At least 12 credit hours completed | 1 |
| | At least 36 credit hours completed | 2 |
| | At least 60 credit hours completed | 3 |
| | At least 80 credit hours completed | 4 |
| On Campus Residency | Number of regular semesters, including the current semester. Semesters do not need to be consecutive. Summer/Winter sessions are not included. | 1 point for each semester |
| Campus Involvement (only includes Student Organizations/Athletics recognized by NJIT) *You cannot receive points if you are receiving an athletic scholarship or if you are in a student paid/stipend position. | Student Organization or Athletics (You can receive points for up to 2 organizations/athletic teams which would total 4 points.) | 2 points per organization up to 4 points total |
| | Community Service (Only for current academic year) | 1 |
| | Active member of RHA or Hall Council since the student has lived on campus or up to a maximum of 4 semesters | 1 point for each semester |
| Executive Board Position RHA, Hall Council | Active executive board member of RHA or Hall Council since the student has lived on campus or up to a maximum of 4 semesters | 1 point for each semester |
| Judicial Matters (within current or 3 previous semesters) | No disciplinary action (pending or resolved) on file with the Residence Life Office or the Dean of Students | 3 |
| | Two or fewer violations | 2 |
| | Four or fewer violations | 1 |
| | Housing Probation | 0 |
| Grade Point Average (at the end of the Fall 2015 semester) | < 2.5 | 0 |
| | 2.5 – 2.999 | 1 |
| | 3.0 – 3.499 | 2 |
| | 3.5 – 3.999 | 3 |
| | 4.0 | 4 |
| YOUR TOTAL | | ? |

APPLYING FOR HOUSING

ROOM SELECTION GUIDE 2016-2017

MyHousing - Online Room Selection

The Online Room Selection website can be accessed at www.njit.edu/reslife. You will need to enter your UCID and password in order to access the MyHousing software and participate in the room selection process.



After logging on, you will see the main menu screen, which provides an overview of a student's current housing situation. This screen includes information about your current assignment, any future assignments, any current or future roommates and suitemates. This screen will also indicate the status of any future roommate request or any future room selection processes that you are entered into including your lottery date/time.

The menu located on the left will allow you to reserve your current room (if available); or if your lottery time has arrived, you may select any of the available rooms. In addition, you can request a roommate or suitemate.

Note: Once you select your room online you will notice that the MyHousing page only shows your fall 2016 assignment. The software is formatted by semester, so your room assignment for the spring 2017 will automatically roll-over.

TECHNICAL SUPPORT

All students are encouraged to log onto the Online Room Selection website at www.njit.edu/reslife before the process begins to ensure that their UCID and password are working, and that they have full access to the site.

Anyone who believes that they are not in the selection system or is having technical difficulties should email the Residence Life Office at reslife@njit.edu or stop by the Residence Life Office, located on the first floor of Cypress Hall during business hours Monday - Friday, 8:30 am - 4:30 pm.

OVERVIEW: ONLINE ROOM SELECTION

ROOM SELECTION GUIDE 2016-2017

IN ORDER TO PARTICIPATE IN THE ROOM SELECTION PROCESS, YOU MUST COMPLETE THE FOLLOWING STEPS:

STEP 1 BEFORE JANUARY 19, 2016

- Check UCID and password to make sure they are working.
- Find your NJIT ID number. This is the number that will appear on your housing application.
 - To find your NJIT ID number log onto the student pipeline at my.njit.edu and select the STUDENT SERVICES TAB (you may have to select this tab twice).
 - Select MY NJIT ID and your 8-digit NJIT ID number will appear.

STEP 2 BETWEEN JANUARY 19 - FEBRUARY 8, 2016 COMPLETE ONLINE HOUSING APPLICATION

- Visit www.njit.edu/reslife.
- Enter your UCID and password.
- Choose your contract type:
 - For a 9-month contract (academic year): Select Fall 2016, Winter 2017, Spring 2017.
 - For a 12-month contract (includes summer housing): Select Fall 2016, Winter 2017, Spring 2017, Summer 2017.
- Complete fields on housing application that aren't already filled in.
- REVIEW AND SUBMIT APPLICATION.
- You DO NOT need to pay the \$50.00 deposit, if you are returning to housing.

NOTE: All students **MUST** complete the Online Housing Application to continue in the housing process. If you do not complete the Online Housing Application by February 8, 2016, you will not be able to reserve or select a room until AFTER the Open Room Selection period has ended.

STEP 3 FEBRUARY 16 - 17, 2016 RESERVE YOUR CURRENT ROOM OR VIEW YOUR LOTTERY NUMBER

RESERVE YOUR ROOM

- Decide whether you want to stay in current room assignment.
Reminder: First Year students are not able to reserve in Cypress Hall and Honors Residence.
- If YES:
 - Log onto www.njit.edu/reslife.
 - Select your current room.
- If NOT:
 - Log onto www.njit.edu/reslife.
 - View your LOTTERY NUMBER for the date/time that you will be able to select a room.

NOTE: Students who want to reserve their space and pull-in a roommate/suitemate will also need to complete the ONLINE PULL-IN APPLICATION during this time. If your current roommate/suitemate does not reserve their current space, Residence Life staff will assign the student(s) you want to pull into the room/suite.

VIEW YOUR LOTTERY NUMBER

- To view your lottery number, log onto www.njit.edu/reslife and view your LOTTERY NUMBER for the date/time that you will be able to select a room during OPEN ROOM SELECTION.

OVERVIEW: ONLINE ROOM SELECTION

ROOM SELECTION GUIDE 2016-2017

STEP 4 FEBRUARY 8 - MARCH 3, 2016 ROOMMATE SELECTION

| | |
|--------------------------|--|
| <input type="checkbox"/> | Decide whether you would like to request the people you will live with. |
| <input type="checkbox"/> | <p>If YOU WANT TO REQUEST YOUR ROOMMATE/SUITEMATE(S)</p> <ul style="list-style-type: none">• Log onto the Room Selection website at www.njit.edu/reslife,• then, select the student(s) that you would like to live with. <p>NOTE: The student(s) that you request to live with MUST accept your request. Once all of the students have requested each other as room/suitemates, you will see “YES” in the mutual request field. This is how you can confirm that your request has been accepted. It is your responsibility to ensure that everyone who wishes to live together completes this step.</p> |
| ★ TIP | Once the request is accepted, the resident with the earliest lottery date/time may go online and select an available room/suite. That person should login and select the desired room/suite and all of the students requested students will be placed into the room/suite. |
| <input type="checkbox"/> | <p>If you DO NOT WANT TO REQUEST YOUR ROOMMATE/SUITEMATE(S)</p> <ul style="list-style-type: none">• Log onto the Room Selection website at www.njit.edu/reslife to verify your lottery date/time and select your room during Open Room Selection at your designated lottery date/time. |

STEP 5 MARCH 2 - 3, 2016 OPEN ROOM SELECTION

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Log onto www.njit.edu/reslife on your appointed lottery date/time.</p> <p>You can locate your lottery date/time by logging onto the Residence Life website at www.njit.edu/reslife.</p> |
|--------------------------|--|

RESERVING YOUR ROOM

ROOM SELECTION GUIDE 2016-2017

This section is to help you navigate reserving your room online. Remember that you need to enter your UCID and password to enter the room selection online process.

RESERVING YOUR CURRENT ROOM

The following is what you need to do to reserve your current space:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete the Housing Application from January 19 - February 8, 2016. |
| <input type="checkbox"/> | Reserving your current room begins by selecting the Room Selection link on the left hand menu. |
| <input type="checkbox"/> | Proceed to the next step by simply clicking on the link. <ul style="list-style-type: none">You will see your current assignment on the screen.Verify that your current assignment is displayed on the screen, the system will ask you if the room assignment is your current room. |
| <input type="checkbox"/> | Submit your request by clicking "Submit Room Selection." <ul style="list-style-type: none">Clicking this button will submit your selection to return to the same room.PLEASE MAKE SURE YOU WANT TO RESERVE YOUR CURRENT ROOM BEFORE YOU CLICK THE BUTTON. YOU CANNOT UNDO THIS YOURSELF AND WILL NOT BE ABLE TO PARTICIPATE IN OPEN ROOM SELECTION. |

NOTE: If you choose to reserve your current room, you cannot participate in Open Room Selection.

CONGRATULATIONS! You have completed the Room Selection Online Process!

SELECTING ROOMMATES/SUITEMATES

ROOM SELECTION GUIDE 2016-2017

The process for selecting potential roommates or suitemates is easy. Please read below for the detailed information about your options when selecting roommates and suitemates.

RESERVE YOUR CURRENT SPACE WITH A NEW ROOMMATE AND/OR PULL-IN SUITEMATES

If you want to reserve your current space with a new roommate and/or pull-in suitemates you need to do the following:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Complete the Housing Application from January 19 - February 8, 2016. |
| <input type="checkbox"/> | On February 16-17, 2016, log onto the room selection and select the option to reserve your current space. |
| <input type="checkbox"/> | Enter the SPECIAL REQUEST APPLICATION site located on the Residence Life website. <ul style="list-style-type: none">• Enter your UCID and password. |
| <input type="checkbox"/> | Click on PULL-IN APPLICATION and complete the required fields. <ul style="list-style-type: none">• All parties involved in the pull-in application must agree to be pulled-into the room.• Any student you want to pull in will receive an email informing them of your request to pull them into a room. The requested student must verify that they agree to the to the pull-in application by going to the site listed in their email and agree to the request.• Between February 18 - March 1, 2016, the residence life staff will verify that you have successfully reserved your room and assign the other students to the remaining spaces that you requested to pull-in. |

Remember: Your current roommate also has the option to reserve their current space. If he/she elects to reserve their current space, your requested roommates will not be able to be pulled-into the space. **If we are not able to accommodate your pull-in request, we will contact you via email to let you know you need to go through open room selection.**

SELECT YOUR ROOMMATES AND A NEW ROOM/SUITE

If you have room/suitemates in mind that you would like to live with next year and want to select a new room/suite, you need to do the following:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete the Housing Application from January 19 - February 8, 2016. |
| <input type="checkbox"/> | On February 16-March 3, 2016 you will all need to go to the room selection website and request to be roommates with the individuals you wish to live with. |
| <input type="checkbox"/> | Follow up with the people you've chosen to live with. <ul style="list-style-type: none">• Each person involved must agree to the request.• There will be an option under MUTUAL REQUEST - everyone involved should select "YES" under MUTUAL REQUEST. You will then know that the request has been accepted. |
| <input type="checkbox"/> | Once the request has been verified as mutual, the resident with the earliest lottery date/time may go online and select an available room/suite. When your lottery date/time begins, go online and select a room/suite. Remember that you must fill the room or suite in order for the assignment to be accepted. |

I DO NOT HAVE ANY SPECIFIC ROOMMATE OR SUITEMATE REQUESTS

If you do not have specific roommate or suitemates, you need to do the following to select a room for the 2016-2017 year:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete the Housing Application from January 19 - February 8, 2016. |
| <input type="checkbox"/> | On February 16-17, 2016 you will go to the room selection website and log onto the process. You will be able to view your lottery date/time. |
| <input type="checkbox"/> | When your lottery date/time begins, go online and select a space in a room. Once you select a room, you have completed the online room selection process. |

OPEN ROOM SELECTION

ROOM SELECTION GUIDE 2016-2017



OPEN ROOM SELECTION:

You can participate in the Open Room Selection on March 2 - 3, 2016.

During Open Room Selection, you can either:

- Select to request roommate(s) and suitemate(s),
- or select a room without making any roommate or suitemate requests.

If you miss a step in the process you may have to wait until after everyone else has selected their rooms, which will significantly limit room availability.

Both options are explained in detail below.

OPEN ROOM SELECTION PROCESS FOR STUDENTS WHO DO NOT HAVE ROOMMATE/SUITEMATE PREFERENCES

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete the Housing Application from January 19 - February 8, 2016. |
| <input type="checkbox"/> | On February 16-17, 2016, log onto the room selection website to find out your lottery date/time. |
| <input type="checkbox"/> | On your assigned lottery date/time, log onto the room selection website and select the ROOM SELECTION link on the left hand menu. |
| <input type="checkbox"/> | Select a room from the available room list. <ul style="list-style-type: none">• You can sort this list by hall, room or floor.• Once you select a room, you will see a screen that will show you the hall and room you selected. |
| <input type="checkbox"/> | Confirm your room selection <ul style="list-style-type: none">• Make sure you have selected the correct room, you will not be able to change this selection yourself if you select the wrong room. |
| <input type="checkbox"/> | Submit room selection. <ul style="list-style-type: none">• This will direct you to a new page that states "Your room assignment has been saved." |

**Once you have selected a room you will not be able to change it.
Room changes will be accommodated AFTER the room selection process is complete.**

CONGRATULATIONS! You have completed the Room Selection Online Process!

OPEN ROOM SELECTION

ROOM SELECTION GUIDE 2016-2017

OPEN ROOM SELECTION PROCESS FOR STUDENTS WHO WANT TO REQUEST ROOMMATE/SUITEMATE(S)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete the Housing Application from January 19 - February 8, 2016. |
| <input type="checkbox"/> | On February 16-17, 2016, log onto the room selection website to find out your lottery date/time. |
| <input type="checkbox"/> | Between February 16 - March 3, 2016 log onto the room selection website to select your roommate/suitemates. |
| <input type="checkbox"/> | Go to ROOM REQUESTS screen and enter the information for your desired roommate/suitemates. <ul style="list-style-type: none">To request a roommate, you will need to enter their last and first names.You can also select the desired student by entering his/her NJIT ID number. |
| <input type="checkbox"/> | Select "ADD STUDENT TO LIST." <ul style="list-style-type: none">Once you have selected the student, you will see their name appear.You will also see a red box or the words "YES" under MATCHING REQUEST.If you see a red box with the words "DOES NOT MATCH" you need to contact the potential roommate/suitemates to let them know they also need to log on and request you as their roommate/suitemate.Once all students have requested each other as roommate/suitemate(s) you will see the words "YES" in the Matching Request box. You will not be able to be assigned a space together unless all Matching Requests state "YES."Once you have completed the Matching Requests, you will then wait until the earliest persons lottery date/time.When it is time for them to participate in online room selection process the person with the lowest lottery number will log onto the system and select a room for all of the roommate/suitemate(s). |
| <input type="checkbox"/> | THE PERSON WITH THE LOWEST LOTTERY NUMBER should log into the Room Selection site. <ul style="list-style-type: none">They will see a list of all the rooms that can accommodate the <u>number of people</u> you are requesting to live with.Remember that you must fill the room or suite in order for the assignment to be accepted. <p>Note: As Open Room Selection progresses, you may find that there aren't any rooms available to accommodate the size of your group. In such cases, you will need to delete their roommate requests in order to select a room. You can cancel a roommate requests by going back to the online process and clicking on the delete button next to the student's name you want to delete.</p> |
| <input type="checkbox"/> | Select a room from the list of available rooms. <ul style="list-style-type: none">You will then see a screen that displays the hall and room you selected and your assigned roommate(s). |
| <input type="checkbox"/> | Confirm that the room selection is correct. <ul style="list-style-type: none">You will not be able to change this selection once you confirm. |
| <input type="checkbox"/> | Assign each student to a specific bed in the room/suite. <ul style="list-style-type: none">Be careful to check that you have placed the correct person in the correct room. |
| <input type="checkbox"/> | SUBMIT THE ROOM SELECTION <ul style="list-style-type: none">This will direct you to a new page that states "Your room assignment has been saved." |

CONGRATULATIONS! You have completed the Room Selection Online Process!

FREQUENTLY ASKED QUESTIONS

ROOM SELECTION GUIDE 2016-2017

Q: HOW WILL MY LOTTERY NUMBER BE ASSIGNED?

A: Lottery numbers are assigned on several criteria. The following areas are given point totals and added to your total lottery number; class standing, number of semesters on campus, campus involvement (**students must submit community involvement forms online by February 8, 2016 by 4:00 pm**), judicial standing and grade point average. You will be assigned a point total. Since there could be numerous students with the same point total the computer program will generate random lottery numbers based on your total lottery number. For example, if there are 20 students with a lottery point total of 5, those students will receive a random lottery number within that grouping.

Q: WILL EVERYONE WHO WANTS A SPACE, GET A SPACE?

A: Every NJIT student who has submitted an online housing application by February 8, 2016 will have the opportunity to participate in the online Room Selection process. Students who apply after February 8, 2016 will still receive housing but will not be able to participate in the room selection process.

Q: WHAT IF I FORGET TO RESERVE MY SAME SPACE?

A: If you forget to reserve your current space, you will lose first priority to claim your current space. Your space will then be available during open room selection. If your current space is still available during your lottery date/time, you can sign up for it at that time. Remember: If you are selecting a room without any roommate requests, you can only select a space with someone already signed up for that space. You will need to fill a room.

Q: ONCE I RESERVE MY CURRENT ROOM, CAN I CHANGE MY MIND?

A: No, you will need to wait until Open Room Selection is finished. Residence Life will hold a Room Selection Online Room Change on March 23–24, 2016.

Q: WHAT IF I CHANGE MY MIND ONCE I SELECT A ROOM DURING ROOM SELECTION, CAN I CHANGE MY ROOM ASSIGNMENT?

A: No, you cannot change your assignment once you have selected it. You need to make sure that the room you are selecting during open room selection is the space you want for the following year. You will be given one minute to look at the available spaces before the next student is able to log on and pick their space. If you select a space that you want to change, please participate in the Room Selection Online Room Change which begins on March 23-24, 2016.

Q: CAN I CHANGE MY MIND AND CANCEL ONCE I SIGN UP A ROOM?

A: Yes, students can cancel their housing for the fall 2016 - spring 2017 by emailing the Residence Life Office at reslife@njit.edu. **You will be charged a cancellation fee as indicated on page 8.** This amount will be applied directly to your student account. You will need to contact the Bursars Office to make payment arrangements. Cancellations on/after August 1, 2016 are calculated to the date of check out plus 1/2 of the remaining contract.

FREQUENTLY ASKED QUESTIONS

ROOM SELECTION GUIDE 2016-2017

Q: WHAT IF I CANNOT GO ONLINE DURING MY OPEN ROOM SELECTION LOTTERY DATE/TIME?

A: We recognize that NJIT students are very busy people, and that you might not be able to be online at your designated lottery date/time. However, because of the ability to conduct the Room Selection Process online, you may sign up for a room/suite anytime after your appointed time has arrived and select from any room that may be available at the time you select your space. Please note that some students may not be able to access the room selection site from off-campus, etc. due to firewalls, etc. Please make sure that you are able to do this from off campus before you plan on being away during room selection.

Q: WHAT IF I KNOW A STUDENT ATTENDING NJIT THIS COMING FALL 2016 AS A TRANSFER OR FIRST-YEAR STUDENT AND I WANT TO LIVE WITH THEM. HOW DO THEY SIGN UP?

A: You and your friend should indicate on your online housing applications that you want to be each others roommates. The current NJIT student should participate in room selection and pick a space for next year. If the other space is open when Residence Life makes room assignments for the fall 2016 then we will place the new student into the room. If the room is not available, students can participate in room change two weeks after the semester begins. Another option is to try to contact the new assigned roommates to see if they would be willing to switch rooms before the fall 2016 semester starts. If all students agree to the room change you may complete an online room change form at www.njit.edu/reslife. Residence Life will email the students if the room change was approved.