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**QUICK REFERENCE GUIDE**
FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021

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**IMPORTANT DATES FOR THE 2020-2021 RESIDENCE LIFE ROOM SELECTION PROCESS**

**JUNE 1, 2020 - JUNE 7, 2020**

CHECK YOUR PRIORITY NUMBER (The date/time you will be able to select your room online.)

- On your Home page you will see Room Selection. You will see your Start time and your priority number. This is the date/time you will be selecting your own room online.
- Below your Priority Number you will see Selection Times. This is the time period that the entire process will occur. Your start time will fall somewhere in between one of the selection times listed.

SELECTING ROOMMATE(S) AND/OR SUITEMATE(S)

- On your Home page, select Room Selection, Select Roommates (this includes suitemates)
- Select Fall 2020 term
- Select Search for Roommate
- Enter the last and/or first name of the student(s) you would like to live with.
- Select and add the student. Each student in your room/suitemate group will need to select and match with everyone in your group. The student with the best priority time will select the space for everyone in your group.

**JUNE 12, 2020**

HONORS HALL ROOM ASSIGNMENTS

- Placement in the Honors Hall is based on the date you submitted your application and admission to the Honors College. Residence Life staff will place you into your room assignment. You DO NOT participate in Open Room Selection.
- Honors students not able to be placed into the Honors Hall due to limited space will be assigned to a room in Cypress Hall.
- If you found a roommate online through RoomSync, you may update this information on your housing application online through the Self Service portal. **You have until June 7, 2020 to add this information.**

**JUNE 16, 2020 - JUNE 22, 2020**

OPEN ROOM SELECTION

- Based on the date you submitted your application you will be given a priority number. Your priority number will tell you the date/time you will log in to select a room in either Cypress or Redwood Halls.
- You will add your room/suitemate preferences as indicated above prior to selecting a room online. Remember that each member in your group must match in order to be placed together by the student with the best priority number.
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 on **July 31, 2021** for students not returning to housing for the next year. Students returning to housing for the 2021-2022 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, 2020.* Residents may be required to move to another location during the summer break.

**ALL CONTRACTS**
Written notification from the university to a resident of their 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).

**Housing Agreement Cancellation Policy 2020-2021 Academic Year**

Cancellation before contract period and/or occupancy begins:

*Occupancy is defined as acceptance of access to residence hall room.

**A. Fall Semester**

**New and Continuing Students:**

- Cancellation Received on/or before May 1, 2020: $300.00
- Cancellation Received May 2 – June 15, 2020: $450.00
- Cancellation Received June 16 – August 1, 2020: $750.00
- Cancellation Received August 2 – August 15, 2020: $1,000.00
- Cancellation Received August 16 – Earliest Published move-in day: $1,150.00

The contract period begins on published move-in day or actual occupancy, whichever is earlier; after this date, cancellations are not permitted for any NJIT enrolled student without approval of Housing Cancellations Appeals Committee. Cancellations must be in writing.

**B. Spring Semester**

**New Residents:**

- Cancellation Received on/or before December 1, 2020: $300
- Cancellation Received December 2, 2020 – December 23, 2020: $450
- Cancellation Received December 24, 2020 – January 10, 2021: $750
- Cancellation Received January 11, 2021 – Move-in day: $1,150

Continuing residents may not cancel housing without approval of the Housing Cancellations Appeals Committee. Cancellations must be in writing. Appeals must be in writing.

*THIS CONTRACT IS SUBJECT TO THE AVAILABILITY OF SPACE AT THE TIME THIS CONTRACT IS RECEIVED BY THE RESIDENCE LIFE OFFICE. THE UNIVERSITY PREFERENCE IS TO PROVIDE ACCOMMODATION TO FULL-TIME MATRICULATED STUDENTS FIRST.*
### Cancellation Charges
Cancellation charges are outlined on page 3.

### Triple Rooms
Triple rooms are available for students to select during the online room selection process. Triple rooms will have three beds, dressers, desks, and desk chairs. The triple room rate equates to 75% of the double room rate.

### Fall 2020 Opening
Tentative - Fall 2020 check-in is scheduled for August 25, 2020 from 10am-5pm & 8pm-10pm. Please visit www.njit.edu/reslife for your check-in time which will be posted in July 2020.

Fall Classes begin on Tuesday, September 1, 2020.

### Break Periods
All buildings will be open for winter and spring break for fall 2020-spring 2021. Winter break 2021 is included in the fall 2020-spring 2021 housing contract at no additional charge, if you stay for spring 2021.

### University Housing and Financial Aid
Students residing in University residence halls are considered on campus students and will be considered for aid based on tuition and fees, books and University room and board charges. It is recommended you contact Student Financial Aid Services (SFAS) with specific questions about your aid eligibility as an on campus student. You can contact SFAS (973) 596-3479 or via email to finaid@njit.edu. NOTE: Students with a balance on their account must obtain approval from the Bursar’s Office before choosing housing for the next academic year.
As students apply online for housing you will receive an invitation via NJIT email to join RoomSync. RoomSync will ask you a variety of questions that will show you a list of compatible students that could potentially be your room/suitemate(s). Once you match with a potential room/suitemate visit https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html, to enter the name and NJIT ID of your new room/suitemate. Follow the steps on page 2 to add your room/suitemate requests.
ABOUT OUR HALLS
FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021

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. (Please note that virtual housing occupancy is not updated to match occupancy in Self Service. The occupancy listed in Self Service is what you should follow).

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 & triple 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).

Redwood Hall
Redwood Hall is a coed facility that houses 195 full-time first year and some sophomores, juniors and seniors in single, double and triple 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”.

The Honors Hall 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.
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 the 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.

Please note that room occupancy changes from year to year. If virtual housing shows a room as a double please check the online Self Service portal to confirm.
NJIT Residence Life has a number of special interest communities where students can live. Special Interest communities are designed to offer students a network of support by placing residents with students who share the same major or interests.

<table>
<thead>
<tr>
<th>SPECIAL INTEREST COMMUNITIES</th>
<th>FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021</th>
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</thead>
<tbody>
<tr>
<td><strong>CYPRESS HALL</strong></td>
<td></td>
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<tr>
<td>4th Floor</td>
<td><strong>Architecture &amp; Design Floor</strong> - Students are selected to participate in the Architecture Special Interest Community. You will be contacted via email if you have been selected to be part of this program.</td>
</tr>
<tr>
<td>5th &amp; 6th Floors</td>
<td><strong>Engineering Floors</strong> - Students are selected to participate in the Engineering Special Interest Community. You will be contacted via email if you have been selected to be part of this program.</td>
</tr>
<tr>
<td>6th Floor Suites - Suites 601-604</td>
<td><strong>VentureLink</strong> - Entrepreneurially minded first-year students in all disciplines who embrace and thrive on creativity, innovation and big ideas, to immerse themselves in entrepreneurship. The LLC’s mission is to build camaraderie and community among participants while instilling basic skills and mindset required to be a successful entrepreneur.</td>
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<tr>
<td><strong>HONORS HALL</strong></td>
<td></td>
</tr>
<tr>
<td>3rd - part of 4th floor</td>
<td><strong>First-Year Honors Students</strong></td>
</tr>
<tr>
<td><strong>ALL RESIDENCE HALLS</strong></td>
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<tr>
<td><strong>LGBTQA Housing</strong></td>
<td><strong>NJIT is committed to providing a safe and inclusive learning environment for all students who live on campus. As part of this commitment, we offer students an opportunity to be matched to live with a roommate who identifies as lesbian, gay, bisexual, transgender, queer/questioning, or an ally (LGBTQA). An ally is defined as someone who identifies as straight and wants to be supportive of those who identify as LGBTQ. Interested students will select the LGBTQA option when they apply for housing. Residence Life will pair up students based on class year, roommate requests and/or community type requests. Students will be notified of their room assignments via email as they do not participate in the Open Room Selection Process.</strong></td>
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<tr>
<td><strong>Modest Lifestyle Housing</strong></td>
<td><strong>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. Interested students will select Modest Lifestyle housing option when they apply for housing and indicate the name of the student(s) they would like to live with. Residence Life will assign the students to a room/suite based on the request and email the students the room assignment information. Students do not participate in the Open Room Selection Process.</strong></td>
</tr>
<tr>
<td><strong>Gender Inclusive Housing</strong></td>
<td><strong>Gender Inclusive housing refers to a housing option in which two or more students mutually agree to share a multiple-occupancy bedroom, suite, or apartment without regard to the gender of the occupants. Interested students will select Gender Inclusive housing option when they apply for housing and indicate the name of the student(s) they would like to live with. Residence Life will assign the students to a room/suite based on the request and email the students the room assignment information. Students do not participate in the Open Room Selection Process.</strong></td>
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</tbody>
</table>
ENTREPRENEURSHIP LIVING-LEARNING COMMUNITY

The Entrepreneurship community invites entrepreneurially minded first-year students in all disciplines who embrace and thrive on creativity, innovation and big ideas, to immerse themselves in entrepreneurship.

**Broaden Your Awareness**
Expand creativity, generate ideas, and assess opportunities and goals.

**Make Connections**
Connect with other students who share similar interests in innovation, technology and entrepreneurship.

**Discover Resources**
Locate key resources on-campus and in the community to make your ideas a reality.

~ New Fall 2020 ~

Please visit njit.edu/reslife for additional information including program benefits, requirements, eligibility, and how to apply. Select the ‘Special Interest Housing’ link from the main menu.

QUESTIONS? CONTACT SDOWD@NJIT.EDU OR (973) 596-3039
Logging into Self Service

The Online Room Selection website can be accessed at https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html You will need to enter your UCID and password in order to access Self Service 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. 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 see if your priority time has arrived then 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 2020 assignment. The software is formatted by semester, so your room assignment for the spring 2021 will automatically roll-over.

Select Applications & Forms on the left hand side to see which applications are available for you to select. Complete the application and submit it, you will receive an automatic confirmation on the Self Service site as well as one sent to your NJIT email account.
STAY ON CAMPUS • STAY CONNECTED  FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021

STAY ON CAMPUS • STAY CONNECTED  FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021

ROOM SELECTION WEBSITE - How To Select A Room/Suite Online with or without Room/ Suitemates
FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021

https://njit.datacenter.adirondacksolutions.com/ njit_thdss_prod/index.html - Login to Self Service to view your priority number, your start time and the available room selection times.

Select A Room/Suite - use this button to move to the next page in the process.

You are now on the “Your Room Selection” page. The box under this title shows you when this process will end. You will need to select a room before this date/time.

You will see your roommate group. If you see other students listed in this section then you will be selecting a room/suite with/for these students. The student with the best priority number should select the room/suite for everyone in their group.

Select the drop down menu that states “Select from Room List”, select Search Available Rooms.

Choose each student’s name in your roommate group. Select which bed you want to place each person in your roommate group. Select the “Submit Room Selection” button.

Roommate groups must match in order to allow the person with the best priority number to select a room for you. You must accept the room/suitemate request online.

As the Room Selection process progresses, available rooms/suites will become smaller. This may require you to remove your room/suitemate requests in order to select a room/suite.

You will see “Available Rooms” in the section below. You can scroll through to see the available options. Once you have decided on a room/suite select the black button “Select Room/Suite”.

Congratulations! You are finished with the Room Selection Process!
FREQUENTLY ASKED QUESTIONS
FIRST YEAR STUDENT ROOM SELECTION GUIDE 2020-2021

Q: HOW WILL MY PRIORITY NUMBER BE ASSIGNED?
A: Priority numbers are assigned based on the date you submitted your online application.

Q: WILL EVERYONE WHO WANTS A SPACE, GET A SPACE?
A: Everyone who submitted an online housing application by 5/1/20 is guaranteed a room on campus.

Q: ONCE I SELECT A ROOM, CAN I CHANGE MY MIND?
A: No, you will need to wait until Room Selection is finished. Residence Life will hold a Online Room Change that begins on July 11, 2020.

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 Online Room Change which begins on July 11, 2020.

Q: CAN I CHANGE MY MIND AND CANCEL ONCE I SIGN UP A ROOM?
A: Yes, students can cancel their housing for the fall 2020- spring 2021 by emailing the Residence Life Office at reslife@njit.edu. Please visit page 3-4 for detailed information on the Cancellation Policy.

Q: WHAT IF I CANNOT GO ONLINE DURING MY OPEN ROOM SELECTION LOTTERY DATE/TIME?
A: We recognize that NJIT students are very busy, 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.

Q: WHAT IF I KNOW A STUDENT CURRENTLY ATTENDING NJIT AND I WANT TO LIVE WITH THEM. HOW DO THEY SIGN UP?
A: The current NJIT student should have participated in room selection already and has selected a room for next year. If the space is open when it is your turn to select a room online you may select that space. 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 your assigned roommate(s) to see if they would be willing to switch before the fall 2020 semester begins. 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.

Q: I AM NOT AN HONORS STUDENT BUT WANT TO LIVE IN THE HONORS RESIDENCE, CAN I?
A: The Honors Residence is for current Honors College students. If you are affiliated with the Honors College you will be assigned a room in the Honors Hall based on the date of your application. Honors students who are not able to be placed in the Honors Hall will be placed in Cypress Hall. Room assignment information will be emailed to Honors students via their NJIT email by June 12, 2020.