2021-2022
ROOM SELECTION GUIDE
Stay On Campus * Stay Connected
NJIT RESIDENCE LIFE

CYPRESS
REDWOOD
LAUREL
OAK
HONORS
GREEK VILLAGE

For more info, visit www.njit.edu/reslife
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QUICK REFERENCE GUIDE
ROOM SELECTION GUIDE 2021-2022

IMPORTANT DATES

FEBRUARY 15 - 21, 2021
♦ Apply Online to participate on the Room Selection Process: https://www5.njit.edu/reslife/apply.php
Enter your UCID and password to begin filling out the application.

All current NJIT Honors students who wish to live in the Honors Hall for 2021-2022 must complete the Honors Hall Application and a Housing Application to be considered for a space in the building.

MARCH 2-7, 2021
♦ RESERVING YOUR CURRENT ROOM
To reserve your current room visit, https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html and select your current space. Students who are eligible to reserve their current room will do so online during this time period. First Year students living in Cypress Hall and all Honors Hall students are not eligible to reserve their current room.

♦ PULL-IN APPLICATION
If you reserve your current space and want to pull-in roommate(s) or suitemate(s), visit https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html and complete the pull-in application.

♦ VIEW PRIORITY NUMBER
If you do not reserve your current space log onto https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html to find your priority number. Your priority number will inform you of the date and time you will be able to select a room online.

♦ OPEN ROOM SELECTION—SELECTING ROOMMATES/SUITEMATES
If you plan on participating in OPEN ROOM SELECTION, visit https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html and begin to select and match your room/suitemate. Looking for a new roommate? Visit RoomSync on page 5. for more information!

♦ HONORS HALL ROOM SELECTION—SELECTING ROOMMATES/SUITEMATES
If you were selected to live in the Honors Hall for the 2021-2022 academic year and would like to select room/suitemates visit: https://njit.datacenter.adirondacksolutions.com/njit_thdss_prod/index.html and begin to select and match your room/suitemate. Looking for a new roommate? Visit RoomSync on page 5. for more information

♦ GREEK VILLAGE ASSIGNMENTS - When applying for housing you were able to select if you wanted to be considered to live in the Greek Village by answering several questions. The Greek Village Residence Coordinator, the RA and the House Managers will review this list of requests and make room assignments in each of the buildings. If you were not selected to live in the Greek Village you will select a room during Open Room Selection on March 29-31, 2021. Priority will be given to students who are members of Greek Organizations.

MARCH 22-23, 2021
♦ HONORS HALL ROOM SELECTION
Honors students who were selected to live in the Honors Hall may sign up for a room based on their priority number during this time frame. If a student was not selected to select a room in the Honors Hall, they are able to select a room during the Open Room Selection process on March 29-31, 2021

MARCH 29-31, 2021
♦ OPEN ROOM SELECTION
If you are participating in OPEN ROOM SELECTION, you may choose your room during your specified priority date/time. You may view your priority date/time by logging into the Residence Life Room Selection Website at www.njit.edu/reslife.
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, 2022** for students not returning to housing for the next year. Students returning to housing for the 2022-2023 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, 2021.** 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**

<table>
<thead>
<tr>
<th>CANCELLATION DATE</th>
<th>CANCELLATION AMOUNT</th>
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<tr>
<td>CANCELLATION RECEIVED ON/OR BEFORE MAY 1st</td>
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<td>CANCELLATION RECEIVED AUGUST 2 - AUGUST 15</td>
<td>$1,000.00 CANCELLATION CHARGE APPLIES</td>
</tr>
<tr>
<td>CANCELLATION RECEIVED AUGUST 16 - EARLIEST PUBLISHED MOVE-IN DAY</td>
<td>$1,150.00 CANCELLATION CHARGE APPLIES</td>
</tr>
</tbody>
</table>

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 Appeal Committee. Cancellations must be in writing. Make sure to read the full terms and conditions, specifically the cancellation policy as outlined in this document [www.njit.edu/reslife](http://www.njit.edu/reslife).

**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.
### NEW - FALL 2021!
Redwood Hall may move to be fully occupied for the 2021-2022 academic year. Residents may request to be placed on a wait list to live in Redwood for fall 2021-spring 2022 by emailing reslife@njit.edu.

### ROOMSYNC
Are you looking for a new room/suitemate? Visit page 5, in this guide to show you how to search for one!

### GENDER INCLUSIVE HOUSING
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.

### LGTBQA HOUSING
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.

### MODEST LIFESTYLE HOUSING
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.

### 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 2021 - spring 2022 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 2021- spring 2022). 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.**

### FIRST YEAR STUDENTS IN CYPRESS & HONORS HALL RESIDENTS
First-year students living in Cypress Hall AND ALL Honors Hall residents, may not reserve their current room. First-year students in Cypress Hall must go through the room selection process to obtain a room and Honors residents must submit an Honors Hall Application to be considered for a space in the Honors Hall.
BREAK PERIODS
All buildings will be open for winter and spring break for the fall 2021-spring 2022. Winter 2022 is included in the fall 2021- spring 2022 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 priority number to determine the date/time they can select a room online. They may be “pulled in” to a room/suite.

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.

LATE APPLICATIONS/ MISSED DEADLINES
Students who apply late or miss the application deadline of February 21, 2021 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.

GRADUATE/23 AND OVER
The 8th floor of Oak Hall will house only graduate students or students who will be 23 years of age or older by September 1, 2021. Undergraduates who will be 21 or 22 years of age on September 1, 2021 may request to be placed on a wait list for available space that may be available after August 15, 2021.

ROOMSYNC
Prior to March 29, 2021 each student who applied online for housing will receive a link to participate in RoomSync! Students can search for a room/suitemate online. Once you match with a potential room/suitemate online, visit https://njit.datacenter.adirondackssolutions.com/njit_thdss_prod/index.html to enter the name and NJIT ID of your new room/suitemate during the indicated date/time of the process.
ABOUT OUR HALLS
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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 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 or 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).

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, two double rooms with a small lounge or one double room with a triple room. 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 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”.

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.

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.

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. Priority is given to Fraternity and Sorority members of each organization.
Selecting your room/suite has never been easier. Before selecting a room/suite, students are encouraged to go online and view the VIRTUAL HOUSING at virtualhousing.njit.edu. Virtual housing offers students a chance to get a feel of Redwood, Cypress, Laurel, Honors and Oak halls from the convenience of your computer. View all of the amenities that each building offers, learn the dimensions of the rooms and see what type of view you will have from out the window. Virtual housing does not always show the correct occupancy of a student room. The room occupancy that is posted on the room selection website is the correct setup.

## LIVING/LEARNING COMMUNITIES

Residence Life has a number of specialized living/learning communities for students to participate in. Our living/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 in the living/learning communities take advantage of special programs to assist in coursework, educational programs related to their majors, and additional social programs to build community among the floor.

### Cypress Hall

**4th Floor - Architecture & Design Floor**
- One person in each room must be an Architecture or Design 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 & 23 Years of Age or Older**
- Student who will be 23 years of age by September 1, 2021 may live on the 8th floor. Undergraduates who will be 21 or 22 years of age on September 1, 2021 may request to be placed on a wait list for available space that may be available after August 15, 2021.
There are several factors that determine a student’s priority number. Academic Classification and On Campus Residency are determined by the student information system, Banner. Judicial Matters is determined by the Coordinators of each building and the Dean of Students Office.

### ROOM SELECTION LOTTERY POINT ASSIGNMENT CHART

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Point Assignment</th>
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<tbody>
<tr>
<td><strong>Academic Classification</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(at the end of the Fall 2020 semester)</td>
<td>Less than 15 credit hours completed</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>15-35 credit hours completed</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>36-59 credit hours completed</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>60-89 credit hours completed</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>90 or more credit hours completed</td>
<td>4</td>
</tr>
<tr>
<td><strong>On Campus Residency</strong></td>
<td>Number of regular semesters, semesters do not need to be consecutive.</td>
<td>1 point for each semester</td>
</tr>
<tr>
<td></td>
<td>Summer/Winter sessions are not included. Current semester not included.</td>
<td></td>
</tr>
<tr>
<td><strong>Judicial Matters</strong></td>
<td>No disciplinary action (pending or resolved) on file with the Residence Life Office or the Dean of Students</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Two or more violations on file</td>
<td>0</td>
</tr>
</tbody>
</table>

**YOUR TOTAL**

?
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 students 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 reserve your current room (if available); or if your priority 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 2021 assignment. The software is formatted by semester, so your room assignment for the spring 2022 will automatically roll-over.

Select Applications & Forms on the left hand side to see which applications are available for you to select. To participate in the Online Room Selection Process select - Housing Application - Current Student (Fall 2021). 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.
OVERVIEW: HONOR HALL PROCESS
ROOM SELECTION GUIDE 2021-2022

HONORS HALL ROOM SELECTION PROCESS

Residence Life and the Albert Dorman Honors College is continuing the housing priority process for 2021-22 that guarantees housing to incoming first-year Honors scholars, prioritizes and increases the number of second-year ADHC housing placements, and strengthens NJIT’s ability to recruit top students, particularly female applicants.

Honors Housing is dependent upon ‘good standing’ as defined by ADHC administration which includes successful completion of service hours, colloquia requirements, the absence of conduct history, and a minimum 3.2 cumulative GPA.

All continuing students requesting on-campus housing must also apply for a priority number via room selection process regardless of their desired hall. Continuing scholars will be informed if they will be placed in Honors Hall prior to the start of the open room selection process. Continuing scholar applicants meeting good standing will be entered into an Honors Hall Room Selection process using a random number generator to select the students offered Honors Hall space. Honors Scholars not placed in the Honors Hall will have the opportunity to select alternate on-campus housing in Honors overflow in Laurel, Laurel non-Honors overflow, Oak, or Greek Village using their lottery number.

Continuing scholars offered ADHC may request a roommate provided their requested roommate(s) is also issued an ADHC placement. Scholars who are not offered a space in ADHC may request to be placed on a wait list should one become available. “Squatting” or returning to the same space is not available for students who are selected to reserve a room during the Honors Hall Room Selection process.

2021-2022
Freshmen 160
Sophomores 120
Juniors + 80
Total: 360

*** If spaces reserved for sophomores are not fully used, the remaining beds will be offered to Juniors +

HONORS ROOM SELECTION TIMELINE

1. February 15-21, 2021 - Complete the Housing Application - Current Student (Fall 2021) online - https://njit.datacenter.adirondack.com/njit_thdss_prod/index.html
2. February 15-21, 2021 - Complete the Honors Hall Application if you want to be randomly selected to participate in the Honors Hall Room Selection Lottery - https://njit.datacenter.adirondack.com/njit_thdss_prod/index.html
3. Students will be contacted prior to the beginning of the Honors Hall Room Selection Lottery if they were selected to participate. Student who are not selected will participate in the Open Room Selection process March 29-31, 2021.
5. March 22-23, 20201 - If selected, participate in the Honors Hall Room Selection Lottery, based on your priority number - https://njit.datacenter.adirondack.com/njit_thdss_prod/index.html
6. You have completed the Room Selection Process for 2021-2022!
7. Students who were not selected to participate in the Honors Room Selection Process may contact reslife@njit.edu to be placed on a wait list. If a space becomes available you will be contacted via email.
OVERVIEW: HOW TO SELECT A ROOM/SUITE ONLINE WITH OR WITHOUT ROOM/SUITEMATES

ROOM SELECTION GUIDE 2021-2022

Your Priority # & Date/Time to select your room. The name of the room selection process is listed here as well.

- [https://njit.datacenter.adirondackssolutions.com/njit_thdss_prod/index.html](https://njit.datacenter.adirondackssolutions.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.
- 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/suitmate request through this system.
- As the Room Selection process progresses, available rooms/suites will become less. This may require you to remove your room/suitmate 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 option. Once you have decided on a room/suite select the black button “Select Room/Suite”.

You are finished with the Room Selection Process!

Select Room Selection, Select Roommates. You will see the screen below. Make sure the term is selected for Fall 2021.

Select the “Search for Roommate” drop down menu.

Enter the last name and/or first name of the student you want to live with. Please note that you are only able to select students as room/suitemates who are approved to participate in a specific room selection process.

Once you find the name of your room/suitemate, select “Request Roommate”.

You will see the student(s) you selected highlighted in yellow. You can “poke”, email or delete to remind them to accept the pending request.

Make sure that the room/suitemates you requested login to Self Service to select everyone in your group. Once they do you will see that your roommate group if fully matched.
**FREQUENTLY ASKED QUESTIONS**

**ROOM SELECTION GUIDE 2021-2022**

**Q: HOW WILL MY PRIORITY NUMBER BE ASSIGNED?**

A: Priority numbers are assigned on several criteria. The following areas are given point totals and added to your total priority number, class standing, number of semesters on campus, and judicial standing. You will be assigned a point total. Since there could be a number of students with the same point total the system will generate random priority numbers based on your total priority number. For example, if there are 20 students with a priority point total of 5, those students will receive a random priority 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 21, 2021 will have the opportunity to participate in the Online Room Selection process. Students who apply after February 21, 2021 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 the space. If your current space is still available during your priority date/time during Open Room Selection, you may select it at that time. Remember: If you are selecting a room without a roommate requests, you can only select a space with someone already signed up for that space. You need to fill a room.

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

A: You are not able to change your assignment once you have selected it. 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 April 5-6, 2021.

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

A: Students may cancel their housing for the fall 2021 - spring 2022 by emailing the Residence Life Office at reslife@njit.edu. You will be charged a cancellation fee as indicated on page 3. This amount will be applied directly to your student account. You will need to contact the Bursar’s Office to make payment arrangements.

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

A: We recognize that NJIT students are very busy, and that you may not be able to be online at your designated priority 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. Please note that some students may not be able to access the room selection site from off-campus due to firewalls. 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 2021 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 become roommates. The current NJIT student should participate in room selection and pick a room for next year. If the space in the room is open when Residence Life completes room assignments for the fall 2021, we will place the new student in the room. If the room is not available, students can participate in room change two weeks after the semester begins. Another option is to contact the assigned roommate to see if they are willing to switch rooms before the fall 2021 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 is approved.