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QUICK REFERENCE GUIDE
ROOM SELECTION GUIDE 2019-2020

IMPORTANT DATES

FEBRUARY 11 - 20, 2019
◆ VISIT www.njit.edu/reslife
  • Click on the ONLINE HOUSING APPLICATION AND CONTRACT.
  • Enter your UCID and password to begin filling out the application.

FEBRUARY 20, 2019
◆ SUBMIT YOUR BLOCK HOUSING FORM BY 4:00 PM TO THE RESIDENCE LIFE OFFICE, CYPRESS HALL

FEBRUARY 27 - 28, 2019
◆ RESERVING YOUR CURRENT ROOM
  To reserve your current room, you need to visit, www.njit.edu/reslife 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.

◆ 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/SUITEMATES
  If you plan on participating in OPEN ROOM SELECTION, go to the Residence Life Room Selection website at www.njit.edu/reslife and begin to select and match your roommate. Looking for a new roommate? Visit RoomSync on page 6. for more information!

MARCH 5-6, 2019
◆ 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 20, 2019. Please see page 6 for details on Block Housing for the Greek Village
  
  Who may be included in your block housing application? Any NJIT student who has completed a housing application and contract by February 20, 2019.

  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 April 4-5 2019 to fill vacancies or move students around. Residence Life will assign students to the vacancies after room change.

◆ HONORS HALL OPEN ROOM SELECTION
  Honors students who were selected to live in the Honors Hall may sign up for a room based on their lottery number during this time frame. If a student was not selected to pick a room in the Honors Hall during this process they are able to select a room during the Open Room Selection process on March 12-13, 2019

MARCH 12-13, 2019
◆ 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.
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, 2020** for students not returning to housing for the next year. Students returning to housing for the 2020-2021 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, 2019.** 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>
</tr>
</thead>
<tbody>
<tr>
<td>CANCELLATION RECEIVED ON/OR BEFORE MAY 1, 2019</td>
<td>$300.00 CANCELLATION CHARGE APPLIES</td>
</tr>
<tr>
<td>CANCELLATION RECEIVED MAY 2 - JUNE 15, 2019</td>
<td>$450.00 CANCELLATION CHARGE APPLIES</td>
</tr>
<tr>
<td>CANCELLATION RECEIVED JUNE 16, 2019 - AUGUST 1, 2019</td>
<td>$750.00 CANCELLATION CHARGE APPLIES</td>
</tr>
<tr>
<td>CANCELLATION RECEIVED AUGUST 2, 2019 - AUGUST 15, 2019</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.
### TRIPLE ROOMS IN LAUREL—NEW!!!
A limited number of triple rooms will be available for the 2019-2020 academic year.

### ROOMSYNC - NEW!!!
Are you looking for a new room/suitemate? Visit page 6, 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 2019 - spring 2020 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 2019- spring 2020). 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 CYPRUS & HONORS HALL
First-year students living in Cypress Hall, may not reserve their current room. First-year students in Cypress/Honors Hall must go through the room selection process to obtain a room.

### 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, 2019. Undergraduates who will be 21 or 22 years of age on September 1, 2019 may request to be placed on a wait list for available space that may be available after August 15, 2019.
BREAK PERIODS
All buildings will be open for winter and spring break for the fall 2019-spring 2020. Winter 2020 is included in the fall 2019-spring 2020 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.

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 20, 2019 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.
On February 27, 2019 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 visit https://aevitepr2.njit.edu/myhousing/login.html, to enter the name and NJIT ID of your new room/suitemate.
**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 2019-2020. Please make sure all students in your group have completed a housing application by February 20, 2019.

- Each group will select a primary contact that will represent the group and select rooms for everyone in the group for the 2019-2020 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 March 5-6, 2019 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. Greek Village RA staff will coordinate the room assignments and email those assignments to reslife@njit.edu by March 5, 2019.

- All students on the application have agreed to the above requirements.

- 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 is not available in Honors or Oak Halls.

**Block Housing Applications are due on February 20, 2019 by 4pm** to the Residence Life Office, Cypress Hall or via email reslife@njit.edu.
HONORS HALL ROOM SELECTION PROCESS

Residence Life and the Albert Dorman Honors College is continuing to implement the revised Honors housing lottery process for 2019-20 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.

Currently, the Honors lottery process does not guarantee housing for incoming first-year scholars and gives preference to those with junior status or higher. Second-year scholars are least likely to be housed in the ADHC as completed credit hours and GPA directly impact one’s priority points. The revised process will ensure second-year scholars (defined by semesters since first-time full-time status at NJIT) maintain access to ADHC resources and services during this critical transitional year.

The revised process, fully implemented by 2020—2021, ensures the ADHC residential community is comprised of approximately one-third incoming first year scholars, one-third second-year scholars, and one-third junior or higher standing scholars. 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 lottery number via Residence Life’s formal lottery process regardless of their desired hall. Continuing scholars will be informed if they will be placed in ADHC prior to the start of Residence Life’s formal campus-wide housing selection process.

Continuing scholar applicants meeting good standing will be entered into an ADHC specific lottery using a random number generator to select the students offered ADHC space. Honors Scholars not placed in the ADHC building will have 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.

*approximate adjusted (from 120 and 73 listed) by estimated 20 first years with full 2nd-yr standing

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<tr>
<th></th>
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<tbody>
<tr>
<td>Freshmen</td>
<td>120</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Sophomores</td>
<td>75</td>
<td>100</td>
<td>120</td>
</tr>
<tr>
<td>Juniors +</td>
<td>164</td>
<td>140</td>
<td>120</td>
</tr>
<tr>
<td>Total:</td>
<td>359</td>
<td>360</td>
<td>360</td>
</tr>
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</table>

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

ADHC ROOM SELECTION - IMPORTANT DETAILS

1. Students will be notified by March 4, 2019 if you were randomly selected to participate in the ADHC lottery via email. Students selected to participate may not pull-in room/suitemates who were not also selected to be part of the ADHC lottery. You may only select room/suitemates who have been selected to be part of the ADHC lottery.
2. If you decide that you do not want to participate in the ADHC lottery after being notified that you were selected you need to contact reslife@njit.edu by March 4, 2019.
3. Students not selected will select a room during the Open Room Selection Process on March 12-13, 2019.
4. 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.
ABOUT OUR HALLS
ROOM SELECTION GUIDE 2019-2020

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 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, 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 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 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.
VIRTUAL HOUSING
ROOM SELECTION GUIDE 2019-2020

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 computers.

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.
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.

Some of the programs we have offered for living/learning communities have included:
- Careers in Architecture
- Branch Brook Park Community Service Project
- First Year Connections Social to Dorney Park

### CYPRESS HALL

<table>
<thead>
<tr>
<th>Floor</th>
<th>Living Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th</td>
<td>Architecture &amp; Design Floor</td>
</tr>
<tr>
<td></td>
<td>One person in each room must be an Architecture or Design major to reside on the floor.</td>
</tr>
<tr>
<td>5th</td>
<td>Engineering Floor</td>
</tr>
<tr>
<td></td>
<td>One person in each room must be an Engineering major to reside on the floor</td>
</tr>
</tbody>
</table>

### OAK HALL

<table>
<thead>
<tr>
<th>Floor</th>
<th>Living Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th</td>
<td>Graduate Students &amp; 23 Years of Age or Older</td>
</tr>
<tr>
<td></td>
<td>the 8th floor of Oak Hall will house only graduate students or students who will be 23 years of age by September 1, 2019. Undergraduates who will be 21 or 22 years of age on September 1, 2019 may request to be placed on a wait list for available space that may be available after August 15, 2019.</td>
</tr>
</tbody>
</table>
There are several factors that determine a student’s lottery 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Classification</strong></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**

YOUR TOTAL [?]:

...
MyHousing - Online Room Selection

The Online Room Selection website can be accessed at [www.njit.edu/reslife](http://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 2019 assignment. The software is formatted by semester, so your room assignment for the spring 2020 will automatically roll-over.
OVERVIEW: ONLINE ROOM SELECTION
ROOM SELECTION GUIDE 2019-2020

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

**STEP 1 BEFORE FEBRUARY 10, 2019**

- 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 FEBRUARY 11-20, 2019 - COMPLETE ONLINE HOUSING APPLICATION**

- Visit www.njit.edu/reslife.
- Enter your UCID and password.
- Choose your contract type:
- Complete fields on housing application that aren’t already filled in.
- REVIEW AND SUBMIT APPLICATION.

**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 March 2, 2018, you will not be able to reserve or select a room until AFTER the Open Room Selection period has ended.

**STEP 3 FEBRUARY 27-28, 2019 - 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 their current rooms in Cypress Hall.

- If YES:
  - Select your current room.

- If NOT:
  - View your LOTTERY NUMBER for the date/time that you will be able to select a room.

**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.

**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.
### STEP 4 FEBRUARY 27-28, 2019 - ROOMMATE SELECTION

- Decide whether you would like to request the people you will live with. Looking for a new roommate? Visit RoomSync on page 6 for more information!

- **If YOU WANT TO REQUEST YOUR ROOMMATE/SUITEMATE(S)**
  - Log onto the Room Selection website at [www.njit.edu/reslife](http://www.njit.edu/reslife), then select the student(s) that you would like to live with.

  **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/suitesmates, 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.**

- **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.

- **If you DO NOT WANT TO REQUEST YOUR ROOMMATE/SUITEMATE(S)**
  - Log onto the Room Selection website at [www.njit.edu/reslife](http://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 12-13, 2019 - OPEN ROOM SELECTION

- Log onto [www.njit.edu/reslife](http://www.njit.edu/reslife) on your appointed lottery date/time.

  You can locate your lottery date/time by logging onto the Residence Life website at [www.njit.edu/reslife](http://www.njit.edu/reslife).

This section is to help you navigate reserving your current room online. Remember that you need to enter you 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:

- **Complete the Housing Application from February 11-20, 2019.**

- Reserving your current room begins by selecting the Room Selection link on the left hand menu.

- Proceed to the next step by simply clicking on the link.
  - 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.

- **Submit your request by clicking “Submit Room Selection.”**
  - 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!**
RESERVING YOUR CURRENT ROOM, SELECTING ROOMMATES/SUITEMATES
ROOM SELECTION GUIDE 2019-2020

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

<table>
<thead>
<tr>
<th>If you want to reserve your current space with a new roommate and/or pull-in suitemates you need to do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Housing Application from February 11-20, 2019.</td>
</tr>
<tr>
<td>On February 27-28, 2019, log onto the room selection and select the option to reserve your current space. Looking for a new roommate? Visit RoomSync on page 6. for more information!</td>
</tr>
<tr>
<td>Enter the SPECIAL REQUEST APPLICATION site located on the Residence Life website.</td>
</tr>
<tr>
<td>- Enter your UCID and password.</td>
</tr>
<tr>
<td>Click on PULL-IN APPLICATION and complete the required fields.</td>
</tr>
<tr>
<td>- All parties involved in the pull-in application must agree to be pulled-into the room.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Between February 29 - March 11, 2019, 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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Housing Application from February 11-20, 2019.</td>
</tr>
<tr>
<td>On February 27-March 13, 2019 you will all need to go to the room selection website and request to be roommates with the individuals you wish to live with. Looking for a new roommate? Visit RoomSync on page 6. for more information!</td>
</tr>
<tr>
<td>Follow up with the people you’ve chosen to live with.</td>
</tr>
<tr>
<td>- Each person involved must agree to the request.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

I DO NOT HAVE ANY SPECIFIC ROOMMATE OR SUITEMATE REQUESTS

<table>
<thead>
<tr>
<th>If you do not have specific roommate or suitemates, you need to do the following to select a room for the 2018-2019 year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Housing Application from February 19 - March 2, 2018.</td>
</tr>
<tr>
<td>On March 8-9, 2018 you will go to the room selection website and log onto the process. You will be able to view your lottery date/time.</td>
</tr>
<tr>
<td>When you 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.</td>
</tr>
</tbody>
</table>
OPEN ROOM SELECTION:
You can participate in the Open Room Selection on March 4-5, 2019.

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.

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

- Complete the Housing Application from February 11-20, 2019.
- On February 27-28, 2019, log onto the room selection website to find out your lottery date/time. Looking for a new roommate? Visit RoomSync on page 6. for more information!
- On your assigned lottery date/time, log onto the room selection website and select the ROOM SELECTION link on the left hand menu.
- Select a room from the available room list.
  - 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.
- Confirm your room selection
  - Make sure you have selected the correct room, you will not be able to change this selection yourself if you select the wrong room.
- Submit room selection.
  - 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 PROCESS
FOR STUDENTS WHO WANT TO REQUEST ROOMMATE/SUITEMATE(S)

- Complete the Housing Application from February 11-20, 2019.
- On February 27-28, 2019 log onto the room selection website to find out your lottery date/time. Looking for a new roommate? Visit RoomSync on page 6 for more information!
- Between February 27 - March 13, 2019 log onto the room selection website to select your roommate/suitemates.
- Go to ROOM REQUESTS screen and enter the information for your desired roommate/suitemates.
  - 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.
- Select “ADD STUDENT TO LIST.”
  - 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).
- THE STUDENT WITH THE LOWEST LOTTERY NUMBER should log into the Room Selection site.
  - They will see a list of all the rooms that can accommodate the number of people you are requesting to live with. Remember that you must fill the room or suite in order for the assignment to be accepted.

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.

- Select a room from the list of available rooms.
  - You will then see a screen that displays the hall and room you selected and your assigned roommate(s).
- Confirm that the room selection is correct.
  - You will not be able to change this selection once you confirm.
- Assign each student to a specific bed in the room/suite.
  - Be careful to check that you have placed the correct person in the correct room.
- SUBMIT THE ROOM SELECTION
  - 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 2019-2020

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, and judicial standing. 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 20, 2019 will have the opportunity to participate in the Online Room Selection process. Students who apply after February 20, 2019 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 lottery 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 will 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 4-5, 2019.

Q: CAN I CHANGE MY MIND AND CANCEL ONCE I SIGN UP A ROOM?
A: Students may cancel their housing for the fall 2019 - spring 2020 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 Bursars Office to make payment arrangements.

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 may 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. 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 2018 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 2019 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 2019 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.