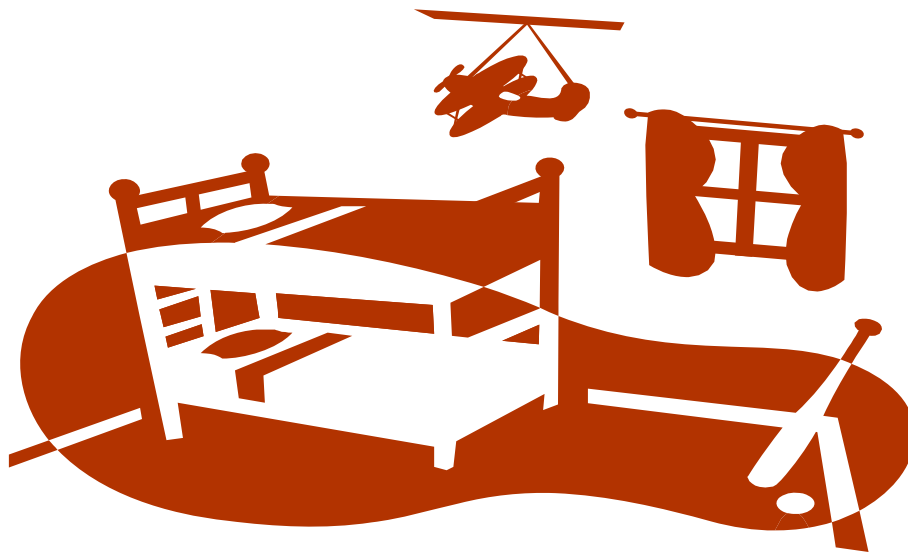


2008 – 2009

Undergraduate/Graduate
ONLINE Room Selection

For current students only



Stevens Institute of Technology

Office of Residence Life

7th Floor Howe Center

201.216.5128

reslife@stevens.edu

www.stevens.edu/housing

ROOM RETENTION PROCESS (RR)

(For Upperclass & Graduates who want to keep their same room)

Monday, April 7th from 10am—2pm

1. Log onto the housing website www.stevens.edu/housing
2. Under quick links—click the “Applications” tab
3. Click on the RMS tab
4. Log in to RMS using your pipeline username and password
5. Click on Room Selection—SAME ROOM SIGN UP
6. Click “Keep your Room”
7. Select a meal plan (*Meal plan options vary by building*)
8. Click “confirm.” Your assignment is complete.

ROOMMATE PULL-IN PROCESS (RPI)

(ONLY for students who participated in Room Retention)

Tuesday, April 8th from 10am—2pm

Before you begin this process you will need your roommate's:

- a) Pipeline username (*not pipeline password*)
 - b) RMS ID # (*found on the application log in page*)
 - c) Meal plan choice
1. Follow steps 1 through 4 from “Room Retention Process”
 2. Click on Room Selection—ROOMMATE PULL-IN
 3. Select your roommate(s) (*This is where you will need to type in their pipeline username & RMS ID #*)
 4. Select the bed space for your roommate(s)
 5. Select a meal plan for your roommate(s)
Click “confirm.” Their assignment is complete.

GENERAL ROOM SELECTION PROCESS

(For students who did NOT participate in RR or RPI)

Thursday, April 10th / by 10pm / Lottery Numbers

Tuesday, April 15th / 12pm—4pm / Graduates

Wednesday, April 16th / 12pm—4pm / Seniors & Juniors

Thursday, April 17th / 12pm—4pm / Sophomores

Friday, April 18th / 12pm—4pm / Freshman

The class year reflects your CURRENT status in the Stevens Database

You will log in during the designated time you will receive with your lottery number. Lottery #s & times will be emailed to you. You may not log in before your time but you may log in after.

Before you begin this process you will need your roommate's:

- a) Pipeline username (*not pipeline password*)
- b) RMS ID # (*found on the application log in page*)
- c) Meal plan choice

1. Follow steps 1 through 4 from "Room Retention Process"
2. Click on Room Selection—SELF ASSIGN
3. Select a building (*You'll be able to view available rooms*)
4. Select your room and bed space
5. Select your roommate(s) and their bed space (*This is where you will need to type in their pipeline username & RMS ID #*)
6. Select a meal plan for you and your roommate(s)
7. Click "confirm." Your assignments are complete.

Please note:

1. The person with the best lottery # and time must select the room and meal plan for ALL roommates.
2. Open rooms can ONLY be selected by the # of bed spaces available. Example: 2 for a double, 3 for a triple, OR 3 for a quad that already has 1 person... You will be able to search for rooms by available beds.

Room Selection Info

COMPLETE ON-LINE HOUSING APPLICATION: Please complete the online housing application by **TUESDAY, APRIL 1st** to be guaranteed housing & to participate in the Online Room Selection Process. All undergrads should select “**2008 Fall UG**” application and Grads should select “**2008 Fall Grad**”. Only apply **ONCE**. Any changes to a submitted application can be made by emailing Reslife@stevens.edu. Apply at: www.stevens.edu/housing

CLEAR ANY FINANCIAL HOLD: If the Student Service Center has placed a financial hold on your account, you must resolve it with their office located on the 1st floor of the Howe Center. Everyone may submit an application, however, any student who has a financial hold on his/her account will NOT be allowed to participate in the room selection until the hold is removed.

NO DEPOSIT REQUIRED FOR CURRENT STUDENTS: However, a **\$350 cancellation fee** will be assessed to anyone who cancels their room after they have selected or been assigned a room.

MEAL PLAN REQUIREMENTS: ALL APPLICANTS are required to select the meal plan. You may have the option to change your plan when you select your room. Meal plan options vary by building.

LOTTERY NUMBER: You will receive, via your Stevens email, a random lottery number based on your class year listed in the Stevens database. Lottery numbers will be emailed to your Stevens account on **THURSDAY, APRIL 10th by 10pm**. You must complete a housing application by, **Tuesday, April 1st**, to receive a lottery number.

CPA can be selected as a double but **ANY or ALL rooms MAY be TRIPLED.** You may choose your 3rd or you may be assigned a 3rd in August.

MORE INFO: For additional information on rates, hall descriptions and more visit www.stevens.edu/housing

SUMMER APPLICATIONS: Available on line **Monday, April 21st.**