IMPORTANT DATES

**TUESDAY, MARCH 1, 2016**—Application Deadline—Anyone requiring housing **MUST** submit an online housing application. The application can be found by logging onto myStevens.

**THURSDAY, MARCH 3, 2016**—Room Retention and Roommate Pull In Process for Stevens Leased Housing 12 noon—12 midnight

**MONDAY, MARCH 7, 2016**—Lottery Numbers—Emailed to your Stevens email account (*Lottery numbers are based on the current class year status reflected in the Stevens database*)

**WEDNESDAY, MARCH 9, 2016**—Lottery #1000-1999 12 noon—12 midnight (Choose your room online)

**THURSDAY, MARCH 10, 2016**—Lottery #2000-2999 12 noon—12 midnight (Choose your room online)

**TUESDAY, MARCH 15, 2016**—Lottery #3000-3999 12 noon—12 midnight (Choose your room online)

**WEDNESDAY, MARCH 16, 2016 & THURSDAY, MARCH 17, 2016**—Lottery #4000-4999 12 noon—12 midnight (Choose your room online)

MARCH 2016

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IMPORTANT INFORMATION

- Any student wishing to participate in any phase of the room selection process (retention, roommate pull in, or general room selection) **MUST** submit an online housing application by the March 1, 2016 deadline.

- The housing application and contract is a **full year commitment**.

- Screen shots of the Room Selection Process can be found on our website.

- Students currently living in Stevens Leased housing will have the option to retain their current room. Students currently living in on campus and Special Interest housing will not have the option to retain their room.

- Co-op students who are unsure if they need fall housing **SHOULD NOT** apply now. If you need housing after you receive your Co-op assignment, you may apply and will be guaranteed housing.

- The Office of Residence Life will host 3 Room Selection Information Sessions.
  1) **Wednesday, February 24, 2016 @ 4pm in Babbio Room 104**
  2) **Wednesday, March 2, 2016 @ 3:30pm in Hayden Lounge**
  3) **Friday, March 4, 2016 @ 4pm in the Fielding Room, 3rd floor Wesley J. Howe Center**
**ADDITIONAL INFORMATION**

**CANCELATIONS & FINANCIAL HOLDS**

- There will be a $400 cancellation fee assessed to anyone who cancels their application.
- Any student who has a financial hold on his/her account must resolve the hold with the Student Service Center by March 1st in order to participate in any phase of the room selection process.
- **Please review the New Housing Cancellation and Refund policy can be found at the following link:** [http://www.stevens.edu/sit/residence-life/policies](http://www.stevens.edu/sit/residence-life/policies).

**GENERAL ROOM SELECTION**

- Once you have gone through any phase of the process you will not be permitted to participate any further. *Example: if you are retaining your room you will not receive a lottery # and you can not be pulled into any room during the general room selection process.*
- Lottery numbers with selection dates and times will be sent to your Stevens email account on Monday, March 7, 2016. If you have retained your room or were pulled into a room you will not receive a lottery number.
- If you are selecting with a roommate you will need your desired roommates personal PIN number that was created when the application was originally submitted. PINs can be changed online at any time.
- For students selecting with a roommate, the person with the best lottery number, date and time will select the room for ALL desired roommates. They will need all PIN numbers to select the room/apartment.
- Available rooms can ONLY be selected by the number of bed spaces available. Example: 2 for double, 3 for triple.
- Meal Plans will be selected during this process. If you are pulling in a roommate you must have your roommates meal plan choice. Meal plan changes can be made through the first 2 weeks of the semester.

**WAITLISTED STUDENTS**

- There will be a waitlist for housing. If there are no beds available when it is your turn to select you must select “Waitlist - (WL)” so you can retain your guaranteed housing status. **Waitlist - (WL)** is booking a bed space in a building that is yet to be determined.
- If you have a roommate request please add them to your waitlist housing room by including their Housing ID#.
- **Students who are guaranteed housing should be assigned by July 31, 2016.**

If you have any questions during the process please contact us at 201.216.5128.