2018-2019 ROOM SELECTION OVERVIEW
NEW LANDING PAGE
Hello Trina Ballantyne,
Your Housing ID is
Your Campus Wide ID (CWID)
Your Campus Mailbox

Welcome to the Office of Residence Life. The best way to become a part of the Stevens family is to live with us. Making new friends, getting involved, and being close to social and academic resources will lead to some of the most exciting and rewarding times in your life.

On this page you can apply for housing and review current housing, meal plan, and roommate assignments. Click on the buttons to the left to access your housing information and forms.

For more information visit the Office of Residence Life web page.

Office of Residence Life is located at:
7th Floor of the Wesley J. Howe Center
Phone: (201) 216-5128
Fax: (201) 218-8324
Email: reslife@stevens.edu

Click here to return back to mySTEVENS
Hello Trina Ballantyne,
Housing ID

Welcome to the Housing Forms Page

- **Roommate Agreement**: Complete this form together with your roommates

- **Cancellation**: For current students who would like to cancel their housing. Please read the Office of Residence Life cancellation policy before proceeding. [Click here.](#)

- **Room Change**: For current students living in Stevens housing who would like to request a room change

- **Meal Plan**: For meal plan additions and changes. Please note that meal plans can not be reduced after the Universities' add/drop period. You can add a meal plan at anytime.

- **Overnight Guest**: Overnight guests are limited to 2 days in a 7 day period and no more than 5 days in a 30 day period. Residents must obtain the roommates' permission before having a guest

[Cancel](#)
Room Selection

Information
Hello Trina Gallantyne
Housing

Gender Inclusive
Roommate Group
Creating a roommate group will determine what you will see when you go through room selection. A Gender Inclusive Roommate group will show you only leased housing. A General roommate group will show you availability in leased and on campus. The size of your roommate group will also determine what you see during selection. A roommate group must be created before your selection time and you can only be in one roommate group at a time.

Roommate Groups
Before creating the group
1) Decide what group you want to be in
2) Make sure all members have submitted a 2018-2019 Current Student Application
3) Pick a Group Leader (person who will create the group)
4) Share your Housing ID with the group member
5) The Group Leader will use your Housing ID to invite you to the group

General Group
Managing your group
A roommate group invitation is like a Facebook friend request:
1) You will receive an email when you have been invited to a group. The email will state what group you have been invited to
2) Click on the button for the group you have been invited. When you get to the page that has all group members listed you can accept or decline the invitation
3) Once you have accepted the group you can leave at anytime
4) If the Group Leader leaves the group, the group will be disbanded

Gender Inclusive Group

Important Notes
Roommate Groups are used for "Room Retention" and for "Room Selection". An application must be submitted by all members before a roommate group is formed. You do not need a roommate group to select as an individual. You can only be in one roommate group at a time.
Hello Trina Ballantyne,
Housing

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Hello Trina Ballantyne,

Stevens Institute of Technology prides itself on fostering and supporting a diverse community of people and perspectives. A core value of Student Affairs and the Office of Residence Life at Stevens is to have a residential community that celebrates and promotes diversity, and fosters respect for all students. The traditional system of assigning students to residential spaces based on assigned sex at birth does not allow all students to feel safe, respected, and comfortable on our campus.

The option for students to live in Gender Inclusive Housing was developed as a result of extensive research, focus groups, and eventually a proposal in February 2017 by the Student Government Association of the Stevens Institute of Technology. Gender Inclusive Housing allows residents to create roommate groups and be assigned to rooms or apartments, regardless of assigned sex at birth.

At Stevens, Gender Inclusive Housing is an option for upper-class students living in Stevens Leased Housing and will be available for students arriving in Summer of 2018. Students applying for Stevens Leased Housing may identify roommates and apartment-mates of any sex or gender identity, as long as all residents of the apartment agree to the assignment. Students selecting a Gender Inclusive room or apartment must fill all beds in the apartment with selected roommates and apartment-mates. In rooms and apartments where the entire space is not filled through Housing Lottery, the Office of Residence Life will revert those spaces to traditional single gender spaces and assign students accordingly.
Hello Trina Ballantyne,
Housing ID

Welcome to the check in and out page

**Check In**

*Self Check In is to be used when you receive your key from your RA office

**Check Out**

*Self Check Out is to be used when you return your key to your RA office or if you return your key via the Express Check Out box located outside of each Area Office.

Cancel
Hello Trina Ballantyne,
Housing ID

Welcome to the Fraternity and Sorority housing page

Greek Housing
Please use this form to assign yourself to a room in your organization’s house

Greek Meal Plan
This form is for Greek students not living in a house but would like a meal plan through their organization

Cancel
Welcome Trina Ballantyne,
Here is a record of your booked housing assignments.

Room Assignment Information:

<table>
<thead>
<tr>
<th>Move In</th>
<th>Move Out</th>
<th>Building</th>
<th>Bed Space</th>
<th>Rm Type</th>
<th>Bill Amount</th>
</tr>
</thead>
</table>

Campus Mailbox

Roommate Information:

<table>
<thead>
<tr>
<th>Move In</th>
<th>Move Out</th>
<th>Full Name</th>
<th>Permanent Email</th>
</tr>
</thead>
</table>

Meal Plan Assignment Information:

<table>
<thead>
<tr>
<th>Plan</th>
</tr>
</thead>
</table>
Hello Trina Ballantyne,
Housing ID: [blank]

Housing Applications:
- The 2018-2019 Current Student Application is now available and is due by February 28th

Roommate Groups:
- To create a roommate group please go to the "Room Selection" page
- Everyone in the group must have a 2018-2019 Current Student Housing Application on file to be invited or be the group leader

Special Interest Housing
You must have a 2018-2019 Current Student Application on file to compete these applications

Lore - El

C.A.R.E.
Hello Trina Ballantyne,

Your Housing ID number is [REDACTED]

Welcome to the Office of Residence Life Housing Application. Please note, this is a full academic year contract.

For more information [Click Here]

Application Instructions:
Complete the information on each page. Use the "Next" and "Previous" buttons to move back and forth within the application. On the application you will review personal information, indicate room and roommate preferences, and indicate your agreement to the Residence Life Policies and Stevens Student Handbook.

A completed application confirmation will be sent to your Stevens email address. If you do not receive a confirmation email we have not received your application.

Please contact us at 201-216-5128 or reslife@stevens.edu if you need assistance.
Review Personal Information

Visit: https://mystevens.stevens.edu/
Click on: Student/Faculty Web Self Services
Click on: Student & Financial Aid
Go to: Personal Info

Last Name: Bollantyne
First Name: Trina
Permanent Email: 
Cell Phone: 2444

Missing Person Contact Information

Missing Person contact information will be used in the event that you are reported missing. You may list the same person as your Emergency Contact or you may list someone else. Please do not include your own cell number.

First Name: Test
Last Name: Test
Address1: 1 Castle Point
Address1b: 
State: Jersey
City: Hoboken
Zip Code: 07030

Home Phone: 
Work Phone: 
Cell Phone: 123456789
Email: 
Relation: Test
Meal Plan Preference

Your dining experience is an essential part of life on campus. Stevens Dining Services makes meals convenient and delicious in an inviting atmosphere just steps from your classes and residence halls. Enjoy fresh and healthy breakfasts, lunches, dinners and snacks at on-campus eateries.

If you are living in housing you will be required to have a meal plan. Please select your preferred meal plan. You will be able to change this during room selection process or after you have been assigned.

Plan Preference: 

Building Preference

Please note you are not selecting a room for the 2018-2019 academic year at this step in the process. These are only your individual room and building preferences.

<table>
<thead>
<tr>
<th>Type</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type</td>
<td></td>
</tr>
</tbody>
</table>

Building Preference

Select the answer that best matches your preferences. This information will be available to other students during the room selection process. If you do not select your own housing, this information may be used to match you with a roommate.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I am an early riser.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>2</td>
<td>I prefer my room to be a place to socialize</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>3</td>
<td>I like to have overnight guests.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>4</td>
<td>I am a tidy person, so a messy room bothers me.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>5</td>
<td>I am an avid gamer.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>6</td>
<td>I am a Stevens athlete.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>7</td>
<td>I play a musical instrument.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>8</td>
<td>I enjoy staying up late.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>9</td>
<td>I am a light sleeper.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>10</td>
<td>I am allergic to nuts.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>11</td>
<td>I am a non-smoker.</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>12</td>
<td>I am willing to live in a room with an animal (emotional support or service).</td>
<td>O No O Yes</td>
</tr>
<tr>
<td>13</td>
<td>I am open to living in a gender inclusive apartment.</td>
<td>O No O Yes</td>
</tr>
</tbody>
</table>
Policies

Please read the following before agreeing to the 2018-2019 Housing Contract.

1. Residence Life Housing Cancellation Policy (Click Here)
2. Student Handbook (Click Here)

2018-2019 Housing Contract

☐ I have read and agree to abide by the Residence Life cancellation policy.
☐ I have read the Student Handbook.
☐ I understand the housing contract is a full year commitment: 1. On campus housing is committing to fall and spring semester.
2. Stevens' leased housing is committing from early July to early June.
☐ I understand if I cancel my housing application for ANY reason I must complete the online cancellation request form and I will be charged a $400 cancellation fee.
☐ I understand if I cancel my housing assignment, I am responsible for the full cost of the annual contract. (some exceptions may apply, Co-op, Study Abroad...)
☐ I understand by living in Stevens' housing I am required to purchase a meal plan.

I Agree to the terms and conditions of this Contract.

Campuswide ID:  

Submit My Application
Application Complete!

Trina Ballantyne

Thank you for submitting your housing application.

Please check your Stevens email for your application confirmation.

Office of Residence Life
Phone: 201-216-5128
Email: reslife@stevens.edu

Return to Main Menu
CREATING A ROOMMATE GROUP
Hello Trina Ballantyne
Roommate Group
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## Roommate Group Management

<table>
<thead>
<tr>
<th>Trina Ballantyne’s group</th>
<th>Roommate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Trina Ballantyne</td>
<td>Leader</td>
</tr>
</tbody>
</table>

[Cancel] Finish
### Roommate Group Management

<table>
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#### Roommate Search Criteria

- **Housing ID:**

  ![Cancel](#)  ![Search](#)

- ![Cancel](#)  ![Finish](#)
## Roommate Group Management

<table>
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<tbody>
<tr>
<td></td>
<td>Trina Ballantyne</td>
<td>Leader</td>
</tr>
</tbody>
</table>

### Roommate Search Criteria

**Housing ID:**

**Found:** Cathy Mcguire

[Cancel] [Search] [Select]
<table>
<thead>
<tr>
<th>Roommate Group</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Trina Ballantyne's</td>
<td>Trina Ballantyne</td>
<td>Leader</td>
</tr>
<tr>
<td>Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td>Cathy McGuire</td>
<td>Invited</td>
</tr>
<tr>
<td>Invite</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Cancel]  [Finish]
MANAGING A ROOMMATE GROUP
Room Selection

**Information**
Hello Cathy McGuire
Housing

**Gender Inclusive**

**Roommate Group**
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**Roommate Group Steps**

**General Group**

**Roommate Groups**

**Gender Inclusive Group**

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<td>Leader</td>
</tr>
<tr>
<td></td>
<td>Cathy McGuire</td>
<td>Invited</td>
</tr>
</tbody>
</table>

- **Accept**
- **Decline**
- **Create Group**

- **Cancel**
- **Finish**
<table>
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<th>Status</th>
</tr>
</thead>
<tbody>
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<td>Leader</td>
</tr>
<tr>
<td>Cathy McGuire</td>
<td>Member</td>
<td></td>
</tr>
</tbody>
</table>

[Leave] [Create Group]

[Cancel] [Finish]
ROOM SELECTION AND RETENTION
Please note that SLH room retention will follow the same steps. You will only see your room during the retention process.
Select a Room

Time Remaining to Complete Selection
You have not placed a room on hold.

Search by Room Type

<table>
<thead>
<tr>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Search By Living Area

- Building: 1000 Jefferson Street (2)
  - Floor: 1000 Jefferson 5th Floor (2)
- Building: 110 Washington Street (2)
- Building: 406 Jefferson Street (2)
- Building: 800 Madison Street (2)

Search
Cancel

Select Your Room

Stevens Institute of Technology > Apartments > 1000 Jefferson Street > 1000 Jefferson 5th Floor

Room 503
Room 523
Room 527
Room 540

Display Table

Cancel
Previous
Next
Select a Room

Time Remaining to Complete Selection

04:51 Room 1000JF-540 will be unavailable to others while you process your booking.

Place Roommate(s)/Suitemate(s)

Room "1000JF-540" is on hold for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this room and select again.

Room: 1000JF-540

Bed Space: 1000JF-540A

Select Another Room
Select a Room

Time Remaining to Complete Selection
04:26 Room 1000JF-540 will be unavailable to others while you process your booking.

Place Roommate(s)/Suitmate(s)
Room “1000JF-540” is on hold for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this room and select again.

<table>
<thead>
<tr>
<th>Room</th>
<th>Bed Space</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000JF-540</td>
<td>1000JF-54AA</td>
<td>Triza Ballalynne</td>
</tr>
<tr>
<td></td>
<td>1000JF-54BB</td>
<td>Cathy McGuire</td>
</tr>
</tbody>
</table>

Select Another Room
Meal Plan Selection

Click the **green** "+" button to select your meal plan from the drop down menu. If you are pulling in roommates, you are also going to select your roommates meal plan. Please select the appropriate meal plan for your roommate.

Plans for Trina Ballantyne

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plans for Cathy McGuire

<table>
<thead>
<tr>
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### Plans for Trina Ballantyne

<table>
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<tbody>
<tr>
<td><img src="select.png" alt="Select" /></td>
<td><img src="select.png" alt="Select" /></td>
</tr>
<tr>
<td><img src="add-edit.png" alt="Add/Edit Plan" /></td>
<td><img src="add-edit.png" alt="Add/Edit Plan" /></td>
</tr>
</tbody>
</table>

**Add/Edit Plan**

**Plan:**

- ![Cancel](cancel.png)
- ![Select](select.png)

### Plans for Cathy McGuire

<table>
<thead>
<tr>
<th>Type</th>
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<tr>
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<tr>
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<td><img src="add-edit.png" alt="Add/Edit Plan" /></td>
</tr>
</tbody>
</table>

**Add/Edit Plan**

**Plan:**

- ![Cancel](cancel.png)
- ![Select](select.png)

[Cancel](cancel.png)  [Finish](finish.png)
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### Plans for Trina Ballantyne

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️Meal</td>
<td>Gold Meal Plan/$100 DB's</td>
</tr>
</tbody>
</table>

### Plans for Cathy McGuire

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️Meal</td>
<td>Gold Meal Plan</td>
</tr>
</tbody>
</table>
Room Selection Completed

Trina Ballantyne

Thank you for participating in the 2017-2018 Room Selection Process.

This also confirms that you have agreed to the Housing Policies and have read the student handbook.

Your room Assignment for the Fall 18 and Spring 19 semesters

Your Meal Plan for the Fall 18 and Spring 19 semesters

On campus housing opening will be Friday, August 25, 2018. Stevens Leased housing opening will be Friday, July 7, 2018.

Please check your Stevens email for your room and meal plan booking confirmation.

Office of Residence Life
Phone: 201-216-5128
Email: reslife@stevens.edu