Room Selection Overview

2021 - 2022

New Student

Room Selection

Presented by:

RDS

The Office of Residential and Dining Services
Room Selection Overview

What We Will Review Today

• Selection Dates
• Building Overview
• Creating and Managing a Roommate Group
• Room Selection With or Without Roommates
• Meal plan and DuckBills
• Questions
Room Selection Overview

Selection Times Sent to Your Stevens Email

• Friday, June 4, 2021

Room Selection Days

• Day 1 - Tuesday, June 8, 2021
• Day 2 - Wednesday, June 9, 2021
• Day 3 - Thursday, June 10, 2021
CASTLE POINT HALL  CPH

- Double and Triple occupancy rooms
- Private bathrooms in each room
- Kitchen on the 3rd floor
- Laundry rooms on the 2nd and 4th floors
- Even numbered rooms face the Hudson River
DAVIS HALL

- Double occupancy rooms
- Common area bathrooms on each floor
- Lounge on the 1st & 3rd floor
- Kitchen on the first floor
- Laundry room on the first floor
- Odd numbered rooms face the Hudson River
HUMPHREYS HALL

- Double occupancy rooms
- Common area bathrooms on each floor
- Lounges on the 2nd and 3rd floors
- Kitchen on the first floor
- Laundry room in the basement
JONAS HALL

- Double and Triple occupancy rooms
- Private bathrooms in each room
- Kitchen on the 1st, 3rd, and 5th floors
- Lounges on the 2nd, 4th, and 6th floors
- Laundry room on the 1st floor
PALMER HALL

- Primarily Single occupancy
- Limited Double occupancy
- Common area bathrooms on the first floor
- Kitchen on the first floor
- Laundry room on the first floor
RIVER TERRACE SUITES

- 600 River Terrace has 6 person suites with double rooms
- 604 River Terrace 2, 3, and 4 person Suites that consist of single and double rooms
- Private bathrooms in each suite
- Common area in each suite
- Kitchen on the first floor
- Laundry room on ground floor

Example of 4 person suite in 604 RT
River Terrace Suites
Creating a Roommate Group

**Important Information**

1) To be part of a roommate group all members must have submitted a New Student application and paid their $500 housing deposit

2) To create a Roommate Group you will need the **Housing ID** (not the Stevens ID) of everyone you would like to live with

3) Once you invite a roommate to the group they will receive an email and they must go to the Manage Roommate Group page to accept their invitation

4) If at any time the Group Leader leaves the group the entire group will be disbanded

5) The person with the earliest selection day and time will pick for the group regardless if they are the Group Leader.

6) You can only be in one group at time

7) You can leave a group at any time before selecting
Roommate Group

1) Click on the Housing & Dining link in your My Stevens portal
Hello Patrick Monaco,

The 2021-2022 New Student Housing Application will be available starting Monday, February 1.

Please note you must be registered as a Resident with Admissions before you can participate in the room selection process.

2) Click on 21-22 New Undergraduate Page

3) Click on “Manage Roommate Group”
Hello Patrick,

Housing ID 51537

**To create a Roommate Group:**

1. Designate a Group Leader to create the group.
2. You will need the housing ID number(s) of the person or people you would like to live with.
3. All members must have a New Student Application on file.
4. When a person is invited they must log in to the "Manage Roommate Group" page to accept the invitation before they can be pulled into a room.
5. A person cannot be in more than one Roommate Group at a time.
6. The person with the best selection time will select for the entire group (selection times will be given out the 2nd week of June). This does not have to be the Group Leader.

**To manage a Roommate Group:**

1. Click "Accept" to join the Roommate Group. You can also decline an invitation by clicking on "Decline"
2. To leave a Roommate Group click "Leave". If the group leader leaves the group the entire group will be disbanded.
3. You can only be in one group at a time.

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**Roommate Group**

4) Click on “Create Group”

[Cancel][Finish]
### Roommate Group

<table>
<thead>
<tr>
<th>Patrick Monaco's group</th>
<th>Roommate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Patrick Monaco</td>
<td>Leader</td>
</tr>
</tbody>
</table>

5) Click on “Invite”

<table>
<thead>
<tr>
<th>Roommate Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing ID: 63794</td>
</tr>
</tbody>
</table>

7) Type in your roommate’s Housing ID#

6) Click “Search”

Found: Kurtis Watkins
Roommate Group

To add additional roommates you will repeat the steps.

Once a person is invited they will receive a notification via email.
Roommate Group

Manage Your Roommate Group

Hello Kurtis Watkins

Housing ID 63794

To create a Roommate Group:

1. Designate a Group Leader to create the group.
2. You will need the housing ID number(s) of the person or people you would like to live with.
3. All members must have a New Student Application on file.
4. When a person is invited they must log in to the "Manage Roommate Group" page to accept the invitation before they can be pulled into a room.
5. A person cannot be in more than one Roommate Group at a time.
6. The person with the best selection time will select for the entire group (selection times will be given out the 2nd week of June). This does not have to be the Group Leader.

To manage a Roommate Group:

1. Click "Accept" to join the Roommate Group. You can also decline an invitation by clicking on "Decline"
2. To leave a Roommate Group click "Leave". If the group leader leaves the group the entire group will be disbanded
3. You can only be in one group at a time

4) Click on “Accept” or “Decline”

Kurtis Watkins  Invited

Create Group
Roommate Group

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<tr>
<th>Patrick Monaco's group</th>
<th>Roommate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Patrick Monaco</td>
<td>Leader</td>
</tr>
</tbody>
</table>

You can also leave the group at any time by clicking “Leave”.

5) Click “Finish”
Room Selection Information

**IMPORTANT INFORMATION**

- Students selecting as an individual are not required to create a roommate group and will see rooms in each building to select from.
- If selecting as a roommate group confirm that all of your roommates have accepted their invitation to the Roommate Group.
- The group member with the earliest selection date and time can select for the entire group. If you do not select during your assigned time, you may select at a later time during that calendar day.
- The person selecting should know the Duckbill amount to include with the Tera meal plan for each member of the group. DuckBills are optional.
- Available rooms will be shown based on the size of your group (2, 3, 4 or 6). Plan alternative group sizes in the event your preference is not available.
- Once you have selected or been assigned and received a confirmation email – the process is complete. You cannot change a room once you have selected.
- Contact RDS if you have questions during your selection time (201) 216-5128.
1. Click on the Housing & Dining link in your My Stevens portal
Room Selection Information

2. Click on the 21-22 New Undergraduate Page

Hello Patrick Monaco,

Your 2021-2022 Housing Application is now available to complete. Please log in to your MyStevens account and click on the "New Undergraduate Page" to select your housing for Fall 2021-Spring 2022.

Please click here if you are a new undergraduate Stevens student beginning in the fall of 2021.
Room Selection Information

New Student Housing and Dining Information

### Room Selection

- **Select Your Room**

### Roommate Groups

- **Manage Roommate Group**
  
  Please use this function to create a roommate group if you know who you want to live with or found someone on MCR

- **My College Roomie (MCR)**
  
  Please log in 24-48hrs after you submit your housing application

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**3. Click on Select Your Room**

The 2021-2022 New Student Housing Application will be available starting Monday, February 1.

Please note you must be registered as a Resident with Admissions before you can participate in the room selection process.

**Room and DuckBills Selection:**

You are **not** selecting your room or meal plan at this time. This application is the first step in the selection process. Students who apply for housing by the deadline will receive an email on Friday, June 4, 2021, with a date and time to log into their myStevens Housing & Dining portal to select their room. Please note that all first-year students are required to have the Tera Bite meal plan. You will have the option to add DuckBills in the amount of $100, or $300 during room selection.

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**Important Dates**
Room Selection Information With Roommates

5. Click on “Next” to continue

• If you are selecting on your own you will not see a roommate listed
• Roommate Groups will be shown here. If there is a member missing, they were not successfully added or did not accept the invitation.

Hello Patrick Monaco,

During this process, you will be selecting your housing and meal plan for the 2021-2022 academic year.

First Year Student Halls

- Davis Hall - double and deluxe double rooms, community bathrooms
- Castle Point Hall - triple and double rooms, bathroom in each room
- Humphreys Hall - double and deluxe double rooms, community bathrooms
- Jonas Hall - double room and four (4) triple rooms, bathroom in each room
- Palmer Hall - single rooms and deluxe double rooms, community bathrooms
- 600 River Terrace - 6 person suites (suites consists of double rooms)
- 604 River Terrace - 2, 3, and 4 person suites (suites consist of double and single rooms)

*(Single = 1 resident, Double = 2 residents, Deluxe Double = 2 residents (larger than regular double rooms) Triple = 3 residents)*

Roommate Group

- These are the members of your roommate group. If you do not see one of the member it means that they have not accepted your invitation. They will need to accept the invitation before you can proceed.

- When selecting as a group you will only see rooms that fit the size of your group.
  - Example: a group of 2 will only see double rooms and a group of 3 will only see triple rooms

Roommate
Kurtis Watkins
Room Selection Information

6. Click on the building you want to live in.

**Building Codes**
- 604 River Terrace - 604RT
- 600 River Terrace - 600RT
- Castle Point Hall – MS
- Davis Hall - HD
- Humphreys Hall-AH
- Jonas Hall -TH
- Palmer Hall - EP

<table>
<thead>
<tr>
<th>Building</th>
<th>Select Your Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building: 600 River Terrace (38)</td>
<td></td>
</tr>
<tr>
<td>Building: 604 River Terrace (65)</td>
<td></td>
</tr>
<tr>
<td>Building: Castle Point Hall (150)</td>
<td></td>
</tr>
<tr>
<td>Building: Davis Hall (137)</td>
<td></td>
</tr>
<tr>
<td>Building: Humphreys Hall (440)</td>
<td></td>
</tr>
<tr>
<td>Building: Jonas Hall (175)</td>
<td></td>
</tr>
<tr>
<td>Building: Palmer Hall (45)</td>
<td></td>
</tr>
</tbody>
</table>

- **Humphreys Deluxe Doubles** – 124, 206, 224, 306, 324
- **Davis Deluxe Doubles** – 102, 202, 228, 302, 328, 402, 428, 502
NOTE You can click on “Display Map” to see the location of the room.

7. Click on “Hold” next to the room you want to live in.
Room Selection Information

NOTE: You will have 5 minutes to assign yourself and your roommates

8. Click on the drop down next to each bed space to assign yourself and your roommates
9. Click “Next” Once you have placed yourself and your roommates into a bed space
9. Click “Next” Once you have placed yourself into a bed space
Room Selection – Add Meal Plans

Meal Plan Selection

**Step 1: Select the Terra Bite Meal plan (Required)**

**Plan Details**

The Tera Bite Meal Plan includes the following:

<table>
<thead>
<tr>
<th>Type:</th>
<th>Number:</th>
<th>Description: (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GrubHub Dining Dollars</td>
<td>230</td>
<td>Can be used at any participating Grub Hub vendor (in Hoboken or at home)</td>
</tr>
<tr>
<td>Regular Swipes</td>
<td>230</td>
<td>Can be utilized for all non-breakfast meals at Pierce Dining Hall and all full meal exchanges at retail venues.</td>
</tr>
<tr>
<td>Snack Swipes</td>
<td>105</td>
<td>Can be utilized for breakfast in Pierce or snack meal exchange throughout the day. (snacks include: pastry, beverage, yogurt &amp; fruit, etc....)</td>
</tr>
</tbody>
</table>

**Step 2: Select Your DuckBill amount (Optional)**

**DuckBills**

Students have the option of adding $100, or $300 in Duckbills that can be used at any approved DuckBill vendor on and off campus.

[DuckBill Vendors](#)

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**Step 1: Select the Tera Bite Meal Plan (Required)**

1. Click the **green"*"** button
2. Select "Meal" From the first dropdown
3. Choose the Tera Bite Meal Plan
4. Click "Select"

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**Step 2: Select your DuckBills (Optional)**

1. Click the **green"*"** button
2. Select "Other" From the first dropdown
3. Select either $100 or $300 in DuckBills
4. Click "Select"
10. Click on the Green “+” to add to the Tera Bite meal plan. Select for yourself and all roommates
- Choose “Meal” from “Plan Type”
- Choose ”Tera Bite” from “Plan"

11. Click “Select” for each person to add the Tera Bite Meal Plan
12. Click on the Green “+” to select the Duckbill amount to add to the Tera Bite meal plan. Select for yourself and all roommates - Choose “Other” from “Plan Type” - Choose either $100 DuckBills” or “$300 DuckBills” from “Plan”

13. Click “Select” for each person to add the DuckBills
The meal plan and Duckbill amount will show up under your and your roommate’s name.

14. Click “Finish” to book your room and meal plan.
Congratulations! After you click “Finish”, you and your roommates will have selected housing for the Fall and Spring.

You will receive a confirmation to your Stevens email. This will include the room assignment, roommates and the meal plans selected.
MEAL PLAN
Tera Bite Meal Plan

Innovative and dynamic meal plan that is designed to offer the most flexibility. Offers 3 types of meal options:

Snack Swipes, Regular Swipes, & GrubHub Dollars

Tera Bite Meal Plan Includes:

105 Snack Swipes
To be utilized for Breakfast in Pierce Dining Hall, Snack Meal Exchanges, and select Grab n Go at retail locations

230 Regular Swipe
To be utilized for Pierce Dining Hall & all Meal Exchanges at all retail locations

230 GrubHub Dollars
Can be used at any participating Grub Hub vendor (in Hoboken or at home). These

Meal Plan Swipes and Grubhub Dollars
Unused Regular and Snack Swipes do not carry over to the next semester
Unused Grubhub Dining Dollars will carry over from fall to spring but will expire at the end of the spring semester.
Unused DuckBills carry over from semester to semester until you leave Stevens.
Room Selection Overview

Questions?

This will be posted on the myStevens Housing and Dining portal under 21-22 New Undergraduate page

Residential and Dining Services

RDS@stevens.edu

201-216-5128