

Thank you for completing your housing contract and profile. You will receive an email with a copy of the terms and conditions to keep for your records.

STEP 1: SEARCH

With your profile complete you can now begin to connect with people you want to live with, perform a search to find a roommate, and have people search for you (if your profile is set to “public”). If you are searching for a specific person and are not able to find them it is because they have not completed their housing contract and profile. Please encourage your friends to complete their profile so you can request to be roommates.

STEP 2: MATCH

In order to match yourself with a roommate you need to send them a roommate request and they need to accept your roommate request.

Double room:

If you are looking for a double room, please match yourself with one other person of the same gender to select a double room.

Suite/Apartment:

If you are interested in living in an apartment on Seward/Roger Hull* or a suite in Fox House, you must have a group of four people by matching yourself with three other people (or groups of 2 or 3 if you are trying for a 2 or 3 bedroom apartment). Suite spaces in Fox are all single gender specific, apartments may be mixed gender.

Single room:

If you are hoping for a single room, do not accept any roommate matches. However, during your assigned date and time to choose a room, if there are no singles available, you will need to match yourself with someone in order to then choose a double.

Don't have a roommate?

Do a search using the online system to find someone with similar interests and request to be their roommate. If you are unable to select a room during your assigned day/time because you don't have a roommate, come to the Office of Residential Life (Reamer 409) the following business day between 1pm and 5pm and we will assist in placing you into a room. If you are placed in a double, the other space in that double will be available for students to select or be placed into.

STEP 3: PLAN

We **HIGHLY** encourage you to have multiple back up plans. For example, say you and three people want a suite. The person with the best date/time for the group will log in to the online system to choose a suite. Should there be no suites remaining, the group of four will need to break apart so that people can choose a space. You cannot choose a double room if you are in a group of four in the system – you must be in a group of two

to select a double. So plan ahead so you know who is going into which groups of two people each.

We encourage you to have your plans made (and your backup plans made) before your assigned date and time to choose a room. Why? By waiting past your original date and time, others on campus will be selecting their housing and your options will decrease.

STEP 4: SELECT

You will be assigned a date and time to select a room. On that date and time, you will have access to log into the room selection system to choose a room. If you are matched with a roommate(s) then the person with the first date and time will select for the entire group. Once your date and time have passed, you will be able to log into the system from that point forward. Once you have selected and confirmed a room, your space is locked in and cannot be changed. More information about this step will be sent via email.

STEP 5: CELEBRATE!

Celebrate (appropriately)! You have selected a room and your room selection process is complete. You will know you have successfully chosen a room when three things happen:

1. You see the congratulations screen.
2. Your fall assignment shows up on your home screen.
3. You and your roommate will receive a confirmation email.

THINGS TO KNOW:

1. Room selection priority is based on class year. Seniors have the priority over juniors; juniors have priority over sophomores, etc. Groups of seniors (for apartments or suites) will have priority over groups of mixed senior/junior class years, and groups of all juniors, etc.
2. The selection date/time you receive is based on your rising class status. Residential Life does not control this so please speak with the registrar's office about your class status.
3. Seniors will have the earlier day/time blocks, followed by juniors, then sophomores.
4. When you match as a roommate with someone they will be notified. When you decline or "unmatch" with someone as a roommate they will also be notified.