



First Year Roommate Matching

2020-2021 Guide

The Department of Residence Life and Housing allows for First Year Students to select their roommate for the 2020-2021 Academic Year. This *First Year Roommate Matching Guide* provides an overview of this process, deadlines, and how to successfully create a roommate pair. If you have any questions regarding any of these processes after reviewing this guide, please email us at rwuhousing@rwu.edu.

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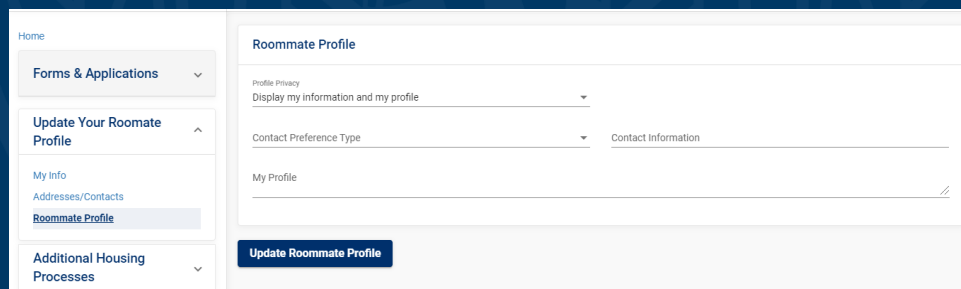
Overview: Important Information & Deadlines

While students can elect to participate in the Housing Placement process without any pre-determined roommates, students are encouraged to participate in the roommate matching process, however, it is not required. Students who do not pair with a roommate will be placed with another student through our housing management system based on the questionnaire responses provided within New Student Housing Application, unless a student elects to be placed in a single room and space is available, they will be placed

Some important information regarding this process:

- Roommate pairs (2) are only allowed for the incoming first year student class
- Students are permitted to request students from different majors
- If a student is interested in a Living Learning Community (LLC) or Themed Community (TC), both students must apply and be approved for the designated LLC/TC, with the exception of the Honors LLC.
 - Honors student/non-Honors student as well as P.E.A.C.E. student/non-P.E.A.C.E. student pairing requests will be granted only if there is space available in the LLC.
- Students **must successfully match with their roommate by Friday, July 10th** to be assigned together
 - NOTE: Requests made after July 10th may not be granted due to assignment and room configurations



All students are highly encouraged to update their "Roommate Profile" by navigating to this screen in Housing Self-Service:



Solo or Pair: Introduction and Overview

First Year Students can elect to participate in the Housing Placement process by themselves (SOLO) or with another student to create a PAIR. See below for a quick task list for both scenarios:

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Solo	Pairs
	
<ul style="list-style-type: none">• Indicate in your Housing Application you are interested in a SINGLE <u>or</u>• Find a roommate to create a pair <u>or</u>• Be assigned a roommate who also doesn't have a match based off our Roommate Matching software	<ul style="list-style-type: none">• Search for a roommate via self-service• Accept/request roommates• Be assigned a room based off your Hall Preferences provided in your New Student Housing Application (Pairs are strongly encouraged to select the same preference rankings)

Please note: Due to limited availability, indicating a "Single" under Room Type Request does not guarantee a single room placement. Students needing a single room for an accommodation needs to submit their request **to SAS by July 1st**. Visit the [Request for Accessible Housing Accommodations](#) webpage for more information.

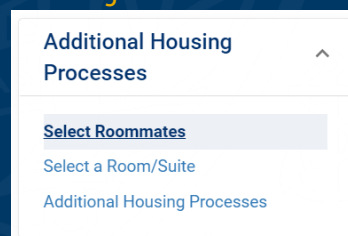
Self-Service Tutorial: How to Search/Request a Roommate

Roommate matching functions like a Facebook friend request. Someone can always send you a request, but you will not be friends until both parties accept each other. Roommate matching works the same way: One student must request another and that other student needs to accept their request to be fully paired/matched.

Log-in to the Housing Self-Service page through Roger Central -> Academics Tab to begin:

STEP #1: Navigate to "Roommates"

- Log-in to Housing Self-Service
- Click "Additional Housing Processes"
- Select "Roommates"



Additional Housing Processes

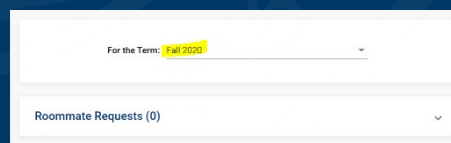
Select Roommates

Select a Room/Suite

Additional Housing Processes

STEP #2: Select Correct Term

- Make sure "Fall 2020" is selected



For the Term: **Fall 2020**

Roommate Requests (0)

STEP #3: Searching for Your Roommate

- When clicking the "Search for Roommate" option, the screen below will open:

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Search for Roommate

Last Name

AQ: About Me

AQ: Introvert/Extrovert

AQ: Exercise Preferences

AQ: Alcohol Use

AQ: Study Location

AQ: Sleep Time

AQ: Cleanliness Practice

AQ: Overnight Guest Preferences

AQ: Gamers

First Name

Major

AQ: Optimism/Pessimism

AQ: Smoker Preferences ☐ Yes ☐ No ☐ (no preference)

AQ: TV Preferences

AQ: Study Noise Level

AQ: Wake Up Time

AQ: Temperature Preferences

AQ: Music Preferences

AQ: Weekend Preferences

Begin Search

Know the name of your future roommate?

- Type in their "Last Name" into the appropriate field and click:
- Note: Spelling **must** match what's in our system. Check with your friend first before reaching out to us for help.

Begin Search

Looking for a roommate?

- You can search against various characteristics. These fields are based around answers you and your fellow first year students submitted in their Housing Application.
- Remember to limit yourself to a few important ones! Selecting multiple search criteria will force the system to find a 100% match to your searches.
- We recommend prioritizing the following criteria:
 - Sleep Time, Wake Up Time, Cleanliness Practice, Temperature Preference
- Once you have selected your criteria, click

Begin Search

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STEP #4: Requesting Your Roommate

Depending on your search criteria, you will either see the identical match (i.e. searching for “Last Name”) or you will find a list of students who meet your search fields. We strongly encourage students to reach out to potential roommate’s via email first to gauge their interest in matching with you. Once you are interested in requesting the student as a roommate, click the “Request Roommate” button:

The screenshot shows a search results interface with two columns of student profiles. Each profile lists various preferences (AQ: TV, Study Location, Study Noise Level, Sleep Time, Wake Up Time, Cleanliness Practice, Temperature Preferences, Overnight Guest Preferences, Music Preferences, Gamers, Weekend Preferences) and a profile note stating 'This student has not filled out a profile'. Below each list of preferences is a blue 'Request Roommate' button. At the bottom of each column, the student's last and first names are displayed: 'Last Name : Mouse, First Name : Mickey' and 'Last Name : Williams, First Name : Freeborn'.

Didn't find a roommate match?

- Try less search fields to search against. Too many fields searched for may result in a 0% chance to find an identical match.
- Email us with any concerns/questions at rwuhousing@rwu.edu

Self-Service Tutorial: How to Accept a Roommate Request

Please log-in to the Self-Service page through Roger Central -> Academics Tab:

STEP #1: Navigate to “Roommates”

- Log-in to Housing Self-Service
- Click “Additional Housing Processes”
- Select “Roommates”

The screenshot shows a sidebar menu titled 'Additional Housing Processes'. The menu items are 'Select Roommates' (highlighted with a blue bar), 'Select a Room/Suite', and 'Additional Housing Processes'.

STEP #2: Select Correct Term

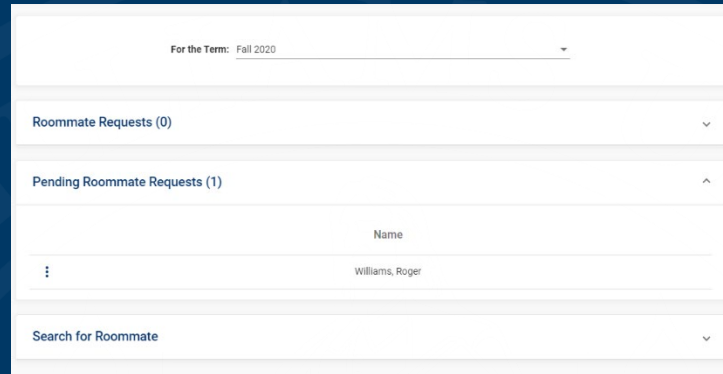
- Make sure “Fall 2020” is selected
- Click “Pending Roommate Requests”

The screenshot shows a dropdown menu for the term 'Fall 2020'. The menu items are 'Roommate Requests (0)' and 'Pending Roommate Requests (1)'.

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STEP #3: Accepting/Declining Roommate Requests

This screen will inform you of requests which are **PENDING YOUR APPROVAL**. To review additional information about the student, we recommend either emailing them or search for their LAST NAME under "Search for Roommate":



The screenshot shows a web interface for roommate matching. At the top, there is a dropdown menu labeled "For the Term:" with "Fall 2020" selected. Below this, there are two expandable sections: "Roommate Requests (0)" and "Pending Roommate Requests (1)". The "Pending Roommate Requests (1)" section is expanded, showing a table with one entry. The table has a header row with "Name" and a data row with "Williams, Roger". To the left of the name is a vertical ellipsis (three dots). At the bottom of the interface, there is a search bar labeled "Search for Roommate" with a dropdown arrow.

By clicking the three dots to the left of the name, you will be presented with four options:



VIEW THEIR ROOMMATE PROFILE



SEND THE STUDENT AN EMAIL

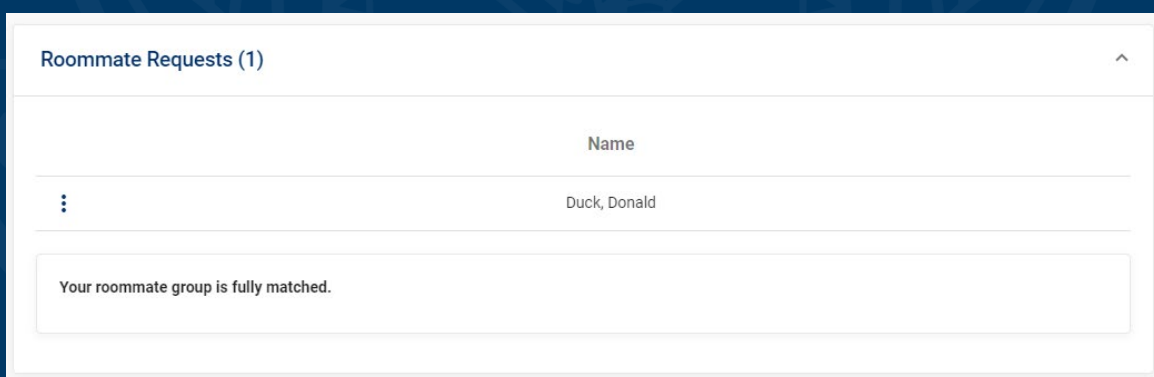


ACCEPT THEIR REQUEST



DENY THEIR REQUEST

Once a pair has mutually matched, your screen will look like the screenshot below and read ***"Your roommate group is fully matched"***. **Please note: Any pending roommate requests should be denied or the system will not be able to properly match you.** Students can remove their pairing up through **FRIDAY JULY 10th**.



The screenshot shows the same web interface as before, but now the "Roommate Requests (1)" section is collapsed, and the "Pending Roommate Requests (1)" section is expanded. The table now shows one entry with the name "Duck, Donald". To the left of the name is a vertical ellipsis (three dots). Below the table, there is a message box that says "Your roommate group is fully matched."

If you have having difficulty searching, matching, or approving your roommates: please email us at rwuhousing@rwu.edu!