

Roommate Matching & Group Formation



2023-2024 Guide

The Department of Residence Life and Housing allows for various roommate configurations to participate in the Housing Selection process. This *Roommate Matching & Group Formation Guide* provides information about these configurations, deadlines, and how to successfully create a roommate group. 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 Selection process without any pre-determined roommates/groups, students are *highly* encouraged to participate in the roommate matching and group formation process. Single rooms within our residential communities are limited and are only eligible through the Single Room Selection Process.

Students who do not live in a First Year Area, Baypoint Hall, or the Almeida Apartments and who want to remain in their same room/apartment for next year will need to complete the [Continued Occupancy Process](#).

Some important information regarding this process:

- Roommate groups can range from two (2) to four (4) individuals
- Students are permitted to request students from class years different than their own
 - NOTE: Pairs or groups with different class years will have their housing selection timeslots impacted. For example, if a group of three (3) rising seniors added a rising junior to their group, their timeslot would be averaged based on each students priority number if matched prior to April 7th.
- Housing Selection timeslots are generated by class year for students who have paid the housing deposit and completed their housing contract and application by the priority deadline of March 10th.
 - Timeslots will be sent to your RWU email on April 14th
- Groups with more than two (2) students must elect a GROUP LEADER (see additional section for responsibilities for the Group Formation and Housing Selection processes)

Roommate & Group Formation

Students can only form roommate pairs or groups with other students who are going through the same process within one of the following selections:

- General Housing Selection (*Most common, all room types available*)
- Black/Latinx LLC (*solo students and only roommate pairs (groups of 2) | no gender inclusive options, must apply*)
- Gender Inclusive Housing (*all room types available, must apply*)
- Honors LLC (*solo students and only roommate pairs (groups of 2) | no gender inclusive options, must apply*)

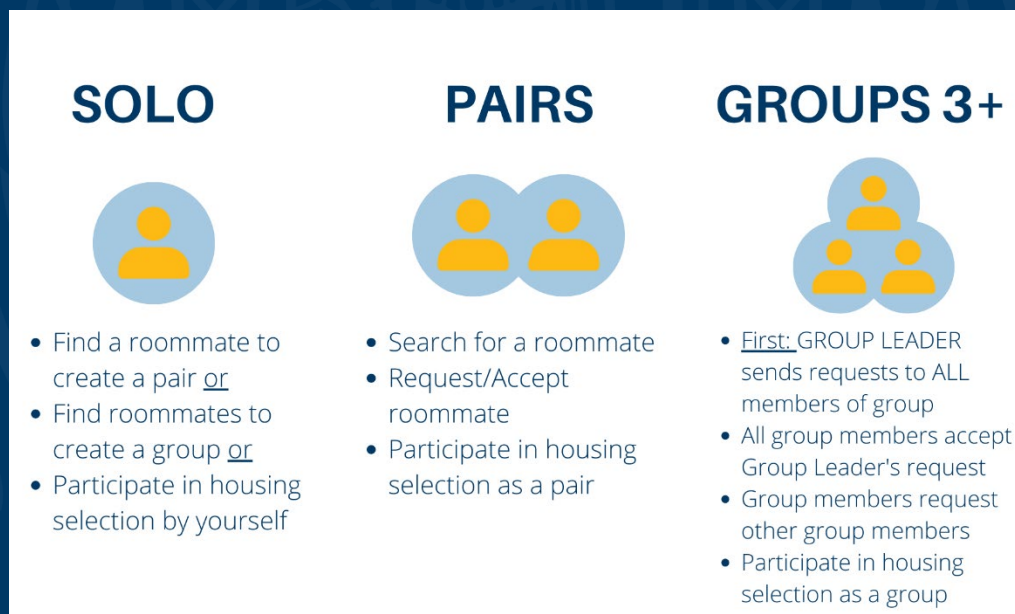
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- Queer/Trans LLC (*solo students and only roommate pairs (groups of 2) | gender inclusive options available, must apply*)
- Substance Free LLC (*only roommate pairs (groups of 2) or solo, must apply*)
- Sustainable Food Systems LLC (*solo students and only roommate pairs (groups of 2), must apply*)

*Can't find your desired roommate when you try to form a roommate pair or group?
One of you most likely did not complete a housing application. Email us for support so
we can assist you!*

Solos, Pairs, & Groups: Introduction and Overview

See below for a short task list for each category of the Roommate/Group Formation Process:



GROUP LEADER Responsibilities

If you are intending on participating as a group of three to four, you will need to elect a GROUP LEADER. This decision should be mutually agreed upon amongst all group members. You will not need to indicate it through Housing Self-Service portal. After determining your GROUP LEADER, they must accomplish the following:

- Send a request to **each** of your group members through Housing Self-Service
- Contact each group member individually to remind them to:
 - Accept the GROUP LEADER's request
 - Send **and** accept requests to all other group members
- Keep track of missing requests/approvals that make up your full group through Housing Self-Service

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NOTE: You will also need a GROUP LEADER for your Housing Selection timeslot. It's highly recommended that the same student serves as GROUP LEADER for both roles. More information about the GROUP LEADER's role during the actual selection process will be shared in the next couple weeks.

Pairs & Groups Housing Eligibility

The size of your anticipated roommate grouping will determine which rooms are available to you during the Housing Selection process in mid-April. It is *highly recommended* you first determine your group size then determine which halls best fit your group size needs. You will be notified if your group formation needs to be changed due to room availability. You may be asked to re-configure/split-up your group to be accommodated.

- Available for a particular group size
- Available as *a group* but group members may not necessarily share a bedroom, but will share common area or entrance

-----GROUP SIZE-----

Community	2	3	4
Almeida Apts.	●	●	○
Baypoint	●	●	
Bayside	●	●	○
NCRH	●	●	○
Stonewall	●	●	
Willow	●	●	

Residential Community Configuration Notes and Information

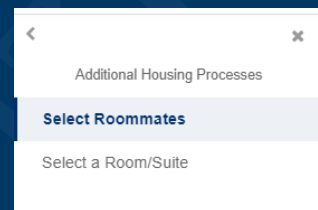
- **Almeida Apartments:** Four (4) residents per apartment or three (3) residents per apartment
- **Baypoint:** Two (2) residents per room, students are encouraged to select rooms next to their friends
- **Bayside:** Two (2)-, four (4)-, five (5)-, or six (6)- residents per apartment. It should be noted that single rooms will not be available during general selection.
- **NCRH:** Two (2) or three (3) residents per room in three (3)-, four (4)-, six (6)-, or ten (10)-person apartments/suites. It should be noted that single rooms will not be available during general selection.
- **Stonewall & Willow:** Two (2) or three (3) residents per room. Groups larger than 3 will can select Stonewall & Willow and be within the same general vicinity to each other (if available) but be in different rooms

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Housing Self-Service Tutorials: How to Search/Request a Roommate

STEP #1

- Log in to Housing Self-Service
- Click "Roommate Matching & Group Formation"
- Select "Roommates/Suitemates"



STEP #2

- Select "Fall 2023"



STEP #3

Know your roommate's name?

- Select the section "Search for Roommate"
- Type it into the "last Name" field and click

A screenshot of a web application form titled "Search for Roommate". The form has two columns for input. The first column contains fields for "First Name", "Last Name", "Email (...@hawks.rwu.edu)", "What class year are you looking to live with? (Please know that GR status do not live on-campus)", "These things are most important to me in looking for a roommate:", "ABOUT ME:", "GOOD ROOMMATE DESCRIPTION", "Preferences: ALCOHOL USAGE", "Preferences: Cleanliness Practices", "Preferences: GAMING HOURS", and "Preferences: MUSIC GENRES". The second column contains corresponding fields for "First Name", "Last Name", "Email (...@hawks.rwu.edu)", "What class year are you looking to live with? ...", "These things are most important to me in lo...", "ABOUT ME:", "GOOD ROOMMATE DESCRIPTION", "Preferences: ALCOHOL USAGE", "Preferences: Cleanliness Practices", "Preferences: GAMING HOURS", and "Preferences: MUSIC GENRES".

Looking for a roommate?

- You can search against various characteristics
- Remember: Limit yourself to a few important ones!
- *More search criteria = smaller search pool*
- Once you have selected your criteria, click



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STEP #4

Found your roommate?

- Click [Request Roommate](#)

Search Results (4)

<p>First Name : Donald Last Name : Duck Email (...@hawks.rwu.edu) : What class year are you looking to live with? (Please know that GR status do not live on-campus) : These things are most important to me in looking for a roommate : ABOUT ME : (none) GOOD ROOMMATE DESCRIPTION : No Preferences: ALCOHOL USAGE : (none) Preferences: Cleanliness Practices : (none) Preferences: GAMING HOURS : (none) Preferences: MUSIC GENRES : Preferences: OVERNIGHT GUESTS : (none) Preferences: SLEEP TIME : (none) Preferences: Smoker (Y/N) : No Preferences: Study Location : (none) Preferences: WAKE-UP TIME : (none) Preferences: Temperature of Room : (none)</p>	<p>First Name : George Last Name : Geef Email (...@hawks.rwu.edu) : What class year are you looking to live with? (Please know that GR status do not live on-campus) : These things are most important to me in looking for a roommate : Religion/Spirituality/Alcohol Use/TV Habits ABOUT ME : Wearing funny hates is my thing! GOOD ROOMMATE DESCRIPTION : Someone who likes to have a good LAUGH Preferences: ALCOHOL USAGE : Disapprove of its use Preferences: Cleanliness Practices : Extremely Messy Preferences: GAMING HOURS : Yes-I play 3-4 hours a day Preferences: MUSIC GENRES : Country/Dance/Jazz/R&B/Soul/Top 40/Pop Preferences: OVERNIGHT GUESTS : Always- as long as they are following the rules it's cool with me. Preferences: SLEEP TIME : Before 10pm Preferences: Smoker (Y/N) : No</p>
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Didn't find a roommate match?

- Try less search fields to search against
- Email us with any concerns

GROUP LEADERS

Once you begin to send requests, you can view real time statuses of requests through this screen -> In tab called "Roommate Requests"

Roommate Requests (2)

	Name
⌵	Duck, Donald
⌵	Geef, George

Unmatched Roommates:

Donald Duck has not requested Roger Williams
George Geef has not requested Roger Williams
George Geef has not requested Donald Duck
Donald Duck has not requested George Geef

Housing Self-Service Tutorials: How to Accept a Roommate Request

STEP #1

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

< Additional Housing Processes ✕

Select Roommates

Select a Room/Suite

STEP #2

- Select 'Fall 2023'

For the Term: Fall 2021 ▼

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STEP#3: Accepting/Declining Roommate Requests

This screen will inform you of requests which you have **ACCEPTED** and ones which are **PENDING YOUR APPROVAL**.

For the Term: Fall 2021

Roommate Requests (0)

Pending Roommate Requests (1)

Name
Williams, Roger

Click the three vertical dots to access additional options:

-  VIEW PROFILE
-  EMAIL STUDENT
-  CONFIRM MATCH
-  DECLINE REQUEST

Remember, the **GROUP LEADER** will request ALL group members **FIRST**. Then, all group members will need to accept and request each other through the roommate searching page. Once your group is fully formed, you'll see the following:

Roommate Requests (1)

Name
Williams, Roger

Your roommate group is fully matched.

If you have having difficulty searching, matching, or approving your roommates: please email us at rwuhousing@rwu.edu or visit us at the Department of Residence Life and Housing in CSD 120!