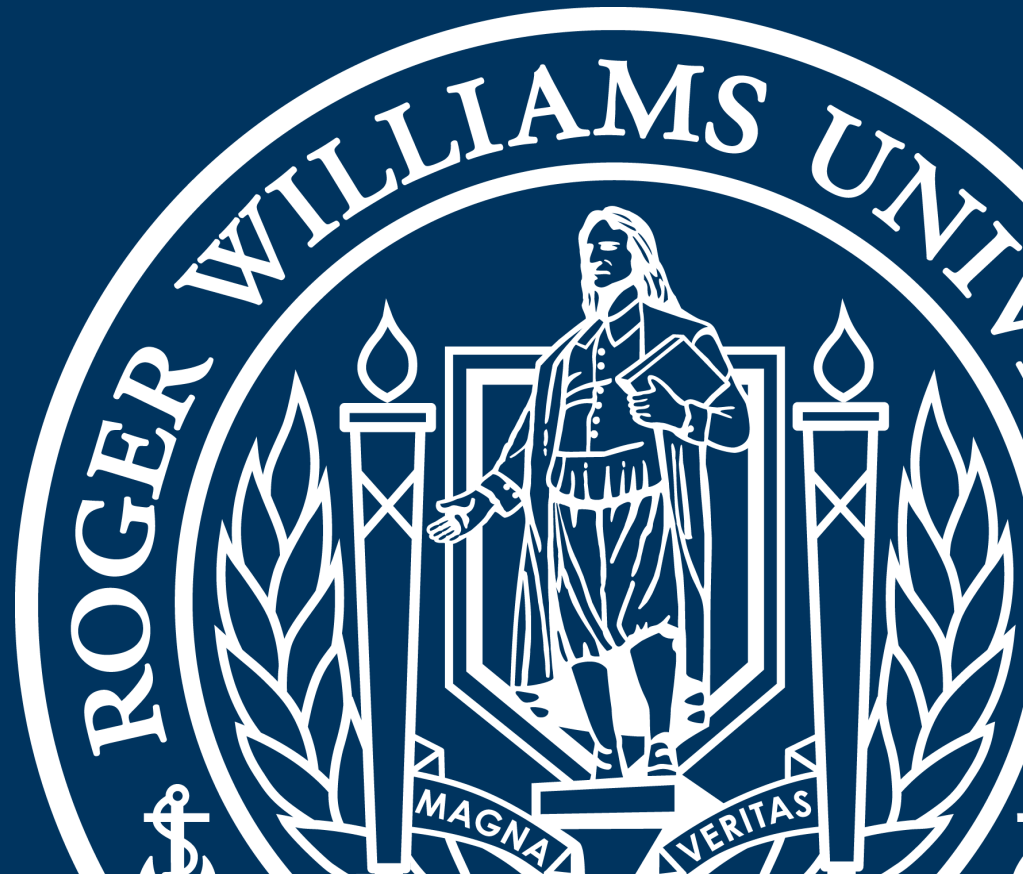


FIRST YEAR HOUSING APPLICATION TUTORIAL & GUIDE *ACADEMIC YEAR 2021-2022*

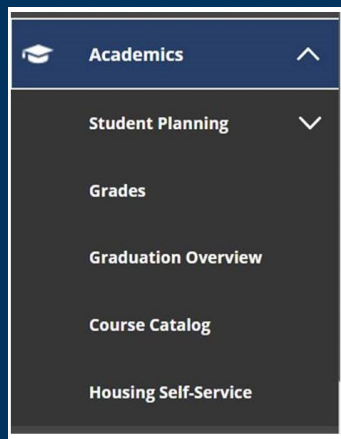
Welcome to your new home!

Congratulations on your acceptance to Roger Williams University! This short guide will walk you through the steps to complete your housing application. If you have any questions, please contact the Department of Residence Life & Housing at 401-254-3161 or via email at rwuhousing@rwu.edu

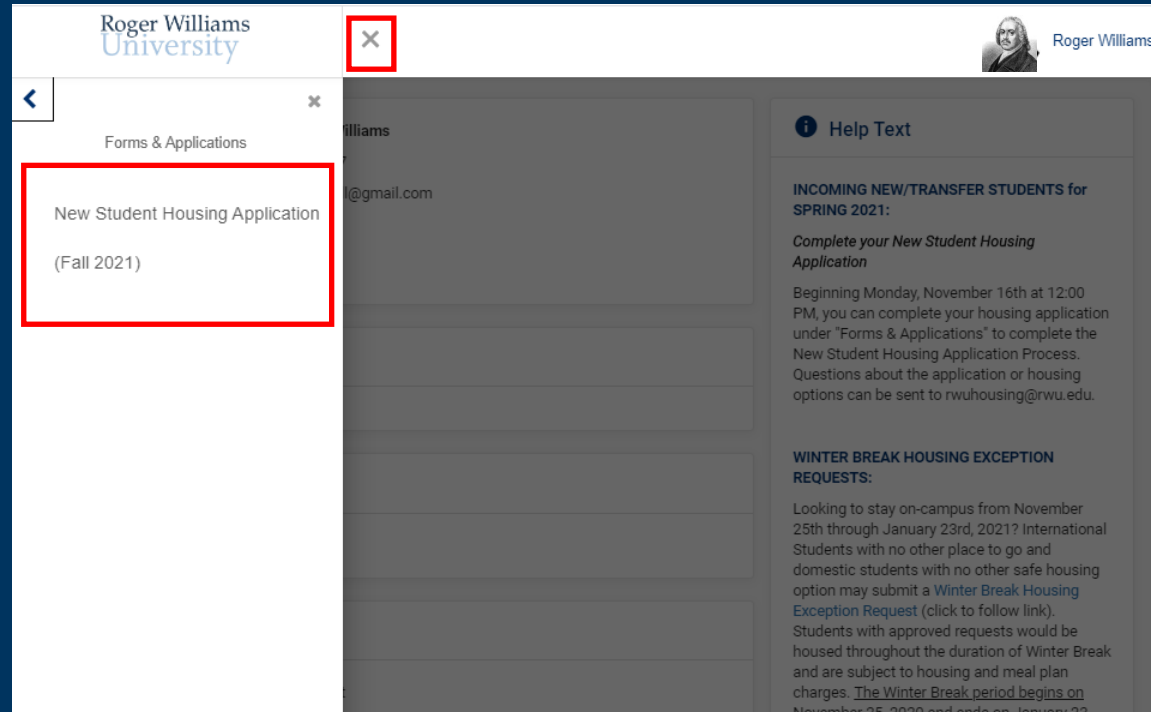


STEP #1: Logging into your Housing Self-Service

- From the Roger Central homepage, locate “Housing Self-Service” tab on the left side under the “Academics” tab. You will be redirected to the self-service homepage (see screenshot below on left)
- Under the “Apply for Housing” tab, click the application indicated by the red box below.
 - If you cannot access any application, please contact the Department of Residence Life and Housing at 401-254-3161 or via email at rwuhousing@rwu.edu with “First Year Application” as the subject line and a staff member will assist you as soon as possible***



Location of the Housing Self-Service page is found here under Roger Central tabs



Click the icon that looks like this to open the main menu



Click the application listed in the red box above to begin filling out your application

STEP #2: Reviewing & Signing the Housing Contract

- The first section that you will see provides information on the placement process for you at RWU.
- The last section is the beginning of the Housing Contract. **Please read and review the entire Housing Contract.** **NOTE: This contract is mutually binding for both the University and the student for the entire academic year, including winter intersession.**
- After you have reviewed the contract, provide your electronic signature at the bottom of the page and click “continue” to fill out the placement questionnaire.

Consent - New Student Housing Application

Welcome to Your New Home!
We are very excited that you will be living on-campus with us this academic year! There are two Phases to the New Student Housing Application Process:

- **Phase 1:** Electronically signing the Housing Contract and completing the Application Questionnaire by **June 15th**;
- **Phase 2:** Find and confirm your roommate through the Housing Self-Service Portal when it launches on **June 16th**. You can bypass this phase if you would like the system to match you based on the answers you provide in your housing application questionnaire.

Housing Contract Acknowledgement
Please carefully review the Housing Contract below as you are for adhering to its terms and conditions. By signing in the electronic signature box below, you agree to all terms and conditions of this Housing Contract. A digital copy of the Housing Contract will be emailed to you upon completion of your application. You can also [download a PDF version of the Housing Contract here](#).

Questionnaire Instructions
After you review the contract below and provide your electronic signature, you will be asked to complete a questionnaire about yourself. This information will be used to help assist the housing team in determining a “good fit” for your future roommates. **Please answer truthfully so that we may find the best placement that meets your personality/profile.**

Roger Williams University
Department of Residence Life and Housing

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

☒ Enter your full name to give consent (Hand drawn signature will be auto generated)

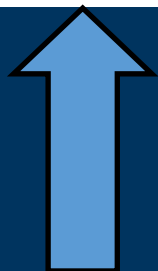
☐ Use the signature pad to draw your signature

If you agree, sign your name in the box below.
~~If you do not agree, exit the application here~~

[Clear](#)

[Continue >>](#)

Provide electronic signature



This section provides brief information about the application process and questionnaire. It is important to review these instructions before continuing and signing the contract.

STEP #3: Filling out the Questionnaire

List of Questions

Preferred First Name

About Me

Confirming Intended Major

Room Type Preference

Building Preference

Bathroom Usage Preference

Introvert/Extrovert

Level of optimism

Exercise Preferences

Smoker/Non-Smoker

Attitude toward alcohol use

TV & video streaming preferences

Study location

Noise level for studying

Sleep time

Wake-up time

Cleanliness level

Temperature preferences

High school extra curricular activities

Music preferences

Gaming Preferences

Weekend engagement level

Overnight guest preferences

Top Three Traits for a future roommate

My Information - New Student Housing Application

Please provide your preferred first name. * 5 of 300 characters

Pronouns: * ▼

To which gender identity do you most identify? * ▼

Student Cell Phone Number: * 12 of 300 characters

This is the major we have on file for you for the 2021-2022 academic year. Please contact the Registrar Office if this is incorrect. * 0 of 255 characters

Helpful Hints for Completing the Housing Questionnaire

- **Complete this yourself:** Do not have a family member log in and complete it. Only you truly know yourself.
- **Reflect on each question:** Although your first instinct is probably the right answer, take time to think about each question and the long-term effects of each one.
- **Be honest:** You will likely be happier if your answers represent your preferences, not what you perceive your answers “should be.” The only “right” answers are those that best reflect you and your needs.
- **Made a mistake?** Don’t worry! You’ll be able to go back in and edit your responses.