

Roommate Matching & Group Formation

2021-2022 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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Roommate Matching & Group Formation Guide 2021-2022

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 groups will be selecting spaces before students selecting spaces by themselves.

Students who have completed 33 or more credits 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 six (6) 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, they would select after a group of all rising seniors as their timeslots.
- Housing Selection timeslots are generated by class year for students who have completed their housing application and paid the housing deposit
 - Timeslots will be sent to your RWU email on April 9th
- 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 Matching & 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 (all processes occur during the week of 4/19):

- General Housing Selection- (Most common)
- Black/Latinx LLC (*solo students and only roommate pairs (groups of 2) | no gender inclusive options*)
- Gender Inclusive Housing (*while max group can be 6, options are very limited, strongly encouraged to keep groups <4*)
- Honors LLC (*solo students and only roommate pairs (groups of 2) | no gender inclusive options*)
- 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 | no gender inclusive options*)

*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:

SOLO	PAIRS	GROUPS 3-6
		
<ul style="list-style-type: none">• Find a roommate to create a pair <u>or</u>• Find roommates to be par of a group <u>or</u>• Participate in housing selection by yourself	<ul style="list-style-type: none">• Search for a roommate• Accept/request roommates• Participate in housing selection as a pair	<ul style="list-style-type: none">• FIRST GROUP LEADER sends requests to ALL members• All Group Members accept Group Leader Request• Group Members request and other members• Participate in Housing Selection as a group

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GROUP LEADER Responsibilities

If you are intending on participating as a group of three to six, 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

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

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

Community	2	3	4	5	6
Almeida Flats	●				
Almeida Apts.	●	●	○		
Baypoint	●				
Bayside	●	●	○	○	○
NCRH	●	●	○	○	○
Stonewall	●	●			
Willow	●	●			

Residential Community Configuration Notes and Information

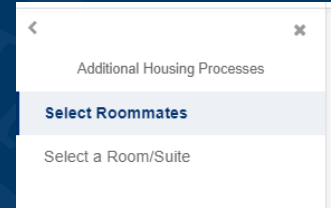
- **Almeida Flats:** Two (2) residents per flat/unit, groups of 4 or 6 can select apartments close to each other and share a common hallway
- **Almeida Apartments:** Four (4) residents per apartment or three (3) residents per apartment
- **Baypoint:** Two (2) residents per room, students are encouraged to select rooms next to their friends
- **Bayside:** Two (2)-, four (4)-, five (5)-, or six (6)- residents per apartment. 6 person apartments are *very* limited.
- **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 may not be available during selection due to SAS accommodations or Continued Occupancy. Groups of 5 may need to place one student in a double by themselves and another student may pick that open vacancy in that space.
- **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

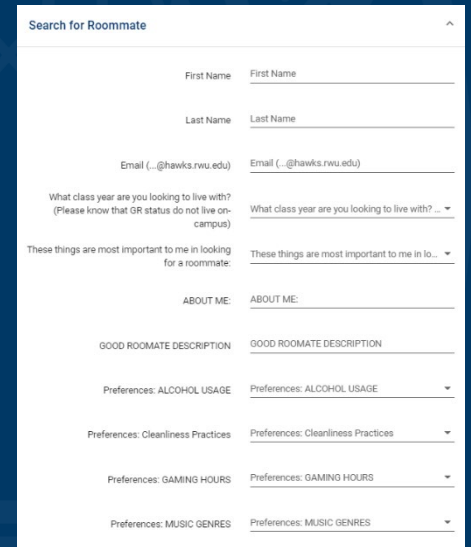
- Select "Fall 2021"



STEP #3

Know your roommate's name?

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



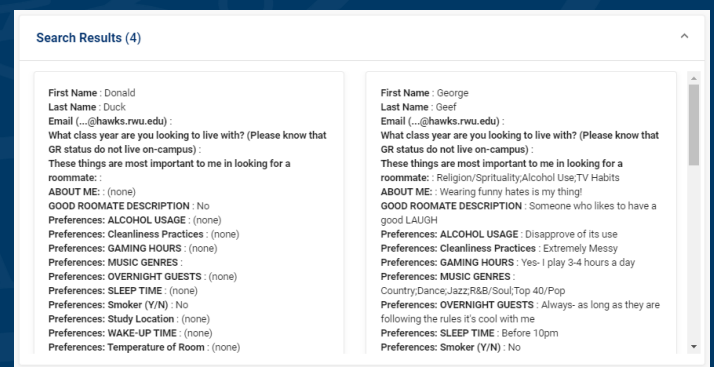
Looking for a roommate?

- 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 **Begin Search**

STEP #4

Found your roommate?

- Click **Request Roommate**

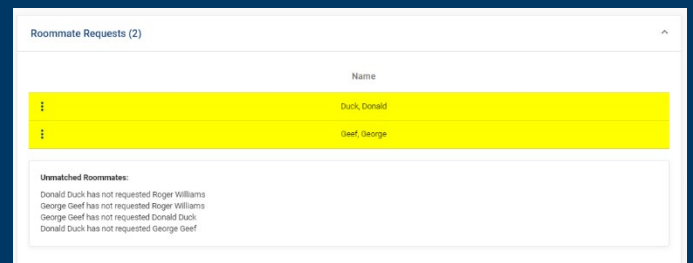


Didn't find a roommate match?

- 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"

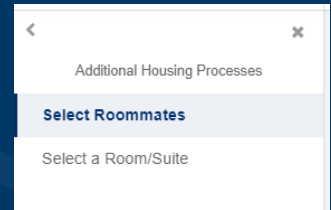


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Housing Self-Service Tutorials: How to Accept a Roommate Request

STEP #1

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



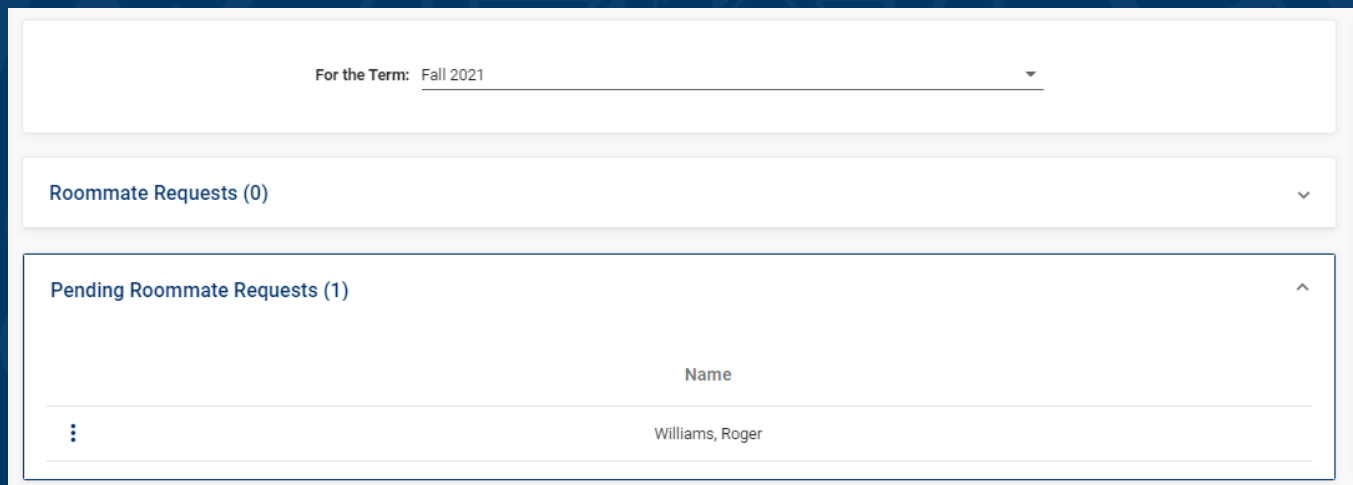
STEP #2

- Select 'Fall 2021'



STEP#3: Accepting/Declining Roommate Requests

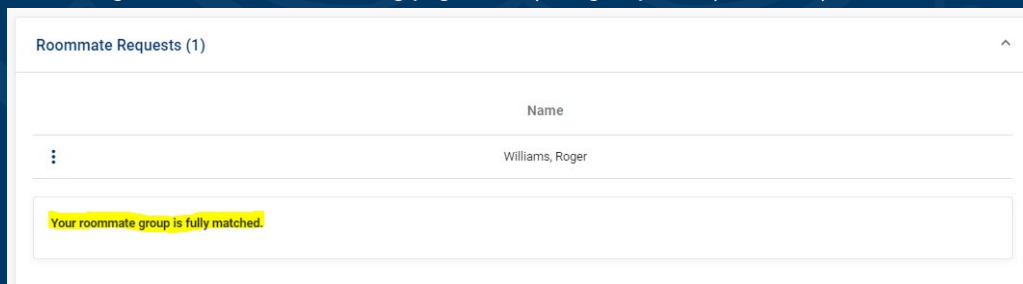
This screen will inform you of requests which you have **ACCEPTED** and ones which are **PENDING YOUR APPROVAL**.



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:



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!