



# First Year Roommate Matching

## 2023-2024 Guide

The Department of Residence Life and Housing allows for First Year Students to select their roommate for the 2023-2024 Academic Year. This *Roommate Matching & Group Formation 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](mailto:rwuhousing@rwu.edu).

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### Overview: Important Information & Deadlines

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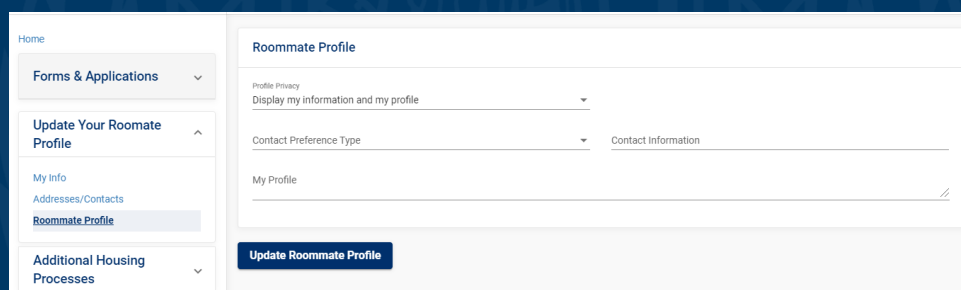
While students can elect to participate in the Housing Placement process without any pre-determined roommates, students are *highly* encouraged to participate in the roommate matching process as single, private occupancies without our residential communities are limited and all students who do not elect a single option will be placed with another student through our housing management system based off the responses you indicated within your New Student Housing Application.

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## Some important information regarding this process:

- Roommate pairs (2) and groups of three (3) or four (4) are allowed for the incoming first year students
  - NOTE: There are *limited* triples and quads available on-campus for the 2023-2024 academic year. Please be aware that in the event the Department does not have enough triples and quads to meet demands, groups will be asked to regroup accordingly.
- Students are permitted to request students from different majors
- If a student is interested in an LLC, both students must apply and be approved for the designated LLC
  - NOTE: Non-honors students requesting to live in the Honors LLC with an honors student must have direct approval from the Honors Program Director and the Housing Operations team
- Students **must successfully match by Sunday, July 9<sup>th</sup> at 5:00 PM** in order to be guaranteed to be matched as a pair for First Year Housing Placements
  - NOTE: Requests made after July 9<sup>th</sup> 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:



## Living Learning Community (LLC) Roommate Matching

Students have an option to apply for any of our LLCs here at Roger Williams. If two or more students are interested in living together next year, they must both apply and be approved through the LLC coordinator. Questions regarding your LLC application can be directed to the LLC program coordinator- you can find information on our [website](#). If one student is accepted into the LLC and the other student is NOT, the pair will need to make a decision to either

- **Black and Latinx Living Learning Community**
- **Honors Living Learning Community**- *Students not in the honors program must contact Honors Program Coordinator. Spaces for non-honors students in the Stonewall LLC are **very** limited and approved on a case-by-case basis.*
- **Queer/Trans Living Learning Community**
- **Substance Free Housing**

Applications and information for all of these LLCs can be found on our website:

<https://www.rwu.edu/undergraduate/student-life/living-rwu/living-learning-communities>

## Solo or Pairs: Introduction and Overview

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

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**SOLO:** Indicate in your housing application you are interested in a single *or* search for roommates to create a PAIR/GROUP *or* Be assigned a roommate who doesn't have a match based off our Roommate Matching software with attributes you provided during the application process

**PAIRS or GROUPS:** Search for a roommate via self-service. Accept/request roommates accordingly. Be assigned a room based off your hall preferences in your New Student Housing Application (Students who are in a pair or group 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. Single room requests for medical reasons are **due to SAS by June 30th**.*

*More information can be found on our website under "Request for Accessible Housing Accommodations"*

## Residential Communities Eligibility

Due to the unique configurations of our residence halls, some residence halls may be able to accommodate a certain group size, while some might not be able to. Please see below for more information:

**CEDAR:** Select singles available, mostly all doubles, quads available on the 5<sup>th</sup> floor, very few triples

**MAPLE:** Select singles available, mostly all doubles, only a few triples and quads available across complex

**STONEALL:** Mostly doubles, handful of triples, NO quads within the complex. Singles by SAS only.

**WILLOW:** Mostly doubles, handful of triples, NO quads within the complex and NO singles available

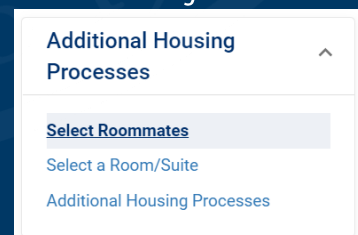
## Self-Service Tutorials: How to Search/Request a Roommate

Think of roommate matching to a similar process of a Facebook friend request. Someone can always send you a request, but you will not be 'friends' until both parties accept each other. Same goes for roommate matching: One student must request another and that other student needs to accept their request to be fully paired.

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

### STEP #1

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



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## STEP #2

- Make sure "Fall 2023" is selected

For the Term: Fall 2023

## STEP #3- Searching for Your Roommate

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

### Search for Roommate

Last Name	First Name
AQ: About Me	Major
AQ: Introvert/Extrovert	AQ: Optimism/Pessimism
AQ: Exercise Preferences	AQ: Smoker Preferences <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> (no preference)
AQ: Alcohol Use	AQ: TV Preferences
AQ: Study Location	AQ: Study Noise Level
AQ: Sleep Time	AQ: Wake Up Time
AQ: Cleanliness Practice	AQ: Temperature Preferences
AQ: Overnight Guest Preferences	AQ: Music Preferences
AQ: Gamers	AQ: Weekend Preferences

**Begin Search**


### Know the name of your future roommate?

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

### Looking for a roommate?

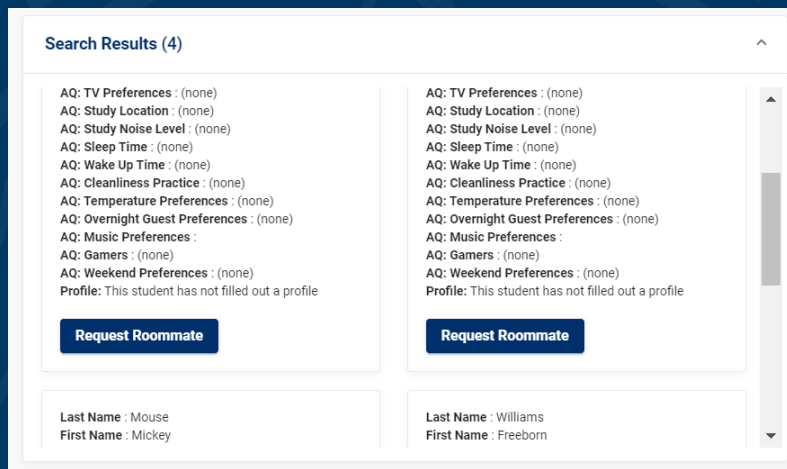
- You can search against various characteristics. These fields are based around answers you and your fellow first year students submitted through the Housing Self-Service Portal.
- Remember to limit yourself to a few important ones! Selecting multiple search criteria will force the system to find a 100% match to your searches.

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- We recommend prioritizing the following criteria:
  - Sleep Time, Wake Up Time, Cleanliness Practice, Temperature Preference
- Once you have selected your criteria, click 

## 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:



### Didn't find a roommate match?

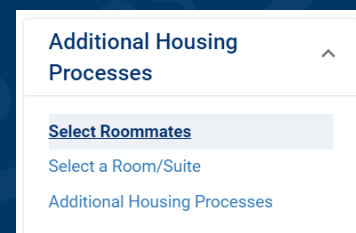
- Try less search fields to search against. Too many fields searched for may result in a 0% chance to find an identical match.
- Email us with any concerns/questions at [rwuhousing@rwu.edu](mailto:rwuhousing@rwu.edu)

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

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

### STEP #1

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



### STEP #2

- Make sure “Fall 2023” is selected



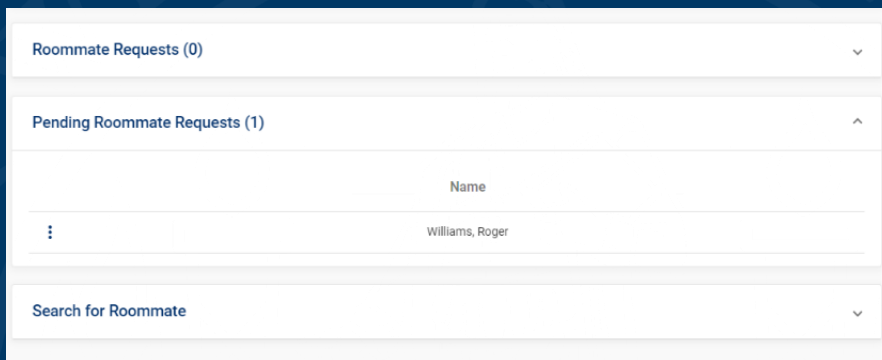


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- Click "Pending Roommate Requests"

## 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 managing roommate requests. At the top, there is a section titled "Roommate Requests (0)" with a downward arrow. Below it is a section titled "Pending Roommate Requests (1)" with an upward arrow. This section contains a table with one row. The table has a header "Name" and a row with a vertical ellipsis icon on the left and the name "Williams, Roger" on the right. At the bottom of the interface is a search bar labeled "Search for Roommate" with a downward 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

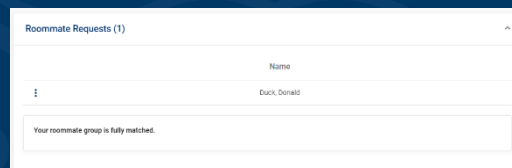


ACCEPT THEIR REQUEST



DENY THEIR REQUEST

Once a pair has mutually matched, your screen will look like this with "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 **SUNDAY JULY 9<sup>th</sup>**. After 7/9, all roommate changes must be communicated to [rwuhousing@rwu.edu](mailto:rwuhousing@rwu.edu) and are not subject to automatic approval.



The screenshot shows the same interface as before, but now the "Pending Roommate Requests" section is empty. Below the search bar, a message box displays the text "Your roommate group is fully matched."

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