

### ***Adding and reminding new roommate requests***

1. Access Housing Self-Service through “Housing” icon on Gateway’s application launch pad.
2. Click on the “Room Selection” menu.
3. Click on the “Roommates/Suitemates” link.
4. Select “Fall 2017”.
5. Search for a roommate to request by using their name or email.
6. Click “Request Student as Roommate.”
7. The student is added to your list of Confirmed Future Roommate Requests and will be emailed saying that you have added them as a potential future roommate. **Note that the status will be “DOES NOT MATCH” until the student confirms your request.**
8. Continue to add other students that you wish to live with (up to 7 people total).
9. (Optional) Roommates that your request can be reminded of your request at any time by clicking the “Remind” button located on the Confirmed Future Roommate Requests table.

### ***Roommate groups- rooms, suites, apartments, houses***

All groups of students wishing to live together in a given space must reciprocally approve every other student in the group as roommates.

### ***Confirming a roommate request***

Note that if someone has requested you as a roommate, it will not show on the overview page, but can be seen by looking at the “Roommates/Suitemates” link from the Room Selection menu.

1. Access Housing Self-Service through “Housing” icon on Gateway’s application launch pad.
2. Click on the “Room Selection” menu.
3. Click on the “Roommates/Suitemates” link.
4. Select “Fall 2017”.
5. Look at the “Unconfirmed Roommate Request” table. The status of these potential roommates will be “DOES NOT MATCH.”
6. Click “Add” if you wish to confirm that roommate request.
7. A new table will appear with “Confirmed Future Roommate Requests” and the status of the student will now say “MATCHES.”

### ***Removing a roommate request***

1. Access Housing Self-Service through “Housing” icon on Gateway’s application launch pad.
2. Click on the “Room Selection” menu.

3. Click on the “Roommates/Suitemates” link.
4. Select “Fall 2017”.
5. Look at the “Confirmed Future Roommate Requests” table. This outlines all roommate requests and any confirmed as “MATCHES”.
6. Click on “Remove” to cancel a roommate request.
7. An email will be sent to the student to inform them that the request was removed.

### ***Advanced Roommate Searching***

1. Access Housing Self-Service through “Housing” icon on Gateway’s application launch pad.
2. Click on “Personal Information” menu.
3. Click on “Update Information” – make sure your housing preferences are up to date.
4. Select “Fall 2017”.
5. Also under “Personal Information” menu, click on “Roommate Profile” also select “Fall 2017”– update contact information and any comments you’d like to include in your profile.
6. Click on the “Room Selection” menu
7. Click on the “Roommates/Suitemates” link.
8. Scroll down to “Advanced Roommate Searching”
9. Search for roommates based on attributes from housing preferences. When a match is found, you can request roommate from that page.

### ***To select a room***

Students will be eligible to select a room as soon as their lottery time opens if:

- the student has roommate preferences all matched
- any roommate requests that are not matched that you initiated are removed from your request queue.

1. Access Housing Self-Service through “Housing” icon on Gateway’s application launch pad.
2. Click on the “Room Selection” menu.
3. Click on the “Select a Room or Suite” link.
4. Select “Fall 2017”.
5. If you are eligible to select a room at that time, click on the “Find Available Rooms” button.
6. A list of all of the available rooms with the occupancy of the number of roommate matches that you have will appear.
7. When you locate your desired room, click on the “Select Room” button next to the room or any of the rooms in the suite, house or apartment you are interested in living. *Please note that this does not lock-in your selection, nor absolutely guarantee the availability of the room to you.*

**Residence Life & Housing STRONGLY RECOMMENDS that all students have multiple back-up options in the event that their first choice of housing isn’t available at the time of room selection.**

## Housing Self-Service Quick Reference

8. Book the beds and rooms for each person by selecting them from a drop-down menu by each available space.
9. Click "Submit Room Selection" to verify your selection and confirm your room booking.
  - If the room is available, you will get a screen that congratulates you on completing your room selection process.
  - If the room is unavailable, you will get a screen that has a link to redirect you back to available room choices.
10. When you confirm booking and selection of a room, you completed your housing selection and will receive an email with your housing assignment.

### ***If a space of your desired size is no longer available:***

You will need to break down your group into smaller groups by using your contingency plans. Please note that all students in the group will need to remove the necessary roommate matches to make smaller groups. You will then need to select rooms based on these smaller groups and by who in each group has the earliest lottery time.

### ***Wait list***

If your desired housing is not available, we still encourage you to select a space. However, starting Friday, April 21 at 1:00pm, you can add yourself to a waitlist.

1. Access Housing Self-Service through Gateway's application launch pad.
2. Click on "More Tasks" menu.
3. Click on "Waiting Lists" link.
4. Select "Fall 2017".
5. Waiting lists are by room type. You can add yourself to as many lists as you would like.
6. In comments add helpful information - i.e., if you are on wait list for four person room/suite, include the names of the three other people you hope to live with in that room.

### **Housing Selection Checklist**

*What each student needs to do to select housing:*

- Complete the "Preparation for Room Selection" application in Housing Self-Service by March 24.
- Register for at least one course for the fall semester during course request March 27-29.
- Check Housing Self-Service at 1pm on March 31 for your room selection time as determined by the lottery.
- Match with roommates between March 31 and your room selection night (mixed groups must match by April 14).
- Submit a proxy request, if you have the best time of your group but are unavailable to access the internet at that time.
- Search for available rooms and make a list of options.
- Log into Housing Self-Service before your room selection time and select housing at your time (April 18-20).

### **Important Dates and Times**

**March 24:** "Preparation for Room Selection" form due

**March 28 & 30:** Angie Harris is available to answer questions during common hour (cushies in front of info desk, the HUB)

**March 31:** Room Selection times available in Housing Self-Service starting at 1pm

**April 14:** Proxy or Mixed Class Forms Due (if applicable)

**April 18:** Rising Senior Night (starting at 6pm)

**April 19:** Rising Junior Night (starting at 6pm)

**April 20:** Rising Sophomore Night (starting at 6pm)

**April 21:** Waitlist available at 1pm

**More information is available on the website at <http://tinyurl.com/dsonroomselection>**

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