

myHousing @ Dickinson College

Quick Reference

Adding and reminding new roommate requests

1. Access myHousing through the Student Resources tab of your gateway.
2. Click on the "Room Selection" menu.
3. Click on the "Roommate Selection" link.
4. Search for a roommate to request by using their name or email.
5. Click "Request Student as Roommate."
6. 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.**
7. Continue to add other students that you wish to live with (up to 7 people total).
8. (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 "Roommate Selection" link from the Room Selection menu.
1. Access myHousing through the Student Resources tab of your gateway.
 2. Click on the "Room Selection" menu.
 3. Click on the "Roommate Selection" link.
 4. Look at the "Unconfirmed Roommate Request" table. The status of these potential roommates will be "DOES NOT MATCH."
 5. Click "Add" if you wish to confirm that roommate request.
 6. 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 myHousing through the Student Resources tab of your gateway.
2. Click on the "Room Selection" menu.
3. Click on the "Roommate Selection" link.
4. Look at the "Confirmed Future Roommate Requests" table. This outlines all roommate requests and any confirmed as "MATCHES".
5. Click on "Remove" to cancel a roommate request.
6. An email will be sent to the student to inform them that the request was removed.

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 myHousing through the Student Resources tab of your gateway.
2. Click on the "Room Selection" menu.
3. Click on the "Select a Room/Suite" link.
4. If you are eligible to select a room at that time, click on the "Find Available Rooms" button.
5. A list of all of the available rooms with the occupancy of the number of roommate matches that you have will appear.
6. 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.*
7. Book the beds and rooms for each person by selecting them from a drop-down menu by each available space.
8. Click "Submit Room Selection" to verify your selection and confirm your room booking.
 - a. If the room is available, you will get a screen that congratulates you on completing your room selection process.
 - b. If the room is unavailable, you will get a screen that has a link to redirect you back to available room choices.
9. 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.

The Office of Campus Life 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.