



Housing Self-Service Quick Reference Guide

Adding and reminding new roommate requests

1. Access Housing Self-Service through the “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 2020”.
5. Search for a roommate to request by using their name or email.
6. Click “Request This Student.”
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 you 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 by following the same process listed above.

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 the “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 2020”.
5. Look at the “Accept/Decline Pending Roommate Requests” section.
6. Click the green “accept” button if you wish to confirm that roommate request.

7. This request will now move into the “Fall 2020 Roommate Requests” and it will state that “your roommate group is fully matched.”

Removing a roommate request

1. Access Housing Self-Service through the “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 2020”.
5. Look at the “Fall 2020 Roommate Requests” section. This outlines all matched roommate requests.
6. Click on the red “Remove” button to cancel a roommate request.
7. 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 Housing Self-Service through the “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.
5. If you are eligible to select a room at that time, click on the “Find Available Rooms” button. You are able to sort by hall if you are looking only at one particular building.
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.



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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 17 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 2020”.
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 “Room Selection 2020” application in Housing Self-Service by April 3.

- Register for at least one course for the fall semester during course request March 30 – April 3.
- Check Housing Self-Service at 1pm on April 20 for your room selection time as determined by the lottery.
- Match with roommates between April 20 and your room selection night (mixed groups must match by April 24).
- Submit a proxy request, if you have the best time of your group but are unavailable to access the internet at that time. This request is due by April 24 at 4pm and must be acknowledged by April 27 at 8:30am.
- 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 28-30).

Important Dates and Times

April 3: “Room Selection 2020” application due

April 20: Room Selection times available in Housing Self-Service starting at 1pm

April 24: Proxy or Mixed Class Forms Due (if applicable)

April 28: Rising Senior Night (starting at 6pm)

April 29: Rising Junior Night (starting at 6pm)

April 30: Rising Sophomore Night (starting at 6pm)

May 1: Waitlist is available at 1pm

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