Housing Self-Service Quick Reference Guide

The online housing selection program, Housing Self-Service, can be accessed through the housing icon in your Gateway (http://gateway.dickinson.edu). Using this program, students can view their lottery time, select roommates, view available housing options, and select housing for next year.

Adding new roommate requests

1. Click on the "Room Selection" menu
2. Click on the "Select Roommate" link
3. At the top of the screen select the following semester from the drop-down menu
4. Go to the block at the bottom of the screen that says, "Search for Roommate" and click on it
5. Search for a roommate to request by using their first name, last name, or Dickinson email
6. Once you fill in one of those items click on "Begin Search"
7. You will see options that match listed below and you will click on "Request Roommate" for whomever you would like to live with
8. 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.**
9. Continue to add other students that you wish to live with (up to 7 people total).

Roommate groups- rooms, suites, apartments, houses

All groups of students wishing to live together in each space must reciprocally approve every other student in the group as roommates by following the same process listed above.

Confirming a roommate request

1. Click on the "Room Selection" menu.
2. Click on the "Select Roommates" link.
3. At the top of the screen select the following semester from the drop-down menu
4. Look at the "Pending Roommate Requests" section.
5. Click on the three dots next to the name of the pending roommate's name
6. There will be several options, but you will click on "Match" (person with a plus sign) button to accept the request
7. This request will now move into the "Roommate Requests"
8. If you are fully matched with all roommates, it will state that "your roommate group is fully matched"

Removing a roommate request

1. Click on the "Room Selection" menu.
2. Click on the "Select Roommates" link.
3. At the top of the screen select the following semester from the drop-down menu
4. Look at the "Pending Roommate Requests" section.
5. Click on the three dots next to the name of the pending roommate's name
6. There will be several options, but you will click on the trash can button to remove the request
7. An email will be sent to the student to inform them that the request was removed.

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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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 and any unmatched roommate requests are removed.

1. Click on the "Room Selection" menu.
2. Click on the "Select a Room/Suite" link.
3. If you are eligible to select a room at that time, it will say in the "Your Room Selection" box at the top of the screen that you are eligible to select a room.
4. The "Roommate Group" box below will have the roommate group you are currently matched with listed. The size of the group in that box will dictate the size of spaces you are eligible to choose from.
5. The "Select from Room List" is the box you will want to click on to see spaces that are available to you. You can sort by hall if you are looking only at one building.
6. A list of all 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/Suite" button in the box of 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.***
8. Next another box will appear with the selection you made assigning students to beds in the space. You do not need to make sure people are matched with the exact roommates as you can email Residence Life & Housing after the fact to clarify with us where each person should be living in the space.
9. Click "Submit Room Selection" to verify your selection and confirm your room booking.
10. If the room is available, you will get a screen that congratulates you on completing your room selection process.
11. If the room is unavailable, you will get a screen that has a link to redirect you back to available room choices.
12. 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.

Waiting Lists:
If your desired housing is not available, we still encourage you to select a space. If we can meet your request, we will contact you.

1. Click on "Room Selection" menu.
2. Click on "Waiting Lists" link.
3. Waiting lists are by room type. You can add yourself to as many lists as you would like.

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