Roommate & Room Selection Process

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FAQs

Do I have to request a roommate before I select a room?
No you don’t. However if you don’t confirm a roommate before you choose a room, you will not be able to assign a room for your intended roommate. Your roommate will then have to go through the room selection process themselves and risk not being able to get an assignment in your room.

I confirmed that I wanted to be someone’s roommate. This means I have a room assignment and I do not have to do anything further.
Not necessarily.
If your roommate has already selected a room before they requested you as a roommate, you will NOT be automatically assigned to their room.
If they selected a room after you confirmed and included you in their room booking, you will have an assignment.
You can also be the one to select a room assignment for you and your roommate.
**My roommate already has an assignment, how do I get in the same room as them?**
Search for the room they are in. If there is an empty bed available, you can be assigned to it. If the room does not come up in the search results, the room is full.

**I keep getting an error when I search for my room.**
The floor search fields do not allow letters. Example: If you want a room on floor 3A, search for Floor ‘3’ (not 3A) and in the results screen, pick a room on the A side (i.e. 301A).

**How do I know if I have a room assignment?**
Check the **My Assignments** section in on the My Housing Overview page.

**If 4 people want to room together, who has to make the roommate requests?**
Everyone has to either request or confirm a request for everyone in the group in order to be able to go into a room assignment together. **Any declined or unconfirmed requests will result in an unsuccessful group room assignment.**

**I have 3 confirmed roommates but there are no 4 person suites available. What should I do?**
If all the 4 person suites are filled you will need to remove 2 of your roommates in order to be able to select a room assignment. Go back to the **Roommate Selection** page and remove 2 students.

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**Roommate Request Process (2 person room/suite)**

**Requesting a Roommate (For Student 1)**
Go to **Roommate Selection** page.

Search for your intended roommate

An email will be sent to that student notifying them of your request.
Confirming Roommate Request (For Student 2)

If you have a roommate request, you must confirm it to be able to select a room for that person.

If you do not confirm or decline it, you will only be able to select a room for yourself.

Go to Roommate Selection page

Select Confirm.

Room Selection Process (For Student 1 or Student 2)

After the roommate request has been confirmed, you can now select a room for you and your roommate.

Go to Select a Room/Suite Page

Search for a room. You can click Find Available Rooms with no search criteria entered.

When you find a room, click Select Room.
You will now see two drop downs that contain yours and your roommate's name. If you are happy with the assignment, click I Agree.

You and your roommate now have a room assignment.

Any future changes to your room assignment need to be made through the Residence Life Office.

Roommate Request Process (4 Person suite)

Requesting a Roommate (For Student 1, Student 2, Student 3 & Student 4)

Go to Roommate Selection page located under Room Selection.

Search for your intended roommate

An email will be sent to that student notifying them of your request.
Repeat until you’ve requested all of the students who are not already confirmed as a roommate.

Confirming Roommate Request (For Student 1, Student 2, Student 3 & Student 4)

If you have a roommate request, you must confirm it if you want to be able to select a room for that person.

Any declines or unconfirmed requests will result in an unsuccessful group room assignment. Everyone must confirm with everyone in the group in order to be able to go in an assignment together.

Go to Roommate Selection page. Select Confirm.

You can now select a room with this person.

You must confirm your roommate selection for all 3 roommates.

Room Selection Process (For Student 1, Student 2, Student 3 OR Student 4)

After ALL of your roommates have been confirmed, you can now select a room for everyone in your group.

Go to Select a Room/Suite Page.

Search for a room. Since you have 3 roommates, you will only be able to see rooms that have 4 beds available. If the 4 person suites are filled, you’ll need to remove 2 of your roommates in order to see room assignments for 2 person rooms/suites.
When you find a room, click **Select Room**.

You will now see 4 drop downs that contain yours and your 3 roommates’ names. If you are happy with the assignment, click **I Agree**.

You and your roommates now have a room assignment.

Any future changes with your room assignment will need to be made through the Residence Life Office.