

New Student Roommate Selection Process

New Syracuse University undergraduates who submitted an on-line housing application by May 14 are eligible to participate in the roommate selection process. You will be given access to the MyHousing screens. The first screen you will see is the MyHousing Overview screen.

HOME/OVERVIEW:

The overview page will display four categories of information to you

My Info

This will display your personal information – Name, SU I.D. number, your reservation number, and your SU e-mail address. When you first access this information be sure to check it for accuracy. Your e-mail address will be used extensively and provided to your selected roommates.

My Housing Assignments

Eventually, this will display your current and future University room assignments – where, what, and with whom (including their syr.edu e-mail address).

Roommate Requests

This will display the names of those students whom you have selected on-line. Items displayed are the term, the name(s) of the roommate requested, whether the request is 'matched' (both students have requested each other) or 'Does not match' (they have not yet requested you as a roommate).

Name	SUID	Lottery Number	eMail
First Test Person	989898980		tp1@syr.edu

Term	Requested Roommate	Status
Fall 2008	Second Test Person	DOES NOT MATCH What does this mean?

ROOMMATES:

This page has two items displayed. Instructions appear in the right hand column.

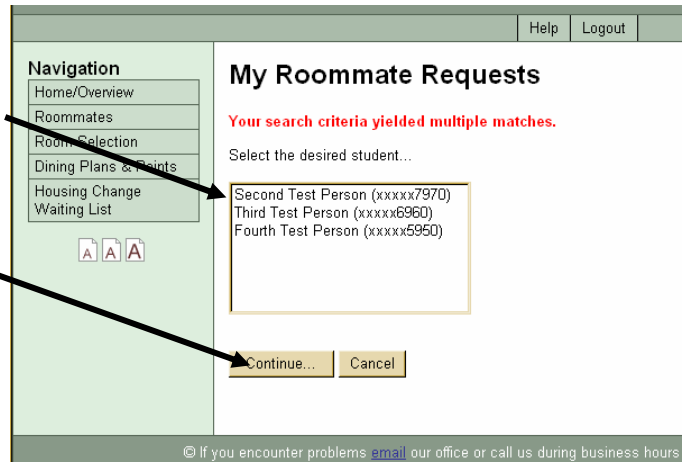
Roommate Requests

This displays the names of roommates selected by you (if any), similar to the information displayed on the overview page - or - the message "You have no roommate requests" will display when no requests are recorded.

Specify a Student as a New Roommate Request

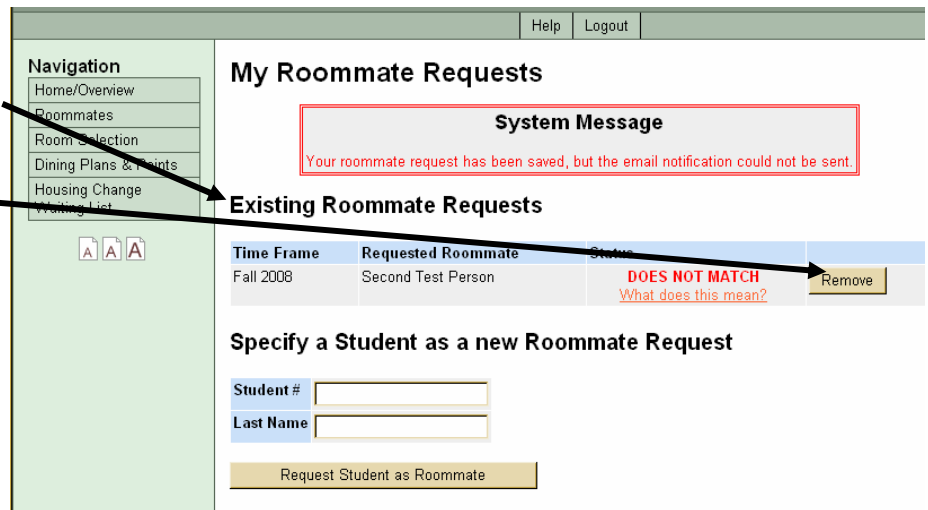
This allows you to select your roommate(s). You will need to type their last name or SU I.D. number to identify them. If the information you submit is unique, selecting "Request Student as Roommate" will automatically select the student requested.

If the information is not unique, a list of potential roommates' names and the last 4 digits of their SU I.D. number will be displayed. Select the correct student from the list and select "Continue". Your selected roommate will receive a confirmation e-mail that they have been selected by you.



The student's name will appear on your Roommate and Overview screens as well as whether or not the request is matching. If you make a selection error, click the 'remove' button next to the student's name. They will receive an email indicating you have de-selected them.

IMPORTANT:
Un-matching roommate request(s) at the conclusion of the New Student Roommate Selection Process are not eligible for automatic roommate pairing during the room assignment process.



This is the display appearance when your roommate selection is matched (your roommate has requested you as their roommate).

