SELECT AND CONFIRM ROOMMATE(S)

Roommate selection will open prior to room selection so students can get their roommate groups setup. It is important to note that you may have to change roommate requests during the process if a room type you are looking for is no longer available such as a 4-person suite. You will want to talk through how your group will break up to allow for multiple groups if necessary.

- Log into your Housing page via MySlice

- Click Room Selection on Navigation Bar

- Click Select Roommates

- Change ‘For the Term:’ select Fall 2021
• Click Search for Roommate

• Type in email address of the person you are requesting as roommate. It must be their syr.edu email. Then click Begin Search

• Confirm your selected roommate click Request Roommate
• Once you request someone they will receive an email indicating that you requested them and they must confirm acceptance. You see here that your request is Unmatched and this indicates they need to accept your request.

• If you need to remind the other student or remove the request you will use this vertical three period icon to display options:

  - Use the envelope icon to email the requested student.
  - Use the trash can icon to remove the request.

• Once both you and your roommate confirm the request you will see that the roommate group is fully matched.
• If someone requests you first you will see that information under Pending Roommate Requests but you will also receive an email.

• You will accept this request by select the Accept/add icon

Use envelope to email the other student.

Use this icon (accept/add) to accept the roommate request.

Use the trash can icon to remove/decline this request. (this will remove it from pending request and the other student will receive and email that you declined their request)

Reminder roommate selection will be open during all room selection processes so you can add and remove roommates depending on what type of room you are selecting or available at the time of selection.