HOW TO SELECT AND CONFIRM YOUR ROOMMATE(S)

After locating and deciding on your roommate(s), either using MyCollegeRoomie or through another approach, you will need to select and confirm your roommate group within the **self-service Housing Portal**. The roommate selection menu option will be made available prior to room selection so you can set your roommate group in the Housing Portal.

It is important to note that it is possible that you may have to change roommate requests during the room selection process if a room type you were planning on is no longer available. You should talk through how your group will break up to allow for multiple groups if necessary (e.g., a 4-person group separating into a 2-person group).

For example – If your plan was to live in a 4-person suite and your roommate group contains four total people (you plus three roommates), but now no 4-person rooms are available, you will need to adjust the size of your roommate group so that available room options display for you. **Available rooms will only display that match the size of your confirmed roommate group within the portal.**

Roommate selection will be open during all room selection processes so you can add/remove roommates to your roommate group depending on need and room availability at the time of selection.

The following steps will outline for you what to expect when selecting and confirming your roommate(s) within the Housing Portal.

Step 1: Accessing the 'Select Roommates' Section of the Housing Portal

- Log into the Housing Portal (via MySlice > Student Records > Housing and Meal Plans)
- Choose 'Selection – Roommate & Room' from the Navigation Menu
- Choose 'Select Roommates'
- Select the upcoming term from the drop-down menu on the main page.
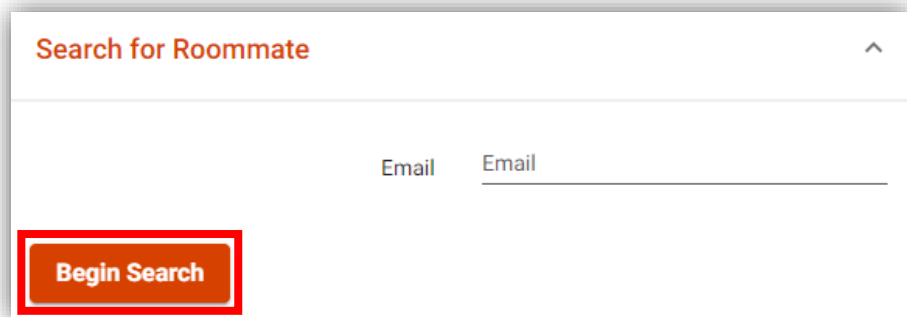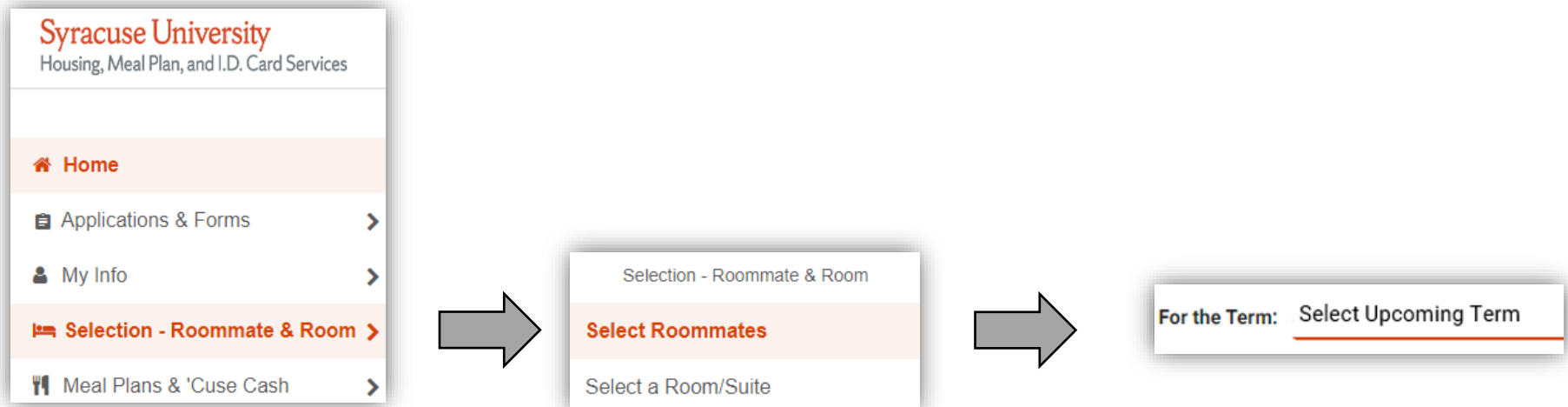
Step 2: Locate Your Roommate Within the Portal and Send Roommate Request

Within the 'Search for Roommate' section, type in the email address of the person you are requesting as a roommate. ***You must enter their syr.edu email address.*** Then click the 'Begin Search' button.

Within the Search Results section, click the 'Request Roommate' button to send a request notification.
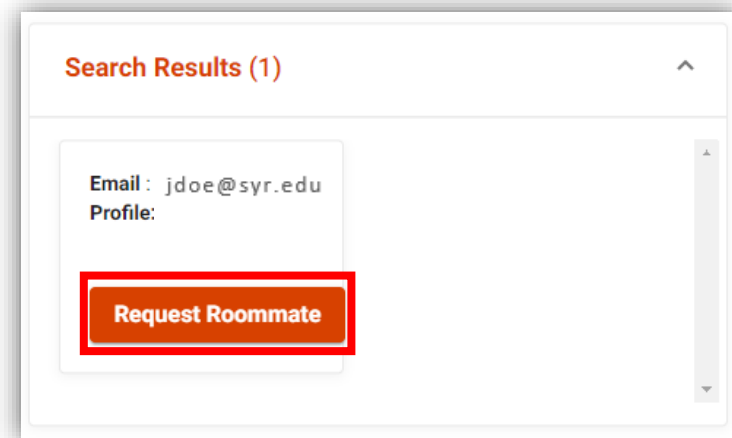
If your search does not locate your roommate:

- Make sure their syr.edu email address was entered correctly.
- Confirm with your roommate they are part of the same room selection round as you and are eligible to participate in room selection.
    - For example, if you are an LLC round participant, your roommate must also be included in this round.
    - All students must be eligible for the room selection process and must have completed their Housing Contract for Room Selection.
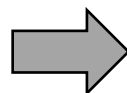
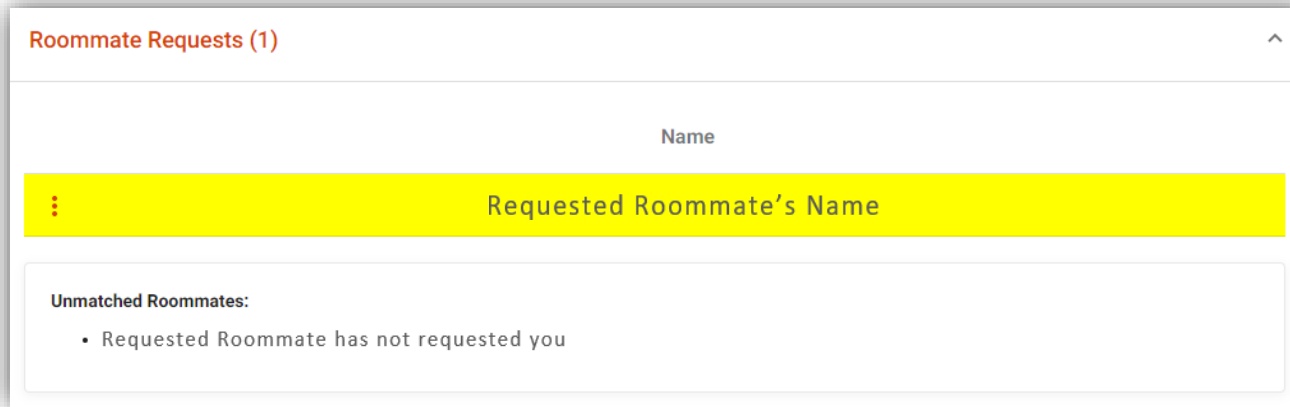*Remember: For larger roommate groups remember you will need to <u>repeat these steps for each student</u> you are grouping with.*

Step 3: Managing Roommate Requests & Roommate Groups

➢ Managing Requests You Sent

Once a roommate request is made, the name will display in the 'Roommate Requests' section. The student will receive an email notifying them of the request. They must confirm acceptance to complete the roommate group process. Their name will be listed in the 'Unmatched Roommates' section until they confirm your request. The yellow highlight indicates the request is pending confirmation by the other student.

You can manage your request using the ellipsis (three-dot) menu to either:

- Send a Poke – Sends a generic reminder to your potential roommate to respond to the request.

- Email – Allows you to send a custom email to your potential roommate.
- Remove – Deletes the request.

Remember: For larger roommate groups remember you will need to <u>repeat these steps for each student</u> you are grouping with.

➢ Managing Requests You Receive

If a request has been sent to you by another student, you will receive an email alerting you the request has been made.

Subject: Housing Self-Service: Roommate Request Change - ADDED

Dear _____,

This is an automated email generated from Housing Self-Service.

You have been ADDED as a roommate request by STUDENT NAME.
The email address for this student is: STUDENT EMAIL
Please log into your Housing Self-Service Portal and either confirm or decline the request. All requests must be mutual to be considered.

The request will display in the 'Pending Roommate Requests' section.

Pending Roommate Requests (1)

Name

⋮   Requesting Student's Name

You can manage requests received using the ellipsis (three-dot) menu to:

- Email – Allows you to send a custom email to your potential roommate.
- Match – Confirms the request and matches you together as a roommate group.
- Decline – Removes the pending request. The student will receive an email that you declined the request.

Subject: Housing Self-Service: Roommate Request Change - ADDED

Dear _____,

This is an automated email generated from Housing Self-Service.

Your roommate request for STUDENT NAME has been accepted.
This roommate request is now a valid match.
The email address for this student is: STUDENT EMAIL

Subject: Housing Self-Service: Roommate Request - DECLINED

Dear _____,

This is an automated email generated from Housing Self-Service.

You roommate request has been DECLINED by STUDENT NAME
The email address for this student is: STUDENT EMAIL

Remember: For larger roommate groups remember you will need to repeat these steps for each student you are grouping with.
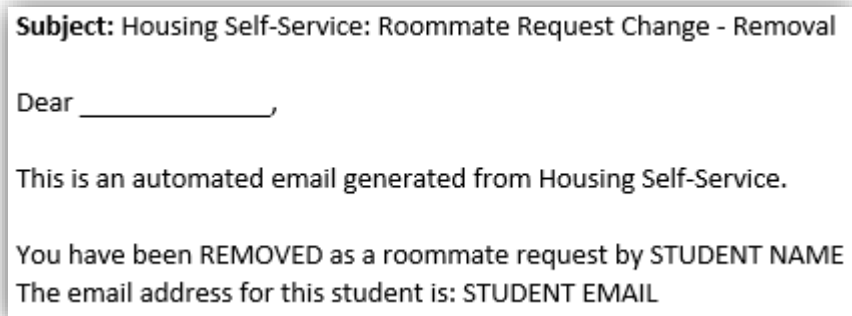
➤ Matched Groups

Once you and your roommate have requested and confirmed one another, the yellow highlighting is removed within the Roommate Requests section and if no further pending roommate requests remain, the message that your group is fully matched will display.
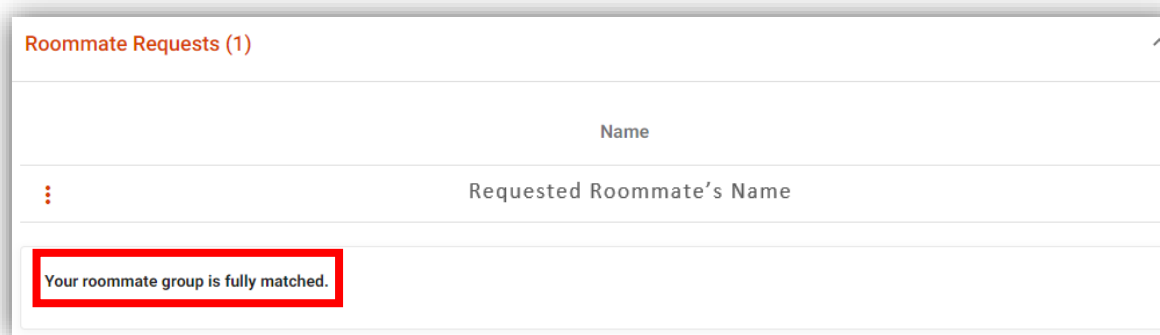
You can still add roommates to your group at this time using the steps above.

To remove a matched roommate from your group, use the ellipsis menu and select 'Remove', the same as above. The request will change back to the pending request status and the student will receive a notification by email.

Remember: For larger roommate groups remember you will need to repeat these steps for each student you are grouping with.