

## How to complete a roommate request:

Roommate preferences are completed by making roommate groups. Please note that all traditional hall rooms are single, double and triple occupancy so your group size is limited to 3 people.

All roommate requests must be mutual. Additionally, roommate requests are not guaranteed and are accommodated on a space-available basis.

1. Designate one person as a group leader
2. The group leader should visit the Roommate Request section to create a unique group name
3. Provide that group name to your desired roommate(s).
4. Your desired roommate(s) MUST have a completed housing application
5. Your desired roommate must revisit the Roommate Request, click "Join a Roommate Request" and type in the group name
6. The group leader must log back in and accept the request to join the group in the Roommate Request section.
7. **The group leader must also verify the group.** This tells our office that your group is set.

Only ONE person of your roommate group should make a group. This is because you cannot be part of a different group once you have already made a group of your own.

## Verifying your Roommate Group in Complete

The main reason roommate requests are not accommodated is typically due to roommate groups not being complete. If you are the group leader of your roommate group, you will need to revisit this page BEFORE the deadlines and make sure your roommate has joined your group and that you have in turn accepted their request to join.

## Confirmed

Your roommate group has been confirmed.

## New, Incoming Students

- Roommate request MUST be finalized by June 1

## Current/Returning Students

- Roommate requests MUST be finalized before room selection/your housing assignment is made

## Helpful Information

- In order to search for a roommate or send someone a request to join your group, they must also have a completed application.
- Do not create a roommate group until you are ready to commit to that roommate request. You will not be "searchable" once you have created and/or accepted a roommate request.
- You and your roommate should have similar living preferences
- Don't have a roommate in mind? That's OK! The questions you answered helps our office find one for you. However, you can also use 1 -2 questions to search for a roommate match. With new applications being completed daily, you can also check back later.