Selecting Your Roommate & Room In The Residence Halls
A How-To Guide on Selecting your Own Roommate & Room in the Residence Halls

You’re in charge!
Select your own roommate and room when completing your online RIT housing contract!

Read through this booklet for easy instructions and important information about selecting your own roommate and room in the RIT residence halls.

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Complete Your Online RIT Housing Contract:
Once your tuition deposit is paid or waived, you will have access to the 2015—2016 RIT housing contract. Housing contracts will be available online beginning January 5, 2015. Go to myhousing.rit.edu to complete your online housing contract. If you require a paper copy of a housing contract, contact Housing Operations at (585) 475-2572 or housing@rit.edu.
Your RIT Housing Timeline

**January 5 — May 12** Complete your online RIT housing contract and search & select a roommate.

As an incoming freshman, you must go to myhousing.rit.edu and complete an RIT housing contract. In addition to completing a housing contract, you may search and select your own roommate. See the instructions for each in this booklet.

**May 29** Receive an appointment time to go online to select your own room in the residence halls.

Your appointment time will be sent to your RIT email account on this date. On the given time and date of your appointment, you will have access to go back to myhousing.rit.edu to select a room of your choice in the residence halls.

**Early June** Select your own room online.

Your appointment time to go online to select your room will start and end sometime in early June. Your appointment time is the earliest that you can go to myhousing.rit.edu to select a room. You may select a room even if you did not select a roommate. Students will be assigned appointment times based on the order in which they paid their tuition deposit. Those who paid earlier will have early appointment times.

All incoming freshmen are guaranteed RIT housing in the residence halls and there is plenty of traditional and specialty residence hall space to select from! Visit housing.rit.edu to view residence hall options.

How to Complete Your RIT Housing Contract

1. Go to myhousing.rit.edu
2. On the RIT authentication page, enter your RIT computer account username and password; then click Log on.
3. On the home page, click Housing Contract/Dining Plan in the orange header bar.
4. On the Term Selector page, select 15—16 Full Academic Year
5. On the Begin Contract page, click the Save & Continue button.
6. You are now ready to begin filling out your RIT housing contract. Work through the steps on the top menu bar.
7. When you get to Roommate Management, you are now ready to begin searching for and selecting a roommate. You may go back into your housing contract as many times as you like to search for roommates through May 12, 2015.
How to Search & Select a Roommate

Available mid-January, a “how-to” video on conducting a roommate search using the housing portal by going to myhousing.rit.edu and click on the Housing Instructional Videos link under helpful links.

Before you begin searching for a roommate, keep in mind:

- In order for a student to be available as a roommate, they will need to have completed a 2015—2016 RIT housing contract. Starting the contract puts a student into the roommate pool for the system to pull from.
- Entering freshmen may request an incoming transfer or current RIT student as a roommate. See the Option 1 - Search for Roommate(s) by Detail section.
- If you are interested in a larger residence hall room — triples or quads — you may select more than one roommate.
- The system will only pull potential roommates that have the same birth sex as you.

Option 1 — Search for Roommate(s) by Detail

Follow the steps below if you know exactly who you want as a roommate next academic year.

1. Ask your desired roommate for their RIT university ID number. You will need this in order to search for them.

   **Reminder:** The student that you want as a roommate must have already completed their RIT housing contract in order for you to request them as a roommate.

2. Click Search for Roommates by Details.

3. Enter your desired roommate’s university ID number and click Search.
Your desired roommate’s RIT username will show up underneath the search button. The number in the green bar to the right of your desired roommate’s username indicates the percentage that your full profile matches your desired roommate’s full profile. Click on your desired roommate’s profile to see their name and additional information.

Underneath your desired roommate’s RIT username you can click Request and this will send a request notice to the student’s RIT email and the portal Inbox Messages area letting them know that you would like them to be your roommate. You can view your desired roommate’s profile by clicking View Profile and send them a message by clicking Send Message. Be sure to include your RIT email address in your messages, so your desired roommate can respond to you.

When your desired roommate accepts the request, the roommate’s RIT user name will appear in the Accepted Roommates Section.
Option 2 — Search for Roommate(s) by Profile Questions

Follow the below steps to search for a roommate based upon their profile questions.

1. Click Search for Roommates by Profile Questions.

2. Select the profile questions and answers you wish your potential roommate(s) to match. We recommend you limit the number of questions and answers to no more than five to create a pool of potential roommates. Click Search.

3. Scroll to the bottom of the page to view a list of potential roommates.

The number in the green bar to the right of each potential roommate indicates the percentage that your overall profile questions and answers match that of each potential roommate.

For each potential roommate listed, you have the option of requesting them as your roommate, viewing their profile, and sending them a message. Be sure to include your RIT email address on your messages, so your potential roommates can respond to you.
Option 3 — Search for Roommate(s) by Browsing Matching Profiles

Follow the steps below to search for a roommate by comparing your full profile to other student’s full profiles.

1. Click Browse Matching Roommates.

2. Scroll to the bottom of the page to view a list of potential roommates.

   The number in the green bar to the right of each potential roommate indicates the percentage that your overall profile questions and answers match that of each potential roommate’s.

For each potential roommate listed, you have the option of requesting them as your roommate, viewing their profile, and sending a message. Be sure to include your RIT email address on your messages, so your potential roommates can respond to you.
How to Select a Room

1. Once your appointment time and date arrives, follow the steps in the How to Complete Your Housing Contract section on page 2 to recall your contract.

2. On the top menu bar click Room Selection to select your room.

   **Note:** Room Selection will be grayed out and unavailable until your appointment date and time.

3. A list of all the buildings will appear. The buildings you are eligible to live in will show the available rooms when you click on them. A brief description for each building will also appear.

4. Click on building name to view a listing of all floors within the building. Detailed floor information will also appear including any type of special lifestyle floors and room types/occupancy available.

5. Click on the floor of your choice and then click the Reserve Bed button to see the listing of available rooms. A listing of all available rooms will appear. Beside each room number you will see:

   **M or F** — designates the gender associated to the room. The associated gender to rooms cannot be changed.

   **2/2 or a similar formatted number** — this number shows the room’s required occupancy/open spaces within the room. For example, “2/2” means that the room is a double and that there are two spaces open and “2/1” means that the room is a double and one space is open. You will also see triples and quads as 3/3 and 4/4.

   **Magnifying glass** — click to view additional information about the room.
6 If a student is assigned to the room, click on the magnifying glass to view their profile to decide if they would be a good roommate for you.

7 Once you have found the room you want, click the Reserve Bed button.

8 In the Select the Bed You Would Like to Have drop down menu, select any open space within the room.

In the Select the Bed(s) You Wish to Assign to Your Roommate(s) drop down menu, select None if you do not have an accepted roommate. If you do have an accepted roommate, you must assign them; see How to Make a Room Selection When You Have an Accepted Roommate section on page 9.

Click the Reserve Bed button when finished. You will have five minutes to select your bed space(s) before your room selection times out.

9 Once you click the Reserve Bed button, Room Selection will disappear from the menu on the top menu bar. Your next step is to complete your online contract. Once you have completed your contract the confirmation menu button will appear on the top menu bar. Click the Confirmation menu button to view your assignment and roommate, if you selected one.
How to Select a Room When You Have an Accepted Roommate

If you have an accepted roommate(s), the student in the group with the earliest appointment time may select a room for everyone in the group, even if the other student’s appointment times have not occurred yet.

**Note:** Entering freshmen with an accepted roommate who is an incoming transfer or current RIT student may select the room for the group.

**Important:** Only the student who selects the room and spaces will be able to make any changes. See the How to Change Your Room section below for more information.

1. Students with an accepted roommate(s) should follow the same room selection instructions in the How to Select a Room section up until the Select the Bed(s) You Wish to Assign to Your Roommate(s) drop down menu. At that point, the student in the roommate group who is selecting the room should select a space for themselves and then select a space for their roommates.

How to Change Your Room

Follow the steps below if you have selected a room and decide you want to look for a different room.

1. Click on Room Selection on the top menu bar. Click on Room Swap – this will allow you to browse what rooms and spaces are available while you remain assigned to the room you have previously selected.

2. You can browse available beds or locations or a combination of both by selecting your search using the drop down menus. Now click on the search button.
3 A list of results will appear. Click on the room details to get more information about a room. When you find the room you want to swap your current assignment to — click on the room to highlight it and then click the continue button at the bottom of the page.

4 On the Room Selection — Assign/Confirm Bed(s) page you will then assign your bed space and your roommate’s bed space, if applicable, and then click Reserve Beds. This will remove you and your roommate from your original assignment and reassign you and your roommate to your newly selected location. You will have five minutes to select your bed before the system times out. You will see the time countdown on the screen.

**Important:** If the student with the earliest appointment time in your roommate group selected the group’s room and spaces, only that student will be able to make changes for the whole group. If anyone else in the roommate group tries to change the room, it will result in only that person moving rooms, not the whole group.

**Example:** Emily and Isabela are accepted roommates. Isabela’s appointment time is the earliest, so they make the decision that Isabela will select their room. After Isabela has reserved the room for her and Emily, they decide they want to live on a different floor and want to change rooms. If Isabela goes in and does the room swap, both of them will be moved to the new room. Why? Because Isabela was the original person to reserve the room for the two of them. If Emily goes in and changes the room, Isabela will be left in the original room and Emily will be assigned to the new room.

**Tips!**

- In addition to viewing a potential roommate’s profile, you may also want to message a potential roommate to get additional information.

- Review the Roommate Agreement Form at rit.edu/studentaffairs/reslife/residencehalls. All students in RIT housing are required to complete this form with their roommate(s) upon arrival. The Roommate Agreement Form will give you some ideas for conversation starters.

- Your name may be listed on other students’ potential roommate lists, so don’t forget to check your RIT email consistently to see if you received a roommate request!

- Remember selecting a roommate is optional. If you don’t want to search for a roommate, that’s ok! RIT Housing Operations assignment staff will find a roommate for you.

- Starting May 12, the myhousing portal will no longer allow students to search and select a roommate. Students will, however, still be able to complete a housing contract.

- Any student who has not selected a roommate or room will be assigned by RIT Housing Operations.
Questions! Contact us at:
RIT Housing Operations
Office: Grace Watson Hall
Phone: 585-475-2572
Email: housing@rit.edu
Website: housing.rit.edu
Portal: myhousing.rit.edu
Facebook: facebook.com/rithousing