

## Roommates/Room Change Requests/Room Assignments

**Roommates** - All roommates are encouraged to complete a roommate agreement within the first week of living together. The roommate agreement is appropriate for individuals who have known each other for a long time as well as roommates just getting to know each other.

### Can I change my roommate preference?

Yes. If you have not been assigned yet You may log into the MyHousing portal and update your roommate preference. If you have already been assigned, you will have to notify the Housing office and indicate your new preference.

**Roommate Conflict** – If conflict occurs between roommates, Residence Life staff will encourage participation in conflict mediation. Conflict mediation is a non-disciplinary process intended to assist roommates in resolving their differences while living successfully together. If conflict cannot be resolved or if other circumstances are warranted, residents can request to change rooms during the academic year.

**Room Changes** – Once you have a room assignment, you CANNOT log back into the MyHousing and change the assignment. Room changes may occur, at our discretion, during:

- **Open Room Change Periods** – Typically, during the third week of each semester, a time is designated and publicized for students to request to change residence hall rooms, floors, or halls. Room changes can be made if space is available at no charge to students during this period. Completion of all required requests and room condition reports is the responsibility of the student requesting the change. Instructions on how to proceed with this process will be posted as open room change periods approach.
- **Mid-year Open Room Change** - Mid-year open room change typically occurs in November. During this time, students may request a room change for the spring semester to a university recognized vacancy. There is no fee assessed for changes during the mid-year open room change. All moves to the new room assignment must be completed before residence halls close for the fall semester. Individuals not completing the room change by this date will be assigned a room at the discretion of the Office of Residence Life for the spring semester.
- **All Other times** – Room changes may be requested at other times during the semester. Anyone seeking a room change outside of the room change periods must first take the appropriate action steps (meetings, mediations) as provided by your building staff and must be approved by the building's Assistant Director. The Assistant Director or GRD will request a reason for the room change and may stipulate roommate mediation prior to approving the room change. Residence Life staff reserves the right (as stipulated in the housing agreement) to relocate students to accommodate management of the Residence Life program, address behavioral concerns, or protect the safety of residence hall students. However, Residence Life staff will not determine which resident(s) will vacate a room as a result of an unsolved roommate conflict.

The Housing Agreement is for the full academic year. Students should not sign a lease/agreement with an off-campus landlord while obligated under the Housing Agreement. The legally binding agreement will be enforced. Students may request to be released from their housing agreement but should plan on having to wait at least one month from the time of application for information regarding the denial/acceptance of the request.

**Things to consider:**

- **Roommate requests take precedence over all other requests/preferences.**
- **Hall/Room Type preference-** Freshman are most likely assigned to double style occupancy rooms. Therefore, both the current student and the freshman should expect this. Double occupancy means a Double or Triple room in the Traditional Halls OR a Double Studio or Double Suite in the Residential Suites. Preferences should match.
- **Roommate Requests** – Roommate requests must be mutual. Freshman are allowed to request up to three roommates. We will do our best to match you together.
- **Living Learning Community -LLC Election (optional)** – Students’ LLC elections must match. Both must be eligible to apply and be approved for the same LLC or no LLC at all.

**I am a current student and want to room with an incoming Freshman, or I am an incoming Freshman who wants to live with a current student. What do I do?**

Both the current student and the Freshmen need to sign the housing agreement and pay the Housing fee before an assignment can be made. Freshmen can start choosing their rooms on March 1<sup>st</sup>. So, before March 1<sup>st</sup> and after you have submitted your housing agreement and paid your \$175 fee, the current student will need to email the Housing Office stating the name of the incoming freshman they would like to live with. The current student will not participate in the remainder of the current student roommate/room selection process. The current student will be placed with the Freshman during the Freshmen assignment period on a first-come first-serve basis. Assignments are generally made prior to spring orientations.

**I am a current student who wants to room with an incoming Transfer student or I am an incoming Transfer student who wants to room with a current student. What do I do?**

The current student must submit the housing agreement and pay the \$175 housing fee by the publicized deadline. After acceptance to the university, the Transfer student must complete the On-Campus Housing Request (Placement form) in the MyHousing portal. Housing placement is not guaranteed. The current student will need to email the Housing Office stating the name of the incoming Transfer student they would like to live with. The current student will not participate in the remainder of the current student roommate/room selection process. If these things have not been completed by June 1, we will release the room for general use.

**I have one roommate and want to get into a 4-person room OR I have 3 roommates and now want a 2-person room. How do I sign up for the room that I want?**

To pick any room type you MUST have the proper number of roommates. You will need to log back into the MyHousing portal and delete/add the necessary roommates. If done properly, you will be able to view the room type that you want and continue with the Phase 3 room selection process.

**I missed the deadline for signing up for housing. What do I do?**

You can fill out an On-campus Housing Request (Placement form) via the MyHousing portal. This request will put you on a waiting list which does not guarantee that we can offer you housing. It means, that when a room opens up and you are next on the list we will then contact you and offer you housing. When you receive the offer for housing you can then apply online via the MyHousing portal. As always, watch your SRU e-mail account for important messages from the Housing & Residence Life Office.

**What does “unmatched roommates” mean?**

This means that not all roommates requested each other. For example, if three people all request each other but the fourth person does not, you will receive an unmatched roommate message. To fix the problem, make sure all parties involved login to the MyHousing portal and request every other person involved. In the example above, the fourth person did not choose the other 3 as his roommates, therefore on room selection day you will only see rooms which house 3 people.

**What does “auto assign” mean?**

Auto assign means that we will place you somewhere on campus and do the best we can to follow your preferences in doing so. By signing the agreement and paying the housing fee you are guaranteed a bed on campus. Even though you did not/could not participate in Phase 2 Roommate Selection and Phase 3 Room Selection you will still have a room on campus.

**What if I do not have a roommate?**

You may post an ad on the Roommate wanted on the MyHousing portal. This is also where you can look to see others who may be in a similar situation.

**My roommate preference’s name is not showing. What do I do?**

This means your intended roommate has not completed their online housing application process yet or has been assigned to a room already. You should contact them and ask them to complete the process quickly so it does not hold up your housing assignment. If he or she has already been assigned to a room, both you and your intended roommate must email the housing office to make them aware that you want to room together. Roommate requests must be mutual.

## **Room Assignments**

### **How can I view my room assignment?**

You may view (and confirm) your housing assignment and room style by logging into the MyHousing portal. You will also be able to confirm your roommate selection as they will be listed along with their SRU email address.

### **What if I have a disability that requires a specific room type or location?**

If you have special circumstances that require a specific room type request or location, you will need to contact the office for disability services. We rely on that office to maintain and keep records and information on special needs. If you need specific accommodations, please complete your housing application by March 1, if possible.

### **Why was I unable to get the room accommodations I selected in my preferences?**

**First year Students:** When you indicate your housing accommodation preference (Traditional or Residential Suites), it does not guarantee that we will be able to assign you to that preference. You do not have an online option to request a particular room type. Freshmen are typically placed in double occupancy room types (Double Studios or Double Suites).

If, due to cost, you have a particular hall type preference, please complete the housing application process ASAP and suggested by March 1 to increase chances of room preference.

### **What if I cannot get the room type I want?**

Rooms are available on a first-come-first-serve basis. If you have signed an agreement and paid the Housing Fee but do not choose a room, we will auto-assign you at the end of the process to an available space.