

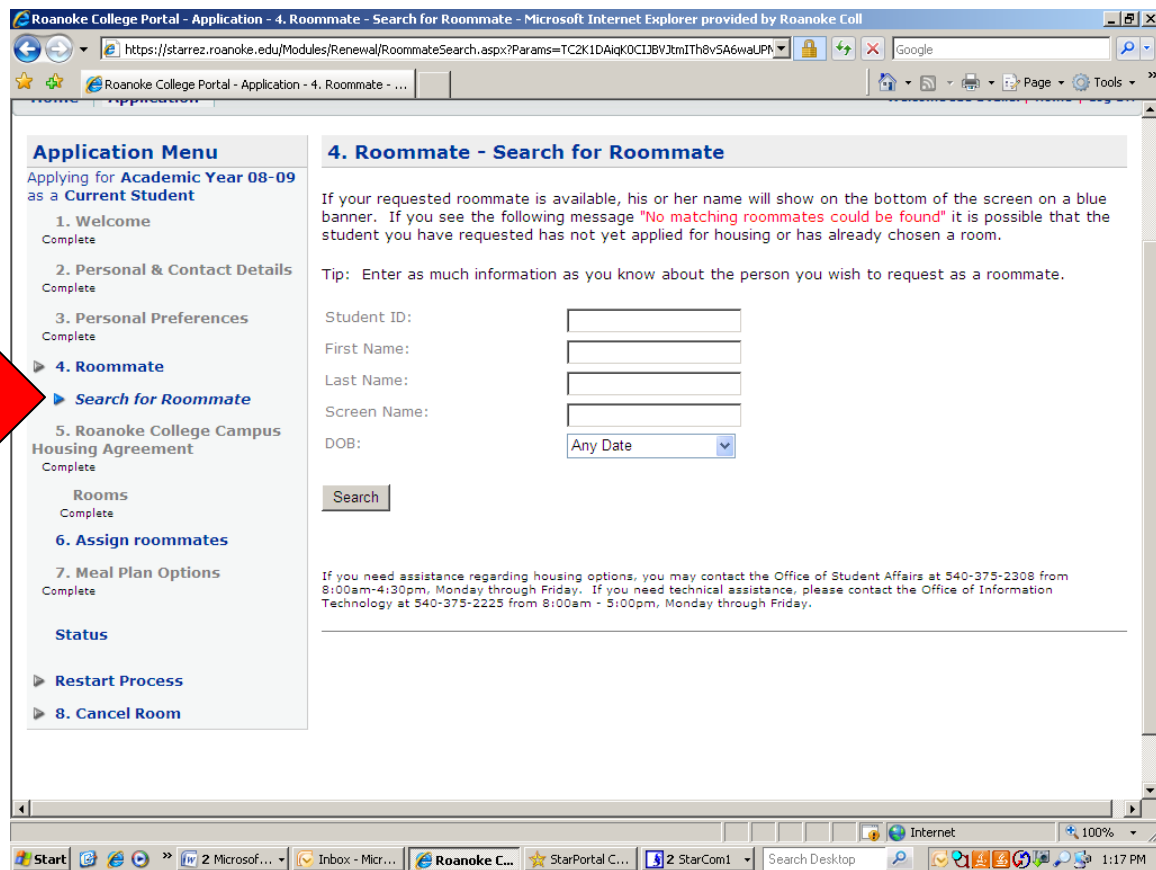
Roommate Search, General Room Selection, and Assign Roommate Instructions

The housing selection system helps you manage the following functions:

- Rooms – allows you to select a room for the upcoming term
- Roommates – allows you to manage roommate searches, requests, and acceptances
- Assign roommates – allows you to tentatively select a room for accepted roommates

Roommate requests and acceptances are managed in this system as follows:

- A- **Search for Roommate** – allows you to pick a person or persons that could potentially be your roommate(s). Click the [Search for Roommate](#) link on the left side of the screen at anytime to search for and select a person or persons that could potentially be your roommate(s). A list of names that match your request will present. Select the individual you want and send him/her a request by clicking on the corresponding button.



The screenshot shows a web browser window with the URL <https://starrez.roanoke.edu/Modules/Renewal/RoommateSearch.aspx?Params=TC2K1DAIqKOCJDBVJtmITh8v5A6waUPN>. The page title is "Roanoke College Portal - Application - 4. Roommate - Search for Roommate". The left sidebar contains an "Application Menu" with the following items: "Applying for Academic Year 08-09 as a Current Student", "1. Welcome Complete", "2. Personal & Contact Details Complete", "3. Personal Preferences Complete", "4. Roommate" (highlighted with a red arrow), "5. Roanoke College Campus Housing Agreement Complete", "Rooms Complete", "6. Assign roommates", "7. Meal Plan Options Complete", "Status", "Restart Process", and "Cancel Room". The main content area is titled "4. Roommate - Search for Roommate" and contains the following text: "If your requested roommate is available, his or her name will show on the bottom of the screen on a blue banner. If you see the following message 'No matching roommates could be found' it is possible that the student you have requested has not yet applied for housing or has already chosen a room." Below this is a "Tip: Enter as much information as you know about the person you wish to request as a roommate." and a form with the following fields: "Student ID:", "First Name:", "Last Name:", "Screen Name:", "DOB:" (with a dropdown menu set to "Any Date"), and a "Search" button. At the bottom of the form, there is a note: "If you need assistance regarding housing options, you may contact the Office of Student Affairs at 540-375-2308 from 8:00am-4:30pm, Monday through Friday. If you need technical assistance, please contact the Office of Information Technology at 540-375-2225 from 8:00am - 5:00pm, Monday through Friday." The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock at 1:17 PM.

- B- **The Roommate Section** allows you to view a list of:
- a. Accepted Roommates – the person(s) that decided to accept your request
 - b. Requested Roommates – the person(s) to whom you have sent a request for roommate, and that have not responded to your request
 - c. Requests that you have not accepted – list of person(s) that have sent you a request and are waiting for you to:

- i. Accept – you decide to become the requestor’s roommate
- ii. Delete – you do not wish to become a roommates with the requestor

The Roommate Screen will look like this:

Your accepted roommates

Screen Name	Age	Classification
David	22	Current Student

Delete	View Profile	Send Message
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Your requested roommates

Screen Name	Age	Classification
William	20	Current Student

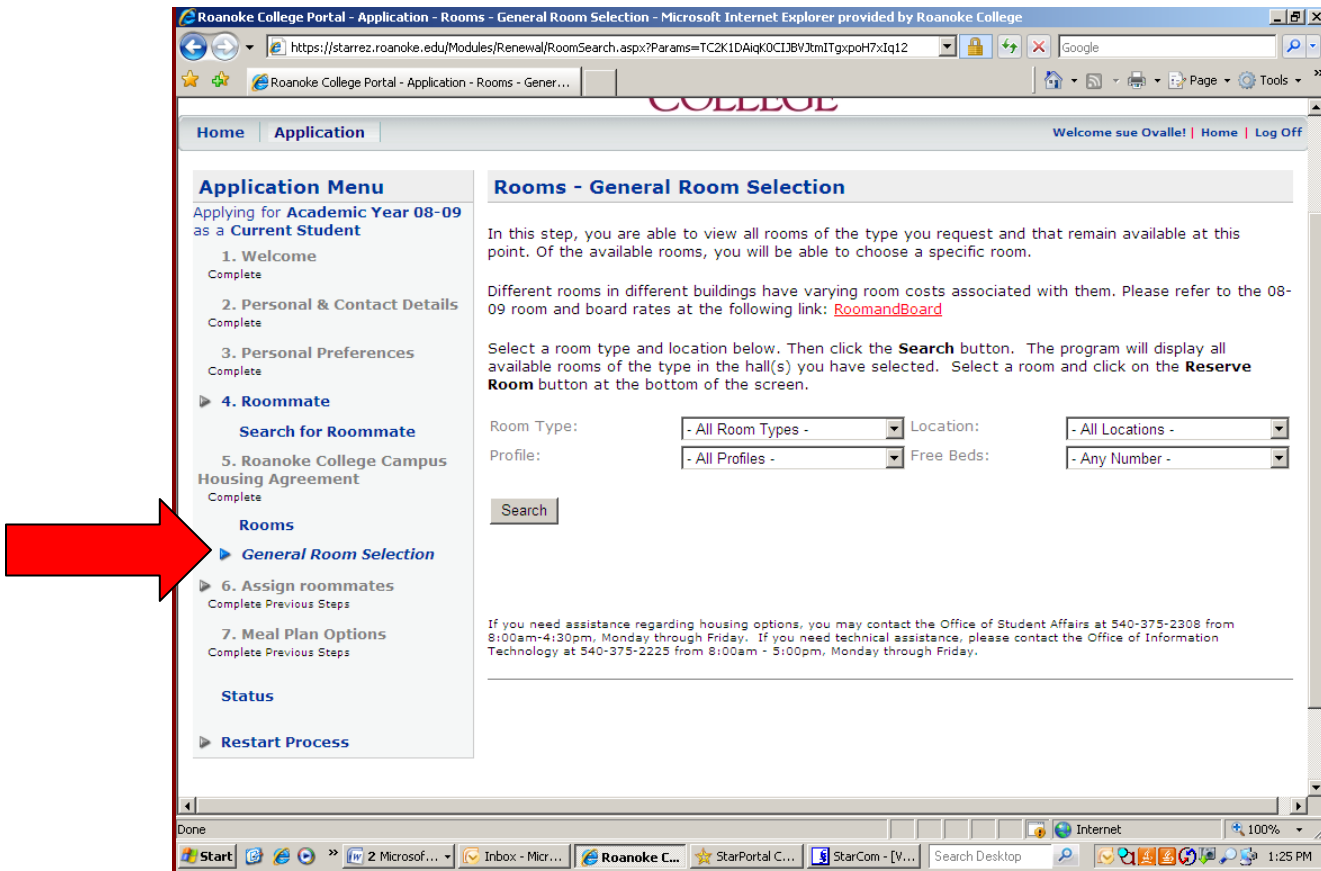
Cancel	View Profile	Send Message
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Requests you have not yet accepted

Screen Name	Age	Classification
Travis	20	Current Student

Accept	Delete	View Profile	Send Message
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C - The [Rooms](#) section allows you to search and select from a list of available rooms, the [General Room Selection](#) subsection provides you with search filters to look up different from which to choose. **** The Rooms section and subsection are enabled depending on a time slot **** Once your time slot is open, the [General Room Selection](#) link will be hot.



By clicking the [Assign Roommate](#) link you can tentatively assign a room for your accepted roommate(s). It is up to the roommate to confirm this room assignment.

Following is a comprehensive example of a roommate request and assignment scenario:

1 - You can't decide between the three, so you request (click on the [Search for Roommate](#) link) William, Joe, and David to be your potential roommate. They will each receive an automated email informing them of your request for them as a roommate.

2 - Joe decides that he does not want to room with you (deletes your request), but David agrees (accepts your request) and William never responds.

- You will know that David has agreed to accept your invitation because his name will appear under the **"Your accepted roommates"** section of the screen (see above).
- You will know that Joe has declined your request to be roommates because his name will no longer appear on the screen (see above).
- Until William responds to your request to be roommates, his name will remain in the **"Your requested roommates"** section of the screen (see above).
- In the meantime, Travis has requested you to be his roommate. His name will appear in the **"Requests you have not yet accepted"** section of the screen (see above). You will also receive an email from the residence life staff indicating that Travis has requested you.

3 - If you prefer to room with David, you will delete Travis's request to be roommates and your name will no longer appear on Travis's screen.

4 - You continue through the room selection process and select a double room. At this point, you will be able to reserve a bed space for David (or any other potential roommate who has accepted your request).

5 - David will receive an email message from Residence Life which indicates which room you have tentatively assigned for him.

6 - If David chooses to room with you in this specific room, he will simply confirm the housing selection.

7 - If David does not wish to confirm the tentative room that you have assigned for him, he will click the Cancel Room link on the left hand side of his housing selection screen. He will have to choose another room.

*If David is able to select his room before you, and assigns you a bed space, then you will receive a message indicating which one he has selected for you. You will either confirm the room assignment or select another room for yourself during your designated room selection time slot.

3 - If you decide that you would rather room with Travis than David, you will accept Travis's request to be roommates.

4 - You continue through the room selection process and select a double room. At this point, you will be able to reserve a bed space for Travis (or any other potential roommate who has accepted your invitation).

5 - Travis will receive an email message from Residence Life which indicates which room you have chosen.

6 - If Travis chooses to room with you in this specific room, he will simply confirm his housing selection.

7 - If Travis no longer wishes to room with you, he will click the Cancel Room link on the left hand side of his housing selection screen. He will have to choose another room.

*If Travis is able to select his room before you, and assigns you a bed space, then you will receive a message indicating which one he has selected for you. You will either confirm the room assignment or select another room for yourself during your designated time slot.