



Incoming Student Housing

**Roommate
Request
Guide**

**Welcome Home.
It's Good Here.**

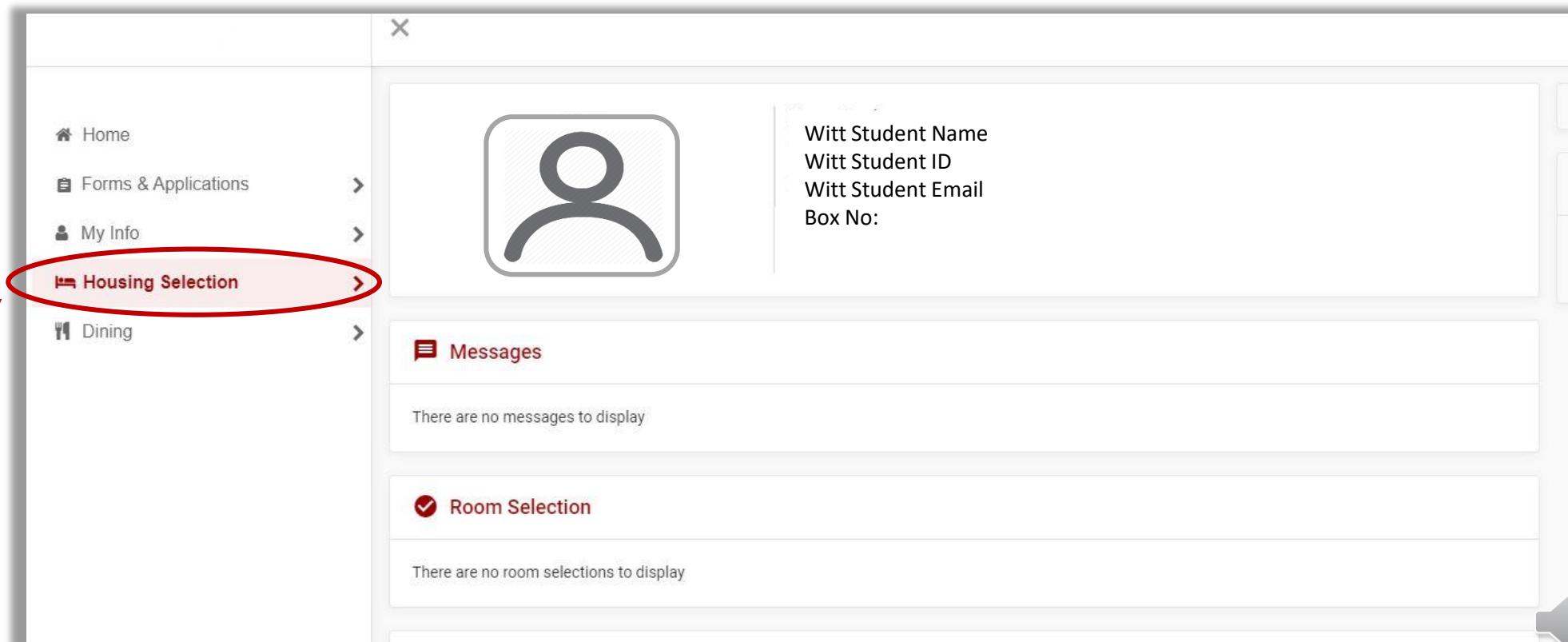


Roommate Requests

If you are requesting a roommate, once you AND your intended roommate complete the **Housing Agreement & Survey**, you are ready to make a roommate request.

If you have a specific roommate in mind, you will be able to find and request them by name.

If you don't have a roommate in mind, don't worry – you can search for a roommate based on your answers to the Housing Survey.



To request a specific roommate, click on "Housing Selection".

Roommate Requests

Housing Selection

Select Roommates

Select a Room/Suite

Witt Student Name
Witt Student ID
Witt Student Email
Box No:

Messages

There are no messages to display

Room Selection

There are no room selections to display

Click on
"Select
Roommates"



Roommate Requests

Roommate Requests interface showing options for selecting roommates and viewing requests.

Left sidebar options:

- Housing Selection
- Select Roommates** (highlighted with a red circle)
- Select a Room/Suite

Main content area:

- For the Term: Fall 2021
- Roommate Requests (0)
- Pending Roommate Requests (0)
- Search for Roommate

Pick "Select Roommates"



Roommate Requests

Change the dropdown to
"Fall 2023"

The screenshot shows a web interface for roommate requests. On the left is a sidebar with a back arrow, 'Housing Selection', 'Select Roommates', and 'Select a Room/Suite'. The main content area has a close button (X) and a dropdown menu for 'For the Term:' currently set to 'Fall 2021'. Below this are three expandable sections: 'Roommate Requests (0)', 'Pending Roommate Requests (0)', and 'Search for Roommate'. The 'Search for Roommate' section is circled in red and has an arrow pointing to it from the text 'Click "Search for Roommate"'. Below the sections are two input fields: 'Please enter the first name of your preferred roommate.' and 'Please enter the last name of your preferred roommate.'. At the bottom is a red 'Begin Search' button.

Click "Search for
Roommate"



Roommate Requests

Step 1: Enter the first and/or last name of your preferred roommate, and push “Begin Search”.

Step 2: Look at the Search Results to see if your intended roommate appears. If your preferred roommate isn’t showing up, try only entering a portion of their name or double-check the spelling. No nicknames! If they still aren’t coming up, they may not have completed their Housing Survey yet.

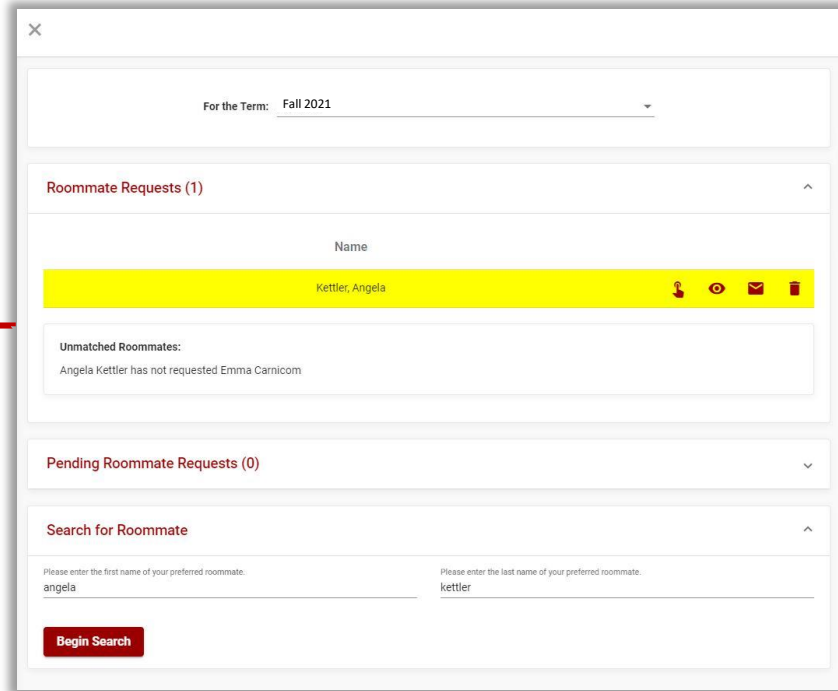
Step 3: Once you locate your intended roommate, click the “Request Roommate” button UNDER their name

The screenshot displays a web application interface for finding roommates. At the top, there is a dropdown menu for "For the Term:" set to "Fall 2021". Below this are three expandable sections: "Roommate Requests (0)", "Pending Roommate Requests (0)", and "Search for Roommate". The "Search for Roommate" section contains two input fields: "Please enter the first name of your preferred roommate." with the text "angela" and "Please enter the last name of your preferred roommate." with the text "kettler". A red "Begin Search" button is positioned below these fields. Below the search section is a "Search Results (1)" section. It contains a list of search results for the name "Angela Kettler". The first result shows the name and a profile status: "Profile: This student has not filled out a profile". A red circle highlights the "Request Roommate" button located below the first search result.



Roommate Requests

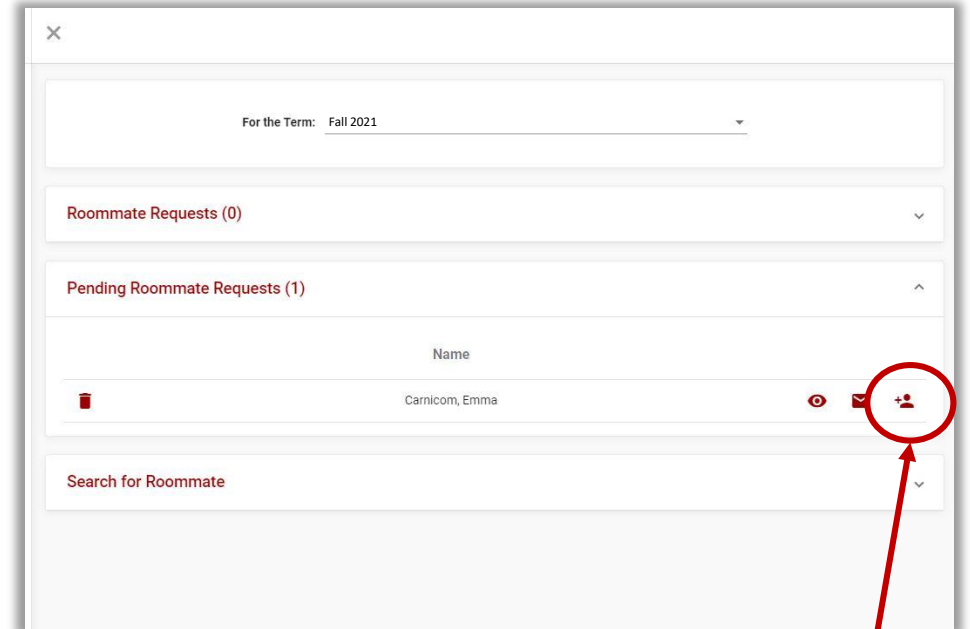
On Your Profile, you will see:



The screenshot shows a user's profile page for the term "Fall 2021". It features a "Roommate Requests (1)" section with a table listing "Kettler, Angela" with icons for profile, eye, message, and delete. Below this is an "Unmatched Roommates" section stating "Angela Kettler has not requested Emma Carnicom". There is also a "Pending Roommate Requests (0)" section and a "Search for Roommate" form with input fields for first and last names ("angela" and "kettler") and a "Begin Search" button.

You have now requested your roommate.
Your requested roommate must now accept
the request in order to be matched.

On Your Requested Roommate's Profile, they will see:



The screenshot shows a roommate's profile page for the term "Fall 2021". It features a "Roommate Requests (0)" section, a "Pending Roommate Requests (1)" section with a table listing "Carnicom, Emma" with icons for delete, eye, message, and "Add Person" (circled in red), and a "Search for Roommate" section.

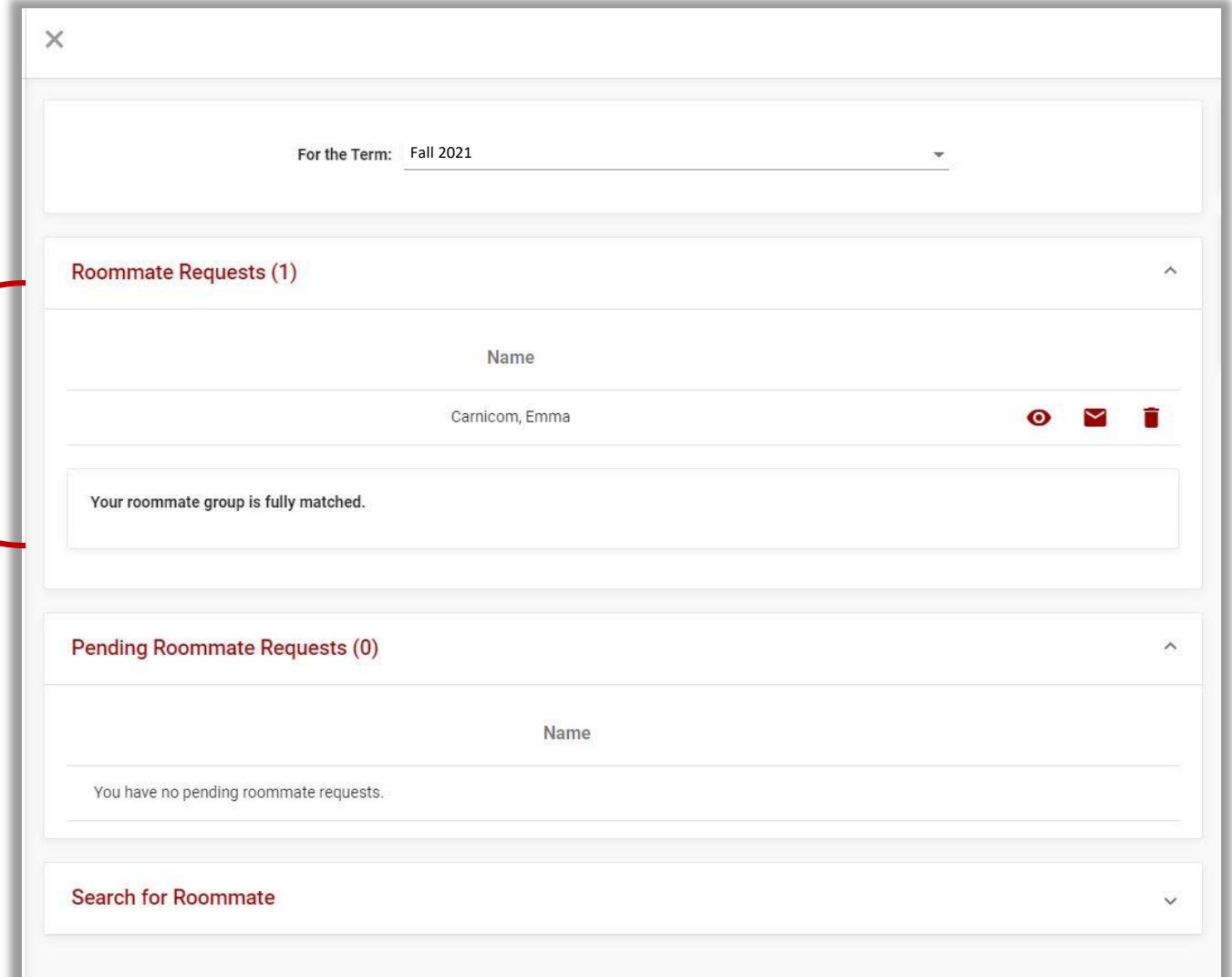
Your intended roommate needs to accept your
request under Pending Roommate Requests by
clicking on the "Add Person" icon.



Roommate Requests

Once your roommate request is accepted, your Roommate Request screen will look like this:

The requested (and now accepted) roommate will show up under Roommate Requests (instead of Pending Roommate Requests) AND it will say “Your roommate group is fully matched.”



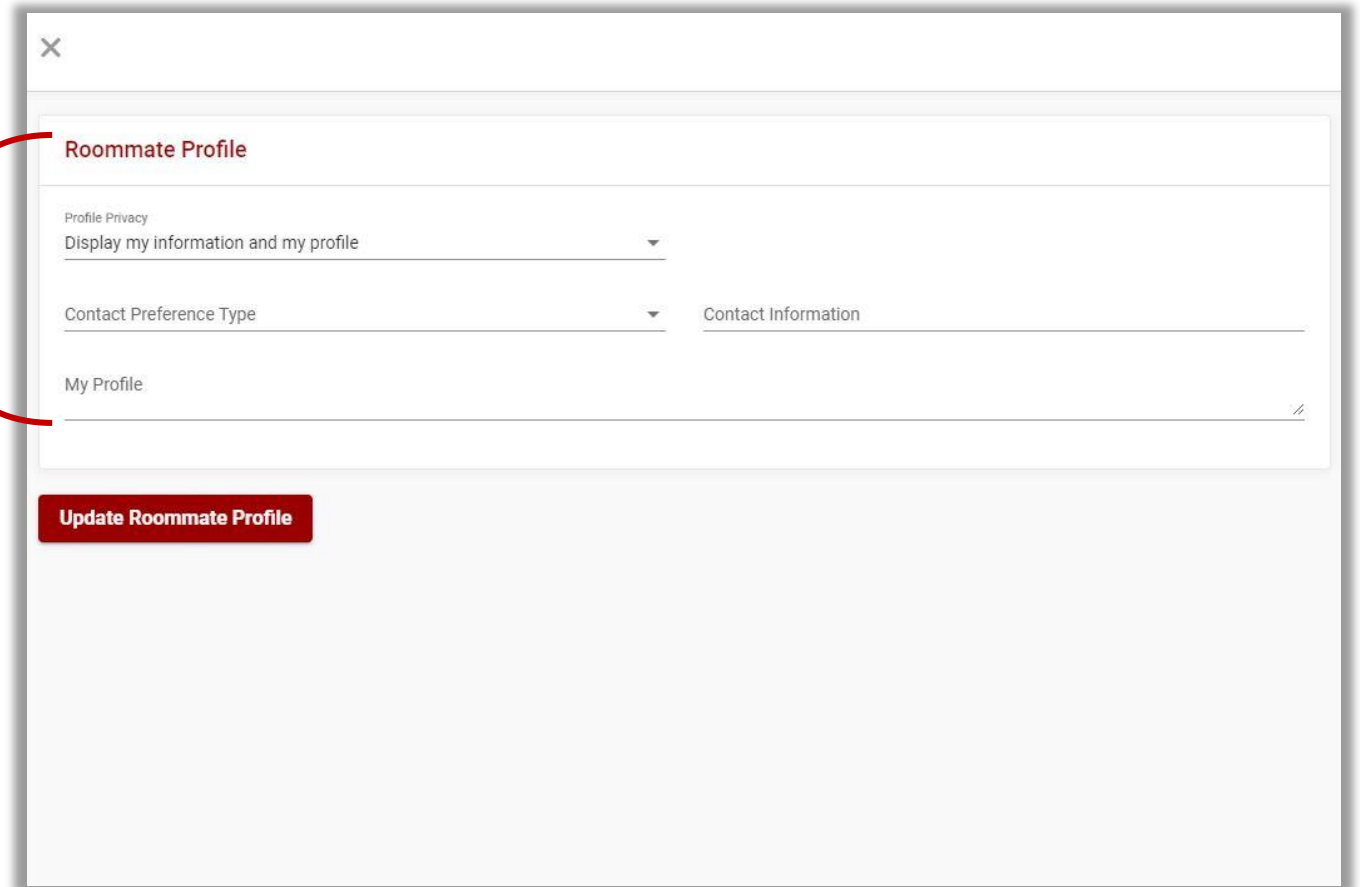
The screenshot shows a web interface for managing roommate requests. At the top, there is a dropdown menu for "For the Term:" set to "Fall 2021". Below this, there are three main sections:

- Roommate Requests (1)**: This section contains a table with one entry. The table has a header "Name" and a row with the name "Carnicom, Emma". To the right of the name are three icons: an eye, an envelope, and a trash can. Below the table is a message box that says "Your roommate group is fully matched."
- Pending Roommate Requests (0)**: This section contains a table with a header "Name" and a message box that says "You have no pending roommate requests."
- Search for Roommate**: This is a button at the bottom of the interface.



Next Steps

Under “My Info” from the main menu, you can alter your Roommate Profile to share your preferred contact info and any additional information you want to your potential and assigned roommates.



The screenshot shows a web form titled "Roommate Profile" with a close button (X) in the top left corner. The form contains three main sections: "Profile Privacy" with a dropdown menu set to "Display my information and my profile"; "Contact Preference Type" with a dropdown menu set to "Contact Information"; and "My Profile" with a text input field. A red bracket on the left side of the form highlights these three sections. At the bottom of the form is a red button labeled "Update Roommate Profile".

Thank you!

**Welcome to the Tiger Family!
We cannot wait to have you on campus this Fall!**

Check out the website for information about move-in dates, packing suggestions, and more.

If you need anything over the summer, please let us know how we can help!
Residence Life will be standing by ready to answer any questions you might have.

Email: housing@wittenberg.edu
Phone: 937-327-7800
Web: www.wittenberg.edu/reslife

