

Housing Selection Process
Arrowhead Village and University Village
Roommate/Apartment-mate Search and Group Formation

Searching for Room/Apartment-mates

You have the option to search, request, and accept specific roommate requests (based on space availability). Your Roommate Compatibility Questionnaire is used to determine and display potential best-matched roommates/apartment-mates. ***You will only be able to view potential roommates/apartment-mates who have the same Gender Environment preferences as you. Only students who have submitted housing applications will be listed.***

Ways to search for and request roommates/apartment-mates

- 1. Search and Request a Specific Roommate/Apartment-mate**
 - a. Click "Search for Roommates by Name or Coyote ID"
 - b. Once you've located your preferred roommate, click "Send Roommate Request"

- 2. Browse Best-Matched Roommates Based on Specific Questions from the Roommate Compatibility Questionnaire**
 - a. Click "Search for Roommates by Roommate Profiles"
 - b. Use the profile question dropdown menus to select the attributes that matter to you most in a roommate
 - c. Click "View Profile" to learn more about your potential roommate
 - d. Once you've located a great roommate, click "Send Roommate Request"

- 3. Browse Overall Best-Matched Roommates**
 - a. Click "Suggest Roommates"
 - b. The Portal will use the answers to your Roommate Compatibility Questionnaire to match potential roommates. Scroll through your options.
 - c. Click "View Profile" to learn more about your potential roommate.
 - d. Once you've located a great roommate, click "Send Roommate Request."
 - e. Full navigation instructions with screenshots are attached to this email.

View roommate profiles to help you find compatible roommates/apartment-mates. Roommate/apartment-mate requests must be accepted prior to room selection to pull them in with you. Using the roommate search tool is optional. If you do not request/accept a roommate prior to room selection, another student will select or be placed in the other space(s) in your room/apartment.

Creating Room/Apartment-mate Groups

The online housing application allows students to create groups of potential roommates/apartment-mates. When you initiate a roommate request, a group is automatically created. *You can create or join a "Roommate Group" at any point, but it is advised to do so before the published deadline to secure a room selection time slot. You are not required to have a roommate group to receive a time slot for room selection.*

The person who initiates the invitation is the "Group Leader". Those who accept invitations become group members. A roommate group for Arrowhead Village and University Village may consist of 2-4 members. You can only be part of one roommate group at a time. Please note, apartment space will be filled to design capacity regardless of how many people are in your group.

1. To Create a Roommate Group

- a. Log in to the Housing Portal
- b. Click "Create Group" on the Roommate Group page found in your housing application
- c. Create a unique Group Name and Password, select "Create Group" button
- d. The roommate group has been created and you are the Group Leader
- e. Give your Group Name and Password to those you wish to join your roommate group. Note: A roommate group has a maximum size of 4 members

2. Pending Requests

- a. When you invite others to the roommate group, you will see a list of pending requests:
 - i. "Pending Outgoing Requests" are those people you or a group member have invited to be part of your roommate group and are awaiting their decision to accept or decline
 - ii. "Pending Incoming Requests" are invitations from others to be part of their group and are awaiting your decision to accept or decline
 - iii. Those who accept invitations are displayed as group members
 - iv. Those who decline will not become a group member and will be removed from Pending Incoming/Outgoing Requests

3. To join a Roommate Group

- a. On the Roommate Group page on the housing application, click "Join Group" if you have the specific Group Name and Password from the Group Leader
- b. If you only know the Group Name, click "Search For Roommate Group" to find the group and request to be added to the group. The Group Leader would need to accept your request for you to be added to the group

4. To leave a Roommate Group

- a. If you no longer want to be part of a group, you will need to first remove yourself from your current group
- b. If you are a Group Leader and want to leave the group, make sure to transfer the "Group Leader" role to another group member before you leave the group.
- c. If you are already a member of a group, you will not be able to be invited to other groups. To be added to a different group, first remove yourself from your current group

Assigning Group Members during Room Selection

Please note: A roommate group serves as a request to live together. It does not guarantee placement, as it is dependent on space availability at the time of room selection.

- Only the group leader can place other group members during room selection based on space availability.
- The group member with the earliest room selection time slot should be assigned as leader to place other group members for greatest availability.
- Roommate requests must be accepted prior to room selection and placed at the time of initial room selection. You will not be able to later add roommates if you have already selected a room without them.
- The person completing room selection should first place themselves and then assign as many group members as will fill the available space in the unit (i.e., up to four roommates in a fully available Arrowhead Village apartment).
- Discuss alternative plans with potential roommates prior to room selection in case your desired living community or space is not available at the time of your room selection.

Room Assignments and Confirmation Steps

Once you have completed room selection, the application will open the next steps to confirm your assignment in the [Housing Portal](#). You must complete the following steps within two-weeks of your room selection to confirm your spot on campus and receive the Early Application Rate (if you applied by the published deadline):

- Review room assignment and roommate information on your application room summary page
- Review and agree to the Student Housing License Agreement
- Submit a \$100 non-refundable prepayment to reserve your spot on-campus