

HOUSING AND RESIDENCE LIFE

TRADITIONAL HALL ROOMMATE REQUEST

All traditional residence hall rooms are double occupancy so the group size is limited to 2 people (yourself + one other). All roommate requests must be confirmed by both roommates. Roommate pairings are not guaranteed and are accommodated on a space-available basis. **Pre-selecting a roommate is recommended but not required.**

Completing the housing application early increases your odds of living with your desired roommate in your desired building.

ROOMMATE SELECTION TIMELINE

MARCH: Current/Returning Students

Finalize roommate requests before the Returning Student Room Selection process, held in late March. If you miss this selection time, you can still form a group and will be auto-assigned together in June, space permitting.

JUNE: New/Incoming Students

Roommate requests must be verified before you/your roommate select a space during the New Student Room Selection process, OR before room selection closes (typically mid June), whatever occurs first.

APPLYING FOR A TCE?

Only students accepted into a specific Themed Community Experience (TCE) may reside in that community. Meaning, students who wish to be roommates and in a TCE must BOTH be accepted into that specific TCE.

If you are selected for a TCE and your roommate is not, please either decline the TCE placement to stay with your roommate, or remove yourself from the roommate group to accept the TCE assignment.

More about TCEs:

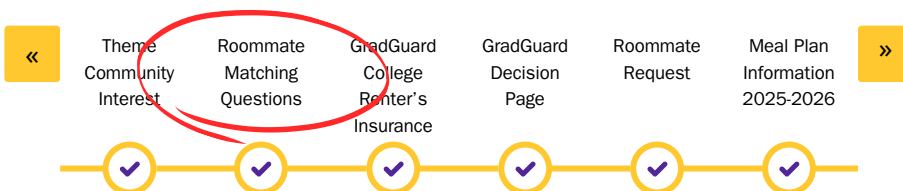
www.uwsp.edu/housing

PRIOR TO MAKING A ROOMMATE GROUP

Confirm that your desired roommate has completed their housing application for the correct academic year and for your desired housing type.

- Most first- and second-year students will live in a traditional residence hall in a double-occupancy room.
 - Hyer Hall (all single-occupancy rooms) is for students who are 21+ at the beginning of the academic year.
 - Suites@201 (four students, single bedrooms) is for students who are 2+ years out of high school.
- Both roommates need the housing application *completed* prior to making the roommate group.

IMPORTANT: Within your housing application, **check the box** at the bottom of the "Roommate Matching Questions" page to be searchable for the group.



SCROLL TO THE BOTTOM OF THE PAGE

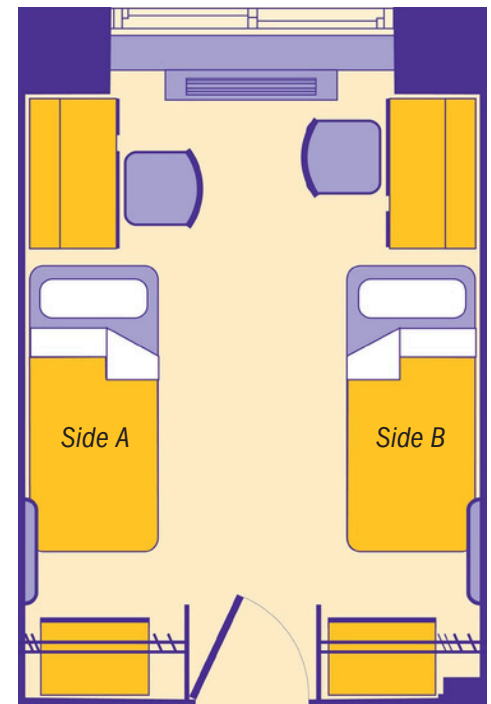
Do you want this to be displayed in Roommate Search results?



Check this box in your housing application, bottom of the Roommate Matching Questions page.

FYI: Once you are in a verified roommate group, you will no longer show up in the Roommate Search results.

TYPICAL FLOOR PLAN



Room layout in a traditional residence hall.



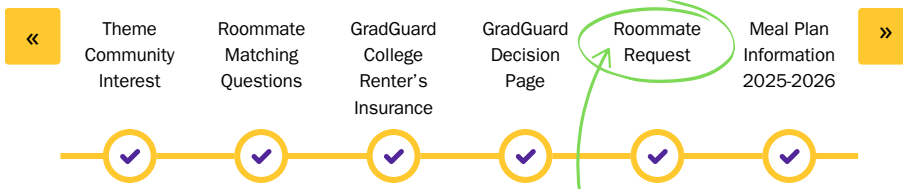
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CREATING THE ROOMMATE GROUP

1. Pick one person as the group leader who will create your roommate group.

- Only one person should create the group.
- You cannot join a different group once you make one.



2. Within the housing application, on the “Roommate Request” page, the group leader searches for the other roommate by UWSP ID or by their name.

- **If you cannot find your desired roommate**, please check the following:
 - They might need to activate their UWSP account and/or submit their housing application for the *correct year* and for the *correct housing type*.
 - They might need to check the box on the bottom of the “Roommate Matching Questions” page (see instructions on the bottom of the other side).
 - The housing portal only allows roommate searches by the same gender listed in accesSPoint. Contact our office for gender-inclusive housing options.
 - They might already be in a different roommate group.

3. After locating your roommate in the portal, click **ADD TO GROUP** to confirm your selection.

- A group name will be created when you invite someone to your group.
- The **selected roommate will receive an email** inviting them to the roommate group.
- The **group leader will receive an email** confirming that the roommate group has been created and that the roommate has been invited.

4. The selected roommate must then enter the “Roommate Request” section (linked in email) and select “Join/Accept a Roommate Request” to confirm the roommate pairing.

- The **group leader will receive an email** confirming the selected roommate has accepted the group invite.
- The group leader may need to log back in and accept the roommate’s request to join the group, found in the “Roommate Request” section.

5. The group leader should check that the group is verified. The verification should happen automatically after the second member joins the group.

- Log in and verify the group prior to the deadline.
- On the “Roommate Request” page, this is what a verified roommate group looks like:

Verified
Your roommate request has been verified.

SELECTING HOUSING WITH A ROOMMATE

Room selection occurs online in the housing portal, by appointment. Students choose their specific building and specific room from all available spaces.

Just before the process opens, students will receive their selection appointment date and time via UWSP student email.

- **For new students:** this appointment is based on when they completed the housing application (earlier application = earlier appointment = more options).
- **For current/returning students:** this appointment is based first on the number of completed UWSP credits, and then on when they completed the housing application.

Roommates should review housing options and discuss. **The roommate with the earlier appointment should select the room and place both roommates.** Only the first roommate needs to select housing. An email will be sent to each roommate confirming the selection.

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DON'T HAVE A ROOMMATE PICKED OUT?

That's OK! There are several ways to find one if you want to. Besides meeting someone **in person**, either locally or at an event held at UWSP, many students make friends and find a roommate using the free application **ZeeMee**.

You can also search within the **Housing Portal** for a roommate:

- Search for Roommates by Name or UWSP ID
- Search for Roommates by Profile Answers
- Suggested Roommates

With new housing applications being completed daily, you can also check back later for a match.

IF YOU DO NOT FIND A ROOMMATE

During your room selection appointment, you can either:

- Choose a completely open room. The other half of the room will be assigned later.
- Select a room with an open space and review the existing occupant's profile for compatibility (*strongly recommended*).

If you do nothing, we will use your “Roommate Matching Questions” to match you with someone. Please be as complete and honest as possible so we can make a great match.

NOTE: We want you to have a good relationship with your roommate!

CONTACT US

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