Step 1 – Set up your “Roommate Profile”

From your Housing Self-Service homepage, click on Personal Information > Roommate Profile.

Residents will be able to contact potential roommates. The default message will be sent to the residents @jeffco.edu email account, unless a different “Contact Preference” is provided.

Residents have an opportunity to write a Roommate Profile similar to a social media profile or bio. Things to consider including are hometown, major, interests, things you are looking for in a roommate, and any other information you think is relevant to finding a roommate. This information can be viewed by other residents to assist with roommate selection.
Step 2 – Search for a Roommate(s)/Suitemate(s)

From your Housing Self-Service homepage, click on Room Selection > Roommates/Suitemates

Select the fall term for the current year.

SEARCH OPTION #1
Use “Simple Roommate Search” ONLY if you plan to request a specific resident by name. You will not be able to view the resident’s profile or roommate matching questions. An automatic roommate request will be sent when the resident is found in the search.
SEARCH OPTION #2
Use “Advanced Roommate Search” if you want more information about a potential roommate. Perhaps you have a potential roommate in mind, but you may want to see their roommate matching questions or read their profile before sending the roommate request. Use “Advanced Roommate Search”.

SEARCH OPTION #3
Use “Advanced Roommate Search” to search for a potential roommate using roommate matching questions. If there is a particular attribute important to you when living with others, search by that question. FOR EXAMPLE: If you like things clean and organized you might search by a cleaning question.

NOTE: If you select an answer from every question, you may not find someone who is an exact match. Choosing a smaller number of attributes will give you a larger population to consider.
Your search results will show anyone who matches the criteria you select. You can view answers to roommate matching questions, read profiles (if applicable), and then decide if you are interested in another resident as a potential roommate.

**AT THIS TIME YOU HAVE TWO CHOICES.**

1. If you want more information before you make a roommate request, reach out to the resident via their preferred contact type. Ask more questions. See if they are interested in living with you.
2. If you are confident this is a person you want to live with, click “Request This Student” to send them a request.

**Step 3 – Accept/Decline Roommate Requests**

Once you have submitted a roommate request, that resident must also confirm you as a roommate choice.

Click on the red box to “Decline” a request.
Click on the red box to “Accept” a request.
Click on the yellow box to “View” the requestor’s profile.
Click on the blue box to “Send a Message” to the requestor.
Step 4 – Search for a Room

From your Housing Self-Service homepage, click on Room Selection > Select a Room or Suite.

The Online Room Selection page shows residents who you have requested and confirmed as roommate selections. This is now your Roommate Group and it is followed by the number of residents in the group.

NOTE: When you are part of a Roommate Group, and you begin selecting a room, you will be asked to assign everyone in your Roommate Group to a room as well.

Search by Floor. Below is a table of common amenities available in each apartment.

<table>
<thead>
<tr>
<th>Apartment #</th>
<th>Floor</th>
<th>Ground Level Access</th>
<th>Double Occupancy Unit (5 person)</th>
<th>Balcony</th>
</tr>
</thead>
<tbody>
<tr>
<td>211-216</td>
<td>1</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>221-226</td>
<td>2</td>
<td>x</td>
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<td>x</td>
</tr>
<tr>
<td>415-418</td>
<td>1</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>421-424</td>
<td>2</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>425-428</td>
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<td>x</td>
</tr>
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<td>x</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>821-828</td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>831-838</td>
<td>3</td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
Step 5 – Select a Room

You can now see which spaces are available.

NOTE: A “suite” is an apartment with 4 bedrooms and 2 bathrooms. Some apartments have 4 spots (all single rooms) and others have 5 spots (3 single rooms and 1 double room). You will also notice the rental rate for each space type.

Once you find a unit click on “Select Suite”.

![Available Rooms](image-url)
**Step 6 – Assign Roommate Group Spaces**

As a Roommate Group you may need to assign each roommate to a bed space. **NOTE:** Only one person from each Roommate Group will complete this step.

Use the drop down arrows to choose which resident is assigned to which bed space. **Bed spaces A and B share a bathroom. Bed spaces C, D, and E (if applicable) share a bathroom.**

After all assignments are selected, click “I Agree – Submit my Room Selection”. Once you click this button, your room selection is final for your entire Roommate Group.

**NOTE:** Bedspaces D & E are the shared double-space.

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**FINAL TIPS FOR A SUCCESSFUL ROOMMATE AND ROOM SELECTION PROCESS**

- Start this process early and check in regularly! As the self-selection window goes on, spaces will fill up and there may be less options to choose from regarding roommates and rooms.
- Do your best to create a full Roommate Group prior to Room Selection. If your Roommate Group is not full, and empty bed spaces are left in your apartment, anyone can select open spaces. Open spaces that are not self-selected by the self-selection deadline will be assigned by the Office of Residential Life staff.
- Discuss with everyone in your Roommate Group:
  - who will do the Room Selection
  - each resident’s preference about the floor and room selected
- Check your @jeffco.edu email frequently, especially if you did not select a preferred contact type on your profile.
- When selecting a Roommate Group, you can choose up to 4 other residents to create a group of 5. However, 2 of these residents must be willing to select a double room (bed space D and E).