

What's Inside this Guide?

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Roommate Group Process Overview

The Roommate Group Process gives students the opportunity to select the students they would like to live with for the upcoming academic year. **This process is not required**, so if you are looking to participate in room selection without a roommate, you do not need to complete this process.

Process Definitions

Roommate groups are composed of a **Group Leader** and its **members**.



- **Group Leader** - the student that creates the roommate group. The roommate group will be named after the Group Leader.
- **Invited** - students who have been asked to join a roommate group and have not yet accepted or declined their invitation.
- **Members** - students that accepted their roommate group invitation.
- **Room Selection Leader** - the student who goes into the system during the room selection process to assign themselves and their roommates to a unit for next year. The Roommate Group Leader will become the Room Selection Leader by default when Selection Timeslots are distributed. However, after the group receives their timeslot, they can opt to assign the Room Selection Leader role to any other group member.

Important Notes About this Process

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- Roommate Group Leaders will use TUID numbers to search for and then invite up to 3 students to be in their roommate group. **Invited students must have completed the housing application process.** The system will not allow anyone to invite a student who has not completed the housing application process. If students can't find their desired roommate, they should communicate with the desired roommate directly and verify that they have completed the housing application process. If they have completed the contract and they are still unable to find each other, they should email housing@towson.edu.
 - All roommate groups must be of the same legal sex unless requesting Gender Inclusive Housing. **Students who indicated an interest in Gender Inclusive Housing will only be able to pull in other students who also indicated GIH interest.**
 - Students are permitted to request students from class statuses different than their own.
 - **NOTE:** Pairs or groups with different class statuses (cumulative credit hours) will have their housing selection timeslots impacted. **For example, if a group of three (3) rising seniors added a rising junior to their group, they would have a later timeslot than a group of all rising seniors.**
 - Selection timeslots are generated by cumulative credit hours.
 - Students must successfully form their roommate groups by **March 22nd** to be assigned together.
 - **Every student in the group must accept the request from the Group Leader.**

Solos, Pairs, & Groups: Introduction and Overview

See below for a short task list for each category of the Roommate/Group Formation Process:

| SOLO | PAIRS | GROUPS of 3 or 4 |
|--|---|---|
|  |  |  |
| <ul style="list-style-type: none"> Find a roommate to create a pair. <i>or</i> Find roommates to be part of a group <i>or</i> Participate in selection by yourself. | <ul style="list-style-type: none"> Find a roommate. Send roommate request or accept their request. Participate in selection as a pair. | <ul style="list-style-type: none"> Group Leader sends invite to ALL members. <u>EACH</u> group member <u>MUST</u> accept Group Leader's roommate invitation. Participate in selection as a group |

Group Sizes & Available Housing

Only rooms large enough to accommodate your roommate group will be displayed during the room selection process. Remember, **only the Room Selection Leader will participate in room selection.** They will assign the group members to their spaces within the room, suite, or apartment during the room selection process. Use the chart below as well as the [Proposed 2024-2025 Housing & Meal Plan Rates](#) as guides in determining the size of your roommate group.

| Allowable Group Sizes | | | |
|---------------------------|---|---|---|
| Building / Community | 2 | 3 | 4 |
| Residence Halls | | | |
| Barton | • | | |
| Douglass | • | | |
| Glen Complex (A, B, C, D) | • | • | • |
| Residence Tower | • | | |
| Newell Hall | • | • | |
| Richmond Hall | • | • | |
| Prettyman Hall | • | • | |
| Scarborough Hall | • | • | |
| Apartments | | | |
| 10 West | • | • | • |
| Barnes Hall | • | • | • |
| Marshall Hall | • | • | • |
| Towson Run | • | • | • |

Maximum Residential Community Room Configurations

Residence Hall Communities

Barton and Douglass Houses: Two (2) residents per room.

Glen Complex (Towers A, B, C, D): Two (2) residents per room. Four (4) Residents per suite.

Glen Towers Tower C 3-person room: three (3) residents per room. Five (5) residents per suite.

Residence Tower: Two (2) residents per room.

Newell/Richmond Hall: Two (2) residents per room. A handful of three (3) person rooms (triples).

Prettyman/Scarborough Hall: Two (2) residents per room. A handful of three (3) person rooms (triples).

Apartment Communities

10 West: Two (2) residents per room. Two (2) to Four (4) residents per apartment.

Barnes/Marshall Hall: 1 resident per room. Two (2) to Four (4) residents per apartment.

Towson Run: Two (2) residents per room. Four (4) to Eight (8) residents per apartment.

Same Building Room Selection Process

Students wishing to stay in their current building must complete the **Same Building Agreement** and select their space during the Same Building Room Selection Process as long as their building is available for returning students. During this process, the Selection Leader can only select to live in the building they are currently assigned to.

Same Building Process Exceptions

- **Tower D** will be closed for renovations next year, so current Tower D residents who would like to remain in the Glen Complex will have to select spaces in Towers A, B, or C.
- Current **Douglass House** residents will only be able to participate in the Same Building Selection Process if they are an honors student who currently lives in Douglass House or if they are in a roommate group with an honors student who is a current Douglass House resident.
- Current **Richmond Hall** residents are **unable to participate** in the Same Building Process as this is a First Year Living Learning Community building.



Students with roommate groups can pull-in their group members. **Students in a roommate group should designate the Room Selection Leader role to the person currently living in the building their group wants to live in.** Selection Leaders will be confirmed and can be changed once the group receives their Same Building Selection Timeslot.

Steps for Completing Same Building Room Selection Process:

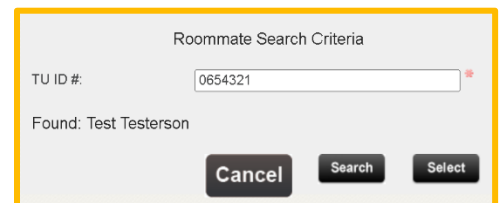
1. Complete 2024-2025 Housing Application Process via the [Student Housing Gateway](#) by **March 15th**
2. Complete Same Building Agreement via [Student Housing Gateway](#) by **March 22nd** (***all*** roommates must complete this agreement)
3. Receive Same Building Selection Timeslot on **April 4th**
4. Selection Leader (or Solo student) assigns themselves and/or roommates to a space in Selection Leader's current building
 - a. **Same Building Room Selection Process** will take place **April 8th** and **April 9th**
5. Students who miss the same building process will be able to participate in General Room Selection.

How to Create a Roommate Group

The Roommate Group Leader should have the TUID number of the student(s) they would like to invite before starting this process.

1. Visit the [Student Housing Gateway](#)
2. Under Current Students, click on "**Roommate Group**"
3. Read the instructions and click "**Next**"
4. Click on "**Create Group**" 
5. Enter the TUID number of the student you want to invite to your roommate group
6. Click "**Search**"
7. Once the student is found, click "**Select**"
8. Click "**Invite**" and repeat steps 5-7 to invite more students 
9. Click "**Finish**" once you have invited all potential members

Note: Group Leaders can also remove members by clicking "**Remove**" next to a member's name

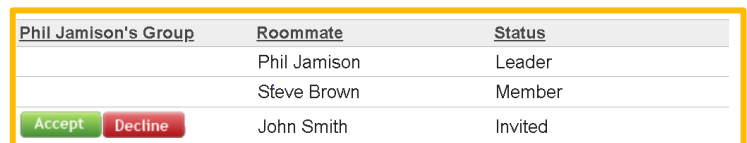


To Save any of your changes, you must click the "**Finish**" button.



How to Accept or Decline a Roommate Group Invite

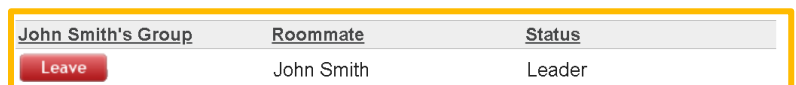
1. Visit the [Student Housing Gateway](#)
2. Under Current Students, click on "**Roommate Group**"
3. Read the instructions and click "**Next**"
4. Click "**Accept**" to become a member of the group
5. Click "**Decline**" to deny the roommate group request.



| Phil Jamison's Group | Roommate | Status |
|----------------------|--------------|---------|
| | Phil Jamison | Leader |
| | Steve Brown | Member |
| | John Smith | Invited |

How to Leave a Roommate Group

1. Visit the [Student Housing Gateway](#)
2. Under Current Students, click on "**Roommate Group**"
3. Read the instructions and click "**Next**"
4. Click on "**Leave**" to leave a roommate group.



| John Smith's Group | Roommate | Status |
|--------------------|------------|--------|
| | John Smith | Leader |