

What’s Inside this Guide?

What’s Inside this Guide? 1

Roommate Group Process Overview..... 1

Process Definitions 1

Important Notes About this Process..... 1

Fall Triples 2

Solos, Pairs, & Groups: Introduction and Overview 2

How to Create a Roommate Group..... 2

How to Accept or Decline a Roommate Group Invite..... 2

How to Leave a Roommate Group..... 2

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 be matched by the system, you can skip 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.

Important Notes About this Process

- Roommate Group Leaders will use **TUID numbers** to search for and then invite up to 2 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.
- **Living Learning Communities & Roommates:**
 - If you are applying for a Living Learning Community (LLC), your roommate will need to be accepted into the LLC as well.
 - Communicate with your roommate and ensure that they complete the LLC Application via the Student Housing Gateway.
 - Ensure that they are selecting the same LLC preferences and, most importantly, ensure that they understand and are committed to the LLC and its purpose.
- 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.**

Quick Reminders

Roommates Must Have Completed Application Process (housing application, advance payment, and contract)

For LLCs, all roommates must apply for and be accepted

Group Leader will need the Roommate’s TUID to send invite

Roommate Groups must be of same legal sex unless students indicated interest in Gender Inclusive Housing in application

Fall Triples

Due to the increasing enrollment and with demand exceeding the supply for on-campus housing, we have increased the number of available accommodations to ensure we are able to house all freshmen who have met the housing guarantee deadline. As a result, all incoming freshmen students have the probability of being placed in a fall triple (converted double rooms) based on final occupancy and availability. Students who do not form a 3-person group and are placed in a fall triple will remain in the fall triple throughout the semester or until a permanent space is identified. **Students assigned to fall triples will receive a special 20% refund for each week for as long as three people are living in the space.**

We highly encourage students to consider forming a 3-Person Roommate Group. We have outlined the **benefits of Forming a 3-Person Roommate Group below:**

- Receive a special 20% refund for each week for as long as three people are living in the space that has been converted from a double to a triple. **Students placed in designated permanent triples do not receive the 20% discount due to the designed capacity of these spaces.**
- Retain more control over who your roommates are **and keep them for both Fall and Spring semesters.**
- Enjoy an additional roommate to build strong connections with.

More information regarding Fall Triples can be found on the [Fall Triples webpage](#).

Solos, Pairs, & Groups: Introduction and Overview

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

SOLO



- Find a roommate to create a pair. **OR**
- Find roommates to be part of a group **OR**
- Be matched by the system.

PAIRS



- Find a roommate.
- Send roommate request or accept their request.
- Be assigned as a pair.



GROUP of 3



- Group Leader sends invite to BOTH members.
- **EACH** group member **MUST** accept Group Leader's roommate invitation.
- Be assigned as a group

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.

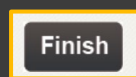
1. Visit the [Student Housing Gateway](#)
2. Under Current Students, click on "**Roommate Group**"
3. Read the instructions and click "**Next**"
4. Click on "**Create Group**" 
5. Enter the TUID number of the student you want to invite to your roommate group
6. Click "**Search**"
7. Once the student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



Roommate Search Criteria
TU ID #:
Found: Test Testerson

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