

How to create a Roommate Group in Residence

YOU WILL NEED TO COMPLETE THE QUESTIONNAIRE BEFORE YOU ARE ABLE TO PARTICIPATE IN SETTING UP A ROOMMATE GROUP

If you have not already done so, please refer to the document “How to complete the Housing & Roommate Questionnaire in Residence” available in your email or on the Office of Residential Life website.

Creating a Roommate Group is how you draw into a space with others. Roommate Groups must match the size of the room being drawn (3 people must be in a roommate group in order to draw into a triple, 2 for a double, and so on [for a single you do not need to be in a roommate group]). The group will be able to use the best selection time (best lottery number) to select their room. Students may leave or enter roommate groups at any time and all members of the group are notified when there is a change in group composition.

HOW TO CREATE A ROOMMATE GROUP

If you know your group members:

- Verify all students have completed the questionnaire
- Have one student serve as the Group Leader
- The Group Leader collects each student’s roommate code – available on the student homepage in Residence
- The Group Leader invites all students to join the roommate group
- The group members accept invitation

If you would like to search for roommates:

- Select the search option to view profiles of students. Please note – you will only see profiles for students who have completed the questionnaire
- Identify roommates
- Now that you know your group members, follow steps for “If you know your group members”

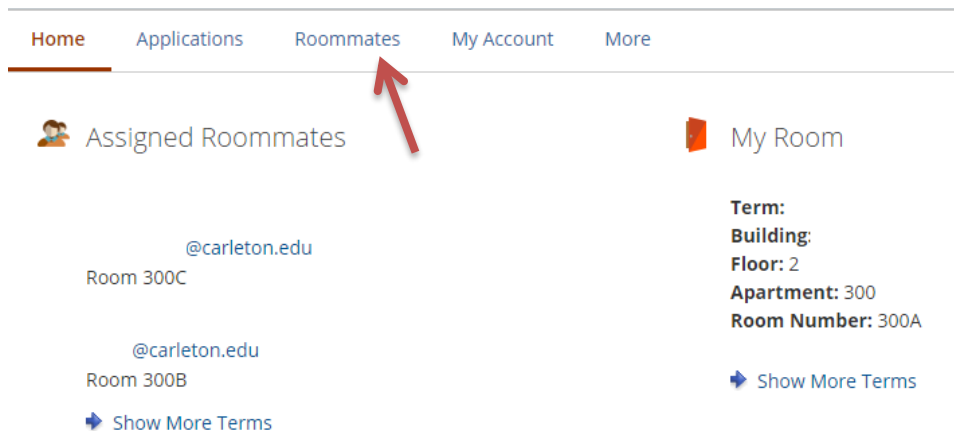
***Specific directions for these steps are included below
More details about roommate groups is included on page 3***

Important group details:

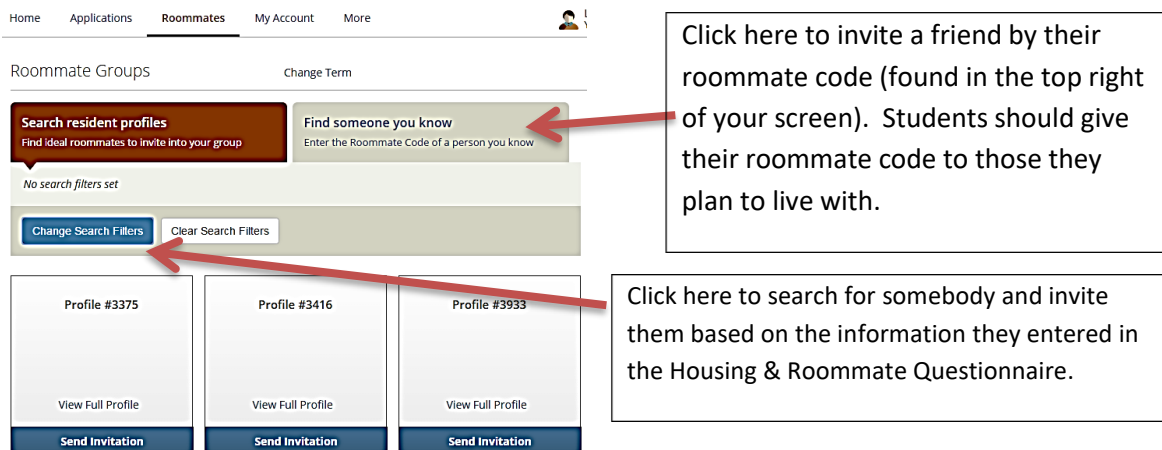
- Once a group is formed, the entire group will have 1 selection time. The system automatically assigns the best individual selection time to the entire group. (details on page 3)
- Students can alter group membership and can assign anyone to the Group Leader role. The Group Leader is responsible for selecting the room at the appropriate time. (details on page 3)
- Students must accept the invite to be part of a group.

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- 1) Go to carletoncollege-residence.symplicity.com, click on “resident” and login using your Carleton username and password. Click the “Roommates” tab on the top of the screen and choose the upcoming fall term.





- 2) You will see this screen.



- 3) When searching for other roommate profiles, you can review their profile by clicking “View Full Profile” and send a message to them via the “Send Message” button, or invite them to a roommate group with the “Invite” button. This process can be repeated for each group member.
- 4) After inviting somebody, they will get an email and system notification letting them know that somebody has invited them to a roommate group. They can then log into Residence to accept the invitation.

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TIPS FOR UTILIZING ROOMMATE GROUPS

- Students cannot invite or be invited until the Housing & Roommate Questionnaire is complete.
- **The student that sends the invite to another student is considered the group leader.**
- All roommates should give their roommate code to the Group Leader (code is located on the top right of a student's homepage. The Group Leader adds in the roommate code for each person they plan to live with to send them an invite to the group (repeat until entire group is formed).
- Each group member must accept the invite to join the group. These details are recorded on the students' homepage.
- Once a group is formed, only the selection time for that group (not individuals) is shown, this will be the best selection time from all group members. If the group members change, the selection time may change. Any changes are immediately visible to the group members.
 - If someone leaves a roommate group, they will go back to their original selection time
- Students can only be in 1 group at a time. If they wish to change, they must first leave the group they are in and then be added to the new group.
- Group Leaders can do any adding, removing, or promoting of group members. Students who are a group member only have the ability to remove themselves.
- If the group wishes to assign someone else as the leader, the Group Leader can use the up arrow by the student name. This assigns that person as the Group Leader and they can then be the person to adjust the group and sign in at the selection time to reserve the room.
 - This is especially helpful if a student is not able to sign in at their specified time but the group does not want to wait.
 - This also allows students to log in to choose a room regardless of where they are, significantly reducing the needs for a proxy.
- The Group Leader can hover over a student's name and reveal a **X** (red X) and  (up arrow) by their name in the roommate group.
 - Clicking the **X** removes that member from the group.
 - Clicking the  promotes that member to group leader.
 - All group members receive notification if this happens.
 - Any Group member can choose to leave by clicking the "Leave Group" button
- You will be able to view all rooms that match your groups designation (ie, female and mixed or male and mixed) however you will only be able to select a room that matches your group size.