

How to complete the Housing & Roommate Questionnaire in Residence

YOU MUST COMPLETE THIS STEP BEFORE SETTING UP ROOMMATE GROUPS OR SELECTING A ROOM

Completing the initial application will keep information on file in case Residential Life has to assist with future room / roommate assignments. This can also be viewed by other residents who may be searching for potential roommate. This process will only take a couple of minutes and you can then form your roommate groups for online Room Draw!

- 1) Go to carletoncollege-residence.symphlicity.com and click “student” where you will then log in with you Carleton username and password.
- 2) You will see this screen:

The screenshot shows the Symphlicity application dashboard. At the top, there are navigation links: Home, Applications, My Account, and More. On the right, there is a user profile icon and the text "Your Roommate Code:". Below the navigation, there are several sections: "Assigned Roommates" with a "@carleton.edu" email address and a "Room" label; "My Room" with details: Term, Building: Eugster House, Floor: 2, Apartment: 300, Room Number: 300A, and a "Show More Terms" link; "Announcements" with the text "There are currently no announcements."; and "Quick Links" with "Other" and "Floor Plans" links. A "Get Started" button is located under the "Applications" section. A "Continue" button is located under the "Housing & Roommate Questionnaire" link. Red arrows point from callout boxes to these elements: "Click here to proceed to the application" points to the "Get Started" button; "This is your roommate code, you'll share it with people you'd like to room with" points to the "Your Roommate Code:" text; "This will show your current roommates and room assignment" points to the "Assigned Roommates" section; and "Make sure to pay attention here for important announcements from Residential Life" points to the "Announcements" section.

- 3) Click “Get Started” under applications to begin the “Housing & Roommate Questionnaire.”

- 4) You will see this screen, which is used to verify the college’s information. Please fill in any missing areas and click “next”.

The screenshot shows the "Continuing Housing & Roommate Questionnaire" form. At the top, there are navigation links: Save As Draft, Next, Cancel, and Print. On the left, there is a progress indicator with four steps: 1 Resident Information, 2 Roommate Matching Profile, 3 Terms and Conditions, and 4 Review. The main content area is titled "Applicant Information" and contains a "Resident Profile:" section. Under "PERSONAL INFORMATION #1", there is a note: "All information in read only sections below are imported from students' college applications and managed by the Registrar's Office". Below this, there are input fields for "First Name:", "Last Name:", "Date of Birth:", and "Age:". Under "CONTACT INFORMATION #1", there is an input field for "Default E-mail:" and a label for "Student Contact Phone Number:".

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- 5) You will see this screen. Questions with a red asterisk are required. These questions will be used in any circumstance of Residential Life working to assign roommates or housing. Other students will also be able to search for roommates using this information. Any information you have previously entered can be edited if you wish. Click next to proceed once you have answered all questions.

Continuing Housing & Roommate Questionnaire

1 Resident Information

2 **Roommate Matching Profile**

3 Terms and Conditions

4 Review

Previous Save As Draft Next Cancel Print

Room Requests

Matching Profile:

ROOMMATE MATCHING PROFILE #1

As a rising sophomore through senior, you still have the opportunity to choose your own room. Residential Life will use this information if the need to match roommates occurs in the future.

Profile Number:
3304

First Year Student*:
Are you an incoming first year student?

Yes
 No

Quiet Living Option*:

In addition to offering a completely smoke-free environment, we have a limited number of quiet areas (reduced noise 24 hours a day). If space is available, would you like to be placed in a quiet-living identified environment?

Yes
 No

- 6) You will see this screen. Review the attached terms and conditions document by clicking the link and downloading the information.

Continuing Housing & Roommate Questionnaire

1 Resident Information

2 Roommate Matching Profile

3 **Terms and Conditions**

4 Review

Previous Save As Draft Next Cancel Print * Indicates a required field

Documents

Documents:
[Contract Terms and Conditions](#)

Terms And Conditions

Please read the attached Terms and Conditions then click "I agree" to agree to the Terms and Conditions and move on to the submission of your information

:

I agree

Previous Save As Draft Next Cancel Print

- 7) Once read, select "I Agree" and click "Next" to be brought to a review portion of the form.
- 8) If all the information is correct, click submit! Thank you for completing the Housing & Roommate Questionnaire.