

How to Request a Roommate and Add to Roommate Groups

[DIVISION OF STUDENT ENROLLMENT, ENGAGEMENT, AND SUCCESS](#)

RESIDENCE LIFE

Roommate Groups FAQ's

- Students who are looking to reside on their own in a **single room** or would like a roommate and/or suitemates(if applicable) randomly assigned to them, **do not need to create or join a roommate group.**
- Students looking to reside with a **particular roommate and/or suitemates(if applicable), or would like to search for a roommate and/or suitemates based on student profiles will need to create or join a roommate group.**

Roommate Groups FAQ's

- Students must be members of the same Classification(i.e. a First Year student cannot reside with a Graduate student).
- Only students who have a completed housing application, and do not already have a housing assignment can be added to a group.
- Students will only see other students of the same biological sex.
- In order for student to be searchable, they **MUST** have the “**Display in Roommate Search Results**” on the Roommate Matching Questionnaire page of the housing application **CHECKED**. Students who uncheck this box will not be found.

- ✓ Home page
- ✓ Personal Details
- ✓ Living Learning Communities (LLC's)
- ✓ Room Preferences
- ✓ Roommate Matching Questionnaire
- Roommate Selection
- Housing Contract
- Homesteading
- Room Selection
- Application Summary

Roommate Matching Questionnaire

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

Roommate Search Screen Name

Additional Preferences

Floor Environment Preference:

(Please Select) ▾

Floor Level Preference:

(Please Select) ▾

LLC Priority:

(Please Select) ▾

Room Questionnaire

(Please Select) ▾

Cleanliness Preference:

(Please Select) ▾

I am open to residing with a transgender or gender non-conforming roommate or suitemate:

(Please Select) ▾

I prefer to go to bed:

(Please Select) ▾

Please feel free to provide any additional information that would assist us in making your room assignment. Items to consider include leisure activities, living habits.

<empty>

Display in Roommate Search results



Search for a Roommate Options

To search for a roommate and/or suitemates(if applicable), students can choose one of two possible options on their housing application.

1. Search for Roommates by Details(**MUST have the student's Hofstra ID#**)
2. Search for Roommates by Roommate Profiles(**prospective roommates that appear, will be based off of their Roommate Matching Questionnaire on the Housing Application**).

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Complete your Housing Application Log Out

- ✓ Home page
- ✓ Personal Details
- ✓ Living Learning Communities (LLC's)
- ✓ Room Preferences
- ✓ Roommate Matching Questionnaire
- ✓ Roommate Selection**
- ✓ Housing Contract

Roommate Selection

You have not selected any roommates

If interested in selecting a roommate kindly utilize the roommate searching options below on the right.

[Search for Roommates by Details](#)

[Search for Roommates by Roommate Profiles](#)

Save & Continue

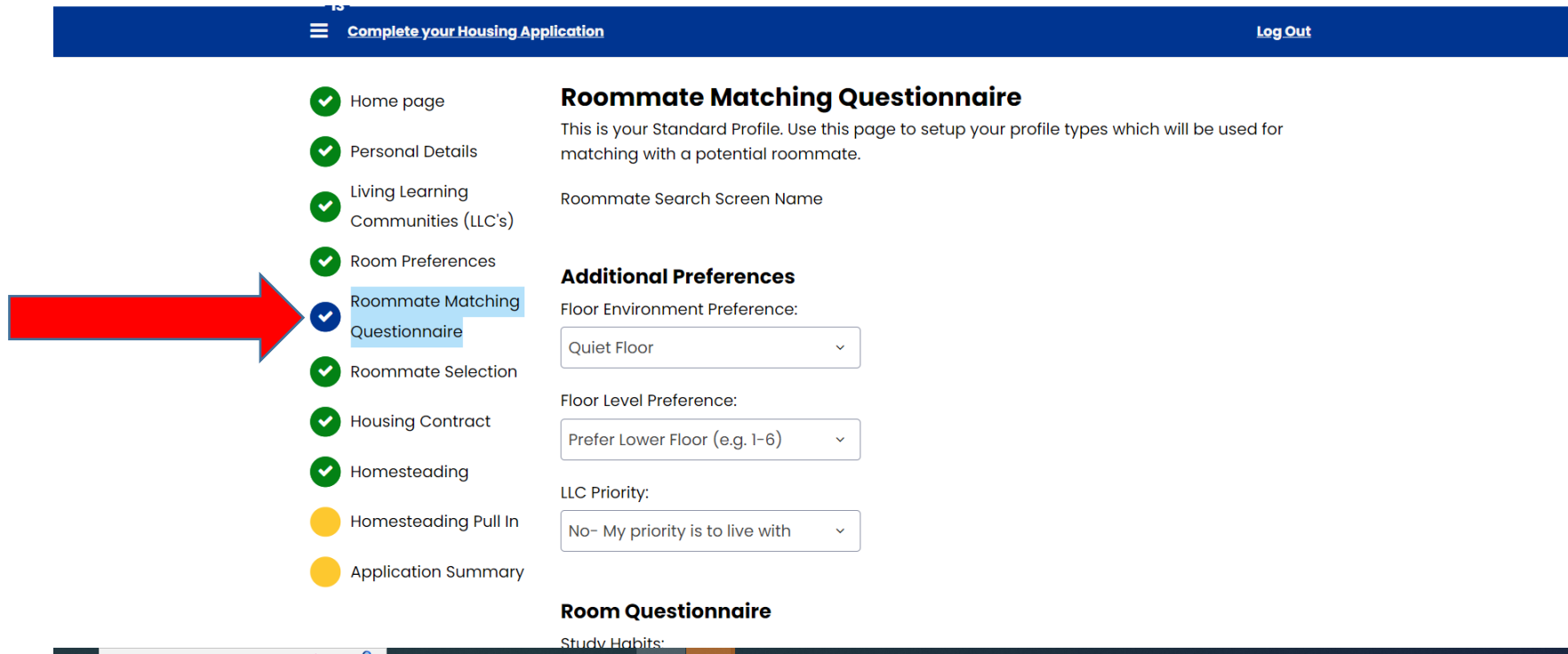
Search For Roommates By Detail

- The **“Search for Roommates by Detail”** option is the option to use if a student already has a prospective roommate/suitemates(if applicable)they would like to live with.
- Students will need the **Hofstra ID#** of the roommates/suitemates(if applicable) in order for a successful search.
- **Enter** the prospective roommate/suitemates **Hofstra ID#** and **click** the **“Search”** button. Once the **“Search” button is clicked**, the prospective roommate/suitemates name will be displayed and students will have the ability:
 - **Send Roommate Request**
 - **Send a message**
 - **View Profile**
- Students can choose to send potential roommate/suitemates a **“Message”** or send them a **“Roommate Request”** or **“View Profile”**. If a student chooses to send a **“Message”**, this option will send the student a message to their Housing Application Portal and their Hofstra Pride email address.

The screenshot displays the 'Roommate Search By Details' interface. On the left, a navigation menu includes: Home page, Personal Details, Living Learning Communities (LLC's), Room Preferences, Roommate Matching Questionnaire, and Roommate Selection. The main content area shows the search criteria: Student Number: 666666, with an option to 'Exclude results that cannot be added or joined'. A 'Search' button is present. Below the search results, a profile for a student with ID **,chrisyya.mcglyn***** is shown. The profile includes details: Classification: First Year, Gender: Male, Description, and Major. A '0% Match' indicator is visible. Three action buttons are displayed: 'Send Roommate Request', 'Send Message', and 'View Profile'. Red arrows point to these buttons. The top navigation bar includes 'Complete your Housing Application' and 'Log Out'. A red banner at the top right says 'Stop Impersonating'.

Roommate Matching Questionnaire

- This is a student's standard profile. Students will use this page to setup their profile types which will be used for matching with a potential roommate and/or suitemate. **Completing this page is extremely important if they are looking to be paired with a random roommate/suitemate.**
- Students should ensure they complete each prompt to increase the chances of a good match.



The screenshot displays a web interface for completing a housing application. At the top, a blue navigation bar contains a hamburger menu icon, the text "Complete your Housing Application", and a "Log Out" link. On the left side, a vertical list of application steps is shown, each with a circular icon: a green checkmark for completed steps and a yellow circle for the current step. The steps are: Home page, Personal Details, Living Learning Communities (LLC's), Room Preferences, Roommate Matching Questionnaire (highlighted in blue with a red arrow pointing to it), Roommate Selection, Housing Contract, Homesteading, Homesteading Pull In, and Application Summary. The main content area is titled "Roommate Matching Questionnaire" and includes the following text: "This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate." Below this is a label "Roommate Search Screen Name" followed by a text input field. The "Additional Preferences" section contains three dropdown menus: "Floor Environment Preference:" with "Quiet Floor" selected, "Floor Level Preference:" with "Prefer Lower Floor (e.g. 1-6)" selected, and "LLC Priority:" with "No- My priority is to live with" selected. The "Room Questionnaire" section is partially visible at the bottom, starting with "Study Habits:".

Search By Profile

- Students can search for roommate/suitemates(if applicable) by setting a parameter from the roommate matching questionnaire to consider potential roommates and/or suitemates(if applicable). **“Some common search options include, ‘Cleanliness, bed time preference, and study habits”**
- Once a parameter is set, potential matches will show up by clicking on the **“Search”** button. **The system will automatically calculate the students percentage match with other students.**
- Students can choose to send the potential roommate a **“Message”** , send them a **“Roommate Request ”** or **“View Profile”**. If a student chooses to send a **“Message”**, this option will send the student a message their Housing Application Portal and their Hofstra Pride email address.

Complete your Housing Application Log Out

- Home page
- Personal Details
- Living Learning Communities (LLC's)
- Room Preferences
- Roommate Matching Questionnaire
- Roommate Selection
- Housing Contract
- Homesteading
- First Year Assignments
- Application Summary

Roommate Search By Profiles

Additional Preferences

Floor Level Preference: Any

LLC Priority: Any

Floor Environment Preference: Any

Room Questionnaire

Cleanliness Preference: I am not the neatest person

Exclude results that cannot be added or joined

[Roommate Management Page](#) [Search](#) [Roommates by Details](#)

Student Number: 09876

Exclude results that cannot be added or joined

[Roommate Management Page](#) [Search](#) [Search for Roommates by Roommate Profiles](#)

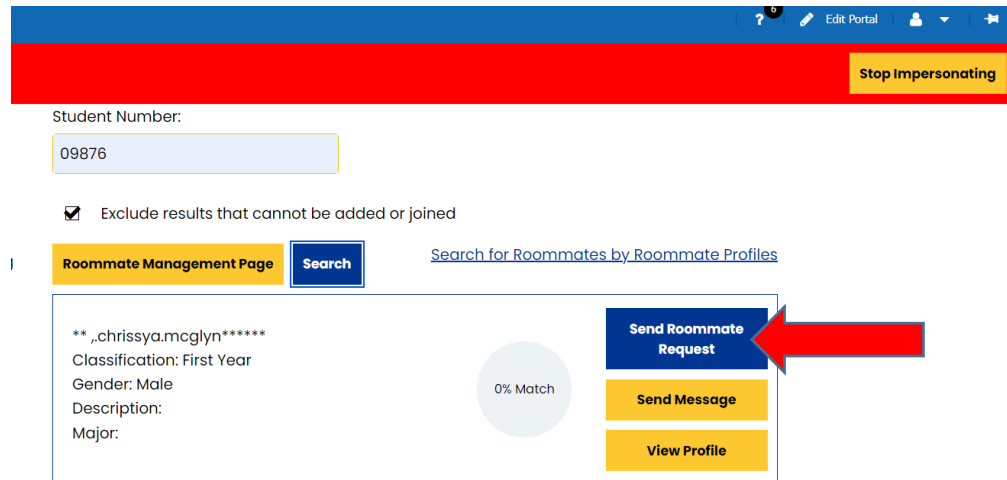
Classification: First Year
Gender: Male
Description:
Major:

0% Match

[Send Roommate Request](#)
[Send Message](#)
[View Profile](#)

Adding a Roommate to a Roommate Group

- After students communicated and confirmed a potential roommate/suitemate(if applicable) group, students **MUST** select a **“GROUP LEADER”**. (**Please note**, if there is more than one **“GROUP LEADER”**, the both **“GROUP LEADERS”** will not be able to find each other when they search for one another. **When this happens, one of the Group Leaders will need to delete their group.**
- Once a **“GROUP LEADER”** is decided, the **“Group Leader”** will send **EACH** student in the potential roommate/suitemate(if applicable) group a **“Roommate Request”**.
- The **Group Leader** will click on **“Send Roommate Request”** to begin the invitation process.
- Once a request is sent, students will see the name of their potential roommate/suitemate(if applicable) listed under **“Outgoing Requests”**. The intended roommate/suitemate(if applicable) will receive an email notifying them of this request. **Click the “Save and Continue” button.**



Student Number:
09876

Exclude results that cannot be added or joined

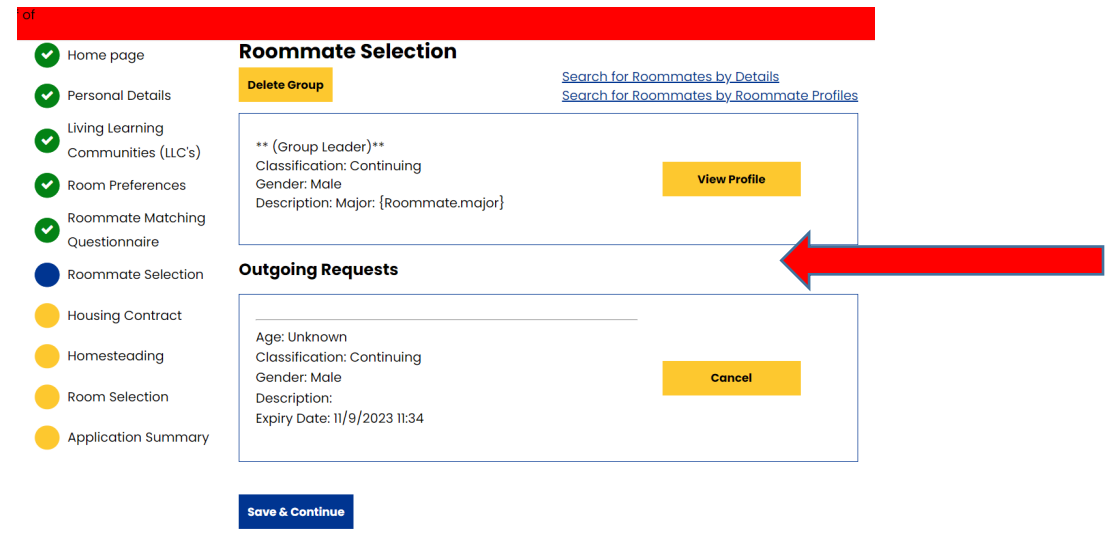
Roommate Management Page [Search](#) [Search for Roommates by Roommate Profiles](#)

** ,chrissya.mcglyn*****
Classification: First Year
Gender: Male
Description:
Major:

0% Match

[Send Roommate Request](#)
[Send Message](#)
[View Profile](#)

Stop Impersonating



Roommate Selection

[Delete Group](#) [Search for Roommates by Details](#)
[Search for Roommates by Roommate Profiles](#)

** (Group Leader)**
Classification: Continuing
Gender: Male
Description: Major: {Roommate.major}

[View Profile](#)

Outgoing Requests

Age: Unknown
Classification: Continuing
Gender: Male
Description:
Expiry Date: 11/9/2023 11:34

[Cancel](#)

[Save & Continue](#)

Confirming Roommate Group

- The requested roommate/suitemate(if applicable) will receive an email to their Hofstra Pride account and a portal message notifying them that someone has requested them to join their group.
- The requested roommate/suitemate(if applicable) **will need to return to their housing application on their portal, click on the “Roommate Selection” tab and check for “incoming Request(s)”**.
- They will have the ability to **“accept” or “decline”** the request. If a student “accepts” the request, they have joined the group.

The screenshot shows the StarRez Portal Messaging Page. At the top, it says 'Administration User'. Below that is a 'Messaging Page' header with a 'Compose Message' button. A list of 'Existing Conversations' is shown on the left, with the most recent one selected. The main content area displays a 'Portal Email: requested you to join their Roommate Group'. The email is from 'StarRez Portal to Me' and is dated '2/27/2023 2:28:39 PM'. The body of the email states 'has requested you to join 1e28d40169 Group'. Below this, another email from 'StarRez Portal to Me' dated '2/27/2023 2:25:30 PM' is shown, stating 'has requested you to join be92410169 Group'. Navigation buttons for 'Previous' and 'Next' are at the bottom.

The screenshot shows the 'Roommate Selection' page. On the left is a navigation menu with a 'Roommate Selection' item highlighted. The main content area has a 'Roommate Selection' header and a message: 'You have not selected any roommates'. Below this is a note: 'If interested in selecting a roommate kindly utilize the roommate searching options below on the right.' There are two links: 'Search for Roommates by Details' and 'Search for Roommates by Roommate Profiles'. Below the links is an 'Incoming Requests' section. It shows a request for group '0378670169' with a 'Leader:' field, a 'Members:' field, and an 'Expiry Date: 3/6/2023 14:44'. There are 'Accept' and 'Decline' buttons. At the bottom is a 'Save & Continue' button.

Roommate Selection

- Once a group member has joined, they will be listed as a member of a group.

The screenshot shows a web interface for a housing application. At the top, a dark blue header contains a hamburger menu icon, the text "Complete your Housing Application", and a "Log Out" link. On the left, a vertical sidebar lists navigation options, each with a green checkmark icon: Home page, Personal Details, Living Learning Communities (LLC's), Room Preferences, Roommate Matching Questionnaire, Roommate Selection (highlighted with a blue checkmark), Housing Contract, Homesteading, and Blank. The main content area is titled "Roommate Selection" and features a yellow "Leave This Group" button on the left and two blue links on the right: "Search for Roommates by Details" and "Search for Roommates by Roommate Profiles". Below these are two profile cards. The first card is for a group leader, marked with "** (Group Leader)**", and includes fields for "Classification: Continuing", "Gender: Female", and "Description: Major: {Roommate.major}", with "Send Message" and "View Profile" buttons. The second card is for another user with the same fields and a "View Profile" button. At the bottom of the main area is a blue "Save & Continue" button.