Returner Roommate Guide 2018-2019

You may begin searching for a potential roommate at noon on Tuesday, February 21. We may not be able to accommodate all roommate requests, so please be prepared with a backup plan before you participate in online room selection. If HRC staff make your housing assignment, we will try to accommodate confirmed roommate requests, if space permits.

You can search for a roommate through 5 p.m. Central time on Tuesday, May 1, 2018.

Only UA students with a complete housing application can search for or select a roommate.

To log in to your application, you will use your myBama username and password.

![Image of MyHousing portal](image)

Once you have logged in, you will click on the Application header, as shown below.

![Image of Application header](image)
Select the term for which you will be living on campus. Click **Save & Continue** as shown below.

![Term Selector](image)

***Please Note: Your application is not complete until you have electronically signed the contract and paid the deposit.***

Select the term below (for example if you are attending UA beginning fall 2018, you would select the Academic Year 2018-2019 term) and then click on “Save & Continue” to access your housing application for the term you are selecting:

- **Academic Year 2017-2018**
  - Application Started: 9/14/2017 4:57:00 PM
  - Contract Signed
  - Application Complete: 9/14/2017 5:04:00 PM

- **Academic Year 2018-2019**

Incoming freshman who wish to select the fall term must first pay the Freshman Enrollment Deposit (FED). Once the FED has been paid, it may take a few hours before the information shows up in our system so that you can apply for housing. Payments made outside of the FED web site may take several days to process. If you are not able to see the academic year term, please contact our office. Please do not select the spring or summer terms if you wish to apply for fall and those are the only terms available.

**Email:** housing@sa.ua.edu

**Call:** (888) 498-HAMA or (205) 348-6076

**Save & Continue**
Screen 10: Roommate Search Profile

We encourage you to use your full name as your screen name, which will make it easier for roommates you find outside of the Roommate Search to find you.

Be descriptive! You will be living with this roommate for several months, so include detailed info.

- What’s your major?
- Where are you from?
- How do you have fun?
- Do you want your room to be a hangout space or a study space?
- How often do you think cleaning should be done?
- How do you feel about overnight guests?
- Do you have any pet peeves?
- Will you share food or will everyone buy their own?

The more information you can provide, the better chance you have of finding a roommate who share interests or can tolerate your habits.
Screen 11: Roommate Selection

The Roommate Search will allow you several ways to find a potential roommate.

**Search Options**

- Search for roommates by details
- Search for roommates by entering their details
- Search for roommates by profile questions
- Search for a roommate by selecting profile questions
- Browse matching roommates
- Browse roommates who match my profile information
Search By Details: You may search using a student’s name, email or something in their description, like the word “sports” or “engineering.”

Note: Setting your screen name as your full name may help others locate you more easily.

Search by Profile Questions: Allows you to prioritize your preferences. For instance, if one question is critical to you (sleep habits, smoking habits, honors housing preference), you may search by that variable to find all matches who share your preferences in that area.

Browse Matching Roommates: The Roommate Search feature will show you potential roommates who have preferences close to yours.
When you find a roommate who matches your search, you can either Request to be their roommate, or View Profile to find out more information about this roommate match.

When you are ready to make a request, you will click Request under their screen name. You will be prompted with the message to confirm that you want to request this roommate.
Once you have requested the roommate, you will see this person in your Requested Roommates section. You may cancel a request before it has been mutually confirmed by clicking Cancel Request.

When the other student has responded to your request, you will see the changes in your account. If the student accepted your request, you will automatically see that student under Accepted Roommates.

Responding to a Request

If you have received a roommate request, you will see a notification by your name at the top of the screen.

You will need to select the term for which you are applying in order to see your requests.
Under Requested Roommates, you will see any pending roommate requests. You may view the student’s profile, accept the request or deny the request. It is completely up to you.

When you are ready to accept a request, you will click **Accept Request** under their screen name. You will be prompted with the message to confirm that you want to accept this roommate.

To become confirmed roommates, one student will send the roommate request, and the person receiving the roommate request will log in and accept the request. This will make the roommates mutually confirmed.

Once the roommate request has been mutually confirmed, both students will see the other student in the Accepted Roommates section. Be careful about accepting roommates, as your accepted roommate may pull you into a space during online room selection.

If you are able to participate in online room selection, you will be able to assign yourself to a space and then, space permitting, assign your confirmed roommate to vacant space(s) within your room or suite. If your confirmed roommate is able to select a room before you, that person can assign you to a space. If HRC staff make your housing assignment, we will assigned confirmed roommates together, space permitting.