

RESIDENTIAL EDUCATION AND HOUSING



St. Norbert College, 100 Grant St., De Pere, WI 54115-2099

Website: www.snc.edu/housing E-mail address: housing@snc.edu

Phone number: (920) 403-3360

Housing Application and Roommate Selection

First-Year Students

Roommate Matching (Selecting Your Roommate)

Roommate matching will be available from May 1 until June 18th. If you would like to self-select your roommate, the process needs to be completed by Sunday, June 18th at 10:00 p. m.

REH will begin assigning students to rooms in early July. Room assignments will be sent out in mid July.

How to Select Your Roommate

If you have not had the opportunity to fill out a housing application yet, please refer to “Completing a Housing Application” at the bottom of the next page to go about doing so.

If you have already completed an application, follow these instructions:

1. Go the REH main webpage <http://www.snc.edu/housing/>.
2. Scroll down on the right hand side of the page and select the “Apply Now” button. This takes you to the application portal.
3. Login using your MySNC login which is generally the first four letters of your last name and your first and middle initial. Use the password that you set-up previously. **If you are having password problems, go to www.snc.edu/pw and there is a link to change/reset your password.**
4. Fill out all pages that are open to you at this time.

On May 1, the **Roommates Match Choice** page will open. Based on whether or not you already have someone in mind that will be your roommate, you will **make a selection from the drop down** to guide your next steps. Your options will be to **1. Set Up a Profile for Matching** (if you wish to search for a roommate based on common interests) **or 2. Select Roommate** (if you already know your roommates name)

OPTION #1

—If You Are Looking for a Roommate—

If you are currently still looking for a roommate, review the following instructions.

1. Select the “Set Up a Profile for Matching” from the drop down on the Roommates Match page.
2. On the Set Up a Profile for Matching Page, choose as many questions as you would like to narrow your search. Save & Continue to the next page.
3. On the Select Roommates page, choose **Search for Roommate by Roommate Profiles** on the right side of the page.
4. Your profile will re-display and at the bottom of the page you will see the blue **Search** button **or** you can use the **Suggest Roommates** link in the bottom right corner.
5. The system will show a potential roommate list with a percentage indicating how well your interests align.
6. If you want to invite someone to be a roommate, click on **Send Roommate Request** and a request will be sent to them (viewable from within their application) to be your roommate. You can send as many invites as you want, but the first person to respond and accept will be your “confirmed” roommate. We strongly recommend that you only send one roommate invitation request at a time.
7. The roommate you sent the request to will need to go into his/her application to look for the roommate request and accept it. Once a roommate confirms by accepting the roommate request from within their application, the roommate's name will display on each other's **Select Roommates Page** and you will be considered confirmed roommates.

After confirmation, **each roommate needs to make sure that their hall preferences are the same** (e.g., First choice Madelaine, Second choice Burke). Both students need to review the **Housing Preference Page**. If preferences are different, each person should change their preferences to be the same.

OPTION #2

—If You Know Who You Want to Live With—

From the Roommates Match Choice dropdown, you should have selected **Select Roommate**.

1. On the **Select Roommate page**, use the Search for Roommate by Details link in on the right side of the page. You can search by first name, last name or Web screen name (which should be full name).

*****Note: You can not find a person if they have not yet started their housing application.**

2. Once you find the person you are looking for click on **Send Roommate Request** and a request will be sent to them (viewable from within their application) to be your roommate. You can send as many invites as you want, but the first person to respond

and accept will be your “confirmed” roommate. We strongly recommend that you only send one roommate invitation request at a time. You can send as many invites as you want, but the first person to respond and accept will be your “confirmed” roommate. We strongly recommend that you only send one roommate invitation request at a time.

3. The roommate you sent the request to will need to go into his/her application to look for the roommate request and accept it. Once a roommate confirms by accepting the roommate request from within their application, the roommate's name will display on each other's **Select Roommates Page** and you will be considered confirmed roommates.

After confirmation, each roommate needs to make sure that their hall preferences are the same (e.g., First choice Madelaine, second choice Burke). Both students need to review the **Housing Preference Page**. If hall preferences are different, each person needs to change their preferences to be the same.

OPTION #3

—If You Would Like Residential Education and Housing to Match You
With a Roommate—

Save and Continue on the Select Roommates page in the application without selecting a roommate. REH will match roommates based upon your hall and personal preferences. You will find out who your roommate is when you receive your room assignment via your SNC email account in mid July.

Completing a Housing Application

If you have not activated your account, go to www.snc.edu/pw and click on the Activate Your Account link.

The login that you need for Housing is your MySNC Id, the one that generally starts with the first four letters of your last name and your first and middle initial. You will use this login and the password you set-up to log in on the Housing webpage at <http://www.snc.edu/housing/>. Please note that this login is different from your Knight- line login (ID number).

On the right hand side of the main housing page, you will see the “Apply Now” button. Once you log in, use the Application link at the top of the page to access the application. When you get to the **Select Roommates Page**,