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### Overview: Important Information & Deadlines

While students can elect to participate in the Housing Selection Process without any pre-determined roommates or groups, students are highly encouraged to participate in the roommate matching and group formation process. Single rooms within our residential communities are limited and groups will be selecting spaces before students selecting spaces by themselves.

#### Some important information regarding this process:

- Roommate groups can range from two (2) to four (4) individuals
- Students are permitted to request students from class statuses different than their own
  - NOTE: Pairs or groups with different class statuses will have their housing selection timeslots impacted. *For example, if a group of three (3) rising seniors added a rising junior to their group, they would have a later timeslot than a group of all rising seniors.*
  - Continuing and rising juniors and seniors who have roommates that are continuing and rising sophomores will not be able to select an apartment for the Room Selection or RE-UP process.
- Selection timeslots are generated randomly by class status and number of semesters student has lived on campus.
  - Timeslots will be sent to your students via email on April 22<sup>nd</sup>
  - Groups with more than two (2) students must elect a GROUP LEADER (see additional section for responsibilities for the Group Formation and Housing Selection processes)
- Students can only form roommate pairs or groups with other students who have completed the same Selection Application that they have completed.
  - For example, if I am rising senior and complete an “Selection for Apartments Application” because I want to live in an apartment next year, my roommates will also need to complete the same selection application so we can search for and add each other as Roommates.
- If you can't find your desired roommate, please communicate with them and verify that they have completed the correct selection application. If they have and you are still unable to find each other, please email us at [housing@willamette.edu](mailto:housing@willamette.edu). We will do our best to help you.
- **For Junior/Senior Solo students:** University Apartments and Doney 1-person apartments are now 2-person apartments. However, buyouts of whole apartments (e.g., making a 2-person Doney or University Apartments a 1-person space) will only be available after housing selection has concluded and if occupancy levels permit it.

## Choose the Correct Selection Application

Before you can participate in the Roommate Matching & Group Formation phase, you will need to determine which Selection Application you (if you are going Solo) or your group will complete based on your available options. For your convenience, we have developed a grid for you below.

Class Status	Which Selection Application Can I Complete?
Continuing and Rising Sophomores	<ul style="list-style-type: none"><li>• General Room Selection Application</li></ul>
Continuing and Rising Juniors (4 semesters live-on and 21-60 credits earned) * <i>*Includes current spring semester residency and credits</i>	<ul style="list-style-type: none"><li>• General Room Selection Application (for non-apartments)<ul style="list-style-type: none"><li>○ Use this application if you wish to live in traditional residence hall room</li><li>○ You will also need to use this application if you will be forming group with students who are continuing or rising sophomores.</li></ul></li></ul>
Continuing and Rising Seniors (6 semesters live-on and 61-92 credits earned) * <i>*Includes current spring semester residency and credits</i>	<ul style="list-style-type: none"><li>• Apartment Selection Application</li></ul>

**To search for and request your desired roommate(s), you will need to ensure that they have completed the same Selection Application as you. Continuing/Rising Sophomores will only be able to complete the Selection Application for General Rooms.**

## Solos, Pairs, & Groups: Introduction and Overview

See below for a short task list for each category of the Roommate/Group Formation Process:

### SOLO



- Complete the appropriate Selection Application.
- Find a roommate to create a pair **or**
- Find roommates to be part of a group **or**
- Participate in selection by yourself\*\*  
*\*\*If you receive roommate requests and you are not interested in forming a group, simply decline the request so people aren't waiting for an answer.*

### PAIRS



- Complete the appropriate Selection Application.
- Find (or search for) a roommate
- Send roommate request or accept their request
- Participate in selection as a pair

### GROUPS of 3 or 4



- Complete the appropriate Selection Application.
- **FIRST**, Group Leader sends requests to ALL members
- **EACH** group member **MUST** accept Group Leader's roommate request
- **EACH** group member **MUST** also accept or send requests for every member on their group
- Participate in selection as a group

## GROUP LEADER Responsibilities

If you are intending on participating as a group of four, you will need to elect a GROUP LEADER. After determining your GROUP LEADER, they must accomplish the following:

- Send a request to **each** of your group members through [Bearcat BnB](#)
- Contact each group member individually to remind them to:
  - Accept the GROUP LEADER's request
  - Send **and** accept requests to/from **all** other group members
- Keep track of missing requests/approvals that make up your full group through [Bearcat BnB](#)
- **Tip:** Connect with all of your group members in-person or via Zoom and have everyone sign-in to their [Bearcat BnB Portal](#). Have everyone check their listed roommates to confirm that everyone has accepted each other.

Groups will also need a **SELECTION CAPTAIN** for their Housing Selection Timeslot. More information about the SELECTION CAPTAIN's role during the actual selection process will be shared when the Selection Timeslots are distributed on April 22<sup>nd</sup>.

## GROUP MEMBER Responsibilities

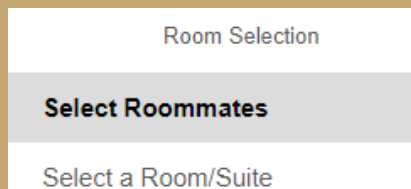
If you are intending on participating as a pair or group, you have several very important tasks to complete:

- Accept your GROUP LEADER's roommate request via [Bearcat BnB](#)
- Send **and** accept requests to/from **all** other group members via [Bearcat BnB](#)
- If you are a pair, you will only need to do this once
- **Tip:** Connect with all of your group members in-person or via Zoom and have everyone sign-in to their [Bearcat BnB Portal](#). Have everyone check their listed roommates to confirm that everyone has accepted each other.

## How to Search/Request a Roommate in Bearcat BnB

### STEP #1

- Log in to [Bearcat BnB](#)
- Click "Room Selection"
- Select "Select Roommates"



### STEP #2

- Select "Fall 2022"



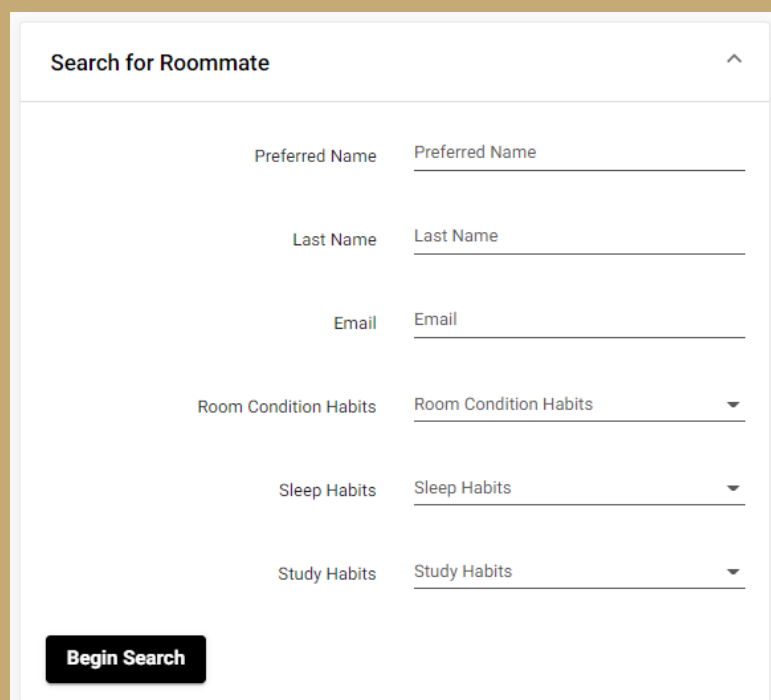
### STEP #3

#### Know your roommate's name?

- Select the section "Search for Roommate"
- Enter the "Last Name" field or their "Email" and click "Begin Search"

#### Looking for a roommate?

- You can search against various characteristics
- Remember: Limit yourself to a few important ones!
- *More search criteria = smaller search pool*
- After criteria is selected, click "Begin Search"



### STEP #4

#### Found your roommate?

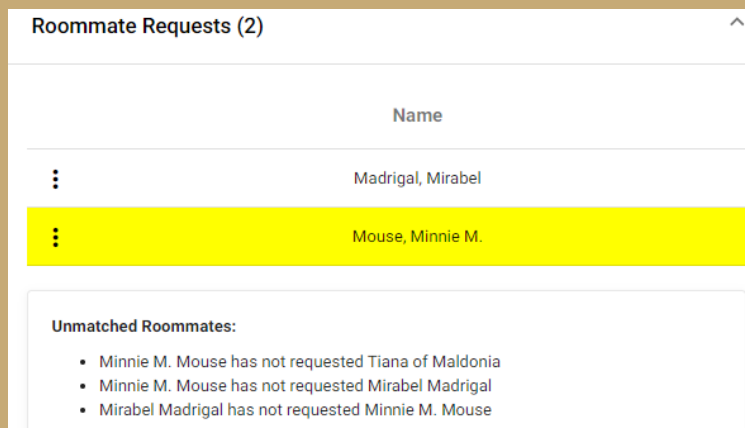
- Click "Request Roommate"

#### Didn't find a roommate match?

- Ensure you spell their preferred and/or last name correctly.
- Email us with any concerns

## GROUP LEADER'S SCREEN →

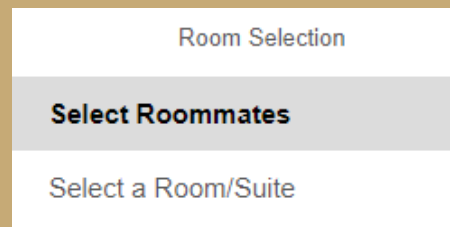
Once you begin to send requests, you can view real-time statuses of requests through this screen → (under "Roommate Requests" section)



# How to Accept a Roommate Request in Bearcat BnB

## STEP #1

- Log-in to [Bearcat BnB](#)
- Click “Room Selection”
- Select “Select Roommates”



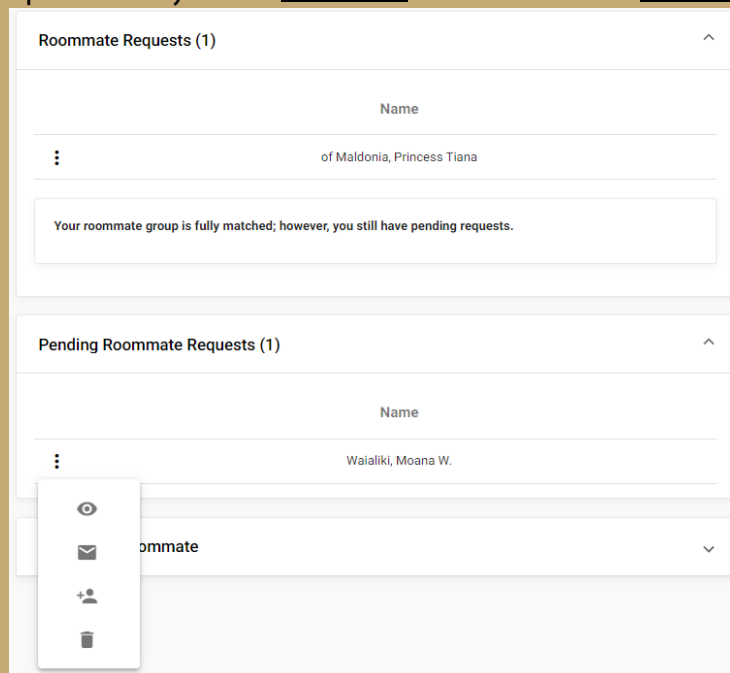
## STEP #2

- Select ‘Fall 2022’



## STEP#3: Accepting/Declining Roommate Requests

This screen will inform you of requests which you have **ACCEPTED** and ones which are **PENDING YOUR APPROVAL**.



Click the **three vertical dots** to access additional options:



Remember, the **GROUP LEADER** will request ALL group members **FIRST**. Then, all group members will need to accept and request each other through the roommate searching page. Once your group is fully formed, you’ll see a message that states “Your roommate group is fully matched”.

Your roommate group is fully matched.

## Post-Group Formation Tips & Reminders

- It is important for all group members to discuss various plans for housing if their first choice is not available. Develop a plan B, plan C, and so on.
  - If you have to break up the group during housing selection (i.e., you are in a 4-person group but there are no more 4-person units available), determine where everyone may want to go . . . Which pairs are staying together?
  - If you are in a 3-person group and there are no other 3-person rooms, determine which group members will be a pair and which group member will be assigned to another unit.
- Communicating with roommates in advance and developing their plans will ensure you are prepared and ready for selection.