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Roommate Group Process Overview

The Roommate Group Process gives students the opportunity to select the roommates they would like to live with for the upcoming academic year. **This process is not required**, so if students are looking to participate in room selection without a roommate, they do not need to complete this process. Students need to complete the Returning Student Housing Application to participate in the Roommate Group Process. **The Returning Student Housing Application closes at 11:59pm EST on March 14, 2025.**

Process Definitions

Roommate groups are composed of a **Group Leader** and its **members**.



- **Group Leader** - the student that creates the roommate group. The roommate group will be named after the Group Leader. The Group Leader is also the student who goes into the system during the room selection process to assign themselves and their roommates to a unit for next year. **The Group Leader can assign the Group Leader role to any other group member.**
- **Members** - students that accepted their roommate group invitation.

Important Notes About this Process

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- Roommate Group Leaders will use TUID numbers to search for and then invite up to 3 students to be in their roommate group.
 - **Invited students must have completed the housing application process.** The system will not allow anyone to invite a student who has not completed the housing application process. If students can’t find their desired roommate, they should communicate with the desired roommate directly and verify that they have completed the housing application process. If they have completed the contract and they are still unable to find each other, they should email housing@towson.edu.
 - All roommate groups must be of the same legal sex **unless requesting Gender Inclusive Housing. Students who indicated an interest in Gender Inclusive Housing will only be able to pull in other students who also indicated GIH interest.**
 - Students are permitted to request students from class statuses/standings that are different than their own.
 - **PLEASE NOTE:** Pairs or groups with different class statuses (cumulative credit hours) 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.**
 - Selection timeslots are generated by cumulative credit hours.
 - Students must successfully form their roommate groups by **March 23rd** to be assigned together.
 - **Every student in the group must accept the request from the Group Leader.**

Solos, Pairs, & Groups: Introduction and Overview

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

SOLO	PAIRS	GROUPS of 3 or 4
		
<ul style="list-style-type: none"> Find a roommate to create a pair. OR Find roommates to be part of a group OR Participate in room selection by yourself. 	<ul style="list-style-type: none"> Find a roommate. Send roommate request OR accept their request. Participate in room selection as a pair. 	<ul style="list-style-type: none"> Group Leader sends invite to ALL members. <u>EACH</u> group member <u>MUST</u> accept Group Leader's roommate invitation. Participate in room selection as a group

Group Sizes & Available Housing

Only rooms large enough to accommodate your roommate group will be displayed during the room selection process. Remember, **only the Room Group Leader will participate in room selection.** They will assign the group members to their spaces within the room, suite, or apartment during the room selection process. Use the chart below as well as the [Proposed 2025-2026 Housing & Meal Plan Rates](#) as guides in determining the size of your roommate group.

<i>Allowable Group Sizes</i>			
Building / Community	2	3	4
Residence Halls			
Barton	✓		
Douglass	✓		
Glen Complex (A, B, C, D)	✓	✓	✓
Residence Tower	✓		
Newell Hall	✓	✓	
Richmond Hall	✓	✓	
Prettyman Hall	✓	✓	
Scarborough Hall	✓	✓	
Apartments			
10 West	✓	✓	✓
Barnes Hall	✓	✓	✓
Marshall Hall	✓	✓	✓
Towson Run	✓	✓	✓

Maximum Residential Community Room Configurations

Residence Hall Communities

Barton and Douglass Houses: Two (2) residents per room.

Glen Complex (Towers A, B, C, D): Two (2) residents per room. Four (4) Residents per suite.

Glen Complex Tower C 3-person room: three (3) residents per room. Five (5) residents per suite.

Residence Tower: Two (2) residents per room.

Newell/Richmond Hall: Two (2) residents per room. A handful of three (3) person rooms (triples).

Prettyman/Scarborough Hall: Two (2) residents per room. A handful of three (3) person rooms (triples).

Apartment Communities

10 West: Two (2) residents per room. Two (2) to Four (4) residents per apartment.

Barnes/Marshall Hall: 1 resident per room. Two (2) to Four (4) residents per apartment.

Towson Run: Two (2) residents per room. Four (4) to Eight (8) residents per apartment.

Same Building Room Selection Process

Students wishing to stay in their current building must complete the **Same Building Agreement** via the [Living@TU Portal](#) by the **March 23rd deadline** and select their space during the Same Building Room Selection Process as long as their building is available for returning students. During this process, the Group Leader can only select to live in the building they are currently assigned to.

Same Building Process Exceptions

- Current **Douglass House** residents will only be able to participate in the Same Building Selection Process if they are an honors student who currently lives in Douglass House or if they are in a roommate group with an honors student currently living in Douglass House.
- Current **Richmond Hall** residents are **unable to participate** in the Same Building Process as this is a First Year Living Learning Community.

Students with roommate groups can pull-in their group members to the Same Building Process. **Students in a roommate group should designate the Group Leader role to the person currently living in the building their group wants to live in.** Group Leaders will be confirmed and can be changed once the group receives their Same Building Selection Timeslot.

Steps for Completing Same Building Room Selection Process:

1. Complete 2025-2026 Housing Application Process via the [Living@TU Portal](#) by **March 14th**
2. Complete Same Building Agreement via [Living@TU Portal](#) by **March 23rd** (*all roommates must complete this agreement*)
3. Receive Same Building Selection Timeslot **on April 4th**
4. Group Leader (or Solo student) assigns themselves and/or roommates to a space in Group Leader's current building
 - a. The **Same Building Room Selection Process** will take place on **April 10th** and **April 11th**
5. Students who miss the same building process **will not be guaranteed space in their same building**, but **they will** receive a General Room Selection Process timeslot on **April 17th** and will be able to participate in General Room Selection, which takes place **April 28th through May 2nd**.

How to Create a Roommate Group

The Roommate Group Leader should have the TUID number of the student(s) they would like to invite before starting this process.

1. Visit the [Living@TU Portal](#)
2. From the Homepage, click on "**Roommate Group Process**"
3. For Academic Year 2025-2026 click "**Continue**"
4. Review the instructions and click "**Start**"
5. Create Group
 - a. Click on "**Create Group**"
 - b. Enter Group Name
 - c. Click "**Apply Changes**"
 - d. After the group is created, you can search for roommates using one of the following links on the page:

[Search for Roommates by TUID](#)
[Search for Roommates by Roommate Profiles](#)
[Suggest Roommates](#)

6. Search Option 1: Search for a roommate by TUID

- a. Click the "**Search for Roommates by TUID**" link
- b. Enter the TUID number of the student you want to invite to your roommate group
- c. Be sure to checkbox "Exclude results that cannot be added or joined"
- d. Click "**Search**" button
- e. If your Roommate shows up in the search you will be able to do the following:



7. Search Option 2: Search for Roommate by Roommate Profiles

- Browse for potential roommates based on the roommate matching preferences questions. Highest matches will appear at the top.
- Click the "Search for Roommate by Roommate Profiles" link
- Select the criteria for the questions that matter the most to you. *We recommend only using 2-3 preferences. The more preferences you use, the less likely you are to find viable matches. Otherwise, the search could return "No Matches Found".*
- From the results of the search, choose the appropriate action (Send Roommate Request, Send Message, or View Profile)

8. Search Option 3: Suggest Roommates

- A list of suggested roommates based on the roommate matching preferences questions. The system will compare other students' preferences to yours and provide match percentages. The highest matches will appear at the top.
- From the results of the search, choose the appropriate action (Send Roommate Request, Send Message, or View Profile)

How to Accept or Decline a Roommate Group Invite

- Visit the [Living@TU Portal](#)
- From the Homepage, click on "Roommate Group Process"
- For Academic Year 2025-2026 click "Continue"
- Review the instructions and click "Start"
- Click "Accept" to become a member of the group
- Click "Decline" to deny the roommate group request.

Incoming Requests

Bruce Test
Leader: Bruce Banner
Members: Bruce Banner
Expiry Date: 3/19/2025 01:53

Accept

Decline

How to Leave a Roommate Group

- Follow steps 1-4 under the "How to Accept or Decline a Roommate Group Invite" (previous section)
- From the Roommate Selection page, click on "Leave this Group" button to leave the roommate group.

Leave This Group

Managing the Roommate Group (Group Leaders Only)

Bruce Banner (Group Leader)	View Profile	↓
Tony Stark	Remove Roommate	↑
	Make Leader	
	Send Message	
	View Profile	

[Search for Roommates by TUID](#)
[Search for Roommates by Roommate Profiles](#)
[Suggest Roommates](#)

Delete Group

Edit Group

Remove Roommate: Remove a roommate from the group.

Make Leader: Make another member of the group the Group Leader.

Send Message: Send a message to a group member.

View Profile: View the roommate questionnaire profile of a member.

Delete Group: This button deletes and disbands the roommate group.

Edit Group: Edit the Group's Name.