

Housing Selection 101

The College of Wooster
Office of Residence Life

Housing Information now lives in the Self-Service System

Access your housing portal by
going to:

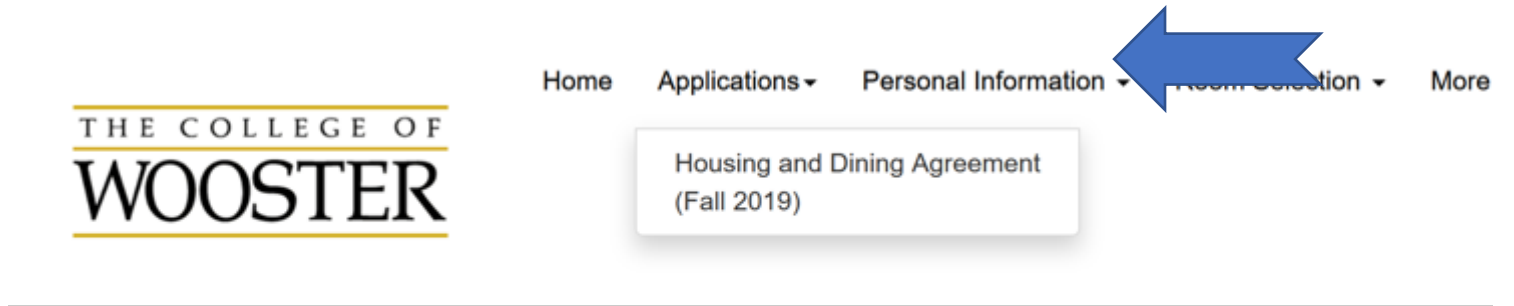
[https://adirondack.wooster.edu/
THDSS](https://adirondack.wooster.edu/THDSS)

Use your Wooster login, just like
ScotWeb.

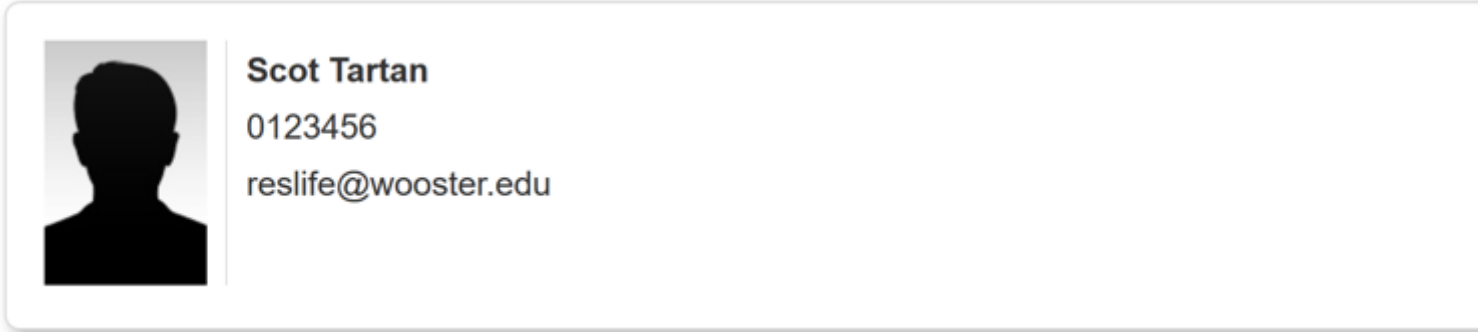
The screenshot displays the user interface of the housing portal. At the top, the navigation bar includes the College of Wooster logo and menu items: Home, Applications, Personal Information, Room Selection, and More Tasks. Below the navigation bar, the user's profile is shown with a silhouette icon, the name "Scot Tartan", and the ID "0123456". The main content area is divided into four sections, each with a yellow header: "Messages" (no important messages), "Room Selection" (no room selection processes to list), "Room Assignments" (no active room assignments to list), and "Dining Plans" (no active dining plans to list). On the right side, there is a "Sign Out" button and an "Information" box that says "Welcome to Self-Service." and provides contact information: "If you have any questions contact us at 330-263-2498 or ResLife@wooster.edu."

Get Started

To begin the housing process, click on Applications and then Housing and Dining Agreement.



The screenshot shows the top navigation bar of the housing portal. The navigation items are: Home, Applications (with a dropdown arrow), Personal Information (with a dropdown arrow), Room Selection (with a dropdown arrow), and More. A blue arrow points to the Room Selection dropdown menu. Below the navigation bar is the College of Wooster logo. A dropdown menu is open under Room Selection, showing the option "Housing and Dining Agreement (Fall 2019)".



Scot Tartan
0123456
reslife@wooster.edu

Messages


- There are no important messages.

Room Selection

View and Sign Agreement

Home Applications ▾ Personal Information ▾ Room Selection ▾ More Tasks... ▾

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 **Housing and Dining Agreement**

[Click here to view the contract \(Adobe Reader required\)](#)

If you do not have Adobe Reader, [click here to download it.](#)

*If you agree, sign your name in the box below.
If you do not agree, [click here](#) to exit the application.*

[Clear](#)

[Continue >>](#)

Click here to view and/or download the Housing and Dining Agreement PDF. A copy will be sent to your Wooster email after signing.

Use your mouse or touch screen to sign in the box and press continue.

Selection Process Options

The screenshot shows a navigation menu for The College of Wooster. The menu items are: Home, Applications, Personal Information, Room Selection, and More Tasks. The 'Applications' dropdown menu is open, listing several options: First Generation Student Housing (Fall 2019), Greek Housing Application (Fall 2019), Housing and Dining Agreement (Fall 2019), Luce World Language and Culture Suites (Fall 2019), Senior Specialized Housing (Fall 2019), and Single Room Application (Fall 2019). A blue arrow points to the 'Housing and Dining Agreement' option. Below the menu, a yellow banner reads 'Application Complete' with a document icon. Below the banner, text says 'Thanks for signing your Housing and Dining Agreement. We have e-mailed you soon on the next step.' A copyright notice for Adirondack Solutions is visible at the bottom right of the page.

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Home Applications Personal Information Room Selection More Tasks...

- First Generation Student Housing (Fall 2019)
- Greek Housing Application (Fall 2019)
- Housing and Dining Agreement (Fall 2019)
- Luce World Language and Culture Suites (Fall 2019)
- Senior Specialized Housing (Fall 2019)
- Single Room Application (Fall 2019)

Application Complete

Thanks for signing your Housing and Dining Agreement. We have e-mailed you soon on the next step.

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When your Housing and Dining Agreement has been completed, you will have access to the housing selection process applications.

As always, once you have applied, been accepted, and housed, you will not be able to participate in any other housing processes.

Roommate Profile Options

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Home Applications ▾ Personal Information ▾ Room Selection ▾ More Tasks... ▾

- Update Information
- Addresses & Emergency Contacts
- Roommate Profile

Scot Tartan
0123456
reslife@wooster.edu

Messages

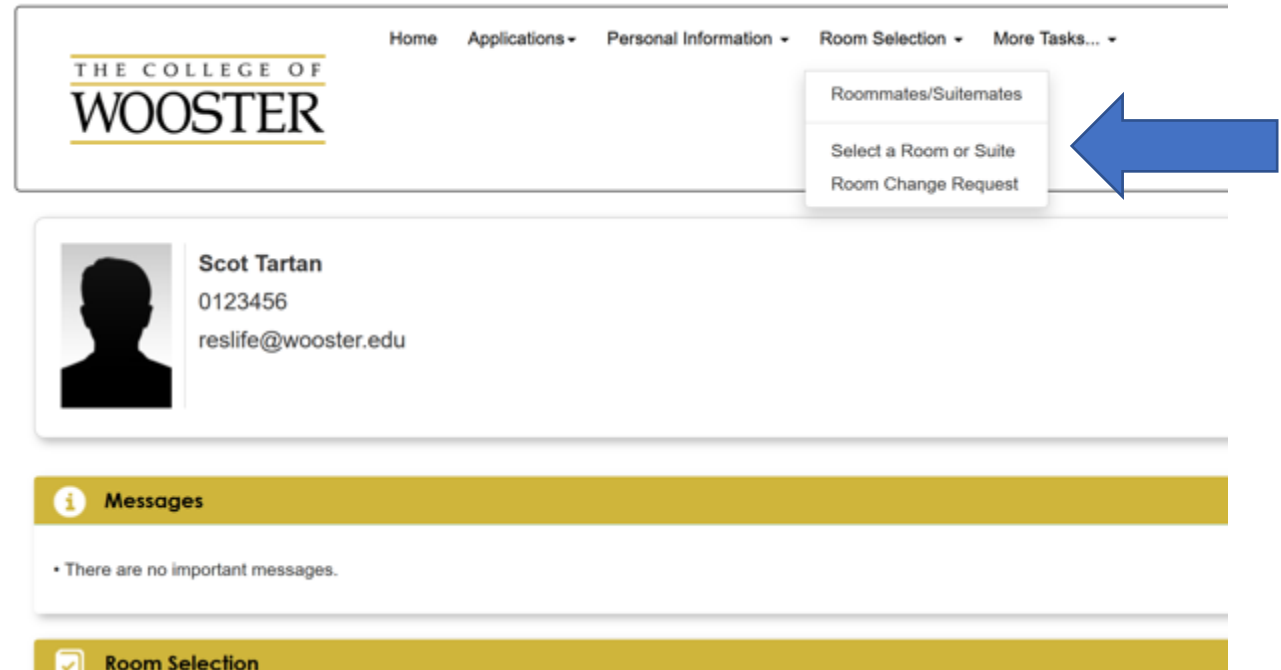
- There are no important messages.

Room Selection

You can update the information that other students can see if they are looking for potential roommates by putting together a Roommate Profile.

Single Room, Senior Specialized, and General Room Selection

1. Complete your Housing and Dining Agreement by clicking on the Applications section.
2. Apply for your desired housing option. There is no application for General Housing Selection (Triples, Gault Schoolhouse, and other non theme related housing).
3. After your application is complete, you will receive an email if you are invited to that selection process with more information and the time when you will be able to select a room.
4. Before your selection time, make sure to go into the Roommate/Suitemates section of Self-Service to pair with roommate(s).



The screenshot displays the user interface of The College of Wooster's self-service portal. At the top, the navigation bar includes the college logo and menu items: Home, Applications, Personal Information, Room Selection, and More Tasks... A dropdown menu is open under 'Room Selection', showing three options: 'Roommates/Suitemates', 'Select a Room or Suite', and 'Room Change Request'. A blue arrow points to the 'Roommates/Suitemates' option. Below the navigation bar, the user profile for Scot Tartan is shown, including a silhouette icon, the name 'Scot Tartan', the ID number '0123456', and the email address 'reslife@wooster.edu'. Below the profile, there are two yellow header sections: 'Messages' with an information icon and the text 'There are no important messages.', and 'Room Selection' with a checkmark icon.

Roommate Pairing and Search

You can search for roommates by name or email address

OR

By doing an advanced roommate search if you are not sure who you would like to live with.

Through the advanced roommate search, you can look for students with similar interests and living patterns as yourself.

Fall 2019 Roommate Requests

You do not have any roommate/suitemate requests for this term.

Simple Roommate Search

Note: You do not need to fill in all fields.

Last Name:

First Name:

Middle Initial:

Email Address:

Advanced Roommate Search

Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above.

Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy.

Traits that you can search by are listed below. The less specific you are, the more results your search will yield.

Basic Attributes

First Name:

Middle Initial:

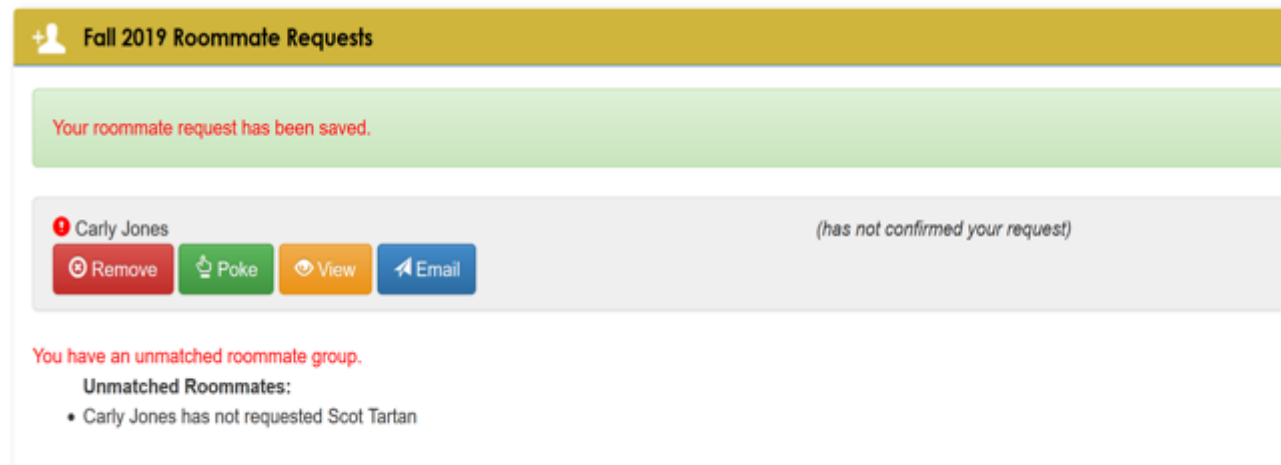
Pairing with Roommates

Once you have submitted a roommate request, the following screen will pop up.

You have the option to:

- Remove the student as a roommate request,
- “Poke” the student to remind them to respond to your request,
- View the student’s profile, and
- Email the student.

This screen will also tell you what steps need to be taken to complete a roommate pair.



Responding to Roommate Requests

When you receive a roommate request, you will see this screen.

You have the option to:

1. Decline the request
2. Accept the request
3. View the requestors profile
4. Send the requestor an email

The screenshot shows the top navigation bar of The College of Wooster website with links for Home, Applications, Personal Information, Room Selection, and More Tasks. Below the navigation is a yellow header for 'Fall 2019 Roommate Requests' with a message stating 'You do not have any roommate/suitemate requests for this term.' Below that is an orange header for 'Accept/Decline Pending Roommate Requests'. Underneath, there is a section for a request from 'Scot Tartan' with four action buttons: a red button with a minus sign (Decline), a green button with a checkmark (Accept), a yellow button with an eye icon (View Profile), and a blue button with an envelope icon (Send Email).

Room Selection Search

You will be given a date and time at which you may begin your room selection. This time is established based on the lowest room selection number in your roommate group (if applicable).

- Log in to Self-Service and go to Room Selection.
- Then chose Select a Room or Suite.
- It will then list your roommate group and allow you to search by building and or room type.

The screenshot shows the 'Online Room Selection' page for The College of Wooster. At the top, there is a navigation menu with links for Home, Applications, Personal Information, Room Selection, and More Tasks. The College of Wooster logo is displayed on the left. A green banner at the top of the main content area contains the text: 'You are now eligible to select a room in the 'General Housing Selection' process. You have until 1/9/2019 at 10:00 PM.' Below this, the 'Roommate Group (2)' section lists 'You' and 'Carly Jones'. There are two dropdown menus: 'Hall:' with 'Bissman Hall' selected, and 'Room Type:' with 'Double' selected. A 'Find Available Rooms' button is located below the dropdowns.

Available Room Options

You will see the available spaces based on your search criteria and what you are able to fill as a roommate pair.

You can see the rate that the room will be charged, how many spaces are available, and view the current roster for the hall.

The screenshot shows the 'Available Rooms' page on the College of Wooster website. At the top, there is a navigation bar with links for 'Home', 'Applications', 'Personal Information', and 'Room'. The College of Wooster logo is prominently displayed. Below the navigation, a yellow header bar contains the text 'Available Rooms'. The main content area lists several room options for Bissman Hall - Floor 0. Each room entry includes the room number, the double rate (all listed as \$0.00 [Term]), and the number of spots available (all listed as 2). A 'Select Room' button is provided for each room. A link to 'View Floor Roster' is also present for each floor. The list includes rooms 004, 006, 026, and 028. At the bottom of the visible list, the start of another room entry for Bissman Hall - Floor 2 is visible.

Room	Double rate	Spots
Room: 004	\$0.00 [Term]	Spots: 2
Room: 006	\$0.00 [Term]	Spots: 2
Room: 026	\$0.00 [Term]	Spots: 2
Room: 028	\$0.00 [Term]	Spots: 2

Finalize Your Selection

Home Applications ▾ Personal Information ▾ Room Selection ▾ More Tasks... ▾



Room Booking

You have selected the room:

Bissman Hall 004

Bissman Hall

004 bed A

004 bed B

Scot Tartan

Carly Jones

Are you sure that this is correct (you will not be able to change this yourself)?

If so, you may submit room booking now...



Double check the information and then select the "I Agree" to submit your selection.

Finished!

[Home](#)

[Applications](#) ▾

[Personal Info](#)

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Save Room Assignment

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

[<< Back to Main Menu](#)