

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 Tuesday, June 9 until Sunday, June 21 at 10:00 p.m. If you would like to self-select your roommate, the process needs to be completed by Sunday, June 21 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 link for the New Student Housing Application.
3. Login using the login that starts with the first four letters of your last name and your first and middle initial. Use the password that you set-up previously.
4. Go through your application time line until you reach the **Select Roommates Page**.

On the **Select Roommates Page**, select your roommate by using one of three options:

OPTION #1

–If You Know Who You Want to Live With–

If you know who you want to live with, you can search using one of the following ways:

- Web screen name
- First or last name

Once you find the person, invite him or her to be your roommate. He or she will receive a roommate invitation. The roommate will need to accept the invitation. Once the person accepts the invitation, you will have completed the process to be 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 #2

–If You Are Looking for a Roommate–

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

1. Select the “Search by Profile Question” section.
2. Choose as many questions as you would like to narrow your search.
3. Choose the “Search button.” Once you have selected your search questions, click on the “Search button” at the bottom of the page.
4. The system will show a potential roommate list. You will need to scroll to the bottom of the page to see the results.
5. Select “Request” to invite someone as your roommate. After reviewing the options, click on “Request” for one or more names to request them to be your roommate.
6. You can send as many invites as you want, but the first person to respond and accept will be your roommate. We strongly recommend that you only send one roommate invitation request at a time.
7. Once a roommate confirms, their name will display on the main **Select Roommates Page** of your housing application.

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 #3

–If You Would Like Residential Education and Housing to Match You With 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 in mid July.

Completing a Housing Application

If you have not activated your account, go to www.snc.edu/pw.

The login that you need for Housing is the one that 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 Knightline login (ID number).

Scroll down and on the right hand side of the page will see a link for the New Student Housing Application. Click on the applications and complete all of the pages in the application. When you get to the **Select Roommates Page**, choose one of the three options listed above and follow the instructions provided.

Please direct any and all questions to the Residential Education and Housing Department.

Our hours are Monday–Friday, 8:00 a. m.–4:30 p. m.

We can be reached via phone at (920) 403-3360, via email at housing@snc.edu, or in person in Todd Wehr Hall Room 111