

**What’s Inside this Guide?**

What’s Inside this Guide? ..... 1

Roommate Group Process Overview ..... 1

Process Definitions..... 1

Important Notes About this Process..... 1

Fall Triples ..... 2

Solos, Pairs, & Groups: Introduction and Overview..... 2

How to Create a Roommate Group..... 2

How to Accept or Decline a Roommate Group Invite ..... 3

How to Leave a Roommate Group..... 3

Managing the Roommate Group (Group Leaders Only)..... 3

**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 you are looking to be matched by the system, you can skip this process. **The Roommate Group Process closes at 11:59pm EST on Wednesday, May 21, 2025.**

**Process Definitions**

- Roommate groups are composed of a **Group Leader** and its **members**.
- **Group Leader** - the student that creates the roommate group.
  - **Members** - students that accepted their roommate group invitation.

**Important Notes About this Process**

- Roommate Group Leaders will use TUID numbers to search for and then invite up to 2 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](mailto: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.**
- **Freshmen Students are only permitted to form roommate groups with other Freshmen Students.**
- **Living Learning Communities & Roommates:**
  - If you are applying for a Living Learning Community (LLC), your roommate will need to be accepted into the LLC as well.
  - Communicate with your roommate and ensure that they complete the LLC Application via the [Living@TU Portal](#).
  - Ensure that they are selecting the same LLC preferences and, most importantly, ensure that they understand and are committed to the LLC and its purpose.
- **Speak with your intended roommate(s)** to ensure that you are in alignment with the options you selected within your housing application.
- **Review your application again and ensure that all of your information and preferences are correct.** If you need to make any adjustments to your application, you may update your application up until **11:59pm EST on Wednesday, May 21, 2025.**

**Quick Reminders**

Roommates Must Have Completed Application Process (housing application, advance payment, and contract)

For LLCs, all roommates must apply for and be accepted

Group Leader can use the Roommate’s TUID to send invite

Roommate Groups must be of same legal sex unless students indicated interest in Gender Inclusive Housing in application

## Fall Triples

Due to the increasing enrollment and with demand exceeding the supply for on-campus housing, we have increased the number of available accommodations to ensure we are able to house all freshmen who have met the housing guarantee deadline. As a result, all incoming freshmen students have the probability of being placed in a fall triple (converted double rooms) based on final occupancy and availability. Students who do not form a 3-person group and are placed in a fall triple will remain in the fall triple throughout the semester or until a permanent space is identified. **Students assigned to fall triples will receive a special 20% refund for each week for as long as three people are living in the space.**

**We highly encourage students to consider forming a 3-Person Roommate Group.** We have outlined the **benefits of Forming a 3-Person Roommate Group below:**

- Receive a special 20% refund for each week for as long as three people are living in the space that has been converted from a double to a triple. **Students placed in designated permanent triples do not receive the 20% discount due to the designed capacity of these spaces.**
- Retain more control over who your roommates are **and keep them for both Fall and Spring semesters.**
- Enjoy an additional roommate to build strong connections with.

More information regarding Fall Triples can be found on the [Fall Triples webpage](#).

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

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

SOLO	PAIRS	GROUP of 3
		
<ul style="list-style-type: none"><li>• Find a roommate to create a pair. <b>OR</b></li><li>• Find roommates to be part of a group <b>OR</b></li><li>• Be matched by the system.</li></ul>	<ul style="list-style-type: none"><li>• Find a roommate.</li><li>• Send roommate request or accept their request.</li><li>• Be assigned as a pair.</li></ul>	<ul style="list-style-type: none"><li>• Group Leader sends invite to BOTH members.</li><li>• <b>EACH</b> group member <b>MUST</b> accept Group Leader's roommate invitation.</li><li>• Be assigned as a group</li></ul>

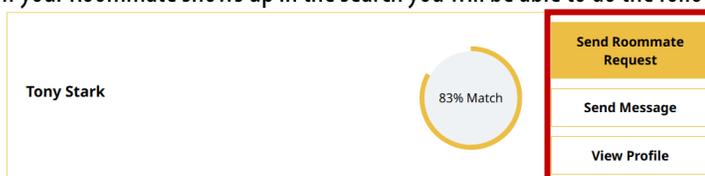
## How to Create a Roommate Group

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

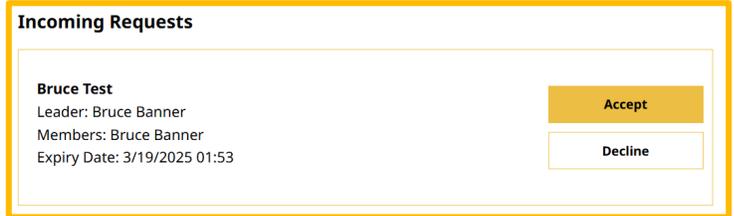
- Browse for potential roommates based on the roommate matching preferences questions. Highest matches will appear at the top.
- Click the "Search for Roommate by Roommate Profiles" link
- Select the criteria for the questions that matter the most to you. *We recommend only using 2-3 preferences. The 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.

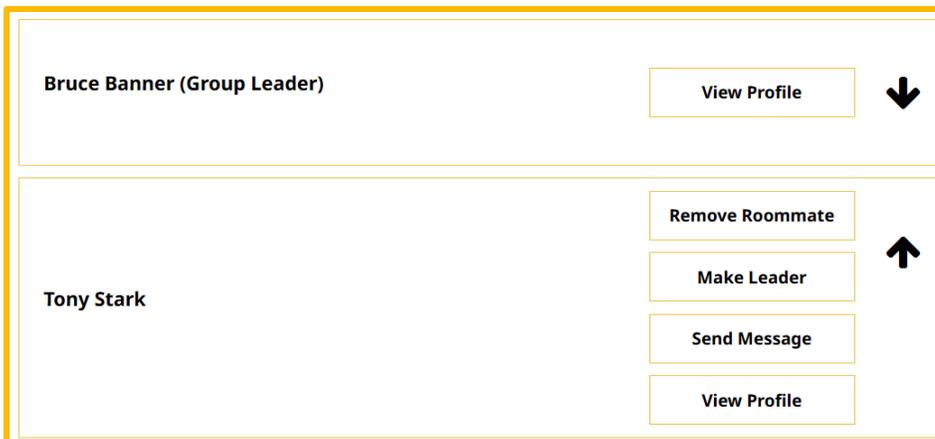


## How to Leave a Roommate Group

- 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)



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.