

# WILDCAT ROOM SELECTION

Phase 1 guide: Housing Application



**JOHNSON & WALES**  
UNIVERSITY





## Housing Selection Occurs in 2 Phases

- Phase 1 is all about you, your preferences and your potential roommates!
- Phase 2 is where you will select your room and meal plan!



This guide is intended to help you navigate through Phase 1: the Application



The screenshot displays the JWULink dashboard. On the left, a navigation menu is visible under the 'Tools' section, with 'Wildcat Housing System' highlighted by a yellow circle. A large yellow arrow points from the left towards this menu item. The main content area shows an 'Activity' feed with a post from 'Providence Student Academic Services' featuring a video titled '60 Sec Tip: GPA'. The video thumbnail shows a clock and the text '60-second Tip of the week GPA'. Below the video, there are 'Like' and 'Comment' buttons. On the right, there is an 'Activity Feed' sidebar with a 'Connect Account' button for a Microsoft account.

- Start the housing application through JWULink
- Navigate to: Tools > Campus Life > Wildcat Housing System



# Starting Your Housing Application

## WELCOME TO THE HOUSING PORTAL!

on behalf of Residential Life at Johnson & Wales University, welcome to Wildcat Housing!

Living on campus means much more than a place to store your belongings, study, and sleep. There is a world of opportunity within your residence hall and around campus for you to explore, and Residential Life connects you to it all.

Whether it's a movie night with friends and neighbors in one of our lounges, a volunteer opportunity with a local charity, or a study session with your favorite professor, you are sure to find activities that will both interest and enrich you just outside your door. And you'll meet a myriad of students from different parts of the country (and the world) along the way—all within the comfort of a close-knit on-campus community.

Our staff is available to help you transition to college, locate campus resources, engage in campus life, and ensure you get the most out of your experience.

We hope you'll feel right at home at JWU.

## NAVIGATION

 HOUSING APPLICATION

 WAITLIST REQUEST

 CONTRACT RELEASE

## FORMS

 MEAL PLAN CHANGE

 PET & ANIMAL FORM

 FERPA RELEASE

Click *Housing Application* to begin.

Select **Upcoming Academic Year**

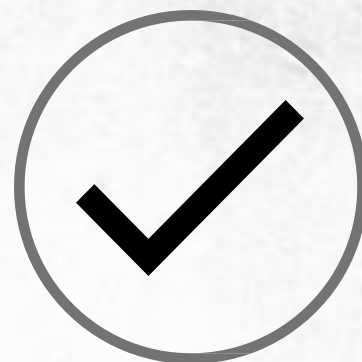


The screenshot shows the JWU Housing portal interface. At the top is the JWU logo and 'JWU HOUSING' text. Below the navigation menu, there is a yellow highlighted section titled 'Upcoming Academic Year'. The text in this section explains that the application is for the entire academic year (Fall and Spring semesters) and that the housing contract is for the entire year until May. A 'CONTINUE MY APPLICATION FOR HOUSING' button is visible on the right side of the yellow section. Below the main text, there is a 'Note' section with a bulleted list of reasons for approval: December Graduate, Internship outside of Providence, and Study Abroad outside of Providence.

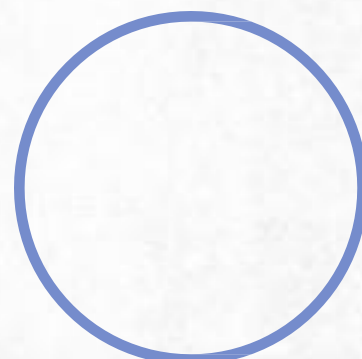


# Wildcat Housing Portal Checklist

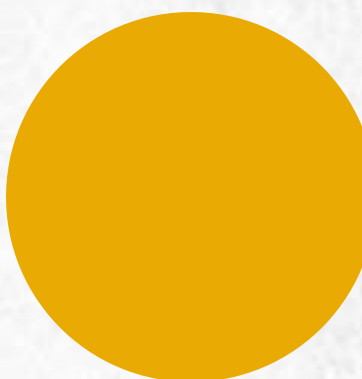
- ✓ 1 | Housing Application Welcome
- ✓ 2 | Demographic Information
- ✓ 3 | Housing Accommodations
- ✓ 4 | Special Room Preferences
- ✓ 5 | Submit Application
- ✓ 6 | Application Status
- ✓ 7 | Welcome to Housing Selection!
- 9 | Meal Plan Selection
- 10 | Housing Contract



Grey circle with black check mark indicates page is complete!  
This page may still be viewable.



Blue circle indicates the page you are currently on.



Gold circle indicates an upcoming step that may not be available yet.

## Step 2: Demographic & Personal Information

### DEMOGRAPHIC INFORMATION

Please carefully review and make necessary changes to your personal contact information below.

This information is used frequently by Residential Life and failure to complete this accurately could inhibit your receipt of important information from our office.

Street

Apartment/Unit Number

City

State/Province

Zip Postcode

Personal Email Address

Home Phone Number

Mobile Phone Number

- Please carefully review and make necessary changes to your information in this section.
- This information is used frequently by Residential Life and failure to complete this accurately could inhibit your receipt of important information from our office.

### PERSONAL INFORMATION

Use the fields below to make changes to *how you are displayed to other students here in the Wildcat Housing System*. The inputs and selections you make here for **Preferred FIRST Name** and **Gender** will be displayed when students are searching for roommates or when a student is viewing and deciding if they'd like to select an open bed in the room you have already selected. If you have questions, please do not hesitate to reach out to Residential Life at [reslife.pvd@jwu.edu](mailto:reslife.pvd@jwu.edu) or (401) 598-1141.

**NOTE:** The selections made here only effect this website, the Wildcat Housing System, and do not reflect your admissions or greater JWU student account.

Preferred FIRST Name

Gender

### EMERGENCY CONTACT

Review and make necessary changes to your emergency contact information below.

Emergency Contact Name

Relationship

Emergency Contact Phone Number



## Step 3: Housing Accommodations

- Residential Life is committed to providing reasonable accommodations to students with learning disabilities, physical challenges, and chronic medical conditions. We encourage students who need a room assignment with specific accommodations to indicate so in this section.
- Please note, only accommodations approved by the Center for Academic Support and Accessibility Services will be granted. Residential Life is unable to provide housing accommodations until a member of the Accessibility Services team has formally contacted us with your approved accommodation(s).
- When you check the box in this section and click Save & Continue, an email will be sent on your behalf to the Center for Academic Support and Accessibility Services (you will be CC'd) and a member of their team will be in contact with you about next steps. You will then work with them directly to submit any required paperwork. If you have questions, you can contact them at (401) 598-4660.



## Step 4: Special Room Preferences

- Did you know we have Special Interest Housing and Living-Learning Communities?

### Pet & Animal Friendly

- We offer pet & animal friendly communities for our students in select residence halls who may wish to bring their pets with them, or for students who wish to reside in a pet & animal environment and choose not to bring pets of their own.
- Applying for a pet & animal is completed through the housing application.
- Please note that all steps of the pet application and approval process must be complete before the pet/animal is brought to campus.

### Gender Inclusive

- This is a housing option that places no restrictions on the gender of roommates. This means that students can live in the same room, suite, or apartment with other student(s) regardless of their gender or gender identity.
- JWU has created this option to help create an environment which acknowledges, appreciates and respects the diverse nature of the JWU student body, while giving students more flexibility in finding a roommate who is truly compatible.
- Residing in Gender Inclusive Housing is a CHOICE; no student will be assigned to a gender inclusive living situation without applying for that option.

- Please understand that indicating your interest in one of these communities does not guarantee an assignment there. Spaces are limited and provided based on a first come, first served process during the selection portion of the housing application.



## Step 5: Submit Phase 1- Application

**Congratulations Wildcat!**  
This is the last step of  
Phase 1!





## Step 6: Application Status & Preparing for Phase 2

### APPLICATION STATUS

Congrats! You've successfully submitted your Fall and Spring Housing Application, which completes PART ONE of the Housing Application & Room Selection process. While the process is open, you can revisit this status page to verify that you've submitted your application and to check if there are any important updates.



Prior to the second part becoming available to you, you will want to research which halls you are eligible to select from and which would be ideal for you. It is always recommended that you plan to select from any of your top three or four choices in the event that one or more is not available at the time you select. Before your Housing Selection time begins, you will be able to complete your Student Profile and create or join Roommate Groups if you'd like.



## Roommate Group Process

The following pages will allow you to complete your Student Profile, and then participate in the Roommate Group process. Keep in mind you do not need to create or join a roommate group in order to participate in PART TWO of the Housing Application, called Room Selection. This is an optional part of the Housing & Selection process and allows you to join up to three (3) other students as part of a Roommate Group, in the hopes that there is a space with enough open beds to accommodate all of you.

### **PAGE ONE: STUDENT PROFILE**

The profile page will allow you to share your lifestyle preferences, living habits, hobbies and more in order to search for potential roommates. Be sure to consider the following:

- How many roommates would you ideally like to live with?
- What qualities are you looking for in a roommate?
- What pricing options would work best for you?
- What type of room or specialized community interests you?

### **PAGE TWO: ROOMMATE GROUPS**

This is a series of pages, where you'll be able to search for other students who have submitted an application or search for groups that have been created for you to join. If you have a friend and your friend has given you a group name and password, you'll be able to use that information to request access to that specific group.

**COMPLETE YOUR STUDENT PROFILE**



## Student Profile

Take a moment and answer each question in this section in a way that best matches your personality. Students who have completed their profile and who are looking for roommates will be able to see your responses so they can determine if you may be a good potential roommate for them.





# Student Profile: Personal Information

We highly encourage the student to complete this process on their own, without the aid of parents or guardians, if possible.

## 1 PERSONAL INFO

This box is not required, but allows you to enter a short description about yourself so students can determine if they believe you may be a good potential roommate for them.

Personal Description

## 2 GENERAL INFORMATION

The thing most important to me in college is:

Academic success

My previous experience living with someone else includes:

No experience

I would describe my sleep schedule as:

A night owl

## 3 SOCIAL FACTORS

When I am having a bad day, I would like my roommate to:

Let me vent to them

When someone I don't know is going through something difficult I:

Keep from getting involved

When I am upset with my roommate, I want to be:

Given some time to think

## 4 GUESTS

I am open to having guests in our room:

On rare occasions

My feelings toward overnight guests are:

Overnight guests are always welcome

## 5 OUR ROOM or APARTMENT

My ideal situation for sharing items would be:

We use our own items only

I like the temperature of my room to be:

No preference

If my room becomes unkept:

I would make it presentable but not

Cleaning to me is:

Something that needs to be done



## Student Profile: Personal Information (cont.)

### 6 PERSONAL INTERESTS

Exercise:

Yes

Nutrition/Eating Healthy:

Yes

Nature/Hiking/Outdoors:

No

Sports:

No

Shopping:

Yes

Traveling/Road Trips:

No

Being Involved on Campus:

Yes

Video Games:

Yes

Movies/TV:

No

Music:

No

Reading:

Yes

### 7 MY IDEAL ROOMMATE

I would like for my relationship with my roommate to be:

Respectfully just roommates

My ideal roommate would be:

Completely different than me

I am looking for a roommate who is:

Quiet and reserved

My roommate should be:

A clean freak

I am ok with a roommate who smokes:

Yes

It is important to me that my roommate and I have similar sleep schedules:

Yes

Once all sections of the Student Profile have been completed,  
Save and continue to view  
Roommate & Roommate  
Group Information

SAVE PROFILE & GO TO ROOMMATE GROUP PAGE



## Finding Roommates

This page allows you to create or join a group, make changes to a group you've already created or joined, and search for roommates who have also submitted their Housing Application.

### YOUR ROOMMATE GROUP

This page allows you to create or join a group, make changes to a group you've already created or joined, and search for roommates who have also submitted their Housing Application.



NOT IN A GROUP

#### CREATING OR JOINING GROUPS

- If you would like to create a group so that you can invite friends, use the **Create Group** button
- If you would like to join a group that someone else has created, use the **Join Group** link

#### INVITING OTHERS TO YOUR GROUP

- To invite someone to a group you have created or are in, use the **Search for Roommates by Details** or **Suggest Roommates** links

CREATE GROUP

Join Group  
Search for Roommates by Details  
Suggest Roommates



## Creating Groups

When creating a Roommate Group make sure to complete all required steps and save your progress after each section.

### ROOMMATE GROUP DETAILS

1

Enter the name of your group in the box below. If you make your group searchable, this will help your friends identify your group apart from the others.

Do you want to let other people search for this group? If you do, check the box below. If you do not, you will need to invite each member individually. Otherwise, no one will be able to see your group.

2

### MY GROUP NAME: Wildcat Willie

[DELETE GROUP](#)[EDIT GROUP](#)

.Kelley .Martin (Group Leader)

Age: | Gender: Female | Classification: Providence Sophomore

Description:

3

Search for Roommates by Details  
Suggest Roommates

[VIEW PROFILE](#)

Once your Roommate Group has been created, the next step is to search for and add potential roommates to your Group.



## Search for Roommates by Details

- This page allows you to search for a potential roommate by their J# or name.
- You will then be able to view their profile, add them to your Roommate Group, and send messages. The housing system will also display how well matched you are based on the Student Profile.

### SEARCH FOR ROOMMATES BY THEIR DETAILS

J#:

First Name:


Last Name:

Gender:

Exclude results that cannot be added or joined

[RETURN TO ROOMMATE GROUP PAGE](#) [SEARCH](#)

[Join Group](#)  
[Suggest Roommates](#)

  
**Age:**  | **Gender:** Male | **Classification:** Providence Junior  
**Description:**

71% Match

[SEND MESSAGE](#)

[VIEW PROFILE](#)


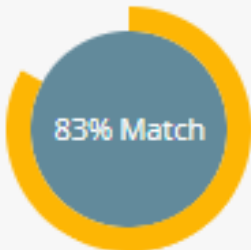

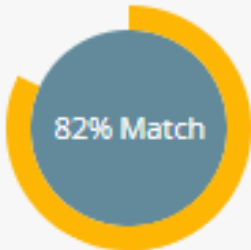

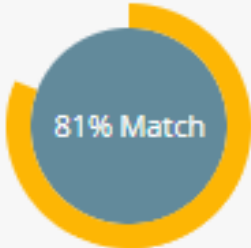


## Suggest Roommates

- The Suggested Roommates page allows you to view the profiles of students who may be a good Roommate match.
- From this page you can message potential roommates, add them to your roommate group, or join a group that has already been created.

[RETURN TO ROOMMATE GROUP PAGE](#)

Join Group  
Search for Roommates by Details

 <b>Age:</b> 18   <b>Gender:</b> Female   <b>Classification:</b> Providence First Year <b>Description:</b>		<a href="#">JOIN GROUP</a> <a href="#">SEND MESSAGE</a> <a href="#">VIEW PROFILE</a>
 <b>Age:</b> 20   <b>Gender:</b> Female   <b>Classification:</b> Providence Transfer <b>Description:</b>		<a href="#">JOIN GROUP</a> <a href="#">SEND MESSAGE</a> <a href="#">VIEW PROFILE</a>
 <b>Age:</b> 19   <b>Gender:</b> Female   <b>Classification:</b> Providence First Year <b>Description:</b>		<a href="#">JOIN GROUP</a> <a href="#">SEND MESSAGE</a> <a href="#">VIEW PROFILE</a>



## Joining a Group

This page allows you to join a Roommate Group that has already been created

### JOIN A GROUP

To join a group that has already been created, you must enter the **exact** name of the group to find it.

Group Name:

[RETURN TO ROOMMATE GROUP PAGE](#) [JOIN GROUP](#)

- You must enter the exact name of the group to find it.
- If you are unable to find your group by name, the creator of the group may also add you using your name or J# on the "Search for Roommates by Details" page.



## Accepting a Potential Roommate Requests

### YOUR ROOMMATE GROUP

This page allows you to create or join a group, make changes to a group you've already created or joined, and search for roommates who have also submitted their Housing Application.



NOT IN A GROUP

#### CREATING OR JOINING GROUPS

- If you would like to create a group so that you can invite friends, use the **Create Group** button
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#### INVITING OTHERS TO YOUR GROUP

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CREATE GROUP

Join Group  
Search for Roommates by Details  
Suggest Roommates

### Incoming Requests

Welcome Wildcats

Leader: .

Members: .

Request Expires: July 20 at {RoommateGroupInfo.RoommateGroupRequestID.DateExpiry:hh:mm tt}

ACCEPT

DECLINE

- Pending and Accepted potential roommate requests can be found on the "Your Roommate Group" page.
- Only accepted potential roommates can be pulled into rooms during Phase 2: Room Selection.



## Congratulations Wildcat!

- This is the last step of Phase 1: Housing Application
- You can keep coming back to your application to check for pending roommate requests or even to change your profile answers.
- Phase 2: Room Selection is next!



\*There is typically a waiting period between Phase 1 and Phase 2. You will be notified via email of your Phase 2 date and time.



# **Contact us! We are here to help!**

Call our office at 401-598-1141

or

Email: [reslife.pvd@jwu.edu](mailto:reslife.pvd@jwu.edu)



**RESIDENTIAL LIFE**

