

LIU

LONG ISLAND UNIVERSITY

Roommate and Room Self-Selection Process

What is RoomSync?

RoomSync is our new roommate matching software through Facebook, it empowers you to find the ideal roommate.

RoomSync is **FREE** and available to students who are interested in LIU on-campus housing for 2015-2016 academic year.



How does RoomSync work?

Be Social. Yeah, we know. But remember, everyone is in the same boat. Get out there and start some conversations!

Be Real. Be yourself on RoomSync. It will be way easier for you to connect with other residents and find that cool roommate (or have that person find you).

*If you are using a fake/incomplete name on Facebook, login and then [update your name](#).



Be Empowered. Remember not to leave this college roommate thing to chance - you have the power to choose your own awesome roommate.

Eligibility for Room & Roommate Self-Selection

Please refer to your confirmation email sent to MyLIU, an excerpt is below:

To be eligible to select a room, the following requirements must be met:

1. On-Campus Housing Application completed
2. \$300 housing deposit submitted (Payment can be made in person by visiting Enrollment Services or an e-Deposit in your My.LIU account)
3. Emergency contact information provided (Updates can be made in your My.LIU account under "Student Center")
4. Be in good financial standing
5. Registered for the Fall term

*If you did not receive a confirmation email, please Apply for Housing (*see next slide*)

Apply for on-campus housing!

Step 1: Log-in to MyLIU

Step 2: Click on “University Housing” icon on the right and then click “Apply for Housing - Fall - Spring”

Step 3: Read and agree to the terms of the Housing Agreement



The screenshot shows the LIU On-Campus Housing website. At the top left is the LIU logo. To its right is a teal header bar with the text "On-Campus Housing". Below the header, the text "Welcome home!" is centered. Underneath, a paragraph states: "This is your online home for your room, meal plan and other resident related needs." A second paragraph follows: "All students interested in living on campus are required to apply for housing. Please complete an online application by clicking below. Students currently living in the residence halls fall 2019 will not need to complete an application or select a room for spring 2019." At the bottom, there are two links: "[Apply for Housing - Spring](#)" and "[Apply for Housing - Fall- Spring](#)". A large yellow arrow points from the left towards the second link.

LIU On-Campus Housing

Welcome home!

This is your online home for your room, meal plan and other resident related needs.

All students interested in living on campus are required to apply for housing. Please complete an online application by clicking below. Students currently living in the residence halls fall 2019 will not need to complete an application or select a room for spring 2019.

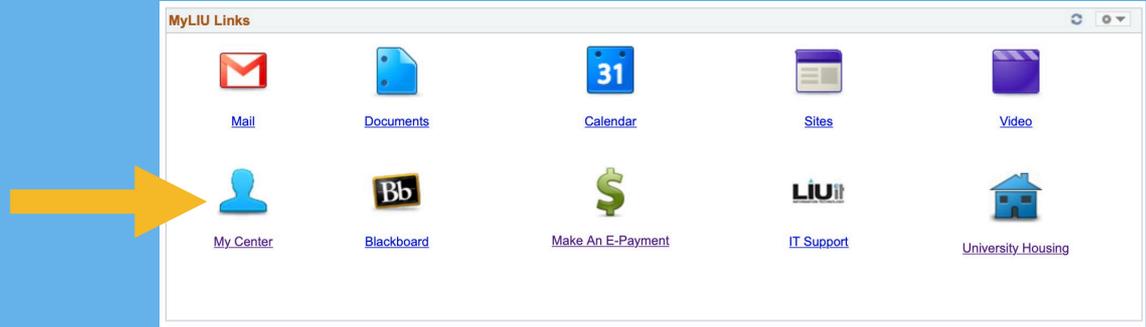
[Apply for Housing - Spring](#)

 [Apply for Housing - Fall- Spring](#)

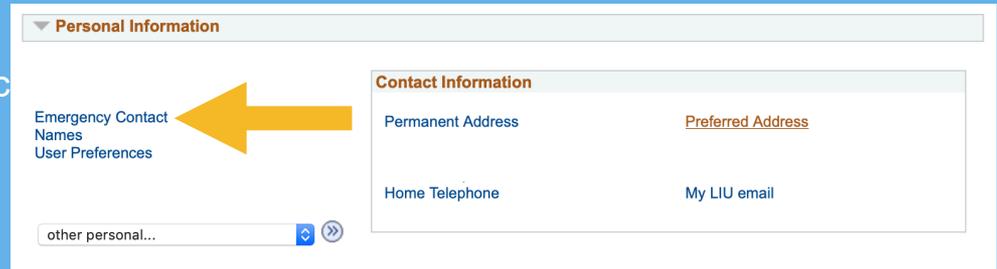
Updating Emergency Contact

To update your emergency contact:

1. Go to www.my.liu.edu
2. Select My Center



1. Go to Personal Information Tab
2. Select Emergency Contact link
3. Update at least one (1) emergency contact



Submitting a housing deposit

To submit a housing deposit:

Online

1. Go to www.my.liu.edu
2. Select e-Payment option
3. Go to e-Deposit
4. Make sure to select HOUSING
5. Don't forget to pick Fall 2015

The screenshot shows the 'Deposit Payment' page on a website. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits' (highlighted with a yellow box), and 'Help'. The main heading is 'Deposit Payment'. Below it are two tabs: 'Deposit Payment' (active) and 'Deposit History'. A progress bar shows four steps: 'Amount' (with a dollar sign icon), 'Method' (with a card icon), 'Confirmation' (with a thumbs up icon), and 'Receipt' (with a receipt icon). Below the progress bar is a yellow highlighted instruction: 'Select a term then deposit payment account you would like to make a payment toward'. At the bottom, there are two dropdown menus: 'Select a term' with 'Fall' selected, and 'Select a deposit' with 'Housing E-Deposit' selected. Each dropdown has a 'Select' button next to it.

In person:

Stop by Enrollment Services Office during office hours

Selecting a room...

... WITH a roommate!

Step 1: Log-in to MyLIU

Step 2: Go to “University Housing”

Step 3: Select “Set Roommate PIN”

- Set your roommate PIN to any four digit number and share it with your roommate
- Designate one of the members of your roommate group to “Select A Room”
- Only one of the roommate needs to select the room for everyone!

... on my own

Please take advantage of RoomSync with your Facebook account!

If you did not find a roommate, follow the steps below:

Step 1: Log-in to MyLIU

Step 2: Go to “University Housing”

Step 3: Go to “Select A Room”

Note: If you don't have a roommate request, skip the “Roommate Request” page by clicking “Next”

(more details on next page)

Set a roommate PIN

Step 1: Log-in to MyLIU | Step 2: Go to “University Housing” | Step 3: Select “**Set Roommate PIN**”

- Set your roommate PIN to any four digit number and share it with your roommate
- Designate one of the members of your roommate group to “Select A Room”
- Only one of the roommate needs to select the room for everyone!

[Set Roommate Request PIN](#)

Use this link to set your PIN number. A PIN number will be required if your roommate is going to select a room for you.

[Select a Room](#)

Use this link to select your room for next year. You will be able to select roommates if you know their LIU email and PIN numbers.

[Select a Meal Plan](#)

Use this link to select your meal plan, if you haven't already done so.

[Retain Current Room](#)

Use this link to stay in your current room next year. (Currently available to Brooklyn Students only)

[Roommate Pull-in](#)

Use this link to add your roommates to the room you have just retained. You will need to know your roommate's LIU email and PIN numbers. (Currently available to Brooklyn Students only)

Selecting a Roommate Tips

- Set your roommate PIN to any four digit number and share it with your roommate prior to selecting a room
- Click on the **green plus sign**
- Enter roommate's LIU email. If the email is correct, the following message will appear: **"Found: Name has been marked private"**
- Enter previously set roommate PIN
- Only one of the roommate needs to select the room for everyone!

If you do not have any roommate(s) requests, click "Next" to proceed.

If you have roommate(s) requests, the person(s) must provide you with their LIU email address and PIN #.
Click the plus button to search for your preferred roommate(s).

LIU Post Roommate Requests

Roommate



Roommate Search Criteria

Permanent Email:

Found: Name has been marked as private

Roommate Group PIN:

 [Cancel](#)  [Search](#)  [Select](#)

Once you have selected your roommate(s), click "Next" to proceed.

Helpful Tips

- If an expired page comes up, please log-out of MyLIU and try a different browser.
- When in map view, click on the little triangle (▶) next to campus name to see all available residence halls and floor maps. From here, you will be able to see available rooms.
- To select your bed space - click on the bed icon itself. Green bed - means it is available. Red bed - means it has already been selected.
- To identify the room type, just count the number of beds in the room before selecting it.
- “Release Lock” option is available on your summary screen in case you change your mind about the room you selected. Once you click “Release Lock” you will be able to select a different room.

Map View Tips

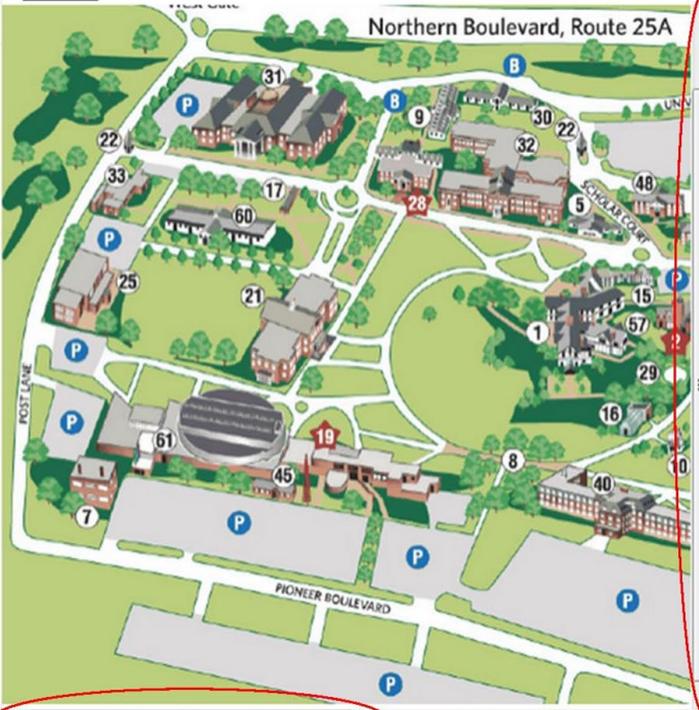
- When in map view, click on the little triangle (▶) next to campus name to see all available residence halls and floor maps. From here, you will be able to see available rooms.
- Don't forget to use the scroll option to see all of the available spaces.

Search Results
> LIU

Available Spaces by Living Area

- Community: LIU
- Building:
- Floor:
- Building:

Check out the HELPFUL TIPS page for more help!



Floor Map Tips

- To select your bed space - click on the bed icon itself. **Green bed** - means it is available. **Red bed** - means it has already been selected.
- Don't forget to use the scroll option to see all of the available spaces.
- To identify the room type, please refer to the summary page. You can release the room if the room type selected is incorrect and start over.

Please note, this is a sample map

Search for spaces

Available Spaces by Living Area

- Community: LIU
- Building:
- Building:
- Floor: 2nd Floor
- Floor: |
- Building: |
- Building: |
- Building: |

Search Results

> LIU > Building > 2nd Floor

201	202	203	204	205	206
225	224	223	222	221	

Room Type Information

Click on the Bed Space selected to view room type details.

The details include:

- Residence Hall
- Room Type
- Room #/Bed Space #
- Room rate per term

Time Remaining
09:50 Bedspace BCH-10Tc will be unavailable to others while you complete this step. Please be mindful of the time remaining.

Selected Room
Bedspace "BCH-10Tc" is locked for you. Click the Release Lock link below to release this bed space and select again or click "Next" to proceed with the room selected.

Room: [BCH-121](#)

Bed Space: **BCH-10Tc**

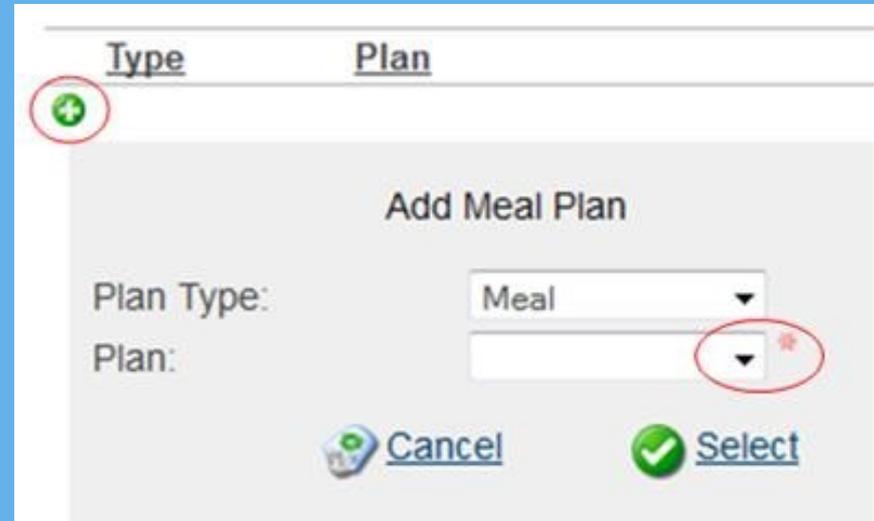
Rel

Bed Space:	BCH-10Tc
Room Type Alias:	Triple
Room Description:	B-Standard Triple Conolly
Rate Details:	
	2015 Fall Term: \$2887.00 Term
	2016 Spring Term: \$2887.00 Term

Please be mindful of the time remaining

Selecting a Meal Plan

- Click on the **green plus sign**
- Use drop down menu to select preferred Meal Plan
- All resident students are required to participate in the University Meal Plan
- All students with 30 credits or less are required to select Plan 1.
- Meal Plan 1 will be automatically billed to your student account should you fail to select a meal plan option during room selection dates



The screenshot shows a web interface for adding a meal plan. At the top, there are two columns labeled 'Type' and 'Plan'. A green plus sign icon in a circle is circled in red in the top left corner. Below this is a form titled 'Add Meal Plan'. The form has two rows: 'Plan Type:' with a dropdown menu showing 'Meal', and 'Plan:' with an empty dropdown menu. The dropdown arrow for the 'Plan:' field is circled in red. At the bottom of the form, there are two buttons: 'Cancel' with a green plus sign icon and 'Select' with a green checkmark icon.

Dining Dollars Buy-Up Option

What is Dining Dollars Buy-Up?

As a supplemental option, you may add \$200 in dining dollars to your plan and have it billed to your student account.

Dining Dollars balances are non-refundable and non-transferable and must be used before the end of the Spring semester.

The screenshot shows a web interface for adding a meal plan. At the top, there are two columns labeled 'Type' and 'Plan'. A green plus icon in a circle is circled in red in the 'Type' column. Below this is a form titled 'Add Meal Plan'. It contains two dropdown menus: 'Plan Type:' with 'Meal' selected, and 'Plan:' with an empty selection. A red circle highlights the 'Plan:' dropdown menu, which has a small red asterisk icon next to it. At the bottom of the form, there are two buttons: 'Cancel' with a green plus icon and 'Select' with a green checkmark icon.

Questions? Contact LIU Promise

Post Campus

LIU Promise

Third Floor, Hillwood Commons
Brookville, NY 11548

LIUPromise@liu.edu
(516) 299-3737

Brooklyn Campus

LIU Promise

Room 321, Pratt Building
Brooklyn, NY 11201

Bkln-promise@liu.edu
(718) 488-1042