

# Information Session

A photograph of a campus scene during autumn. In the foreground, a paved walkway leads towards a row of modern, grey stone buildings with dark roofs. A prominent tree with bright red leaves stands to the left of the path. To the right, a large tree with yellowing leaves is partially visible. The sky is overcast and grey.

## Residence Life

**Returning Student Housing Selection Process**

# **Returner Student Residence Halls 2024-2025**

**Larson Hall  
Mellby Hall  
Rand Hall  
Thorson Hall  
New Hall  
Townhouses  
Ytterboe Hall**

**Associate Dean of Students  
Residence Life & Student Conduct**

**Main Office  
Tomson Hall 148**

**507.786.3615  
[housing@stolaf.edu](mailto:housing@stolaf.edu)**



# Bed Type-Styles



## Decet (10)

- Townhouses

## Duodecet (12)

- Ytterboe

## Sextet (6)

- Larson

## Quintet (5)

- Ytterboe

## Quads (General/Suited) (4)

- New Hall
- Rand Hall
- Thorson Hall
- Larson Hall

## Triples (General/Suited) (3)

- Rand Hall
- New Hall
- Thorson
- Larson

## Double (2)

- Larson
- Mellby
- Rand
- Thorson

# Roommate Socials...Should I attend?

- Students will have name badges and a dot on their badge to indicate the gender groupings they are open to:
  - Male
  - Female
  - All Gender
- There will be a color dot if you are looking for a room placement/roommate due to a period of time away from the College, i.e. Study Abroad
- The event is both for Introverts and Extroverts!
  - There will be time for you to walk around and connect.
  - There will be group activities periodically throughout the evening for you to get to know a lot of people at once!
- This is an excellent time to find a roommate, podmate, suitemate, etc.

# Housing Placements and DAC Accommodations

- Housing works closely with DAC about all housing accommodations
- Residence Life places all approved DAC Accommodations before the the Housing Selection process
  - Students have the option to participate in the housing selection process if you would like a suited room. Students must indicate this on a separate form before March 8.
- After the Student Housing Placement is complete, we will work with students who have not met their accommodations in collaboration with DAC.

# Step by Step of the Housing Selection Process

Please follow these steps to complete the Housing Selection Process

1. Returning Student Housing Application
2. Roommate Linking
3. Housing Selection

## Step 1: Complete your Returning Student Housing Agreement

- All students must complete this agreement before moving forward with the housing selection process.
- Log into SIS.
- Select “Residence Life” from the left-hand menu options.
- On your Residence Life Housing Portal, select “Applications.”
- Select “2024-2025 Returning Student Housing Agreement.”



- Home
- Applications
- Personal Information
- Room Selection
- RCR/Damages



Evan Fisher-Damsgard

00000001

Messages

Room Selection

There are no room selections to display

Assignments

Spring 2023-24

Fall 2024-25

J-Term 2024-25

Spring 2024-25

**Hall Name:** Hilleboe Hall

**Room:** 108

**Bed:** 2

**Room Type:** Double

**Check In:** 02/11/2024

**Check Out:** 05/29/2024

**Roommates/Suitemates: 1**

[Test Stofaf](#) - Room: 108

| Bed: 1

Dining

There are no active dining plans to display

When you log into your Housing Portal, select "Applications" to view all active applications and forms.





Applications

2024-2025 Returning Students Housing

Agreement



(Fall 2024-25)



**Evan Fisher-Damsgard**

00000001

 Messages

Room Selection

There are no room selections to display

For our 2024-2025 Housing Selection Process, please click on “2024-2025 Returning Students Housing Agreement” to begin the housing selection process.

# Step 1 cont: Returning Student Housing Agreement

- There are two parts to the Housing Agreement
  - Part 1: All students should read over the Housing Agreement Document before signing.
  - At the bottom of the page, students have the option to virtually sign or type your name. Signing this document means that you understand and agree to the housing agreement.
  - Part 2: All students are then asked to update their roommate preferences.

# St. Olaf College

## Housing Occupancy Policy

2024-2025

### Introduction

This Housing Occupancy Policy (the "Policy") establishes the terms and conditions of residing in campus residence halls, townhomes, and other housing provided to students (hereinafter referred to as "campus housing"). This policy applies to all St. Olaf College Students residing in Campus Housing. Unless a written exemption is provided, all students are required to live in campus housing while students of St. Olaf College.

Students are required to comply with the terms of this Policy. By completing a housing application and signing, the Policy online, you are confirming your responsibility to read and understand the terms of the policy and abide by its expectations.

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

- Enter your full name to give consent (Hand drawn signature will be auto generated)
- Use the signature pad to draw your signature

Enter your full name

Clear signature

This document outlines all of our Residence Life policies and procedures. Please make sure to read it over carefully. You can electronically sign the document at the bottom.

**Continue**

This screen shows our Roommate Preferences.

Our office utilizes this information in case we must assign a student to your space.

You will be using this information to search for a roommate in the Roommate Linking step.

Please identify what gender you are most comfortable staying with \* I prefer to live with someone who identifies as a male student ▼

Guests are welcome in the room... \* all the time ▼

I am okay with overnight guests (select all that apply): \* Yes, I am okay with sexual partners ▼

I prefer my room... to be a place for friends to gather and talk ▼ 

I prefer that my room temperature be... \* Cool ▼

My space tends to be... \* Neat ▼

I prefer these styles of music: \* Rock ▼

Do you listen to music or watch TV without headphones while studying? \* I listen to music/tv all the time ▼

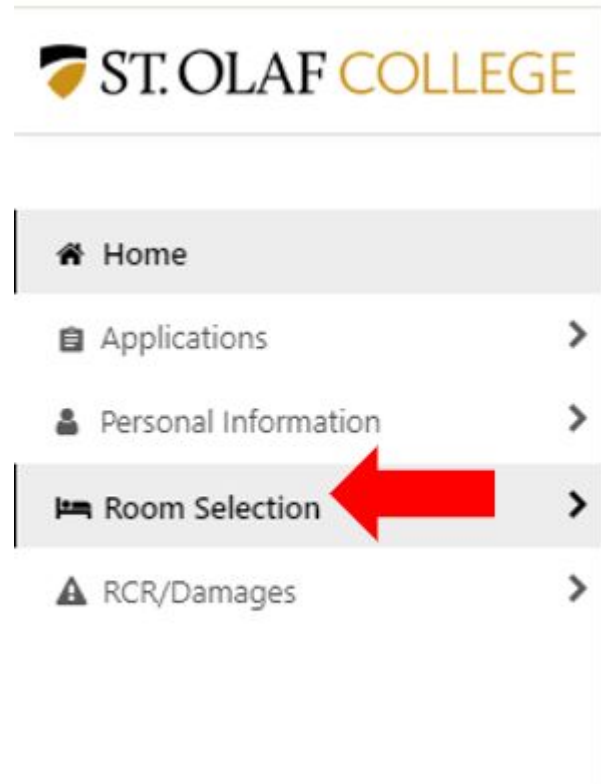
My study habits are: \* I tend to study away from my room ▼

How many hours a week do you spend studying in your room? \* 2 - 4 hours ▼

Have you shared a bedroom space before? \* Yes - in the last 5-years ▼

## Step 2: Roommate Linking

- All students must complete this step to be able to select a room.
- Once you have completed your housing agreement, you can start linking with your roommates.
- From your Residence Life Portal homepage menu select “Room Selection.”
- On the next menu screen, select “Roommate Selection.”
- Change your term to Fall 2024-25.
- Select the new dropdown menu option “Search for Roommate”





ST. OLAF COLLEGE

Room Selection

Select Roommates

Select a Room/Suite

For the Term: Fall 2024-25

Roommate Requests (0)

Pending Roommate Requests (0)

Search for Roommate

Once you click “Select Roommate,” it is important to change the term at the top of the screen to “Fall 2024-25.” Once you select this term, a new option will appear on your screen to search for a roommate.

## Search for Roommate



This is the roommate search tool.

If you know the specific student that you want to link with, you can type in their name.

If you do not know who you want to link with, you can use the roommate questionnaire to filter out students.

Recommendation: Please use 4-5 roommate questionnaire questions to search for roommates. If you use every question, you might not find another student that matches your preferences exactly.

Once you are ready, scroll to the bottom and click "Begin Search"

First Name

First Name

Last Name

Last Name

Roommate Questionnaire - Gender Preference

Roommate Questionnaire - Gender Preference

Roommate Questionnaire - Music Preference

Roommate Questionnaire - Music Preference

Roommate Questionnaire - Music/TV Habits

Roommate Questionnaire - Music/TV Habits

Roommate Questionnaire - Room Temperature

Roommate Questionnaire - Room Temperature

Roommate Questionnaire - Shared Belongings

Roommate Questionnaire - Shared Belongings

Roommate Questionnaire - Shared Space

Roommate Questionnaire - Shared Space

Roommate Questionnaire - Housekeeping

Roommate Questionnaire - Housekeeping

## Begin Search

This screen shows EVERY student who has completed their Housing Agreement. You can view their roommate preferences as well.

Please note: because of our gender neutral spaces, this will bring up male, female and non-binary students.

Please note: Some of these students may have already matched with a roommate.

### Search Results (380)



**First Name** : Salah  
**Last Name** : Abdulkarim  
**Roommate Questionnaire - Gender Preference** : I prefer to live with someone who identifies as a male student  
**Roommate Questionnaire - Music Preference** : Other  
**Roommate Questionnaire - Music/TV Habits** : I listen to music/tv occasionally  
**Roommate Questionnaire - Room Temperature** : Cool  
**Roommate Questionnaire - Shared Belongings** : Occasionally  
**Roommate Questionnaire - Shared Space** : Yes - in the last 5-years  
**Roommate Questionnaire - Housekeeping** : Neat  
**Roommate Questionnaire - Sleeping Habits** : 10:30 pm tp 11:30 pm

**First Name** : Meheware  
**Last Name** : Abiy  
**Roommate Questionnaire - Gender Preference** : I prefer to live with someone who identifies as a male student  
**Roommate Questionnaire - Music Preference** : Other  
**Roommate Questionnaire - Music/TV Habits** : I listen to music/tv all the time  
**Roommate Questionnaire - Room Temperature** : Cool  
**Roommate Questionnaire - Shared Belongings** : Occasionally  
**Roommate Questionnaire - Shared Space** : Yes - in the last 5-years  
**Roommate Questionnaire - Housekeeping** : Neat  
**Roommate Questionnaire - Sleeping Habits** : 10:30 pm tp 11:30 pm



**Begin Search**

## Search Results (380)



**Allergies pt 2** : No  
**Roommate Questionnaire - Environmental Allergies** : No  
**Roommate Questionnaire - Smoking** : No  
**Roommate Questionnaire - Smoking pt 2** : No  
**Roommate Questionnaire - Scent Allergies** : No  
**Roommate Questionnaire - Living with an ESA** : Yes, cat only  
**Profile:** This student has not filled out a profile

**Request Roommate**



**Allergies pt 2** : No  
**Roommate Questionnaire - Environmental Allergies** : No  
**Roommate Questionnaire - Smoking** : No  
**Roommate Questionnaire - Smoking pt 2** : Yes  
**Roommate Questionnaire - Scent Allergies** : No  
**Roommate Questionnaire - Living with an ESA** : No  
**Contact:** Personal Email:  
abiy1@stolaf.edu  
**Profile:** This student has not filled out a profile

**Request Roommate**

Once you have found a student that you would like to match with, scroll to the bottom of their profile to “request roommate”

For the Term: Fall 2024-25

### Roommate Requests (1)

You are not eligible to submit roommate/suitemate requests for this term.

#### Name

⋮	Test, Stolaf
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#### Unmatched Roommates:

- Stolaf Test has not requested Evan Fisher-Damsgard

### Pending Roommate Requests (0)

Once you request a roommate, that student must login to their Housing Portal to accept the roommate request. On your screen, you can see that the student requested is highlighted because they have not accepted the roommate request.



For the Term: Fall 2024-25

Roommate Requests (0)

Pending Roommate Requests (1)

Name

Fisher-Damsgard, Evan



Match

On your requested students page, they will see a pending roommate request from you. If they want to match with you, they should click the “3-button dropdown” and then click “match” to accept the request.

For the Term: Fall 2024-25



### Roommate Requests (1)



Name



Test, Stolaf

Your roommate group is fully matched.

### Pending Roommate Requests (0)



### Search for Roommate



Back on your screen, once the student has accepted the match, you can see that the group is fully formed.

## Step 3: Housing Selection

- Every student will be assigned a housing selection time based on their roommate group size.
  - Please note: Our office will try it's best to match students before assignment times are released, but it is your responsibility to make sure your roommate group is set up correctly.
- Every student will be emailed to let them know about their housing selection time.
- Roommate groups that may not be able to select a room based on their selection time will be notified *in advance* so that they can begin planning next housing plans.

Room Selection



CR/Damages



 Messages

 Room Selection

Double Men

Doubles draw for men

Start Time: **02/09/2024, 12:00:00 AM**

Selection Times

*02/09/2024, 09:00:00 AM to 02/09/2024, 10:00:00 PM (CURRENTLY OPEN)*

**Select A Room/Suite**

On your selection day, you will be able to login by 1 pm to view your selection time. Your selection time will be listed by the “Start Time.”

Please note: the “Selection Times” denotes when the entire housing selection process starts for all students. All selection times will begin at 4 pm.

## Step 3 Cont: Housing Selection

Priority Numbers are randomly generated based on a student's expected graduation year.

- Rising Seniors are given priority numbers 1000 through 1999
- Rising Juniors are given priority numbers 3000 through 3999
- Rising Sophomores are given priority numbers 5000 through 5999



## Step 3 Cont: Housing Selection

- On your selection date and time, one student within your roommate group needs to login to their housing portal to select a room for their entire group.
- Students will be able to view rooms available during the housing selection time.
- Students will be able to confirm their roommate group that they are selecting for
- Students can then select a room that fits their roommate group

- Home
- Applications >
- Personal Information >
- Room Selection >
- RCR/Damages >



**Stolaf Test**

5688798

fisher22@stolaf.edu

 Messages

 Room Selection

Double Men

Doubles draw for men

Start Time: 02/09/2024, 12:00:00 AM

Selection Times

02/09/2024, 09:00:00 AM to 02/09/2024, 10:00:00 PM (CURRENTLY OPEN)

**Select A Room/Suite**



At your selection time, click “Select a Room/Suite” to start the housing selection process.

## Your Room Selection

You are now eligible to select a room in the 'Double Men' process.  
You have until 2/12/2024 at 10:00 PM (US/Central).

## Roommate Group (2)

Name	Student Number
You	5688798
Fisher-Damsgard, Evan	000000001

## Select from Room List

Make sure to confirm the roommate group that you are selecting for. The roommates listed on this screen will be your roommates for the upcoming 2024-2025 academic year.

Once this is confirmed, click "Select from Room List" to select a room.

## Select from Room List

Hall  
(no filter)

Room Type  
(no filter)

**Search Available Rooms**



You can use the “Hall” filter to select a specific residence hall that you would like to live in. For some of our housing selection processes, this may only be one hall. You can also just click on “Search Available Rooms” to view all rooms available in the housing selection process.

## Step 3 Cont: Housing Selection

- Once you have selected a room that you want to live in, press “Select Room” under the room.
  - Please note: for Suites, Pods, and Townhouses, you only need to select one room in the suite/pod/house to select all the rooms (example: Students selecting New Hall 101A will also be selecting New Hall 101B for their roommate group).
- Once you have picked a room, you will be able to place every student in your roommate group into their appropriate room.
  - Please know in advance where everyone in your roommate group will be placed. If there are errors in assignment, please contact our office!
- Once everyone has been placed in your room, press “Submit Room Selection” to complete your assignment.

Available Rooms: (264)



### Larson Hall - 301

Room Type: Double

Spots: 2

Select Room

### Larson Hall - 302

Room Type: Double

Spots: 2

Select Room

### Larson Hall - 303

Room Type: Double

Spots: 2



On this screen, you can view all available remaining rooms for selection. You can scroll through the list to see all available rooms. Once you have found a room that you would like to live in, click on "Select Room."

Please note: for our larger spaces (Pods, Suites, Townhouses), you only need to select one room in that space to pull all rooms associated with that space into your housing selection.

## Room Larson Hall 301



Room 301 Bed A

Stolaf Test



Room 301 Bed B

Evan Fisher-Damsgard



Please make sure that this is correct (You will not be able to change this yourself)

**Submit Room Selection**

On this screen, you are able to place all of your roommates into the appropriate room. It is important that you have conversations with your roommate group in advance so that everyone knows where they are being placed during the housing selection process (for example, in an Ytterboe Duodectet, which roommates are going in rooms A, B, C, D, E, and F.)

Once everyone has been placed, you can click “Submit Room Selection” to finalize your housing selection.

## Step 3 Cont: Housing Selection

- Once you have submitted your housing assignment, you can view your housing assignment on your Housing Portal homepage for verification.
  - If there are any errors in assignment, please reach out to our office at [housing@stolaf.edu](mailto:housing@stolaf.edu)






**Stolaf Test**

5688798

fisher22@stolaf.edu

 Messages

 Room Selection

There are no room selections to display

 Assignments

Spring 2023-24

Fall 2024-25

J-Term 2024-25

Spring 2024-25

**Hall Name:** Larson Hall

**Room:** 301

**Bed:** 1

**Room Type:** Double

**Check In:** 09/01/2024

**Check Out:** 12/18/2024

**Roommates/Suitemates: 1**

[Fisher-Damsgard, Evan](#) - Room: 301

| Bed: 2

# Timeline

Info Session I	February 13 1:00 PM & 5:00 PM	Viking Theater
Roommate Social	February 13 7:30 PM - 9:00 PM	Ytterboe Hall Lounge
Info Session II	February 15 1:00 PM & 5:00 PM	Viking Theater
Roommate Social II	February 15 7:30 PM - 9:00 PM	Ytterboe Hall Lounge
Housing Drop In Hours	Tuesday, Wednesday & Thursday from 3:00 - 4:00 PM through March 13	Tomson Hall 148

# Timeline

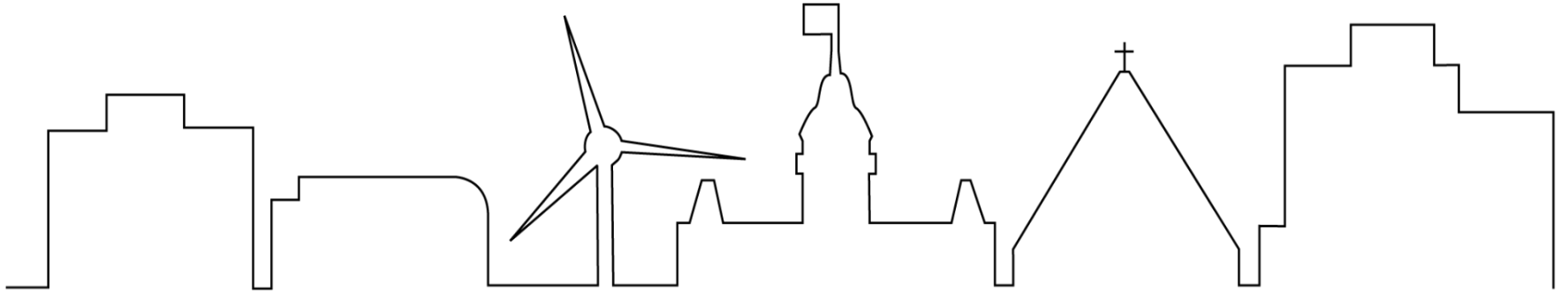
- Roommate Linking Closes at 8 am every housing selection day
- Selection Times are released at 1 pm
- Roommate Linking will re-open at 7 pm every housing selection day

Detects (Townhouses)	Thursday, March 14 at 4 PM	SIS
Duodectets	Saturday, March 16 at 4 PM	SIS
Sextets & Quintets	Sunday, March 17 at 4 PM	SIS
Quads & Triples	Tuesday, March 19 at 4 PM	SIS
Doubles & All Vacancies	Thursday, March 21 at 4 PM	SIS

# Join us in Ytterboe Lounge for your Selection Day

- Ytterboe Lounge (1st Floor) will be the hub for Residence Life for Returner Student Housing Selection.
- Residence Life will always be present 1 hour before the selection timeframe.
- We invite one member of your group that will control the pull-ins to be present for their selection time.
  - This does not prohibit other members of your group from logging in and being in the Selection Process to watch.

**The Value of On-Campus Living is the Residential Experience...**



# RESIDENCE LIFE

Main Office  
Tomson Hall 148

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[housing@stolaf.edu](mailto:housing@stolaf.edu)

