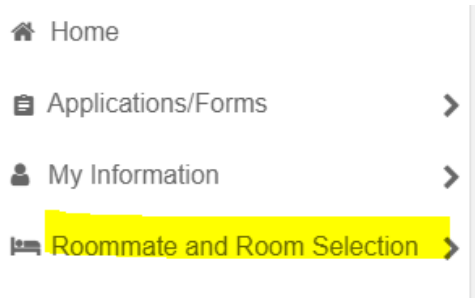


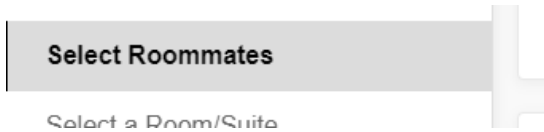


Changing your Roommate Group in Housing Self-Service

1. Login to www.xavier.edu/thd using your Xavier credentials
2. Select Roommate and Room Selection in left menu



3. Select "Select Roommates"



4. Change For the Term to correct term

For the Term: Fall 2021 ▼

5. Your existing group will show along with if you are fully matched.

Roommate Requests (1)

Name

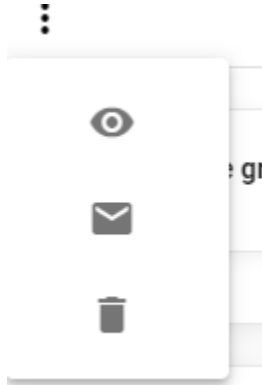


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Office of Residence Life
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207

6. To delete a roommate, click the three ellipses and then the trash can



7. To add a roommate, click Search for a Roommate, enter name and “Begin Search”

Search for Roommate

First Name

Last Name

Begin Search

8. Review search results and then Request Roommate

First Name : Caitlin
Last Name : Fox
Profile: This student has not filled out a profile

Request Roommate

9. The other student will need to go to their pending roommate request and accept it.
10. All members of a group must accept a request from the new person for the group to be fully matched.