



### Roommate Request Instructions:

The following steps will guide you in requesting a roommate:

1. Complete the 2026-2027 New Student Housing Application in your student portal.
2. If you have already completed 2026-2027 New Student Housing Application, log into your NCWU student portal and scroll down to **“Roommate Request”**.

The screenshot shows the 'Roommate Request' page in the student portal. At the top, there is a 'Housing' header and a 'Roommate Request' sub-header. Below the sub-header, there is a dropdown menu labeled 'Select a session:' with '2026-2027 Fall' selected. A red arrow points to this dropdown menu. Below the dropdown, there is a paragraph of text: 'If you cannot find the session, possible reasons could be 1) you have not submitted your application for housing or 2) applicants are not allowed to request roommates in the session. If neither of these apply, please contact the manager.' Below this text is a bullet point: '• The roommate request process is available until 08/21/2026 11:30 PM.' At the bottom of the page, there is a link labeled 'Request Roommate'.

3. Choose the **2026-2027 Fall** session and then click **“Request Roommate”**.

This screenshot is identical to the one above, showing the 'Roommate Request' page. In addition to the red arrow pointing to the '2026-2027 Fall' dropdown menu, a second red arrow points to the 'Request Roommate' link at the bottom of the page.

4. Type the name of your requested roommate in the search bar under **“Request Roommate”**.

The screenshot shows the 'Housing' application interface. At the top, there is a 'Roommate Request' section with a dropdown menu set to '2026-2027 Fall'. Below this, there is a 'Request Roommate' section. Underneath, there is a 'New Request' section with a search bar. A red arrow points to the search bar, indicating where to enter the name of the requested roommate.

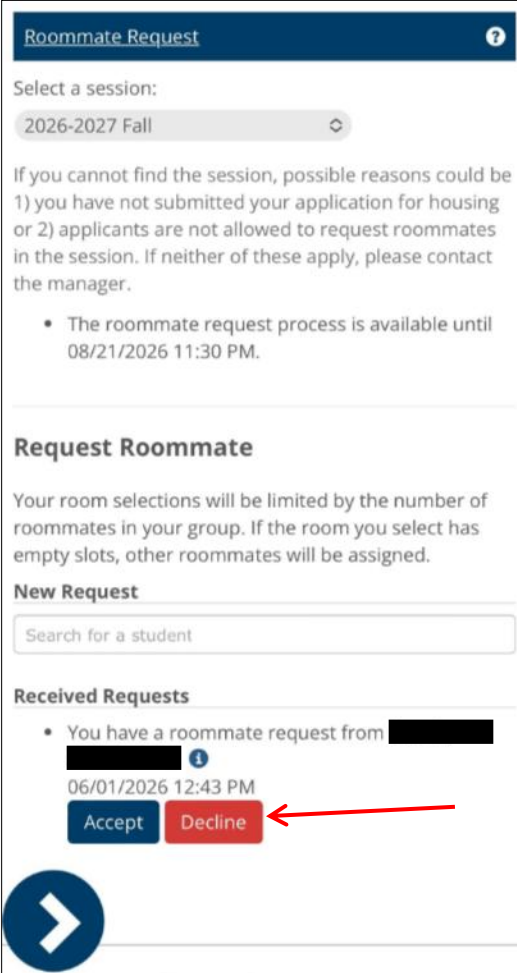
5. Choose the student’s name and click **“Send roommate request”**

The screenshot shows the 'Housing' application interface with a confirmation dialog box open. The dialog box is titled 'Send roommate request' and contains the text: 'Are you sure you want to send a roommate request to [redacted] You will not be able to receive others' roommate requests once you send the request and any pending requests will be declined.' There are two buttons: 'Cancel' and 'Send Request'. A red arrow points to the 'Send Request' button.

6. You should be able to see your pending roommate requests under **“Pending Requests”**.

The screenshot shows the 'Housing' application interface. In the 'Request Roommate' section, there is a 'Pending Requests' section. A red arrow points to the 'Pending Requests' section, which shows a list of pending requests. Below the list, there are two buttons: 'Resend Email Notification' and 'Cancel Request'. At the bottom, it says 'Last notified on 06/01/2026 12:43 PM.'

7. Your requested roommate will receive notification of your request to their student portal. They can either accept or decline the request.



The screenshot shows a web interface titled "Roommate Request" with a help icon. It includes a session selector set to "2026-2027 Fall", a paragraph of instructions, a deadline notice for 08/21/2026 11:30 PM, a "Request Roommate" section with explanatory text, a "New Request" search bar, and a "Received Requests" section. The "Received Requests" section shows a request from a redacted name with a timestamp of 06/01/2026 12:43 PM and two buttons: "Accept" and "Decline". A red arrow points to the "Decline" button. A large blue arrow icon is at the bottom left.

**Roommate Request** ?

Select a session:  
2026-2027 Fall

If you cannot find the session, possible reasons could be 1) you have not submitted your application for housing or 2) applicants are not allowed to request roommates in the session. If neither of these apply, please contact the manager.

- The roommate request process is available until 08/21/2026 11:30 PM.

**Request Roommate**

Your room selections will be limited by the number of roommates in your group. If the room you select has empty slots, other roommates will be assigned.

**New Request**

Search for a student

**Received Requests**

- You have a roommate request from [REDACTED]  
[REDACTED] ⓘ  
06/01/2026 12:43 PM

➔

If you experience any challenges or are unable to complete this process, please send an email and screenshot to [reslife@ncwu.edu](mailto:reslife@ncwu.edu).