

Online Room Selection – Video Tutorial Script

Dissolving a Roommate Group (Leader):

After a roommate group has been formed, the group leader is responsible for assigning all members of the group to spaces within the same room or apartment. Members of the group will not be able to leave the group or choose individually, unless the group leader dissolves the group. Reasons for dissolving the group may include:

1. There is not an available room or apartment with sufficient space to house all students in the group
2. You no longer wish to live with one of the members of the group
3. A student invited to the group has not accepted or declined the invitation, resulting in the group remaining in a “Pending” status, and the group leader wishes to proceed with the Online Room Selection process
4. The group leader made a mistake during group formation and did not invite all of the intended members

To dissolve a roommate group, the group leader must first log into SPIRE. From the “Student Center” page on SPIRE, select “Housing” in the menu on the left-hand side of the screen. Once the menu opens, click “Room Selection Home Page.” Under “Step 2,” click the yellow “View/Change Group Member’s Status” button. This will bring you to a page where you can view the status of your roommate groups. You must complete two steps in order to dissolve a roommate group.

First, view the list of roommate groups under the heading labeled, “Select a Group to Review or Update.” Locate the “Confirmed” or “Pending” group that you wish to dissolve and click the yellow “Select” button to the left of this group. This will bring you to a new page where you’ll be able to view the status of the students invited to the group and dissolve the group.

Second, click the yellow “Dissolve” button to dissolve the roommate group. Once you’ve done so, you will not be given a confirmation page. To confirm that you’ve successfully dissolved the roommate group, check to see that the status of the group changes from “Confirmed” to “Dissolved” and the status of each of the members changes to “Group Dissolved.” If you can confirm that these two changes have occurred, you’ve successfully dissolved the roommate group.

If you wish to form a new roommate group, please view “Forming a Roommate Group.” Alternatively, if you wish to proceed with Online Room Selection as an individual, please view “Searching and Selecting as an Individual.”