

HOW DO I CREATE A GROUP?

Dogwood Village (DV), St. Martin Hall (SM), Chesapeake Hall (CP) or Sea Gull Square (SG)

- First and foremost, you do not have to form a group! If you'd like to go in as a 'single', please do not join any groups, or even create your own.
- Please be sure to create two groupings if you are applying for more than one building with roommates, i.e. 1st choice: SG; 2nd choice: SM or 1st choice CP; 2nd choice SM.
- Note: **All requests are only a request and not a guarantee.** In addition, roommate requests must be mutually requested by all parties.
- Please be sure to keep the e-mail you were sent as confirmation of your completed contract. This e-mail will list the first group you created/approved to be in. If you go back in at any time and make changes, you will be sent another e-mail with your new grouping.
- **Only one person from a 'group' can manipulate the 'group' in GullNet at a time.** Please do not all gather together and attempt to access the same grouping at the same time.
- If you are the **FIRST** person to log in from your group, Click JOIN A GROUP IN THIS HALL (listed next to your hall preference). You need to enter the ID#'s of the other students you would like to request. If a student you request is not in the system, they aren't eligible at this time to complete a contract.
 - a. Pay attention that you are selecting your roommate (SM/CP) to be in the same room as you. For example, if you are in Room 1A, you will want to enter your roommate to be in Room 1B. After you have entered in all group members, click SUBMIT.

Hall Preference (This is a preference and is not guaranteed):
IMPORTANT NOTE: ALL RESIDENCE HALLS ARE SMOKE FREE

Hall Choice #1:	<input type="text" value="Sea Gull Square"/>	<input type="button" value="Join a Group in this Hall"/>
Hall Choice #2:	<input type="text" value="Dogwood"/>	
Hall Choice #3:	<input type="text" value="St Martin"/>	<input type="button" value="Join a Group in this Hall"/>
<input type="checkbox"/> Same Apartment as Last Year? (Sea Gull Square only)		

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Please enter the Student ID's for your group in this hall. Each Student ID must be different.

Sea Gull Square only: There is a possibility that we may not have complete apartments of four available. Please understand that placement will depend on the number of students returning to Sea Gull Square from the previous year.

Group Number	Hall		Student ID
4	St Martin	Suite 1A	14076
	St Martin	Suite 1B	<input type="text"/>
	St Martin	Suite 2A	<input type="text"/>
	St Martin	Suite 2B	<input type="text"/>

- If you are **NOT THE FIRST PERSON** to log in from your group, when you click JOIN A GROUP IN THIS HALL, you will see your ID already populated into a group. Mark the APPROVAL FLAG box in order to confirm that you would like to be part of the group that has requested you and click SUMBIT.
 - If you do not want to be a part of the group(s) that requested you, do not check off the APPROVAL FLAG box and select START MY OWN NEW GROUP (see step 4).
 - In addition, it's possible that you've been requested to be in two different groups. When you log in, you'll see both of these groups under your queue. You only need to approve one of the groups and click SUBMIT.

You have either approved or been requested to join the following housing group(s) in this hall. Please check the approval box for the group you would like to join if you haven't already done so. You may only join one group for this hall. If there are rooms still available within the group, you have the option of selecting additional roommates by entering their student id. Each student id must be unique. To remove yourself from a group, just remove the approval flag.

Sea Gull Square only: There is a possibility that we may not have complete apartments of four available. Please understand that placement will depend on the number of students returning to Sea Gull Square from the previous year.

Group Number	Hall		Student ID	Approval Flag
3	St Martin	Suite 1A	14075	<input checked="" type="checkbox"/>
		Suite 1B	14057	<input type="checkbox"/>
		Suite 2A	<input type="text"/>	<input type="checkbox"/>
		Suite 2B	<input type="text"/>	<input type="checkbox"/>

- Want to create a different group? If you get to this page and see that you've been added by a group you don't want to be with, you may select to START MY OWN NEW GROUP FOR THIS HALL. *Note: If a student has already approved to be a part of a different group, you will not be able to request them to be in your group.*
- Keep in mind, if you submit your application with the "Approval Flag" box checked and then change your mind, so you uncheck it, you will no longer be able to view this group. If you want to be re-added to the group, you have to be re-requested by the group's creator in order to view or become a member of that group.