

Directions for Room Change Form

Stuff you should know first:

Changes in residence assignments require the permission of the Housing Management and Dining Services Office and the Office of Residential Life staff. No changes in residence will occur before the third week of classes of any semester. Requests for room changes will only be granted the fourth and fifth weeks of classes of any semester. Before or after this two-week block of time, requests for room changes will ONLY be granted in the event of an emergency or verified medical need. Students requesting a room change for the beginning of the Spring Semester must turn in a room change form no later than November 10. Students may only switch rooms once per academic whole year.

- The room change form is the only way the office can keep track of where residents live on campus.
- The information on the form is very important and needs to be provided in a timely manner.
- The office relies upon room change information to ensure that residents are assigned to the proper rooms.
- Filling out the room change form is the only way a student can change rooms.
- Room changes are only available after Stat Day.

Procedural stuff you should know:

Room Change Forms can be obtained from the Housing Management and Dining Services (HMDS) Office in Sage Hall 138.

- Step 1: Obtain a Room Change Form from Housing Management and Dining Services (HMDS) Office in Sage Hall 138. The Housing Manager may decide to discuss room change pros and cons. HMDS will create a list of available/vacant spaces that are best suited to the student's needs and instruct you on the next steps. *In cases where the Area Coordinator (AC) does not approve the room change or a room is not available, the resident may appeal the decision to the Director of Residential Life. (Throughout the decision-making process clear communication is a necessity, and all notes or comments should be written down and passed on to the next person handling the appeal.)*
- Step 2: Get your current Resident Assistant (RA) to print her/his name, sign and date the Room Change Form, acknowledging that she/he knows a resident wants to move out of the current living space.
- Step 3: The resident takes the signed Room Change Form to HMDS and confirms the space they want to move to and their move-in timeline. HMDS will place the room on a 48-hour hold, notify your potential roommate(s) and new RA of your move-in timeline. New roommates are given 24 hours' notice of the resident's coming move-in, and the resident is then issued keys and a Room Condition Form for the new space by HMDS.
- Step 4: As the student moves in they will have to obtain their new roommates' and RA's signatures. Within three (3) business days, the resident must complete her/his move, complete a walk-thru with the former RA or complete Express Check-Out, and return her/his key to the HMDS Office in Sage Hall 138. 24 hours' notice is required to schedule a walk-thru. Failure to complete this process within three (3) business days may result in a \$100 Improper Check-Out Fee and in fines for occupancy of two rooms.
- Step 5: The resident must return the Room Condition Form for the new space to HMDS within three (3) business days to avoid a \$100 Improper Check-In Fee.

Housing Management and Dining Services

Room Change Form

Name _____ Student ID # _____

Present Assignment _____ Phone _____ Email _____

I wish to make a room change for the following reason(s) – *please be specific*: _____

Step 1: Current RA signature: _____
Current RA Name
RA Signature
Date

Step 2: List of vacant rooms: _____ / _____ / _____ / _____ HMDS Authorization _____

Room Held _____ Date _____ Staff _____ Date on which room will be released (48-hour limit) _____

Date by which transfer must be completed _____

Step 3:
Obtain new roommates' signatures:

Name: _____	Signature: _____	Date: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Obtain new RA's signature: _____
New RA Name
RA Signature
Date

Step 4: Former RA check-out appointment and Room Condition Form Walk-Thru scheduled:

_____	_____	_____	_____
Date and Time of Appointment	Former RA Name	RA Signature	Date

I hereby affirm that all of the information listed above is true and accurate. I understand that I have three (3) business days to physically transfer rooms and complete the room change process or I will incur fines and may incur charges for occupying both rooms.

Signature Date

New room keys issued: _____	Old room keys returned: _____
Date Staff	Date Staff
Old RCF returned: _____	New RCF returned: _____
Date Staff	Date Staff