

Directions for Room Change Request

Before you request a Room Change:

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 Request no later than the end of November. Students may only switch rooms once per academic year.

- The Room Change Request is the only way HMDS 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.
- HMDS relies upon room change information to ensure that residents are assigned to the proper rooms.
- Filling out the Room Change Request is the only way a student can change rooms.
- Room changes are only available after Stat Day.

To begin the Room Change process:

Obtain a Room Change Request from the Housing Management and Dining Services (HMDS) Office in Sage Hall 138. The Housing Manager may decide to discuss room change pros and cons at that time.

Step 1: Discuss the intended room change with your current Resident Assistant (RA). Once you have filled out the top section on the Room Change Request, you will need your current RA to print and sign their name giving approval of the move on the form, acknowledging that the RA knows a resident wants to move out of their current living space.

Step 2: You will then need to meet with the Housing Operations Manager to confirm the space you want to move to and are then assigned your move-in timeline. HMDS will place the room on a 48-hour hold and notify the potential roommate(s) and new RA of the intended move-in timeline. New roommates are given at least 24 hours' notice of the resident's upcoming move-in. On the scheduled move-in date, HMDS will issue you your new housing key(s), the Room Change Request for signature gathering, and a blank Room Condition Form for the new space.

Step 3: As you move into your new space, you will need to obtain your new roommates' & new RA's signatures.

Step 4: Perform a walk-through of the previous room with your former RA or complete an Express Check-Out form, which is available on the Mills website. You are responsible for scheduling the walk-through with your former RA and 24 hours' notice is required to schedule this. Completed Room Change Request, Room Condition Form for new residence, and previous housing key(s) must be completed & turned into HMDS by the resident performing the move. RA staff may **not** turn these in the residents' behalf.

Within the three (3) calendar day timeline the move is scheduled in, you must:

- Complete your move and clean the former residence
- Complete a walk-thru with your former RA or fill out and post the Express Check-Out on your door
- Return your old housing key(s), new Room Condition Form, and the completed Room Change Request to the HMDS Office in Sage Hall 138. Incomplete forms will not be accepted.

Failure to complete this process within three (3) calendar days may result in a \$100 Improper Check-Out Fee and in fines for occupancy of two rooms.

Room Change Request

Housing Management & Dining Services

Name _____ Student ID # _____

Present Building/Room Assignment _____ Email _____

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

Please list your top 3 housing preferences: 1 - _____ 2 - _____ 3 - _____

Step 1: Current RA signature: _____
RA Name (Print) RA Signature Date

-----Do not go beyond this line until you have met with the Housing Operations Manager-----

Step 2: (HMDS Staff Only)

Room Held _____ Staff _____ Date _____ Date on which room will be released (48-hr limit) _____
Date by which room change must be completed _____

Step 3:

Obtain new roommates' signatures (if applicable):

Name: _____ Signature: _____ Date: _____

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

Step 4: Former RA Walk-Thru appointment scheduled: (RA is responsible for Room Condition Form)

Date & Time of Appointment Former RA Name (Print) Former RA Signature

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

Student Signature Date