

Room Change Procedures - Spring 2023

Spring Room Change Period runs February 13-24. This is a time you can work with staff to request and potentially be issued a different housing assignment for the remainder of the academic year.

Important details

- In order to move, you must receive written approval from Housing
- If approved to move, you will get a move start time and deadline, along with move instructions
- Changing room types may result in additional room costs; see [room rates](#)

Required Steps to Request a Room Change

Step 1: Review Room Change Protocols

- Read this document fully
- Review eligibility requirements for each hall and consider which room types you are interested in:
 - **Cascade Hall, McCormick Hall, Walter Hall:** all students are eligible
 - **Burlingham Hall or Gilbert Hall:** you must have been born before 8/29/2003 *or* have already fulfilled one year of the University's two-year residency requirement
 - **Vandervelden Court:** you must have been born before 8/29/2002 *or* have already fulfilled the University's two-year residency requirement

Step 2: Participate in a Room Change Appointment

- Submit the [Spring 2023 Room Change Interest form](#) to let staff know you're interested in a Room Change and via the form sign up for an appointment.
 - If your room change involves people swapping rooms or more than one person wanting to move together, all must attend the meeting.
 - *Note: Virtual Housing Office Hours cannot be used as Room Change Appointments.*

At the meeting:

- Talk with staff about what kind of room change you're looking for. If you're not sure, staff are happy to discuss options available
- By the end, you will either: a. finalize your request *OR* b. establish a deadline for communicating with staff to finalize your request later
- Do not move yet! Having an appointment does not mean you are approved. You must wait for an authorization email (see below)

Step 3: Receive Authorization or Denial

- If you have finalized a room change request with staff, watch for and read your decision email from Housing. **You will be notified if your room change is approved or not.** Requests made by Wednesday at 12pm (noon) of each week will generally be processed by the following Friday and the move will occur that weekend.
- If you haven't already, let your former roommate(s) know that you are moving out

Step 4: Complete your Room Change

- Read the entire email, which will include when you can start moving, when you have to move out, and how to get keys
- Get keys to your new room and start moving in
- When everything is out, clean your old room and turn your key into the key drop box of that hall

Important: Only one room change per student is permitted during the Room Change Period. Once a request has been approved, you must move.

See next page for more information

Additional Room Change Information

Room changes can involve:

- Moving into an open space in a room, suite or apartment
- Moving into a completely empty room
- Room swap within one suite or apartment, known as an “internal room change”
- Room swap: exchanging rooms with another student outside of your room (note: this option is restricted to certain room types)

If multiple people request the same space

<p>Given precedence: mutual roommate requests</p> <p>Example: Jo tells Housing they want Max to move into their room, and Max makes a room change request to move into Jo's room.</p>	
<p>Requests received Feb. 13-22 (before noon): If more than one student requests the same room, the room will be given to the student with the most earned academic credits. If there is a tie, the room will be given to the student who deposited to the University first.</p>	<p>Requests received Feb. 22-24 (before noon): Rooms will be given to eligible students on a first-come, first-served basis.</p>

Requests for empty rooms and apartments

Cascade, McCormick & Walter: Priority for empty double-occupancy rooms will be given to groups of two who request to move into the empty room together.

- If only one individual requests a double room and is assigned, that room would then be considered a double/single with additional room costs.

Burlingham, Gilbert, Vandervelden: Room change requests must include three or more people to be approved. (i.e. one person can't move into an empty apartment by themselves.)

What happens if you live in a double and your roommate moves out

Cascade, McCormick, or Walter

If you live in a double-occupancy room and your roommate moves out, your options are:

<p>Option 1: Continue paying the same housing rate and know that a roommate may be assigned at any time during the year (with 48 hours notice).</p>	<p>Option 2: Continue paying the same housing rate and have someone you know move in via a room change.</p>	<p>Option 3: Pay the double/single rate to guarantee you'll live by yourself.</p>
<p>To select this option: No action is needed. However, you will NOT have the option of paying the double/single rate when you receive notification of a new roommate.</p>	<p>To select this option: Have the person participate in Room Change Period and put in a TeamDynamix request to let us know you want that person as your roommate.</p>	<p>To select this option: During Room Change Period, put in a TeamDynamix request to let us know you want to pay for a double/single.</p>

Gilbert or Burlingham: If you live in a double-occupancy room and your roommate moves out, options 1 and 2 (above) are available to you; there is not an option to pay a double-single rate to retain the room to yourself at this time.

Late room change requests

- Room Change Period ends Feb. 22, 2023 at 12pm (noon)
- Any room change requests made after this point must be discussed with and approved through your Area Coordinator (AC). Room changes are approved on a limited and case-by-case basis based on extenuating circumstances.