Room Change Procedures – Fall 2019

- September 6 | Available rooms posted by 5pm on Housing website and generally updated each Friday by 5pm.
- September 9 – October 9 (12pm) | Room Change Request forms accepted in Housing Office.
- Completed forms received by Wednesday at 12pm noon of each week will generally be processed the following Friday.
  - Forms received September 9 – 18 will be processed by credit hours with enrollment deposit date as the tiebreaker (mutual requests take precedence).
  - Forms received September 19 – October 9 will be date stamped & processed on a first-come first-served basis.

**NOTE:** Only ONE room change permitted. Once request has been approved the move must take place by date specified on the authorization email. When the Housing Office deems it necessary, assignment may be made outside of the room change process.

**FAQ:** goo.gl/DXfv3z#FAQ

**STUDENT WALK-IN HOURS:** MON | 3-5pm | TUE | 3-5pm | WED | 3-5pm | THU | 3-5pm | FRI | 10:30am-12:30pm / 3-4pm

**ROOM CHANGE POSSIBILITIES**
- Moving into an open space/bed in a room.
- Moving into a completely empty room (additional cost may apply).
- Exchanging rooms with another resident (excludes single rooms).
- Changing room types may result in additional room costs. Review rate information: goo.gl/xaz0Wf

**AVAILABLE ROOM LIST**
- Updated available room list is generally posted online on Friday’s by 5pm. Review at this link: goo.gl/DXfv3z
- All vacancies must be advertised online before a request will be accepted for that space.
- For information on gender and occupant names contact the Housing Office or your Area Coordinator.

**ROOM CHANGE REQUEST FORM**
- Room Change Request forms available in the Student Life (Clark Hall) or on the Housing website: goo.gl/DXfv3z
- Gather all signatures and complete in full and return to the Student Life receptionist.

Completion of this form does not constitute authorization for you to move.

**ROOM CHANGE NOTIFICATION**
- Approved room change requests receive notification via University email generally on Fridays.
- Check out of current room with your Resident Assistant and get new room keys from your new Resident Assistant.
- Check into new room by completing the online Room Condition Report (RCR). Review this link: goo.gl/HAp6D7
- These steps must be completed by the date specified in the notification email from the Housing Office.

Moving prior to receiving the Room Change Authorization email and/or failure to check in/out may result in fees as stated in the Residence Hall Handbook. Be sure to clean your room before checking-out to avoid additional fees.

**EMPTY DOUBLE ROOMS** (Cascade, McCormick & Walter only - excludes Suite Rooms)
- When a double room becomes vacant, the room is considered a double only if two individuals request to move into that room together.
- If only one individual desires room, it is considered a double/single room and results in additional room costs.

**EMPTY 4-PERSON UNITS** (Burlingham, Gilbert & McCormick)
- When an entire 4-person unit (suite or apartment) becomes completely vacant, the room must be filled with at least three people.

**YOUR ROOMMATE MOVES OUT** (Cascade, McCormick & Walter Double and Quad Rooms only)
- If current roommate moves to another room and you choose to remain in your current room, you can bring in a new roommate or remain in the room as the sole occupant and continue to pay the double rate.
- You may choose to pay the double/single rate to retain the room to yourself. If you elect to choose the double/single option, you must contact the Housing Office during the room change period to make this request. If you choose to continue to pay the double rate, you may be assigned a roommate at any time during the academic year and you will NOT have the option of paying the double/single rate when you receive notification of a new roommate.

**LATE ROOM CHANGE REQUESTS**
- The Housing Office will not accept room change requests after October 9 at 12pm noon.
- Late room change requests, must be approved by your Area Coordinator (AC). Additional fees may apply.

09/05/19