Room Change Procedures – Spring 2019

- February 8 | Available rooms posted by 5pm on Housing website and generally updated each Friday by 5pm.
- February 11 (9am) – March 13 (12pm noon) | Room Change Request forms accepted in Housing Office.
- Completed request forms received by Wednesday at 12 noon of each week will generally be processed the following Friday.
  - Request forms received between February 11 – 20 will be processed by credit hours with enrollment deposit date as the tiebreaker (mutual requests take precedence).
  - Request forms received between February 21 – March 13 will be 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

OFFICE HOURS: MON | 3pm-7pm TUE | 11:30am-1pm WED | 10:30am-12:30pm THU | 11:30am-1:30pm FRI | 3:30pm-5pm

ROOM CHANGE POSSIBILITIES
- Moving into an open space in a room.
- Moving into a completely empty room (additional cost may apply).
- Exchanging rooms with another resident (excludes single rooms).
- Change room types may result in additional room costs. Review rate information: goo.gl/xa5oWf

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.

APPROVED 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 AND HALF OF QUAD ROOMS (Cascade, Clark, McCormick & Walter only - excludes Suite Rooms)
- When a double room or half of a quad 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, Clark, 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 March 13 at 12 noon.
- If you believe you have extenuating circumstances regarding a late change, you must contact your Area Coordinator (AC) for mediation. After mediation, if your AC approves the late room change, additional fees may apply.

02.04.19