

A DocuSign form will be used to REQUEST A ROOM CHANGE:

1. **Before you fill out the DocuSign form know which room/apartment you want to move into AND find out the names and pacific emails of all the occupants of the room/apartment.**
 - a. You are encouraged to get names and emails directly from occupants of your proposed room, but if you are not able to, you need to email your residence hall Area Coordinator with enough notice to ask for the names and emails. **Note: Communications about proposed roommate name(s) and email may not be responded to outside of business hours or on weekends, so please plan ahead.**
2. Add yourself as the Room Change Initiator on the DocuSign Room Change Request form.
3. Enter all proposed roommate's names and email information into the fields below.
4. Hit begin form to enter more information about yourself as well as the room/apartment you want to move into.
5. You will NOT see the names you entered of proposed roommates when you get into the form. They will show up on the final copy that you will receive after all signatures have been secured.
6. Each proposed roommate listed will be sent an email to sign the form. The email received will say it is sent from "Housing via DocuSign" with the subject of: ***Proposed roommates need to sign this document before it will be complete and be considered by Housing.***
7. **Once all parties have signed, the form is automatically submitted to the Housing Office. There is nothing else you need to do.**
8. You will be emailed a final copy of the form once all proposed roommates have signed and it has been submitted.
9. You will be notified via your Pacific e-mail by the published date noted on the Room Change Procedure document if you are approved for a room change. If your request is approved, we encourage you to let your current roommate(s) know, if applicable, that you are moving to another room.