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 other 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 housing@pacificu.edu or your residence hall professional staff member, 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. Add all of your current roommates/apartment mates (if you have them) names and emails into the CURRENT roommate fields below. If you do not have a current roommate, leave all CURRENT roommate fields blank. If you only have 2 roommates only fill out two fields and leave the rest blank etc.

4. Enter all proposed roommates name and email information into the fields below.

5. Hit begin form to enter more information about yourself as well as the room/apartment you want to move into.

6. You will NOT see the names you entered as current and proposed roommates when you get into the form. They will show up on the final copy of the form that you will receive after all signatures are complete.

7. Each current/proposed roommate listed will be sent an email to sign the form. The email received will say it is sent from "Megan Rice via DocuSign" with the subject of "Room change form (YOUR NAME)." **Current and proposed roommates need to sign this document before it will complete and will be considered by housing.**

8. **Once all parties have signed, the form the form is automatically submitted to the housing office. There is nothing else you need to do.**

9. You will be emailed a final copy of the form once all current and proposed roommates have signed and it has been submitted.

10. You are encouraged to remind your current roommate(s) to sign the form promptly in order for you to meet the process deadlines.