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.

Housing FAQ: goo.gl/DXfv3z#FAQ

REQUIRED STEPS TO COMPLETE A ROOM CHANGE

STEP 1: WHAT ROOMS ARE AVAILABLE AND WHERE WOULD YOU LIKE TO RESIDE?
- Review the available room list on the Housing website.
  Updated available room list is generally posted online on Friday’s by 5pm: goo.gl/DXfv3z
  All vacancies must be advertised online before a request will be accepted for that space.
- Make note of a couple of desired room options that you are eligible to reside in
- To find out who resides in your most desired room options, stop by the Housing Office during designated walk-in hours or connect with your Area Coordinator

STEP 2: GET TO KNOW YOUR POTENTIAL NEW ROOMMATE
- Reach out to your Area Coordinator or the Housing Office to determine which rooms you are interested and to obtain the potential roommates e-mail addresses. E-mail the roommates or roommate groups to start a conversation with roommate(s) to determine if it would be a better living environment.

STEP 3: FINALIZE ROOM CHANGE PAPERWORK
- Access the DocuSign Room Change Request Form from the Housing website: goo.gl/DXfv3z
  or cut and paste this url into your browser:
  https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=cccf1d60-59ad-4f86-9d6fa2961351f954&env=na3&acct=2b562c7d-a8b3-421f-bbfcf-4182e40528d2&v=2
- On the DocuSign form acquire both current and proposed roommate signature(s) from the most desired room out of your room options.
- Submit the completed DocUSign form electronically.

Completion of a Room Change Request Form does not constitute authorization for you to move. Refer to Page 2 for Additional Room Change Information
HOUSING & DINING SERVICES
Room Change Procedures – Spring 2021

ADDITIONAL ROOM CHANGE INFORMATION

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).
• Changing room types may result in additional room costs. Review rate information: goo.gl/xa5oWf

EMPTY DOUBLE AND HALF OF QUAD ROOMS (Cascade, Mac & 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 (may be some COVID exceptions).

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.

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.

LATE ROOM CHANGE REQUESTS
• The Housing Office will not accept room change requests after March 3 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.
• Important Note: During the official room change period, students will be permitted to move into a room in a different Residence Hall than their assigned room. After room changes, if the AC approves a late room change, only in building room changes will likely be approved.

Thank You for Participating in the Spring 2021 Room Change Process!