



## Undergraduate Housing Room Change Request

Please read over the guidelines for a room change. Each step must be complete in the order listed. No room change can occur within the first two weeks of the fall semester.

### Office Locations

Housing Office:	Rose Library Room 23 ( <i>lower level</i> )	ext. 3681
Residence Life:	Hurst Hall	ext. 3394

### Step 1: Room Change Information

The first step in the room change process is determining where you would like to move. If you already know the hall, room, and roommate that you would like to relocate to, complete **Section 1** of the Room Change Form and proceed with the proceeding steps. If you do not know where to move, contact the Housing Office. Various housing options will be given to you based on current vacancies within the residence halls. You will be given the chance to contact residents with vacancies and may choose to meet with them to determine compatibility; or, you could have the Housing Office determine the best fit for you based on the roommate compatibility questions on the *Housing Application*. Single rooms are offered to students on the "Wait List," which is prioritized seniors, juniors, etc.

### Step 2: Signatures

The next step involves getting several signatures. The first signature needed is your current Complex Residence Director, then the signature of your new Complex Residence Director. We want your old roommate (the that you will be leaving) to be aware of your move therefore, their signature is next (*although they cannot prevent your move by not signing*). The Complex Residence Director's areas of responsibility are:

<i>Tolley/Brown:</i>	James Ramey	ext. 3489
<i>Welch/Holloway:</i>	Colleen Freund	ext. 3431
<i>Foster, Hurst, McClintock, McLendon:</i>	Deshawn Cook	ext. 3405
<i>Hoyt, Asbury, Theme Houses:</i>	Kerry Klug	ext. 3267
<i>Baldwin, Riker, Haselton 3<sup>rd</sup>, Eberhardt/Townhouses:</i>	TBD	ext. 3230

### Step 3: Housing Office Approval

This step involves getting the approval for the room change from the Housing Office. Once **Step 1 and Step 2** are complete, take the form to the Housing Office. Providing there are no conflicts, the change will be approved and you will soon be able to move. The Housing Office will send notice of this room change to appropriate offices. *Please note you may have a deadline to make your move complete.*

### Step 4: New Key Pick-Up

Once approved by the Housing Office, take the signed form to the Office of Residence Life to schedule an appointment to pick up the key to your new room.

### Step 5: Room Condition Form and Key Return

In order to avoid a charge for "Improper Room Change" it is imperative that you complete the final steps of this process. Make an appointment with the Resident Assistant of the area you have left. The RA will inspect the room and have you sign the "Room Condition Report" for this room. It is in your best interest to complete this process so that any subsequent damage to the room will not be charged to you. The last step is the return of the key to your old room. Again, this is in your best interest in order to avoid a lock change charge. You may turn your old key into your former RA or Complex Residence Director.

**Note: So that you do not disturb your new roommate,  
move-in must occur between 10 a.m. and 10 p.m.**

## CLA Room Change Request

### Step 1: Room Change Information

Name: \_\_\_\_\_

Requesting: \_\_\_\_\_ to \_\_\_\_\_  
Hall/Room Hall/Room

Date Requesting Change: \_\_\_\_\_

*Note: As a result of this room change your housing charge may change (i.e. double to single).*

### Step 2: Signatures

\_\_\_\_\_  
Current Complex Residence Director Signature Date

\_\_\_\_\_  
New Complex Residence Director Signature Date

\_\_\_\_\_  
Current Roommate Date

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Cut along dotted line

## CLA Room Change Request

### Step 3: Housing Office Approval

Name: \_\_\_\_\_

Requesting: \_\_\_\_\_ to \_\_\_\_\_  
Hall/Room Hall/Room

Housing Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Cut along dotted line

### **Step 5: Room Condition Report and Key Return**

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