



## Undergraduate Housing Room Change Process

Please read over the guideline 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- (*lower level, near Learning Center, rm. 23*), ext 3681

Residence Life Office- Hurst 14, 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 **Step 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 in their room 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 Resident Director, then the signature of the Residence Director of the residence hall that you will be moving into. We want your roommate 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 Resident Directors areas of responsibility are:

Tolley/Brown-

James Ramey, ext. 3489

Welch/Holloway-

Collen Freund, ext. 3431

Foster, Hurst, McClintock, McLendon-

Deshawn Cook, ext. 3405

Asbury/Hoyt-

Michelle Spiegel, ext. 3230

Haselton/Eberhardt/Riker/Baldwin/Theme Houses -

Kerry Klug, ext. 3267

### Step 3- Housing Office Approval

This step involves getting the approval for the room change from the Housing Office. Once **Steps 1 and Step 2** are complete take the form to the Housing Office. Provided 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 complete your move.*

### Step 4- New Key Pick-Up.

Once approved by the Housing Office, set up an appointment with the Residence Life Office (extension 3394) 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 room 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.

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



## Undergraduate Housing Room Change Request

### Step 1- Room Change Information

Name \_\_\_\_\_

From \_\_\_\_\_ 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 Residence Director Signature Date

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

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

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Cut along dotted line

**Take this section to the Residence Life Office to pick-up the key to your new room.**

### Room Change

#### Step 3- Housing Office Approval

Name \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
Hall/Room Hall/Room

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

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

In order to avoid a charge for improper room change it is imperative that you complete the final steps of the room change process. Make an appointment with the Resident Assistant of the room 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 Resident Assistant or Resident Director.

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