

# Room Change Request Form

Name: \_\_\_\_\_  
Building: \_\_\_\_\_ Room # \_\_\_\_\_  
Room Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Roommate Desired: \_\_\_\_\_

Building Desired: \_\_\_\_\_

Reason for request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Dates and Deadlines**

**Dates and Deadlines for each semester will be posted throughout the residence halls. Please see an RA staff member for more information.**

## **Important Notes**

### **Please Note:**

Although Housing and Residence Life staff will attempt to accommodate all room change requests where space is available, not all requests will be able to be accommodated. All room change requests must fall within all Housing and Residence Life policies and guidelines. For example, a freshman may not move out of a freshman community into an upperclassmen community. In addition, due to the lack of availability, requests for private rooms will not be accommodated in most cases. Residents may not request a specific room or floor in requesting a room change. Residents are responsible for coordinating their own move process on the room change day. Residents should check campus email as more information may be communicated to them via that electronic avenue. Residents must meet the above deadlines in order to be considered for a room change.