

Switching Rooms/Roommates

If a resident would like to switch rooms he/she will need to go to the Housing Office to get approval of the room change. This form is then given to the Hall Director to give to the RA. The Housing Office will assign a required completion date and sign the form. The RA will be given a "Room Change Request Form" that will show the current room and the requested change and the resident then must sign the form distributing the new key for signature, and then to the RA who check's him/her out of their current room for signature. When this form is received by the Housing Office, the resident's mail tag will be updated, address changed in the system and any additional billing will be made.

If a resident would like to switch roommates both residents must come to the Housing Office to verify this request. The resident who will be switching rooms will need the "Room Change Request Form".

If you are having a conflict or concern with your roommate, we request you contact your RA and/or Hall Director to assist in mediating the situation prior to requesting a room change.