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. The resident will be given a “Room Change Request Form” that will show his/her current room and the requested change. The Housing Office will assign a required completion date and sign the form. The resident then must sign the form and present it to the RA distributing the new key for signature, and then to the RA who check’s him/her out of their current room for signature. This form is then given to the Hall Director by the RA and then to the Housing Office. 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”.