



Spring Semester

No room changes in the first two weeks. You can file a request for mediation assistance at any time by visiting our website.

January 29 at 9:00 am room change request period opens. To Request for help mediating a roommate

7. If granted, the Residence Life professional staff member will provide all involved students access to the Vacancy Fill-in Form which must be completed according by the directions given by the Residence Life professional staff member and no later than the dates specified in the Room Change Period.

A student's roommate withdrew from housing, graduating, studying abroad, or reassigned to another room:

1. The Office of Residence Life will email the remaining student to inform them that they will have a vacancy in their room.
2. If the student has a preferred roommate, both the student and the preferred roommate must email the Residence Life Housing Coordinator informing their desire to be reassigned together. [This does not guarantee the room reassignment. It is used solely for the Housing Coordinator to place a hold on the room.]
3. If both students emailed the Housing Coordinator within 72 hours, the RA will schedule a mandatory meeting with the student who is requesting to be reassigned into another room and their current roommate(s) to discuss their current living situation. If both students do not email the Housing Coordinator within 72 hours, the students will no longer be able to preference a roommate and the Office of Residence Life will retain the right to place any suitable student in that vacancy.
4. The RA will meet with the Residence Life professional staff member for their building to discuss the meeting.
5. The Residence Life professional staff member will determine if there is an underlying problem between the old roommates which requires mediation. If so, the Vacancy Fill-in Procedure is stopped and the roommates will be required to go through the Mediation Process.
6. The Residence Life professional staff member will confer with other Residence Life staff to determine if the Vacancy Fill-in can occur.
7. The Residence Life professional staff member will inform the students of the decision. The decision of the professional Residence Life staff member is final and cannot be appealed.
8. If granted, the Residence Life professional staff member will provide all involved students access to the Vacancy Fill-in Form which must be completed according by the directions given by the professional Residence Life staff member and no later than the dates specified in the Room Change Period.

Requirements for a room change to be completed students interested in a room change:

The student has followed all above procedures to obtain permission from the Office of Residence Life to receive a room change.

All affected students must agree with the room change.

Room changes are limited to halls that contain the student's cohort year with the only exception is first year move into Greek housing.

Students are not permitted to move into a vacant double-occupancy room by themselves; they must have a roommate chosen to keep maximum room occupancy.

Students are not permitted to move from a single occupancy room to another single occupancy room.

If the student moves onto the Heathy Living Community floors, regardless of whether they desired be part of the Healthy Living Community, they must accept as part of the room change to agree to the community standards of the living environment and sign the Heathy Living Community Addendum.

Room change forms must be submitted during the approved time period, with the exception of room reassignments which are only initiated by the Office of Residence Life.

Other Room Related Policies

Vacancies:

The Office of Residence Life reserves the right to assign a student to any open vacancy. A student with a vacancy in their room should expect that their vacancy will be filled. They do not have the right to buy-out that vacancy and must maintain the original prepared condition of the room

Once Change has been Approved:

Students will pick up their new keys from the Office of Residence Life located in the Lombardo Student Center. Once the new keys are picked up, they student will have 48 hours to move into their newly assigned space. After 48 hours, the students must return their old room key to the Office of Residence Life.

FAQs:

- If I apply for a room change, will I get one?
  - The Office of Residence Life cannot guarantee that all students who submit a room change request will receive a room change. The possibility of receiving a room change depends on the availability of vacancies.
- Can I request to move in with my friend?
  - The specific policy on filling in a vacancy depends on if the vacancy existed from the beginning of the year or will soon become available. Please refer to the Vacancy Fill-In policy for specific steps in both situations.
- If I get a room chang