Residence Life, Housing & Event Services

Student Room Change Checklist

Student Name: _____ Date: _____

Current Hall: _____ Current Room Number: _____

Desired Hall: _____ Desired Room Number: _____

Request a Room Change:

- ☐ Meet with the Residence Life Coordinator of your hall to pick up Room Change/Single Room Form and discuss options.
- ☐ Fill out Room Change/Single Room Form and have Residence Life Coordinator sign approval.
- ☐ Have current roommate and new roommate sign the Form (if applicable).

After Approval:

- ☐ Turn in approved form to the Office of Residence Life and get a temporary key card.
  - Monday-Friday 8:30-3:00pm (after 3pm, any key issues may have to wait for following business day)
- ☐ Move your Stuff! **By date: _____**
- ☐ Reset old room to original condition (i.e. un-bunk beds, clean, and arrange in set position).
- ☐ Schedule a time to check-out of your old room with a Resident Assistant. **Name: _____ Date:_____ Time:_____**
- ☐ Schedule a time to check-in to your new room with your new Resident Assistant. **Name:_____ Date:_____ Time:_____**
- ☐ Show yellow copy of completed RCR for old room and pink copy of completed RCR for new room to Office of Residence Life by 3pm the business day after your move.
- ☐ Turn temporary key into Office of Residence Life and get ID card encoded for new room by 3pm the business day after your move. **Due Date: _____**
- ☐ *Residence Village Residents*: Return hard key to the Office of Residence Life and check out a new one.
- ☐ You will receive an email from Residence Life confirming your updated account and/or room information.

Additional Instructions from Professional Staff:

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