

## Residence Life

### Room Change Procedure

Please complete the attached Room Change Request form. Please keep in mind that the form is your "request" to change rooms, it is not a guarantee. You can only submit this request to your Resident Director. Please follow the deadlines below, failure to follow the deadlines will result in denial or cancellation of your approved room change

Room Change Deadlines:

**Wednesday September 12<sup>th</sup>** All requests due to the Resident Director by 3pm

**Friday, September 14<sup>th</sup>** Pick up response letter from your RD at 3pm

**September 14<sup>th</sup> thru September 16<sup>th</sup>** All approved changes must be scheduled and completed no later than Sunday 9/16 by 12am.

Please do not move ANY of your items to your approved location until you have check in with an RA. Prior to going to the RA to check into your new room please pack your items first. The RA will not check you into your new room until you are packed and ready to go. Once you have completed your new Room Inventory Form, you can then move your items in. Once you are completely out of your old room, you must return to the RA to check out completely. *(Any and all damages will noted.)*

**RA's will be available for Room Changes 9/14- 9/16 from 8:30pm until 12am only. Any changes that have not been completed by Sunday, September 16<sup>th</sup>, will be voided. Unfortunately, no exceptions will be made.**