

ROOM CHANGE PROCESS

While students may submit a room change request at any point after checking in to their assignment, to verify student occupancy levels on campus, please note room changes will officially begin after the second week of each semester. Room changes submitted before the two-week period will be reviewed on a case-by-case basis.

It is the goal of Residential Education and Housing Services to make sure students living arrangements on campus align with their holistic well-being. If, after speaking with their RA the student still wishes to pursue a new living environment, we ask that they complete the room change request form located in myHome. Once the form is submitted, students will receive a confirmation email and the Community Director (CD) will reach out.

Please note the Office of Residential Education and Housing Services takes many factors into consideration before approving a room change, such as class year, gender identity, current room assignment, medical needs, accommodations, etc. We will make every attempt to satisfy the request, however, there may be times where we cannot approve a room change. If this were to occur, a staff member will reach out to you to explore other options.

Housing rates are dependent upon the capacity and amenities of the room (i.e. – air conditioning, apartment style, etc.). If a room change occurs, the rate at which the student is charged may change based on these conditions.

Room Change Timeline

- 1.) Student submits room change request via MyHome
- 2.) Students will receive communication from a staff member within 72 hours after submitting the request via MyHome.
- 3.) Each week on Tuesdays, students who are approved for a room change will receive a confirmation email with logistical details regarding their move.
- 4.) Students will be able to pick up their new keys starting 8:30 am on Wednesday, but must pick up their key by 4:30 on Friday. If keys are not picked up by that time, the offer will be rescinded. Keys to old space must be returned to 126 Vedder, or Public Safety by noon Monday.