
Room Change Process

These procedures apply on a limited scale during the "Open Room Change Period" for students from September 14, 2009 until September 25, 2009 for the Fall semester and February 1, 2010 until February 12, 2010 for the Spring semester.

Procedures for processing room changes:

Step (Day)	Explanation
Step One (1)	<p>Students are approved for room change by Resident Director (RD) after mediation attempts. The RD informs Assignments & Billing that a student has been approved for a room change by completing the Request for a Change in Room Assignment Form.</p> <p><i>(This step is not needed during Open Room Change.)</i></p>
Step Two (1)	<p>After completing an <i>on-line Room Change Request</i>, students can schedule a meeting with the Assignments & Billing staff to obtain a list of available vacancies within our inventory and discuss their Room Change Request.</p>
Step Three (1)	<p>Assignments & Billing provides the student with a list of Residential Life staff available <i>to assist students</i> if needed during their attempts to learn about vacancies.</p> <p><i>Students will be encouraged when they meet with the Assignments & Billing staff to contact students living in vacancies to schedule an agreed-upon time to meet and discuss the Room Change Request. Residential Life staff will only be available during normal business hours.</i></p> <p><i>Students will also be encouraged to contact the Assignments & Billing or the Residential Life staff in the event that there are problems with attempts to contact students living in vacancies.</i></p>
Step Four (1)	<p>Students will visit different rooms and pick an option.</p>
Step Five (2)	<p>Once the student has determined their preference for a new room, they'll return to the Office of Assignments & Billing and inform the staff of their decision.</p> <p><i>The Residential Life staff will be contacted in order to begin the process for changing a students' room assignment, which will include checking-out of a current location and checking-in to a new location. Notification will be sent to Residential Life through campus e-mail in order to keep track on a daily basis the movement with regards to the Room Change Process.</i></p> <p>Assignments & Billing will inform students that they'll have 48 hours to move-out of their current assignment and into their new assignment.</p> <p><i>At this time, the student's new roommates are notified that a student has been approved for a room change and the student will be moving no sooner than 24 hours. The communication is sent by e-mail and through a phone call from Assignments & Billing.</i></p>
Step Six (3-4)	<p>Move is complete; Residential Life staff complete all necessary paperwork, inform the Office of Assignments & Billing that a change has been completed, and confirm that the previous room is ready for a new student to move in. <i>(Rooms that students move-out will be held until they're confirmed available and rentable after the final inspection; any maintenance issues must be resolved before a new assignment can be made.)</i></p>