

Request for Room Switch

Name: Last First

Student ID: Ext. Cell # ()

Email Address: Room #

Requesting a Specific Room: _____ Requesting a Specific Floor: _____

Requesting Any Available Room: _____

Reason for Room Switch Request

Would like to live with a friend Want to live on a specific floor/area of building

Roommate Conflict Other

Details: _____

STEPS TO FOLLOW

1. Submit form
2. Receive notification of approval and date of move to new room
3. Pick up new room key at Front Desk
4. Complete room check-in condition/inventory form for new room
5. Move belongings to new room
6. Clean old room and return furniture to original configuration
7. Complete check-out room condition/inventory form with your RA (schedule an appointment in advance)
8. Submit old room key to RA when room condition/inventory form is completed (keep your mailbox key)
9. RA turns in room key and completed room condition/inventory form to Front Desk
10. Front Desk checks resident out of old room and into new room in StarRez
11. Unpack, meet your new roommate and enjoy the rest of your year

ROOM SWITCH POLICY:

5.7 Room Switch/Change Fee: A resident who applies for and is approved to switch to another room in residence is subject to a \$150.00 fee.

9.3 Room Changes During Academic Year: Residents must receive written permission from the Residence Life Manager to change or switch rooms. Forms can be obtained from the Front Desk to initiate a room change, but the Residence Life Manager has the authority to grant or deny such a request. To allow sufficient time for roommates to develop an understanding of each other and their surroundings, no room change requests will be granted during the first 21 days that roommates are matched up.

Office Use Only

Mediation

Date of Mediation _____ RA at Mediation _____

Room Switch Recommended by RA Yes No

Procedure Steps

Room Switch Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved by: _____
Resident notified of approval/rejection	<input type="checkbox"/> Yes		Notified by: _____
Room switch fee charged in StarRez	<input type="checkbox"/> Yes		Date _____
Mtnce work order submitted to clean old room	<input type="checkbox"/> Yes		Date _____
IT work order submitted to rest voicemail	<input type="checkbox"/> Yes		Date _____
Guest log updated and info transferred	<input type="checkbox"/> Yes		Date _____
Lock-out log updated and info transferred	<input type="checkbox"/> Yes		Date _____
Resident checked out of old room	<input type="checkbox"/> Yes		Date _____
Resident checked into new room	<input type="checkbox"/> Yes		Date _____
Room switch/vacancy spreadsheet updated	<input type="checkbox"/> Yes		Date _____

Form Distribution

	PERSON	TASK
1.	Residence Life Manager	- Approval
2.	Front Desk Supervisor	<ul style="list-style-type: none"> - Add room switch charge to resident's account - Submit work order for cleaning - Submit work order to reset voicemail in old room - Update guest log and transfer info - Update lock-out log and transfer info - Ensure resident checked out of old room in StarRez - Ensure resident checked into new room in StarRez
3.	Finance & Admissions Officer	<ul style="list-style-type: none"> - Ensure all of the above completed - Update room switch/vacancy spreadsheet updated