Room Change Request

**Resident Requesting Move:**

R#:_______________________

Last Name: ___________________ First Name: ___________________

Hall: ___________________ Room: ___________________

Phone: ___________________

Signature: ___________________

**New Room/Roommate Information:**

Do you have a specific Hall/Room you would like to move to? (If yes, this can be used as a pull-in form)

Yes: Hall: ___________________ Room: ___________________

Name of Desired Roommate: ___________________

R# of Desired Roommate: ___________________

Signature of Desired Roommate: ___________________

**Current Roommate Information:**

R#:_______________________

Last Name: ___________________ First Name: ___________________

Hall: ___________________ Room: ___________________

Phone: ___________________

Signature: ___________________

(Please turn over for staff approval page)
Prior to submitting this form, anyone wishing to change rooms must meet with their RA/CA. After the RA/CA signs off, they will forward the request to the AC, who will make the final decision if the room change is approved.

Staff Use Only. Do not write on this page.

**RA/CA Section:**

Did the students involved meet with you to discuss the room change? Yes/No

Was mediation with the involved parties necessary? Yes/No

Are there any unresolved issues left between the involved parties? Yes/No

If yes, please list: ________________________________________________

Do you approve of this room change? Yes/No

If no, please explain: ________________________________________________

______________________________________________________________

RA/CA Name: ______________________ RA/CA Signature: ______________________

**AC Section:**

☐ Room Change Approved-Student moving given form to bring to Res-Life Office

☐ Room Change Not Approved

AC Name: ______________________ AC Signature: ______________________

**Central Office:**

Old Key Returned: Yes/No (If not returned within 48 hours of new key issue, automatic lock change is processed.)

Access on ID Card Changed if Necessary: Yes/No

Change Complete in System: Yes/No

Charges: $30.00 Lock Change--$30.00 Room Change--$100.00 Illegal Change

CO Name: ______________________ CO Signature: ______________________