

Academic Year Room Change Guide

Room changes allow you to switch into a vacant space on campus. This is an individual process and does not offer the option of pulling in roommates. Each student needs to go through the process for themselves.

Step 1: Log into the Housing Portal

Step 2: Click on the Room Change link at the top or in the menu bar on the top left (3 little lines)

Step 3: On the room change screen, click PROCEED TO ROOM CHANGE PROCESS

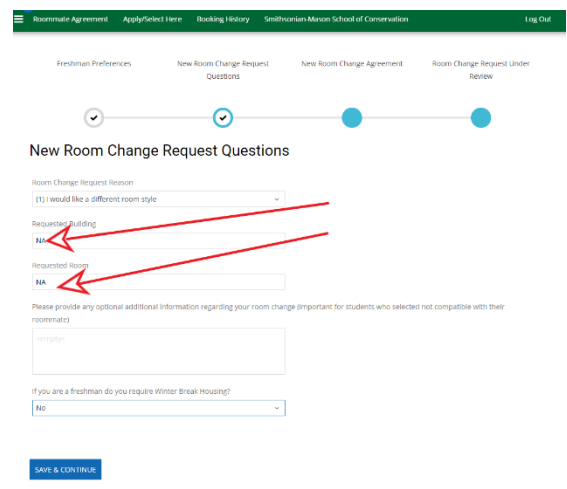
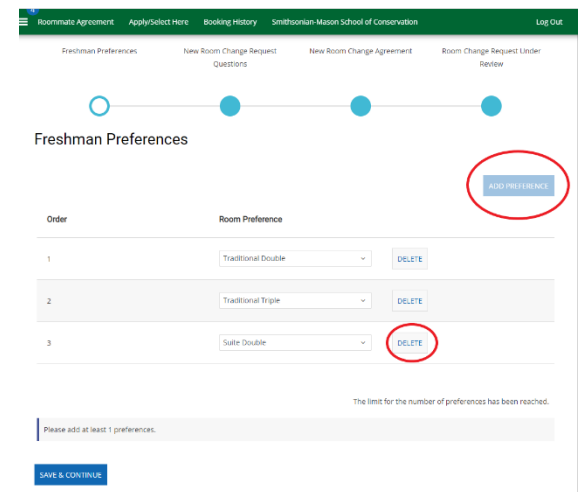
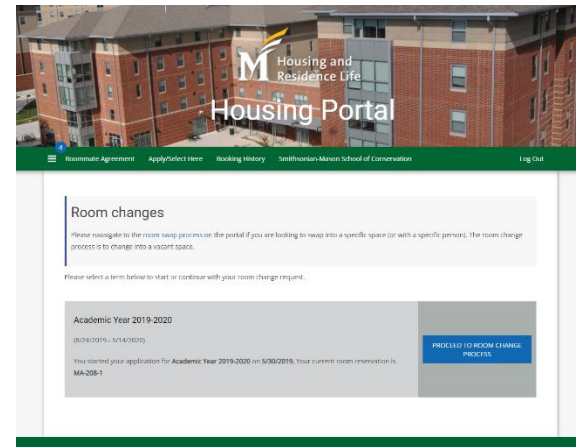
Please note: Once your room change application is approved, it will remain active until a space matching your preferences is found, or the remainder of the semester. If you move rooms and wish to change rooms again, you will need to complete the room change process again.

Step 4: On the Preferences screen, you will rank your room style preferences. You will see that your original preferences from your housing application are already populated. You must list at least one, but you can add or delete more preferences. This will help when determining what available spaces would be a match. If you only want a single room, only preference single room options. If you want anything suite style, list each of the suite options.

Click SAVE & CONTINUE

Step 5: On the new room change request questions page, you will list your reason for requesting a room change. If you are requesting to switch into a room with a known vacancy (live with a friend), you will need to add the building and room. If you are wishing to swap spaces with a student you will be required to add their Gnumber. This student must also complete the room change request form. You can add additional comments or leave it blank.

Click SAVE & CONTINUE



Step 6: Next you will be directed to the room change agreement.

Please read the terms and then sign the agreement by adding your G#.

Click SAVE & CONTINUE

Please Note: By entering your G#, you are signing that you understand and agree to all terms of the room change process.

Step 7: Your room change will now be sent to your Community Director to review. Your Community Director may meet with you to discuss further steps.

Step 8: Your room change has been approved. You will receive a move offer if/once a space that meets your preferences has been identified.

Please Note: being approved for a room change does not guarantee a room change. Once approved, your room change request is sent to the Assignments Coordinators to find an available space that matches your preferences.

Step 9: This is the Room Change Request Offer email you will receive once a space has been found that meets your preferences. You will need to log into the housing portal within 24 hours to accept or reject your offer before it is cancelled.

Step 10: Go back to the room change process to view your offer. This will show you the building, room, check-in date, room type and room rate for the semester.

Click **SAVE & CONTINUE**

Please note: Your room rate will be prorated based on the date your move is approved in the system.

Freshman Preferences Room Change Request Questions Room Change Agreement Room Change Request Under Review Room Change Request Approved Room Change Offer

Room Change Offer:

Residence Hall & Room: FR-2010-1

Check-In Date: 9/9/2019

Room Type: Traditional Single

Room Rate Type & Amount: Academic Year 2019-2020 ; 4585.0000 per semester

This rate is the full semester rate for this room type. Your exact rate will be pro-rated based on the date your assignment is changed.

If you choose to accept this room offer, you will be required to move by the deadline in your offer email.

If you choose to reject this room offer, you will not be given another offer (if a space is available) until next weeks room change process.

Room Change Request Offer

Accept Reject

SAVE & CONTINUE

Step 11: If you accept the room offer, you will be directed to this page while Residential Services processes the change of your booking.

Click **SAVE & CONTINUE**

Please note: If you reject your room offer, you will need to wait until the following week for the next set of offers to be sent out. We cannot guarantee another space matching your room preferences will be available.

Freshman Preferences Room Change Request Questions Room Change Agreement Room Change Request Under Review Room Change Request Approved

Room Change Offer Accepted

Residence Hall & Room: FR-2010-1

Check-In Date: 9/9/2019

Room Type: Traditional Single

Room Rate Type & Amount: Academic Year 2019-2020 ; 4585.0000 per semester

Please follow the steps in your moving instructions email.

SAVE & CONTINUE

Step 12: Once your booking has been changed in the system, your room change will be complete. You will see this screen on the room change process page. You will also receive an email titled "moving instructions" that you will need to show to the desk to gain access to your new space. This email will tell you the earliest you can begin your move.

Please note: moves cannot start before 12pm on Fridays and must be completed by 8pm on Sundays. Residents will receive an email when a new roommate is assigned to their room/apartment/suite.

Freshman Preferences Room Change Request Questions Room Change Agreement Room Change Request Under Review Room Change Request Approved

Room Change Request Complete

Your room change request is complete.

SAVE & CONTINUE