

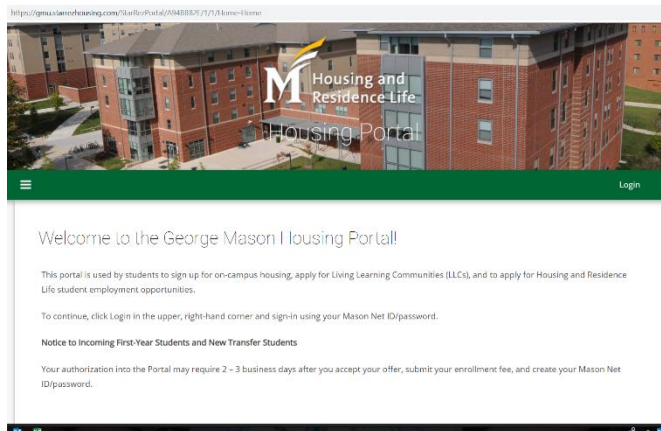
# Pre-Arrival Room Change Guide

Below are step-by-step instructions for both the Room Change and the Room Swap processes in the [Housing Portal](#). Both processes will change your room for both the fall and spring semester. Please keep in mind, changing your room may change your housing rate. You can check our room rates at [housing.gmu.edu](http://housing.gmu.edu) before switching spaces.

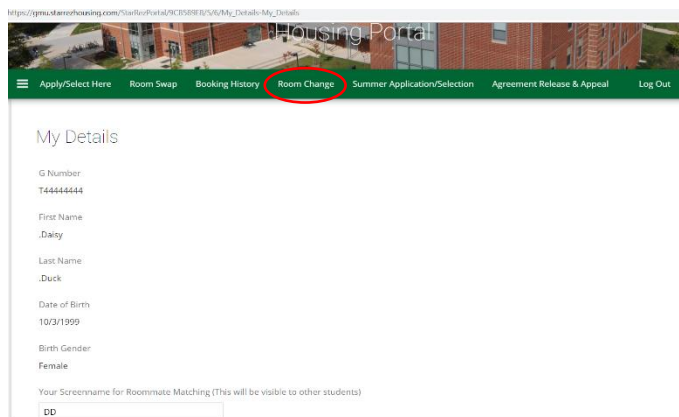
## Room Changes

Room changes allow you to look for an open space on campus and switch into it. This is an individual process and does not offer the option of pulling in roommates. If a suite/apartment has more than one vacancy, you will need to coordinate with your intended roommate so they can switch for themselves.

Step 1: Log into the Housing Portal



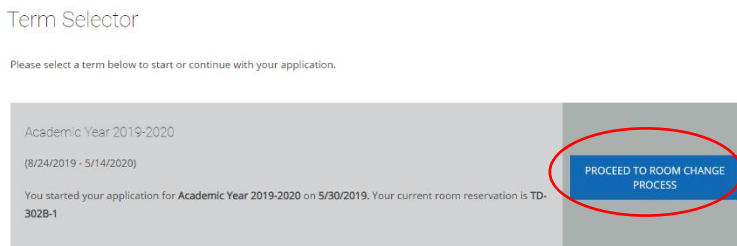
Step 2: Click on the Room Change link at the top or in the menu bar (3 lines at the top left)



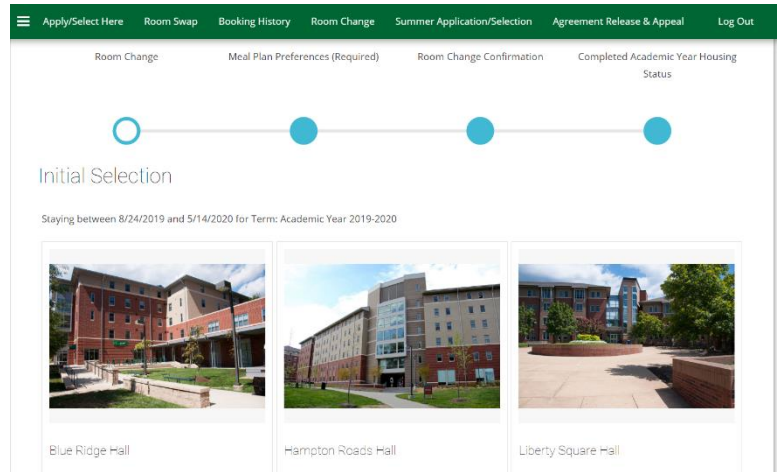
Step 3: On the term selector screen, click PROCEED TO ROOM CHANGE PROCESS



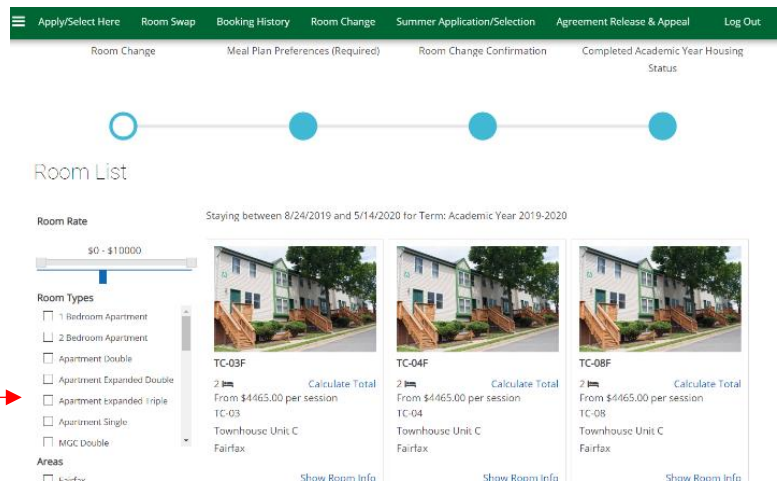
Please note: you will be able to change rooms as often as you want during the room change window. After you change once, you will begin the process on the my assignments screen



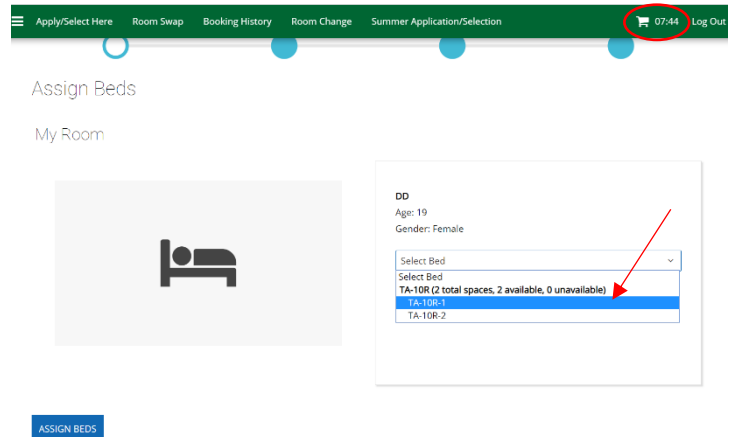
Step 4: On the initial selection screen, you will choose the residence hall you wish to change into



Step 5: On the room list, you will see all available spaces. You can filter the list (on the left side) to see spaces matching specific preferences (apartment double, suite single, etc.)



Step 6: Next you will assign yourself to a bed using the dropdown and click ASSIGN BEDS.



Please note: once you select a room, the system will start a timer for you to complete the process. The room you chose is currently on hold and no one else can select it. If you run out of time, the room will be released.

Step 7: The next screen is the confirmation.

You can review the new space you selected, the room rate, etc. The clock will continue to count down until you click SAVE & CONTINUE. If you wish to go back and choose again, use the blue bar at the top of the screen.

Confirmation

Please view your current booking(s) below. This will be changed with the new booking upon completion.

**New Room**  
TA-10R, TA-10, Townhouse Unit A  
Rate: Academic Year 2019-2020 : \$8930.00  
1. TA-10R-1: DD, Rate: Academic Year 2019-2020 : \$8930.00

**Original Room For Fall and Spring**

- Name: DD
- Location: Tidewater Hall
- Floor: TD-302A/B
- Bed Assignment: TD-302B-1
- Check In Date: 8/24/2019
- Check Out Date: 12/19/2019

- Name: DD
- Location: Tidewater Hall
- Floor: TD-302A/B
- Bed Assignment: TD-302B-1
- Check In Date: 1/17/2020
- Check Out Date: 5/14/2020

**SAVE & CONTINUE**

Step 8: This is your official confirmation once you have saved your room selection on the previous screen.

Your room change is complete!

Room Change Confirmation

Your selection is TA-10R-1, which is in Townhouse Unit A. This space is a(n) Townhouse Double.

This page confirms your Academic Year 2019-2020 room change.

Clicking the **Save & Continue** button below will send an email with information regarding your current assignment as well as allowing you to proceed to the Completed Housing Status page to review more detailed information regarding your current assignment.

**SAVE & CONTINUE**

Step 9: The my assignments screen will tell you your roommate(s), their housing portal screen name and allow you to click to send them a message through the housing portal

You can also see your selected meal plan. Changes can be made by contacting the Mason Card office directly at [masonid@gmu.edu](mailto:masonid@gmu.edu)

Completed Academic Year Housing Status

You started your application for Academic Year 2019-2020 on 05/30/2019, have a room reservation for TA-10R-1, and have not signed the contract. Your application is complete as of 05/30/2019.

**Booking Summary**

Location: Townhouse Unit A  
Floor: Townhouse A - FL02  
Room: TA-10R-1  
Room Type: Townhouse Double  
Room Gender: Female

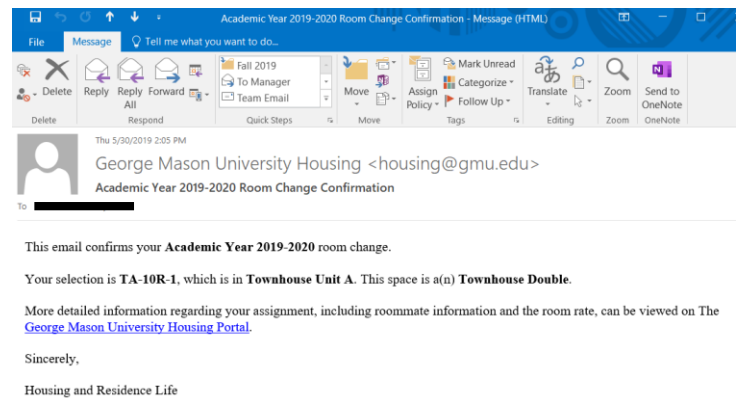
First Name	Last Name	Bed	Gender	Occupant	Check In Date	Check Out Date	Contact
[Redacted]	[Redacted]	TA-10F-1	Female	[Redacted]	8/24/2019	5/14/2020	<a href="#">Send Message</a>
[Redacted]	[Redacted]	TA-10F-2	Female	[Redacted]	8/24/2019	5/14/2020	<a href="#">Send Message</a>
.Daisy	.Duck	TA-10R-1	Female	DD	8/24/2019	5/14/2020	<a href="#">Send Message</a>
		TA-10R-2		-Vacant-			

For Fall 2019 you have selected Freedom - 300

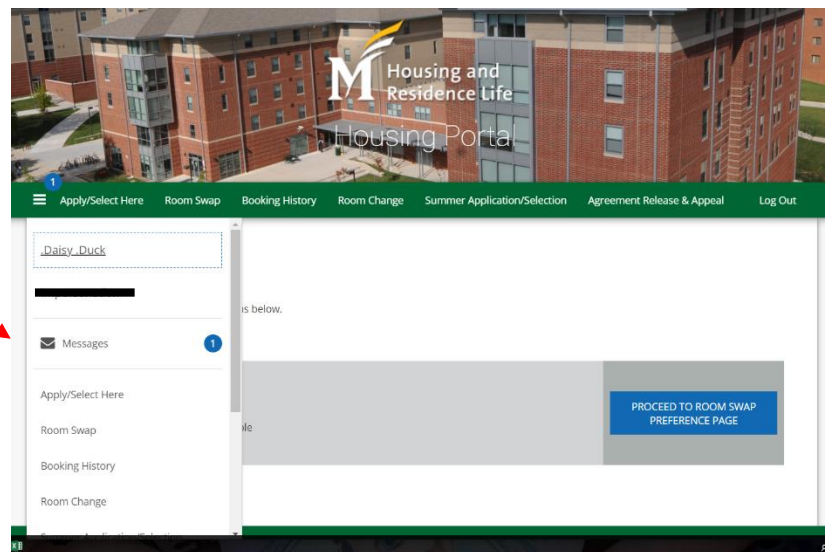
**RETURN TO ROOM CHANGE PAGE**

Please note: if you decide to do another room change, you will be routed to this page automatically. You can start again by clicking RETURN TO ROOM CHANGE PAGE

You will receive a confirmation email to your Mason account



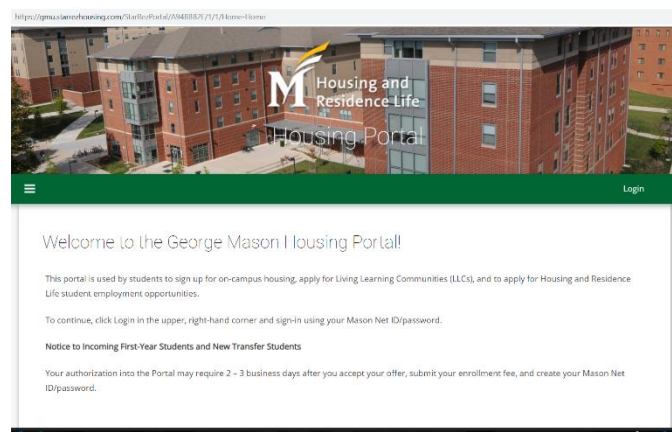
You can also view the email on the messages tab in the Housing Portal



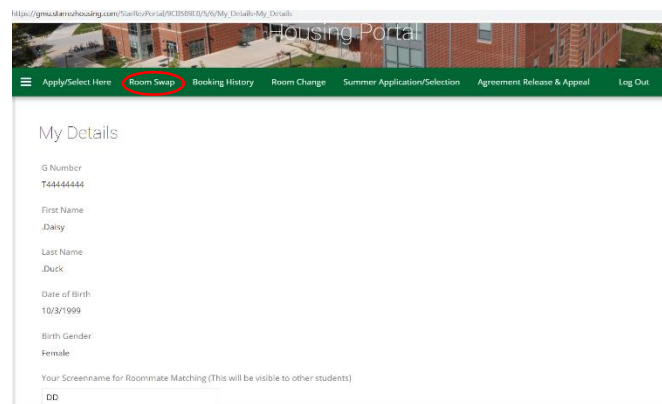
## Room Swaps

A room swap can be done for a specific space or you can submit a swap request/search for a match in the portal to see if another student matches your swap preferences. This allows you to find a space you want without having to try and find a person to swap with on your own.

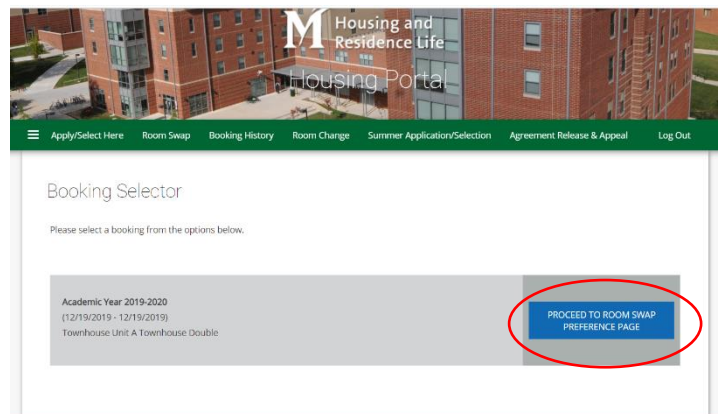
Step 1: Log into the Housing Portal



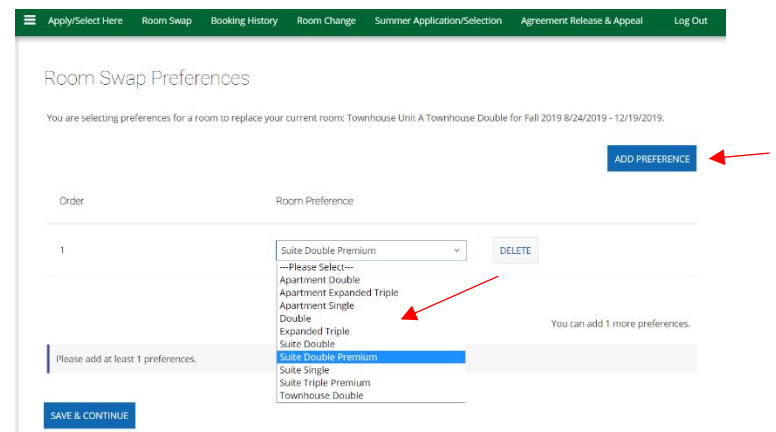
Step 2: Click on the Room Swap link at the top



Step 3: On the term selector screen, click PROCEED TO ROOM SWAP PROCESS

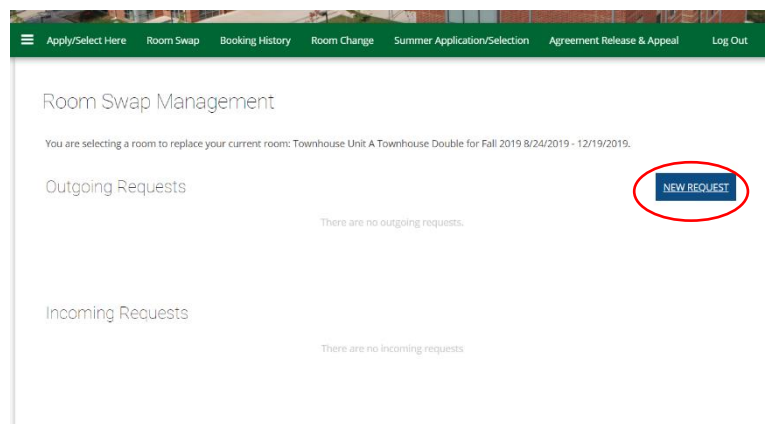


Step 4: Set your swap preferences. You must set at least one, but you can set two. This is what you want for a room (apartment single)



Please note: if you are swapping with a specific person, you will set the room type here and find the space further in the process

Step 5: The room swap management screen shows you any pending outgoing or incoming swap requests. To find new swaps, click NEW REQUEST



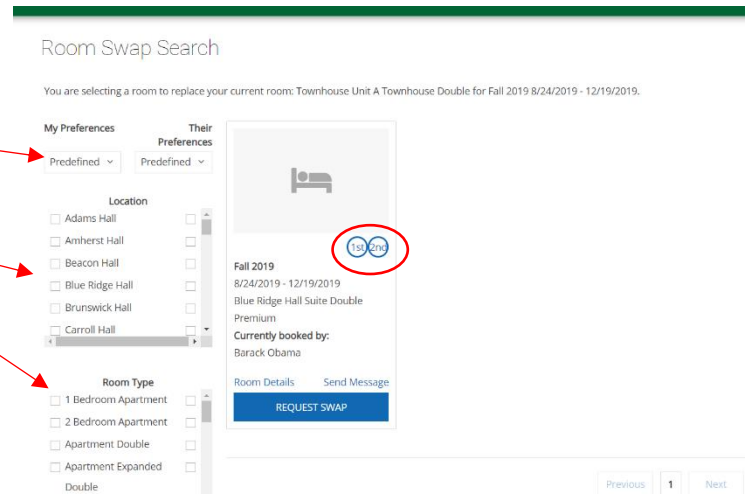


Step 6: This is where you will search for swaps that match your preferences

predefined= only swaps matching your preferences  
custom= you can filter options to find spaces you are comfortable living in

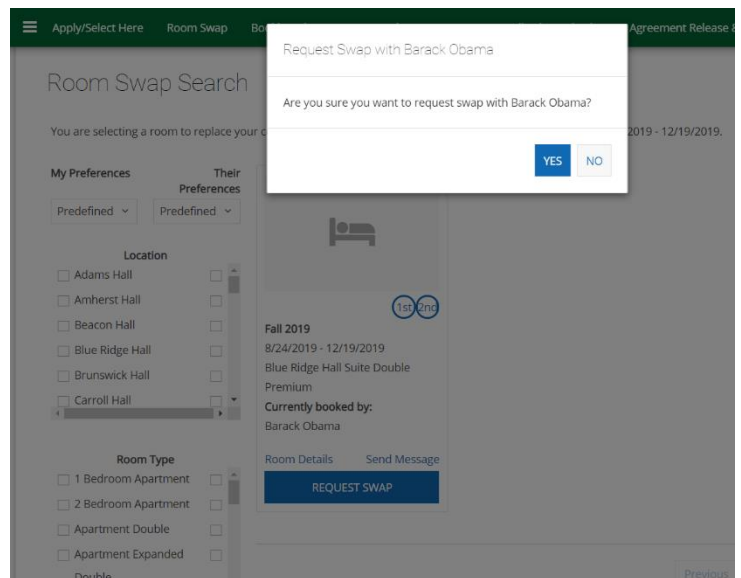
Matching swap results will show. If you want to swap into that space, click REQUEST SWAP

You can see if this swap matches your and their preferences under the bed icon



The screenshot shows the 'Room Swap Search' interface. At the top, it states: 'You are selecting a room to replace your current room: Townhouse Unit A Townhouse Double for Fall 2019 8/24/2019 - 12/19/2019.' Below this are two sections: 'My Preferences' and 'Their Preferences', both with a 'Predefined' dropdown. To the right is a 'Location' list with checkboxes for Adams Hall, Amherst Hall, Beacon Hall, Blue Ridge Hall, Brunswick Hall, and Carroll Hall. Below that is a 'Room Type' list with checkboxes for 1 Bedroom Apartment, 2 Bedroom Apartment, Apartment Double, and Apartment Expanded Double. On the right side, there is a bed icon with a circled '1st 2nd' label. Below the bed icon, it says 'Fall 2019 8/24/2019 - 12/19/2019', 'Blue Ridge Hall Suite Double Premium', and 'Currently booked by: Barack Obama'. At the bottom right, there is a 'REQUEST SWAP' button. At the very bottom, there are 'Previous', '1', and 'Next' navigation links.

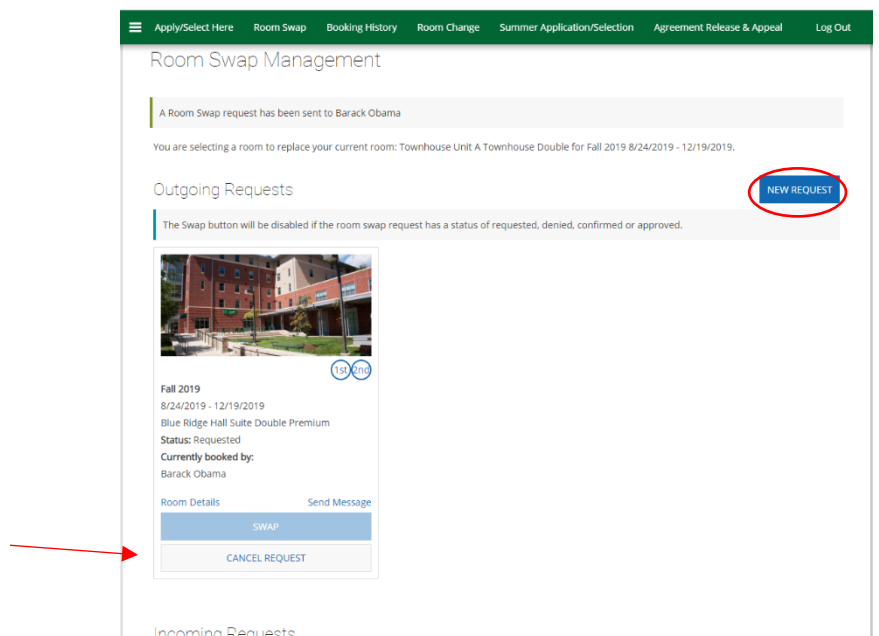
Step 7: If you request the swap, a box will pop up confirming you want to send the request



The screenshot shows a confirmation pop-up box titled 'Request Swap with Barack Obama'. The text inside asks: 'Are you sure you want to request swap with Barack Obama?'. There are two buttons: 'YES' and 'NO'. The background shows the 'Room Swap Search' interface with the 'REQUEST SWAP' button highlighted.

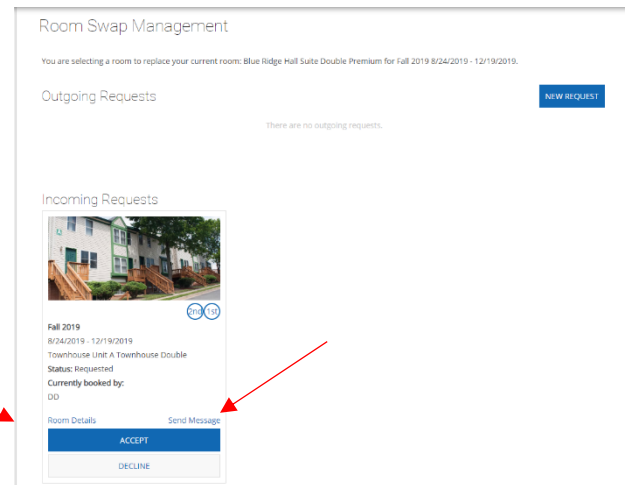
Step 8: You will then be directed back to your room swap management screen. You will see the swap you sent under outgoing requests

Please note: You can continue looking for swaps while waiting for a response. You are not limited to one swap request in the system. You can cancel swap requests at any time

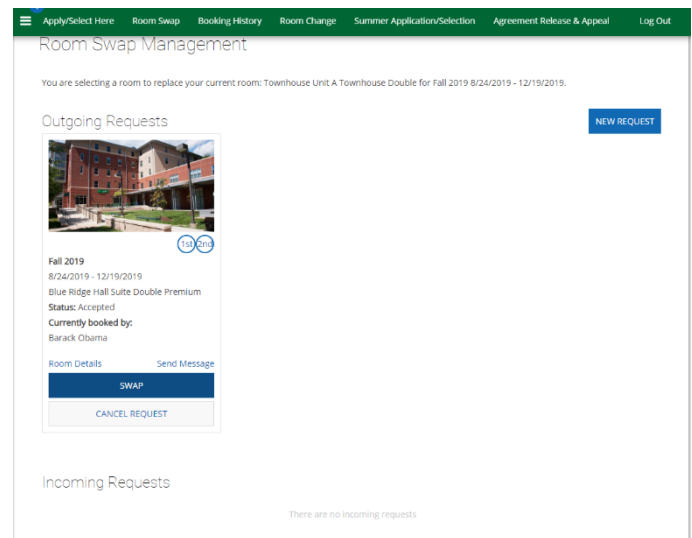


The screenshot shows the 'Room Swap Management' interface. At the top, it says: 'A Room Swap request has been sent to Barack Obama'. Below this, it states: 'You are selecting a room to replace your current room: Townhouse Unit A Townhouse Double for Fall 2019 8/24/2019 - 12/19/2019.' The 'Outgoing Requests' section is highlighted. It says: 'The Swap button will be disabled if the room swap request has a status of requested, denied, confirmed or approved.' Below this is a card for the swap request. It shows a photo of a building, a circled '1st 2nd' label, and the text: 'Fall 2019 8/24/2019 - 12/19/2019', 'Blue Ridge Hall Suite Double Premium', 'Status: Requested', and 'Currently booked by: Barack Obama'. At the bottom of the card, there are 'Room Details' and 'Send Message' links, a 'SWAP' button, and a 'CANCEL REQUEST' button. At the bottom right, there is a 'NEW REQUEST' button. At the very bottom, there is an 'Incoming Requests' section.

The person you requested to swap spaces with will receive an email. This is what they will see when they log into the room swap management screen. They will not see your name, only the screenname you created. They can accept, decline or message you for more information

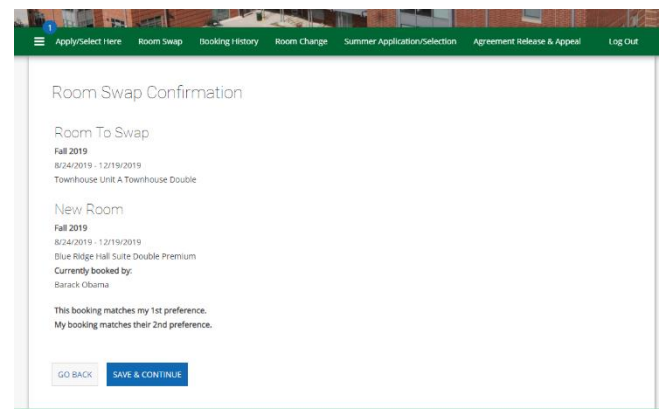


Step 9: Once the person accepts the swap, you will be notified by email. You will then be required to log back into the Housing Portal to click SWAP on the request.



Please note: YOUR ROOM SWAP IS NOT FINAL YET

Step 10: This is your confirmation. You can review your new space and click SAVE & CONTINUE to finalize your swap.



Your swap is complete! You will receive an email confirmation. A copy is also available in the message tab on the Housing Portal

