Residence Hall Room Changes

Summary/Purpose: This policy explains the procedures necessary for students to change their room or apartment assignment.

In order to stabilize residence hall occupancy, no room changes will be processed during the first week of classes. During the 2nd week, should space be available, in-hall room changes will be processed through the Residence Hall Directors. Students will need to see the building Residence Hall Director during posted office hours for available spaces and instructional paperwork. The following week (3rd week), building to building room changes will be processed. Students will go to the Student Housing and Residence Life Office in Miller Hall between 9:00 a.m. and 4:00 p.m. to choose a space and receive instructional paperwork. The room change process has several steps and it is essential that all moves are completed within the designated time in order to avoid any administrative charges.

A room-change form is required prior to moving. After the room change period ends, changes may not be approved unless there are extenuating circumstances. Unfinished or unauthorized room changes will result in a fine of no less than $25 per day, and the student may be required to move back into his/her original room.

To complete a room change, students must officially check out of their old room and into their new room with a Residence Life staff member. Please note that students assigned into temporary housing are given priority over other room change requests.