



2024-2025 Room Change Requests

Due to high occupancy levels and very few housing vacancies, opportunities for room changes are extremely limited. Room swaps are more likely to be utilized. Requesting a change does not mean a change will occur.

If you have an interpersonal conflict with a roommate or suitemate, please address the concern appropriately with your roommate first. Then, speak with your RA or RHD for further support if needed. When feasible, try to communicate and compromise with your current roommate.

- You must work with your RA and RHD to see if mediation or assistance can be provided before being approved for a room change.
- If you are having an issue in your room and your RA or RHD cannot successfully resolve it, the student who raises the concern will be offered a new space if one is available.
- You cannot force someone else to complete a room change.
- We cannot guarantee that your new assignment will not have similar issues.

Ammann Hall and Gray Hall Displaced Residents & Residents in Temporary Triples:

- First-year students who were displaced into non-first-year communities can request room changes in their current area or try to relocate back to a [first-year community](#), but not to another returning resident area or community they are not eligible for ([continuing student areas](#) or high-demand locations).
- Students in temporary triples can only request to swap spaces with another individual who is also in a temporary triple. Changing into another room type (ie: temp triple to double) requires detripling.

Instructions:

- **Do not go to the Area Office to request a room change.** If your RA and RHD have attempted to assist you with your issues and recommend you seek a room change, [email your area office](#) to start the process.
- **Email requests will be reviewed**
 - Monday, September 9, 2024 at 11:00am for **Fall 2024**
 - Monday, February 10, 2025 at 11:00am for **Spring 2025**.
 - Do not email sooner than the requested start date and time.
- Please be patient as pending volume responses may take 1-3 business days.
 - [Email the Area Office](#) of the community that you are looking to move to.
 - Copy your current building email
 - Use the subject line "Room Change Request to (Building/Type of Room)."
 - In your email, include your ID # and general free times between 9 a.m. and 4 p.m. Monday through Friday.
 - Include any important information about your request such as the type of amenity or if you are looking for a specific location, floor, or building.
- The Area Office Manager will evaluate if you are eligible for the type of move being requested and if we have availability.





- If the room change request can be accommodated, the Area Office Manager will email you to start the room change process.
- Please see our [rate page](#) for any potential rate impact.
- The Area Office Manager will consider specific preferences when seeking a new space, but you will not be allowed to “shop” for spaces for different roommates.

High Demand Waitlists that are not available to make requests for room changes:

- Available through the housing portal for the following room types based on eligibility:
 - **Chavez/Tubman and West Singles** (U3 & U4 students with 57+ credits)
 - **2YLC** (students in their second year of college)
 - **Schomburg Singles, Chapin Singles** (graduate housing)

Reminders:

- If a room change request is granted, you will have 2 business days from the time you get your new key at your meeting with the Area Office Staff to check out and return your old key to the Area Office of your old assignment.
- You will be billed for both spaces whenever you are approved for a room change until you complete the room change process. Typically within 24 hours of completing your room change and turning in your old key, you will see the charges adjusted on your student account.
- If you change rooms to a more expensive room, you will owe the difference for the remainder of the term.
- If you fail to return your key to your former assignment within 2 business days, you may receive an improper check-out charge and an emergency lock change charge.

Fall 2024 Room Change and Swap Dates:

- Monday, September 9 at 11:00am: first day to request
- Monday, October 21: last day to make a request
- Wednesday, October 23: last day to begin move if the request is approved
- Friday, October 25: must finish checking out of the former room
- After Friday, October 25 until Monday, February 10 at 11:00am - No room changes will be allowed unless deemed necessary by professional staff due to conduct, facility issues, or ongoing roommate and/or suitemate issues.

Spring 2025 Room Change and Swap Dates:

- Monday, February 10 at 11:00am: first day to request
- Monday, March 3: last day to request
- Wednesday, March 6: last day to begin move if the request is approved
- Friday, March 7: must be checked out from the former room
- After March 7: no room changes will be allowed unless deemed necessary by professional staff due to conduct, facility issues, or ongoing roommate and/or suitemate issues.

