



# END-OF-SEMSTER (EOS) ROOM CHANGE REQUEST

*Please Print!*

Requested Building: \_\_\_\_\_

Requested Room: \_\_\_\_\_

Person staying in requested room: \_\_\_\_\_

Student Number: \_\_\_\_\_

Person leaving requested room: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date Leaving: \_\_\_\_\_

- Reason for Leaving:
- Co-Op
  - Transfer to another university
  - Resignation
  - Academic Drop
  - Off-campus
  - Graduation
  - Student Teach
  - Room change (new location: \_\_\_\_\_ )

Person moving into this room: \_\_\_\_\_

Student Number: \_\_\_\_\_

Current Building/Room: \_\_\_\_\_

**I have read and understand the procedures listed on the back of this sheet and agree to comply with them: (please sign)**

Person Leaving Requested Room: \_\_\_\_\_

Person Staying in Requested Room: \_\_\_\_\_

Person Moving Into Requested Room: \_\_\_\_\_

Old Resident Advisor: \_\_\_\_\_

New Resident Advisor: \_\_\_\_\_

Bring completed form to the office that oversees the NEW room BEFORE you move.

**ALL MOVES MUST BE COMPLETED BEFORE THE HALLS ARE  
CLOSED FOR THE WINTER BREAK.**

*Office Use Only:*

Date Received: \_\_\_\_\_

Entered into Database: \_\_\_\_\_

<b>THE BUILDING YOU ARE MOVING INTO:</b>	<b>OFFICE THAT RECEIVES THIS FORM:</b>
<i>Main/West Eggleston, East Campbell, Main Campbell, Payne, New Residence Hall East, Peddrew-Yates, and Slusher Wing/Tower</i>	<i>Central/Drillfield Area Office first floor lobby of Peddrew-Yates phone: 231-9811</i>
<i>Barringer, Johnson, Miles, Newman, O'Shaughnessy Vawter, Thomas, Monteith (civilian), Donaldson-Brown</i>	<i>Presidents/Upper Quad Area Office basement floor of Newman Hall, on the side closest to O'Shaughnessy, phone: 231-3419</i>
<i>Lee, Pritchard</i>	<i>Prairie Area Office, Pritchard 2<sup>nd</sup> Floor phone: 231-3419</i>
<i>Ambler Johnston West, Cochrane, Harper, Hillcrest, New Hall West</i>	<i>Summit Area Office first floor lobby in West AJ, phone:231-5018</i>
<i>Oak Lane Community- All changes must be approved by your House Supervisor prior to moving</i>	<i>Prairie Area Office, Pritchard 2<sup>nd</sup> Floor phone: 231-3419</i>
<i>Corps of Cadets – see your company commander or visit the Office of the Commandant</i>	<i>Office of the Commandant, 0143 Brodie Hall, phone: 231-6413</i>

## Procedures:

1. Come down to the housing office (see chart above) with the resident who is leaving the room or after the resident has turned in their keys and room condition form at the housing office. Keys and room condition forms must be returned directly to the housing office by the person leaving or approval will be withdrawn (unless #2 applies below). **No express check-outs!** The new resident will be given the keys and a Housing Status Change Form and allowed to complete the move.
2. If the student who is moving into the room plans to leave before the student who is moving out of the room, then the belongings of the new resident must be placed in the new room and the old room cleared before going home for break. The moving student must come by the office that oversees the **NEW** room before move is started to obtain the Housing Change Authorization Form. This form will allow the student to pick up the keys to the new room when he returns from break. **The old room keys and room condition form are due in the designated housing office before the student leaves for break.** The old room must be clean and ready for occupancy by a newly assigned student.
3. **The move must be completed before the halls are closed for the winter break.** The move is complete when the old keys and the old room condition form are returned to the housing office that oversees the previous assignment.
4. **IMPORTANT: Failure to complete the move before the residence hall winter break closing WILL result in improper check-out charges and a possible lock change charge.**
5. The room that the student vacates must be ready for occupancy by a person assigned during the winter break. The Office of Student Programs will assign new students and returning co-op students into vacant spaces during the winter break and the new students will move in on the Saturday when the halls open for the spring semester. **We cannot have students with belongings in both the old and the new rooms over the break!**