



ROOM CHANGE REQUEST FORM

Room changes are approved in the area housing office that oversees the new room space. Please see the chart on the back of this form to locate the correct office.

Read the guidelines for this request before signing and returning it to the appropriate office for approval. Guidelines are listed below.

Name: (print) _____

Student ID #: _____

Current Room Assignment: _____

Requested Room Assignment: _____

New Roommate's Name: (print) _____

New Roommate's Signature: _____ Date: _____

Current Resident Advisor's Signature: _____ Date: _____

New Resident Advisor's Signature: _____ Date: _____

GUIDELINES:

1. The Office of Student Programs seeks to provide housing for as many students as possible, and to maintain a residence hall environment that is conducive to student development. **To affect these goals, Student Programs reserves the right to assign persons to all vacant spaces, to make room changes, and to approve/refuse room changes.** Consistent with University policy, no room assignment will be made or changed on the basis of race, creed, color, or national origin.
2. All parties to the room change must indicate their agreement to the request for the room change by signing this form, **except in the case where Student Programs is administratively assigning a student to a vacancy.** If a student has difficulty in making a change, the Office of Student Programs may make an administrative reassignment to another space.
3. A room change is officially approved when this form is completed and returned to the appropriate housing office, and the student changing rooms is issued a Housing Status Change Form indicating approval.
4. Moving students will receive their new keys at the time of approval, and will have possession of keys to the new and old room to complete their room change.
5. The actual moving involved in the room change must be completed within 72 hours after the appropriate housing office has approved the change. If not completed within the 72 hours, the change approval may be rescinded or improper check-out charges applied.
6. The room change is complete when the Room Condition Form for the room from which you are moving is completed by a Resident Advisor, and returned by the moving student to the appropriate housing office with the room/mailbox/suite keys. The keys are returned to the office that oversees the old room.
7. **Any student making a room change without approval from the Office of Student Programs may be subject to disciplinary action and/or may be reassigned to his original assignment.**

I have read and understand the room change guidelines.

Signature: _____ Date: _____

THE BUILDING YOU ARE MOVING INTO:	OFFICE THAT RECEIVES THIS FORM:
<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 2nd Floor phone: 231-7041</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 2nd Floor phone: 231-7041</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>

STEPS TO A ROOM CHANGE FOR NON-PROGRAM and CIVILIAN AREAS:

1. Get a list of available vacancies and a room change request form from one of the housing offices.
2. Contact the individuals on the list. We strongly suggest you actually visit the rooms. Get the necessary signatures on this form (new roommate, old and new resident advisor (RA)).
3. Return with the form to the housing office for that building (see above). If the space is still available, the office will give you a Housing Status Change Form showing approval for the move.
4. Receive the temporary keys for the move. You will have keys to both the old and new room while making the room change.
5. Make your move.
6. Check out of your old room by contacting any RA in your residence hall, have the RA retrieve the Room Condition Form (the RCF, which is on file in the RA building office), and inspect your room. Sign and return the completed RCF and old room key(s) to your RA. The RA will have the hall supervisor (the Head Resident Advisor, Graduate Hall Director, Oak Lane House Supervisor, or Complex Director) review the RCF. The Hall Supervisor will return the RCF and key(s) to the area office.
7. Failure to complete the move and return these items by the deadline will result in improper check-out charges and possible lock-change charges.
8. Student Telecommunications (CNS) will be notified of your change. Your authorization code for long distance will remain the same. Your address will be changed on the University mainframe. All University mail will be sent to the new address. Hokie SPA updates automatically within a day or so. Residential Mail Services will forward any first-class mail returned to them. Inform off-campus people of your new address.
9. Contact your new RA to obtain and complete the RCF for your new room assignment.
10. Please direct any questions to Student Programs in Suite 144 New Hall West, or call 231-2660, housing@vt.edu.