ROOM ASSIGNMENT, ROOM CHANGES & ROOM CONSOLIDATION POLICY
Each student applies for Housing prior to the beginning of the quarter s/he is entering the university and is assigned a room. In the fall, most assignments are completed by August 30. (Applications continue to be received and students may continue to cancel their room assignment after this date.) Students must move into their assigned room.

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“What is consolidation?”

Consolidation is done to fulfill the double room request of the student and will occur within the building. Students may have to move among the floors. They will not be moved to move off the specialty floors, (single sex, academic, living/learning communities, etc.) but may have to move onto a specialty floor. In this case students will not be required to participate in special activities unless they choose to.

When a vacancy occurs in your room you will have 48 hours to name an eligible student of your choice from on campus to move in with you. If this does not occur, another roommate will be assigned. Residential Life reserves the right to administratively move or displace a student in order to fulfill the double room request.

If the resident desires, s/he may move to another building and consolidate with another student across campus.

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“When does consolidation occur?”

Consolidation dates are:

Fall quarter: Begins September 22, 2005 and ends October 4, 2005.


Spring quarter: No consolidation

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“How can I change rooms?”

You will continue to keep your same room from quarter to quarter unless you request a room change. To request a room change, the student must fill out a room change request (green card) and return it to the hall office. These cards are available at the Hall Office on September 22 (fall quarter), January 10 (winter quarter) and April 4 (spring quarter).

Every room change must be approved in advance and in writing from the Residential Life Coordinator and are completed after the consolidation period at the beginning of each quarter.
Room change dates are:
Fall quarter: **October 5-18, 2005**
Winter quarter: **January 10-18, 2006**
Spring quarter: **April 4-11, 2006**

All room change moves must be completed in 3 days. Failure to move when a change is approved or completed within the 3 day period, the student will incur a $50 fine.

If a room change request cannot be accommodated, a letter from the RLC will be sent to the student. To be considered for a room change during the next room change period, a new room change request must be filled out and given to the RLC.

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"What are the types of room changes?"

a) **Moves to an open space**
A vacancy is required. The resident moves to a different floor or building and becomes a new roommate of someone s/he may not know. Staff members can tell the student where vacancies exist in the residence halls.

b) **Roommate swap**
No vacancy is required because the residents of the room involved agree and then ask the Residential Life Coordinator (RLC) permission to switch room assignments. All students involved must give their consent to the RLC.

c) **Single Room Assignment**
Whenever a vacancy occurs in a single room, the room will be offered to a resident that has applied for a single room. Residents will have 48 hours to accept and move to their new single. Priorities for single room assignments are:
1. Returning residents who lived in the same room the previous quarter or requested the room through a room change request.
2. All other students in priority order (based on deposit date whenever possible).

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**What Residents Should Know About Single Rooms**
1. Returning students have first choice for single rooms.
2. If a returning student loses his/her single room, s/he must reapply for a single room and it will be given back in priority order based on their first choice.
Room Changes at Mid Year

The best opportunity to change buildings or change rooms on your floor/building is between quarters. This is because of the vacancies caused by residents who graduate, transfer, make room changes or for other reasons leave their assignments at the end of each quarter.

Room change requests for winter and spring quarter will be available:

Fall quarter: November 14, 2005
Winter quarter: March 6, 2006

Assignments for new rooms will begin:

- Fall quarter: November 28, 2005 and students must complete their move by Friday, December 9, 2005. If the move is not completed by December 9, 2005, students will forfeit their right to a room change and must reapply in January.
- Winter quarter: March 13, 2006 and students must complete their move by Friday, March 24, 2006. If the move is not completed by March 24, 2006, students will forfeit their right to a room change and must reapply in April.

“How do I cancel my room assignment?”

Students who desire to break their housing contract and move out of the residence hall must fill out and return a cancellation card (yellow card) to the hall office. In moving out of the residence hall, the students must clean the room, sign the room inventory sheet, and return the key/access card. Students must also fill out a forwarding address card. If furniture is missing, a key/access card is not returned, the room is not cleaned, the student will be charged. See your Housing Contract for cancellation consequences.

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