THE COLLEGE OF
WOOSTER
Office of Residence Life

Room Change Procedures and Application

All Students seeking to change their housing assignment must complete a Room Change Application Process and be approved before making the change.

1. The Residence Life Staff encourages students with roommate concerns to meet with their Resident Assistant in order to talk about ways to communicate concerns and work toward mutual collaboration and resolutions. Should the mediation process not be successful in crating a collaborative living arrangement, then the student can meet with the Area Director to discuss additional strategies. Room Changes will be considered based on available space after the first two weeks of the beginning of the semester. The student with a concern is typically the party to move. Students are **not** given the option of maintaining a room as a single when a space becomes available in the room and **should** expect that the vacant space will be reassigned.

2. The student seeking a room change arranges a meeting with current roommate(s) and current Resident Assistant. This is an opportunity to mediate issues and/ or inform all members of the potential room change. The current roommate(s) and RA sign the application indicating that the meeting has occurred and they are aware of the request for a change in assignments. In addition, the student seeking a room change must obtain the signature of the roommate in their requested assignment. This ensures that the potential new roommate is aware that a student is at least considering moving into their space.

3. The student seeking a room change turns this application into the Housing Coordinator. If you do not know where you want to move on campus, then you should arrange a meeting with the Area Director to discuss available options.

4. The Housing Coordinator will complete all administrative steps and inform the student seeking the room change of the decision regarding their Room Change Application. If the room change request is approved the Housing Coordinator will send the student seeking a room change, his/ her current RA, his/ her current RD, his/her new RA, and his/ her new RD an email informing everyone of the approval and the dates of when the move should be completed. Within this email the Housing Coordinator will provide step by step instructions to the student moving what the process is and when the steps should be taken. The Housing Coordinator will also include in this e-mail information on how the student moving must report to Campus Access for keys or card access changes.

5. Once the student moving has completed the physical move, he/ she is responsible for completing the check out process with his/ her old RA and the check in process with his/her new RA. Failure to complete the Room Condition Report will result in Improper Check Out/ In Fee of $25.00. **Students have 72 hours to complete both physical moves and all related paperwork once a room change has been approved by the Housing Coordinator unless otherwise granted an extension.**

6. Students requesting Single Room or ADA Housing Accommodations must request to be placed on the Single Room Wait List or complete the ADA Housing Accommodation Application separately from the Room Change Application.

7. **If you have any questions related to how your room change may affect your housing bill,** please contact the Residence Life Office. It is important to note that when doing a room change you may be assessed addition housing charges if you move from a room with a lower housing rate to one with a higher rate (i.e. double to a single). On the contrary, if you move from a room with a higher housing rate to one with a lower rate (i.e. house to a double room or double room to a multiple room) you will receive a credit.

If you have questions regarding this process please contact the Office of Residence Life at 330-263-2498. Room Changes will be approved based on availability. All Room Changes must be authorized by the Office of Residence Life. Unauthorized Room Changes will result in a $50 Room Change Fee and possible judicial action.

Room Change Application

Student seeking room change must complete ALL portions of the application below prior to submitting the application to their Housing Coordinator. Please PRINT all information legibly.

PART 1: CURRENT INFORMATION

Name: _____ Date: _____

Phone: _____ Email:_____@wooster.edu

Current Assignment: Building_____ Room #_____

PART 2: REASON FOR CHANGE

Please explain why you are requesting to change rooms:

❒ Incompatible personal characteristics ❒ Incompatible schedules
❒ Want to room with friend ❒ Requesting a Single
❒ Participation in Language or Classics suite/ Program House/ Greek Housing*

**Program Advisor or Student Housing Coordinator signature authorization required:*

_____

❒ Other: Explain: _____

_____

PART 3: REQUESTED ASSIGNMENT

Building: _____ Room Number: _____

Requested Roommate(s):_____

Requested Roommate(s) Signature: _____

PART 4: INFORMED ROOMMATES/ RESIDENT ASSISTANT

I/ We understand our roommate is requesting to change room assignments:

Current Roommate(s) Name: _____

Current Roommate(s) Signature: _____

I understand that my resident is requesting a room change and confirm all parties have been informed.

Resident Assistant Signature: _____ Date: ___/___/_____

PART 5: Room Billing **Student Initials**_____

I understand that my room change will result in an increase in room charges if I move from lower rate housing to a higher one (i.e. double to a single, double to a house, multiple to a double, etc.)

Office Use Only

PART 6: RESIDENCE LIFE AUTHORIZATION

Move Start Date: _____

Request Approved: [Yes / No] RLO staffs informed: [Yes / No]

Student informed: [Yes / No] Campus Access notified: [Yes / No]

AR informed: [Yes / No] Datatel System Updated: [Yes / No]

Line Sheets Updated: [Yes / No]

Custodial Services notified of any vacant room: [Yes / No / NA]