



Office of Student Life

PROCEDURES FOR ROOM TRADE, ROOM CHANGE AND SINGLE ROOM WAIT LIST

The following procedures are to be followed by resident students requesting to move rooms and/or change roommates with the understanding that sharing a room with another person(s) requires communication, cooperation, and compromise. **All room/apartment changes require approval of your Area Coordinator.**

Room trade, room change, and single room applications may be completed at any time. **Changes, however, will not occur until the fourth week in each semester, as there is a three week housing freeze in effect at the beginning of every semester.** Students may only be eligible for one room change request per academic year.

Room Trade: occurs when two people trade spaces with one another.

- 1) Both students must complete a room change application and specify the person with whom they would like to trade spaces. The completed form should be submitted to the students' Area Coordinator.
- 2) If the request is approved by the Area Coordinator, students will be assigned a date and time to trade spaces. Students will have 48 hours to complete the move; otherwise, a \$25 improper checkout fee will be charged to the student's account.
- 3) Students will need to officially check out of their current rooms and check into their new rooms with a residence life staff member in order to complete this process.

ROOM CHANGE: occurs when a student moves to a vacancy in another room or apartment. This option is limited by the number of vacancies on campus and will not be utilized in over-assigned buildings.

- 1) *PRIOR TO SUBMITTING A ROOM CHANGE REQUEST, STUDENTS MUST MEET WITH THE RESIDENT ASSISTANT FOR A ROOMMATE MEDIATION.* During the meeting, the Resident Assistant will attempt to resolve related matters. The student or students may be referred to the Area Coordinator.
- 2) If the conflict remains unresolved after meeting with residence life staff, the student(s) may ask the Area Coordinator for a list of available vacancies on campus.
- 3) Student(s) may then apply for a room change by completing the room change application (back of this page) with all necessary signatures. Students will have 48 hours to complete the move; otherwise, a \$25 improper checkout fee will be charged to the student's account.
- 4) Student(s) will need to officially check out of their current rooms and check into their new rooms with a residence life staff member in order to complete this process.

SINGLE ROOM WAIT LIST: for students wishing to move to private rooms and/or avoid being assigned another roommate by Residence Life

- 1) Students who desire a single room must complete the room change form and indicate that they want to be placed on the single room wait list.
- 2) The number of single room requests honored each semester varies based on occupancy numbers.
- 3) Single room requests are prioritized by the date they are received. If a student's single room request is honored, he or she will be subject to paying the private room rate for the assigned building. Students who have documentation from a qualified professional (i.e. physician, psychiatrist, psychologist) clearly describing the need for a private room will be given priority on the single room waiting list.

Office of Student Life
Room Trade, Room Change and Single Room Wait List Application

Please complete and return to the Office of Student Life. You will be notified when your request has been approved/denied. If you view your room change request as urgent, please contact your Area Coordinator.

Name: _____ Viterbo ID #: _____

Current Housing Assignment: _____

Cell Phone Number: _____ Email: _____

I am applying for: A room trade with: _____

A room change to: _____

Please check this box if you do not have a specific room you would like to be placed in. Please indicate if you would prefer a specific building:

Building Preference: _____

To be put on the waiting list for a single room

Current Roommates:

Please note, that by signing this form, you are acknowledging the Office of Student Life reserves the right to require you to move to another room/apartment or assign you another roommate in an effort to consolidate vacancies. Refusal to abide by the consolidation policy may result in a prorated single room charge (\$3,500/semester for residence halls and apartments, or \$3,700/semester for Clare). Please contact your Area Coordinator with any questions or concerns related to this policy.

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Future Roommates:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____