

Residence Life and Housing

Spring Room Change Request

please print legibly

Name: _____ Student ID #: _____ Priority #: _____

Gender: M F Current Year: FR SO JR SR Current Dining Plan: _____ Current Assignment: _____

Campus Email: _____

Do you smoke? Yes No Do you object to a roommate who smokes? Yes No

I authorize Residence Life and Housing to change my room assignment as requested on this form for the Spring 2008 semester. I will accept the new assignment and any possible change in charges. I have read and will comply with all the procedures on this form.

Signature: _____ Date: _____

Complete only the sections for those room change options you will accept. Rank order each section completed. Once a room change option has been honored, no further processing will occur. See specific instructions on the back of this form.

Rank **Single Room**

To be completed if interested in moving into a single room.

I will accept the first available single anywhere on campus, including *Martin and Polo Halls, Student Apartments, Polo Road Houses*

I will accept the first available single anywhere on campus, excluding *Martin and Polo Halls, Student Apartments, Polo Road Houses*

I will accept the first available single only in the following halls: _____

Rank **Moving to or within Theme/Greek Housing**

To be completed if interested in moving to or within Theme/Greek Housing. Assignments will only be honored if space is available and required signature is obtained. If neither box is checked, the first box will be chosen for you.

Theme/Greek Housing Area: _____

I will accept the first available space in the Theme/Greek Housing area noted above.

I will only accept the following room assignment in the above noted area: _____

As adviser, coordinator, or president of the Theme/Greek Housing area designated above, I approve the above stated resident to reside in this housing area.

Signature: _____ Date: _____

Rank **Pull - In**

To be completed if interested in moving into another resident's room. This section must be completed by the other resident. (Pull-er = the student not moving)

Name of Pull-er: _____ Student ID#: _____

Signature of Pull-er: _____ Residence Hall & Room: _____

Rank **Moving Within or To Another Building**

To be completed if interested in moving within your current, or to another, building. Please rank order your preferences (1,2,3,etc.) beside each choice. Mark only the buildings in which you will accept a new assignment. Note specific floors or room requests in the "Other" section below.

_____ Babcock (Fr)	_____ Efird	_____ Kitchin	_____ Piccolo (Fr)	_____ Taylor
_____ Bostwick (Fr)	_____ Efird (SF)	_____ Luter (Fr & UC)	_____ Polo	_____ Polo Road Houses
_____ Collins (Fr)	_____ Huffman	_____ Martin	_____ Poteat	
_____ Davis	_____ Johnson (FrSF)	_____ Palmer (Fr)	_____ Stud. Apt.	

Other (specify): _____

Fr=Freshman, SF=Substance Free, UC=Upperclass

Timeline

Spring Room Change Request forms Due

Office of Residence Life & Housing, Benson 101
12 noon, Thursday, November 1, 2007

Spring Room Change Decisions

Decision letters will be emailed to student's WFU email address
Friday November 30, 2007

Spring Room Change Moves

Check out from your current assignment must be completed within 24 hours of your last exam or no later than 7 p.m., Saturday, December 15, 2007 regardless of the availability of your new assignment.

- Room change requests will be processed in priority number order on a space available basis.
- Cancellation of your Spring Room Change Request must be made in writing to Residence Life & Housing, Benson 101, no later than 12 noon, Friday, November 2, 2007.
- If your room change request is approved, you must accept your new assignment and any change in room rent.
- If you are unable to move into your new assignment before 7 p.m., Saturday, December 15, 2007, you are still required to check out of your current assignment by this date.
- Failure to complete these tasks may result in the cancellation of your room change, reassignment and/or an improper check-out fine.
- If you have a roommate, please be courteous and notify them of your intention to change rooms so they have the opportunity to pull-in a new roommate of choice.
- Any student who has a vacancy in their room after the Spring Room Change process is completed should anticipate being assigned a new roommate by the Office of Residence Life & Housing for the Spring 2008 semester. Full occupancy is anticipated.

Specific Instructions

Single Room

Complete this section only if you are interested in moving into a single room for the Spring 2008 semester. Your request will be processed in priority number order according to the box selected. If a request in this section can be honored, no further sections will be considered.

Moving to or within Theme/Greek Housing

Complete this section only if you are interested in moving to or within a Theme or Greek Housing area. Your request will be processed according to the box selected, if the housing is available and the appropriate signature is obtained. The required signature is either the Theme Adviser/Coordinator or the Greek President. If neither box is checked, the first box will be chosen for you. Once a request in this section has been honored, no further sections will be considered. No assignment into a completely vacant room will be considered unless a roommate has been chosen or there are no other vacancies available within the specified housing area.

Pull – In

If you are interested in moving from your current room assignment to a vacancy in another resident's room, YOU should be initiating this form. The resident who is pulling you in should sign and complete the "Pull-In" section as the "Pull-er".

Moving Within Current, or to another, Building

Complete this section only if you are interested in moving within your current, or to another, building on campus. Make sure you rank order your preferences. Do not put a number by any building in which you would not accept a new assignment. Please note any specific floors or room requests within the "Other" and/or "Comments" section.

Dining Membership

Complete the *Dining Membership Change Request* form only if you are interested in changing your meal plan for the Spring 2008 semester. All requests must adhere to residence hall and class year minimums. If your request is approved for a move to an area of campus with a higher meal plan minimum than your fall 2007 plan, you must upgrade to meet the new requirements.