

# Room Change Request

Name: _____	Student ID #: _____
StMU E-Mail: _____	Extension: _____
	Cell Phone: _____

<div style="border: 1px dashed black; padding: 5px;"> <p><u>Current Hall &amp; Room:</u></p> <p><u>Requested Hall &amp; Room:</u></p> <p><u>Additional information about your request:</u></p> </div>	<p><b>STEP 1:</b> Obtain all signatures requested on form. Incomplete forms will not be considered.</p> <p><b>STEP 2:</b> Take completed form to Student Life Office.</p> <p><b>STEP 3:</b> Your Student Account will be charged a \$25 Room Change Charge if the Room Change is approved. You will <i>not be charged</i> if the Room Change is <i>not approved</i>.</p>
---	--

- I understand that I must move during the times set for room changes.
- I understand that failure to move during those times will result in loss of room change **AND** a forfeit of the \$25 fee.
- I also understand that once a room change is approved, I CANNOT withdraw my decision to change rooms.

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

## Room Change Communication Process

- One of the goals of Residence Life is to create an environment of community and individual respect, which are fundamental aspects of any Christian community.
- Learning to live with roommates and neighbors, dealing successfully with change and conflict, and achieving compromises are seen as important learning processes that bring students closer to achieving the goal listed above.

### ALL SIGNATURES REQUIRED

I have discussed wanting to change rooms with my current roommate(s).	<p>_____</p> <p>Signature of Current Roommate      Date</p>
I have spoken with my current Hall Director about wanting to change rooms/buildings.	<p>_____</p> <p>Signature of Current ADRL/GHD      Date</p>
I have spoken to the new Hall Director about wanting to change rooms/buildings.	<p>_____</p> <p>Signature of New ADRL/GHD      Date</p>

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

<p><b>ROOM CHANGE:</b>      <b>APPROVED</b>      <b>DISAPPROVED</b></p> <p><b>New Assignment:</b></p>	<p>CARS Updated on _____</p> <p>By: _____</p>
---	---

Received in the Res. Life Office: **Day:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

## Some points to help you with your Room Change:

- It costs ZERO to apply for a Room Change. ***IF*** your Room Change is approved, \$25 will be charged to your student account.
- If your Room Change is approved, you can't back out or change your mind. **YOU MUST MOVE!**
- Room Change Forms are available **ONLY** from your hall director.
- Be sure to put the room, building, area, etc, to which you want to move. If you want to move **ONLY** if you can live with a specific person, or **ONLY** in a specific room or area, please state that clearly.
- Room Change Request Forms must contain **ALL** signatures. Leave a note on the staff member's door if you're having trouble locating him/her.
- Room Change Request Forms must be turned in to the Residence Life office **ONLY** (by 12 noon Friday, 11/20/09.)
- You will receive a letter or an email telling you "yes" or "no." If your request was granted, you will be given specific instructions for the moving process.
- **YOU MUST MOVE** before you leave campus for semester break.