

# Room Change Request

Name: _____	Student ID #: _____
StMU E-Mail: _____	Room 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>
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- 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>_____ Signature of Current Roommate      Date</p>
I have spoken with my current Hall Director about wanting to change rooms/buildings.	<p>_____ Signature of Current ADRL/GHD      Date</p>
I have spoken to the new Hall Director about wanting to change rooms/buildings.	<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>
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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 on the specified weekend.
- Room change forms are available ONLY online at [www.stmarytx.edu/reslife/](http://www.stmarytx.edu/reslife/).
- Be sure to put the room, building, area etc, to which you want to move. If you ONLY want to move if you can live *with a specific person or in a specific building*, please state that clearly!
- First-time freshmen may move only within first-time freshmen buildings.
- Room change forms must contain ALL signatures. Leave a note on the staff member's door if you're having trouble locating him/her. All staff should have room change signature times posted.
- Room change forms must be turned in to the Residence Life office ONLY, by 12 noon Wednesday, 8/26/09.
- You will receive an email or letter telling you "yes" or "no."
- YOU MUST MOVE between Friday-Sunday, August 28<sup>th</sup>-30<sup>th</sup>, 2008.