



Room Change Information Sheet

Rationale:

All students wishing to request a change of their room assignment must complete the appropriate paperwork at the Office of Residential Life. "Room Change Request" forms will be available the first day of classes each semester. There will be a moratorium on room changes for the first two weeks of each semester and during the last four weeks of each semester. This time period will allow the Office of Residential Life to confirm where vacancies exist, and will allow for prioritization of the requests received.

Generally, requests will be processed in order of priority and when they are received. Requests will be granted if a room change is deemed necessary and space is available. Students have the option to accept or decline offers for assignment changes.

Policies and Procedures

1. Students must complete the "Room Change Request Form" available at the Office of Residential Life.
2. The student will be contacted by hir Area Coordinator (AC) to schedule a meeting time to discuss hir reasons for requesting a room change. If the student and AC decide to proceed with a room change, the AC will meet with the Assignments Coordinator to discuss available spaces.
3. The Assignments Coordinator will email the student with an offer for a new housing assignment as spaces become available. Once contacted by the Assignments Coordinator the student has two business days to accept or decline the room offer. **If the student does not respond within the two business days allotted, the room change request will be withdrawn and the space will be offered to another student.**
4. **The student has 72 hours to complete hir move once the keys to hir new residence have been picked up in the ORL.** Keys to former residence MUST be returned to the Office of Residential Life within this 72 hour period and access to student's old residence will be turned off at this time. **Failure to return old room keys within 72 hours may result in a lock change for which the student will be financially responsible.**
5. Student Room Change Requests will be kept on file for the academic year.
6. Room Change Requests may be withdrawn if the student neglects to respond to professional staff.
7. Note that priority will be given to students in the following situations:
 - Students in emergency situations.
 - Students in temporary housing assignments.
 - Students requesting room changes for medical or other special needs.

Area Coordinator Contact Information

Area Coodinator	Area of Responsibility	Contact information
Dawn Brown	Program Housing	dabrown@wesleyan.edu
Sharise Brown	Butterfields, 156 High Street, and 200 Church Street	smbrown@weselyan.edu
Alex Cabal	Nicolson, Hewit, and Fauver Residence Hall	acabal@wesleyan.edu
Jonathan Connary	Fauver Apts, Clark Hall and WestCo	jconnary@wesleyan.edu
Brian Nangle	Hi/Lo Rise, Washington Street, William Street, and Wood frames	bnangle@wesleyan.edu