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 (ORL).

2. The student’s Area Coordinator (AC) will email hir to set-up an appointment to discuss hir reasons for requesting a room change.

3. If the student and AC decide to proceed with a room change, the AC will meet with the Assignments Coordinator to discuss available spaces.

4. After meeting with the Assignments Coordinator the AC will email the student with an offer for a new housing assignment as spaces become available. The student has two business days after receiving the ACs offer to accept or decline the new housing assignment. If the student does not respond within the two business days allotted, the room change request will be withdrawn and the space will be offered to another student.

5. The student has 2 days 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 48 hour period and access to student’s old residence will be turned off at this time. Failure to return old room keys within 48 hours may result in a lock change for which the student will be financially responsible.

6. Student Room Change Requests will be kept on file for the academic year.

7. Room Change Requests may be withdrawn if the student neglects to respond to professional staff.

8. 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**

<table>
<thead>
<tr>
<th>Area Coordinator</th>
<th>Area of Responsibility</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexia Thompson</td>
<td>Senior and Program Housing (South Side)</td>
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<tr>
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</tr>
</tbody>
</table>
Room Change Request Form

Section I: Student Information
Name: ___________________________  WesID: ___________________  Date: ____________

Current bldg/Room Assignments: __________________________ Year: □ 2018 □ 2019 □ 2020 □ 2021

Email: __________________@wesleyan.edu  Box: ________  Cell Phone: ____________________________

Housing Preference*:  Please list building and/or room type
1. ____________________________  2. ____________________________  3. ____________________________
   *should it be available

Section II: Reason for Request
Please state why you are requesting a room change
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Student Signature
By signing below you are acknowledging that you have read through and understand the Room Change Information Sheet as well as the policies and procedures it outlines.

Your Signature: ___________________________  Date: ____________

STAFF USE ONLY:

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

New Assignment: __________________________________________

Date Approved: _______________  Date Moving: __________________

Email: New AC, Amy, and John  Update List Serve

Prof. Staff Signature: __________________________________________