

Room Change Request Form

We would like submit a request for a room change or swap. We understand that this is only a request and may not be granted. The request we would like to submit is as follows:

Current Room Arrangement:

Building/Room # _____
Student Name: _____
Current Extension: x _____

Building/Room # _____
Student Name: _____
Current Extension: x _____

Building/Room # _____
Student Name: _____
Current Extension: x _____

Building/Room # _____
Student Name: _____
Current Extension: x _____

Requested Arrangement:

Building/Room # _____
Student Name: _____
To Be Extension: x _____

Building/Room # _____
Student Name: _____
To Be Extension: x _____

Building/Room # _____
Student Name: _____
To Be Extension: x _____

Building/Room # _____
Student Name: _____
To Be Extension: x _____

We all agree to the request listed above. When complete, please submit to your Hall Director.

Date: _____

Student Signature: _____ ID#: _____

Student Signature: _____ ID#: _____

Student Signature: _____ ID#: _____

Student Signature: _____ ID#: _____

(For Office Use Only)

N/A Done

- Changed in Jenzebar
- Changed floor layout document
- Student Accounts (Terri)
- Reset Voicemail (Vera)
- RAs notified
- Roommate notified
- Copies made and put in student files

Date: ____/____/____ Initials: _____