

# ROOM CHANGE PROCEDURES & REQUEST FORM



STUDENT ID	LAST NAME	FIRST NAME	BUILDING	ROOM #	PHONE
G00					( ) -
CURRENT ROOMMATE					( ) -

## ROOM CHANGE PROCEDURES:

- For medical/psychological/academic reasons:**
  - Students who have special needs and are requesting an accommodation are required to complete and submit a Disabilities Disclosure Form ([www.guilford.edu/ADA](http://www.guilford.edu/ADA)) along with current supporting documentation from a qualified professional in accordance with the *Guilford College Student Handbook* under the "Americans with Disabilities Act: Disclosure and Request for Reasonable Accommodations (ADA)".
  - Your request will be considered by the ADA Committee who will determine what accommodations are required to meet your needs.
- For reasons arising from roommate conflicts:**
  - Speak with your Resident Advisor first to determine why you are requesting a room change and if they can help. If the RA cannot help you resolve your situation, they will refer you to your Hall Director.
  - If your HD is unable to help, you will be referred to: The Conflict Resolution Resource Center (CRRC), 336-316-2446, located in Hege Library L-8. *You may choose go directly to the CRRC for a consultation. (Consultation doesn't necessarily mean mediation.)*
  - Final approval/denial of room change requests is determined by the Director of Residence Life. To make an appointment, please email [reslife@guilford.edu](mailto:reslife@guilford.edu).
- For other reasons not specified above:**
  - Speak with your RA or HD or make an appointment to speak with the Director of Residence Life by emailing [reslife@guilford.edu](mailto:reslife@guilford.edu).
- Single/Double Rooms:** Any student who is approved for a room change will only have the options to move into a double room space or an apartment space (depending on eligibility according to class year), not a true single unless pre-approved. Single rooms are only granted to those approved for ADA reasons (see above). Students desiring a single room not based on an ADA reasonable accommodation may wish to consider apartment spaces. Single room process/application: [http://www.guilford.edu/campus\\_community/living\\_spaces/forms.html](http://www.guilford.edu/campus_community/living_spaces/forms.html). Students occupying a double room by themselves are expected to accept a roommate at any time.
- If approved for a room change:**
  - You will be given options of available spaces and asked to contact possible new roommates prior to moving to discuss compatibility. The Director of Residence Life may also contact possible new roommates prior to a move. If space is unavailable, you may be placed on a waiting list based on first come, first serve basis. Spaces will not be held or reserved.
  - Once a new room has been decided and approved, Residence Life will issue you a key to your new room.
  - Within 24 hours of receiving your new key – you must move out and check out of your old room with your current RA/HD by completing your Room Condition Report (you will be held accountable for any damage you may have caused to the room or its furnishings,) and **return your old key directly to the Residence Life Office**, Founders second floor. **NO KEY SWAPPING!** A \$75 charge will be issued for any missing/lost keys.
  - You must complete your Room Condition Report for your new room with your new RA/HD within 48 hours of the move.
  - A \$75.00 improper room change fee will be issued should you fail to adhere to this process.**
  - Once a room change has been made, you will not be able to change rooms again during that semester, unless done so at the sole discretion of Residence Life.

Please state your reason(s) for requesting a room change (use back if needed):

PROPOSED ROOMS:	RESIDENCE HALL	ROOM #	ROOMMATE NAME(S) & PHONE # (if available)
FIRST CHOICE			
SECOND CHOICE			

STUDENT SIGNATURE:	DATE:
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<b>RESIDENCE LIFE OFFICE USE ONLY</b>		Date request received:	
Referred to CRRC? Y N	Date of mtg with CRRC:	<b>APPROVED</b>	<b>DENIED</b>
NOTES:			
Director of Residence Life:		Date:	
Date student notified of approval:	Access/Banner Change:	Old Key Returned?:	Date room change completed: