

ROOM CHANGE REQUEST FORM

Fall 2018-Spring 2019

Student Information			
Last Name	First Name	Middle Initial	Andrew ID
Current Assignment – Bldg and room #	Contact Phone #	Gender Male Female	

Roommate Requests (please select one)		
<p>I request to be placed on the waitlist as an individual with no roommate preferences.</p>		
<p>I request to be placed on the waitlist with the following individual(s). I have confirmed with the individuals below that they agreed to permit me to make room change decisions on their behalf. I understand that they will be notified that they have been listed on this form. (Note: Due to limited availability of completely empty rooms, residents on the waitlist with requested roommates may have a longer wait than those residents on the waitlist by themselves.)</p>		
Requested Roommate 1	Andrew ID	Current Housing Assignment
Requested Roommate 2	Andrew ID	Current Housing Assignment
Requested Roommate 3	Andrew ID	Current Housing Assignment

Important information regarding room changes:

- 1) Room changes during the academic year are processed on a first-come, first-served basis.
- 2) Students desiring single rooms should be aware that very few singles become available during the academic year and that it is not uncommon for someone to be on the waitlist for a single for the entire academic year without being offered a single room.
- 3) Each group of residents desiring to room together should submit only ONE form. The main applicant will be the proxy for the other group members.
- 4) Residents will be contacted via their Andrew e-mail addresses when a space becomes available. You will have 72 hours to either accept or decline the offer. Failure to respond to an offer will result in your application being removed from the waitlist.
- 5) Please visit our website at www.cmu.edu/housing for floor plans, building information and room rates. Residents who accept a room change are responsible for the cost of their new assignment.

Assisted Room Swaps

The pace at which room changes are offered depends on availability of vacancies. Often, there are very few vacancies during a given semester, but many requests for room changes. In some instances, Housing Services may be able to assist with coordinating room swaps by connecting residents with each other based on their current assignment and room change preferences. All residents would need to be in agreement with the swap in order for a swap to take place.

If you would like to be contacted regarding possible room swaps, please check this box.

By signing my name below, I acknowledge that all information provided here is true and accurate.	
Signature: _____	Date Signed: _____

Building Preferences

Each building has its own waitlist. Please rank your preferred buildings in numerical order and check the boxes next to the building if you would prefer a specific room type within that building. Do not rank a building if you are not interested in moving there.

Buildings for upper-class residents:

Boss House	Prime Single	Prime Double	
Clyde House	Efficiency Double	Efficiency Triple	
Doherty Apartments	Efficiency Double	Apartment Double	Apartment Triple
Fairfax Apartments	Apartment Single	Efficiency Apt Double	Apartment Double
Henderson House	Prime Single	Prime Double	
Margaret Morrison Apts.	Apartment Double	Prime Double	
McGill House (<i>female</i>)	Prime Single	Prime Double	
Morewood Gardens	Prime Single	Prime Double	Prime Triple
Neville Apartments	Apartment Single	Apartment Double	
Resnik/West Wing	Prime Single	Prime Double	
	Suite Single	Suite Double	
Roselawn Houses	House Single	House Double	
Shady Oak Apartments	Apartment Single	Apartment Double	Efficiency Apt Double
	Apt Suite Single	Apt Suite Double	
The Highlands Apts	Apartment Single	Apartment Double	
Webster Apartments	Apartment Single	Apartment Double	
Welch House	Prime Single	Prime Double	
Woodlawn Apartments	Apartment Single	Apartment Double	

Buildings for first-year residents only:

Boss House	Prime Single	Prime Double	
Donner House	Standard Double	Standard Triple	Reduced-Rate Triple
Hamerschlag House	Standard Single	Standard Double	
Henderson House	Prime Single	Prime Double	
McGill House (<i>female</i>)	Prime Single	Prime Double	
Morewood E-Tower	Standard Single	Standard Double	
Morewood Gardens	Prime Single	Prime Double	Prime Triple
Mudge House	Prime Single	Prime Double	Prime Quad
	Standard Single	Standard Double	Standard Triple
Residence on Fifth	Apartment Triple	Efficiency Double	Efficiency Triple
Shirley Apartments	Reduced-Rate Triple		
Stever House	Standard Double		
Scobell House (<i>male</i>)	Standard Single	Standard Double	

Notes/Special Requests: