

Room Change Waitlist Application

First-Year Residents - 2021-2022 Acad. Yr.



This form is current first-year housing residents who would like to be on the waitlist for a different space in campus housing.

Submitting this form does not guarantee a room change offer. Roommates should be listed in the Roommates section and do not need to submit a separate form.

Personal Information

Andrew ID of primary applicant

Fall 2021 Housing Assignment

Last Name

First/Preferred Name

Middle Name (not required)

Gender:

Class Yr.

Phone Number

If you have a documented Housing accommodation with the Office of Disability Resources, please check this box.

Note: All room change offers will be sent via email to the students Andrew email account. Offers expire after 3 days.

Reason for Room Change Request

Different building desired

Different room type desired

Roommate Conflict/Issue

Financial concerns

Want to be with specific roommates

Other (please explain): _____

Roommate Preferences

Select One:

I wish to be placed on the waitlist as an individual with no roommate preferences.

I wish to be placed on the waitlist with the following individuals as my roommates:

Print Full Name

Andrew ID

Fall 2021 Assignment

1. _____

Note: Due to the extremely limited availability of completely empty rooms (if any), roommate pairs on the waitlist should be aware that there is a decreased chance of being offered a room change, particularly for the fall semester.

If you have a special request, please write it here:

Be sure to complete the "Building Preferences" section and read the "Additional Information" notes on page 2 of this form before submitting.

For Office Use Only:

Offer History:

Received: _____

Date

Space

Deadline

Accept/Decline

No Response -

Application removed: _____

Confirm E-mail: _____

Accept/Decline

Req. RM e-mail: _____

Accept/Decline

HF, RA, CA: _____

Accept/Decline

Building Preferences

- Using numbers - with 1 being your first preference - rank any buildings you would like to be on the waitlist for (do not rank any buildings that you are not interested in living in).
- Within your ranked buildings, check the box next to any room type you would be willing to move to; do not check the box next to any room type you would not be willing to accept.
- Each building has its own waitlist and you will be placed on the waitlist for each building that you rank.

Buildings for first-year residents:

Boss House	Semi-Suite Double	Semi-Suite Single
Clyde House	Studio Apartment Double	
Donner House	Traditional Double	Traditional Single
Fifth Neville Apartments	1 BR Apartment Double	Studio Apartment Double
Hamerschlag House	Traditional Double	Traditional Single
Henderson House	Semi-Suite Double	Semi-Suite Single
Margaret Morrison Apts	Apartment Double	
McGill House	Semi-Suite Double	Semi-Suite Single
Morewood Gardens	Semi-Suite Double	Semi-Suite Single
Morewood E-Tower	Traditional Double	
Mudge House	Semi-Suite Double	Semi-Suite Single
Residence on Fifth	1 BR Apartment Double	Studio Apartment Double
Scobell House	Traditional Double	Traditional Single
Stever House	Traditional Double	
Welch House	Semi-Suite Double	Semi-Suite Single
West Wing	Suite Double	Suite Single

Additional Information about the Room Change waitlist:

1. Room change waitlist forms can be submitted any time after the second full week of classes for the 2021-2022 academic year. Forms submitted by students who do not already live in campus housing for the 21/22 academic year will not be accepted.
2. Room change offers will be sent out via e-mail to all roommates (primary applicant and any requested roommates). However, we ask that only one person respond to the request to accept or decline the offer, and copy (cc) any other roommates.
3. Room change offers will begin following the end of the second full week of classes for the Fall semester, and will continue throughout the semester on a rolling basis, based on availability of rooms. There is another two week freeze at the start of the Spring semester, but applicants from the fall do not need to reapply in the spring - your waitlist application will carry over to the Spring semester.
4. If, at any time, you decide that you no longer wish to change rooms, please email rmassign@andrew.cmu.edu and request to have your room change waitlist application deactivated.
5. Residents desiring single rooms should be aware that very few singles become available, and that being on the waitlist does not guarantee a room change – room change offers are made based solely on availability.