

**ROOM CHANGE REQUEST FORM  
2009-2010**



<b>Student Information</b> (Please print or type)			
Last Name	First Name	Middle Initial	Andrew ID
Current Assignment – Bldg and room #		Contact Phone #	Gender Male                  Female

<b>Roommate Requests</b> (please select one)		
<input type="checkbox"/> I request to be placed on the waitlist as an individual with no roommate preferences.		
<input type="checkbox"/> 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.)		
Requested Roommate 1	Andrew ID	Current Housing Assignment
Requested Roommate 2	Andrew ID	Current Housing Assignment
Requested Roommate 3	Andrew ID	Current Housing Assignments

**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](http://www.cmu.edu/housing) for floor plans, building information, and room rates. Residents who accept a room change are responsible for the room rate 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 and Dining Services may be able to assist with coordinating room swaps by connecting residents based on their current assignment and room change preferences.

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

<b>Acknowledgements</b> (Names and Andrew ID's of the individuals below <i>MUST</i> be listed for form to be processed)
<b>Current Roommate(s):</b> _____ I acknowledge that I have discussed with the above listed roommate(s) my desire for a room change and I confirm that they are aware of my intentions to move. I have discussed with them the possibility that I may move in the near future and that a new roommate may be assigned to my space. I understand that they will be notified of my application for a room change.
<b>RA or CA:</b> _____ I acknowledge that my RA or CA listed above is aware of my desire for a room change. I understand that they will be notified of my application for a room change.
<b>Signature</b> By typing my name below, I acknowledge that all information provided here is true and accurate. <b>Signature:</b> _____ <b>Date Signed:</b> _____

## 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 all residents:

_____ Doherty Apartments	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 1BR – triple		
_____ Fairfax Apartments	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 1BR – double	<input type="checkbox"/> 2BR – double	<input type="checkbox"/> 2BR – single
_____ Henderson House	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
_____ Margaret Morrison Apts.	<input type="checkbox"/> 2BR apt – double			
_____ McGill House (female)	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
_____ Morewood Gardens	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double	<input type="checkbox"/> Prime triple	
_____ Resnik/West Wing	<input type="checkbox"/> Prime single	<input type="checkbox"/> Suite single	<input type="checkbox"/> Prime double	<input type="checkbox"/> Suite dbl.
_____ Roselawn Houses	<input type="checkbox"/> House – single	<input type="checkbox"/> House - double		
_____ Shady Oak Apartments	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 2BR suite – double	<input type="checkbox"/> 2BR suite – single	
	<input type="checkbox"/> 3BR suite – single	<input type="checkbox"/> 2BR apt. – double	<input type="checkbox"/> 2BR apt. – single	
_____ Veronica Apartments	<input type="checkbox"/> Efficiency - double			
_____ Webster Hall	<input type="checkbox"/> 1BR apt. – double	<input type="checkbox"/> 2BR apt. – double	<input type="checkbox"/> 2BR apt. – single	
_____ Welch House	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
_____ Woodlawn Apartments	<input type="checkbox"/> 1BR apt. – triple	<input type="checkbox"/> 2BR apt. – single		
	<input type="checkbox"/> 2BR apt. – double	<input type="checkbox"/> 7 occ. apt.		

### Buildings for first-year residents only:

_____ Boss House	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
_____ Donner House	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double	<input type="checkbox"/> Standard triple	
_____ Hamerschlag House (male)	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double		
_____ London Terrace Apts.	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 1BR – double		
_____ Morewood E-tower	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double		
_____ Mudge House	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double	<input type="checkbox"/> Standard triple	
	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double	<input type="checkbox"/> Prime triple	<input type="checkbox"/> Prime quad
_____ Shirley Apartments	<input type="checkbox"/> Efficiency – single	<input type="checkbox"/> 1BR – double		
_____ Stever House	<input type="checkbox"/> Stever House double			
_____ Scobell House (male)	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double		

When completed, print and return this form to the Housing and Dining Services office, located on the ground floor of Morewood E-tower. Or, save the completed PDF to your hard drive, create an e-mail addressed to [rmassign@andrew.cmu.edu](mailto:rmassign@andrew.cmu.edu), attach the saved form and send. An e-mail confirmation will be sent once your form has been processed. Incomplete forms will not be processed.

#### For Office Use Only:

Received:	Data Entry:	Offer History:			No Response -
		Date	Space	Deadline	Application removed:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Confirmation E-mail sent: \_\_\_\_\_