

Room Change Request and Waitlist Guide

Room Change Request:

Room change requests and the associated waitlist are processed each semester individually.

For example, if a request is submitted and added to the Fall semester waitlist but cannot be accommodated, it will **not** automatically carry over to the Spring semester. Students will need to submit a new Room Change Request Form at the start of the Spring semester to be added to the Spring waitlist if they still wish to change rooms.

- Students wishing to change rooms must complete a [Room Change Request Form](#).
- Upon submission, the student will be added to a waitlist for the requested room type.

Waitlist Placement:

- Room changes and waitlist placements are processed in the order requests are received.
- Processing of these requests occurs only **after** the [Room Selection process](#) is completed.
- **Waitlist Notification:** Students on the waitlist will receive an email notification if a room matching their request becomes available.
- **Response Requirement:** Students must respond within 72 hours of receiving the notification. If no response is received within this period, the next student on the waitlist will be contacted. Upon approval of a room-change request, students will receive an email outlining room-change dates and procedures.

Room Change Fee: A fee of \$125 is charged for each approved room change request initiated by the student.

Considerations for Suite or Apartment Room Change Requests:

Requests for a room change in a suite or apartment may take longer due to additional considerations:

- Gender-Inclusive Preferences: Ensuring all students in the suite share compatible gender-inclusive housing preferences.
- Allergy Accommodations: Verifying that no allergies conflict with the presence of service or emotional support animals.

Room Freeze Period:

- A [room freeze period](#) is in effect for the first and last three weeks of both the fall and spring semesters. **No room changes will be processed during this time.**
- No room change requests are accepted during the Summer semester.

Room Change Request Due to Roommate Conflicts:

Students experiencing roommate conflicts who wish to change rooms must meet with the [Residential Education Team](#).

If a room change is approved by the team, CCA Housing will assign a new room and provide the necessary steps.

Any unauthorized room change will result in a \$150 improper move charge and may lead to disciplinary action.

Students must follow all required check-out procedures when changing rooms.