



Room Switch Checklist

Please follow these instructions for your room change!

1. Bring the Room Switch Form with all appropriate signatures to the Residence Hall Main Office (RH 105) where you will be issued a key for your new room.
2. Move all of your belongings from your old room and to your new room.
3. You must officially check out of your old room AND into your new room. **Failure to officially check out of your old room AND officially check into your new room WILL result in appropriate fines.**

Official Check-Out Includes:

1. Old Room Inspection Form complete with RA
2. Key(s) returned to Main Office

Check-In Includes:

1. New Room Inspection Form filled out and signed by RA
2. Reprogramming of new room key(s)

4. Wait for an email confirmation that you have successfully completed your room change!

*Please make every effort to complete your room change within 3 days. (Note: There are additional charges if there is an illegal room switch.)



ROOM SWITCH FORM

Name: _____

UID# _____

Freshman
 Sophomore
 Junior
 Senior
 Graduate

Gender: Male _____ Female _____

CSU Email: _____

Current Room: _____

New Room Request: _____

Reason for Moving:

Would like to live with a friend
 Want to live on a specific floor/ area of building
 Roommate Conflict
 Other _____

Currently, students may be awaiting available space in the Residence Hall. Room changes into empty spaces may or may not be approved. Students will be notified via their CSU email address whether or not the request is approved. If approved, the deadline to complete the relocation will be noted with approval documentation. If the student moves prior to approval he or she will be required to move back to the original assignment and Improper Room Change charges will apply. The student must sign for new suite/ room keys in the Main Office within 48 hours of assignment notification and complete all check-out processes for your current room assignment.

Note: Using online networking sites to make complex generalizations about those w live, work and commune with is not the best way to make first impressions. We are unable to approve room change/transfer requests based on profiles from online networking sites. It is best first to interact with and find out what each student has in common and what can be learned from the other.

Student Signature

Date

OFFICE USE ONLY

New Assignment: _____ Not approved: _____ Date: _____ Initial: _____

Initial	Task
_____	1. Update Paper Roster (Dir)
_____	2. Update Banner (Dir)
_____	3. Hard key(s) returned and filed (Main Office)
_____	4. Email confirmation of room change completion to Manager, RA, and student