

# Room/Hall Change Request Form

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Hall: \_\_\_\_\_

Current Room/Suite: \_\_\_\_\_ LQ Room: A B C D

Current Roommate: \_\_\_\_\_

Requested Hall: \_\_\_\_\_

Requested Room/Suite: \_\_\_\_\_ LQ Room: A B C D

Requested Roommate: \_\_\_\_\_

Roommate Signature: \_\_\_\_\_

Requesting Single Room: \_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for Request: \_\_\_\_\_

## Office Use Only

Appointment with Area Director \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Request Granted: \_\_\_\_\_ Yes \_\_\_\_\_ No, explain below

## Area Director check list:

Student assigned to room \_\_\_\_\_ AA Done \_\_\_\_\_

Student picked up room key \_\_\_\_\_ Hall/Room Number \_\_\_\_\_

Student returned old room key \_\_\_\_\_ Data Entry Complete \_\_\_\_\_

New RIF completed \_\_\_\_\_ Desk Roster Updated \_\_\_\_\_

Mail Roster Updated \_\_\_\_\_

Area Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## Hall Transfers Only

Form sent to previous A. D. \_\_\_\_\_ Date: \_\_\_\_\_

Form sent to Ginny Jones \_\_\_\_\_ Date: \_\_\_\_\_

Hall to Hall AA Complete \_\_\_\_\_ Date: \_\_\_\_\_

Assignment Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_