

Valparaiso University
Room Change Request Form for Fall 2009
(Please Print)

Name: _____ ID#: _____

Fall 2009 Building Assignment: _____ Room: _____

Roommate Request: _____ **(Must be a mutual request)**

Roommate's Fall 2009 Building Assignment: _____ Room: _____

Roommate Request: _____ **(Must be a mutual request)**
(Complete only if requesting a triple)

Roommate's Fall 2009 Building Assignment: _____ Room: _____

Roommate Request: _____ **(Must be a mutual request)**
(Complete only if requesting a quad)

Roommate's Fall 2009 Building Assignment: _____ Room: _____

I am requesting a move to: 1) Hall: _____ Room: _____

2) Hall: _____ Room: _____

3) Hall: _____ Room: _____

Make sure that your requested roommate(s) has submitted a room change request form. Roommate requests **MUST BE** mutual, and on file from all roommates before a change request can be processed.

We will be processing the room change requests in three cohort groups. Each cohort group will be determined by the date the request is submitted. Requests submitted by **May 15, 2009**, will be placed in the first cohort group, priority going to those individual/groups with the highest number of completed credit hours. The second cohort group will be composed of the requests submitted by **June 19, 2009**, priority going to those individual/groups with the highest number of completed credit hours. The third cohort group will be composed of the requests submitted by **July 17, 2009**, priority going to those individual/groups with the highest number of completed credit hours. **The Office of Residential Life will notify students during the summer months of any room changes as they occur via their Valpo email address. Students who do not hear from the Office of Residential Life should assume their room assignment was not changed.**

Change requests will be kept on file in the Office of Residential Life and processed throughout the spring and summer as space becomes available until **July 31, 2009**, at which time all outstanding request forms will be discarded. Any student who still desires an assignment change after this date will be required to file a new change request form. Requests filed beginning **August 24, 2009** will be accepted, but changes will not be processed until the third week of fall semester classes.

Signature: _____ **Date:** _____

(Please sign to indicate you have read and understand the procedures as outlined above.)

OFFICE USE ONLY:

Cohort Group: A B C

Completed Credit Hours: _____

New Building Assignment: _____

New Room Assignment: _____