



Request For Room Change Out of Complex

**For SINGLE room requests, please contact Jennifer Moreau at jmoreau@maine.edu.*

Please note ALL steps must be completed, in the order indicated.

Student Name: _____ **Student ID:** _____
Current Room: _____ **Cell Phone:** _____
Full FirstClass Address: _____@umit.maine.edu

You MUST initial after reading each item below:

Student Initials	
	I understand Residence Life and Housing Services consider moves a <u>LAST</u> resort, not to be taken lightly.
	I understand that I may initiate only <u>ONE</u> room change per academic year. I should thoroughly review this move and discuss any potential roommate issues with my new roommate (if applicable) <u>BEFORE</u> initiating this process.
	I understand that my request to move may be denied by Residence Life or Housing Services based on reasons including but not limited to: failure to attempt roommate mediation or follow-up mediation, failure to adhere to room change process, conduct concerns, lack of space, room freeze, etc.
	I understand that I must submit my paperwork to Housing Services in Hilltop by 4pm on Wednesday , of the week I wish to move.
	I understand I must check in <u>AND</u> check out with Residence Life staff between Friday and Sunday of the same weekend assigned to me by Housing Services. Mid-week moves are not permitted. If I do not check in by the approved time, my request is void. If I do not check out, I will be assessed an improper checkout fee.
	I understand that students within FYRE may only move within FYRE halls, and that upper-class students may not be placed in FYRE housing. DTAV/Patch have specific credit hour requirements, see DTAV/Patch Community Coordinator for more details.

Step 1: Go see your CURRENT Community Coordinator

Room changes are a process not to be taken lightly. Your current community coordinator will review the circumstances. The CC may request that a roommate agreement be written or revisited before considering your room change request. Your request may be declined for a variety of reasons. Room changes are always secondary to our main priority which is to work through roommate concerns and disagreements.

Community Coordinator Approval: _____ **Date:** _____

Note to CC: Please check room change system for previous moves during this academic year before approving a move.

Step 2: Go see the Community Coordinator in the complex you would like to move to

The community coordinator will discuss your reasons for moving. If you do not have a specific room in mind, the CC will give you a couple of options to look into and a time frame to get back to them with a confirmation of your choice of room. If a Community Coordinator does not feel you are a good fit for the requested community, or if there are no available spaces, your request may be denied. You are required to get the new roommates signature (if applicable). If you are requesting a move with someone you know, you will save time by having that person go with you to see the new community coordinator.

New Roommate Signature: _____ **Date:** _____

Community Coordinator Approval: _____ **Date:** _____

NEW ROOM ASSIGNMENT: _____

Step 3: Submit This Form to Housing Services by 4pm on Wednesday

This form must be submitted to Housing Services at Hilltop. Your eligibility to move will be checked (no previous moves, correct credit hours, etc.) You will be entered into the room change system, and will receive an e-mail from Housing Services, if approved, about when to move.

Step 4: Wait for instructions from Housing Services via e-mail. You will be notified if your request has been approved or declined.

Area	Community Coordinator Office Location	Phone
Balentine, Colvin, Estabrooke, Penobscot	152 Estabrooke Hall	1-8869
York, Aroostook, Kennebec	133 York Hall	1-6770
Hart, Hancock, Oak	101 Oak Hall	1-8300
Cumberland, Gannett	021 Gannett (basement)	1-7870
Knox, Androscoggin	132 Knox Hall	1-8880
Somerset, Oxford	122 Oxford Hall	1-6417
Patch, DTAV	DTAV Community Center	1-6392