



Request For Room Change WITHIN CURRENT 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 First Class Address: _____@umit.maine.edu

You MUST initial after reading each item below:

Student Initial	
	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) BEFORE 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 my current CC 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 taken lightly. Your current community coordinator will review the circumstances. Room changes are always secondary to our main priority which is to work through roommate concerns and disagreements. The CC may request that a roommate agreement be written or revisited before considering your room change request. If you do not have a specific room in mind, they will give you a couple of options to look into and a time frame to confirm your room of choice. 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: _____

Note to CC:

- *Please check room change system for previous moves this academic year before approving a move.*
- *If the move is not immediate, please remember to place a hold on a room through the online room change system.*
- *Enter all changes to the online room change system by 4pm on Wednesday for a weekend move.*
- *This form is for your records. Housing Services does not need a copy.*

Step 2: 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