

ASSIGNMENT CHANGE PROCESS

Step by Step



Students should review the information found online regarding room changes as well as tips for successful roommate relationships prior to submitting a room change request form. Additionally, students may be asked to complete a roommate contract in advance of approving any room change. Information can be found online here:

http://housing.tulane.edu/arrive/assign_change.html

(1) SUBMITTING THE FORM: Forms should be submitted **ONLY** to the main office at Irby Hall

- a. Please **DO NOT SUBMIT MULTIPLE FORMS**.
- b. An Area Director or Student Affairs Associate will contact you. Below is an outline of each residence hall and a list of students eligible to live in each hall (note: room types listed does **not** guarantee availability – rather it is a summary of room types found in each building)

Butler Honors House | *First Year Honors Students, Returning Honors Students (Doubles Only, Community Restrooms)*

Monroe Hall | *First Year, Transfer & Returning Students (Limited Singles, Doubles, Community Restrooms)*

Sharp Hall | *First Year Students (Doubles Only, Community Restrooms)*

Josephine Louise House | *First Year, Transfer & Returning Women Only (Limited Singles, Doubles, Community Restrooms)*

Warren House | *Returning Students, Primarily Sophomores (Limited Singles, Primarily Doubles, Community Restrooms, Limited Suite Restrooms)*

Wall Residential College | **ESSAY REQUIREMENT:** *First Year, Transfer & Returning Students (Limited Singles, Primarily Doubles, Suite Restrooms)*

Paterson Wellness House | *First-Year, Transfer & Returning Students (Doubles Only; Suite Restroom for Upperclass, Community Restrooms for First-Year)*

Phelps House | *Returning Students, Primarily Sophomores (Doubles Only, 8-person suites (2 per room, 4 rooms), Suite Restrooms)*

Mayer Residences | *Returning Students, Exclusively Sophomores (Limited Singles, Primarily Doubles, Suite Restrooms)*

Irby House | *Returning Students, Primarily Sophomores (Doubles Only, 8-person suites (2 per room, 4 rooms), Suite Restrooms)*

Modular Housing | *Returning Students (2-person suites, Private Bathrooms)*

Willow Residences | *Returning Students, Exclusively Juniors & Seniors (Limited Singles, Primarily Doubles, Suite Restrooms)*

Aron Apartments | *Returning Students, Exclusively Seniors & Juniors (Primarily Individual Bedrooms, Limited Double Occupancy Rooms, 2 bathrooms per apt)*

(2) CHANGING ROOMS CHECKLIST (IF APPROVED): If your room change request is approved, you will be notified by the Area Director or Associate with specific check-in information but you will find a general guide below:

- Check-In to your new room at the building's front desk after approved check-in time
- You will receive your new key (or temporary access card) along with a new RCR and will complete a new assignments information card
- Pack up your belongings and move them to your new room within 48 hours
- Leave your old room "MOVE-IN" ready (see note below regarding fees for damage or cleaning required)
- Check-Out of your old room with the RA on Duty by contacting the Front Desk of your old residence hall:
 - > This must occur between **8:00 and 10:00 p.m. nightly**
 - > Go to the Front Desk of your former building to meet the RA on Duty
 - > You will complete the check-out portion of the RCR and receive a final copy
 - > Turn in your old key
- To complete the Check-In process to your new room, you must return your RCR for the new room to the Front Desk and should notify the RA on your floor of your arrival.
- Return your Temporary Access Card (if applicable)
- Review the Building Guide for your new building for any facilities related information unique to your new community

Failure to complete the steps above may result in an administrative fee for improper check-out or check-in or a fee for failure to return the key or access cards. Additionally, failure to check-out properly may also result in complete responsibility for any damage found in your former residence hall room.

ASSIGNMENT CHANGE REQUEST FORM

Please complete all sections and submit to the Housing Office at Irby Hall.

OFFICE USE ONLY – ROUTING

- (1) ORIGINAL - CURRENT AD or SAA _____
 - a. RMS Complete _____
 - b. RCR Check Out _____
- (2) COPY (Former AD, Current AD if SAA) _____
- (3) COPY to FILE for COMPLETION
 - a. SIS & Database (VM) _____
 - b. RCR Returned (CT) _____
 - c. AR Electricity (LR) _____

SECTION I - REQUEST TYPE:

Room Change Request: (For a student who wants to request an individual room change) Please indicate your reason for a room change in SECTION III below. Additionally, if your request is specific to either of the following two categories (or both), please check the appropriate box (es) and provide the requested information:

Room Type Change Request: For a student who wants to request another TYPE of room – a single room, a suite-style room, etc..) Please indicate your reason for a room change below in SECTION III.

List your preferred TYPE of room here: _____

Building Change Request: For a student who wants to request a specific building. Please indicate your reason for a room change below in SECTION III.

List your preferred TYPE of room here: _____

Roommate Replacement: (For a student whose roommate goes abroad, takes a leave of absence, graduates, or leaves the room for any reason AND if you would like to submit a specific replacement request) In section II, please include YOUR name, the REQUESTED Roommate's name, AND the previously assigned Roommate's name (if one was previously assigned but failed to show up). **Please indicate the reason for the previous roommate's departure in the signature column or simply write NO SHOW (if they failed to show up).** Student's whose previous roommates are going abroad, graduating, or leaving must have submitted the appropriate cancellation or leave of absence forms for this type of request to be approved.

Mutual Swap or Apartment Bedroom Change Request: (For a student who wants to perform a mutual swap with a second student OR for mutual bedroom swaps in apartments). All students assigned to the associated rooms must agree to the mutual swap. **Only ONE FORM will be accepted with all student's information and signatures shown below.**

SECTION II - STUDENT INFORMATION – PLEASE PRINT

STUDENT NAME	CONTACT PHONE #	CURRENT ASSIGNMENT	REQUESTED ASSIGNMENT	SIGNATURE

STUDENT NAME	CONTACT PHONE #	CURRENT ASSIGNMENT	REQUESTED ASSIGNMENT	SIGNATURE

STUDENT NAME	CONTACT PHONE #	CURRENT ASSIGNMENT	REQUESTED ASSIGNMENT	SIGNATURE

STUDENT NAME	CONTACT PHONE #	CURRENT ASSIGNMENT	REQUESTED ASSIGNMENT	SIGNATURE

SECTION III - ADDITIONAL INFORMATION (Feel free to use the back or an additional page for these details)

