

Room Vacancy Process

Should you find yourself without a roommate you have 3 available options. This guide should help you through your decision process.

- 1. You can find a person to move into your room.** (Your HD and RA often know when a person is unhappy with their current living situation or someone wanting a roommate.) Person moving into your room will need to see your Hall Director to get permission to move into your room.
- 2. You can move in with another student who doesn't have a roommate.** (Again your HD can assist you with this option. Your HD can look up and tell you where there is an opening on campus.) You will need to see the Hall Director of building where you will be moving to get permission to move to your new room.
- 3. You can sign that you would like to have a roommate** and allow University Housing to assign you a roommate or for another student to pick you as a roommate.

You have three business days to decide which of the 3 options is right for you and to complete the online form sent to you by your Hall Director.

FINDING A ROOMMATE

Options 1 and 2 are very similar in nature. In both options you are actively searching for a roommate. In deciding between the two options you need to determine how happy you are living in your current building and floor. Don't be afraid to ask others to be your roommate in your room or their room or in an available empty room. Students do more room changing than you think and for a whole assortment of reasons.

If you need assistance coming up with roommate options, you can check with your Hall Director and RA. Often they know when another person in the building, is looking to change their current living situation. Your Hall Director can provide information about all the vacancies in other halls that are available to you. You can simply pick a room or you can go and meet the possible roommate and then decide. Once you have decided who is moving, the moving resident will need to see the Hall Director in hall where they will be moving. Moves cannot take place without receiving permission from a Hall Director.

CHOOSE TO HAVE A ROOMMATE

The last option involves you wanting a roommate but not actively seeking a roommate. In this option you decide to let things happen on their own. You could get a new student

to the halls, a student that wants to move from his/her current room, or you may get a student that has been reassigned as a result of a violation of university or residence hall regulations. Choose this option only if you **truly** are willing to accept anyone as your roommate. This option could also result in a room consolidation should another vacancy exist or be created on your floor.

ROOM CONSOLIDATION

University Housing has two types of single rooms, those paid for singles and those resulting from of a vacancy. In an effort to make best use of all our spaces in the halls, we have a consolidation policy. The consolidation policy specifies that if we have multiple unpaid spaces on a given floor where both students indicate that they want a roommate, we will consolidate those students into a given room. This consolidation creates an open room that is available as a double room for 2 students wanting to live together. If there are two students without a roommate and residents can't decide who should move a coin toss will determine which resident moves. This coin toss will be conducted by the Hall Director and a Desk Assistant. The Hall Director will inform the residents who will be moving. The resident that needs to move has one week to do so. If there happens to be more than two vacancies the policy outlines the process of deciding who moves.

Additional questions please contact your Hall Director