

At the beginning of each semester the Office of Residence Life offers students the opportunity to change their current room assignments. Except in *extreme* cases, this room change process is the only opportunity for students to change their room assignments.

# Room Change Process

Office of Residence Life

Wednesday, January 25  
Hours are by credit hour earned



## What rooms are open?

Beginning Friday before Room Change, the Office of Residence Life will have an accurate listing of available spaces. Spaces become available only when the occupant of the room has submitted a Room Withdrawal Form. Any student considering this process is encouraged to view these current vacancies either in our office or on the housing online link at [www.lewisu.edu/reslife](http://www.lewisu.edu/reslife)

Due to high housing demands vacant spaces are very limited, it is highly encouraged that students desiring to change their housing assignment organize a room switch with other resident students.

## When & how does this work?

Students who wish to make room changes for the Spring Semester must appear in person at the Office of Student Services located in the Student Union during the following times:

12 Noon – 1:00 pm.....	90 credits or more completed
1:00 pm – 2:00 pm.....	75 credits or more completed
2:00 pm – 3:00 pm.....	45 credits or more completed
3:00 pm – 4:00 pm.....	15 credits or more completed
4:00 pm – 5:00 pm.....	No credit hour restrictions

CREDITS INCLUDE ONLY THOSE COMPLETED THROUGH Fall 2010. Transfer credits must be accepted by Lewis University in order to qualify.

All room change requests WILL BE HONORED ON A FIRST COME FIRST SERVED BASIS WITHIN THE CREDIT HOUR BREAKDOWN.

ALL RESIDENTS WHO WILL BE MOVING MUST BE PRESENT TO SIGN THE ROOM CHANGE FORM.

All room CHANGES MUST BE COMPLETED BY THURSDAY, January 26 BY 4:00PM or the room change becomes void. Failure to follow the above guidelines constitutes an improper room change and will result in a fine of \$ 50.00.

There will also be a SIGN UP SHEET for students to list their contact information. This will assist in getting in contact with other students regarding ROOM SWITCH OPTIONS.

## Important Guidelines

First year students must remain in first year residence halls.

Two students must move together into a completely open double room. One person may not move into a double occupancy room, by himself or herself.

Students interested in North Hall, De La Salle North Hall, Dorothy Day, Mother Teresa Hall and Pope John Paul II Hall must be in good judicial standing (not on judicial probation).

Students that fail to meet the agreements listed on the Room Change form will be subject to non-compliance charges.

Students who do not currently have roommates (in a double room alone) after the room change process must comply with one of the following options 1) Take an assigned roommate, 2) Move in with someone else or 3) If applicable, Pay \$300.00 to keep the room as a single for the remainder of the semester.