RESIDENTIAL EDUCATION AND SERVICES

ROOM CHANGE/ROOMMATE SWAP

SPRING 2016

MORE INFORMATION: http://oxford.emory.edu/RES
INFORMATION SESSIONS

- December 9, 2015: Akin Room from 11am-12pm
- January 13, 2016: Dean’s Dining Room 12-1pm
Residential Education and Services (RES) understands the importance of students feeling comfortable in their Residence Hall Community. Student comfort aids in student academic success and connections with others.

Therefore, at the beginning of each semester and depending on space availability, RES allows students to request to change their current assignments. Room Changes/Roommate Swap is the process by which students are able to change their assignments.

All residential students are eligible to participate in the room change process.
RES maintains an accurate roster of student assignments. This roster is shared with both the Candler Front Desk and the campus Police to ensure both the safety students and effectiveness of the loaner key system. Because it is imperative that RES maintains an accurate account of student assignments, students must not conduct illegal room changes/swap.

It is important for students to know that just because a space may appear vacant, RES may have assigned a student to the space. RES will maintain the accurate account of the occupancy roster.

An illegal room change is when a student moves into another room that was not assigned by RES. This will result in the student having to return to his/her assigned space and being sent before student judicial for the unauthorized room change.
RES acknowledges two types of room change processes:

- **Scheduled Room Changes**
  - These are approved room changes that occurred during the scheduled dates posted by RES
  - During these scheduled dates, RES will not inquire why the student is requesting a scheduled room change

- **As-Needed Room Changes**
  - These are approved room changes that occurred outside of the scheduled dates posted by RES
  - RES staff members will inquire why the student is requesting an as-needed room change
Oxford Room Change/Roommate Swap
Scheduled Room Change Days:

Day #1  – Roommate Pull-in Room Change/Room Buy-out
        *May not include Fleming*

Day #2  – Open Room Change

Day #3  – Final Room Change
DAY #1: Roommate Pull-in

Purpose: This provides students with a current bed vacancy the chance to select a desired roommate to reside with him/her or to buy the room out.

Process: The Assistant Director (AD) of RES will contact (via email) those students who qualify for roommate pull-in room change with the instructions.

When:
- January 12, 2016 by 5:00pm: AD will email qualifying students.
- January 14, 2016 by 5:00pm: Qualifying students respond with decision on accepting roommate pull-in.
- January 15, 2016 between 1:30pm – 5:30pm “pulled” students must come to AD of RES Office to complete paperwork and obtain new room key.

Where: The AD of RES Office – Student Center 203.

Room Change Completion: All Roommate Pull-in Room Changes must be completed (with old room keys returned) by 5:00pm on Sunday, January 17, 2016.

More information: http://oxford.emory.edu/RES
DAY #1: Room Buy-out

Purpose: This provides students with a current bed vacancy the chance to select a desired roommate to reside with him/her or to buy the room out.

Process: The Assistant Director (AD) of RES will contact (via email) those students who qualify for room buy-out with the instructions. Cost is prorated $1600 above cost of double room.

When:
- January 12, 2016 by 5:00pm: AD will email qualifying students.
- January 14, 2016 by 5:00pm: Qualifying students respond with decision on accepting room buy-out.
- January 18, 2016 by 5:00pm: Deadline to return completed room buy-out form.

Where: The AD of RES Office – Student Center 203

Room Change Completion: N/A

More information: http://oxford.emory.edu/RES
DAY #2: Open Room Change  
(all students)  

Purpose: This provides all students the opportunity to claim an available space.  

Process: The Assistant Director (AD) of RES will post a roster of available rooms at the RLC office by 7:00pm on the day before Day #2. Students will come to the Student Center on Day #2.  
- Students will go to the AKIN Room with Emory Student ID  
- Students will select their desired room based on available spaces  
- Students will complete the Room Change Request Form and take the pink and gold copies  
- Students will complete the Room Condition Report Form  
- Students will bring the pink copy of the Room Change Request form to the Candler Front Desk to obtain new room key  
- Students will have 48 hours to move out of old space and return old key to old RLC Office/Express box  

When:  
- January 20, 2016 – AD will post vacancy roster in all residential areas  
- January 21, 2016 between 8:00am – 9:00am: students must go to the Student Center to participate in Room Changes (No need to arrive early, random selection)  
- January 22, 2016 by 11:59pm is the deadline to pick up new key, students must go to Student Center Front Desk to obtain their room key.  

Where: Student Center, Akin Room  

Room Change Completion: All Open Room Changes must be completed (with old room keys returned) by 5:00pm on January 24, 2016  

More information: http://oxford.emory.edu/RES
DAY #3: Final Open Room Change
(all students)

Purpose: This provides all students the opportunity to claim an available space

Process: The Assistant Director (AD) of RES will post a roster of available rooms at the RLC office by 7:00pm on the day before Day #3. Students will come to the Student Center on Day #3.

- Students will go to the AKIN Room with Emory Student ID
- Students will select their desired room based on available spaces
- Students will complete the Room Change Request Form and take the pink and gold copies
- Students will complete the Room Condition Report Form
- Students will bring the pink copy of the Room Change Request form to the Candler Front Desk to obtain new room key
- Students will have 48 hours to move out of old space and return old key to old RLC Office/Express box

When:
- January 27, 2016 – AD will post vacancy roster in all residential areas
- January 28, 2016 between 8:00am – 9:00am: students must go to the Student Center to participate in Room Changes (students can arrive at 7:50am)
- January 29, 2016 by 11:59pm is the deadline to pick up new key, students must go to Student Center Front Desk to obtain their room key.

Where: Student Center, Akin Room

Room Change Completion: All Open Room Changes must be completed (with old room keys returned) by 5:00pm on January 31, 2016

More information: http://oxford.emory.edu/RES
DAY #2 & #3: Room Change

INSTRUCTIONS

- Students will complete a Room Change card (place name and student identification) and place in appropriate bin

More information: http://oxford.emory.edu/RES
DAY #2 & #3: Room Change

INSTRUCTIONS

- If student has a desired roommate, both cards will be stapled together before being placed in the bin.
- Students with Roommate pairs will go first.
- If there are no options for roommates, student can choose to select as individual students.

RES staff will select a card(s) from the appropriate bin.

Student will select bed space from available list.

More information:  http://oxford.emory.edu/RES
DAY #2 & #3: Room Change

INSTRUCTIONS

➢ Student will complete the required paperwork (Request for Room Change Form, Room Condition Report, and Loaner Key Card) and get their room key.

![Request for Room Change Form](image)

➢ Students will have forty-eight (48) hours to move from their old room to a new room and return their old room keys.

More information: [http://oxford.emory.edu/RES](http://oxford.emory.edu/RES)
DAY #2 & #3: Room Change

INSTRUCTIONS

- Each bin will represent a specific round
  - Bin 1 will be for students who complete cards by 8:05, Bin 2 will be for students who complete cards by 8:20, etc.
  - Every card in a round must be called before RES will continue to the next round

- If a student has a desired roommate, the roommate must be present with the student for the round
  - If the roommate is not able to be present, both student and roommate must notify RES by 4:00pm on January 20, 2016 and January 27, 2016 stating that both students desire to be roommate
  - Roommates must be matched together before the round begins

- Students can only pick from rooms available on that room change date
  - Students with roommate (present) must pick from empty rooms
  - Roommates can choose to separate if no empty rooms remain (they will be placed in the non-roommate bin)

- Room Changes will end when:
  - All of the rooms have been selected
  - When there are no students present for room change and there has been a large time span from when the last student selected a space (it has been more than 30 minutes since a student selected a space)
  - It is 9:00am

More information: http://oxford.emory.edu/RES
WHAT IF I CHANGE MY MIND?

- You have 24 hours to change your mind.
- You must email the RES account and decline your new space.
  - Deadline Room Change #1: 1/22/16
  - Deadline Room Change #2: 1/29/16
- If you partnered for a double, both you and your matched roommate will lose the space.
Room Changes vs. Room/Roommate Swap

• Room Changes
  • These only occur when there is currently a vacant space in a room
  • Though ideal, these do not always require roommate approval before implementation

• Room/Roommate Swaps
  • These only occur when there is no current vacant space available (during the scheduled room change period)
  • All students must approve the room/roommate swap
Room Changes vs. Room/Roommate Swap

Room/Roommate Swaps
• Those students desireing to swap rooms must do the following:
  Send an email to RES@emory.edu with the following information:
  • Name
  • Student Identification Number
  • Currently assigned Spring Room
  • Currently assigned Spring roommate
  • Desired Spring room
  • Desired Spring roommate

• The roommates that are not desiring to move must send an email to RES@emory.edu with the following information:
  • Name
  • Student Identification Number
  • Currently assigned Spring Room
  • Currently assigned Spring roommate
  • Desired Spring roommate
  • Statement: “I am not switching rooms.”
Room Changes vs. Room/Roommate Swap

Room Swaps (all persons in rooms switching)
• Students desiring to conduct a room swap must send the following information:
  • Name
  • Student Identification Number
  • Currently assigned Spring Room
  • Currently assigned Spring roommate
  • Desired Spring room
  • Desired Spring roommate

All Emails must come from the students Emory Account
ROOM/ROOMMATE SWAP
(eligible students)

Purpose: This provides all students the opportunity to move into different residential space with current roommate

Process: The students must send required emails to AD of RES for approval. Once approved, AD of RES will notify students of instructions.

When:
• January 18, 2016 by 1:00pm: Students desiring a room/roommate swap must email RES@emory.edu with necessary information
• January 19, 2016: AD of RES will notify all approved room/roommate swap students at which point: AD will provide further instructions on SWAP

Where: The RLC Office of Desired Area/RES Office

Room Change Completion: All Room/Roommate Swaps must be completed (with old room keys returned) by 5:00pm on January 25, 2015

More information: http://oxford.emory.edu/RES
CONCLUSION

• ROOM CHANGES WILL OCCUR FOR THE Spring 2016 Semester

• ROOM/ROOMMATE SWAPS are approved for the Spring 2016 semester

• There will be information on the RES website about room changes

• All room change questions can go to the RES@emory.edu
QUESTION???????????