

\*Note that completing this form does not submit your information. You may print this document after completion, save it to print at a later date, or email the completed form to housing2@shawnee.edu.



## Office of Housing & Residence Life Room Change Request Form

Residents can submit a room change request during the first two weeks of the semester. Room changes are subject to approval by a representative from the Office of Housing & Residence Life, and are not guaranteed. Any room changes that occur without the approval of an administrator from the Office of Housing & Residence Life may result in disciplinary action. Please bring your completed form to University Center 222 or email the completed form to housing2@shawnee.edu.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Gender:     MALE     FEMALE                      Class Rank:     FR     SO     JR     SR

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Current Building/Room: \_\_\_\_\_ Requested Building/Room: \_\_\_\_\_

### Reason for Request (check one):

- Financial
- Building Preference
- Roommate Conflict

If a Roommate Conflict, have you discussed the issue(s) with your Resident Assistant?  Yes  No

Result: \_\_\_\_\_

Other (please explain): \_\_\_\_\_

*I understand that if this request is approved, adjustments could be made to my University account, and this could result in either a credit or deficit balance. This amount will be indicated on my student bill. It is my sole responsibility to check my account on MySSU for these changes, and make the needed arrangements to fulfill any remaining balance that my account is charged as a result of this change.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only:

Staff Signature \_\_\_\_\_ Date Received: \_\_\_\_\_

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