

## ROOM/MATE CHANGE PROCESS (any students):

- **How to Make a Request:** Students who would like a room/roommate change may submit a completed Room/Roommate Change Request Form to the Office of Residence Life
  - If requests can be accommodated, the change will be complete & students will be notified
  - If the request cannot be accommodated, the student will remain on a “waiting list”
- **Waiting List** –is the list on which we keep student requests that we cannot at the current time honor. For example, apartment singles with full kitchens are our most popular request and the waiting list for those rooms is always lengthy.
- **Waiting List Expiration**- once students move in at the beginning of the semester, the current waiting list expires. We hope that students will find they are comfortable in their current assignment and remain if we have not been able to accommodate their request. There is a two week room freeze at the beginning of the semester. Students who still or newly desire a change may submit a Room/Roommate Change Request form after the first day of classes. After the two week room freeze we will begin to accommodate requests from the waiting list, as possible.
- **Request Contact During Semester** –if we are able to accommodate a request during a current semester, the student requesting the change will be contacted by their Saint Leo e-mail account
  - **Time Frame:** Students have 48 hours to respond and claim the change before the open space is offered to another student.
  - **List Status:** Students may decline a change and remain on the waiting list. Students may ask to be removed from the waiting list. Students who do not respond after multiple contact attempts by the Office of Residence Life will be automatically removed from the waiting list.