

Read and Keep for Your Reference

Use this form if you are making a

- Housing Request** (Returning, not currently housed, but an active student at MHC).
- Room Change Request** (Currently housed and requesting a change in assignment).

- **Request deadline is June 1, 2008.** Requests are considered in order of **class seniority** and **room choosing number**. Housing Requests received after June 1st will be placed on a waiting list for housing, and housing is not guaranteed. Room Change Request forms received after June 1st will be processed last.
- **All notifications will be done through email. We will send assignment/assignment changes mid June.**
- If you are trying to switch rooms with someone else, please state that and identify the name and room number of the other person. **EACH PERSON** must fill out a separate form and sign each other's request. You cannot swap rooms with someone who is going on leave or withdrawing. You may only switch rooms with someone who has the same type of room ie: single for single.
- If 2 or more students are requesting a room change to live together **all students** must fill out a separate form and sign each other's matching request. The requests will be processed on the lower (most desirable) of the two room choosing numbers.
- If two or more people have a special request (i.e. I only want a single if my roommate gets one), the requests will be processed at the **highest** (least desirable) room choosing number.
- If we are unable to grant one of your preferred spaces, you will remain in your current room or in the case of a housing request, the Office of Residential Life will determine your housing assignment based upon room availability.
- List **ALL** spaces you are **willing** to move to, from first to last choices. Attach an additional sheet if necessary. For a room change request, if you wish to move even if none of your preferred spaces are available, state that clearly.
- Filing a room change request is not a guarantee that you will be moved.
- As part of the room change request process it is essential for you to inform your fall '08 roommate that you are requesting a change for the fall '08 semester. This allows your current roommate the option to request a change if they desire. In accordance with the Honor Code, your signature verifies that you have told your roommate that you are requesting a move. False signatures or misrepresentation of information will warrant an Honor Code violation. Hall Committee members are available to help you with these conversations.
- The Office of Residential Life does **not** assume the responsibility of informing roommates about room change requests. If a change occurs as a result of your request, it is your responsibility to inform your roommate.

PLEASE PRINT LEGIBLY

Office of Residential Life
Mount Holyoke College

Room Choosing Number: _____

HOUSING REQUEST/CHANGE FORM

Fall 2008

This request is due in the Office by June 1st. Requests are considered in order of **class seniority** and **room choosing number**. Housing Requests received after June 1st will be placed on a waiting list for housing, and housing is not guaranteed. Room Change Request forms received after June 1st will be processed last.

I am making a: (choose one) Housing Request Room Change Request

Name _____ Class: _____ CID No.: _____

Email Address: _____ Telephone: _____

Hall for Fall '08 _____ Room _____ Single Double Triple (circle one)

Purpose of room change request: _____

All current and future roommate(s) must sign or send an email to res-life@mtholyoke.edu to acknowledge awareness of this rooming request. Missing signatures will invalidate the request.

My Fall '08 roommate(s) is _____ Class _____

My Fall '08 roommate(s) is _____ Class _____

Fall '08 roommate's signature _____

Fall '08 roommate's signature _____

I would like to live with _____ Class _____

I would like to live with _____ Class _____

Preferred roommate's signature: _____

Preferred roommate's signature: _____

My signature below indicates my understanding that housing assignments and changes must be accepted. I understand that there is no guarantee my top choices are available. The Office of Residential Life will do their best to house me in my hall of preference. If my preferred choice(s) is not available when making a room change request, I will remain in my current assignment.

Signature _____ Date _____

Office Use Only:

Decision: _____

With: _____

