



MORAVIAN COLLEGE

A SMALL NATIONAL TREASURE

1742

OFFICE OF HOUSING & SUMMER CONFERENCES

ROOM CHANGE REQUEST

All room change requests are subject to approval from the Office of Housing and Summer Conferences. Students experiencing a roommate conflict must first contact and inform their Resident Advisor in an attempt to mediate the ongoing conflict before a room change will be considered.

To initiate consideration for a room change, complete this form and return it to the Office of Student Affairs, 1301 Main Street. After verification of the information provided, you will be notified as to the status of your request via Moravian College email. No room changes will be approved until after the first two weeks of the fall or spring semester.

SECTION ONE – STUDENT INFORMATION

PLEASE PRINT LEGIBLY

Name _____ Date _____ Campus Box _____

On-Campus Address _____

College Email Address _____ Mobile Phone # _____

SECTION TWO – REASON FOR ROOM CHANGE

Please explain why you are seeking a room change. If you are experiencing a roommate conflict, please explain the steps you have taken to mediate the conflict. Keep in mind that room change requests based on roommate conflicts will not be considered until your RA has been notified of the ongoing issues.

SECTION THREE – POTENTIAL NEW ASSIGNMENT

You may consider the following rooms for a new housing assignment. Feel free to contact the current resident(s) of this room and/or suite (apartment).

LOCATION (Bldg & Room)	Current Resident #1	Current Resident #2	Current Resident #3	Current Resident #3

SECTION FOUR – SIGNATURES

Current Roommate	Potential Roommate 1	Potential Roommate 2	Potential Roommate 3
Current Resident Advisor	Potential Resident Advisor	Your Signature	Office of Housing

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Bursar	Student Affairs	Residence Life	Mailroom	Facilities
				Jenzabar