



Office of Residential Life & Housing Services  
383 Lafayette Street  
New York, New York 10003  
Telephone: 212-998-4600  
Web: www.nyu.edu/housing

# 2009-2010 Academic Year Room Change Request

**\*\*Please review the information on the back of this form before completing your room change request.\*\***

**Section 1.** To be completed by the student

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UID#: \_\_\_\_\_ Sex:  Female  Male Phone #: \_\_\_\_\_

NetID: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

Student Type:  Undergraduate  Graduate

**Building/Room Request** [Please rank your preferences for building and room type]

Residence Hall: \_\_\_\_\_ Bedroom Type: (single, double, etc) \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I *will* accept a room at a higher rate. I have read and understand the room rates found on-line via: <http://www.nyu.edu/housing/payments/rates.html>

I *will NOT* accept a room at a higher rate.

I am requesting a specific residence hall and room: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I have read and understand the room change instructions and procedures located on the back of this form, as well as the room rates for the spaces I am requesting.)

### FOR OFFICE USE ONLY

**Section 2:** To be completed by the Residence Hall Director or designee

Reason for request:  Facility/Maintenance Issue  Medical (refer to Moses Center)  
 Roommate Conflict  Greek Housing (refer to Frat. & Sor. Life Office)  
 Proximity to Main Campus  Other \_\_\_\_\_

Date request received: \_\_\_\_\_

Relevant Notes: \_\_\_\_\_

RHD Print Name: \_\_\_\_\_ RHD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3:** Final review and processing

Type of change:  Re-assignment  Bed-for-Bed

Exchanging with \_\_\_\_\_ UID #: \_\_\_\_\_

Moving from: \_\_\_\_\_ Moving to: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Move Completed by: \_\_\_\_\_

[Must be on or by a Sunday]

Housing Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## THE ROOM CHANGE REQUEST PROCESS

### **STEP ONE: Completing the request form and scheduling an appointment with the RHD**

The student interested in applying for a change of room or building assignment must complete each area in section one of the room change request form and schedule an appointment with the Residence Hall Director (RHD) or designee. S/he should also review and understand the housing room rates for the preferences listed on the request form. The rates can be reviewed at <http://www.nyu.edu/housing/payments/rates.html>.

### **STEP TWO: Meeting with the RHD for approval or referral**

The RHD will review all available options with the resident prior to approving the request for submission to Housing Services. This may include a referral to the Residential Conflict Management Program if the request relates to a roommate relationship conflict. The RHD or designee will complete section two of the room change request form. Once it has been approved and signed, the RHD will submit it to Housing Services for processing.

### **STEP THREE: Determining the availability of the requested space**

Housing Services will review the request and respond based on space availability. A room change will be offered via email to the resident's NYUHome account if there is a vacancy that matches one of the resident's preferences listed in section one of the room change request form. If there is no such available space, the resident will be notified via email by Housing Services, and will be given the opportunity to keep her/his request active for the remainder of the semester.

### **STEP FOUR: Accepting or rejecting a room change offer**

Once a room change has been offered, the resident will have 24-48 hours to accept or reject the offer. All responses must be emailed from the resident's NYUHome account. If the resident rejects the offer, s/he will need to reapply to be considered for future vacancies. If the resident accepts the offer, s/he must be prepared to complete the move by the following Sunday. Housing Services will then update the RHDs of the status of each room change request. The RHD or designee will notify the residents of the new assignment, as well as the RA on the floor, that a new resident is approved to check in.

### **STEP FIVE: Completing the move**

Once a room change offer has been accepted, it is the responsibility of the resident to complete her/his move in the time allotted, typically by 5:00pm on the Sunday following the acceptance of the offer. S/he must return the keys and check out of the original assignment, and check in at the new assignment, by 5:00pm on Sunday. Failure to properly check out and return the keys for the former assignment will result in a lock change fee added to the resident's account with the Bursar's Office on Monday.

### **TYPICAL TIMELINE:**

- Thursday: Housing Services begins reviewing all completed requests submitted by the RHDs.
- Monday: Room changes are offered based on space availability.
- Wednesday: Residents who have been offered room changes must accept or decline the offer by 3:00pm.
- Thursday: Housing Services updates RHDs on the status of each request. RHDs notify RA and residents about the impending arrival of a new roommate.
- Friday: Residents can check in to the new assignment beginning at 5:00pm.
- Sunday: Residents must return the keys and check out of the former assignment by 5:00pm.
- Monday: Lock change fees will be billed to any resident who failed to return keys on the previous day.



## ROOM CHANGE REQUEST PROCESS FREQUENTLY ASKED QUESTIONS 2009 – 2010

**Q. *What is NYU's room change philosophy?***

A. We make every effort to accommodate requests for housing and changes in assignment based on eligibility and space availability. If a resident requests a space for which s/he is eligible, and we have a vacancy available, we will offer a room change. If we do not have the preferred space available, we will be unable to offer a new assignment.

**Q. *Who is eligible to request a room change?***

A. Any current resident is eligible to request a change in assignment. However, first-year residents are eligible for first-year houses, upper-class residents are eligible for non first-year undergraduate houses, and graduate residents are eligible for graduate housing.

**Q. *Am I guaranteed a room change if I complete the request form?***

A. No. First, the Residence Hall Director (RHD) or designee must approve the request. Then it will be reviewed by Housing Services to determine if the space requested is available. Many room change requests cannot be granted because the space preferred is not available. If the resident indicates only one or two preferences, we are less likely to be able to offer a room change. The greater the list of preferences provided in section one of the request form, the greater the universe of possible options.

**Q. *How are room change requests prioritized?***

A. During the academic year, room change requests are processed on a first-come, first-served basis. Requests made at the end of the spring semester, in preparation for the fall semester, will be considered in reverse lottery priority (juniors, seniors, and then sophomores). If at any time the RHD or designee indicates that a room change is necessary for a disciplinary or facilities related emergency, the request will be processed accordingly.

**Q. *What is the difference between a "bed-for-bed" change and a "re-assignment"?***

A. A bed-for-bed change is the easiest and fastest room change to process. This occurs when two or more residents mutually agree to exchange room assignments. As soon as the requests have been received in writing by all parties, and approved by the RHD or designee, Housing Services will process the changes. A request for re-assignment is when a resident requests a room change without knowing if a space is available on her/his list of preferred locations. This type of request can only be accommodated if the preferred space is available.

**Q. *When are room changes allowed?***

A. Room changes are processed throughout the year, with only a few periods of exception.

**During the academic year:** Typically, re-assignments **are not** made during the first or last few weeks of each semester. This time is needed to audit actual occupancy, which usually results in more available options.

**Post-lottery:** Requests for fall re-assignment after the room lottery in the spring are reviewed over the course of the summer. These requests do not need to be approved by the RHD, and should be sent directly to the Housing Services Office. Once assignment notices have been sent in early August, the room change process is on hold until the academic year process begins again. However, bed-for-bed room changes can be completed at any time, as they only impact residents who have mutually agreed to the exchange.

**Q. *What happens if I do not complete section one of the room change request form, and indicate whether or not I will accept a room at a higher rate than my current space?***

A. Incomplete room change requests will be returned to the resident for completion, which may result in a delay in processing.

**Q. *What are my chances if I only want to request a single bedroom?***

A. Single bedrooms comprise less than 3% of housing stock on campus. Requests for single bedrooms are welcome, but are unlikely to be accommodated based on a lack of vacancies.

**Q. *How long does it take for a room change request to be reviewed?***

A. Once a request has been received by Housing Services, an offer or response will typically be emailed by the following Monday. Residents will be given 24-48 hours to accept or reject the offer. Those who accept their offers should be prepared to move to their new assignments during the upcoming weekend.

**Q. *What happens if nothing on my list of preferred spaces is available?***

A. If none of the preferences listed in section one of the request form are available, the resident will receive an email notification, and will be given the opportunity to keep her/his application active for future opportunities. If the resident does not respond to the email notification, Housing Services will close the inquiry, and the resident would need to re-apply at a later date.

**Q. *What happens if I decline the room change I am offered?***

A. If a resident does not want the space offered, or has changed her/his mind about the request for re-assignment, s/he should decline the offer via email, and would need to re-apply at a later date.

**Q. *What happens if I do not respond to a room change offer within 48 hours of it being sent to my NYUHome account?***

A. If a resident does not respond to an offer by the time indicated in the email notification, the offer will be considered declined, and the resident would need to re-apply at a later date.

**Q. *What if I need to request a room change based on a medical need?***

A. Residents who need special accommodations or modified spaces must work with the staff at the Moses Center, located on the 2<sup>nd</sup> floor at 719 Broadway. They can also be reached at 212-998-4980, or via <http://www.nyu.edu/csd/>.

**Q. *Can I move into a new assignment before it is "official"?***

A. No. Until a resident receives an email confirmation that a room change has been offered, the space is not available. While a space may seem vacant, it may have already been offered to another resident who has yet to check in, or it may be assigned to another resident who has chosen not to reside there, but continues to pay for the space.

**Q. *Can I request to move into a Residential College or onto an Academic Initiative floor?***

A. Yes. A resident interested in participating in one of these programs should discuss this option with her/his RHD to determine eligibility for and availability of space.

**Q. *If I apply for a room change due to a roommate conflict, what happens if another space is not available?***

A. Any resident experiencing a difficult roommate relationship should consult with her/his Resident Assistant and/or Residence Hall Director. NYU offers a Residential Conflict Management Program that offers comprehensive and confidential conflict management guidance. A resident can contact the Program by emailing [conflictmanagement@nyu.edu](mailto:conflictmanagement@nyu.edu).