Qualifications

- If you want to swap rooms with another resident, please talk to your Area Office.
- If you are experiencing a roommate conflict, please speak to your RA/SR/RD BEFORE submitting a room change form.
- If you want to move to a different room anywhere on campus follow the process outlined below to place yourself on the room change list for the area(s) to which you want to move.

Procedures:

1. **Print** the Room Change Request Form. You will need to print 1 copy for each area you are applying to move to.
2. **Complete** the form providing as much specificity as you deem necessary and appropriate. You will be offered any space that meets the criteria that you establish. You may change your criteria at any time prior to being offered a reassignment.
3. **Before submitting** your Room Change Request Form, you should **speak** with your current Building Staff (RD/CD/ARC/ACD/CDA).
4. **Take** the completed form to the area office for the area to which you are applying to move. Forms can be submitted prior to January 29. However, they will not be processed until the room change process opens on the 29th.
5. You will be notified via your B-mail account when an area has an open room available for you. You will then have 24-hours to go to the Area Office and complete the required paper work. **If you do not respond within the 24 hour time period, your name will be removed from the Area’s room change list.**
6. Once you accept a move please notify all other areas to which you have applied so that they can remove you from their list.

Please Note:

- Submitting a Room Change Request Form to an area and being placed on their room change list does not guarantee or imply that you either can or will be accommodated.
- This process does not hinder or eliminate Residential Life’s prerogative or ability to make changes to housing assignments independent of this process. Students with openings in their rooms will have the opportunity to request a roommate prior to the space being offered to other students.
- Room change offers are based on the criteria you establish. Spaces will be offered to the first person on the Area’s room change list whose criteria is met by the space. Students who are passed over because the available space does not meet their criteria will retain their position on the list.
Residential Life

PLEASE PRINT

Date: ___________________________

Name: __________________________________________

Please Check the Area to which you want to apply to move. ONLY CHECK ONE (1) AREA PER FORM. You must submit a separate form to every area to which you are applying.

☐ College-in-the-Woods  ☐ Hinman  ☐ Susquehanna  ☐ Dickinson
☐ Mountainview  ☐ Hillside  ☐ Newing

Check any that apply:  ☐ Male Room  ☐ Female Room  ☐ Gender Inclusive Housing
☐ Quiet Living  ☐ Break  ☐ Chem Free

Your Current Residence Hall and Room#: ____________________________________________________________

Bmail: ______________________________________________________@binghamton.edu

If you have a preference for which hall and/or room#, please list them below:

Hall: __________________________________ Room#: __________________________

If there are any other specifications you wish to have considered, please state them below:
__________________________________________________________________________________________

I HAVE READ AND UNDERSTAND THE HOUSING WAIT LIST PROCEDURES.

Signature: __________________________________________ Date: __________________________

Area Office Contact Information:

College—in—the—Woods: Location: Onondaga Room #110 Phone: 607.777.2637 Email: ciwcom@binghamton.edu
Dickinson: Location: C-4 Room 128 (next to fireplace) Phone: 607.777.2826 Email: dcknsn@binghamton.edu
Hinman: Location: RC 102 Phone: 607.777.4716 Email: hinman@binghamton.edu
Mountainview: Location: AP-101 Phone: 607.777.7660 Email: mtview@binghamton.edu
Newing: Location: C-4, 119 (Newing Side) Phone: 607.777.2864 Email: newing@binghamton.edu
Apartments Community (Hillside and Susquehanna): Location: Choconut 102 in Susquehanna Phone: 607.777.2904 Email: gerchma@binghamton.edu; kcalegar@binghamton.edu

OFFICE USE ONLY

Date Received: __________________________ Time: ______________

Date emailed: __________________________

☐ No Response  OR  Reassigned to: __________________________________________