

HOUSE/ROOM CHANGE REQUEST FORM

Priority is given by class year, date of form, current house (residents of house have higher priority) and recommendation of staff. Emergency situations could supersede all other requests.

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**You and (if applicable) your current roommate:** Your name \_\_\_\_\_ Cls yr. \_\_\_\_\_

ID # \_\_\_\_\_ Current house/room # \_\_\_\_\_ Email address \_\_\_\_\_

**Present roommate(s) PLEASE PRINT:** \_\_\_\_\_

**Roommate(s) signature:** \_\_\_\_\_

**FOR NEW ROOMMATES ONLY:** I am in full agreement that my prospective roommate's relocation will not infringe upon my living environment and I consent that the student may move into my room.

**New roommate(s) signature:** \_\_\_\_\_

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PLEASE NOTE: By completing this request, you are not guaranteed a specific room and there may be a waiting period until you are offered a house/room change, depending on availability. Any forms submitted without the required signatures will be returned to the student, which will delay any further action. Your room change is not official until you have received confirmation from the Housing Coordinator via your Smith email account. Any unauthorized room changes (switching houses/rooms) will subject all parties involved to a referral to Judicial Board. **By signing this request, you understand and acknowledge that you have read the above statement.**

Student signature (please print) _____ Date _____

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**YOUR HOUSE/ROOM PREFERENCES:**

- Within current house →  any single     any double     specific room(s) #'s \_\_\_\_\_  
 Another house →     any single     any double

**PLEASE CHECK OFF ALL HOUSES YOU'RE INTERESTED IN**

(You can also rank the first 5 and then check off additional and/or you can just check off the area)

|                                               |                            |              |              |             |              |              |
|-----------------------------------------------|----------------------------|--------------|--------------|-------------|--------------|--------------|
| <input type="checkbox"/> <i>West Quad</i>     | ___ Comstock               | ___ Gardiner | ___ Morrow   | ___ Wilder  | ___ Wilson   |              |
| <input type="checkbox"/> <i>East Quad</i>     | ___ Cushing                | ___ Emerson  | ___ Jordan   | ___ King    | ___ Scales   |              |
| <input type="checkbox"/> <i>Green St.</i>     | ___ Chapin                 | ___ Hubbard  | ___ Lawrence | ___ Morris  | ___ Tyler    | ___ Washburn |
| <input type="checkbox"/> <i>Center Campus</i> | ___ Cutter                 | ___ Haven    | ___ Wesley   | ___ Park    | ___ Sessions | ___ Ziskind  |
| <input type="checkbox"/> <i>Upper Elm</i>     | ___ Capen                  | ___ Lamont   | ___ Northrop | ___ Parsons | ___ Talbot   |              |
| <input type="checkbox"/> <i>Lower Elm</i>     | ___ 150 Elm<br>(Adas only) | ___ Albright | ___ Baldwin  | ___ Duckett | ___ Gillett  |              |

**Specialty housing (circle all that you're requesting):** Chase (substance free floor or upper class floors), Dawes (French house), Hopkins or Tenney (In house dining co-ops, waiting list from room draw), Friedman apts. (Juniors/Seniors only), 54 Green St. (Ada commuter housing), 12/26 Bedford Terrace apts. (Adas only)

**YOUR HR/HC OR HCA:**

- The student has met with me.  
 I have met with this student and her/his roommate to participate in mediation and approve of this request.

HR/HC/HCA Signature \_\_\_\_\_

Date \_\_\_\_\_ NOTES: \_\_\_\_\_

**AC USE ONLY:**

The student has met with me and I approve of this request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

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