Section I: General Information

There are three Mid-Year Room Assignment/Change Processes. These processes are as follows:

1. Sophomore/Upper-Class on-campus room changes
2. Assignments for students who are returning to college housing
3. Freshmen room changes

The following information is relevant to all students participating in the room assignment/change process:

Submitting a Room Assignment/Change Request:

- To request a room change students should submit the Mid-Year Room Assignment/Change Form located on MyHousing page of MyMarist site or on the Current Students page at http://www.marist.edu/currentstudents/ under the Housing and Residential Life heading.
- A copy of your submission confirming your request is sent to your Foxmail account. Please read this confirmation for accuracy.
- If you wish to amend your request after it has been submitted, you will need to submit the form in its entirety again. If submitting your form again, you must check the “Yes” box when asked if this is a resubmission on the form.
- You must complete the Mid-Year Room Assignment/Change Form. E-mail requests will not be accepted. If you have previously submitted an email request to Housing or your Resident Director you must complete the Mid-Year Room Assignment/Change Form.
- Students with a medical room change request must complete and submit the Medical Request Form located under Housing and Residential Life on the Current Students page by November 21, 2014.

The Office of Housing and Residential Life will do its best to accommodate students based on available housing spaces. However, we cannot guarantee that we will be able to accommodate every request.

Types of Housing Room Assignment/Change Requests:

The most common types of Housing Room Assignment/Changes are as follows:

1. In-house(suite) swap (ie. one person in the A bedroom wants to trade spaces with one person in the C bedroom within the same house)
2. House-to-house(suite) swap (ie. one person in the A bedroom of D2 wants to trade spaces with one person in B bedroom of E4)
3. Requesting a specific space (ie. you know someone in Midrise 406-A is leaving and you want to request to fill that space)
4. Requesting a non-specific space (ie. you want to leave your current space, but you do not have a particular new room in mind)
Timeline Information:

- Continuing resident students and students returning from abroad can sign up for the Mid-Year Room Assignment/Change Process beginning October 29, 8:30 AM EST until November 28, 2014 at 12:00 PM EST. Room assignment/changes will be reviewed beginning November 28, until the opening of the spring 2014 semester.
- Requests submitted after November 28, 2014 are late and will be considered based on availability and on a case-by-case basis.
- Late requests may be reviewed after room requests submitted on time are processed.
- There is no guarantee that room requests will be approved.

After a Room Change has been approved:

If you accept a room change you must complete all end of semester check-out paperwork and turn in your key to your Resident Assistant (RA) or Resident Director (RD). You then have two options to complete your room change:

- **Option 1:** You can move all of your belongings out of your current space when leaving after your last final exam and move your possessions into your new space during the Spring 2015 semester residence opening.
- **Option 2:** You can move all of your belongings out of your current space prior to your departure at the end of the fall semester and into your new space provided you coordinate this move with the residents who currently live in that space. Your belongings must not infringe upon anyone else’s living space.
  - Should you choose this option, it is your responsibility to make this arrangement.
  - You must meet with your RA or RD to get your new key and complete the check-in paperwork.

Approved Housing Room Change moves must be made prior to 5:00 PM EST on December 19, 2014.

Withdrawning from College Housing

If you are withdrawing from College Housing for any reason including graduation, you must complete the Withdrawal Form as soon as possible and submit it to the Office of Housing and Residential Life, Rotunda 387, or to your RD by Friday, December 5. The Withdrawal Form is located under Forms in the Housing and Residential Life of the Current Students page at [http://www.marist.edu/currentstudents/](http://www.marist.edu/currentstudents/) and on the MyHousing page of the MyMarist website.
Section II: Sophomore/Upper-Class Room Change Information

The Mid-Year Room Assignment/Change list is compiled in individual priority point order.

- Room changes for sophomore and upper-class students are limited.
- **IMPORTANT:** Your individual priority points earned during the Spring 2014 Room Selection Process will be used. Your group priority point average from the Room Selection process in April 2014 no longer applies.
- If you do not have priority points (ie. Fall 2014 transfer student), your request will be handled on a case-by-case basis.
- Continuing sophomore and upper-class resident students can request a Mid-Year Room Change utilizing your individual points only.
  - You may request to live with specific people.
  - If you and your friends, who are also requesting a room change, would like to live together or make requests together, each person must complete the form individually and indicate that all would like to live together.
- If you are making a request for an in-house swap, all people who live in the impacted bedrooms must provide written consent to the change to the RD of the area.
- If you are making a request for a house-to house swap, all people in both houses must provide written consent to the change to the RD(s) of the area(s).
- If you are contacted by the Placement Committee with an approved room change, you must make the decision to accept or decline the room change immediately.
  - You will not have the option to contact friends or family to make the decision. Please be certain to have these conversations in advance.
  - If the Placement Committee is unable to contact you, the Committee reserves the right to move to the next room change request.
- If there are extenuating circumstances regarding interpersonal relations with another person whom you believe has intentions of requesting to reside in a vacancy in your room/house/apartment, you must submit a Mid-Year Room Assignment/Change Form requesting/stating your concerns by November 28, 2014.

Important Information for Students Residing at the Residence Inn

- If you would like to move out of the Residence Inn for the Spring 2015 semester, submit the Mid-Year Room Assignment/Change Request form.
- Housing space on campus is limited.
- Students approved to move out of the Residence Inn must complete their room change no later than Saturday, December 20, 2014.
Section III: Information for Students who are Returning to Campus

This section applies to resident students who are currently abroad, participating in Marist in Manhattan and a preapproved internship.

- Since you do not currently have a room assignment on campus but have resident student status, you will be assigned a housing placement in January but you must complete the Mid-Year Room Assignment/Change Form. The form can be found on the Current Students page of the Marist College website and on the MyHousing page of the MyMarist website. The Form must be completed between Wednesday, October 29, 8:30 am EST and Friday, November 28, 12:00 pm EST. Please keep the time difference in mind.

- If you are returning from a Leave of Absence, you will not be eligible to complete the Mid-Year Room Assignment/Change Form.
  - Your housing request must be sent to housing@marist.edu from your Marist Foxmail account.
  - Students returning from a Leave of Absence are not guaranteed housing.

Housing assignments will be made throughout the winter break. You may not know your assignment until just before opening of the Spring Semester. Placements will be posted on the MyHousing page of the MyMarist website in January.

If you are enrolled and have paid for a January Winter Intersession class, you will receive your room assignment upon arrival to campus.

Section IV: Freshmen Room Change Information

Freshmen interested in a room change will usually make a request for one of the following reasons:

- Requesting a build-up breakdown
- On-going roommate conflict
- Current roommate is not returning to current space for the spring semester

If a request is granted for someone to fill a specific vacancy, all roommates within the room must provide written consent to the RD of his/her area.

All Freshmen students who complete the Mid-Year Room Assignment/Change form are strongly encouraged to meet with their Resident Director prior to the November 28, 2014 deadline to discuss the circumstances of his/her request.

The Office of Housing and Residential Life does not guarantee the ability to accommodate every request.