

ROOM CHANGE PROCEDURES

Due to the variety of room types in the House System, and the changing interests of students over time, the Office of Undergraduate Student Housing recognizes that students may wish to change rooms from time to time. To that end, the procedures outlined below describe how students may change rooms, depending on where the vacancy exists. The guiding philosophy with regards room changes in the House System is that vacancies are filled with the resident and House as the primary focus – with House seniority playing a critical role. If the vacancy is not filled by the remaining roommate or Housemates, then it is typically filled by consulting the General Waitlist.

The Office of Undergraduate Student Housing reserves the right to assign students to any vacancy within the House System as it sees the need.

Students who want to change rooms must follow the procedures outlined below.

Failure to do so may result in a \$25.00 fine per student involved. Students may not move or switch keys with each other without obtaining written authorization in advance from their Resident Head(s) and the Office of Undergraduate Student Housing.

In-House Moves: Filling Vacancies Within a House

Pull-Ins

(when a roommate remains)

If a multiple occupancy room or apartment (including Max Palevsky suites and Blackstone apartments) has a vacancy, the remaining occupants (PULLERS) will receive a *Pull-In Rights Notice* from their Resident Head(s) giving them **48 hours** to select a new roommate (PULLEE). If the remaining occupants pull-in a new roommate, the new roommate will have **24 hours** from the above deadline to turn in room change paperwork to the Office of Undergraduate Student Housing.

The pullee may come from anywhere within the House System, however first year students are not eligible to occupy any vacancies in Stony Island. The pullee may also be an off-campus, full-time College student. If this is the case, the off-campus student will have to complete a housing contract at the Office of Undergraduate Student Housing within 24 hours from the puller's deadline.

In order to ensure sufficient beds for first years, student who do not live in Max Palevsky at the time of the May Lotteries may not be pulled-in to or reserve a space in Max Palevsky during the May Lotteries for the following academic year. The only time a student may be pulled-in to Max Palevsky is to fill a vacant space during the current academic year.

Students selecting a new roommate must complete a *Roommate Pull-In Form* by the deadline set in the *Pull-In Rights Notice*. To be complete, the *Roommate Pull-In Form* must be signed by the Resident Head(s) and all roommates. The PULLERS then give the completed *Roommate Pull-In Form* to the PULLEE who will have 24 hours from the *Pull-In Rights Notice* deadline to turn in room change paperwork to the Office of Undergraduate Student Housing. For more details on room change paperwork, please see **ROOM CHANGE PAPERWORK AND AUTHORIZATION TO MOVE** section below.

Students who do not select a new roommate within the allotted time forfeit their right to choose their own roommate. They also do not have the right to refuse any roommate assigned through the in-House process described below, or assigned by the Office of Undergraduate Student Housing. If, at a later date, they wish to pull-in a roommate, they may do so **only if the space has not already been offered to another student**. If they later decide to pull-in a roommate, they should contact the Office of Undergraduate Student Housing in order to state their intentions.

In-House Waitlist

(when there is no roommate pulled-in or a single room is vacant)

When there is a vacancy in a single room or in a multiple occupancy room where a new roommate is not pulled-in, the Resident Head(s) should consult the *In-House Waitlist* (if applicable) to see if anyone on the list has requested the available space. If so, the room should be offered to that student for 48 hours, who then follows the procedures under the **ROOM CHANGE PAPERWORK AND AUTHORIZATION TO MOVE** section below. Note that students were only able to sign-up on the In-House Waitlist the night of the In-House Lottery in May.

In-House Lottery

(when no roommate pulled-in, and nobody has waitlisted for the room on the In-House Waitlist)

If there is no one on the In-House Waitlist for a particular vacancy, the Resident Head(s) should post the vacancy in the House for **24 hours**, during which time House residents may express interest in the space to the Resident Head(s). At the end of the posting period, priority for the space is determined by In-House seniority.

1. The student with the greatest number of quarters in the House has priority.
2. If interested students have equal numbers of quarters in the House, number of quarters in the College will be used to break the tie.
3. If students have equal seniority (numbers of quarters in the House and the College), a random & public drawing will be used to break the tie.

***For additional rules regarding seniority, see **SENIORITY** section below ***

The student who receives the space will have 24 hours to turn in completed room change paperwork to the Office of Undergraduate Student Housing. For more details on room change paperwork, please see **ROOM CHANGE PAPERWORK AND AUTHORIZATION TO MOVE** section below.

Remaining Vacancies

The preceding processes may result in a new vacancy in the House. The Resident Head(s) should follow the above procedures for all new vacancies until one exists that cannot be filled from within the House. This room has “cleared” the House process.

Each time a room “clears” the House process, the Resident Head(s) must inform the Office of Undergraduate Student Housing so that the vacancy can be made available to the General Waitlist.

General Waitlist Moves

Students who would like to move from one House to another, even if the other House is within their same building, must fill out a General Waitlist request at the Office of Undergraduate Student Housing. The General Waitlist is maintained in the order that the requests are received. Seniority in the House System or College has no bearing on priority for moves from this list, except in the case of rooms in Stony Island, which are not available to first year students. Reasons for requesting a room change also have no bearing on priority for moves. Unless a student is being pulled-in or wins a room during an In-House lottery, all room changes are initiated by the Office of Undergraduate Student Housing. *Students interested in moving to Max Palevsky can only do so during the current academic year by being pulled-in or by receiving a General Waitlist offer.*

A student on the General Waitlist will be contacted by the Office of Undergraduate Student Housing via email when there is an opportunity to move. Students will have **48 hours** to accept or reject a General Waitlist offer. During that time, the student should look at the available room and meet new roommates or suitemates. Students who accept the offer are given 24 hours from the General Waitlist deadline above to complete and turn in room change paperwork to the Office of Undergraduate Student Housing. For more details on room change paperwork, please see **ROOM CHANGE PAPERWORK AND AUTHORIZATION TO MOVE** section below. A student who declines an offered vacancy will be removed from the waitlist for that particular Hall, House, and/or type of room, but will remain on the waitlist until they are offered a higher preference. For additional information on the General Waitlist, see the *General Waitlist FAQ*.

Room Swaps

There may also be times when residents agree to swap rooms with each other in order to find more compatible living situations. This kind of room change requires a special approval process outlined below. **Students may not switch keys, and students must wait to move until approval is given.**

1. Room swaps may be done only between the same type of room in the same House, only if they do not circumvent any existing waitlists or understood priorities, and only with permission from the Office of Undergraduate Student Housing.
2. All students involved in a room swap, movers and roommates alike, must individually e-mail the Office of Undergraduate Student Housing at housesystem@uchicago.edu expressing their approval/disapproval of the swap.

3. The Office of Undergraduate Student Housing will notify all students involved that the request has or has not been approved, after receiving individual emails from all students living in the rooms/suites.
4. If the request is approved, all students must agree on a common date to move within 48 hours of being approved.
5. The students who are moving must then bring all relevant room change cards and forms to the Office of Undergraduate Student Housing **at the same time** in order to receive authorization for the moves. Please see **ROOM CHANGE PAPERWORK AND AUTHORIZATION TO MOVE** section below.

Room Change Paperwork and Authorization to Move

For In-House Moves: The student obtains a yellow *Room Change Card* from the Resident Head(s), fills it out, and has the Resident Head sign it. Students who are being pulled in bring the *Room Change Card*, along with the signed *Roommate Pull-In Form*, to the Office of Undergraduate Student Housing to obtain an *Authorization to Move Form*. This form is then presented at the hall front desk to acquire the new room key/card access. The student returns the old key to the Hall's front desk within 24 hours. Failure to do this will result in a \$25 per key fee.

For Inter-House Moves: The student obtains a yellow *Room Change Card* from either the current or new Resident Head(s), fills it out, and obtains the signature of both the current and the new Resident Head(s). The student brings the completed card, along with the signed *Roommate Pull-In Form* if being pulled-in, to the Office of Undergraduate Student Housing to obtain an *Authorization to Move* form. This form is presented at the hall front desk of the new House to acquire the new room key/card access. The student must be fully moved out and must return the old room keys to the former House's front desk within 24 hours. Failure to do this will result in a \$25 fee per key.

Students moving out of **Max Palevsky, Burton-Judson, Maclean** or **Shoreland** must have their Chicago card de-activated upon checking out at the front desk or a \$25 fee will be assessed.

Students moving out of **Broadview** or **Shoreland** must turn in their building ID card to the front desk upon check-out or a \$25 fee will be assessed.

Seniority in the House System

Quarters in the House followed by quarters in the College determine seniority. (Summer quarters are not counted for calculating seniority in the College.) Priority for winning a room in an In-House Lottery when multiple people bid on a space is based on a student's In-House seniority.

Special accrual rules apply to the following groups of students:

U of C Study Abroad Participants:

- Students who have studied abroad on a University of Chicago affiliated program for some portion of their studies maintain all quarters in the House if they moved back to the same House upon their return to the House System, plus receive one quarter of House seniority if they were abroad on a one-quarter program. They maintain all quarters in the College, including quarters abroad.

Leave of Absence & Non-U of C Study Abroad Program Participants:

- Students who resume classes after a leave of absence and who returned to their former House may maintain House seniority (which includes the quarter they departed if they departed after the first week of said quarter), but the number of quarters they were away is subtracted from this seniority. Thus, someone with four (4) quarters in the House, after taking a LOA for one (1) quarter, would resume their housing with three (3) quarters of seniority in the House. They do maintain their previous quarters in the College, not including their quarter(s) away.
- If a student takes a leave in the middle of a quarter, they can still count that quarter as being in the House/College

Off-Campus Students:

- Students who have moved back into housing after living off-campus do not maintain any House seniority from their quarters in housing prior to moving off campus.

Transfer Students:

The University of Chicago House System

- *In-House Lotteries* (not the one in May) - For their first year at the U of C they count like first year students for all In-House lotteries (same number of quarters in the House and College as the first years)
- *Spring Lottery* - They get a “bump” above first year students during the May Lotteries of their first year only (same number of quarters in the House and College as the first years, but listed above them on the In-House seniority list)