

# END-OF-SEMESTER (EOS) ROOM CHANGE REQUEST

**Procedure:**

**Person Leaving Requested Room:**

- Coordinate room access with person moving out and person staying in the room to move/store things in the room. The person moving in will store personal belongings on “person staying” side of the room so the room condition can be evaluated during the leaving student’s check-out process
- **STUDENTS MUST NOT GIVE THE KEY(S) TO THE NEW RESIDENT..**
- Complete check-out process for room (clean room, complete RCF, turn keys into an RA) within 24 hours of last final exam **(no later than 12 noon on December 16, 2016 unless graduating. If graduating, the deadline is 12 noon, December 17, 2016)**
- Update mailing address in Hokie Spa

**Person Moving Into Requested Room:**

- Turn in completed EOS Room Change form to the Area Office that oversees the room being moved into (see below) and await approval
- Coordinate with person leaving and person staying in new room for access to the room to move/store things in the new room. Store personal belongings on “person staying” side of the room
- Complete move and properly check-out of your old room (clean room, complete RCF, turn keys into an RA) within 24 hours after last final exam **(but no later than 12 noon on December 16, 2016)**
- The room that the moving student vacates must be ready for occupancy by a person assigned during the winter break. This includes to students that are moving from main campus to the Oak Lane Community for the spring.
- **Students cannot have belongings in both the old and the new rooms over the break.**

**Please Note:**

- The move is complete when the old keys and the old room condition form are turned in to the area office that oversees the previous assignment by the RA and the change has been processed.
- **The move must be completed before the halls are closed for the winter break.**
- **Students are not permitted to complete Express Checkouts if they are completing an EOS room change.**
- **Failure to complete the move before the residence hall winter break closing WILL result in improper check-out charges, possible lock change charge, and a conduct referral.**
- **Students moving to Oak Lane:** Once you have completed your move please stop by the main housing office to receive a letter for Parking Services to update your parking permit.

<b><i>THE BUILDING YOU ARE MOVING INTO:</i></b>	<b><i>AREA OFFICE RECEIVING THIS FORM:</i></b>
East & Main Campbell, East, Main & West Eggleston, New Residence Hall East, Payne, Pritchard, Peddrew-Yates	<b>Peddrew-Yates</b> , phone: 540-231-9811 Area Office located at the first floor lobby.
Barringer, Graduate Life Center at Donaldson Brown, Johnson, Lee, Miles, Newman, O'Shaughnessy, Vawter, Oak Lane Community	<b>Newman Hall</b> , phone: 540-231-3419 Area Office located on the basement floor, closest to O'Shaughnessy Hall.
Ambler Johnston, Cochrane, Harper, Hillcrest, New Hall West, Slusher Wing & Tower	<b>Ambler Johnston</b> , phone: 540-231-5018 Area Office located in the first floor lobby, entrance off Washington St.
Corps of Cadets: See your company commander or visit the Office of the Commandant.	<b>VTCC</b> , phone: 540-231-6413 Office of the Commandant, Lane Hall

(Please Print)

Requested Building: \_\_\_\_\_ Requested Room: \_\_\_\_\_

Person leaving requested room: \_\_\_\_\_  
 Student Number: \_\_\_\_\_  
 Date Leaving: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Reason for Leaving:  Co-Op/Study Abroad  Student Teach  
 Resignation  Academic Drop  Off-campus  
 Graduation  Transfer to another university  
 Room change (New bldg/room location: \_\_\_\_\_ )

***I have read and understand the instructions on the front of this form and agree to comply with the expectations:***

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

Person moving into this room: \_\_\_\_\_  
 Student Number: \_\_\_\_\_  
 Current Building & Room: \_\_\_\_\_  
 Current room assignment is:  Regular Room  With RA Roommate  Lounge Space  
 Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

***I have read and understand the instructions on the front of this form and agree to comply with the expectations:***

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

Person staying in requested room: \_\_\_\_\_  
 Student Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

***I have read and understand the instructions on the front of this form and agree to comply with the expectations:***

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

Current RA or Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 New RA or Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_ Entered into Banner/StarRez: \_\_\_\_\_  
 Entered into Database: \_\_\_\_\_