Room Assignment Change Process and Support

There are many reasons a student may want to change their room assignment. While not all such requests are rooted in roommate conflict, we understand that these requests are often the result of a disagreement over living preferences. For a more in-depth explanation of the principles which ground our approach to roommate conflict, please see the Roommate Conflict Principles document.

Room assignment changes are generally not allowed during the first two weeks of classes during fall and spring semester or during the month of May. Requests for changes during the months of December and January must be submitted prior to the Fall Break and completed as required by RLFYE.

How to Request a Room Assignment Change (mutual request)
1. If a room has an open space available according to RLFYE records, current residents can request for a preferred roommate to move into this open space. All current residents and the resident seeking to change rooms must contact reslife@chapman.edu with their request using their Chapman e-mail address.
2. Once this request is confirmed, RLFYE staff will notify all residents of the move and provide a date and time for check-in.

How to Request a Room Assignment Change (roommate conflict)
1. When a resident is experiencing a roommate conflict, they must first contact an RLFYE building staff member (RA, RD, RGA, or AC) to discuss the situation before requesting a room change.
2. Common response to roommate conflicts include:
   a. Coaching through an upcoming conversation with a roommate regarding a problem in the room
   b. Revisiting the roommate agreement and possibly revise relevant sections
   c. Conducting a roommate mediation meeting
3. If the above methods have been explored and a conflict persists, residents may seek an alternative housing option.
   a. Room assignment changes are contingent on available spaces and fit with current residents.
   b. RLFYE does not provide a list of all currently available spaces. Live-in staff (RGA, RD, or AC) will work with students to identify the things they believe are most important to their success and then offer a few options which best meet those preferences and needs.
   c. Even with prompt response from a student interested in moving, it still usually takes a minimum of 3-5 business days to identify a new room, provide adequate notification to new roommates, and fully complete the room assignment change process.
   d. RLFYE does not administratively reassign students, i.e. we do not move students out of a room against their preference except in very rare situations connected to severe and/or ongoing regular violations of the Student Conduct Code.

How to Complete a Room Assignment Change
1. Receive assignment change confirmation via e-mail including room, date, and time for move.
2. Check-in: Receive temporary card for new room to complete move during allotted timeframe.
3. Check-out: Return temporary card to original building, encode permanent ID with new room access and sign Room Inventory Form (RIF).