

ROOM CONSOLIDATION

Section: Assignments

Policy: University Housing uses room consolidation to help meet the requests of residents who want to room together or when the room dynamics (i.e., gender, classification) must change to accommodate space needs.

Purpose: To identify procedures associated with room consolidation.

Scope: Applies to all residents who have been asked to consolidate.

Procedure:

- I. Room consolidation before fall move in
 - A. There may be situations when assigned spaces need to be consolidated before the contract start date to free up whole rooms for assignments needs.
 - B. Consolidation will be limited to the building in which the resident resides.
 - C. Residents will be notified of room assignment changes due to consolidation.
 - D. Once final room assignment and roommate information is sent to students, consolidations may still happen due to special circumstance. Students will be made aware of any changes that occur.
- I. Room consolidation after move in
 - A. There may be situations when occupied spaces need to be consolidated to free up whole rooms for assignments needs.
 - B. In the event consolidation is needed, it will most likely begin after all possible room change requests have been completed.
 - C. Reassignment for consolidation purposes is limited to the floor on which the residents reside as much as possible, but reassignment to another floor in the building may occur. Students may choose to relocate to a different floor.
 - D. Students who are assigned to a room that is under-occupied will be notified by the Housing Assignments Office for voluntary consolidation, where they can seek a preferred roommate on their floor or on another floor, if interested.
 - E. After voluntary consolidation, the Housing Assignments Office may administratively consolidate by notifying residents that they may either:
 1. Offer the room as a double as private by a prescribed date (if space allows).
 2. Obtain a roommate by a prescribed date.

3. Accept consolidation with another resident, which may require relocating to the other resident's room.
- II. In the event the resident is the only one left on the floor and has not chosen any of the above options, they will likely be assigned a roommate and may not have the option of reserving the room as a double as private room.

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