

# Room Change Process

When in the year are you seeking a room or roommate change?

Before the academic year begins

Email [housing@westmont.edu](mailto:housing@westmont.edu) with specifics about your situation and we will figure out the next steps!

Mid-Semester // During the academic year

Is everyone involved on board?

Yes

No

- Do at least one of these apply?
- All students involved agree to the proposed change and it does not require any additional rooms to fulfill the request.
  - The housing change will create a completely open room (e.g. two students without a roommate pairing up).

No

Yes

Email Housing and your RD with a clear request containing all details and all parties CC'd.

1. Revisit your Roommate Living Agreement and have a conversation together.
2. Talk with your RA about the issues or concerns.
3. As needed, set up a meeting with your roommate(s) and your RA together to talk through the issues and determine how to address concerns mutually.
4. Check back in with your RA after 1 week.
5. If further support is needed, contact your RD.

Fall to Spring Transition

Fill out your Fall to Spring Housing Form by November 1st.

Questions?  
Email [housing@westmont.edu](mailto:housing@westmont.edu) or stop by the Housing Office: 212 Kerrwood Hall.

