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 THEIR HOKIE PASSPORT 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 21, 2017 unless graduating. If graduating, the deadline is 10:00am, December 22, 2017)
- 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 21, 2017)
- 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 mailbox keys (if applicable) 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.

<table>
<thead>
<tr>
<th>THE BUILDING YOU ARE MOVING INTO:</th>
<th>AREA OFFICE RECEIVING THIS FORM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barringer, Graduate Life Center at Donaldson Brown, Johnson, Lee, Miles, Newman, O’Shaughnessy, Vawter, Oak Lane Community</td>
<td>Newman Hall, phone: 540-231-3419 Area Office located on the basement floor, closest to O’Shaughnessy Hall.</td>
</tr>
<tr>
<td>Corps of Cadets: See your company commander or visit the Office of the Commandant.</td>
<td>VTCC, phone: 540-231-6413 Office of the Commandant, Lane Hall</td>
</tr>
</tbody>
</table>
(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: ____________________