



University of Connecticut • Division of Student Affairs • Department of Residential Life
233 Glenbrook Rd • Unit 4022 • Storrs, CT 06269-4022 • (860) 486-2926 • (860) 486-6191 fax

November 2, 2009

To: Undergraduate Residents in On-Campus Housing

From: Department of Residential Life
University of Connecticut

RE: Mid-Year Moves Process Information

Residential Life will offer a mid-year room change process between the fall and spring semesters. If you are interested in applying for a room change, follow the instructions below.

Instructions:

1. Submit a room change request form in the main Residential Life office in Wilbur Cross, room 202 between November 4th and December 14th (priority deadline is November 20th). Forms will **NOT** be accepted after **December 14, 2009**. Office hours are M-F, 8:00am-5:00pm.
2. Students who request a change by the priority deadline of November 20, 2009 will receive email notification of an offer or status update December 4, 2009.
3. Students who are offered new assignments will have a limited amount of time to accept or decline the new room. As room change offers are accepted, they will be processed which will result in the change of assignment for Spring 2010. The original room assignment will now become available for another student. Students who are offered spaces but do not respond by the deadline will be left in their original assignments and the new space will be given to another student.
4. Students approved for a room change through this process **MUST** officially check-out and remove all belongings from their Fall 2009 assignment by December closing - Monday, December 21st at 10:00am.
5. Students granted a mid-year room change can move into their new assignment beginning January 15, 2010. Check-in information will be sent to these students on January 8, 2010 via HuskyMail.

Please email livingoncampus@uconn.edu with questions about this process.