

Assignment Change Request

Note: Only one (1) move per person will be honored. Please make sure your choices below reflect exactly what you want. Once a room or roommate assignment change has been made per your request, no other change, including cancellation of the granted request, will be honored.

Please Print

Name: _____ Gender: Male Female

myWSU ID: _____ Current Fall Room Assignment – Hall: _____ Room #: _____

Please respond to each option outlined below to change your current assignment:

Room type: _____ I wish to keep my same room type.
_____ I wish to change my room type. *Prioritize all of the types you are willing to accept with 1 being your 1st choice.*
Fairmount/Brennan: _____ single _____ large single _____ double _____ large double
Wheatshocker Plan #: _____ 1 single _____ 2 single _____ 3 single _____ 3 furnished double
_____ 3 double _____ 4 single _____ 4 double _____ 5 single _____ 5 double

Floor type: _____ I wish to keep my same floor type.
_____ I wish to change my floor type. *Prioritize all of the types you are willing to accept with 1 being your 1st choice.*
_____ No preference _____ Fine Arts _____ Honors _____ Health Prof _____ Ext. Quiet _____ Shocker Scholars

Residence hall: _____ I wish to keep my same residence hall.
_____ I wish to change halls. *Prioritize all of the halls you are willing to accept with 1 being your 1st choice.*
_____ Brennan I _____ Brennan II _____ Fairmount North _____ Fairmount South _____ Wheatshocker

Roommate: _____ I wish to keep my same roommate.
_____ I am willing to accept a new roommate.
_____ I want to change my roommate to: _____ myWSU ID #: _____
Roommate requests must be mutual Roommate's name Roommate's ID #

Assignment Change Request Policy

- Assignment change request forms must be received prior to July 2nd for priority consideration.
- All requests will be prioritized based upon the date that your completed housing application/contract was received by The University.
- Requests will be granted if space is available. The completion of this form does not guarantee that a room change will occur.
- Requests received on July 2nd through July 16th will be prioritized and granted on a space available basis after all other room requests have been handled.
- The Assignment Change Process ends on July 16th. No waiting lists will be created nor maintained.
- Written confirmation regarding your request, which is a copy of this form, will be mailed to you prior to July 31st.
- If your request cannot be honored as indicated above, you will remain exactly where you were originally assigned.

I agree to and understand the above stated policy. X _____
Student's Signature Date

Please clearly print below your name & mailing address. This form will be returned to you using a window envelope.

_____ Mail this form to: Housing and Residence Life
1845 Fairmount St., Box 141, Wichita, KS 67260

_____ OR Fax it to: (316) 978-6458

_____ OR Deliver it to: WSU, Fairmount Commons, Room 125A

For Office Use Only	
RMS ID #:	_____
Application Date:	_____
Change granted:	Yes _____ Not possible _____
New Assignment:	_____
	Hall _____ Room _____
New Phone #:	(316) 978 – _____
New Roommate:	_____
Roommate's Ph #:	(____) _____