Your Room Assignment request has been: ☐ Approved ☐ Denied

Your new room assignment is Building_____________________ Room_____________________

If approved you need to come into the Office of Residence Life, Shiple 115 to pick up your keys, during the fall and winter terms the office hours are 8:30 am to 5:00 pm. During the summer term office hours are 8:30 am to 4:30 pm. All residents MUST check out of their current room 48 hours after room change approval. Please review the enclosed checkout information; it will make your checkout process a smooth transition. If you have any questions please feel free to call the Residence Life Office at 313-993-1230

Failure to complete the RCR check out form and returning keys to your RA will result in a $50.00 improper checkout fee. If the key is needed for another room change and is not returned, a lock change will be completed. This will result in an additional $60.00 charge. (All students must fill out a new RCR check-in form upon moving)

Office use Only:
Received________ Date Reassigned________ Contact Made________
Proration Amount________ Charges sent to SAO ___ Changed in Banner ___ Changed on Floor Chart ___