

Room Transfer Procedure

Room transfers are offered to facilitate the development of mutual friendships, similar academic interests, relocation to a more desired area, and to mediate roommate conflicts.

We encourage residents who are having challenges with their roommates to work with their Resident Advisor (RA) to request a roommate mediation prior to requesting a room change. All room changes must be pre-approved by Student Housing & Residential Life.

The room change period begins on the 12th class day and ends 2 weeks prior to the first day of final exams. Room changes are only applicable to Moody Towers, Cougar Village I, Cougar Village II, Cougar Place, Quadrangle, Calhoun Lofts, and Bayou Oaks.

Submitting a room transfer request does not guarantee we will be able to accommodate your request.

Step by Step Room Transfer/Change Process:

1. Students wishing to transfer rooms should submit request using the link found on the myHousing portal
2. Residential Desk Services Supervisors will process requests daily to approve or deny based on availability.
3. If transfer is denied, the student will be informed by email.
4. If transfer is approved, the student will be informed by email and must complete confirm within 24 hours.
 - a. Once student has confirmed, student will have 72 hours to complete their move.
 - b. The student will have a check-in packet at the desk of their new assigned community and will check into their new space.
 - c. The student will move from their old space to their new space within 72 hours.
 - d. As soon as move is completed, student will contact their old RA who will check them out of their old space and return room and mailbox key(s).