

## **End of Semester Room Change and Vacancy Pull-In Information**

### **Upperclass Vacancy Pull-In Information:**

Students in group living situations (doubles, suite, lodges and apartments) who have current or upcoming end of semester vacancies are welcome to pull in new roommates of their choice. All students who plan to live in the double, suite, apartment or lodge for the spring 2017 semester should complete the Vacancy Pull-in application which is available under the "Applications" menu in the Student Housing Portal. Current occupants who do not plan to enroll in courses at Vanderbilt for the spring 2017 semester (spring study abroad, internship, December graduates, leaves of absence, etc.) should **NOT** complete this form.

**EXCEPTION:** Students not currently residing on-campus for the fall 2016 semester (fall study abroad, internship, leaves of absence, etc.) should not complete the Vacancy Pull-in application. These students should make their requests on their Spring Housing Application.

The Vacancy Pull-In application should be completed by all students involved no later than Friday, December 2, 2016. Students will be contacted with the results of their request no later than Friday, December 9, 2016. **No student should move until approved by the Office of Housing and Residential Education.**

### **First-Year Student Vacancy Pull-In Information:**

First-year students residing in double or triple rooms with current or upcoming end of semester vacancies are welcome to pull in another first-year student of their choice. To move forward, all students involved should contact Alison Matarese, Director of Housing Assignments, at [alison.matarese@vanderbilt.edu](mailto:alison.matarese@vanderbilt.edu) no later than Friday, December 2, 2016. **No student should move until approved by the Office of Housing and Residential Education.**

### **General End of Semester Room Change Requests:**

Students requesting to change rooms at the end of the semester and do NOT intend to move into a vacancy in a friend's current room should contact their Area Coordinator (AC) to submit their request for a room change. Room change requests will be reviewed in early December and students will be contacted via email with the results of their request. **No student should move until approved by the Office of Housing and Residential Education.**

### **Greek House Information:**

Students planning on moving into a Greek House for the spring 2017 semester should contact the Office of Greek Life. These students will be contacted by the Office of Housing Assignments in early December to coordinate moves out of the residence halls.

Students currently residing in a Greek House who plan to move into a vacancy with friends on-campus should complete the Vacancy Pull-in application by Friday, December 2, 2016.

Students currently residing in a Greek House who will need on-campus housing, but will not be pulled into a vacancy with friends should contact Alison Matarese Director of Housing Assignments, at [alison.matarese@vanderbilt.edu](mailto:alison.matarese@vanderbilt.edu) no later than Friday, December 2, 2016.

**IMPORTANT: Any student approved for an end of semester move will need to complete their move prior to departing for Winter Break. Students will not be permitted to occupy multiple spaces.**