HOUSING AND RESIDENCE LIFE
GEORGIA COLLEGE & STATE UNIVERSITY

How do I request a room change?

1. Visit my.gcsu.edu

2. Login by entering your Bobcats email address and MyGCSU password.

3. Enter your Bobcats email address and MyGCSU password.

4. Scroll down to the "Service Apps" section on the main screen.

5. Search for and click on the "Housing Application" link).

6. If a new page or tab does not appear, you will need to allow pop-ups for the site.

7. Click on "Forms" at the top of the page and then the "START REQUEST" button for the Room Change Request.

8.Complete all the required fields and then click the "SUBMIT REQUEST" button at the bottom.

Room Change Requests

If you are experiencing a roommate conflict, you might find it helpful to compelte a Roommate/Suitemate Agreement. The form can be found HERE. Please note that in most cases roommate mediation is required before a room change request will be approved.

1-Request Date

☐   📅   🕐   ⓘ

1-Current Building

[　　　　　　　　　　　　　　 ∨] ⓘ

1-Current Room

[<empty>] ⓘ

1-Requested Building

[　　　　　　　　　　　　　　 ∨] ⓘ

1-Requested Room Type

[　　　　　　　　　　　　　　 ∨] ⓘ

1-Requested Room (OPTIONAL)

[<empty>]

1-Which term is this request for?

[　　　　　　　　　　　　　　 ∨] ⓘ

1-Have you notified your roommate/s that you are requesting a room change?

[　　　　　　　　　　　　　　 ∨] ⓘ

1-Why are you requesting this change?

[　　　　　　　　　　　　　　 ∨] ⓘ

1-If "Other" please list your reason for requesting this change

[<empty>

]

1-If approved I understand that I must complete a check-out and return the keys to my old room by the deadline given. I understand that I will be billed for a lock change if I do not comply

☐ ⓘ

1-I understand that my move may result in an additional cost if I move to a different room type. I agree to pay any new balance within 5 business days of being posted to my student account

☐ ⓘ

<empty>   ⓘ

Lock Change Costs

Bell Hall - $50.00, All Other Central Campus Residence Halls - $130.00, The Village - $50.00 per key (Apt Door & Bedroom Door), The Village PO Box Key - $25.00

SUBMIT REQUEST

University Housing - housing@gcsu.edu - 478-445-5150

9.Once your request is submitted a confirmation screen will be displayed and confirmation email will be sent to your Georgia College email address.

☆ Administration User

☰ Home   Housing Application   Forms   Room Assignments   Sorority Leadership Program   Log Out

Request Submitted

Your Room Change Request has been received. Please note that you will need to meet with your Community Director regarding this room change request. Your Community Director should be contacting you within two business days. If you have not heard from them within two business days, please use this LINK to contact your Community Director.

Please note that in most cases roommate mediation is required before a room change request will be approved. In order to process your request, it may be necessary to contact your Community Advisor and your roommate/s. If a room change is approved you are responsible for cleaning your current room prior to checking out. Failure to clean your room properly will result in being billed for cleaning.