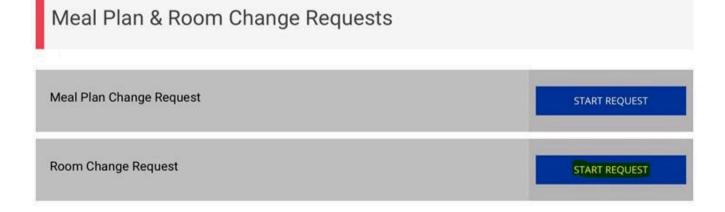


## How do I request a room change?

- 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.

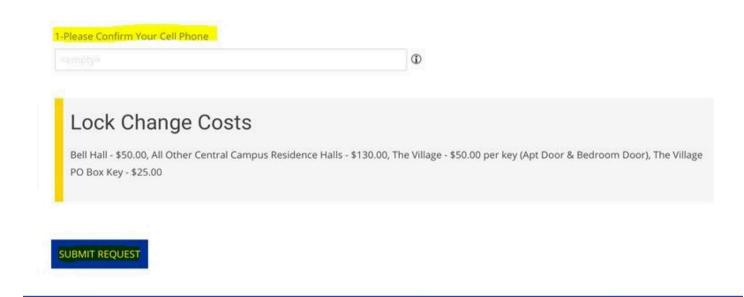




## Room Change Requests

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.





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.



## 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.