How to Change Your Room

Georgia Tech Housing students have multiple opportunities to get themselves into the “just right” room. In fact there are three ways to do this:

1. **Self-Assignment** – Students who apply within the advertised time period are able to search for, select, and assign themselves and their confirmed roommates to a room. During the self-assignment period, students may delete a room assignment and select another room.

2. **Room Swap** – This method is expedient and most preferred. After the initial self-assignment period each term, students can swap rooms themselves. Simply log into My Housing and use the Room Swap tab on the gold bar. Advertise your room and search for another room you might like to change into. Multiple room swaps can be made but must be finalized prior to checking out keys, because Room Swap cannot be used once you have checked out keys. Room Swaps can be made for each term as follows:
   a. **Fall**: March – August
   b. **Spring**: October – January
   c. **Summer**: April - May

3. **Last Chance Room Change Days** – Each term on the Wednesday through Friday during first week of classes, students have one last chance to change rooms without incurring a charge. Both students should go together to the appropriate area office to request a room change on those days. Be sure to take your room keys with you. Please note that freshmen are NOT eligible to live in apartment style housing.

Any room changes made beyond these three opportunities must be approved by a Hall Director. Also, students found to have switched keys or moved into the wrong room is not acceptable. It is critical for student safety that the Department of Housing knows which student is in each bedspace.

**Official Room Switch Day**

Room Switch Day, at the end of each semester, allows students to switch from one room to another on the same day. Room Switch Day at the end of fall and spring will be on Sunday after undergrad commencement. Room Switch Day at the end of summer will be on Saturday following Institute final exams. The specific date will be advertised in the Housing calendar and at the beginning of each semester on the Housing website and in student email. If you cannot switch on this date, you must move out of your current room by move-out day at noon. Then you can move into your new room during regular office hours up until noon on the first day of classes of the new term. Failure to follow this procedure will result in additional charges.