How do I request a room change?

1. Once you have officially been checked into your room, the online room change request form will be available to you.
2. Log into Unify.
3. Click on the “Service Apps” tab.
4. Scroll down and click on the “Housing Application” icon (icons are in alphabetical order).
5. If a new page or tab does not appear, you will need to allow pop-ups for the site.
6. Click on “Forms” at the top of the page and then the “START REQUEST” button for the Room Change Request.
7. 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 complete 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

1. Requested Building

1. Requested Room Type

1. Requested Room (OPTIONAL)

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

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