

How to Change Your Room

Georgia Tech Housing and Residence Life students have multiple opportunities to get themselves into the “just right” room. There are three ways:

1. **Self-Assignment** – Students who apply by the designated deadline can search for, select, and assign themselves and their accepted roommates to a room. During the self-assignment period, students may change a room assignment and select another room.
2. **Room Swap** – This method is the most preferred and the quickest. 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. Room Swap cannot be used once you have checked out keys.
3. **Last Chance Room Change Days** – Due to COVID-19 safety precautions, there will be no room changes after initial August check-in.

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 bed space.

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 undergraduate commencement. Room Switch Day at the end of summer will be on Saturday following Institute final exams. The specific date will be communicated via the Housing calendar, at the beginning of each semester on the [Housing website](#), and in a 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.