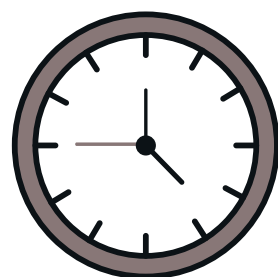


# RESIDENCE HALL ROOM MOVE PROCESS

1

## Set up a time to talk face to face with the other person.

You must first attempt to have a conversation **IN PERSON** with your roommate, suitemate, or floor mate. Speak openly and honestly with the intent of coming to a mutually agreeable solution. This helps eliminate the element of surprise if the other person doesn't know there is a conflict.



2

## Consult your Resident Assistant (RA).

If you cannot come to a solution together, refer to your RA. Your RA is trained to help manage conflict. They will schedule a meeting for everyone involved, but they will not resolve the conflict for you, but will help you find a solution. Attendance at the meeting is mandatory.

3

## Attend the roommate meeting.

At the roommate meeting, you should express all concerns relating to the issue at hand. You will also revisit or complete a *roommate agreement* to be agreed upon and followed by all parties. Additional intervention by staff will not be required unless every party involved makes a reasonable attempt to follow the agreement.



4

## Take time to act on the agreement.

If the conflict persists and the agreement is not being followed, you should consult the Senior Resident Assistant (SRA) or Campus Life Professional Staff for additional assistance and to have a second meeting.

5

## Potential for room move.

If after both meetings the conflict persists, Campus Life will determine if a student needs to be relocated based on all available information. **This does NOT guarantee a move**, and new assignments are based on housing availability. Students are not permitted to move until they complete the room change form with the Professional Staff member.



## A note on the mediation process:

*Failure to participate in the mediation process (i.e. not attending meetings, not speaking in meetings) or repeated violations of a roommate contract is cause for a resident to be administratively relocated at the discretion of the Office of Campus Life. Room moves will not be considered without mediation participation.*



For questions or concerns, please contact the Office of Campus Life at [campuslife@millikin.edu](mailto:campuslife@millikin.edu) or 217-424-6395.

