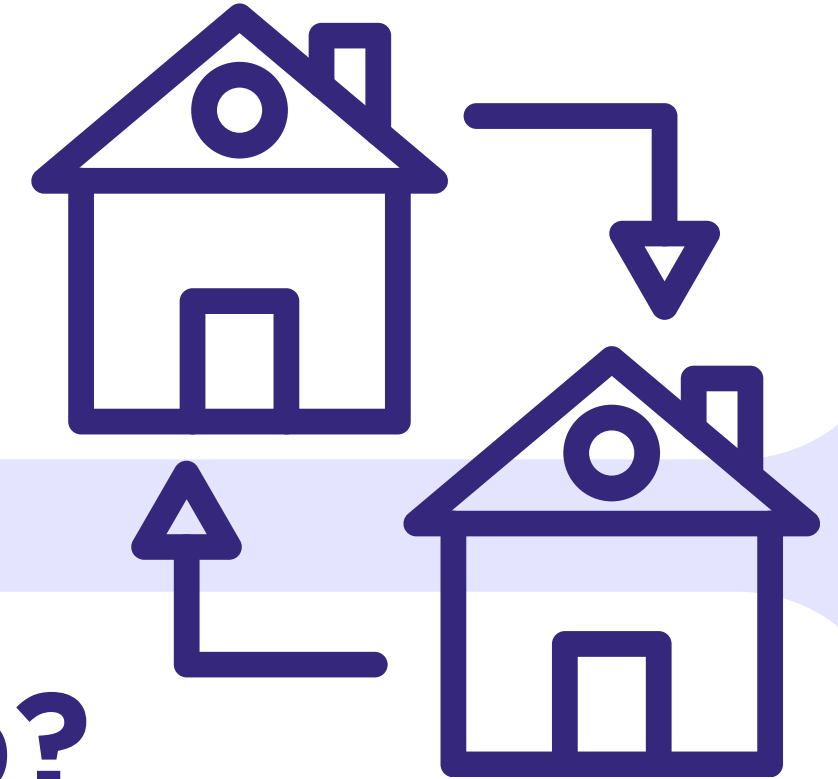


Room Swap

March 13-July 31, 2026



What is Room Swap?

Once students have selected housing, they will have the opportunity to swap rooms with another student via the housing portal.

Once in the housing portal, click on the “Room Swap” tab to get started.

Adding Preferences

Once you have selected your current booking, you will be able to then add preferred housing locations you are interested in “swapping” into.

- This will allow you to select the specific locations and tiers you prefer (i.e. Caffey Hall Tier 3 Single Suite of 4).
- You can choose more than 1 space you would be interested in.
- Once you’ve added your desired locations, select “save and continue.”

Swap Requests

The room swapping process allows you to either make a request for a swap or receive a swap request from someone else. You will have the opportunity to view matches or use the search bar to view advertised rooms. A match is someone who is offering the type of room you are interested in swapping into, and that person is wanting the room you are currently assigned to.

Room Swap Management

Outgoing Requests



Once you find a space you are interested in swapping into, you can either send the person advertising their room a message by clicking “send message” or you can initiate a room swap request by clicking “Request Swap.” Room Swaps that you request will pop up in “Outgoing Requests.”

The student who initiated the request will complete the swap. The room swap **is not final** until this step has been completed. Once notification has been received that the swap was accepted by the other student, you will need to log back into the housing portal to complete the swap. Select “SWAP” on the management page to finalize.

Incoming Requests

Incoming requests are offers initiated by another person. You will have the opportunity to either **accept or decline** the swap. If you choose to accept, the other person will then be prompted to finalize the swap. Once this has been finalized, there is no way to undo. You will then be able to view your new space on the housing portal and see any roommates/suitemates in the space.



Room Swap Steps

- ☐ Room Swap is initiated by a student
- ☐ Receiving student accepts room swap request
- ☐ Initiating Student finalizes swap