

# CHANGE SPACE

If you have selected a room and want to change your space to another room/ hall that has vacancies complete the following process.

**KU STUDENT HOUSING**  
The University of Kansas

Betty Test Student  
RMSID158962

**WHAT WOULD YOU LIKE TO DO?**

<a href="#">Submit a Housing Contract</a>	You will need your 7 digit KU Student ID number to submit your contract. <a href="#">How do I find my KUID number?</a>
<a href="#">Select a Space and Dining Plan</a>	See the room selection schedule. Find your room selection group number. Select your room, roommate and dining plan for Fall 2018-Spring 2019 (August 2018-May 2019).
<a href="#">Scholarship Hall Agreement</a>	Submit your scholarship hall statement of agreement.
<a href="#">View Assignments</a>	View assignment, roommates, dining plans and rental furniture (if applicable).
<a href="#">Change Space</a>	Change apartment living or residence hall space for Fall 2018-Spring 2019 (August 2018-May 2019) prior to move-in.
<a href="#">Dining Plans</a>	Submit request to change dining plan, buy off-campus plan, buy or cancel 50-meal block.
<a href="#">Submit Winter Break Reservation</a>	Residence and scholarship hall residents who need lodging during winter break (Dec-Jan).
<a href="#">Cancel My Housing Contract</a>	Submit a student housing contract cancellation request.

Finished? Close this page and, for security reasons, we recommend that you close your browser.



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**ROOM SELECTION**

Academic Year 2018-2019  
Contract Received: 1/9/2018  
Cancel Date:

Group #: 500  
Group # applies only to new residence hall residents.  
It will take one business day for your group number to be set.

Community: Residence Halls  
Returning Resident:   
Assigned: Pending


[Room Selection Schedule](#)  
[Room Selection Instructions](#)

<a href="#">Set or change my roommate PIN</a>	<a href="#">Select a space for next year</a>
	<a href="#">Add a roommate later</a>
	<a href="#">Change my space</a>

[Return to Main Menu](#)



Select the community you are want to change into.



Staci Roe  
RMS92501

### SPACE CHANGE OPTIONS

You may change your space but not pull-in or move a roommate with this process.


If you want to change to gender inclusive housing, contact [Tara Eisenhour](#).

I want to change my space to a space in...

Select both bookings.

Click  [Next Step](#).

[Current Space](#) [Change Space](#) [Review](#)



Staci Roe  
RMS92501

### Your Assignment


	Bed Space	Term	Move In	Move Out
<input checked="" type="checkbox"/>	HAS-543a	2018 Fall Res Schol	8/16/2018	12/14/2018
<input checked="" type="checkbox"/>	HAS-543a	2019 Spring Res Schol	1/19/2019	5/17/2019

Check both boxes.

Select the type of room from the drop down menu.

Click  [Search](#).

[Current Space](#)   [Change Space](#)   [Review](#)



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**Lock Status**

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**Search for spaces**

Room Type

 [Search](#)    [Cancel](#)

**Select Space Below - Click Triangle**



Click triangle to see spaces and room type. Click the room hyperlink to see the room type. Click the bed space hyperlink to see rate details.

- ▶ Room: [LEW-314](#) (2 available)
- ▶ Room: [LEW-315](#) (2 available)
- ▼ Room: [LEW-316](#) (2 available)
  - Bed Space: [LEW-316c](#) suite w bath
  - Bed Space: [LEW-316d](#) LEW 4p suite w bath

**Occupied**

Bed Space:	LEW-316a	Closed	8/16/2018- 5/17/2019
Bed Space:	LEW-316b	Closed	8/16/2018- 5/17/2019


- ▶ Room: [LEW-317](#) (2 available)
- ▶ Room: [LEW-318](#) (2 available)
- ▶ Room: [LEW-319](#) (2 available)
- ▶ Room: [LEW-320](#) (4 available)
- ▶ Room: [LEW-321](#) (4 available)

 [Cancel](#)    [Next Step](#)

Place yourself in a bed space.

Click [Next Step](#)

[Current Space](#)   [Change Space](#)   [Review](#)



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**Lock Status**

**09:55** Bedspace LEW-316d will be unavailable to others while you process your booking.


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**Current Locks**

Bedspace "LEW-316d" is locked for you. Press Release Lock to select a different space.




Room: [LEW-316](#)

Bed Space: [LEW-316d](#)

Staci Jill Roe 


 [Release Lock](#)

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 [Cancel](#)    [Next Step](#) 

Review Change. If correct, click [SUBMIT](#)

[Current Space](#)   [Change Space](#)   [Review](#)



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**REVIEW**

**Assignment**




Bed Space

HAS-543a

New Assignment is in a LEW 4p suite w bath

Rm #	Bed Space	Move In	Move Out	Rate Info
LEW-316	LEW-316d	8/16/2018	12/14/2018	\$3215.00 Term
LEW-316	LEW-316d	1/19/2019	5/17/2019	\$3215.00 Term

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 [Cancel](#)    [SUBMIT CHANGE](#) 

**The following confirmation screen will appear.**

Staci Jill Roe

You have completed a space change for Fall 2018 - Spring 2019. Your new mailing address is  
1530 Engel Rd #316  
Lewis LEW-316  
Lawrence KS 66045-3898

To review your room assignment, roommates and dining plan.

- Log into Student Housing from the myKU portal.
- Click "View Assignments" on the main menu.
- Click Future - Fall 2018 - Spring 2019

See the Student Housing calendar at [housing.ku.edu/calendar](http://housing.ku.edu/calendar).  
[Move-in](#) and dining plan dates may be adjusted as required to accommodate changes in the official university calendar.

[Cancellation policy and charges](#)

Questions? Contact  
KU Student Housing  
[housing@ku.edu](mailto:housing@ku.edu)  
785-864-4560

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