Space is Limited. Be aware that by submitting a room change request, you agree to the terms outlined in the approval letter. If you fail to meet these requirements, you may be charged $150.00 if you do not complete your move.

**New Room Change Lottery**

**Room Change Timetable**

- **RED DATES NEW ROOM ONLINE OPEN LOTTERY**
- **BLUE DATES PHYSICAL ROOM CHANGE OCCUR**
- **HOLIDAY BREAK**

**Step 1 Access Self Service**

To access the online housing room change lottery, log on through your UAOnline account and select the following menu headers:
1. Student Services and Account Information
2. Campus Housing, Dining, and Post Office
3. UAF Housing, Dining, and Post Office
4. Go to Self Service

**Step 2 Click Room Selection**

**Step 3 Select Available Beds**

**Step 4 Confirm Selection**

Once you confirm your selection, you will give up your rights to your current bed assignment. Any additional room charges will be applied, and due at this time.

**Step 5 Email Confirmation**

Auto-generated email will be sent to your preferred email confirming your new room request and instruction of how and when you can move. Note, you can change your room selection as many times as you would like while the lottery is open. This includes selecting your original room assignment, if still available.

**Turn Page Over for Even Swap Change**
Even swap is a move that occurs when two or more residents swap spaces. This can happen within a hall or can occur from one building to another. No empty space is created by an even swap.

**EVEN SWAP ROOM CHANGE**

Even swap is a move that occurs when two or more residents swap spaces. This can happen within a hall or can occur from one building to another. No empty space is created by an even swap.

**EVEN SWAP ROOM CHANGE TIMETABLE**

**ORANGE DATES EVEN SWAP OPEN // BLUE DATES PHYSICAL ROOM CHANGE OCCUR // HOLIDAY BREAK**

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**Step 1 Pick Up Form**
Pick up even swap form from the Central Office in the MBS Complex. Forms are also available outside the Central Office.

**Step 2 Complete Form**
Fill out form and ensure all residents involved sign the form.

**Step 3 Submit Form**
Submit completed form to the Central Office (Monday - Friday, 9AM-4PM) or submit to after hours drop box next to Central Office door. Forms must be submitted in accordance to the Even Swap Timetable.

**Step 4 Email Confirmation**
An email will be sent to your preferred email confirming your new room request and instruction of how and when you can move.

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**DEPARTMENT OF RESIDENCE LIFE**
MBS Complex  
732 Yukon Drive  
Fairbanks, AK 99775-6860  
Phone 474-7247  
Fax 474-6423

**UAF-housing@alaska.edu**