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

**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.

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

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Freeze</strong>&lt;br&gt;August 25 — September 7</td>
<td><strong>ROOM FREEZE</strong>&lt;br&gt;August 25 — September 7</td>
</tr>
<tr>
<td><strong>Orange Dates Even Swap Open</strong>&lt;br&gt;Blue Dates Physical Room Change Occur&lt;br&gt;Holiday Break</td>
<td><strong>Orange Dates Even Swap Open</strong>&lt;br&gt;Blue Dates Physical Room Change Occur&lt;br&gt;Holiday Break</td>
</tr>
<tr>
<td>SUN</td>
<td>MON</td>
</tr>
</tbody>
</table>

### 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.