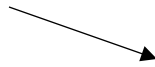


SECOND-YEAR ROOM SWITCH REQUEST GUIDE

STEP 1. Log In to the student housing portal and select the request form.

- Sign on to the Residence Life Housing Portal at <https://stthomasmn.starrezhousing.com/StarRezPortalX/>
- Select the **SY ROOM SWITCH REQUEST** found in the Menu bar to continue.



SY Room Switch Request



Hello .Tommie .Tuesday! Welcome to the On-Campus Housing Portal.

Living on campus opens doors to great Residential Experiences. Your Residence Hall is more than a place to sleep, we strive to create communities that are inclusive and rooted in learning and support.

As you navigate through the portal, if you have any questions or concerns, please reach out to Residence Life at reslife@stthomas.edu.



Contact Us

Residence Life Office
Koch Commons 120

Email: reslife@stthomas.edu

Phone: (651)962-6470

SECOND-YEAR ROOM SWITCH REQUEST GUIDE

STEP 2. Click the **BEGIN** button to continue.

Term Selector

Please click the **BEGIN** button below to continue with your Room Switch request.

2026-2027 Academic Year
(9/9/2026 - 5/21/2027)
as of **3/30/2026**

Your application is complete as of **3/30/2026**.

BEGIN

STEP 3. Follow instructions and select your Room Switch Request preference.

Room Switch Request

Instructions

Please click the dropdown to select an option based on your request to be added or removed from the list.

When done click Save & Continue button.

Room Switch Request

I wish to be **ADDED** to the room switch list

I wish to be **REMOVED** from the room switch list

Save & Continue

SECOND-YEAR ROOM SWITCH REQUEST GUIDE

STEP 4. Select Room Switch Choices.

Building & Room Preferences

Select at least One Room Switch Choice

Required - Click the dropdown arrow for Room Switch Choice One to select your top priority building/room type.

Optional - Select Room Switch Choices Two, Three, Four, or Five. (You can select any number of choices, please do not duplicate choices of building/room types).

Do not select any Room Switch Choice building/room type that you are not considering.

Room Switch Choice One (Required)

- Flynn or Frey Hall Double (Suite)
- Flynn or Morrison Hall Single
- Grace Hall Single/Double
- Murray Hall Quad
- Mid-Campus Double

Room Switch Choice Four

Room Switch Choice Five

Click Save & Continue when done.

Save & Continue

SECOND-YEAR ROOM SWITCH REQUEST GUIDE

STEP 5. Follow instructions found on the page to select OPTIONAL preferences.

OPTIONAL- Single Room Preference

IMPORTANT - please read instructions below before you make your choice.

Click in the box to place a check mark if you are ONLY INTERESTED in a SINGLE ROOM. This could include your own bedroom within a 3 or 4 bedroom apartment or your own bedroom in a suite style layout where you share a bathroom with other residents.

If you will accept a shared bedroom space on campus, leave box blank and you may click in the box to remove/add a check mark if you change your mind.

Click in the box if you are ONLY INTERESTED in a SINGLE ROOM

OPTIONAL - Specific Building/Room

Do you have a specific room in mind?

If you are requesting a change to a room due to a vacancy in the room and residents in the room are requesting you to move in with them, indicate the **specific Building and Room/Apartment number** and we will try to grant your request provided the space is available.

Specific Building/Room

Click Save & Continue when done.

Save & Continue

SECOND-YEAR ROOM SWITCH REQUEST GUIDE

STEP 6. Select Roommate Options preference.

Roommate Requests

Instructions - Roommate Options

Click the dropdown to see roommate options listed and select the option that you would consider.

We recommend making the group smaller because it's more likely that we would have 1-2 spaces together instead of a whole apartment/suite for 4.

Roommate Options (Required)

Roommate Options (Required)

▼

NO, I will not consider a housing switch unless the roommate group can move together

YES, I will consider a housing switch with one other roommate requested

YES, I will consider a housing switch with two other roommates requested

YES, I will consider a housing switch WITHOUT my requested roommate(s)

STEP 7. Optional – Enter your roommate requests.

Instructions - Roommate Requests

OPTIONAL - Complete the form below and type the roommate(s) full name and St. Thomas ID number in the text boxes provided. You may request up to 3 roommates.

The roommate(s) in your group should also complete the form and include everyone in the roommate group. Everyone in the group should all agree on building/room preferences.

First Choice - Roommate Request

Second Choice - Roommate Request

Third Choice - Roommate Request

Save & Continue

SECOND-YEAR ROOM SWITCH REQUEST GUIDE

STEP 8. Submit Room Switch Request

Thank You

FINAL STEP – Submit Room Switch Request

Thank you for completing the room switch request form.

Please click the **SUBMIT ROOM SWITCH REQUEST** button below to complete the request. You will receive a confirmation email from Residence Life after you successfully submit the form.

Residence Life will be in contact with you at your St. Thomas e-mail if options become available for a room switch.

SUBMIT ROOM SWITCH REQUEST