Room Swaps

The Room Swaps system is available to most students in university managed accommodation. It will allow you to find another student to swap with or create a record to request a swap.

Once you have arranged a swap with another student, you will need to both go to the university’s Housing Office to complete the necessary paperwork.

Creating a New Swap Record

1. Click on the ‘Housing’ option under the ‘Personal’ tab to access the Room Swaps table.

2. Click on the ‘Create New’ button to create a new room swap record. This will give you an ‘edit’ screen to create your new record.
3. Clicking on the drop-down list will give you a list of university residences;

4. You can make a request to swap into any building;

5. If anybody wishes to swap from their building into yours, then it will be indicated on the list with how many swaps are available (e.g. ‘1 available’).

In the example above the student is currently in ‘Swanborough’ and creates a swap record. The list indicates that 1 student wishes to swap into ‘Swanborough’ from ‘Lewes Court’ and another wishes to swap into Swanborough from ‘York House’, so both these residences would be available as potential swaps.

6. As well as the different residences it is possible to view and swap into a room with ensuite or standard facilities.

7. Once you select a residence this will create a room swap record. If there are any available matches this will be shown under the Rooms Available heading. You can click the button ‘View xx room’ to see your potential matches.

8. If there are no rooms available yet, then you should still create the record. Someone may come along later who wants to swap with you!

Deleting your Room Swap Record

1. If you want to delete your record click on the ‘Delete’ button at the top of the table. Then click the blue ‘Delete’ button against the record you want to delete.
Please note that all room swap records will expire after 14 days! If you still haven’t managed to swap during that time, then just create a new room swap record once your old record has expired.

Viewing Your Matches and Arranging Your Swap

1. To view your potential room swap matches, click on the ‘View xx room’ button. This will allow you to see the name of the person who wishes to swap into your building. You will also be able to send them an email to potentially arrange a room swap.

2. Click the ‘Send Email’ button to call up the email screen. You will need to send your email through Sussex Direct to eventually complete your swap.
3. The next step is to arrange the swap with the other student. Once you’ve come to an agreement then either one of you will be able to confirm the swap record. Click on the ‘Swap Agreed’ button to do this. If the ‘Swap Agreed’ button is greyed out it may be because you have not sent an email through the system.

4. When you click the ‘Swap Agreed’ button the other party will receive an email asking them to confirm that they have also have agreed to swap. Also, all your existing swap records will become ‘unavailable’ whilst waiting for other party to confirm the swap.

5. By clicking ‘Confirm swap agreed’ in the email this will take you to Sussex Direct to enable you to confirm the swap.

6. If there has been a mistake either party can cancel the swap at this stage.

7. Once both parties have agreed the swap then you must both go to the Housing office to complete the necessary paperwork.

**Please Note:** Swapping rooms without Housing Office consent is a serious fire-safety issue, a breach of your tenancy and will incur a fine of £250.

8. You will be able to see where you are in the process by looking at the progress bar.