Univeristy Housing Renewal
Wait List FAQ

Unfortunately, we were not able to offer assignments in university owned housing to all of our undergraduate USC Housing Renewal applicants. We understand that this is frustrating and stressful for you, and for that we sincerely apologize. USC Housing recognizes that it has a commitment to try to offer housing to as many UHR participants as possible.

To that end, we have implemented a Wait List process to insure that as space becomes available we can offer it to unassigned UHR applicants. It is our belief that this will allow us to offer assignments in the most fair and efficient manner.

Please read the following information carefully, so that you are fully informed of what is happening with your housing application in the Wait List process.

Q: Who may be on the UHR Wait List?
All undergraduate UHR participants with an active application who have either:
- not been assigned to housing during UHR, or
- have not confirmed a contract during UHR
may sign up for the Wait List.

UHR participants who have confirmed a contract, but wish to change their assignment, may not sign up for the Wait List, and should instead request reassignment.

Q: What do I need to do?
To be included on the Wait List you must complete a UHR Wait List Contact Information sheet by March 7th, 5pm. It is very important that we have accurate and legible contact information for you or we will not be able to offer you a space in housing. Please make sure to fill out the Wait List Contact Information sheet and turn it in as soon as possible. The Contact sheets are available at all USC Housing customer service centers and the central office in PSX.

Q: What if I want to cancel?
If you would prefer to not be on the Wait List and would like to cancel your application, please fill out a Cancellation form available on our web site at http://housing.usc.edu/Services/HousingForms as soon as possible. The sooner you let us know, the faster we will be able to move through the Wait List.

Q: What about my lottery selection time?
The UHR lottery selection time you were assigned on February 10th will be used to determine your place on the Wait List. As spaces become available, assignments will be offered to students in the order their names appear on the Wait List.
Q: How does the Wait List process work?
When we reach your number on the Wait List and a housing space becomes available, a Housing Representative will attempt to contact you at your USC e-mail address or the telephone number(s) indicated on the Wait List Contact information sheet to offer you a housing assignment.

The housing offer will be for one specific space - unfortunately we cannot offer you a range of choices, nor can we call you back later with a different housing space. You must make your decision based on the space available when we contact you.

- The housing offer will be for an individual space - we cannot accommodate roommate requests in the Wait List process.
- You will have 24 hours to accept or decline the space.
- If you decide to accept the assignment, you should go log on to the housing portal at [https://housing.usc.edu/portal](https://housing.usc.edu/portal) to confirm the space.

Once you have been offered a space, your name will be removed from the Wait List, whether or not you confirm a contract.

Q: What if I decline or don’t respond to the offer?
If you decline the space that has been offered to you, or if you fail to respond within the 24-hour time frame, your application will be cancelled and your name will be removed from the Wait List. If you would like your application reinstated in order to be considered for future openings, please inform the Housing Office in writing. We will contact you if we are able to offer you a housing assignment.

Q: When will I get an assignment?
We will begin to offer assignments to students on the Wait List in late March, after we have processed cancellation and reassignment requests from 2012-2013 housing contract holders. This process will continue throughout the remainder of this semester as well as into the summer months, if need be. UHR Wait List applicants will have priority over new transfer and continuing students applying for housing. As housing spaces open up, these spaces will be offered to those on the Wait List. Only after all Wait List applicants have had the opportunity to accept a space will transfer students and non-UHR continuing students be offered housing.

Q: How long will this take?
We will continue to offer spaces that become available to students remaining on the Wait List until we have exhausted the Wait List. In previous years, we have been able to provide housing to everyone on the Wait List by sometime in May.

Q: Where will these new spaces come from?
Spaces freed up by UHR contract holders who cancel their contracts by the March 2nd and May 1st deadlines will be offered to those on the Wait List. In addition, the selection of Resident Advisors for 2012 - 2013 will make their spaces in the regular housing inventory available for assignment.

Q: I’ve got a question about the Wait List that wasn’t answered here. What do I do?
Go to your CSC or contact the central Housing office by phone at 740-2546 or e-mail at housing@usc.edu for more information.