

# USC Housing Spring 2018 Check-in Guide



Welcome to USC and university graduate housing!  
We look forward to seeing you when you move in for Spring 2018.

## Check-In

### When is Check-in?

Check-in day for Spring is Thursday, January 4, 2018, from 9:00am to 4:00pm.

### What if I can't check-in on the scheduled day?

If you need to arrive after 4:00pm January 4, please contact your Customer Service Center (CSC), listed below, in writing as soon as possible to advise them of that. Late arrival (after 5:00pm on January 4) may result in cancellation of your contract or reassignment of your space.

Please note that it is not possible to check into any Spring housing assignment any earlier than January 4.

### What do I need to check in?

Please bring picture identification (USC student ID card, driver's license or passport) with you when you come to Check-in.

### Where do I go to check in?

Spring residents should go to the CSC for their building assignment as listed below to check-in.

<i>If your housing assignment is for:</i>	<i>Then you should check-in at:</i>
Helena · Terrace · University Regent	Century CSC (CAP) 3115 S. Orchard Street, Los Angeles, CA 90007
Seaver Residence Hall	Seaver CSC (SRH) 1969 Zonal Avenue, Los Angeles, CA 90033
Annenberg House · Centennial · Fairmont · Founders Hillview Manor · Max Kade · Pacific · Regal Trojan Severance St. Apts · Sierra · Troyland · Twin Palms · Vista	Sierra CSC (SIE) 2638 Portland Street, Los Angeles, CA 90007
Bel Air · Regent · Senator · Seven Gables · Stardust Sunset · Troy East · Troy Hall · Windsor	Troy Complex CSC (TRE) 3025 Royal Street, Los Angeles, CA 90007

Contact information for all Customer Service Centers can be found in the [USC Resident Information](#) booklet

## Moving In

### Parking and Unloading

Unloading zones are for temporary parking only, a restriction that will be enforced by university officers, so please, be sure to pay attention to posted parking restrictions when moving in.

No special provisions for unloading will be available for North University Park Campus locations.

### Moving Your Stuff

Large wheeled bins will be available at each CSC for hauling in your belongings. They are available on a first-come, first-served basis and may be checked out for a limited time.

### Elevators

Our large north campus apartment facilities have elevators, but many of our smaller buildings do not. You may need to carry your possessions up a flight or two of stairs in these locations.

### Shipping Your Belongings

You can use any carrier (UPS, U.S. Postal Service, etc) to ship your items to your USC address. Your campus address can be found in the [USC Resident Information](#) booklet. You may have items sent to that address without the room number. Room/apartment numbers will be issued at check-in. Our staff will look up your room number and notify you when your packages arrive.

Please note, however, since *we cannot accept any packages for residents who have not checked in*, we will refuse any packages for you prior to your arrival. Please time your shipments to arrive *after* you have checked in.

Please see other side for important information →

## **Important Policies**

### **Pets**

Pets are not allowed in housing facilities for legal, health and safety reasons, the only exception being fish tanks of 10 gallon or less capacity. Pets are not allowed to 'visit' at any time.

### **Smoking policy**

All University housing facilities, regardless of location, are smoke-free environments. Smoking is not allowed, even if roommates give their consent or the resident is the sole occupant of the apartment or residence hall room. All common areas - including apartment balconies are - also designated smoke-free.

## **Parking Permits**

USC Transportation offers parking on the University Park Campus, North University Park building lots and at the Parking Center. Please contact USC Transportation directly at (213) 740-3575 to obtain an application, inquire about availability of parking lots, or for general information regarding parking. You may also apply on-line at [transnet.usc.edu](http://transnet.usc.edu).

## **Reassignment**

Residents wishing to change their assignment (reassign) may do so beginning January 10. More details on spring semester reassignment will be available later.

## **Provided Furnishings**

All university housing is fully furnished with furniture appropriate to their type. Those with living rooms have sofas and end tables and most include a dining table and chairs. Apartments with kitchens have a stove/oven and refrigerator. The bachelor apartment types does not have a kitchen, but does have a combined microwave/small refrigerator. Each residence hall/suite room also has a combined microwave/fridge units.

Apartments with shared bedrooms have extra long twin beds (36" by 80"), while most single occupancy rooms in graduate buildings will have a full extra long bed (54" by 80"). Each resident also has a desk and chair, three dresser drawers and closet space.

## **What to Bring With You**

Thinking about what to bring with you? Here's a quick list.

### **Basic Items:**

- |   |  |
|---|--|
| <input type="checkbox"/> Towels                 | <input type="checkbox"/> Blanket                 |
| <input type="checkbox"/> Bedspread or comforter | <input type="checkbox"/> Pillows and pillowcases |
| <input type="checkbox"/> Sheets                 | <input type="checkbox"/> Toiletries              |
| <input type="checkbox"/> Hangers                | <input type="checkbox"/> Fan                     |
| <input type="checkbox"/> Alarm clock            | <input type="checkbox"/> Desk lamp               |
| <input type="checkbox"/> Cell phone             | <input type="checkbox"/> Computer                |
| <input type="checkbox"/> TV (with a QAM tuner)  | <input type="checkbox"/> Decorations             |

### **Apartments with Kitchens:**

If you're assigned to an apartment with a kitchen you'll need all of the above plus :

- Dishes
- Glasses
- Cooking and eating utensils
- Pots and pans
- Microwave
- Small kitchen appliances
- Basic cleaning tools and supplies

### *Tips:*

- You may wish to coordinate bringing big items, such as appliances, with your roommate(s).
- Not everything has to be brought when you check-in. Some items can be brought or shipped later.

### *Please Don't Bring:*

- Air-conditioning units - If your housing assignment does not have AC, you cannot install a unit yourself. This is a physical alteration of the property, prohibited for safety and security reasons.
- Dish/Satellite TV Receivers - Installing such a unit is a physical alteration prohibited for safety reasons. Remember: all housing facilities come with free digital cable TV service.
- WiFi routers - WiFi is provided in all housing facilities.