



USC HOUSING RENEWAL

2016-2017

L I V E · L E A R N · P L A Y

UHR TIMELINE

DATE	EVENT	PAGE REFERENCES
Tuesday, 1/19/16 to Sunday, 1/24/16	Online application period	Online Application, p 2-3
Friday, 1/22/16	Deadline to clear registration holds	Clearing Holds, p 2
Sunday, 1/24/16	Online application deadline SI supplemental application deadline	Online Application, p 2-3 SI Application, p 4
Friday, 2/5/16	SI acceptance and contracting time notification	SI Acceptance, p 4
Monday, 2/8/16 to Thursday, 2/11/16	Special Interest Communities and Graduate/Family contracting period	Contracting, p 4 and p 5 Contract Confirmation, p 3
Friday, 2/12/16	Lottery time notification	Selection Times, p 6
Tuesday, 2/16/16 to Thursday, 2/25/16	General Lottery period	General Lottery, p 6 Sophomore Guarantee, p 6 Contract Confirmation, p 3
Monday, 2/29/16 to Wednesday, 3/9/16	Wait List sign-up period	Wait List, p 7
Friday, 3/4/16	Last day to cancel confirmed contracts without penalty	Cancellation, p 7
Monday, 3/7/16	Reassignment requests accepted	Reassignment, p 7
Monday, 5/2/16	Last day to cancel confirmed contracts (with loss of \$800 Confirmation Payment)	Cancellation, p 7



For building descriptions, room types, floor plans, rents, photos and online application, please visit housing.usc.edu

YOUR GUIDE TO USC HOUSING RENEWAL

USC Housing Renewal (**UHR** for short) is USC's program for current residents to return to university housing for the next year. **UHR** is easy and convenient-- everything is done on our website. To be successful at **UHR** just follow these simple steps:

1. Select a category – **UHR** categories take into consideration the type of housing that participants are looking for as well as their current assignments and class standing. Pick the one that best matches your housing goals for next year.

• *Special Interest Communities (p 4)* – for those interested in living in one of our special interest programs

• *Graduate and Family (p 5)* – for graduates and family housing residents who wish to return to their current assignment

• *General Lottery (p 6)* – for residents who will select and confirm their housing online from available space at times determined by lottery.

2. Apply on time – You can't participate in **UHR** if you don't apply by the January 24 deadline.

3. Know your options – USC Housing has a wide variety of buildings, room types and communities. Visit the Housing website to see what is available and what suits your needs.

4. Have a plan – Know how your category works. If you have specific roommates in mind for next year, coordinate with them in advance about housing choices and decisions, and follow the roommate procedures for your category. It's a good idea to have a list of alternative options that are acceptable to you (and your roommates) in case your first choices are not available.

5. Follow through – Once you have a plan, follow through on it. Know when your housing selection time is. Be sure to confirm your contract by your category's deadline. If your roommate is selecting housing for your group and pulling you in, confirm your individual assignment.



We've tried to make **UHR** simple while still giving all of our returning residents as many options and choices as possible. You need to be informed to be successful, so take some time to read through this brochure. If you have questions, just contact your Housing Customer Service Center, the central Housing Services Office at (213) 740-2546 or housing@usc.edu. We're happy to help!

WHY CHOOSE USC HOUSING?

- 9-month, individual leases
- Rent billed to university student account
- No extra rent to pay if your roommate leaves
- Contract release for semester away or December graduation available
- Laundry facilities in every building
- 24/7 Department of Public Safety patrols
- Computerized entry-monitoring system to all buildings
- Free shuttle and Campus Cruiser service
- Maintenance available 24/7 for emergency repairs
- Reassignment to other available USC Housing buildings
- Furnished accommodations
- Free basic cable TV with premium and HD stations
- Onsite staff available for assistance 24/7
- Free wireless and Ethernet Internet connections



LEARN

APPLYING FOR UHR

Get started by going to the USC Housing website at housing.usc.edu, during the application period, January 19 - 24.

You must apply during the application period in order to participate in UHR.

ONLINE APPLICATION

Clearing Financial Holds

An uncleared financial hold will prevent you from applying for **UHR**. You must clear any financial holds placed on your student account prior to 5 PM on Friday, January 22. Collection issues are resolved at the Financial Services office located in Parking Structure “B.” Once your hold has been lifted, be sure to obtain a clearance letter and bring it to the central housing office in PSX before logging on to apply.

Log-In

Your user name is your 10-digit USC student ID number. Even if this is the first time you have used our online portal, your current resident status has already registered you and your basic personal information in our system.

You will be e-mailed your password for access to the application and assignment portal. Your password is fixed and cannot be changed. Please keep it private – you are responsible for everything done under your log-in, including confirming a housing contract. If you forget your password, you can request that it be e-mailed again to your USC address by clicking the ‘Forgot password’ link on the portal login page.

Term

Begin by selecting the term you are applying for. All **UHR** participants must select ‘Academic Year 2016/2017’.

Application

Once you have selected the housing term you are applying for, the application process consists of several steps.

Step 1 ‘Begin Application’

This will start your application.

Step 2 ‘Personal and Contact Details’

This is your opportunity to verify and update your basic information, such as class standing and online screen name.

Once you click the ‘Continue’ button, your application information will be submitted to USC Housing. Your student account will automatically be billed the \$45 application fee. *This fee is required to participate in the renewal process and is non-refundable regardless of whether or not you sign a contract with USC Housing.*

Step 3 ‘Profile Questions’

Create your profile by answering a series of questions regarding your personal living preferences.

Step 4 ‘Application Category’

Choose which of **UHR’s** three categories best suits your housing needs for next year. If you have any physical or medical special needs we should consider, please indicate them here, and be sure to register with the Disability Services and Programs office.

Step 5 ‘Special Interest Housing’

If you have chosen the Special Interest (SI) category, be sure to indicate the community you are interested in. You may only request to be considered for a single SI community. SI applicants will also need to complete the appropriate supplemental application and submit it according to the instructions provided on the application form.

Step 6 ‘Roommate Selection’

If you have a specific roommate in mind, you can request them in this step. You can also use our search tools to look for and communicate with potential roommates. (Roommate Requests, p 3)

At this point your application has been submitted. (Our website will indicate your application is incomplete until you have confirmed an assignment.) The remaining steps of the portal process (room selection, contracting, etc) will be locked until you receive an e-mail notice of a pending assignment or your assignment selection time. At that time, log on and select the housing term you have applied for in order to be assigned in your category.

PROFILE

Access your profile to update personal contact information. Some key information (i.e. your name) is locked from editing. If you notice any errors in your key information, please send an e-mail to housing@usc.edu and we will be happy to verify and correct these entries.

You can return to the portal to edit and update your profile at any time by logging on and clicking on ‘Profile’.

ROOMMATE REQUESTS

You can search for and request roommates using our online tools.

If you have a roommate(s) in mind you can find them using details like their student ID or screen name, and request them on the 'Roommate Selection' page of the portal. If you would like to compare profiles and identify new potential roommates based on how they match to your profile, the system can give you a list of students to choose from. You will be able to contact these residents via our portal's messaging feature, using your screen name.

Roommate groupings are only possible by mutual agreement. In order for you to be assigned with a potential roommate, they must be an 'accepted roommate.' Accepted roommates are pairs or groups in which one person has sent a roommate request that has been accepted by one or more students. Requests are sent from the roommate section of our online application. When another student requests you as a roommate, or your request for a roommate has been accepted, the system will send you an e-mail inviting you to return to the portal to review and update your roommate selections. To be eligible to be assigned together, you must have either:

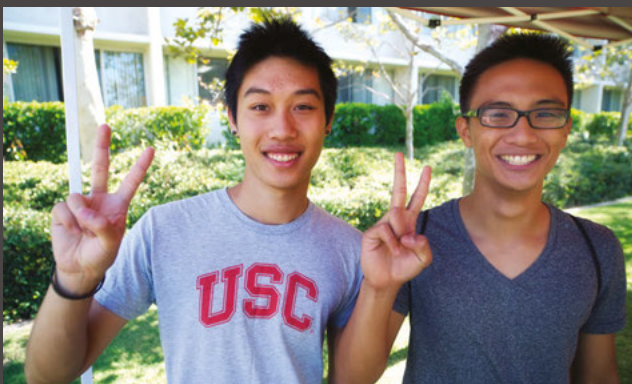
- requested someone who accepted your request or
- accepted when someone requested you.

All roommates within the group must be participating in the same category and be of the same class standing.

Accepted roommates are not automatically assigned together; you must follow the assignment and roommate guidelines for your chosen **UHR** category.

You can return to the roommate section of the portal as many times as you like, up to the point when you are assigned housing. Roommate information will be updated and available on the 'Application Status' page of the portal for participants who have a housing assignment. You can contact your currently assigned roommate(s) via the screen name communication tools and share information as you see fit.

Note: While USC Housing strives to give residents the best possible chance to be assigned with chosen roommates, *we cannot guarantee roommates will be assigned together.*



CONTRACT CONFIRMATION

Regardless of the category used to gain a housing assignment, all **UHR** participants will need to confirm their contract online at the USC Housing website. **Each participant must individually confirm their contract; confirmation by one roommate does not confirm the contracts of the entire roommate group!**

- Contracts for the Graduate and Family Housing category are pre-assigned. Once notified by e-mail that their assignments are ready, participants should log in to our website to confirm their contracts.
- Contracts for the Special Interest and General Lottery categories must be confirmed at the time the assignment is made. If not, the selected space will be available to others in the lottery process.

Step 8 'Contract and Finish'

Please read through the Living Agreement and then confirm your contract. You must click on the 'I Agree' button to agree to the terms and finalize your contract; if you fail to do so, your contract will be cancelled. Clicking on the 'I Agree' button is the electronic equivalent of signing a contract, and by doing so you are agreeing to be legally bound by the terms of the Living Agreement. When you finalize your contract, your student account will be charged the \$800 confirmation payment. (Renewal Fees, p 7)

Step 9, 'Meal Plan'

This page applies only to those whose housing assignment comes with a mandatory meal plan and will indicate what plan is required. To add or change a meal plan, go to the USCard website www.usc.edu/uscard.

'Application Status'

This page will list the important details of your USC Housing assignment, including building, room type and the screen names of those students assigned to your room. You should print a copy of this page for your records.

Note: After confirming your contract, you may later opt to cancel it by the stated deadlines. (Cancellation, p 7)

Room Numbers

During the selection and assignment processes you will see references to specific room numbers. The system must use room numbers to accurately update the available inventory. *The specific room numbers referred to are not implied, promised, reserved or guaranteed to any individual applicant.* USC Housing contracts are for a location and room configuration only. USC Housing retains and reserves the right to move or consolidate residents at its sole and absolute discretion.

SPECIAL INTEREST COMMUNITIES

When applying, you can request to be assigned to a Special Interest (SI) community that interests you or to continue in your current community.

Application (Jan 19 - 24)

If choosing this category, follow the normal online application instructions (Online Application, p 2) and indicate your desired program in the 'Special Interest' section of the application. Only one SI community may be requested.

SI communities also require the completion of a supplemental application. The supplemental applications can be found at uscstudentaffairs.qualtrics.com/SE/?SID=SV_a3sgvaR46PUFbaR. (This link will appear when you apply.) It is your responsibility to complete the supplemental application according to the instructions provided and submit it by the deadline listed. Questions regarding supplemental applications should be referred to the Office for Residential Education at 740- 2080.

Acceptance (Feb 5)

Housing for returners to Special Interest communities is limited, as the majority of these spaces are located in the residence halls primarily reserved for incoming freshman. Acceptance is determined by the Residential Education staff after careful consideration.

Applicants chosen will be notified via their USC e-mail account and informed of their assignment selection date and time, which is determined by a random lottery. This information will also be posted in the 'Room Search' section of the portal. Applicants not accepted will be able to seek an assignment in the General Lottery period.

Assignments and Contracting (Feb 8 - 11)

Participants chosen for SI housing will select their housing assignment, bring in roommates, and contract for their space online at the USC Housing website.

Housing Availability

- All **UHR** applicants chosen in the SI category will be able to contract for a space in the SI community to which they were accepted.
- While there will be enough space for everyone accepted to a given SI program, the ability of applicants to select a particular room type within that SI community will depend on the inventory available at their individual selection time.

Assignments

Log on to our portal at housing.usc.edu/portal during your designated selection time.

- Go to **Step 7, 'Room Search'**, and click on 'Search' to choose your housing from available rooms for your SI community. You may search by room type or available number of spaces, and then reserve a space.
- After selecting a room, you will automatically go to 'Reserve Bed' to assign yourself to the space you have chosen.

Contracting

Once you have assigned yourself to a space you must accept and agree to the terms of your contract by clicking on Step 8 'Contract and Finish'. If you do not do so, your assignment will be cancelled. (Contract Confirmation, p 3)

Roommates

Roommate groups are created during the application process. All roommates within the group must be participating in the SI category and requesting the same SI community. The group is made up of 'Accepted' roommates -- those residents who have accepted a mutual roommate request in the application process. Only roommates who have been chosen for the same special interest community may be assigned together.

Roommates assigned ahead of their selection time will receive notification of their assignment by e-mail. Students assigned by a roommate *must still confirm their contracts individually within 24 hours* in order to be assigned with their roommate. If they do not, the housing space will be released and available for selection by others. Students may also choose to decline an assignment made by a roommate. This does not affect their lottery position; after declining an assignment they may choose from available spaces during their own selection time.

It is possible that not all requested roommates will be accepted into a given SI program. If you are accepted and your requested roommate(s) is not, you will need to decide to either:

- confirm the contract for the SI assignment and not live with your requested roommate(s), or
- opt to not confirm the contract and seek an assignment with your roommate(s) during the General Lottery.



Helena

GRADUATES AND FAMILIES

Residents of graduate or family housing who wish to renew the contracts for their current housing assignment (same building and configuration) may do so in this category.

Those who wish to change their housing assignment for next year in some way (move to a different building or change room types within their current building) will need to apply for the General Lottery category. Present residents who are currently not in graduate or family housing, but will qualify for such housing next year, will need to seek an available space in the General Lottery.

Application (Jan 19 - 24)

Residents choosing this category should follow the normal online application instructions. (Online Application, p 2-3)

Assignment (Feb 5)

Assignments for returning graduate and family students in this category will be renewed by USC Housing and notification sent by e-mail. Applicants in this category will only be assigned to their current contract (room type and building). Those who cannot be assigned in this category will be able to participate in the General Lottery category. (General Lottery, p 6)

Contracting (Feb 8 - 11)

Residents of graduate or family housing whose contracts are renewed will be notified by e-mail to return to the USC Housing website to accept or decline their assignment during the contracting period. (Contract Confirmation, p 3) Declining an assignment will automatically move the applicant into the General Lottery category. Contracts not confirmed by the February 11 deadline will be cancelled.

Unlike other USC Housing contracts, those for some graduate assignments and all family housing run on a yearly basis.

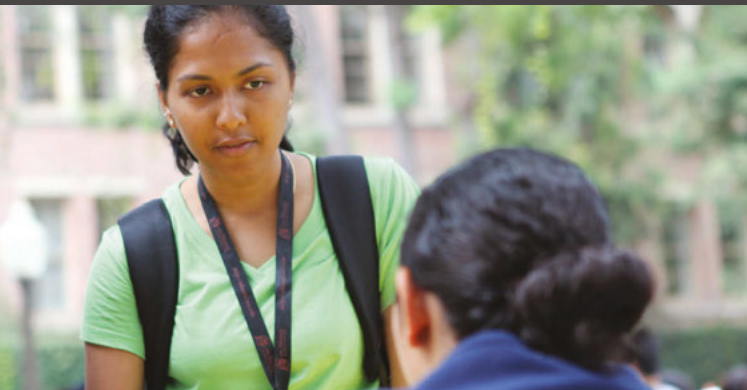
Roommates and Family Members

Graduates applying in this category may request a roommate in the roommate section of the portal. Such requests will work only if the requested roommate is living in the same building and room type and applying in this category.

To be considered for this category, family housing residents should be sure to answer 'Yes' to the application question asking if they are living with a spouse and/or dependents and list the required information about their spouse and/or dependent children. To verify family status, qualifying documents, such as marriage and birth certificates, will be requested prior to move in.



PLAY



Senator

GENERAL LOTTERY

Most **UHR** applicants will participate in the General Lottery. Along with the majority of returning undergraduates, this includes graduates and family housing residents who wish to change their housing assignment for next year, as well as any applicants not selected in the Special Interest category.

The General Lottery is divided into three parts: the Sophomore Lottery, the Junior/Senior Lottery, and Graduate/Family Lottery. Each is defined by: when housing will be selected (selection times), the type and number of housing spaces available and who may be requested as roommates.

Application (Jan 19 - 24)

Residents choosing this category should follow the normal online application instructions. (Online Application, p 2-3)

Selection Times (Feb 12)

A random lottery will determine the selection date and time for applicants to log on and choose their housing assignments. The Sophomore Lottery will take place first, followed by the Junior/Senior and Graduate/Family Lotteries. (Sophomore Guarantee, p 6)

Students will be notified of their selection time by e-mail on February 12. This information will also be posted in the 'Room Search' section of the online portal.

Assignments and Contracting (Feb 16 - 25)

General Lottery participants choose their housing assignment, bring in roommates, and contract for their space on the Housing portal.

Housing Availability

- To comply with the Sophomore Guarantee, enough housing spaces will be allotted to ensure that every sophomore applicant can be assigned during the Sophomore Lottery.
- USC Housing expects that most of our undergraduate housing will be assigned during the Sophomore Lottery. Therefore, there may not be enough housing for all of the returning students participating in Junior/Senior lottery. Those who are not assigned will be eligible for the Wait List. (Wait List, p 7)
- Spaces in the Graduate/Family lottery should be adequate for most, if not all, participants to get an assignment in the lottery.

Assignments

Log on to our portal at housing.usc.edu/portal during your designated selection time.

- Go to **Step 7, 'Room Search'**, and click on 'Search' to choose your housing from available rooms appropriate to your class-standing and gender. You may search by building, room type and available number of spaces, and then reserve a space.

After selecting a room, you will automatically go to 'Reserve Bed' to assign yourself to the space you have chosen.

- Be sure to assign all roommates before clicking 'Reserve Bed'; you won't be able to go back and add roommates after doing so.

Contracting

Once you have assigned yourself to a space you must finalize your contract by clicking on Step 8 'Contract and Finish' to agree to the terms. If you do not do so, your assignment will be cancelled. (Contract Confirmation, p 3)

When the contracting period ends, or there are no more available spaces, applicants who have not confirmed a housing contract will be notified of their Wait List options.

Roommates

Roommate groups are created during the application process. Everyone in the group must be participating in the same lottery (i.e. sophomores may only select other sophomores, juniors and seniors other juniors and seniors, and grads may pick only other grads). The group must be made up of 'Accepted' roommates -- those residents who have accepted a mutual roommate request in the application process.

When making their own assignment, the member of the roommate group with the earliest selection time should also assign the rest of the group at this same time. This is done by first adding roommates from the drop down list to other beds in the apartment and then clicking 'Reserve Bed'. The student making the assignment for the group should make sure the room or apartment chosen has enough bed space for everyone in the group.

Roommates assigned ahead of their selection time will receive notification of their assignment by e-mail. Students assigned by a roommate must still confirm their contracts individually within 24 hours in order to be assigned with their roommate. If they do not, the housing space will be released and available for selection by others. Students may decline an assignment made by a roommate. This does not affect their lottery position and they may choose from available spaces during their own selection time.

SOPHOMORE GUARANTEE

USC's Sophomore Guarantee mandates that current freshmen who entered university housing in either the fall or spring semesters and follow all **UHR** procedures and deadlines will be assured a housing assignment. Those applying after **UHR** lose this priority. The Guarantee does not promise acceptance into a Special Interest program or any particular building, configuration or roommate assignment.

For more information please see the FAQ at:
housing.usc.edu/index.php/section/sophomore-guarantee/



RENEWAL FEES

Housing Charges

Participants in the USC Housing Renewal Process are responsible for an application fee when they apply and a confirmation payment once they confirm their contract. As returning students, they will have these fees charged to their student account.

Application Processing Fee

A \$45 non-refundable application processing fee will be charged to your student account when you apply, even if you do not receive a housing assignment during **UHR**.

Contract Confirmation Payment

A \$800 contract confirmation payment will be charged to your student account once you have confirmed a housing contract.

Half of this fee (\$400) will be credited toward your fall semester rent and the remainder to your spring semester rent.

WAIT LIST, CANCELLATION AND REASSIGNMENT

Wait List

The demand for housing from returning students may be greater than our supply of spaces. If we have unassigned **UHR** participants at the conclusion of the General Lottery, we will start the **UHR** Wait List.

Beginning February 29, unassigned **UHR** participants (only) will need to sign up for the Wait List in order to be eligible for housing; they will not automatically be placed on the list.

Your **UHR** lottery position will be used to determine your place on the Wait List. You will be contacted by USC Housing via e-mail when a space becomes available.

While we cannot guarantee that everyone on the Wait List will get housing, we will make every effort to get assignments for those individuals who sign up. Historically, every student on the Wait List has been offered a housing assignment.

More details about how the Wait List works will be available after the end of the General Lottery.

Cancellations

Cancellation for Failure to Confirm a Contract – Your assignment will be cancelled if you fail to confirm your contract by the contracting deadline for your category.

Cancellation by Request – To cancel your confirmed **UHR** contract, please complete and submit a cancellation form to the central USC Housing services office in PSX. Forms are available on the USC Housing website at housing.usc.edu. You may cancel your housing contract any time up to the March 4 deadline without penalty; the \$800 confirmation payment will be credited back to your student account. You may cancel between March 5 and May 2, but will forfeit the \$800 confirmation payment. Regardless of when you cancel, the \$45 application processing fee is non-refundable.

Reassignment

If, at the end of **UHR**, you would like to request a change in your assignment, or would like to be roommates with someone you were not able to link up with during the process, you may go to our website and print out a reassignment request form. USC Housing will begin accepting completed forms on March 7. Requests will be placed on a reassignment list and fulfilled based on eligibility, space availability and the order in which they were received.

More information on reassignment will be available in early March.

USC HOUSING INFORMATION

Building Types

Residence Halls – Students live in double-occupancy rooms and share community bathrooms.

Suite-style Buildings – Most of our suite configurations have three or four double or single rooms and large bathrooms with double showers, sinks and toilets or two bathrooms within the suite.

Apartments – Our apartments are located both on and off campus. They offer privacy and convenience; all have bathrooms and most room types have full kitchens. In our undergraduate buildings, most bedrooms are double-occupancy. In our graduate buildings we have options for those students looking for a place where they can live by themselves or have their own bedroom.

Housing Amenities

Furnishings – All of university housing buildings include basic furniture appropriate to the room type.

Connections – Wireless Internet and individual Ethernet connections, along with basic cable digital TV service, including free HBO and Showtime and HD channels (in most buildings), are provided in all facilities free of charge.

Room Types and Rents

Room types and rents vary across our range of buildings. This information can be found in the individual building entries on our website.

Meal Plan

Some building types, such as the residence halls and suite-style buildings have required full meal plans. Cardinal Gardens, Century, Parkside Apartments and Webb Tower have required partial meal plans for upperclassmen. For more information check our website.

THE USC HOUSING WEBSITE

Make an informed choice about your housing for next year by exploring your options before you select your assignment.

For complete building information please visit the USC Housing website at: housing.usc.edu.

The website includes building locations and maps, the room types available in each facility, sample floor plans, a listing of amenities available in each building, and rental rates for each assignment type. Our search feature allows you to look for the housing that meets your specific needs.

**USC
HOUSING
RENEWAL**

HOUSING FOR THE UNDERGRADUATE LOTTERY

BUILDING	TYPE
Annenberg	APT
Cardinal Gardens	APT
Century	APT
La Sorbonne	APT
Manor	APT
Max Kade House	APT
Pacific	APT
Regal Trojan	APT
Severance St. Apts	APT
Stardust	APT
Troy Hall	APT
Troy East	APT
Vista	APT
Webb Tower*	APT

*Only a very limited number of spaces will be available for returning upperclassmen.

GENDER NEUTRAL HOUSING

Returning residents may request gender neutral housing in, Cardinal Gardens or Century (Rainbow Floor). Assignments will be made simultaneously with Special Interest Communities and applicants should follow the procedures for that category. (Special Interest Communities, p4)

You may apply by choosing the SI category and checking the gender neutral option. A supplemental application, which will be reviewed by the Division of Student Affairs, is also required. Accepted students will assign themselves and roommates to designated gender neutral spaces during the week of February 8–11.

For more information call the Residential Education Office at (213) 740-8020 or see the FAQ at housing.usc.edu/index.php/section/gender-neutral-housing/

HOUSING FOR SPECIAL INTEREST COMMUNITIES

HOUSING FOR GRADUATES & FAMILIES

COMMUNITY	LOCATION	TYPE
Annenberg Communications	Annenberg	APT
Art & Architecture	Arts & Humanities RC	STE
Arts & Humanities Residential College	Arts & Humanities RC	STE
Business Floor	Pardee	RES
Cinema Floor	College Hall	RES
International Residential College	International RC	STE
International Residential College	Parkside Apts.	APT
Muslim Floor	Parkside Apts.	APT
Occupational Therapy	Centennial	APT
Outdoor Floor	Marks Tower	RES
Performing & Creative Arts Floor	Arts & Humanities RC	STE
Rainbow Floor	Century	APT
SChalom	Parkside Apts.	APT
Sustainable Living	Cardinal n' Gold	APT
WiSE	International RC	STE

BUILDING	TYPE
Bel-Air (FAM)	APT
Centennial (GRD)	APT
Fairmont (GRD)	APT
Helena (GRD)	APT
Hillview (GRD)	APT
Regent (FAM)	APT
Seaver Residence Hall (GRD)	APT
Senator (FAM / GRD)	APT
Seven Gables (GRD)	APT
Sunset (FAM)	APT
Troyland (GRD)	APT
Twin Palms (GRD)	APT
University Regent (GRD)	APT
Windsor (GRD)	APT

CODES

- APT - Apartment
- RES - Residence Hall
- STE - Suite-style
- GRD - Graduate housing
- FAM - Family housing





USC Housing

620 McCarthy Way
Los Angeles, CA 90089-1332
(213) 740-2546
housing@usc.edu
housing.usc.edu