# UHR Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>PAGE REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 1/22/13 to Sunday, 1/27/13</td>
<td>Online application period</td>
<td>Online Application, p 2-3</td>
</tr>
<tr>
<td>Friday, 1/25/13</td>
<td>Deadline to clear registration holds</td>
<td>Clearing Holds, p 2</td>
</tr>
<tr>
<td>Sunday, 1/27/13</td>
<td>Online application deadline</td>
<td>Online Application, p 2-3</td>
</tr>
<tr>
<td>SI supplemental application deadline</td>
<td>SI Application, p 4</td>
<td></td>
</tr>
<tr>
<td>Friday, 2/8/13</td>
<td>SI acceptance and contracting time notification</td>
<td>SI Acceptance, p 4</td>
</tr>
<tr>
<td>Monday, 2/11/13 to Thursday, 2/14/13</td>
<td>Special Interest Communities and Graduate/Family contracting period</td>
<td>Contract Confirmation, p 3 and p 5</td>
</tr>
<tr>
<td>Friday, 2/15/13</td>
<td>Lottery time notification</td>
<td>Selection Times, p 6</td>
</tr>
<tr>
<td>Tuesday, 2/19/13 to Thursday, 2/28/13</td>
<td>General Lottery period</td>
<td>General Lottery, p 6</td>
</tr>
<tr>
<td>Contract Confirmation, p 3</td>
<td>Sophomore Guarantee, p 7</td>
<td></td>
</tr>
<tr>
<td>Monday, 3/4/13 to Wednesday, 3/13/13</td>
<td>Wait List sign-up period</td>
<td>Wait List, p 7</td>
</tr>
<tr>
<td>Friday, 3/8/13</td>
<td>Last day to cancel confirmed contracts without penalty</td>
<td>Cancellation, p 7</td>
</tr>
<tr>
<td>Monday, 3/11/13</td>
<td>Reassignment requests accepted</td>
<td>Reassignment, p 7</td>
</tr>
<tr>
<td>Wednesday, 5/1/13</td>
<td>Last day to cancel confirmed contracts (with loss of $800 Confirmation Payment)</td>
<td>Cancellation, p 7</td>
</tr>
</tbody>
</table>

For building descriptions, room types, floor plans, rents, virtual tours 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, since everything will be 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 and 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 27 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 hour 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 and Internet connections
- Onsite staff available for assistance 24/7
APPLYING FOR UHR

Get started by going to the USC Housing website at housing.usc.edu, during the application period, January 22 - 27.

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 25. 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.

All current residents will be e-mailed their 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 my password’ link on the portal login page.

Term
Prior to beginning your application, you will need to select the term you are applying for. All UHR participants must select ‘Academic Year 2013/2014.’

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.

Step 3 Profile Questions
Create your profile by answering a series of questions regarding your personal living preferences.

Step 4 Application Category
Here you will inform us 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)

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, select the housing term you have applied for and the system will automatically take you to the next step to receive a housing assignment in your category.

PROFILE TAB

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 the ‘Profile’ tab.
ROOMMATE REQUESTS

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

If you already have a roommate(s) in mind you can find them using details like their student ID or screen name, and request them on the ‘Add Known Roommate’ section 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 potential roommates to choose from. You will be able to contact these residents via our website, 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, where they will be directed to confirm their contract.
- 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 made available to others in the lottery process.

Step 8 ‘Contract and Finish’

In this step you will 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 8)

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.

‘Confirmation’

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

As you move through the selection and assignment processes online you will see references to specific room numbers. The system must use the 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 22 - 27)
Residents choosing this category should follow the normal online application instructions. (Online Application, p 2-3) Applicants must indicate their desired program in the 'Special Interest' section of the online application. Only one SI community may be requested.

SI communities also require the completion of a supplemental application. The supplemental applications are not part of the Housing application portal and can be found at sites.google.com/site/uscsuppapps/. It is the applicant’s responsibility to complete and submit the required supplemental application by the deadline listed. SI applications should be submitted according to the instructions provided on the application form. Questions regarding supplemental applications should be referred to the Office for Residential Education at 740-2080.

Acceptance (Feb 8)
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 to SI communities is determined by the Residential Education staff after careful consideration.

Applicants chosen for SI will receive notification via their USC e-mail account that they have been accepted into their requested community, 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 online portal. Applicants not accepted will be able to seek an assignment in the General Lottery period.

Assignments and Contracting (Feb 11 - 14)
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 all those 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
First 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 the inventory of available rooms for your SI community. Only housing available in your SI program will appear. Our search tools will allow you to look for housing 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
Contracting will be done online at the same time your assignment is made. 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 of your contract. If you do not do so, your assignment will be cancelled. (Contract Confirmation, p 3)

Roommate Groups
Roommate groups in the SI Communities category will be 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.

The member of the roommate group with the earliest assignment selection time will be able to assign the group at the same time they are assigning themselves by adding roommates from the drop down list to other beds in the apartment then clicking ‘Reserve Bed’.

The student making the assignment for the group should make sure the room or apartment chosen has enough space for all the members of 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 in order to be assigned with their roommate. They will have 24 hours to confirm their contract. 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 roommates during the General Lottery.
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 by following the procedures for this category.

Those who wish to change their housing assignment in some way for next year (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 select the General Lottery period to seek an available space.

Application (Jan 22 - 27)
Residents choosing this category should follow the normal online application instructions. (Online Application, p 2-3)

Assignment (Feb 8)
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 seek an assignment in the General Lottery category. (General Lottery, p 6)

Contracting (Feb 11 - 14)
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 14 deadline will be cancelled. Unlike other USC Housing contracts, those for 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 same 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 to be considered for this category. They will also need to 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.
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 who were not selected in the Special Interest category.

Searching for and selecting a housing space will take place entirely online on the USC Housing website.

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 for selection and who may be selected as roommates.

Application (Jan 22 - 27)
Residents choosing this category should follow the normal online application instructions. (Online Application, p 2–3)

Selection Times (Feb 15)
Applicants in the General Lottery will choose their housing assignments online during designated selection times. They will be issued a selection date and time based on a random lottery.

Assignments and Contracting (Feb 19 - 28)
General Lottery participants choose their housing assignment, bring in roommates, and contract for their space online at the USC Housing website.

Housing Availability
- At the beginning of the Sophomore Lottery, enough housing spaces will be allotted to ensure that every sophomore applicant can be assigned.
- Due to the Sophomore Guarantee, USC Housing expects that most of our undergraduate housing will be assigned during the Sophomore Lottery. Therefore, we do not expect that there will be enough housing for all of the returning students participating in Junior/Senior lottery. Those who are not assigned during the lottery will be eligible for the Wait List. (Wait List, p 7)
- Some housing spaces in our more popular buildings will be reserved for the Junior/Senior Lottery to ensure that undergraduates of all class standings will have a chance to select those buildings.
- Housing in the Graduate/Family lottery should be adequate for most, if not all, participants to get an assignment during the lottery period.

Assignments
First 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 the inventory of available rooms appropriate to your class-standing and gender. Our search tools will allow you to look for housing 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
Contracting will be done online at the same time that you make your assignment. 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 of your contract. If you do not do so, your assignment will be cancelled and your space returned to inventory. (Contract Confirmation, p 3)

Once 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 in the General Lottery will be created during the application process. Everyone in 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 is made up of “Accepted” roommates -- those residents who have accepted a mutual roommate request in the application process. Only roommates who have been accepted to the same special interest community may be assigned together.

The member of the roommate group with the earliest assignment selection time will be able to assign the group at the same time they are assigning themselves by adding roommates from the drop down list to the 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 space for all the members of 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 in order to be assigned with their roommate. They will have 24 hours to confirm their contract. 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 and they may choose from available spaces during their own selection time.
WAIT LIST, CANCELLATION AND REASSIGNMENT

Wait List
This year we anticipate that, as in recent years, the demand for housing from returning students will 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 March 4, 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. Previously, every student on the Wait List was eventually 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 8 deadline without penalty; the $800 confirmation payment will be credited back to your student account. You may cancel between March 9 and May 1, but will forfeit the $800 confirmation payment. Regardless of when you cancel, note that 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 11. These 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.

SOPHOMORE GUARANTEE

USC's Sophomore Guarantee mandates that current freshmen who follow all UHR procedures and deadlines will be assured a housing assignment. USC Housing complies with this directive by allowing UHR applicants who will be sophomores next year go first in the General Lottery.

- The guarantee applies to freshmen who entered university housing in either the fall or spring semesters, and are applying to return to university housing for the following academic year.
- Only those freshmen applying during the current USC Housing Renewal process are covered by the guarantee. Those applying after UHR lose this priority.
- Enough housing spaces will be allocated across all of USC Housing’s undergraduate buildings to ensure that all current freshmen in UHR will get a housing assignment. The Sophomore Guarantee does not promise acceptance into a Special Interest program or any particular location, building, configuration or roommate assignment.

For more information please see the Sophomore Guarantee FAQ on our website at housing.usc.edu/faq.
**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.

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**HOUSING FOR THE UNDERGRADUATE LOTTERY**

**BUILDING | TYPE**
---
Annenberg | APT
Cardinal Gardens | APT
Cardinal n' Gold | APT
Century | APT
Founders | APT
Honors House | RES
La Sorbonne | APT
Manor | APT
Max Kade House | APT
Pacific | APT
Regal Trojan | APT
Severance St. Apts | APT
Sierra | 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.

**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, as well as Honors House 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.

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**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* – Basic cable digital TV service, including 43 HD channels and free HBO and Showtime, along with wireless Internet and individual Ethernet connections, are provided in all facilities free of charge.
# HOUSING FOR SPECIAL INTEREST COMMUNITIES

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<thead>
<tr>
<th>COMMUNITY</th>
<th>LOCATION</th>
<th>TYPE</th>
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<tbody>
<tr>
<td>Art &amp; Architecture</td>
<td>Arts &amp; Humanities RC</td>
<td>STE</td>
</tr>
<tr>
<td>Arts &amp; Humanities Residential College</td>
<td>Arts &amp; Humanities RC</td>
<td>STE</td>
</tr>
<tr>
<td>Business Floor</td>
<td>Pardee</td>
<td>RES</td>
</tr>
<tr>
<td>Cinema Floor</td>
<td>College Hall</td>
<td>RES</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>Arts &amp; Humanities RC</td>
<td>STE</td>
</tr>
<tr>
<td>Dance &amp; Drama</td>
<td>Arts &amp; Humanities RC</td>
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<td>International RC</td>
<td>STE</td>
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<td>APT</td>
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<td>Leadership Floor</td>
<td>Trojan Hall</td>
<td>RES</td>
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<td>Multimedia Program</td>
<td>Annenberg</td>
<td>APT</td>
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<td>Arts &amp; Humanities RC</td>
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<tr>
<td>New Residential College</td>
<td>College Hall / EVK</td>
<td>RES</td>
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<td>University Hall / Harris</td>
<td>RES</td>
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<td>Occupational Therapy</td>
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<td>Marks Tower</td>
<td>RES</td>
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# HOUSING FOR GRADUATES AND FAMILIES

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<tr>
<th>BUILDING</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bel-Air (FAM)</td>
<td>APT</td>
</tr>
<tr>
<td>Centennial (GRD)</td>
<td>APT</td>
</tr>
<tr>
<td>Fairmont (GRD)</td>
<td>APT</td>
</tr>
<tr>
<td>Helena (GRD)</td>
<td>APT</td>
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<tr>
<td>Hillview (GRD)</td>
<td>APT</td>
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<tr>
<td>Regent (FAM)</td>
<td>APT</td>
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<tr>
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<td>RES</td>
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<td>Senator (FAM / GRD)</td>
<td>APT</td>
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<tr>
<td>Seven Gables (GRD)</td>
<td>APT</td>
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<tr>
<td>Sunset (FAM)</td>
<td>APT</td>
</tr>
<tr>
<td>Terrace (GRD)</td>
<td>APT</td>
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<tr>
<td>Troyland (GRD)</td>
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<tr>
<td>Twin Palms (GRD)</td>
<td>APT</td>
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<tr>
<td>University Regent (GRD)</td>
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<tr>
<td>Windsor (GRD)</td>
<td>APT</td>
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</tbody>
</table>

**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](http://housing.usc.edu).

The website includes building locations and maps, the room types available in each facility, sample floor plans for all room types virtual tours, 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.