Welcome
USC SUMMER HOUSING
2010
Welcome to USC
Summer Housing

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applications for USC Summer Housing are available separately
**timeline**

- **April 2**: Priority application deadline for current residents
- **April 9**: Priority application deadline for new applicants
- **April 14**: Notification of assignment by e-mail for all current residents who are priority summer applicants
- **April 19**: Last day for priority residents to confirm Summer Housing contracts online to prevent cancellation of their assignment
- **April 23**: Assignments available on a first-come, first-served basis for all Summer Housing applicants throughout the summer
- **April 23**: Deadline to request Spring to Summer live-through housing arrangements
- **May 17**: First day of Summer check-In
- **May 19**: Summer Session classes begin
- **May 31**: University Holiday
- **July 5**: University Holiday
- **July 23**: Deadline to request Summer to Fall live-through housing arrangements
- **August 10**: Summer Session classes end
- **August 11**: Last day of Summer Housing check-out by 5:00 PM

**contact info**

If you have any questions, our Customer Service Representatives will be happy to help you. We’re reachable by mail, phone, fax and e-mail.

**Summer Housing**  
**USC Housing**  
**University of Southern California**  
**620 USC McCarthy Way, PSX**  
**Los Angeles, CA 90089-1332**  

Phone: 213.740.2546  
Phone: 800.872.4632  
Fax: 213.740.8488  
e-mail address: Housing@usc.edu

**customer service**

Customer Service Centers (CSCs) are centrally located offices staffed with full-time professional USC Housing staff members who serve several buildings. Check-in and check-out, and making live-through arrangements are all conducted at the CSC for your Summer assignment. If you have any questions or problems with your room or contract, please contact your Customer Service Center.

**Century Customer Service Center**  
**3115 S. Orchard St., Los Angeles, CA 90007**  
P: 213.764.2256   F: 213.764.1633

**Sierra Customer Service Center**  
**2638 Portland St., Los Angeles, CA 90007**  
P: 213.764.2720   F: 213.764.1777

**Seaver Customer Service Center**  
**1969 Zonal Avenue, Los Angeles, CA 90089-9160**  
P: 323.442.2576   F: 323.221.4318

**Troy Complex Customer Service Center**  
**3025 Royal St., Los Angeles, CA 90007**  
P: 213.764.2267   F: 213.764.8871

The specific CSC serving the building for your Summer assignment will be sent to you in your assignment notification e-mail.
Staying in Summer Housing is more than just having a place to sleep. USC offers a number of services that can make your stay with us safer and more enjoyable.

**USCard** 213.740.8709
Simplify your summer with the USCard. Your university ID can be used as a debit card for the dining facilities, the USC Bookstore, and pharmacy on campus. With the USCard, convenience, flexibility, security, and a world of choices will be at your fingertips. Getting your USCard right away is important, because you’ll need it to move in. Check the USCard web site [www.usc.edu/uscard](http://www.usc.edu/uscard) for information about obtaining your card.

**Cashier’s Office** 213.740.7471
The University’s Cashiers Office is located in King Hall in the northwest section of campus, between the Webb Tower and Fluor Tower housing facilities. Hours are 9 am to 4:30 pm, Monday through Friday. Summer residents who are required to pay for their rent prior to check-in will need to contact them in person or by phone to pay for their rent before checking in.

**Parking** 213.740.3575
Limited parking is available near all apartments. Parking permits may be obtained for a fee after you arrive. To obtain more information about on-site parking at your assigned building, please contact USC Transportation by phone or check their web site [www.usc.edu/transportation](http://www.usc.edu/transportation).

**Tram Service** 213.740.3575
USC offers a tram service providing safe transportation to all University owned Summer Housing buildings throughout the day and evening. In addition, a free Campus Cruiser service, operated by USC Transportation, is also available after 5:00 p.m. until 2:00 a.m.

**Dining Services** 213.740.0259
A variety of dining options are available on campus during the summer. Please consult the USC Hospitality web site [http://hospitality.usc.edu/](http://hospitality.usc.edu/) for hours and locations available this summer. Meal plans are not offered in the summer.

**Guest Housing** 213.764.2485
Guest Housing accommodations are available from May 24 – August 6, 2010 on a first-come, first-served basis at Cardinal Gardens Apartments.

A complex of townhouse-style located directly across from campus at the corner of Jefferson and Hoover, Cardinal gardens offers one and two bedroom air-conditioned apartments for long term stays (to a maximum of 29 nights). Although the facilities have kitchens, kitchenware and supplies are not provided. Linens, changed every other day, are provided.

For reservations or more information on apartment-style guest housing during the summer, please contact the Cardinal Gardens CSC at (213) 764-2485 or by e-mail at mail-CAR@usc.edu.

All fees must be paid in advance for the entire stay. Payment must be made on-site by cash, credit card (Mastercard, Visa or Discover only), Traveler’s Check or USC departmental internal requisition prior to check-in. There is a maximum stay of 29 nights. Spaces are limited and subject to availability.

**Public Safety** 213.740.6000
The USC Department of Public Safety and Residential Protection personnel monitors each complex. A computerized entry and monitoring system is installed in most USC Housing facilities. This system helps promote the safety of your “home away from home” while maintaining freedom and convenience.

**Recreational Sports** 213.740.5127
With their USCard summer residents may purchase a guest pass granting access (day, week, month or extended length) to USC’s convenient on-campus recreational facilities and sports programs. A weight room, personal trainers, basketball and racquetball courts, sauna, jacuzzi, Olympic-sized pool, basketball and softball leagues, and golf outings are just some of the activities offered.

**Residential Support and Programs**
The Office for Residential Life provides live-in staff who will assist with your summer stay and offer a variety of programs throughout the summer.
eligibility status
To be eligible for Summer Housing, you must meet one of the following eligibility requirements:
• Be a student, faculty or staff member at USC
• Be enrolled in a USC summer session course
• Be an individual enrolled in or participating in a USC sponsored program or research
• Be a USC student who graduated in May 2010
All applicants must be in good standing with the University and free of problems such as collection or academic holds or student conduct issues in order to be considered for housing.
Upon application for USC Summer Housing, it is required that you send proof of eligibility by e-mail, fax, mail or in person in one of the following forms:
• Current valid USC ID
• Written confirmation of participation in a USC program from a sponsoring department, (i.e. confirmation of enrollment or participation on USC department letterhead) including a contact name, telephone number and a ten digit USC ID number.
Eligibility status determines how you will pay for your housing contract. (Please see pg 11)

USC student identification number
In order to apply for USC Housing this summer, all applicants need a ten digit USC identification number which will be used to process and make your housing application and assignment. This identification number is required to use our online application; applications submitted by mail without an identification number can not be processed.

If you do not already have a ten digit USC identification number, you must contact the USC Program Coordinator for the summer program you are attending prior to applying for Summer Housing. USC Program Coordinators will then need to contact the Office of the Registrar to request a ten digit ID number for you so that you can then apply for USC Summer Housing.

age requirement
Residents must be 18 years or older to live in university housing over the summer. Applicants younger than 18 must be part of a conference or program group arranging housing through Conference Services. (See pg 5)

family housing
USC Summer Housing is for single students only and all housing for two or more is for a single gender. Unfortunately, married couples and single parents with a child or children cannot be accommodated.

<table>
<thead>
<tr>
<th>eligibility status</th>
<th>proof of eligibility</th>
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<tbody>
<tr>
<td>Degree-seeking USC student</td>
<td>Current USC student ID card</td>
</tr>
<tr>
<td>USC faculty or staff</td>
<td>Current USC staff ID card</td>
</tr>
<tr>
<td>Summer session student</td>
<td>Limited status USC ID card</td>
</tr>
<tr>
<td>Participation in a USC-sponsored program or research</td>
<td>Written confirmation of participation from a sponsoring USC department (including a contact person and phone number) and a ten digit USC ID number.</td>
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</table>
length of contract

In order to provide residents with the flexibility to match contract dates with their needs, we have provided a list of contract periods from which to choose. (Please see the table below.) Applicants should request the length of their contract by selecting from this list when completing their Summer Housing application.

You will be responsible for the entire term of the signed housing contract, so please select your dates carefully.

The dates selected will determine the length of your legal contract. While you may check in later than the contract start date, and check out earlier than the contract end date, this will not affect the term of the contract. You will be responsible for the rent as indicated on the contract, whether or not you occupy the space.

Sorry - arrivals earlier than the contract start date will not be permitted.

live-through arrangements

“Live-through” housing is available for USC Housing residents needing a place to stay between the end of their Spring 2010 contract and the start of their summer contract, or the end of their summer contract and the start of their Fall 2010 contract. Such stays must be approved by the appropriate Customer Service Centers for the assignments involved.

Students holding Spring 2010 contracts and requiring a place to stay from May 12 to the start of Summer Housing on May 17 will need to indicate this on the Summer Housing Application and complete an authorized “Late Vacate Request” form, obtained from their current CSC. The form must be submitted to their current CSC no later than April 23.

Residents holding Fall 2010 contracts and requiring a place to stay from the end of Summer Housing on August 11 to August 17, must complete an authorized “Late Vacate Request” form, obtained from their current CSC. The form must be submitted to their current CSC no later than July 23.

Summer to Fall live-throughs will require relocation before August 17 if the Summer and Fall assignments differ. A live-through fee of $25 per night will be assessed for the interim days of approved live-through stays.

buy-outs

Due to the need to provide housing to as many applicants as possible from a limited number of spaces available for the summer, requests for individual applicants to “buy-out” an entire room or apartment will be considered dependent on space and availability. Please contact the USC Housing office for more information regarding buy-outs.

summer housing

contract periods

<table>
<thead>
<tr>
<th>May 17 - June 30</th>
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<tbody>
<tr>
<td>May 17 - July 28</td>
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<tr>
<td>May 17 - August 11</td>
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<tr>
<td>June 7 - August 11</td>
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<tr>
<td>June 18 - August 11</td>
</tr>
</tbody>
</table>

Your housing contract is a legally binding document that you should read through carefully before confirming it. In addition, all residents - students and non-students alike - will be held responsible for compliance with the University’s student conduct standards, as outlined in the contract agreement.
consolidation

In an effort to provide maximum Summer Housing for our customers, USC Housing reserves the right, under the terms of the housing contract, to require a resident at any time during the term to move from their space/apartment originally assigned to a different space/apartment.

USC Housing Senior Managers or their CSC staff may reassign residents in the event of spaces becoming vacant within an apartment or building used for summer 2010 assignments. This means, for example that if two residents are each living in separate one bedroom apartments without a roommate, Housing staff may reassign them into one apartment. Some residents may be required to move from their current Spring 2010 assignment into a different room for their Summer 2010 assignment if the CSC staff need to consolidate spaces.

cancellation and release procedures

All cancellation requests must be made in writing and are subject to review by USC Housing. Cancellation request forms may be printed out from the forms section of our web site at http://housing.usc.edu. Please note that the $45 Application Processing Fee is non-refundable even if cancellation of a Summer Housing application or assignment is granted. Be sure to request a receipt card for your records to confirm the date we received your request.

Canceling an Application

Applications may be cancelled at any time before an assignment has been made by submission of a written and signed request.

Canceling an Assignment

Once an assignment has been made for you, you may request cancellation any time prior to confirming the contract. Let us know as soon as possible if you will no longer need the space assigned to you so we can offer it to another Summer Housing applicant.

Requesting Release from a Confirmed Contract

Once you have accepted and confirmed your assignment, your contract is a legally binding document. If extenuating or unanticipated circumstances arise after you have confirmed your contract, you may request release from your summer contract. Requests are submitted to the USC Housing Petition Board and granted only in select, restricted, circumstances. Please contact the central Housing office for additional information on submitting a petition.

Because registration for classes is not a requirement for eligibility for Summer Housing, non-registration for classes is not a valid reason for release from your contractual obligation and such requests will not be granted. (Please see subsection B, Summer Session Housing of your living agreement.)

If a release is granted, the resident must secure a “Contract Release” form from USC Housing before the contract will actually be cancelled. If you have already checked-in to your Summer Housing assignment, this form should be shown to the Customer Service Center when you check out. Please keep your copy for your records. If contract release is granted, the Confirmation Payment will be forfeited and the resident will be responsible for rent incurred up to the date of cancellation or when keys are returned (whichever is later).

summer group program housing requests

USC Housing is happy to provide conference housing accommodations for those that require group arrangements. Our Conference Services office is a “one stop shop” for housing, conference meeting space, meals, transportation, and group billing.

Please contact
Myrna Jones,
Conference Services Manager
for USC Housing
by e-mail at
mjones@usc.edu
how to apply

registration
Note: In order to complete an application for Summer Housing, you must have a ten-digit USC identification number. (If you do not have an ID number, see USC Student Identification Number, p 3.)

Before you can take advantage of the features and services on our web site, you need to register and create your USC Housing account. Begin by accessing our web site at housing.usc.edu and providing us with basic personal data, such as your name, mailing address, phone number and e-mail address. Once you have registered with USC Housing, we will e-mail you a password. Your user name (your 10-digit USC ID number) and password will allow you to access our web site to change your profile, complete a housing application, find out about your housing assignment and search for roommates.

Only new applicants need to register; applicants with an active housing contract or application should skip the registration process.

profile
After you have registered, you will be asked to create a profile—information that we need in order to assign you housing. Your profile includes any physical or medical special needs we should consider when making your assignment. (Applicants with an active housing contract or application can skip this step, or may choose to modify their profile if they wish.)

By answering a series of questions about your personal living preferences, you’ll have the opportunity to participate in our roommate matching process. Your personal details and any special needs information will remain private. You can change your profile any time after registering by clicking “Profile” on the application web page.

application
Your application will tell us what type of Summer Housing you would like.

Terms
Of the five Summer Housing contract periods offered, please select the one that best suits your needs. (See Length of Contract, pg 4)

Application
If you want to use the Roommate Search and Message feature of our online application process be sure to check the “Include in Search” box when you are applying. You will also need to create a screen name that you will use in the roommate matching process.

In this section you will indicate your class standing. Current resident and USC students with an active application should indicate their class standing for Fall 2010. All others should select the class standing that most accurately reflects their class standing at their home institution.

Housing Preferences
Begin by selecting your eligibility status, either “current USC student”, “current USC faculty or staff” or “summer, non-USC student”.

Next, make your actual request for housing by telling us what sort of housing you prefer. Be sure to select only from the buildings available for Summer Housing (see pages 13-15). Use the building descriptions in this brochure or on our web site to help you decide what is best for you. You will need to list five choices, in the order of preference (i.e. your first choice should be the space that you would most want to be assigned to). Since Summer Housing assignments are made according to availability, your requests cannot be guaranteed, but we’ll do the best we can to place you according to your preferences.
Application Fee

USC Housing cannot process your application without payment of the $45 non-refundable application fee. (This fee cannot be waived.) Non-USC degree seeking applicants will be required to pay the application fee by credit card. Current residents will skip this screen and the fee will be charged to their student accounts.

At this point your application for Summer Housing is complete. You will be sent an e-mail to let you know that your application has been received.

Roommates (Optional)

If there is a specific individual with whom you want to live, you will need to know the student’s ten digit student ID or screen name. You will enter this information on the Add New Roommate page of the application process. Your roommate will then need to confirm this request for it to be considered.

If you do not have a specific roommate in mind, our roommate matching process (available online only) will help you find potential roommates based on the answers you provided in your profile. Between the time you apply and receive your assignment, you can search for roommates. Potential roommates will be limited to Summer applicants of your gender, who have selected the same Summer Housing contracting period as you did. Using our web site, you can contact anyone you think may be a good match for you. The system keeps the communication anonymous, using screen names, until you feel you have made a match. If you find someone compatible, both you and your potential roommate should log on to our system and mutually acknowledge each other to confirm the match as a roommate request.

While we will try to honor your roommate request, it cannot be guaranteed.

eligibility status

Non-USC degree seeking students must provide proof of affiliation with USC in order to be considered for Summer Housing. (See Eligibility, pg 3) This proof may be submitted by e-mail, fax, mail, or in person and must include the applicant’s full name and ten digit USC identification number. While applicants may complete an application prior to providing proof of eligibility, they can not be assigned housing without it. Delay in submitting proof can affect an applicant’s assignment and when it is made.

applying by written application

Our online application process is fast, easy and secure, but if you would prefer to apply with a written application, you may do so. A paper application may be picked up at the central USC Housing office and is available online at our web site. Complete the housing application, providing all required information including contract period housing preferences. For non-USC degree seeking applicants, proof of eligibility should be attached. Return the application, along with the $45 non-refundable application processing fee to USC Housing, 620 USC McCarthy Way, PSX-137, Los Angeles, CA 90089-1332. Payment should be in the form of a check or money order in U.S. currency, drawn on a U.S. bank. We cannot accept cash or credit cards. Please make the check or money order payable to “USC Housing” and include your name and ten digit USC ID number on the bottom-left corner and staple the check to the application. Your application will not be accepted and will be returned if submitted without the mandatory $45 application processing fee. The USC Housing Office will send you a receipt card to let you know that your application was received. Your application date will be the date your application is received in our office—not the postmark date. Once we have processed your application and given you an assignment we will contact you by e-mail and/or regular mail about your housing.

Sorry—our roommate matching process is available only to those who apply online.
Your Summer Housing assignment will depend on where you request to live, space availability, and when you turn in your application. Bachelor (one person), studio (one or two person), and one bedroom (two person) accommodations are in high demand and short supply, so the probability is that you will have more than one roommate. (Please note that the ability to buy-out additional spaces in your apartment is subject to space and availability.) If you meet the April 2 priority deadline, you’ll have the best chance of getting the assignment you want. Unfortunately it is not possible to guarantee that we will be able to assign you to one of your choices.

**priorities**

Priority for summer assignments will be:
- First Priority - Current USC Housing residents who apply before the April 2 deadline
- Second Priority - New applicants applying by April 9
- General Summer Housing Applicants - All applicants applying after April 9 will be assigned on a first-come, first-served basis.

Your assignment will be as close to your requests as possible, based on availability and eligibility; however, there is a possibility that this contract may not match any of your building preferences.

**First Priority - Current USC Housing Residents**

All current Spring 2010 Housing residents who apply for Summer Housing and pay the $45 Application Fee by April 2, 2010, will be assigned first. Assignments will be offered using the following criteria, in the order listed:

- Applicants who wish to stay in the same building and room type as their Spring 2010 assignment, if the building is open for Summer Housing.
- Applicants who wish to move into the same building and room type as their Fall 2010 assignment, if the building is open for Summer Housing.
- Length of stay in Summer Housing (applicants requesting longer contracts have priority over those applying for shorter contracts).
- Application date

**Second Priority - Summer Applicants New to USC Housing**

All summer applicants new to USC Housing are encouraged to apply online by April 9, 2010 for the best Summer Housing selection. These new applicants will be included in the second assignment group. These assignments will be offered using the following criteria, in the order listed:

- Length of stay in Summer Housing (applicants requesting longer contracts have priority over those applying for shorter contracts).
- Application date

**contracting**

Contracting for Summer Housing will be done online. Applicants will be sent an e-mail instructing them to go to our web site, log on, and confirm their summer contract. Applicants unable to access the Internet may come to the central Housing Services Office, 620 USC McCarthy Way, PSX, Los Angeles, CA 90089 to request a printed contract to sign.

**Current USC Housing Residents Who Applied by the April 2 Deadline**

These applicants will be notified by e-mail on April 14, 2010 that they have a summer assignment pending and directed back to our web site to log on to confirm their contract. The contract must be confirmed by April 19 or the assignment will be cancelled.

**Current USC Housing Residents Who Apply after April 2 and All Other Applicants**

These applicants will be notified by e-mail when their assignment is made and directed back to our web site to log on to confirm their contract. The contract must be confirmed by the deadline provided or the assignment will be cancelled. Non-USC applicants must also pay the $400 summer Confirmation Payment by their deadline.
important policies

smoke-free environment policy
The University has adopted a smoke-free policy to meet the needs of residents who prefer to live in a smoke-free environment. Therefore, all University Park (on-campus), North University Park (off-campus) and Health Sciences Campus housing facilities are smoke-free environments, where smoking is not allowed even if a roommate gives consent and even if the resident is the sole occupant of the residence hall or apartment. All common areas, including apartment balconies, of any housing facility are also designated as non-smoking areas.

health and safety
The room/apartment must be kept reasonably clean and obstruction-free so as not to promote pest infestation or other health and safety concerns. Housing Staff members may conduct inspections during your occupancy to ensure that these standards are being met.

guest policy
Overnight guests are limited to three consecutive nights, must have the consent of all roommates, and must be registered at the Customer Service Center. Residents are responsible for the behavior of their guests and any damage caused by these guests. The University reserves the right to require guests of residents to leave if they are in violation of University regulations, federal, state or local laws, and/or are disturbing other residents.

luggage/packages
Luggage not brought in-hand should be sent prepaid to arrive after you check-in. Storage space is not available, and the University cannot accept delivery of luggage or packages arriving before you check-in.

prohibited possessions
The following are some of the items not permitted in University facilities: cooking equipment and appliances (except in living units with kitchens), electrical appliances which are not UL approved and labeled, halogen (torcheire) lamps, pets, pianos, explosives, fireworks, flammable materials, firearms and other weapons, such as gas or spring-operated guns. Illegal drugs are not permitted. Alcoholic beverages are not allowed in accordance with the law and University policy (except in rooms contracted to residents of age 21 or over). See section “H - Prohibited Possessions and Behaviors,” of the living agreement for details.
payment information

paying for Summer Housing
There are several types of fees and charges associated with your Summer Housing contract. All housing fees and rent charges must be paid before summer residents may check in.

application processing fee
A $45 non-refundable Application Processing Fee is due with your application. No application will be processed without this payment.

• Current residents applying on our web site will automatically have this fee charged to their student account. Non-residents applying on our web site must pay by credit or debit card using the payment feature of the online process.

• Anyone submitting a paper application must pay by personal check, cashier’s check or money order drawn on a U.S. bank, in U.S. currency, and made out to “USC Housing.”

contract confirmation payment
If you decide to accept the assignment, you must pay a $400 summer Contract Confirmation Payment. This payment will be credited to your USC account upon fulfillment of the terms of the contract. Please contact the Cashier’s Office one week prior to the end of your contract to request a refund check. If a request for cancellation or early termination of your contract is granted, the contract Confirmation Payment will not be refunded.

• Current residents confirming their contract on our web site will automatically have this payment charged to their student account. Non-residents confirming their contract on our web site must pay by credit or debit card using the payment feature on the online process.

• Any applicant choosing to sign a paper contract must pay the confirmation payment at the time they sign the contract. Payment must be in the form of a personal check, cashier’s check or money order drawn on a U.S. bank, in U.S. currency, and made out to “USC Housing.”

contract balance charge
How you pay for your summer rent charges will depend on your Summer Housing status. Payment cannot be made to the USC Housing office. All contract balance payments must be made to the University Cashier’s office.

Residential Programming Fee
A one-time mandatory $20 Residential Programming Fee will be assessed per person and is nonrefundable once the contract starts. The Office for Residential Education utilizes this fee for academic and culturally enriching programs and activities for USC summer residents. Please contact your Summer Resident Advisor to participate in these activities.

Rent
Rental rates differ based on the building and room type of the assignment. Please refer to the Building Descriptions and Rents section on pages 12-15 for the rate for a specific assignment. In determining the cost of a summer contract, the monthly rent listed is prorated based on the start and end dates of the contract. This prorated daily rate is calculated by dividing the monthly rental rate by 30.

Contract Balance for USC Students or Non-USC Students Registered for Summer Classes

• USC Students - All payments due for Summer Housing, including the initial $45 Application Processing Fee, $400 Contract Confirmation Fee, summer activity fee, and the rent for the entirety of your summer stay will be billed directly to you by the USC Cashier’s Office.

• Non-USC Students enrolled in summer classes – The initial $45 Application Processing Fee and $400 summer Contract Confirmation Fee must be paid online, by credit card, during the application and assignment process. The rent for the entirety of your summer stay and summer activity fee will be billed directly to you by the USC Cashier’s Office.
Your bill will be e-mailed in time for you to settle it prior to check-in. You may pay online, by mail, in person at the Cashier’s Office in King Hall (2nd floor) on the University Park Campus or over the phone by calling (213) 740-7471.

Contract Balance for All Other Applicants (Including USC Faculty and Staff)

Any resident who is not a current degree seeking USC student is required to pay the entire cost of their summer contract (rent/activity fee) to the USC Housing Office 620 USC McCarthy Way, PSX 137, Los Angeles, CA 90089-1332, prior to check-in. You may make payment in the form of cashier’s check or money order. No personal checks will be accepted. Payments in advance are not refundable. You must request a receipt when making payment and present it to a Housing Customer Service Representative before you will be permitted to check-in to your summer assignment. In order to simplify checking-in, we encourage you to make your contract payment before you arrive.

### Contract Balance Payments

<table>
<thead>
<tr>
<th>Resident:</th>
<th>USC students</th>
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<tbody>
<tr>
<td>When Paid:</td>
<td>Prior to check-in (payment is made to the university cashier’s office)</td>
</tr>
</tbody>
</table>
| Acceptable: | - Personal check  
- Money order  
- Cashier’s or certified check  
- Cash (in person)  
- Credit card (in person or by phone) |

<table>
<thead>
<tr>
<th>Resident:</th>
<th>Non-USC students enrolled in summer classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Paid:</td>
<td>Prior to check-in (payment is made to the university cashier’s office)</td>
</tr>
</tbody>
</table>
| Acceptable: | - Money order  
- Cashier’s or certified check  
- Check (in person)  
- Credit card (in person or by phone) |

| Not Acceptable: | Personal check |

<table>
<thead>
<tr>
<th>Resident:</th>
<th>All others</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Paid:</td>
<td>Prior to check-in (payment is made to the USC Housing office)</td>
</tr>
</tbody>
</table>
| Acceptable: | - Money order  
- Cashier’s or certified check |

| Not Acceptable: | - Personal check  
- Cash  
- Credit card |

### Items Included in Summer Rent

The following items are included in summer rent in all buildings:

- Utilities
- Ethernet connections in every room
- Basic cable

### Late Vacate and Lock Change Charges

You are required to check-out of your assigned space by 5:00 PM on the last day of your contract. Failure to do so will result in the assessment of an unauthorized late vacate charge of $200 per space for each night past your contracted end date that the keys are not returned to your Customer Service Center.

You may also be subject to charges of at least $75 for a lock change, if the keys to your apartment are not returned to your Customer Service Center upon the expiration of your contract.
Our Summer Housing offers a variety of different room types, which are described below. All of our Summer Housing is in University apartment buildings; residence halls are used for other purposes during the summer. Please refer to the Building Description and Rents section to find which room types are available in specific buildings.

**room types and floor plans**

### bachelor
A Bachelor room type houses one resident. It is smaller than a Studio/Single and is comprised of a small combined living/sleeping area, a bathroom, and a micro-fridge.

![Bachelor Floor Plan](image)

### studio/single
A Studio/Single room type houses one resident. It is larger than a Bachelor and is comprised of a small combined living/sleeping area, a bathroom, an efficiency kitchen, and a small refrigerator.

![Studio/Single Floor Plan](image)

### studio/double
A Studio/Double room type houses two residents. It has a small combined living/sleeping area, a bathroom, and a full kitchen.

![Studio/Double Floor Plan](image)

### one bedroom
Most One-Bedroom apartments accommodate two people, although some are setup for a single resident. This room type includes a living room, a bedroom, a bathroom, and a full kitchen.

![One Bedroom Floor Plan](image)

### two bedroom
These room types house two, three or four residents, depending on how many spaces are rented. They include a living room, two bedrooms, one bathroom and a full kitchen.

![Two Bedroom Floor Plan](image)

### two bedroom “A” and “B”
This type of apartment houses three residents. One resident lives in the smaller bedroom and two residents live in the larger bedroom. This room type includes a living room, bathroom and full kitchen.

![Two Bedroom A&B Floor Plan](image)

### accommodations
All apartments are fully furnished with appropriate basic items (desks, chairs, sofas, tables and refrigerators and stoves in the kitchens). All have extra-long twin beds, requiring 36” by 80” sheets.

Although room configurations have been adjusted to provide the most convenience and options to summer residents, all apartments are furnished as they are used for housing purposes during the academic year. We apologize for any inconvenience this may cause, but these rooms must remain set up in this manner and no furniture will be removed.

Household items, cooking equipment, appliances and linens are not provided. Summer residents will need to provide these items themselves.

Free Ethernet connections and free basic cable are included in the rental charges. Residents will need to bring their own TVs. Each building provides laundry facilities (Smartcard and coin-operated washers and dryers).
building descriptions and rents

All buildings are listed in alphabetical order. Please see the map on the inside back cover for locations.

- All rents listed are per person
- Utilities are included in summer rent in all buildings
- Parking is not included in the listed rents

“Buy-outs” of an entire apartment or bedroom are dependent on space and availability.

Cardinal ‘n’ Gold (CNG)

737 W. 30th Street
Served by: Troy Complex CSC
213.764.2267

Features: air-conditioning, patio with BBQ area, and on-site parking.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom (1 person)</td>
<td>$935.00</td>
</tr>
</tbody>
</table>

Century (CAP)

3115 S. Orchard
Served by: Century CSC
213.764.2256

Features: air-conditioning, swimming pool, basketball and volleyball courts, recreation room, on-site parking and convenient location close to campus. Only Building I will be available.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom (1 person)</td>
<td>$935.00</td>
</tr>
<tr>
<td>One Bedroom (2 person)</td>
<td>$650.00</td>
</tr>
<tr>
<td>Two Bedroom (2 person)</td>
<td>$895.00</td>
</tr>
<tr>
<td>Two Bedroom (4 person)</td>
<td>$525.00</td>
</tr>
</tbody>
</table>

Centennial (CEN)

2390 Portland Street
Served by: Sierra CSC
213.764.2720

Features: air-conditioning, recreation room, tram stop and garage parking on site. Only the 2nd and 3rd floors will be available.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Bedroom (2 person)</td>
<td>$920.00</td>
</tr>
<tr>
<td>Two Bedroom (4 person)</td>
<td>$680.00</td>
</tr>
</tbody>
</table>

Fairmont (FMT)

2629 Portland Street
Served by: Sierra CSC
213.764.2720

Features: recreation room, tram stop.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor (1 person)</td>
<td>$725.00</td>
</tr>
<tr>
<td>Studio (1 person)</td>
<td>$835.00</td>
</tr>
<tr>
<td>One Bedroom (2 person)</td>
<td>$545.00</td>
</tr>
<tr>
<td>Two Bedroom (4 person)</td>
<td>$375.00</td>
</tr>
</tbody>
</table>
**stability**
Your housing contract locks in your cost for your entire summer stay. There will be no rent increases during the summer. Even if a roommate leaves mid-summer, you will not be asked to pay the additional rent or find another roommate.

**Helena (HAP)**
1220 W. 28th Street  
Served by: Sierra CSC  
213.764.2720

Features: swimming pool and carport parking on site

**ROOM TYPE** | **MONTHLY**
---|---
Bachelor (1 person) | $730.00
Studio (1 person) | $915.00
One Bedroom (2 person) | $585.00

**Hillview (HIL)**
2605 Severance Street  
Served by: Sierra CSC  
213.764.2720

Features: air-conditioning, lounge and garage parking on site.

**ROOM TYPE** | **MONTHLY**
---|---
Two Bedroom (2 person) | $920.00

**Seaver Residence Hall (SRH)**
1969 Zonal Avenue  
Served by: Seaver CSC  
323.442.2576

Features: air-conditioned residence hall with group bathrooms located on the USC medical campus.

**ROOM TYPE** | **MONTHLY**
---|---
Single (1 person) | $775.00
Double (2 person) | $570.00
Large double (2 person) | $635.00

**Sunset (SUN)**
1144 W. 29th Street  
Served by: Troy Complex CSC  
213.764.2267

Features: air-conditioning and parking lot.

**ROOM TYPE** | **MONTHLY**
---|---
Bachelor (1 person) | $775.00
One Bedroom (1 person) | $930.00

**convenience**
Living in USC housing for the summer is convenient. Buildings are close to campus, utilities are set up and paid for, and current residents whose buildings are open for summer can just stay through from spring.
building improvements

Summer is our time for getting our buildings in shape and making improvements to them. Please be advised that USC Housing will have numerous maintenance and improvement projects occurring during the summer. You will be notified beforehand of any projects specifically affecting your building. We apologize in advance for any inconvenience this may cause.

Troyland (TAP)

955-959 W. Adams Boulevard
Served by: Sierra CSC
213.764.2720

Features: two stories, sun-deck/BBQ area and on-site parking.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio (1 person)</td>
<td>$810.00</td>
</tr>
<tr>
<td>One Bedroom (1 person)</td>
<td>$920.00</td>
</tr>
</tbody>
</table>

Troy Hall (TRH)

3025 Royal Street
Served by: Troy Complex CSC
323.764.2267

Features: central air-conditioning, recreational facilities, fitness center, study rooms, and customer service center on-site. Only the 1st and 2nd floors will be available.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom (2 person)</td>
<td>$750.00</td>
</tr>
<tr>
<td>Two Bedroom/Dbl Bath (2 person)</td>
<td>$995.00</td>
</tr>
<tr>
<td>Two Bedroom/Dbl Bath (4 person)</td>
<td>$675.00</td>
</tr>
</tbody>
</table>

Twin Palms (TPA)

2635 Portland Street
Served by: Sierra CSC
213.764.2720

Features: two stories and limited parking.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Bachelor (1 person)</td>
<td>$725.00</td>
</tr>
<tr>
<td>Studio (1 person)</td>
<td>$785.00</td>
</tr>
<tr>
<td>One Bedroom (1 person)</td>
<td>$820.00</td>
</tr>
<tr>
<td>Two Bedroom/Dbl Bath (2 person)</td>
<td>$675.00</td>
</tr>
</tbody>
</table>

University Regent (URA)

1219 W. 27th Street
Served by: Century CSC
213.764.2256

Features: tram stop and garage parking.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor (1 person)</td>
<td>$755.00</td>
</tr>
</tbody>
</table>
check-in & check-out

check-in

Check-in is only permitted Monday through Friday, 9:00 a.m. - 4:00 p.m. If you are not a USC student, please allow time to settle your housing fees and obtain a USC ID card prior to checking-in.

Before you may check in, you must have confirmed your contract online or signed a paper contract. (See Contracting on page 8.)

When checking into a Summer Housing assignment, a valid USC photo ID will be required of all residents. Since it serves as an electronic key to gain access to your assigned building, you will also need this card to move in to your assigned space. Be sure to bring a photo ID and a copy of your signed housing contract with you to verify that you are a summer resident. Please contact the USCard office (see page 2) for instructions on how to obtain your card.

Non-USC students must present proof of payment for all rental fees before they may check-in to their Summer Housing assignment. All rental fees must be paid prior to check-in (see Payment Information on page 10-11 for details). Please request a receipt when making payment and present it to a Housing Customer Service Representative so that you will be permitted to check-in to your summer assignment.

Due to the extremely short period of time between Spring check-out and Summer check-in, no check-in prior to May 17, 2010 will be permitted. If you are a current resident living through from Spring housing, you will need to coordinate check-in with the CSCs of your Spring assignment and your Summer assignment. Please see Live-through Arrangements on page 4 for details.

new to USC?

check-in in 4 easy steps

1. Be sure to confirm your contract online or sign a paper contract.
2. Get your ID card at USCard
3. Settle your housing contract balance (see pgs 10-11)
4. Go to the Customer Service Center with your USCard, ID card and proof of payment to pick up your keys.

check-out

Check-out is permitted Monday through Friday, 9:00 a.m. - 5:00 p.m., at the Customer Service Center serving your building. You will not be considered to have checked-out until you have completely vacated the room and all of your room keys have been returned. Failure to properly check-out may result in late vacate charges of $200 a night and a lock change fee of at least $75 being assessed to you.

While you need to check out on or before the last day of your contract, please note that turning in your keys does not mean that you have been released from your contract. (Please see Cancellation and Release Procedures on page 5.) If you decide to check out prior to the end of your contract, you are still responsible for the terms and financial obligations of the contract.

All check-in and check-out procedures must be completed at the Customer Service Center serving your Summer Housing building. The address and phone number of that office will appear in the e-mail you receive informing you of your summer assignment.