

# Welcome 2013

# **USC** SUMMER HOUSING



# Welcome to USC Summer Housing

## Contents

Summer housing timeline	1
Contact information	1
Customer service centers	1
USC services	2
Eligibility	3
Contract terms	4-5
Applying for Summer Housing	6-7
Assignments	8
Important policies	9
Payment information	10-11
Room types and floor plans	12-15
Building descriptions & rents	13
Check-in and check-out	16
University map	17

Applications for USC Summer Housing are available separately  
online at [housing.usc.edu](http://housing.usc.edu)



## Timeline

March 29	Priority application deadline for current residents
April 5	Priority application deadline for new applicants
April 10	Notification of assignment by e-mail for all current residents who are priority summer applicants
April 15	Last day for priority residents to confirm Summer Housing contracts online to prevent cancellation of their assignment
April 17	Assignments available on a first-come, first-served basis for all Summer Housing applicants throughout the summer
April 19	Deadline to request Spring to Summer live-through housing arrangements
May 20	First day of Summer check-In
May 22	Summer Session classes begin
May 27	University Holiday
July 4-5	University Holiday
July 24	Deadline to request Summer to Fall live-through housing arrangements
August 13	Summer Session classes end
August 14	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](mailto: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: 213.821.8400 F: 213.821.8422 E: [mailCAP@usc.edu](mailto:mailCAP@usc.edu)

Sierra Customer Service Center  
2638 Portland St., Los Angeles, CA 90007  
P: 213.743.5277 F: 213.743.8165 E: [mailFSA@usc.edu](mailto:mailFSA@usc.edu)

Seaver Customer Service Center  
1969 Zonal Avenue, Los Angeles, CA 90089-9160  
P: 323.442.1576 F: 323.221.4318 E: [mailSRH@usc.edu](mailto:mailSRH@usc.edu)

Troy Complex Customer Service Center  
3025 Royal St., Los Angeles, CA 90007  
P: 213.743.5288 F: 213.743.1877 E: [mailTRE@usc.edu](mailto:mailTRE@usc.edu)

The specific CSC serving the building for your Summer assignment will be listed in your assignment notification e-mail.

# USC Services

Staying in Summer Housing is more than just having a place to sleep. USC offers a number of services that can make your time with us safer and more enjoyable.

## USCard

**213.740.8709**

Simplify your summer with the USCard, an ID card that can be used as a debit card on campus, and more importantly, is required to gain entry to housing assignment. Getting your USCard right away is important, because you'll need it to move in. Check the USCard website [www.usc.edu/uscard](http://www.usc.edu/uscard) for information about obtaining your card.

## Cashier's Office

**213.740.7471**

The University's Cashier's Office is located in Student Union 106 on the main campus. Hours are 9 am to 5 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 website [www.usc.edu/transportation](http://www.usc.edu/transportation).

## Shuttle Service

**213.740.3575**

USC offers a shuttle 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 website at [www.usc.edu/hospitality](http://www.usc.edu/hospitality) for hours and locations available this summer. Meal plans are not offered in the summer.

## Guest Housing

**213.821.8400**

Guest Housing accommodations are available from May 27 – August 9, 2013 on a first-come, first-served basis in La Sorbonne Apartments.

Located on Jefferson Blvd across from the main campus, La Sorbonne offers studio and one bedroom air-conditioned apartments for long term stays (up to a maximum of 29 nights). Although the facilities have kitchens, kitchenware and supplies are not included. Linens, changed every other day, are provided.

For reservations or more information on apartment-style guest housing during the summer, please contact the Century CSC at (213) 821-8400 or by e-mail at [mailCAP@usc.edu](mailto:mailCAP@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 Education provides live-in staff who will assist with your summer stay and offer a variety of programs throughout the summer.

# Eligibility

USC's Summer Housing program is intended to support the academic activities of USC students and departments. Applicants must meet eligibility criteria to apply for Summer Housing.

## 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 2013

In addition, you must be in good standing with the University and free of collection or academic holds and student conduct issues.

Upon application for USC Summer Housing, you will need to 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 issued by that department. (See below) This proof may be submitted by e-mail, fax, mail, or in person.

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 your summer program prior to applying for Summer Housing to obtain one.

## 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.

Eligibility status	Proof of eligibility
Degree-seeking USC student	Current USC student ID card
USC faculty or staff	Current USC staff ID card
Summer session student	Limited status USC ID card
Participation in a USC-sponsored program or research	Written confirmation of participation from a sponsoring USC department (including a contact person and phone number) and a ten digit USC ID number



# Contract Terms

Your housing contract is a legally binding document. Please read it 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.

## 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 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.

Summer Housing Contract Periods
May 20 - July 3
May 20 - July 24
May 20 - August 14
June 3 - August 14
June 14 - August 14
July 1 - August 14

## Live-through Arrangements

"Live-through" housing is available for USC Housing residents needing a place to stay between the end of their Spring 2013 contract and the start of their summer contract, or the end of their summer contract and the start of their Fall 2013 contract. Such stays must be approved by the appropriate Customer Service Centers for the assignments involved.

Students holding Spring 2013 contracts and requiring a place to stay from May 15 to the start of Summer Housing on May 20 will need to 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 19.

Residents holding Fall 2013 contracts and requiring a place to stay from the end of Summer Housing on August 14 to August 20, 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 24.

Summer to Fall live-throughs will require relocation before August 21 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

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





## Consolidation

To maximize the space available for summer residents, 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 2013 assignments. For example 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 2013 assignment into a different room for their Summer 2013 assignment if the CSC staff need to consolidate spaces.

## Cancellation and Release Procedures

All cancellation requests must be in writing and are subject to review by USC Housing. Cancellation request forms may be printed out from the forms section of our website at [housing.usc.edu](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 ask for 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 you have a summer assignment, 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 applicant.

### Requesting Release from a Confirmed Contract

Once you have confirmed your assignment, your contract is a legally binding document. If extenuating or unanticipated circumstances arise after you have confirmed, 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.

*for classes is not a valid reason for release from your contractual obligation. 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  
[myrna.jones@usc.edu](mailto:myrna.jones@usc.edu)

*Because registration for classes is not a requirement for eligibility for Summer Housing, non-registration*

USC Housing's online application is the fast and convenient way to apply for USC Summer Housing.

Get started by going to our online application page at <https://housing.usc.edu/portal>

# How to Apply

## 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) 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.

## Registration

Note: In order to complete an application for Summer Housing, you must have a ten-digit USC identification number. (See USC Student Identification Number, p 3.)

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

Only new applicants need to register; if you have an active housing contract or application you can 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 six Summer Housing contract periods offered, please select the one that best suits your needs. (See Length of Contract, pg 4)

## Application

In this section you will provide us with contact information and create a "profile" that will assist us in assigning you housing.

You will also need to indicate your class standing. Current resident and USC students with an active application should indicate their class standing for Fall 2013. 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".

Then you will need to list five housing choices, in the order of preference (i.e. your first choice should be the space that you would most want to be assigned to). 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 website to help you decide what is best for you. Since Summer Housing assignments are made based on 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. Enter this information on the Add New Roommate page. Your roommate will 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. If you want to use our online Roommate Search and Message feature, 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. Between the time you apply and receive your assignment, you can search for roommates. Using our website, you can use screen names to anonymously contact anyone you think may be a good match for you. If you find someone compatible, both you and your potential roommate should log on to our system to confirm your roommate request.

Potential roommates will be limited to Summer applicants of your gender, who have selected the same Summer Housing contracting period as you did.

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

### **Applying by Written Application**

Our online application process is fast, easy and secure, but if you would prefer to apply by written application, you may do so. Paper applications are available at the central USC Housing office or online at our website. Complete the application, providing all required information including contract period and housing preferences. For non-USC degree seeking applicants, proof of eligibility should be attached. Return the form, along with the mandatory \$45 non-refundable 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. Staple the check to the application. Your form will not be accepted if submitted without the application 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 form is received in our office—not the postmark date. Once we have assigned you, 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.

# Assignments

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 March 29 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 March 29 deadline
- Second Priority - New applicants applying by April 5
- General Summer Housing Applicants - All applicants applying after April 5 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 2013 Housing residents who apply for Summer Housing and pay the \$45 Application Fee by March 29, 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 2013 assignment, if the building is open for Summer Housing.
- Applicants who wish to move into the same building and room type as their Fall 2013 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 applicants new to USC Housing are encouraged to apply online by April 5, 2013 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.

### First-Come, First-Served - General Summer Housing Applicants

Current university housing residents and new residents submitting applications after March 29 or April 5 respectively, will be housed on a first-come, first-served basis, with assignments being offered on a space available basis.

## Contracting

Contracting for Summer Housing will be done online. Applicants will be sent an e-mail instructing them to go to our website, 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 March 29 Deadline

These applicants will be notified by e-mail on April 10, 2013 that they have a summer assignment pending and directed back to our website to log on to confirm their contract. The contract must be confirmed by April 15 or the assignment will be cancelled.

### Current USC Housing Residents Who Apply after March 29 and All Other Applicants

These applicants will be notified by e-mail when their assignment is made and directed back to our website 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 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 with roommate consent or 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 website will automatically have this fee charged to their student account. Non-residents applying on our website 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 website will automatically have this payment charged to their student account. Non-residents confirming their contract on our website must pay online by credit or debit card.
- 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. All contract balance payments must be made to the University Cashier's office, *not* the USC Housing 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

Rents 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 stay will be billed directly to you by the USC Cashier's Office.
- Non-USC Students enrolled in summer classes - The \$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 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 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, cash or credit cards 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.

### Items Included in Summer Rent

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

- Utilities (gas, water, electricity)
- Internet (wireless/Ethernet)
- Cable TV

### 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.

### Contract Balance Payments

Resident:	USC students
When Paid:	Prior to check-in
Paid to:	University Cashier's Office
Acceptable:	<ul style="list-style-type: none"> <li>- Personal check</li> <li>- Money order</li> <li>- Cashier's or certified check</li> <li>- Cash (in person)</li> <li>- Credit card (in person or by phone)</li> </ul>
Resident:	Non-USC students enrolled in summer classes
When Paid:	Prior to check-in
Paid to:	University Cashier's Office
Acceptable:	<ul style="list-style-type: none"> <li>- Money order</li> <li>- Cashier's or certified check</li> <li>- Check (in person)</li> <li>- Credit card (in person or by phone)</li> </ul>
Not Acceptable:	Personal check
Resident:	All others
When Paid:	Prior to check-in
Paid to:	USC Housing Office
Acceptable:	<ul style="list-style-type: none"> <li>- Money order</li> <li>- Cashier's or certified check</li> </ul>
Not Acceptable:	<ul style="list-style-type: none"> <li>- Personal check</li> <li>- Cash</li> <li>- Credit card</li> </ul>

## Room Types and Floor Plans

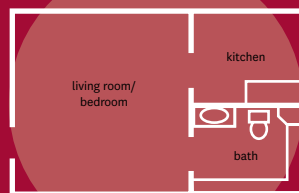
### Bachelor

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 micro-fridge.



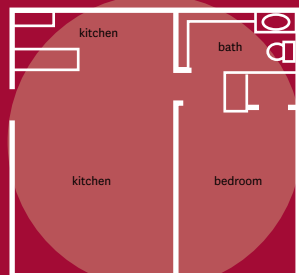
### Studio/Single

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.



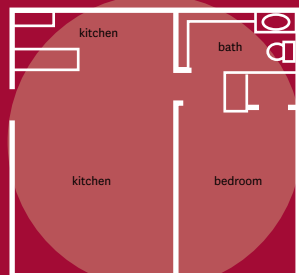
### Studio/Double

A Studio/Double room type houses two residents. It has a small combined living/sleeping area, a bathroom, and a full kitchen with stove and refrigerator.



### 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.



All of our Summer Housing is in University apartment buildings and offers a variety of different room types, described below. Please refer to the Building Description and Rents section to find which room types are available in specific buildings.

### 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 "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.



## Accommodations

All apartments are fully furnished with appropriate basic items (desks, chairs, sofas, tables and refrigerators and stoves in the kitchens). Most have extra-long twin beds, requiring 36" by 80" sheets, while others have full-size beds.

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/wireless connections and free cable TV are included in the rental charges. Residents will need to bring their own digital-ready 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  
213.743.5288

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

<u>ROOM TYPE</u>	<u>MONTHLY</u>
One Bedroom (1 person)	\$985.00

### Fairmont (FMT)

2629 Portland Street  
Served by: Sierra CSC  
213.743.5277

Features: recreation room, furnished patio with BBQ, shuttle stop.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Bachelor (1 person)	\$815.00
Studio (1 person)	\$925.00
One Bedroom (2 person)	\$630.00
Two Bedroom (4 person)	\$460.00

### Founders (FSA)

2610 Portland Street  
Served by: Sierra CSC  
213.743.5277

Features: air-conditioning, work-out room, sundeck and garage parking.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Two Bedroom (2 person)	\$930.00
Two Bedroom (4 person)	\$570.00

### Helena (HAP)

1220 W. 28th Street  
Served by: Century CSC  
213.821.8400

Features: furnished patio with BBQs and on-site carport parking.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Bachelor (1 person)	\$805.00
Studio (1 person)	\$995.00
One Bedroom (2 person)	\$655.00



Fairmont





## 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.

## Hillview (HIL)

2605 Severance Street  
Served by: Sierra CSC  
213.743.5277

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

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Two Bedroom (2 Person)	\$995.00

## Manor (MAB)

2636 Portland Street  
Served: Sierra CSC  
213.743.5277

Features: full-size beds, on-site parking and sun deck.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
One Bedroom (1 person)	\$1200.00
Two Bedroom (2 person)	\$995.00

## Pacific (PCA)

2637 Severance Street  
Served by: Sierra CSC  
213.743.5277

Features: air-conditioning, rec-room with pool table, tv lounge, and limited underground parking.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Two Bedroom (2 Person)	\$930.00
Two Bedroom (4 Person)	\$570.00



## Regal Trojan (RTA)

870 W. Adams  
Served by: Sierra CSC  
213.743.5277

Features: air-conditioning, sun deck, and parking.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
One Bedroom (1 person)	\$985.00
One Bedroom (2 person)	\$700.00
Two Bedroom/Dbf bath (4 person)	\$570.00

## Seaver Residence Hall (SRH)

1969 Zonal Avenue, (USC Health Science Campus)  
Served by: Seaver CSC  
323.442.2576

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

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Single (1 person)	\$850.00
Double (2 person)	\$635.00
Large double (2 person)	\$700.00



## 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.

### Seven Gables (SGA)

620 W. 30th Street  
Served by: Troy Complex CSC  
213.743.5288

Features: air-conditioning and parking lot.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Studio (1 person)	\$895.00
Two Bedroom (2 person)	\$875.00

### Severance Street Apts (SSA)

955-959 W. Adams Boulevard  
Served by: Sierra CSC  
213.743.5277

Features: large house subdivided into six apartments; air conditioning and limited outdoor parking.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
One Bedroom (1 person)	\$1175.00
Two Bedroom (2 person)	\$1080.00
Three Bedroom (3 person)	\$955.00
Four Bedroom (4 person)	\$915.00

### Troy Hall (TRH)

3025 Royal Street  
Served by: Troy Complex CSC  
213.743.5288

Features: central air-conditioning, recreational facilities, fitness center, study rooms, and customer service center on-site.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
One Bedroom (2 person)	\$780.00
Two Bedroom/Dbl Bath (2 person)	\$1030.00
Two Bedroom/Dbl Bath (4 person)	\$700.00



### University Regent (URA)

1219 W. 27th Street  
Served by: Century CSC  
213.821.8400

Features: air-conditioning, tram stop and garage parking.

<u>ROOM TYPE</u>	<u>MONTHLY</u>
Bachelor (1 person)	\$815.00

# Check-In & Check-Out

You will check-in and check-out 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.

## 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. Please contact the USCard office (see page 2) for instructions on how to obtain your card.

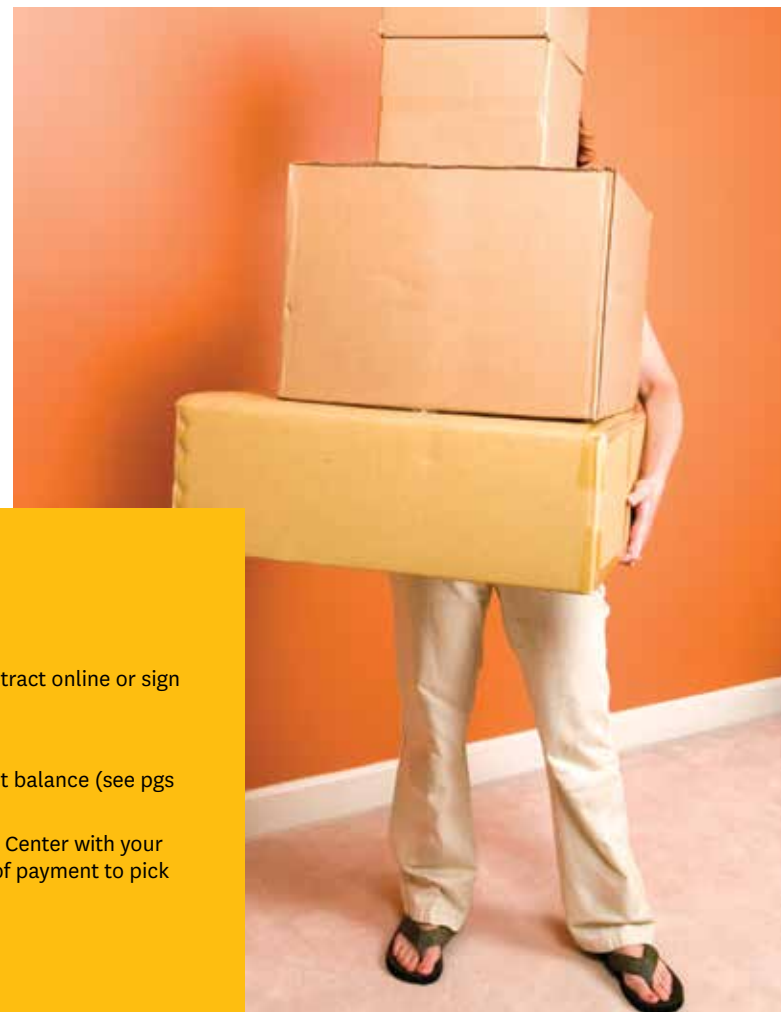
Non-USC students must present proof of payment for all rental fees before they may check-in to their Summer Housing assignment. All rental fees must be paid prior to check-in (see Payment Information on page 10-11 for details). Please request a receipt when making payment and present it to a Housing 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 20, 2013 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.

## 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.



## 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.

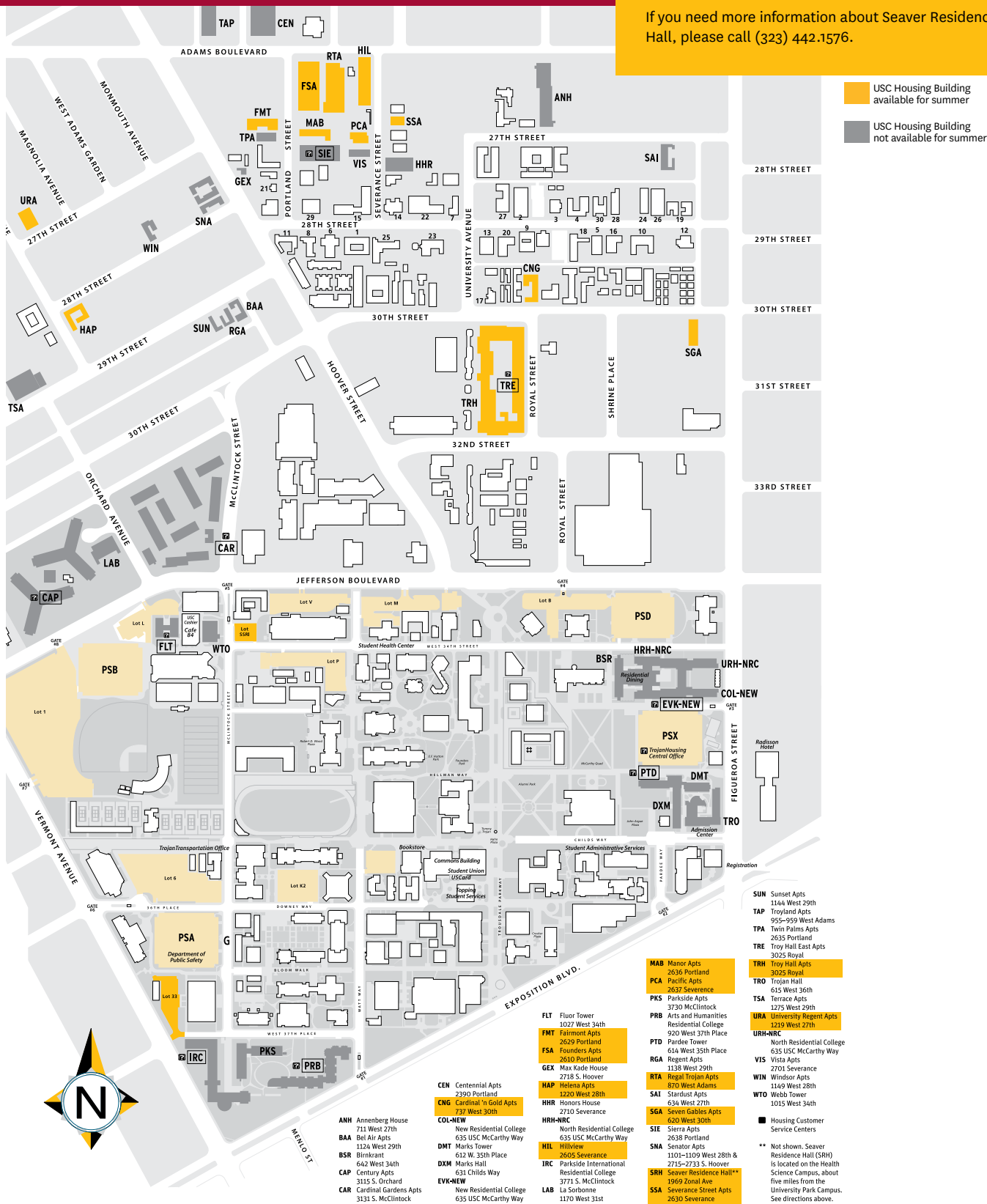
## University Park Campus & North University Park Area

**Health Sciences Campus,  
Seaver Residence Hall**

**Directions to Health Science Campus:**

Take 10 Freeway East.  
Exit at Solo Street (bear left).  
Take a left onto Marengo Street.  
(Cornwell Street curves left and turns into Zonal Avenue).  
Take a right onto Biggy Street  
The parking structure will be on the right side.

If you need more information about Seaver Residence Hall, please call (323) 442.1576.



# USC Housing

620 USC McCarthy Way  
Los Angeles, CA 90089-1332  
(213) 740-2546  
[housing@usc.edu](mailto:housing@usc.edu)  
[housing.usc.edu](http://housing.usc.edu)