

# USC Housing Spring 2015 Check-in Guide



Welcome to USC and university housing! We look forward to seeing you when you move in for Spring 2015!

## **Check-In**

### **When is Check-in?**

Check-in day for Spring is Thursday, January 8, 2015, from 9:00am to 4:00pm.

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

If you need to arrive after 4:00pm January 8, please contact your Customer Service Center (CSC), listed below, in writing as soon as possible to advise them of that. Late arrival (after 5:00pm on January 9) may result in cancellation of your contract or reassignment of your space.

*Please note that it is not possible to check into any Spring housing assignment any earlier than January 8.*

### ***What do I need to check in?***

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

### ***Where do I go to check in?***

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

<b><i>If your housing assignment is for:</i></b>	<b><i>Then you should check-in at:</i></b>
Arts & Humanities Residential College	Arts & Humanities Residential College CSC (PRB) 920 West 37th Place
Cardinal Gardens Apartments	Cardinal Gardens CSC (CAR) 3131 S. McClintock Avenue
Century · Helena · La Sorbonne · Terrace University Regent	Century CSC (CAP) 3115 S. Orchard Street
Birnkrant Residential College · New Residential College North Residential College	New Residential College CSC (NEW) 635 McCarthy Way
Fluor Tower · Webb Tower	Fluor Tower CSC (FLT) 1027 W. 34th Street
Parkside Apartments International Residential College at Parkside	International Residential College at Parkside CSC (IRC) 3771 S. McClintock Avenue
Marks Hall · Marks Tower · Pardee Tower Trojan Hall	Pardee Tower CSC (PTD) 614 Hellman Way
Annenberg House · Centennial · Fairmont · Founders · Hillview Honors House · Manor · Max Kade · Pacific · Regal Trojan Severance St. Apts · Sierra · Troyland · Twin Palms · Vista	Sierra CSC (SIE) 2638 Portland Street
Bel Air · Cardinal 'n Gold · Hoover St. Residence Regent · Senator · Seven Gables · Stardust Sunset · Troy East · Troy Hall · Windsor	Troy Complex CSC (TRE) 3025 Royal Street

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

## **Reassignment**

Residents wishing to change their assignment (reassign) may do so beginning January 14th. More details on spring semester reassignment will be available later.

## **Parking Permits**

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

## Moving In

### **Parking and Unloading**

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

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

### **Moving Your Stuff**

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

### **Elevators**

All of USC's on-campus residence halls, suites and apartment buildings have elevators, with the exception of New and North Residential Colleges, Marks Hall and Trojan Hall. If you are moving into one of those four buildings, be prepared for multiple trips up the stairs and plan accordingly. In places that do have elevators, expect them to be busy, so please be patient.

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

### **Shipping Your Belongings**

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

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

## Important Policies

### **Pets**

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

### **Smoking policy**

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

## Provided Furnishings

All university housing is fully furnished. Undergraduate buildings have extra long twin beds (36" by 80"), while most single occupancy rooms in graduate buildings will have a full extra long bed (54" by 80"). Each resident also has a desk and chair, three dresser drawers and closet space. Apartments have furniture appropriate to their type. Those with living rooms have sofas and end tables and most include a dining table and chairs. Apartments with kitchens have a stove/oven and refrigerator. Each residence hall/suite room has a microwave/fridge combination.

## What to Bring With You

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

### **Residence hall or suite:**

- Towels
- Blanket
- Bedspread or comforter
- Pillows and pillowcases
- Sheets
- Toiletries
- Hangers
- Fan
- Alarm clock
- Desk lamp
- Cell phone
- Computer
- MP3 player
- TV (with a QAM tuner)
- Decorations

### **Apartment:**

If you're assigned to an apartment, you'll need all of the above, plus things for your kitchen:

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

### *Tips:*

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

### *Please Don't Bring:*

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