

REASSIGNMENT

If you wish to reassign from one university housing space to another, please read the following important information.

When - Beginning Wednesday, January 15

- Wednesday, January 15: 9:00 am - 4:00 pm
- Thursday, January 16 and Friday, January 17: 10:00 am - 4:00 pm

Where - USC Housing Customer Service Centers (CSCs)

- From Wednesday, January 16 through Friday, January 17, reassignments *can only* be done at building Customer Service Centers. The central Housing Office located in the McCarthy Parking Structure (PSX) will *not* do reassignments during that time.
- You may reassign at *any* building CSC. You do not need to go to the CSC of your present assignment or to the CSC of your reassignment choice.

Beginning Tuesday, January 21 through the end of the semester, reassignments can be requested at any CSC or the central Housing Office on campus in the McCarthy Parking Structure (PSX).

How - Procedures

- On Tuesday afternoon, January 14 a list of spaces available for reassignment will be posted at each CSC. **If there is a space** appropriate to your gender and class standing listed that interests you, go to a CSC on January 15 to be reassigned.
- If the space is still available when you come in, you may fill out a reassignment request form and be reassigned on the spot. A contract summary for your new assignment can be printed for you at the Central Housing Office if you wish.
- If you and your roommate(s) all need to have your assignment changed in order to live together, you must come in person as a group to see if you can be reassigned. If you wish to swap spaces with another resident, you and that student must come in together to complete the exchange.
- Once you have been reassigned to a new space, you will give up all claim to your previous building and room type. You will need to move out of your previous assignment and into your new reassignment within 24 hours.
- Reassignments will be made on a first-come, first-served basis. *There will be no waiting list*, and reservations cannot be made for spaces prior to the start of reassignment on January 15. If you really want a particular space, you should try to go to a CSC as early as possible on that day.