Check-In

When is Check-in?
Check-in day for Spring is Thursday, January 3, 2019, 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 3, 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 3) 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 3.

What do I need to check in?
Please bring picture identification (USC student ID card, driver’s license or passport) 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.

<table>
<thead>
<tr>
<th>Housing Assignment</th>
<th>Check-in Location</th>
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<tr>
<td>Helena · Terrace · University Regent</td>
<td>Century CSC (CAP) 3115 S. Orchard Street, Los Angeles, CA 90007</td>
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<td>Annenberg House · Centennial · Fairmont · Founders Hillview · Manor · Max Kade · Pacific · Regal Trojan Severance St. Apts · Sierra · Troyland · Twin Palms · Vista</td>
<td>Sierra CSC (SIE) 2638 Portland Street, Los Angeles, CA 90007</td>
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<tr>
<td>Bel Air · Regent · Senator · Seven Gables · Stardust Sunset · Troy East · Troy Hall · Windsor</td>
<td>Troy Complex CSC (TRE) 3025 Royal Street, Los Angeles, CA 90007</td>
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Contact information for all Customer Service Centers can be found in the USC Resident Information booklet.

Moving In

Parking and Unloading
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
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. You may have items sent to that address without the room number. Room/apartment numbers will be issued at check-in. 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. (This includes e-cigarettes/vaping.) 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.

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 online at transnet.usc.edu.

What to Bring With You
Thinking about what to bring with you? Here’s a quick list.

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

Apartments with Kitchens:
If you’re assigned to an apartment with a kitchen you’ll need all of the above plus:
- Dishes
- Glasses
- Cooking and eating utensils
- Pots and pans
- Microwave
- Small kitchen appliances
- Basic cleaning tools and supplies
- Paper products (toilet tissue, paper towels)

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 or have a unit of any type 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.
- WiFi routers - WiFi is provided in all housing facilities.

Reassignment
Residents wishing to change their assignment (reassign) may do so beginning January 9. More details on spring semester reassignment will be available later.

Provided Furnishings
All university housing is fully furnished with 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. The bachelor apartment types do not have a kitchen, but does have a combined microwave/small refrigerator. Each residence hall/suite room also has a combined microwave/fridge units.

Apartments with shared bedrooms 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.