

# REASSIGNMENT

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

## ***When*** - Beginning Wednesday, September 11th

- Wednesday, September 11th: 9:00 am - 4:00 pm
- Thursday, September 12th and Friday, September 13th: 10:00 am - 4:00 pm

## ***Where*** - USC Housing Customer Service Centers (CSCs)

- From Wednesday September 11th through Friday, September 13th, reassignments *can only* be done at building Customer Service Centers. The central Housing Office located in McCarthy Way 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 Monday, September 16th through the end of October, reassignments can be requested during regular business hours at any CSC or the central Housing Office on campus in the McCarthy Way Parking Structure (PSX).

## ***How*** - Procedures

- On Tuesday afternoon, September 10th 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 September 11th to be reassigned. Be sure to bring your USC ID card with you.
- 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 if you want.
- 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 September 11th. If you really want a particular space, you should try to go to a CSC as early as possible on that day.