We hope you had a good Labor Day. Now back to the books! Below you’ll find relevant info, reminders and opportunities about living in housing.

**Nuts & Bolts**
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- Room Change Requests: Sept. 10–14
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**Events & Opportunities**
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- Campus Events

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**Nuts & Bolts**

[Mandatory Monthly Fire Extinguisher Checks: September 4–15](#)
Maintenance staff will be entering apartments to inspect fire extinguishers today through September 15 from 9 a.m. to 5 p.m.

Room Change Requests: Sept. 10–14
Requests to change to another bedroom or apartment should be made to your Resident Director by making an appointment to meet with them the week of September 10. Room Changes will be accommodated based on the number of spaces that are available.

Stop by the Community Center in Phase I to make an appointment with your Resident Director to request a room change.
- Demontea Thompson: Building 1 and Eastside
- Betty Arias: Buildings 2 and 3
- Tait Brooks: Building 4, 5 and GEA
- Fernando Garcia: Westside

For additional information about on Room Change Requests, visit the 2018–2019 Student Guide.

New Housemates Are Still Arriving
Students are still moving in this week so if your roommate or housemates have not moved in yet, do not spread out your belongings. Please welcome your new housemates by keeping their bedroom space and the common areas clean and remember to make room for them in the kitchen and bathroom.

Turning In Your Apartment Condition Report
You only need to bring your Apartment Condition Report (ACR) to the Office of Housing and Residence Life if there’s an issue in your apartment that needs to be added to it. If not, the pink slip is yours to keep. Please bring it to us within 48 business hours of moving in. We will make a copy of your updates and give you a copy for your records. Do not write work order requests on your ACR. Submit them online through the Housing Portal.

Sign Up For A Meal Plan
You can still sign up for a Meal Plan for the 2018–2019 academic year. Please fill out the Meal Plan Change Or Cancel Request Form and return it to the Housing Office. Once you sign up, we’ll add charges to your account so you can make your payment, which will be due immediately. Please submit proof of payment to the Housing Office to have meals activated.

Trash Disposal
Please help keep the parking lot and our community clean by disposing of trash in the large bins located near your apartment. Trash bins are conveniently located in the parking lot and throughout the community.

**Residential Parking Permits**

- Residential parking permits for the fall semester are $240 and must be purchased online. When purchasing, you must be connected to a printer in order to print and use a temporary permit, while your official permits is being mailed to you.

- Residential parking permits are not available for first-year students living on campus. Please visit the Parking and Transportation Center website for alternate transportation options.

**Parking Lot Sweeping Every Friday**

Parking Lot 7A is cleaned Friday mornings from 7:30 to 9:30 a.m. Vehicles will be cited if left in Lot 7A during this time so make sure to move your car to Lot 7 (outside the fence).

**Keys**

If you lose your keys, report it to the Housing Office immediately. For your safety and the safety of others, never loan your keys to anyone (including your roommates or housemates). It is a housing policy violation to do so. Keep your front door corkey away from magnets, including the magnetic strips on credit and debit cards, because they can become demagnetized and may no longer work. If this happens, come to the Housing Office immediately.

**RA on Duty**

If you need assistance Monday through Friday between 9 a.m. and 5 p.m., please contact the Office of Housing and Residence Life at 323-343-4800. After hours and on weekends, contact the RA on Duty at 323-343-4807 for help with the following:

- Lockouts
- Roommate mediations
- Reporting maintenance issues or provide you guidance on submitting a work order
- Reporting any emergencies or crisis

**Work Orders**

If anything needs repair in your apartment, please fill out an online Work Order by logging in to the Housing Portal and clicking on the “Maintenance Work Order” tab.
Personal Safety Guidelines
Please take these precautions to keep our community secure:

- Close and lock all doors and windows. Always check before you leave for the day and go to sleep at night. If you have a door or window that doesn’t lock, please let us know immediately and complete a Work Order.
- Secure your personal items in your bedroom and lock the door when you leave.
- Be aware of your surroundings, particularly at night. You may call the Eagle Patrol to escort you to and from classes or your vehicle.
- If you have concerns, contact your Resident Assistant. Report all suspicious activity to the Campus Police at 323-343-3700.

Help Us Conserve Energy & Water
Conserve energy by keeping windows and patio doors closed when using your A/C. Turn off all lights, computers, TVs and the A/C when you leave for the day.

California is a drought-prone state. Help save our precious water by taking shorter showers and not letting the water run while washing dishes or brushing your teeth. Report faucets and shower heads that leak by filling out a Work Order. Thank you for helping to conserve our natural resources!

Money Matters

Start Planning And Saving For Housing Winter Break And Intersession

When: December 15, 2018 – January 18, 2019; total of five weeks.

Who’s Eligible: Students who have housing agreements through spring semester 2019 are eligible to live on campus during winter break and intersession.

Who’s Not Eligible: Students finishing their coursework in fall 2018, studying abroad in the spring, withdrawing from the University or approved for an early termination of their housing agreement, and new spring 2019 applicants are not eligible for winter break.

How to Apply: Winter break housing is not part of the Academic Year 2018–2019 License Agreement. If you wish to contract for housing during the winter break, then you will be required to complete a Winter Addendum. The addendum will be available beginning in November and must be completed by November 15, 2018.
How to Pay: Winter break financial aid is not available due to a short agreement so fees for winter-break housing will have to be paid out-of-pocket and in-full by the requested deadline. Options for payment plans are not available. If you plan to stay during winter break, start saving money now (such as you fall 2018 financial-aid reimbursement!)

Financial Aid Recipients, Learn About the Satisfactory Academic Progress Policy
Students on Financial Aid must maintain reasonable academic progress to continue getting financial aid. This includes staying enrolled at full-time status (undergrad at least 12 units, grad 8 units) and abiding by the Satisfactory Academic Progress Policy (SAP) which includes having a:
- Minimum cumulative GPA
- Minimum pace of completion
- Maximum time frame of aid eligibility for degree completion
Not meeting SAP requirements could affect your housing so be informed and stop by to see us if you have any questions.

Events & Opportunities

We’re Hiring Housing Assistants
Want to work for us? We’re seeking student workers to provide administrative support services to our main office, Mail Room and Community Center. **You must be available to work Mondays and Wednesdays during the fall semester.** This is a Student Assistant position, Job #: 1856093. If you have Federal Work Study as part of your financial aid, you can apply for this Federal Work Study Student position, Job #: 1856091. Visit the Career Center website to apply.

Residence Hall Association (RHA) E-Board – Apply By 11 p.m., September 9.
The RHA Leadership Application is now available online. Check out the position descriptions, timeline and fill out the form to apply. Easy as 1–2–3. The application is due by 11 p.m. on Sunday, September 9.

Run/Walk with Res Ed: Every Mon. and Thurs. at 7:30 p.m.
Join us for a weekly walk or run around campus on Mondays and Thursdays at 7:30 p.m. Meet at the Housing Basketball Courts for a quick stretch before we begin.
Interested in participating in different events and getting involved on campus? Check out these links for more information:

- University Student Union
- Associated Students Inc. (ASI)
- Mind Matters
- Cal State LA General Calendar

Questions? Contact us at askhousing@calstatela.edu.

Remember to add askhousing@calstatela.edu to your address book so that our emails don’t end up in your junk or spam folder.

Follow us on Instagram, YouTube, Twitter and Facebook. Copies of this email and past ones are on our website.

(This is a University Housing-wide email. Please do not reply.)