We hope you have a safe holiday weekend! In this issue, you’ll find out about applying to be an RA and SCA, what to do if you’re going away for the holiday weekend, and more. We are also looking to highlight your story in a new video series. Scroll down for details.

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Nuts & Bolts

**Sign Up For Winter Break Housing Now**
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 Agreement Addendum.** The Agreement Addendum is available now via the [Housing Portal](#) and must be completed by December 3, 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 or put aside a portion of your fall financial aid disbursement.

**Need To Stay Beyond 2 p.m., December 15, 2018?**
Cal State LA residential communities close for winter recess at 2 p.m. on Saturday, December 15, 2018. Only students who have submitted the Winter Break Addendum, have been accepted and paid in full may stay beyond that date.

Student experiencing delays in their end of fall departure due to **extenuating circumstances** can be considered for a possible checkout extension not to exceed past 2 p.m. Monday, December 17, 2018.

If you are unable to move out by 2 p.m. on December 15, 2018 and are requesting an exception, please fill out the [Stay Over Request Form](#) by **Monday, December 10, 2018.**
Requests must be submitted with supporting documentation by Monday, December 10. All requests will be reviewed for consideration, but approvals are not guaranteed.

Going Home For The Holiday Weekend?
If you’re going away for the holiday weekend, it’s a good opportunity to take anything you don’t need. Also remember to do the following before leaving:

- Unplug all electronics
- Empty the fridge of anything perishable
- Take out the trash
- Turn off the heater and lights
- Hide valuables or take them home
- Make sure all windows, blinds and doors are shut and locked

Ok to Park in Lot 7A On November 23
Due to the holiday, residents do not need to move their cars from Lot 7A on Friday morning, November 23.

Closing For Thanksgiving
The University will be open during Fall Recess, November 19–21 but there will be no classes. The following will be closed for the Thanksgiving holiday:

- Dining Commons: 11/22 – 25
- Office of Housing and Residence Life: 11/22 – 23
- Mail Room: 11/22 – 24 (Pick up packages by 5 p.m., November 21)

If you have an emergency, please call the RA on Duty at (323) 343–4807.

Keep Your Mail Safe
We need your cooperation with the following to ensure the security of your mail:

- Check your mailbox at least once a week. By federal law, packages must be claimed within 10 days or we have to send them back to sender.
- Make sure to lock your mailbox door by closing it and turning the combination lock.
- If your mailbox is open, we won’t deliver your mail, we’ll return it to sender.
- If your mailbox needs repair, report it to the Mail Room immediately.
- If you need help opening your box, come to the Mail Room between 9 a.m.–10 a.m. or 4 p.m.–5 p.m. Monday through Friday for personalized training.
Perishable Deliveries
The Mail Room is not equipped with proper refrigeration to accept perishable deliveries, such as food and flowers. Please make special arrangements to have your perishables delivered directly to your apartment.

Money Matters

Spring Housing Charges Are Due Dec. 1—Check Your GET Account
Spring 2019 housing fees are posted to your GET account. The full payment was due Thursday, November 1, for students paying per semester. If you are paying per installment, your first payment was due Thursday, November 1, and your second payment is due December 1. Fees not paid by the due date will incur a monthly $20 late fee.

Watch Our “How To Pay For Housing” Video
Charges have been posted for the spring semester, so it’s time to make your payment(s). Do you know how much is due, where to pay and how to get this information? Check out this informational video on how to make your housing payment.

Don’t Jeopardize Your Financial Aid
You may lose your financial aid if you’re not enrolled in at least 12 units for the upcoming spring semester, or if your grades are below the GPA requirement. Please read the current Satisfactory Academic Policy (SAP) in order to maintain continued funding during your attendance at Cal State LA. Review the SAP Policy here.

2019–2020 Free Application For Student Financial Aid (FAFSA) Information
The 2019–2020 FAFSA launched on October 1. The Center for Student Financial Aid will have information sessions on campus to help answer your FAFSA questions. Visit their webpage for details. Remember that the 2019–2020 priority funding consideration deadline is March 2, 2019. Apply early!

Events & Opportunities

Apply To Be A Resident Assistant
Are you a student leader interested in being a Resident Assistant? This is the time to apply. Visit our website for details and make sure you pay attention to the timeline.
Apply To Be A Summer Community Assistant
Looking for a summer job? Applications are now available to become a Summer Community Assistant (SCA). Apply through Handshake but visit our website for details about the job.

Share Your Story
We are looking for volunteers to share their stories for an upcoming video series that will be released in Spring. If you are interested in being part of this project, email Maria Ruiz and let us know. We will work around your schedule.

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. (except November 22). Meet at the Housing Basketball Courts for a quick stretch before we begin. The last day will be December 6, 2019

Residence Hall Association (RHA) Meeting, November 29, 6:30 p.m.
Want to make a difference in your community? We are looking for creative and enthusiastic people to help us plan events. Join us on Thursday, November 29, to get involved with RHA. This will be the last meeting of the semester. Find out more about RHA online. (Phase II Lounge)

Donate To EPIC’s Toy & Food Drive
Support families in our community by donating toys and non-perishable/canned food to EPIC’s 47th Annual Toy and Food Drive. The donation box is located in front of the Phase II Lounge.

Reminders

No Outdoor Decoration Displays
With the holiday season coming up, please keep in mind that, it’s against housing policy to display any outdoor decorations on your balcony, patio and windows.

Spring Enrollment Date Is Approaching
Remember you must be a full-time student (12 units undergrad and 8 units grad) to live on campus and get your full financial aid disbursement. Log in to GET to find your enrollment date and time for spring 2019, which will be located in the Student Center on the left sidebar.

Reaching The RA On Duty After Hours And Weekends
In the event of an emergency or you get locked out of your apartment after business hours or on weekends, call the RA on Duty at (323) 343-4807.
Meal Plan Changes
Residents interested in increasing or decreasing their Meal Plan for the spring semester may stop by the Housing Office to submit the Meal Plan Change Form. The priority deadline for this form is November 16. To request to cancel your Meal Plan, please submit the Petition to Cancel Form with supporting documentation to justify the reason for your request.

Not Returning For Spring?
If you need to request to break your License Agreement for spring 2019 because you’re studying abroad in spring, graduating at the end of fall or withdrawing from the University, you must submit a Petition to Cancel Form with supporting documentation to justify the reason for your request.

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.)