Want information on requesting room changes, guest and visitors policies or have questions on how to use the wireless laundry facilities? Find out below.

**Nuts & Bolts**
- Room Change Request: Procedures And Deadlines
- Parking Lot 7A Update
- New Housemates Are Still Arriving
- Guest And Visitors Policy
- Wireless Laundry Facilities
- Tips On Keeping Your Air Conditioner (AC) Running

**Money Matters**
- Save Your Financial Aid Money
- Financial Aid Recipients, Learn About the Satisfactory Academic Progress Policy

**Events & Opportunities**
- Dining Commons Grand Opening: Wing Wednesday
- Campus Events

**Reminders**
- Trash Disposal
- Mail Room Information
- Work Orders
- RA on Duty
- Keys And Lockouts
- Sign Up For A Meal Plan
- Personal Safety Guidelines
- Help Us Conserve Energy & Water

---

**Nuts & Bolts**

**Room Change Request: Procedures And Deadlines**
All requests to change rooms whether to another bedroom or apartment must be submitted to your Resident Director by scheduling an appointment to meet with them between Monday, September 9 through Friday,
September 20. Room Change requests are not guaranteed and if approved are accommodated based on availability. You are not permitted to conduct a room change without the official approval from the Office of Housing and Residence Life. Students found in violation of an unauthorized room change will go through the student conduct process.

To schedule an appointment with your RD please stop by the Community Center (located in Phase I).
- Demontea: East, West, Buildings 1 & 2
- Stephane: Buildings 3, 4 & 5 with GEA

For additional information about Room Change Requests, visit the 2019–2020 Student Guide.

Parking Lot 7A Update
For those of you who received citations last Friday due to lot sweeping, please be advised that these citations will be converted to warnings. Due to the limited parking in Lot 7, Housing and Residence Life has arranged with Parking and Transportation Services to allow our residents to park their vehicles in Lot 7A on Friday mornings. In order to continue this practice we need the cooperation of all residents to help keep this lot clean by disposing of trash in the appropriate trash receptacles. Your assistance will allow us to continue this practice through the Fall semester.

If you received a citation for not having a valid parking permit, those citations are still valid and are your responsibility.

If you have any questions, please feel free to contact the Housing Office or Parking and Transportation Services.

New Housemates Are Still Arriving
Students are still moving in, please do not spread out your belongings where there may be vacant bed spaces. Please welcome new housemates by keeping their bedroom space and the common areas clean and remember to make room for them in the kitchen and bathroom. Also, please do not permit guest to sleep in vacant bed spaces.

Guest And Visitors Policy
Residents are responsible for ensuring their guests uphold all university and housing policies. Thus, guests must be escorted by the resident at all times while in the housing community. Overnight guests must be approved by the resident’s roommates and the Resident Director by completing the Guest and Visitor Registration Form at least one week prior to the guests’ intended date of stay. Form should be submitted to the Resident Director at the Community Center in Phase I. Due to shared living, residents’ may have no more than 2 approved guests at one time and any guest with pets are prohibited from entering apartments.

For additional information regarding our Guest Policy, please visit the 2019–2020 Student Guide.

Wireless Laundry Facilities
Did you know that you can check on the status of your laundry from the comfort of your own home computer or cell phone by logging into this laundry website? Check how many minutes you have left on your machine or
have an email or text sent to you when your laundry is complete. For advice on how to use our laundry machines, watch this video.

**Tips On Keeping Your Air Conditioning (AC) Running**

- **Avoid Tampering With Your AC**
  Please don’t tamper with your air conditioner because it may break. Replacing a unit is expensive and will take a while to order and install. If your AC goes down, please fill out a work order so we can have staff look at your unit.

- **Keep It Set Between 75–80 Degrees**
  On hot days, it can be tempting to want to turn your thermostat to a very cool temperature, but we recommend setting it in the range of 75–80 degrees. If you set it any colder, it will cause your air conditioner to run non-stop, and can also lead to damaging the unit.

- **Turn Off Your AC When You Leave**
  Help us save energy and keep your air conditioner running by turning it off when you leave your apartment.

- **Report Any Damage**
  If you notice that your system is not cooling your apartment properly, make sure to submit a Work Order so that our maintenance staff can evaluate it before the system stops working entirely.

**Money Matters**

**Save Your Financial Aid Money**
Do not spend your financial aid check until your housing charges have been paid. Check your GET account for any outstanding balances.

**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**

**Dining Commons Grand Opening: Wing Wednesday**
Join us for Wing Wednesday to celebrate the opening of the Dining Commons on September 11 starting at 4:30 p.m. Have fun taking pictures at our photo booth and good luck winning some of our giveaways. Everyone is welcome. You can still join us even if you are not part of the meal plan. Just add Eagle Dollars to your Student ID Card and bring it with you. Dinner will be $8.10 special rate with the Student ID (Eagle Dollars only). The menu will include:
- Chicken Wings
- Vegan Cauliflower Wings
- Pasta Marinara Bake
- Green Beans
- Made-To-Order Loaded Fries
- And More

September 11, 4:30–8 p.m., Dining Commons

**Campus Events**
Interested in participating in different events and getting involved on campus? Check out these events or go online for more program information: [University-Student Union programs](#) and [Associated Students Inc.](#).

**Learning The Basics**
Learn the Basics in this workshop series designed to improve knowledge about various exercise training approaches and implement utilization. [Workshops](#) will provide attendees with at least 45 minutes of interactive lecture and practical application where the attendees will be able to demo movements with certified instructors.

**ASI Connects Grad Students**
Connect with your ASI Graduate Academic Senator and find out more about graduate student representation, support, and services. Also, learn more about the Graduate Resource Center, leadership opportunities, and research development support services. Refreshments will be provided.

**Leadership Development: U-LEAD Gender Pronouns**
Plot your student leadership journey through the U-Lead program as you explore personal, group, and community leadership competencies. Learn about gender pronouns and how to include others by using them.

**Exploring & Expanding On Middle Eastern Identity As Asian Americans**
Join the Asian Pacific Islander Student Resource Center for a community conversation exploring how Middle Eastern identities are erased from the Asian American narrative and experience.

**Constitution Day**
Celebrate Constitution Day and discover what makes the U.S. Constitution one of the most influential documents ever written.

**Leadership Development: U-LEAD Confidence Building**
Plot your student leadership journey with the U-Lead program as you explore personal, group, and community leadership competencies. Learn best practices for confidence building.
Undocued Series
The series is designed to support undocumented students’ education experiences. Refreshments will be provided.
September 18, 12 noon, Dreamers Resource Center, Student Affairs 214

Grad & Professional Recruitment Fair 2019
Representatives provide students with admission, curricular, and financial aid information. This is a great opportunity for students who are interested in advancing their education and who wish to talk to campus recruiters from colleges and universities from across the country.
September 18, 10 am. – 2 p.m., Library North Walkway

Reminders

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.

Mail Room Information
- The Mail Room will be open Monday through Friday from 9 a.m. – 5:30 p.m. and Saturdays from 10 a.m. – 2 p.m.
- Mail box training takes place Monday through Friday from 9 – 10 a.m. and 4 – 5 p.m.
- Mail will be placed in your mail box when we sort and distribute the mail. An email will be sent to your Cal State LA email address after we log packages that arrive.

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.

RA on Duty
For assistance after hours and on weekends, please 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

Keys And Lockouts
- If you lose your keys please report it to the Housing Office immediately. For your safety and the safety of your belongings we ask that you never loan your keys to anyone (including your roommates or housemates). Note it is a housing policy violation to do so.
As a courtesy, the Housing Office provides access to residents locked out of their apartment or bedroom. More than three lockouts in an academic year may result in disciplinary action and charges (see full policy in the Student Guide under “Facilities, Recreation, Grounds Use” Section 5).

If you are locked out during business hours, you may go to the Housing Office to request a courtesy key that must be returned within 15 min. for Phase I and II or 30 min. for GEA residents. If you are locked out after normal business hours, please go directly to the CC in Phase I and ask the RA on Duty for assistance. For lockouts after 10 p.m., call 323-343-4807.

Sign Up For A Meal Plan
Feeling hungry? You can still sign up for a Meal Plan for the 2019–2020 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.

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 and no one is home.

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!

Questions? Contact us at askhousing@calstatela.edu.

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.)