Want to get involved on campus? Find out below! If you haven’t done so already, add askhousing@calstatela.edu to your address book so that our emails don’t end up in the junk or spam folders.

**Nuts & Bolts**
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**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 by 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 on Room Change Requests, visit the 2019–2020 Student Guide.

Parking Lot 7A Update
For those of you who received citations on September 6 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 Visitor 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."
Cal State LA Shuttle Service
Don't feel like walking up the stair to campus? Take the Cal State LA on-campus shuttle which runs Monday–Thursday from 7 a.m. to 7 p.m. You will need to present your Cal State LA ID when boarding. Make sure to visit their website for details. You can even get real-time shuttle information and a shuttle stop map.

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.

Events & Opportunities

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.

Wednesdays: September 18, 25, October 4, 9, 16, 23
Constitution Day
Celebrate Constitution Day and discover what makes the U.S. Constitution one of the most influential documents ever written.
September 17, 2–3 p.m., U-SU Theater

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.
September 17, 3:15 p.m., U-SU, Los Angeles Room

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](mailto:workorder@calstatela.edu). Thank you for helping to conserve our natural resources!

Questions? Contact us at askhousing@calstatela.edu.

Follow us on [Instagram](https://www.instagram.com), [YouTube](https://www.youtube.com), [Twitter](https://twitter.com) and [Facebook](https://www.facebook.com). Copies of this email and past ones are on our [website](https://www.calstatela.edu).

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