In this issue: Remember to be considerate of your fellow residents who are studying for exams. Quiet hours will be enforced during finals week. Housing is now accepting Student Leaders applications for the Fall 2020 - Spring 2021 semester. Scroll down for details.

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Nuts & Bolts

The Winter Break Housing Addendum Still Open? Don’t Forget The $40 App Fee Required To Apply.
Winter break housing is not part of the Academic Year 2019-2020 License Agreement. If you wish to contract for housing during the 5-week winter break (December 16 – January 17), you will then be required to submit a [Winter Break Addendum](#) and payment of $40 application fee. The winter break addendum was due November 29 via the Housing Portal but you can still submit an Addendum.

**Who's Eligible:** Students who have housing agreements through spring semester 2020 and reside in apartments that are open during winter break are eligible to live on campus during winter break.

**Who's Not Eligible:** Students residing in apartments that were identified as unavailable due to facilities work (see below), students finishing their coursework at the end of fall 2019, Exchange Program completion, studying abroad in the spring, withdrawing from the University or approved for early termination of their housing agreement, and new spring 2020 applicants are not eligible for winter break.

**Communities Closed for Winter Break:**
- **Phase I-Westside all 2nd-floor apartments**
- **Phase II - Buildings 4 and 5, all 3rd-floor apartments**

There are no alternative spaces available for apartments that will be closed for facilities repairs. Students living in these spaces must complete the winter check out procedures. A facilities roofing project scheduled for winter break prevents the occupancy of those communities resulting in the closure of those spaces for the duration of the winter break period.

**When Can I Apply:**
The [Winter Break Addendum](#) was due November 29 but we are still accepting Addendums.
How to Apply:
Log in to the portal>>Select the Application Tab>>Open your 2019-2020 application. You should see the Winter Addendum>>Read and review the terms of the addendum (Check for eligibility)>>If you are eligible and wish to apply, Enter your CIN>>Click submit. You should receive a confirmation email within 10 minutes.

Need a Check-out Extension? Request a Stayover, Online Form Still Open.
Cal State LA residential communities close for winter recess at 2 p.m. on Saturday, December 16, 2019. Only students who have submitted the Winter Break Addendum, paid the application fee, and have received confirmation may stay beyond that date.

Student with extenuating circumstances that conflict with the end of fall checkout date and time may submit a request for a possible extension. However, extensions are only for a short period of time, with 2 p.m., Wednesday, December 18, as the last possible day for a late checkout. If you are unable to move out by 2 p.m. on December 16, 2019 and wish to request an extension, please fill out the Stayover Request Form as soon as possible.

Supporting documentation is required for stayover requests and was due by Monday, December 2, 2019 but we are still accepting documentation. All requests will be reviewed for consideration, but approvals are not guaranteed. If approved, a daily rate will be charged based on your room type. Remember extensions will only be for a short period, no later than 2 p.m. on Wednesday, December 18, 2019.

Daily Rate Chart

<table>
<thead>
<tr>
<th>Phase I &amp; II Room Type</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$47.46</td>
</tr>
<tr>
<td>Double</td>
<td>$36.66</td>
</tr>
<tr>
<td>Triple</td>
<td>$29.52</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Golden Eagles Apt. Room Type</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$43.77</td>
</tr>
<tr>
<td>Suite Single</td>
<td>$41.35</td>
</tr>
<tr>
<td>Double</td>
<td>$38.58</td>
</tr>
</tbody>
</table>
Contract Cancelations
For students who will not be returning to Housing and Residence Life next semester and would like to request a walk through, please come to the Community Center to schedule a walkthrough of your apartment with Residence Life staff. You must schedule these appointments 48 hours in advance and before Friday December 13, 2019. If you do an express check (checking out without a walkthrough of your apartment with Residence Life staff), you forfeit the rights to appeal any charges occurred by Housing and Residence Life. If you have any questions please contact Residence Life at 323-343-4807.

Quiet Hours For Finals: December 10–16
A 24/7 quiet policy is in effect through the end of finals.

Apply To Be A Resident Assistant
Are you a student leader interested in being a Resident Assistant or a Program Assistant? Now is the time to apply. Applications are open December 9, 2019 – February 2, 2020. Volunteer leadership positions are available for undergraduate and graduate students. Check the Housing website for further information in regards to the application process.

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. The form was due on November 16 but you can still submit it.

Seafood Boil
Craving seafood? The Dining Commons will be serving a special dinner that includes Cajun seasoned shrimp, mussels, potatoes, corn and sausage. Thursday, December 12, 4:30 – 8:30 p.m., Dining Commons

Dining Commons Hours of Operation
- December 16-9 and January 17
  - Brunch 9 a.m. to 2 p.m.
  - Closed: 2 p.m. to 5 p.m.
  - Dinner: 5 p.m. to 7 p.m.
- Closed from December 20-January 16 and January 18-20
- Resume Normal Service on 1/21
Closed For The Holidays

- The Community Center, which houses the Game Room and computer lab will be closed from Tuesday, December 17 through Monday, January 20. Community Center services resume on Tuesday, January 21.

- The Mail Room will operate on a reduced schedule during winter break, 9 a.m.–5 p.m. Monday through Friday and closed on Saturdays. Also, it will be closed Tuesday, December 24 through Tuesday, January 1. Please make sure to pay extra attention on the dates your packages or letters are anticipated to arrive as USPS, UPS, FedEx, Amazon and other delivery services will be suspended and no staff will be available or eligible for receiving mail and packages.

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.

No Outdoor Decoration Displays

With the holiday season here, please keep in mind that, it’s against housing policy to display any outdoor decorations on your balcony, patio and windows.

Spring Enrollment

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 2020, which will be located in the Student Center on the left sidebar.
Toy & Food Drive
Support families in our community by donating toys and non-perishable/canned food to EPIC’s Annual Toy and Food Drive. The donation box is located in front of the Phase II Lounge.

Money Matters

Spring Housing Charges Are Due Today, December 10 - Check Your GET Account
Spring 2020 housing fees are posted to your GET account. The full payment is due on December 10, for students paying per semester. If you are paying per installment, your first payment is due December 10, and your second payment is due January 10, 2020. 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.

FAFSA and Dream Applications
Applications for both FAFSA and Dream have been open since October 1, so don’t forget to apply! Visit Cal State LA’s Financial Aid webpage for more information. They are also offering Financial Aid workshops. No need to RSVP.

Events & Opportunities

Now Hiring: IT Student Assistant
ITS is hiring Student Assistants. Under the direction of the Division of Student Life Information Technology Consultant, the student assistant will assist in the following duties: Assist in moving, assembling/disassembling of computer equipment, maintain the division wide computer labs, assist in testing software, and take computer inventory for the Division of Student Life. Student must have the ability to answer general technical questions, be able to work independently, be able to lift no more than 40 lbs., be a problem solver, a fast
learner, be able to follow directions, and work well with diverse population. General technical knowledge is desirable, however, will train as needed if necessary. Other duties as assigned. Apply for this job on Handshake under #1856136 IT Student Assistant.

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.

Think Tank and Tranquility Lounge
Finals can bring piles of work. Don’t stress, get your work done at the Think Tank! The Residence Hall Association is taking over the space and providing snacks, refreshments, scantrons, and blue books. Take a break in the Tranquility Lounge! Join us for tea, relaxing activities, and more in the Phase II Lounge.
Tuesday, December 10, 2019, 7 p.m., Housing Phase II Lounge

Finals Study Fest
The U-SU provides additional study space for students in a comfortable setting prior to and during finals week. We also provide pre-packaged snacks and assorted hot beverages to help get you through the grind (while supplies last). Come and join us for your studying needs!
Monday, December 9 – Friday, December 13, 2019, 7:30 a.m. – 9:30 p.m.
3rd Floor, University-Student Union, Alhambra, Montebello, Pasadena, San Gabriel Rooms

Reminders

Winter Session 2020
Have you considered taking classes during winter break through the College of Professional and Global Education (PaGE)? Courses are only three weeks long and can help you graduate faster. Register now. Visit the Winter Session 2020 webpage for more information.

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.)