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**Nuts & Bolts**

Get Ready To Move Out Saturday, August 11
With only three weeks left of the summer semester, the end of your summer housing contract is right around the corner. Start preparing now so that you are not rushing to move out by the end of your license agreement, 2 p.m. on Saturday, August 11. If you have a 2018–2019 license agreement and confirmed room space, you will be able to stay in your summer room and transfer to your fall room assignment on Monday, August 13, between 10 a.m.–2 p.m.
Preparing for a successful move out requires planning and having the right information. Here are some important items you can start doing now to prepare:

- Look up your finals.
- Decide on your check out date.
- Notify family and friends in advance that will help you move so they can ask for the time off work or make the necessary arrangements.
- Now is the time to make travel arrangements. If you are booking a flight, make sure to coordinate your flight or other travel arrangements to give you enough time to move out by the deadline.

More information will be provided by email, posted on our website and in next week Weekly Email.

**Mail Delivery: Change Your Address With Our Office**

Students moving out at the end of the summer and not living on campus for the fall must submit the [Mail Forwarding Request Form](#) before moving out. If you don’t change your address, we’ll return your mail to sender. Make sure to do the following:

- Update your mailing address with vendors who send you paychecks, bills, magazine, packages, etc. It can take several weeks before vendors update their records, so contact them now.
- Change your mailing address on GET. Parking Permits are send to the mailing address on GET.
- Fill out a [Mail Forwarding Request Form](#). We’ll forward first-class mail only for four weeks after you move out. Do not submit an Address Change Form with the Post Office.

**You Can Still Sign Up For A Meal Plan**

If you’re going to live on campus for the 2018–2019 academic year, you can still sign up for a meal plan for the 2018–2019 academic year (fall 2018 and spring 2019). Send an email to askhousing@calstatela.edu and let us know which meal plan you want, 17, 12 or 10 meals a week. We’ll then confirm your meal plan and add charges to your account so you can make your payment.

**Maintenance And Repairs Over The Summer**

- Keep your apartment in good condition! Help prevent minor issues from becoming larger ones. If there’s something in your apartment that needs maintenance, please put in a work order. Watch this video for instructions on [How To Submit A Work Order](#).
• Repairs during the summer will require entrance to some apartments from staff and vendors. You will be notified if repairs will take place in your apartment.
• GEA construction has been extended in Building 2 through July 20. Please be careful around the construction site and don’t cross or remove barriers.

Money Matters

Fall Charges Were Due July 10
If you reserved a space for fall 2018, your first payment was due Tuesday, July 10. Check your GET account for your fall charges. If you haven’t made your payment, you can still pay online through Cashnet. If you are on the waitlist, save your money and be prepared to make a payment upon receiving notification that you have been assigned a space.

Deadline To Cancel Your 2018–2019 Academic Year License Agreement Is Due Today, July 17
If you will no longer be attending Cal State LA or no longer require on-campus housing, you must complete the Cancellation and Refund Form no later than 5:00 p.m., today, Tuesday, July 17, 2018 to cancel your agreement and have your charges reversed.

If you fail to cancel by the official 30-day notice deadline of Tuesday, July 17, or fail to check into your fall assignment (“no show”), a $50 cancellation fee and pro-rated housing charges through the day we re-contract your space, will be applied to your student account. If we are unable to secure a new student and your space remains vacant, you are financially accountable for the full terms and conditions of the 2018–2019 License agreement.

Events & Opportunities

Career Development Center Workshops: Today & July 24
Visit the Career Development Center to help you find your next job. They have different services available from handouts, presentations and these upcoming workshops.

Become A Welcome Week Volunteer: Deadline Extended To 5 p.m., July 20.
We are looking for organized, energetic and motivated students to welcome new residents at move-in and assist with Welcome Week activities. Applications are due by 5 p.m. on Friday, July 20. Get details on applying to be a Welcome Week Volunteer.

CSI Golden Summer: July 25, 1–3 p.m.
The beach is coming to you! Have fun with study break activities, giveaways and free snacks, while supplies last. (U-SU Plaza/Walkway)
**Reminders**

**Food On Campus: Summer Hours**
If you want to eat on campus but aren't sure what's open, check out this schedule with summer hours.

**Locked Out?**
If you get locked out of your apartment or bedroom Monday through Friday, 9 a.m. to 5 p.m., you may go to the Housing Office to borrow courtesy keys. If it is after 5 p.m. or on the weekends, call the On-Duty Staff at (323) 343-4807.

- A courtesy of three lockouts are offered to residents.
- After the fourth lockout, residents will be charged a $10 fee and be required to meet with their Resident Director. Additional lockouts will result in incremental charges in the amount of $10 for any additional lockouts. For more information, see “Courtesy Keys” in the Student Guide.

Questions? Contact us at askhousing@calstatela.edu.

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

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