

# REASSIGNMENT

If you wish to reassign from one university housing space to another, please read the following important information.

## ***When*** - Beginning Tuesday, September 12

- Tuesday, September 12: 9:00 am - 4:00 pm
- Wednesday, September 13 through Friday, September 15: 10:00 am - 4:00 pm
- Deadline to reassign: Friday, November 3, 4:00 pm

## ***Where*** - USC Housing Customer Service Centers (CSCs)

- From Tuesday, September 12 through Friday, September 15, reassignments *can only* be done at building Customer Service Centers. Please go to to the CSC of your present assignment.
- The central Housing Office located in the McCarthy Parking Structure (PSX) will *not* do reassignments during that time.
- Beginning Monday, September 18 through November 3, reassignments can be requested at your CSC *or* the central Housing Office on campus in the McCarthy Parking Structure (PSX).

## ***How*** - Procedures

- On Monday afternoon, September 11, a list of spaces available for reassignment will be posted at each CSC. If there is a space appropriate to your gender and class standing listed that interests you, go to a CSC on September 12 to be reassigned.
- If the space is still available when you come in, you may fill out a reassignment request form and be reassigned on the spot. A contract summary for your new assignment can be printed for you at the Central Housing Office if you wish.
- If you and your roommate(s) all need to have your assignment changed in order to live together, you must come in person as a group to the same CSC to see if you can be reassigned. If you wish to swap spaces with another resident, you and that student must come in together to complete the exchange.
- Once you have been reassigned to a new space, you will give up all claim to your previous building and room type. You will need to move out of your previous assignment and into your new reassignment within 24 hours.
- Reassignments will be made on a first-come, first-served basis. *There will be no waiting list.* Reservations cannot be made for spaces prior to the start of reassignment on September 12. If you really want a particular space, you should try to go to a CSC as early as possible on that day.