IMPORTANT DATES
April 10 - Housing applications due for priority housing
April 25 - On-line room selection begins
July 16 - On-line room selection ends (not self selecting a bedspace by this date will result in student being randomly assigned a bedspace.)
July 23 - First installment payment is due (see more details below)
August 17 - LLC first-year students move-in
August 22 - Move-in day (specific details sent early August)
August 22 - Saturday classes begin
August 24 - Weekday classes begin
September 1 - Housing installment due
October 1 - Housing installment due
November 1 - Housing installment due
December 1 - Housing installment due
December 9 - Last day of formal instruction for Fall semester
December 10-16 - Final examinations
December 17 - January 19 - Winter Recess (students living in housing are not required to move out during winter recess)
January 15 - Check-in day for Spring semester students
January 19 - Weekday classes begin
January 23 - Saturday classes begin
February 1 - Housing installment due
March 1 - Housing installment due
April 1 - Housing installment due
April 5-10 - Spring recess (students living in housing are not required to move out during spring recess)
May 1 - Housing installment due
May 7 - Last day of formal instruction for Spring semester
May 10-15 - Final examinations
May 15 - Move-out day (Residents must be moved out by 1:00 p.m. Students living in summer housing must arrange to stay between sessions. Graduating seniors must request to remain through commencement.)
May 18-20 - Commencements

MOVE-IN DAY
Move-in instructions, including details about where to go and what to do, will be mailed out during the first week of August. Most students will move-in on August 22nd, however students participating in the Living Learning Community (LLC) Freshman Welcome Program will move in on August 17 and will receive specific instructions via email during the summer.
In order to prepare apartments adequately for your student to move in we will not be able to accommodate requests for moving in early.
Our enthusiastic Residential Life staff have planned quite a few activities to help residents get to know each other beginning on move-in day and continuing throughout the weekend.

What to bring: The following list will help you assist your student in packing appropriate items to bring with them.
• Alarm clock
• Towels
• Cleaning supplies
• Iron and ironing board
• Laundry detergent
• Waste basket
• Telephone
• School supplies
• Alarm clock
• Bed linens (extra long twin)
• Dishes, silverware, pots & pans
• Clothes and hangers
• Laundry basket
• Medicine
• Small kitchen appliances
• First aid kit & emergency supplies
• Personal items & room decorations
Encouraging your student to contact their roommates to talk about commonly shared items may also be helpful.

What not to bring: Hotplates, deep fryers, electric frying pans, space heaters, and halogen lamps are not permitted.

BUSINESS SERVICES
First Installment Payment: The first housing payment is due on July 23, 2009. In place of the first installment, students receiving financial aid sufficient to cover the first 2 installments must log into the Student Housing portal to confirm their intention to live in housing. Students who do not meet the July 23rd deadline will be removed from their assigned bedspace and their license agreement will be cancelled.

Housing Payments: Students can view their account through myNorthridge, their on-line portal, and should communicate account information with you if you are helping to pay for their housing. A late fee of $15.00 will be added to your students account if payment is not received by the 10th of the month. If your student receives financial aid their aid will be disbursed to their university account and will pay their tuition, housing, and other university charges. Students do not always receive enough aid to cover all University expenses and will be responsible for the balance of charges posted on their university account. If your student receives more aid than needed to cover University expenses the remaining aid will be refunded.

Utility Payments: Gas and electric utilities are calculated into the overall housing costs.

Family Educational Rights & Privacy Act (FERPA): FERPA is a Federal law protecting student information if a student is 18 or over. This prohibits Housing from releasing information about students to anyone, even parents or legal guardians. Students may give Housing permission to share protected financial information with anyone they choose by filling out the Student Authorization to Release Information form located on the Student Housing web site. Your student must bring the release form to the Student Housing office and sign the form in the presence of a Student Housing staff member in order for the form to be valid.

Mail Services: Your student will be assigned a mailbox number when they move in to Student Housing. Mail is delivered Monday through Friday afternoons, except on national holidays. Packages may be sent to students through all major shipping carriers and...
will be available for pick up in the Mail Services office located in Pinon Hall. Package notifications are emailed to students on the day the package arrives. For security reasons, only the person to whom the package is addressed, with appropriate I.D., may pick up the package.

Residents share mailboxes with their roommates. Private mailboxes are available for rent at $40.00 per semester.

Your student’s mailing address will be:
Student’s Name
Student Housing
17950 Lassen Street, Box: _ _ _ (always include your student's box #)
Northridge, CA 91325

Meal Plan: The University Corporation operates the meal plan program and provides several options for students. Students living in units without kitchens are required to purchase a meal plan. Though not required, students in units with kitchens often find having a meal plan is helpful. Arrangements to purchase a meal plan is incorporated into the application process for students requesting a unit without a kitchen. More details can be found by contacting the Meal Plan office at (818)677-2655 or by going to their website at www.csun.edu/tuc/residential.htm.

Student Housing License Agreement: Your student is signing a legally binding agreement for both Fall and Spring semesters of the 2009-2010 academic year. If your student will not be attending CSUN for the Spring 2010 semester they must formally request a release from their license agreement. A completed Request for Release form must be submitted at least 30 days prior to the requested move-out date. Requests for release for reasons other than withdrawal from the University may be submitted but are not guaranteed to be approved.

Insurance and Personal Property: CSUN Student Housing and the University do not assume liability directly or indirectly for loss or damage to personal property by fire, theft, water, or any other cause except to the extent provided by the law. Students are encouraged to obtain renter’s insurance or to check to see if your homeowner’s policy covers their belongings while they are in the residence hall.

Guest Housing: The Guest Housing program offers hotel style accommodations to family members of students attending CSUN. Reservations can be made by calling (818)677-4986.

Computer Resources: High-speed internet access is available through a wireless network or by ethernet ports located in each unit. A computer lab is available in Pacific Willow Hall room 108. Our Residential Computing Specialists can diagnose and fix most computer related problems. Most services are free of charge.

RESIDENTIAL LIFE

Community Standards: The CSUN Residential Life staff believe that college students are maturing adults. This means that they are making choices and learning from the outcomes of their choices. Community Standards is an on going process that allows residents who share a floor community to define standards or rules for how they will treat each other and live together and how they will hold each other accountable if the standards are violated. To find out how you can help your student get the most out of participating in Community Standards visit our website at http://housing.csun.edu and click on the Living in Housing link.

Roommate Issues: Sharing a living area can sometimes lead to misunderstandings and difficulties. We recommend encouraging your student to get to know their roommates. Should problems arise, the Resident Advisor and Community Director staffs are available to help them work through their issues.

Safety Info: The staff in Student Housing know that in order for students to succeed, both personally and academically, they must feel safe. As a result, several safety measures are provided to make the housing complex as safe as possible for your student.

- On-call Duty Staff: Two Resident Advisors are on duty from 7:00 p.m. - 8:00 a.m. Monday through Thursday and from 7:00 p.m. Friday through 8:00 a.m. the following Monday. While on duty the Resident Advisors walk the communities, visit with residents, and look for security and maintenance concerns. Duty staff phone numbers are posted in the lobby of each building. Community Directors are also on-call each night. Community Directors are full-time professionals trained to handle counseling and crisis situations and are on-call 24 hours a day, 7 days a week, including holiday periods.

- Public Safety Staff: The Matador Patrol is a group of students employed by the Department of Public Safety that patrol the grounds in housing, provide campus escorts on request, and monitor the housing complex gates on Thursday, Friday and Saturday nights. University Police are also visible in the residence halls and regularly patrol our community. In an emergency students can dial 911 to reach University Police. To reach the Matador Patrol office call (818)677-5816.

- Building Access: All entrances to residence hall buildings are locked. An electronic key card system allows students to access only their building, their assigned apartment/suite door, pool areas, and the computer lab. Please help us in our efforts to provide a safe environment for your student by reminding them to lock their doors and windows, not let people they don’t know into their building, not prop building doors, and report suspicious people or circumstances.

FACILITIES AND SERVICES

Unit Layout and Furniture: All units in the University Park are fully furnished with wall-to-wall carpeting, blinds, beds, extra long twin mattresses, desks, dressers and chairs.

The Apartments have built-in bookshelves, adequate closet space, and a living area furnished with a couch or loveseat and/or sofa chair, end table, lamp, and dining table with chairs. Most apartments have kitchens equipped with refrigerator, stove, oven, pantry, and ample cabinet space. Units without kitchens have a study area. Bathrooms have a private shower room, private toilet room, and a double sink/counter area.

The Suites are uniquely designed for first-year students. Each suite shares a comfortable two-person bedroom with a semi-private bath. Every group of 16 suites has its own living room and study lounges.

Facility Issues: The Operations staff in Student Housing are well equipped to handle facility issues. If your student finds a problem like a clogged toilet, air conditioner not working, or lights not working, all they need to do is submit a Maintenance Request Form. Maintenance requests can be submitted on-line at the Student Housing website, or filled out in person in the mailroom or Student Housing office.

Laundry rooms: Coin-operated washing machines and dryers are available in each residence hall building.