



Housing and Residential Life

On-Campus Housing General Information Academic Year 2009/2010

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Housing and Residential Life Directory

◆ **Office Mailing Address:**

Housing and Residential Life
6000 J Street
Sacramento, CA 95819-6067

◆ **Office Location:**

Sierra Hall - first floor

◆ **Office Hours:**

Monday through Friday - 8:00 a.m. - 5:00 p.m.
Note: Summer office hours may vary slightly

◆ **Office Contact Numbers:**

Phone: (916) 278-6655

◆ **Web site:**

www.csus.edu/housing

◆ **E-mail:**

housing@csus.edu

RESIDENTIAL BUILDINGS

Desmond Hall

6014 J Street
Sacramento, CA 95819-2638
Front Desk: (916) 278-5428

Draper Hall

6010 J Street
Sacramento, CA 95819-2635
Front Desk: (916) 278-6837

Jenkins Hall

6012 J Street
Sacramento, CA 95819-2637
Front Desk: (916) 278-6910

Sierra Hall

6006 J Street
Sacramento, CA 95819-2634
Front Desk: (916) 278-6973

Sutter Hall

6004 J Street
Sacramento, CA 95819-2633
Front Desk: (916) 278-6976

American River Courtyard

Mailing Address: TBA

Front Desk: TBA

Living on Campus

The Housing and Residential Life and Dining Commons staff are committed to providing quality service to you and your community. The Housing and Residential Life program is divided into four program areas: Residential Life; Facilities Operations; Conference Services; and Administrative Operations. The Dining Commons staff, who handle meal service for on-campus housing, are employed by University Enterprises, Inc. It is important to know that we operate as a unified team to meet our goal of providing and supporting an environment and atmosphere which is conducive to the academic success and development of students. We are all here because of you.

Live-in-Staff

Residence Life Coordinator

The Residence Life Coordinator (RLC) is a full-time, live-in professional staff member who supervises the operation of a residential building(s). This individual oversees the coordination of building programs, community development, behavior and conduct, administration, and other activities. Assisting the RLC are Resident Advisors who work together to promote a community environment conducive to making your living experience as positive and educational as possible. The Residence Life Coordinator may be contacted via the front desk during desk hours.

Hall Manager

The Hall Manager is a live-in student staff member who shares responsibility in the management of a building with a Residence Life Coordinator and Resident Advisors. The Hall Manager oversees the administrative operation of a particular building and assists the Resident Advisors with their responsibilities. The Hall Manager may be contacted via the front desk during scheduled desk hours.

Resident Advisor

The Resident Advisor (RA) is a student peer staff member who lives on the floor with residents. There are generally six to eight RAs per building. The RA is the primary resource person for information and assistance with University procedures and policies. The RA works in conjunction with Residence Life Coordinators to help create an environment in which each resident can play an active role in the development of the housing community. Resident Advisors may be contacted either at the desk during desk hours or in their rooms.

Community Living

A community consists of all residents and the residential life live-in staff in each building. The live-in staff work together to coordinate a program that will provide a positive, intellectual and social living environment for students. The community begins to develop the minute residents move on to campus. The kind of involvement and the interaction that takes place between the residents determines the direction that the environment takes. With your support, the community environment has the potential to be a support network for academic excellence, and can provide a sense of belonging and self-understanding.

Programming is designed to promote community and student development through the offerings of social, recreational and educational activities. Our staff encourages all residents to become involved in individual floor/building and all-complex programs. RAs will plan programs that are of interest and benefit to the residents.

Shared responsibilities in a community grow out of the special nature of living on-campus at a university. First, when students come to college, they will find that they alone are responsible for their actions. The residents should help to supervise themselves, work with those whose behavior is at variance with the group's goals, and assist in setting and maintaining community standards. In the residential setting each member of the community has the potential to contribute something of value to the group and the group has something to teach and share with each member. Residents are encouraged to participate in planning educational and social programs for their community as well as get involved in activities for the complex. Each resident can make a difference in achieving a successful community.

Living with a Roommate

When living on campus, you are exposed not only to new personalities, attitudes, and life-styles, but also to a host of opportunities to make new life-long friends, learn about yourself and others. On campus living accommodations may or may not be as spacious as you are used to, however with a positive outlook, the best can be made of this experience. One student stated that "living in close quarters with others can sometimes be a challenging and a revealing experience". Roommates do not have to be "buddy-buddy" best friends, but they should have a positive attitude, be respectful, and open-minded enough to accept others as they are. Communication, tolerance and compromise are all very important in roommate situations. We encourage you to take this opportunity to broaden your personal and social experiences and enjoy the year.

Roommate/ Suitemate Assignments

Room and roommate/suitemate assignments are made based on space availability, departmental needs and considerations, and the information submitted by the student during the application process. It is very important for you to be honest and thorough when completing this information. In keeping with University policies, all assignments are made without regard to color, racial or ethnic background, religious beliefs, national origin, physical abilities, and sexual orientations. Students may request a specific roommate/suitemate during the application process. You will be notified when this self selection process will take place. Our new automated system will allow you to contact other students to see if you would like to be roommates/suitemates. Specific roommate/suitemate requests must be mutual. If you choose not to participate in the selection process, we will assign your roommate/suitemate(s) to you during the auto assignment process. Our system will utilize information you provided during the application process to make the best matches possible. Students will be given finalized roommate/suitemate information later in the summer so that you may contact each other prior to arriving on campus.

Room and roommate/suitemate changes are not permitted during the first two weeks of a semester. If, after this time, you wish to move to another room, you must consult with your Residence Life Coordinator. Room changes cannot be made unless approved through appropriate housing personnel.

Description of Housing Options

The Housing complex accommodates 1,700 students and consists of five three-story residence halls and one four-story building that offers apartment-style suites. All on-campus housing facilities are located on the northeastern side of the University surrounding a central Dining Commons and quad area. Each residence building has study rooms, kitchen area, and laundry available. Each residence hall also has a recreation room complete with pool table, table tennis, vending machines, and big screen television. Each building operates a front desk where the residents may get general information, pick up packages, submit work orders, and check out recreational and cleaning equipment. Mailboxes for residents are located in each individual building.

NEW FRESHMAN STUDENTS: Freshman students are able to request housing in our residence halls on campus.

UPPERCLASSMEN (SOPHOMORE CLASS LEVEL AND ABOVE) AND ELIGIBLE FRESHMEN: These students may request accommodations in the apartment-style suites or the residence halls. This includes sophomore, junior, senior, graduate or post baccalaureate class levels that have not lived on campus during the previous semester. Eligibility will also include freshmen students who are 20 years or older by the date housing license agreement material is submitted or freshmen students that will have already accumulated at least 22 units by date that halls open.

RETURNING RESIDENT Returning Residents are students who lived on-campus during the previous semester. These students may request accommodation in apartment-style suites or the residence halls.

Room Types

Double Room

Most of the rooms in the traditional residence halls are double rooms measuring about 11' x 15'. Double rooms are occupied and furnished for two residents. There is a shared community bathroom facility (gender specific) down the hall.

- Double rooms are located in all five residence halls.

Deluxe Double Room

Deluxe double rooms are the same size as a standard double room, but have a connecting private bathroom shared by two to four residents. Residents are responsible for cleaning the private bath.

- Deluxe double rooms (only 10) are located in Desmond Hall.

Single Room

Single rooms occupied and furnished for one resident are smaller than the standard double rooms and measure approximately 8' x 11'. There is a shared community bathroom facility (gender specific) down the hall.

- Single rooms (only 16) are located in Sierra and Sutter halls.

Super Single

A Super Single room is a double room that is occupied by one student. Please see the description above for double rooms. There is a shared community bathroom facility (gender specific) down the hall.

- Super Single rooms are available in all five residence halls (limited availability).

5x2 Suite

The 5 X 2 apartment-style suite accommodates 5 students and has a living/dining and kitchenette area. Unit has five individual bedrooms and two bathrooms shared with roommates in the unit. Kitchenette has sink, microwave, refrigerator and plenty of cabinet space for storage. Units are approximately 1,100 square feet.

- 5 X 2 Suites are available in American River Courtyard

4x2 Suite

The 4 X 2 apartment-style suite is the same as the 5 X 2 listed above but accommodates 4 students. Unit has four individual bedrooms and two bathrooms shared with roommates in the unit. Units are approximately 1,000 square feet.

- 4 X 2 Suites are available in American River Courtyard (Very limited availability)

2x2 Suite

The 2 X 2 apartment-style suite accommodates 4 students and has a living/dining and kitchenette area. Unit has 2 bedrooms each occupied by two students and a bathroom off of each bedroom shared by roommates. Kitchenette has sink, microwave, refrigerator and plenty of cabinet space for storage. Units are approximately 830 square feet.

- 2 X 2 Suites are available in American River Courtyard

2x2 Apartment

The 2 X 2 apartment is the same as 2 X 2 suite listed above except kitchen also includes a cooking range/oven.

- 2 X 2 Apartments are available in American River Courtyard (Very limited availability)

Studio

The studio apartment-style suite accommodates 1 student and has a living/bedroom and kitchenette area. Unit has 1 bathroom. Kitchenette has sink, microwave, refrigerator and plenty of cabinet space for storage. Units are approximately 315 square feet.

- Studio Suites are available in American River Courtyard (Limited Availability)

Building Information

Draper Hall and Jenkins Hall

- Three story, brick residence halls each housing approximately 200 residents
- Room Types: Double, Super Single
- Co-ed floors with separate corridors of men on one side and women on the other with separate male and female community bath facilities.

Desmond Hall

- Three story, brick residence hall housing approximately 240 residents
- Room Types: Double, Double Deluxe, Super Single

- Co-ed by alternate room with separate male and female community bath facilities. Deluxe Double rooms have private bathroom shared by the residents of that unit.

Sierra Hall and Sutter Hall

- Three story, wood constructed residence halls each housing approximately 200 residents
- Room Types: Double, Single, Super Single
- Co-ed by alternate room with separate male and female community bath facilities

American River Courtyard

- 4 story building that consists of apartment-style suites housing approximately 600 residents
- Unit Types: 2X2 Suites, 5X2 Suites, 4X2 Suites, Studios and 2X2 Apartments
- Bath facilities are located in each suite and shared by suitemates within that unit.

Room Furnishings

In the residence halls, all rooms are furnished for each resident with a bed, desk, chair, dresser/drawers, closet, recycle bin and wastebasket. Bed size: Twin – Extra Long, 80". Residents may bring a mini-refrigerator (4.4 cu. ft. or less) and microwave oven (not exceeding 800 watts). There is a limit of one mini-refrigerator and one microwave oven per room.

In addition to the room furnishings provided in the residence halls, students of the apartment style suites also have a kitchenette and a living/dining area. Kitchenette includes a full sized microwave and refrigerator. Sectional sofa and coffee table are also provided in the living/dining area.

Laundry Facilities

Washing machines and dryers are conveniently located in each building. A laundry debit card can be purchased at debit stations in the complex.

Outdoor Recreation Facilities

There are many outdoor recreational facilities provided in the housing complex. Directly behind Draper Hall, students will find the swimming pool area. Surrounding the pool area is a large lawn that students often use for relaxing or playing Frisbee and volleyball. A basketball court and tennis courts, located behind the Dining Commons, are always popular spots with the residents. The recreation facilities are open to all residents, and secured recreational areas can be accessed by using their room key.

Computer Print Lab

The American River Courtyard will have a PrintSmart print lab on the first floor and will be open to all housing residents. A student may use their One Card (Sac State ID Card) for high speed laser prints. More information about the PrintSmart labs can be found here: <http://www.csus.edu/printsmart/>.

Retail Store

The Courtyard Market will be located in the new American River Courtyard. It will include coffees, smoothies, "grab and go" foods and snacks. This facility will open during Fall semester 2009.

University On-Campus Computer Resources

For those students who decide not to acquire their own computer, you can use one of the university computing labs located on campus. Lab hours and locations are available at <http://www.csus.edu/uccs/labs/>.

University Computer Recommendations

Desktop:

- 2.80 GHz Intel Core 2 Duo Processor or Higher or Mac OS X 10.4.5 or Higher
- 2 GB System Memory
- 160 GB Hard Drive
- VGA/DVI Compatible Video Card with 256 MB Memory
- 16x DVD+/-RW Drive
- Integrated 10/100 Ethernet card
- USB Keyboard & Mouse
- 17" VGA/DVI Flat Panel Display or equivalent
- Genuine Windows Vista Home Premium or Higher
- Integrated 7.1 Channel Audio

Laptop:

- 2.0 GHz Intel Core 2 Duo Processor or Higher or Mac OS X 10.4.5 or Higher
- 2 GB System Memory
- 80 GB Hard Drive
- 14.1 inch Wide Screen WXGA Display
- 128mb Video Card
- 8x DVD+/-RW Drive
- Genuine Windows Vista Home Premium or Higher
- Wireless G (54Mbps) Network Card
- Integrated 10/100 Network Card

Other Recommended Items:

- USB Flash Drive 1 GB or larger
- Laptop/Desktop Lock Security System

The Hornet Bookstore offers Dell, Gateway, IBM/Lenovo and Apple. Additional discounts on hardware and software are available during summer orientation. Please visit the Bookstore website at <http://www.sacstate.bkstr.com> for further information.

Communication Services - ResLink

What is ResLink?

ResLink is the data (computer) service provided in the residence halls. Each resident will have a computer network data line.

ResLink Service

(1) Telephone Service

The University does not provide in-room telephone services. We recommend using a cellular/wireless phone or selecting a broadband VOIP (Voice Over Internet Protocol) provider to use via your in-room Internet connection. VOIP is an emerging technology that allows voice communications over a standard landline telephone through the Internet. For further information on the VOIP technology, please visit the Federal Communication Commission's website at <http://www.fcc.gov/voip>.

Emergency telephones are located in the wing/hallway of each floor for the use of dialing University Police at 911. Hallway emergency telephones are strictly for emergency dialing and communication only.

It is highly recommended to place the University Police telephone number (916) 278-6900 in your cellular/wireless and/or VOIP telephone directory. Calls directly to 911 from a non-campus phone will delay response time of emergency services.

(2) Computer Internet Access

ResLink allows high-speed wired/wireless Internet connectivity and access to campus network resources by a direct Ethernet connection or wireless network card.

ResLink features:

- High-speed data access (Up to 100 Mbps wired and up to 54 Mbps wireless) to University and Internet resources.
- Wired connectivity available to each bed space in all residence halls.
- Wireless connectivity in study rooms, recreation rooms, and surrounding public areas in all residence halls.
- Direct access to University computing resources such as online courses through WebCT, Sacramento State Library's databases, and My Sac State.
- Direct access to a student's SacLink account to send/receive email and set up a personal webpage.
- Always-on connection.
- Support for the following operating systems: Windows Vista, Windows XP, Windows 2003, MAC OS X.

Computer Requirements for ResLink Data Service

To get connected you will need:

(1) 10baseT Ethernet Network Interface Card

The Ethernet card needs to be compatible with your computer. Most desktop and laptop computers will have a built-in Ethernet network interface card. If installation of your Ethernet card is required, we recommend a professional install it. ResLink staff members are not authorized to install Ethernet cards or any other hardware.

(2) Category 5 or 6 Cable – RJ-45

Category 5 or 6 Cable can be purchased at the Hornet Bookstore or any computer supply store. Please note this is not the standard telephone cable RJ-11.

(3) 802.11G Wireless Network Card (Optional, not required)

The Sacramento State wireless network conforms to 802.11G wireless networking standards. A wireless 802.11G network card is required to connect to wireless Internet services throughout campus and in the residence halls. 802.11G wireless network cards are backward-compatible with 802.11B, and will also connect to the network. An increasing number of newer laptops come with built in 802.11G compliant wireless cards. The wireless network signal is limited to residence halls common areas, NOT individual rooms. Campus wireless Internet coverage maps and additional information can be found at <http://www.csus.edu/wireless>.

ResLink Help Desk:

A Help Desk is provided to all residence hall students to assist them with their laptop and desktop computer networking related issues. A student can submit a ResLink Work Order and view available Help Desk services by visiting <http://www.csus.edu/reslink>. Additionally the Help Desk offers informational sessions on a number of technology related topics regarding how to get connected to both the wired and wireless networks, ways to protect your computer from viruses and spyware, and other computer related resources available on campus.

The Help Desk is located in the Housing and Residential Life Office of Sierra Hall. Further questions regarding the Help Desk should be directed to (916) 278-2555 or reslink@csus.edu.

Cost and Payment Plan Options – Academic Year - 2009/2010

License Agreement (Lease) period: Fall Semester - August 28 to December 18, 2009 and
Spring Semester – January 22 to May 21, 2010 excluding Spring Break closure

Prices include: Rent, Board (Meal Plan), All Utilities, Connection to High Speed Internet and Satellite TV Service

RESIDENCE HALLS

Double	With Meal Plan A	With Meal Plan B
Rent	\$6,358	\$6,358
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$9,472	\$9,910

Deluxe Double	With Meal Plan A	With Meal Plan B
Rent	\$6,760	\$6,760
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$9,874	\$10,312

Single	With Meal Plan A	With Meal Plan B
Rent	\$6,760	\$6,760
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$9,874	\$10,312

Super Single	With Meal Plan A	With Meal Plan B
Rent	\$7,156	\$7,156
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$10,270	\$10,708

APARTMENT-STYLE SUITES

2 X 2 Suite	With Meal Plan A	With Meal Plan B
Rent	\$6,820	\$6,820
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$9,934	\$10,372

2 X 2 Apt	With Meal Plan A	With Meal Plan B
Rent	\$7,000	\$7,000
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$10,114	\$10,552

Studio Suite	With Meal Plan A	With Meal Plan B
Rent	\$8,080	\$8,080
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$11,194	\$11,632

5 X 2 Suite	With Meal Plan A	With Meal Plan B
Rent	\$7,552	\$7,552
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$10,666	\$11,104

4 X 2 Suite	With Meal Plan A	With Meal Plan B
Rent	\$7,600	\$7,600
Board	<u>\$3,114</u>	<u>\$3,552</u>
Total	\$10,714	\$11,152

See Payment Plan Options Below.

Cost and Payment Plan Options – Spring Only 2010

License Agreement (Lease) period: Spring Semester – January 22 to May 21, 2010 excluding Spring Break closure

Prices include: Rent, Board (Meal Plan), All Utilities, Connection to High Speed Internet and Satellite TV Service

RESIDENCE HALLS

Double	With Meal Plan	
	A	B
Rent	\$3,179	\$3,179
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$4,736	\$4,955

Deluxe Double	With Meal Plan	
	A	B
Rent	\$3,380	\$3,380
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$4,937	\$5,156

Single	With Meal Plan	
	A	B
Rent	\$3,380	\$3,380
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$4,937	\$5,156

Super Single	With Meal Plan	
	A	B
Rent	\$3,578	\$3,578
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$5,135	\$5,354

APARTMENT-STYLE SUITES

2 X 2 Suite	With Meal Plan	
	A	B
Rent	\$3,410	\$3,410
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$4,967	\$5,186

2 X 2 Apt	With Meal Plan	
	A	B
Rent	\$3,500	\$3,500
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$5,057	\$5,276

Studio Suite	With Meal Plan	
	A	B
Rent	\$4,040	\$4,040
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$5,597	\$5,816

5 X 2 Suite	With Meal Plan	
	A	B
Rent	\$3,776	\$3,776
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$5,333	\$5,552

4 X 2 Suite	With Meal Plan	
	A	B
Rent	\$3,800	\$3,800
Board	<u>\$1,557</u>	<u>\$1,776</u>
Total	\$5,357	\$5,576

See Payment Plan Options Below.

Payment Plan Options:

There are three (3) payment options available.

Payment In Full: An initial room and board payment of \$1000 will be due by July 1st. Once room and meal plan selections are finalized, the remaining balance of room and board charges will be posted to each student's account and will be due by Sept 5th.

Installment Payment Plan: Seven (7) payments (Initial room and board payment of \$1000 due by July 1st plus 6 installments throughout the academic year). If this plan is selected, installments amounts will be posted onto student accounts and must be paid the by published due dates. In addition, a \$40 service fee will be added to student's account when selecting this payment option.

Financial Aid Deferred Payment Plan: This plan is intended for students who have been awarded and have accepted a qualifying Financial Aid package from Sacramento State of at least \$14,500. Qualifications for this payment plan are listed in the section below.

Financial Aid and Scholarship Information

A financial aid recipient is a student who receives one or more of the following:

- Scholarships (Including Athletic)
- Grants
- Student Loans
- Parent (PLUS) Loans
- Veteran Affairs Benefits

Payment Plan Info for Financial Aid and Scholarship Students

Installment Payment Plan

The Installment Payment Plan requires the financial aid/scholarship student to pay the \$1,000 Initial Payment (see Installment Plan Option above) with personal funds when submitting the License Agreement. Each semester when the financial aid is disbursed, it will automatically pay the registration fees for classes first. Any remaining financial aid award funds will be applied toward the remaining housing debt each semester. This should occur before any balance of financial aid is disbursed to the student. The student is responsible for paying any shortages each semester in keeping with the installment payment schedule. Students should contact the Housing Office before each scheduled payment date during the semester to verify the amount paid to their account by financial aid and what balance is due for that payment. A deferment form must be completed by the student if funds are not yet disbursed to cover the amount due before each

installment payment deadline. Installment deferments will be based on amount of accepted undisbursed aid. Unless a Parent Plus loan award has been “authorized” on the Common Management System at the University, that loan amount will not be considered when qualifying for installment deferment. Students who have received an approved installment deferment prior to the payment deadline will not receive a late fee for that payment. However, the University will automatically place a hold on any student’s University account with any past due balance until it is paid by a financial aid disbursement or by the student.

Deferred Payment Plan

The Deferred Payment Plan is designed primarily to assist students who have a high financial need that meet the specific criteria listed in a. and b. below, or for Athletic Scholarship students awarded a full scholarship packages. This plan allows the qualified student to pay a reduced initial payment. With an “approval code”, the student submits an initial payment of \$175 from personal funds (*\$100 Rent, \$75 Board*). The remaining room and board fees for each semester are collected automatically from the financial aid/scholarship award(s). The student will be responsible for paying any amounts due that are not covered by financial aid/scholarship disbursement.

Financial aid recipients who meet the criteria listed below may contact the Housing Office to receive an “approval code” for the Deferred Payment Plan.

- a. The student must have received a financial aid award notification sent by the California State University, Sacramento Financial Aid Office. Athletes must have a signed athletic contract with the University. Students cannot qualify for the Deferred Payment Plan until they have received their official financial aid or scholarship award notification from the campus.
- b. The amount of the financial aid / scholarship award you are accepting must be sufficient to cover the registration fees each semester and the room and board fees each semester. The amount of aid you are accepting (not including Federal Work Study, VA benefits or Parent Plus Loan amounts) must be at least \$14,500 for the academic year. Spring-Only License Agreements require at least \$7,250 in your accepted award package (not counting Federal Work Study, VA Benefits or Parent Plus Loan amounts). If you are required to pay out-of-state tuition and fees, you must contact the Housing Office for more information regarding Financial Aid requirements. Again, students will be responsible for paying any amounts due each semester that are not covered by financial aid/scholarship disbursement.

If you have questions about your financial aid award, please contact the Financial Aid Office at (916) 278-6554.

Payment Methods

Housing Payments

- The Housing and Residential Life Office does not mail individual invoices for installment payments. Please mark due dates on your calendar and make payments accordingly on or before those dates.
- **Housing Payments are no longer accepted in the Housing Office in Sierra Hall.** Housing debts should be paid by one of the following methods.

Payment Options:

- On-Line:** Housing payments can be made on-line in the student account section of the My Sac State portal- Available 24 hrs/ 7 days per week.
- Pay on-line through the student center section of student’s My Sac State account.
 - Select “Account Inquiry” and then click “Make an Online Payment”

- My Sac State accepts the following payment types:
 - Credit Cards: MasterCard, Discover, or American Express (Convenience Fee: 2.9%)
 - E-check and Debit Card (Flat Convenience Fee: \$5)

At Student Financial Services Center: Lassen Hall 1001
Office Hours 9:00am – 5:00pm Monday - Friday

- Students will receive a receipt for payments made in person
- The following payment types are accepted:
 - Checks / Money Orders (Made payable to California State University, Sacramento)
Drop box services are available
 - Cash – Must be paid in person, Do Not Use Drop Box Services
 - Credit/Debit Cards (MasterCard, Discover and Visa) Do Not Use Drop Box Services
 - ❖ Persons paying at Student Financial Services Center must have credit card in hand and be authorized to sign on card to have payment processed.
 - ❖ Payments will not be accepted via fax or phone.

Late Payment Fee

All payments must be received to student's account by published due dates. Debts not paid on time are subject to a \$25 late fee. There is no payment grace period to avoid late fee. Please make payments promptly.

Frequently Asked Questions

Housing

How quickly do I need to submit my License Agreement?

There is no specific deadline for submission. It is best to submit your on-line application as soon as possible. We will take applications as long as there is space available.

Can I use my financial aid to make my initial payment? What about for installment payments?

No. Students must pay the initial payment from their personal funds. The financial aid award is automatically paid to registration fees first and any balance is then applied toward remaining room and board fees. The student is responsible for paying any remaining balances owed each semester. If student is expecting financial aid to assist with an installment payment, they must come to the Housing Office prior to each installment due date and complete deferment/loan verification form(s) if necessary.

What if I have questions regarding my housing license agreement or payment information?

It is very important that each student reads and understands all information associated with their on-campus housing License Agreement and payment plan obligations. Students may contact the Housing Office with any questions they may have regarding this information. Information is also available on our Housing website. In addition, outstanding debts owed to the University can also be viewed on-line through the student's My Sac State account.

Please note that due to the Family Educational Rights and Privacy Act (FERPA), we are not able to give out specific housing agreement or payment information to anyone other than the student (unless that student is under the age of 18). If students wish to allow Housing personnel to discuss their specific housing and/or payment information with another individual such as a parent/guardian, there must be a signed FERPA waiver on file with the Housing and Residential Life Office designating the individual(s) to whom information can be released. Waivers will be valid for that academic year only. New waivers must be filed with the Housing Office for each academic year the student resides on-campus. Housing FERPA waiver forms are available from the Housing and Residential Life Office or through our website.

What if I need to cancel my License Agreement before I am scheduled to move on to campus?

All cancellation requests must be received by the Housing Office at least 30 days prior to beginning of their lease agreement. There is a \$175 cancellation fee (\$100 for the rent portion of their contract and \$75 for the board [food] portion of their contract). Cancellations after the deadline are subject to approval and proration of daily rent for the 30-day notice period. Refer to Appendix A, sections VI for further details and cancellation deadlines.

How are rooms/suites assigned?

Priority for building and room type assignment is based on availability, departmental needs and considerations, and new or returning resident status. The information students provide during the application process is used during the assignment process. For the most accuracy, students should complete the profile information themselves and not have family/friends fill it out on student's behalf. Students may also request specific roommate/suitemate(s) during application process. Requests must be mutual. Preference requests cannot be guaranteed, but the Housing Office will make attempt to honor requests when possible. Our new on-line application process will allow returning residents to select a specific unit space. The process will also assign roommates/suitemates and rooms automatically for residents who have not participated in the self selection process. This process will take into consideration the space available, student preferences, and responses to the student profile questions given during application process.

Are there any private rooms available?

A limited number of single occupancy rooms (Singles and Super Singles) are located in the residence halls. A limited number of Studio units are available in the American River Courtyard. The Courtyard also offers private bedrooms but shared bath and living room in 5x2 and 4x2 units.

When will I receive my building assignment?

Unit assignments for fall semester will be sent by early August. Unit assignments for new students moving in for spring semester will be sent in January. This information will include building and unit assignment as well as roommate/suitemate information.

What should I do if I need housing during Winter or Spring Break periods?

Sierra Hall and American River Courtyard are the only designated buildings that will remain open during the break closures. An additional rental fee will be assessed to students staying during break periods. It is recommended that students who anticipate a need for housing during this time select one of these buildings as their first building preference. Assignment to these buildings cannot be guaranteed, but the Housing Office will attempt to accommodate this request whenever possible. Break housing cannot be guaranteed for residents from other buildings.

- ❖ **Important Note: Break housing is NOT available for any students during campus closure - December 18, 2009 – January 3, 2010.**

Meal Plans

Do I need to purchase a Meal Plan?

Yes. All students who live on-campus are required to purchase a meal plan. There are two options available, Meal Plan A, which offers an average of 10 meals per week; plus \$200 Flex Cash (\$100 for Spring Only Contracts); Meal Plan B, which offers an average of 15 meals per week; \$100 Flex Cash (\$50 for Spring Only Contracts). Flex Cash is money placed on the student's Dining Commons account that may be utilized at designated campus eateries. Each meal plan

can be supplemented by purchasing additional flex cash or meal credits as needed. Meal credits and Flex Cash expire at the end of each semester. Refunds are not given at the end of the year for unused credits or Flex Cash.

How do I purchase additional meal credits or add additional Flex Cash to my account?

Contact the Meal Plan Office located in the Dining Commons.

How do I change my Meal Plan?

Submit Meal Plan Change Request form to the Housing Office located in Sierra Hall. The deadline to request a meal plan change is October 1st for the fall semester and March 1st for the spring semester. There is an administrative fee of \$50.

Move In Information

I can't move in during the designated check-in times. What should I do?

Beginning opening day, contact your front desk to make special move-in arrangements. Hall phone numbers are listed in the Directory, located in the front of this document.

What do I need to do on move in day?

Check in at the lobby desk of the building where you were assigned. You will receive your room key and access card/fob, and other general information. You will need to go to the Dining Commons to get your Meal Card ID. If you plan to bring a car on campus and park in the residence hall parking lot, you will also need to go to University Transportation and Parking Services to receive your Residence Hall Parking Decal.

Move in activities will also be going on during this time. Take the time to participate and meet your fellow residents and staff.

Telephone Service

What is VOIP (Voice Over Internet Protocol)?

Voice Over Internet Protocol is an emerging telephone technology. Additional information about the technology can be located online through the Federal Communication Commission's website at <http://www.fcc.gov/voip>.

What is the best cellular/ wireless provider?

While Housing and Residential Life and the University cannot specifically recommend a cellular / wireless provider, both AT&T/Cingular and Verizon both have cellular sites close to the campus.

Television Reception

Can I bring my own television?

Each student room is equipped with a television outlet for reception of local and selected satellite programming. If you plan to bring a television, you will need a standard coaxial cable for connection.

Internet / Computer Connection

Are there computer connections in the student rooms?

Yes. Each resident has a wired Ethernet network data connection. The ResLink Ethernet connection allows you to have high-speed access to computing resources at Sacramento State and the Internet.

Is there wireless connectivity in the on-campus housing buildings?

Yes. In the Residence Halls wireless (802.11 B/G) connectivity is available in the first floor study rooms and recreation rooms. In the American River Courtyard there is wireless connectivity (802.11 B/G) throughout the entire building.

Additional campus wireless connectivity information can be located at <http://www.csus.edu/wireless>.

What type of computer is required?

Sacramento State computer software and hardware recommendations are provided by the Workstation Standards Recommendation Team (WSRT) and are located on page 6 of this document. In order to be connected to University wired or wireless connections, you will need a 10/100 base T-network card, category 5 Ethernet cable and/or an 802.11 G/N wireless network card.

Can I connect both my computer and gaming system to my wired in-room connection?

Users who wish to connect multiple devices to their network connection must purchase a router at any major computer hardware or electronics store. Users are held responsible for all devices connected to their router. If your router has wireless capability, it must be turned off when in use in the residence halls. A ResLink staff member can assist with turning off wireless services on most routers.

Additional questions?

Please contact the ResLink Help Desk for further questions pertaining to residence halls computer / Internet connection at (916) 278-2555 or reslink@csus.edu.

Parking

How can I get a parking permit?

If you plan on having a car during your stay on campus, you must purchase a Student Parking Permit from the University. Parking permits can be purchased at the University Transportation and Parking Office. Living in the residence halls gives you the best parking on campus, but you need a special permit to park in the Residence Hall Parking Lot. Residence Hall permit will be available at the University Transportation and Parking Office when you move into the residence halls.

Pets

Can I have a pet?

Pets, with the exception of fish, are NOT allowed in or around student rooms. Fish aquariums may not exceed a combined capacity of ten gallons per room or suite unit.