



Dear Seventh College Residents,

We are excited to welcome you to your new residence at Seventh College! We have put together information that will help you prepare for a smooth and successful move-in.

PRIOR TO MOVE-IN

Please note that not all our buildings have elevators, so please plan accordingly. If you need a housing accommodation, please contact the [Office for Students with Disabilities](#) if you have not done so already. Only service animals and pets that have been approved by the Office for Students with Disabilities are allowed in our residential buildings.

Students must self-select their move-in date and time through the MyRoomAssignment page on their [Housing Portal](#). Please follow the steps below to preview your room assignment and roommate information + select your move-in time:

1. Login with your campus SSO login credentials. Read and indicate agreement to the Housing Assertions prior to accessing your Room Assignment information. Select the “2024-25 Move-In Information & Processes.” Click on the “2024-25 MyRoomAssignment Portal” link. You will be able to see your assigned apartment/suite, bed space, mailing address, roommate, and apartment/suitemate information. **Please Note:** Mail will not be available for pick-up until Week 0, starting Monday, September 23. Please do not mail parcels prior to this date. If you have any student mail questions, please reach out to studentmail@ucsd.edu.
2. The first opportunity to request a room change will be approximately mid-October via the “Room Change Interest” list on the HDH website. HDH will NOT offer any room changes prior.

MARK YOUR CALENDARS: The Housing Contract officially ends no later than 3pm on Saturday, June 14, 2025, or within 24 hours of the last final exam, whichever comes first. Please plan to be moved entirely out of your space by this date/time.

RESIDENTIAL MOVE-IN EXPERIENCE AT SEVENTH COLLEGE

WHAT STUDENTS SHOULD BRING

- QwikPass (This can be found on your Housing Portal that indicates your housing assignment, Move-In Date and Time, door pin code, PO Box)
- New students should bring an Identification Card (license, state ID, passport). Continuing students, please bring your campus ID card.
- If you are interested in borrowing one of our carts, you will need to provide us with the following:
 - Additional form of identification other than your UCSD student campus ID to check out a Move-in cart (High school ID card, library card, driver's permit/license/state ID). **Only Seventh residents will be allowed to check out and return carts;** carts will not be checked out to any move-in helpers.
 - A phone number so that we may contact you.

CHECK IN WITH RESIDENCE LIFE VIA THE CHECK-IN LOCATION LISTED BELOW:

Move-In Date	Check-in Location	Address	Please Note:
Thursday, Sept. 12, 2024 to Tuesday, Sept. 17, 2024	Seventh College Front Desk: Seventh West, Building 2	10156 Scholars Drive North, La Jolla, CA 92093	These move-in dates are reserved for students assisting with move-in efforts (Orientation Leaders, BLNAFO, Dining/Transportation workers, etc.)
Wednesday, Sept. 18, 2024 to Sunday, Sept. 22, 2024	North Break: Seventh West, Building 3	10116 Scholars Drive North, La Jolla, CA 92093	One way roads will start on Thursday, Sept. 19th southbound (diagonal parking will be set up)
Monday, September 23, 2024 to Sunday, September 29, 2024	Seventh College Front Desk: Seventh West, Building 2	10156 Scholars Drive North, La Jolla, CA 92093	

HOW TO READ YOUR BED SPACE ASSIGNMENT

Ex: SW - 0204 - 3a

- SW - Seventh West
- 0 - Building #, (Hint: both the two Towers, AKA Building 1, will begin as a 0 or 1)
- 2 - Floor Number (Tower East has 13 Floors & Tower West has 14 Floors)
- 04 - Apartment Number
- 3 - Room Number
- a - Assigned Bed Space

Ex: SE - 1302 - 4b

- SE - Seventh East
- 1 - Building #, (Hint: both the two Towers, AKA Building 1, will begin as a 0 or 1)
- 13 - Floor Number (Tower East has 13 Floors & Tower West has 14 Floors)
- 02 - Apartment Number
- 4 - Room Number
- b - Assigned Bed Space

Typical Triple Room



Triple rooms are appropriately furnished with a bed and desk for each student in the room; however, configurations vary by college and facility.

Your bedspace is the letter after your room number...i.e TO-102a.

- If you are assigned to the "a" bedspace, your bed is the lower bunk
- If you are assigned to the "b" bedspace, your bed is the upper bunk
- If you are assigned to the "c" bedspace, your bed is the loft

Typical Double Room



Double rooms are about 190 SF, on average. Double rooms are offered in apartments and residence halls, depending on the particular facility. Double rooms are set up for two students.

Your bedspace is the letter after your room number...i.e TO-102a.

- If you are assigned to the "a" bedspace, your bed is on the left as you enter the room
- If you are assigned to the "b" bedspace, your bed is on the right as you enter the room

To get a general idea for the floor plan of your room/apartment, please visit the [Seventh Website](#). Please plan according to the information provided to you in MyRoomAssignment as some spaces have changed room types since our floor plans were created.

ADDITIONAL MOVE-IN INFORMATION

INFORMATION ABOUT YOUR APARTMENT

- Please complete the **Room Inventory Form** through your [Housing Portal](#). We encourage you to be highly detailed and take photos of/note any damages or cleanliness concerns you see when you first enter your apartment. Though this is not required, it is ***HIGHLY ENCOURAGED*** that you complete it to avoid any damage charges at the end of the year. As a reminder, your housing contract states: "Failure to complete and return the Move-In and Move-Out Inspection Checklist/Room Inventory Form within the specified time shall be construed as acceptance by the Student of the premises and inventory. Defects and damages found after Student vacates premises, not reported at time of possession of premises as noted on the Move-In and Move-Out Inspection Checklist/Room Inventory Form shall be the sole expense of the Student."
- Your apartment does not come with a microwave or a vacuum. You may want to coordinate with your apartment-mates to decide who will bring these items.

MOVE-IN CARTS

- Seventh College Residence Life will have a limited number of carts to check out for **RESIDENTS ONLY. Move-in helpers will not be allowed to check out or return carts on their student's behalf.**
 - In exchange for using one of our carts, you will be asked to provide your phone number and a form of identification (ex: Driver's License, State ID, Library card, High School ID) when checking out a cart to ensure proper return. We will not accept high-value items such as passports, debit cards or credit cards, or phones in exchange for a cart.
 - Residents must keep their cart within their possession at all times and must promptly return the moving cart after unloading items to your assigned room. **Residents will be financially responsible for lost carts or carts that are not returned to Residence Life.**

PARKING INSTRUCTIONS

Areas of the campus will be congested with move-in traffic, especially during the weekend, so expect some delays and/or limited accessibility to parking adjacent to the living areas.

- Follow all parking directions and signs posted on campus. Do not park in "no parking" zones.
- If there are no parking spots along Scholars Drive or if you need long-term parking, you may pay for parking in [Lot 357](#), the [Hopkins Parking Structure](#), or the [Pangea lot](#).

RA COMMUNITY MEETING

As you settle into your new home, we want to ensure you have all the information you need to make the most of your experience here. The Resident Assistant (RA) Community Meeting will be the first opportunity to formally interact with our Seventh Community. In the meeting, you will meet your RA, your neighbors, and learn about staff who will support you this year. Our Community Meeting covers useful topics like community standards, locations of trash and laundry, what to do if you get locked out, what to do if there's an emergency, and the living space agreements you will need to complete. Your RA will reach out soon with more details on the date and time of this meeting.

RESIDENT AGREEMENTS

To foster a positive living environment, we have two crucial resident agreement meetings:

- **Living Space Agreements:** The Living Space Agreement is where all apartment mates have an RA moderated discussion setting apartment expectations
- **The Roommate Agreement** is a meeting that takes place if you have a roommate. This meeting is about setting expectations for the shared bedroom.

Your RA will contact you shortly with information on how to schedule these meetings and complete the necessary sign-ups.

TRASH AND RECYCLING

- Community Trash and Recycling bins can be found throughout Seventh College (see photo below). Most are located outdoors with signs on them, while others may be behind closed doors, such as in Tower West. There will also be large trash and recycling bins along Scholars Drive during our general move-in process. Please feel free to ask staff members if you have any questions.



ADDITIONAL RESOURCES AND INFORMATION

AMAZON LOCKERS

Amazon lockers are located in Seventh West Building 2, next to the restrooms. Instructions for sending packages to these lockers can be found on the [Seventh Website](#).

CUSTODIAL STAFF

Custodial staff will clean the Seventh College Apartments weekly throughout the academic year. You will receive information about who your custodian is and what day they will be cleaning your apartment after you move in. Please have your countertops clear of personal items in the bathroom, kitchen and the showers on those cleaning days.

- Custodians will provide toilet paper and trash liners on their designated cleaning days. If you need more on a different day, you may call customer services to request more at 858-534-2600.

FIX-IT REQUESTS

Fix-It is on campus to help with maintenance, custodial, or pest problems. Call 858-534-2600 or request assistance online. Learn more at hdhfacilities.ucsd.edu/fix-it/index.html. Fix-It can also be called for support with lockouts after hours when the front desk is closed.

HELPFUL CONTACTS

- Dining Plans & Billing Questions. Email: hdhbilling@ucsd.edu
- FIX-IT: Call 858-534-2600 or request assistance online at hdhfacilities.ucsd.edu/fix-it/index.html.
- General Housing Questions, Housing Contracts. Email: housingcontracts@ucsd.edu; Phone: 858-534-4010
- Seventh College Residence Life Front Desk: Email: seventhreslife@ucsd.edu; Phone: 858-246-4577
- Seventh College Resident Assistant (RA) Duty Phone Number: 858-761-3853
- Residential Disability Accommodations. Email: housingliaison@ucsd.edu
- Resnet Services. Email: resnet@ucsd.edu; Phone: 858-246-4357
- Triton Card Services. Email: tritoncardaccounts@ucsd.edu

HYDRATION STATION LOCATIONS

- Residential Services - Seventh West Building 2, downstairs on the first floor by the Amazon Lockers.
- West side of Seventh West Building 3 Laundry Room, first floor.
- Outside of the Seventh East Building 3 Laundry Room, first floor.

INTERNET/CABLE

Connect your devices to the residential [ResNet WIFI](#) and to the overall campuswide [UCSD-PROTECTED](#) WIFI for lecture usage. If you have issues with Internet or Cable, call Resnet services at 858-246-4357 or email resnet@ucsd.edu.

LAUNDRY

- Locate the laundry rooms closest to you, we have **three laundry rooms**:
 - East Building 3 first floor
 - West Building 1 first floor in the back westside
 - West Building 3 first floor in the back westside
- Laundry rooms use [Triton Cash](#) as payment. The machines do not accept dining dollars, cash, or coins.

PETS

As a reminder, unless you have a service animal or a pet that has been approved by the Office for Students with Disabilities, animals are not allowed within our residential buildings per the Residential Life Community Standards. Unapproved pets will result in an Administrative Resolution Meeting via the student conduct process.

PUBLIC RESTROOMS

All public restrooms will be located on the Seventh West campus. Please refer to the provided map below.

- Residence Life Office - Seventh West Building 2, downstairs on the first floor by the Amazon Lockers.
- West side of Seventh West Building 3 Laundry Room, first floor.

QUIET HOURS

- Sundays - Thursdays: 10 pm - 7 am.
- Saturdays - Sundays: 12 am - 9 am.
- During Finals Week: the 24-Hour Quiet Hours will go into effect during finals week.

RESIDENT ASSISTANT (RA) DUTY PHONE NUMBER: 858-761-3853

The Resident Assistant (RA) is a registered full-time student employee who lives and interacts with their peers at Seventh College. RAs respond to emergencies (such as fire, medical emergency, serious maintenance problems, personal crisis), uphold University policies and regulations within the Residential community, and help connect residents to campus resources. RAs are identified as a Campus Security Authority.

The Seventh RA on Duty is available during the following times:

- Monday through Friday from 6pm-11pm
 - Saturday and Sunday from 9am-11pm
- *Please note that RAs do not work during holidays or university closures.

RESIDENTIAL LIFE COMMUNITY STANDARDS

View [UC San Diego's Residential Life Community Standards](#) prior to arriving on campus so that you are informed of our policies.

RESIDENCE LIFE OFFICE & LOCKOUT POLICY

The Seventh College Residence Life Office is located in Seventh West Building 2

Office Hours

- Mondays - Fridays: 8:00 am to 11:00 pm
- Saturdays - Sundays: 9:00 am to 11:00 pm
- Email: seventhreslife@ucsd.edu

The Seventh College Residence Life office will assist residents with apartment and bedroom lockouts during business hours. **Please note that if you lose your bedroom key, you will be charged a \$65 fee & may receive a spare key from our office.**

After the Residence Life Office is closed and no Duty RA is on call, residents who are locked out of their on-campus residence will need to call **Fix-It at 858-534-2600** for assistance. A University Safety Official (USO) will provide lock-out service. Expect an average wait of up to 30 minutes for response to lockouts after hours, and expect a charge for this service in your student account. To avoid being locked out, remember to carry your keys with you at all times.

SEVENTH RESIDENT COUNCIL

We're excited to welcome you to the Seventh Resident Council! This is your opportunity to represent the interests of all Seventh College residents and help organize events that bring our community together.

Join us for our first General Body Meeting on Thursday, October 3rd, 11am - 12 pm in the Multi-Purpose Room. This opportunity is open to all Seventh College residents, regardless of whether you are a Seventh College student, and no official position is required. Get involved, enhance your leadership skills, and help shape the traditions that will define our community. For more information, check out the [7RC Website](#).

Thank you for taking time to read through this information. We look forward to welcoming you to Seventh College.

- Your Seventh College Residence Life Team