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Table of Contents

Fall ‘15: Pre-Departure Information – 4.12.15

I. Agenda-April 12, 2015 (pgs 3-4)

II. SULA Semester Program Standards of Behavior (pgs 5-7)

III. Jack Oakie Scholarship (pgs 8)

IV. Work Study Opportunities (pg 9)

V. 2015 Academic Calendar – Spring & Fall (pg 10)

VI. Living in Los Angeles
   i. Banking (pg 11)
   ii. Enterprise Car Rental (pg 12-13)
   iii. Oakwood (pg 14-21)
      a) Directions (pg 14)
      b) Checking In / Reporting a Problem / Checking Out (pg 15)
      c) About the Oakwood-Property Specifics (pgs 16-17)
      d) Confirmation #’s, Apt address, mailing pkgs (pgs 18)
      e) Health insurance (pg 18)
      f) Apartment layouts (pg 19)
      g) What’s included in the ‘intern package’ (pg 20)
      h) To bring or not to bring????? (pg 21)
   iv. Car and Pedestrian Culture (pg 22)
   v. Maps (pgs 23-24)
April 12, 2015: Agenda

**WELCOME:**
- Goals and purpose of program
- SULA Semester Program Standards of Behavior
- Jack Oakie Scholarships
- Work study opportunities

**ACCLIMATION**
- Attitude
- Culture
- Dress:
  - For class
  - For internships
  - For events
  - For the weather
- Driving: Feeling comfortable in LA traffic
  - Finding your internship
  - Finding vs relying on your GPS – Understanding the correlation between miles vs time
- Take a Cyber Tour of LA: [www.discoverlosangeles.com](http://www.discoverlosangeles.com)

**ACADEMICS:**
1. Classes and Class participation is a MUST.
2. Students must maintain FT status.
3. There is no tolerance for unexcused class absences, disrespecting professors or unprofessional classroom conduct.
4. If you violate the SULA student code of conduct (attached), you could be dismissed from the program.
5. Long Days – balancing proper sleep and nutrition while combining class expectations, internship hours, and enjoying all LA has to offer.

**ENTERPRISE:**
- Car rentals are available through Enterprise for those who do not have a car. You will find a link to the Oakwood – Syracuse University Enterprise webpage featuring the discounted rates on the SULA Semester website: under Life @ SULA and click on Transportation
- In addition – a rate sheet has been provided on pages 12-13 of this packet. The rates provided, do not include tax, surcharges or daily insurance costs (optional). This can be deceiving and add up to unexpected dollars. Please anticipate these costs in your total figure when deciding if car rental is right for you.
- Reservations for 18-20 yr old student drivers should be secured ONLY by calling Studio City Business Rental team.
- NOTE: If you rent a vehicle from the airport location, you will NOT receive SU rates and will also incur a 20% surcharge.
- In the Enterprise system, it shows an Oakwood location at 3600 Barham Blvd. There is NOT a location at the Oakwood. Please choose the 11575 Ventura Blvd, Studio City 91604 location.
- Insurance through Enterprise is very expensive. However, before you decline, you should check with your car insurance company to see if you are fully covered for long term rentals. Note: All car rental contracts are re-written every thirty (30) days. This allows for periodic service maintenance and oil changes. There is no charge to the student for this. In the event extended service is required, the student will receive a different vehicle.
- Because contracts are rewritten every month, always check your monthly billing statements carefully re: all rental charges. Bring any errors to the attention of Enterprise immediately.
INSTRUCTORS:
Who are the SULA professors? Read Bio’s and be familiar with their creative work. This is your first experience with LA professionals.

INTERNSHIPS:
Everyone should be signed up for a one-on-one interview with Director Howard. Phone interviews and / or face-to-face interviews for internships may be required.

You may not have a firm internship by the time you arrive in August. This is normal. The starting timeline for our internship hosts quite often does not correspond with our program start time. DO NOT PANIC! You WILL have an internship for the semester.

Stay in contact with Director Howard and Lauren. Keep them updated with your internship application status.

OAKWOOD:
Environment – Oakwood houses students from various universities as well as working professionals in the field
Etiquette – maintain a reduced noise level and a higher courtesy for other tenants. Three noise complaints and you can be evicted from Oakwood.
Apartment maintenance issues should be directed to the Oakwood immediately. Do not try to “fix” things yourself.

ORIENTATION WEEK:
MONDAY, AUGUST 24, 2015: 9 A.M. TO 1 P.M. ORIENTATION (SULA CENTER)
5:45 TO 6:45 P.M. OAKWOOD MEETING (OAKWOODN.CLUBHOUSE)
7 TO 9 P.M. WELCOME DINNER (OAKWOODN.CLUBHOUSE)
(MANDATORY)
TUESDAY, AUGUST 25, 2015: PROFESSIONAL PANEL TIME TBD
WEDNESDAY, AUGUST 26, 2015: PROFESSIONAL PANEL TIME TBD
THURSDAY, AUGUST 27, 2015: 10 A.M. TO 2 P.M. (WARNER BROTHERS STUDIO TOUR & LUNCH)
FRIDAY, AUGUST 28, 2015: 3:30 P.M. TO 9:30 P.M. (SITCOM TAPING)
MONDAY, AUGUST 31, 2015: SULA CLASSES BEGIN

REGISTRATION:
Everyone is coded for registration and should have registered for classes. Remember you must register for a minimum of 12 credits - which is full time status - to participate in the program. This is a combination of SULA Classes, Arts & Sciences classes and your internship class. Special cases of independent study may be approved if paperwork is completed BEFORE you leave for LA. A&S online classes - PHI 293 Ethics in Entertainment Media is designed for LA Semester students only. There are limited spots though so please register early. The professor does NOT grant permission for additional enrollment in the class. If you have incurred any registration difficulties, or were closed out of a class, please let Shelly know.

ROOMING SITUATIONS:
Roommates will be emailed after June 15. Final apartment assignments will come from Oakwood the week of August 17th. The resident advisor(s) will be your immediate go-to person(s) for most needs at the Oakwood. RA’s MUST be in LA by Friday 8/21/15 and stay until Saturday, December 12th.

TRADES:
SULA is committed to your health and safety while studying in Los Angeles. You must be in good disciplinary standing with your home college to be eligible to study in Los Angeles and must maintain this standing through your term in Los Angeles.

LA Semester program participants are held accountable to the Syracuse University Statement of Student Rights and Responsibilities, the SU Code of Student Conduct and the SULA Semester Standards of Behavior while in Los Angeles.

**SULA Semester Program Standards of Behavior**

**Overview**

The most effective learning occurs in an environment that is safe and characterized by integrity and mutual respect among members of the community. Syracuse University Los Angeles (SULA) fosters such an environment by expecting that program participants adhere to documented Standards of Behavior. Adherence to principles of good conduct promotes safety, a respect for cultural diversity, and the fullest access to all there is to learn during your off campus-west coast experience. The SULA Semester Program is committed to principles of fundamental fairness when considering administrative action for cases of alleged student misconduct. Toward this end, this document details both the SULA Semester Program Standards of Behavior and its relationship with the SU Code of Student Conduct as well as the process by which the SULA Semester program will review incidents of misconduct.

Students participating in the SULA Semester program, regardless of their home college, must abide by the following:

- State laws and cultural norms of the state of California
- Housing rules as detailed by the Oakwood Apartment Complex
- Policies and procedures of internship host companies
- Syracuse University code of student conduct ([http://supolicies.syr.edu/studs/std_code_conduct.htm](http://supolicies.syr.edu/studs/std_code_conduct.htm))

Examples of SULA Semester Program Standards of Behavior violations include but are not limited to:

1. Actions that are considered abusive, harassing, or actions that physically harm or threaten physical harm to any persons (including but not limited to: SULA administration, SULA instructors, LA Semester program students, alumni, and mentors, residents and staff of Oakwood community, host internship company employees, oneself).
2. Actions or behavior that is disruptive or threatens to impede order to the normal course of the classroom activities.
3. Damage to property (including but not limited to Oakwood, SULA Headquarters, host internship company, another student’s personal property).
4. Violation of Oakwood Apartment housing rules.
5. Violation of host internship company policies and procedures that jeopardizes the relationship between SULA, the SULA Semester Program and its established internship providers.
6. Disorderly conduct, public intoxication, and/or excessive use of alcohol. (re: state laws of CA)
7. Use or distribution of illegal drugs. (re: state laws of CA)

Students who violate the aforementioned policies are subject to both administrative actions by the SULA Semester program and/or the judicial system procedures of their home college. Reports of misconduct will be provided to the student’s home college for consideration by the relevant judicial system as detailed below. All students are expected to be aware of the aforementioned policies and abide by them.
Accountability Process

The process outlined below describes how you will be held accountable when your behaviors do not match the SULA Semester Program Standards of Behavior.

1. **Documentation**: Documentation occurs when a student or staff member observes a situation or obtains information that may indicate individual student behavior has deviated from expectations. Details of the incident will be documented via an incident report and you may be asked for information as part of this process. Keep in mind that failure to comply with directives of SULA Semester staff made in the course of exercising their duties violates behavioral standards and may constitute a separate violation of the Standards of Behavior. Incident reports are filed with the LA Semester program director.

2. **Initial Review**: The LA Semester program director will determine whether the information in the incident report constitutes a violation of behavioral standards. If the LA Semester program director determines that the incident report reflects a violation of behavioral standards, the student will be issued a warning and/or called to a meeting.

3. **Notice**: If the incident is determined to be a behavioral standards issue, you will be sent a letter from the LA Semester program director outlining the specific behavioral standard(s) violations with which you are charged. The letter may serve as a formal warning (see Sanctions section) or it will outline a date and time for a meeting with the LA Semester program director to discuss these issues.

4. **Meeting**: If your letter calls you to a meeting with the LA Semester program director, you are required to meet at the time scheduled in the letter unless you have an academic conflict (e.g. class or examination). The LA Semester program director will serve as the hearing officer for the case. In this meeting you will discuss the incident, and you will be afforded an opportunity to tell your side of the story. If you are found responsible for violating the SULA Semester Program Standards of Behavior, a sanction will be determined by the LA Semester program director.

5. **Appeal**: You may appeal the decision reached in the initial meeting for the following reasons: (1) procedural error that can be shown to have had a detrimental impact on the outcome of the meeting; (2) grossly inappropriate sanction having no reasonable relationship to the charges; or (3) new evidence not reasonably available at the time of the original meeting. Appeals may be addressed in writing to the LA Semester program director within five business days after the written decision has been made available.

Sanctions

Students who violate SULA Semester Program Standards of Behavior will be subject to different sanction levels in accordance with the seriousness of the violation. The levels are:

1. **Warning**: In instances of less serious deviation from the SULA Semester Program Standards of Behavior, the student will be formally warned in a letter from the LA Semester program director which details the possible consequences of continuing such behavior.

2. **Disciplinary Reprimand**: This status indicates that the student has made a serious violation of the SULA Semester Program Standards of Behavior and/or has already received a warning for prior behavior. Continued poor behavior could lead to disciplinary probation, termination of internship, expulsion from housing, or expulsion from the program.

The SULA Semester program director will formerly document that the student’s behavior has been deemed unacceptable. A copy of the documentation will be sent to the Syracuse University Office of Judicial Affairs and the student’s home college.

Sanctions for a disciplinary reprimand may include meeting with a staff member for counseling, completing community service, restitution for damages, and/or writing a research paper.

3. **Disciplinary Probation**: This action constitutes a change in status between good standing and suspension or expulsion from the SULA Semester program. The student is allowed to remain enrolled in the SULA Semester program with restrictions. Further violations may lead to immediate suspension or expulsion from the LA Semester program and perhaps the university. The decision
to place a student on disciplinary probation will be made by the LA Semester program director in consultation with the student’s home college Dean or his/her designee.

The LA Semester program director will formerly document the student’s behavior as well as the conditions by which the student will remain enrolled in the program. A copy of the documentation will be sent to the Syracuse University Office of Judicial Affairs and the student’s home college.

The student must have a series of meetings with appropriate staff, abide by the conditions outlined in the formal documentation, complete community service, pay restitution for damages, and/or write a research paper related to the violation.

4. **Residential Probation:** This status indicates that the student has violated housing rules as outlined by the Oakwood Apartments housing complex. Further violations may result in the immediate removal from housing and/or from the LA Semester program. The decision to place a student on residential probation will be made by the LA Semester program director in consultation with the Oakwood Housing executive personnel.

The LA Semester program director will formerly document the student’s behavior as well as the conditions by which the student will remain in Syracuse University sponsored housing. A copy of the documentation will be sent to the Syracuse University Office of Judicial Affairs and the student’s home college.

The student must have a series of meetings with appropriate staff, abide by the conditions outlined in the formal documentation, complete community service, pay restitution, and/or write a research paper related to the violation.

5. **Residential Relocation or Expulsion:** This status indicates that the student is not eligible to live in Syracuse University sponsored housing. The student will be removed from SU sponsored housing and is required to find and pay for alternative housing for the duration of the program. There will be no refund of the SU housing fee. Further violations could result in expulsion from the SULA Semester program. The decision to remove or expel students from housing will be made jointly by the LA Semester program director and Oakwood Housing executive personnel.

The SULA Semester program director will formerly document the student’s behavior as well as the conditions by which the student will remain enrolled in the program. A copy of the documentation will be sent to the SU office of real estate operations and the Syracuse University Office of Judicial Affairs.

6. **Suspension or termination from the SULA Semester program:** The LA Semester program director may suspend or terminate a student’s participation in the SULA Semester program in the event the student fails to comply with the SULA Semester program standards of behavior, the Syracuse University student code of conduct, or if SULA believes that the student’s participation poses a danger to the student or others or threatens to impede orderly conduct of the SULA Semester program. Such suspension or termination is in addition to, and not in lieu of, disciplinary action that may be imposed by Syracuse University or the student’s home college pursuant to applicable policies and procedures.

________________________________________________________________________________________

Student Name (Print)

________________________________________________________________________________________

Student Signature    Date
The Jack Oakie and Victoria Horne Oakie Charitable Foundation
LA Semester Entertainment Excellence Scholarship – Fall 2015

The Jack Oakie and Victoria Horne Oakie Charitable Foundation - LA Semester Entertainment Excellence Scholarship provides financial support for outstanding undergraduate students in the Syracuse University LA Semester program.

Application process:

- Students must complete and submit the application form (see http://lasemester.syr.edu see “Scholarship” tab, then click on the first link “The Jack Oakie and Victoria Horne Oakie Award-Fall 2015"
- Students are responsible for securing and viewing a Jack Oakie or Victoria Horne Oakie film of their choice. A Jack Oakie and Victoria Horne Oakie filmography can be found at http://lasemester.syr.edu
- Students should write a three (3) page essay (double spaced), which includes the following:
  - A synopsis of the film
  - A critique of the film
  - Reflecting your area of expertise and/or interest, a paragraph about what changes you would make to improve a particular scene in the film
- Submit application form and essay, as (2) separate Word documents, to Lauren Palius at lppalius@syr.edu by Sunday, June 14th at 10:00 PM EST.

Eligibility requirements:

- Must be accepted for and attend the LA semester program for the application semester
- Must be in good academic and University standing
- Must fulfill all the requirements for the Award and application process
- Students of all disciplines may apply

Awards:

- TWO $2,000 Jack Oakie “It’s all in Fun” Awards
- ONE $2,000 Jack Oakie Comedy Scholarship in honor of Anthony Anderson
- ONE $2,000 Jack Oakie Comedy Scholarship in honor of George Pennacchio
- ONE $2,000 Jack Oakie Comedy Scholarship in honor of Patty Freedman

The merit based scholarships will be awarded to the five most outstanding essays, as deemed by a committee of Syracuse University Professors

Award is received via the awardees’ Syracuse University Bursar account. NOTE: The acceptance of this award may impact a student’s existing financial aid package. Recipients should contact the SU financial aid office to determine if acceptance of this scholarship will have any impact on their account.

Please contact Lauren Palius at (818) 561-7377 or lppalius@syr.edu with questions.
Work Study Opportunities

A limited number of Work-Study hours are available in Los Angeles during the semester. This opportunity is available to any current SULA Semester Program participant who has received a Federal Work-Study award.

To Apply:
Email SULA Semester Assistant Director, Lauren Palius at lppalius@syr.edu and provide:

- The amount of work study you have been awarded
- Your class schedule for the semester
- Attach a resume and briefly describe the tasks you performed at your past work study positions

Job Description:
Support the SULA Semester Program and the SULA office by performing administrative tasks. Tasks include updating & creating excel spreadsheets, corresponding with internship hosts and alumni, photo-copying, setting-up/moving tables & chairs, operating presentation equipment and other special projects as assigned.

Qualifications:
Must be participating in the LA Semester Program and have a current Federal Work-Study award. Must have knowledge of PCs and Microsoft Office Suite. Knowledge of Excel and camera equipment a plus. Punctuality, attention to detail and a service oriented approach required. Ability to lift 25 pounds.

Hours & Availability:
One position available per semester. Number of hours based on Program needs - typically 3 to 6 hours of work per week. Specific work schedule based on work-study’s class and internship schedule. Rate of pay is $9 per hour.
# 2015 Academic Calendar

## Spring 15

| Mandatory: | Pre-Departure Meeting | Sunday, April 12, 2015 |
| One on One Internship Meetings with Director Howard | | Various times week of April 13-17 |
| Skype meetings for students currently studying abroad | | To be scheduled starting April 29 |
| Roommate Assignments emailed to students | | After June 15th |

### Fall 15

| Schedule adjustment for returning undergraduate students | Monday, August 3rd – Friday, August 7th |
| NOTE: Online A&S classes listed in SULA registration handout are not guaranteed open to SULA Semester students during this time. Students should seek permission from A&S if closed out. | |
| Oakwood Housing Apartment Assignments Available (emailed to students) | Week of August 17th |
| Oakwood Move In | Friday, August 21st (after 3 PM) – Sunday, August 23rd |
| Mandatory: Los Angeles 101 Orientation Week | August 24th - 28th |
| Internships and classes officially begin for SULA Semester students | Monday, August 31st |
| Labor Day (No classes / University offices closed) | Monday, September 7th |
| MYSLICE schedule adjustment | Monday, August 31st - Tuesday, September 8th |
| Last Day to Add a Class | Tuesday, September 8th |
| Pass / Fail Deadline | Monday, September 14th |
| Financial Drop Deadline | Monday, September 21st |
| Mid-semester progress reports due from faculty | Tuesday, October 12th |
| Mid-term | Tuesday, October 19th |
| Academic Drop Deadline (via drop form, petition and email from professor) | Tuesday, October 26th |
| Registration for Spring ’16 | Wednesday, November 11th – Friday, December 18th |
| Withdrawal deadline | Friday, November 20th |
| Fall Break (NO classes, University offices) | Sunday, November 22nd – Sunday, November 29th |
| Last Day of SULA Classes | Thursday, December 10th |
| Last Day of SU Classes (includes online) | Friday, December 11th |
| End of Oakwood Housing | Saturday, December 12th |
Unfortunately, there is not a check cashing service at the Oakwood Apartments. Cashing an out of state check at a local bank (unless the check is from a branch of that bank) is difficult and typically banks do not allow it. This could be frustrating for students. The easiest methods for banking are through the use of ATM machines and/or opening an account at a local bank.

**Automatic Teller Machines (ATM)**
The easiest way to access money from your home bank will be through an ATM card. If you are currently accessing money using an Automatic Teller system, you will be able to use your card at an ATM machine in LA. An ATM machine is available in the clubhouse on the Oakwood property. Please be aware that some ATM machines charge a fee every time you take money out of your account at the machine. In addition, banks typically charge an additional transaction fee if you do not use one of the bank’s own ATM locations. This could result in $2 to $5 of additional charges to you just for taking money out of your own account! If you took money out of your account weekly, this could easily add up to $75 or more in fees over the semester.

**Opening An Account**
You may want to open a savings/checking account for the semester at a local bank. There are several banks located a short distance from the Oakwood.* To open an account, you will need three things.

A) a valid passport or photo driver’s license (an out of state driver’s license is okay as long as it has your photo);
B) a 2nd form of photo ID (your Syracuse University SUID card is accepted);
C) Your social security card (or a photocopy of it).

*Go to [http://lasemester.syr.edu](http://lasemester.syr.edu) and click on Life@SULA/Explore LA/Banking for a listing of banks in the immediate vicinity of the Oakwood. Also check with your banking institution for locations in the LA area.
If you have any questions, please contact Chad Voorhees
(Chad.M.Voorhees@ehi.com) / (818-972-2218)

For 18-20 year olds: Rental rates apply at the 11575 Ventura Blvd, Studio City location only. Eligibility is for economy through full size vehicles only (first five categories on table below).

There is a surcharge of $10.00/day for 18-20 yr old drivers. No additional drivers are eligible and there is no car sharing allowed. Proof of insurance coverage is necessary (policy card AND letter from insurance company stating student is covered for over 30 days in the state of California. Be sure to tell your insurance company that contracts are rewritten every 30 days) Students from the home state of Massachusetts may require rider addition to policy. Please check your coverage carefully as many companies and policies differ.

For 21-24 year olds: There is a surcharge of $5/day. One additional driver may be added on the contract. One student will be listed as the primary driver and he/she will ultimately be responsible for the vehicle. It is advised that both drivers verify their insurance coverage prior to the rental. Your discount code is 32W5017 and you can use this number when making reservations to receive discounted rates at any LA location except the airports. It is preferable that you rent from the Studio City location. Please be aware that renting from airports will result in a 20% increase due to surcharges and airport taxes. These charges cannot be reversed or waived.

All Students: Enterprise does not pick up students from the airport. Students are advised to take a super shuttle (Primetime Shuttle – www.primetimeshuttle.com or Super Shuttle – www.supershuttle.com) or taxi to the Oakwood and then call for pick up when you are ready for the vehicle. The pick up services # is 818-762-0225. There is also a shuttle that runs from South Clubhouse to Enterprise throughout the day. Call Enterprise the morning of your pickup to find out times. The branch is open from 8am to 6pm Monday – Friday and from 9am to 12 noon on Saturday. All pickups must take place during these times.

All rentals must be placed on a credit or debit card in the renter or student’s name. A parent or guardian’s card cannot be used unless otherwise authorized. The charges to the card are placed 1 month at a time in advance of the month.

ONLINE RESERVATIONS: Visit http://lasemester.syr.edu, Click on tab entitled “Life @ SULA”, then “Transportation”, and then scroll to the bottom “How do I rent a car in Los Angeles” and click on the Enterprise link. This takes you directly to the SU / Enterprise home page “Oakwood – Syracuse University” to the right of the screen. If you don’t see this, you are on the wrong site. Rates are programmed into this site.

When reserving online, you MUST check that student is 21-24 EVEN if the student isn’t….the Enterprise online system does not recognize 18-20 yr old special student rates that the Studio City office has granted us (that’s why they want you to call them). There is NO longer an Oakwood branch, however the online system still shows that there is one. Please do not click on that location. You should choose the Studio City branch (11575 Ventura Blvd). This is the location that works directly with our SULA Semester students and parents.
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<th>MONTHLY RATES*</th>
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</table>

*Rates quoted do NOT include taxes, fees or underage surcharge.

What insurance information do I need to have when I show up to get my vehicle?

21 AND OVER

- Insurance Carrier
- Policy Number
- Agent or Insurance Telephone #
- Does your insurance policy transfer to the rental? YES / NO
- Comprehensive/Collision Deductible Amounts - $0 / $250 / $500 / $1000
- Do you have liability coverage that transfers to a rental vehicle while driving in California? YES / NO
- Is there a restriction on the length of rental (certain insurance carrier limit length of rental to 30 days or less)?

UNDER 21

- Must have a letter from Insurance Company confirming that you have full coverage insurance that transfers to a rental car. Enterprise needs the following information on the letter:
  - Insurance Carrier
  - Policy Number
  - Agent or Insurance Telephone #
  - Does your insurance policy transfer to the rental? YES / NO
  - Comprehensive/Collision Deductible Amounts - $0 / $250 / $500 / $1000
  - Do you have liability coverage that transfers to a rental vehicle while driving in California? YES / NO
  - Is there a restriction on the length of rental (certain insurance carrier limit length of rental to 30 days or less)?

What do I need to know after I have the car?

It is vital that you renew/rewrite your contract every 30 days. Most insurance companies will not cover a rental of more than 30 consecutive days. In addition, it allows Enterprise to inspect the vehicle to ensure proper maintenance. In order to do so, you simply need to stop in at the location to have the vehicle inspected and new paperwork signed. You may receive reminder phone calls around your 30th day; however it is the responsibility of the renter to ensure the contract is renewed in a timely fashion.
Living in Los Angeles: The Oakwood Apartments

Directions:

From Burbank (BUR) Airport: (4.3 miles)
2627 North Hollywood Way (818-840-8830) Note: Cabs are available outside the airport.
Take HOLLYWOOD WAY SOUTH to OLIVE AVENUE 3.1 mi
Turn RIGHT on OLIVE which merges with BARHAM BL 1.1 mi
Turn LEFT at SOUTH COYOTE CANYON RD into the property entrance 0.1 mi

From Los Angeles (LAX) Airport: 27.71 miles (LA traffic could make this an hour long commute)
NOTE: Cabs are available outside the LAX terminal....a cab ride will cost you $50. There is a super shuttle available for $24 / person and $10 each additional person. For groups of 7-9 people, it is approx $80 to charter the shuttle. Students are recommended to reserve at least a week in advance by calling (800) BLUE-VAN (800-258-3826) You can also visit the websites at Super Shuttle – www.supershuttle.com or Primetime Shuttle – www.primetimeshuttle.com

Take CENTURY BL East to 405 NORTH
Take 405 NORTH to US-101 SOUTH toward Los Angeles
Take the BARHAM BL exit
Turn LEFT on CAHUENGA BL
Turn LEFT on BARHAM BL
Turn RIGHT into property entrance (approximately four blocks)

GPS Address: (Note: 3500 is for your GPS main gate arrival / 3600 Barham Blvd is the mailing address)
OAKWOOD TOLUCA
3500 BARHAM BOULEVARD
LOS ANGELES, CA 90068

Arriving by Car: If you are driving to Los Angeles, the easiest way to get to the Oakwood Apartments is to take the Hollywood Freeway (101). If you are coming from the south, take the Hollywood Freeway NORTH to the Barham exit. Take a right at Barham Blvd and go down the hill past two stop lights. At the third light (South Coyote Lane), take a right turn into the Oakwood entrance.

If you are coming from the north, take the Hollywood Freeway SOUTH (the freeway changes number from 170 to 101) to the Barham exit. Take a left at Barham and down the hill past two stop lights. At the third light (South Coyote Lane), take a right turn into the Oakwood entrance.
Checking In:
The Oakwood Apartment complex is located on Barham Boulevard (3500 for main gate / 3600 mailing). You may begin check in anytime from Friday, August 21, 2015 (after 3 pm) through Sunday, August 23, 2015. You MUST be in Los Angeles by Sunday, August 23rd. Mandatory orientation begins Monday, August 24th. Parents are welcome at the orientation at SULA, Oakwood, and the welcome BBQ.

When you arrive tell the guard that you are from Syracuse University and there to check in. The guard will direct you to the South Clubhouse, where you will complete check in paperwork and receive your keys. Photo identification is required.

If you intend to arrive after hours when the South Clubhouse is closed, the guard will check you into your apartment. The next day you can fill out the necessary paperwork at the North Clubhouse. Please contact guest services to let them know of your pending arrival and to obtain additional assistance 323.851.3450

Hours of Operation:
South Business office - Sunday–Thursday (9:00 am to 6:00 pm)
Friday-Saturday (9:00 am to 8:00 pm)
North Business Office - Monday – Friday (9:00 am to 6:00 pm) Closed Sat/Sun

Reporting a Problem:
If at any time you have an issue or concern with the condition of your apartment please call the Oakwood 24 hour call center at 323-851-3450 and select option 2. If you wish to reach the front desk during business hours (9 am to 6 pm) you can call the above number and select option 3. Additionally, any concerns can be reported to Robin or Lauren. It is crucial that you follow these instructions and report your concerns before trying to resolve any matters on your own.

Check Out: Check out any time after Thursday, December 10th (last day of classes) through Saturday, December 12, 2015 (this day is one day later than listed in the lease agreement). You and your apartment mates are responsible for the condition of the apartment (including carpets) upon check out. You will be charged if Oakwood deems it necessary to administer extra cleaning to the carpet, replace the carpet or repair any damages to the apartment. The costs, which are determined by Oakwood, will be withdrawn from your security deposit before it is refunded to you.

Each apartment unit will be issued a natural disaster emergency kit, which should only be used in a true emergency (ie: earthquake). Kits will be checked at the end of the semester and a portion of your security deposit will be retained if any of the items are missing.

Samples of additional carpet cleaning and carpet damage:
About The Oakwood Apartments

Wireless High Speed Internet Access / Cable TV / Instant Phone Service with Voice Mail / Fully equipped Kitchen* / Dishwasher / Built-In Microwave / Easy Access Walk-Up and Walk-In Closets / Fireplace / Patio or Balcony / Vertical Window Blinds / Ceiling Fans / Wall-to-Wall Carpeting / Shower and dressing area / Air Conditioning / Spacious Linen Closets* / Mirrored Closets / Trash Chutes on Each Floor

*Please see the attached intern apartment sheet for specific items that are included with your apartment rental.

PROPERTY SPECIFICS: (please note: fees may apply)

Swimming Pool & Hydromassage: hours are 7:00 a.m. - 11:00 p.m.

Lighted Tennis Courts: hours are 7:00 a.m. - 10:00 p.m.

Basketball Court: hours are 8:00 a.m.- 10:00 p.m.

Volleyball Court: hours are 8:00 a.m. - 10:00 p.m.

Toluca Town Children’s Playground: hours are 8:00 a.m. - dusk

Convenience Store & Deli:
Monday – Friday 7:00 a.m. - 10:00 p.m.;
Saturday - Sunday, 8:00 a.m. - 10:00 p.m.
(located next to South Rental Office.
Deliveries are available to apartments
with a $20 minimum purchase.)
Call (323) 876-0852.
Parking available in front of the South Clubhouse.

On-site Laundry Facilities: located on the ground floor near the elevator lobby
of most buildings $1.75 wash/ $1.50 dry Uses HE detergent only.

COMPLIMENTARY Sunday Brunch: Served from 11:00 a.m. - 12:00 p.m. in the North Clubhouse.

South Clubhouse Amenities Include: Rental office, conference room, party room, dry cleaners, self-service business center, wide-screen TV theatre, fitness center, Enterprise Rent-A-Car office, soda machines, ATM, deli market, ice machine, newsstand.
North Clubhouse Amenities Include: Administrative office, conference room, party room, dry cleaners, wide screen TV theatre, fitness center, soda machines, hair salon, ice machine, newsstand

Outside Common Areas Include: Use of all outdoor facilities (including pool) by anyone under 14 years of age is prohibited unless under the direct supervision of the lessee, parent, and/or guardian. For safety of all, glass or breakable objects are not permitted in any of the pool facilities. All floatation devices other than life preservers are prohibited in the pool.


South Business Office - phone: (323) 851-3450 - hours: Su-Th 9a-6p, Fri/Sat 9am-8pm
North Administrative Office - phone: (323) 878-2400 - hours: Mon-Fri 9am-6pm; Sat-Sun: closed.
Self-Service Business Center: Located next to the Leasing Office of the South Clubhouse. Open daily: 6am-10pm. Equipped with a copier, fax machine, and computer. Minimum age for use: Residents 16 years of age or older. Free copying for SU students—must supply your own paper!

Trash Rooms/Chutes - are located near the elevator lobby of most buildings and are accessible on every floor.

Basketballs, volleyballs and table tennis equipment are available for loan out at both clubhouses.

Vacuum cleaners and luggage carts are also available to lend during business hours for a maximum of one hour at a time. Driver’s license or valid photo I.D. required as collateral for equipment loaned out; sorry, we do not accept apartment or car keys as collateral.

Complimentary Continental Breakfast: Sunday Brunch is served from 11am to 12noon in the North Clubhouse.

Tennis Pro Shop: Open daily (see posted hours) at the South Clubhouse. Call the Tennis Pro at (323) 878-6390 for expert coaching, rental equipment, and racquet-restringing services. Fees apply.

Conference Room and Party Room Rental: Fees apply. Please contact the Activities Assistant Olivia Micu, atomicu@oakwood.com or 323-878-2403 for more information. Note: There is space available to rent within the Oakwood for band rehearsals.

If you are not home, all US Postal Service and other delivery service packages will be delivered to the leasing office. All delivery services are responsible for notifying our guests for their deliveries.

All visitors must use the main entrance gate of the community and must be registered prior to arrival. All visitors must provide their name and apartment unit they are visiting. The security personnel will then provide registered visitors with a temporary visitors parking permit and directions to your apartment. To register your visitors, call 1.323.878.2199.
Confirmation numbers, apartment address, mailing packages, packing, health insurance & apartment layouts:

Your Apartment: Confirmation numbers, your apartment address and land line number will be emailed to you the week of August 17th.

You may label boxes of personal belongings and ship to Oakwood prior to moving in.

Your label should read:

Student Name
SYRACUSE UNIVERSITY LA SEMESTER PROGRAM
c/o Oakwood Clubhouse - North
3600 Barham Boulevard
Los Angeles, CA 90068
Confirmation #: (To be sent to you after June 15)

BE SURE TO LABEL EVERY BOX WITH YOUR NAME AND SYRACUSE UNIVERSITY!!

PACKING:
When you think about what to pack, please remember that you will be in LA during hot, cold and damp weather. Of course, you need nothing like the coats and gear you wear for Syracuse but LA is in the desert and even when the weather is quite hot during the day, it can fall off very quickly in evening.

Some of you might be working on sets outdoors during the day or evening so do bring a warm jacket (generally a good peacoat is warm enough or a light down jacket). Also remember that everyone over air conditioned offices, movie theatres, stores, etc. A shawl or scarf could help and can be pushed in a pocket when not needed. Don’t be like the tourists who wear next to nothing and shiver their way through the evenings.

HEALTH INSURANCE:
Please remember to check with your parents/guardians health insurance coverage in California. Make sure you have a card or membership number with you of your health plan and what you have to do if you seek medical care while in Los Angeles. The LA Semester website (Life @SULA / Wellness and Safety / Medical & Emergency Services) provides a list of urgent care and emergency rooms in the area but your plan might have participating doctors and clinics in California.

APARTMENT LAYOUTS:
There are three different apartment layouts that the Oakwood offers. Unfortunately specific layout cannot be requested as assignment depends on availability. You will receive your apartment assignment a few days before move in.

Each two-bedroom apartment has a desk in the living room, so there would be one for every four students to share. There is a dining room table in every apartment that provides them with additional potential workspace.

The twin beds are regular sized; not extra-long.

The beds do come with linens already made up. There is also a spare set for each bed available in the closets of both bedrooms. Towels are also provided – three sets per bathroom (6 sets per apartment). Pots, pans, dishes, glassware, and flatware are also included (see apartment list attached separately).
Apartment Layouts:

Toluca Hills
Redwood
Two Bedroom, Two Bath  988 sq. ft.

Toluca Hills
Cypress
Two Bedroom, Two Bath  1020 sq. ft.

Toluca Hills
Cottonwood
Two Bedroom, Two Bath  1000 sq. ft.
Intern Package

The Intern Apartment Package Includes

- Television in living room
- Iron and ironing board
- Bath towels
- Clock radio
- Laundry basket
- Vacuum cleaner
- Complete bedding including a bedspread, blanket, sheets, and two pillows

The Standard Kitchen Package

- Dishes (four 4-piece settings)
- Flatware (four 5-piece settings)
- Beverage glasses (eight)
- Wine glasses (four)
- Can opener (manual)
- Coffee maker
- Toaster
- Baking dish (two-quart)
- Casserole dish
- Ceramic utensil holder
- Cookware set (eight pieces)
- Mixing/serving bowls (three)
- Storage containers (three)
- Barbeque brush
- Corkscrew
- Knife block
- Measuring cup
- Measuring spoons (four)
- Pasta fork
- Potato peeler
- Colander
- Cutlery tray
- Napkins (four)
- Dish towels (two)
- Sponge
- Hot pads (two)
- Paper towel holder
- Paper towels
- Ashtrays (two)
- Wastebasket
- Butter dish
- Cookie sheet
- Placemats (four)
- Grater
- Juice pitcher
- Salt and pepper shakers
- Cutting board
- Serving fork
- Serving spoons (two)
- Spatulas (two)
- Tongs
- Wire whisk

Customize Your Apartment With These Special Items For a Small Additional Fee

- Cleaning kit
- Stir-Fry Package
- Crib
- Asian Kitchen Package
- Blender
Living in Los Angeles: “To Bring or Not to Bring”

The Oakwood provides basic furniture and many other daily conveniences. SU has provided a basic kitchen package for its students. However there are additional items you will need to bring, or might want to have while you are studying in Los Angeles.

**Essentials:**
1. SUID card – you will need it to access the SULA building for classes
2. Legal Photo Identification – ie: Driver’s License or Passport
3. Medical Insurance I.D. card
4. Prescription Medicines / Refills
   Many parent policies provide coverage for students under 25 who are away at college. When checking with your insurance company, let them know this is an official SU off-campus program and that the Oakwood is our official student residence in LA. SU signs the master lease, and bills students through their bursar accounts for housing costs.
6. Mobile Phone. Landline telephone is provided as well as local service. Landline long distance service is available if secured with credit card
7. Personal expense money (e.g. travelers checks, ATM cards, checkbook) See also: Banking
8. Proof of Car Insurance and if renting a letter from your insurance company stating you have long term rental coverage.

**Incidentals:**
- Small personal use fan.....NOTE: all apartments are air conditioned.
- Beach Towels / Pool Towels....NOTE: 6 sets of bath towels/hand towels/washcloths per apartment are provided.
- Sunscreen
- Bathing Suit
- Water Bottle / Small cooler (for beach, poolside, or venues like Hollywood Bowl)
- Backrest / Lap desk...NOTE: (one student desk per apartment is provided)
- Hangers for the closet
- Extension cord(s) / chargers
- Posters/pictures
- Memo board / Bulletin Board (for your door or wall)
- Small desk lamp/light bulbs or Reading lamp
- Stapler/staples/paper clips / paper / notebooks / pens / pencils / pencil holder / pencil sharpener / dictionary/thesaurus / Book bag / calculator/computer
- Camera / batteries
- Sports equipment (baseball and glove, basketball, football, tennis racket, frisbee)
- Playing cards, games
- Personal stereo or IPOD (headphones)
- Movies
- Umbrella (Note: it doesn’t rain often in LA, but spring is considered the rain season)
- Hiking shoes / Water Shoes (for hiking or beach)
- Sweater, light jacket and raincoat
- Laundry basket / laundry essentials (washers are high efficiency and use HE detergent)/ $ for laundry facilities
- Personal Toiletries: Shampoo/Conditioner, toothpaste, toothbrush, soap
- Bathrobe, slippers, flip-flops
- Hair dryer / Curling Iron / Flat Iron
Living in Los Angeles:
Car and Pedestrian Culture

1) There is no relationship between time and distance
2) Rush hour is 7 a.m. – 10 a.m. and 3 p.m. – 7:30 p.m.
3) Traffic becomes heavier after Labor Day.
4) Can use hands free cell phone system but ticket issued for texting and holding a phone
5) Blocking an intersection can result in an expensive ticket. This means that you should be cautious about entering the intersection as you get ready for your left turn. Use Judgment: Will you be able to make the turn before the signal turns red?
6) When entering an on-ramp, you merge by getting up to speed of traffic – do not wait or stop for a break in traffic on the freeway. You will be rear-ended.
7) Do not honk unless absolutely necessary for safety. Then it’s a gentle tap of the horn. Also NO rude hand gestures.
8) Do not drive around in the late night or early morning hours.
9) Avoid Highland and getting on or off the 101 at Highland from 4 p.m. to midnight due to Hollywood Bowl traffic until the end of September.
10) Do not walk across the street on a red light even if there are no cars for miles away. Policemen could be watching you. Walk only on a green light with a pedestrian symbol flashing. Use crosswalks and do not expect cars to automatically stop. Jaywalking penalties are enforced and fines can range from $75-$150. It is necessary to stop for pedestrians when you are driving a car.
11) Never go thru a late yellow light. Some intersections have cameras (and some more than one camera) and will take a photo of your license plate if you run the red light. Ticket is sent to you automatically.
12) Be very mindful of cars changing lanes rapidly on the freeway particularly when exit lanes merge with on ramp lanes.
13) Be aware that some drivers will actually speed up to prevent you from changing lanes on the freeway even if you have signaled your intention.
14) Freeways generally have five (5) lanes of traffic in each direction. Be aware that cars might attempt to merge simultaneously from both your right and left.
15) Generally it is legal to make a right turn at a red light if the way is clear. However, there may be signs prohibiting it at certain times.
16) When you hear a siren, whether the emergency vehicle is coming in your direction or the opposite direction, you must pull to the right.
17) Parking can be complicated. Read the signs several times before you leave the car. Very often, parking permits are required.