



WINTER BREAK NEWSLETTER

As outlined in your license agreement, residents must vacate no later than Friday, December 15, 2023 by 7 p.m. and are permitted to return on Tuesday, January 2, 2024 after 10 a.m. **Please note you may leave your belongings in your room during this time, however please plan ahead to take necessary items you will need during your time away.**

Residents who do not depart by 7 p.m. on December 15 without an approved Alternative Stay request are subject to a \$150 improper check-out fee in addition to nightly charges for extended occupancy.

NEED TO STAY OVER WINTER BREAK?

Per Section 2 of your license agreement, winter break period, 7 p.m. December 15, 2023 through 10 a.m. January 2, 2024, is not covered by license fees and will incur an expense of \$30.50/night.

For residents who have a **critical need** to remain on campus for some or all of winter break, an Alternative Stay Request is required and **due no later than November 27, 2023**. Requests received and approved after this date will incur a \$25 key charge. Requests or changes submitted after Friday, December 1, will not be accepted.

ALTERNATIVE STAY INSTRUCTIONS & GUIDELINES

The Winter Break Stay Request can be accessed from your student housing portal. Click on your fall booking and select the option most applicable to your need. Complete all portions of the form to submit your request. Communication will be sent to your myCI email.

Throughout your stay, you will be required to adhere to all policies, procedures, terms and conditions as outline in the following documents,

- Student Code of Conduct
- Resident Handbook
- HRE COVID-19 Requirements
- Approved residents are not permitted to grant access into Housing to other residents at any time.
- Return your Alternative Stay key card to the Main Housing & Residential Education (HRE) office **no later than Monday, January 22** during business hours, 9 a.m. - 4 p.m. to avoid a \$25 key charge.

DEPARTURE CHECKLIST

- Ensure all holiday decorations have been removed within 24 hours of the holiday concluding or before you depart for winter break if you do not plan to be on campus within 24 hours of the holiday concluded
- Dispose of all trash and recycling in the dumpsters
- Bring door mats in and remove any outside decorations
- Turn off all lights, fans, heater and A/C (Town Center)
- Close and lock all windows and doors
- Unplug small appliances
- Clean out your fridge, dispose of perishable food and seal any food left in your pantry areas
- Submit a work order for any facility issues
- Take home only items you want over the break
- Leave your mailbox key in your room
- Store your key card in a safe location you won't forget
- Return library books and remember to take all medications and important documents home
- Plan ahead with animals, as applicable, do not leave them behind, **including fish** and clean up after them

- [Alternative Stay](#)
- [Departure Checklist](#)
- [Defrosting your Mini-Fridge](#)
- [Dining & Office Hours](#)
- [Upcoming Facility Projects](#)
- [Important Info](#)
- [COVID-19 Requirements](#)

INCLUDED IN THIS ISSUE:

FOLLOW CI HOUSING ON SOCIAL MEDIA



THANKSGIVING & WINTER BREAK DINING & OFFICE HOURS

Islands Café

- Closed November 23, 24 and 25 for Thanksgiving Break. Reopens Sunday November 26 at 10 a.m. to 2 p.m. for Brunch and 4 p.m. to 8 p.m. for Dinner.
- Closing at 8 p.m. on Friday, December 15 for Winter Break. Reopens Friday, January 19 at 10:30 a.m. to 8 p.m.

Student Union Building

- Closing Wednesday, November 22 at 3 p.m. for Thanksgiving Break. Reopens Monday, November 27 for regular hours of operation
- Closing Friday, December 15 at 3 p.m. and Reopening on January 22 at 7:30 a.m. for regular hours of operation

Sea Store

- Closing Wednesday, November 22 at 1 p.m. for Thanksgiving Break. Reopens Monday, November 27 for regular hours of operation
- Closing Friday, December 15 at 1 p.m. for Winter Break and Reopening Monday, January 22 for regular hours of operation

JSB (Starbucks)

- Closed Wednesday, November 22 all day for Thanksgiving Break. Reopens Monday, November 27 for regular hours of operation (8 a.m. to 5 p.m.)

Closing Friday, December 15th at 12 p.m. for Winter Break. Reopens Monday, January 22 for regular hours of operation (8 a.m. to 5 p.m.)

Tortillas Grill & Cantina: <https://tortillasgrill.com/>*

Mom Wong Kitchen: <https://momwongkitchen.com/>*

**Please contact to confirm holiday hours*

Please visit Town Center eateries websites for updated information regarding hours of operation.

VILLAGE OFFICE CLOSURES

November 23-26 & reopens November 27 at 8 a.m.
December 15, 2023 at 7 p.m.- January 2, 2024 at 10 a.m.

January 2 - 18, 2024 Village Offices will be open 10 a.m. - 4 p.m. & resume regular hours on January 19, 2024.



TIME FOR A
BREAK.



DEFROSTING YOUR MINI-FRIDGE

Attention Santa Cruz Village residents ONLY:

Remember to defrost and unplug your mini-fridge. If you complete these 4 quick steps 24 hours before you depart for Winter Break, you can easily avoid a puddle related disaster or damage charge.

1. Empty! Remove all food, drinks, and ice from the fridge and freezer. Ice can be placed in the bathroom sink to melt down the drain. Take food home with you, or discard in the dumpsters.
2. Unplug! Appliances should be unplugged and this includes the mini-fridge. Once unplugged, your freezer will begin to defrost.
3. Absorb! Place towels inside and around the fridge to collect moisture as frost melts. Replace wet towels with dry ones. Remember to hang your damp towels to dry so that they don't grow mildew.
4. Prop! Air out the fridge by propping the mini-fridge door open over night.

DO NOT PLACE YOUR FRIDGE OUTSIDE IN THE HALLWAY. THIS IS A FIRE HAZARD.



All residents are responsible for throwing out perishable food and cleaning your unit to decrease the chance of attracting rodents or other pests into your living space. Rooms with food waste pails, ensure pails are emptied and cleaned prior to your departure.

Please note: DO NOT unplug your fridge and/or stove if you are in Anacapa Village or Town Center



WRAP UP FALL AND DONATE TO THE BASIC NEEDS PROGRAM



UPCOMING FACILITY PROJECTS

Upcoming Preventative Maintenance

- Fire Equipment checks will occur in November, and January. Notifications via email will be provided.
- Anacapa fire alarm maintenance will occur on November 28 & 29, 2023 and for January the 9 & 10, 2024.

Winter Break projects anticipated to occur

Santa Cruz Village

- Installation of Wi-Fi access points throughout facility
- Re-carpeting occurring in select units

Anacapa Village

- Air Filter changes
- Winter Break Pressure Washing
 - Intermittent work lasting from December 18, 2023 to January 18, 2024
 - Pressure washing will occur in the AV building stairwells. Please ensure your windows are closed to avoid water from seeping in your unit while work is being completed.

All Villages

- State Fire Marshall Inspections
- Laundry room machine maintenance

Additional projects may occur during the break periods. Any projects that will affect residential spaces will continue to be communicated via email.

IMPORTANT INFO & DATES

- Title IX Training- please check your CSU Learn to make sure you have completed this to avoid any holds on your account
- Thanksgiving Recess: Thursday, November 23 - Saturday, November 25
- Last Day of formal instruction: December 2
- Finals Week: Monday, December 4 - Saturday, December 9
- Housing Payment Plans must be set up online between Monday, December 4 - Tuesday, January 16. New Resident joining Student Housing can sign up Tuesday, January 9, 2024.
- Spring Housing fees or first [Housing Installment Plan Payment \(HIPP\)](#) due Tuesday, January 16, 2024.
- Campus closed on Monday, January 15, 2024 in observance of Martin Luther King, Jr. Day
- Weekday classes begin on Monday January 22, 2024

The Dolphin Pantry welcomes donations year long. If you would like to donate food or hygiene items, please stop by the pantry during our [operating hours](#) or email us at basicneeds@csuci.edu to schedule a drop off. Please make sure items are unused, unopened, within the expiration/use by date, and in good condition. If you would like ideas on what to donate, please visit our [support basic needs](#) webpage. Please note, the Dolphin Pantry does not accept clothing, bedding, or other used textile items.

Below is a list of items we are in need of:

Non-Perishable Items

- Cereal, granola bars, shelf stable milk, snacks: crackers and fruit cups

Perishable Items

- Bread, tortillas, yogurt, and frozen microwavable meals

Hygiene Supplies

- Sunscreen, chap stick, and lotion

Household Products

- Laundry detergent, dish soap, and cleaning supplies

If you wish to donate used clothing items, you can donate to your local [Good Will](#) or the [Arc of Ventura County](#).

COVID-19 TESTING

Please review all [COVID-19 Vaccine Information for Students on the campus website](#).

COVID-19 testing for students, faculty, and staff will be held on campus at the [EH&S office](#) in Ironwood Hall, Monday-Wednesday from 9 a.m. to 3 p.m., and Thursday- Friday and 9 a.m. to 12 p.m.

*Excludes all recognized holidays and campus closure dates