

January 2021

# GET READY TO MOVE IN!

CSU CHANNEL ISLANDS  
HOUSING & RESIDENTIAL EDUCATION

## Move-In Check List

- Submit your emergency contact information via myCI Records by **1/19/2021**.
- Pay all CSUCI fees **24 hours prior** to move in, or 5 p.m. on **1/19/21**, whichever is earlier.
- Bring Identification! Returners: bring your Dolphin ID; New Students can pick up their ID at their Check-In appointment if they met the photo submission deadline of 5 p.m. on **1/15/21**.



**Visit your myCI Student Housing link for your appointment check-in time!**

Your myCI Student Housing link will be updated with room assignment information and your selected appointment check-in time occurring between 1/20-1/22.

Please make every effort to check in during your scheduled move in time. If that time does not work, please identify and reserve an alternative check in time via the housing portal. *Please note: Arrival outside of your check-in time may not be able to be accommodated without advanced notice to Housing & Residential Education. Please reach out to us if you have an unexpected event that affects your selected check-in time.*

Staff will be available to assist and welcome you - please let us know how we can assist you!

**Note:** Due to space constraints, moving trucks & trailers are not be permitted on campus.

**Parking is NOT permitted on any roadways.**

## Welcome Home!

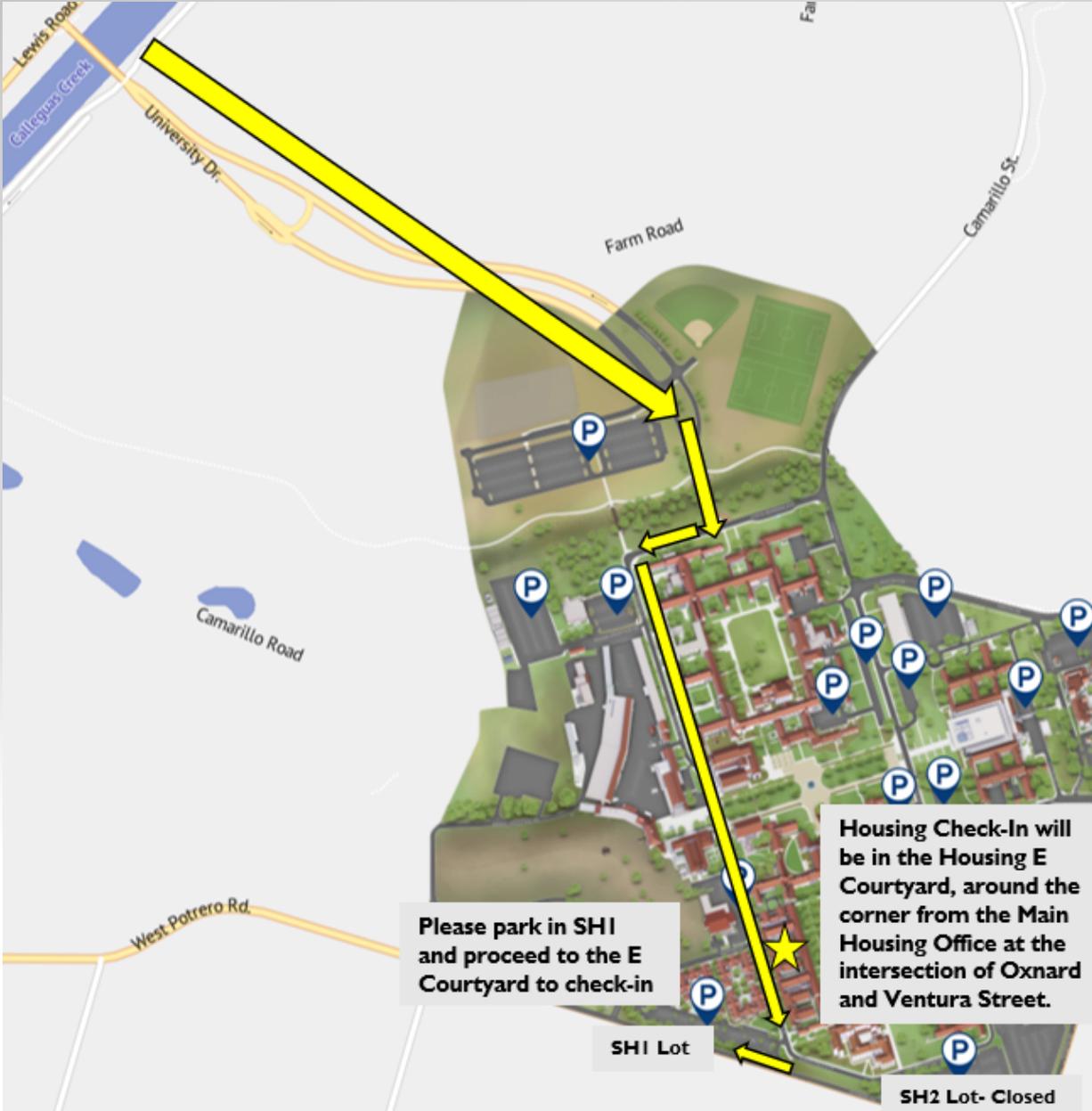
Housing & Residential Education, together with our interim Vice President for Student Affairs, Toni Deboni, welcome you to the on-campus residential community!

Your new home in Housing & Residential Education (HRE) is unlike any other living experience. Your fully furnished unit will provide easy access to all CI has to offer.

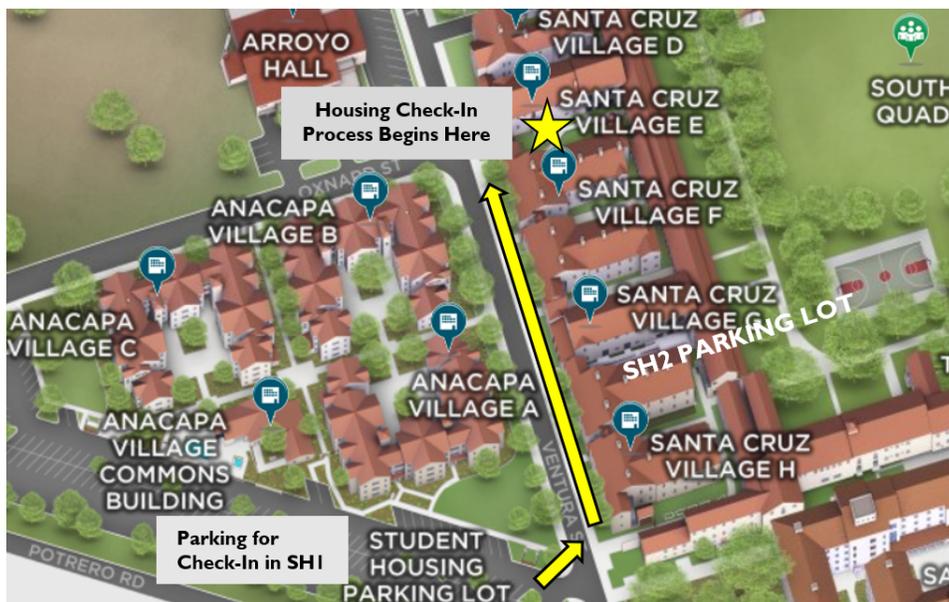
Successful community living requires appreciation and flexibility with differences and provides great learning and growth opportunities. We expect that you will find living in a diverse community to be an enriching part of your education at CI!



# Check-In Location & Move-In Map



From Lewis Road, vehicles should enter campus on University Drive, turn right on Santa Barbara Ave, and left onto Ventura St., enter Parking **Lot SH1** for check-in and follow directional signs to the Check-In location near the Main Housing Office in the E Courtyard. Please have your Dolphin ID or photo ID ready when you begin the check-in process.





# After you have checked in and obtained your key



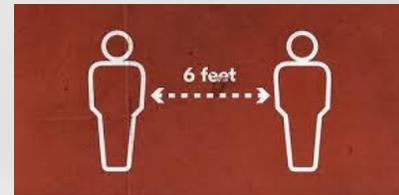
Anacapa and Santa Cruz Residents: Proceed south to Santa Paula St. into SH1.

Town Center Residents: Proceed onto Ventura Street, right on Santa Barbara Ave., right onto Camarillo St. left onto Rincon Drive and then right into Town Center SH-UG parking lot that faces building C & D.

All vehicles must have a valid campus parking permit. Students can purchase a parking permit online through the Transportation and Parking website. Please be sure you have purchased your parking permit prior to your arrival for check-in. Supporters who will be helping with move in must also purchase a daily parking permit and parking in designated areas. Please visit the Transportation and Parking website for additional information.



## COVID-19 Precautions



- Students are required to wear face coverings when leaving their room and traveling anywhere on campus and to remain at least 6 feet away from others at all times.
- Designated common spaces are only available for use by limited number of students at a time through a reservation system.
- Outside guests are not permitted beyond your assigned move-in day.
- It is recommended that students monitor their physical health daily, checking for known COVID-19 symptoms, including a daily temperature check. More information is available at the US CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.
- A health screening questionnaire must be completed individually for the student and each supporter who will be assisting during move in (a maximum of three helpers from the student's immediate household are allowed). Display of a successful screening must be displayed at check-in in order to be authorized to move in. The COVID-19 Self Screening will display on your "My Housing" the day of your scheduled move in.
- HRE will have staggered check-in dates or times to reduce traffic in rooms and hallways; those checking in early for this reason will not be charged. If students are not able to check in at their assigned time, they should select an alternate move in appointment in their student housing portal.
- As directed by Ventura County Public Health, students who are notified that they have been exposed to COVID-19 may be required to quarantine in their rooms; students who test positive for COVID-19 may be required to isolate in their room.

**No more than three people from the student's immediate household may assist students with moving in.**

**Practice Physical Distancing**



# "Amount Due" on Move-In Day

In order to check in, all university fees due on or before **January 19** must be paid. The first date of financial aid disbursement is **January 14** and will occur regularly after that date.

If you intend to use student or parent plus loans to cover university fees, be sure you have completed online loan counseling and the master promissory note. Missing these steps will delay funding and your move in.

Check your To Do list via myCI to ensure you have completed your online loan counseling, and master promissory note. Missing these steps will delay the funding of financial aid and your ability to move-in. Anticipate a minimum two hour delay on move-in day if your student account has a balance.

Questions? Email or contact the following for assistance:

## **Housing & Residential Education - regarding room and board fees or housing deposits**

[student.housing@csuci.edu](mailto:student.housing@csuci.edu)

805-437-2733

## **Financial Aid & Scholarships Office- regarding any financial aid questions**

[financial.aid@csuci.edu](mailto:financial.aid@csuci.edu)

805-437-8530

## **Student Business Services- regarding payments or payment plans**

[SBS@csuci.edu](mailto:SBS@csuci.edu)

805-437-8810



# Answers to Common Questions

## **Will I have a roommate?**

All students living on campus in Spring 2021 will be assigned to a private suite or apartment with their own bedroom and private bath.

## **Where can I find Housing rules?**

Glad you asked. Resident Handbook is located: <http://www.csuci.edu/housing/residenthandbook.htm>

## **How do I view my room and village information?**

- Log into myCI, select Student Housing link.
- Select "My Housing" on the top menu bar.
- Information regarding your room assignment will be shown within the application summary box for Spring 2021.

## **What about decorating my room?**

Your room has been professionally decorated with paint, floor coverings & window blinds. You may bring items from home to personalize your space. Remember that the space where you are assigned will be used by others for years to come. Please take care in choosing décor that makes it easy to return the room to its original move-in condition. Use Dorm Tape, or white putty. We do not allow use of cellophane, duct tape, stickers, nails, pins, etc..

## **What amenities are provided in Housing?**

Amenities include use of kitchen facilities through a reservation basis only, and use of laundry facilities, as well as access to on site vending machines. Laundry rooms will be open with access limits posted. Limited common spaces will be available on a reservation basis to assure physical distancing.



# What Should I Bring?



When in doubt, leave it at home. Less is better. Bring necessities & not your entire bedroom.

## Included:

**Santa Cruz suites include:** Bed, mattress, desk, chair, bookshelf, filing cabinet, drawers, a mini-fridge, a microwave, and mini trash cans

- Please do not bring additional appliances

**Anacapa apartments include:** Bed, mattress, desk, chair, bookshelf, filing cabinet, drawers, refrigerator, oven and stove, dishwasher, microwave, trash cans, kitchen table, kitchen chairs, living room sofa, living room chairs, living room end table, & coffee table

- Please do not bring additional appliances (coffee maker, toaster or blender are okay)

**Town Center apartments include:** Bed, mattress, desk, chair, bookshelf, filing cabinet, drawers, refrigerator, oven & stove, dishwasher, microwave, trash cans, kitchen barstools, washer and dryer, living room sofa, living room chairs, living room end table, & coffee table

- Please do not bring additional appliances (coffee maker, toaster or blender are okay)

*\*\*Please note: Furniture items may vary slightly from each village.*

Bring:

- [Dolphin Essentials - What to Bring\(PDF, 172KB\)](#)
- Refer to the [Resident Handbook](#) (PDF, 1.1 MB) for "do not bring" items



# Important Reminders



- Bring your face covering which is required to be worn at all times while on campus
- The student and all supporters from your household assisting with move-in on campus, must complete the pre-move-in health screening questionnaire the morning of your scheduled move-in day. If you are not feeling well or have an elevated temperature, please reschedule your move in appointment to a later date.

*(Do **NOT** check in if you are not feeling well, have a temperature or did not pass the pre-move-in health questionnaire)*





# You've Got Mail & Packages



Town Center and Santa Cruz Village resident mail will be delivered via Santa Cruz Village mailboxes; Anacapa Village mail will be distributed via Anacapa mailboxes. The key to your mailbox corresponds to your room and is located on your bedroom door handle. Mailbox keys for Town Center residents are located on the kitchen refrigerator. Students living on campus are able to receive packages through US Postal Service (USPS) and carrier services such as UPS, Federal Express, etc. USPS delivered packages are handled through our campus mail service with weekday deliveries.

**All resident packages, including packages for Town Center residents, will be available for pick up at the Santa Cruz Village front desk.** Notification will be emailed to residents of package delivery. Due to limited space, we are unable to accept over-sized packages. HRE is not be responsible for the delivery of any packages.

### For Anacapa Village:

Your Name  
 Santa Cruz Village, AV Apt.# \_\_\_\_  
 CSU Channel Islands  
 One University Drive  
 Camarillo, CA 93012

### For Santa Cruz Village:

Your Name  
 Santa Cruz Village, SCV Apt. # \_\_\_\_  
 CSU Channel Islands  
 One University Drive  
 Camarillo, CA 93012

### For Town Center:

Your Name  
 Santa Cruz Village, TC Apt. # \_\_\_\_  
 CSU Channel Islands  
 One University Drive  
 Camarillo, CA 93012

This year, due to reduced resident numbers, the Town Center and Anacapa Village offices will be closed; all front desk services will be provided at the Santa Cruz Village Office in Bldg. G from 8 a.m. - 10 p.m. and they can be reached at 805-437-3343.

## Resident Handbook

Important information is included in the [Resident Handbook](#) about Housing & campus policies.

### Alcohol & Tobacco

Alcohol is **only** allowed in our student apartments where all residents are 21 years of age or older and have completed the steps to obtain an Alcohol Privilege Card (APC) and a Designated Consumption Zone (DCZ) placard. Alcohol may only be present in apartments granted as a DCZ. Only residents who complete the appropriate steps & retrieve their APC card can have alcohol in qualifying units. An email will be distributed early August with details on how to receive these privileges.

**Note: Alcohol is never allowed in non-DCZ units. DCZ placards are never granted for a unit occupied by a student under the age of 21.**

As of fall 2017, all CSU campuses are smoke and tobacco free. The following will NOT be allowed anywhere on campus:

- Use of any kind of smoke-emitting product (cigarettes, pipes, hookahs, cigars, etc.)
- Essentially, anything that looks or gives the effects of smoking (e-cigarettes, vapor products, "vaping", etc.)
- Tobacco and Nicotine use in any form (except FDA approved smoking-cessation products when used for this purpose)
- Possession of paraphernalia and/or cannabis in any form



# Food Prep



# Meal Plan Info



**Apartments are equipped with full kitchens. Santa Cruz Village suites are not built for cooking but can accommodate food stored in airtight containers and in the small refrigerator. A small microwave is also available to cook or reheat small meals.**

Resident meal plans include meal "swipes" to be used at Freudian Sip at the Library for "grab and go" meals including hot meals, sandwiches, and salads. Daily menus and hospitality locations will be available online at [uas.csuci.edu](http://uas.csuci.edu).

**Please be advised that regular meal service provided through Freudian Sip will not be provided until 11 a.m. on Friday, January 22, 2021.** Prior to that time students are encouraged to bring groceries to cover meals prior to Friday.



Scheduled Spring Operating Hours for Freudian Sip at the Library are:

- Monday – Friday 7:00 a.m. - 8:00 p.m.
- Saturday & Sunday brunch 10:00 a.m. - 2:00 p.m. and dinner 4:00 p.m. - 8:00 p.m.

Updated dining info will be shared on University Auxiliary Services (UAS) social media and website:

Instagram: @uas\_dining, [https://www.instagram.com/uas\\_dining/?hl=en](https://www.instagram.com/uas_dining/?hl=en)

Facebook: University Auxiliary Services, <https://www.facebook.com/CSUCIUAS>

Email UAS if you have any questions or concerns: [uas@csuci.edu](mailto:uas@csuci.edu)

## Other Campus Eateries

**in Town Center**



Reopening January 19, 2021 at 11 a.m.

Monday - Saturday 9 a.m. - 8 p.m.

Sundays CLOSED

phone: (805) 445-9696

<http://tortillasgrill.com/>

**For the most up to date information for hours, please visit their websites.**

## Mom Wong Kitchen

Mon 11 a.m. - 9:30 p.m.

Tue 11 a.m. - 9:30 p.m.

Wed 11 a.m. - 9:30 p.m.

Thu 11 a.m. - 9:30 p.m.

Fri 11 a.m. - 9:30 p.m.

Sat 11 a.m. - 9:30 p.m.

Sun CLOSED

phone: (805) 384-8658

<https://momwongkitchen.com/>

# ACTION

## Alcohol Privilege Card

All residents will receive an email with a link to complete Alcohol Edu prior to Move-In. Residents residing in Town Center, Anacapa, or Santa Cruz, who will be 21 by their move-in date, will also receive an instructional email in January to access the online AEP certification.

Residents who successfully complete Alcohol Edu and the online AEP certification process by the start of the Spring semester will be eligible to collect their Alcohol Privilege Card (APC). No alcohol possession or consumption is allowed until the student has received their Alcohol Privilege Card.

As a reminder, residents may not store or consume alcohol in their space until they receive their APC.

## Fan Rentals



The Santa Cruz Village office (E150) will be renting fans on a first come, first serve basis. The cost for a fan rental is \$7.50 per semester, which will be billed to your student account.

## Get your Dolphin ID Card



You will want to carry your Dolphin student identification card (Dolphin ID) wherever you go on campus and off campus.

On campus, your Dolphin ID provides you with identification, access to your meal plan & Flex Dollars.

Off campus your Dolphin ID can get you discounts at local businesses:

<http://asi.csuci.edu/dolphindiscounts.htm>

New students may obtain a Dolphin ID during check-in if you submit a photo online by **January 15, 5:00 p.m.** to Student Business Services (SBS). Please be on the lookout for an email from 'CSUCI Online Photo Submission' that will provide instructions for submitting your ID card photo online. Students who do not already have a Student ID or do not receive their ID during move in, will need to visit the SBS office to take a photo and obtain their ID either on or after their scheduled move in date during business hours. The SBS office is located in Sage Hall and open to students Monday through Friday from 9:00 a.m. to 4:30 p.m. Please visit the [SBS website](#) for updated information regarding services and office hours.

# For Your Info

## Health, Safety & Occupancy Checks

Our staff performs Health, Safety & Occupancy Checks to ensure fire and safety regulations are being adhered to, rooms are reasonably clean and in good order, and to verify occupancy. Residents are expected to return the room in excellent condition at the end of their occupancy; safety checks provide mid-term inspections to ensure this. For fire safety, candles, even decorative ones, are not allowed.

## Landscape

After 9 a.m., our Grounds staff mow the lawns daily and use leaf blowers in courtyards weekly. Closing windows is recommended. Please travel on walk ways and not through planted areas.

## Smoke Detector & Fire Extinguisher

Our Facility Workers inspect smoke detectors & fire extinguishers around the 20th of each month.

## Laundry

To promote physical distancing, laundry rooms will have maximum allowable occupants posted on the door. Laundry cards are required to use in Santa Cruz and Anacapa laundry machines and may be purchased at Santa Cruz office from the "Add Value" machine. The wash/dry price is deducted from the card upon use. Through the Add Value machine, residents may add more money to the laundry card as needed.

We offer a laundry alert system that lets you know which machine is available and when a cycle is finishing. Visit [www.laundryalert.com](http://www.laundryalert.com) and sign in as csuci.

## Parking

Parking permits are required for resident students who bring their vehicles and wish to park on campus. The link to purchase parking permits can be found on the Parking website: [https://www.csuci.edu/publicsafety/parking/Parking\\_Forms.htm](https://www.csuci.edu/publicsafety/parking/Parking_Forms.htm) Be sure to purchase a "SH" parking permit and park in SH1 or SH-UG lots only. **Parking permits are required at all times when parking on campus; there is no grace period.**

## Occupancy Changes

There may come a time when we will need to move you after move-in, & we've reserved this right in the license agreement. We will avoid it when we're able & will try not to exercise it unreasonably.

## Residence Hall Association

Involvement in Residence Hall Association (RHA) is encouraged. RHA is the student representative organization for students living on campus. RHA is an excellent opportunity to be involved in your community & develop leadership skills that will serve you well at CI and beyond. If you are interested in learning more about RHA opportunities, please contact your Resident Assistant (RA).

## Guests

Outside guests are not permitted.

## Student Health Services

For routine personal care, students should be prepared to administer their own first-aid and should have bandages, aspirin and any additional medications they may need on a regular basis. In addition we recommend that a two week supply of food be kept on hand in the event that students become ill or contract COVID-19 and wish to stay on campus while they isolate.

For more serious illnesses and medical treatment, students have access to the Student Health Center located in Yuba Hall across the parking lot behind Sage Hall. Students may contact the Student Health Center at (805) 437-8828.

## Immunization Requirements

Immunization requirements for all students attending CI are posted at the Health Services website: [www.csuci.edu/studenthealth/](http://www.csuci.edu/studenthealth/). Read this information & other health immunization requirements as it may affect your ability to register for future semesters.

## Meningitis

Meningococcal immunizations are strongly encouraged for all students living on campus. Meningitis is a very serious condition which is highly contagious, and living in close quarters increases vulnerability in the event a fellow student contracts meningitis. For more information about Meningitis, please visit the following link: <http://www.csuci.edu/housing/documents/meningococcal.pdf>, please read the Meningococcal disclosure.

## Disaster Preparedness

The University has a comprehensive disaster preparedness plan for emergencies such as earthquakes & fires. To be prepared, all residents are encouraged to bring an extra blanket, a flashlight, a first-aid kit, & enough imperishable food & water for three days. Students are advised to thoroughly review [evacuation instructions](#) upon arrival.

# Fees Not Covered by Room & Board

Here's a description of common charges not covered by License fees and the corresponding minimum charge:

Description of Fee	Minimum Fee
Improper check-out (includes not submitting a check-out form)	\$150
Late payment	\$25
Lock-out charge (after 3 <sup>rd</sup> re-entry per semester, no grace period)	\$10
Key card replacement	\$25
Hard key replacement	\$150
Mailbox key replacement	\$25
Tampering with fire safety equipment	\$500 and State Fire Marshal fine
Room change	\$50
Repair hole (small)	\$50
Paint	\$40 an hour minimum
Door jamb	\$60
Blinds	\$75
Carpet cleaning	\$50 an hour minimum
Screen replacement	\$40
Tape & sticker removal	\$25 per sticker
Window replacement	\$100-\$500
Bed	\$580
Mattress	\$150
Desk	\$240
Bookcase	\$185
File cabinet	\$225
Chair	\$150
Drawer	\$155

## Notes on Damage, Cleaning, and Repair Charges:

- Improper check-out fee may be charged for failing to return one's key and check out properly.
- Charges will be billed according to the cost of labor and supplies required to return the apartment, suite, or room to move-in condition.
- Removal of trash and hauling of other items will be billed based on administrative and labor charges.
- Where there is evidence that a student harbored a pet or smoked in their room, the student will be billed for steam cleaning of all furniture, carpet, and other items in the unit, all applicable cleaning charges, and for professional air treatment for smoke, odor, and allergen removal.
- Charges to replace other missing or damaged items will be the cost of the item plus installation labor.
- Charges are subject to change due to increases in materials or administrative costs.

## Need More Information?

Website includes additional FAQ's: [www.csuci.edu/housing](http://www.csuci.edu/housing)

### Social Media:

- [www.facebook.com/cihousing](https://www.facebook.com/cihousing)
- [www.pinterest.com/csucihousing](https://www.pinterest.com/csucihousing)
- [www.twitter.com/CI\\_Housing](https://www.twitter.com/CI_Housing)
- [https://www.instagram.com/ci\\_housing](https://www.instagram.com/ci_housing)
- <https://www.youtube.com/channel/UCeelG7555FlzRheArhz58g>

Email: [student.housing@csuci.edu](mailto:student.housing@csuci.edu)

Phone: (805) 437-2733

HRE Hours: Monday - Friday, 8 a.m. - 5 p.m.

## PLEASE REMEMBER

No more than three people from the student's immediate household may assist students with moving in.



We are so excited to greet you soon!

