

January 2023

GET READY TO MOVE IN!

CSU CHANNEL ISLANDS
HOUSING & RESIDENTIAL EDUCATION

Move-In Check List

- **Review** your move-in time slot from your Housing portal for Move In Day on **1/20/23**.
- **Pay** all CSUCI fees 24 hours prior to move-in, or by 5 p.m. on **1/17/23**, whichever is earlier.
- Submit your emergency contact information via myCI Records before your arrival.
- **Sign** the License Agreement. **If you are a minor, you must have your signed Minor License Agreement on file.*
- **Obtain and upload** a negative COVID-19 test within 48 hours prior to your selected move-in time slot. **UPLOAD HERE** and complete the survey attesting that you have met all requirements before arriving on campus.
- **Complete the CSUCI COVID-19** attestation & vaccination requirements. **You must have submitted your vaccination and booster records via Complio or filed for a medical or religious exemption. Reference our [campus support page](#) as needed.**
- **Bring Identification!** If you have your Dolphin ID, please provide it during check-in. If you have not received your Dolphin ID Card or completed the process in Sage Hall, please provide another form of picture identification.

Welcome Home!



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!



**WE ARE READY
FOR YOU!**

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



Check In Details

Please **make every effort to check in during your scheduled 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 result in a delay due to crowd congestion.

Feeling ill? If you or a supporter are not feeling well, please do not come to campus. **Please reach out to us if you have an unexpected event that affects your selected check-in time.**

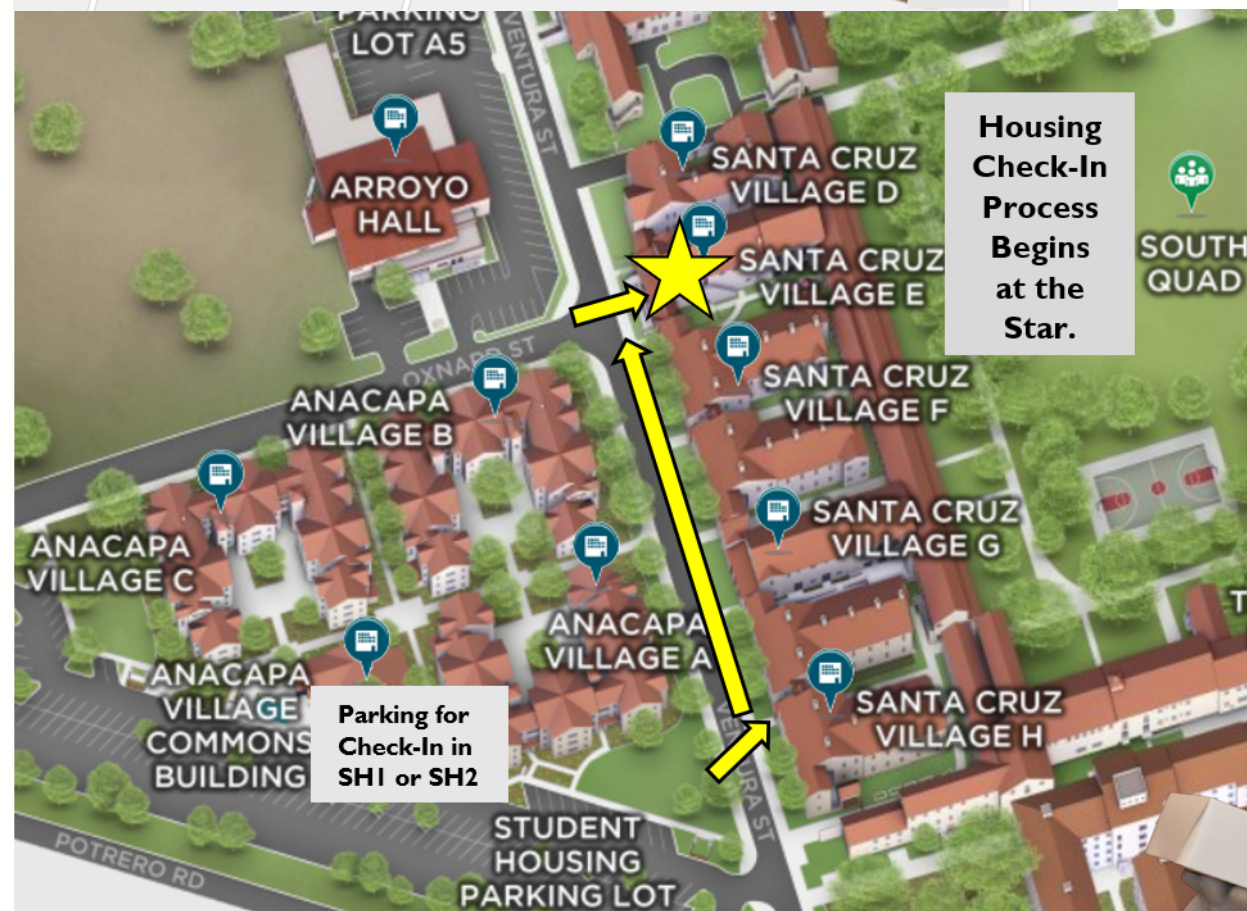
Note: Due to space constraints, moving trucks & trailers are not be permitted on campus. Parking is NOT permitted on any roadways.

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

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** or **SH2** and follow directional signs to the Check-In location in the Main Housing office located in Santa Cruz Village in E Building. Residents must have their Dolphin ID or photo ID ready to begin the check-in process.



After you have checked in and obtained your key

Anacapa and Santa Cruz Residents: Proceed to Ventura St. and begin moving in.

Town Center Residents: Proceed onto Ventura Street heading towards SH2, follow curve onto Santa Paula St, follow next curve to the left onto Camarillo St. Turn right onto Chapel Dr. Turn left into the Town Center Parking lot, turn right into Town Center SH-UG parking lot that faces building C & D.

SH-1, SH-2, SH-UG and A10 will be no cite on 1/20/23 between 8 a.m.-5 p.m. All vehicles present on campus after 5 p.m. on 1/20/23 must have a valid campus parking permit for vehicles remaining on campus. To purchase a permit, log into myCI and click on the "CI Parking Permits" tile or visit www.mycampuspermit.com/csuci and click "Get My Permit". All parking permit sales, except for carpool permits, will be processed online only. Vehicles arriving on campus without a valid parking permit must have a daily parking permit which can purchased online or via the parking kiosks located in A1, A2, A3 and A4.

Please note that all unloading for move-in must occur from the SH or A10 parking lots. No parking will be permitted on roadways. Please visit the **Transportation and Parking website** for additional information.

Did you know that VCTC shuttle cards are available for FREE during the academic year as part of the College Ride Program through VCTC. How to Ride: Activate bus pass onto your school ID card each semester for free at Transportation and Parking Services in Placer Hall. College Ride program is free for CI students, staff, and faculty with a valid school I.D. card!



What Should I Bring?

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

Included*:

Santa Cruz suites: XL twin bed and mattress, desk, chair, bookshelf, filing cabinet, drawers, a mini-fridge, a microwave, and mini trash cans

- Please do not bring additional appliances

Anacapa apartments: XL twin bed and mattress, desk, chair, bookshelf, filing cabinet, drawers, refrigerator, oven and stove, dishwasher, microwave, trash cans, dining table and chairs, living room sofa, living room chairs, living room end and coffee table

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

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

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

**Please note: Furniture may vary slightly in each village.*

What to Bring:

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



..... "Amount Due" on Move-In Day

In order to check in, all university fees due on or before **January 17** must be paid. The first date of financial aid disbursement is **January 12** and will occur regularly after that date.

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

805-437-2733

Financial Aid & Scholarships Office- regarding any financial aid questions

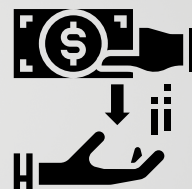
financial.aid@csuci.edu

805-437-8530

Student Business Services- regarding payments or payment plans

SBS@csuci.edu

805-437-8810



..... Answers to Common Questions

Where can I find Housing rules?

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

When will I meet the people on my floor?

- You will have floor meetings throughout the semester with your RA and fellow floormates to get information and be able to connect with one another. We encourage you to attend events, stop by your Village office and connect with your RA to meet people.

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 2023.



Heri za Kwanza! event pictured above with our Bedford and Dr. Irene Pinkard Multicultural LLC Students and Faculty)

What about decorating my room?

Apart from blinds and furnishings, your room is a blank slate ready for a personalization with items from home to add a personal touch. Please take care in choosing décor that makes it easy to return the room to its original move-in condition for future residents. Use Dorm Tape™, or white putty. We do not allow cellophane, duct tape, stickers, nails, pins, and items that will puncture or cause damage. We do not allow command Strips in Santa Rosa Village.

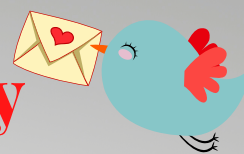
What amenities are provided in Housing?

We have spaced out and frequently cleaned common areas with amenities including a fitness room, dance room, multiple lounge areas, outdoor BBQ, pool and spa, art room, relaxation room, music room, game rooms, laundry rooms, community kitchens, and more. We also have Lonnie, our Housing Facility Dog who you can interact with in your Village Office. Learn more by visiting [Lonnie's webpage.](#)





Mailboxes and Package Delivery



Every resident will have a mailbox in their village. The key to your mailbox corresponds to your room.

Mailbox Key location: Anacapa and Santa Cruz on your bedroom door handle.

Town Center on the kitchen refrigerator.

Students living on campus can receive packages through most delivery services. USPS delivered packages are managed through our campus mail service and delivered to our offices daily Monday through Friday.

All mailed packages are stored in your Village office mail room. **Residents will receive a notification to their myCI email address if they have a package available for pickup.** Due to limited space, we are unable to accept over-sized packages. HRE is not be responsible for the delivery of any packages.

Please ensure you share your correct address to anyone sending you mail.

Anacapa and Santa Cruz residents:

Your First and Last Name

(Insert Village Name), Building & Room ____ (i.e. A101 A)

CSU Channel Islands

One University Drive

Camarillo, CA 93012

Town Center residents:

Your First and Last Name

45 Rincon Dr., Town Center Apt. #__ (ex. 101A)

Camarillo, CA 93012

Village Office Information*

Santa Rosa Village (805) 437-3848 **Hours:** Mon.-Fri 8 a.m.-11 p.m., Sat. - Sun. 10 a.m. - 10 p.m.

Santa Cruz Village (805) 437-3343 **Hours:** Monday-Sunday 10 a.m.-11 p.m.

Anacapa Village (805) 437-3346 **Hours:** Monday-Sunday 10 a.m.-11 p.m.

Town Center (805) 437-3345 **Hours:** Monday-Sunday 10 a.m.-10 p.m.

**Hours subject to change and most University holidays are observed*

Item Checkouts will begin after 3 p.m. on 1/20/23

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 and retrieve their APC card can have alcohol in qualifying units. An email has been sent with details on how to receive these privileges.

Note: Alcohol is never allowed in non-DCZ units and DCZ privileges 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

Town Center and Anacapa apartments are equipped with full kitchens. Santa Cruz and Santa Rosa Villages are not built for cooking but can accommodate food stored in airtight containers and in the small refrigerator. In Santa Cruz Village, a small microwave is provided in the Suite to cook or reheat small meals. Santa Rosa Village family rooms are equipped with full size refrigerators, a microwave, toaster, sink, and Keurig, however, the space is not equipped for cooking.

Resident meal plans include meal "swipes" to be used at Islands Café and flex cash can be used at all on campus hospitality locations. Daily menus and hospitality locations will be available online at uas.csuci.edu.

Please be advised that regular meal service provided through Island's Café will not be provided until 10:30 a.m. on Friday, January 20, 2023.

- **Islands Café**- Reopens Friday, January 20, 2023 at 10:30 a.m.
- **SUB (Lighthouse & Freudian Sip) and Sea Store**- Reopens January 23, 2023 at 7:30 a.m.
- **John Spoor Broome Library (Freudian Sip)** - Reopens January 23, 2023 at 8 a.m.
- **Pizza 3.14**- Reopens January 23, 2023 at 10:30 a.m.



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

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

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

Email UAS if you have any questions or concerns: uas@csuci.edu

Dining Location Hours During the Academic Year



Monday-Friday 7 a.m. - 8 p.m.
Weekends 10:30 a.m.-2 p.m., 4-8 p.m.
Phone: (805) 437-3531

Mom Wong Kitchen

Monday-Saturday 11 a.m. - 9:30 p.m.
Sunday CLOSED
Phone: (805) 384-8658
<https://momwongkitchen.com/>

Tortillas Grill & Cantina

Monday - Saturday 10:30 a.m.-9 p.m.
Sundays CLOSED
phone: (805) 445-9696
<http://tortillasgrill.com/>



(Broome Library Location)

Monday-Thursday 8 a.m. - 5 p.m.
Friday 8 a.m. -12 p.m.



Monday-Friday 8 a.m. - 3 p.m.
Weekends CLOSED

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



(Student Union Location)

Monday-Thursday 7:30 a.m. - 8 p.m.
Friday 7:30 a.m. - 3 p.m.
Weekends CLOSED



Monday-Friday 10:30 a.m. - 8 p.m.
Weekends CLOSED
Phone: (805) 437-3674



Alcohol Privileges

All residents 21+ should have received an email with a link to complete the required Alcohol Edu Everfi course prior to Move-In. Residents residing in Town Center, Anacapa, or Santa Cruz, who will be 21 by their move-in date, should have also received an instructional email to access the online Alcohol Education Program (AEP) online certification. Once you gain access to the Alcohol Education Program online certification, you will be required to complete two modules, a quiz, and an application. In order to move on to your Alcohol Privilege application, **you must earn 100% on the AEP quiz**. Residents who successfully complete the Alcohol Edu Everfi course and the online Alcohol Education Program certification will be eligible to obtain their Alcohol Privileges for the Spring 2023 semester.

Note: Following completion of all steps, the Coordinator of Residential Education will email you confirming that you have alcohol privileges. After all roommates 21+ in your room have been granted alcohol privileges, you will receive a second email confirming that your room has been designated as a Designated Consumption Zone.

Should you have any questions, please contact the Coordinator of Residential Education, Patrick Johnson, M.A. via email: Patrick.johnson@csuci.edu.

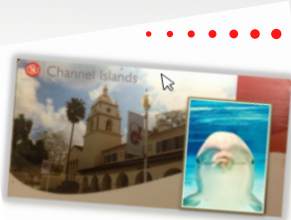
Fan Rentals



The Santa Cruz Village office (G150) 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



All new students to the University should have received an invitation to submit a photo online for their Dolphin One ID card. Please review your email titled “CSUCI Online Photo Submission” that will provide instructions for submitting a photo online. The invite has a submission deadline of January 11.

Once the photo is received and approved, your Dolphin One ID card will be printed and will be made available to you on your scheduled move in date. In order to receive your Dolphin One ID card on the day you will move into housing, you must submit your approved photo online **no later than January 11, 2023**.

New students who do not submit a photo online or do submit a photo that is not approved will need to visit the SBS office during regular business hours to have their photo taken and their Dolphin One ID card printed.

Any student that has previously obtained their ID card but may need to order a replacement ID will need to visit the SBS office during regular business hours to have their photo taken and their Dolphin One ID card printed.

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.

Please contact Student Business Services with any questions at 805-437-8810 or email sbs@csuci.edu.

For Your Info

Health, Safety & Occupancy Checks

Our staff performs monthly 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 and regular checks help to ensure this. Note: for fire safety, candles, even decorative ones, are not allowed.

Landscape

After 9 a.m., University Grounds staff mow the lawns daily and use leaf blowers in courtyards weekly. We recommend closing your windows to reduce noise. To help maintain the grounds, please travel on walkways and not through planted areas.

Laundry

Santa Rosa Village laundry rooms take credit or debit card only or use the app. Laundry cards are required in Santa Cruz and Anacapa laundry machines and may be purchased in both Santa Cruz and Anacapa Village offices from the "Add Value" machine. The wash/dry price is deducted from the card after each use. Residents may add more money to the laundry card as needed at the "Add Value" machine. Town Center residents have laundry units within the apartment.

Download the WASH App for Laundry made smarter! Using the app, you can pay for laundry, reload your laundry card, check machine availability, and get notified when laundry is done.

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](#). Remember to purchase an "SH" parking permit and park in SH1, SH2 or SH-UG lots only. A10 may be used as overflow Student Housing parking. Supporter vehicles can park during move in day, January 20 in any SH or A10 parking lot between 9 a.m.-5 p.m.. Outside of this period, a daily permit must be purchased and displayed on the dashboard of the vehicle. Parking permits are always required when parking on campus; there is no grace period.

Occupancy Changes

Due to occupancy or building demands, you may be required to move after move-in, which is outlined in the license agreement. We will avoid it when possible and will not exercise it unreasonably.

Guests

You may bring up to 4 supporters with you to check-in. Please review our overnight guests' policy by reviewing our Resident Handbook for more detail.

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 prescribed or over the counter medications they may need. 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/. 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 and 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.

Smoke Detector & Fire Extinguisher

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

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 rd 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

Social Media:

- www.facebook.com/cihousing
- www.pinterest.com/csucihousing
- www.twitter.com/CI_Housing
- https://www.instagram.com/ci_housing
- YouTube- CSUCI HRE

Email: student.housing@csuci.edu

Phone: (805) 437-2733

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

We are so
excited to
greet you soon!

**FOLLOW
CI HOUSING
ON SOCIAL MEDIA**

