

## Get Ready to Move-In!

▶ **After 8/13, visit your myCI Student Housing link for your appointment check-in time, & room/mate info!**

### Welcome Home!

Along with Dr. Richard Yao, Vice President for Student Affairs, we at CSU Channel Islands (CI) place the students at the center of their learning experience.

Your new home in Housing & Residential Education (HRE) is unlike any other living experience. Your fully furnished apartment will provide easy access to all CI has to offer & a vibrant & dynamic community of fellow students.

Community living requires appreciation of the rights, personalities, & differing lifestyles of roommates & neighbors. We expect you will find living in a diverse community will be an enriching part of your education at CI!

Your myCI Student Housing application link will be updated with roommate information & appointment check-in time.

Residents will want to make every effort to check-in on Friday, August 23 prior to 3 PM to enjoy a full weekend of settling in before classes begin on Monday.

We'll have CSUCI students & staff members welcome you to the villages & assist with your move-in. Ask if you need assistance.

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

#### Check-in Location

From Lewis Road vehicles should enter campus on University Drive to park in A-3 lot for check in. **Check-in will occur on El Dorado's grass area.**

Walk across the bridge toward campus to check-in. First time students should pick up their student identification card before proceeding to the check-in table. You may also pick up pre-purchased parking permit, temporary move-in parking permit, & your key

to your new home away from home.

After you have checked in & received your key, proceed south on University Dr. and left onto Santa Barbara St. Take a left onto Camarillo St. to A-10 lot.

Town Center residents will proceed left onto Rincon Drive & then right into Town Center SH-UG parking lot that faces building C & D.

Community Service Officers (CSO) will direct all others to enter A-10 parking lot & to drive towards SH-2 entrance of A-10. Based on the move-in unloading location you will be directed to one of three areas:

- SH-1 for Anacapa residents
- Ventura Street for Santa Cruz residents
- Santa Paula Street for Santa Rosa residents

Vehicles will be staged in a queue in SH-2 parking lot & as space becomes available, allowed to continue to their assigned unloading locations.

After vehicles unload, & for those that wish to stay a bit longer, vehicles are allowed to park in A11 parking lot, located behind El Dorado.

**To avoid a citation**, vehicles are not permitted to remain in SH-1 or SH-2 until 3:30 PM on 8/23.

#### After-hour Check-in

Visit your Village office:

- Anacapa by pool
- Santa Cruz G150
- Santa Rosa L180
- Town Center 103B

Between:

- Friday 4 PM - 9 PM
- Saturday 10 AM - 9 PM
- Sunday 10 AM - 9 PM

### Move-In Check List:

To move-in on or after 8/23, the following items must be completed:

- ☐ By 8/19, complete AlcoholEDU
- ☐ By 8/20, or 24-hours prior to early arrival, ensure your student account balance is current with no "amount due"
- ☐ By 8/22 submit your emergency contact information via myCI Records
- ☐ Bring your Dolphin ID, or pick up at check-in



## Answers to Common Questions

### Will I have a roommate?

Yes. All residents should expect a roommate in their bedroom.

### Who are my roommate(s) & suitemates?

Information regarding assigned roommates is included & visible on your Student Housing application link via myCI. We encourage you to contact them prior to moving in to coordinate what each of you will bring or simply to get to know each other! *Please note roommate assignments may change prior to move-in for administrative reasons.*

### Where can I find Housing rules?

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

### How do I view your room information?

- ⇒ Log into myCI, select Student Housing link.
- ⇒ Select Application, upper left hand corner.
- ⇒ Select Academic Year 2019-2020.
- ⇒ Select Save & Continue, lower left hand.
- ⇒ Select Application Status, upper right hand above Application Menu.
- ⇒ Scroll page to view your room information.

### 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 your space will be used 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. No cellophane or duct tape, stickers, nails, pins, etc. No Command Strips in Santa Rosa.**

### What amenities are provided in Housing?

Amenities include common rooms, laundry facilities, vending machine areas, spa, swimming pool, computer labs, study rooms, & art studio. Residents are free to use amenities in any Village: music rooms E235, E237 & E239, dance studio E137, art studio E236, exercise room E230, video game G238, game room G230, computer lab E138 & lounges E130 & G130.

## What Should I Bring?

### What's provided in my Santa Cruz suite?

Your bedroom suite will be fully furnished, & excludes kitchen appliances. Below is a list of items we provide in the suite & the items we recommend you bring.

### What's provided in my Anacapa or Town Center apartment?

Your apartment will be fully furnished including all major kitchen appliances. Below is a list of items we provide in the apartments & the items we recommend you bring.

**Bedroom** includes: extra long bed, mattress, three stackable drawers, file cabinet, desk, book shelf, & desk chair. And one 2.5 cubic Energy Star mini-fridge in each Santa Rosa suite. **Bring:** extra-long twin size sheets, blanket, bedspread, pillow, study lamp, fan, TV for Anacapa, Santa Cruz & Town Center.

**Bathroom** includes: toilet, shower, shower curtain, mirror, sink, towel rack & plunger. **Bring:** toiletries, & towels for Santa Rosa. For all others, also bring toilet paper, trash basket, & non-corrosive cleaning supplies.

**Common hallway area in Santa Cruz** includes: mini-fridge & microwave, cabinets.

**Bring:** plate/bowl, eating utensil & coffee cup.

**Family room in Santa Rosa** includes: coffee table, sofa, lounge chairs, end table, TV, kitchen sink, full size refrigerator, Keurig machine, microwave, blender & cupboards.

**Bring:** K-cups, coffee cup, bowl, plate, eating utensil.

**Kitchen in Anacapa & Town Center** include: refrigerator (do not bring a mini-fridge), freezer, microwave, dishwasher, stove, oven, pantry, waste basket, recycle basket. A kitchen table & three chairs are included in Anacapa. **Bring:** dishes, pots, pans, silverware, cups, dishwasher & dishwashing soap, non-corrosive cleaning supplies.

**Living room in Anacapa & Town Center** includes: coffee table, sofa, lounge chairs, end table. **Bring:** TV.

**NOTE:** Furniture in student rooms may NOT be removed or replaced. Personal lofts, raised beds or free standing storage units are not allowed. Do not bring additional furniture or other large items.



**"When in doubt, leave it at home. Less is better. You are sharing a space with others. Bring necessities & not your entire bedroom."**



## Check-In & Move-In Map

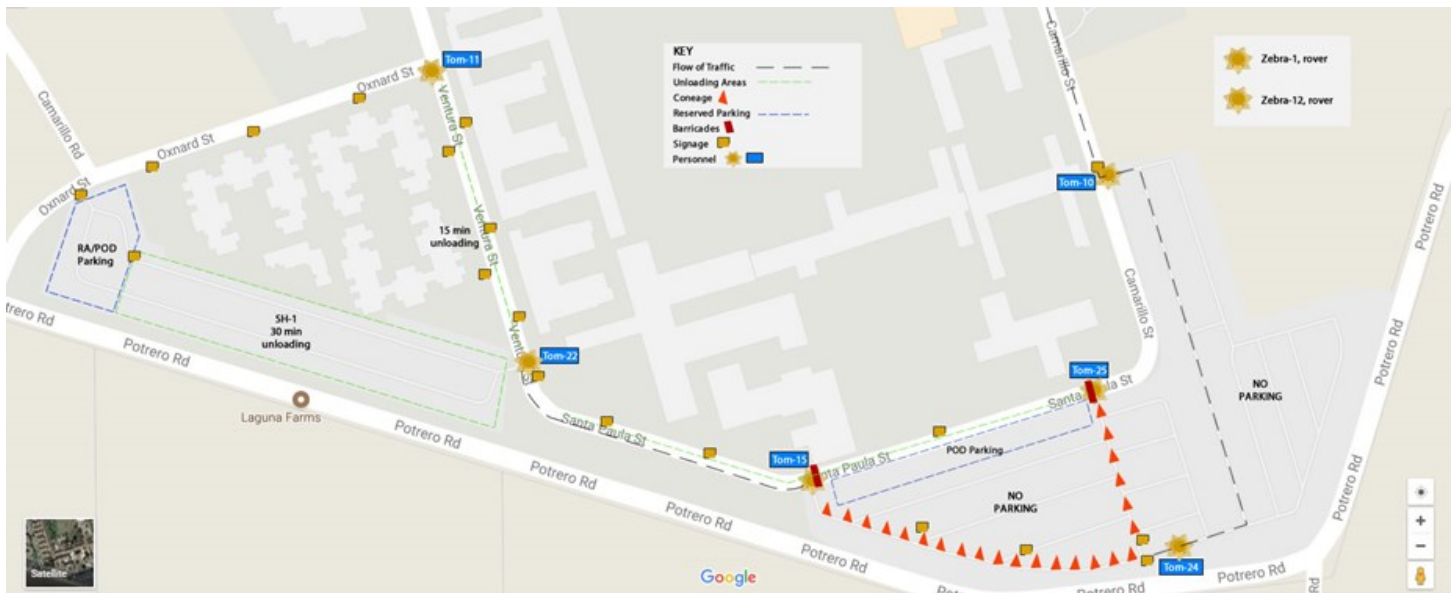


## "Amount Due" on Move-In Day

Your student account balances must be current with no "amount due" by 5 p.m. on August 20 to move into housing. Initial funding of financial aid to student accounts will occur on August 15 and 16. Now is the next best time to accept your student loans. Check your To Do list to ensure you have completed your online loan counseling, & master promissory note. Missing these steps will delay the funding of financial aid, & your ability to move-in. Anticipate a minimum three hour delay on move-in day if your student account has a balance owing. Visit Financial Aid & Scholarships office, & or Student Business Services in Sage Hall to resolve any outstanding balances.

## Move-In Traffic Pattern

Step 4: Proceed south on Camarillo Street. Vehicles will be directed to appropriate staging area to unload personal belongings.



After you have checked in & received your key, proceed south on University Drive, then east onto Santa Barbara Street. Take a right onto Camarillo Street to A-10 lot. Town Center residents will proceed left onto Rincon Drive & then right onto the Town Center parking lot, SH-UG, that faces building C & D.

Community Service Officers (CSO) will direct all others to enter A-10 parking lot where vehicles will be staged. Based on the move-in unloading location you will be directed to one of three areas:

- SH-1 for Anacapa residents
- Ventura Street for Santa Cruz residents
- Santa Paula Street for Santa Rosa residents

After vehicles unload, & for those that wish to stay a bit longer, vehicles will be allowed to park in the A11 parking lot, located behind El Dorado.



## Early Arrival Request

There are limited circumstances where residents may move into Housing prior to the license agreement. Housing & Residential Education's (HRE) 2019-2020 academic license agreement begins on August 23. Per Section 2 of your license agreement, earlier arrival accommodations are not covered by Housing fees.

The following residents may submit an Early Arrival request by 5 p.m. on Monday, August 12:

- ⇒ Summer licensed residents, POD Squad, student assistant for campus, international student, summer intern, summer scholar, student with STAGES, PATH & PEEP student, as well as previously approval students with Disability Accommodations & Support Services.

**To request an Alternative Stay:** Sign onto myCI. Select Student Housing link. On the top menu bar, select Alternative Stay. (Alternative Stay will be visible as room assignments are completed, & scheduled to be completed by 5 p.m. on August 9.)

- ⇒ There is a \$30.50 per night fee (excludes PATH & POD Squad).
- ⇒ The earliest move in date is August 19 (unless you are a summer licensed residents, PATH, RHA, or HRE DA.)

Unless directed differently, check-in will occur at Housing's main office, located in Santa Cruz Village, building E, room E150, between 9 a.m. and 4 p.m. Monday through Friday. **NOTE: in order to move-in, your student account must be current 24-hours prior to your move-in date.**



## You've Got Mail & Packages

The key to your mailbox corresponds to your room & is located on your bedroom door handle, & on Town Center's refrigerator.

Students living on campus are able to receive packages through US Postal Service (USPS) & carrier services such as UPS, Federal Express, etc. USPS delivered packages are handled through the campus mail service with weekday deliveries.

All packages received are kept for pick up in the Village office. We will email residents to notify of package delivery.

Due to limited space, no over-sized package can be sent. HRE is not responsible for the delivery of any packages.

For **Santa Cruz or Santa Rosa Village:**

Your Name  
NAME of Village, Apt. # \_\_\_\_  
CSU Channel Islands  
One University Drive  
Camarillo, CA 93012

For **Anacapa Village:**

Your Name  
NAME of Village, Apt. # \_\_\_\_  
CSU Channel Islands  
One University Drive  
Camarillo, CA 93012

For **Town Center Village:**

Your Name  
45 Rincon Dr. Apt. # \_\_\_\_  
Camarillo, CA 93012



**Note:** This is not a permanent address, & is only valid for use during the academic year. Mail & packages are not accepted during any of the academic holiday periods.

## Food Prep & Meal Plan Info

Cooking is not intended to be done in your suite. A food court is available on campus for your convenience. Islands Café will begin their normal operating hours at lunch on Friday, 8/23. Meals are available seven days a week, excluding certain holidays.

Islands Café is located next to Topanga Hall on the east side of the South Quad.

Access to your meal account will be delayed if your account is not current by 8/20.

Purchases may be made by using cash or by using your Dolphin ID. Additional meal credit may be added to your Meal Plan balance at any time from a DOCK station (located in Broome Library and Town Center Market).

Meal dollars are non-refundable. We encourage students to fully use their meal plan at Islands Café.

Unused meal credit will not transfer from the fall to spring semester, & will be forfeited.

Unused Flex Dollars from the fall semester roll into the spring semester.

Vegetarian & vegan food options are available. Contact Islands Café at (805) 437-8917 about special dietary requests.



## Resident Handbook

Important information is included in the Resident Handbook about Housing & campus policies. Refer to [www.csuci.edu/Housing](http://www.csuci.edu/Housing), from the red rectangle in the upper right hand corner, select **Resources & Forms**, then under **Resources** select **Resident Handbook**. Well worth a look since we agree to adhere to the policies.

### Alcohol & Tobacco

Alcohol is **only** permitted in our student apartments where all residents are 21 years of age or older & have completed the steps to obtain an Alcohol Privilege Card (APC) & a Designated Consumption Zone (DCZ) placard.

Alcohol may only be present in apartments granted as a DCZ. Only resident who completely the appropriate steps & retrieve their APC card & DCZ placard on move-in day can have alcohol in qualifying apartments. An email will be distributed on 8/1 with details on how to receive these privileges. **Note: Alcohol is never allowed in Santa Rosa Village.**

As of fall 2017, all CSU campuses are smoke & 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 marijuana in any form & paraphernalia is prohibited.



**Welcome Celebration** Division of Student Affairs is hosting a University wide celebration on Saturday, 8/24, from 11:30 AM to 1:30 PM. We will be kicking off the year with food trucks & lots of games. Your family is encouraged to come out to the Central Mall & join in the festivities.

## For Your Info

### Health, Safety & Occupancy Checks

Our staff performs health, safety & security checks to ensure fire & safety regulations are being adhered to, rooms are reasonably clean & in good order, & occupancy is accurate. 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.

### Guests

Register your guest via myCI Student Housing application portal. Visit your Village office to pick up an overnight parking paper for A10 parking log. REMINDER a valid parking permit must also be visible.

### Landscape

Our Grounds Keeper mows the grass at 9 AM on Mondays, & blow off the courtyards on a weekly basis. Closing windows is recommended. Please travel on walk ways & not through planted areas.

### Smoke Detector & Fire Extinguisher

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

### Laundry

Santa Rosa's laundry room can be used with a debit or credit card.

Laundry cards are required to use Santa Cruz & Anacapa machines & may be purchased at Santa Cruz & Anacapa Village offices from the "Add Value" machine. The wash/dry price is deducted from the card each time laundry is done. 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 & when a cycle is finishing. Visit [www.laundryalert.com](http://www.laundryalert.com) & sign in as **csuci**.

Santa Cruz open 24 hours. Santa Rosa closes at midnight.

### Parking

Student Housing residents with vehicles on campus may purchase via myCI after housing fees have been applied to your student account. Residents will purchase a SH parking permit & park in SH1, SH2 or SH-UG lots. **NOTE: No grace period.**

### 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 & beyond. If you are interested in learning more about RHA opportunities, please contact your Resident Assistant (RA). RHA office is located in A305 & their phone number is (805) 437-3818.

### Student Health Services

For routine personal care, students should be prepared to administer their own first-aid & should have bandages, aspirin & any additional medications they may need on a regular basis.

For more serious illnesses & 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, & living in close quarters increases vulnerability in the event a fellow student contracts meningitis. For your convenience information is included by visiting 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.

### 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.

## Alcohol Privilege Card

We are pleased to share our online Alcohol Education Program (AEP) certification process. Residents who will be 21 by 8/23, & will be residing in Town Center, Anacapa, or Santa Cruz building D, will receive an instructional email on 8/5 to access the online AEP certification.

Residents who successfully complete AEP certification by 8/19 will be eligible to collect their Alcohol Privilege Card (APC) during move-in day on the grass adjacent to A building, between 9 a.m. & 3:30 p.m. on 8/23.

The last resident to pick up their APC in a qualified Designated Consumption Zone (DCZ) suite or apartment will be provided the DCZ placard. REMINDER: an apartment or suite may not store or consume alcohol in their space until they receive their DCZ placard.

## Fan Rental!

Your Residence Hall Association (RHA) will be renting a variety of fans on a first come, first serve basis on move-in day between 9 AM & 4 PM on the A grass near SH1 parking lot, or visit the RHA office in Anacapa Village, building A, room A305 during business hours.

The cost for your fan rental is \$7.50 per semester, which will be billed to your student account.

## Linen Package

Do you have linen packages to pick up? Pre-ordered linen sets will be available for pick up during move-in at the RHA table on the A lawn. If you are unable to pick up your package between 9 AM & 4 PM on August 23, your package will be logged in your village office and available for pick up during our office hours.

## Get your Dolphin ID Card

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

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

Off campus your Dolphin ID can get you discounts at local businesses: <http://asi.csuci.edu/dolphindiscounts.htm>

New students may obtain your Dolphin ID during check-in until 3:15 PM, or beginning on 8/26 visit Student Business Services (SBS) in Sage Hall during normal business hours.



## Need More Answers?

**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)

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

**Phone:** (805) 437-2733

**Hours:** Monday - Friday, 8 AM - 5 PM



**Welcome Celebration** Division of Student Affairs is hosting a University wide celebration on Saturday, 8/24, from 11:30 AM to 1:30 PM. We will be kicking off the year with food trucks & lots of games. Your family is encouraged to come out to the Central Mall & join in the festivities.

## Fees Not Covered by Room & Board

Here's a description of common charges not covered by room & board fees, & corresponding **minimum amount charged**:

Description of Fee	Minimum Fee
Guest, after two nights, per night	\$45
Improper check-out (includes not submitting a check-out form)	\$150
Late payment	\$25
Lock-out charge (after 2 <sup>nd</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 Charges:

- ⇒ Guest fee applies to the third and subsequent nights a guest remains in housing.
- ⇒ Improper check-out includes failing to complete a check out at the end of occupancy.
- ⇒ Charges will be billed according to the cost of labor and supplies required to return the apartment, suite, or room to move-in condition.
- ⇒ Charges will be split evenly between all roommates when there is a discrepancy on individual responsibility for the damage.
- ⇒ 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.



## Mandatory Town Hall

Sunday, August 25 between 4 & 7 p.m. Locations include: Anacapa in Arroyo Hall's Recreation Center, Town Center in Malibu 100, Santa Cruz & Santa Rosa in Grand Salon. Additional info will be included in bedroom welcome letter.

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## Bike Registration

# IS YOUR BICYCLE REGISTERED?

HELP RECOVER YOUR BICYCLE IF  
LOST OR STOLEN



FREE TO CI STUDENTS,  
EMPLOYEES & RESIDENTS

FREE IDENTIFICATION TAG

REGISTER AT CI POLICE DEPT  
OR

EMAIL SGT. BROWNFIELD  
[garrett.brownfield@csuci.edu](mailto:garrett.brownfield@csuci.edu)

