

August 2020

# GET READY TO MOVE IN!

CSU CHANNEL ISLANDS  
HOUSING & RESIDENTIAL EDUCATION

## Move In Check List

- By 8/14 submit your emergency contact information via myCI Records
- Pay all CSUCI fees due **24 hours prior** to move in, or 5 p.m. on 8/18, whichever is earlier
- Returners bring your Dolphin ID; new students can pick up their ID at Check-In



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

## Welcome Home!

Housing & Residential Education together with our Vice President for Student Affairs, Dr. Richard Yao, 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!

Your myCI Student Housing link will be updated with room assignment information and appointment check-in time.

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.

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.**





## EXAMPLE of CHECK IN PASS

Hey .PortalX115,  
Please print this page, this will act as your temporary parking pass for move-in!

You are scheduled to move-in at [Appointment Time]. Please arrive +/- 15 minutes to ensure a smooth check-in.

Here is some information about checking in on move in day!


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Here is some information about your living space for the upcoming year!

Your room is SRV Room L102A Bed 1 in Room\_Location\_Description.

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This is your check-in barcode, make sure you bring this to check-in!



Student ID#: 00001115

**(P)** This is your temporary 30 minute parking pass valid in SH1 and SH2 parking lots. Please display on your

Housing and Residential Education  
CSU Channel Islands, 1 University Dr, Camarillo, 93012  
student.housing@csuci.edu | (805) 437-2733 Open M-F 8 a.m. - 5 p.m.

You will receive an email with your **Check In Pass** and temporary parking pass.

**Please print** and bring with you on move-in day!

# Important Reminders



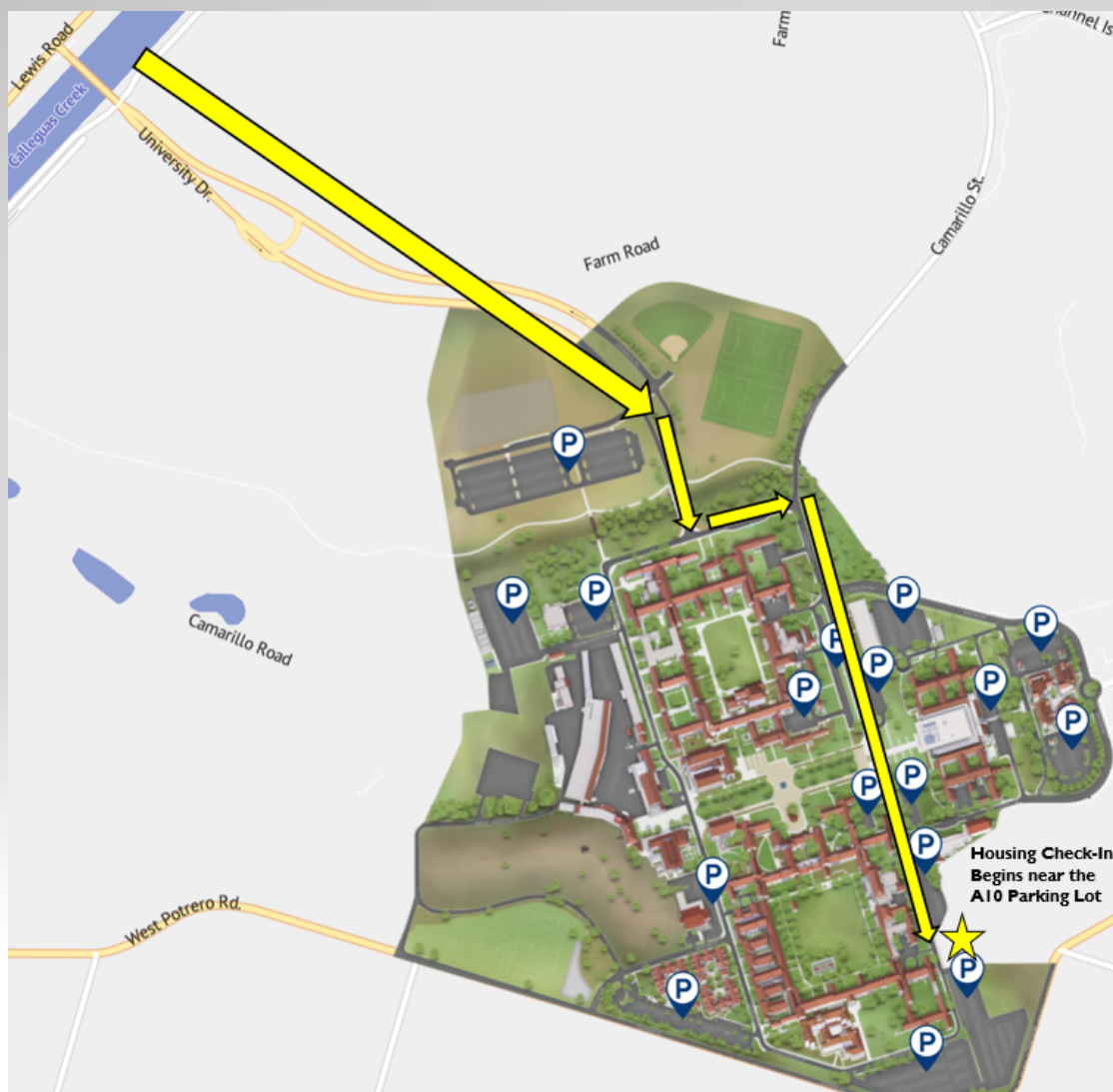
- Print off your Check In Pass at home for you and your supporter if you are traveling separately
- Bring your face covering which is required to be worn at all times while on campus
- Complete your pre-move-in health screening questionnaire the morning of your scheduled move-in day. If you are not feeling 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)

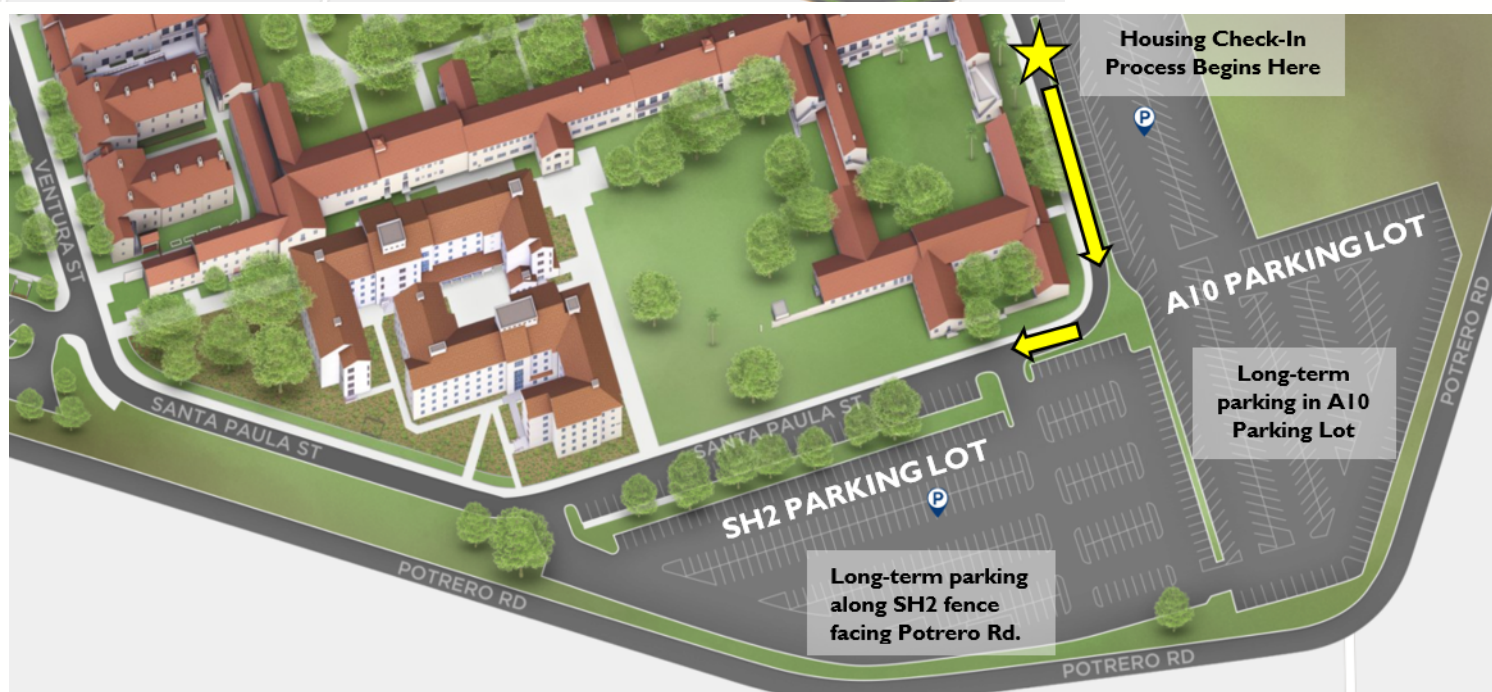




# Check-In Location & Move-In Map



From Lewis Road, vehicles should enter campus on University Drive, turn left on Santa Barbara Ave, and right onto Camarillo St, enter Parking **Lot A10** for check-in and follow directional signs.





## 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.

Please unload vehicles promptly and then move any vehicles that do not have a fall 2020 housing parking permit to SH2 or A10 to allow adequate space for residents to park close to their residences.



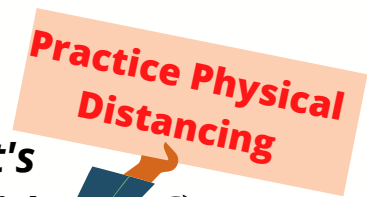
## COVID-19 Precautions



- 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.
- Common spaces and lounges are only available for use by limited number of students at a time through a reservation system
- Outside guests are not permitted
- 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>
- Health screening questionnaire must be completed prior to arrival with likely temperature checks conducted on site prior to key issuance. Anyone who assists students during moving in must also be free of COVID-19 symptoms (a maximum of three helpers from the student's immediate household are allowed).
- 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.***





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

In order to check in, all university fees due on or before **August 18** must be paid. The first date of financial aid disbursement is **August 13** 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 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 Fall 2020 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 Application, top menu bar.
- Information regarding your room assignment will be shown within the application summary box for Academic Year 2020-2021.

## **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 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 common rooms by reservation...basics such as laundry facilities, vending machine areas, computer labs, study rooms, art studio, music rooms, exercise room, and a dance studio. Laundry rooms will be open and there will be access limits posted on the door. All other common areas available for use can be reserved 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)*

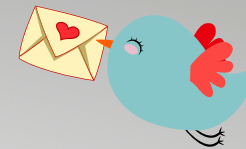
**\*\*Please note:** Furniture items may vary slightly from each village.

## Bring:

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







# 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.

## 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](https://uas.csuci.edu).

Students will be advised that regular meal service provided through Freudian Sip will not be available until Friday beginning at 7:00 a.m.; prior to that time students may access Mom Wongs and Tortillas and will be encouraged to bring groceries to cover meals prior to Friday."

Scheduled Fall 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



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 10:30 a.m. - 9 p.m.

Tue 10:30 a.m. - 9 p.m.

Wed 10:30 a.m. - 9 p.m.

Thu 10:30 a.m. - 9 p.m.

Fri 10:30 a.m. - 9 p.m.

Sat 12:00 p.m. - 9 p.m.

Sun CLOSED

phone: (805) 384-8658

<https://momwongkitchen.com/>

## 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



# 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 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 guest 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.

# ACTION

## Alcohol Privilege Card

All residents will receive an email with a link to complete Alcohol Edu between August 17 and 23. Residents residing in Town Center, Anacapa, or Santa Cruz, who will be 21 by their move-in date, will also receive an instructional email early August to access the online AEP certification. Residents who successfully complete Alcohol Edu and the online AEP certification process by August 24 will be eligible to collect their Alcohol Privilege Card (APC).

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

We will reassess Alcohol consumption requirements based on Spring occupancy and if accommodations will house more than one resident.

## 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 August 14, 5:00 p.m. to Student Business Services (SBS). Please be on the look out for an email from 'CSUCI Online Photo Submission' that will provide instructions for submitting your ID card photo online. Anyone who does not already have a Student ID or does not receive their ID during move in will need to visit the SBS office to take a photo and obtain their ID. The SBS office is located in Sage Hall and will be open to students August 10 – September 11 from 9:00 a.m. – 4:30 p.m.



# Need More Information?

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

## Social Media:

[www.facebook.com/cihousing](http://www.facebook.com/cihousing)

[www.pinterest.com/csucihousing](http://www.pinterest.com/csucihousing)

[www.twitter.com/CI\\_Housing](http://www.twitter.com/CI_Housing)

[https://www.instagram.com/ci\\_housing](https://www.instagram.com/ci_housing)

<https://www.youtube.com/channel/UCeeLgU7555FlzRheArhz58g>

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

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

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

## 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.



## Virtual Mandatory Town Hall

All residents are required to attend a virtual mandatory Town hall on **Friday, August 21, at 4:30 p.m.** to hear from housing and campus representatives regarding living in housing and staying on campus in a mostly virtual environment. Please check your email regularly for updates and a link on how to tune-in to the town hall.

*You're  
Invited!*

## 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!

