Preparing for Winter Break

Winter Break is Nearly Here!

As outlined in your license agreement, residents must vacate by Friday, December 18, by 7 p.m. and are permitted to return on Monday, January 4, 2021 after 10 a.m., unless they request and are approved to stay over the Winter Break.

Students who do not depart by 7 p.m. on December 18 without an approved extension are subject to the $150 improper move-out fee in addition to nightly charges for extended occupancy.

Planning Your Departure

As the end of the semester approaches, we want to support students in this transition. To support student safety, HRE would like to know everyone’s plan for when they plan to depart in Fall and when they intend to return in Spring. Please take the following steps to prepare for Winter Break.

Complete Winter Break Questionnaire

With most classes being provided virtually, departure dates for Winter Break may be earlier than usual for some students. To help us support the safety of the residential community, please enter your student housing portal to let us know your planned Fall departure date and planned January return date.

Follow the steps below To complete your Winter Break Residency Plan by logging into your myCI:

⇒ Select the Student Housing link
⇒ Select the “End of Term Plan” option on the red menu bar,
⇒ Select your “Fall 2020 Booking”
⇒ Select one of the two options listed from the dropdown menu
⇒ Continue through the form until you reach the “Confirm Plan” page.
⇒ The form has been successfully submitted when you land on the “Winter Break Plan Submitted” or “Request Submitted” page is displayed

Need to Stay Over the Winter Break?

For students with a critical need to stay on campus over the break, the deadline to request an Extended Stay is December 4. Requests received after this date that are approved will be charged a $25 key fee for late submission.

To submit your request, complete the End of Term Plan—Winter Break Residency Plan and select the option, “Remain on campus.” Complete the remaining portions of the form in its entirety to submit your Extended Stay request. Communication regarding the status of your request will be sent via email.

Important Information and Dates

⇒ Thanksgiving Recess: Thursday, November 26 - Saturday, November 28
⇒ Last Day of Instruction: December 5
⇒ Finals Week: Monday, December 7 - Friday, December 11
⇒ Housing Payment Plans must be set up online between Friday, January 8 - Tuesday, January 19
⇒ Spring Housing fees or first installment plan payment due Tuesday, January 19
⇒ Campus closed on Monday, January 18, for Martin Luther King Jr Day
⇒ The Freudian Sip will be closed for Thanksgiving at 8:00 p.m. on Wednesday, November 25 and re-open at 10:00 a.m. on Sunday, November 29
⇒ The Freudian Sip will close for Winter Break at 4:00 p.m. on Friday, December 11, and re-open at 10:00 a.m. on Friday, January 22
⇒ Tortilla’s Grill will be closed Thursday, November 26 and re-open on Monday, November 30
⇒ Mama Wong’s will be closed Thursday, November 26
⇒ Departure Checklist
⇒ Dispose all trash and recycling in the dumpsters
⇒ Turn off all lights and heater
⇒ Close all windows and doors
⇒ Unplug small appliances
⇒ Clean out your fridge
⇒ Submit a Work Order for any facility issues
⇒ Take home only items you want over the break
⇒ Leave your mailbox key in your room
⇒ Store your key card in a safe location you won’t forget
⇒ Inside this issue:

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Complete Winter Break Questionnaire

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Attention Santa Cruz Village residents:

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

1. **Empty!** Remove all food, drinks, and ice from the fridge and freezer. Ice can be placed in the bathroom sink to melt down the drain. Take food home with you, or discard in the dumpsters.

2. **Unplug!** Appliances should be unplugged and this includes the mini-fridge. Once unplugged, your freezer will begin to defrost.

3. **Absorb!** Place towels inside and around the fridge to collect moisture as frost melts. Replace wet towels with dry ones. Remember to hang your damp towels to dry so that they don’t grow mildew.

4. **Prop!** Air out the fridge by propping the mini-fridge door open over night.

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

All residents are responsible for throwing out perishable food and cleaning your unit to decrease the chance of attracting rodents or other pests into your space. Please don’t leave anything that would qualify as a science project by the time you return to campus.

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

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### Winter Break Facility Projects

**Campus-Wide Power Outage**

*Town Center not impacted*

**Date/Time:** Saturday, January 9, 2021 beginning at 5 a.m. to 7 p.m.

This outage will last several hours while important work is completed. During an extended power outage, remember:

⇒ Keep fridges and freezers closed
⇒ Disconnect appliances to avoid any electrical surge once power is restored

**Anacapa Village Window Inspection and Repair**

**Date/Time:** Intermittent work lasting from December 18 to January 15

All windows in Anacapa Village will be inspected and repairs made as needed.

**Regular Monthly Maintenance**

- **Anacapa Village:** Smoke detector maintenance will occur on December 22
- **Anacapa Village:** Plumbing maintenance will occur over December 16-17
- **Santa Cruz Village:** Plumbing maintenance will occur on December 16
- **Town Center Village:** Plumbing maintenance will occur on December 14

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**Extended Stay Instructions & Guidelines**

**IMPORTANT INFORMATION**

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


Further, please note the following, for residents who are approved for Extended Stay over the winter break,

⇒ Approved residents are not permitted to grant access into Housing to other residents at any time.
⇒ Guests and visitors are not authorized within student housing at any time, reference HRE COVID-19 Requirements (section 5g).
⇒ Return your Extended Stay key card to the Santa Cruz Village office no later than Wednesday, January 20 between the business hours of 9 a.m. and 4 p.m. to avoid a $25 key charge.

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