Need to stay over winter break?

For students with a critical need to stay on campus over the break, the deadline to request an Winter Break Request is December 3 at an additional cost of $30.50/night. Requests received after this date that are approved will be charged a $25 key fee for late submission.

To submit your request, select the Winter Break Stay Request from your student housing portal. Click on your fall booking and select the option most applicable to your need. Complete all portions of the form in its entirety to submit your Alternative Stay request. Communication regarding the status of your request will be sent to your myCI email.

Residents who do not depart by 7 PM on December 17 without an approved Alternative Stay request are subject to a $150 improper check-out fee in addition to nightly charges for extended occupancy.

Included in this issue:
- IMPORTANT INFO
- EXTENDED STAY
- DEPARTURE CHECKLIST
- COVID-19 REQUIREMENTS
- WINTER BREAK PROJECTS

Alternative Stay Instructions & Guidelines

Throughout your stay in student housing, you will be required to adhere to all policies, procedures, terms and conditions as outline in the following documents,
- Student Code of Conduct
- Resident Handbook
- HRE COVID-19 Requirements

For residents approved for Alternative Stay over the winter break:
- Approved residents are not permitted to grant access into Housing to other residents at any time.
- Return your Extended Stay key card to the Santa Cruz Village Main Housing office no later than Wednesday, January 19 between the business hours of 9 AM and 4 PM to avoid a $25 key charge.
Attention Santa Cruz Village residents ONLY:

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.

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

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 living space.

**Please note: DO NOT unplug your fridge and/or stove if you are in Anacapa Village or Town Center**
As you prepare to depart for the break, we welcome you to donate to our campus Dolphin Pantry if there are items you no longer need.

The Dolphin Pantry welcomes donations during our normal operating hours or by appointment at basicneeds@csuci.edu. If you would like to donate food or hygiene items and would like ideas on what to donate, please visit our Wish List. More ideas are included below:

Non-perishable food items:
- Gluten-free items, pancake mix & syrup, honey, box/canned milk (almond, soy, coconut milk), water flavoring mixes, coffee/ tea, juices, snacks: crackers, pretzels, fruit cups/applesauce, dried fruits, granola bars, nuts, cooking oils, spices/seasonings, flour, and baking mix.

Perishable food items:
- Bread, tortillas, milk, fresh fruits in season (apples, oranges, bananas, avocados, tomatoes, etc.), fresh vegetables in season (carrots, lettuce, peppers, cucumbers, etc.) yogurt, cheese, eggs, butter, meats, chicken, turkey, beef, tuna, lunch meat, and frozen microwavable meals.

Hygiene Supplies:
- Deodorant, mouth wash, toilet paper, tissue, disposable razors, toothbrush/ toothpaste, shampoo/ conditioner, soap, sunscreen, chap stick, and lotion.

Household Products:
- Cleaning supplies, laundry detergent, dish soap, diapers, and sponges.