Winter break will be here soon! According to the Housing License Agreement, residents must vacate housing by Friday, December 21 at 7 PM. Only residents who submit a Alternative Stay Request may remain in housing during winter break. Staff will continue to check for compliance. Violators will incur a $150 improper check out fee, as well as a $25 late fee and $30.50 a night since the start of winter break charge. The Alternative Stay form can be found through the Housing portal on myCI.

If you submitted your Alternative Stay Request, and remain beyond December 21, pick up your key card from Housing's Main Office in Santa Cruz Village E150. Key cards will be available from 9 AM to 4:30 PM from Wednesday, December 12 to Friday, December 14.

Residents leaving prior to 7 PM on December 21 do not need to pick up a temporary key card. Your current card will work.

You are permitted to return after 10 AM on Wednesday, January 2. Spring semester classes begin on Saturday, January 19. We are looking forward to having you back!

Before You Leave

There are a few items you’ll want to take care of before you leave for winter break:

- Dispose of all trash and recycling in dumpster
- Turn off all lights and the heater
- Close all windows and doors
- Unplug small appliances
- Clean out the fridge and your room
- Store your key card and code in a safe location you won’t forget
- Submit a Work Order for any facility issues
- Take home only items you want over break
- Leave your mailbox keys inside your bedroom on the door handle
How to Defrost Your Mini-Fridge Freezer

NOTE: Residents in Santa Rosa, Anacapa, and Town Center, DO NOT unplug your regular fridge or oven.

Santa Cruz residents: defrost and unplug your mini-fridge. Complete these steps 24-hours prior to leaving for winter break, to avoid a puddle-related disaster and a charge.

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

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 & around the fridge to collect moisture as frost melts. Replace wet towels with dry towels. Ensure you hang damp towels to dry.

4. Prop! Air out the fridge by propping the mini-fridge door open overnight.

**DON’T** place your mini-fridge outside in the hallway! **It is a fire hazard!**

Discard perishable food in dumpsters.
Don’t invite rodents and insects into your room.
No science experiments, please!

Important Info

⇒ Campus is closed December 24 - January 1 for winter break, and on January 21 in observance of Dr. Martin Luther King Jr. Day.

⇒ For residents that participated in Alternative Stay, please return the issued temporary winter key card to the main housing office no later than 4:30 PM, Wednesday, January 23 to avoid a $25 security key fee.

RA On Duty phone numbers: Anacapa: (805) 824-4522  Santa Cruz: (805) 312-0752  Santa Rosa: (805) 427-1657  Town Center: (805) 377-1910
5 Things You Need To Know Before Winter Break

All Residents
1. **Shhhh!** 24-hour quiet period in effect during pre-finals week, and continues through the end of finals on Saturday, December 15.

2. **Key card!** For residents who have filled out the Alternative Stay Request and are staying in Housing for winter break between December 21 and January 2, pick up your key card at Housing’s Main Office, located in Santa Cruz Village in E150. Keys are available for pickup between December 12 & 14 from 9 AM to 4:30 PM.

3. **Islands Café!** Meal plan swipes for fall 2018 will sunset at the end of the semester. Any unused flex dollars will continue to be available through the end of spring semester. The meal plan value will be reloaded at the start of spring semester, Friday, January 18 at lunch.

4. **Winter Break Clean Up, Not Move Out.** At the end of the fall semester residents are required to clean their apartments to the original move-in condition. NOTE: This does not mean remove all items/move-out, but a cleaning of the area. Please refer to page 58 of the Resident Handbook.

Winter Break Facility Projects
1. Showers will be under repair in Santa Rosa buildings K and L. You may have to use the bathroom on the other end of the floor. Signs will be posted as work is being completed.

2. The Anacapa Village elevators in buildings A, B, and C buildings will be down for repair. Signs will be posted.

**Meningococcal** (me-nin-je-kok-ul) disease is a potentially fatal illness spread person to person. Living in close quarters increases this risk. It is recommended that residents consider being vaccinated.