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

Winter break will be here soon! According to the Housing License Agreement, residents must **vacate housing by Saturday, December 17 at 7 PM**. Only residents who submitted a Winter Break 2016 Extended 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. [https://cidsa.wufoo.com/forms/winter-break-extended-stay/](https://cidsa.wufoo.com/forms/winter-break-extended-stay/).

If you submitted your Extended Stay Request, and remain beyond December 17, pick up your key card from Housing’s main office, located in Santa Cruz Village in E150. Key cards will be available from 8:30 AM to 4:30 PM beginning Wednesday, December 14 through Friday, December 16. This means, residents leaving prior to 7 p.m. on December 17 do not need to pick up a temporary key card. Your current card will work.

You are permitted to **return after 10 AM on Tuesday, January 3**. Classes for spring semester will resume on **Monday, January 23**. We are looking forward to having you back!
How to Defrost Your Mini-Fridge Freezer

*** Please note: If you are in Santa Rosa, Anacapa, or Town Center, do not unplug your regular fridge or oven.

Remember to defrost and unplug your mini-fridge. Complete these 4 simple 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!

November 15 is

National Clean Out Your Refrigerator Day

...but feel free to do this weekly!

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

Important Info

⇒ Campus is closed December 26 - January 2 for winter break, and on January 16 in observance of Dr. Martin Luther King Jr. Day.

⇒ For residents that participated in Winter Break Extended Stay, please return the issued temporary winter key card to the main housing office no later than 4:30 p.m., January 25 to avoid a $25 key replacement fee.

RA On Duty phone numbers: Anacapa Village (805) 824-4522, Santa Cruz Village (805) 312-0752, Santa Rosa Village (805) 427-1657, Town Center (805) 377-1910

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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 December 16.

2. **Key card!** For residents who have filled out the Extended Stay request and are staying in Housing for winter break between December 17 and January 3, pick up your key card at Housing's main office, located in Santa Cruz Village in E150. They will be available for pickup between December 14 & 16 from 8:30 a.m. to 4:30 p.m.

3. **Campus Eateries!** Meal plan swipes for Fall 2016 will sunset on Friday, December 16. 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 20 at lunch. A list of eatery times during Winter Break is located on the last page of this newsletter.

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 56 of the CI Resident Handbook

Anacapa Residents
5. **Pressure wash!** CLOSE and lock all windows and doors. We will be removing empty Swallows' nests.

**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.
**Pizza 3.14**
Monday - Thursday: 10:30 AM - 8 PM  
Friday: 10:30 AM - 9 PM  
Saturday & Sunday: 11:30 AM - 9 PM  
CLOSED December 25 - December 31

**Tortillas**
Regular hours through December 23:  
Monday - Saturday 9 AM - 9 PM  
CLOSED December 24 - Beginning of the year

**Islands Café**
CLOSING at after dinner on Friday, December 16  
Reopens Friday, January 20 for lunch

**Town Center Market**
Monday - Sunday: 7 AM -9 PM  
CLOSED December 24- December 25. Hours 7 AM to 8 PM after reopening.

**Student Union (Lighthouse, Freudian Sip, Sea Store)**
CLOSING at 3 PM on Friday, December 16  
Reopening at 7:30 AM on Monday, January 23 (Sea Store at 8AM)

**Freudian Sip (John Spoor Broome Library)**
CLOSING at 3 PM on Friday, December 16  
Reopening at 8 AM on Monday, January 23

Happy New Year!