Frequently Asked Questions
UC San Diego • Check Inn 2015

ABOUT CHECK INN

What is Check Inn?
UC San Diego Admissions & Campus Tours have partnered with Housing • Dining • Hospitality to create Check Inn, a unique housing program located on the UC San Diego campus.

Check Inn is short-term housing accommodations offered exclusively to prospective UC San Diego students and their families who will attend a Triton Tour. Check Inn apartment units are available to rent on a per night basis. Each apartment unit is fully furnished and includes housekeeping services, towels, linens, coffee maker, microwave and a television set. Meals and/or meal plans are not provided.

How long can I stay at Check Inn?
Check Inn apartment units are available to rent on a per night basis; eligible guests may stay up to three (3) nights per reservation.

When is Check Inn available?
This summer season, Check Inn will be available from June 18, 2015 to September 7, 2015. All guests must depart on or before the morning of Monday, September 7, 2015. Due to occupation by students during the academic year, these accommodations are only available during the summer conference season.

Where is Check Inn located?
Check Inn is located on the UC San Diego campus at The Village at Torrey Pines. During the academic year, The Village is home to some of our residential students. The Village is conveniently located just a few miles from La Jolla’s famous beaches, shopping, dining and entertainment.

Can I see maps and pictures of The Village?
- Photos with sample decor
- Virtual Tours (videos)
- Neighborhood Map
- Campus Map (The Village can be found in North-West or upper-left corner)

What is the Residential Housing Tour?
Included with your stay at Check Inn is an optional Residential Housing Tour sponsored by Housing • Dining • Hospitality. The Residential Housing Tour is only offered to Check Inn guests and will be a unique opportunity to experience a personalized tour of some of our Undergraduate Housing facilities.

Additional information and tour schedules will be available at The Village Conference Service Center. You may indicate your interest in this tour when registering online for Check Inn housing accommodations.

ELIGIBILITY

Who can stay in Check Inn?
In order to be an eligible guest, you must be engaged in university business during your stay and must have a UC San Diego Department Host. Due to certain tax laws applicable to educational institutions, we
are unable to house individuals who are visiting for vacation or tourism reasons.

**Why do I need to attend a Triton Tour?**
UC San Diego Admissions & Campus Tours are acting as the Department Host for prospective students and their families who attend a Triton Tour during their visit to UC San Diego.

In order to verify the guest eligibility requirements have been met, we require that each prospective student and/or their family register for a Triton Tour before they may register for housing accommodations at Check Inn.

**I already signed up for the Triton Tour but didn’t get the link to the Check Inn registration website. How can I make a housing reservation?**
Please contact Conference Services for assistance; you will be asked to provide proof that you have registered for a Triton Tour.

**I have a child less than 18 years of age; can they stay at Check Inn?**
Unaccompanied youth (minors under 18 years of age) are not permitted to stay in Check Inn. All youth must be accompanied by and supervised by a parent or legal guardian at all times during their stay on campus. Unsupervised youth or any behavioral situations will be promptly addressed.

**I need lodging for more than 3 nights, can I stay longer?**
Check Inn guests may only stay for three (3) consecutive nights maximum, **no exceptions**.

**RESERVATIONS**

**How do I make a reservation for Check Inn?**
To stay at Check Inn, you must first complete a reservation for a Triton Tour with UC San Diego Campus Tours. Your Triton Tour confirmation email will contain an access link to the registration website for Check Inn. Requests for Check Inn accommodations are submitted via web-registration form and must be received at least two (2) business days prior to arrival.

We highly recommend making your reservation at least two (2) weeks in advance. Check Inn has limited availability and all reservations will be honored on a first-come, first-served basis. Submitting the registration form does not guarantee a reservation. We will generally begin accepting reservations in the spring prior to summer season each year.

**What is needed to complete the online registration form?**
A non-refundable deposit payment of one night’s stay ($130.00) and your contact information are required. Before registering, please finalize your dates of stay and the total number of guests.

**When will I receive a confirmation letter?**
Reservations will be confirmed by email within approximately two (2) business days. Incomplete registration forms or verification of Host Department may result in processing delays.

**What else is required to complete my reservation?**
We require all guests to review and accept the “Rules & Safety Regulations” and complete a “Waiver of Liability”; these documents will be accessible online once your reservation has been confirmed.

**I need accommodations immediately. What should I do?**
Guests who will arrive with less than two (2) business days’ notice are considered a “short notice” arrival. Reservations for short notice arrivals may be made through the web registration, but Conference Services must be notified immediately during regular business hours, will require a minimum stay of two (2) nights.
and may not check-in on Sundays. We do not accept walk-in guests. Space is subject to availability and we cannot guarantee that accommodations can be provided.

**How do I cancel my reservation? Will I get my deposit back?**
Cancellations must be made at least two (2) business days prior to your arrival date and must be requested in writing via email to: checkinn@ucsd.edu. Cancellations will result in the loss of the non-refundable deposit. If applicable, a refund will be processed for any prepaid nights remaining on your reservation. Refunds may take up to 30 days to be processed.

**Can I change the dates of stay/arrival/departure?**
A minimum of two (2) business days’ notice is required to change the dates of stay for an existing reservation. You may change your dates of stay by logging into your Web Registration Account, but please contact Conference Services as soon as possible once these changes of have been made. There will be no financial penalty for changing dates. Accommodations for these changes are based on availability.

### RATES & PAYMENT

Please refer to “Terms & Conditions” for additional details about Rates & Payment policies.

#### 2015 Rates

<table>
<thead>
<tr>
<th>Check Inn Apartment</th>
<th>$130.00 per night, per apartment unit (1 to 4 guests). Additional $20 per night, per person for each 5th and 6th guest(s). Maximum capacity of 4 to 6 guests per apartment, depending on layout.</th>
</tr>
</thead>
</table>

**Example of Rates:**

| $130.00 | per night, per unit (1 to 4 guests) |
| $150.00 | per night, per unit (5 guests)      |
| $170.00 | per night, per unit (6 guests)      |

**What methods of payment do you accept?**
Conference Services & The Village Conference Service Center accept Visa, MasterCard, American Express, Discover Card, Cash, Money Orders, Cashier’s Check or Traveler’s Check (made payable to “UC Regents” with the reservation number and guest’s last name noted in the memo). We do not accept personal checks.

**Are there any discounts available?**
No, we do not offer discounted rates for Check Inn apartment units.

### ACCOMMODATIONS

**What is in the apartment?**
All apartment units are furnished and include:

- **Bedrooms:** beds with mattress, sheets, pillows, blankets, desks & chairs, closet or wardrobe space
  - Each bedroom is typically set up with either two (2) Twin-XL beds or a one (1) Full size bed
- **Kitchen:** sink, stove, refrigerator, microwave, kitchenware set and coffee maker
- **Living Room:** dining table with chairs and sofa
- **Wastebasket** and recycling receptacles

**When should I expect housekeeping service?**
Please expect housekeeping between 8:00AM and 4:00PM.
“Check Inn Apartment”

- Private and fully furnished apartment unit
- Maximum capacity of (4 to 6) guests per unit
- Each apartment unit includes a living room, kitchen, (2 to 4) bedrooms and (1 to 2) bathrooms

Amenities:
- Standard bed linens
- Bath towel set
- Bathroom essentials
- Microwave
- Television with limited cable service
- Coffee maker, coffee and tea essentials
- Iron/board, Vacuum
- Kitchenware Set

Housekeeping Services

- Trash removed daily
- Kitchen/Bathroom cleaned daily
- Towels Exchanged every-other-day
- Linen Exchanged every-other-day
- Beds Made every-other-day

INCLUDED/NOT INCLUDED

Do I have Internet Access? Wireless?
Internet access is included in your conference stay. Each person will have an Ethernet jack in their room. We suggest you bring an Ethernet cable to connect to the Internet. Wireless will be available in most of the housing areas, but is not the primary network. Once you are connected and open your browser, you will be directed to a ResNet "Authentication" website with the option to register as a Guest on the residential network (ResNet).

To reduce the amount of time it takes to get connected, make sure you have the following before coming to campus:
- Enabled Firewall
- Updated Antivirus software
- Updated operating system
- Updated software - especially Adobe products and Java

For wireless internet access on the main campus, the UCSD-GUEST wireless network will only require agreeing to the AUP. For any questions or problems with the network, please call ResNet at 858-534-2267. Additional information, including steps for the requirements listed above can be found on the ResNet website at http://resnet.ucsd.edu/conf.

Is there a television in the apartment?
Televisions are provided; all apartment units have limited cable.

Are there cooking utensils, pots and pans?
A complimentary Kitchenware set is provided in each Check Inn Apartment. Each Kitchenware set includes cookware (pots, pan, baking dish) and dining service (plates, bowls, cups) for four guests. It also includes dish towels, hot pads, dish rack, flatware tray, cutting board, place mats, dish soap and dish scrub brush. You are also welcome to bring your own dishes and cookware for use in the kitchen, but please note that dishwashing is not included in the Housekeeping Service: Please wash any dishes that are used.

Is there a microwave?
Yes, a microwave is included in all Check Inn apartment kitchens.

Is there a telephone or radio in the apartment?
No, there are no telephones or radios in any of the apartments.
**Is there air conditioning?**
There is no air conditioning in any of the apartment units. Average high temperatures range between 67 - 82 degrees Fahrenheit and average low temperatures range between 44 - 62 degrees Fahrenheit. Below are the average temperatures for the summer months.

<table>
<thead>
<tr>
<th></th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High</strong></td>
<td>71°F</td>
<td>76°F</td>
<td>78°F</td>
<td>77°F</td>
</tr>
<tr>
<td><strong>Low</strong></td>
<td>61°F</td>
<td>65°F</td>
<td>67°F</td>
<td>65°F</td>
</tr>
<tr>
<td><strong>Rainfall</strong></td>
<td>0.06”</td>
<td>0.01”</td>
<td>0.11”</td>
<td>0.19”</td>
</tr>
<tr>
<td><strong>Sunshine</strong></td>
<td>58%</td>
<td>68%</td>
<td>70%</td>
<td>69%</td>
</tr>
<tr>
<td><strong>Sunrise</strong></td>
<td>5:40</td>
<td>5:51</td>
<td>6:12</td>
<td>6:32</td>
</tr>
<tr>
<td><strong>Sunset</strong></td>
<td>7:58</td>
<td>7:58</td>
<td>7:34</td>
<td>6:55</td>
</tr>
</tbody>
</table>

**Where can I work-out?  Is there a pool? Is this included as part of the cost?**
Guests may purchase a daily or weekly “Guest Rec Pass” to access recreational facilities on the UC San Diego campus. Facilities include: RIMAC, Canyonview pool and the Main Gym. To purchase a pass or find out more information, please contact UC San Diego Recreation at 858.534.4037 or visit [UC San Diego Recreation](#). You may also visit RIMAC Arena Reception Desk located a short walk from The Village. Please mention that you are staying in the Guest Housing Program at The Village when inquiring/buying a pass. (Note: Guest Rec Passes are only available to visitors aged 18 years or older.

**Where can I request extra towels?**
You may request an extra Towel Set at The Village Conference Service Center front desk.

**I have a maintenance concern, who should I contact?**
Please contact The Village Conference Service Center at 858.534.4165 with your concern so that a work order can be placed.

**DINING**

**Are meals included?**
Meal plans are not available to guests staying in Check Inn.

**Where may I eat?**
Guests are welcome to purchase meals or retail items at our [Dining Facilities](#). In addition to dining options on campus, you'll find many restaurants and grocery stores in the surrounding area.

- [The Bistro at The Strand](#) (located within The Village neighborhood)
- [The Village Place & Market](#) (located within The Village neighborhood)
- [Places to eat on campus](#)
- [Westfield UTC mall](#)

Nearby grocery stores:

<table>
<thead>
<tr>
<th>Ralphs</th>
<th>Whole Foods Market</th>
<th>Trader Joe’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>8657 Villa La Jolla Dr</td>
<td>8825 Villa La Jolla Dr</td>
<td>8657 Villa La Jolla Dr</td>
</tr>
<tr>
<td>La Jolla, CA 92037</td>
<td>La Jolla, CA 92037</td>
<td>La Jolla, CA 92037</td>
</tr>
<tr>
<td>(858) 597-1550</td>
<td>(858) 642-6700</td>
<td>(858) 546-8629</td>
</tr>
</tbody>
</table>
GETTING HERE

How do I get to UC San Diego?
Find driving directions, information about public transportation and maps at the links below.

- Driving directions to:
  - UCSD campus
- Current traffic conditions
- UCSD shuttle service
- Public transportation serving UCSD
- Regional San Diego trolleys, bus service, trains, etc.
- San Diego International Airport shuttle services (Please use “556CV” as the UCSD group discount code)
- Los Angeles International Airport ground transportation services
- Local taxi services
- Local rental car information

Driving Directions to Check Inn / The Village:

From I-5 South:
Take exit 29 for Genesee Avenue
Keep right at the fork, follow signs for Genesee Avenue W and merge onto Genesee Avenue
Turn left at N Torrey Pines Road
Turn left at Northpoint Drive
Take first right at stop sign at Scholars Drive N
Destination is on the right in Building 3

From I-5 North:
Take exit 29 for Genesee Avenue
Turn left at Genesee Avenue
Turn left at N Torrey Pines Road
Turn left at Northpoint Drive
Take first right at stop sign at Scholars Drive N
Destination is on the right in Building 3

PARKING

When are parking permits required?
Parking Permits are required on campus from Monday to Friday, 7:00am to 11:00pm. Parking Permits are not required on weekends. Please refer to Visitor Parking for the most current information and requirements. Parking spaces are not guaranteed.

Can you tell me about parking at UC San Diego?
Parking at UC San Diego includes both metered spaces and permit-only parking lots and structures. Please view the parking maps or ask the Conference Services Center for information on the closest available parking spots. Space can be limited and visitors are encouraged to use public transportation when possible.

- Parking Map @ The Village
- About Visitor Parking
- UCSD Parking Maps
- Parking Reciprocity for visiting UC faculty and staff
- Accessible Parking for visitors with a Disabled Person placard or license plate
Is parking included with my stay?
No, parking permits are not included with Check Inn. Parking permits may be purchased at the kiosks located in each parking structure, at the Gilman Parking Office or online before arrival date.

What parking spaces are closest to The Village?
The nearest parking lots include Pangea and Hopkins Parking Structures; parking spaces are not guaranteed. Please refer to The Village CSC webpage for additional parking information.

Before I park my vehicle, can I drop off luggage or a passenger at the front desk?
There are a limited number of 20-Minute Loading Zones located near The Village CSC along Scholars Drive North. You are welcome to use these loading zone spaces for loading purposes, but please be sure to obey the posted time limit.

I got a parking ticket! Can you help me?
Conference Services is unable to assist with parking citations. Parking space designations and posted restrictions are strictly enforced on our campus and violations may result in parking citations. For more information, please visit the Parking & Transportation website here. You may also email them directly at citation@ucsd.edu.

ARRIVAL INFORMATION
Reservation is guaranteed for arrival on your confirmed check-in date only. If you do not check-in on the first day of your reservation and do not alert Conference Services in advance, the remaining portion of your reservation will be canceled.

Check-in time: After 3:00pm (date of arrival)
Check-out time: Before 11:00am (date of departure)

Early Check-in: With advanced notice and space permitting, we will allow an early check-in on the date of your arrival. We require at least two (2) business days advance notice to confirm availability.

Late Check-out: Late check-outs are not permitted. Guests who do not check-out by 11:00am will be subject to a late fee charge equal to one (1) nights’ stay.

Where do I check-in?
You will check-in at The Village Conference Service Center (“The Village CSC”) which is located on campus at 2202 Scholars Drive North, La Jolla, CA 92093. Please visit the website for a neighborhood map and more information. The Village will be your primary source for assistance during your stay.

Once registered, please refer to the Confirmation Letter for additional details about your reservation.

What is my mailing address while staying on-campus?
The Village Conference Service Center
(Your Name)
The Village Conference Service Center
9450 Gilman Drive
La Jolla, CA 92092-0100

CONTACT US
For further assistance please contact Conference Services; we are happy to help with any questions or special accommodation needs. Our regular business hours are: Monday to Friday, 8:30am to 4:00pm.

UC San Diego Conference Services
Phone: 858.534.4220 | Toll-Free: 866.388.8273
Check Inn inquiries: checkinn@ucsd.edu
Note: Request for any modification to an existing reservation must be requested in writing and sent via email to Conference Services at: checkinn@ucsd.edu. Our Guest Reservationist will be in contact with you at the earliest opportunity; please allow up to two (2) business days for response.

Be sure to include the following information:

- Name of the reservation holder
- Confirmation number
- In the subject of your email, please indicate how we can help:
  - Add or Remove Additional Guest(s)
  - Cancellation
  - Change Departure Date
  - Change Arrival Date
  - Request Early Arrival Check-In
  - Other (please include details of how we can help)

For assistance with Triton Tour reservations, please visit the website for Campus Tours for Prospective Students & Families or contact their offices by email at campustours@ucsd.edu.

(Updated 3/31/2015)