

# FREQUENTLY ASKED QUESTIONS

## UC San Diego | Guest Housing and Check Inn | 2016

### ABOUT GUEST HOUSING

#### What is Guest Housing?

Guest Housing is an on-campus housing option available to guests and affiliates of UC San Diego during the summer conference season, June 18<sup>th</sup>, 2016 – September 5<sup>th</sup>, 2016. Guest Housing features furnished apartment units, housekeeping services, towels, bed linens and in-room amenities similar to a hotel. Guest Housing rates do not include meals or meal plans.

#### Who can stay in Guest Housing?

Guests must have a UC Affiliation and/or a verified UC San Diego Department Host in order to be eligible to stay in Guest Housing. These accommodations are intended for individuals, families or small parties engaged in business with the University during their stay. Some examples of eligible guests include UC Alumni, staff and faculty, visiting scholars, researchers, interns or other guests with a Department Host. Please refer to the “Terms and Conditions” document for detailed eligibility requirements.

#### When is Guest Housing available?

This summer season, Guest Housing will be available from June 18<sup>th</sup>, 2016 – September 5<sup>th</sup>, 2016. All guests must depart on or before the morning of Monday, September 5<sup>th</sup>, 2016. Due to occupation by students during the academic year, these accommodations are only available during the summer conference season.

#### Where is Guest Housing located?

Guest Housing is located on the north end of the UC San Diego campus at The Village Housing Community. The Village is conveniently located just a short walk from RIMAC, Rady’s School of Management and 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)

### ABOUT CHECK INN

#### I am a prospective student and will be visiting UC San Diego. May I stay in Guest Housing?

During the summer season, we are pleased to invite prospective students and their families to stay with us through the UC San Diego [Check Inn](#) program.

Check Inn is an on-campus housing option available exclusively to prospective students that have reserved a Triton Tour. Check Inn guests may only stay a maximum of three (3) nights. To learn more, please visit our website to [Check Inn & Check Us Out!](#)

### OTHER VISITORS

#### Will Guest Housing be available during Commencement weekend?

No, we regret that Guest Housing is not available during the academic year or for Commencement weekend. To assist in your housing search you may wish to review the “Alternative Housing Resources” below.

#### I am attending/visiting a Summer Camp or Conference Group. May I stay in Guest Housing?

Visitors of Summer Camps or Conference Groups (i.e. parents of a camp participant) may stay in Guest Housing. Please contact the Hospitality and Conference Services office for availability.

#### I have a child who is under 18 years of age. May they stay in Guest Housing?

Unaccompanied youth (minors under 18 years of age) are not permitted to stay in Guest Housing. All youth must be accompanied by and supervised by a parent or legal guardian at all times during their stay on campus.

#### I am a UC San Diego student and want to live on-campus. Can you help me?

We are unable to house current students. UC San Diego students should contact Housing Administrative Services at **858.534.4010** for assistance with Summer Session Housing.

#### I am a student from another college/school. May I stay in Guest Housing?

Students may not stay in Guest Housing unless they are considered an eligible guest. You may wish to review the “Alternative Housing Resources” for additional housing options.

If you have any additional questions or would like to discuss special accommodation needs, please contact us for assistance. We are also happy to clarify if you are an eligible guest and/or if your host is an affiliate of UC San Diego.

Please see **page 5** of FAQ for contact information.

### RESERVATIONS

#### How do I make a reservation for Guest Housing?

We accept reservation requests online. A URL link to the online reservation request form will be posted on the Guest Housing webpage during Spring Quarter. We recommend making your reservation at least two (2) weeks prior to your arrival, as housing is based on availability.

#### What is needed to complete the online registration form?

A non-refundable deposit payment of sixty-five dollars (\$65.00), your contact information, reason for visit and your department host are required. For Check Inn guests, the non-refundable payment is one-hundred and thirty dollars (\$130.00).

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### What else is required to complete my registration?

We require all guests to review and sign the “Terms and Conditions/Code of Conduct”, and complete a “Waiver of Liability” for each occupant in the apartments. For your convenience you may upload the signed documents prior to your arrival. Otherwise, please present the completed and signed forms at check-in.

### I need accommodations immediately. What should I do?

If you are planning a short notice reservation, where the arrival date is less than two (2) business days away, DO NOT make an online reservation request. Instead, you are required to call Hospitality and Conference Services to verify availability at **858.534.4220**. We cannot guarantee that short notice reservation requests will be accommodated. Additionally, we DO NOT accept walk-in reservations.

### 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: [guesthousing@ucsd.edu](mailto:guesthousing@ucsd.edu), or [checkinn@ucsd.edu](mailto:checkinn@ucsd.edu) for Check Inn guests. 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?

Any changes to reservation dates must be requested a minimum two (2) business days prior to arrival date. Please contact Hospitality and Conferences to make changes and inquire about availability. Requests will be granted based on availability.

## RATES & PAYMENT 2016

### Private Apartment:

Maximum capacity of 5 to 6 guests per apartment. Layout varies.

### Regular Rate:

- 1 to 3 guests: \$130.00/night, per apartment
- 4 to 6 guests: \$185.00/night, per apartment

***A ten percent (10%) discounted rate is available for extended stays of fifteen (15) or more consecutive nights.***

### 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.

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

## ACCOMMODATIONS

### What is in the apartment unit?

All Guest Housing 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 am and 4 pm.

## INCLUDED/NOT INCLUDED

### Do I have Internet Access? Wireless?

Internet access is included in your 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 Residential Network (ResNet) Authentication website with the option to register as a Guest.

To reduce the amount of time it takes to get connected, make sure you have the following before coming to campus:

- Enabled Firewall
- Updated Anti-virus 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 [resnet.ucsd.edu/conf](http://resnet.ucsd.edu/conf).

### Is there a television in the apartment?

Televisions are provided in all Guest Housing apartments.

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### Are there cooking utensils, pots and pans?

A complimentary Kitchenware set is provided in each Private and Shared Apartment. Each Kitchenware set includes cookware (pots, pan, baking dish) and dining service (plates, bowls, cups) for four guests. It also includes dishtowels, 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 Guest Housing 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 high 60's to low 90's degrees Fahrenheit. Below are the average temperatures for the summer months in 2015.

|      | June | July | August | September |
|------|------|------|--------|-----------|
| High | 84°F | 90°F | 92°F   | 98°F      |
| Low  | 64°F | 66°F | 72°F   | 74°F      |

### Where can I work-out? Is there a pool?

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 Desk.

### Who should I contact with a maintenance concern?

Please contact The Village Conference Desk at **858.534.4165** with your concern so that a work order can be placed.

## DINING

### Are meals included? Can I add meals to my reservation?

Meal plans are not automatically included in Guest Housing and Check Inn reservations. However, you may choose to enhance your stay by adding a meal plan. Please see the "Terms and Conditions" section on Meal Plans for more information on cost.

### Where may I eat?

If you have purchased a Meal Plan, your meal card can only be used in Café Ventanas.

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:



8657 Villa La Jolla Dr.  
La Jolla, CA 92037  
**858.597.1550**



8825 Villa La Jolla Dr.  
La Jolla, CA 92037  
**858.642.6700**



8657 Villa La Jolla Dr.  
La Jolla, CA 92037  
**858.546.8629**

## 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/on:
  - ◆ [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](#)

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### Driving Directions to Guest Housing / 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 am – 11 pm. 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/structures. Please view the parking maps or ask the Conference Desk for information on the closest available parking spots. Space can be limited and visitors are encouraged to use public transportation when possible.

- Parking Map: [Pangea](#) and [Hopkins](#) Parking Structures
- [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 Guest Housing. 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 Conference Desk](#) 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 Conference Desk 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](mailto: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 4 pm (arrival date)

**Check-out time:** Before 11 am (departure date)

**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 am 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 Desk](#) 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 Desk  
[GUEST NAME]  
The Village Conference Desk  
9450 Gilman Drive  
La Jolla, CA 92092-0100

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### 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 am – 4:30 pm.

### UC San Diego Hospitality and Conference Services

Phone: **858.534.4220** | Toll-Free: **866.388.8273**

Guest Housing inquiries: [guesthousing@ucsd.edu](mailto:guesthousing@ucsd.edu)

Check Inn inquiries: [checkinn@ucsd.edu](mailto: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: [guesthousing@ucsd.edu](mailto:guesthousing@ucsd.edu) or [checkinn@ucsd.edu](mailto:checkinn@ucsd.edu). 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
  - ◆ Changes to Arrival or Departure Dates
  - ◆ Request Early Arrival
  - ◆ Other (Please specify)



## Hospitality and Conference Services

### ADDITIONAL RESOURCES:

- [San Diego Hotels](#) search for additional hotel listings
- [Discover San Diego](#) is the official travel resource for San Diego.
- [Communities of San Diego](#) is a map of communities and neighborhoods.
- [Market Comparison Report](#) lists local apartments in the UTC neighborhood.

### Local Classified Advertisements:

- [Craigslist](#)
- [San Diego Reader](#)
- [San Diego Union Tribune](#)
- [UCSD Guardian](#) (campus publication)

### ALTERNATIVE HOUSING RESOURCES

We understand that Guest Housing may not be the right choice for every visitor; as such we hope the following information may prove helpful in your housing search. Please note this is not an exhaustive list of lodging options and UC San Diego is not responsible for the content of external websites.

[Friends & Visitors of UC San Diego](#) is a great resource for visitors new to our campus.

### Hotels nearby UC San Diego:

#### Bartell Hotels

Various hotel properties

**1.800.345.9995**

#### Hilton La Jolla Torrey Pines

10950 North Torrey Pines Road

La Jolla, CA 92037

**858.558.1500**

#### Embassy Suites San Diego – La Jolla

4550 La Jolla Village Drive

San Diego, CA 92122

**858.453.0400**

#### The Lodge at Torrey Pines

11480 North Torrey Pines Road

La Jolla, CA 92037

**858.453.4420**

#### The Clarion Del Mar Inn

720 Camino Del Mar

Del Mar, CA 92014

**858.755.9765**

#### Marriott Residence Inn

##### San Diego La Jolla

8901 Gilman Drive

La Jolla, CA 92037

**858.587.1770**

#### Double Tree San Diego – Del Mar

11915 El Camino Real

San Diego, CA 92130

**858.481.5900**

#### Marriott San Diego La Jolla

4240 La Jolla Village Drive

La Jolla, CA 92037

**858.587.1414**

#### Estancia La Jolla Hotel and Spa

9700 N. Torrey Pines Road

La Jolla, CA 92037

**858.550.1000**

#### Sheraton La Jolla

3299 Holiday Court

La Jolla, CA 92037

**858.453.5500**

### UC San Diego affiliates and on-campus housing options:

Some UC San Diego affiliates may be eligible for apartment housing through Associated Residential Community Housing (ARCH). Depending on your affiliation, please contact the appropriate office:

- Graduate and Professional Students: [Associated Residential Community Housing \(ARCH\)](#)
- Faculty, Staff, Fellows, and Postdoctoral Scholars: [La Jolla Del Sol](#)

### Additional resources for UC San Diego affiliates:

- [UCSD Off-Campus Housing Directory](#)
- [Commuter Student Services](#)
- [Faculty & Staff Housing Resources](#)

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