

Housing List Instructions

Housing lists will be sent to you in Excel format and must be returned in the same format two weeks prior to your earliest check-in date for the designated conference or weekly session. A reminder, it is \$50.00 per day for every day the deadline is missed.

Apartments and Residence Hall Suites have common restrooms. Apartments generally have a capacity ranging 4 to 6 persons. Residence Halls have a capacity ranging from 6 to 11 persons.

Categories of the Housing List:

Building	Room No	Last Name	First Name	Gender	Room Type	SubGroup	Dietary Needs	Housing Needs	Age Range	Check In	Check Out
APT: AH-124											
AH	AH-124-5				Single					7/5/2012	7/8/2012
AH	AH-124-4				Single					7/5/2012	7/8/2012
AH	AH-124-3				Single					7/5/2012	7/8/2012
AH	AH-124-1				Single					7/5/2012	7/8/2012
AH	AH-124-2				Double					7/5/2012	7/8/2012
AH	AH-124-2				Double					7/5/2012	7/8/2012

APT/Suite: The blue filled box with either Apt. or Suite will indicate the housing type and the apartment number or suite number.

Building: The building code for your housing locations will be abbreviated. A full list of building abbreviations and housing types will be available at the end of this document.

Room No: Room Number for each bed space in a housing unit. Each line that is marked with a room number represents an individual bed space.

Last Name/First Name: Participant's name as it appears on their photo ID for check in. Youth group conferees may use their Student ID for check-in.

Room Type: The room type will indicate if the room is a single (one bed space), double (two bed spaces) or a triple (three bed spaces). Each bed space, as mentioned under "Room No" will have its own line.

Check In and Check Out Date: These are the dates of the conference. If a participant is arriving early or late, or leaving earlier or later than the conference main dates please update the dates to the appropriate ones. There is an additional nightly fee.

Conferees staying outside of conference dates: For additional nightly fees, costs, and procedures for your conferees, please contact your Conference Coordinator.

Special Instructions:

ADA Housing Needs: Please indicate on your housing list and in the email to which the housing list is attached of any persons requiring ADA accommodations and what those accommodations may require.

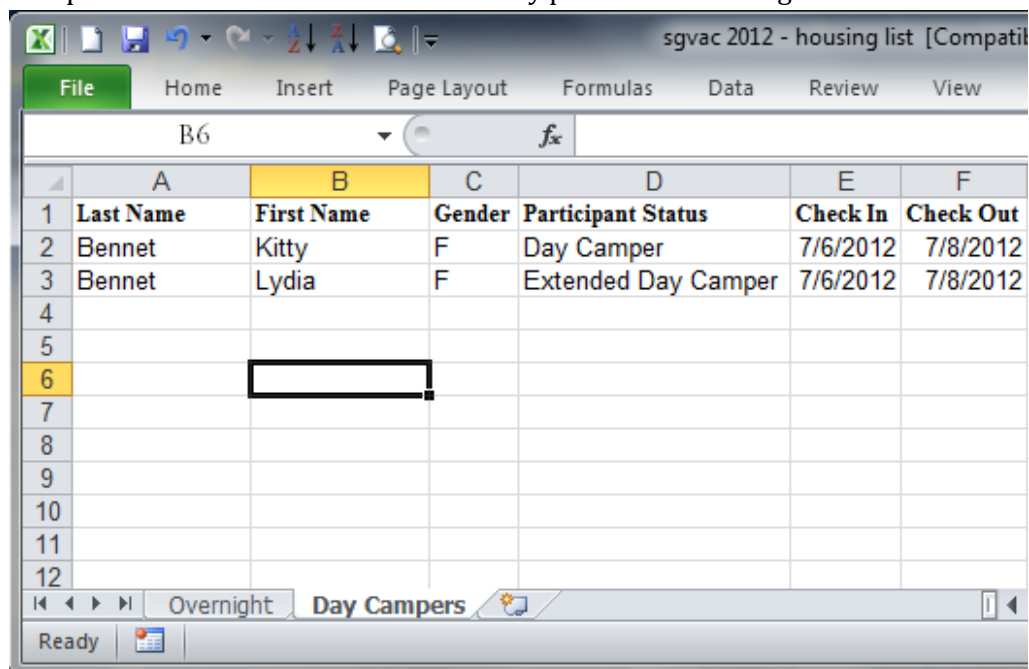
Medically Necessitated Diets: Notifying your Conference Coordinator of any medically necessitated diets must be done two weeks prior to check in. Please note a doctor's note regarding the diet is necessary. Please notify your Conference Coordinator of the participants with these diets in the email to which your housing list is attached.

Housing Lists for Youth Conferences

Categories that may need to be completed by Youth Conferences:

1. Participant Category (Staff or Camper) – This category lets your Conference Coordinator know who is a participant of your conference and who is a staff member for your organization. Remember, for every ten (10) youth campers your organization must provide one (1) staff member for supervision.
2. Team Name – This category will help with team based check ins and tournament sports camps.
3. Participant Status (Overnight, Commuter, Extended Commuter) – This category will help with meal plan counts and check ins for your conference.
 - a. Overnight – Campers housed on campus in UC San Diego housing facilities
 - b. Commuter – Commuters with the designated Lunch-only meal plan
 - c. Extended Commuter – Commuters with an extended meal plan (beyond lunch only)

Note: You can put your Commuter participants on a separate worksheet tab in Excel. Last Name, First Name, and Participant Status must be included for every person on the designated worksheet. See image:



	A	B	C	D	E	F
1	Last Name	First Name	Gender	Participant Status	Check In	Check Out
2	Bennet	Kitty	F	Day Camper	7/6/2012	7/8/2012
3	Bennet	Lydia	F	Extended Day Camper	7/6/2012	7/8/2012
4						
5						
6						
7						
8						
9						
10						
11						
12						

Room Assignments – Residence Halls

- One adult staff member at minimum per suite for supervision of youth in residence halls
- Any two suites that share a restroom will be visibly marked or color coded by your Conference Coordinator
- Reminder: Suites are gender based, one gender per suite

Room Assignments – Apartments

- Capacity not to exceed the number of bed spaces
- One Staff member of organization per apartment for supervision purposes
- Apartments must be assigned with one single gender per apartment

Housing Lists for Adult Conferences

Categories that may need to be completed by Adult Conferences

- Participant Status (Overnight, Commuter, Extended Commuter) – This category will help with meal plan counts and check ins for your conference.
 - a. Overnight – Campers housed on campus in UC San Diego housing facilities
 - b. Commuter – Commuters with the designated Lunch-only meal plan
 - c. Extended Commuter – Commuters with an extended meal plan (beyond lunch only)

Note: You can put your Commuter participants on a separate worksheet tab in Excel. Last Name, First Name, and Participant Status must be included for every person on the designated worksheet. See image:

	A	B	C	D	E	F
1	Last Name	First Name	Gender	Participant Status	Check In	Check Out
2	Bennet	Kitty	F	Day Camper	7/6/2012	7/8/2012
3	Bennet	Lydia	F	Extended Day Camper	7/6/2012	7/8/2012
4						
5						
6						
7						
8						
9						
10						
11						
12						

Room Assignments – Residence Halls

- Any two suites that share a restroom will be visibly marked or color coded by your Conference Coordinator
- Reminder: Suites are gender based, one gender per suite

Room Assignments – Apartments

- Capacity not to exceed the number of bed spaces
- Apartments must be assigned with one single gender per apartment
 - Understandably there may be two participants who are married attending the conference; oftentimes there are apartments that may be designated for this couple only so that other participants are not in an apartment with mixed genders.

Housing Lists for Family Retreats

Categories that need to be completed by Family Retreats:

1. Age – This column is for the numeral age of the participant
2. Age Range – the age range the participant falls into. This affects your meal counts and guarantees. This can be entered either as the full category (Child) or by the first letter (C)

Age Range	Age Range
Infant	0 to 3
Junior	4 to 11
Youth	12 to 17
Adult	18 and higher

Room Assignments - Apartments

- One family per apartment, capacity not to exceed the number of bed spaces in the apartment plus 2.
- Each person, regardless of age or number of bed spaces in the apartment, must have their own line for their name
 - If you need to add a line in, please make sure to copy the bed space information
 - Below Bedrooms 2 and 1 were copied to include extra spaces for the young children doubling up with parents

Building	Room No	Last Name	First Name	Gender	Room Type	Age	Age Range	Check In	Check Out
APT: ETN-101									
ETN	ETN-101-4	Bennet	Kitty	F	Single	17	Youth	7/5/2012	7/8/2012
ETN	ETN-101-3	Bennet	Lydia	F	Single	15	Youth	7/5/2012	7/8/2012
ETN	ETN-101-2	Bennet	Mr.	M	Single		Adult	7/5/2012	7/8/2012
ETN	ETN-101-2	Bennet	Child	M	Single	6	Junior	7/5/2012	7/8/2012
ETN	ETN-101-1	Bennet	Mrs.	F	Single		Adult	7/5/2012	7/8/2012
ETN	ETN-101-1	Bennet	Baby	F	Single	1	Infant	7/5/2012	7/8/2012

Room Assignments – Residence Halls

- One adult staff member at minimum per suite for supervision of youth in residence halls
- Any two suites that share a restroom will be visibly marked or color coded by your Conference Coordinator
- Reminder: Suites are gender based, one gender per suite

Building Codes and Housing Type

Residential Community	Building Code	Building Name	Type of Housing
Marshall College	TMA	Marshall Apartment - A	Apartment
	TMB	Marshall Apartment - B	Apartment
	TMC	Marshall Apartment - C	Apartment
	TMD	Marshall Apartment - D	Apartment
	TME	Marshall Apartment - E	Apartment
	TMF	Marshall Apartment - F	Apartment
	TMG	Marshall Apartment - G	Apartment
	TMH	Marshall Apartment - H	Apartment
	TMJ	Marshall Apartment - J	Apartment
	TMK	Marshall Apartment - K	Apartment
	TML	Marshall Apartment - L	Apartment
	TMM	Marshall Apartment - M	Apartment
	TMN	Marshall ResHall - N	Residence Hall
	TMO	Marshall ResHall - O	Residence Hall
	TMP	Marshall ResHall - P	Residence Hall
	TMQ	Marshall ResHall - Q	Residence Hall
	TMR	Marshall ResHall - R	Residence Hall
	TMS	Marshall ResHall - S	Residence Hall
	TMT	Marshall ResHall - T	Residence Hall
	TMU	Marshall ResHall - U	Residence Hall
TMV	Marshall ResHall - V	Residence Hall	
Muir College	TA	Tamarack	Apartment
	TE	Tenaya	Residence Hall
	TI	Tioga	Residence Hall
	TU	Tuolumne	Apartment
Revelle College	AR	Argo Hall	Residence Hall
	AT	Atlantis Hall	Residence Hall
	BE	Beagle Hall	Residence Hall
	BL	Blake Hall	Residence Hall
	CH	Challenger Hall	Residence Hall
	DI	Discovery Hall	Residence Hall
	GA	Galathea Hall	Residence Hall
	ME	Meteor Hall	Residence Hall
	REAPT	Revelle - CDK Apartments	Apartment

Residential Community	Building Code	Building Name	Type of Housing
Roosevelt College	AF	Africa Hall	Residence Hall
	AH	Asante House	Apartment
	AS	Asia Hall	Residence Hall
	CU	Cuzco House	Apartment
	ER	Europe Hall	Residence Hall
	ETN	Earth Hall North	Apartment
	ETS	Earth Hall South	Apartment
	GE	Geneva	Apartment
	KH	Kathmandu House	Apartment
	LA	Latin America Hall	Residence Hall
	MDE	Middle East	Apartment
	MV	Mesa Verde	Apartment
	NA	North America Hall	Residence Hall
	OC	Oceania	Apartment
	Sixth College	MTHA	Matthews A
MTHB		Matthews B	Apartment
MTHC		Matthews C	Apartment
MTHD		Matthews D	Apartment
MTHE		Matthews E	Apartment
SA		Sixth A Building	Residence Hall
SB		Sixth B Building	Residence Hall
SC		Sixth C Building	Residence Hall
SC0100		Sixth College - Building 100	Apartment
SC0200		Sixth College - Building 200	Apartment
SC0300		Sixth College - Building 300	Apartment
SC0400		Sixth College - Building 400	Apartment
SC0500		Sixth College - Building 500	Apartment
SC0600		Sixth College - Building 600	Apartment
SC0700		Sixth College - Building 700	Apartment
SC0800		Sixth College - Building 800	Apartment
SC0900		Sixth College - Building 900	Apartment
SC1000		Sixth College - Building 1000	Apartment
SC1100		Sixth College - Building 1100	Apartment
SC1200		Sixth College - Building 1200	Apartment
SC1300		Sixth College - Building 1300	Apartment
SC1400		Sixth College - Building 1400	Apartment
SC1500		Sixth College - Building 1500	Apartment
SC1600	Sixth College - Building 1600	Apartment	
SC1700	Sixth College - Building 1700	Apartment	
SC1800	Sixth College - Building 1800	Apartment	

Residential Community	Building Code	Building Name	Type of Housing
Sixth College	SD	Sixth D Building	Residence Hall
	SE	Sixth E Building	Residence Hall
	SF	Sixth F Building	Residence Hall
	SG	Sixth G Building	Residence Hall
	SH	Sixth H Building	Residence Hall
The Village	TW	Village Tower West	Apartment
	VE1	Village East Tower	Apartment
	VE2	Village East Building 2	Apartment
	VE3	Village East Building 3	Apartment
	VE4	Village East Building 4	Apartment
	VE5	Village East Building 5	Apartment
	VW2	Village West Building 2	Apartment
	VW3	Village West Building 3	Apartment
	VW4	Village West Building 4	Apartment
	VW5	Village West Building 5	Apartment
	VW6	Village West Building 6	Apartment
	VW7	Village West Building 7	Apartment
	VW8	Village West Building 8	Apartment
Warren College	BK	Black Hall	Apartment
	BR	Brennan Hall	Apartment
	DG	Douglas Hall	Apartment
	FR	Frankfurter Hall	Residence Hall
	GB	Goldberg Hall	Apartment
	HA	Harlan Hall	Residence Hall
	ST	Stewart Hall	Residence Hall