

UCSC CONFERENCE SERVICES

Welcome to the University of California, Santa Cruz *General Campus Information*

Location UCSC is located at the north end of Monterey Bay, approximately 75 miles south of San Francisco, and thirty miles from San Jose. The campus occupies approximately 2000 acres on a hill overlooking the Monterey Bay and the city of Santa Cruz.

Weather Santa Cruz weather is usually mild with temperatures ranging from 70-80° F during the daytime to 55-65° F at night. Morning fog can keep temperatures cooler than inland so a jacket or heavy sweater is recommended. Rainfall occurs between November and April though June showers are not unknown.

Accommodations Adult conferences are housed in student apartments, with a maximum six (6) persons to an apartment. Shared accommodations include a bathroom, kitchen, dining area and living room. Towels and bed linens and a bedside lamp are provided. Guests requiring special accommodation should inform their conference director well in advance, as most apartment buildings do not have elevators or specially equipped bathrooms. **Please note that the apartment will be serviced by the custodial service before and after your stay only.**

The College 9/10 apartments are only accessible by stairs. Building four is a very small building with three apartments, one on the second, third and fourth floors. Linens (sheets, blankets, pillow, towels and soap) are provided. There are no televisions, clocks, radios, telephones, coffee makers or kitchen utensils. The refrigerator is operable but stoves are turned off. Each bedroom has ethernet access (<http://resnet.ucsc.edu/configinfo>); there is also wireless access throughout campus (http://its.ucsc.edu/service_catalog/network_wireless/cruznet).

Linens

Bed and bath linens are provided for apartment conferees (see above).

Luggage Guests should be aware that they may be dropped off, picked up, or required to park their vehicles some distance from the apartments and plan accordingly. Luggage assistance is not available.

Telephone A telephone connection is located in the bedroom of each apartment with free campus and local call access. Long distance calls require a credit card or phone card (a limited supply is available for purchase at the Conference Office.) A limited number of phones will be available for participants' use at no charge. Some, but not all, cellular telephones function on the campus. Please check with your carrier to verify coverage.

White or black courtesy phones are located throughout the residence halls and college areas providing free campus calls (459- and 502- numbers). In addition there are several "blue light" phones at various locations for emergency calls directed to campus police (<http://emergency.ucsc.edu/bluelight.html>).

Email There is an Ethernet connection in each bedroom of each apartment. Please visit the UCSC website prior to arrival for configuration information: <http://www2.ucsc.edu/resnet/>.

Laundry Laundry machines are located in alternate resident halls and each apartment complex. Please inquire in your Conference Office as to location and operation.

What to Bring

- Comfortable walking shoes – the natural setting of the campus includes both flat and steep areas.
- Warm clothes – even in summer when temperatures can climb into the 80s, nights and early mornings can be foggy and chilly. A light jacket or warm sweater is recommended.
- Bathrobe – All bathrooms are shared.
- Alarm clock.
- Telephone instrument for adult groups – free telephone access is provided and some phones may be available but if a phone is important to you, consider bringing your own phone.
- Stamps and phone cards. (Phone cards are no longer available for purchase on campus).
- Travel light - luggage assistance is not available and living quarters are accessible by stair only.

Parking All vehicles parked on campus require a parking permit at all times. A Conference parking permit is provided at check-in for each participant housed on campus. Parking citations issued by campus police are municipal tickets and are the responsibility of the conference guest.

Shuttle Transportation

Campus shuttles operate free of charge Monday-Friday (no weekend service) in the summer on a 20-minute schedule. The Conference Office has information on shuttle routes and schedules.

Local bus service, the Santa Cruz Metro, from campus to downtown Santa Cruz is offered at approximately 20-minute intervals and costs \$1.50 one way (exact change required). Schedules are available at the Conference Office or online at <http://www.scmtd.com/>.

Airport transportation services will drop off participants at designated stops. Advanced reservations are required.

Check-in At check-in all guests sign a housing roster, obtain room keys, meal cards or wristbands, and parking permits as well as maps and other registration information. Guests arriving after 8:00 pm will be stopped upon entering the campus by kiosk attendants and will be directed to their housing. A Community Safety Officer will meet guests and let them into their assigned apartments. Guests must officially check in at the conference office beginning at 7:00 am the next day to sign in and receive keys, meal cards and parking permits.

Check-out All guests are required to individually sign a check-out roster and return keys and meal cards prior to leaving the campus, either at a designated remote site or the assigned Conference Office, by 1:00 PM. Keys and meal cards not returned at check-out will be charged to the individual. Lost keys are charged at \$75.00/key or access card; meal cards at \$10.00/card. Special arrangements should be made for those participants departing before 7:00 AM. Conference Services does not pro-rate late arrivals or early departures.

Conference Office Each conference is assigned to an on-campus Conference Office (CO) which functions like a hotel reception desk. The offices, are staffed with Conference Assistants who coordinate check-ins, check-outs, distribute mail, take telephone messages, sell parking permits and phone cards, and are a resource for information and services. Your conference coordinator will have information on the CO assigned to your conference. Hours are posted at each office. There is no 24-hour desk service available. For assistance after hours, please call the Community Safety Officer at 459-2100.

The Conference Office also offers receptacles for safe disposal of used batteries. Please do not throw batteries in the trash.

Baytree Bookstore Located on Hagar Drive, at the center of campus, the bookstore offers photocopying, faxing, film processing, laser printing, limited check cashing, ATMs, souvenirs, some apparel and food and snack items. Hours are Monday-Friday, 8:30-5:30 and Saturday, 10:00-4:00. Closed Sunday.

Recreation The weight room, racquetball court, outdoor track, tennis and basketball courts may be used by guests when the facilities are not in use by sports camps. A daily recreation pass must be purchased at the recreation office at OPERS (East Field House) to use the facilities. The cost for conference participants is \$5.00 per day. The Conference Office can provide a map of campus hiking trails and other information regarding recreational facilities. *Unfortunately the pool will be closed this summer for major repairs.*

Smoking The State of California has mandated that smoking is not allowed in state-owned buildings and public areas. This policy applies to all individuals on the UCSC campus and includes all buildings. Participants may smoke outside but must be at least twenty-five feet from buildings, doorways, windows, and ventilation air intakes.

Meals/Snacks Overnight accommodations include three dining hall meals per day, beginning with dinner on the day of arrival, ending with lunch on the day of departure. **APEA Conference Participants will receive meals at the conference site instead of the dining hall (Saturday: Breakfast, Lunch and Dinner, Sunday: Breakfast and Lunch)** Each dining hall has specific hours of operation; each conference is assigned specific meal times. Your conference coordinator will have information on your conference meal times. Meals outside the room and board package may be purchased with cash at the dining hall entrance.

Occasional beverage and snack machines are located throughout campus. Joe's Pizza and Subs is located in the center of campus. Call 459-3066 for hours of operation. The Express Store at the Baytree Bookstore, 459-1337, offers snacks and drinks to take out Monday through Saturday. The University Center restaurant, Terra Fresca, is open Fridays for lunch, 11:30-2:00.

Alcohol No alcohol is allowed in public areas at any time on the UCSC campus. Adult conferees may enjoy alcohol in the privacy of their apartments.

Mail Mail, including small packages, may be sent to a campus Conference Services office no earlier than five (5) days prior to your conference addressed as follows: **UCSC – Conference Name**
Participant Name
Santa Cruz, CA 95064

Please note: shipping arrangements for conference materials must be made in advance with the conference coordinator. Campus offices are unable to store or distribute conference materials.

Medical Services Dominican Hospital is located at 1555 Soquel Drive, Santa Cruz, 831-462-7700. Santa Cruz Medical Urgent Care is located at 1203 Mission Street, Santa Cruz, 831-458-6310. There is no urgent medical service available on campus and no fee services for conferences. UCSC maintains police and fire departments, which can respond to most emergencies on a 24-hour basis. For emergencies, please dial 911.

Campus Safety and Security UC Santa Cruz maintains a full time police and fire department on campus, which can respond to most emergencies on a 24-hour basis. In an emergency please call 911.

Only those with campus business are allowed on campus after 8:00 pm. Kiosk attendants at both campus entrances will stop all vehicles. If you expect guests after 8:00 pm, please call the kiosk at 459-3377 (main entrance) or 459-3388 (west entrance).

In addition, Community Safety Officers (CSOs) patrol campus, provide safety escorts between locations for guests, ensure building security and assist participants with lockouts after regular office hours on a nightly basis, 459-2100, 7:15 pm – 2:45 am.

UCSC assumes no responsibility for participant's personal property. We request that expensive items not be left in the dorms, apartments or meeting rooms. Please keep all doors and windows locked at all times and report suspicious behavior to the Conference Office or call University Police.

Illegal drugs, fireworks, explosives, and all weapons are prohibited on the UCSC campus. Alcoholic beverages are permitted in apartments only and are not permitted in any areas occupied by youth programs at any time. Candles and other open flame are not allowed. It is illegal to tamper with fire alarms, smoke alarms, firefighting equipment, elevators, or to damage or vandalize University property in any way. Nothing may be fastened to walls and windows and screens may not be altered. Room configurations may not be altered.

Please do not approach or attempt to feed any wildlife on campus. Dogs and other pets are prohibited.

Quiet hours are in effect campus-wide from 10:00 PM – 8:00 AM.

Guests arriving after 1:00 a.m. will be stopped at the university entrance kiosk and requested to make arrangements at a nearby hotel. **However, If you will arrive after this time, please let Michele David know ahead of time so that a special arrangement can be made.**

Conference Offices Daily Hours:

Central CO (College 9, Res Hall Bldg.R-2, Apt.2231) 7:00 am – 8:00 pm 831-502-7004

The UCSC campus is difficult to navigate after nightfall. If guests have a choice, we recommend arriving during daylight hours.

Conference Services web site for information: <http://www2.ucsc.edu/conference>

If you need any further help or have questions after you arrive in Santa Cruz please call the APEA conference coordinator: Michele David (Cell Phone) 831-247-2879