

R·I·T | Housing Operations

ARRIVAL GUIDE

Spring 18

   RITHOUSING

SPRING SEMESTER MOVE-IN | January 8–14, 2018

Welcome to RIT's housing community! Please read through this arrival guide carefully. We have placed move-in instructions for all the types of RIT housing into this arrival guide. Just follow the instructions related to the housing you are assigned to for the spring semester.

MOVING INTO YOUR HOUSING ASSIGNMENT

Move-In Hours

Monday, January 8 through **Friday, January 12**

8:00 a.m. – 5:00 p.m.

Sunday, January 14 10:00 a.m. – 4:00 p.m.

*CLOSED Saturday, January 13

Incoming freshmen and transfers official move-in day is **Thursday, January 11** 8:00 a.m. - 5:00 p.m.

Orientation program will be held **Friday, January 12**.

EARLY ARRIVAL REQUEST

If you would like to arrive prior to January 8 to move into your spring semester assignment, you must request an early arrival. To complete your request, please go to the RIT housing portal at myhousing.rit.edu and click on Early Arrival Request. You will not be able to submit a request until you have an assignment. The cost of early arrival is \$50 per day. Early arrival requests are not guaranteed. You can view the status of your request by logging into the RIT housing portal within 1-3 days of submitting the request.

UNDERSTANDING YOUR CONFIRMATION

Your housing assignment and roommate information for spring semester is shown under the confirmation section of your 17-18 online RIT housing contract.

KEY PICK-UP

Housing Key

You will pick up your housing key from RIT Housing Operations located in Grace Watson Hall. Exception - if you are assigned at the RIT Inn, you will pick up your room key from the RIT Inn front desk located in the main lobby.

Mailbox Key

If you are assigned to the residence halls or the RIT Inn, you will pick up your mailbox key at the post office located in Nathaniel Rochester Hall (NRH), A-Level.

If you assigned to Global Village, University Commons, Greek Circle, or Riverknoll, you will pick up your mailbox key at the post office located in Global Village.

If you are assigned to Colony Manor, Perkins Green, or Racquet Club, your mailbox key will be in the same packet as your housing key. Clearly print your name on a small piece of paper and tape it on the inside of your mailbox to ensure the delivery of your mail.

FOR THOSE ARRIVING BY PLANE, TRAIN, OR BUS

By Plane — At the Greater Rochester International Airport, you may obtain a taxi to transport you to campus. The taxi pickup is located outside the baggage claim area of the terminal.

The taxi fare for the trip from the airport to RIT will cost you approximately \$20.

By Train — You may obtain a taxi to transport you to campus. As you exit the train station, taxis are generally lined up to the left of the depot. If a taxi is not available, the staff at the ticket window will call a taxi for you. The taxi fare from the train depot to RIT will cost you approximately \$20.

By Bus — You may obtain a taxi to transport you to campus. Taxis are generally parked in front of the bus station. If a taxi is not available, the staff at the ticket window will call a taxi for you. The taxi fare for the trip from the bus station to RIT will cost you approximately \$20.

COMMONLY ASKED QUESTIONS

Will I need insurance?

RIT strongly encourages all students to maintain insurance coverage either under a parent/guardian's home owners insurance or through a separate personal property policy. RIT assumes no responsibility for losses of students' personal belongings. RIT offers Personal Property Insurance through CSI Insurance Agency and several different limit and deductible options provide students flexibility to select the type and amount of coverage that best serves their needs. For more information and to enroll in a plan, contact CSI Insurance Agency, at **888-411-4911** or at collegestudentinsurance.com.

Can I bring a pet?

No pets or animals except fish are allowed in RIT housing. Piranhas, Oscars, and other fighting fish are not allowed. A fish tank cannot exceed 10 gallons.

What about cable?

Philo and DirecTV service (maximum of one service outlet per apartment) is provided by RIT.

What about telephones?

If you need an active phone jack in your RIT housing, please contact the ITS Service Desk at **585-475-4357** or at servicedesk@rit.edu. You will need to provide your own phone.

Can I bring a car?

Yes, RIT does allow students to bring a car to campus. All vehicles must be registered with the RIT Parking Services office in order to park on campus. You can register your vehicle online or in person at the Parking Office located in Grace Watson Hall (GWH) Monday through Friday, 8:00 a.m. to 5:00 p.m. Vehicle registrations are required to be processed within the first few days of arrival to campus. To register your vehicle online, go to rit.edu/parking. Click on the Parking link on the left and then click on the "My Parking Account" link on the right. You will need your RIT username and password to log in.

Visit the PATS website at rit.edu/parking to read about campus parking regulations and view the different

If I am assigned to an apartment/suite, how do I get my utilities turned on?

The gas and electric are already on in all RIT apartments/suites and both are included in your rent.

What size sheets and blankets will I need to bring for the RIT Inn?

All beds at the RIT Inn are doubles; therefore, you will need to bring linens and a blanket/comforter for a double bed.

How will I access the internet?

All residence halls, Global Village, RIT Inn, University Commons, Colony Manor, Perkins Green, Racquet Club, and Greek Circle are wireless. Additionally, all RIT housing, with the exception of Riverknoll apartments, have high-speed Ethernet jacks. Riverknoll residents can make a data connection by acquiring service such as Spectrum. If you live in Riverknoll and subscribe to high-speed internet service, you may be eligible for a credit, not to exceed \$185 per semester, toward the cost of this service. This service must be accessible to all apartment residents. Only one credit per apartment, per semester, will be given. Credit will only be given to the student who holds the contract with the service provider. All credits must be requested by June 15, 2018.

Where To Find Help?

Housing Operations, The Center for Residence Life, and Staff at the RIT Inn Are Here to Help You!

As a student living in RIT housing, you have three teams of staff and professionals committed to supporting you while in RIT housing. This information is provided to give you the scoop on who does what. The lists are not the extent of what we do, but the larger components of our functions. RIT Housing Operations staff will assist you with your assignment, roommate additions, keys, card access, maintenance, and check-in/check-out. RIT Residence Life staff will assist with advocacy in resolving roommate and neighbor conflicts, addressing concerns in the community, and providing social and educational programs throughout the year. Each housing area has live-in staff (Resident Advisors, Graduate Resident Advisors, Global Village Resident Advisors, and House Managers) that are available to you.

Greek Circle

House Managers (HMs) are undergraduate members of their fraternity or sorority and live within their chapter's house of 16 or 20 members. The HM's duties include serving as the chapter's liaison to Housing Operations and Residence Life, facilitating the housing selection process for their chapter, reporting maintenance issues, addressing health and safety concerns, and implementing community development initiatives.

Global Village

Global Village Resident Advisors (GV RAs) are undergraduate staff who have at least two semesters of Resident Advisor (RA) experience. The GV RAs facilitate interaction and communication among residents, assist with conflict resolution, and provide social and educational programs with a specific focus on transitional issues, cultural diversity, and global preparedness.

RIT Inn

RIT Inn staff will assist you with keys, maintenance, and check-in and check-out. RIT Residence Life provides two live-in Graduate Resident Advisors (Grad RAs) that assist in advocacy, community living, conflict resolution, connecting with the RIT campus, and facilitating interaction and communication among residents through a number of social and educational programs.

Apartments and University Commons

Graduate Resident Advisors (Grad RAs) are staff members who work with an apartment/suite community of 150–960 residents. The Grad RAs assist in advocacy, community living, conflict resolution, and facilitate interaction and communication among community residents through a number of social and educational programs.

The Area Directors/Residence Coordinators are full-time Student Affairs administrators who oversee one or more apartment/suite communities and work with Grad RAs, GV RAs, and HMs to coordinate campus and community resources to enhance students' academic and co-curricular experience.

The Area Directors/Residence Coordinators coordinate and conduct staff training and development, counsel and coach students, develop and support residential and university-wide programs, serve as student conduct officers, resolve roommate and neighbor conflicts, advise student clubs and organizations, and collaborate with university programs such as Study Abroad in Global Village. The Associate Director for the apartment area is a full-time professional with a Master's Degree in Student Personnel, Counseling, Education, or a related discipline. They manage a team of Area Directors, Graduate RAs, GV RAs, and HMs to serve a residential community of approximately 3,700 students. Responsibilities include administrative & programmatic functions for the area level.

Residence Halls

RIT Housing Operations will assist you with your assignment, keys, card access, and furniture. RIT Residence Life staff will assist you with college life in general and residential living.

Resident Advisors - (RAs) are undergraduate students who serve as a first line of support to their residents. As students themselves, RAs have frequent contact with their residents as supportive peers, leaders, educators, and community builders. RAs are responsible for developing an engaging experience for on-campus students, building a community within their assigned area, and encouraging participation in floor and community events and programs. RAs are directly supervised by a Residence Coordinator. There is approximately one RA for every 30 students.

Residence Coordinators - Full-time professionals with masters degree who work with a team of RAs to manage a residential area. Residence Coordinators are RIT Student Affairs administrators who select, supervise, and train the Resident Advisors, serve as advocates and counsel students, develop and support residential and university-wide programming, serve as conduct officers, resolve roommate conflicts, and serve as an advisor to a student organization or a special interest house. There is approximately one Residence Coordinator for every 330 students.

IN CASE OF EMERGENCY

The Residence Life professional staff are the most appropriate people to contact to ensure timely and effective response. If there is an emergency situation when you are unable to contact these staff members, a Residence Coordinator is on duty each weeknight from 5:00 p.m. to 9:00 a.m. the following morning and from 5:00 p.m. on Fridays to 8:30 a.m. on Mondays each weekend.

To contact the on-call staff member, simply call the RIT Public Safety dispatcher at **585-475-2853** (general) or **585-475-3333** (emergency) and your call will be referred to the appropriate staff person. For general inquires, contact the Residence Life Service Desk in Kate Gleason residence hall during business hours at **585-475-3104**, or via email at residencelife@rit.edu.

HOUSING FOR 2018–2019 ACADEMIC YEAR

If you require housing for the 18-19 academic year, you will submit a 18-19 full academic year contract which is available on our housing portal myhousing.rit.edu.

If you require housing for the summer term, the contract for that term will be available March 31, 2018.

BENEFITS OF RIT HOUSING

- 9-month contracts that coincide with the academic year.
- No subletting needed.
- Students leaving for co-op or study abroad have no fees for early termination and have a reduced-rent option to hold space.
- Safe and secure environment with card swipe access, RIT Public Safety patrols, and on-site RIT Residence Life community staff.
- Close proximity and on-campus convenience ensure a memorable and connected college experience.
- All utilities and features included (high-speed wireless, Philo and DirecTV, laundry facilities, study rooms and resources, furnished/unfurnished options, and more).
- Range of housing types that fit any lifestyle need and preference—from single to multiple occupancy residence hall rooms and suites to apartments and townhouses.
- Variety of special interest and lifestyle housing communities.
- Inclusive environment for living and learning that supports the RIT calendar and academics.
- Easy online services via the myhousing.rit.edu portal for students to submit housing contracts, search for and select their own roommate(s) and room, and much more. The Housing Operations team is dedicated to supporting you during your time at RIT and we pride ourselves on working with students one-on-one to ensure all of your assignment and maintenance needs are met. Visit us in Grace Watson Hall (GWH) and contact us at **585-475-2572** or at housing@rit.edu.

CANCELLATION OF YOUR HOUSING AND NO-SHOW DATE

Information for students who are incoming freshmen, transfers, and graduates for spring semester or returning students who did not live in or hold RIT housing for fall semester. If you make the decision not to attend RIT or to commute from your parent's home within a 30-mile radius of RIT, you must cancel your 2017–2018 academic year RIT housing contract. This can be done at myhousing.rit.edu by accessing your 2017–2018 RIT housing contract and clicking on the cancellation tab.



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