WE Retreat Frequently Asked Questions (FAQ)  
April 11, 2013

Why should you attend this RIT Accepted Student Open House and the WE Retreat Program if you have already visited RIT?  
We strongly encourage participation, as this is an important program to help participants get to know RIT, Kate Gleason College of Engineering (KGCOE) and the Women in Engineering Program (WE@RIT). Participants will have the opportunity to meet other like-minded women, receive hands-on engineering experiences, meet professors, and experience life as a student at RIT. This program will give participants an edge on confidence as they make their final decision on what college to attend as an engineering student.

How do you register and fill out the appropriate forms?  
Though you are invited as a result of your acceptance to the Kate Gleason College of Engineering (KGCOE) at RIT and the program is FREE, REGISTRATION IS REQUIRED by March 31, 2013!  
1. Online program Registration (http://we.rit.edu, see “Future RIT Students”, then, “WE Retreat”)  
2. WE Retreat Participant Informational Questionnaire  
3. Print and bring Travel Reimbursement and W-9 Form, along with all appropriate receipts – to check-in

What if you register but then have a change of plans?  
WE@RIT would like to be notified if participants are no longer able to attend the event so we can rearrange room assignments and schedules, in addition to, accept other participants who may be on the waiting list.

You weren’t able to register for this event. When will the next one be?  
We offer this program annually for accepted RIT women engineering students. You may want to participate in WE’re in Motion (our pre-orientation program). In addition if you want to visit our campus on another date, please contact the Admissions Office.

What is the agenda for the WE Retreat?  
The sample agenda is posted on the website. There will be free time in the evening for hosts/participants to choose on-campus activities.

Where will you be spending the night?  
Participants will be staying with an RIT female engineering student either in their dorm room or on-campus apartment. RIT students have been selected so that participants will understand life at RIT as a student.

What meals will be provided?  
A Continental Breakfast is provided for parents and participants on Thursday, April 11th from 8:00am – 9:00am. Lunch on Thursday, April 11th is for future students with faculty members and RIT students in KGCOE. Participants will have dinner at a RIT Student Dining Hall on Thursday night for a buffet style all you can eat dinner.

Will you be able to sit in on a class?  
Yes, all participants are scheduled to visit one engineering class/lab experience for a brief observation. These are pre-arranged based on availability.

What are the evening activities?  
The host students are provided with ideas to show you around campus. All are very excited to host a student and show them around campus, meet their friends, and see all the highlights. There are not planned activities by WE@RIT or RIT. We have made available students to go swimming during Open swim at the Gordon Field House. You may want to bring a bathing suit in case you choose to do this activity.
What should you wear?
Participants must wear closed toe shoes. Clothing can be casual attire: please make sure clothing is not provocative in any way. Please bring appropriate outerwear to walk outside in case of rain or snow. You may also want to bring a bathing suit to go to the RIT Gordon Field House and Open Swim in the pool in the evening.

What is the Travel Reimbursement Form?
A Travel Reimbursement is available to help offset travel expenses. The Travel Reimbursement Form is available on the WE@RIT website. The reimbursement payment chart indicates the maximum amount the student will be reimbursed. It is based on one-way mileage distance from RIT to the participant’s home.

Will you receive the Travel Reimbursement if you decide not to commit to attending RIT as a full time student?
Yes.

How will you receive the Travel Reimbursement payment?
Payments will not be processed until after the event occurs on April 11th. WE@RIT must have the Travel Reimbursement Form and the W-9 Form with all the information filled out, and copies of travel receipts. WE@RIT will process the proper forms and a check will be mailed. This could take 30-60 days.

What is the TIN number on the W-9?
The parent provides their social security number.

If you are flying in, or taking the train, how do you get to RIT?
WE@RIT does not provide transportation and you are free to use any taxi service you choose. However, for your convenience, RIT has made arrangements with some transportation companies. They are listed on the RIT Transportation website. FYI: The taxi service from either the airport or train station is $20-$25.

We can direct you where to be dropped off once we know your arrival time. RIT students are not allowed to provide transportation to and from the airport or off campus for insurance reasons.

Can parents come watch/observe?
Parents, family members, and guardians are invited to join us on Thursday, April 11, 2013 at 9:00 am for a brief WE@RIT information session with RIT KGCOE faculty and various RIT representatives. Parents are then excused and participants continue with the WE Retreat Program. Parents will be on their own for the day to enjoy Rochester and get to know the RIT campus. Participants and their families will be reunited on Friday morning in order to attend the RIT Accepted Student Open House program.

Where can parents stay for the event?
Please reference the WE@RIT website or the RIT Undergraduate Admissions website for area hotel options: http://www.rit.edu/emcs/admissions/hotels

Who should you contact in case of an emergency?
RIT Campus Safety department handles all emergencies on campus. AIM Instant Message: RITPublicSafety
Emergency number: 585.475.3333 Non-emergency number: 585.475.2853
RIT Public Safety Website link: http://finweb.rit.edu/publicsafety/safety/

The WE@RIT staff is available during the program events from 8am – 5pm at 585.475.6321. We will encourage the RIT host students to be in contact with participants beforehand, so you may get their contact information as well.
What kinds of activities are available for parents and families while visiting Rochester?
There is a link called “Visiting Rochester Ideas” on the WE@RIT website for you to reference. You may also want to use this time to schedule appointments with Financial Aid and Admissions.

Can you be part of the WE Retreat program if you are a Commuter to RIT?
Yes, commuters can enroll in this program and be engaged in all the activities. We want you to be part of the community and meet the professors and your fellow students. Commuters have the option of spending the night with a current female engineering student or returning home after the activities have finished.

When will the families be able to reconnect to attend the RIT Admissions events on Friday?
You may pick up your participant between 8:15 and 8:45 at the Gordon Atrium in the Kate Gleason College of Engineering. The host students will bring them to this location. This is the same location where you checked in.

Should you bring money?
Meals will be provided, however, it may be a good idea to bring extra money for extracurricular activities, snacks and/or a visit to the bookstore.

Are participants allowed to go off campus?
No, all activities are on-campus. Visits to Park Point (The RIT Bookstore) are considered on-campus.

What happens if participants do not follow the behavior contract?
RIT host students will be directed to contact the WE@RIT Director. The Director will dismiss the student from the program and parents will be responsible to arrange transportation for their participant to return home.

Are there access services available?
Sign language interpreting or real-time captioning is available upon request.

Is there a mailing list?
Yes, please email: WE@RIT.edu and request to be added to mailing list. Include parent name, preferred email address, participant’s full name, mailing address, participant’s date of birth, school district, current grade of participant and phone number. Also, if you are on the mailing list by accident, please notify us.

Can you be part of the WE Retreat program if you have been accepted to another college within RIT? (for example College of Applied Science and Technology – CAST or Golisano College of Information Systems - GCIS)
This program is only for the engineering programs within the Kate Gleason College of Engineering – to include: Engineering Exploration, Mechanical Engineer, Industrial and Systems Engineer, Electrical Engineer, Computer Engineer, MicroElectronics Engineer, Biomedical Engineer, and Chemical Engineer.