ARRIVAL GUIDE 2016

Incoming Graduate Students
Move In Date: Saturday, August 13

Like us to follow move-in information
Facebook.com/rithousing
Twitter @RITHousing
Instagram @RIT Housing
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 that graduate students are assigned for the 2016–2017 academic year—RIT apartments, University Commons, Global Village, Greek Circle, RIT Inn, residence halls, and short-term assignment while waiting for an academic year housing assignment. Just follow the instructions related to the housing you are assigned to for the academic year.

Contact RIT Housing
If you have questions about housing, your confirmation, or move-in, call our office at 585-475-2572, Monday through Friday, 8:00 a.m. to 4:30 p.m. Email us at housing@rit.edu, or check the RIT housing portal at myhousing.rit.edu.

Don’t Leave Home Without These!
Most importantly - you must have a photo I.D. in order to be issued your housing key.

Get these required documents at myhousing.rit.edu or housing.rit.edu.
- Inventory Assessment Instructions
- Global Village move-in/drop-off map (GV residents only)
- Global Village brochure (GV residents only)
- RIT Inn guide (RIT Inn residents only)

Moving Into Your Housing Assignment

When Can I Move In?
Incoming graduate students can move in Saturday, August 13, 2016 between 8:00 a.m.–5:00 p.m.

If you arrive between 5:00 p.m. and 11:00 p.m., please go to the RIT Public Safety after hours office in Grace Watson Hall (GWH) for assistance.

If you arrive after 11:00 p.m., you will be on your own to locate alternative housing for the night at a local hotel.

You Have 48 Hours to Complete Your Inventory Assessment
Within 48 hours of moving into RIT housing, you must submit an online inventory assessment where you will document the condition of your side of the room and the items within the space. It is critical that you complete the inventory assessment as it will be referred to at the end of the academic year to determine room damages. To complete your online inventory assessment, please go to the RIT housing portal at myhousing.rit.edu and click on the “Inventory” link in the orange header bar.

Understanding the Sections of Your Confirmation

Room Assignment
Your room assignment for 2016–2017 is shown under the confirmation section of your 2016–2017 online RIT housing contract. You can locate the building on the map provided on the RIT housing portal at myhousing.rit.edu using the building name. Soon this will be home sweet home!

Your RIT Mailing Address
You will receive information regarding your mailbox, mailing address, and where/when to pick up your key in August via an e-mail sent to your RIT account.

Your Roommate(s)
Your roommate’s RIT username is shown on the confirmation section of your 2016–2017 housing contract. Add @rit.edu to the username in order to email your roommate(s).

Key Pickup

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, see RIT Inn pick up section.

Mailbox Key
If you are assigned to Colony Manor, Perkins Green or Racquet Club your mailbox key will be in your housing key packet.

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

Mailbox Setup for Students in Colony Manor, Perkins Green, and Racquet Club
Once you have picked up your mailbox key, please 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.

A limited number of moving carts will be available to you at move-in. Carts can be signed out at your key pick-up location.
**Key Pickup (cont)**

**RIT Inn Key Pick-Up**
If you are assigned to student housing or short-term housing at the RIT Inn, you will pick up your room key from the front desk located in the main lobby of the RIT Inn. You may pull your car up to the door that is closest to the room you are assigned to. We ask you to unload and then immediately move your car to a parking space.

You will pick up your mailbox key at the post office located in Nathaniel Rochester Hall (NRH), A-Level.

A limited number of moving carts will be available to you at move-in.

**For Those Arriving by Plane, Train, or Bus**

**By Plane**
At the Greater Rochester International Airport, you may contact 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 contact 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 (cont)**

**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?**
Standard cable is provided in all of RIT’s housing. If you would like to upgrade the service, you can do so by contacting Time Warner at 585-756-5000 at your expense.

**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.

**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. If you are assigned short-term housing at the RIT Inn, you will not need to bring linens. Linens will be provided.

**How Will I Access the Internet?**
All residence halls, Global Village, 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 Time Warner’s Roadrunner. 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, 2017.

There are two high-speed Ethernet ports in each room at the RIT Inn; however there is no wireless connection. If you are assigned at the RIT Inn, you will need to bring an Ethernet cord and upon your arrival you will need to register your computer with the ITS via their service desk.

**Commonly Asked Questions**

**Will I Need Any Insurance?**
RIT strongly encourages all students to maintain insurance coverage either under a parent/guardian’s homeowners 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 which offers several different limit and deductible options to provide students the 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, Inc. at 888-411-4911 or at collegestudentinsurance.com.
Commonly Asked Questions (cont)

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. Resident permits will be available to order beginning Monday, August 15, 2016. The cost for a parking permit is $100.00 and is valid through the entire academic year. This fee is applicable to students living in RIT housing and non-RIT housing. Permits are available for $50.00 for fall semester only. Spring semester only permits will be available to purchase in January 2017.

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 parking options available to each student. Free enhanced shuttle services are provided for all RIT resident students in lieu of parking in academic lots during peak hours.

Cancellation of Your Housing and No-Show Date

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 2016–2016 academic year RIT housing contract. This can be done at myhousing.rit.edu by accessing your 2016–2016 RIT housing contract and clicking on the cancellation tab.

If you fail to check into your RIT housing by Monday, August 22, 2016, you will be considered a no-show and your 2016–2017 RIT housing contract and assignment will be canceled.

Where to Find Help

Housing Operations and The Center for Residence Life 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, check-in/check-out, and move-out notifications. 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 complex has live-in staff (Graduate Resident Advisors, Global Village Resident Advisors, and House Managers) that are available to you.

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.

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.
Where to Find Help (cont)

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 Housing Operations will assist you with your assignment, check-in and check-out, and move out notifications. 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 Entrepreneurs Hall and 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.

Need Immediate Help?
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 Grad RA 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.
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.
- Affordable value with per month rates ranging from $430 to $1,461. You also get five free weeks of rent. RIT housing is billed each semester.
- All utilities and features included (high-speed wireless, standard cable service, 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 and room inventory assessments, 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.

November 01 – December 09

The process that students will participate in to select their housing for the 2017–2018 academic year.

Check out our website housing.rit.edu beginning September for additional information.

View virtual tours for all RIT housing communities at housing.rit.edu and learn more about the convenience, security, features, and services offered by RIT Housing Operations.

Housing Operations
63 Lomb Memorial Drive
Rochester, New York, 14623-5603

Phone 585-475-2572
Email housing@rit.edu
Portal myhousing.rit.edu
Website housing.rit.edu
Facebook facebook.com/rithousing
Twitter @RITHousing
Instagram @RITHousing