Spring Semester Move-In  
January 18—24, 2016

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 18 through Friday, January 22 8:00 a.m.—5:00 p.m. Saturday, January 23 and Sunday, January 24 10:00 a.m.—4:00 p.m.

Early Arrival Request
If you plan on arriving prior to January 18 to move into your spring semester assignment, you can 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 $50.00 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 15—16 online RIT housing contract.

Inventory Assessment
Within 48 hours of moving into your RIT housing, you must submit an online inventory assessment in which you will indicate the condition of your room/apartment/suite 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 “Inventory” in the orange header bar. Students at the RIT Inn must complete and submit a hard copy inventory assessment available at the front desk at the RIT Inn.

Key Pick-Up

RIT Apartments, University Commons, & Global Village Key Pick-Up
If you are assigned to Colony Manor, Perkins Green, or Racquet Club, you will pick up your apartment-suite and mailbox keys from RIT Housing Operations located in Grace Watson Hall (GWH). 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.

If you are assigned to University Commons, Global Village, Riverknoll, or Greek Circle, you will pick up your apartment-suite key from RIT Housing Operations located in Grace Watson Hall (GWH). You will pick up your mailbox key at the post office located in Global Village. The post office in Global Village is located next to the Crossroads building and is on the south side of the Global Village plaza.

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.
**RIT Inn Key Pick-Up**
If you are assigned to student 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.

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

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

**Residence Hall Key Pick-Up**
You will pick up your room key from Housing Operations located in Grace Watson Hall (GWH).

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

**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 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**

**Will I need Any 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?**
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. 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 parking services available to each student. Free shuttle services are provided for all RIT resident students in lieu of parking in academic lots during peak hours.

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.

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/suite residents. Only one credit per apartment/suite, 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, 2015.

How Do I Find a Job on Campus?
Jobs can be found in almost every department on campus. A small sample of the on-campus jobs that can be found are dining services workers, maintenance workers, office assistants, note takers, website developers, life guards, and many more!

New students who wish to work on campus are required by law to complete the government mandated I-9 Form online and in the Student Employment Office (SEO) after receiving an offer of employment. To do so, you will need to submit appropriate documentation to verify your identity and eligibility to work.

Examples of appropriate documentation are: Option 1: An unexpired US passport Option 2: Government issued photo ID (i.e. driver’s license, photo ID, etc.) and social security card or original birth certificate, etc.

For further document options and student employment requirements, refer to the “New Students On-Campus Employment” link on the Student Employment website at rit.edu/seo. The SEO is located in the University Services Center (USC) in room 1350. Office hours are Monday—Friday, 8:30 a.m.—4:30 p.m.
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 complex has live-in staff (House Managers, Graduate Resident Advisors, Global Village Resident Advisors) that are available to you.

Greek Circle
House Managers (HM) are undergraduate members of their fraternity or sorority and live within their chapter’s house of 16 or 20 members. The HM’s primary duty is to implement social and educational programs, assist in reporting maintenance issues, and work with the housing registration process.

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

Apartments and University Commons
Graduate Resident Advisors (GRA) are staff members who work with an apartment/suite community of 150—900 residents. The GRAs assist in advocacy, community living, conflict resolution, and facilitate interaction and communication among community residents through a number of social and educational programs.

The three Area Directors are full-time RIT Student Affairs administrators who oversee one or more apartment/suite communities and work with GRAs, GVRA, and HMs to coordinate campus and community resources to enhance students’ academic and co-curricular experience. The three Area Directors 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, HMs, GRAs, and GVRA to serve a residential community of approximately 3,500 students. Responsibilities include administrative and programmatic functions for the area level.

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 inquiries, contact the Residence Life Apartment Area office at 1 Colony Manor during business hours, phone at 585-475-4300, email at ritapts@rit.edu, or through AOL Instant Messenger at RITapts.

RIT Inn
RIT Housing Operations will assist you with your assignment, check-in and check-out. 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 (GRA) staff members that assist in advocacy, community living, conflict resolution, connecting with the RIT campus, and facilitate interaction and communication among residents through a number of social and educational programs.

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 through the day with their residents as supportive peers, leaders, educators, and community builders. RAs are responsible for developing an engaging experience for 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 are full-time professionals with a master’s degree who work with a team of RAs to manage a residential area. Residence Coordinators are full-time RIT Student Affairs administrators who select, supervise, and train the Resident Advisors, serve as coaches 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.

Assistant Directors are full-time professionals with Master’s Degrees in Student Personnel, Counseling, Education, or related discipline and oversee a team of Residence Coordinators and RAs to serve a residential complex of approximately 1,000 students. Responsibilities include administrative and programmatic functions for the area level.

Need Immediate Help?
The Residence Coordinators are the most appropriate people to contact in the event of an emergency to ensure a prompt and effective response. During the academic year, a Residence Coordinator is on-duty from 4:30 p.m. to 8:30 a.m. the following morning and anytime the Residence Life offices are closed.

To contact the on-duty staff person, simply call the RIT Public Safety dispatcher at 585-475-2853 (voice) or 585-475-6654 (TTY) and your call will be referred to the appropriate staff person on-duty.
**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 $522 to $1,784 that includes 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 - everything from single to multiple occupancy residence halls rooms and suites to apartments and townhouses.
- Variety of special interest & 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. Our 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) or 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/guardian’s home within a 30-mile radius of RIT, you must cancel your 2015—2016 academic year RIT housing contract. This can be done at myhousing.rit.edu by accessing your 2015—2016 RIT housing contract and clicking on the cancellation tab.

**Housing Operations**
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