**Arrival Guide**

**Transfer Students Assigned to:**
- RIT Inn, University Commons, RIT Apartments,
- Global Village, Short-term Housing

**2015 MOVE IN DATE**
Tuesday, August 18

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Welcome to RIT’s Housing Community!
Please read through this arrival guide carefully. We have placed move-in instructions for the following types of RIT housing that transfer students are assigned to for the 2015–2016 academic year—RIT apartments, University Commons, Global Village, RIT Inn, and short-term housing. Just follow the instructions related to the housing you are assigned to for the new academic year. If you are assigned to a residence hall, please access the Transfer Assigned to the Residence Hall Arrival Guide at myhousing.rit.edu under the confirmation section of your 2015–2016 RIT Housing contract.

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 your photo I.D. in order to be issued your housing key.

Get these required documents at myhousing.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 and Short-term residents only)

Moving Into Your Housing Assignment

When Can I Move In?
Transfer students can move in Tuesday, August 18, 2015 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.
RIT Apartments, University Commons & Global Village, Greek Circle 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). 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. 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.

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.

RIT Inn Short-Term Housing Key Pick-up
If you are assigned initially to short-term housing on the hotel side of the RIT Inn, you will need to come to RIT Housing Operations located in Grace Watson Hall (GWH) to meet with an assignment staff member prior to going to the RIT Inn. During your meeting with an assignment staff member, you will be assigned to a specific hotel room at the Inn while you wait for your academic year housing assignment. You will then proceed to the NRH post office located in Nathaniel Rochester Hall (NRH), A-Level, to be assigned a temporary mailbox number.

You will not receive mail if you do not sign in at the post office.

Housing Operations will continue to assign students to permanent RIT housing right up to move-in. You are encouraged to check your online confirmation notice weekly to see if you have been reassigned. If you are reassigned, you will then need to follow the move-in instructions related to that specific type of housing.

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.

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.
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, 2016.

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 ITS via their service desk.

How do I Find a Job on Campus?
Jobs can be found in almost every department on campus. A small sample of the 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:
• An unexpired US passport
• 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 Information” and “On-Campus Jobs” 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 through Friday, 8:30 a.m. to 4:30 p.m.
Commonly Asked Questions

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 17, 2015.

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 2016.

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, 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.

If you fail to check into your RIT housing by Monday, August 24, 2015, you will be considered a no-show and your 2015–2016 RIT housing contract and assignment will be canceled.

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 (Graduate Residence Advisors, Global 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 (GVRAs) are undergraduate staff who have at least two terms of Resident Advisor (RA) experience. The GVRAs 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.

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) staff members 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 150-900 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 three Area Directors are full-time RIT Student Affairs administrators who oversee one or more apartment/suite communities and work with Grad RAs, GVRAs, 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, Graduate RAs, GVRAs, and HMs to serve a residential community of approximately 3,500 students. Responsibilities include administrative & programmatic functions for the area level.

The Associate Director and Area Directors are the most appropriate people to contact in the event of an emergency to ensure timely and effective response. During the year, in 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 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.

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 2 – December 7

The process that students will participate in to select their housing for the 2016-2017 academic year.

Check out our website housing.rit.edu beginning on August 18 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.