



# Fall Arrival Guide

*for Graduate Students*  
2009-2010 Edition

**Move in Date:**  
Monday, August 31, 2009

**R·I·T**

# Fall Move-In

Monday, August 31, 2009

We look forward to welcoming you to RIT's housing community!

Please read through this arrival guide carefully. We have placed move-in instructions for all the types of housing that graduate students are assigned to for the 2009–2010 academic year in this booklet—apartments, RIT Inn permanent and temporary assignments, and residence halls.

Just follow the instructions related to the housing you are assigned to for the new academic year.

## DON'T LEAVE HOME WITHOUT IT!

You must have your confirmation notice with you to move in. You need the confirmation notice in order to be given your apartment/suite/room and mailbox keys. Get your confirmation notice at <http://myhousing.rit.edu>.

## WHEN CAN I MOVE IN?

August 31 is the official move-in date for graduate students; however, your housing will be available between Monday, August 31 and Monday, September 7, between 8:00 AM and 5:00 PM International student move-in day is Friday, August 28th.

If you arrive after 5:00 PM on any of these days, you will be on your own to locate alternative housing for the night at a local hotel.

## FOR THOSE ARRIVING IN ROCHESTER BY PLANE, TRAIN, OR BUS...

### For those arriving by plane:

At the Greater Rochester International Airport, you may contract a taxi to transport you to campus. The taxi pick up 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.

### For those arriving at the train depot:

You may obtain a taxi to transport you to campus. As you exit the train depot 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.

### For those arriving at the bus station:

You may contract 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.

## KEY PICK UP

### Apartment/Suite Key Pick Up

If you are assigned to Colony Manor, Perkins Green, University Commons, Racquet Club, Riverknoll, or Greek Circle, you will pick up your apartment and mail box keys from the Housing Operations Office located in Grace Watson Hall.

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 can pull your car up to the door that is closest to the room you are assigned to. We ask you 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, A-Level.

### RIT Inn Temporary Housing Key Pick Up

If you are assigned initially to temporary housing on the hotel side of the RIT Inn, you will need to come to Housing Operations located in Grace Watson Hall 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. You will then proceed to the NRH Post Office to be assigned a temporary mailbox number. **Please note – You will not receive mail if you do not sign in at the Post Office.** IMPORTANT – Housing Operations will continue to assign students to permanent RIT housing right up to move in. You are encouraged to check your on-line 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 the type of housing you are assigned to.

### Residence Hall Key Pick Up

You will pick up your room key from Housing Operations located in Grace Watson Hall. You will pick up your mailbox key from the post office located in the A-level of Nathaniel Rochester Hall. If your confirmation does not have a mailbox # in front of the street address, you will need to go to the NRH

post office upon your arrival to be assigned a “temporary” number until a permanent mailbox becomes available. The mailbox # you are assigned on your confirmation is also your school mailing address. You will need your RIT ID to swipe the card access panel to gain entrance into your residence hall. Your access to your building will be set up prior to your arrival.

### **HOTLINE**

If you have questions about housing, your confirmation, or move in, call our Hotline at (585) 475-5444, Monday through Friday, July 20 through August 28, or email us at [housing@rit.edu](mailto:housing@rit.edu).

### **CANCELLATION OF YOUR 2009-2010 ACADEMIC YEAR HOUSING ASSIGNMENT AND THE NO SHOW DATE**

If you make the decision you no longer need your RIT housing, you must cancel your 2009-2010 housing contract. You can do so on line at <http://myhousing.rit.edu>.

If you do not cancel your 2009–2010 assignment and do not move in to your assigned space by September 7, 2009, you will be charged a \$300 no show fee.

### **CHECKING INTO YOUR ROOM/APT/SUITE**

Upon moving into your room/apartment/suite you will need to immediately complete an inspection of the contents and condition of your room/apartment/suite and record your findings on the provided Check-In Condition Form. You must submit your Check-In Condition Form within 48 hours to one of the Housing Operations Offices or waive your right to provide input on this form.

### **MAILBOX SETUP FOR STUDENTS IN APT/SUITES**

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. This assists the U.S. Post Office and ensures the delivery of your mail.

### **COMMONLY ASKED QUESTIONS**

#### **Will I need any insurance?**

RIT does not carry insurance protecting student’s belongings. Please make certain that your belongings are covered either under your parent/guardian home owner’s policy or by a separate personal property policy. For your own protection, be sure that all your valuable belongings are marked with a special number and record them in a safe location in case you need to identify the property later.

#### **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 that service, you can do so by contacting Time Warner at (585) 756-5000.

#### **What about telephones?**

If you are assigned to the residence halls or the apartment/suites, you will need to bring a telephone with you. If you are assigned to the RIT Inn, a phone is provided for you in your room. All telephone lines are active; therefore there is no set up needed. To establish long distance telephone service, please contact a long distance carrier.

#### **Can I bring a car?**

Yes, RIT permits vehicles on campus for all students. All vehicles must be registered with the Parking & Transportation Office (PATS) within ten days of your arrival. Register your vehicle online at [www.rit.edu/parking](http://www.rit.edu/parking) or in person at the Parking Office located in Grace Watson Hall (building 25) Monday – Friday, 8:00 AM to 5:00 PM.

To register using the online system, select the Parking Services page and look for “My Parking Account” on the right side of the page. You will need your RIT computer account username and password to log in. Save yourself from standing in line, register online!!

Visit the PATS web site at [www.rit.edu/parking](http://www.rit.edu/parking) to read the on-campus parking regulations and view the different parking options for each student. Enhanced shuttle services are also provided for all RIT residential students in lieu of parking in academic lots during peak hours.

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

All the beds at the RIT Inn are doubles; therefore you will need to bring linen and a blanket/comforter for a double bed. If you are assigned temporary housing at the RIT Inn on the hotel side, you will not need to bring linen. If you are assigned to temporary housing at the RIT Inn, linen will be provided.

#### **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 apartments/suites and both are included in your rent.

#### **How will I access the internet?**

All residence halls, University Commons, Colony Manor, Perkins Green, Racquet Club, and Greek Circle are wireless. Additionally, all of RIT housing, with the exception of Riverknoll apartments, has high-speed Ethernet jacks. Riverknoll residents can make a data connection via modem on the existing phone line, or by acquiring service such as Time Warner’s Roadrunner.

If you live in Riverknoll and subscribe to high speed internet access service, you may be eligible for a credit, not to exceed \$120 per quarter, towards the cost of this service. This service

must be accessible to all apartment residents. Only one credit per apartment, per quarter will be given. This offer is only applicable during the academic year (fall, winter, and spring quarters). Credit will only be given to the student who holds the contract with the service provider. All credits must be requested by June 15, 2010 for the 2009-2010 academic year. See page 20 in the 2009-2010 Terms & Conditions available at <http://housing.rit.edu/housing/docs/0910termsconditions.pdf> for additional information.

### **WHAT WILL I NEED? IF MOVING INTO THE RESIDENCE HALLS,**

A cart or dolly to transport your items from your unloading location to your room (a limited number of carts will be available at your key pick up location), boxes to hold your items that can be broken down and thrown away, bungee cords to use with dolly, an alarm clock, phone and answering machine, athletic equipment and clothes, bathrobe, bedspread or comforter, blankets, extra-long sheets, pillow, mattress pad (egg crate and foam mattress pads are not allowed due to fire safety regulations), bookends, crates to stack in the closet for clothes or books, a bucket or basket to carry your shower items to the bathroom, flip flops, shampoo, soap, personal items, camera, can opener, clothes basket, hamper or laundry basket, iron, small portable ironing board, computer, 2 fused power strips, dishes, cups, mugs, bowls (make sure you can use them in a microwave), silverware, dish soap and sponge, clothes hangers, flashlight and batteries, poster mounts for photos and posters, first aid kit, band aids, aspirin, cold medicine, tissues, book bag, desk lamp (Lamps that are torchier style or have halogen bulbs larger than 300 watts are not allowed. Torchier style lamps that use a compact fluorescent or incandescent bulb are permitted.), laundry soap, school supplies, screwdriver, raincoat and umbrella, refrigerator no larger than 5 cubic feet, toothbrush and toothpaste, sewing kit, music system-stereo, ipod, and CD's, towels and washcloths, TV and VCR/DVD player (movies too), winter coat with a hood, gloves, mittens and scarf, paper towels, and money. Help RIT be "green" and bring energy-efficient light bulbs.

### **IF MOVING INTO THE RIT INN,**

A cart or dolly to transport your items from your unloading location to your room (a limited number of carts will be available at the front desk), boxes to hold your items that can be broken down and thrown away, bungee cords to use with dolly, an alarm clock, answering machine, athletic equipment and clothes, bathrobe, double (full) size bedspread or comforter, blankets, sheets, pillow, mattress pad (egg crate and foam mattress pads are not allowed due to fire safety regulations), bookends, crates to stack in the closet for clothes or books, shampoo, soap, personal items, camera, can opener, clothes basket, hamper or laundry basket, iron, small portable ironing board, computer, 2

fused power strips, dishes, cups, mugs, bowls (make sure you can use them in a microwave), silverware, dish soap and sponge, clothes hangers, flashlight and batteries, poster mounts for photos and posters, first aid kit, band aids, aspirin, cold medicine, tissues, book bag, desk lamp (Lamps that are torchier style or have halogen bulbs larger than 300 watts are not allowed. Torchier style lamps that use a compact fluorescent or incandescent bulb are permitted.), laundry soap, school supplies, screwdriver, raincoat and umbrella, refrigerator no larger than 5 cubic feet, toothbrush and toothpaste, sewing kit, music system-stereo, ipod, and CD's, towels and washcloths, VCR/DVD player (movies too), winter coat with a hood, gloves, mittens and scarf, paper towels, and money. (NOTE: If you are moving into a temporary room at the RIT Inn – sheets, blankets, bedspread and pillows are provided for you.) Help RIT be "green" and bring energy-efficient light bulbs.

### **IF MOVING INTO AN APARTMENT, In the kitchen**

Table and chairs (furnished at University Commons), microwave (furnished at University Commons), silverware, dishes/utensils, glasses, pots and pans, drying rack, dish soap, sponge, bucket, mop, and other cleaning supplies.

### **In the bathroom**

Bath mat, shower curtain, bathroom rug, shower caddy, and cleaning supplies.

### **In the bedroom**

Bed, dresser, desk (furnished at University Commons), alarm clock, bedspread, clothes hamper, and clothes hangers.

### **In the living room**

Couch, chairs, tables (furnished at University Commons), television, VCR/DVD, stereo, and computer.

### **Miscellaneous**

Vacuum cleaner, garbage cans, telephone(s), answering machine(s), curtains, clocks, pictures/posters, lamps (Torchier style lamps that use a compact fluorescent or incandescent bulb are permitted.), flashlight/batteries, power strips, laundry soap, camera and film, iron, and ironing board. Help RIT be "green" and bring energy-efficient light bulbs.

### **DO NOT bring (for any type of housing)**

Candles, water bed, halogen lamp with bulb larger than 300 watts, grill, bar, or egg crate/foam mattress pads.

### **HOUSING OPERATIONS, THE CENTER FOR RESIDENCE LIFE, AND THE 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.

### **In Apartments**

Housing Operations staff will assist you with your assignment, roommate additions, keys, card access, maintenance, check in and check out, and move out notifications.

Residence Life staff will assist you with advocacy from assistance in resolving roommate conflicts, addressing concerns in the community, as well as providing social and educational programs throughout the year. Each complex has live-in staff (Community Advocates and Area Directors) that are available to you.

Community Advocates are graduate assistants who work with an apartment community of 350 residents. The CA's primary duty is to facilitate interaction and communication among residents, assist with conflict resolution, and provide social and educational programs throughout the apartment area and university.

The Area Directors are full-time student affairs administrators who oversee several apartment complexes and work with the CA's to coordinate campus and community resources to enhance students' academic and co-curricular experience. Area Directors coordinate and conduct staff training and development, serve as coaches, counsel students, develop and support residential and university-wide programs, serve as conduct officers, resolve roommate conflicts and serve as advisors to student organizations.

Stop by the Residence Life Apartment Area office in 1 Colony Manor during business hours, or if you need emergency after-hours assistance, Public Safety can page the on-call staff member.

### **In the RIT Inn**

Housing Operations will assist you with your assignment, check in and out, and move out notifications. RIT Inn staff will assist you with keys, maintenance, and check in and check out.

Residence Life provides 2 live-in staff members, a Community Advocate as well as a Peer Advocate to assist in advocacy, community living and connecting with the RIT campus. The CA is a graduate student and the PA is a junior or senior. The CA and PA duties are to facilitate interaction and communication among residents, assist with conflict resolution, and provide social and educational programs throughout the apartment area and university.

### **In the Residence Halls**

Housing Operations will assist you with your assignment, keys, card access, and furniture.

Residence Life staff will assist you with college life in general and residential living in particular. This information is designed to provide you with some insight into the job responsibilities of the Residence Life staff, so that you may know who to contact in case of an emergency or concern.

Resident Advisors (RA) are undergraduate students who serve as a first line of support to their residents. As students themselves, RAs have frequent contact throughout the day (and often through the night) with resident students as supportive peers, leaders, educators and community builders. RAs are responsible for developing a diverse experience for on-campus students, specifically for a community within their assigned area, as well as encouraging participating in floor and community events and programs. RAs are directly supervised by CECs. There is approximately one RA for every 30 students.

Community Enrichment Coordinators (CEC) work with a team of RAs to oversee a residential area. CECs are full-time student affairs administrators who coordinate and conduct RA staff training and development, serve as coaches and counsel students, instruct First-Year Enrichment courses, 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 CEC for every 330 students.

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

**NEED HELP?** The Assistant Directors 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 CEC is on duty from 4:30 PM to 8:30 AM the following morning and any time the Residence Life offices are closed. To contact the on duty staff person, simply call the 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.



### **Housing Operations**

63 Lomb Memorial Drive  
Rochester, New York 14623-5603  
hotline (585) 475-5444

fax (585) 475-5050  
email [housing@rit.edu](mailto:housing@rit.edu)  
website <http://housing.rit.edu>



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