Hello! My name is Mike Farmer, and I’m one of the Assistant Directors in the Residential Community Life department. My primary focus is on Occupancy Management, which is basically the creation, management, and distribution of room assignments and room changes. In other words, I’m the “housing guy.” I wanted to take a few moments to discuss some key points in this issue of In-House.

At this time every year, we begin a process for reassigning rooms for the spring semester. There is a lengthy Q & A article in this edition as far as the “how-to’s” of this process, but I wanted to share with you the “why.” It is our goal to make sure that as many students are happy in our residence halls as possible, and the midyear room reassignment process allows students to make changes to their assignment for the spring, no questions asked.

A product of the midyear process will be consolidation of spaces in the spring. If a student is the lone occupant of a room, and there is a student in the same situation within their same residence hall, we will request that the two students move together, in order to consolidate spaces. We do this for many reasons, the most important of which is financial equity. There are students on campus who pay for the ability to have a double room to themselves, and out of fairness to them, it is our responsibility to ensure that nobody is receiving that privilege for free. We will work with your students to the best of our ability to get them into a suitable room situation. Please see the article regarding consolidation later in this issue of In-House!

Thanks for reading, and please feel free to contact us with any questions that you may have.

Regards,
Mike

A MESSAGE FROM CENTRAL STAFF

BUILDING CLOSING UPDATES

With Thanksgiving and Winter Breaks fast approaching, the Office of Residential Community Life wanted to let you know about our closing procedures and what will take place while the building is closed for the breaks. Each student should unplug all electronic devices (i.e. lamps, computers, refrigerators) and any surge protectors that are plugged in. Once the refrigerators are unplugged, place a towel underneath them and leave the door open so mold and other bacteria do not grow inside. Next, each room should double pane all of your windows to help regulate heat in the building. Each student should then make sure they take anything they might need over break home with them, because once the halls close on November 19th and December 17th they will not open again until November 27th and January 22nd respectively. Finally, each student should make sure to take their key home with them over break because both the bedroom and common area doors need to be locked before the student leaves. Residential Community Life Staff will do a visual inspection of each room to make sure these guidelines have been followed.
HEALTH AND WELLNESS

Living in a residence hall that houses upwards of 200 people located on a campus comprised of nearly 7,000 faculty, staff and students, it can certainly be easy to share and spread illness. There are many ways out there to help protect your student from getting worn down during the current and upcoming cold and flu season.

Keep those hands clean! As we all know our hands touch everything: the good, the bad, and the messy. Regular hand washing and sanitizing on the inside between can help greatly minimize the spread of germs. Hand Sanitizer dispensers are found in many public places all across campus.

Eating a well balanced diet and staying hydrated. Is your student getting their necessary intake of vitamins and minerals and other essentials to maintain a healthy body? There are some great options on campus to not get caught up in eating the same few things.

Sleep! Many students forget to get a good night’s sleep of roughly 6-8 recommended hours. Sometimes it’s due to studying, other times it’s socially related. Either way, it is important to remind them to get a good night’s rest!

Keeping the living space clean. General cleaning and sanitizing can also help keep the students living spaces healthy. Bathrooms are cleaned and sanitized on a regular basis. Students can also help themselves by wiping down their belongings, furniture and other surface areas in their rooms to help kill any unwanted germs. Personal garbage should be removed from rooms by the students on a regular basis.

The Health and Wellness Center on campus offers a wide variety of care for our students. For more information, please feel free to visit their website at http://www.oneonta.edu/development/health/.

MID YEAR ROOM PROCESS

While many students change rooms during the course of a given semester, the busiest time for room changes in the residence halls is between the fall and spring semesters.

The following are frequently asked questions and steps that should be followed to complete each process.

How does your student change rooms within the same residence hall?
- Students should see their residence hall director.

How does your student move into a different residence hall?
- Students should go to the Residence Life Office at 106 Wilsbach Hall.

How does your student de-triple?
- Students should see their residence hall director to be given more specific information.

What does your student need to do if he/she is graduating, transferring, or withdrawing?
- Students must remove all belongings from their rooms before they leave campus.
- Students must complete the Room Condition Report form with their Residence Hall Director. Individual responsibility for damage to the room or its contents must be settled with the RHD, not the RA.
- Students must turn in their keys before leaving the residence hall.
- The room must be put back in its original condition and set up.

What does your student do if he/she is moving into another residence hall room?
- Students must move all belongings into the new room before the winter break.
- Students must have the former room inspected by the Residence Hall Director.
- Students must return the key to the Residence Hall Director so that the $125 lock change fee will not be assessed. Students will receive their new keys upon their return in January.
- Students should notify all correspondents about the new residence hall address.

What if my student’s roommate is the one moving out?
There are several options in this situation, which include:
1. Request a roommate who already lives in the same building.
2. Request a roommate who lives in another building.
3. Request to “buy out” the other half of the room and live in it alone.
4. Request to reserve the other half of the room for a specific incoming transfer or freshman student.

5. If one of the above options is not chosen, students might be randomly assigned a new roommate.

If a new student will be entering the room, it is your student’s responsibility to make sure the new student has an empty bed, desk, dresser and closet. One half of the room needs to be completely empty and ready to be occupied.
If the room is not prepared for another student, the college will have the room cleaned, and students risk the removal or loss of any personal items in the room.

How does your student request a roommate who lives on campus?
- Both students should see the RHD of the requested residence hall.

How does your student “buy-out” the empty half of the room so he/she can live in it alone?
- Students should see their RHD right away.

How does your student reserve the empty half of their room for a specific incoming new student?
- To explore this option, your student must go to the Housing Office (106 Wilsbach Hall) as soon as possible.
CONSORTIATION: WHAT DOES IT ALL MEAN?

Students who are left without a roommate in the Spring semester and want to continue to pay for a double room must move in with another student. **ALL students will receive general information of their responsibilities and options if they lack a roommate. These options include:**

A. Your student can request a specific individual to be reassigned to the room in which they reside. If this person resides in your student’s residence hall, they should contact their Residence Hall Director immediately. If this person lives in a residence hall different from your student’s, they should go to the Residence Life Office immediately.

B. Your student can move in with another individual to another room.

*If your student does not utilize one of these options additional charges WILL BE ADDED TO THEIR ACCOUNT.*

Once notified, a student is given a date that single room charges will be added to their account for occupying a double room as a single.

**Why is consolidation important?**

1. Financial Inequity (paying for an Individual Room Program room vs. getting one for free).
2. Save on wear and tear of rooms and furniture, and to save on maintenance/energy costs.

**Q:** If my student does not consolidate, is paying for a single but subsequently moves together with someone, will the single room charges be dropped?

**A:** Yes, the charges will go back to being double room charges on the date that the two students become roommates.

MAIL SERVICES: IMPORTANT UPDATES

Due to all of the nationwide changes with the Post Office, campus mail procedures will be changing. Due to the large amount of mail and packages the residence halls receive throughout the holiday season, our department wanted to make sure parents are aware of how this will affect our campus. In the last newsletter, it was reported that all regular incoming mail that is sent to campus is routed through our campus mailroom in the Netzer Administration building. Now, mail coming to campus will be routed through our Shipping Room in Hunt Union which also handles all of the UPS, FedEx, etc. deliveries to campus. The Shipping Room will now make deliveries to each of the residence halls and departments on campus every weekday. This method includes most packages however packages that require a signature will still be delivered to the Hunt Union where your student will receive an email stating they have a package to pick up. How does this change affect your student? Minimally. The only change is that mail deliveries will be taking place a little later in the day rather than in the early afternoon. Students should expect to receive all their mail by 7pm each day. Just a reminder to encourage students to keep friends, family, and personal accounts up to date with current residence hall information to ensure correct delivery. Mailboxes are combination locked. To promote security of student mail, encourage your student not to share their mailbox combination and be sure it is locked.

To send mail to your student, use the format below:

Student Name
SUNY College at Oneonta
Box/Room #, Residence Hall
Oneonta, NY 13820

HELPFUL INFORMATION

**Fire Safety Reminders!**

There are seasonal guidelines students must follow in regards to decorating for the holiday season. Students may not have real Christmas trees or candle lit Menorahs in the residence halls, however students may purchase small artificial pre-lit trees for their rooms as well as a light bulb Menorah in place of the candles. Students may have string lights from November 29 through December 17, but there cannot be an excessive amount in the room. It is also important that string lights are not left plugged in and unattended.

This semester Oneonta Auxiliary Services launched a Hertz on Demand car sharing program here on the Oneonta campus. [http://www.hertzondemand.com/oneonta/](http://www.hertzondemand.com/oneonta/) This program allows students to rent a car from one hour to seven days. It is available to anyone 18 years and older with a valid driver’s license. It is free to sign up and once students have received their key fob in the mail, they simply go online to reserve a vehicle. Rates start at $8 an hour or $62 a day and include gas, insurance, GPS navigation, satellite radio and 180 miles per 24 hour period.

[SUNY Oneonta Residential Community Life](https://www.facebook.com/pages/SUNY-Oneonta-Residential-Community-Life/144127812294587?sk=wall&filter=2)