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

Mail Services

Due to the large amount of mail and packages the residence halls receive throughout the holiday season, our department wanted to make sure families are aware of how campus mail works. All 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 makes deliveries to each of the residence halls 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. 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 Oneonta
Box/Room #, Residence Hall
Oneonta, NY 13820
Consolidation: 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.

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 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.
Break Closing

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 22th and again on December 21st they will not open again until November 1st and January 12th, 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 & 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 in 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/.

Fire Safety Reminders

As the seasons for decorating quickly falls upon us, we would like to let you know about some items that are not allowed in the residence halls as they have proven in the past to pose some safety concerns. We have provided a list of restricted items as well as other safe alternative decorating ideas.

Items not permitted in the residence hall:
- Candles
- Straw/hay bales
- Door coverings
- Curtains
- Wall tapestries

Recommended Alternatives:
- Reed diffusers or flameless candles
- Silk flowers/leaves
- Decorate a floor bulletin board with staff permission
- Curtains must be flame retardant and RD must have paperwork on file.
When Will I be De Tripled?

One of the most common questions a double style building Residence Hall Director receives is, “When will I be de-tripled?”

Q: How much longer will students be living in a triple?
A: We have been steadily de-tripling students since the Residence Halls were opened in August. Our goal is to finish this task by the beginning of the Spring semester.

Q: How do spaces become available for de-tripling?
A: Some students graduate, go on internships, study abroad, student teach, or transfer to a different college. We use the spaces left vacant by these students to de-triple.

Q: What if students are offered a permanent space and do not want to de-triple?
A: A student may choose to remain in a triple. If all occupants agree to stay, the discounted triple rate is no longer offered.

Q: Who do students speak to regarding their triple situation?
A: Students should speak to their Residence Hall Director, whose office is located in the main lobby of each residence hall. They will be able to answer additional questions that your student may have.

Office of Residential Community Life
108 Ravine Parkway
Oneonta, NY 13820

Phone: 607-436-2514

SUNY ONEONTA

Students have basic needs which affect their ability to succeed and develop at SUNY Oneonta. They need an environment conducive to healthy living and learning. They need a sense of safety and security within the student community. They need to learn life skills to complement their academic progress and assist them in becoming well-balanced individuals. They need opportunities and encouragement to grow.

Everything we do in Residence Life relates to students and our goal to respond to their basic needs. Residence Life maintenance and custodial efforts, food service, hall facilities (i.e. laundry, vending machines, desk operations), grounds maintenance and building renovations are all responses to a student’s need for an environment conducive to living and learning. The hall and university policies, emergency procedures and resources, conduct system and hall staff coverage of buildings respond to the safety and security needs by providing a structure for the living environment. Hall Governments and committees, corridor meetings, intramurals and hall/campus activities provide opportunities to satisfy a student’s desire to become involved in the community. Programming in the hall or on campus involves many of the life skills students need to develop, (i.e. communication, career development, research, time management or relating to others. Personal growth opportunities are also provided in hall and campus programming as well as through the many resource centers on campus.

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