Mid Semester Hire
RA Training Guide
2014-2015

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I. Review RA Contract

a. Expectations
   i. Maintain full-time status (12 credit hours) and an overall cumulative GPA of at least 2.25
   ii. RA motivates, stimulates, and otherwise assists students to become involved in their campus environment by facilitating the creation of an atmosphere that is conducive to academic achievement, social and cultural maturity, self-direction and self-discipline
   iii. Submit necessary information in a timely and accurate manner to supervisor
   iv. Perform administrative tasks related to the operation of residence hall including but not limited to completing room condition reports, incident reports and inventories, surveying residents, issuing keys, reporting maintenance concerns, opening and closing the residence hall
   v. Fulfill R.A.I.S.E requirement each semester
   vi. Serve as a liaison between students and the College
   vii. Maintaining availability and floor presence for residents
   viii. Keep necessary information confidential

b. Lifestyle, not a job – RA for the campus
   i. Commitment to act as a role model for residents and students alike
   ii. Adheres to rules and regulations of the college and department
   iii. Role Modeling by conducting him/herself in a manner consistent with the role and duties of an RA as well as the professional standards and philosophy of the Student Affairs Division of the College
   iv. Advocate of Student Conduct Codes

c. RA Manual
   i. Where to find it - eRezLife
   ii. Use it as a reference throughout the year

d. Additional Responsibilities – Paraprofessional Role
   i. Assumes responsibility for addition duties assigned by Residence Hall Director
   ii. Each staff member is responsible for an additional paraprofessional role
II. Duty Requirements

a. Schedule – Office/Rounds/On Call
   i. One night a week, on average, although this may vary by week.
   ii. Sitting in the Office from 7PM-11:45PM
   iii. Walk a "round" around the building at the top of every hour plus or minus 10 minutes. Be vigilant during rounds checking all sides of the floors, fire extinguishers, secure the doors, residents in lounges, etc. Keep a log of each round
   iv. At 11:45PM, the Night Host begins duty. You will take a round with the Night Host as your last round and as their first round. Finish your duty log and forward the phones to your extension.
   v. When on call, you may not leave the building for any reason. You must remain in your room until 7AM the morning to be ready to pick up a call from a variety of incidents that may occur throughout the night. You may go to sleep at any time after returning to your room but must pick up the phone if it rings and must answer the door when someone knocks.
   vi. Weekend duty begins at 7pm on Friday night, and ends at 7pm on Sunday night. Duty protocols are the same, except that you are on call through the day hours. There are two RAs on for the weekend. The only time you are able to leave the building are for 1 hour lunch and dinner breaks on Saturday and Sunday; during this absence your partner RA must be in the building and have phones forwarded to their rooms.
   vii. Weekday office commitment is two scheduled hours per week.

b. Must wear a duty shirt
   i. A duty shirt must be worn while in the office and on rounds.
   ii. This may include but is not limited to res life orange polo, RA training shirts, RA Staff hoodies/shirts.
   iii. The idea behind the duty shirt is so that you are identified as an RA on your rounds and will be treated and be given respect as such if you need to confront a situation.

c. Master Key responsibility
   i. Master Keys are to be taken on rounds with you so in the case that you need to unlock and/or lock a door, you may so do.
   ii. It’s suggested that you mark or leave a note as to where the Master Keys have gone in the case that another RA or Pro Staff member needs access to them.
   iii. The Master Key code for the lock box is to be only shared with RA’s on staff and professional staff members.

d. Duty Switches
   i. In the case that a duty switch needs to be made, there are duty switch forms which must be submitted by a certain time and approved by your supervisor.
   ii. The days that duties are switched must be decided before the actual duties occur.

e. Focus – Friends at desk/homework/electronics limitations
i. Typically a 10-15 minute rule is enforced at the front desk. This means friends and visitors in general cannot stay and chat with the RA on duty for more than 15 minutes.

ii. The use of electronics is up to the discretion of the supervisor. You should not be on your phone the whole time while sitting at the desk nor should you be listening to music or movies with earphones in. While some duty nights can be quiet, your first responsibility is to be aware of your surroundings.

f. Duty Tags - RA/Pro Staff

i. Duty tags for both the RA on duty as well as the Professional Staff member on duty that night should be hung in the office window so that either can be contacted as needed. The correct extensions should lead them to get ahold of the RA or the Pro Staff member.
III. Community Building
   a. How to establish self as the RA
      i. It is important to identify yourself as the RA and explain what that title means. While an RA wears many hats, your main job is to be a support for residents. You should be prepared to answer questions, listen to problems, help them get involved, and keep them safe.
   b. Getting to know residents/habits
      i. You should know all of your residents by their first name within the first week of being on the floor. Make time to stop by and talk to them. Learn basic facts like their major and hometown, it will show that you care and help to build that trust. Each and every week, you should be engaging with each room at least once. While you should be working to build relationships, you should always scan the room for potential fire hazard violations. This will make your job easier in the long to notice and address these immediately, rather than at break or during Fire Marshall visits.
   c. Noticing trends
      i. Residents typically follow a routine. Pay attention to when you notice certain residents in the building. This could help you to address larger issues later. If you normally see Resident A brushing their teeth at 9am, but no longer do, maybe they stopped attending their morning class or maybe Resident B never smiles, but has suddenly begun smiling constantly, find out what is new and positive in their life. It will show your residents that you care about what’s going on with them.
   d. Bulletin Boards/Door Tags
      i. Bulletin Boards need to be educational in nature. The topic is open to creativity, but it needs to teach residents something new.
      ii. Bulletin Boards are due three times a semester, and are changed when we enter new programming periods (specific dates to be assigned by your supervisor)
      iii. Door tags help to create a positive environment on your floor. It shows that you put effort into inviting residents into the floor. Door tags are also open to creativity, and should involve more than just a single piece of paper with a name.
      iv. Door Tags are due at the beginning of each semester (prior to student arrival) and are optional throughout the rest of the semester, but residents tend to appreciate them.
IV. Programming

a. SCALED is an acronym for the six major areas in programming that you and your staff will need to address during the academic year:
   i. **S**-Sustainability (recycling, use of natural resources, living sustainably in the residence halls)
   ii. **C**-Community engagement (volunteerism, citizenship, community service)
   iii. **A**-Academic Excellence (support of academic experience, study skills, learning preferences)
   iv. **L**-Life Skills (increasing autonomy, building independence, nutrition, drugs, safety)
   v. **E**-Enlightenment (differences/similarities in the community, academic programs, general beliefs/backgrounds)
   vi. **D**-Diversity (ethnicity, culture, art/music, religion)

b. Program Types:
   i. Planned Educational-These are programs that follow the SCALED model and are planned in advance. Each RA must complete one category during each pay period; categories cannot be repeated (unless as additional programming).
      1. Planned Educational Programs must have their proposals approved by the ACC/CC/RHD at least 5 days in advance of the program. Evaluations must be completed within 72 hours of the program.
   ii. Planned Community Builders-While all programs should have a social aspect to them; community builders do not need to have an educational component.
      1. Planned Community Builders must have proposals approved by the ACC/CC/RHD at least 3 days in advance; evaluations must be completed within 72 hours of the community builder.

c. Programming Levels:
   i. Bronze- One Completed Planned Educational & One Completed Planned Community Builder
   ii. Silver- Bronze level PLUS One completed planned educational OR One Completed Planned Community Builder
   iii. Gold- Bronze level PLUS One completed planned educational OR One Completed Planned Community Builder

d. Community Lifestyle Program Descriptions
   i. Residence Halls present colleges with a unique opportunity to expand the education of the ‘total’ person beyond the classroom. If this is achieved, the Residence Halls can then become an extension of the college’s learning environment. Through specialized programming, we offer lifestyle experiences that will target the needs of the community, where students can learn about themselves, develop life skills and start thinking seriously about the world they live in. The following areas will help students grow personally and socially.
      1. Academic Success
      2. Transitional Issues
      3. Holistic Living
      4. Diversity: Globally
      5. Diversity: Locally
      6. Leadership
e. Academic Success
   i. Students should be able to:
      1. Understand and work with all campus resources that specialize in academic success (i.e. EOP, Merits, CASE, Student Success, etc.)
      2. Shall gain the ability to assist other students on campus, especially with those in their major, through tutoring and/or setting up and maintaining successful study groups.
      3. Understand how to work with their major (i.e. Is your major right for you?, working with your advisor, what can I do with my degree?, etc.)
      4. Learn how to market themselves using social media yet also understand how social networking can be harmful to their career.
      5. Academic Success programming is designed to help students who strive to be academically successful. While these programs will help residents more narrowly focus on their academics, they are also programs that can help students become more marketable and help them begin making decisions on what they would like to accomplish here at SUNY Cobleskill as well as after graduation.
   ii. Examples:
      1. S- Stress Relievers (Sustaining Oneself)
      2. C- Tutor Program where residents partner up to help each other succeed
      3. A- Creating Study Groups
      4. L- “FOCUS”- Career Suggestions test in the Student Success Center
      5. E- “Mom’s Fridge” – Highlighting high grades of residents
      6. D- Study Techniques (Audio vs. Visual vs. Kinesthetic)

f. Transitional Issues
   i. Students should be able to:
      1. Work together to develop a support system with their peers by making connections through various means (i.e. programming opportunities)
      2. Develop the skills and attitudes to maximize their academic success
      3. Familiarize themselves with the campus resources and how to effectively use them
      4. Understand the expectations and responsibilities as a residential student
      5. Transition programming is designed to help students transition to college. Beginning their college education means they will explore a new setting, a chance to make new friends, learn new things and a chance to set their own priorities. At SUNY Cobleskill, students have many resources at their disposal for their adjustment. Once they adjust to college life, these experiences will open doors to learning and living.
      6. Programming can supplement the FFCS curriculum. As students move into their 2nd, 3rd and 4th years, transitional programming can help them in their current stage of life as well.
ii. First Year:
   1. S – What is Sustainability?
   2. C – Getting involved on campus
   3. A – Time/Stress Management
   4. L – Laundry 101
   5. E – Campus Tour
   6. D – Living with a Roommate

iii. Sophomore Year and Above:
   1. S – How to be Sustainable in the Quad (i.e. recycling in garbage room is easier, how to stay warm without controlling heat)
   2. C – How to be an Executive Board Member
   3. A – GRE/Transferring
   4. L – Apartment Hunting
   5. E – Sophomore Slump
   6. D – Study Abroad

g. Holistic Living
   i. Students should be able to:
      1. Work together to provide an environment that focuses on the individual’s overall well-being of mind, body, and soul
      2. Demonstrate healthy ways to manage stress, anxiety, and responsibility as it pertains to the busy lifestyle of the college-aged population
      3. Explore new avenues of healthy living, focusing on a holistic approach of devoting time and energy to their individual selves.
      4. Learn from one another various techniques used to instill an overall consciousness of health and well-being.
      5. Holistic Living programming is designed to help students develop a fundamental understanding of the importance of one’s well-being. By focusing on mind, body, and soul initiatives, residents can expect to engage in new ways of approaching stressful situations, navigating the healthy options in the dining hall, and exploring personal ways to commit to exercise.

   ii. Examples:
      1. S – MyPyramid.org: Sustaining your body through the food pyramid
      2. C – Fam 5k Run/Walk
      3. A – Organizing your academic schedule to reduce stress
      4. L – How to Exercise without the gym
      5. E – Brain Teasers; Use and Abuse of Alcohol and Other Drugs; Origins of Religions
      6. D – Diversity in Exercise: Exploring the benefits of different types of exercise (weight training vs. cardio vs. yoga vs. swimming)
         a. In their rooms upon check-in, there can be Bouck Hours for gym, pool, and fitness center.
h. Diversity: Globally
   i. Students should be able to:
      1. Work together to provide an environment that emphasizes an awareness of world issues, specifically surrounding current events.
      2. Discuss the effects of world decisions on foreign, national, and international affairs.
      3. Learn about new cultures and traditions of various countries around the globe.
      4. Understand the importance of living in a diverse society, and accept people for their differences.
      5. Global Diversity programming is designed to enhance residents’ understandings of worldly issues and how we are an ever growing dependent society. The focus of the floor will be on current events effecting both foreign countries, and the foreign affairs of the United States.
   ii. Examples:
      1. S – Global Warming; Pollution
      2. C – Disaster Relief; Alternative Spring Break
      3. A – Current Event Reports – provide residents with newspapers and have the residents talk to the group about an article that they found interesting
      4. L – Different greetings around the world
      5. E – International Pen Pals
      6. D – Choose a country that the floor is interested in and host a program about their culture or religion.
         a. In their rooms upon check-in, there can be copies of the New York Times.

i. Diversity: Locally
   i. Students should be able to:
      1. Ability to utilize different resources that will help them understand and add new input on local issues such as the economy, education, and quality of life locally.
      2. Gain a better understanding of how global diversity is both impacted by and can impact local diversity.
      3. Understand the benefits of being locally diverse.
      4. Be able to connect with local leaders and share their motivation to diversify the community.
      5. Discuss current events in the local, regional, and global community.
      6. Local Diversity programming is designed to engage students who are passionate about diversity on a local level with opportunities available on campus and in the local community. This programming experience will help students build the connection of diversity locally and globally, for the present and future.
ii. Examples:
   1. S – Cabin Fever
   2. C – Green Team
   3. A – Point-Counterpoint (debate type programs)
   4. L – United States Census/ Rock the Vote
   5. E – Programs highlighting local musicians
   6. D - urban vs. rural communities

j. Leadership
   i. Students should be able to:
      1. Share a commitment to inspire, encourage, and motivate each other to continuously enhance student academic success and leadership skills
      2. Ability to demonstrate leadership through the development of and participation in civic engagement projects.
      3. Ability to describe their individual leadership style using information learned as part of their experience.
      4. Identify and discuss the role of leadership in issues affecting the campus community.
      5. Discuss current events in the local, regional and global community.
      6. Leadership programming is designed to engage students in leadership opportunities available on campus and in the community. Through these efforts, residential students will learn about the ways they can contribute to SUNY Cobleskill, local communities now and in the future.

ii. Examples:
   1. S – How to be a Sustainability Mentor without the Title
   2. C – Alternative Spring Break
   3. A – Becoming a Tutor
   4. L – Fall/Spring Leadership Series Participation
   5. D – Skill Building Ropes Course
   6. D – Personality Test (i.e. True Colors, MBTI, Compass, etc…)
      a. In their rooms upon check-in, there can be a leadership series poster.
V. **Student Conduct**

a. How to address negative behavior
   i. Assertive communication vs aggressive or passive communication
   ii. Discipline is necessary so that within a large group of residential students, everyone can live together showing consideration for one another. It is most effective when used and accepted as a learning experience
   iii. Refer to official college policies (On the Hill) or regulation whenever necessary. Most students feel a basic respect for the rights of others and are less likely to deny written policy.
   iv. Staff members should avoid giving serious reprimands or otherwise embarrassing one student in front of others. This can cause a more hostile reaction and relationship. Ask resident to talk in private if necessary
   v. Ultimately, the Resident Director is responsible for formal disciplinary actions with students. RAs are expected to be thoroughly knowledgeable of campus and residence hall policies and be able to confront students about violations of those policies. RAs essentially give RDs information to properly conduct judicial meetings. The RA does not have a say in the outcome of the judicial
   vi. Remember: If you “give a friend a chance” and do NOT document inappropriate behaviors, the effect could be negative on YOU and your position as an RA.

b. When to call RD on duty/UPD
   i. Any situation involving drugs or weapons
   ii. Any transport to the hospital
   iii. Situations requiring higher authority or when dealing with highly uncooperative residents
   iv. Uncomfortable or alarming situations

c. Documentation! Otherwise it never happened
   i. Submitting judicial or student interaction forms through eRezLife
   ii. Document every time in order to keep records
   iii. Holds students accountable for their actions

d. Student Conduct Codes – what are they/where to find them
   i. Pages 51-53 in On the Hill
VI. eRezLife (review how to log on and complete the following forms)
   a. Logs
   b. Programming
   c. Judicial
   d. Facilities Condition
   e. Guest/Visitor Sign In
VII. Housing

a. Checking students in and out of rooms – RCRs/Green Cards/Keys
   i. Check in:
      1. The check in side of the Room Condition Report (RCR) should be filled in with all the observed damage to the room.
      2. Let the resident check over the room themselves so that they may add damages that they find.
      3. Both you, as the RA, and the resident should then sign and date the bottom of the RCR.
      4. Green Registration Cards are filled out in the office when signing out keys. The RA will issue the key when both the contact information and emergency contact information has been filled out by the resident.
   ii. Check out:
      1. The check-out side of the RCR should be filled out and any additional damages that are observed by the RA should be recorded.
      2. If the resident asks about getting charged for the damages, tell them that it is up to the RD to decide final costs for damages.
      3. Sign the bottom of the RCR on the check-out side.
      4. Collect the key and have the resident fill out the forwarding address on the green card if they are not returning.
      5. When checking a resident out, be careful about the way that you word your salutation. Do not tell them that they are “all set” or “all good to go”. They may misinterpret this as an indication that they will not be assessed for damages.

b. Need RD approval for moves
   i. Residents that wish to change rooms either within the building or into a different building must be approved by the RD.
   ii. If residents want to move to another room within the building, they must set up a meeting with the RD of their building to discuss arrangements.
   iii. If residents are looking to move to another building, they are also going to have to set up a meeting with the RD of the building they wish to move into.

c. When checking out, take Coby Card if not returning as a student.
   i. If a student is checking out and they are not returning as a student at Cobleskill, their Coby Card must be collected at the time of their check out and turned into the RD of the building.
VIII.  Fire Alarms

a.  Never a drill
   i.  Whenever a fire alarm goes off, something has caused the alarm to ring. We never practice drills when residents are occupying the buildings.
   ii. When you are leaving the building, bang on doors that you pass, and yell down the hallways to tell people to leave.
   iii. If you are in the office when the alarm goes off, grab the Green Registration Cards, as you exit the building.
   iv. Your safety is our number 1 priority; please get yourself out safely as quickly as possible.

b.  Get out and meet at designated spot
   i. Once outside, meet the rest of your staff at the designated spot. Keep residents off of the sidewalk in case a fire truck needs to drive on campus. Call UPD, your RD, and/or the RD on duty. Wait for UPD to arrive.

c.  Check rooms when given the ok
   i. Once UPD has declared that there isn't an actual fire, begin the process of checking rooms.
   ii. Pair off with another RA and the first pair begins on the top floor. The second pair begins on the bottom floor, and you work your way to meet in the middle. If there are more than four RAs, one RA would control the crowd outside, and a sixth RA would check alternative exits and move everyone to the front of the buildings.
   iii. When checking rooms, you must knock and announce yourself before entering the room.
   iv. We are doing a quick scan of the room to make sure that residents are not still in the room. We are not going through personal belongings. This should be a very quick process (10 seconds per room).
   v. Once all of the rooms have been checked we let University Police know that all residents have evacuated (if you come across a resident in a room, direct the resident to leave, write down their name and let your RD know).
   vi. When UPD silences the alarm, it is ok to let residents back into the building. Please instruct residents who are locked out of their room to wait by their door. Take the master keys and conduct a round of the building, letting residents into their room.
IX. Practice

a. Mock BCDs with Judicial Form
   i. Have returning RAs act like residents in two or three scenarios from BCDs. Ask the RA to fill out a Judicial Form based on the scene. Afterwards, answer questions and review the form with the RA. Common scenes to use would be roommate conflict, alcohol violation, and noise violation. Talk about other potential scenarios and what to do.

b. Programming Proposal with returning RA
   i. Have the RA partner with a strong programmer on staff for their first program. Review the proposal and evaluation with the RA.
c. Partner Checklist (Fake Hall example below)

i. New RA Name______________________________________________

ii. Continuing RA Name________________________________________
   1. Each RA should initial when item is complete

iii. _____ Opening the Office Door and Guest Policy (must leave when on
     rounds, etc...)

iv. _____ Master Keys—Where they are located, proper use, code (??-??-??)

v. _____ Duty Log (complete and thorough!)

vi. _____ Review Guest and Visitor Policies (remember, these are different than
     other buildings)

vii. _____ Check in procedure for Guests and Visitors

viii. _____ Night Host Duty Log

ix. _____ Forwarding and unforwarding the phone (done at midnight every
     night; and every morning)

x. _____ Show where the RA, Night Host, and Professional Staff (with contact
     info) Duty Calendar is located

xi. _____ Review confidentiality on Pro Staff apartment/cell phone #s, and when
     to contact Pro Staff.

xii. _____ Duty Tags and When to Switch them

xiii. _____ Floor Charts, Ban Lists, and offices phone # list (discuss confidentiality
      with these documents)

xiv. _____ Equipment Sign out/in (hold ID while equipment is out, all equipment
      must be back by 11:45pm)

xv. _____ RA and RD Mailboxes (check daily)

xvi. _____ Duty switch Forms

xvii. _____ Fire Alarm and Emergency Procedure

xviii. _____ Rounds- take partner on a mock round—propped doors, check fire
       equipment.

xix. _____ Incident Reports (go over form and how to submit, we will do mock
      reports during training)

xx. _____ Parking Passes—when to give out, who to give them to, how to fill out.

xxi. _____ Elevator use, locking/unlocking lounges/kitchen.

xxii. _____ Programming online submission- show eRezLife form, submit first
      program together

xxiii. If there are any questions about the policies listed here, please make sure you
      ask Will.

d. Review Floor Meeting Agenda - (Fake Hall example below)
FAKE OPENING FLOOR MEETING AGENDA

Introductions
- Yourself
  - What is an RA and what role do they play?
- Floor Members (ice breaker)
  - Expectations of each other
  - All Bystanders
- RD
  - What is an RD and what role do they play?

Campus Rules
- Review On the Hill and Student Conduct Codes
- Why have Conduct Codes?
  - It is their RESPONSIBILITY to know and live by the conduct codes (ignorance is not an excuse for breaking the conduct codes)
- Student Rights

Building Rules
- Building is locked 24 hours a day – but is accessed by your Coby Card. Your card will only open the front door
- You have access to the other residence halls from 8am – 9pm and after 9pm must be signed in as a visitor or guest
- Cameras at every exterior door – for safety and security
- Do NOT prop side doors – you could be removed from residence halls.
- Fake is a dry hall – this means that alcohol is not allowed in the building at all. Alumni Commons is the only building that allows alcohol. You must have 42 credits to live there.
- Being in the presence of someone violating a Conduct Code is a violation as well and can provide similar consequences.
- Talk about Good Samaritan Policy
- Tobacco use is not permitted in the building and you must be in a designated tobacco area in order to use it.
- No outside furniture is allowed in the rooms
- Lounge furniture must remain in the lounge
- Do NOT switch furniture with other rooms
- Residence Hall License – the following are not permitted in the residence halls:
  - Candles
  - Extension cords
  - Cooking devices
  - Microwaves that are not a part of the microfridge package
  - Wall hangings covering more than 10 % of the room
  - Anything hanging from the ceiling
  - Pets (besides fish – nothing else allowed – even if it lives underwater – 15 gallon maximum tank)
  - Incense
  - See your agreement in the On the Hill for a more detailed list

RA on Duty
- There is an RA on duty every night.
- They are at the main desk from 7pm – 12am every night
- They are reachable by phone or their room between 12am and 7am Monday through Friday morning.
- On weekends, the RAs on duty are on call from 7pm Friday to 7pm Sunday. You can easily find them in the RA office or in their room.
- Feel free to call the RA office at any time. The number is 5180.

Safety
- Lock bedroom doors at all times even if you are going down the hallway to the bathroom or to visit a friend
- Do not prop open any of the doors in the building. It is for your safety.
- Report any safety issue to an RA so it can be dealt with appropriately
- Propping locked exterior doors and/or letting anyone in through a locked door subjects you to removal from campus housing.

Guest/Visitor Policy
- Visitors are folks who are hanging out but not spending the night. They need to sign in at 9pm using a Coby Card or State Issued ID with a picture and address (other college ID cards are not accepted!). Non-Cobleskill students need to leave by 12am.
  - Cobleskill students need to leave by 3am.
- Guests are folks who are spending the night. Again, guests need to sign in starting at 9pm, using a Coby Card or State Issued ID. Guests receive an orange pass that they must have on them at all times. Guests are only allowed two days in a seven day period in Fake, Ten Eyck, Davis and Parsons Halls. Guests are allowed for a maximum of three nights in a seven day period in Dix, Draper, Pearson, Wieting and Vroman Halls. Guests are allowed for a maximum of seven consecutive nights in Alumni Commons.
• In both instances—the host is responsible for their guest or visitor at all times. They need to stay with them in the building and they need to ensure that they leave at the appropriate time.

**Quiet Hours**
- Sunday – Thursday, 8:00 p.m.– 8:00 a.m.
- Friday – Saturday, 11:00 p.m. – 11:00 a.m.
- 24 hour courtesy hours

**Parking**
- Make sure to get a decal for car
- Park in assigned lot – Fake is F-Lot
- Do not park in staff parking or handicap parking

**Trash/Recycling Room**
- Location of the trash/recycling rooms
- Keep it clean
- Put trash/recyclables where they are supposed to go
- Do not put bags of trash on the floor. Put it in the trash cans
- No personal trash in the bathrooms
- No personal trash is to be left in the hallway

**Programming**
- What is Programming?
- What types of programs do you want to see?
- When is the best time to hold programs?

**Laundry Facility**
- Location
- Cost included in meal plan, so a swipe is all that is needed - 32 swipes a month
- Report problems with the machines to an RA, the RD, or CAS

**Vending Machines**
- Location
- Coby Card accepted here
- Report any problems with machines to RA, the RD or CAS

**Lost Cobleskill ID**
- Report lost ID immediately to Coby Card Office, RD or Residential Life Office
- Once reported, the card can be deactivated so no one can use it

**Mail**
- Located in Bouck Hall

**Damage**
- What is an RCR? When will I see one again?
- Review how to avoid damage charges to your room and building
- Explain what happens if damage happens in the building
- There is to be nothing put up on the doors (high rises) because doors are painted and will be damaged
- No balls, Frisbees, etc. in halls

**Lockouts**
- Carry your key with you at all times
- See an RA for help if you do get locked out

**Fire Alarms**
- Do not pull or tamper with fire safety equipment. Let them know that tampering with fire safety equipment can result in their removal from campus.
- Evacuate building every time alarm sounds
- Remember to lock door and bring keys
- Remind them of red flyer
- Know two exits from your location at all times

**Get Involved in Hall**
- Night Host
- Ecos
- Hall Council
- RA
Get Involved on Campus
- Clubs
- Organizations
- Athletics
- Judicial Board

In case of Emergency
- University Police can be reached 24/7/365 at x5555.

Questions
- RAs who have read this will stop by and tell Will their favorite color.

Updated 11/2014