

New Student Move In

Brendan & Melynda
Residence Life Ops Team



Agenda

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2. Move-In Schedule & Logistics
3. Roles & Responsibilities
4. Who is there to support you?
5. Clothing & Weather
6. Group Questions?
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Overview

RISD's first impression for students and families. Residence Life partners with CSI, Public Safety, Facilities, Student Life, and others to create an exciting, seamless, and memorable start to their journey.

And you play a crucial role in making this day special for them!



Move-In Schedule & Logistics

International (F1 Visa Holders) - Thursday, August 28, 9:00 AM - 2:00 PM

Domestic - Sunday, August 31, 9:00 AM - 2:00 PM

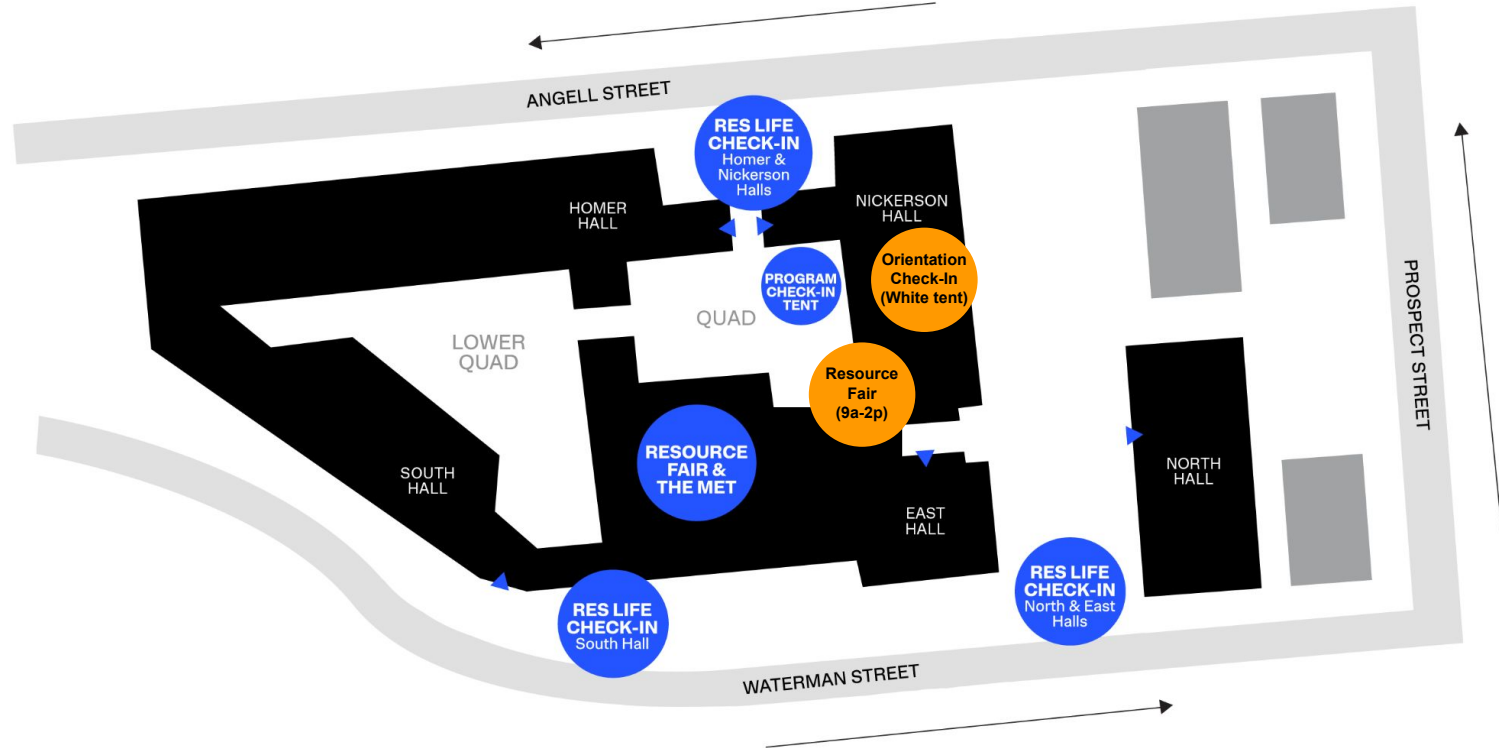
Support staff need to be at their check-in site on time!

AM Shift: 8:30AM - 12PM | PM Shift: 11:30AM - 2:30PM

Three Check-in Sites:

1. North & East Halls - 60 Waterman St. (parking loop outside of North)
 - a. Lead - CC Nate Hernandez
2. Homer & Nickerson Halls - 55 Angell St. (by the quad entrance door)
 - a. Lead - CC Tymber Powell
3. South Hall - 30 Waterman St. (outside of Public Safety)
 - a. Lead - CC Brandon Kottwitz

Move-In Map



Roles & Responsibilities

Scan this code and find yourself on the schedule to find your role!

https://docs.google.com/spreadsheets/d/1qgOD1GawJCp_ASOVTTfryCKhuiPGLyecYSK-VAildcg/edit?usp=sharing



Welcome Greeters

- **Verify student:** Greeters approach cars to confirm first-year student status and ensure they're in the correct line.
- **Direct student:** Tell driver to stay with the car and send the student to the check-in tent. No family/driver at the check-in area.
- **Unloading rules:** Remind driver not to leave the car unattended to avoid towing.
- **Parking pass check:** Ask if they're staying until 4:30 PM. Confirm it's not a rideshare (e.g., Uber). If they're leaving early, suggest street parking—only 210 passes available.



Welcome Greeters cont.

- **One pass per student:** Extra cars must use paid street parking.
- **Unloading:** If no bin is available, unload on sidewalk and wait—traffic must keep moving.
- **Building check:** If unsure of location, student goes to check-in; parents stay with car (unless Uber).
- **Traffic support:** Public Safety assists with traffic and parking.



Muscles Supervisors

- **Assign bins** to each muscle to a bin before their shift
- **Coordinate bin helpers** to the First-Year family along with the Welcome Greeters
 - One bin per family
 - Remember, the students will only receive one parking pass per student
- **Keep bins moving.** If someone is not making trips, get them assigned
- **Welcome families** as a Welcome Greeter as well



Muscles

- **Stay with bin:** Assist First-Year students but do not lift or move items.
- **One trip:** Each student gets only one trip with a bin.
- **Room delivery:** Ensure bin goes to the room and back for next use.
- **Guidance:** Student or parent pushes bin; you direct them to the room.
- **Labeling:** Write room number on tape and attach to bin.
- **Shift end:** Return bin to supervisor and check out at lunch or shift end.



Check-In Stations

- **ID Organization:** Pre-split by building and last name.
- **Check-in:** Find the student's ID and swipe them into StarRez
 - If swipe fails, locate them in StarRez and check in manually.
 - If internet is down, mark roster and type "SR"; update StarRez when online.
- **Roster:** Mark them off on the physical roster after StarRez check-in.
- **Orientation reminder:** Students still need to check in at the white tent.



Elevator Stations

- **Elevator loading:** One staff loads as many bins as possible (up to 3 per trip).
- **Stairs encouragement:** Encourage students to use stairs to free up elevator space.
- **Mobility awareness:** Watch for anyone with mobility concerns.
- **Elevator delivery:** Muscle will ride elevator to drop bins on correct floors.
 - Optional: Muscles can take stairs and wait by their bin for elevator arrival.
- **Floor check:** Elevator staff check each floor after delivering bins.



Who's Here to Support You?

- **CCs Nate, Tymber & Brandon** - Your check-in Site Leads!
- **Brendan Cody** - Assistant Director of Housing Operations
- **Melynda Heying-McMahon** - Associate Director of Housing Operations
- **Cheyenne Dolbear** - Assistant Director of Community Development

RLO Office Hours for Move In:

- **Thurs., Aug. 28:** 8:30 am to 4:30 pm
- **Sun., Aug. 31:** 8:30 am to 2:30 pm



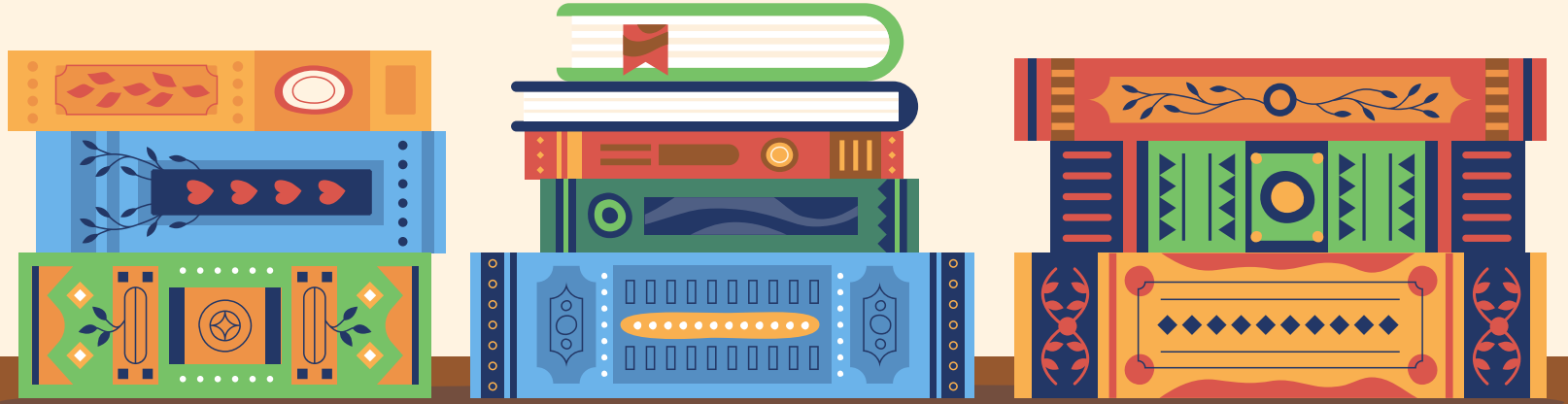
Clothing, Weather, & Other Things

- Support staff should be wearing their **designated shirt**, appropriate shoes and bottoms.
 - You cannot alter your Muscles shirt until after move-in is fully over!
 - Sleeves & hems/necks are okay
 - RAIRs cannot alter their blue shirt until the end of the academic year
- **Wear Intentional and smart footwear!**
- Weather is looking mild, but please keep in mind **you will be outside** and should plan accordingly!
 - Hats & sunscreen encouraged!
 - Bring water
 - Other **creature comforts/needs**: Inhalers, epipens, braces, etc.



Questions for the Group?

- **Brendan Cody:** bcody@risd.edu
- **Melynda Heying-McMahon:** mheyding@risd.edu



Breakout by Role

