

Move-In Days Guide & Residence Advisor Expectations 2025

Residence Jump Start and Labour Day Long Weekend Move-in Days

Tuesday August 26, 2025 and Saturday August 30, 2025

Move-in weekends are our chance to make a great first impression for the students that are moving into our community. Residence Advisors play a key role in welcoming students and their families to our campus. These are some things you can do to make people feel welcome:

- **Meet and Greet!** – Meet and welcome students and parents as they arrive. Welcome them to UBC and to your particular residence community.
 - Enthusiasm – be energetic, excited, helpful, and help them feel comfortable in the community.
 - Liaise - provide for interaction among community members; introduce people to one another as they move in.
 - Invite – invite your residents to your community meeting later that day and to any programs you have planned.
- **Let them know who you are** – Most people have no idea what a Residence Advisor does, let them know who you are and what you do.
 - Wear your Housing Move-In Shirt!
 - Introduce yourself and your role as an RA and answer questions about your position within the community
 - Establish your role as a peer helper and a resource that works with and connects to other UBC Services.
- **Engage with parents and guardians** – Help them feel at ease about dropping their child off at UBC. Let them know that they will be in good hands here.
 - Answer the questions that you are comfortable with, but don't be afraid to say you don't know something or to ask an RLM for more information.
- **Create a welcoming environment** – Create a positive and welcoming atmosphere for your students.
 - Get to know the HEAT Athlete volunteers and Housing Staff
 - Please feel free to play music or write welcome messages with sidewalk chalk.
 - Direct people to the appropriate locations for garbage and recycling to ensure that the entrance ways and lobby's stay clear and welcoming.
- **Residence T-Shirts**
 - Every resident will get a T-shirt on their arrival day. RAs who are greeting students should welcome them and ask what size of T-shirt they like, then offer them one.
 - On Jump Start Move-in, Residents will get a T-Shirt when they collect their keys

- On Move-in day, Residents will get their T-Shirts at each building lobby
- **Moving Bins**
 - RAs in buildings are responsible for keeping track of the moving bins. Each residence lobby will be assigned a number of bins.
 - At **3:00 PM** on both move-in days, the RAs in each building to collect all moving bins in the lobby and meet another Housing staff member who will store the bins away in a secured storage area.

Move-in Duties:

Various Duties RAs at each building location will take on:

Position	Duties
Greeter	<ul style="list-style-type: none"> • Responsible for welcoming students and their parents to our residence buildings • Informs students and their parents where to park, where to find a moving cart • Helps control the flow of traffic into the lobby to ensure the lobby is not congested • Hand out Residence T-shirts to all incoming residents
Elevator Manager	<ul style="list-style-type: none"> • Responsible for limiting the number of people accessing the elevator to one family at a time <ul style="list-style-type: none"> ○ The elevator manager does not need to ride the elevator • Assists the greeter with inviting students and their parents into the building lobby • Helps to direct the Sweep as to where to find moving carts and families
Sweep	<ul style="list-style-type: none"> • Responsible for retrieving moving bins • Responsible for finding students who need to move their vehicles by checking the parking tags for room numbers and phone numbers for vehicles that have been parked in unloading zones for long periods of time. For parking support please call your area RLM for cars parked too long outside a building. • Assists the greeter and the elevator manager as needed • Directs people to place garbage and recycling in the appropriate locations
Move-in Support	<ul style="list-style-type: none"> • Showing students and parents to residence rooms • Helping residents unload their belongings into residence • Returning moving bins back to the lobby

The RA Role - Do & Don't

Do

- Take Initiative
- Problem Solve
- Have Fun
- Be Professional
- Smile!

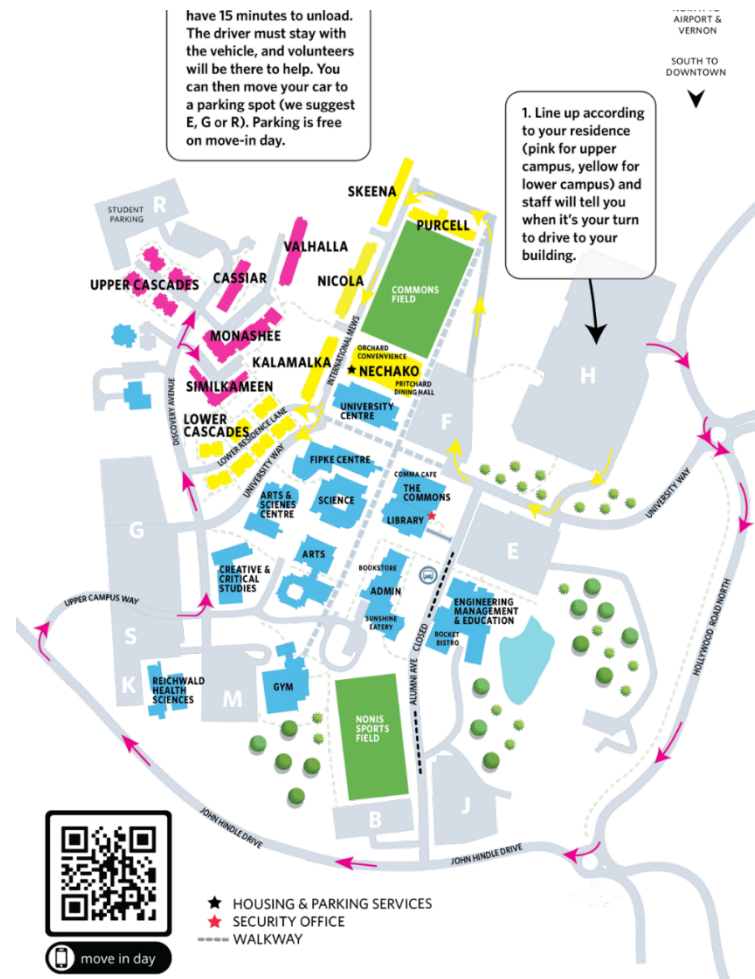
Don't

- Alter your t-shirt
- Make up answers you don't know
- Swear
- Leave your post without letting someone else know

- **Traffic Flow**
- Signage will be placed along the route, at traffic circle (John Hindle & Hollywood, Innovation & University Way).
- Traffic control: UBC Staff will control traffic flow at key intersections
- Vehicles Start in H Lot
 - Vehicles to Lower Campus (International Mews Residences) are routed behind Purcell
 - Vehicles to Upper Campus are routed to John Hindle

Changes from previous years

- Last move in time slot is 2:00 PM
- Athletes will be in all locations except Cascades



Resident Arrivals Schedule

Location	Early Arrivals		Aug 30 Move-In Day		Total
Monashee	83	46%	99	54%	182
Lower Cascades	27	10%	253	90%	280
Upper Cascades	36	23%	120	77%	156
Similkameen	60	36%	106	64%	166
Cassiar	74	53%	66	47%	140
Kalamalka	78	45%	97	55%	175
Nechako	99	45%	121	55%	220
Nicola	81	42%	113	58%	194
Purcell	126	59%	86	41%	212
Skeena	118	54%	102	46%	220
Valhalla	96	55%	79	45%	175
TOTAL	878	41%	1,242	59%	2120

Moving Bin Distribution and Responsibility

Building Location	Storage Location Room #	Jumpstart Move-in Aug 26	Residence Move-in Aug 30
		Bins Needed	Bins Needed
Nechako	Linen Room Nech 135 or 285	4	8
Skeena	Linen Room Skee 136	4	6
Purcell	Linen Room Purc 115	4	6
Nicola	Linen Room Nico 005	4	6
Kalamalka	Linen Room Kala 005	4	6
Similkameen	Monashee warehouse M007	4	4
Monashee	Monashee warehouse M007	4	4
Cassiar	Cassiar 122	4	4
Valhalla	Valhalla 003	4	4
Lower Cascades	n/a	0	0
Upper Cascades	n/a	0	0
		Total 36	Total 48

Jumpstart Move in Day

- 8:00-8:30am assigned SHCS team will bring the bins from the storage area to the lobbies
- RA's will be responsible for BIN distribution from 8:30-2:30 pm
- 3:00-3:15 pm assigned SHCS team will bring the lobbies bins and return to the storage area. This team may be different from the team who distributed in the morning

Residence Move in Day

- 8:00-8:30am assigned SHCS team will bring the bins from the storage area to the lobbies
- RAs and Athletes will be responsible for BIN distribution from 8:30-2:30
- 4-4:30pm assigned SHCS team will bring the lobbies bins and return to the storage area. This team may be different from the team who distributed in the morning.

- After Move in day the bins will stay in their designated areas, and be chained together with a lock. Keys for the bins will signed out from the Front Desk

Move-In Shifts Aug 30

- The first move in time slot is 9:00 am and the last time slot will be 2:30 pm – 3:00pm
- The first shift of Advisors should be in their buildings for 8:30 am
- Detailed assignments to be determined by the RLMs with each RA assigned to their buildings taking on specific move-in duties

What's happening on campus on Residence move-in day:

Student Housing Office	Nechako	Open 24 hours
Orchard Convenience	Nechako	12 pm – 10 pm
Pritchard Dining Hall	Nechako	8 am – 9:30 pm
Parking Office	Nechako	9 am – 4 pm
Bookstore	Admin Building	11:30 am – 5 pm
Meet your Floor Community	Your Residence Floor	4:00 – 5:00 pm
Residence Dinner	Pritchard	5 pm onwards
UBCO Heat Soccer Game	Nonis Field	7:00 pm

Orientation and Welcome Events

Saturday, August 30

4:00 – 5:00 – Community Meeting #1

5:00 – 6:30 – Dinner at Pritchard Dining Hall

7:00 – Heat Soccer Game

Sunday, August 31

11:15 am – 12:00 pm – RAs will receive instructions and set up Lawn Games/Mix and Mingle: Ice Breakers

12:00 – 3:30 – Lawn Games/Mix and Mingle Ice Breakers

3:30 – 4:00 – RAs will Pack up lawn games/ Sound Check and Presentation Set Up -

4:00 – 6:00 Residence Orientation

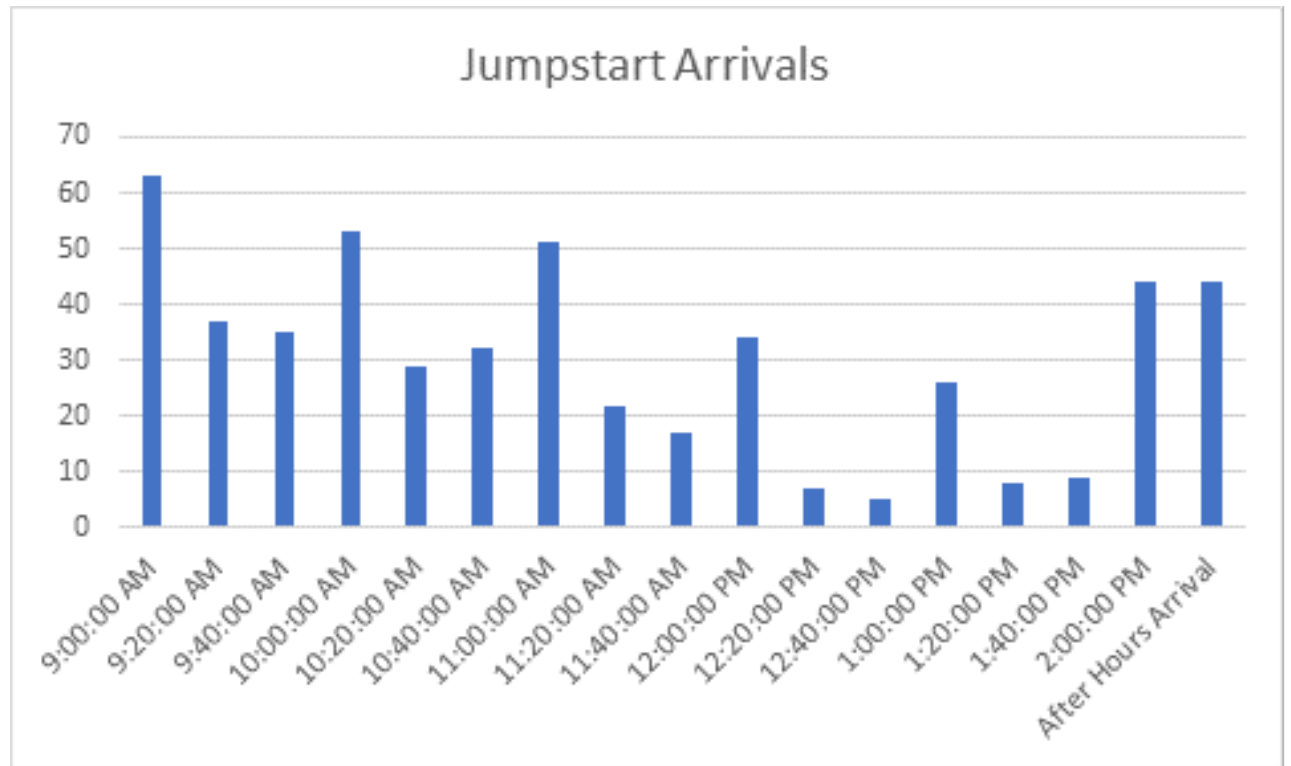
- 4:00 – 4:30 – RAs arrive with students and load in.
- 4:15 – 5:15 pm – RLMT Presentation feat. Hilary
- 5:00 RAs and Students load out.



Arrivals Times – Jump Start

Jumpstart

9:00:00 AM	63
9:20:00 AM	37
9:40:00 AM	35
10:00:00 AM	53
10:20:00 AM	29
10:40:00 AM	32
11:00:00 AM	51
11:20:00 AM	22
11:40:00 AM	17
12:00:00 PM	34
12:20:00 PM	7
12:40:00 PM	5
1:00:00 PM	26
1:20:00 PM	8
1:40:00 PM	9
2:00:00 PM	44
After Hours Arrival	44
	516



Arrival Times – Move-in Day

Move In Day

9:00:00 AM	71
9:20:00 AM	37
9:40:00 AM	29
10:00:00 AM	64
10:20:00 AM	27
10:40:00 AM	31
11:00:00 AM	61
11:20:00 AM	28
11:40:00 AM	26
12:00:00 PM	49
12:20:00 PM	26
12:40:00 PM	13
1:00:00 PM	59
1:20:00 PM	23
1:40:00 PM	22
2:00:00 PM	64
After Hours Arrival	82
TOTAL	712

