HAPPY BIRTHDAY ORL!

Imraan Adat 10/2
Elizabeth Adams 10/3
Lindsey White 10/4
Rebecca Pazzanese 10/6
Kenny Busic 10/7
Makenzie Gittman 10/7
Nick Sydow 10/7
Michelle Carcamo 10/11
Mattie Green 10/11
Rebekah Allen 10/12
Chyann Mealy 10/12
Efe Tokman 10/13
Brian Markley 10/14
Mary Gover 10/15
Angela Flanagan 10/18
Colleen Calpin 10/20
Chris Horneman 10/20
Kendall Valente 10/20
Seemran Patel 10/22
Spencer Forget 10/23
Hugh Brown 10/26
Taylor Asgard 10/27
Augustus Snyder 10/27
Blake Seymour 10/31
Sally Wice 10/31

White Hall
Chesapeake Hall
Hillside Hall
Dingledine Hall
Wayland Hall
McGraw-Long Hall
Converse Hall
Converse Hall
Converse Hall
Converse Hall
Administrative Assistant
Weaver Hall
Shorts Hall
Apartments on Grace St
Program Adviser
Potomac Hall
Chandler Hall
Tree Houses
Ikenberry Hall
Program Adviser
McGraw-Long Hall
Associate Director, Residence Life
Hillside Hall
Shenandoah Hall
Frederikson Hall
Hanson Hall

James Madison University
October 2015

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Greetings from Business Operations!

Hello All!
September was a pretty busy month for us with the students returning to JMU. Maintenance requests are at an all-time high during the first few weeks and can take longer than normal to be completed. We would like to thank you all for bearing with us during this busy time. Hopefully things are about to start getting back to normal. Here are a few things that we noticed and wanted to remind you all about:

Laundry Issues
We have been getting quite a few requests for broken laundry machines. Just a reminder that these requests need to go through Caldwell and Gregory who can be reached at 1-800-927-9274. If your laundry machine is broken, please remember to place an out of order sign on it.

Lock Changes
Make sure you log on through the ORL staff link (https://www.jmu.edu/orl/maintenance/admin/). This way you have the appropriate fields to enter any billable information. Also be sure to include the key code. Work Control has new hours this year and will now be available on the weekends! (Saturday-Sunday 7:30am-4:00pm) Call Work Control if you have an emergency maintenance request over the weekend. If you can't get a hold of anyone, call PD.

October tends to be the month that several things happen in the residence halls—the heat comes on and mice come into the buildings (if they can find a way).

Here’s what you need to know:
• The heating and cooling in most of the residence halls is controlled automatically based on the outside air temperature (usually heat will turn on if it is around 60 degrees). The heat in the following buildings will be switched on manually, and it takes a few days—Spotswood, Lake and Village areas. We will make a decision to switch to heating in these buildings once the weather is consistently cooler, usually mid-October. Here are some suggestions for when the heat turns on:

  • Be a good steward of your resources and wear a sweater! If you control your own temperature, keep the setting around 68 degrees, which does not feel all that warm to most of us.

  • In the Village Area and Lake Area halls, do not block the bottom of the heating unit with the bed, boxes or furniture. This is the air intake and must be left clear in order for the heat to work efficiently. Also, adjusting the knob according to the directions on the unit helps the unit to run efficiently.

  • Please report heat concerns ASAP—early in the day if you can. This will allow a quick response from the Facilities Management staff. Follow up with your residents on heat-related issues a few days later to make sure the work has been completed. No heat? Call work control after hours. Air conditioning issues are not considered an emergency. When it gets colder outside, mice will attempt to find any way they can to get into your building. They’re going to be looking for a warm place to settle in for the winter and also a free food source. Remind your residents to store food in air tight containers and keep dishes washed. You should have glue boards in the hall office to distribute to residents that see mice, and also disposable gloves to wear when removing the traps (if you need more stop by our office!). Remember, one mouse is not an infestation or an emergency. If you think you
We hope everyone is enjoying the fall semester and that all of our residents, particularly those in buildings without air-conditioning, are enjoying the lovely autumn weather! Here in Housing we are gearing up for the start of returning student contract season. The process will go live on Monday, October 5, at 1:15PM. Those students who have already signed the second year contract don’t need to do anything. This process is for students who chose not to sign the second year contract earlier this year. Please encourage your residents to submit a housing application if they are interested in returning to live on campus for 2016-17. We will then review their housing applications and extend contract offers to students via their JMU email address. Students should definitely NOT sign a lease off-campus if they also have a contract signed with ORL! If you (or they) have any questions about any of this, please feel free to call us! We will also be attending the Off Campus Housing Fair on September 30 to answer any questions students may have, particularly if they’re still weighing their options. You may have noticed something missing in the Housing Office recently. Our Assistant Director Katie Musar is recovering from surgery but should be back in the office in the next week or so. Our hearts are with Katie as she continues to recover!

As always, if you or your residents have any questions about housing applications, contracts, assignments, or anything housing related please feel free to stop by Huffman A-Section or call (540) 568-4663. The Housing Office is here for you!

The Housing Office
540-568-4663
res-life@jmu.edu
Huffman Hall, A-Section

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The Housing Office
540-568-4663
res-life@jmu.edu
Huffman Hall, A-Section
Residence Hall Staff Selection Timeline 2014-2015
For Hiring 2016-2017 Staff  (Dates subject to change)

UNDERGRADUATE HALL DIRECTOR

Oct 20 & 21  Info Meetings- 3 meetings available, must attend one, See Stephanie for details
October 21  Undergraduate HD applications available
November 9  Applications due
November 14  Panel Interview Day (Snow day on Sunday November 15)
data entered by 1:59 pm on Nov 15
November 16  References due
Nov 17- Dec 3  Administrative Interviews (2 admin interviews completed by noon on the 3rd)
December 21  Notification of selection decisions
January 10, 2016 2016-2017 HD Training Workshop – Mandatory (Madison Union 306, 1-5pm)
April TBD  ORL/Orientation Transition Team Training (All Day - Time and Location TBA)
August 3 & 4, 2016 HDs move in, training begins evening of August 4

RESIDENT ADVISER

Late Oct-Nov 2015  RA Information Meetings in Each Residence Hall
November 9  RA Pre-Release!
December 1  RA Applications available on www.jmu.edu/orl/employment
January 14, 2016  Applications Due
January 14-15  File Screening (GPA, Discipline Record, Honor Council Checks)
January 19  Reference forms due
January 20  Interview notification posted
January 21-Feb 10  Interviews (2 per New RA candidate)
February 19  Notification of selection decisions
February 26  RA community sign up process (Huffman, Madison Rm)
March 20  RA Celebration! (8pm, Festival Grand Ballroom)
April TBD  ORL/Orientation Transition Team Training (All Day - Time and Location TBA)
August 13  RAs move in during morning, training begins in the afternoon
Skyline Time

Fall is in the air!
Well we have finally reached the end of September and now we move in to October. You can already feel the change of seasons outside, finally. Some of the leaves have already started changing colors. I have seen some excellent program evaluations this semester, so keep up the great work and talk with your HD or PA if you are struggling for ideas. I look forward to having everyone together for our next Area Devo on October 29! I will be working with the hall directors in the Skyline Area to finalize our format, which will include a topic of discussion, along with staff recognition. There have been a lot of incidents in the halls during the early part of the semester, so please make sure you are taking time for yourself to stay balanced. The biggest challenge many of you have to face is managing your time consistently throughout the rest of the semester, so here are some tips to keep in mind.

- Make a "To Do" List Every Day.
- Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.
- It's Okay to Say "No."
- Keep your short- and long-term priorities in mind.
- Find the Right Time.
- You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.
- Get a Good Night's Sleep.
- Running on empty makes the days seem longer and your tasks seem more difficult.
- Communicate Your Schedule to Others.
- If phone calls are proving to be a distraction, tell your friends that you take social calls from 7-8 p.m.
- It may sound silly, but it helps.
- Become a Taskmaster.
- Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.
- Don't Waste Time Agonizing.
- Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Was it worth it? Instead of agonizing and procrastinating, just do it.
- Keep Things in Perspective.
- Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

Enjoy October!
Jon
Can you smell that in the air? It’s not what the Rock is cooking… IT’S FALL! Fall is one of my favorite times of the year because the air is fresh and crisp, the temperature is getting chilly, and it’s more than acceptable to order a peppermint hot chocolate from Starbucks at 2pm in the afternoon. What’s not to love?

The onset of fall also reminds me we are nearly halfway through the semester. While it’s hard to believe almost two months have passed since Training began in August, it’s equally hard to believe that in nearly two months, you’ll be heading home for Winter Break.

I’ve been hearing wonderful things about all the RAs from the HDs and I wanted to say thank you for all your hard work to this point. If I can give you one piece of advice, though, during this crazy time of the year, it would be this: Take some time off and take time for yourself. No one can help others unless they help themselves first, so make sure you don’t forget about YOU. Students will always need something and your HDs will continue telling you about new things to focus on, so think about what you enjoy doing to de-stress and DO IT. Make some time for YOU.

With the way the Village is doing bulletin boards this year, we won’t have bulletin boards for October until the next Lifeline article… so stay tuned!

I look forward to seeing everyone at our next Area Devo on Thursday, October 22 from 8:30-9:30pm. We’ll have a lot of fun I promise!

Deuces,
Cover
By Lake or By Hill...Greetings and salutations from Lake-Hill!

As the semester winds on and you are settling into your schedule, hustling and bustling from here to there, may I make a suggestion? Get involved in your JMU and Harrisonburg community this semester/this year. Service and involvement can come in many forms and does not have cost you anything. It can be used as a resume builder or something you choose to get involved with that has nothing to do with what you normally associate yourself with.

It can be easy to stay inside the JMU bubble and go about your day the same way as you always have. However, I challenge you to think about your RA year and discovering new ways to learn, change, grow.

Here are some statistics to help encourage you to get involved:
A total of 63.4 million volunteers contributed 8.1 billion hours of service in 2009, equaling an estimated dollar value of approximately $169 billion for their services. The volunteering rate increased in 2009 to 26.8%, up from 26.4% in 2008. [www.NationalService.org](http://www.NationalService.org) Check out the Community Service Learning Website for more information on ways to get involved in the local Harrisonburg community: [http://www.jmu.edu/csl/](http://www.jmu.edu/csl/).

If you are looking for something to do on the weekends, why not an Alternative Weekend Break? For trip info and more information, check this out: [http://www.jmu.edu/abp/trip-descriptions/index.shtml](http://www.jmu.edu/abp/trip-descriptions/index.shtml). JMU is a national leader with Alternative Breaks, from Spring and Thanksgiving to Winter, May and weekends, get involved!

Be the example!
Pam
Summer seems to have disappeared and the crisp weather arrived not a minute too soon. Fall is my favorite season of the year because it brings football, sweater weather, chili, and a good bit of time with family and friends. As the opening jitters have faded and the excitement of being a college is starting to wear down, pay close attention to your residents as they continue the adjustment to college coursework and tests. It is the season for stress thanks to exams, anxiety over returning home for holidays, breakups, etc..

The college life section of about.com offered some suggestions for managing stress. The first, and most important being DON’T STRESS ABOUT BEING STRESSED! Admit that you are stressed and begin taking steps to resolve it, don’t beat yourself about it. The other 9 steps I clump together as “GET SOME!”. Get some sleep, food, exercise, quiet time, social time, fun, distance, help, and perspective! Figure out which of these you need, and GO GET YOU SOME! Also, pay close attention to your personal well-being! Make sure you are only working the RA job 10 to 15 hours a week, if you feel like you’re doing much more - talk with your supervisor about it. If you haven’t asked for any time off yet I’m going to come for you! Take that time away from your hall and do something fun for yourself. Enjoy the weather. Enjoy your friends and family. And enjoy time away! We often do this job because we give ourselves to other people and it’s so important to take time for ourselves and in order to be successful, we need to take time to take care of ourselves as well.

See you all soon!
Nicole
HALL DIRECTOR INFO MEETINGS!

- Thinking about applying to be an undergrad Hall Director?
- Not sure about responsibilities, time commitment, benefits?
- Curious about the application and selection process?

Come to one of the three HD Info Meetings!

Tuesday, October 20
4:00pm - 4:45pm
Madison Room, Huffman B100

Wednesday, October 21
3:00pm- 3:45pm or
4:00pm - 4:45pm
Madison Room, Huffman B100

Attendance is mandatory to apply and participate in the selection process. Please contact Stephanie by October 22 if you are unable to make a scheduled time.

For applicants who have previously participated in HD selection:
Contact Stephanie during the week of October 19 to get info
(carrss@jmu.edu, 540-568-3501)

Current undergraduate HDs who plan to return next year must notify Stephanie...You do not need to attend an info meeting

Questions? Stephanie Carr 540-568-3501 or carrss@jmu.edu

Keep watch for candles in the residence halls!
Pumpkin Patch is always popular at this time!
Plan a themed program to bond with your residents

1. **TRICK-OR-TREATING**: Encourage your residents to dress-up and go trick-or-treating around the hall. Have RAs give out candy and vote on the best costume.

2. **PUMPKIN PICKING**: Find transportation and go to a local pumpkin patch. It is so easy and a fun way to bond with your residents. Carve the pumpkins afterwards and have a great spirited Halloween.

3. **HALLOWEEN SCAVENGER HUNT**: Fill the hall with spookiness and create a scavenger hunt filled with mystery. We are sure curious minds will enjoy scavenging the hall.

4. **MAKE PSLS** (also known as pumpkin spice lattes) to spice up the studying! With midterms coming up, academic stress is building. For some students this may be their first exam of the semester. For many, the mid-term workload can cause a lot of unhealthy stress and pressure. There is nothing wrong with a little pumpkin and spice with your studying!

5. **MAKE CRAFTS** to bring some creativity in the halls and make fall crafts with the help from Pinterest:
   - Fall Leaf Mason jar
   - Leaf Crowns
   - Frame Pressed Leaves
   - Glitter pinecones
   - Decorate pumpkins with ribbon, glitter, and designs