

# RUTGERS

Office of Housing and  
Residence Life | Newark

## Guide to Residential Life

*Undergraduate Student Edition*

**Housing and Residence Life**

**91 Bleeker Street**

**Newark, NJ 07102**

**<http://housing.newark.rutgers.edu>**

Name

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Address

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City/Town

Zip Code

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Phone

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## **Introduction**

This Guide to Residence Life is designed to serve as a source of information to you and to help you settle into the community as comfortably as possible. It contains information and guidelines that concern you, the resident. It is important that you read this handbook carefully and keep it for future reference. You will need to know much of the information it contains – such as evacuation procedures, information pertaining to security, etc. Remember that you will not have time to read guidelines when an emergency situation occurs – so we urge you to familiarize yourself with this material. If you have any questions or concerns, please let us know. Policies in the Guide to Residence Life are subject to change and notification will be shared with the community in a timely fashion.

## **Mission**

Housing and Residence Life provides an on-campus living environment that is safe, secure, well maintained and which promotes personal growth, social development, the celebration of individual differences and academic excellence.

# Section I:

## Housing and Residence Life

We want your stay on campus to be a positive one. To enhance your experience here, we provide a staff comprised of people trained to work in a living and learning setting.

### Central Office Staff

The following individuals have offices within main office for Housing and Residence Life located on the first floor of Woodward Hall. Together they coordinate the overall effort of providing a positive living environment for our on-campus residents.

#### **Associate Dean of Student Affairs:**

Responsible for the supervision of several student affairs units including: Housing and Residence Life, Dining Services, Campus Reservations, etc.. Is responsible for the overall budget and strategic decisions for these units and additionally serves as a Senior Advisor for Facilities.

#### **Assistant Dean and Director of Residence Life:**

Oversees the Residence Life program. Supervises all of the Area Coordinators and is also the appeal officer for all violations of Residence Life policies. This person sets the tone for the residential programming on campus.

#### **Assistant Director for Housing Administration:**

Oversees the Housing Assignments process and supervises the administrative support staff in the main office. The Assistant Director can make any room changes prior to the student moving in (once the student moves in, all room changes are handled by Area Coordinators). Also oversees all of the contract cancellation and modification appeals. This person sets the tone for the assignments process and occupancy on campus.

#### **Director of Facilities & Operations for Housing and Dining:**

Oversees the entire housing facilities program. Supervises all of the custodians and maintenance mechanics, and is also the administrator for the work order system. This person sets the tone for the facilities operations of on-campus housing.

#### **Assistant Manager of Operations for Housing and Dining:**

Assists the Director of Facilities and Operations in managing the day-to-day maintenance of the residential areas and dining facilities.

#### **Business Specialist:**

This person is primarily responsible for the budget and human resources processes of the Department.

## Residence Hall Staff

#### **Area Coordinators (ACs):**

Supervises the Resident Assistants and other student staff. The ACs and their staff members are responsible for developing programs, advising residents and assisting residents in resolving roommate conflicts. They also work on facilities management, administration of housing operations, and share responsibilities for student development opportunities and activities. The ACs have offices in their respective buildings.

#### **Graduate Assistants (GAs):**

A graduate student at Rutgers University - Newark. This position supports the overall operation of the residence halls. The AADs conduct special program(s) in support of academics, and coordinates many of the

community service initiatives of the department. This staff member assists with first level conduct violations within all residence halls with additional tasks related to student policy violations.

### **Community Assistants(CAs):**

A student staff member who works with the ADs and AADs to execute multiple administrative tasks, as well as support the Resident Assistants in their building.

### **Resident Assistants (RA):**

A Rutgers University - Newark student who lives with the residents within the residence halls. Resident Assistants are here to listen to your concerns and enforce University policies. They may also be contacted for general questions, concerns, or problems. RAs facilitate, plan, and implement community development and educational activities within the residence halls. Programming provides a medium for individuals to gather and get to know each other and provides opportunities for socialization and exploration of different issues.

## **Residence Life Resources**

### **Staff Offices**

Each residence hall has a staff office that is open from 9:00 AM – 4:30 PM as a resource to residents. Residents are encouraged to go to these offices to sign out equipment or to talk about any concerns.

From 7:00 PM to 11:00 PM Sunday through Friday and 11:00 AM to 3:00 PM on Saturday there is an RA who is in the staff office for office hours. After 11pm the staff member on duty remains on-call in their room until 8:30 AM the next morning.

Should any emergency arise and the staff office is not open, there is a staff member who is on call 24 hours/day. The on-call staff member may be contacted for emergencies through the security officers in each residence hall.

### **Locations and Floors**

- 15 Washington: located on the first floor off of the Washington Street entrance.
- Talbott: located in main lobby of the first floor.
- University Square: located on the first floor next to the laundry room
- Woodward Hall: located on the first floor near the main entrance.

### **Programs**

Residence Life staff plan various programs and activities throughout the year designed to enhance the out-of-classroom experience. Many of these programs are held in lounges while others are held on individual floors or elsewhere on campus. In addition, excursions to concerts, theater, sporting events, sightseeing tours, etc., are arranged. Residents are encouraged to attend these programs as each activity provides an opportunity to take a break from the pressures of academics, and fosters interaction with fellow residents. Information regarding upcoming events is posted on each floor.

Resident Assistants are not the only members on the floor who can plan programs. Residents of the floor are encouraged to plan programs and events themselves. Residents may contact their RA for further details.

### **Floor Meetings**

On a periodic basis, Resident Assistants will hold floor meetings to inform residents of upcoming events, explain basic community guidelines and expectations, and communicate other important information. These meetings offer you the opportunity to ask questions about housing policies and to meet staff members and other floor members. If an outside obligation creates a scheduling conflict you are expected to locate your RA to gather information from the meeting.

**Residence Hall Government-Hall Council**

Each resident hall has an organization that offers residents the opportunity to become involved in campus life. Hall Councils are advised by GAs and plan and implement social and educational programs that encourage residents to build relationships with their peers as well as gaining new experiences. These programs supplement the programs and activities organized by the residence life staff members. In addition, they provide a forum for dealing with issues that concern residents.

Residence Hall Association (RHA) is there to raise awareness in the residence halls, and to create more weekend opportunities for students living on campus. National Residence Hall Honorary (NRHH) is a residence hall organization with the main focus of recognizing the achievements of fellow residents on campus. The membership of NRHH represents the top 1% of the residential population.

If you are interested in being a part of any of these organizations talk to a residence life staff member for information. Being a part of one of these organizations can help develop valuable planning and leadership skills.



# Section II:

## Policies and Procedures

Residents are responsible for reading, knowing, and adhering to the Rutgers University Code of Student Conduct and Guide to Residence Life. Failure to abide by the Code of Student Conduct or Guide to Residence Life may result in conduct action. Residents are responsible for their guest(s) who violate any policy or policies.

The following section contains possible offenses which fall under the jurisdiction of the Residence Life Behavioral Code and Code of Student Conduct. Any of the following actions, or the abetting, inciting, encouraging, or supporting of any of the following actions, constitutes an offense for which students may be subject to disciplinary actions up to and including termination of the housing agreement and removal from the residence halls and/or the University.

Housing and Residence Life reserves the rights to include charges to any conduct process that may deem appropriate. However, every student will have a preliminary hearing to talk about their case with a Conduct Officer to process the case. Please note that your conduct history may impact the severity of your sanction(s).

Any student may obtain specific details of their conduct cases from the Dean of Students, Assistant Dean and Director of Residence Life or their designees.

## University Code of Student Conduct

All Rutgers University students must adhere to the University Code of Student Conduct. All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (<http://policies.rutgers.edu>) for the official, most recent version. Please note that violations of the University Code of Student Conduct will supersede violations of Residence Life policy.

Some highlights of the Code of Student Conduct and Housing and Residence Life policies include, but are not limited to the following:

### Accidental Damage Policy

Students are expected to take responsibility for any damage, even accidental damage, which they or their guests cause to University property or the property of another resident or guest. This could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system by accident. The student who caused the damage will be expected to cover the cost of repair or replacement for the University or other residents. Students who refuse to take responsibility for damages they cause accidentally will be referred to the Office of Student Conduct to determine responsibility. Those who cannot afford the costs will be allowed to enter into a payment plan.

### Alcohol and Other Drugs Policy

Residents must adhere to the Code of Student Conduct in regards to alcohol and other drugs. Residents must abide by all federal and state laws regarding the distribution, possession and consumption of alcohol and other drugs. Residents in violation of this policy are subject to eviction from University Housing.

Some of the prohibited actions include, but are not limited to:

- Illegal distribution or possession of alcohol, narcotics, or other drugs.
- Selling, transferring, or exchanging something in return for narcotics, prescription medications, or illegal substances on University property or between members of the University community.

- Providing or facilitating the consumption of alcohol by any person without taking reasonable and prudent precautions to insure that the person is of legal drinking age in New Jersey.
- Sharing medical marijuana with individuals who do not have a medical marijuana prescription.
- Possessing or consuming alcohol under the legal drinking age of 21.
- Possessing alcohol in areas of campus where alcohol is not permitted. *Alcohol is not allowed anywhere in Woodward Hall or apartments/suites where all residents are under the age of 21.*
- Unlawfully possessing or using drugs, narcotics, controlled substances, or paraphernalia.
- Misusing or misappropriating any prescription, over-the-counter medication, or legal substance.
- Possessing or using medical marijuana on any Rutgers University property.
- Residents who are 21 year of age or older may not consume alcohol in the presence of anyone under 21 other than their roommate(s).
- Residents and guests who are under 21 years of age may not be present where alcohol is being served other than as set forth in the aforementioned clause.
- Large quantity containers of alcoholic beverages (kegs, beer balls, punch bowls, etc. – over 1 gallon) are NOT permitted in University Housing at any time.

### **Cannabis/Marijuana**

Although New Jersey law permits the possession or use of cannabis/marijuana in certain circumstances, federal laws still prohibit marijuana use, possession and distribution at educational institutions receiving federal funds. Therefore, the use, possession or distribution of cannabis/marijuana, for any purpose, is prohibited on Rutgers University property and at University-sponsored events and activities, whether or not such use would be permissible under New Jersey law.

The presence of the odor of cannabis/marijuana in a room or area of a residence hall, or the physical evidence of the use of drugs found in plain sight of the observer, however insignificant, including the presence of any kind or form of drug or drug paraphernalia, whether such is being used at the time of discovery or not, constitutes a violation of the Alcohol & Other Drugs Policy..

### **Cyber Bullying**

Cyber bullying refers to any harassment that occurs via the internet, social media sites such as Facebook/Twitter/Tumblr/Snapchat/etc., instant messages, cell phones or other devices. Communication technology is used to intentionally harm or threaten others through hostile behavior such as sending text messages and posting unwanted comments on the internet. Housing and Residence Life will take all Cyber Bullying violations extremely seriously, and will not tolerate any behavior that threatens, hurts, or intends to threaten or hurt. In an incident that the Cyber Bullying Policy has been violated, Rutgers University Police Department can be called in, as well as the student(s) involved will face conduct charges for harassment and disruption to community.

### **Displaying Empty Alcohol Bottles Policy**

To avoid disagreements regarding violations of the alcohol policy, the display of empty alcoholic beverage containers not limited to bottles, cans, and cases are prohibited in public areas and student rooms, which includes containers used as decoration. This applies to all residents regardless of age.

### **Disruptive Behavior Policy**

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others. Students whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community. If the disruption constitutes a violation of law, the Rutgers University Police Department will be notified.

### **Drinking Games Policy**

Drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.

## **Domestic Violence**

Domestic Violence General Definition: Domestic Violence is a pattern of physical, emotional, verbal, and sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Domestic Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person in the context of a dating, family, roommate or caretaker relationship.

In a situation where one of these relationships have been claimed to have been affected by Domestic Violence, the Rutgers University Police Department will be called, and students can be potentially arrested for the violation of the rule. Please consult the New Jersey Domestic Violence Laws at [http://www.njlaws.com/domestic\\_violence\\_in\\_new\\_jersey.htm](http://www.njlaws.com/domestic_violence_in_new_jersey.htm)

## **Fire Safety Policy**

Due to the extreme dangers presented by fire hazards in student rooms, the University will continually monitor all living areas through Residence Life Staff visits and formal, unannounced inspections by representatives of the University Fire Department, Residence Life and University Facilities. Fire extinguishers, smoke and heat detectors, fire alarm bells, and pull stations are critical to life safety and should never be damaged, vandalized, or misused. State and Federal laws require stiff penalties for the abuse of these items. Do not place combustible articles on radiators or radiator covers. Do not attach anything to the ceiling light fixture or ceiling mounted sprinklers and/or smoke detectors. Do not overload electrical outlets. Multiple plug adapters are permitted ONLY when not more than two (2) appliance cords are attached. Only one (1) plug adapter is permitted per wall receptacle.

For a full list of prohibited items, **visit:** <http://ru.es.rutgers.edu/fireguide.php>

## **Guest Visitation Policy**

Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. Further, the right of a student to live in reasonable privacy (in the judgment of a housing staff member) takes precedence over the right of their roommate to entertain guests. A guest is defined as any person who is not an assigned resident of a particular room. Parents, family members, friends, Rutgers students, and residents of other buildings are all considered guests and must follow this policy. Residents of the same building are also considered guests of rooms that they are not assigned to and should follow this policy. Although they are not required to sign into their assigned residence hall, residents are still expected to follow the other guidelines of the Guest Visitation Policy when visiting other apartments or suites.

- Minor visitors under the age of 16 must be escorted by a parent or guardian in order to gain access to the residence halls and will not be permitted to spend the night.
- Minor visitors who are 16 or 17 years of age may gain access to the residence halls with either a valid government-issued photo ID or may be signed into a residence hall with prior permission from the Area Director. This permission must be obtained in writing at least four days prior to the minor guest's arrival. This permission is given at the discretion of the Area Director and is not guaranteed.
- Any exceptions to this policy must be approved by both the area director and assistant dean/director of residence life.

## ***The Guest Sign-in Process***

- Each resident will sign their guest(s) in at the security booth. The guest(s) will surrender a valid government-issued photo identification card (license, current college ID, nondriver ID) to the Security Officer at the front desk and receive a visitor pass. The host must also present a Rutgers University ID with the valid housing sticker for that residence hall.

- If a visitor does not have a valid identification card (license, current college ID, non-driver ID), the guest will not be allowed into the building.
- Upon departing the building, the host and guest will return the visitor pass and the Security Officer will return the guest's ID card.
- Expired or invalid identification cards will not be accepted. If your guest does not have the proper identification, they will NOT be allowed access to the building under any circumstances
- Guests must be escorted by their host at all times and must have the visitor pass in their possession at all times. Violators of the guest policy will result in the suspension of guest privileges.
- Guests who violate any housing policy are subject to immediate removal and permanent ban from all housing property. This decision will be made by the on call staff member at the time of the incident.
- During move-in weekend the sign-in process may be lifted; however, residents must abide by this policy at all other times.

### **Guest Policy – Undergraduate Student Residents**

University housing is provided for the exclusive use of Rutgers students, as assigned by the Residence Life assignments office. A student may not permit visitors to enter or stay in their room for any period of time, over the objection of his/her roommate(s). Undergraduate students may have up to 2 guests at a time in the residence halls.

With the agreement of roommates, "overnight" guests are permitted to stay with their host for no longer than 2 consecutive nights and no more longer than 6 cumulative nights in any given 30 day period.. Any guest who is signed in for longer than 3 hours (in total regardless of how many times they are signed in and out) between the hours of 10:00 p.m. on one day and 9 a.m. on the following day is considered to be an "overnight" guest. All guests must be escorted by their resident host at all times while in the building. Residents are advised that they are responsible for the behavior of their guests at all times.

A student may not permit visitors to use the housing facilities for any period of time, if it becomes a source of complaint by other residents or university staff, or when its use becomes, through duration or frequency, a de facto subcontracting of space to an unauthorized person. Violation of the guest policy may result in conduct charges and/or termination of the resident's housing agreement and removal of the guest from university housing.

All guests are required to contact their resident host upon arrival, and the resident host will come to the front entrance of the building to meet and sign-in their guest. No entry doors are to be propped open at any time; propping doors open is a security concern and the safety of all residents must not be compromised. All residents of the building are responsible for monitoring who they allow into the building.

### **Hall Sports Policy**

For the safety of other students and the integrity of our facilities, residents may not engage in any sporting activities within the residence hall rooms, lobbies, lounges, hallways or other public areas. Sporting related activities include but are not limited to the following: rollerblading, Frisbee, hockey, golf, bowling, as well as the use of skateboards, scooters, bicycles, or water guns of any kind. Students found in violation of this policy will be responsible for any damage caused by their conduct. In accordance with the Residence Life Accidental Damage Policy, students will be held accountable for any damages to the facility as a result of any in-hall sporting activities.

### **Independent Living Policy**

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others. Student self-care includes, but is not limited to the following: getting enough rest, eating well, maintaining personal hygiene, managing illnesses, and seeking the appropriate care wherever necessary.

Students are encouraged to use the many resources on campus prepared to assist them in this goal of independent living. Students who are unable to care for themselves or whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community.

### **Lounge Usage Policy**

Lounges and recreational areas located within residence halls are for the exclusive use of Residence Life Staff and residents. Those staff members who hold concurrent positions with other student clubs or organizations may not utilize these spaces in their roles within these extracurricular activities.

All organized social programs must be sponsored by Residence Life Staff or Hall Government. Social events must meet the following guidelines:

- Events cannot be advertised outside the building.
- Admissions fees may not be charged at the door.
- Audience size may not exceed fire regulations.
- If more than 100 people are expected to attend, the event must be approved by the Area Director and Rutgers Police.
- The sponsoring staff and graduate supervisor must determine together who will be responsible to monitor the event.
- The event must be in compliance with all Rutgers University and Rutgers Residence Life regulations including (but not limited to) maximum occupancy, fire regulations, security requirements, and alcohol restrictions.

Outside organizations may co-sponsor educational programs with Residence Life Staff and other in-hall leadership positions in accordance with the following criteria:

- Submission and approval of a proposal for co-sponsorship to the Area Director responsible for that area.
- All advertising must include the co-sponsorship of the Residence Life Staff and must be approved by the Area Director.
- The event must be open to all building residents and may not be limited to members of the co-sponsoring organization.
- The event must be in compliance with all Rutgers University and Rutgers Residence Life regulations including (but not limited to) maximum occupancy, fire regulations, security requirements, and alcohol restrictions.

### **Disposal of Needles, Syringes, Lances, etc.**

Students who use injected medication, such as insulin, are required to dispose of hypodermic syringes in approved sharps containers. This ensures the safety of all of our students and Housing staff who handle waste disposal. Students who require such containers should contact student health services for more information. Hypodermic syringes should be placed in the sharps container and discarded appropriately. Questions can be directed to student health services.

### **Missing Student**

If a student is reported missing, Housing and Residence Life will conduct an initial investigation to make an attempt to find the student. This may include, phone calls, e-mails, calls to designated individuals. If contact is not made, Housing and Residence Life will report the resident as a Missing Person to Rutgers University Police Department within 24 hours of the initial missing report. RUPD will then proceed with a State and National Missing Person investigation according through the New Jersey State Police system.

### **Noise Policy**

Every student living within a residence hall at Rutgers University has the right to privacy in their own room. Just as a student has the right to reasonable protection against unwarranted physical intrusion, he or she also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to

be able to sleep, study, converse, listen to the music of their choice, etc. within the privacy of their own room, reasonably free from disruption resulting from the activities of others. No time of day or day of the week may curtail these rights.

- Noise, particularly sustained, must not be readily audible within the private living quarters of other students.
- Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls outside of designated practice rooms.
- The general noise level within the hall must be such that it does not interfere with the above-mentioned rights.
- Sustained, loud noise originating outdoors but audible within residence halls or other University buildings will not be allowed.
- Noise emanating from within one hall must not be audible within any other hall or University building.
- Shouting or otherwise making noise from windows or doors of a residence facility that is of sufficient volume to be heard outside or within any other building/adjoining room.
- No amplified sound is permitted at outside events without the prior permission of the Director of Residence Life or designee.

All residence halls have quiet hours, except for floors specifically designated as 24-hour quiet floors.

Designated quiet hours are as follows:

Sunday through Thursday: nightly from 10:00p.m. to 10:00a.m.

Friday and Saturday: nightly from 12:00a.m. to 10:00a.m.

24-hour Quiet Hours are in effect during reading days and exam periods.

*Failure to abide by this policy or involvement in other major violations during the exam period may result in immediate housing removal pending a conduct hearing.*

### **Party/Gathering Policy**

All parties, gatherings and social events occurring in the residence halls must be registered and approved by the Area Director or Director of Residence Life.

Specific guidelines include, but are not limited to the following:

- Events are only permitted on Friday and Saturday evenings and must end by 1:00am.
- Events must be approved by 3:00pm on the preceding Wednesday by the Area Director or Director of Residence Life.
- All registration forms must state the type of, and amount of, alcohol to be available at the events, as well as the specific names of sponsors, monitors, and bartenders.
- Hosts must be present at all times and ensure compliance with all other University and Residence Life policies.
- Housing and Residence Life staff may terminate a gathering at any time.

Students living in apartment and/or suite-style living environments who fail to register social events with alcohol, may lose their privilege to host any gatherings in the future, and may go through the residence life adjudication process.

### **Posting Policy**

Only authorized postings provided to Housing and Residence Life, by recognized student organizations and University departments, will be posted in the residence halls. All postings that are not approved will be removed and reported to the appropriate personnel.

### **Pet Policy**

No pets are allowed in residence halls or apartments. The Office of Disability Services may recommend accommodation for service dogs (including those in-training) and emotional support animals. Where no pets are permitted, there is no need for pet supplies; therefore, the following items are also prohibited: cat litter, saw dust, habi-trails, pet food of any variety, cages of any variety, tanks of any variety and fish bowls. Any tanks that hold water, regardless of the purpose, are prohibited as water leakage may cause serious water damage.

### **Plant Policy**

A limited number of small tabletop living plants and flowers are permitted in containers of 1 gallon or less. Plants must be maintained by the resident and free of insects.

### **Prohibited Conduct Policy**

The following are just some acts that, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the university) under the provisions of the University Code of Student Conduct. For more information on prohibited conduct, you can consult the University Code of Student Conduct or The Guide to Residence Life handbook.

- Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse.
- Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university.
- Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm.
- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so.
- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person.
- Such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
- Defamation, which is defined here to mean, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct as a "heinous act."

While any of the categories of acts listed above is a separation offense that, if proven, could lead to dismissal from housing and possibly a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct. Minor instances of such prohibited behavior should be resolved at the college level and not be treated as separation offenses requiring a university-level hearing. The initial judgments of whether a particular act is of a separable or non-separable level are made by the appropriate university official and are subject to review by a designated conduct officer.

### **Prohibited Items**

The following items are not permitted in any Rutgers Newark Housing facility for safety reasons. Additional items may be added at the discretion of the Rutgers University and/or Housing and Residence Life. Visit <http://rues.rutgers.edu/fireguide.php> for a more comprehensive listing of prohibited items. Some prohibited items include, but are not limited to:

- Automobile batteries and acids.
- Candles, incense, Hookah / Shisha pipes, oil lamps, wax melting devices, and open flame devices. (Including unused and packaged items.)

- Hot pots, immersion coils, hot plates, Forman Grills (Approved for Talbott, University Square and 15 Washington kitchen areas only.), hotdog or hamburger cookers, burners, portable stoves, or any kitchen appliance in a bedroom.
- Dangerous chemicals. (Including all flammable and combustible liquids and all gas-powered items.) Fireworks, sparklers, smoke bombs and explosives.
- Homemade or modified electrical wiring, or extension cords over 6 feet in length, or extension cords running under rugs or closet doors.
- More than 3 electrical receptacles connected to 1 outlet.
- More than one micro fridge provided by the University per bedroom in Woodward Hall.
- Non-university issued furniture, locks to doors, or personal refrigerators.
- Lofts, or any other structures, even if constructed with University issued property.
- Traffic signs, waterbeds, power tools.
- Exercise equipment: weights of any type, pull-up bars, dance poles, etc.
- Bricks and any type of cinder blocks.
- Substances with offensive odors.
- Firearms, paintball guns, offensive or defensive weapons (even decorative items), and ammunition.
- Empty alcohol containers in the Residence Halls when they constitute a health and safety issue.
- Real evergreen trees, large plants or excessive amounts of plants.
- Window air conditioner units and non-university issued space heaters.
- Halogen Lamps and 5 light multicolored incandescent floor lamps.
- Posters or other flammable materials covering more than 1/3 of available wall space.
- Wall hangings: including burlap, fishing nets, flags, wicker, or tapestries.
- Non University Issued microwaves – prohibited in Woodward Hall, University Square, and 15 Washington. Only one per apartment in Talbott Hall and it must be located in the kitchen.
- Light dimmers, ceiling fans, or any other device that interferes with any building fixture.

### **Prohibited Items - Confiscation**

Prohibited items that are found will be confiscated or disposed of. Housing and Residence Life will store confiscated items where possible. Students may retrieve confiscated items only if they are taking them home or after serving the designated sanction for the possession of the prohibited materials. Housing and Residence Life staff will discard any items not retrieved within two weeks of notification. Returned prohibited items may not be brought into any housing facility. Should prohibited items be found a second time, they will again be confiscated and disposed of. Additional sanctions will be imposed. Confiscated items that are not retrieved within one week of the last day of the semester will be assumed abandoned and will be discarded by Housing and Residence Life.

In the event that the prohibited items are live animals, the resident must immediately remove the animals from the premises, and a sanction will be imposed. Should the same or any other live animals be found within the facilities on a second occasion, the minimum sanction will be jeopardy of eviction.

These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections.

### **Smoking Policy**

Smoking is prohibited in all areas of all residence halls and apartments. The use of e-cigarettes is also prohibited.

In accordance with Rutgers University Policy 10.2.14-Alcohol and Other Drugs Policy for Students:

“Smoking of tobacco products and the use of electronic smoking devices is prohibited in any portion of a building that is owned and operated by Rutgers, The State University of New Jersey (N.J.S.A. 26:3D-17). This includes classrooms, lecture halls, auditoriums, residence halls, gymnasiums, playing fields, and other recreational areas. Smoking is also prohibited in all university-owned or leased vehicles. In addition, smoking and the placement of ash urn receptacles is prohibited in areas deemed to be main entrances to buildings owned and operated by the university. (Section 60.1.10, Smoking Policy).”



Smoking is only permitted outside of the building, and must happen at least 30 feet from the entrance. Any resident that is found to be smoking inside the apartment will be documented for a policy violation.

\*Smoking devices such as hookahs and smoking pipes are not permitted in the residence halls.

### **Solicitation Policy**

No door-to-door soliciting or canvassing is allowed in residence halls or apartments at any time.

University recognized student groups may request permission to have a table for solicitation in the main lobby of each hall by contacting the Area Director or Director of Residence Life.

Public area solicitation is prohibited without explicit permission and instructions from the Area Director or Director of Residence Life. Resident students are responsible for reporting violations of this Solicitation Policy to the appropriate Residence Life staff member.

### **Staff/Student Entry into Apartments, Suites, or Rooms**

Quality of life is everyone's concern: our staff's duties center around keeping the quality of life as high as possible. In order to improve our residents' living space, staff will need access to rooms, apartments, and suites. Staff will enter an apartment mainly for the reasons outlined below. However, there may be other instances where staff entry is necessary.

The reasons for these entries include but are not limited to the following: cleaning, extermination, student check-ins or when a condition exists, or has been observed, that is prohibited.

Staff members do not enter occupied student apartments and suites alone. If it becomes necessary for a staff member to enter a suite or apartment for any reason, the staff member will knock first, and key in if no one responds in a reasonable amount of time. Students may not refuse entry to a staff member for any reason once they have stated the purpose for entering.

If an apartment or suite is entered for the purpose of cleaning, notice will be given to residents to remove their personal belongings from the area to be cleaned. University Staff will remove belongings left behind. Depending on what must be removed, moving costs may be incurred by the owner of the discarded property. Reimbursements will not be made for materials that are discarded for this reason.

### **Vandalism Policy**

Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy, or is reckless or negligent, in that a reasonable person would know that engaging in that behavior could cause damage.

Students are expected to refrain from behavior which can damage their residence or the belongings of others, including Rutgers University property. In addition, students should choose their guests carefully, as they are responsible for the behavior of their guests in their residence.

Students will be billed for the costs of any vandalism which they cause, or may be caused by their guests. In addition, students responsible for vandalism are subject to residence hall discipline which can include mandatory service to their community, possible counseling and potential removal from the residence halls.

### **Weapons Policy**

Weapons in Residence Halls- A "weapon" can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; knives (other than kitchen knives); martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property.

All types of guns (including paintball guns, airsoft guns, pellet guns, etc.), bows and arrows, tasers, and all other weapons are prohibited in residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in a manner of a real weapon is also prohibited in residence halls. Any student or guest in possession of an illegal weapon in a residence hall or apartment will face possible arrest. All Residence Life staff members are required to notify the Rutgers University Police Department if they become aware of the presence of any weapon inside the residence halls at any time.

### **Verbal Assault, Harassment, Intimidation, Bullying and Defamation**

Intolerance, bigotry, and bullying are antithetical to the values of the university, and unacceptable within the Rutgers community. One of the ways the university seeks to affect this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, harassment, intimidation, bullying, and defamation is intended to inform students that the verbal assault, harassment, intimidation, bullying and defamation of others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against sexual harassment.)

Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of the university. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that they can to ensure that the university is fair, humane, and responsible to all students.

A community establishes standards in order to be able to fulfill its mission. The policy against verbal assault, harassment, intimidation, bullying, and defamation seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the university community and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault which has the effect of inciting violence or causing undue alarm, even if communicative in nature, are not protected speech and are to be condemned.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to the dean of student life or the dean of students of their college, school or campus. In addition, it is strongly advisable that residents report to a member of the Housing and Residence Life staff (i.e. Area Director, Director of Residence Life) who are suited to effectively respond to such incidents.

Individuals who wish to discuss any matter with the police or if they feel they are in need of immediate police attention may contact the Rutgers University Police Department at (973) 353-5111. Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

## **Conduct Process**

### **Conduct Process**

A Residence Life conduct process has been established to enable residents to learn from situations in which conflict arises or inappropriate behavior takes place. Conflicts between residents may occur when individuals decide not to abide by certain rules and regulations or specific local, state, or federal laws. The system is designed to increase residents' awareness of specific regulations and the rationales behind them, to

encourage individuals to take responsibility for their behavior, and to protect the greater community. The Residence Life conduct process is separate and concurrent from the Rutgers University conduct process. Details about the University conduct process can be found at <http://studentconduct.rutgers.edu>.

### **Residence Life Behavioral Code**

Various policies, including rules and regulations, for Housing and Residence Life are printed in many publications including this handbook and the Housing and Residence Life website. For the convenience of our resident students, we have included in this section the great majority of current Housing and Residence Life policies. In signing the Housing Contract and accepting a room assignment on campus, the student agrees to abide by these regulations and all others posted, or published in other publications (handbooks, fliers, booklets, newsletters, etc.).

Rutgers University - Newark Housing and Residence Life reserves the right to change or alter any of the material presented in this publication at any time to ensure the proper conduct of the Residence Life Program and campus life in general. Any such changes or alterations will be preceded by written notice, and shall become effective 48 hours from the date of distribution of such notice to students. It is the sole responsibility of the student to read and understand all such notices; including all notices regarding closing or check out procedures. Failure to read and understand such notices shall NOT absolve any student of the responsibility for complying, or the consequences of failure to comply with such changes, alterations, or procedures. As all notices will also be posted in public locations, a student's claim not to have received written notice will NOT be sufficient grounds to absolve a student from responsibility for compliance. Postings, memos and other materials distributed by Housing and Residence Life will be kept on file.

To give all students in Housing at Rutgers University - Newark full opportunity to attain their educational goals and to protect the health, safety, welfare, property, and rights of students, Housing and Residence Life has developed rules of conduct by which students are expected to abide.

Alleged infractions of these rules are adjudicated through the Residence Life Conduct System. This system emphasizes student involvement in the conduct process. The hearing bodies are not courts of law; hence the same rules of evidence do not apply as in a court. The conduct system relies on full and open discussion of cases with all parties concerned, to render a fair judgment. Such a conduct system does not preclude the informal handling of infractions if deemed appropriate and if considered satisfactory by all concerned.

The Housing and Residence Life conduct system adjudicates charges brought against any University resident for alleged infractions of the Residence Life Behavioral Code. In adjudicating those charges, it is the responsibility of the hearing bodies to determine whether the alleged behavior constitutes a violation of the rules of conduct. Charges must be put in writing and submitted to the appropriate administrative office.

### **Disciplinary Procedures and Principles of Due Process**

To assure that due process is provided in adjudication of a violation, the following guidelines (in order) have been established for all hearings:

- Charges may be requested against students by any member of the University community or campus visitor for alleged violations of Housing Behavioral Code which have been published in advance and made generally available.
- Students are presumed innocent until proven responsible for a violation of the Housing Behavioral Code. Pending final action on a charge (including the appeal process), the status of the students is not altered, unless the continued presence of the students would constitute a clear and present danger to themselves, to the safety of others, to property of the University, or disruption to the community. In these instances, students may face summary action such as loss of contact with individuals, denial of access to facilities, or suspension from Housing pending the outcome of a formal conduct hearing. Students under summary action may request a meeting with the Associate Dean or designee concerning the basis for the summary removal. This meeting must take place no later than 5p.m. of the next

business day following the date the student makes such a request, including days when classes are not in session. Students under summary action must have written permission from the Associate Dean of Students or designee in order to have access to facilities or property of the University, or to have contact with an individual on campus.

- Charges against students must be in writing with sufficient particularity and in sufficient time (at least five calendar days prior to a hearing) to insure opportunity to prepare for the hearing. At the same time, the students are informed of their rights and of the conduct procedures to be followed. Charges shall be delivered by hand or mailed to the most recently recorded mailing address listed.
- Students have the option of requesting to waive the 5 calendar due process in cases where they would prefer to have the hearing at an earlier date.
- At any point after being charged, students have the right to a copy of all available reports that would be used in resolving the pending conduct charges.
- All matters on which a decision may be based must be based on a preponderance of evidence. A preponderance of evidence is of greater weight or more convincing than the evidence that is offered in opposition to it. Preponderance of evidence may not be determined by number of witnesses, but by the greater weight of all evidence, which does not mean the greater number of witnesses, by opportunity for knowledge, information possessed, and manner of testifying (Henry C. Black, Black's Law Dictionary, 5th ed. West Publishing Co., St. Paul, 1979, p.1064). Students being charged must have full opportunity to present evidence, call witnesses, and question all witnesses presented, to respond to and ask questions, or to refuse to answer questions. Refusal to answer questions is not considered an admission of responsibility. Students charged have the right to review any written documents presented. If such documents are available prior to the hearing, students have the opportunity to review them at that time.
- Students being charged have the right to be assisted by the advisor of their choice. The advisor must abide by the guidelines established for the hearing.
- In a Conference - students may be accompanied by an advisor who takes no direct part in the meeting unless permitted by the hearing officer.
- In a Hearing – an advisor takes no direct part in the proceedings unless permitted to do so and then only to the extent permitted by the chair of a conduct hearing.
- These sanctions do not include all possible sanctions and is not a comprehensive listing. Warning means that further policy violations may result in probation. Probation means that further policy violations may result in eviction from university housing. Probationary status also means a lower priority when room placements are conducted.
- Appeals for decisions must be submitted in writing within 24 hours of notice of hearing results.

### **Conduct Sanctions**

Each conduct case is different and the outcome of each case is based on the individual case. Possible sanctions for policy violators may be a drug and/or alcohol counselor evaluation and subsequent meetings, community service, educational essay, disciplinary probation, etc.

**Note that alcohol violations have set minimum sanctions.** Those sanctions are as follows:

- |                          |                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Offense: | Semester Probation, Online Educational Module, Drug & Alcohol Counselor Evaluation    |
| 2 <sup>nd</sup> Offense: | Academic Year Probation, Online Educational Module, Drug & Alcohol Counselor Meetings |
| 3 <sup>rd</sup> Offense: | Removal from Residence Hall                                                           |

### **Temporary Removal and Notification**

The Associate Dean of Students or designee may remove a resident from University Housing facilities if they are deemed to pose a clear threat to themselves or other persons and/or property of the University, or if they refuse to participate positively in processes intended to further the likelihood of roommate, apartment-mate, or suitemate cooperation and respectful cohabitation. Housing and Residence Life has the right and responsibility to relocate individuals when, in their judgment, such relocation will lead to a more appropriate academic/living environment for all involved. For psychological emergencies, a resident may be removed and

required to see a University counselor for assessment. A possible non-remittance in the residence halls may occur if the Associate Dean and/or University Counselor do not see its appropriateness. Housing and Residence Life reserves the right to notify parent/guardian in cases where a resident poses a threat to their person (Privacy Protections provided by FERPA) and/or is removed from the halls. The Director may act on behalf of the Associate Dean in their absence.

### **Conduct Appeal Process**

All students have the right to appeal any decision that is made during the initial hearing. Students must submit their appeal statement in writing through a link that is provided in their sanction letter from the initial hearing. An appeal is not a "re-hearing" of the case itself, but will be heard based on the following three points.

- Whether you received a fair hearing and were granted due process in your case.
- Whether the sanction imposed is reasonable in consideration of the policies that you were found to have violated.
- New evidence is introduced to your case.

Students are allowed to bring a Hearing Advisor to the case, however, they may not participate in the hearing process. This advisor can be anyone you choose that might be able to advise you through the appeal process.

### **Parental/Guardian Notification**

Housing and Residence reserves the right to contact a student's parent or guardian in a case where the conduct sanction can result in a Permanent Ban of Housing Privileges. These cases include but are not limited to first time drug charges, second or third alcohol violations, physical altercations, etc. Generally, when Housing and Residence Life staff makes a notification to a parent or a guardian, the student will be present during the notification.

# Section III:

## Resident Information

### Having Roommates

Part of living in the residence halls is sharing space with other people, which can possibly cause conflicts to arise. Your RA will encourage you to fill out a room/suitemate contract at the beginning of the semester. This contract is designed to foster communication between roommates about their lifestyles. Conflict may result when anger gets out of control. To avoid such conflict, consider the following confrontation advice.

#### Before Confrontation:

- Know what it is you are angry about. Do not argue for the sake of arguing; it takes away from your credibility.
- Think about what you want to accomplish. Do you want to let your feelings out, or is there a point you want to discuss?
- Try to pick a time and a place where you can talk without embarrassing each other. If you set the scene completely to your advantage, the other person may become defensive, even if they are unaware of it.
- Center the discussion on the intention of resolving the issue. Plan for coffee, a walk, or some activity together afterward.

#### During the Confrontation:

- Allow for time to talk and resolve differences. Do not wait to start the confrontation right before bed. If you share a room, do not argue in the dark. It is important to see the face of the person you are speaking with. You learn a great deal about what a person means by watching their facial expressions.
- It is always a good idea to use the other person's first name during any conversation.
- If during the conversation you feel overpowered or overwhelmed, say so and ask for the courtesy of speaking your mind without being interrupted.
- When you listen to the other person, see if you can understand what they want and the reason behind their request. Understanding their needs, will allow you to understand their actions.
- People frequently disagree over the facts. From time to time everyone distorts facts. We all tend to believe what supports our side of the question and doubt what weakens it.
- No one really enjoys being angry and few people feel entirely comfortable expressing anger. However, angry feeling should be let out and shared with the person who caused them as soon as possible.

#### Mediation Process:

Sharing close quarters, having different eating habits, and maintaining various sleeping schedules are some of the many factors that may contribute to a stressful living situation. If disagreement factors occur between roommates, all students involved must first discuss the situation. Initiating a conversation with your roommate may do this. One model you may follow in confronting a situation is to say:

“When you (state the hurtful action done by another), I feel (state your feeling). What I would like is (what you would like to happen in the future).

If you find that these discussions are unproductive, contact your Resident Assistant to mediate the conversation. Should the RA feel the situation warrants further intervention, the Assistant Area Director (AAD) or Area Director (AD) will manage the mediation.

Only after mediation processes have been exhausted will anyone be considered for a room change. Remember that spaces are limited and may affect the ability to change rooms. Housing and Residence Life encourages you to discuss all problems – no matter how small - amongst all suite or apartment residents to assure a pleasant environment.

- Please note that under NJ State Law, any physical violence or harassment between roommates, current dating partners, or former dating partners is considered domestic violence and will automatically become a police matter.

### **Room Condition Reports (RCRs)**

Room and apartment / suite inspections are completed when you move in and out. Please review the inspection form with a staff member and sign it. When you move in, you should bring to the staff member's attention any existing damage or missing articles – these should be noted on the RCR. When you checkout, the suite / apartment will be inspected and later compared with the condition of your room at check-in on the RCR. Any damage beyond normal wear and tear will be billed to you. If you move without permission or without following formal procedures, you will be billed for damages to the room you are contracted for not the room you inhabit.

### **Repairs and Maintenance - SchoolDude**

If you have a maintenance concern, contact the RA on duty (after 7:00pm), the RA on your floor, or Housing and Residence Life in Woodward during business hours. A staff member will fill out a maintenance request, which will then be forwarded to the Housing Maintenance Mechanic. Be as specific as possible. The staff member may need to verify the need for maintenance prior to filling out a work request – to do this they may need to examine the problem. Residents of the same apartment should NOT submit duplicate reports of the same problem. Repairs are handled as soon as possible; however, any problems occurring during weekends/holidays must wait until at least the next working day to be dealt with (unless the problem is an emergency ex. heating, burst pipe, etc.). Once again, you must report repair requests to the RA, NOT directly to the Maintenance Mechanic.

Repairs that you or your roommates request grant appropriate personnel the authorization to enter your apartment. Additionally, if routine repairs not reported by you are urgent, a repair person(s) will be scheduled to enter your apartment during regular working hours. These are 8:30am to 3:30pm Monday through Saturday. These hours may be more limited during the summer.

### **Check-out Procedures**

If you have received permission from Housing and Residence Life to cancel your contract or if it is your scheduled check-out period (i.e. finals week in December/May), you must do the following:

- Remove all personal belongings from the building.
- Clean your room and common areas of the apartment/suite.
- Clean marks from walls, ceilings, floors, carpet, furniture, counter tops, etc.
- Empty and clean all cabinets.
- Clean all appliances: refrigerator, oven, stove, and broiler pan. They should be in spotless condition.
- Assemble all beds and return all furniture to its original condition and location.
- Vacuum the carpeting.
- Request an appointment with an RA prior to departing. At this time, the RA will review your Check-In Room Condition Report and re-inspect your apartment or request and Express Check Out with the RA on duty.
- Return all apartment/suite, bedroom (if applicable), and housing sticker to the staff member checking you out. When you return your keys and sticker you will receive either a Room Condition Report or Express Check Out receipt.

As stated in your housing contract, all residents with academic contracts must move out within 24 hours of their last final exam or by 12:00PM on the last day the halls close, WHICHEVER comes first. Graduating students may remain, if you live farther than 50 miles from the university, in housing until 4:00PM on commencement day, or by 10:00AM the day after commencements that are held after 6:00PM (providing all appropriate request procedures have been followed). ALL other graduating students MUST check out within 24 hours after their last exam or by 12:00PM on the last day the Halls close, WHICHEVER comes first.

Please follow these guidelines -- if you do not, you will not be considered officially checked-out, and will continue to incur housing charges. Failure to return keys will result in an immediate lock change, with the cost charged to the student. Loss of a housing key must be reported immediately to Housing and Residence Life or your Area Director.

### **Damage Billing Policy**

Each student is responsible for the room and apartment/suite in which they reside, and possesses an equal share of responsibility for the “common areas” (living room, bath, and kitchen, if applicable). In addition, each resident is equally responsible for common areas shared with other residents outside the apartment, i.e. hallways, stairwells, the ground floor lobby, floor lounges, elevators, and common space rooms. Since only residents and their guests (they have assumed responsibility when they signed them in) have access to the facilities, damage and/or repair costs (including labor) are divided up among community members if the responsible parties do not admit their involvement. Residents who choose to express check out waive their right to appeal damage billing charges for their area.

- You are assessed a damage charge for any changes or damages to your room.
- You are assessed a shared charge for common area changes or damages should one or more roommates not assume the responsibility.
- You may not paint your apartment/room. If you do, it will be repainted and you will be charged for materials and labor.
- Hang picture frames from the installed brackets. Do not put holes in your walls.
- Do not use adhesives, tapes, self-stick pegs or hooks on the walls, doors, etc.

The resident will be billed in accordance with the damage or loss, including labor, administrative costs, and materials required to return the apartment to its original condition. A hold will be placed on the student records until payment for all charges is received. A hold on your records may not allow you to register for classes, receive transcripts, apply for financial aid, or graduate from the university.

### **Housekeeping**

To prevent unnecessary maintenance costs, and to help you live in a clean home, we have developed the following guidelines:

#### **KITCHEN - ELECTRIC RANGE:**

- Reflector pans – located under the surface heating elements to catch excessive spillovers. They should be washed weekly or as needed with soap and water or a scouring pad.
- Broiler pan and racks – Should be cleaned after each use. Drain fat; cool pan and rack slightly. Sprinkle with detergent, add warm water. Wash and scour if necessary.
- Oven interior – Follow the instructions inside the oven door and on the panel to facilitate effective cleaning. Do not use cleaning powder or harsh detergents that can cause scratching.
- Floor – Sweep and mop the floor weekly (or more), with a cleaner for floors and walls. Follow directions carefully.
- Trash and Recycling– Remove all trash regularly. Please separate your trash before disposal.

#### **KITCHEN - REFRIGERATOR:**

- Keep the temperature on #5.
- Keep freezer set on “C”.
- Wash unit with soap and water.
- Dry with paper towels or dry cloth.
- Do NOT use cleaning powders or harsh abrasives that can cause serious scratching on surfaces.

#### **BATHROOM:**

- Toilet Bowls – Sanitary napkins and tampons must not be flushed down the toilet as they cause blockages. Cleaning once a week with commercial cleanser or disinfectant is urged.



- Tub/Shower – Scour after each bath or shower with a cleanser; periodic cleaning of the strainer to remove hair is recommended – simply lift tub stopper, clean, and replace.

**CARPETS:**

Vacuum the carpets periodically. Iron on an ironing board, not the carpets or sofas (you will burn them). Spills can cause permanent damage to the carpets. If something spills on the carpet, apply a dry towel, then a wet towel to clean it to make it spotless. If necessary, rent a carpet shampooer. Be careful not to spill liquid bleach on the carpets.

**SOFAS AND LOUNGE CHAIRS:**

Should be vacuumed or brushed clean weekly. Stains or spots can be removed by washing with a wet towel or a mild spot remover. DO NOT use chemicals or bleaches on the upholstery.

**FURNITURE:**

We recommend periodic dusting of the furniture. Don't use adhesive tapes, stickers, pins, or staples on the furniture.

**FINAL TIPS:**

ALL roommates are responsible for cleanliness. We suggest that you sit together and devise a rotating schedule of who cleans what and when. Finally, inspection is not limited to these items. The whole apartment should be clean.

**Housing Reassignment and Notification of New Roommates**

Housing and Residence Life reserves the right to reassign any student to another space for reasons of disciplinary action, safety, health, unresolved conflict, or to achieve maximum space utilization. If a space becomes available in an apartment/suite, Housing and Residence Life reserves the right to move a student into that space. When possible, 24 hours notification will be given to current residents informing them that they are receiving a new roommate. Occasionally it becomes necessary to move students into the building or to relocate them within a very short period of time. Housing and Residence Life reserves the right to move students without any notification to current residents if necessary.

**Keys and Lockouts**

You are issued a key to your apartment/suite and bedroom upon check-in. These keys must be returned to the staff member assisting with your checkout when you vacate the residence. You will not be considered checked out until you return your keys and anyone who fails to turn in their keys by the assigned date will be assessed a housing charge until they are returned.

If you lose a key or fail to return keys when moving out, the following charges will be assessed: \$65 for a bedroom key, and \$80 for an apartment / suite key. Prices are subject to change. All keys remain the property of the University and may not be duplicated. Possessing duplicate keys may result in referral to the University Police for possible violation of state statute 2C: 57, "possession of keys designed for use on state property." All residents are required to report the loss or theft of keys immediately due to safety concerns to the other members of the community.

If you are accidentally locked out of your room, contact the security officer in Talbott, Woodward, 15 Washington or University Square. To gain access to a loaner key you will be required to give your Rutgers University ID to the security officer and sign the loaner key card. You must return the key within 5 minutes, and may not leave the building with the loaner key.

**Laundry and Vending Machines**

- Laundry and vending machines are located on the first floor or basement of the residence halls.
- Please do not overload the machines – you will get poor results and you may damage the machines. For best results, empty the lint filter in the dryer before you attempt to dry your wash.

- Do not leave your laundry unattended. The wash cycle is complete within about 30 minutes, while the drying process takes about 60 minutes. Please remove your laundry from the machines as soon as the cycles are completed. Remember that others need to use the laundry facilities.
- If a laundry or change machine does not work after you have inserted your money, you may obtain a refund by calling 1-800-927-9274 or report via the laundry provider app.
- For vending machines refunds, residents should contact the Purchasing department on the 2nd floor of Blumenthal Hall.

## Mail

Use the following address format to receive packages to the residence halls.

WOODWARD:	YOUR LEGAL NAME Woodward Hall 91 BLEEKER STREET, # ____ NEWARK, NJ 07102
UNIVERSITY SQUARE:	YOUR LEGAL NAME University Square 155 UNIVERSITY AVE., # ____ NEWARK, NJ 07102
48 NEW STREET:	YOUR LEGAL NAME 48 NEW STREET, # ____ NEWARK, NJ 07102

Once a package is delivered for a resident they will receive an email notification to retrieve their package from the locker system in the respective residence hall, the student will receive an automated message. Packages can be retrieved by entering an RUID #/A#, or swiping a valid RUTGERS ID card.

## Move-In Carts

There are move-in-carts available at the security booth or RA office for moving your belongings or groceries. Leave your ID with security before taking one. Also, return the cart as soon as you're done so it is available for others. Keeping a cart may result in disciplinary action.

## Commuter Transit and Parking Services

Residents requiring parking may purchase parking from Blumenthal Hall on a first come, first serve basis. Residents may opt to purchase parking for 12 months; partial contracts are also available. Undergraduate residents must have 60 credit hours to request an overnight parking permit. Parking locations and/or rates are subject to change without notice. Please contact Parking and Transportation Services at 973-353-1839 or for more information go to parking website at <http://nwkparking.rutgers.edu/>

## Recycling

We are mandated by law to recycle certain materials. There are three basic categories:

- Paper Only – includes envelopes, letter quality paper, computer printouts, and notebook paper. The “paper only” container is located in the trash disposal rooms on each floor. Do NOT include paper towels, napkins, newspaper, or cardboard boxes.
- Aluminum and Glass – includes aluminum beverage cans, glass bottles, and jars. These should be deposited in the container labeled “aluminum and glass” found in the trash disposal rooms. DO NOT include tin foil or steel food cans.
- Magazines and Newspapers – these may be stacked neatly in the corner of the trash disposal rooms.
- All other materials such as plastic, kitchen garbage, steel cans, etc., must be discarded by leaving it in a trash bin. Boxes should be flattened prior to discarding.

**Room Selection Process**

Current residents who are interested in living on campus next year must complete a new application and participate in the Room Selection Process, which occurs in the spring semester. Our office has calculated a number of points for each resident. You will receive your points one week before room selection. Points for each category will be totaled (this determines your # of priority points for Room Selection). After receiving your points, find a group of people you would like to live with. For everyone wishing to reside in the same apartment/suite, individual points will be calculated together. We encourage you to organize into groups of four for Talbott and University Square to fill a complete suite/apartment. (University Square also has some six person apartments available.) Groups with the most points will have a priority in this process. The graduate room selection process is based on priority and is revised yearly based on need. Residents will receive room selection information before the process begins. All current residents must be in good standing with Housing & Residence Life to participate in the Room Selection Process. You must be in good financial standing with the university in order to participate in this process. If you have a financial or administrative hold for any reason you cannot sign up for a room for next year. If you miss this process you will be placed on the waiting list.

If any changes are made to the room selection process residents will be notified at least 48 hours in advance.

**Room Consolidation**

Housing & Residence Life reserves the right to reassign residents to different rooms, floors, buildings in an effort to consolidate space whenever it is deemed appropriate to do so. Any such reassignments will be preceded by notification and shall become effective within 24 hours of such notice.

# Section IV:

## Campus Safety

Protect yourself with common sense.

- Walk a steady pace and in a confident manner. (Criminals look for the most vulnerable victims).
- Be aware of your surroundings – stay in well-lit areas.
- Be conscious of people loitering on the streets.
- Stay with the crowd. There is safety in numbers. If you feel that you are being followed, look for and enter: open restaurants, stores, public buildings, etc.
- Persons should carry wallets in their pockets, not in their purses.
- Carry your purse close to your body. Purse snatchers like easy targets.
- Do not put all your money in one pocket, and do not carry large sums of cash.
- When driving, keep the doors locked. Don't leave packages or valuables in view.
- Be aware of the campus shuttle service.
- Do not wear jewelry that will draw attention to you in an unsafe place.
- In case of an emergency utilize the Blue Light Emergency Phones on campus.

### Energy Conservation

Rising tuition and housing costs are problems faced by most Universities, and Rutgers University is no exception. One of the largest factors contributing to these increases is utility rates. These are real costs that are passed along directly to students. To minimize the effects of rising costs:

- Be alert to energy abuse and waste that you cannot control and report them to your RA.
- Turn off unnecessary lights, radios, television sets, stoves, heaters, and so forth.
- Turn off the lights to the trash disposal room after you leave.
- Close all windows and exterior doors to efficiently utilize heating or air conditioning.
- Secure your refrigerator door to prevent air leakage.
- Keep refrigerator set on 5, and the freezer settings on C The energy saver switch inside the refrigerator (located on the top left-hand side) should be left on normal.
- Cook with low to medium heat.
- Set thermostat at 72 degrees all year round.

### Fire Safety – Residence Hall Evacuation Procedures BEFORE A FIRE:

Know the location of all exits from the building.

#### IF YOU DISCOVER A FIRE OR SMELL SMOKE:

Sound the building fire alarm. Know the locations of the fire stations and how they operate. Do not attempt to fight a fire.

#### WHEN THE FIRE ALARM SOUNDS ON YOUR FLOOR:

The Residence Halls are equipped with a high rise fire alarm system. This means that if an alarm is activated on a floor, the floor above and below it will sound as well. The only time the entire building fire alarm sounds is in an actual fire or if the alarm is activated on the first floor. **Leave immediately when the fire alarm sounds on your floor.** Close all doors behind you. Use the nearest safe exit. Upon leaving the building, proceed to a safe location as directed by staff. If there is inclement weather the locations are as follows: Talbott and University Square the evacuation location is Stonsby Commons. Woodward evacuation location is the Paul Robeson Campus Center. 15

Washington Street students exit to the Washington Street Park and/or the Essex Street Lot. Do not attempt to re-enter the building until you are told that you can do so by University Police.

**DO NOT USE THE ELEVATOR:**

Elevator shafts are like chimneys; smoke and heat could enter the shaft thereby asphyxiating the occupants of the elevator.

**FEEL THE DOOR THAT LEADS FROM YOUR ROOM:**

**If the door feels hot:** Do not open it. If you become trapped and cannot reach the fire exit, keep the door closed and seal any cracks. Use the phone to contact security, or your phone to contact University Police, 973-353-5111. Give the name and location (building, floor, and room #). If you do not have a phone, go to the window and signal for help using a white or light colored fabric. DO NOT JUMP. The fire department will be in the building within minutes to assist you.

**If the door feels cool:** Open it cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit.

**IF CAUGHT IN SMOKE OR HEAT:**

Stay low where the air is better; take short breaths (through your nose), until you reach a safe exit or area of refuge.

**WARNING:**

Failure to evacuate during an alarm may result in a policy violation.

**IMPORTANT:**

Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If you observe these doors propped open, please close them and report it to Residence Life Staff and/or University Police. Tampering with doors may result in eviction from University Housing and possible suspension or expulsion from the University.

**Fire Emergencies**

If you discover a fire:

1. Activate the nearest fire alarm.
2. Follow evacuation procedures.
3. Notify staff and the security of the exact fire location.

**Fire Prevention Tips**

The following tips will help diminish the probability of fire:

- Do not leave cooking or electrical appliances unattended.
- Do not light candles, or any uncovered flame.
- Never drape anything over lamps or onto lighting fixtures.

**Fire Safety Equipment**

Fire extinguishers, sprinklers, heat detectors, smoke detectors, fire alarms, pull boxes, and exit lights are located on each floor. Fire safety equipment should only be used in emergencies. Misuse, tampering, or covering fire safety equipment may result in immediate eviction from housing, University disciplinary action, possible fines and prosecution through the state legal system.

**Health and Fire Safety Inspection**

Signs will be posted informing residents the week of inspections. RAs have a two-week period to complete the inspections. The exact day for each apartment will not be provided. During Health & Safety inspections staff will look for prohibited items, cleanliness, and safety violations. If your room / apartment fails inspection, staff will re-inspect it within a few days. Failure to pass inspections may result in billing for services, conduction charges and sanctions, dismissal from the residence halls or any combination of these. If you fail a second time, you will face disciplinary action up to and including eviction and fines.

## Personal Property Insurance and Safety

While Housing and Residence Life strives to make our halls as safe as possible, do not assume that every resident and guest is free from temptations. We strongly recommend that you subscribe to some type of personal property insurance. You can do this by either checking your parents' homeowner policy to see if your possessions are insured away from home, or you can compare coverage and premium rates with neighboring agencies. You are responsible for your personal property, Rutgers University-Newark is not. In addition, we suggest the following tips to increase the safety of your personal property:

- Lock your suite/apartment doors as well as your bedroom door.
- Secure personal items of value when you are not using them. Within Woodard Hall safes are available for yearly rentals. In Talbott, University Square and 15 Washington we suggest a small lock box or safe.
- Identify your property with an engraver. Your driver's license number is an excellent means of identification. Engravers are available at the Rutgers Police office.
- Avoid leaving your valuables scattered around.
- Keep only small amounts of money in your room.
- Report any stolen property to the security booth, RA, and University Police immediately.
- Do not leave any laundry unattended.

## Personal Health Insurance

All Rutgers-Newark residents must be insured either through the health center, or covered by their parents' or personal insurance plans. Insurance coverage will allow you to utilize the convenient area facilities. The University Health Plan covers all full-time students, except University College students. University College residents, if not covered by an outside insurance plan, should take the University Plan Option. Brochures are available from Health Services.

## Regular Scheduled Pest Extermination

To keep roaches, mice, and other unwanted pests from sharing your apartment, an exterminator accompanied by one of our staff members will periodically treat your apartment.

To request that the exterminator visit your apartment for any specific pest request, you must place a work order in at: <https://housing.newark.rutgers.edu/fix-my-room>

## Security

All residents are required to have a Housing Identification sticker on the Rutgers University ID, which must be shown to any staff member upon request. Residents are required to show their IDs to the security officer each time they enter Woodward, Talbott, University Square or 15 Washington. If at anytime you lose or misplace your ID, you must stop by the Housing and Residence Life office to obtain a temporary ID, which normally expire after 24 hours. This policy has been established to ensure the safety of all residents.

## Smoke Caused by Cooking

In Talbott, University Square Apartments and 15 Washington, it is your responsibility to exercise caution while cooking (**no cooking is permitted in Woodward suites/rooms**). However, if something burns causing excess smoke, be careful that the fire alarms are not unnecessarily set off. If food is burned and it is determined that there is no real fire, do the following:

- Switch on the kitchen fan and open all windows to allow the smoke to clear out.
- Keep the door to the apartment closed – opening it will set off the building alarms, which will require evacuation of the building. Unnecessary evacuation is inconvenient, and invariably results in apathy in response to fire alarms – this is obviously a dangerous situation should a real fire occur. Therefore, please be careful, and do not leave cooking unattended. Should a fire, excessive smoke, or setting off of the sprinkler system occur as a result of your action and/or negligence, you will be responsible for the damages and may face disciplinary action.
- If you do accidentally set off an alarm please contact security immediately to let them know of the exact location of the alarm.

# Section V:

## Campus and Area Resources

### **Athletics** **Golden Dome** **(973) 353-5474**

The Rutgers Golden Dome offers bodybuilding equipment, weightlifting equipment, an indoor pool, basketball courts, volleyball courts, tennis courts, racquetball and handball courts, and intramural sports activities.

Locker rooms and rental of sporting equipment are available. For more information:

For more information: <http://www.rutgersnewarkathletics.com>

### **Barnes & Noble** **Hahne's Building** **(848) 445-9927**

The Bookstore offers a wide variety of items, including textbooks, stationary, calculators, shirts, mugs, the New York Times Bestsellers, and more. Their special order service can get you any book in the continental USA and Europe.

For more information: <http://newark-rutgers.bncollege.com/>

### **Counseling Center** **Blumenthal Hall** **(973) 353-5805**

The Rutgers University - Newark Counseling center is staffed by highly qualified mental health professionals who are passionate about providing an array of clinical services to our diverse student body. We are committed to helping students take care of their mental health and working through their challenges while they strive toward emotional and academic success. We offer psychological and psychiatric services, as well as a comprehensive Alcohol and Other Drug Assistance Program to all enrolled and eligible students. Services are FREE and CONFIDENTIAL.

For more information: <http://counseling.newark.rutgers.edu>

### **Dining Services** **Woodward Hall** **(973) 353-1274**

STONSBY COMMONS DINING HOURS:

#### **Monday through Friday**

Breakfast	7:30 AM	-	11:00 AM
Lunch	11:00 AM	-	5:00 PM
Dinner	5:00 PM	-	8:00 PM
Late Night (Mon – Wed)	9:00 PM	-	12:00 AM

#### **Saturday and Sunday**

Brunch	11:00 AM	-	5:00 PM
Dinner	5:00 PM	-	8:00 PM

For more information: <http://www.runewarkdining.com>

### **Raider Dollars** **Woodward Hall** **(973) 353-1274**

Your RUID Card has a built in Raiders Dollars account (debit card). You can use Raider Dollars at university approved locations both [on and off campus](#) - including for laundry, vending machines, Dining Services, etc.

You can deposit funds via credit card (<https://bit.ly/2T5x26b> - \$25 minimum deposit) or cash, check or money order to your Raider Dollars account by coming to the Dining Office, 91 Bleeker Street, 107 Woodward Hall, Monday-Friday, 8:30-4:30 pm.

**Student Health Services****Blumenthal Hall****(973) 353-5231**

Rutgers Health Services offer students general medical and gynecological services. The staff includes physicians, nurses, psychologists, psychiatrists, and a pharmacist. Students who contract prolonged sicknesses like mononucleosis or chicken pox will be expected to return home to recuperate. Please note: All full time students have health insurance coverage unless they have opted out of this service.

For more information: <http://health.newark.rutgers.edu>

**OISS****Conklin Hall****(973) 353-1427**

The Office of International Student and Scholar Services assists students from abroad with all matters of special concern to them, and serves as a referral source to other University offices and academic departments. The Director provides direct support with immigration, personal, and other non-academic matters.

For more information: <http://ncas.rutgers.edu/oiss>

**Transportation Services****Blumenthal Hall****(973) 353-1839**

A free shuttle bus service is available to Rutgers University students Monday through Friday. The shuttle service is for the exclusive use of Rutgers and NJIT students, faculty, staff, and their guests. Proper identification in the form of an ID card must be presented to enter the shuttle. The shuttle bus departs every 15 minutes from Conklin Hall, University Avenue, and proceeds to other designated stops including Broad Street, Harrison and Penn Station. Availability is subject to change.

For more information: <https://nwkparking.rutgers.edu>

**VPVA****Blumenthal Hall****(973) 353-1918**

The Office for Violence Prevention & Victim Assistance (VPVA) is dedicated to raising awareness about sexual violence and encouraging bystander support. Dismantling the culture that supports sexual violence requires that we work on many different fronts, from providing front line support to victims and complainants, to developing violence prevention initiatives, to working together to eliminate oppression in all its forms. The office opened in October of 2017 and is supported by a grant from the NJ Attorney General's office

<https://www.newark.rutgers.edu/VPVA>