



*Office of Residence Life  
Vodra Hall 123, (201) 200-2338*

Dear Resident Student:

On behalf of the Department of Residence Life, welcome to New Jersey City University. The mission of the Residence Life Program is to create an academic oriented living environment that is safe and active with social, multicultural and educational programs. The aim is to make living experience of resident student significant and positive to their university and life.

The Department of Residence Life is committed to providing a residential living/learning environment which directly supports the educational, social, cultural and personal development of each student. In addition, there are numerous ways in which to get involved on a personal level through volunteerism, residence life support groups, first year experience program, and leadership opportunities such as a SMILE Program, Floor Representative Association or apply for one of 10 Resident Assistant positions. Special programs, networking, staff and hall-sponsored programs, community service and leadership opportunities are all excellent ways to become actively involved. You will soon discover that the residence hall experience is a wonderful addition to your "University" education!

The information provided herein is designed to provide important information regarding the Residence Life Program and the "on-campus" housing experience.

Again, welcome back continuing students and welcome all new residents. Have a great academic semester!

Sincerely,

*Mrs. Tamar Lawson-McPherson*

Director of Residence Life

## ***RESIDENCE LIFE HANDBOOK***

# TABLE OF CONTENTS

LIVING ON CAMPUS _____	3	SPRINKLER SYSTEM INFORMATION _____	14
RESIDENCE LIFE PHILISOPHY _____	3	EVACUATION PROCEDURE _____	14
ON CAMPUS AT NJCU _____	4	FIRE SAFETY _____	14
RESIDENCE LIFE STAFF _____	4	HARASSMENT POLICY _____	15
RESIDENCE HALLS _____	5	PERSONAL SAFETY _____	16
RESIDENCE HALL POLICIES _____	6	TERMS AND CONDITIONS _____	17
NO SMOKING POLICY _____	6	TERMINATING T AGREEMENT _____	18
SOLICITATION POLICY _____	6	CANCELLATIONS AND REFUND _____	18
VISITATION AND GUEST POLICY _____	6	OCCUPANCY OF ROOM _____	19
COURTESY AND QUIET HOURS _____	7	SERVICES PROVIDED _____	19
HELPFUL HINTS FOR INSPECTION _____	9	LIABILITY _____	20
HELPFUL HINTS FOR EXTERMINATION _____	9	GENERAL CONDITIONS _____	20
ROOM AND MAILBOX KEY POLICY _____	10	CHECK-IN/CHECK-OUT PROCEDURE _____	21
PARENTAL NOTIFICATION _____	11	RESIDENT ROOM CONDITION _____	22
NEW JERSEY STATE LAW _____	11	DINING SERVICE AGREEMENT _____	22
VIOLATIONS _____	11	THE “GOTHIC” THINGS TO REMEMBER _____	23
COUNSELING CENTER _____	12	GENERAL INFORMATION _____	23-28
ALCOHOL AND SUBSTANCE ABUSE PROGRAM (ASAP) _____	13	TERMINOLOGY _____	31
PEERS EDUCATING PEERS PROGRAM _____	13	COMMUNITY PRIDE _____	31
SAFETY AND SECURITY POLICY _____	13	A GUIDE TO RESIDENTIAL LIVING _____	33
REGULATIONS _____	13	RESIDENCE LIFE PROGRAM CHECK –LIST _____	34
JEANNE CLEARY ACT _____	13	NOTES: _____	35

## **RESIDENCE LIFE HANDBOOK**

## **RESIDENCE LIFE PROGRAM PHILOSOPHY**

The mission of the Residence Life Program at New Jersey City University (NJCU) is to create an academic oriented living environment that is safe and active with social, multicultural and educational programs. Additionally, it is important that the students' living environment is conducive to the students' academic, physical and social development.

In order for a student to develop, it is essential that a sense of community be established. Recognizing the Residence Halls as academic communities, and working with the residents to develop them as such, is central to the mission of the Residence Life Program. It is expected that students will contribute positively to this community since their involvement is paramount to their own personal fulfillment and growth.

*The objectives in achieving the mission of the program are as follows:*

1. To support students in their personal and academic development by implementing support programs, which address their needs.
2. To develop and maintain social and recreational programs which stimulates interpersonal relationships and personal development of students.
3. To create support and peer advisor programs through Resident Counselors and Resident Assistants.
4. To provide the most appropriate and functional residential facilities for students by implementing preventative maintenance strategies and cost-effective plans for renovation, repair and replacement.

## **LIVING ON CAMPUS AT NEW JERSEY CITY UNIVERSITY**

At New Jersey City University (NJCU), Residence Life is a community that is composed of individuals with diverse academic interests, backgrounds, cultures, races, life-styles and experiences. A community of approximately 260 students; the primary focus is to help resident students discover their academic, social and leadership potential by providing secure, well-maintained facilities, and a variety of services, activities, as well as educational, social and multicultural events. As members of this community, students have both rights and responsibilities.

*Students' Rights Include:*

1. The right to study, sleep and socialize in their rooms.
2. The right to live in a supportive and stimulating community where their individuality is valued and their uniqueness is respected and appreciated.
3. The right to involve themselves and others in promoting the health, safety, and security of all residents.
4. The right to enjoy access to variety of facilities and services provided by the university.
5. The right to live in a safe and secure environment with well maintained and working facilities.

*Students' Responsibilities Include:*

1. To adhere to New Jersey City University and Residence Life Policy and Procedure.
2. Show consideration and respect for needs and differences of the

diverse Residence Life community.

3. To communicate openly and honestly with members of the Residence Life community, especially when in need of academic or psychological support.
4. To let other residents know when they are exhibiting disturbing behavior, or are infringing upon their rights, each resident is responsible for asking them to alter their behavior. If they don't respond to these requests, staff members will be happy to assist.
5. To demonstrate a commitment to the NJCU community by getting involved. Getting to know other residents and participating in activities are ways to make student presence felt at NJCU.
6. To promote campus safety and security by locking their rooms at all times, removing props from outside doors, walking with other people at night, and reporting suspicious persons and activities to security and/or a Residence Life staff member.
7. To demonstrate respect for all individuals and to enjoy the benefits of meeting people who are both similar to and different from each other.

### **ON CAMPUS AT NJCU**

In the Residence Halls, students will learn to get along with a wide variety of people. Students who choose to close themselves to new people and ideas are deprived from valuable learning experiences. Therefore, resident students are encouraged to be active and social in our diverse resident population.

NJCU is a place where learning occurs inside and outside of the classroom if students let themselves be curious and excited by new people, perspectives and information.

Students are encouraged to apply early because of the limited number of facilities. Room assignments are made on a first-come basis and some applicants will be placed on a wait list. Preference is given to full-time undergraduates and those students who live beyond a 10-mile radius of the University. Continuing residents must also meet deadlines and academic requirements. Students who miss the deadlines or returning housing application late will automatically be placed on a Waitlist.

### **LOCATION & HOURS OF OPERATION OF RESIDENCE LIFE OFFICE**

Residence Life is one of the departments within the Division of Student Affairs and is under the immediate supervision of the Dean of Students. The Residence Life Office is located on the first floor of Vodra Hall Office Room #123. The office is open Monday thru Friday from 9:00AM to 5:00PM during the academic year, and from 8:00AM to 5:15PM, Monday through Thursday during the summer sessions. If the Residence Life Office should be closed during operating hours, all calls will be forwarded to the Office of Campus Life and/or the Dean of Students and all Residence Life inquiries will be handled through the Dean of Students.

### **RESIDENCE LIFE STAFF**

The Director of Residence is responsible for the overall management of the Residence Life Office. The Coordinator of Residence Life deals specifically with freshman counseling, program-wide community service initiatives, and policy development and enforcement. Each Resident Counselor (RC) is responsible for the supervision of his/her respective Residence Hall including the implementation and enforcement of NJCU and Residence Hall regulations and policies. Each Residence Hall Counselor will also supervise and work with a staff of Resident Assistants (RAs). The Resident Assistants' primary job is to ensure an environment conducive to study and sleep. Their responsibilities include,

but are not limited to: servicing various housing needs of resident students, providing meaningful programming in residence halls, maintaining peace and quiet on the floors, counseling students when needed, providing information, and generally being of assistance to both students and staff.

## **RESIDENCE HALLS**

Each residential hall has 24 hour security monitoring and a main lounge or lobby. These lounges are frequently used by students for socializing.

### *Co-Op Hall*

**Co-Op Hall** is a traditional co-ed residence hall for approximately 100 first-year residents which includes freshmen, first-year transfers and other students staying on campus for the first time. A four story facility with male and female wings and double room occupancy, there are community bathrooms in each area. The bathrooms contain three sinks, two shower stalls and two toilets. The Co-Op Hall has laundry facilities on each wing, and lounges located on each floor equipped with a microwave, oven and refrigerator. The most modern of the three residence buildings, Co-Op Hall has central A/C, safety windows on lower levels, 24 hour seven days a week security monitoring, along with an elevator.

### *Vodra Hall*

**Vodra Hall** is an upper-class dormitory located in the center of campus. This residence hall accommodates 100 students (mainly continuing students) and also shares building space with several administrative offices. There are three floors of double occupancy rooms. Residents enjoy suite-type facilities with a shared bath between rooms; each is called a quad. In each bathroom there are two sinks, a shower and a toilet. Single room occupancy is also available to accommodate special needs students. Several special needs rooms have a private bathroom and are equipped for the comfort of the student. There

is a laundry room/kitchen area (microwaves) on each floor, computer lab on the *Academic Floor (5th)* and three study/social lounges

The 5<sup>th</sup> Floor of Vodra Hall has been identified as an Academic Floor. This means that these students are strongly encouraged to maintain a 2.5 GPA and participate in community service projects sponsored by the Office of Residence Life. Vodra Hall's Academic Floor (5<sup>th</sup>) also has modified quiet hours from 10:00 p.m. to 10:00 a.m. and 12:00 p.m. to 10:00 a.m. Friday thru Saturday.

Because of limited housing at the University, the Academic floor can not always be reserved solely for students who meet the above criteria, however; all students placed on the academic floor must adhere to its modified quiet hours.

On the first floor of Vodra are the offices of Residence Life, Health and Wellness Services, University Advisement Center, Cooperative Education Department, Public Safety Department, Vodra Computer Lab, Resident Student Mail Room, and Vodra Dining. The building has two elevators for residents' use.

### *University Apartment*

**The University Apartments**, located at 2040 Kennedy Boulevard, directly across from the main campus on Kennedy Boulevard. A four-story walk-up; this facility has two and three bedroom suites with a common area and bathroom in each unit (Kitchens are not available—microwaves only). The residents of this facility are senior and graduate level students, or at least 21 years of age. The building has 24-hour security monitoring, safety windows on the first floor levels, a laundry room, and social lounge on the first floor with microwave. A parking lot is adjacent to the building. Residents at the upper level of their academic pursuits prefer to live in 2040 because of its small (60 residents), mature population.

Due to limited spacing, 2040 is predominantly composed of continuing resident students. New students are placed in 2040 only when space is available.

## **RESIDENCE HALL POLICIES**

### *NO SMOKING POLICY*

No Smoking is permitted inside the Residence Halls. According to New Jersey State Law, effective, October 21, 2005, smoking of any tobacco containing product is not permitted in any college operated facility that serves as a student residence. The University has designated areas outside the residence halls available to smokers. Violators face disciplinary sanctions as well as financial responsibility for the violations.

### *SOLICITATION POLICY*

The following types of solicitations are not permitted in the Residence Halls:

1. No door-to-door sales or solicitation
2. Students may not advertise service (i.e. typing, haircuts, etc.) via signs, flyers.
3. Any campus individual or group that wishes to use the Residence Hall facilities to hold meetings, distribute literature, conduct surveys and/or implement fund-raisers must make arrangements three business days in advance of any activities.
4. Individuals, groups, associates, organizations and corporations outside the University must request approval from the Office of Residence Life to solicit in the Residence Hall at least seven days in advance with the Office of Residence Life.
5. Only Residence Life staff members are authorized to post on bulletin boards or place flyers under student doors.

### *VISITATION AND GUEST POLICY*

The right of a student to live in reasonable privacy (to be determined by Office of Residence Life) takes precedence over the right of her/his

roommate to entertain guests. If a resident of the room/apartment/building is uncomfortable with any guest, that guest must leave immediately and may not return until further notice from Residence Life.

Visitation hours in the Residence Halls are between 8:00 a.m. and 12:00 a.m. on weeknights and 8:00 a.m. to 2:00 a.m. on weekends, with the exception of the University Apartments which allow visitation from 8:00 a.m. to 2:00 a.m. during weekdays. All guests must provide picture ID before entry into the residence hall and must be announced by Security and be escorted by resident host at all times.

Overnight guests need advance and explicit consent from all other roommates in the room and written approval from the Director of Residence Life or designee at least 24 hours in advance. These guests may not remain in the room for more than two consecutive nights and only in accordance with set visitation policies (i.e. following all the Residence Hall rules that are followed by regular students). Residents are directly responsible for the actions of their guests and face disciplinary sanctions, as well as financial responsibility for the improper behavior of their guests when it results in property damage and/or other violations. Any residents not of legal age must obtain written permission from legal guardian prior to receiving an approved overnight visitation pass. Violators will be dismissed from the program.

**\*OVERNIGHT PASSES CAN BE PICKED UP FROM YOUR BUILDING STAFF.**

Any violation of the policy will result in the immediate removal of the visitor from the premises. The University reserves the right to deny access to any guest if it has been determined that such a person has disturbed, endangered or disrupted any resident or the contents of the building. Violators may be placed on a “banned list” prohibiting them from entering any or all of the halls. **The following are not permitted:**

## ***RESIDENCE LIFE HANDBOOK***

- Children under the age of 12 (no exception).
- Passing keys and cards from one resident to another person.
- More than two guests per resident (maximum of 4 guests per room).
- Leaving guest unattended.
- Signing in guests for other resident students.
- Overnight guest for more than 2 consecutive nights or twenty (20) days during the semester, whether with the same host or a different host each night.

### *NJCU Resident Students' Visitation Policy*

At all times, NJCU resident students must show validated NJCU University photo-identification (ID) cards to campus security to gain entry into their assigned residence halls. A resident visiting another residence hall must also provide his/her identification (ID) card, sign in properly, and obey visitation policies and procedures. Acceptable forms of IDs are NJCU – Gothic ID or a Valid Drivers License. Gaining Access to visit one resident does not authorize a student to visit another resident or to roam the resident halls without resident host. The Resident host assumes full responsibility for guest. There may be no more than two guests per resident at any given time. **You are considered a “guest” when you are visiting a residence hall in which you do not reside.**

### *Non-Resident Guest*

A non-resident, non-NJCU student or guest may gain access to the residence halls during visiting hours, according to the following times:

#### Co-Op and Vodra

8 am-12 midnight weekdays (Sun- Thur)

8 am- 2am weekends (Fri. & Sat.)

2040 University Apartments **ONLY**

8 am- 2am (Sunday – Thursday)

\*Unrestricted visitation hours Fridays and Saturdays; except during exam periods! No Friday and Saturday no overnight pass required; however, host and guest must leave ID with Public Safety.

The Director of Residence Life may revoke guest privileges of any resident or guest as deemed appropriate.

### All guests must:

- Leave a photo ID with security
- Sign-in with security
- Be signed in and escorted to the room by resident host.
- Obtain ID when leaving the residence hall

In addition to the following procedures and conditions must be adhered to:

Please note that gaining entry to visit one resident does not grant visitors the right to visit another resident or to roam the resident halls. IDs that are left or confiscated by Residence Life staff are held in the Residence Life Office and can only be retrieved by the owner of said ID. When a guest consistently fails to retrieve his/her ID, the resident host will lose visitation privileges and the guest will be banned from the resident hall.

### *COURTESY AND QUIET HOURS*

Due to NJCU's emphasis on each student's right to sleep and study, it is the responsibility of the resident to maintain reasonable conditions for these activities. Courtesy and quiet hours have been established on each Residence Hall floor.

#### *Courtesy Hours*

Students should be considerate of each other's needs and to comply with neighbors' requests for maintaining a lower or reasonable level of noise. This is applicable at all times during the day.

#### *Quiet Hours*

Noise must be reduced so that nothing can be heard from within rooms when the doors are

shut. The time frame for quiet hours is from 12:00 midnight. to 10:00 a.m. This provides the opportunity for residents to sleep, study, or have time to reflect if that is what is desired. Co-op Hall and Vodra (5<sup>th</sup>) Academic Floor has modified quiet hours from 10:00 p.m. to 10:00 a.m. Sunday thru Thursday, and midnight to 10:00 a.m. Friday thru Saturday.

A 24-hour quiet period goes into effect two weeks prior to final examinations. This provides residents with an atmosphere in which to prepare for their examinations if they desire to study in the Residence Halls. During quiet hours there will be no overnight guest(s) in Co-op and Vodra Halls. **2040 residents maintain 8am-2am visitation hours daily.** Limited overnight visitations request will be approved!

### ***RESIDENCE HALL DISCIPLINE POLICY***

Students living in NJCU's Residence Halls have the responsibility to learn about the expectations the University has concerning their conduct. It is important for students to familiarize themselves with the policies in effect at NJCU so that they can make informed choices. The following resources will assist students:

- The Student Code of Conduct
- The Resident Student Handbook
- The terms of your Housing Agreement (the Agreement you signed prior to moving into the residence halls agreeing to abide by Residence hall policies).
- Your Resident Assistant, Resident Counselor, Coordinator, and Director.

Sanctions will be based on an educational model and may include, but not limited to confiscation, restitution, disciplinary probation, hall probation, parental involvement, mediation, counseling, warning, and completion of educational programming, community service, and loss of privileges, suspension or expulsion.

Resident students have the right to exist in an atmosphere free of mischievous and delinquent incidents and behavior. The following policy is designed to promote and maintain such an atmosphere.

Resident students found violating any of the previously noted Residence Life policies, any policies as stated in the New Jersey City University Code of Conduct or engaging in any activity not specifically stated that may cause disruption in the residence halls or constitute as misuse of NJCU property are subject to one or more of the following sanctions (not in this particular order):

*Warning* – Students receives a verbal and written warning from Residence Life staff.

*Apology* – Resident student may be required to write a letter of apology.

*Mediation* - Students engage in a formal process of dispute resolution conducted by a third-party determined by the Office of ResLife.

*Housing Probation* – Loss of guest and visitation privileges for determined amount of time.

*Housing Suspension* – Student is removed from housing for a determined amount of time.

*Housing Dismissal* – Student is removed from housing for the remainder of the academic year or indefinitely.

*Community Service* – Student may be required to participate in a community service project as determined by the Office of Residence Life

*ASAP* – Resident students found violating Alcohol and Drug policy will be required to complete ASAP Program.

*Counseling* – Student is required to participate in counseling sessions to address a specific issue.

*Parental Notification*- As deemed appropriate by FERPA- Family Education Rights and Privacy Act.

*Educational Programming* – Facilitation and participation in educational programs designed to educate self and others within the residence life community concerning assigned topic: i.e. substance abuse.

*Restitution* – Student is required to pay some monetary fee for any damages, loss, or replacement.

Once the Office of Residence Life establishes that an incident has occurred, it is the student's responsibility to prove that s/he is not responsible. A letter and a non-appeal form will be sent to the resident student involved regarding the time and date for a meeting with Residence Life staff. If the resident student agrees with the charges outlined in the letter and does not wish to appeal, they need only to sign and return the non-appeal form to the Office of Residence Life. By doing this, the resident student is agreeing with the charges and whatever sanctions the Office of Residence Life sees fit. Failing to respond to the letter or return non-appeal form, forfeits the students' right to appeal.

If the student does wish to appeal or discuss the charges outlined in the letter, s/he is responsible for making the set meeting time or contacting the Office of Residence Life to reschedule. Students who fail to make or reschedule disciplinary meetings, forfeit their right to appeal and sanctions will be determined by the Office of Residence Life.

***\*Sanctions may vary depending on the severity of incident and at the discretion of the Residence Life Director.***

## ***INSPECTION & EXTERMINATION POLICY***

Part of your responsibility as a resident is to cooperate with the Inspection/Extermination

Guidelines established by the Residence Life Office. This means that the student is responsible for preparing the room for inspection and extermination.

Each room will be inspected monthly by a Residence Life staff member. Inspection takes place on the day(s) of the month posted on bulletin boards within each building.

In an attempt to prevent **pest problems**, all resident student rooms, as well as common areas will be treated for pests during the summer months; during the academic year, only common areas are treated every other Wednesday and individual rooms are treated only upon request.

\*In case of emergency, resident students will be made aware of dates and times of extermination schedule.

### *Helpful Hints for Inspection*

The Office of Residence Life encourages roommates to divide the work needed to prepare for inspection. Each resident should create a list of responsibilities for the inspection and post for the R.A to see. In this regard, only the resident who did not do his/her share of the work will be responsible.

Residents are responsible for the cleanliness of their rooms. All bathrooms must be cleaned-floor, sink, shower stall and toilet-with the exclusion of those in Co-op Hall, since this residence hall does not provide private bathrooms to its residents.

### *Helpful Hints for Extermination*

Residents must remove all trash from rooms and bathrooms, and keep floors as clear as possible of personal items.

Residents in Vodra Hall and the 2040 Apartments will have only their bathrooms exterminated. Therefore, all objects on the bathroom shelves must be removed and put out of the way. Also, any items in

the shower and toilet area must be removed to allow the exterminator access to these areas.

### *Inspection and Exterminator Failure Policy*

When your room/apartment is either inspected or exterminated, you will be given a Pass or a Failure assessment; this assessment will influence the decision of the Office of Residence Life in to continue your housing privileges. Inspection failure of inspections will result in the following:

- First Failure  
You will be issued a warning
- Second Failure  
Residents of the room/apartment are placed on housing probation.
- Third Failure  
Resident is removed from housing and fined for cleaning expenses and/or damages. Residents are reminded that a third failure will be comprised of any of the following combinations of the Inspection/Extermination Failure Policy.

### *ROOM AND MAILBOX KEY POLICY*

Each resident is provided with a key to his/her residence room and mailbox. Each resident is responsible for returning these issued key(s) at the time of check-out. Residents are advised to lock their doors and carry their room and mailbox keys at all times in order to gain entrance into their specific rooms, apartments and mailboxes. To ensure greater safety and security for residents, keys should not be left in mailboxes and any tape or stickers indicating specific room numbers should be removed. (This will prohibit anyone who finds a key from knowing to which room or mailbox it belongs). Also, room keys cannot be duplicated outside the University. Non-University duplicated keys returned during check-out will necessitate a lock change and all charges will be incurred by the resident. It is also imperative that residents not lend room or mailbox keys to anyone. The following procedures apply if you lose your key.

1. Immediately report lost or stolen keys to a Residence life staff member. For security reasons, it is imperative that this report be made quickly.
2. Appropriate lock changes will be initiated as soon as the student reports the loss of the key.  
The Residence Life Office will bill your account accordingly for any lost or any key(s) not returned.

Students who have temporarily misplaced or lost their keys will be readmitted to their room by a member of the Residence Life staff in their building. Students who lose room keys will have 24 hours to find them. After this period, a core-lock change will be initiated. The lock change will be completed within two days after the key is reported lost and students will be billed through the Business Office. If a student believes his/her key(s) have been stolen, he/she should report the incident to the Residence Life Office or a staff member immediately. Under this situation, an emergency core lock change and in-depth investigation will be initiated.

### *Return of Resident Room and Mailbox Keys*

All Residents' room and Mailbox keys are property of the University. Students who fail to return any assigned keys at the end of the Agreement period will be charged accordingly for replacement.

If the Agreement is cancelled or the student withdraws from residence prior to the termination date of the Agreement, the resident's room and mailbox keys must be promptly returned to the designated office or individual. Refunds are contingent upon return of room and mailbox keys.

## **GENERAL POLICIES**

### *ALCOHOL AND CONTROLLED SUBSTANCE*

## *POLICY*

The possession, sale, consumption and distribution of alcoholic beverages in the Residence Hall is prohibited. The use of narcotics without a valid prescription and abuse of controlled substances are also prohibited.

Students found with empty alcohol containers (bottles or cans for decoration) are in violation of the Alcohol and Controlled Substance Policy.

Students are expected to abide by the rules and regulations of New Jersey City University and Federal and State laws regarding the use, possession, sale, consumption and distribution of alcohol or any controlled substances. Refer to the student Code of Conduct, resident student handbook for specific information regarding the University's policy on alcohol and controlled substance.

The University reserves the right to sanction students in cases where indicia of use are present but no alcohol or drugs is recovered. These indicia include but are not limited to order, presence of paraphernalia, lack of corporation, attempt to mask odor, deliberate attempts to block airways or other behavior designed to avoid detection.

### *Parental Notification*

The Family Educational Right to Privacy Act amendment of 1998 authorizes New Jersey City University to notify the parents/guardians of students who are under the age of twenty-one (21) and found in violation of the University's Drug and Alcohol Policy.

The New Jersey City University Residence Life Drug and Alcohol policy provides for parental notification when a student is:

- Under the age of twenty-one (21)
- Responsible for violating the University's Drug and Alcohol Policy;
- Sanctioned at a level of probation or above.

## New Jersey State Law

According to New Jersey State Law, it is illegal for anyone under twenty-one to:

1. Purchase or consume alcoholic beverages.
2. Enter places licensed to sell alcoholic beverages with intent to purchase, to be served or have delivered to them alcoholic.
3. Misrepresent his/her age or the age of anyone else for purpose of purchasing alcohol or gaining entrance to a place which sells or serves alcohol.
4. It is illegal for anyone to purchase or give alcohol to a person who is under 21 years of age.

In addition to criminal sanctions for violations of State law, there is potential civil liability for serving a person who is already intoxicated.

### *Violations*

In addition to criminal sanctions and civil liability under State laws, violations of this policy will subject a student to University disciplinary procedures. **These procedures may result in one or a combination of sanctions: alcohol & drug counseling, community service, restitution, suspension, or expulsion.**

New Jersey City University is committed to eliminating illegal drug use. We will attempt to assist students who have concerns about their own drug use or others in the community. We are obligated to enforce the Federal and State laws related to the use, possession, distribution and sale of illicit drugs. The following will occur if such activities are brought to our attention:

1. University staff members will respond.

2. A written report which details the circumstances will be filed and kept confidential.
3. Individuals can be removed from the residence facilities and suspended from the University while an investigation is in process. Appropriate administrative action will be taken which can include suspension, eviction from housing and/or expulsion from the University.
4. Students with concerns about alcohol and controlled substances may obtain confidential counseling, assessment, or information about treatment programs from the *Counseling Center* (201) 200-3165.
8. Participation in Community Service (20 hours)
9. Possible suspension from residence.
10. Residence Hall or disciplinary probation.
11. Parental notification (written/verbal) if student is under the age of 21.

### **Third Offense**

12. Automatic referral to either on campus or off campus counseling for individual assessment and possible treatment. Student is required to comply with all recommendations.
13. Participation in Community Service (30 hours)
14. Disciplinary probation/ removal from housing and possible suspension from the university.

### *Alcohol and Substance Abuse Sanctions*

#### **First Offense**

1. Alcohol and Other Drugs information provided to student in form of a 90 min workshop!
2. Letter of admonition for student signature, outlining consequences for further violations
3. Participation in Community Service (10 hours)
4. Residence Hall or disciplinary probation.
5. Parental notification (written) if student is under the age of 21.

#### **Second Offense**

6. Alcohol and Other Drugs information provided to students who have previous violations; they will be **REQUIRED** attend 3 sessions of ASAP workshops.
7. Letter of admonition for student signature, outlining consequences for further violations

### *COUNSELING CENTER*

NJCU students often have questions and/concerns they want to resolve. The Counseling Center offers NJCU students the **FREE** and **CONFIDENTIAL** services of qualified and concerned professionals who can provide students with support in addressing their concerns. Topics students commonly choose to explore with a counselor include: adjustment to the University; study skills; educational and career options; anxiety; depression; self-esteem; family difficulties; relationships; alcohol and substance abuse; sexual concerns; stress; anger management; parenting; and eating/body image concerns.

The Counseling Center hours of operation during the fall and spring semesters are Monday thru Friday, 8:30am-7pm and Friday 8:30am-4:30pm; summer hours are 8:00am-7:00pm, Monday thru Thursday. Call 201-200-3165 or stop by 54

College Street to arrange an appointment.

### *Alcohol and Substance Abuse Program (ASAP)*

The Counseling Center directs the Alcohol and Substance Abuse Program (ASAP) on campus. The Center offers a brief screening and assessment of alcohol and drug use for NJCU students, mandatory educational programs for students who have been charged with violating the University's alcohol and drug policy, and provides individual counseling to students concerned about their own alcohol and substance use or that of a family member/friend. The Counseling Center also present programs and workshops on all aspects of drug and alcohol abuse awareness and prevention for both commuter and residential students.

### *Peers Educating Peers Program*

The Peers Educating Peers Program (PEP) is a volunteer student group sponsored by the Counseling Center. The mission of PEP is to provide outreach programs to the University and Jersey City communities which address a variety of issues such as: substance abuse, date/acquaintance rape, diversity, and AIDS. The premise of the Program is that people are more likely to hear and personalize a message and consequently change their attitudes and behavior if they believe the messenger is similar to them in lifestyle and faces similar concerns and pressures.

## **SAFETY AND SECURITY POLICY**

Each Residence Hall is equipped with fire safety equipment including smoke and/or smoke detectors, fire extinguishers and fire alarm systems.

The safety of the community is everyone's responsibility, and equipment and facilities are maintained to enhance safety. It is absolutely prohibited to tamper with any safety equipment. Deliberately or accidentally causing a fire alarm,

falsely reporting a fire or a bomb threat, setting a fire, possessing highly combustible materials, vandalizing any fire protection system or misusing any piece of fire equipment (fire extinguisher, pull stations, pull station cover boxes, bells, carbon monoxide alarms, smoke detectors and sprinklers) are all acts that will be subject to the most severe University discipline, including fines, suspension/expulsion, and in some cases municipal civil actions. \*All fines are determined by the Office of Residence Life in coordination with Public Safety and the Dean of Students.

### *Regulations*

Personal Belongings must not be placed in halls, stairwell, building vestibules, or on fire escapes. Items are also prohibited from being placed behind the doors of rooms. The obstruction of the pathway out of a room will hamper the evacuation of the building.

### *Jeanne Cleary Act*

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post secondary educational institutions participating in federal student aid programs are subject to it.

The complete text of the Cleary Act is available on the Security On Campus, Inc. web site at [www.campussafety.org](http://www.campussafety.org) as are the implementing regulations published by the U.S. Department of Education.

### *Bike Storage*

Riding bicycles in housing or around campus facilities is not allowed.

## *SPRINKLER SYSTEM INFORMATION*

All of the University's residence halls (Co-op Hall, Vodra Hall, and 2040 University Apartments) are equipped with automatic sprinkler systems. Do not hang or drape items on the sprinkler heads or pipes. Sprinkler heads should not be blocked with any furniture or wall coverings. Do not tamper with sprinkler heads because such action can trigger an accidental water flow and result in significant damage to the building and belongings. Wardrobe closets must not be placed directly beneath sprinkler heads.

State laws, as well as University policies make it illegal for any person to tamper with fire safety equipment. The university takes these laws seriously and imparts severe disciplinary action against all offenders.

We encourage all resident students to apply for fire insurance. This will ensure financial coverage to valuable items (i.e. instruments, computers, etc.) that are brought into the residence halls. Theft/ Fire insurance information can be obtained through the Office of Residence Life or by contacting National Student Services, INC.

## *EVACUATION PROCEDURE*

It is expected that you attend your floor and building meetings concerning fire and security procedures. If an alarm is activated, the following procedures must be followed at all times

- All students will evacuate the buildings immediately in the event of a fire or alarm and shall comply with evacuation procedures. Evacuation routes have been posted on inside of each door in all three residential halls. Failure to comply with the fire procedures/regulations shall be subject to disciplinary actions.
- If students encounter heat and/or pressure in the hallway, leave the room, carefully

closing the door and proceed to the nearest exit/stairwell.

- Hang a sheet outside your window. **DO NOT JUMP!**
- Get a wet towel and place over your head and face if smoke is heavy
- Always use the stairs to evacuate the building; never use the elevator during a fire or fire alarm.
- If students encounter smoke, they are to take short breaths through your nose and stay close to the floor; crawl, if possible.

### **If is safe to leave your room:**

- Put your shoes on
- Close and lock room door; take your room key
- **DO NOT USE THE ELEVATOR**
- **WALK** to the nearest Exit and go outside approximately 100 Ft from the building. Keep all entrances clear.
- Only re-enter building once advised by Public Safety Supervisor
- Disabled persons who require assistance in evacuating should stay near their doors until assistance arrives. EvaU-Trac chairs are available for safe evacuation from the building. Remember, students are not expected to fight fires.

### *Fire Safety*

The number of appliances plugged in at any one time should be carefully monitored. Extension cords are not permitted in residence hall rooms. Use of approved multi - power strips with circuit breakers is acceptable and encouraged, as they decrease the possibility of an electrical fire. The Office of Residence Life and Office of Public Safety reserve the right to limit the use of certain appliances if a safety concern results. Health and safety guidelines must be adhered to at all times.

- Do not spray aerosol cans near smoke detectors

- Do not cover or decorate 25% of any wall in your room or living area as fire safety precaution.
- Do not decorate ceiling by hanging items or decorating rooms in manner which would contribute to the spreading of fire, including hanging or attaching to or on lamp or light fixture.
- Do not leave stoves, ovens, or microwaves unattended when in use.
- Do not overload any electrical outlets.

Candles and incense are fire hazard and as such may not be burned in the Residence Halls. Streamers and other decorations are permitted as long as they do not connect two doors together or hang in the hallways; these also constitute fire hazards. Also, items cannot be hung or attached to fire sprinkler devices or smoke detectors. The following articles are prohibited in the Residence Halls.

1. Firearms or weapons
2. Fireworks, explosives or any highly volatile chemical material
3. Combustible decorations/items/fuels
4. Space heaters and air conditioners
5. Electrical heat-producing appliances, such as hotplates, toasters, Percolators, etc.
6. Transmitting equipment
7. Candles and incense
8. Curtains and Flags
9. Extension Cords
10. \*Non-Institutional Furniture

\*Non-Institutional Furniture: No couches, chairs, futons or other upholstered furniture are permitted in University housing unless a resident can provide manufacturers' certification that the furniture meets California Technical Bulletin 133 for fire retardancy of upholstered furniture

Prohibited items, when found, will be confiscated for the duration of the semester, and the student(s) will be fined and subject to possible disciplinary action.

### *WEAPONS*

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or

ammunition is not appropriate in an academic community for any reason. This shall include, but not be limited to, firearms, bows, rockets, bb-guns, knives, paintball guns or slingshots.

### *HARASSMENT POLICY*

The University community is composed of what is fondly referred to as “a gorgeous mosaic comprised of individuals who possess a wide variety of characteristics, beliefs and personalities.” The Residence Life Office is committed to promoting an environment where students feel comfortable about being themselves.

Residents are encouraged to get to know people of different races, cultures, religions, genders, lifestyles, and physical abilities different from their own. We believe that each person is greatly enriched by exploring the diversity of people and cultures present at NJCU.

Because of this belief, acts of harassment and intolerance that are directed at individuals and/or groups are viewed as damaging to all students at NJCU. As to erode the comfort, productivity and security of individuals living on campus, this type of behavior at NJCU is intolerable; and individuals who engage in harassment will be subject to administrative and/or judicial action.

Acts of harassment include, but are not limited to, derogatory graffiti and/or signs, epithets shouted from windows or in hallways, demeaning jokes, objects thrown at targeted individuals or groups, vandalism of personal property and exclusion of individuals from activities.

Individuals who are harassed are encouraged to seek assistance and support from Residence Hall staff members, the Counseling Center, Security, insert: Dean of Students, Speicher Rubin Women's Center, campus support groups and/or campus and community religious organizations.

All students can play a significant part in creating a community free from harassment and intolerance by examining their own behavior and by confronting the damaging behavior of others.

### *TYPES OF HARASSMENT*

#### *Sexual Harassment*

Behavior that is demeaning or diminishing. Forms of this harassment include subtle innuendoes, suggestive remarks, advances and rape.

#### *Racial Harassment*

Behavior expressing prejudice against students who are Asian, Black, Hispanic, Native American, White, or born in foreign countries.

#### *Religious Harassment*

Behavior that demonstrates intolerance of individuals based on their religious beliefs and practices.

#### *Sexual Orientation Harassment*

Behavior that shows a lack of acceptance of gay, lesbian, bisexual, and trans-gendered students

#### *Harassment of Physically Challenged*

Behavior that demeans or diminishes individuals who are physically challenged

### **New Jersey City University Affirmative Action**

**Statement:** New Jersey City University is committed to ensuring that all educational programs including recruitment, admission and retention of all students and personnel actions including application, hiring, promotion, compensation benefits, transfers, layoffs, training, tuition assistance, social and recreational programs are administered without regard to race, color, gender, age, (except where gender/age is a bona fide occupational qualification) sexual orientation, religion, national or ethnic origin, age (except if a BFQQ) disability or status as a disabled veteran.

This University policy is applicable to students, who are full-time, part-time, or temporary

workers as well as applicants for employment or matriculation, student volunteers, vendors, contractors, and sub-contractors or any party engaged in business and educational relationships with the University. This policy's implementation is fundamental to the core values of New Jersey City University as an urban institution of higher learning, scholarship, and public service. This policy statement and other University policies are dedicated to the full realization of equal opportunity for all, through affirmative action predicated on the following avenues:

1. Realistic and creative recruiting efforts
2. Periodic analysis of institutional application practices
3. Frequent statistical analysis of the university's workforce and student demographics
4. Timely and accountable responses in areas defined as equal opportunity or affirmative action in nature
5. Inclusive training opportunities for professional development.

\*All incidents of harassment will be documented and referred to the Dean of Students for disciplinary action at the discretion of the Director of Residence Life or as instructed by the Dean of Students.

Questions or complaints regarding this policy should be forwarded to: New Jersey City University, Affirmative Action Office, Hepburn 108, Jersey City, New Jersey, 07305, 201-200-3075, (fax), 201-200-2051 or the Office of the Dean of Students BDI, 285 Westside Ave, (201) 200-3525.

### **PERSONAL SAFETY**

Safety and security begins with each student. The University promotes campus safety and security in various ways, but each student does his/her part. Students promote their own safety and the safety of the others

through your daily behavior. The following precautions are important for students to build into their daily routine.

### 1. Personal Safety *In the residence halls*

- Lock your room door at all times- at night while in the room or even if you go down the hall for a second.
- Never lend the room or mailbox keys to anyone.
- Don't prop Residence Hall doors open- remove props that others have left.
- Report lost or misplaced room or mailbox key immediately.
- Be concerned about others. If someone calls for help, check it out. Get assistance if you need it by calling your RA or RC, or Security at ext. 3128, or dial 55 for emergencies.
- Report strangers or suspicious persons to the RC and Security immediately.
- Report unusual happenings to the RA, RC, or Security.
- Do not answer room doors without first requiring identification from the person who is knocking.
- Be responsible- avoid intoxication as students became more vulnerable in such a state.
- Report vandalism to your RC and Security immediately after witnessing it.

### 2. Personal Safety *On-Campus*

- Always travel in groups of two or more people at night.
- Avoid dark, deserted areas, stay away from bushes, dark entryways, or other potential hiding places.
- Avoid shortcuts through un-populated areas.
- In case of assault, contact Security Emergency Line #55 by using the yellow or red emergency phones located throughout the campus.
- In case of sexual assault, contact the Rape Hotline at (201) 915-1234

S.A.V.A. Unit or Hudson County Rape Crisis Center 24 Hour Hotline at (201) 795 5757.

Additional assistance is available on campus from the Health and Wellness Center, Vodra Hall Room 107 Ext 3455, the Counseling Center, 54 College Street, Ext. 3165, 3166, and the Speicher Rubin Women's Center, Ext. 3189, 2291.

### 3. *Theft Prevention*

- Borrow an engraver from the Security Department by showing University identification and sign it out.
- Engrave your name and driver's license number on each valuable. If students do not have a driver's license, use your student identification number.
- Create an inventory book of your valuables by listing each according to date engraved, item, value, and identification number. Inventory book will be provided by the Security Department when the resident signs for the engraver.
- Keep your room door locked at all times.
- Never leave possessions (laundry, books, keys, money, etc.) unattended. Do not leave money in open areas of your apartment.
- If you have a car, keep it locked and store valuables out of sight.

## **TERMS AND CONDITIONS OF HOUSING**

### *Period of Agreement*

The Residence Life Agreement is the contract resident students are bound by upon signing and submitting a Residence Life application. This agreement can be found on the reverse side of the Residence Life application and is applicable for the semester in which a student is granted housing. If a student wishes to return to the

Residence Life program at the completion of that semester, he/she must reapply, which means signing a new contract. A student who enrolls late and applies for Residence Hall accommodations will be bound by this Agreement for the balance of that period.

#### *Termination the Housing Agreement*

The University may terminate this Agreement and take possession of the room at any time for violation of the provisions herein, for violations of any University regulation, for health or administration reasons, and/or other reasons deemed sufficient by the University. Students who are required by the University to vacate the Residence Halls for reasons of misconduct will not receive a refund for unused room charges.

#### *Payment of Account*

This resident agrees to retain accommodations for the entire period and to pay the University at the established rates for both room and board which are payable by the semester. All payments must be made prior to the given deadline. If, for some reason, financial aid packages for room and board are delayed, the resident can submit a cash deposit for total amount due. This cash deposit and the balance due will be applied to your account, and the balance due will be paid with the financial aid ultimately awarded to the student. Failure to comply will result in the loss of the student's room assignment. Deposits should be in the form of a certified check or money order and should be directed to BURSAR'S OFFICE located at Hepburn Hall room 106. Appropriate payment receipt must be returned to the Office of Residence Life Vodra Hall 123.

#### ***Cancellations and Refunds of Room & Board Fees***

*Resident wishing to cancel their housing contract must notify the Office of Residence Life in writing prior to refund deadlines outlined herein. Any students withdrawing from housing after being*

*offered a room assignment understands that the \$150 housing deposit is non-refundable.*

- Students must officially withdraw from housing by submitting a Housing Withdrawal Form and surrendering all University issued keys.
- Students who officially withdraw from residence after the first week and before the third week forfeit 50% of the residence fee.
- **Students who officially withdraw from residence after the first third (third week) of the semester will forfeit 100% of the residence fee** \* See page 15 for Refund of Tuition and Fees policy of the Master Course List
- The College reserves the right to access charges to cover damages to the room and furnishings.
- Students must go through the checkout procedure with the Resident Assistant (RA) or the Resident Counselor (RC) and surrender their keys to a staff member.

After submitting a Withdrawal form, you must schedule a check-out appointment with your Residence Hall staff immediately. Failure to schedule this appointment will result in an improper check out charge of \$65.00.

Students are not officially withdrawn until they have surrendered all University-issued keys and undergone a successful checkout process with an RC or RA in the building.

#### ***Room Assignment***

Room assignment and "reassignment" are at the discretion of the University and remain so at all times. Submitting a residence application, deposit and a signed agreement does not guarantee assignment to a permanent room. Room assignments for new students are confirmed after written confirmation has been received by the Office of Residence Life.

**When classes are not in session, all Residence Halls will be closed. If and when a building is**

**opened to accommodate students, it is done on a very limited basis.**

Room assignment or reassignment will not be made on the basis of race, creed, color religion or national origin. Roommates are encouraged to address personal differences together. If necessary your RA staff is available to assist.

### ***Occupancy of Room***

Rooms are available for occupancy at least one day prior to the opening of the semester and until 6:00 p.m. on the last day of the vacation periods when the Residence Halls close. (I.e. Thanksgiving, Winter and Spring recesses). Rooms may be occupied until 6:00 p.m. on the last day of the semester, or until 5:00 p.m. on the last day of classes proceeding Thanksgiving, Winter and Spring recesses. During the final examination period, students are encouraged to leave campus within 24 hours of their last exam. Residence Halls will be closed between semesters.

Students must clear their Spring semester housing bill prior to checking out at the completion of the Fall semester in order to leave items in their assigned rooms. Students who do not clear Spring semester bills prior to check-out, must remove all items from assigned rooms and are not guaranteed housing for that upcoming Spring semester. Also, the University is not liable for items left in the resident halls during any break period.

### ***Break Housing***

**The University reserves the right to use the student's room or apartment for official business during the period Residence Halls are normally closed Thanksgiving, semester breaks and Spring recess. Students occupying the room to be used will be notified prior break / check out.**

The Residence Halls will close during Thanksgiving, Winter and Spring Recess. Limited space may be available during Winter and Spring

breaks for student athletes (request must come from Athletic Director), International and Out-of-State students. Students must apply no later than one month prior to the break; notification of approval or denial will be given at a minimum of two weeks prior to the break. Those students who do not receive approval to remain on campus during the break will be required to find lodging off campus. It is highly advised that students have alternatives for living situations during these periods, as the majority of requests will not be approved.

Students who are approved to remain on campus during Winter Recess will be charged a weekly fee based primarily on current housing charge. No meal plans are offered during this time since food services are limited; students must find meal accommodations on their own.

### ***Services Provided***

All students benefit from individual access to the Internet and the college network in their rooms. Other amenities include on-site laundry facilities, air conditioning (Co-Op Hall), and vending machines. A resident assistant (RA) lives on each floor to assist students and to maintain an environment conducive to learning.

Each resident's room is provided with the following furnishings: bed, mattress, chest of drawers, closet, desk and chair. Students will be charged for furniture that is damaged, removed from lounges or stolen during their use. Special areas in each hall include lounges for study, computer use and social activities. Laundry facilities are also available in each building for residents use only. A postal box is assigned to each resident. These boxes are located in Vodra Hall Room # 124. It is the responsibility of the student to check these boxes regularly for notices from University departments with important information for students (See Mailbox Policy Information)

“Living and Learning Experience”: A variety of regularly scheduled programs

## **RESIDENCE LIFE HANDBOOK**

are held in the residence hall to provide residents with the opportunity to meet others and enhance their academic potential. Transitional support services, counseling and referral and tutorial services are available for all resident students.

Students who choose to live on campus enjoy a variety of academic support, social and cultural programs, and are strongly encouraged to participate in leadership and community service opportunities.

### *Liability*

Although the university will exercise reasonable effort to protect students' property, as a public institution that is part of the State of Jersey's higher education system, the university is not responsible for loss, theft or damage to personal property of students.

All students are urged to obtain personal property insurance either with parents' household insurance policy or by a special student policy available from most insurance companies for this specific purpose.

Student Personal Property Insurance groups such as **National Student Services at 1800-526-6774 (www.nssinc.com)** offer policies to cover student valuables. Roommates should agree to cooperate with each other in the common protection of property. Roommate agreement form can be obtained from any building RA

All students should understand that any personal objects, valuables or other property left in the Residence Halls after expiration of the student agreement period may be considered abandoned property and may be retained or disposed of by the University. *Room doors and windows are to be locked when the room is not occupied.*

### **GENERAL CONDITIONS**

Each resident student must be officially registered as a full-time student with the University in order to be permitted to live (or continue living) within

residence. Should a student fall below a 2.0 cumulative GPA, he/she will be encouraged to participate in an appropriate tutorial program and may jeopardize his/her eligibility to remain in the resident halls.

**Safety and fire regulations are strictly enforced by the University. Therefore, the burning of incense and candles is prohibited.** Violations of these regulations may constitute cause for loss of privileges, fine and/or removal of the resident from the Residence Life Program.

Electrical devices such as space heaters, hot plates, air conditioners, popcorn poppers and other similar electrical heating devices are not permitted for obvious safety and fire prevention reasons. At a minimum, any such electrical devices will be impounded and released only at the end of the agreement period. The use of electrical hair dryers, electric razors, radio and television sets are permitted. Large stereos and speakers are not acceptable.

The possession, use or distribution of illegal drugs, or fire works within the Residence Hall and the possession of fire arms are strictly prohibited and violators will be prosecuted to the fullest extent of the law. The housing of animals such as fish, birds, cats, dogs, hamsters, etc. is absolutely prohibited.

Weight lifting devices are not permitted in resident rooms. The University students are responsible for cleaning their rooms and maintaining the room and its furnishings in good condition, normal wear and tear excluded.

Routine inspections will be held periodically for the purpose of maintaining fire prevention, sanitation, safety, proper maintenance, and use of the University Residence Halls. A student's absence shall not prevent the occurrence of such maintenance and health inspections. If there is reasonable cause to believe that a student has used his/her room for purposes in violation of Federal, State, or local law, University officials reserve the right to inspect the

room. The side and rear doors of the Residence Halls are not to be used except in emergencies (i.e., fire, fire drills, emergency evacuations, etc.) and other times specifically designated by the Office of Residence Life.

## **CHECK-IN/CHECK-OUT PROCEDURE**

### *Check-in Procedure*

The following procedures have been instituted in order to make the transition into and out of the residential facilities as smooth and orderly as possible.

Upon arriving on campus, students should report to their assigned buildings during the designated time. They will then receive room assignments and other materials pertinent to check-in.

Required information to be supplied by the student should be completed and submitted promptly (i.e. Emergency Notification Forms, etc). Students who do not check-in during designated dates and times and who fail to make late check-in arrangements with the Residence Life Office may be fined for improper check-in.

Upon check-in, students must complete the Check-in/Check-out Form which will be supplied by the Residence Life staff. This is to protect the students as well as the University. The form will be used to evaluate the conditions of the room prior to the students' moving in and after they vacate the premises. The form is then submitted to the RC and any questions regarding the evaluation of the room are to be discussed with the building manager (RC).

Students who can not make check-in during its designated time are required to contact the Office of Residence Life to set up a separate check-in date and time. Students who fail to do this and who check-in outside of the designated time unannounced will be charged a late

Check-In fee of \$25.

### *Mid-semester Check-out Procedure*

Under some circumstances room changes may occur during the semester. Contact the Residence Life staff member regarding the room change procedure. The resident who is changing locations will need to make an appointment with his/her present RA to check-out (using the Check-in/Check-out Form). The resident must turn in the keys to the original room within 24 hours of the change or he/she will be billed for a lock charge.

### *Check-out Procedure*

When leaving University housing, a student must make an appointment in advance to meet with his/her RA to conduct a room inspection on the day he/she plans to depart. These appointments cannot be made the day of check-out. The inspection is completed by using the Check-in/Check-out Form completed upon check-in. Students are expected to leave the room clean and orderly with the same University issued furnishings provided during check-in. Once the room is checked by the RA, he/she will take both the room and mailbox keys and lock the door. The student cannot go back to his/her room after check-out, since all personal belongings must be removed prior to contacting the RA. Student will have successfully completed check-out of their room/apartment when:

1. All trash has been removed (using garbage cans and placing the garbage in the proper receptacle), the floor areas have been vacuumed, swept or mopped and the bathroom is cleaned.
2. All furniture is in order and the room has been returned to its original condition, with no damages.
3. The student and his/her RA have thoroughly checked the room and the Check-in/Check-out form have been completed.

4. The student has returned all keys, and the student has signed the key card to indicate that the above terms have been met and the official check-out process has been completed.
5. Additional check-out procedures may be provided at the end of each term. The Residence Life staff will inspect all rooms to assess any damage charges and to determine if items are missing. Failure to abide by the above check-out terms may result in the following:
  - Charges for improper check-out and/or cleaning charges
  - Key charges
  - Disposal of abandon items
  - Residence disciplinary procedures
  - Damage charges\*Charges vary.

### **RESIDENT ROOM CONDITION**

Students may decorate their assigned rooms in an appropriate way using the following guidelines:

1. University furniture may not be removed from the room or from the lounges. A fee will be assessed for any furniture removed from designated rooms or lounges.
2. Room surface, structural components or University furniture may not be altered or defaced in any way. Missing furniture, damage to the room and its content, need for additional cleaning, or other extra work will be charged to the resident of the room.
3. Walls are not to be marred as a result of such decorations. Adhesive tape which will leave residue is not to be used on the surfaces of walls, doors, or furniture.
4. Students shall not paint the rooms or dismantle furniture, especially beds.
5. Rooms must be kept clean.

All required repairs in student rooms should be reported to a member of the Residence Life staff

who will submit a work order to the Facilities Department. Students are not allowed to make repairs to University property.

The student residents are required to return rooms to their original condition when leaving at the end of the semester or year. During the check-out process, a member of the Residence Hall staff will review the Check-in/Check-out Form (which was completed at the beginning of the year) to assess for missing or damaged furniture, damaged doors, windows, locks, ceilings, electrical fixtures as well as custodial services that are needed to return the room to its original condition. Unless the specific individuals accept financial responsibilities for damages and/or missing University furniture, all residents will receive bills for damage at the end of the semester at the discretion of the Director of Residence Life. The bill will indicate a stated time frame by which the bill must be paid.

### **DINING SERVICE AGREEMENT**

NJCU's Dining Services provides students with meals at any of the three dining service locations. The NJCU meal plan is a 100% flexible spending plan that you access with your GothicCard. Any time you make a purchase at any dining locations, the amount of your purchase will be deducted from your balance. Simply present your GothicCard to the cashier and your purchase will be deducted. The declining balance cards can be used at all of our dining locations. Declining balances can be added to or checked for balances during business hours. Remaining balances are not carried from one semester to another, therefore; students are encouraged to exhaust their balances by the completion of each semester.

Our food service operation is managed by CulinArt Inc. The dining services office is located in the Student Union Building on the second floor, extension 2107.

*Dining locations*

Gilligan Student Union Building - Market Place Café: The main cafeteria of the university. .

Vodra Hall - Vodra Café a variety of soups and salads as well as convenience items

Seattle's Best Choice – Coffee bar located in the Professional Studies Building offers a variety of flavor coffees, lattes and specialty treats. Hours of operation for all dining locations are posted in the beginning of each semester.

If any student has a request for a specific item to be served or sold at our sites, please come to the Student Union Building and stop by the dining services office. **This includes recipes, bulk convenience items, vegetarian items, any dietary needs, etc. We will do our best to meet your need!**

#### *Meal plan policies*

The meal plan is mandatory for all resident hall students and begins with the dinner on the first day of check in. Students are encouraged to exhaust their balances by the end of each semester as remaining balances do not transfer from one semester to another. *Any left over balances at the end of each semester will be forfeited.*

Meals are served seven days a week, except on major holidays when the University closes (ex. Thanksgiving and Christmas). No refunds or credit to individuals will be given due to academic scheduling problems, trips taken by residents for academic or extracurricular purposes, conflicts with schedules or personal reasons.

#### *The "Gothic" Things to Remember*

If your Gothic card is lost or stolen contact the University Service Center immediately ext. 2552 to inform a manager to "block off" that account. If you do not find your card, you will have to replace it for a fee.

Accounts cannot be accessed without a card.

## GENERAL INFORMATION

### *ON- CAMPUS MEDICAL EMERGENCIES (24 hours a day)*

Contact Public Safety Department, extension 3128 or dial "55" from any inside phone. Clearly state the nature of your emergency and your location. Assistance from Public Safety is available 24 hours a day.

*Other Health needs;* the contact Health & Wellness Center (H&WC) for FREE and CONFIDENTIAL health care services, and referrals. The registered nurses provide services to students, faculty, and staff year round but access to our part-time physicians is only available to students (during the Fall and Spring semesters). No appointment is needed to see a health care provider. A monthly schedule of physician hours and calendar of H&WC activities are available at the H&WC and the Office of Residence Life.

The H&WC is located in Vodra Hall, Suite 107; contact number is 201-200-3456. Office hours during the Fall and Spring semesters are Monday thru Thursday, 8:00am-7:00pm and Friday 8:30am – 4:30pm; office hours on Saturday are 9am-2pm. Summers office hours are Monday thru Thursday, 8:00am-7pm.

#### *Health and Immunization Requirements*

All NJCU students MUST submit an Entrance Health Record form to the H&WC. New Jersey State law requires all students, both undergraduate and graduate (born after 1956) to submit proof of immunity to Measles, Mumps, and Rubella or file a valid exemption. Failure to comply will result in a "hold" being placed on all future registration for classes.

#### *Meningococcal (Meningitis) Immunization*

All new students (who plan to live in campus housing) are required by New

Jersey law to present documented proof of one adult meningococcal meningitis vaccination as a condition of residence at NJCU. Students who fail to submit this information will not be permitted to move into campus residential facilities.

### *Student Health Insurance*

The State of New Jersey requires that every full-time college student maintain health insurance coverage throughout the period of their enrollment either through a parent's policy, individual policy, or university basic insurance plan. All full-time undergraduate and graduate students at NJCU are required to carry basic health / hospitalization insurance. To assist students in meeting this requirement, NJCU has selected a discounted Student Health Insurance Plan through Bollinger Insurance Company. Policy details and claim forms can be found by visiting [www.BollingerInsurance.com/njcu](http://www.BollingerInsurance.com/njcu). The premium fee for the insurance policy is automatically added to the tuition bill/statements of full-time students. Health Insurance is required of all resident students. Students are responsible for notifying the Office of Residence Life of cancellation or changes to their policy. Additional information about Health Insurance can be obtained from the Health and Wellness Center, Vodra Hall 107 or Bursars Office, Hepburn 108; ext. 2096.

### *Extended Absences*

Extended absences from class should be reported as soon as possible to the Office of the Dean of Students in GSUB 129 or by call 201-200-3525.

### *Medical Withdrawal*

To withdraw from housing and your classes due to medical reasons, you must contact the Director for Counseling & Wellness Services by calling **201-200-3165**. Be sure to indicate that you would like to withdraw from the University for **Medical Reasons**. Appropriate documentation

must be provided for verification prior to receiving clearance to withdraw.

If you are requesting a medical withdrawal after the semester is completed, you must make an appeal to the Dean of Arts & Sciences, in Hepburn 304 (201-200-3001).

### *Emergency Cards and Insurance Information*

Resident students are required to complete the Emergency Card and Insurance Information upon check –In. This is pertinent information maintained within the Office should there be an emergency involving the student while living on –campus.

### *Pregnancy*

The following policy concerns students who experience a pregnancy while living in campus housing. All students should be aware that confidential counseling is available through Counseling Services on-campus (as well as privately off-campus).

Any resident who is pregnant and wishes to remain on campus housing must submit documentation from her obstetrician to the Health and Wellness Center.

The note from the obstetrician should be dated, includes doctor's contact information and signature as well as the following

1. Confirmation that the student is under the care of a obstetrician
2. Expected delivery date
3. Permission to remain in the residence hall
4. Any other health conditions or complications if applicable to pregnancy.

**The student must obtain medical clearance from her obstetrician in order to remain on campus.**

If a pregnant student chooses to remain in on-campus housing throughout the pregnancy and decides to keep the infant after

the birth, it is important that the student make necessary arrangements for housing for the infant prior to delivery. Infants are not allowed to live in campus housing.

### *Pledging*

There are many Greeks living within the Residence Life Community. We appreciate and support the Greek System; however, to provide a living learning environment conducive to academic development, illegal pledge activities are prohibited within the Residence Halls and surrounding areas. Violators will be referred to the Office of Dean of Students and Greek Life.

### *Room Access*

A student's room is considered private, and residence life staff will not enter student's room without the resident's consent except in case of emergency; when clear and present indication that a crime is being committed, or when university or residence life regulations are being violated; during check in and check out, for routine preventative maintenance, extermination, scheduled inspection, or repairs.

Any resident's visitor/ guest who has left personal belongings and or property in a resident's apartment/room will not be allowed access unless the resident is present.

### *Maintenance & Repairs*

While the university will be responsible for the routine maintenance, the resident is responsible for reporting maintenance concerns. The university provides electrical power, heat and water and maintains these utilities under controllable conditions. If the premises are rendered unsafe or unfit for occupancy by approved professionals, the university will offer alternate housing if is available.

Requests for repairs should be made by the resident directly to the Residence Life building staff (specifically through his/her RA). Repairs

are completed as soon as possible after reported to appropriate facilities department. If the repair is not made within a reasonable amount of time, a second request should be submitted.

Students may not submit request to maintenance directly. Emergency request must be reported to the Office of Residence Life during the day (2338) and reported to your building staff or public safety after office hours.

### *Housekeeping*

All residents are expected to clean and maintain the condition of their individual living space. Residents are responsible for trash removal from individual rooms/apartments to either the trash room or area dumpster blinds. Common area receptacles are not for room garbage collection. Attempts will be made to find out who is responsible for not appropriately disposing of garbage; however, when such person is not identifiable, residents of the appropriate room, floor, or building will be charged for removal. The University will assess fines to those found responsible for improper removal of trash.

Housekeeping will clean common areas, lounges, stairwells, and community bathrooms, but residents are still responsible for keeping these areas in a safe and sanitary condition. Residence Life may request that an apartment/suite/room be cleaned if it is identified as a continuous problem or health problem.

### *Laundry*

Laundry facilities are located on every floor in the residence hall and on the first floor within the 2040 Apts. These areas should be kept clean (dye vents emptied – clean lint) and you should remain with your clothes/laundry at all times. The University and the Office of Residence Life will not be responsible for items left unattended. .

### *Windows & Screens*

Do not unlatch or remove screens from window. Violators will be responsible for replacement charges. Students found throwing items out of any window in the resident halls may be suspended or dismissed from the Residence Life Program.

### *Room Consolidation*

The Office of Residence Life reserves' the right to request students to relocate to another room or consolidate rooms. When students do not have roommate and there is a vacancy, they will be requested to consolidate with other students who have no roommate. If consolidation does not occur, the student remaining may only occupy half the room. The vacant space must always be readily available for occupancy.

### *Telephone Service*

Telephone service is provided to students living in the Residence halls. Each room is equipped with one phone jack and the occupants of each room or apartment are to provide their own telephone instruments. For students' convenience, the campus bookstore sells telephones at a nominal charge.

To dial an on-campus extension, a student needs only dial the last four digits of the telephone number. To make long distance calls, the pay phone located in the lobby of each residence hall or a personal long distance calling card, must be used.

Any outside, long distance, or collect calls made or accepted from the room will be charged to the residents in that room.

Should you have any problems with your telephone line, please submit a work order to your Resident Assistant or to the Office of Residence Life.

### *Cable*

Each individual room in the residence hall and common areas in the residence hall are wired for cable television. All cost for cable subscription services are the responsibility of the resident(s) who sign up for the service.

Tampering with or splicing cable wiring and or outlets illegal. Anyone found in violation of this will be held accountable for any damages and will be charged by the cable company in addition to sanctions from the Office of Residence Life.

### *Mailbox Key Distribution*

Mail delivery and distribution is a voluntary process; therefore, it is the responsibility of the student to initiate the process for obtaining a mailbox key. The guidelines listed below are to aid you in the process.

### *Mailbox and Package Distribution*

- Resident students' mailboxes are located in Vodra Hall 124.
- Mail will be delivered by university mail services personnel during regular business hours (before 5pm Monday - Friday).
- Mail will be returned to the sender if a resident student has failed to collect it.
- **If you receive a package that does not fit in your mailbox, a notice will be placed in your mailbox informing you to pick up the package from the Mail Services located in Hepburn Room 149.**
- Any unwanted packages are to be returned by the student to the local Post Office located on Westside Avenue.
- Should a student receive another student's mail, he/she should return it immediately to Residence Life.
- All registered mail must be picked up at the Controllers' Office, H106.

### *Mailbox Key Return*

- Students are responsible for returning his/her mailbox key within 24/hours after check-out.

- Any student who fails to return his/her mailbox key will be subject to a \$25 fine for lock change and replacement.
- During the summer, if you are not living in the residence hall, all mail will be returned to the sender unless otherwise instructed.
- **Magazines will not be forwarded.**

*University mailing address:*

Student Name  
 New Jersey City University  
 2039 Kennedy Blvd  
 Residence Hall, Box#  
 Jersey City, NJ 07305-1597

***Internet Access***

Each room is equipped with two data jacks, one for each occupant and high speed internet access at no charge providing access to NJCU resources such as email, GothicNet and the Internet. The resident must provide his or her own personal computer, equipped with a network interface card (NIC), as well as the Ethernet cable that will connect the resident's computer to the network. For assistance in setting up your system for Internet access, please contact the Office of Residence Life or by submitting a work order request online.

Registered students are offered the opportunity to have a personal email account as well as internet access. It is required that as a user, you abide by the Electronic Communications User Policies (see ITS website). These policies are located on the campus network homepage.

***Computing Resources***

NJCU expects all members of its community to use electronic communications and computer resources made available through and at the university in a responsible manner. The University may restrict the use of its computer and network systems for electronic communication, in response to complaints presenting evidence of violations of other

University policies, codes, guidelines, state or federal laws. Specifically, the university reserves the right to limit or remove access to its networks through University – owned or other computers. General Principles and Guidelines for appropriate use of information systems can be found by visiting [http://web.njcu.edu/its/documents/GeneralPrinciples and Guidelines. PDF](http://web.njcu.edu/its/documents/GeneralPrinciplesandGuidelines.PDF) website:

***Gothic Card: Student Identification Card***

The Gothic Card is a multi-functional card that will serve as the official New Jersey City University photo ID card, library card, meal card, privilege card and debit card. Your photograph, Gothic Net Id number and your University status appears on the card and it should be carried with you at all times.

The Gothic Card can be obtained at the University Service Center located in Congressman Frank J. Guarini Library 1st Floor, Room 101; extension 2252. The hours of operation are Monday-Thursday 8:30a.m. - 10:00 p.m. and Friday 8:30 a.m. - 4:30p.m. There is no charge for a replacement card. For additional information, please call (201) 200-2552 or email: [USC@njcu.edu](mailto:USC@njcu.edu) .

***Parking***

Resident students are discouraged from having vehicles on campus, as space is limited for both daytime and evening parking. Any resident student that brings a vehicle on campus is required to register that vehicle with the University Service Center: located in Congressman Frank J. Guarini Library : 1st Floor, Room 101; extension 2252. A Parking Swipe Card can be obtained Monday-Thursday 8:30a.m. - 10:00 p.m. and Friday 8:30 a.m. - 4:30p.m. Additional information about parking can be found by visiting website: <http://www.njcu.edu/dept/parking/> or by emailing: [parking@njcu.edu](mailto:parking@njcu.edu).

### Resident Student Parking

Resident Student pay a flat parking rate per semester with unlimited swipe card entry & exit in GSU Garage/Lot #1 & Lot #3. Students will be issued a hang tag to be placed on the rear mirror of vehicle.

2040 Resident Students pay a flat rate per semester with same amenities noted above, plus a limited number of students will be issued a parking remote transmitter for access to the 2040 Kennedy Blvd. Lot.

No cash refunds are given for Flat Fee parking; however, a credit to student account can be issued. The refunded amount will be determined based on the card holders parking access history.

### Parking Regulation

Parking on University owned or leased property is at the driver's own risk, the University assumes no responsibility for losses by fire, theft, collision, or otherwise, to any vehicle or its contents.

No person shall park a motor vehicle on New Jersey City University property in any location other than an authorized and designated parking space. Vehicles parked in lots may only occupy one space and must be parked within marked spaces.

Vehicles must be parked in a way that does not constitute a hazard, obstruct another parked vehicle, or encumber traffic, emergency response vehicles, or snow removal.

Improperly/illegally parked vehicles are subject to immobilization/towing and a fee at NJCU's discretion. The owner of the vehicle is responsible for all cost associated with towing/immobilization prior to removal of immobilization device or release of vehicle.

Handicapped parking is only available for use by individuals holding a valid temporary permit or

special license plate issued by the Department of Motor Vehicle.

A lost or stolen card must be reported immediately to the University Service Center. There is a \$5.00 replacement fee for each lost or stolen car.

Improper use of your University Parking Card, which includes multi-users, will result in the cardholder's account be charged required fee associated with entry or exit.

Violations and or abuses of University Parking Card may result in lost of parking privileges.

### *Leadership and Involvement Opportunities*

It is up to you to create a valuable and meaningful college experience! By living on campus, you have access to a wealth of opportunities and resources. However, in order to truly benefit, you have to get involved! Early in the fall, you will find programs and activities to help you adjust to college, succeed academically, and develop new relationships. Throughout the year, additional programs are offered to support your classroom learning, provide personal challenges, and create and maintain a sense of community with your neighbors.

#### **Become a RA**

An outstanding way to become involved in your community is to become a Resident Assistant.

The RA position offers you the opportunity to have a leadership position on campus and be a part of change at NJCU. To learn more, visit Residence Life Office, Vodra Hall 123.

In order to be considered for a RA position, you must apply with at least 12 earned undergraduate NJCU credits and maintain a 2.5 C.G.P.A., and be in good judicial standing with the University and the Residence Life Program.

#### *Become a Floor Representative*

The Floor Representative Committee membership is made up of resident students and RA representatives, who meet on a monthly basis to discuss a wide variety of housing issues.

The Floor Representatives enhance residence hall living through advocacy and information sharing, policy reviews and evaluation, learning about current issues on campus and planning of events. The focus is to develop leaders through academic initiatives, programming activities, fellowship, community involvement, and recognition.

If you are interested in getting involved, contact the Office of Residence Life Vodra Hall 123 or by contacting your building staff.

**Remember: Get Involve!**

# Community Pride & Responsibility

## Promoting Responsibility in Damage Elimination

The residence halls are living communities where students are expected to demonstrate appropriate care for their residence and ensure that their guests and the guests of others demonstrate a similar respect. Consistent with University policy, the cost of repairing vandalism or damage to common areas that cannot be attributed to specific individuals at the time it occurs will be divided equally among all residents of particular floor or building and billed against their account of the academic year.

### Responsibility

Students will be held accountable to university policy and procedures as indication in the code of conduct and Gothic Guide. For this reason, students who are present when a behavior occurs that violates college standards may be found responsible for supporting the behavior.

### Damages

Students are responsible for damages that occur in their room. This responsibility extends to damages caused by guests. Items and areas that are damaged due to other than normal wear will be repaired or replaced at the expense of those who caused the damage. Public area damage that cannot be attributed to specific individuals or is not the result of normal wear and tear will be divided equally among the residents of the suite, hall, floor, apartment, or building, whichever is appropriate.

### Charges

Enclosed is a list of common end of the year damages/replacement charges. Prices are subject to change to include, shipping, labor, and material. Item not listed will be determine by the Office of Residence Life. When any residents have significant reasons to challenge any housekeeping, damage or replacement charges, they should contact the Director of Residence Life

within five business days from the date listed on the statement.

### Damage to furniture

Desk: \$ 135 Desk Carrel: \$ 138.60 Chair: \$140.25  
Open Arm Chair: \$ 348.75 Mattress: \$135.00  
Dresser: \$ 279.00 Sofa: \$756.5 Table: \$258.75

### Window Replacement and/or repair

Screens: \$30 Co-Op; 2040apt \$ 30; Vodra Hall: \$ 125  
Shades: Vodra Hall: \$ 37.50 Shades 2040 apt: \$ 28.50  
\* **Actual Window Material & labor cost to be determine**

### Replacement Keys & ID Cards

Lost Mail Room Key: \$ 25 Lost-Key:.\$65  
Reprogram Key Card: \$ 5 Lost ID \$ 25

**Walls and/ or Ceilings \$ \_\_\_\_\_** Material cost and labor to be determine. Patch & Plaster Wall, Paint Wall, Paint Ceiling, Paint Room

### Kitchen \$ \_\_\_\_\_

Stove, Microwave, and Refrigerator: replacement cost will be determined base upon cost and installation.

### Housekeeping

Improper Check Out: \$ 65 \_\_\_\_\_  
Late Check Out (storage cost): \$25 per day:  
\_\_\_\_\_ (personal items will be discarded after three days).

\*Room Extremely dirty: \$ 25.00 (per) i.e. cluttered room, tape on window, wall mirror, excess trash, additional furniture, improper garbage disposal, stained or excessively soiled floor/walls/furniture.

## **TERMINOLOGY**

### *Academic Floor Community*

This environment provides opportunities and challenges to the dedicated, highly motivated and opportunity seeking upper-class resident students.

### *Director of Residence Life*

The Director provides the overall administration and vision for the Residence Life Program. The Director develops strategic initiatives for the office, capital improvement goals, and manages the office budget. The Director provides leadership in creating a residential program that supports the academic mission of the University and fosters the development of each student.

### *Community Service*

Residents are given the chance to help others through civic and sanction based services, which are structured to provide students with a variety of options to use current skills or learn new ones, while making new friends and having fun.

### *Coordinator of Residence Life*

The Coordinator is the first line of defense in dealing with safety/security issues, disciplinary matters, and crisis and emergency situations. Provide first-year transitional services to incoming freshman and assistance to the director of residence life. The coordinator is responsible for development and implementation of a comprehensive residential education program that complements the university's mission and quality academic program.

### *Dorm*

A living area where no additional learning outside the classroom takes place. Building where staff merely monitors or patrols instead of assisting others in learning new things, developing new perspectives, building communities and learning to accept and appreciate individuals' differences.

A word mistakenly interchanged with Residence Hall.

### *Floor Representative Committee*

Composed of resident student floor representatives and designated Residence Life staff members who seek to initiate new services and programs beneficial to the residential community.

### *Floor Representative*

A resident student who applies or is appointed for one academic year to assist with program implementation, activities planning, policy review and revisions of the Residence Life Program and serves as a member on the Floor Representative committee.

### *Freshman Counselor/ Coordinator*

The Freshman Counselor is a part-time position. Trained professional or graduate student with background in counseling. Provide first year transitional services to incoming freshman, facilitates RA programs, tutorials and academic skills programs for first year students.

### *GSUB*

The Gilligan Student Union Building, the center of activity and student government organizations

### *Hold the Door*

Phrase used by individuals wanting to enter a Residence Hall without an identification card. "Holding the door" often results in theft and security problems.

### *Housing Probation*

This is the loss or suspension of visitation and over night guest privileges.

### *SMILE PROGRAM - Student Move In LEaders*

This position has been designed to assist new students in their return to campus, helping to further orient and welcome them to NJCU.

Student Move in Leaders will work with the Residence Life Program in facilitating new student and upper-level move-in into their respective residence halls, engaging students in fall welcome activities, and acting as key peer link and support as the first-year students transition into their first week of college life.

### *Incident Report*

Form used by staff members to record information regarding the violation of students' behavior, and rules and regulations. Mist likely results in student-counselor conference.

### *Overnight Guest Application*

A resident who wishes to invite overnight guest is required to obtain prior approval from the Residence Life. This form can be obtained from building Resident Assistants. Residents are expected to know and to comply with all procedures and restrictions applicable to their residence facility.

### *Passport Program*

A series of educational seminars and workshops to assist first-year residents and some transfer students living in Co-Op Hall with transition to collegiate community living and social development.

### *RA (Resident Assistant)*

This is an undergraduate student employed and trained by the Office of Residence Life to assist other students living in the Residential Halls. They are individuals interested in providing growth and challenging experiences for students living in the Residence facilities.

### *RC (Resident Counselor)*

Trained professional or graduate student completing a Masters Degree in Student Affairs in Higher Education. These individuals are committed to promoting positive learning experiences outside the classrooms and are live-in staff members who monitor building operations, supervise RA's and student staff, present programming and respond to crises.

### *Residence Hall*

The Hall is a living area staffed with individuals who plan and facilitate programming to promote community development and personal growth experiences.

### *Restorative Justice*

When using restorative justice measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone.

## **A GUIDE TO RESIDENTIAL LIVING**

Remember, you do not just have a roommate, YOU are a roommate. Having a roommate may be a new experience for many residents, and you will need to learn to negotiate and open the lines of communication to have a successful relationship.

Discuss these issues with your roommate:

1. Privacy needs
2. Hours you sleep
3. Personal use of computer, TV, stereo, etc
4. Sharing of property
5. Storage of food
6. Guest visitation hours and overnight request
7. Review the roommate "Agreement" and discuss your living arrangements.

### *Getting along as Roommates*

Sharing an apartment with other people can be an exciting, challenging, enjoyable, frustrating, and a rewarding experience. Certainly, living in such close proximity with your roommates will take a considerable amount of sharing, understanding, and compromising by all of you. One rule to keep in mind: always listen to and treat your roommate the way you would like to be treated, and your relationships with one another should be positive.

During the first week of the semester, set aside one hour for all of you to complete the exercises in the Guide. By doing so, you will gain a better understanding of your roommates and can establish the open lines of communication necessary for a positive start to apartment living. Try not to get hung-up on any one part of the Guide. You will have plenty of time to discuss issues of particular interest later.

*The "Guide to Residential Living" has three sections:*

### **SECTION 1: About yourself**

This section allows you to share some personal information. Be sure to listen attentively:

What I would like to tell you and about my family:

I came to college because:

My major is/ or will probably be:

What I value as an individual:

My likes and dislikes:

### **SECTION II: Who are my roommate(s)?**

These questions are guide to help you learn about living with your roommates.

#### *Sharing items*

Do you mind lending items?

What kind of articles?

How will we stock the bathroom?

Will we shop together or buy our own items?

Who will contribute what (TV, stereo, etc.)?

How will we handle phone use?

#### *Cleaning Up*

How important is it?

How often should we clean the apartment?

Who will do what jobs?

#### *Personal Activities*

What activities do you hope to be involved with this year?

Do we plan to do things together?

What is your favorite type of music?

#### *Sleeping*

When do you like to go to sleep?

When do you like to get up in the morning?

Can you sleep with noise or the lights on?

#### *Study/Habits*

At what time and where will you study?

How often and how long do you like to study?

Do you study with music or the TV on?

#### *Visitors*

When do you have visitors?

How do you feel about overnight guests?

Of the same or opposite sex?

How will we handle the security of our belongings and the apartment?

#### *Drugs, Alcohol, smoking*

Do you use these items?

How would you feel if I used them?

How would you feel if these items were used in the apartment?

### **SECTION III: Roommate agreement**

**Refer back to this agreement as needed.**

## Residence Life Program Check –List

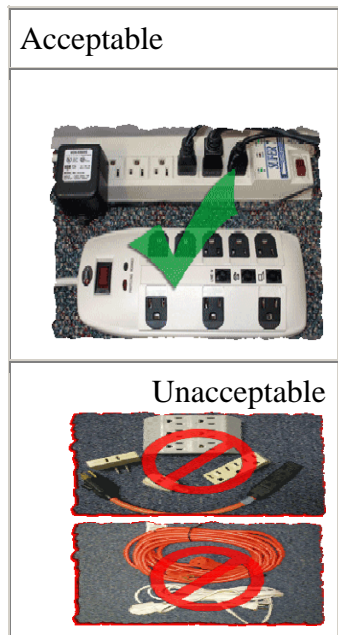
---

### Suggestions of What Not To Bring

Due to the potential of fire, safety concerns and/or overloading the power in the residence halls, the following items are **not permitted**:

- air conditioning units (window or room units)
- Portable space heaters,
- toasters or toaster ovens, microwaves, hot plates, electric skillets, coffee/ hot water pots, Foreman Grill, juicer & other electrical cooking appliances
- Non – institutional furniture/ mattress
- Inflatable furniture/mattress
- Floor / Door Mirror
- Candles, incense, air freshener with plug in adapter,
- Extension cords, multiple plug adapters, power strips without circuit breakers (see examples on the right)
- halogen lamps
- DJ Equipment, gym equipments, weights, Boom Boxes, Large Speakers, power tools
- Curtains, banners, hanging fabrics, flags, full wall posters
- Alcohol/Drugs and related paraphernalia ... i.e. empty containers, pictures
- Pets, weapons, items perceived as weapons (no exceptions)
- Non approved holiday decorations (approval needed)
- Masking Tape

**New Jersey City University and the Office of Residence Life are not responsible for items of value and/or damage(s) to personal items. Students should leave all expensive jewelry and other non-essential valuables at home. In addition, you may desire to engrave your name or an identifying number on certain items such as computers and audio-visual equipment, as well as, *obtain personal property insurance*. (See ResLife for details about personal property insurance.)**



Notes:



**RESIDENCE LIFE HANDBOOK**