



RUTGERS
CAMDEN

The Office of Housing and
Residence Life (OHRL)

**2016-2017
On-Campus
Living Guide**

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Welcome to Rutgers-Camden Housing and Residence Life- *Your Place to Call Home.*

About this Guide

The On-Campus Living Guide has been created with the residential student in mind. It provides important information about living on campus, our policies, housing contract terms and conditions, and general community standards for all resident students at Rutgers-Camden. You will need to know much of the information this guide contains on the first day you begin to live on campus- important details including evacuation procedures, information pertaining to security, etc. are discussed. Remember that you will not have time to read guidelines when an emergency situation occurs, so we urge you to familiarize yourself with this material before or as soon as you arrive on campus.

The Office of Housing & Residence Life reserves the right to change or alter any of the material presented in this publication at any time to provide the best campus living and learning experience possible for our resident students. Any such changes or alterations will be preceded by written notice, and shall become effective 48 hours from the date of distribution of such notice to students. It is the sole responsibility of the student to read and understand all such notices. Failure to read and understand such notices shall not absolve any student of their responsibility for complying with such changes or alterations.

Our Mission

The Office of Housing and Residence Life supports the overall mission of Rutgers, the State University of New Jersey, by providing community members with a well-maintained, comfortable, safe, and sustainable environment where academic progress, personal growth, and global citizenship are valued.

Our Vision and Goals

Vision

- Provide reasonably priced residential facilities that are secure, clean, attractive, accessible and well-kept.
- Connect students to campus and community resources to enhance their personal, academic, spiritual, professional, and social aspirations.
- Foster an environment of care that encourages healthy decision-making and emotional well-being.
- Support our residents in advocating for their rights, needs, and interests.

Goals

- Complete routine preventative and reactive maintenance, and provide regular updates to facilities.
- Provide exceptional service towards community members in a polite and respectful manner.
- Offer opportunities for leadership and identity development that fortify the skills necessary to prepare students for life after the college experience.
- Enforce university policies to foster the ideals of community living, personal accountability for one's actions, and mutual respect, such as but not limited to, the community standards outlined in the On-Campus Living Guide.
- Implement programs that engage our students, reinforce the development of essential life skills, promote academic success, community service, increase cultural awareness, and encourage social interactions that build a community atmosphere.
- Effectively recruit, train, develop, and support a diverse team of staff members that strive to meet and exceed student needs and expectations.
- Utilize research and assessment to focus continuous improvement in service to students, customers, and campus stakeholders.

Our Philosophy

The Office of Housing and Residence Life is committed to providing students with experiences that enhance an academic environment with applied skills. As such, the following areas represent the particular focus of the department and initiatives community members will have access to through participation in on-campus housing.

Diversity: Residents will participate in communities that bring together stakeholders with a large variety of social identities. We expect that our facilities be a space that respects all individuals and groups, and we encourage residents to engage in formal and informal multicultural education through exploration of their own identities and the identities of those around them (including but not limited to age, gender, biological sex, religion, race, ethnicity, physical and mental abilities).

Service: Residents will have the opportunity to make a difference in their community through meaningful service. We strive to create lasting connections with our community and help our students become engaged, informed, and socially responsible citizens in the residence halls, our host city of Camden, and beyond.

Sustainability: Community members will be able to gain a greater understanding of sustainability through participation in departmental initiatives- from passive education efforts - including trash and recycling streams that all community members contribute towards - to active education efforts, including the Green Team. We strive to educate ourselves and our residents to promote decision-making that is socially, economically, and environmentally beneficial to our community.

Assessment: Our department works to incorporate feedback from our community members throughout the year so that we may provide the highest level of service. Through surveys, focus groups, and regular community meetings led by students and staff we actively seek the input of others on the services we provide and encourage students to gain skills in advocacy.

Ethical Statement

The Office of Housing & Residence Life is an administrative unit of the University, and as such is expected to uphold the same ethical standards that our public University does. As university and public employees, we will take care to exhibit the highest ethical standards of conduct in carrying out our duties and to avoid rigorously any conduct that might produce even the appearance of the misuse of our Rutgers positions to further our own personal interests.

Equal Opportunity Statement

The Office of Housing & Residence Life provides Equal Opportunity Housing. On campus accommodations are available to students regardless of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status.

About the Office of Housing & Residence Life

The Office of Housing & Residence Life is a part of the Division of Student Affairs at Rutgers-Camden.

The standard hours of operation for the office are Monday through Friday from 8:30am until 4:30pm. During the fall and spring semesters business hours on certain days may be extended into the early evening.

A Resident Assistant and an administrator are on-call after business hours between 4:30pm and 8:30am, and 24 hours a day on weekends and holidays. The on-call staff members may be contacted via the security desk located in the lobby of your building.

The main office telephone number is: **(856) 225-6471**

The main office fax number is: **(856) 225-6277**

Our e-mail address is: **housing@camden.rutgers.edu**

Our mailing address is: **215 North 3rd Street, Camden, NJ 08102**

Our website is: **<http://housing.camden.rutgers.edu>**

Housing Contract Information

Housing Contract Terms & Conditions

The Housing Contract is a legally-binding agreement between the student and the University. The resident agrees to services, policies, rules, and procedures that are, or may be, established concerning the operation of the Residence Hall. Residents are responsible for knowing the policies, rules, and procedures stated in the Housing Contract Terms and Conditions and On-Campus Living Guide.

Fees for on-campus housing that correspond to the contract types below will be applied to the student's SAR account and show up on the term bill. In some cases, depending upon the application date and processing time for individual applications, these fees may not appear on the first term bill distribution, but may be reflected in a later distribution of the term bill online at <http://studentabc.rutgers.edu>. Students are solely responsible for monitoring charges placed on their account and making payment as required.

Academic Year Contract

The Academic Year Contract permits occupancy beginning in August or early September (in conjunction with the student's academic program of study) and ending 24 hours after the student's last final exam of the spring semester, or Commencement, in May. Students are permitted to reside in housing during all break periods during the fall and spring semesters.

Calendar Year Contract

The Calendar Year contract allows occupancy for one year. By selecting this contract type there is no need to complete a summer housing contract; the cost of summer occupancy is included in the fall and spring semester payments. The contract period starts approximately 24 hours before classes or orientation for the student's specific school/program/class year begins. The contract period ends on July 31st for students not returning to housing for the next year. Students who are returning for the next academic year must complete a new housing contract with Housing & Residence Life for the next year, and will be provided additional information during the summer about moving to their new room assignment if it changes.

Summer Contracts

Housing & Residence Life offers an array of options to meet students' needs during the summer months. Contract terms are offered that cover the full summer, a certain time frame that coincides with a particular class or program offered by the University, or can be requested for any date range a student may need. Please contact Housing & Residence Life for more information about our summer contract options.

General Contract Conditions

- Housing contracts are for the full term chosen by the student.
- Residents are to occupy the space they are assigned to by Housing & Residence Life. Changes to the bedroom, suite or apartment assigned by Housing & Residence Life must be formally requested and approved before any relocation takes place.
- Rooms are to be used by the assignees only.
- Full-time students are given first priority for on-campus housing. Contracts for December graduates and part-time students will be accepted only if space is available after assigning those students who are full-time and intend to remain on-campus for the entire length of their contract.
- Residents must be officially registered for classes throughout the fall and spring semesters.
- Residents must agree to all terms and conditions in the On-Campus Living Guide and Housing Terms and Conditions.

Financial Aid Students

All financial aid applicants who plan to reside on-campus should check the appropriate box under HOUSING PLANS when completing the FAFSA. You will automatically be assigned a resident/on campus budget when your financial aid is processed. Any change to your residency status at any point during the academic year must be reported to the Financial Aid Office immediately. A residency change will require an adjustment to your financial aid budget and may result in a change in your award status. The student bears all responsibility for notifying the Financial Aid Office of residency changes.

Payments

Housing charges are placed on a student's account with the University for each term they are contracted to reside in on-campus housing, and are payable in the same manner as tuition and other fees. All housing students must have a fully paid term bill or be in a current payment plan with Student Financial Services in order to move-in to their housing assignment. Housing & Residence Life will deny move-in to any student that does not meet this requirement.

- The student bears all responsibility for ensuring they have sufficient financial aid or resources to pay for the housing for which they have contracted.
- If a student is denied the ability to move-in due to nonpayment, Housing & Residence Life will only hold the student's room assignment until it can be rented to another student.
- Students must remain current with all financial obligations with the University.
- Financial holds will be placed on students' records for nonpayment of any housing fees.

Students can manage their account with the University and review payment plan options online at: <http://www.studentabc.rutgers.edu/>.

Cancelling Your Housing Contract

A student contracting for on-campus housing accommodations accepts and is committed to those accommodations for the entire contract period. Housing Contract cancellations have a direct impact on the University's housing operations because the budget for housing operations is derived entirely from operating revenue under the Housing Contract.

The Housing Contract is similar to other consumer contracts. Its value is that its terms provide conditions to which either party is assured compliance by the other. While many consumer contracts do not provide opportunities for a

party to terminate the agreement, the Housing Contract does provide for termination, but only in accordance with specific reasons.

If you decide to that you want to leave on-campus housing before your contract is scheduled to end, you will need to request to be released from the Housing Contract. If you are a current student, please come talk with us in the Office of Housing & Residence Life before you make your final decision. Cancellation of the housing contract may have a significant financial impact and will affect your financial aid package; we want every student to be informed before they make this decision. If a student requests cancellation of their housing contract after November 15th (in the fall semester) or after April 15th (in the spring semester) no credit will be issued.

You can request a release from the Housing Contract by completing a *Request for Termination of the Housing Contract*. This can only be done in writing; e-mailing or calling the Office of Housing & Residence Life or any other office at the University does not constitute a proper request. Only the student named on the housing contract may request cancellation of the housing contract- a parent or guardian is not able cancel the student's contract. Withdrawing from the University does not automatically cancel your housing contract.

Refunds/adjustments must be requested in writing and processed before the close of the fiscal year in which the student charge occurred. Requests for refunds/adjustments will not be considered following June 1st of each year. The student bears all responsibility for notifying the University of their intent to leave housing and are responsible for all charges up until the date official written notification is received.

Housing Contract Cancellation

If a request for cancellation is approved, a fee will apply based upon the schedule below.

- Prior to July 1st: \$200
- July 1st - August 1st: \$400
- August 1st - Move-In Day: \$600 (NOTE: Move-In Day refers to the resident's scheduled move-in day posted on the Housing & Residence Life website, or the date of arrival, whichever occurs first)
- After Move-In Day: Release from the housing contract will only be considered for extenuating circumstances (see below for examples)

If the cancellation reason is one of the following, the cancellation fee will be waived. (NOTE: Additional documentation may be required)

In all cases below, after move-in day, the student will still be responsible for paying the daily rate that applies to the housing space they have occupied.

- Graduation from Rutgers University
- Transfer to another Rutgers campus
- Entering Military Service
- Withdrawal from the University
- Academic Dismissal
- Participating in a University approved study abroad program
- Death of an immediate family member/guardian
- Long-term hospitalization of the student or other extenuating medical condition

Please print the request form found on the Housing & Residence Life webpage and complete the information requested. You will then need to bring the form into the Office of Housing & Residence Life or mail a signed original to our office. You can also fax the form to our office at (856) 225-6277, but will also need to mail a signed original to our office at:

Office Housing & Residence Life
215 North 3rd Street
Camden, NJ 08102

Until the form is received and you have been approved for a contract cancellation, you will continue to be charged for any applicable housing fees.

In order for the Office of Housing & Residence Life to consider a waiver of the cancellation fee the student must indicate the reason for cancelling the contract on the termination form.

Refunds

Refunds of housing charges paid to the University are processed when a student notifies the Office of Housing & Residence Life in writing with intent to leave housing before the expected end date of his or her contract, or a student is forced to vacate on-campus housing for a variety of reasons (withdrawal, non-registered status, etc.). Several components make up the total charges a student pays for housing, and not all of these are refundable. Additionally, any refund due to the student will be subject to a cancellation fee for release from the contract as outlined in the section "Cancelling Your Housing Contract." The University reserves the right to place additional housing charges upon a student who has left housing because of withdrawal or de-registration if he or she becomes an active student or re-registers for classes during the same academic year.

After 11/15 in the fall semester and 4/15 in the spring semester no refunds of any housing fees paid will be processed. If charges have not yet been paid, a hold will be placed on the student's records until payment is made in accordance with the University Hold Policy.

Students that are evicted from housing for disciplinary reasons or who have been suspended or expelled from the University, will not receive a refund of any housing fees. Further, the student evicted at any time from housing for judicial reasons will be responsible for the full cost of their housing for the remainder of the contract period.

Students are responsible for providing all requests for refunds or charge adjustments in writing and processed before June 1st of the fiscal year in which the charge occurred. After June 1st, requests for refund or adjustment will be denied.

Non-Returning Students

Students that do not plan to attend classes after the end of the fall semester, or will graduate in December of an academic year, must officially cancel their housing contract and check out of their room with the Office of Housing & Residence Life by the last day of the fall term. The Termination of Contract form can be found online on the Housing & Residence Life website or can be obtained at the office. Charges will continue into the spring semester until the office has received a signed Termination of Contract form, any keys provided have been returned, and the housing sticker has been removed from the student's Rutgers ID card.

Rebates

In years where housing is in extremely high demand by undergraduate students, Housing & Residence Life may be forced to assign more students to live in a bedroom of a suite or apartment than it is normally designated to accommodate. Residents assigned in this manner may be entitled to a rebate. The rebate will be calculated according to the number of days the bedroom was over-assigned according to records maintained by Housing & Residence Life. The rebate calculation will cease once the bedroom is no longer over-assigned or when Housing & Residence Life has offered a normal housing assignment to the students living in the over-assigned space.

The rebate will be applied by Housing & Residence Life to the student's account at the end of the semester.

Room Changes and Consolidation

Living on campus means that you have chosen to be part of a greater community. The Office of Housing and Residence Life seeks to support all residents in building their personal communities. To encourage this growth, at the beginning of each academic semester (fall and spring) a 2 week room change freeze is in effect. After the first two weeks of each academic semester, residents are able to request a room change via contacting their Resident Assistant.

Most Tower suites are designed to accommodate six students, most Apartments will accommodate two or four students and most 330 Cooper apartments will accommodate three or four students. If spaces become available in your suite or apartment as a result of residents graduating mid-year or leaving the suite/apartment, new roommates may be placed in your room. *If the occupancy of a suite or apartment drops to 50% or less the remaining students may be required to relocate to another apartment or suite to maintain proper consolidation.*

Deadline for Formal Check-In

Notices regarding move-in dates are sent via e-mail to all students assigned to on-campus housing spaces prior to any scheduled move-in period, and are posted online at <http://housing.camden.rutgers.edu>. The student bears all responsibility for making arrangements to arrive on their scheduled move-in day during the scheduled move-in time to accept their room assignment. If extenuating circumstances exist that prevent you from adhering to the posted move-in schedule, an extension or alternate move-in date can be obtained from the Office of Housing & Residence Life. Requests for an alternate move-in date or time submitted to another University office will not be honored.

Students that fail to arrive for move-in as scheduled risk loss of their housing assignment and cancellation of their housing contract with any applicable cancellation fee.

Move-In Policy and Procedure

Move-in windows (consisting of a date and time frame) have been set for each incoming group of residents based upon academic calendars, any possible orientation programs that Housing & Residence Life has been notified about, and the operational demands on our housing buildings and ability to have them prepared for arrival. You can conveniently find this listing of information via the website.

Move-in dates and times are firm. A great deal of planning, preparation, and resources go into moving hundreds of students into residential buildings in a short amount of time. We need you to plan ahead and make necessary arrangements so that you arrive on your scheduled day, during your assigned time window. If you fail to arrive as required, an Improper Move-In Fee may be assessed, as noted below.

If you have an extenuating circumstance that will affect your move-in date and/or time as assigned above, or if you have an academic or student leadership commitment or responsibility, and would like to request an alternate move-in date and/or time, you may do so by completing the Alternate Move-In Request Form found on our website. Note that this is only a request. Housing & Residence Life will respond via e-mail only. Please do not call the office to request a move-in date or time change.

The improper move-in fee is \$200.

Students **will not** receive an improper move-in fee if they:

- Move-in on their assigned move-in day during their assigned time, or...
- Move-in during our regular business hours during the first week of school (please let us know this is your desire by completing the request form), or...
- Receive approval for an alternate move-in date and/or time.

Students **will** receive an improper move-in fee if they:

- Move-in outside of their assigned date and/or time
- Move-in outside of September's normal published business hours

Checking-Out of On-Campus Housing

Students departing the residence hall at the end of the academic year, at the end of their designated housing contract period, or during the academic year for any reason must check out at the Office of Housing & Residence Life during posted business hours. The student bears all responsibility for making arrangements in advance to complete the check-out process at the office before departing campus. Housing & Residence Life includes the return of any keys issued, the removal of all personal belongings from the assigned housing space, and removal of the housing sticker from the resident's Rutgers ID card as part of the check-out process.

Failure to return the room key(s) provided will result in a lock change for the affected area(s). The full cost of the lock change (labor and parts) will be placed on the student's account.

All students on an Academic Contract must vacate their assigned housing space within twenty-four hours after their last final examination of the spring semester, with all rooms vacated no later than 5pm on the day following the last

examination as listed in the University calendar. Students are required to follow any additional instructions for check-out issued by the Office of Housing & Residence Life.

Graduating students may remain in housing until 24 hours after commencement ceremonies, but should pay attention to postings in the building regarding permission to remain after the end of final exams. Housing & Residence Life reserves the right to assign graduating students authorized to remain in housing between the end of final exams and commencement to other space in the residential facilities after the last day of finals at its sole discretion.

Room Condition

A mandatory part of the check-out process requires that students leave the room to which they have been assigned in move-in condition. Move-in condition assumes that all trash and personal items have been removed, no damage has been done to the furnishings provided or walls during the student's length of stay, and that all items and furniture that were present in the room at move-in are in place upon check-out. Personal items remaining in the room after a student has checked-out will be discarded, and a disposal fee will be assessed.

Students assigned to a particular bedroom, suite or apartment are all responsible for the condition of the area(s) they live-in. Roommates should discuss with each other prior to check-out who among them is to ensure that the area is left in proper condition prior to all residents departing and who is responsible for any damage there may be in the area. Housing & Residence Life inspects all suites and apartments following a student departure to record the condition. Students departing suites or apartments that are determined not to be in move-in condition will be assessed fines to cover the costs of returning the suite or apartment to move-in condition. The fines will be placed directly on the student's SAR account. In all cases Housing & Residence Life will attempt to determine if an individual student or students are responsible for the condition of or damage to a room, and bill only those individuals. However, if individual responsibility is unable to be determined, or if no student acknowledges responsibility for the condition of the suite or apartment, all residents of the affected bedroom, apartment, or suite will share any move-out fees assessed equally. Although you may not have specifically chosen your roommates, students living together are all responsible for the condition of the room.

NOTE: Students assigned to rooms with lofted beds will be fined if the lofted bed is found to be un-lofted upon move-out. Students will be held financially responsible for any damage to the lofted bed unit as a result of disassembly, or for material and labor costs to re-assemble or replace the loft unit.

Residence Hall Communities

330 Cooper

330 Cooper is our newest residential community and opened in 2012. Twelve stories of modern construction await the residents of *330 Cooper* featuring a mix of one, three, and four bedroom apartments. All of *330 Cooper's* apartments have large windows to allow plenty of natural light to enter, come completely furnished, and have full extra-long sized beds. Each bedroom within the apartment has individual controls for heat and air conditioning, connections for digital satellite television, and access to wired and wireless internet signal. The kitchens have wood cabinetry, solid surface countertops, and stainless steel appliances including dishwashers. There is a two-story club room containing audio/visual equipment on the second floor of the building, and both the second and third floors offer quiet study lounges with expansive glass window walls overlooking the campus. All of the floors of *330 Cooper* also have study rooms where small groups can gather. The first floor features a laundry room, and student mailboxes are located in the main lobby.

The Camden Apartments

The Camden Apartments is a six-story building which has a mix of two and four bedroom apartments. All apartments are fully furnished and feature a living room, kitchen, dining area, and bathroom with vanity area, in addition to the bedrooms. Each bedroom within the apartment has individual controls for heat and air conditioning, high-speed wired and wireless connections for accessing the internet, and digital satellite television access. There is a computer lab and printing station on the first floor. Mailboxes for Camden Apartments residents are located on the first floor of the Camden Tower near the Towers Lounge, and the laundry room is also located on the first floor of the Tower building.

Also in the Camden Apartments is shared academic space, located on the first, second, and third floors. The Office of International Students and the ELS Program offices and classrooms are located on the first floor of the Camden Apartments – *there is a separate external entrance for these programs and offices*. The faculty and staff offices of the Rutgers Camden School of Nursing are located on the second and third floors of the Camden Apartments. Residential spaces in the Apartments on floors 2 through 6 are restricted by a card swipe system for resident students only.

The Camden Tower

The ten-story Camden Tower is the primary on-campus housing space for first-year students. The building features forty-two furnished suites, each having three bedrooms. The students in each suite share a living room, vanity area and bathroom. Each suite has controls for heat and air conditioning, high-speed wired and wireless connections for accessing the internet, and digital satellite television access in all bedrooms and the living room. Ample gathering space exists on each floor of the building where residents can meet to socialize, study in groups, or find a quiet place alone. Additionally, there is a conference room on the tenth floor, weight room on the sixth floor, billiards table on the fifth floor, and computer lab on the third floor. There is a fitness center, laundry room, community kitchen and programming space on the first floor. Mailboxes are located in the first floor hallway near the Towers Lounge.

A student of any residence hall building on the Camden campus is welcome to use the common facilities in any residence hall building.

More detailed information about the residence halls buildings, including photos and virtual tours, are available on our website at <http://housing.camden.rutgers.edu>.

Resident and Guest Access

Access to residence hall buildings is monitored 24 hours a day, 7 days a week, by Rutgers Security Officers to ensure the safety of the on-campus community. The following guidelines regarding access are in place:

- Residents of the Camden Tower and Apartments will be allowed to enter *330 Cooper*, but will not be permitted to bring guests into this building. Residents ARE permitted to bring guests into the building that they themselves are assigned.
- Residents of *330 Cooper* will be allowed to enter the Camden Tower and Apartments, but will not be permitted to bring guests into this building. Residents ARE permitted to bring guests into the building that they themselves are assigned.
 - *For a detailed explanation of the on-campus guest policy, please refer to page 28.*
- Residents must present a Rutgers University ID card affixed with a housing validation sticker for the current semester when entering any residence hall building.
- Residents are required to report loss or theft of their University ID card immediately to the Office of Housing & Residence Life.
- Residents are not permitted to have more than one Rutgers ID card at a time. If you were provided a replacement card, but then recover your original ID card, turn the original card into the Impact Booth located in the Camden Campus Center for demagnetization and destruction. All Rutgers ID cards remain the property of the University, and must be surrendered upon demand.
- Keys/Swipe Cards
 - Residents of the Camden Tower are issued a key to the front door of their suite at move-in. Any keys issued to a student are to be returned to Housing & Residence Life upon move-out, or earlier if so requested.
 - Camden Apartments residents are issued a key to the front door of their apartment and a key to their bedroom door. Apartments' residents will also need their Rutgers ID card to gain entry to the resident-only areas of the Camden Apartments. Residents assigned to the second or third floor will need their ID card to access their floor when exiting the elevator, and residents of the fourth through sixth floors will need to swipe their ID card in the elevator to get access to their floor. Any keys issued to a student are to be returned to Housing & Residence Life upon move-out, or earlier if so requested.
 - Residents of *330 Cooper* will use their Rutgers ID cards to access the front door to their apartment and will have a bedroom key for their bedroom door lock. Any keys issued to a student are to be returned to Housing & Residence Life upon move-out, or earlier if so requested. Swipe access for residents of *330 Cooper* will automatically terminate on the last day of the contract term.
 - No student may possess a key to any residence facility other than the one to which currently assigned. No student may possess more than one key for the room currently assigned. If provided a temporary key, but the original key is recovered, the temporary key must be returned to Housing & Residence Life.
 - Loss of a key will result in a lock change, and the student will have a charge placed on his or her account for materials and labor for changing the lock.
 - Stolen keys must be reported to the Rutgers University Police Department. Students must submit a copy of the police report to the Office of Housing & Residence Life to be considered for a waiver of the fee associated with a lock change.
 - All keys and ID cards remain the property of the University and may not be duplicated.
 - Any individual possessing duplicated keys may be referred to the University Police for possible violation of state statute 2C: 5-7 (possession of keys designed for use on state property).

Securing Your Living Space

330 Cooper

Each student assigned to a space in *330 Cooper* will use their Rutgers ID card to activate swipe readers in the main lobby and the main entrance door to apartments. Students will also be issued a key that provides access to their assigned bedroom.

Camden Apartments and Tower

Each resident assigned to a space in the Camden Apartments or Tower will receive a key that provides access to the main entrance door to his or her suite or apartment. The bedrooms in the Camden Apartments have privacy locks

installed on the doors, and residents of this building will also be provided bedroom keys. The bedroom doors in the Tower building are designed to be locked from the inside of the bedroom only, and can be opened with any key from the outside.

The swipe readers, locks, and door knobs provided in residence hall buildings may not be removed or altered. Residents are prohibited from installing additional locks or replacing University-provided locks with a personal door lock. Students failing to adhere to these guidelines may be held financially responsible for material and labor costs to return doors and locks to normal working condition.

All of the main entrance doors in *330 Cooper* and the Camden Tower lock automatically upon closure; this feature is available on most of the main entrance doors in the Camden Apartments. Housing & Residence Life requires that residents not prop open their main entrance door as this negates the security benefit a locked entrance door provides and is a fire code violation.

University Access to Student Suites and Apartments

The Office of Housing & Residence Life is always mindful of the expectation of privacy each student has for his or her personal living space. Whenever possible, our staff tries not to enter suites and apartments without providing advance notice to the residents that would be affected. Whenever possible, and for large-scale projects or inspections, the Office of Housing & Residence Life will provide advanced notice to residents where the service is being provided.

Designated University officials have the right to enter any part of the University or University-related premises. This right includes, but is not limited to, providing custodial services, maintenance and repair services, as well as inspections for fire and safety violations, damages, to assess and fill vacancies or to inspect cleanliness in suites and apartments. In the event of an emergency, reported or reasonable suspicion of a policy violation, or at the request of a resident of the room, University officials may enter the apartment or suite, and will do so without advance notice. In addition, the University may require that certain maintenance services, repairs, extermination, etc. take place in a student's room, suite, or apartment regardless of whether the student has requested or desires the service.

The entry policy of the Office of Housing and Residence Life is to lock bedroom doors behind us as we leave your space, regardless of whether the door was locked or not when OHRL staff entered. This is done in consideration for your personal property and space. All residents are reminded to carry bedroom/suite keys on them at all times. Students may not refuse entry to a staff member for any reason once he or she has stated his or her purpose for entering. Outside contractors who need to enter any student personal spaces will always be escorted by an Office of Housing and Residence Life staff members.

Residence Hall Amenities

** There is no additional charge for any resident to access or use these amenities*

Digital Television & High-Speed Internet Services

All residence hall suites and apartments have been pre-wired for digital satellite television and high-speed internet access. Residence hall buildings also feature wireless internet.

Television: Residents can find a listing of television channels offered on the Housing & Residence Life website at <http://housing.camden.rutgers.edu>. Many popular stations are already included in the channel lineup. We are not able to add in channels or swap out existing channels for others not offered.

Wired Internet: To access the wired internet services, you must first run a network compliance check and perform a few setup steps. Please visit <http://resnet.rutgers.edu> for information and to begin connecting. This website will be the only one you may be able to access until you run the required setup process. Residents are strongly encouraged to utilize Resnet for wired internet connectivity.

Wireless Internet: To link your laptop, smartphone, and other wireless devices to the wireless internet at Rutgers you will need your netID and password to login. You can learn more about how to access the services, including RU Wireless Secure, by visiting <http://ruwireless.rutgers.edu>.

To report problems with plug-in or wireless internet access, please contact the Office of Information Technology Help Desk at (856) 225-2800 or e-mail help@camden.rutgers.edu.

Laundry

Laundry use for resident students at Rutgers-Camden is included in the cost of housing. The first floor of 330 Cooper Street and the Camden Tower residence hall building has a laundry room where residents can wash and dry their clothes. Laundry usage for residential students is free and unlimited. Residents are asked to be considerate of machine usage and strongly encouraged to remove laundry at the end of each cycle.

The laundry facilities within the residence halls are for the usages of on-campus residential students only. Guests are not permitted to wash their clothing in the facilities. Residents are not permitted to launder clothing on the behalf of a non-resident student or guest. Violation of this policy will result in the guest privileges of the hosting resident being suspended.

All of the washing machines are high-efficiency, and use less detergent and water. The manufacturer strongly recommends using detergent designed for use in high-efficiency (HE) machines. Instructions on how each machine works are posted in the laundry room. Failure to follow the instructions posted could result in damage to the machines, extended drying times, sudsy clothing, etc.

Guidelines for Usage of the Laundry Rooms:

- The laundry machines provided in each laundry room are present for the exclusive use of current resident students. Residents are not permitted to grant building access to non-residents to allow them use of the laundry facilities provided in on-campus housing.
- Keep in mind that all residents need to use the laundry rooms. Be sure to do laundry at times when you will be readily available to move your washed clothes from the washing machine to the dryer once the cycle is complete, and then able to remove your dried clothing from the dryer to allow others to complete their laundry. Laundry machines do not lock to prevent others from removing your clothing.
 - *Failure to remove clothing items after the conclusion of a washing or drying cycle may result in your clothing being removed by another resident in order to use the machine. If you do choose to remove a student's clothing from a machine, they are to be placed on top of the machine (in the 215 complex) or on a folding table (in 330 Cooper Street) in order for the owner to retrieve them.*
- No one likes to do laundry in a dirty environment. Do your part to keep the laundry room clean by placing trash, lint, used dryer sheets, etc. in the trash cans provided.
- Always empty the lint trap in the dryer after completing a load of laundry. Check the lint trap prior to starting your drying cycle and remove any excess lint.
- If you spill detergent in the laundry room be sure to clean it up to avoid slip and fall accidents, and alert Housing & Residence Life when large spills occur so they can be addressed promptly.
- The following items should not be washed in the laundry rooms:
 - Check the pockets of your clothing to ensure lipstick, pens, highlighters, money, small electronic devices, etc. are not entering the machines.
 - Clothing or items soiled with oil, grease, gasoline, or oil-based products
 - Clothing or items containing rubber, vinyl, or plastic
 - Shoes
 - Bobby pins

Lounges and Common Areas

330 Cooper

The second floor of *330 Cooper* features:

- a Club Room containing comfortable seating and a full audio visual setup, perfect for relaxing and gathering with friends
- a Quiet Study Lounge with floor-to-ceiling windows overlooking the campus
- a Business Center
- a Green Rooftop Terrace where students can catch a breath of fresh air without leaving the building (resident access is from 9am-9pm daily).

The third floor has a Quiet Study Lounge, also featuring floor-to-ceiling windows overlooking the campus. Every floor from the third to the twelfth has a small study room located behind the elevators.

- Residents of *330 Cooper* have complete access to all of the common areas noted in the Camden Tower and the Camden Apartments.

Camden Tower

The main gathering and programming space in the Tower is located on the first floor, the Towers Lounge. This room contains a full audio visual setup complete with satellite programming and multiple entertainment options. Residents may borrow the remote control, VGA cable, and HDMI cable from the security desk.

Every floor of the Tower building has one small study lounge which is open and available for student use.

- There is a kitchen on the first floor of the Tower located just off of the Towers Lounge for student use. Residents may check out the kitchen key from the security desk as needed.
- The first floor of the Camden Tower features a large fitness room for resident use which is open 24 hours per day, and contains treadmills, elliptical machines, recumbent bikes, and stairsteppers.
- The third floor of the Tower features a computer lab with printer. There are eight computers in the room for student use.
- The sixth floor of the Tower features a workout room with stationary strength training machines. Residents of the Camden Tower have complete access to all of the common areas noted in the Camden Apartments and *330 Cooper*.

Camden Apartments

The first floor also has a computer lab, which has eight computers, a printer, and a reading room.

- Residents of the Camden Apartments have complete access to all of the common areas noted in the Camden Tower and *330 Cooper*.

Telephone Service

Due to wide-spread use and availability of cellular telephones, traditional landline telephone service is no longer available in the residence hall. We recommend that students residing on campus look into bringing a cell phone with them to campus.

Each room within *330 Cooper*, the Camden Apartments, and Camden Tower has a campus phone near the entrance to the room, which is labeled with a phone number. This phone can be used to dial local campus offices and departments, and the University Police. The phone is also an emergency phone and will automatically tell emergency responders from campus which room is calling. These phones are not intended to make long distance calls. Students can also receive phone calls from outside the University on the campus phone in their room, but we ask students to curtail the use of the campus phone for this purpose to a minimum.

Furniture and Appliances in Your Suite or Apartment

All student living spaces on the Camden campus come fully furnished as noted below.

330 Cooper

All bedrooms contain the following items:

- Full XL size bed and mattress (84" x 57")
- Desk and desk chair
- Armoire
- Dresser
- Night table

All living room/kitchen areas contain:

- One three-seat sofa
 - One sitting chair
 - Coffee table
 - Dining table with two chairs
- Stainless steel appliances: refrigerator, flat glass top electric range with oven, and dishwasher

Camden Apartments

All bedrooms contain the following items:

- Twin XL bed and mattress
- Desk and desk chair
- Closet space
- Dresser

All living room/kitchen areas contain:

- One three-seat sofa
- Two sitting chairs
- Coffee table and two end tables
- Breakfast bar with four stools OR dining table with four chairs
- Appliances: refrigerator, electric range, and microwave (not available in all units)

Camden Tower

All bedrooms contain the following items:

- 2 Twin XL beds and mattresses
- 2 Desks and desk chairs
- Closet space
- 2 Dressers
- 1 Microfridge

All living room areas contain:

- One three-seat sofa
- One two-seat loveseat or two additional sitting chairs.
- Two sitting chairs
- Coffee table and two end tables

Note: In the Camden Tower some bedrooms feature lofted bed units where the bed, desk, dresser and shelf space are combined into one unit.

Students bear all responsibility for the proper care and condition of all furnished items in their suite or apartment once they move in. University furniture may not be altered or disassembled. University furniture may not be removed from the room or stored in a closet or other location.

Furniture in your apartment or suite may be arranged in any reasonable manner with the caveat that the altered placement allows for proper egress from the area in the event of an emergency, all roommates agree with the new setup, and furniture is returned to its original location upon vacating the premises. Furniture may not be moved from one apartment or suite into another. Unused furniture resulting from a vacancy in a room must remain in its original location so that it is available for a future occupant. Furnishings provided for lounges and recreation areas may not be moved. Students failing to adhere to expectations regarding furniture in residence hall buildings may be charged fines to cover the cost of labor to return furniture to its designated location.

Note: Removal of the desk hutch/shelving unit, closet, bedroom, bathroom, or entrance doors is strictly prohibited. Screens, blinds, or curtains provided in each suite or apartment may not be removed. Students failing to adhere to these guidelines may be held financially responsible for material and labor costs to return residence hall spaces to their original design.

Maintaining Your Living Space

Repairs and Maintenance Requests

Housing & Residence Life coordinates the effort to keep residence hall buildings clean and well-maintained. An expressed part of our mission is to ensure that all residence hall buildings, including their common spaces and student living areas, are in the best condition possible so that students can focus their attention on the academic pursuits that brought them to Rutgers. Our staff monitors the condition of the common areas daily, but we require the assistance of students to report the condition of living spaces once they become occupied.

Informing Housing & Residence Life of a maintenance issue or repair needed in your apartment is easy to do, and can be done 24-hours per day. To make requests for repairs in your apartment or suite please utilize the online maintenance request system on our website at <http://housing.camden.rutgers.edu>.

Once we receive and review your request, a member of the Housing & Residence Life staff may contact you or visit your suite or apartment to gather additional information to properly address the problem you have reported. We will then coordinate the repair process and report the progress back to you via the online request system.

Housekeeping, Trash Removal, and Recycling

Residence Hall buildings are essentially small communities, and all of its members are responsible for helping to maintain the overall cleanliness of the community. Rutgers-Camden may only be your home for a short period of time, but it is a home that you must share with others who expect a certain standard of living. We must all work together to provide the best atmosphere possible to allow us to accomplish our goals while we are here; we all must "Own Our Community."

To assist in this ownership, professional staff members clean corridors, stairwells, lounges, and other public areas daily. However, residents are responsible for putting bagged trash and recycling in marked containers and cleaning after parties or other gatherings.

Single-Stream Recycling Program

All residence halls at Rutgers-Camden participate in single-stream recycling. A residence hall community generates a considerable quantity of recyclable material that should be recycled rather than being sent to a landfill. Each of us has a responsibility to support this effort to be more eco-friendly.

The following items are considered recyclable:

- Glass jars & bottles
- Plastics #1-#7
- Metals (ex: soda cans, soup cans, tuna cans, etc.)
- Cardboard (ex: pizza boxes, cereal boxes, packing boxes, etc.)
- Paper (ex: brown paper bags, office paper without wax liners, junk mail, weekly store ads, newspapers, magazines, envelopes- including envelopes with the viewing window, etc.)
- Books (ex: phone books, study guides, etc.)

The following items are NOT recyclable:

- Plastic bags
- Used Paper products (ex: used cups, plates, tissues, paper towels, napkins, etc.)
- Plastic containers that are not labeled #1-#7
- Food

For residents of *330 Cooper* and the Camden Tower:

330 Cooper is a self-trash and self-recycle building. Students should remove bagged trash and bagged recyclables from their apartment on a regular basis and bring them to the trash room located on each floor near the elevators. Trash and non-recyclable material should not be mixed with recyclable material. Custodial staff will remove trash and recyclables from those areas daily. PLEASE ensure that all trash items are secured in bags as loose trash can attribute to trash odors on the floors.

For residents of the Camden Apartments:

The Apartment building is self-trash, but Housing & Residence Life staff will pick up recyclables from your apartment weekly. Students should remove bagged trash from their apartments on a regular basis and bring it to the trash rooms located on each floor near the elevators. PLEASE ensure that all trash items are secured in bags as loose trash can attribute to trash odors on the floors. Each trash room has access to a trash chute. Please place all trash in the chute or bin- do not leave any trash bags or items on the floor of the trash room. NOTE: The trash chute will not accept bags larger than a standard kitchen-sized trash bag. Items that are too large to fit in the trash chute should be walked to 1st floor trash room and placed in the bin provided.

Marked recycling containers are provided in each apartment for student use. Please place recyclables as noted in the "Single-Stream Recycling Program" guidelines above into the bin provided, and a staff member will come to your apartment weekly to remove them. Trash and non-recyclable material cannot be included with the recyclables.

NOTE: University supplied trash containers must not be removed from suites, apartments, or common areas.

Residents are also responsible for cleaning their assigned apartment or suite, including kitchen and bathroom areas, throughout the academic year and summer sessions. Housing & Residence Life custodial staff do not clean these areas after students move-in.

NOTE: Hazardous wastes such as blood products, syringes, etc. require special disposal according to the laws of the state. Please contact Housing & Residence Life and Health Services for assistance in disposing of these items.

Cleaning Your Suite/Apartment

Not every student keeps cleaning at the top of their weekly list of things to do, but some time and attention must be paid to keeping your suite or apartment clean for many reasons. Eventually, the people that you live with will be affected by the conditions of the living environment. No one will force you to clean, or do your cleaning for you. However, if your living space gets out of control Housing & Residence Life will require some action on your part in consideration of those that have to live with you and the effect one person's lack of action may have on the larger community.

The Office of Housing and Residence Life has contracted with an outside vendor to provide regular pest extermination services for residence hall buildings. Doing your part to keep your living space clean assists us in keeping pest problems out of your living area and permits the hired company to provide the best possible application of pest elimination materials.

Below is a sample cleaning schedule and checklist to help you and your roommates approach this task. Be sure to use your Resident Assistant as a resource in getting the ball rolling and keeping it rolling throughout the year.

NOTE: For residents living in the Camden Tower, Camden Apartments, or *330 Cooper*, a vacuum can be borrowed during business hours from the Housing & Residence Life office.

SAMPLE CLEANING SCHEDULE AND CHECKLIST

Have you and your roommates/suitemates developed a shared schedule for cleaning? Remember that cleaning is the shared responsibility of everyone in the apartment/suite. Everyone creates dirt, and everyone should be helping to dispose of it as well. Problems begin when only one or two people are doing all the cleaning. Below is a sample schedule that you can use. Feel free to rotate the tasks as the months progress in order to maintain fairness.

Month: September

| NAME | Bathroom (2x per week) | Vacuum/Mop (2x per week) | Trash (Daily) | Dishes (Daily) | Kitchen (Daily) |
|----------|---------------------------|-----------------------------|------------------|-------------------|--------------------|
| Person A | X | | | | |
| Person B | | | X | | |
| Person C | | X | | | |
| Person D | | | | X | |
| Person E | | | | | X |

Do you have the supplies needed for maintaining your suite or apartment? Below is a list of must-have supplies for your apartment/suite; these are not provided by Housing & Residence Life:

| | | |
|---|---|---|
| Paper towels | Vacuum cleaner and vacuum bags (<i>330 Cooper</i> has hard-surface flooring- a vacuum is not needed for students assigned to this building) | Toilet paper |
| Rubber gloves | All-purpose cleaner | Trash bags |
| Trash cans: kitchen, bathroom, bedroom | Bathtub/tile cleanser | Mr. Clean Magic Eraser pads |
| Toilet bowl brush | Swiffer mop and supplies | Baking soda (great for removing odors from refrigerators and is an eco-friendly cleaning product) |
| Dish soap | Cleaning rags and sponges | General all-purpose cleaner |
| Dishwashing detergent (for residents of <i>330 Cooper</i>) | Broom and dust pan | |
| Lysol wipes and disinfectant spray | High-efficiency laundry detergent | |
| | | |

OHRL Goes Green: Be Eco Friendly

Rising tuition and housing costs are problems faced by most universities, and Rutgers University is no exception. One of the main factors contributing to these increases, especially when speaking of residence hall occupants, is spiraling utility rates. To minimize the effects of rising costs and reduce our carbon footprint, we ask that residents do a few things to use less energy:

- Turn off lights, appliances and electronics when not in active use: Radios, television sets, heaters, air conditioners, computers, computer monitors, video game systems, etc.
- Shut down your computer when not in use, or use the Power Management functions, such as 'sleep mode' on your computer, to maximize energy savings.
- Plug all electronic equipment, such as computers, cell phone chargers, iPod docks, video game consoles and other electronics, into a power bar that you can switch off — this is easier than unplugging electronics individually and helps reduce phantom power.
- When purchasing additional appliances for your suite or apartment, select Energy Star certified appliances to reduce energy consumption. Energy Star Website: <http://www.energystar.gov/>
- Close windows and doors while heat or air conditioning systems are running in your suite or apartment.
- Turn off heat and air conditioning when you are not in your suite or apartment.
- Use the blinds provided in your suite or apartment to control the amount of sunlight entering your living space. Limiting sunlight may result in a cooler room that may not need air conditioning.
- Do not place bedding, furniture, or other items against radiators or air conditioners. The items prevent air from circulating freely and lessen the efficiency of the heating or cooling units.
- Notify Housing & Residence Life whenever there is not enough or too much heat or air conditioning.
- Residents of *330 Cooper*:
- Use the dishwasher provided in your apartment kitchen to clean dishes in batches rather than hand-washing dishes individually to reduce water consumption.
- Pay attention to the temperature you set the air conditioning/heating unit to in your bedroom and living room. We recommend using 74 degrees during the summer months when it is warm outside, and 72 degrees during the winter months when it is cold outside. Use cold water to wash dishes and clothes when possible rather than warm or hot water. Using cold water reduces energy consumption up to 90% over warmer water settings.
- Consider shopping at thrift stores and other second-hand locations for gently used items for your apartments and wardrobes.
- Report maintenance issues as soon as you notice them.
- Whenever possible, purchase local produce and food items.

Resident's Information: Living on Campus

Roommates

Beginning in early summer residents can begin to access their room assignment and roommate information via the online portal where they completed their housing contract: <https://oncampus.rutgers.edu> as long as they are cleared by Student Health Services for receipt of required immunizations records. The website will provide the names and basic contact information for each person assigned to each suite or apartment. Housing & Residence Life uses the information provided by students on their housing contract and educational profile whenever possible to match roommates. History has shown that putting together students that have similar interests, habits, needs, and academic pursuits usually results in the best roommate pairings. It is recommended that roommates contact one another to coordinate what items to bring to campus. This prevents two stereos, four televisions, one iron, no ironing board, etc.!

We recommend introducing yourself to your roommates, providing a little personal background, and discussing who will bring what before arriving on campus. We do not recommend disclosing large amounts of personal information prior to meeting in person.

Nearly every resident that resides in our community is assigned or selects a roommate that will be sharing bedrooms and/or the common areas of the suite or apartment. We encourage you to work together to make the best living

situation possible within the guidelines provided in this guide; collaboration is the key! COMMUNICATE and COORDINATE with your future roommates!

Living Together

Living with roommates can be the beginning of lifelong friendships, and provides the opportunity to interact with others from various cultures and backgrounds. Living together also requires some adjustment for everyone. The guide outlines many rules, standards, and expectations that may affect your personal lifestyle and the services that affect your comfort. Use this guide as the baseline for discussing roommate expectations in your suite or apartment. You can also visit the Housing & Residence Life website at <http://housing.camden.rutgers.edu.html> for some helpful tips on living with roommates.

Depending on where you live, you may experience problems initially with noise, reasonable privacy, disagreements, guests and visitors, and other areas. Everyone must adopt an attitude of cooperation and caring to make a living area comfortable and conducive to good study habits. You must resolve to care about your neighbors, to be aware of what is going on around you, and to be helpful and considerate. An effort must be made to communicate openly and to express feelings in a constructive manner. You must also be willing to adjust your living habits to some degree. If everyone adopts a cooperative, thoughtful attitude, adjustment to living with other people will be easy, and productive.

NOTE: Room changes due to conflicts can only be made on a space available and case-by-case basis.

Roommates & Conflict Resolution

All people who live together will disagree from time to time about something. Most disputes result from a lack of genuine communication between the parties involved, or anger that has been permitted to get out of control. Keep the following in mind as you begin to solve conflicts with your roommates:

Before Confrontation:

- Know what it is that upsets you. Don't argue for the sake of arguing; it takes away from your credibility when you want to be seriously heard.
- Think about what you really want to accomplish. Do you just want to let your feelings out, or is there a point you want to discuss? Have a reasonable idea in mind about how you think to best resolve the dispute before beginning the conversation.
- Try to pick a time and a place where you can say what you need to say without embarrassing the other person. Make the same allowance for him or her to present their feelings and ideas back. If you set the scene completely to your advantage, the other person will know it and may attack you for your unfairness, even if he or she is unaware of it.
- Center the discussion on items that have the intent of resolving the issue.
- People frequently disagree over the facts, and from time to time everyone distorts facts either accidentally or intentionally. We all tend to believe what supports our side of the dispute and doubt what weakens it.
- No one really enjoys being angry and few people feel entirely comfortable expressing anger. However, angry feelings should be expressed and shared with the person who caused them as soon as possible.

During Confrontation:

- Allow time to talk and resolve differences. Don't wait until bedtime to begin the argument. If you share a room, don't fight in the dark. It's important to see the face of the person you are arguing with. You learn a great deal about what a person means by facial expressions.
- It is always a good idea to use the other person's first name during any conversation, but especially when you are arguing. Using first names makes everyone act more humanely toward each other.
- If during the argument you feel overpowered or overwhelmed by the other person, say so and ask for the courtesy of speaking your mind without being interrupted. Avoid name calling, profanity, and other negative language so that attention can be focused on what the issue at hand is and how best to come to a resolution.
- When you listen to the other person, see if you can understand what the other person wants and why. Understanding their needs, will allow you to understand their actions.
- Be aware when the conversation is moving off in tangents not related to the initial dispute. Take time to pause and bring the discussion back to a point on the path to resolution.

Mediation Process

At a certain point, discussions between roommates trying to settle disagreements on their own may become unproductive. Housing & Residence Life staff are ready and trained in trying to move parties involved in a dispute beyond the impasse, and help to reach a final solution. Please seek out our assistance via your Resident Assistant to begin a mediation conversation. Should the RA feel the situation warrants further intervention, an administrator may become involved to help solve the dispute.

Only after the mediation process has been exhausted will anyone be considered for a room change. The residence hall rarely has vacant spaces available and room changes are only made in extreme circumstances. The Office of Housing & Residence Life encourages you to discuss all problems – no matter how small – amongst all suite or apartment residents to assure a pleasant environment for everyone involved.

Living with a roommate can be a highly rewarding experience if you are equipped with the tools to extract the best from this close relationship. Visit the Housing & Residence Life website at <http://housing.camden.rutgers.edu/roommates.html> for some helpful tips on living with roommates. Our staff is available to assist roommates in working through disputes on their own or in a structured environment where a staff member is actively involved. If you feel the conflict is more than you can handle alone, let a staff member know so that we can assist.

Note: Students that cause unreasonable disruptions within their suite, apartment, floor, or building, and refuse to participate in the process intended to further roommate, apartment-mate, suite-mate, or community cooperation and respectful co-habitation will face disciplinary action under the Housing & Residence Life Conduct System up to and possibly including removal from on-campus housing.

Room Assignments and Changes

Housing & Residence Life employs two methods of assigning students to spaces within on-campus housing: electronic self-selection through an online program, and manual assignment by a staff member. Ultimately, Housing & Residence Life is the final authority over where students are placed in the residence hall.

Students should not coerce, intimidate, or force another assigned student out of a room. No student may change bedroom, suite, or apartment assignments without first obtaining approval from the Area Coordinator for the building. A room change freeze is enacted at the start of each semester for 2 weeks in order to allow the department to identify vacant spaces. An illegal move will result in fines up to \$200. We encourage students to bring any concerns about their living situation to a Housing & Residence Life staff member. We are all here to assist you. If you desire to move from one bedroom to another or from one apartment/suite to another, you will need to contact Housing & Residence Life in writing to begin the process. A meeting with an administrator will be scheduled to learn the cause of the requested room change and to provide options based upon the circumstances disclosed by the student.

All changes must be completed in this manner to avoid fines. Students will be required to return to their assigned space if involved in an unauthorized room change.

Personal Property Protection

The University is not responsible for loss or damage to a resident's personal property, regardless of the circumstances that cause the loss or damage. Residents are advised to carry personal property or renters' insurance; information on this type of insurance can be obtained via the Housing & Residence Life website or through many private insurance carriers.

Many students' belongings are already covered by their parents' or legal guardians' home owners insurance policies. Each student and/or family should contact their particular insurance company for more information, to determine if this coverage applies to on-campus living situations, or to inquire if any additional coverage needs to be purchased.

Housing & Residence Life advises students to take valuables with them when leaving housing during break periods or for extended absences.

Student Illness and Injury

Any person that has an emergent medical or psychological condition should immediately contact the Rutgers Police Department at 856-225-6009, or call 911, for assistance. You can also dial "8" from any campus telephone to reach RUPD.

Residents who become ill or injured while living on-campus should seek assistance from a Housing & Residence Life staff member who can assist in contacting the Rutgers Police Department for assistance in receiving medical care from Student Health Services or emergency medical responders. Staff members can also help the student as they attempt to notify relatives or University personnel with the consent of the affected resident. After residents have obtained emergency assistance, be sure to inform Housing & Residence Life staff of the situation.

Roommates can also play a role in helping the people they live with connect to the medical attention they may need. Many students each semester face medical or psychological events that may not be obvious to anyone except someone that sees them daily and knows their regular patterns. If you are living with someone who appears to need assistance, please inform a Housing & Residence Life staff member of the situation.

As part of our normal operating procedure, students that are transported from the building for medical attention may be contacted by a staff member upon his or her return to the residence hall to see if any additional campus resources should be offered or made available to them. At times, a referral to Student Health Services may be suggested or required depending upon the nature of the medical treatment received.

REMINDER: All Rutgers students are required to have medical insurance coverage by law. This coverage may be through a plan provided by a parent or guardian, or may be through a plan provided to Rutgers students. Remember that you have this coverage and use it when needed. Please visit the Student Health Services website or office for additional details and information about insurance coverage options.

Missing Students

As members of a larger community, we all carry a responsibility to look out for those around us. Roommates do not always possess a deep bond with each other, but we encourage residents to interact with their roommates on a regular basis to foster respect for each other and to learn each other's normal habits. If you should learn that a roommate may be missing, has not been seen in their room for a few days in a row and contact with the individual cannot be established, or has not been seen on campus or attending classes as they normally would, report this information to a Housing & Residence Life staff member immediately. The University has a missing student procedure it must follow once this information is received, but needs the assistance of students in the residential community to take action.

Taking Care with Sharps

Students who use injected medication, such as insulin, are required to dispose of hypodermic syringes in approved sharps containers. This ensures the safety of all of our students and staff responsible for waste disposal. Students who require such containers can obtain them at no cost from Student Health Services. Hypodermic syringes should be placed in the sharps container; full containers should be returned to the health center for proper disposal. Questions can be directed to Student Health Services, 2nd Floor, Camden Campus Center, (856) 225-6005.

Special Circumstances and Conditions

As members of the student services field, Housing & Residence Life works daily to meet the needs of our students. However, we can only work with what we know. We encourage residents to inform a Housing & Residence Life staff member of any special medical, mental, or physical conditions that you may have so that we can continue to provide high levels of service to our community. Student Health Services offers many services to students that can help to start or continue personal medical care during your college years. As always, the confidentiality and privacy of students will be maintained.

Pregnancy

Pregnancy can present a particular challenge for residents. Many events and symptoms during pregnancy may present challenges for students living in on-campus housing, and the expected delivery date of the baby could have an effect on a student's housing contract since a resident's child(ren) are not permitted to live in on-campus housing. It is best to discuss these issues and develop a plan sooner than later. If you learn that you are pregnant, or discover that another resident may be, notify Housing & Residence Life so that we may ensure the safety and comfort of everyone involved. Again, the privacy and confidentiality of the student will be maintained.

Communication between Housing & Residence Life and Residents

It is very difficult to communicate important messages to a large population of students working on many different schedules, but there is certain information that residents must have from Housing & Residence Life. We have, therefore, adopted the following procedure to aid with the dissemination of information to residents.

Official announcements and special notices may be:

- posted on bulletin boards within residence hall buildings (residents at *330 Cooper* should refer to the electronic posting boards located near the elevators on each floor)
- announced via the resident student e-mail listserv- each student's Rutgers e-mail address is automatically included in this listserv each academic year
- posted on the Housing & Residence Life website at <http://housing.camden.rutgers.edu>
- printed and slid under the door of each apartment/suite
- discussed at advertised floor meetings
- announced via the Office of Housing and Residence Life Facebook page
- posted on the electronic bulletin board located in the main lobby of each building

Mail & Package Delivery

Housing & Residence Life and the Campus Mailroom have created an effective solution for residents to receive mail and packages while living on-campus. Each resident is assigned a mailbox number where they can receive standard mail; the format for this address is below. The address for large packages or for items delivered via expedited courier services (i.e. FedEx, UPS, DHL) may be different depending upon which building you are assigned to.

For residents of *330 Cooper*:

Standard delivery mail is deposited Monday-Friday by mailroom staff to the resident's mailbox located in the lobby of *330 Cooper*. You will need to use the combination provided to you at move-in to open your mailbox.

Large items and expedited delivery items are accepted by Housing & Residence Life staff and secured in a package room on the 1st floor of *330 Cooper*. Please visit the Housing & Residence Life office located on the 1st floor to receive your packages.

330 Cooper residents should address all mail (including expedited delivery) as follows:

Student Name
Rutgers University- Camden
330 Cooper Street
Apartment XXXX (Bedroom)
Camden, NJ 08102

For residents of the Camden Apartments or Camden Tower:

Standard delivery mail is deposited Monday-Friday by mailroom staff to the resident's mailbox located in the hallway near the Towers Lounge. You will need to use the combination provided to you by the mailroom staff to open your mailbox.

Large items and expedited delivery items are accepted by Housing & Residence Life staff and secured behind the security desk in the residence hall lobby. Please visit the Housing & Residence Life office located off of the main lobby to receive your packages.

All Tower and Apartment residents should address standard mail as follows:

Student Name
Rutgers University- Camden
Box 60XXX
P.O. Box 93545
Camden, NJ 08102

For expedited delivery items or items not deliverable to a P.O. Box:

Student Name
Rutgers University-Camden
Box 60XXX
215 North 3rd Street
Camden, NJ 08102

Important items to consider:

- There is no mail delivery over the weekend or on holidays. When having packages and mail sent overnight delivery, please do not select Saturday/Sunday delivery as an option. If you require weekend delivery, please contact the company delivering your package to arrange pickup at one of their walk-up facilities.
- Security officers working at the security desks are not permitted to accept packages on the behalf of students, nor can they access the package storage areas to provide a student their package. Please arrange to have packages delivered and picked up during posted business hours for the Housing & Residence Life office.

If you have any questions about Campus Mail Service, please contact the mailroom at (856) 225-6447.

Resident Parking- Motor Vehicles, Motorcycles, Bicycles

On-campus parking, including the issuance of permits and citations, for the Camden campus falls under the authority of the Parking Department, located within the Rutgers University Police Department. Learn more online at <http://parking.camden.rutgers.edu>.

General resident parking guidelines:

- All residents are welcome to bring a vehicle to campus, but must register that vehicle with the Parking Department and display a valid permit if they intend to leave it in a University parking lot.
- Parking spaces are available on a first-come, first-served basis. Residents are not assigned specific parking spaces, but are provided parking in specific areas.
- Spaces marked "Residence Life Staff" in Lot C12, and "Reserved" in Lots C10 and C13, require special permits. These spaces are not for student use and are subject to ticketing, booting and towing.
- Motorcycles, mopeds, and other items propelled by a combustion engine are not permitted inside any residence hall building. Please consult with the Parking Department to learn about parking arrangements for these items.
- Parking spaces in Lot C10 behind *330 Cooper* are designated for patrons of the retail spaces located on the ground floor of *330 Cooper*. These spaces are not for resident use except in the case of temporary loading/unloading of vehicles.

For students living at *330 Cooper*, the Camden Apartments or Camden Tower:

All on-campus students will be able to park their registered vehicle in lots C12 and C13, whose entrances are located on 3rd street.

Visitor/Guest parking is also available on a first come, first serve basis in Lot C13 next to the Business & Science Building. Residents or visitors may purchase visitor hangtags for their day of visit at the Parking Department or

Rutgers Police Department, or may park at one of the city meters located around the residence hall buildings. Visitors/guests of *330 Cooper* residents are also able to park their vehicles in the parking deck noted above for a fee.

Bicycles

While on campus your bike should be locked. Bicycles cannot be left in stairwells, hallways, or any passageways in buildings, and bicycles must never be chained to stair banisters. Bicycles may be kept inside a suite or apartment with the consent of all roommates, and must not obstruct entry to or exit from the suite or apartment.

Housing & Residence Life recommends that bikes be securely stored in the bike rack outside of the building. For the protection of all residents, bicycles may not be operated within the residence halls.

The Rutgers University Police Department offers a free registration and engraving program to all Rutgers students, which can be used for added security for your bike. Please contact RUPD dispatch at (856) 225-6009 for more information or to set up an appointment.

Move-In Bins

Moving bins are available for use in each residence hall building. Aside from making move-in and move-out easy, the bins are great for unloading your car after going grocery or supply shopping. To check one out, leave your ID with the security officer or office assistant before taking one. Please return the cart immediately after unloading it (within 30 minutes) so it is available for others.

Residential Community Living Standards and Policies

Throughout this On-Campus Living Guide, standards and policies are presented and detailed that help to protect university property or student safety, security, personal property and right to a positive learning environment. While not contained within this Living Standards section, those guidelines are considered part of the rules and regulations that govern the residence halls and are enforced through the judicial system.

When students choose to accept admission to Rutgers University, they accept the rights and responsibilities of membership in the University's academic and social community. As members of the University community, students are expected to uphold our stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

In addition to this guide, the Code of Student Conduct contains general guidelines that are also applicable to residential living, and students are required to adhere to those policies as well. The entire Code of Student Conduct can be found online in the Rutgers Policy Library- <http://policies.rutgers.edu> in Section 10.2.11. From the Code, the following guidelines are in place:

1. Students are required to comply with the lawful directions of University officials, including campus police officers, acting in performance of their duties.
2. Students are not permitted to provide false testimony or evidence, disruption or interference with the orderly conduct of a disciplinary conference or hearing, or any other abuse of the University's disciplinary procedures.
3. Students are expected to behave in an orderly manner on University property and at University sponsored events.

Below are additional standards and policies that were not covered in other parts of this Living Guide, but also help to maintain a quality living environment that promotes academic learning and success.

Weapons on Campus

In recent years, events around the country and on college campuses have warranted a heightened sense of urgency for campus administrators and public safety officials to do everything possible to prevent acts of violence, especially in settings such as a University where adults come together with a lowered sense of fear to learn and share knowledge and ideas. *Given the purpose of a residence hall on a college campus, weapons of any nature are not seen as a legitimate addition to the normal operation of the community and are expressly banned from the premises.*

All types of guns (including paintball guns, airsoft guns, pellet guns, etc;), bows and arrows, tasers, and all other weapons, whether offensive or defensive in nature or intent, are prohibited in the residence halls. Any device that has the appearance and/or function of a serviceable weapon, or is being used in a manner of a real weapon, is also prohibited in residence halls.

A weapon can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; switchblade knives and knives with blades two or more inches in length; martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property.

Students share a large part of the responsibility for ensuring that the community they are a part of remains safe. Residents that have questions about weapons, or need to disclose information about the use or possession of a weapon on university property, are encouraged and required to consult a Housing and Residence Life staff member or the University Police for assistance. All residents are expected to disclose knowledge of weapons within the residence halls.

Alcohol Policy

The consumption of alcoholic beverages on University premises must be in full compliance with University policy, and local, state, and federal laws. New Jersey law states that it is unlawful for any person under the age of 21 to consume alcohol or have it in his/her possession. It is unlawful to purchase for, sell to, or provide alcohol to a person under the age of 21. All residents must comply with this policy and any violation could result in university disciplinary action and criminal charges being filed. Students are expected to abide by the following additional guidelines:

1. Only residents age 21 or over may bring alcohol into the building. Guests, regardless of age may not bring alcohol into the building.
2. Security and residence life staff reserve the right to search backpacks, purses, boxes, and other personal property if violation of the alcohol policy is suspected.
3. Anyone bringing alcohol into the building must show photo identification with proof of age at the security desk. Alcohol will be confiscated if under the age of 21, and student will be reported to the Office of Housing and Residence Life for disciplinary action.
4. RUPD will be contacted for all cases where underage alcohol consumption is occurring.
5. Alcohol may only be consumed inside the apartments or suites, not in any elevator, hallway, or other public area (In accordance with NJ law, no open container of alcohol can be carried or consumed in any public area).
6. Apartments may be designated as alcohol free depending on the ages of the occupants. Rooms where of-age residents and underage residents have chosen to live together will also be designated as alcohol free until all occupants are of-age. Suites in the Tower building are completely alcohol-free at all times.
7. Residents who are NOT of age are not permitted to store empty alcohol containers or use empty alcohol containers for decorative purposes. The possession of such alcohol paraphernalia by a person under the legal drinking age will constitute a violation under this policy.
8. Of-age residents or guests may not provide alcohol to residents or guests under the legal drinking age.
9. Drinking games and drinking game paraphernalia of any variety or nature are expressly prohibited within the residence halls, regardless of the age(s) of those participating in the game(s).
10. Persons of legal drinking age whose alcohol drinking habits become a nuisance to their roommates, the residential community, or to Residence Life staff may be charged through the Residence Life Judicial System for behavior that disrupts the normal operation of the residence halls.
 - a. Large quantities of alcohol are prohibited from being brought into or stored in the residence halls. The definition of "large" is based on what is considered a reasonable, personal consumption amount of alcohol for a person to possess.

Residents that feel they may have a drinking problem, or residents that have concern about the amount of alcohol another resident is consuming, are encouraged to utilize Housing & Residence Life and Student Health Services as resources- we are here to help.

Drug Policy

State and federal laws regarding the possession, use and distribution of drugs, both legal and illegal, are to be adhered to by all campus residents and their guests.

1. Students charged with possession, possession with intent to distribute or with selling drugs will be immediately and permanently removed from campus housing and are subject to a University disciplinary hearing.
2. Any violation of state law could result in University disciplinary action and/or criminal prosecution.

Any person who illegally possesses, uses, manufactures or prepares, buys, sells, gives away or otherwise dispenses, or knowingly gives access to those who intend to distribute any controlled or dangerous substance within any housing facility or on any Housing property becomes subject to eviction. In the event that a substance suspected to be illegal is found in or around the residence halls, Rutgers Police will be called in to respond. If necessary, the allegedly illegal substance will be removed. Rutgers Police Department, Residence Life Staff, and the Dean of Students Office will take further action.

Note: The presence of the odor of marijuana in a room or area of the residence hall, or the physical

evidence of the use of the drugs found in plain sight of the observer, however insignificant, including the presence of any kind or form of drug or drug paraphernalia, whether such is being used at the time of the discovery or not, constitutes a violation of this regulation.

In the event that any illegal substances are being smoked, consumed or otherwise used, all students present at the time of use are equally responsible. If such behavior is present in one room of a suite or apartment, students in another room are not held responsible if the student can prove that he/she had no knowledge that the actions were taking place. The burden of this proof is on the student claiming absence of knowledge. Students with knowledge of illegal drug use are encouraged to report it to any member of the Residence Life Staff and/or Rutgers Police.

Guest and Visitation Policy- 330 Cooper Street

University housing is provided for the exclusive use of Rutgers University students that are properly assigned by the Housing & Residence Life staff. The Office of Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. The privilege of having guests in the residence facility is always secondary to the needs of residents/roommates. On-campus residents are encouraged to obtain the permission of their roommates prior to hosting a guest. The following guidelines apply and must be adhered to:

1. The hosting resident must meet their guest(s) in the main lobby to escort them to their suite. The host resident becomes responsible for any actions or damages found to be the fault of the guest during their stay. **Guests must remain in the presence of their host resident at all times for the security and safety of all students; this includes visiting other residents in the facility unless exiting the building.** Guest of 330 Cooper residents do not need to be escorted out by their host. Hosts are still responsible for the actions of their guests upon the guest leaving the host's room in order to vacate the building.
2. The maximum number of persons (residents and guests) in a suite or apartment on any given time is 18 persons.
3. Guests are NOT permitted to stay in the residence hall for extended periods of time. The length of stay for overnight guests will be limited to 3 consecutive days and 2 consecutive nights within a 7 day period, regardless of who hosts the guest, even if the current host is not aware of the guests prior time spent with another host. Therefore, it is the responsibility of the host to ask whether their guest has spent previous time with another resident. All roommates living in the suite must agree upon the length of stay prior to the guest's arrival, and the presence of the guest must not become a burden upon any resident. The Office of Housing and Residence Life staff reserves the right to limit the stay of any guest and may ask any guest to leave the facility if deemed appropriate.
4. University faculty and staff, and resident's family members and friends who are visiting students in the residence hall must adhere to the guest and visitation policy. The guest agrees to abide by the guest visitation policies and procedures.
5. Guests found to be in violation of any of the community standards set forth in this living guide or aforementioned guidelines are subject to removal from the facility and having their guest privileges revoked for a period of time or indefinitely. The hosting student may also face disciplinary action including suspension of guest sign-in privileges, fines, or removal from the residence hall. It is the responsibility of the most recent hosting resident to notify a guest that has been banned from visiting the residence hall that their privilege to enter has been revoked.
6. Residents of *330 Cooper* are not permitted to host guests at the Camden Tower or Apartments. Residents of the Camden Tower and Apartments are not permitted to host guests at *330 Cooper*.
7. Residents are not permitted to rent out, assign to another person, or "sublet" their rooms to any other person. This is not permissible whether it be through an online service like; Craigs List; Air B&B; any other similar service; personally; or any other manner.
8. The failure of the community to appropriately follow the Guest Policy could result in more stringent restrictions being implemented.

Guest and Visitation Policy- Tower and Apartments Buildings

University housing is provided for the exclusive use of Rutgers University students that are properly assigned by the Housing & Residence Life staff. The Office of Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. The privilege of having guests in the residence facility is always secondary to the needs of residents/roommates. On-campus residents are encouraged to obtain the permission of their roommates prior to hosting a guest. The following guidelines apply and must be adhered to:

1. The hosting resident must meet their guest(s) in the main lobby to check in with security. The host resident becomes responsible for any actions or damages found to be the fault of the guest during their stay. **Guests must remain in the presence of their host resident at all times for the security and safety of all students; this includes visiting other residents in the facility, except when leaving the building.** Hosting students will not be permitted to sign in guests for whom they do not intend to be responsible. Guest of Tower and/or Apartments residents do not need to be escorted out by their host. Hosts are still responsible for the actions of their guests upon the guest leaving the host's room in order to vacate the building.
2. **Guests must have official photo identification stating their name.** No exceptions. Examples are: College ID, driver's license, passport, etc. Temporary identification cards will not be made available and access to the facility will be denied without ID.
3. The maximum number of persons (residents and guests) in a suite or apartment on any given time is 18 persons.
4. Residents may not host more than 3 guests at one time, and are permitted a maximum of 2 overnight guests with the consent of all roommates *An overnight guest is defined as a person who is signed in for longer than 3 hours (in total, regardless of how many times s/he is signed in and out) between the hours of 10:00pm on one day, and 9:00am the following day.*
5. Guests are NOT permitted to stay in the residence hall for extended periods of time. The length of stay for overnight guests will be limited to 3 consecutive days and 2 consecutive nights within a 7 day period, regardless of who hosts the guest, even if the current host is not aware of the guests prior time spent with another host. Therefore, it is the responsibility of the host to ask whether their guest has spent previous time with another resident. All roommates living in the suite must agree upon the length of stay prior to the guest's arrival, and the presence of the guest must not become a burden upon any resident. The Office of Housing and Residence Life staff reserves the right to limit the stay of any guest and may ask any guest to leave the facility if deemed appropriate.
6. University faculty and staff, and resident's family members and friends who are visiting students in the residence hall must adhere to the guest and visitation policy and will be required to register with security as a guest. By signing-in the guest agrees to abide by the guest visitation policies and procedures.
7. Guests found to be in violation of any of the community standards set forth in this living guide or aforementioned guidelines are subject to removal from the facility and having their guest privileges revoked for a period of time or indefinitely. The hosting student may also face disciplinary action including suspension of guest sign-in privileges, fines, or removal from the residence hall. It is the responsibility of the most recent hosting resident to notify a guest that has been banned from visiting the residence hall that their privilege to enter has been revoked.
8. Residents of *330 Cooper* are not permitted to host guests at the Camden Tower or Apartments. Residents of the Camden Tower and Apartments are not permitted to host guests at *330 Cooper*.
9. Residents are not permitted to rent out, assign to another person, or "sublet" their rooms to any other person. This is not permissible whether it be through an online service like; Craigs List; Air B&B; any other similar service; personally; or any other manner.
10. The failure of the community to appropriately follow the Guest Policy could result in more stringent restrictions being implemented.

Special Guest Policy for Minors (ages 16 and under)

Any visitor aged 16 and younger is to be signed-out of the building by 10pm. Guests aged 16 years and younger are not permitted to remain in the residence hall overnight.

The University accepts no responsibility for the care minors receive while visiting or for the results of their exposure to the adult residence hall atmosphere. The Office of Housing and Residence Life reserves the right to refuse/revoke visitation to any guest, including a minor, as necessary to protect the best interests of the resident population.

The Guest Sign-In & Sign-Out Process

Visitor information is managed via a computer system in the residence halls. Upon arrival to the residence hall, the following procedure will be in place to check-in a visitor. A security officer or student staff member will be available to assist in the process.

- 1) The visitor will be instructed to sign in at a computer kiosk in the lobby where they will enter their name and a few items of personal information, such as a cell phone number. The visitor will have the opportunity to read and accept the Guest and Visitation Policy guidelines on the screen before completing their registration.
- 2) The visitor and the hosting resident proceed to the security desk to complete the check-in process. The visitor will present their photo identification, and the resident will present their Rutgers ID card with a valid housing sticker to the person working at the desk. After confirmation, the IDs are returned and a visitor badge is issued to the visitor.
- 3) Upon departure from the residence hall, the visitor will turn in their badge to Security Officer working at the lobby front desk.

Lock-Out Policy

Lock-out service is provided by the Office of Housing and Residence Life for residents who temporarily misplace their keys or student ID card. Residents are expected to carry their keys and ID with them any time they leave their room, exiting the building or not. So that this service is not abused, the following policy is in effect.

If you discover that you are locked-out of your room, or do not have your ID card to get into the building, first call a roommate and see if they are able to let you in or can bring your ID to you. This will completely avoid the use of the lock-out service and any associated fees.

If you are not able to gain access in this manner, visit the security desk in the main lobby. They will contact a Housing & Residence Life staff member who will resolve the situation by assigning you a loaner key or ID card, or by providing access to your suite, apartment or bedroom. Residents should keep in mind the following pertaining to use of the lock-out service:

- The first time a resident uses the service is designated as a courtesy. There is no charge.
- The 2nd time the service is used there will be a \$5.00 fee.
- The 3rd time the service is used a fee of \$10.00 will apply.
- For the 4th, 5th, 6th, etc. uses of the service a fee of \$20.00 will apply each time.

Charges for lockouts will be placed directly on a student's SAR account and will have the label "damages." For information on the dates lockouts were used, please visit the Housing & Residence Life Office.

Note: Lock-out service requests between 12am and 8:30am are all done for a charge of \$20.00, after the first courtesy service.

Staff Room Entry Policy

Throughout the course of the academic year, OHRL staff members will need to gain access to your suite in order to perform follow-up on submitted work order requests, Health and Safety Inspections, exterminator services, smoke detector and sprinkler tests, fire extinguisher tests, etc. The Office makes every effort to consolidate these items to limit the amount of times we must enter your space. However, entry may not be denied to OHRL staff performing regular office duties.

The entry policy of the Office of Housing and Residence Life is to lock bedroom doors behind us as we leave your space, *regardless of whether the door was locked or not when OHRL staff entered*. This is done in consideration for your personal property and space. All residents are reminded to carry bedroom/suite keys on them at all times.

Noise Policy

The University is obliged to maintain an atmosphere conducive to learning, allowing students to study and rest, in addition to affording a degree of privacy within the apartment/suite. Noise intrusion is a violation of this policy. Use

one of the many lounges in the building to visit with guests or for individual or group study during quiet hours. In order to protect the rights of all students, the following policy is in effect.

1. All residence hall buildings have a policy of **quiet hours** from 11 p.m. to 9 a.m. Sunday through Thursday during the academic year and Friday and Saturday night from Midnight to 9 a.m. This period is for sleeping and any other activity must not prevent roommates within other quarters from sleeping during this time. Certain approved Office of Housing and Residence Life activities to take place in the Towers Lounge or Club Room during the established quiet hours will be carefully monitored by staff and noise levels will be maintained at appropriate levels.
2. Outside of quiet hours (9 am to 11 pm Monday through Thursday and 9am-midnight on Friday and Saturdays), individuals and groups must cooperate with any reasonable request for reduced levels of noise.
3. Speakers may not be placed in windows or aimed out of doors.
4. Stereos, radios, etc., must not be played at a volume that allows them to be heard within any other building or adjoined room(s). Use headphones so roommates may study or sleep.
5. Residents may not make noise that is heard outside their room.
6. Musical instruments may be played in areas surrounding residences only at a level not disruptive to classes or individuals within the building. The following musical instruments are prohibited from use within the residence halls: drums or drum sets, any instrument connected to an amplifier, and any instrument that produces levels of noise that can be heard outside of an individual's suite when played.
7. Prior to and during exam weeks, Office of Housing and Residence Life staff will establish building-wide, 24-hour quiet hours which will be strictly enforced. All residents are required to comply with requests for reduced noise levels.
8. The bouncing of basketballs, soccer balls, or other relevant equipment against the door, walls, or the floor is prohibited at all times under this policy. The playing of sports and use of sporting equipment in the hallways and common areas inside the residence hall is also prohibited.

Residents are expected to establish community norms within each apartment/suite in regards to noise. Students are expected to adhere to these norms. Enforcement of these standards is the responsibility of each individual resident. Individuals failing to comply with the established norm will face disciplinary action.

Party Policy

Parties offer students opportunities to get together in a relaxed atmosphere and build relationships with one another. The following policies were developed to assist students in planning responsible parties without infringing upon the rights of others, NJ law, or University policies. Housing & Residence Life may terminate a party/gathering at any time.

What is considered a "party"?

A party is defined as any gathering where the total number of persons in an apartment or suite is equal to or greater than 18 persons. This number includes the hosting residents, any guests not residing in the building, and visitors from within the building. Gatherings meeting this qualification must be registered with Housing & Residence Life and a meeting must be scheduled with the Area Coordinator of your building to go over policies and expectations according to the following time frame:

- 1 week prior to event date for parties that must be held in the Towers Lounge (see below)
- 72 hours in advance for all other gatherings.

NOTE: The Office of Housing and Residence Life reserves the right to decline any party request that is not submitted within the proper time frame.

General guidelines for parties:

1. Parties are permitted on the following days, under the stated conditions, only after obtaining written approval from Housing & Residence Life:
 - Thursdays: party must be held in the Towers Lounge or Club Room (no parties in apartments or suites), begin after 8pm, and end by Midnight
 - Fridays: must begin after 8pm and end by 2am, limit of 2 parties per night
 - Saturdays: must begin after 8pm and end by 2am, limit of 2 parties per night

- No party may last longer than 5 hours
 - No parties will be permitted Sundays, Mondays, Tuesdays, or Wednesdays.
2. In order to host a party, all of the roommates of the host suite must approve of the date, time, guests, and type of party to be held, alcoholic or non-alcoholic. A party registration form containing this information and the roommate's signature must be completed before approval of the party will be given.
 3. The host of the party must be a resident of the apartment or suite where the gathering is to be held. The host must also be present at all times during the party.
 4. The absolute maximum number of people permitted in any on-campus suite *for a registered in-room event* is 18. These numbers include residents of the suite, any guests, and visiting residents from other rooms. If a party is expected to be larger than this number, it must be held in the Towers Lounge or Club Room in accordance with the fire code.
 5. In consideration of neighbors, it is recommended that the host of a party notify neighbors above, below and adjacent to their room prior to the start of the event. Staff will investigate complaints about noise and volume and the host of the party is required to comply with decisions made by any staff members investigating.
 6. The host of the party is required to ensure that the gathering is confined within the apartment or suite hosting the event; the party may not extend into the hallway or into other rooms. The host is responsible for all guests and their whereabouts.
 7. The host of the party must contact the RA on duty or the security desk if the party becomes out of control or trouble arises.

May alcohol be served?

Yes, but with restrictions.

1. Persons not of legal drinking age may attend the party, but may not consume alcohol. The host will be held responsible for underage drinking at the party, as will the individual offenders. Both host and guests must adhere to the alcohol policy noted in this living guide. Rooms designated as alcohol-free will not be permitted to host parties serving alcohol.
2. Non-alcoholic beverages, other than water, must be made available at the event and must be easily accessible to guests. Alcohol may not be the only beverage offered. No coercion, even subtly, is permitted to help guests drink alcohol or overindulge in drinking.
3. NJ courts hold hosts responsible for accidents or incidents related to alcohol consumption by their guests. See "Social Hosts-Liability for Provisions of Alcoholic Beverages" – Chapters 404-1987, Senate Nos. 1152 and 545 of the New Jersey State Statutes.

Privacy Policy: Prohibiting Cameras, Video and Recording Devices

On-campus residences are a place where students should feel comfortable, secure, and confident that their privacy is respected. Cameras, video cameras, video phones, recording, and listening devices can breach the trust and security that students expect, and therefore, the use of such devices, without the consent or full knowledge of all of the individuals involved is strictly prohibited.

Further, the use of any of the above devices in common areas of the residence halls is not permitted without written consent from the Office of Housing and Residence Life.

Invasion of privacy:

a. Making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.

b. Viewing or spying on a person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants.

Undisclosed recording:

Making, attempting to make, or transmitting an audio or video recording of private, non-public conversations and/or meetings on University premises without the knowledge and consent of all participants subject to such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

Smoke Free Buildings

The Residence Halls are smoke-free buildings. The Office of Housing & Residence Life holds a zero tolerance policy for smoking within the facility. Per NJ law, electronic cigarettes and vaporizers are included in this ban. Violators are subject to fines and other discipline up to and including removal from the Residence Halls. We advise all students to be mindful of others and the law.

Smoking is permitted outside of the residence hall buildings, more than 50 feet from any entrance. Please dispose of all cigarette butts in provide outside receptacles.

Solicitation/Gambling Policy

Residents are not permitted to use their room, suite, or apartment for any commerce purposes whatsoever. Door to door advertising by outside vendors or student groups is not allowed. Gambling in any form in or around the residence halls is prohibited.

Posting Policy

Only authorized postings submitted to the Office of Housing and Residence Life by recognized student organizations and University departments will be approved for distribution/display in residence hall buildings. Residence Hall floors should not be inundated with postings for one event or multiple events from the same student organization or department.

All posters must contain the following information:

- Name of the sponsoring organization/group (Only registered student organizations or Rutgers departments may post information in the residence halls. Only the Director of Housing & Residence Life or Assistant Director of Housing & Residence Life may approve a posting outside of these guidelines if deemed to have an educational value for the student population.)
- Date and time of the event
- Location of the event
- Cost to attend the event, if any
- Who the event is open to (if restricted)

Posting Guidelines

1. Posters may be placed in the grip-a-strip holder next to the suite or apartment main entrance door only.
2. Posters CAN NOT be put on painted surfaces, wood surfaces, wall-papered surfaces, metal surfaces, glass surfaces, University signage, or on the security desk in any residence hall. Stapling or taping materials to any other area or bulletin board is prohibited.
3. All approved advertising will be removed by the Office of Housing and Residence Life the day following the event or on the day stamped on the materials by the Office of Housing and Residence Life.
4. Student groups that post materials without first obtaining the approval from housing & Residence Life will have their postings removed and may be denied permission to post items in the future.

Policy Against Verbal Assault, Defamation, and Harassment

Intolerance and bigotry are antithetical to the values of the university, and unacceptable within the Rutgers community. One of the ways the university seeks to effect this value is through a policy of nondiscrimination, which

prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status, or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, defamation, and harassment is intended to inform students that the verbal assault, defamation, or harassment of others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against sexual harassment.)

Verbal assault, defamation, or harassment interferes with the mission of the university. Defamation, as defined in the University Code of Conduct, is the act of creating a false statement about a University community member and communicating that false statement to a third party, which then exposes that community member to hatred, contempt, ridicule, loss of good will, or loss of reputation as a result of the false statement. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that the university is fair, humane, and responsible to all students.

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

The following sections, as taken directly from the Student Code of Conduct, serve to provide basic definitions and explanations to help assist you in making responsible choices regarding your behavior as well as responding to the behavior of others.

Bullying, Intimidation and Harassment

- a) Making, or causing to be made any communication (including electronic or through social media) to another person in any manner likely to cause alarm.
- b) Subjecting another person or threatening to subject another person to striking, kicking, shoving, or offensive touching.
- c) Threatening to reveal personal information or media about a person electronically or through other means of communication.
- d) Engaging in any other course of alarming conduct or repeatedly committing acts with the purpose of seriously alarming another person.
- e) A person's behavior should be sufficiently severe, pervasive, or persistent as to substantially disrupt or interfere with the orderly operation of the institution or the rights of a student to participate in or benefit from the educational program.

Domestic Violence Policy

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

Hazing

- a) Engaging in any act that endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.
- b) Engaging in any activity that is inconsistent with regulations or policies of Rutgers University or laws in the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.
- c) Behavior falling into these categories shall be considered hazing regardless of whether a person is a willing participant.

Prohibited Conduct

Any of the following acts, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the university) under the provisions of the University Code of Student Conduct:

1. Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of...physical abuse.")
2. Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")
3. Harassment, which is statutorily defined by New Jersey law to mean, and here means, purposefully making or causing to be made a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting or threatening to subject another to striking, kicking, shoving or other offensive touching, or engaging in any other course of conduct or of repeatedly committed acts with purpose to alarm or seriously annoy any other person. Harassment is considered a separation offense under the University Code of Student Conduct as a "heinous act."
4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct as a "heinous act."
5. Stalking, which is any course of conduct directed at a specific person that would cause a reasonable person to be fearful of serious harm or danger to himself or herself or to individuals close to him or her. Examples of stalking include non-consensual communication and physical contact; following or pursuing the other person; waiting or showing up at locations visited by the other person; spying on a person; trespassing; vandalism; gathering of information about a person from others; or manipulating and controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim.

While any of the four categories of acts listed above is a separation offense, that, if proven, could lead to a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct, clearly minor instances of such prohibited behavior should be resolved at the college level and not be treated as separation offenses requiring a university-level hearing. The initial judgments of whether a particular act is of a separable or non-separable level are made by the appropriate college official and are subject to review by the assistant vice president for student life policy and services.

Students who believe themselves to be victims of verbal assault, harassment or defamation should report such incidents to the dean or the dean of students of their college or school. For the Camden campus, please contact:

- Mary Beth Daisey, Vice Chancellor for Student Affairs, Camden Chancellor's Office, Second Floor, 303 Cooper Street, Camden, NJ 08102, (856)225-6050

Students who believe themselves to be the victim of a sexual assault should report such incidents to the Title IX Coordinator or to Rutgers University Police.

- Allison Wisniewski, Associate Dean of Students and Executive Director; Title XI Coordinator, Camden Campus Center, Third Floor, 326 Penn Street Camden NJ 08102, (856) 225-6689

Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

Personal Safety and Fire System Information

In the event of an emergency, dial 911 immediately.

Living in an Urban Environment

A few tips to consider for your personal safety while navigating any city:

- Walk a steady pace and in a confident manner (Criminals look for the most vulnerable victims).
- Be aware of your surroundings – stay in well-lit areas
- Be conscious of people loitering on the streets
- Avoid using alcohol, drugs, or other substances that could lessen your ability to sense your surroundings and make you an easier target for a crime.
- Stay with the crowd. There is safety in numbers. If you feel that you are being followed, look for and enter open restaurants, stores, public buildings, etc.
- Carry your purse close to your body. Purse snatchers like easy targets.
- Do not put all your money in one pocket, and do not carry large sums of cash.
- When driving, keep the doors locked. Don't leave packages or valuables in view.
- Do not wear jewelry that will draw attention to you in an unsafe place.
- Report suspicious activity to law enforcement immediately.

When on-campus, keep the following in mind:

- RUPD offers walking escorts to and from buildings on campus and to vehicles parked in the parking lots. You can call RUPD Dispatch for an escort at (856) 225-6009.
- If you find yourself in an unsafe situation while on campus, locate a Blue Light Emergency Phone which will provide direct access to RUPD.
- Do not prop open building, apartment, or suite doors, and do not provide residence hall access to strangers.
- Do not leave property unattended or unprotected.
- Do not tamper with the security features of University buildings.

Fire Prevention and Fire System Information

The Department of Emergency Services works with Housing & Residence Life to ensure students have a safe living environment when it comes to fire prevention and life safety. This section will discuss specific information regarding this topic, but additional information and resources can be found on the Emergency Services website at <http://rues.rutgers.edu>.

NOTE: Resident students can view the fire evacuation plan for the building they are assigned to live in online. Please visit: <https://halfife.rutgers.edu/fireplans> to view the plans. You will need your netID and password to login.

Important Information to Highlight in Advance:

- If you discover a fire, activate the nearest fire alarm pull station and evacuate the building.
- All residents should be aware of the location of fire extinguishers, fire alarm pull stations, and emergency exit routes from your suite or apartment so that you may act promptly in any emergency.
 - Every apartment equipped with a kitchen is also equipped with a fire extinguisher.
 - Every suite or apartment has a fire evacuation plan on the back of the main entrance door. This plan notes the locations of emergency exits, fire alarm pull stations, and fire extinguishers on your floor.
- If you hear the fire alarm sounding, evacuate the building immediately. You must evacuate within 4 minutes.
- Individuals who misuse or tamper with any of the fire safety equipment, systems, or processes in place to protect students face immediate removal from housing, disciplinary action under the University Code of Student Conduct, as well as possible fines and prosecution.
- If you have information about the location of an actual fire or a potential fire hazard, notify the security officer working at the security desk of your building, or any Housing & Residence Life staff member.
- Smoking is not permitted within any residence hall building or area.
- Residents will be held responsible (both disciplinary and financial) for damages resulting from negligent use of cooking facilities in the residence hall.

The following regulations were established to maintain a safe living environment for students residing in Rutgers University housing buildings. University fire safety regulations are enforced by certified Fire Inspectors of Emergency Services. Students found in violation of any of the items listed below will be issued a violation documenting the offense and will be referred to Housing & Residence Life for disciplinary action. Students will be issued a Fire Code Violation Follow-Up Form, which must be completed and returned to Housing & Residence Life verifying that the violation has been corrected. Students that commit subsequent offenses face further disciplinary action up to and including removal from on-campus housing.

Fire Safety Violations are issued to the student responsible for the offense. When it is not apparent to the Fire Inspector who was responsible, the violation will be issued to all occupants of the room. In these circumstances, all students are responsible for insuring the violation has been corrected and for the appropriate follow-up with Housing & Residence Life. Students who believe their involvement has been inaccurately documented must submit an explanation in writing and return it to Housing & Residence Life staff member within 10 days of the Notice of Fire Safety Violation issuance. While not all students may be responsible for creating the Fire Code Violation, it is your responsibility to know and understand the policies regarding Fire Safety and to ensure that items in the room do not pose a fire hazard. If a student is found to not be responsible for the violation, the roommate will assume the full responsibility for correcting the violation.

Residents must discontinue use of cited hazards immediately, but are allowed seven (7) working days to remove the prohibited item(s) from the residence hall. In addition, residents are reminded that under the provisions of the New Jersey Uniform Fire Code (N.J.A.C. 5:70-2.13) they may be held financially liable for the actual costs of extinguishing a fire directly, or indirectly, caused by a violation which had been cited and remained unabated at the time of the fire and additional dedicated and compensatory penalties in accordance with N.J.A.C. 5:70-2.12A.

Safety Information and Equipment

University housing units are protected by complete fire suppression systems, fire detection and alarm systems consisting of manual pull stations, heat and smoke detectors in all common areas and storage spaces, local-sounding smoke detectors in all sleeping rooms, and audible evacuation alarms. All residence hall fire alarm systems are electronically monitored at University Police Headquarters, providing immediate notification of an alarm condition and resulting in an expeditious response to the potential emergency. Fire extinguishers are provided in all residence hall common areas, kitchenettes, and in the kitchen areas of all apartments. This equipment is critical to life safety and should be used only in emergency situations.

Mandatory Evacuation of Residence Halls During Fire Alarm Activation

Residents are advised that pursuant to University and State fire safety regulations, upon the activation of the building fire alarm system all occupants are required to immediately evacuate the building and to remain outside until directed to return by the fire official in command at the scene. This regulation pertains to residents of residence hall buildings, suites, and University apartments, whether occupied by undergraduate or graduate students.

Emergency evacuation drills are conducted twice each semester to familiarize residents with evacuation procedures and equipment. During an evacuation, you are required to follow emergency procedures and staff instructions. Residents who do not evacuate are subject to disciplinary action.

NOTE: All Residents must vacate the residence hall within 4 minutes!

Smoke Caused By Cooking

Regardless of which residence hall you live in, please exercise caution when cooking. Be present when food is cooking so that you can adjust the heat or remove items from the cooking appliance if they begin to burn. If something does burn causing excessive smoke, ensure there is no real fire. Then, do the following:

1. Switch on the kitchen stove hood fan and open all windows. At 330 Cooper, turn on the air conditioning/heating unit to filter out the smoky air.
2. Keep the door to the apartment or suite closed. Opening the door will allow smoke to escape into the hallway triggering the fire alarm system for the building, which will require evacuation and fire department response.
3. Use the telephone near the main entrance door of your suite/apartment to notify the security desk/RUPD of the situation.

Items and Actions Not Permitted Under University Fire Safety Regulations

The following is a list of actions and items that are not permitted in residence halls in accordance with University Fire Safety Regulations. All are hazards to life safety and will be cited by the Fire Safety Inspectors.

1. Arranging bed or furniture in a manner that reduces the required width of the exit
2. Hanging items from the sprinkler head or pipe, heat detector, smoke detector or alarm
3. Using items with electrical wiring that is "homemade" or otherwise modified
4. Unattended cooking or open flames
5. Chaining a bicycle to the exit way element
6. Tampering with building fire alarm system
7. Discharge of Fire Extinguisher
8. Failure to evacuate building during an actual fire alarm or evacuation drill, failure to exit within 4 minutes
9. Possession of a gasoline powered motorbike within building
10. Possession or evidence of prohibited electrical appliances in prohibited areas.
11. Possession of an excessive quantity of combustible materials on walls or ceilings. Posters, fish nets or tapestry
12. Overloading of electrical receptacles, "cube taps", unfused power strip or surge protector (more than three appliances per outlet, or multiple plug adapters or power strips with more than two cords attached)
13. Accumulations of flammable liquids or materials.
14. Smoking or evidence of smoking
15. Use of electrical cords over 6 feet in length (all electrical cords must be in plain view and cannot be run under rugs or closet doors, nor secured to building surfaces or furniture.)
16. Possession/use of personal space heaters
17. Possession/use of hot plates, immersion coils, or hot pots not meeting University specification (listed below)
18. Possession/use of candles of any type (The use of candles in university housing rooms for religious purposes is prohibited due to the fire hazard this practice creates. Alternative appliances - electrically powered - exist to permit the resident to observe religious holidays without creating a fire hazard.)
19. Possession/use of oil lamps, fireworks, sparklers, incense, smoke bombs
20. Use of wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments
21. Combustible materials of any type are prohibited when attached to room ceilings
22. Posters and decorations with combined coverage of more than one-third of the available wall space are not permitted
23. Possession/use of all flammable and combustible liquids (including art supplies such as thinners, solvents, etc.)
24. Possession/use of chemicals
25. Fused, multi-outlet surge protectors commonly used for protection of personal computers are permitted. However, multi-outlet surge protectors may not be plugged into an existing power strip (piggybacking), nor shall more than one (1) fused multi-outlet power strip be plugged into a building wall outlet.
26. Surge protectors or power strips without built-in fuses are not permitted
27. Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building fixture.
28. Combustible or plastic lampshades or light fixture covers.

29. Torchiere lamps with Halogen bulbs, including lamps with guards. Halogen desk lamps and styles other than torchiere floor lamps are permitted.

30. Traffic and road signs observed in university housing rooms will be reported to the Rutgers University Police Department. Misappropriation of traffic and road signs may result in motor vehicle accidents, injuries, and even fatalities. Students in possession of traffic and road signs are subject to prosecution.

Decoration Fire Safety Guidelines (Including Holiday Decorations)

- In corridors, only aluminum foil is permitted on doors or walls to prevent a fire from obstructing a major exit way component.
- Readily ignitable materials such as evergreen branches, boughs, etc. are prohibited in sleeping areas as well as in hallways, corridors, stairwells, or other means of egress. Combustible material such as wrapping paper, fabrics, etc. are prohibited when fastened to doors as well as when attached to walls or ceilings of corridors, stairways or other common areas designed as exit ways.
- Candles in any form are prohibited throughout all resident halls and apartments. Electric light Menorahs are permitted.
- Combustible party decorations, gift wrappings, etc. must be disposed of promptly after use in the dumpsters provided outside of the residential buildings.
- No decorations may be placed over light fixtures, fire detectors, or on fire sprinklers or sprinkler piping.
- Live Evergreen Trees - Live evergreen trees are not permitted inside student suites or apartments.
- Artificial Holiday Trees - Artificial holiday trees must bear Underwriter's Laboratory (UL) listing labels for fire resistance. Artificial trees meeting this requirement are permitted in all areas, subject to the following safety guidelines.
 - The artificial tree must be placed in a suitable stand to prevent it from falling.
 - The tree may not obstruct any corridor, exit doorway, or other means of egress.
 - No flammable decorations, combustible tree skirts or decorative gift packages may be placed on or under an artificial holiday tree except in an area protected by automatic sprinklers.
 - Only UL listed lighting sets may be used and they shall not be decorated with paper or other combustible materials.
 - Only non-combustible trimmings are permitted.
 - Prior to departure for winter recess, all holiday decorations must be removed from the residence hall.
 - Decorative lights shall be turned off when occupants are not in the immediate area of the tree.

Holiday Lighting Sets

- All holiday lighting sets must bear UL listing tags
- Lighting sets are prohibited in corridors.
- All lighting sets must be physically examined before use to detect frayed wiring and other conditions which might create a shock or fire hazard. Defective sets must be discarded; sets showing evidence of repair are not permitted in the residence hall.
- Lighting sets may be utilized on artificial trees, or placed around room windows.
- Lighting sets are prohibited around room doorways.
- All lighting sets displayed in sleeping rooms must be turned off when the room is unoccupied.
- Lighting sets displayed on artificial trees located in lounges must be turned off when the room is unoccupied during hours of darkness.
- Lighting sets may not be in contact with draperies, paper, or combustible decorations.
- Lighting sets may not be hung from ceilings.
- All electric lighting sets must be removed from the residence hall when departing for winter recess.

If you have questions regarding your holiday decorating plans or materials, please see any member of the Housing & Residence Life staff for clarification.

Inspection of Residence Hall Suites and Apartments

Housing & Residence Life is committed to providing safe residence hall facilities that allow students to focus on and achieve their academic pursuits while engaging in a variety of experiences outside of the classroom that support learning and personal growth. Knowing that students and their visitors sometimes use campus facilities in ways that

are not appropriate and infringe upon the safety of the residential community requires that Housing & Residence Life inspect suites and apartments to be able to address safety issues and help students learn to live in a community setting safely. These Health & Safety Inspections are conducted under specific criteria noted below.

- Inspections commence after 10:00am and end by 7:00pm, and whenever possible, the inspections are done in teams.
- Housing & Residence Life staff are instructed to look for conditions or items in rooms that could present a safety hazard to the individual resident or residential community as referenced throughout this guide that are in plain view. The inspection is visual- staff will not touch personal items, open closet doors or furniture, or look under beds.
- The staff will generally inspect the life safety equipment and appliances provided in a suite or apartment by the University to note that they are in place and operating properly. This would include smoke detectors, fire extinguishers, air filters, room phones, kitchen appliances, etc.
- While completing the Health & Safety Inspection, if the staff member observes a violation to another section of this guide it will also be documented and addressed.
- If reasonable suspicion that a policy violation exists that could threaten the health or safety of the community, the inspection may take place outside of the normal hours and without advance notice.
- Once the inspection is completed, if a violation is found, follow-up correspondence will be sent to the affected resident(s), including detailed information on how to correct the issue and the deadline for the correction to take place.
- The staff member completing the inspection will lock the doors to all unoccupied residence hall suites or apartments following inspection as a security measure.
- If an item that is deemed to be an imminent threat to the health and safety of the community is identified, University Staff or the Rutgers University Police Department may confiscate the item in question.

For residents of 330 Cooper, Camden Towers and Camden Apartments:

Health & Safety Inspections will be completed monthly. All Health & Safety Inspections will be announced at least 24 hours in advance. Residents may be present during the inspection, but are not required to be present. If the resident is not in their apartment the inspection will happen in their absence.

Department of Emergency Services Inspection

Enforcement of State and University fire safety regulations is the responsibility of the Department of Emergency Services. University Fire Inspectors are state certified Fire Officials with full authority to enforce the provisions of the New Jersey State Uniform Fire Code and established University fire safety regulations. University Fire Inspectors are obligated to inspect all University buildings, including every residence hall suite and apartment. Due to the magnitude of this task, and to ensure the highest level of safety for all residents, fire inspections are unannounced. Inspections will be conducted during normal weekday business hours. For your convenience, inspections commence after 10:00 a.m. Suites and apartments will be entered for the purpose of conducting the unannounced fire safety inspection even in the absence of the resident. As a security measure, doors to all unoccupied residence hall suites or apartments will be locked upon the departure of the Fire Inspector (even if the door was found unlocked).

Prohibited Items & Appliances

All Residence Hall Buildings

In addition to the items listed under University Fire Safety Regulations, the following appliances and other items are prohibited for possession or usage in ALL residence hall buildings on the Camden campus. Housing & Residence Life recognizes that some consider the items listed below as essential to their methods of food preparation or standard living conditions; however, the safety of the entire resident population must be taken into account when making these broad decisions.

- Cinderblocks
- Additional refrigerators besides what is provided by the University
- Extension cords without surge protection
- Space heaters
- Hot plates, portable cooktops/burners
- Electric grills (ex. George Foreman™ grills)
- Immersion coils
- Hot pots, electric kettles, and automatic coffee makers not meeting University specification (listed on page 42)
- Candles, *regardless of evidence of being burnt* (i.e., not even for decorative purposes/)
- Hookahs and other tobacco smoking devices
- Oil lamps
- Lava Lamp style lamps and accessories
- Fireworks/Sparklers
- Incense
- Smoke bombs
- Wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments. Combustible materials of any type are prohibited when attached to room ceilings. Posters and decorations with combined coverage of more than one-third of the available wall space are not permitted.
- All flammable and combustible liquids. This includes art supplies such as thinners, etc.
- Gasoline-powered items such as motorcycles, mopeds, or their components.
- Chemicals
- "Medusa-style" multi-headed lamps and/or lamps with Halogen bulbs, including lamps with plastic guards. Halogen desk lamps and styles other than "Medusa-style" multi-headed floor lamps are permitted.
- Black lights (bulbs, tubes, etc.)
- Traffic and road signs observed in university housing rooms will be reported to the campus University Police Department office. Misappropriation of traffic and road signs may result in motor vehicle accidents, injuries, and even fatalities. Students in possession of traffic and road signs are subject to prosecution.
 - 2C:17-3.1
A person who purposely, knowingly, recklessly or negligently defaces, injures or removes an official traffic sign or signal described in Title 39 of the Revised Statutes is guilty of a disorderly persons offense. If a juvenile who is adjudicated delinquent for an act which, if committed by an adult, would constitute a violation of this section is assessed a fine and the court determines that the juvenile is unable to pay the fine, the juvenile's parents or legal guardian shall be responsible for the imposed fine.
- Automobile batteries & acids
- Open flame devices of any kind
- Pets of any kind
- Any non-university issued mattress (unless permitted via approved D.A.R.F. form)

- Darts and dartboards of any kind
- Free weights, kettle bells
- Firearms/Weapons (even for decorative items)- Residents are encouraged to reference NJ state laws prior to moving in to on-campus housing
- Power tools
- Large grills or other cooking devices that require the use of charcoal, propane, lighter fluid, or other combustible substances
- Portable or faucet-connected dishwashers
- Window-mounted air-conditioning units
- Hoverboards
- Drones

For residents of 330 Cooper and the Camden Apartments:

The following appliances are prohibited in the bedrooms, bathrooms and common areas of apartments:

- Electric toaster ovens
- Broilers
- Automatic coffee makers/Keurig™ brewing machines
- Skillets
- Hot dog/hamburger cookers
- Electric woks
- Rice cookers
- Microwave ovens

The aforementioned items may be used in the kitchens of apartments at *330 Cooper* or the Camden Apartments only. Approval is granted only if the appliance is Underwriters Lab (UL) listed.

For residents of the Camden Tower:

With the exception of Keurig™ brewing machines or an automatic coffee maker in the area by the vanity, no appliances other than those provided by the University are permitted in ANY area of a Towers suite.

Hot Pot, Crockpot, Electric Kettle, Automatic Coffee Maker Specification

Only hot pots, crockpots, electric kettles, and automatic coffee makers meeting the following specification are permitted in university housing. Units purporting to be "automatic" have failed and caused fires here and at other colleges and universities. In order to be approved for use in residence halls the unit must automatically shut itself off if the fluid boils off or if the pot is emptied. Usually, this type of device does not contain a conventional heating element, but rather the water completes an electrical circuit between two conductors, which sustains the heating process. Further, approved units must be capable of accepting only water. Units capable of heating soup, etc. are not approved. When in doubt, fire inspectors or Housing & Residence Life staff will conduct the following field test to determine compliance:

The empty unit will be plugged in to a power source and turned "on". If the interior of the appliance heats up, the device fails the test. When purchasing a hot pot, electric kettle, or automatic coffee maker for use in a university residence hall, first READ the precautionary messages. *If the device or packaging states "do not operate when empty," the unit is not approved for use in the residence hall.*

The Housing & Residence Life Conduct System

A judicial system has been established to enable residents to learn from situations in which conflict arises or inappropriate behavior takes place. This system is not a court of law, and rules of evidence are not the same as those in the legal system. The judicial system relies on full and open discussion of cases with all parties concerned, to render a fair judgment. Such a judicial system does not preclude the informal handling of infractions if deemed appropriate and if considered satisfactory by all concerned. The system is designed to increase residents' awareness of specific regulations and the rationales behind them, to encourage individuals to take responsibility for their behavior, and to protect the greater community.

Various rules and regulations for the Office of Housing and Residence Life are printed in many publications, including this handbook, and in the Terms and Conditions and Residence Acceptance Statement. In signing the Housing Contract and accepting a room assignment on campus, the student agrees to abide by these regulations and all others posted, or published in other publications (handbooks, fliers, booklets, newsletters, etc.).

Violations of the Residential Community Living Standards and Policies may also constitute violations under the University Code of Student Conduct. Any action taken through the Residence Life judicial system relates to a student's privileges with respect to use of the residence halls and is taken without prejudice to the University's right to charge a student under the University Code of Student Conduct.

Everyone has a responsibility to uphold the standards of the community- even those that are not the active source of the problem(s). As a member of the on-campus residential community, you are responsible for your actions. By signing your housing contract you agreed to abide by the policies and procedures of the On-Campus Living Guide within your suite and within the buildings. If you have guests or roommates who are in violation of the On-Campus Living Guide policies, you may also be held responsible for their violation if you have knowledge of a violation but fail to notify a member of the Housing & Residence Life Staff.

Office of Housing & Residence Life policies

Residents who sign up for, and abide, in on-campus housing are expected to uphold the policies of the Office of Housing & Residence Life. These policies are in place and are in accordance with Federal mandates, NJ State Law and Rutgers University Student Code of Conduct. Violations to these stated policies may lead to a disciplinary process.

Alcohol Policy

- Underage drinking
- Underage storage, possession or usage of empty alcoholic bottle for any reason
- Permitting a guest to bring in alcohol regardless of their age
- Public consumption of alcohol/public intoxication
- Purchasing, selling or providing alcohol to those under 21 years of age
- Underage possession of alcohol
- Usage of alcohol in a unit deemed to be dry
- Possession of a large quantity of alcohol
- Playing drinking games in any on-campus housing unit

Domestic Violence Policy

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

- Physical violence or harassment between roommates, or between current or former dating partners

Drug Policy

- Possession/use of a controlled or dangerous substance
- Possession with intent to distribute any controlled or dangerous substance
- Sale/purchase/distribution of controlled or dangerous substances
- Manufacture/preparation of controlled or dangerous substances
- Providing access to a party who intends to distribute/sell any controlled or dangerous substance
- Violation of state or federal law regarding the possession/use/distribution of legal drugs
- State and federal laws regarding the possession, use and distribution of drugs, both legal and illegal, are to be adhered to by all campus residents and their guests

Furniture Guidelines

- Failure to meet CAL 133 safety guidelines (*regarding fire retardant materials and burn time*)
- Alteration to/disassembly of University furniture
- Elevation of bed(s) or couches using cinder blocks, bed risers or other devices
- Removal of closet, bedroom, or bathroom doors for any reason

Guest and Visitation Policy

University housing is provided for the exclusive use of Rutgers University students that are properly assigned by the Housing & Residence Life staff. The Office of Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. The privilege of having guests in the residence facility is always secondary to the needs of residents/roommates.

- Failure to escort guests while in a housing facility
- Signing in/hosting a guest that resident does not intend to be responsible for
- Hosting more guests than permitted according to the Guest and Visitation Policy
- Hosting a guest for a longer time period/frequency than permitted in the Guest and Visitation Policy
- Failure to sign out a minor (16 yrs. or younger) by 10:00pm
- Knowingly providing falsified or inaccurate information during the guest registration process
- Abusing the Housing and Residence Life guest visitation program in such a way and/or storing or holding a guest's personal belonging in such a way that would suggest that the guest is living in the suite with the host

Health, Safety or Security Guidelines

- Misuse/tampering with fire safety equipment
- Failure to evacuate facilities or respond to officials during fire alarm
- Removal/alteration of University door locks or installation of non-University door locks
- Starting a fire/causing fire negligence on University premises
- Violation of Holiday Decoration Fire Safety Guidelines
- Improper/inaccurate/failure to follow procedure regarding guest sign in or out
- Non-Adherence to fire code for maximum number of guests per apartment
- Placement of furniture reducing the required width of exit
- Hanging items from a light fixture, sprinkler head, pipe, heat detector, smoke detector or alarm
- Electrical wiring that is homemade or otherwise modified
- Unattended cooking or negligent use of an open flame or heat source
- Storage or placement of bicycles or other items in hallways or stairwells
- Discharging a fire extinguisher
- Presence of gasoline powered devices within the residence hall
- Excessive quantity of combustible materials on walls or ceilings
- Overloading electrical outlets/Presence of unfused power strip or surge protector
- Use/possession of electrical cords over 6 feet in length
- Propping open or failing to lock a main entrance door to a residence hall room

Housekeeping Guidelines

- Accumulation/placement of trash, dirt, mold, mildew, etc. that is deemed less than acceptable
- Failure to adhere to or honor established cleaning agreements
- Failure to dispose of trash/waste as specified

Noise Policy

The University is obliged to maintain an atmosphere conducive to learning, allowing students to study and rest, in addition to affording a degree of privacy within the apartment/suite. Noise intrusion is a violation of this policy. Use one of the many lounges in the building to visit with guests or for individual or group study during quiet hours.

- Violation of standard quiet hours
- Failure to cooperate with a reasonable request for reduced noise during courtesy hours
- Placement of speakers in residence hall windows or aimed out of doors
- Maintaining a noise level that can be heard outside of a residence hall suite or apartment
- Bouncing of sporting equipment against or on walls, doors, floors, or ceilings.

Party Policy

Parties offer students opportunities to get together in a relaxed atmosphere and build relationships with one another. The following policies were developed to assist students in planning responsible parties without infringing upon the rights of others, NJ law, or University policies. Housing & Residence Life may terminate a party/gathering at any time. What is considered a "party"? A party is defined as any gathering where the total number of persons in an apartment or suite is equal to or greater than 18 persons. This number includes the hosting residents, any guests not residing in the building, and visitors from within the building. Gatherings meeting this qualification must be registered with The Office of Housing & Residence Life and a meeting must be scheduled with the Area Coordinator of your building to go over policies and expectations according to the following time frame: 1 week prior to event date for parties that must be held in the Towers Lounge or the 330 Cooper Club Room. 72 hours in advance for all other gatherings to be held within residence hall suites.

- Hosting an unregistered party in a residence hall facility
- Failure to provide an appropriate ratio of non-alcoholic beverages at a party where alcohol consumption has been permitted
- Failure of the party host to be present for the entire length of the approved party
- Exceeding the maximum number of people permitted in a suite or apartment as the result of a party or gathering
- Failure to contact Residence Life staff for assistance with a party that has become uncontrolled
- Coercion of any kind to help guests drink alcohol or overindulge in drinking

Policy Against Verbal Assault, Defamation, and Harassment

Intolerance and bigotry are antithetical to the values of the university, and unacceptable within the Rutgers community. One of the ways the university seeks to effect this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status, or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, defamation, and harassment is intended to inform students that the verbal assault, defamation, or harassment of others violates acceptable standards of conduct within the university.

- Acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault, even if communicative in nature; Bullying or intimidating others
- Purposefully making or causing to be made a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting or threatening to subject another to striking, kicking, shoving or other offensive touching, or engaging in any other course of conduct or of repeatedly committed acts with purpose to alarm or seriously annoy any other person

Policy on Prohibited Appliances and Other Items

- Possession or use of an item on the prohibited items list (see On Campus Living Guide for full list)

Posting Policy

Only authorized postings submitted to the Office of Housing and Residence Life by recognized student organizations and University departments will be approved for distribution/display in residence hall buildings. Residence Hall floors should not be inundated with postings for one event or multiple events from the same student organization or department.

- Posting of flyers on prohibited surfaces
- Posting of unapproved flyers

Privacy Policy: Prohibiting Cameras, Video and Recording Devices

On-campus residences are a place where students should feel comfortable, secure, and confident that their privacy is respected. Cameras, video cameras, video phones, recording, and listening devices can breach the trust and security that students expect, and therefore, the use of such devices, without the consent or full knowledge of all of the individuals involved is strictly prohibited. Further, the use of any of the above devices in common areas of the residence halls is not permitted without written consent from the Residence Life Office.

Prohibited Conduct Guidelines

- Non-cooperation with a University staff member
- Failure to abide by any other rule, regulation, policy, or directive issued by Residence Life
- Willful failure or refusal to testify as a witness at a housing or University disciplinary hearing
- Knowingly providing false testimony or evidence at a housing or University disciplinary hearing

- Playing of sports in the hallways or common areas within the housing facilities, including kickball/ soccer, bouncing of balls, skating and skateboarding
- Behaving in any manner that unreasonably disrupts the orderly operations of the residence halls
- Use of force against the person or property of any member of the University community or against the person or property of anyone on University premises, or the threat of such physical abuse

Resident Access Guidelines

- Failure to show valid housing ID to security officer
- Failure to report loss/theft of Rutgers ID card or room key
- Failure to surrender room key upon move out
- Possession of a key to a residence assignment other than the one currently assigned or loaning of University key to anyone for any reason
- Possession of the loaner key for longer than the time permitted
- Violation of state statute 2C: 5-7 regarding possession of keys designed for use on state property

Smoke Free Building Policy

- The Residence Halls are smoke-free buildings. The Office of Housing & Residence Life holds a zero tolerance policy for smoking within the facility. Violators are subject to fines and other discipline up to and including removal from the Residence Halls. We advise all students to be mindful of others and the law. Smoking is permitted outside of the residence hall buildings, more than 50 feet from any entrance. Smoking of any kind within any area of housing facilities

Solicitation/Gambling Policy

Residents are not permitted to use their room, suite, or apartment for any commerce purposes whatsoever. Door to door advertising by outside vendors or student groups is not allowed. Gambling in any form in or around the residence halls is prohibited.

- Use of University housing facilities to conduct any type of business or gambling operation
- Door to door soliciting for any purpose

Standard Housing Regulations

- Damage to or loss/theft of University property
- Alteration to/authorizing vendors to alter housing facilities
- Unauthorized transfer from one housing assignment to another and/or Spreading personal belongings out into dual spaces not currently occupied within existing suite
- Refusal to comply with a mandated relocation of a room assignment
- Obstructing the entry or assignment of a new roommate
- Possession of any item prohibited in the housing agreement, University regulations, or by state or federal law
- Violation of established rules for individual residences, apartments or suites (i.e. quiet hours, roommate agreements, use of personal property, substance-free units, etc.)
- The theft of personal property from any University community member or the plan and attempt to make such a theft

Weapons Policy

Given the purpose of a residence hall on a college campus, weapons of any nature are not seen as a legitimate addition to the normal operation of the community and are expressly banned from the premises. All types of guns (including paintball guns, airsoft guns, pellet guns, etc;), bows and arrows, tasers, and all other weapons, whether offensive or defensive in nature or intent, are prohibited in the residence halls. Any device that has the appearance and/or function of a serviceable weapon, or is being used in a manner of a real weapon, is also prohibited in residence halls. A weapon can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; switchblade knives and knives with blades two or more inches in length; martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property. Students share a large part of the responsibility for ensuring that the community they are a part of remains safe. Residents that have questions about weapons, or need to disclose information about the use or possession of a weapon on university property, are encouraged and required to consult a Housing and Residence Life staff member or the University Police for assistance. All residents are expected to disclose knowledge of weapons within the residence halls.

Disciplinary Procedures and Principles of Due Process

To assure that due process is provided in adjudication of a violation, the following guidelines have been established:

- a.i.1. A Disciplinary Conference is a formal hearing meeting between an accused student and a Conduct Hearing Officer.¹
 - a.i.2. The Student Conduct Officer shall make sure that the student receives a fair hearing and shall exercise control over the process to make sure procedures are followed.
 - a.i.3. The respondent and complaint party (if there is one) shall receive written notice of the charges and the date, time, and location of the conduct meeting at least five (5) working days before the conference. The letter shall also include how each party can access the case file before the Disciplinary Conference.²
 - a.i.4. A recording of the Disciplinary Conference shall ordinarily be made and shall be preserved in the student's disciplinary file. If a recording of the Disciplinary Conference is not made, the decision of the Student Conduct Officer must include a summary of the testimony that shall be sufficient to be reviewed by the Appeals Committee and Senior Student Affairs Officer.
 - a.i.5. At the beginning of each Disciplinary Conference, the Student Conduct Officer will outline the Disciplinary Conference procedures. The accused student(s) shall then be asked to respond to each alleged violation of University regulations by stating one of the following:
 - Responsible for violating the University regulation.
 - Not Responsible for violating the University regulation.
- If the accused student fails to appear for the conference, the Student Conduct Officer shall enter a plea of not responsible on behalf of the student.
- a.i.6. Each party shall be given the opportunity to present information to the Student Conduct Officer, who shall question all parties and any witnesses called. Each party shall also have the opportunity to pose questions, once the Student Conduct Officer has asked questions.
 - a.i.7. Once information is presented and questions have been asked, the Student Conduct Officer shall move to closed proceedings to deliberate on the decision and the sanction. The accused student is presumed to be not responsible. Responsibility is established by a preponderance of evidence. This requires that the Student Conduct Officer must be persuaded that it is more likely than not that the allegations brought against the accused student are true.
 - a.i.8. The Student Conduct Officer can assign any sanction outlined below, except that sanctions of suspension and expulsion shall not be assigned if the student is only charged with non-separable violations.
 - a.i.9. The Student Conduct Officer shall provide both the accused student and complaint party with written notice of the decision within a reasonable time after the Disciplinary Conference. This decision letter needs to include information on how to appeal the decision.

¹ The Director, Assistant Director, Area Coordinator(s) and Graduate Staff all can serve as Conduct Hearing Officers.

² Respondent(s) and complainant(s) are encouraged to request these materials from their hearing office directly prior to the date of the scheduled meeting.

Disciplinary Charges

The Office of Housing and Residence Life is responsible for upholding the Student Code of Conduct, community standards, University regulations, and residence hall policies. According to the nature of the violation, a range of violation charges may be assigned to the case in question. The charge(s) applied is related to the violation(s) in question. It is the responsibility of the Conduct Hearing Officer to determine the level of responsibility. The ranges of sanctions imposed for problematic behavior are based on the nature and severity of the violation and of the policy which was violated.

Disciplinary Sanctions

The Office of Housing and Residence Life is responsible for upholding the Student Code of Conduct, community standards, University regulations, and residence hall policies. According to the nature of the violation, different processes, including sanctions, may be used to resolve the situation. The ranges of sanctions imposed for problematic behavior are based on the nature and severity of the violation.

Sanctions for misconduct will be determined on a case by case basis, utilizing six main criteria: a) the nature of the offense, b) the precedent established by previous sanctions, c) the previous disciplinary history of the student, d) aggravating or mitigating facts brought up during the University Hearing or Disciplinary Conference, e) the developmental needs of the student, and f) the safety and well-being of the community.

The range of sanctions may include:

- official warnings
- behavioral fines
- community fines or discipline
- damage billing
- probation period
- referral to Student Health Services
- community service
- room change/relocation
- educational sanctions
- loss of housing

The purpose of sanctioning is to educate a student as to why that behavior is inappropriate, as well as to make the student aware of and sensitive to all the possible consequences of the behavior in question. Sanctions for misconduct will be determined on a case by case basis, utilizing six main criteria:

- a) the nature of the offense
- b) the precedent established
- c) the previous disciplinary history of the student
- d) aggravating or mitigating facts brought up during the University Hearing or Disciplinary Conference
- e) the developmental needs of the student, and
- f) the safety and well-being of the community.

Sanctions are typically comprised of two components: a) an "inactive sanction," or official University sanction (Warning, Reprimand, Disciplinary Probation, Restrictive Probation, etc.); as well as b) an "active sanction," requiring the student to complete some form of service or assignment.

The following sections outline the sanctions that may be imposed as part of the disciplinary process:

Inactive Sanctions

Warning/Reprimand:

A Warning is notice, orally or in writing, that continuation or repetition of conduct shall be cause for additional disciplinary action. A Warning formally indicates to a student that his or her behavior is unacceptable and that continuing that behavior shall warrant additional, more serious consequences.

Disciplinary Probation:

A student who is placed on Disciplinary Probation is notified that they are not in good standing. Violations of the terms of Disciplinary Probation, or any other violation of during the period of probation, shall be viewed as both a

violation of the Community Living Standards and Policies and a violation of a student's probation, and shall typically result in additional disciplinary action.

Restrictive/Final Probation:

Restrictive/Final Probation is a notice to a student that their actions are of such a serious nature that removal from the residence hall is recommended. Housing & Residence Life shall refrain from evicting the student as long as the student meets all sanction requirements. Any additional incidents in which the student is found in violation of the Community Living Standards and Policies shall result in immediate removal from the residence hall, and the possibility of referral to the Dean of Students Office for University-level sanctioning. While a student is serving a Restrictive/Final Probation, the student may not be able to hold elected office and may not be permitted to represent the University in any official capacity, including intercollegiate athletics, major extracurricular activities or student exchange programs. At the end of the deferred suspension period, all lost privileges and eligibility shall be restored.

Eviction:

Permanent termination of student housing privileges, and exclusion from campus residence hall premises and activities. This action will be reported to the campus Dean of Students Office and Rutgers University Police.

Active Sanctions

Restitution (behavioral fine):

Repayment to the University or to an affected party for damages resulting from a violation of the Community Living Standards and Policies and/or the Student Code of Conduct.

Behavioral and/or Physical Damage Fines

Below is a *non-comprehensive* list of fines normally assessed to students. These fines may be changed at any time, and new fines may be created or added as circumstances require. The Director of Housing & Residence Life has final determination over fines assessed.

Note: In some cases, a behavioral fine, as discussed below, may be assessed to multiple residents for a single infraction depending on the situation.

| <i>Offense</i> | <i>Cost</i> |
|--|--|
| <i>General Cleaning</i> | <i>\$25</i> |
| <i>Extensive Cleaning</i> | <i>\$100</i> |
| <i>Ashes/cigarettes</i> | <i>\$150</i> |
| <i>General Disposal (move-out)</i> | <i>\$50</i> |
| <i>Extensive Disposal (move-out)</i> | <i>\$200</i> |
| <i>Reset Room (move-out)</i> | <i>\$200</i> |
| <i>Disassembled Lofts (Tower only)</i> | <i>\$100</i> |
| <i>Illegal lock (non-Rutgers lock)</i> | <i>Parts & Labor Charge</i> |
| <i>Painting/writing on wall or door</i> | <i>Parts & Labor Charge</i> |
| <i>Damage to door/wall</i> | <i>Parts & Labor Charge</i> |
| <i>Smoke detector damage</i> | <i>Parts & Labor Charge</i> |
| <i>Covering smoke detectors</i> | <i>\$500</i> |
| <i>Basic Furniture Damage</i> | <i>\$100, parts & Labor Charge</i> |
| <i>Electrical/mechanical damage</i> | <i>Parts & Labor Charge</i> |
| <i>Unauthorized appliances</i> | <i>\$50</i> |
| <i>Providing alcohol to minors</i> | <i>Minimum of \$150 and mandatory ADAPS counseling</i> |
| <i>Underage Drinking</i> | <i>Minimum of \$75 and mandatory ADAPS counseling</i> |
| <i>Failure to Evacuate during Fire Alarm</i> | <i>Minimum of \$75</i> |
| <i>Improper move-in fee</i> | <i>\$200</i> |
| <i>Lock Change fee</i> | <i>Parts & Labor Charge (varies by building)</i> |
| <i>Prohibited Items</i> | |
| <i>- candles/incense</i> | <i>\$50</i> |
| <i>- pets</i> | <i>Minimum of \$200 plus cleaning costs</i> |
| <i>- hot plates/portable burners</i> | <i>\$50</i> |

Community Fines

Community fines are a broad level sanction that affects both active and passive participants in larger community issues. However, they will be instituted when issues exist in the residence hall community that members of the community in general have the ability to solve, but action from within the community to bring resolution to the issue is not being taken. Some examples of situations where a community fine could be instituted are: smoking in public areas of the residence hall such as stairwells or hallways and vandalism to University property in public areas such as hallways, elevators or laundry rooms.

Community fines may be assessed to a group of suites or apartments, an entire floor of either building or in some cases to the entire residential community. If credible information is provided to Residence Life naming the person(s) responsible for the issue that the community fine was instituted to address, the fine will be retracted, and responsibility will be directed to the responsible person(s) only.

Often, passive participants living within the residential community are fully aware of the identity of the person(s) responsible for these issues, similarly to the non-university setting. We encourage residents that have this information to come forward and discuss their knowledge of this information with a staff member so that a more normal process of bringing resolution to the issue can be taken.

Other Sanctions:

Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be subject to disciplinary fines for certain violations or may face sanctions from other offices or entities that coordinate student conduct information with Housing & Residence Life.

Any appropriate combination of sanctions may be applied. Educational sanctions are determined for appropriate learning experiences in regards to the nature of the violation. These sanctions do not include all possible sanctions; this is not a comprehensive listing.

Room Change/Relocation

Housing & Residence Life maintains the right and responsibility to relocate individuals when, in their judgment, such relocation will lead to a more appropriate academic/living environment for all involved.

Appeals

An appeal process is provided within the Housing & Residence Life Judicial System to allow all students a certain level of due process. When both the affected students and hearing officer are working together to bring resolution to issues, appeals typically are not necessary. Students are highly encouraged to openly discuss the details of an incident during the consultation with the hearing officer so that an accurate and fair decision can be reached. Students are further reminded that their cooperation in the investigation of violations of Housing & Residence Life or University policies is required under the behavioral code.

Any student who accepts responsibility for a Code of Student Conduct violation but disagrees with the sanction imposed maintains the right to have his or her sanction reviewed by the Campus Appeals Committee.

Appeals, if granted, are heard by the Assistant Director of Housing & Residence Life or designee. Generally, an appeal would be granted if any of the following conditions exist.

1. **Unsupported Conclusion:** The decision made by the Conduct Officer is not supported by the facts of the case.
2. **Procedural Error:** The Disciplinary Conference was conducted unfairly and not in conformity with prescribed procedures. The error committed must be determined to have substantially impacted the fairness of the disciplinary process.
3. **Disproportionate Sanction:** The sanction imposed against the student was not appropriate for the offense committed.
4. **New Information:** There is new information available that wasn't available at the time of the Disciplinary Conference and that is sufficient to alter the original decision.

The request for an appeal of a decision must be submitted to the Assistant Director of Housing & Residence Life within ten (10) business days of the date printed on the final decision letter transmitted by the hearing officer. The appeal request must specifically identify at least one of the three reasons from above, including information to prove that the reason(s) identified from above are substantiated. A student requesting an appeal should take care to prove their point clearly in writing as the appeal request may be the only opportunity the student has to present this information if an appeal meeting is not granted.

The Assistant Director of Housing & Residence Life will determine if the appeal meeting will be granted based upon the information submitted in the appeal request and information obtained from the investigation conducted by the hearing officer. Once the review has been completed, the resident will receive a written notice via e-mail as to the status of the appeal request- the notice will include whether the request for appeal has been approved, and instructions for setting up the appeal meeting, or whether the request was declined, and a brief explanation of the rationale. The decision of the Assistant Director of Housing & Residence Life is final and not subject to appeal.

In matters where the Assistant Director of Housing & Residence Life makes the initial decision on the violation of the Community Living Standards and Policies, the appeal request will be forwarded to the Director of Housing & Residence Life or designee. The Director of Housing and Residence Life or designee will follow the same process outlined above, and the decision he or she reaches is final and not subject to appeal. The process outlined above is the sole course of remedy to a dispute over an outcome generated by the Housing & Residence Life Judicial System.

Official Notice Under the Family Educational Rights and Privacy Act ("FERPA")

Rutgers, The State University of New Jersey ("Rutgers") complies with the Family Educational Rights and Privacy Act ("FERPA") and makes public announcement of the law. This announcement shall be published as an "official notice" at least twice per year and will also be archived on the Office of Student Affairs Compliance [Website](#). Students with questions about this notice or about FERPA generally should contact The Office of Student Affairs Compliance at rucomply@rutgers.edu, or (848) 932-8576).

FERPA affords students certain rights with respect to their "education records" as that term is defined in the law. These rights include the following:

1. The student has the right to inspect and review his/her education records within 45 days of the date Rutgers receives a proper request for access to such records.
2. The student has the right to request amendment of education records that the student believes are inaccurate or misleading.
3. Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, EXCEPT to the extent FERPA authorizes disclosure without consent.
4. The student may direct complaints concerning the alleged failure of Rutgers to comply with the requirements of FERPA to the The Office of Student Affairs Compliance, 126 College Avenue, RSC Suite 454, 83 Somerset Street, New Brunswick, NJ 08901, Phone: (848) 932-8576, Fax: (732) 932-9690, Email: rucomply@rutgers.edu, or to the U.S. Department of Education, c/o Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

Inspection and Review

Students wishing to exercise their rights to inspect and review their education records should submit a written request to the appropriate official at the Rutgers office which is custodian of the records they wish to review. The Rutgers official will make arrangement for access and notify the student of the time and place where the records may be inspected. Students who do not know which Rutgers office is the custodian of the records they wish to inspect should contact their Dean of Students or the Office of Student Affairs Compliance.

Amendment of Records

Students requesting amendment of education records should first review the policies and procedures of their college or school and/or consult with their Dean of Students, or equivalent official. With regard to education records maintained at a Rutgers office other than one within the student's college or school, the student should write the Rutgers official responsible for the record, identify the part of the record the student wants changed and specify why the student believes the record is inaccurate or misleading. If the record custodian denies the request to amend the record, the student will be notified of the decision and advised of his/her right to a formal hearing. A student may obtain additional information on the hearing procedure from the Office of Student Affairs Compliance after an amendment request has been denied.

Disclosure of Student Information without Prior Consent

There are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student. More information concerning these exceptions is available from the Office of Student Affairs Compliance. Some common exceptions used by Rutgers are set forth below; however there are other exceptions where education records are released without prior consent not listed here.

1. FERPA permits disclosure to Rutgers officials with legitimate educational interest in the records being sought. A Rutgers official is a person employed by Rutgers in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors or Board of Trustees, a student serving on an official committee such as a disciplinary hearing board, or a student who is assisting another school official in performing his or her job responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her job responsibilities.

2. FERPA allows the University to release student "directory information" without a student's consent, unless the student has requested such information be kept confidential. Rutgers defines directory information as:

- name
- campus address
- campus post office address
- campus telephone number
- date of birth
- Rutgers e-mail address
- RUCS user name / NetID
- permanent (home) address
- permanent (home) telephone number
- school of attendance
- major field of study
- class year
- dates of attendance
- current credit load
- credit hours earned
- degrees received
- dates of degrees
- weight and height of intercollegiate athletes
- most recent previous school attended
- honors and awards

It is the practice of the University to not release a student's date of birth except as required by law or as a validation of positive identification of a student when furnished by a person making an inquiry. For more information on how to keep your directory information confidential, visit the [Rutgers Online Directory](#) or contact:

The Office of Student Affairs Compliance
126 College Avenue, RSC Suite 454
83 Somerset Street
New Brunswick, NJ 08901
Phone: (848) 932-8576
Fax: (732) 932-9690
Email: rucomply@rutgers.edu

Or you can contact the Office of the University Registrar on your campus.

3. Rutgers will, upon request, disclose education records to officials of another institution of higher education at which a student seeks to enroll without obtaining the student's prior consent. Rutgers will also send to other higher education institutions corrected or additional records if education records have previously been sent to that institution under this exception.

Title IX: Student Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, And Related Misconduct

Rutgers, the State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; to conducting research that breaks new ground; and to turning knowledge into solutions for local, national, and global communities. As it was at our founding in 1766, the heart of our mission is preparing students to become productive members of society and good citizens of the world. Thus, sexual harassment, including physical sexual misconduct, will not be tolerated.

The U.S. Department of Education and its Office for Civil Rights (OCR) emphasize the importance of providing all students with an educational environment free from discrimination. The sexual harassment of students, including physical sexual misconduct, interferes with students' right to receive an education free from discrimination and, in the case of physical sexual misconduct, may be a crime. Title IX of the Education Amendments of 1972 (Title IX), and its regulations, prohibit discrimination on the basis of sex and/or gender in education programs or activities operated by recipients of Federal financial assistance.

Rutgers University-Camden Team

Title IX Coordinator, Camden Campus

Allison Wisniewski, Associate Dean of Students/Executive Director
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Deborah Scheibler, Assistant Director, Office of Housing and Residence Life
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Title IX University Resource

Judy Ryan, J.D., Enterprise Risk and Institutional Compliance Officer
judy.ryan@rutgers.edu
732-932-1084

Confidentiality and Resources

Rutgers University-Camden understands how difficult it can be to come forward with a concern. We encourage honest and candid participation in our process so that we can identify options. We will make every effort to keep the confidentiality of any person (s) reporting a claim and when possible will keep the identity of an unwilling victim or witness confidential. However, we cannot guarantee unqualified confidentiality as we must also balance the safety of our community. If we determine that there is the threat of imminent harm to an individual or to the community, information may need to be shared and then only with the appropriate individuals.

Rutgers University values your right to obtain confidentiality that is protected by law and under specific circumstances, and are therefore certain professionals are not obligated and are prevented from reporting on your behalf. These resources are opportunities for support and assistance. Reporting any allegations of sexual harassment or sexual misconduct to any of the resources below will not result in an investigation without the consent of the

student sharing the information, but will be forwarded to University Police anonymously for inclusion in the annual campus crime report.

• **Office for Violence Prevention and Victim Assistance ***

(732) 932-1181
<http://vpva.rutgers.edu/>
3 Bartlett Street
New Brunswick

• **Student Health Service – Psychological Services ***

(856) 225-6005
<http://healthservices.camden.rutgers.edu/psychinfo>
326 Penn Street
Campus Center – 2nd floor

* The confidentiality of information provided to these sources is protected by law and students' personal information will not be disclosed without the student's permission.

The Dean of Students Office is not a confidential resource; therefore any information provided requires the University to follow up with an investigation. Although complete confidentiality cannot be guaranteed, the Dean of Students Office treats all students with equal care, respect, and dignity and will to the best of their ability, preserve the privacy of all students involved. Retaliation for filing a complaint is strictly prohibited by Title IX and the University.