



**RUTGERS**

**UNIVERSITY | CAMDEN**

Office of Housing  
and Residence Life

# **On-Campus Living Guide**

## Contents

<b>Section I: Mission, Non-Discrimination Statement .....</b>	<b>3</b>
<b>Section II: Office and Personnel .....</b>	<b>3</b>
<b>Section III: Contract Terms and Conditions.....</b>	<b>7</b>
<b>Section IV: Community Living .....</b>	<b>24</b>
<b>Section V: Standards and Policies.....</b>	<b>29</b>
<b>Section VI: Personal Safety and Fire System .....</b>	<b>42</b>

## Introduction

The On-Campus Living Guide provides important information about housing, policies, contract terms and conditions, and community standards for all students residing on-campus at Rutgers University- Camden. You are responsible to know and adhere to all information that this guide contains.

We encourage 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.

## Section I: Mission, Non-Discrimination Statement

### Mission Statement

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

### Non-Discrimination Statement

The Office of Housing and 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.

### Commitment to 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).

## Section II: Office and Personnel

### Housing and Residence Life Personnel

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

following individuals coordinate the overall effort of providing a positive living environment for our on- campus residents.

**Campus Dean of Students/Executive Director:**

Responsible for the supervision of several division of student affairs offices including: Housing and Residence Life, Campus Center, Center for Student Involvement, Fraternity & Sorority Affairs, Office of Diversity & Inclusion, Office of New Student Programs, Violence Prevention & Victims Assistance and serves as the campus Title IX Coordinator. The Associate Dean is responsible for the overall budget and strategic decisions for these offices.

**Assistant Director for Housing Operations:**

Oversees the entire housing facilities program. Supervises all of the custodians and maintenance mechanics, and is also the administrator for the work order system.

**Assistant Director of Residence Life:**

Responsible for overall resident population. Supervises Residence Life GPCs, ensures residential programming on campus meets the academic and social needs of our community. Supervises the on-call and administrative support staff in the main office and lobby. Assists with conduct violations and CARES cases.

**Program Coordinator for Budget and Administration:**

Primarily responsible for the budget and human resources processes of OHRL as well as the other offices within the Campus Deans portfolio. Oversees the housing Assignments process all room changes, oversees all of the contract cancellation and modification appeals.

**Housing and Residence Life Coordinator:**

Primarily responsible for overseeing the Housing Administration GPCs and Resident Services Coordinators that staff the Welcome Desk in each lobby. Assists with residence life as needed. Oversees the summer guests and conferences operations.

**Graduate Program Coordinator:**

Supervises the Resident Assistants and other student staff. The GPC and their staff members are responsible for developing programs, advising residents and assisting residents in resolving roommate conflicts. They also work on facilities management, administration of housing operations, and share responsibilities for student development opportunities and activities. The GPC also holds the Administrator On-Call (AOC) position and handles any crisis after hours.

**Resident Assistants (RA):**

A Rutgers-Camden undergraduate student who has received much training in order to live in the community and assist others. Resident Assistants are here to listen to resident concerns and enforce University policies. They may also be contacted for general questions, concerns, or problems. RAs facilitate, plan, and implement community development and educational activities within the residence halls.

**Resident Service Coordinator (RSC):**

Rutgers-Camden students who have received training to coordinate office functions from the lobby of each residence hall (mail and package delivery, access to apartment and referrals) as well as maintain and enforce policies.

**Main Office Location**

For the 2023-2024 academic year, the main office location for OHRL is located on the 1st Floor of 215 N 3rd St. The standard hours of operation for the office are Monday through Friday from 9am until 5pm.

A Resident Assistant and an Administrator are on-call after business hours between 4:30pm and 9:00am, and 24 hours a day on weekends and holidays. The on-call staff members may be contacted via the welcome desk in the lobby of the 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](mailto:housing@camden.rutgers.edu)

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

**Programs**

Residence Life staff plan various programs and activities throughout the year designed to enhance the out- of-classroom experience. Information regarding upcoming events is posted on each floor. Residents may contact their RA for further details.

**Floor Meetings**

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

**Preferred Communication**

Residence Life staff will maintain office hours; however, it may not always be feasible to simply drop-in and speak with them. We recommend that you schedule an appointment for non-emergencies by contacting staff either by telephone, email, or scheduling through Raptor Connect. Please note that our preferred method of communication is through Rutgers University email. Email allows you to maintain a record of your communication, but by using your Rutgers University provided email address staff are also able to confirm your identity.

**The Camden Tower**

The ten-story Camden Tower features 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. Each bedroom also has a shared micro-fridge. 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 computer lab on the third floor and laundry room, community kitchen and programming space on the first floor. Mailboxes are located in the first-floor hallway near the Towers Lounge.

#### **Additional Information**

- The main gathering and programming space in the Tower are located on the first floor, the Tower's 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 and/or large study lounge which is open and available for student use.
- There is a Community Kitchen on the first floor of the Tower located just off the Towers Lounge for student use. Residents may check out the kitchen key from the security desk as needed.
- 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.

#### **The Camden Apartments**

The Camden Apartments is a six-story building consisting of five floors of four bedrooms, 2 bath or 1 bath apartments. All apartments are fully furnished and feature a living room, kitchen with full size appliances, 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 plus a laundry room on the first floor. Mailboxes for Camden Apartments residents are located on the first floor of the Camden Apartments near the elevators

#### **Additional Information**

- The main gathering and programming space in the Apartments is located on the first floor, the Apartments' 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.
- There is a billiards table located in the Apartments' Lounge.
- The first floor has a computer lab, which has eight computers and a printer

#### **330 Cooper**

330 Cooper opened in 2012. Twelve stories of modern construction await the residents of 330 Cooper featuring a mix of three, and four-bedroom apartments. OHRL makes every effort to

place graduate and law students on separate floors from the undergraduate students. 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.

### SECTION III: Contract Terms and Conditions

#### 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 are included 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.

The Academic Year Contract permits occupancy beginning August 15, 2023, and ends on May 10, 2024. Students are not permitted to reside in housing during any break periods during the Fall and Spring semesters, without written permission. Additionally- students will not have access or be granted entry into the halls during Winter recess. Winter recess for the 2023-2024 Academic Year: December 22, 2023 - January 12, 2024.

#### General Contract Conditions

- Housing contracts are for the full academic term.
- 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.
- Residents must be full time students and 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.

## Dining and Meal Plans

Gourmet Dining is proud to be the exclusive dining provider at Rutgers Camden. The Campus Center houses all of your dining needs, including the Raptor Dining Hall, The Retail Market, and Starbucks, all in one convenient location in the heart of campus. At the Raptor Dining Hall you can enjoy freshly prepared, nutritionally balanced, and a variety of options ranging from specialty sandwiches and salads, hot off the grill favorites, daily home style entrée specials that are multicultural and savory, as well as an exciting weekly Pop-Up station featuring our Chef's favorite dishes. We are also proud to partner with Market Street Pizza, a local Camden favorite, for all your pizza cravings. In addition to having Market Street Pizza, our Retail Food Court also includes Sono, Butcher & Baker, and Grill Nation. The Market is your one stop shop for grabbing quick snacks, beverages, and dorm necessities. And of course, you can't forget Starbucks! Everyone's favorite place to get that morning or afternoon or anytime pick me up. Dining on campus is made even better thanks to our partnership with GrubHub, our mobile ordering platform. Grubhub is a user-friendly app that makes ordering from campus dining quick and easy! Currently for pick up only, it allows you to skip the line and order in advance, as well as view nutritional content and common allergies. A few easy steps to set up, and your meal plan is linked directly to your Grubhub account. Providing value to our meal plan holders is an important part of what we do. Students living on campus are required to purchase a meal plan. The base plan for the semester contains 180 meal swipes and \$100 in Raptor Dollars.

Meal swipes are redeemable in the Raptor Dining Hall and Retail Food Court. You can also use Raptor Dollars at all campus dining locations, including Starbucks and the Market convenience store. Meal plan holders also enjoy the benefit of two free guest meals in the Dining Hall. All meals and Raptor dollars from the Fall semester automatically carry over to the Spring semester, however leftover balances in the Spring do not carry to the following academic year. Don't have a meal plan? No, need to worry! Credit and debit cards are also accepted on Grubhub. Non-residents can also purchase Block 25 meal plans and Raptor Dollars for the best value!

Our commitment to the Camden Campus is beyond the food we serve, it continues in the way we value partnership, healthy living practices, sustainability, and open communication. Join our Student Dining Committee and give your valuable feedback and be a part of the change you'd like to see in dining! We also have a dedicated Registered Dietitian that is ready to support you and your journey for better health and wellness. Sustainability is a core value, and we are committed to continuously evolving our program to align with campus and student initiatives including food waste reduction, energy efficiency, limiting single use plastics and more. The Gourmet Dining management team is never more than a text away with our "Text2Chat" program. Simply send a text to 856-485-3556 and your comment, concern, or question will go directly to a manager that can assist you right away. For more information on all the new and exciting things Gourmet Dining is bringing to campus be sure to check out our dining website [Camden.RuDining.com](http://Camden.RuDining.com) or follow "RUCamdenDining" on Instagram, Twitter, and Facebook. We look forward to serving you and seeing you on campus.



## 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 re-assign the housing spaces of and 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, non-registration, or other reason, Housing & Residence Life, in its sole discretion, may reallocate the student's room assignment to another student.
- Students must remain current with all financial obligations with the University. Any student with a previous semester balance, will not be permitted to move into on-campus housing.
- 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. The Housing Contract does provide for early termination, but only in accordance with specific reasons or extenuating circumstances.

If you decide that you want to leave on-campus housing before your contract is scheduled to end or end your contract after it has been submitted, you will need to request to be released from the Housing Contract. 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 9th (in the fall semester) or after March 19th (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 form <https://housing.camden.rutgers.edu/cancellation/>. 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, transferring between campuses, or enacting other academically related changes to your student status will 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. Students submitting a cancellation will be charged a \$600 cancellation fee.

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

### Refunds

Refunds of housing charges paid to the University are processed when a properly requested cancellation is received by 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 may be refundable. Additionally, any refund due to the student may 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 November 9th (in the fall semester) or after March 19th (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.

### Eviction

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.

### Room Change Process

Under current conditions room changes will be honored on a case-by-case basis and as space permits.

### Room Consolidation

University Housing has the exclusive right to consolidate resident rooms in order to maintain occupancy and accommodate additional students in University housing. In units where vacancies exist, a resident may be asked to relocate to a similar room within University housing, if possible. This can occur during the semester, in between semesters, or over break periods. Consolidation may occur within the same residence hall or between residence halls. Please note, a student must adhere to all room consolidation requests from OHRL.

### 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.

### Early Move-In Contract and Procedures

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. 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 contacting OHRL in writing. 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 \$500.00**

#### **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 welcome desk in the lobby between 6:00am-10:00pm. The student bears all responsibility for making arrangements office before departing campus. Checking out of 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 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 common area(s) are 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 may inspect suites and/or 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.

### Resident Access

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

- Residents must swipe at the main entrance to the building
- Residents will follow the queue towards the lobby desk
- Residents will present a Rutgers University ID card affixed with a housing validation sticker for the current semester and physically hold up the id for examination by the staff at the lobby desk.
- 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. Failure to abide by a request to surrender multiple ID cards will result in a referral to the Office of Community Standards.

### Keys/Swipe Cards

Residents of 330 Cooper will use their Rutgers ID cards to access the main entrance, the main elevator lobby and 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 they are 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 their 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).
- The swipe readers, locks, and doorknobs 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 lock automatically upon closure. 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 Apartments

The Office of Housing & Residence Life is always mindful of the expectation of privacy each student has for their 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. Situations may arise that necessitate staff entering without written notice being given to the student. Housing & Residence Life staff will always knock multiple times before entering an occupied space. If a resident is not present, designated University officials are still permitted to enter. Whenever possible, and for large-scale projects or inspections, the Office of Housing & Residence Life will provide advanced notice to residents where the service, or inspection, is being provided.

Entry Policy: Designated University officials (Including but not limited to: Resident Assistants, Graduate Program Coordinators, Building Managers, Maintenance Mechanics, etc.) have the right to enter any part of the University or University-related premises at any time. 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, or gives permission to enter the space. OHRL staff will leave a notice on the door each time they enter to inform the residents of the purpose of the entrance.

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 always carry bedroom/suite keys on them. Students may not refuse entry to a staff member for any reason once they have stated their 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.

## 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 in common areas. Wired internet is available in each bedroom.

- 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: High-speed wired connections are available in each bedroom of each suite/apartment. 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: Wireless connectivity is provided in many, but not all, areas of the residence halls and other public areas of the buildings. 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 Rutgers Camden Information Technology Help Desk at (856) 225-2343 or e-mail [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu)

## Laundry

Laundry use for resident students at Rutgers-Camden is included in the cost of housing. The first floor of each residence hall has a laundry room where residents can wash and dry their clothes. Residents are asked to be considerate of machine usage, remove laundry at the end of each cycle, and help to keep the laundry rooms clean. The laundry facilities within the residence halls are for the usage of on- campus residential students only. Residents are not permitted to launder clothing on the behalf of a non-resident student or guest. Residents must utilize Speed Queen to reserve their laundry machines. Residents may not remove items that they do not own from machines as this will be considered a violation of the laundry

account. Violation of this policy will result in disciplinary action for theft of University services.

### Setting up your laundry account

Our laundry vendor has switched to using a smartphone app to manage laundry machine use. To access your provided laundry funds, search for the app Speed Queen.

- Log In (do not Sign Up) using your Rutgers email address. The password is RUIDWASH (example: 123456789WASH) which can be reset at any point. Each resident will be provided \$125 of laundry credit per semester. If a student is concerned about running out of laundry credit, they can report to the OHRL office to request additional funds be added.
- 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

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. Do not remove other residents clothing.

- 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.
- Check the pockets of your clothing to ensure lipstick, pens, highlighters, money, small electronic devices, etc. are not entering the machines.
- Do not wash clothing or items soiled with oil, grease, gasoline, or oil-based products or containing rubber, vinyl, or plastic.
- Do not wash Shoes.

### 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 can request 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 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 or Camden Apartments elevators. 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 welcome desk located in 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

**\*\*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 welcome desk located in the mail lobby 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  
letter) 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.
- There is an Amazon locker named Gretchen located in 7-Eleven at 330 Cooper Street which can accommodate weekend deliveries of Amazon goods.

If you have any questions about Campus Mail Service, please contact the mailroom at (856) 225- 6447. Please note, the Office of Housing and Residence Life is not responsible for any packages that are received through the Campus Mail Services.

### Furniture and Appliances

#### **\*\*Camden Tower**

All bedrooms contain the following items:

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

All living room areas contain:

- One three-seat sofa
- One two-seat loveseat
- Two sitting chairs
- Coffee table, two end tables, and two lamps

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

#### **\*\*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

**\*\*330 Cooper**

All bedrooms contain the following items:

- Full XL size bed and mattress (84" x 57")
- 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

Students bear all responsibility for the proper care and condition of all furnished items in their 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 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 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.

**\*\*For residents of 330 Cooper and the Camden Apartments:**

The following appliances are only permitted in apartments with full kitchens:

- Electric toaster ovens
- Broilers
- Automatic coffee maker's/Keurig TM brewing machines
- Skillets
- Hot dog/hamburger cookers
- Electric woks
- Rice cookers
- Microwave ovens
- Air Fryer

Approval is granted only if the appliance is Underwriters Lab (UL) listed.

**\*\*For residents of the Camden Tower:**

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.

[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 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.

### Pest Service

Housing and Residence Life has contracted with Western Pest Services 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. All requests to have your area serviced by pest control should be submitted via an online maintenance request.

### Housekeeping, Trash Removal, and Recycling

Residence Hall buildings are essentially small communities, and all 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.

Prior to move-in, OHRL team will be disinfecting using PUR:ONE and PURTABS via spray gun on all surfaces.

- All common areas including hallways, stairwells, elevators, laundry rooms, computer labs, trash rooms
- Apartment carpets, cabinets, bathrooms, furniture
- All apartments will also have filters checked and appliances cleaned

After move-in, OHRL will be responsible to clean “common space” – this is any space outside of the apartments.

- Twice a day disinfecting of high touch points within all common spaces will occur.
- Main hallway carpets will be vacuumed daily and have a bi-weekly disinfecting using PUR:ONE via spray gun
- Elevators will be cleaned twice a day.
- Trash rooms will be cleaned daily.
- Laundry rooms will be cleaned daily.
- Computer labs will be cleaned daily.

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
- Toilet paper
- Rubber gloves
- All- purpose cleaner
- Trash bags
- Trash cans: kitchen, bathroom, bedroom
- Bathtub/tile cleanser
- Mr. Clean Magic Eraser pads
- Baking soda (great for removing odors from refrigerators and is an eco-friendly cleaning product)
- Swiffer mop and supplies
- Toilet bowl brush
- Dishwashing detergent (for residents of 330 Cooper)
- Dish soap
- Broom and dust pan
- High- efficiency laundry detergent
- Lysol wipes and disinfectant spray

### Environmentally Conscious

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 doors while heat or air conditioning systems are running in your apartment. Turn off heat and air conditioning when you are not in your 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.
- 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.
- Report maintenance issues as soon as you notice them.
- Whenever possible, purchase local produce and food items.

### 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:*

- 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 Lot C10, and “Reserved” in Lots C10, C12 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 vehicles.
- Visitor/Guest parking is also available on campus. Please contact the Parking Department for more information at 856-225-6137 or <http://rudots.rutgers.edu>.

### 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. For the protection of all residents, bicycles may not be operated within the residence halls.

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

Move-in bins are available for use by request at the Welcome Desk in each lobby. Students wishing to check out a cart must provide a valid state or federal ID to the staff at the desk. This is to ensure all carts are returned in a reasonable timeframe.

## Section IV: Community Living

### 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. This 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> 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 attempting to resolve the dispute:*

- 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 them 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 they are 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 dispute resolution:*

- 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. 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.*

### Room Assignments and Change

Housing & Residence Life facilitates the assignment of students to on-campus housing spaces. Ultimately, Housing & Residence Life is the final authority over where students are placed in the residence halls. Housing & Residence Life reserves the right to reassign students to alternate spaces.

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 Assistant Director. 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 unauthorized 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' homeowner's insurance policies. Each student and/or family should contact their 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 their 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 the Wellness Center 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 Wellness Center Services website or office for additional details and information about insurance coverage options.*

At any time, the University may request or require a resident to leave their assigned space when the University reasonably concludes that resident’s continued presence in the housing community poses an actual or potential health or safety risk for community members. Residents are required to comply with requests from Residence Life to leave their assigned space due to COVID-19 or other public health emergency and failure to do so is a violation of this Agreement and may subject a resident to emergency removal from their assigned space. When at all possible, the resident should return to their home. A resident recommended to self-quarantine or self-isolate may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements to the extent available, but residents should return home. Removal from one’s existing assignment to isolate or quarantine does not constitute a termination of this Agreement.

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

Students who use injected medication, such as insulin, are required to dispose of hypodermic syringes in approved sharps containers. This ensures the safety of all of our students and 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 Wellness Center, 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. The Wellness Center 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**

**Title IX makes it illegal to exclude pregnant students from an educational program.** *If you are a pregnant or parenting student looking for resources, accommodations, or support, please complete this [form](#) and the Title IX Office will contact you.*

#### **Title IX Basic Rights**

- As a pregnant student, you have equal access to classes and activities.
- You are entitled to accommodations for both your pregnancy and childbirth, including excused absences, extra time on assignments, and other reasonable accommodations that would be provided to a student with a temporary medical condition.
- Your school/department must excuse your absences due to pregnancy or childbirth for as long as your doctor says is necessary. Schools/departments must also reschedule exams missed due to pregnancy or childbirth.
- When you return, your school/department must allow you to return to the same academic and extracurricular status you had before you left. They must also give you a chance to make up missed work.
- Your school/department cannot make you take time off if you don't want to.

- Your school/department cannot exclude you from a special program because you are pregnant.

### Classes

- Your school/department cannot make you change your major or degree program because you are pregnant or parenting. They also cannot force you to attend an alternate program, like an evening program.
- If a professor doesn't want you in class because you're pregnant or parenting, contact the Title IX Office immediately.

### School Activities

- You can take part in activities for as long as you want. Your school/department cannot stop you from joining clubs, going to events, or participating in research unless the same rules apply for all students who have a temporary medical condition.

**New Jersey Law ensures equal rights and opportunities for pregnant students in institutions of higher education.** New Jersey Law ([S-1489/A-1465](#)) protects the rights of pregnant students.

The law:

- Prohibits institutions of higher education from requiring a student to take a leave of absence, withdraw from an associate, bachelor's or graduate program or limit her studies due to pregnancy or issues related to pregnancy.
- Requires schools to provide pregnant students with reasonable accommodations, for example allowing students to maintain a safe distance away from hazardous materials or make up examinations missed due to pregnancy-related issues, for the successful completion of coursework and research. Institutions would be required to develop, adopt and distribute policies regarding pregnancy discrimination.
- A graduate student who chooses to take a leave of absence because she is pregnant or recently has given birth will be allowed a minimum of 12 months to prepare for and take preliminary and qualifying examinations. The normative time to degree while in candidacy for a degree for a pregnant graduate student would be increased in an amount equal to the length of the leave of absence, unless a longer extension is medically necessary. The law also allows a graduate student who is not the birth parent to take additional time to prepare for preliminary and qualifying examinations if he or she needs to care for his or her partner or child.

A student in good academic standing who voluntarily takes a leave of absence would return to their associate, bachelors or graduate program in good academic standing under the law.

For more information, please visit: [Pregnant & Parenting Students – Title IX \(rutgers.edu\)](#)

## Section V: Standards and Policies

### 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.

As policy violations and failures to uphold community expectations are discovered, they are reported to the campus Office of Community Standards who will investigate cases and determine if disciplinary action should be implemented. Students can learn more about this campus office and their rights [here](#).

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 Student Code of Conduct contains general guidelines that are also applicable to residential living, and students are required to adhere to those policies as well.

From the Code, the following guidelines are in place:

- Students are required to comply with the lawful directions of University officials, including campus police officers, acting in performance of their duties.
- 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.
- Students are expected to behave in an orderly manner on University property and at University sponsored events.

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.

#### [Suspension of Housing \(Disciplinary Charges pending\)](#)

If you are accused of a violation of the Student Code of Conduct and the sanction may include Eviction, your case will be reviewed by the Campus Dean of Students overseeing OHRL. The Campus Dean may impose interim restrictions while your case is being adjudicated. Such restrictions may include a residence hall suspension, termination of housing contract, or mandated room reassignment. These restrictions shall be enacted when the Campus Dean of Students determines there is a reasonable basis to conclude that the student presents a substantial and immediate threat to themselves, to others, or to University property if the student is allowed access to the resource being restricted. You will

have TWO WORKING DAYS to appeal this decision in order to stay in the facility while your disciplinary case is adjudicated.

*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.*

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

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

#### University Code of Student Conduct

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

#### Accidental Damage Policy

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

#### Alcohol and Other Drugs Policy

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

The presence of the odor of cannabis in a room or area of a residence hall, or the physical evidence of the use of drugs found in plain sight of the observer, however insignificant,

including the presence of any kind or form of drug or drug paraphernalia, whether such is being used at the time of discovery or not, constitutes a violation of this policy. Under current guidance, the odor of cannabis will be treated as a smoking violation within the residence halls. No search for cannabis will be conducted. Cannabis, in amounts of six ounces or less, found during a visual search, or during a health and safety inspection is subject to confiscation by OHRL administrators. Amounts found to exceed six ounces are subject to removal by RUPD. Students who are found in the presences of cannabis or drug paraphernalia are in violation of the University Drug policy. Rutgers University has a zero-tolerance policy for drug use of any kind within any University property.

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

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

### Cyber Bullying

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



called in, as well as the student(s) involved will face conduct charges for harassment and disruption to community.

#### Displaying Empty Alcohol Bottles Policy

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

#### Disruptive Behavior Policy

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

#### Drinking Games Policy

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

#### Domestic Violence

Domestic Violence General Definition: Domestic Violence is a pattern of physical, emotional, verbal, and sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Domestic Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person in the context of a dating, family, roommate or caretaker relationship. In a situation where one of these relationships have been claimed to have been affected by Domestic Violence, the Rutgers University Police Department will be called, and students can be potentially arrested for the violation of the rule. Please consult the New Jersey Domestic Violence Laws at [http://www.njlaws.com/domestic\\_violence\\_in\\_new\\_jersey.html](http://www.njlaws.com/domestic_violence_in_new_jersey.html)

#### Fire Safety Policy

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

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

## Guest Visitation Policy

A guest is The University's policies on guests and visitation are anchored in our belief and practice of *community over individual*; a sentiment that positions community needs as priority over any individual need. The policy also supports a commitment to residence hall security, the privacy rights of roommates and building residents, the health of the community, and the preservation of an atmosphere conducive to academic achievement. Housing and Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. Further, the right of a student to live in reasonable privacy (in the judgment of a housing staff member) takes precedence over the right of their roommate to entertain guests.

### **Definition of a Guest**

A guest is defined as any person who is not an assigned resident of a particular room. Parents, family members, friends, Rutgers students, and residents of other buildings are all considered guests and must follow this policy. Residents of the same building are also considered guests of rooms that they are not assigned to and should follow this policy. Although they are not required to sign into their assigned residence hall, residents are still expected to follow the other guidelines of the Guest Visitation Policy when visiting other apartments or suites.

### **Who is not eligible to enter as a guest**

- Minors are not permitted entry under any circumstances.
- Any individual who has been banned from OHRL, the campus or the university.

### **Limits**

A Resident student may have up to two (2) guests signed in at a time in the residence halls.

### **Process**

All guests are required to sign in and out at the provided Kiosks and must provide either a physical state ID, a federal ID, or a Rutgers ID.

The sign in process all guests must follow is:

1. Guests, escorted by the resident who will serve as the designated host, will sign in at the kiosk where they will complete an attestation form and they agree to follow the guest visitation policy.
2. Guests will then proceed to the lobby desk where the sign in process will be completed.
3. The staff at the desk will take the guest's physical ID, then sign in the guest under the resident. The guest will receive a printed Guest Badge from the lobby desk.
4. To checkout, the guest will return to the lobby desk and hand in their Guest Badge and the staff will then hand back the physical ID, and officially check out the guest in the RU Lobby system.
5. The guest must then vacate the building.
  - Each guest must have a single, designated resident-host. Assisting another host's guest in entering the building may result in loss of guest privileges for both that resident and the resident-host.

- Guests must always remain with their host. Residents may be held personally accountable for damages and/or violations of university policy by their guests.
- Guests are permitted to stay no more than two consecutive nights/ three days within a seven-day period.
  - Residents who do not follow this guidance will lose their guest privileges and/or have their guests banned from the halls.
  - Residents found in violation of the guest policy by allowing guests into the halls are subject to long-term restricted guest privileges and/or eviction from the halls.

### Hall Sports Policy

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

### Independent Living Policy

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

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

### Lock Out Policy

Since the Rutgers Camden residence halls are a home away from home for adults, we believe in fostering an environment of responsibility. As such, 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 privilege is not abused, the following policy is in effect.

- The resident should first contact their roommates and have them bring the ID to the resident, if the ID is in the apartment.
- Come to the Welcome Desk to complete an official lockout. The RSC/RA will escort the resident to their room with the master key and unlock the door for the resident.
- No ID or ID failure would need to be resolved during the hours Impact Booth is open. If not, then the resident is issued a temporary front door key. The resident must obtain a new RUID card and return the front door key by 4:00pm the following business day.

- A \$75 fee will be applied for failure to return the temporary key on time (the cost of a replacement key).

The following are the service fees associated with multiple uses of the lock-out service when provided by the OHRL or any of its staff:

- 1st time-----courtesy
- 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc. time-----\$20.00

Note: Lock-out service requests between 12am and 8:30am are all done for a charge of \$25.00, after the first courtesy service.

### Noise Policy

Every student living within a residence hall at Rutgers University has the right to privacy in their own room. Just as a student has the right to reasonable protection against unwarranted physical intrusion, he or she also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of their choice, etc. within the privacy of their own room, reasonably free from disruption resulting from the activities of others. No time of day or day of the week may curtail these rights.

- Noise, particularly sustained, must not be readily audible within the private living quarters of other students.
- Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls outside of designated practice rooms.
- The general noise level within the hall must be such that it does not interfere with the above-mentioned rights.
- Sustained, loud noise originating outdoors but audible within residence halls or other University buildings will not be allowed.
- Noise emanating from within one hall must not be audible within any other hall or University building.
- Shouting or otherwise making noise from windows or doors of a residence facility that is of sufficient volume to be heard outside or within any other building/adjoining room.
- No amplified sound is permitted at outside events without the prior permission of the Director of Residence Life or designee.
- All residence halls have quiet hours, except for floors specifically designated as 24-hour quiet floors. Designated quiet hours are as follows:
- Sunday through Thursday: nightly from 10:00p.m. to 10:00a.m. Friday and Saturday: nightly from 12:00a.m. to 10:00a.m.
- 24-hour Quiet Hours are in effect during reading days and exam periods.
- Failure to abide by this policy or involvement in other major violations during the exam period may result in immediate housing removal pending a conduct hearing.

### Posting Policy

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

### Pet Policy

No pets are allowed in residence halls or apartments. The Office of Disability Services may recommend accommodation for service dogs (including those in-training) and emotional support animals. You must receive official written approval from both The Office of Disability Services and the Office of Housing and Residence Life before bringing an emotional support animal into the residence halls.

**Emotional Support Animal:** An emotional support animal (ESA) is an animal that a treating doctor or mental health professional has determined helps a person with a disability by improving at least one symptom of that person's disability. An ESA is used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. Your housing provider is not automatically required to waive its no-pet policy to accommodate your ESA.

[nj.gov/oag/dcr/downloads/fact-ESA.pdf](http://nj.gov/oag/dcr/downloads/fact-ESA.pdf)

**Service Animal:** Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

[https://www.ada.gov/regs2010/service\\_animal\\_qa.pdf](https://www.ada.gov/regs2010/service_animal_qa.pdf)

Where no pets are permitted, there is no need for pet supplies; therefore, the following items are also prohibited: cat litter, saw dust, habi-trails, pet food of any variety, cages of any variety, tanks of any variety and fish bowls. Any tanks that hold water, regardless of the purpose, are prohibited as water leakage may cause serious water damage.

### Prohibited Conduct Policy

The following are just some acts that, even if communicative in nature, are prohibited "separable

- Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse.

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

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

### Prohibited Items

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

Some prohibited items include, but are not limited to:

- Automobile batteries and acids.
- Candles, incense, Hookah / Shisha pipes, oil lamps, wax melting devices, and open flame devices. (Including unused and packaged items.)
- Hot pots, immersion coils, hot plates, hotdog or hamburger cookers, burners, portable stoves, or any kitchen appliance in a space other than a full kitchen.
- Dangerous chemicals. (Including all flammable and combustible liquids and all gas-powered items.) Fireworks, sparklers, smoke bombs and explosives.
- Homemade or modified electrical wiring, extension cords over 6 feet in length, or extension cords running under rugs or closet doors.
- More than 3 electrical receptacles connected to 1 outlet.
- More than one micro fridge provided by the University per bedroom

- Non-university issued furniture, locks to doors, or refrigerators.
- Lofts, or any other structures, even if constructed with University issued property.
- Traffic signs, waterbeds, power tools.
- Exercise equipment: weights of any type, pull-up bars, bricks and any type of cinder blocks.
- Substances with offensive odors.
- Firearms, paintball guns, offensive or defensive weapons (even decorative items), water guns and ammunition.
- Empty alcohol containers in the Residence Halls constitute a health and safety issue.
- Real evergreen trees.
- Window air conditioner units and non-university issued space heaters.
- Halogen Lamps and 5 light multicolored incandescent floor lamps.
- Posters or other flammable materials covering more than 1/3 of available wall space.
- Wall hangings: including burlap, fishing nets, flags, wicker, or tapestries.
- Light dimmers, ceiling fans, or any other device that interferes with any building fixture.

#### Prohibited Items – Confiscation

Prohibited items that are found will be confiscated and/or disposed of. Any prohibited substances or paraphernalia will be handed over to the Rutgers University Police Department to dispose of; residents will not be permitted to retrieve these items. Housing and Residence Life will store confiscated items when, and if possible, so long as the possession of the items does not pose an immediate threat to the Rutgers University community. Students may retrieve confiscated items only if they are taking them home or after serving the designated sanction for the possession of the prohibited materials. Housing and Residence Life staff will discard any items not retrieved within two weeks of notification. Returned prohibited items may not be brought into any housing facility again. Should prohibited items be found a second time, they will again be confiscated and disposed of immediately. Additional sanctions will be imposed.

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

These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections. It is the responsibility of each resident to ensure that their space and the common area is free of prohibited items. Prohibited items identified in a common area may require an investigation involving all residents of the unit, including those without personal ownership of the prohibited item.

#### Smoking Policy

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

In accordance with Rutgers University Policy 10.2.14-Alcohol and Other Drugs Policy for Students: “Smoking of tobacco products and the use of electronic smoking devices is prohibited in any portion of a building that is owned and operated by Rutgers, The State University of New Jersey (N.J.S.A. 26:3D-17). This includes classrooms, lecture halls, auditoriums, residence halls, gymnasiums, playing fields, and other recreational areas. Smoking is also prohibited in all university-owned or leased vehicles. In addition, smoking and the placement of ash urn receptacles is prohibited in areas deemed to be main entrances to buildings owned and operated by the university. (Section 60.1.10, Smoking Policy).”

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

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

#### Solicitation Policy

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

#### Vandalism Policy

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

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

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

#### Weapons Policy

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



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

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

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

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

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

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to the dean of student life or the dean of students of their college, school or campus. In addition, it is strongly advisable that

residents report to a member of the Housing and Residence Life staff (i.e. Assistant Director, Director of Residence Life) who are suited to effectively respond to such incidents.

Individuals who wish to discuss any matter with the police or if they feel they are in need of immediate police attention may contact the Rutgers University Police Department at (973) 353-5111.

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

### Other Important Policies from the Code of Student Conduct

- Acts of Dishonesty
- Safety Violations Physical Misconduct
- Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, and Related Misconduct
- Bullying, Intimidation, and Harassment
- Defamation Hazing
- Theft or Damage to Property
- Disruption and Disorderly Conduct

Students who believe themselves to be victims of a Code of Conduct violation, including violations of policies relating to verbal assault, harassment, or defamation should report such incidents to Office of Community Standards [community.standards@camden.rutgers.edu](mailto:community.standards@camden.rutgers.edu)

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

- Allison Wisniewski, Title XI Coordinator, [titleix@camden.rutgers.edu](mailto:titleix@camden.rutgers.edu)
- <https://respect.camden.rutgers.edu> also has an online reporting tool and other resources available

## Section VI: Personal Safety and Fire System

### Personal Safety and Fire System Information

Addenda Section 1.1. Important Notice: An inherent risk of exposure to the SARS-CoV-2 coronavirus and the disease it can trigger, COVID-19, exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and those with underlying medical conditions are especially vulnerable. By entering and residing in a University residence hall, you voluntarily assume all risks related to COVID-19. Housing will continue to implement and modify its cleaning protocols as mandated by federal or state directives and as suggested by the Centers for Disease Control and Prevention in the interest

of minimizing spread of the disease. To the extent it is reasonably practicable, Residence Life will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of disease within residence halls.

In the event of an emergency, dial 911 immediately.

For more information, please visit: [Home - Universitywide COVID-19 Information \(rutgers.edu\)](#)

### 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 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.

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 ensuring 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 from the beginning of the alarm!

### 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. 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. 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.

- Arranging bed or furniture in a manner that reduces the required width of the exit
- Hanging items from the sprinkler head or pipe, heat detector, smoke detector or alarm Using items with electrical wiring that is “homemade” or otherwise modified
- unattended cooking or open flames
- Chaining a bicycle to the exit way element
- Tampering with building fire alarm system
- Discharge of Fire Extinguisher
- Failure to evacuate building during an actual fire alarm or evacuation drill, failure to exit within 4 minutes
- Possession of a gasoline powered motorbike within building
- Possession or evidence of prohibited electrical appliances in prohibited areas.
- Possession of an excessive quantity of combustible materials on walls or ceilings. Posters, fish nets or tapestry
- 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)
- Accumulations of flammable liquids or materials.
- Smoking or evidence of smoking
- 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.)
- Possession/use of personal space heaters
- Possession/use of hot plates, immersion coils, or hot pots not meeting University specification (listed below)
- 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.)
- Possession/use of oil lamps, fireworks, sparklers, incense, smoke bombs
- Use of 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
- Possession/use of all flammable and combustible liquids (including art supplies such as thinners, solvents, etc.)
- Possession/use of chemicals
- 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.
- Surge protectors or power strips without built-in fuses are not permitted
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building fixture.
- Combustible or plastic lampshades or light fixture covers.
- Torchiere lamps with Halogen bulbs, including lamps with guards. Halogen desk lamps and styles other than torchiere floor lamps are permitted.
- 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

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

- All holiday lighting sets must bear UL listing tag
- 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.

### 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. Failure to correct the violation will result in a Code violation and referred to Community Standards.
- 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.

#### [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. 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).