

# RUTGERS

THE STATE UNIVERSITY  
OF NEW JERSEY

## Undergraduate Residents' Guidelines for Living On Campus:

**Policies and Procedures for On Campus Living**





## FREQUENTLY CALLED NUMBERS



### Emergency-Fire/Police Ambulance 911

Athletic Center/Ticket Office 732-445-2766

#### Bookstores

Cook/Douglass 732-932-9017  
Livingston 732-932-3210  
Ferren Mall 732-246-8448

Bus Dispatcher 732-932-7817  
Bus Driver for Disabled Students 732-932-7817

#### Cable TV/Connection/Repairs 732-932-RUTV

#### Campus Centers

Busch 732-445-3962  
College Avenue 732-932-7723  
Cook 732-932-9215  
Douglass 732-932-9372  
Livingston 732-445-3561

#### Computer Connection Repairs 732-445-HELP

#### Computer Service 732-445-5000

#### Counseling

Alcohol/Drug Assistance 732-932-7976  
Gay Concerns 732-932-7501  
International Students 732-932-7015  
Mental Health (Hurtado) 732-932-7827  
Mental Health (Willets) 732-932-9805

#### Housing Offices (see back cover for more info)

Busch Campus 732-445-4399  
College Avenue Campus 732-932-7017  
Cook/Douglass Campuses 732-932-9625  
Livingston Campus 732-445-2346

#### Residence Life Offices (see back cover for more info)

Busch Campus 732-445-2561  
College Avenue Campus 732-932-7209  
Cook/Douglass Campuses 732-932-9363  
Livingston Campus 732-445-0750

### Emergency Maintenance (After Hours) Call your Residence Life Staff Member On Duty

#### Dining Services

Meal Plan/RU Express 732-932-8041  
Brower Commons (CAC) 732-932-7651  
Busch 732-445-4278  
Cooper (Cook/Douglass) 732-932-9743  
Neilson (Cook/Douglass) 732-932-9798  
Tillett (Livingston) 732-445-3573

Emergency Services (Inspections) 732-932-4800

#### Health Services

Busch/Livingston 732-445-3250  
Hurtado (CAC) 732-932-7401  
Willets (Cook/Douglass) 732-932-9805

#### Information (Campus) 732-932-1766

Laundry Equipment Repairs 1-800-927-9274  
[service@caldwellandgregory.com](mailto:service@caldwellandgregory.com)

Telephone/Jack Repairs 732-445-6915

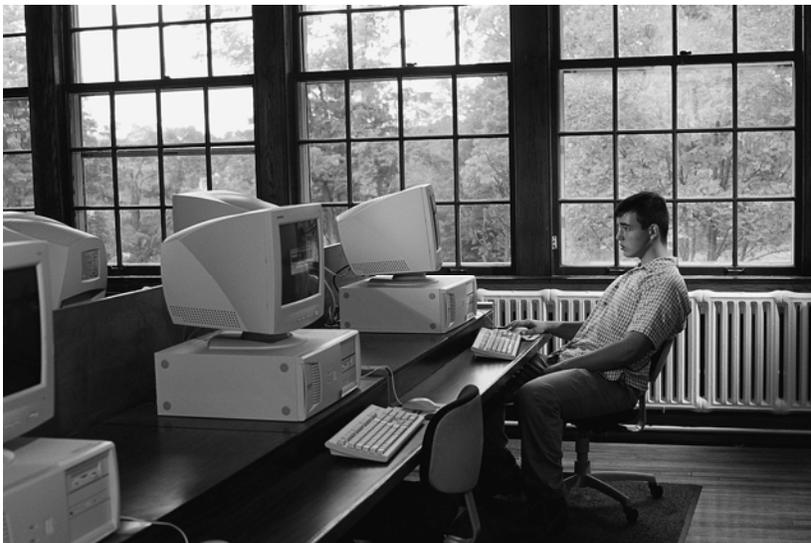
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## UNDERGRADUATE RESIDENTS' GUIDELINES

All students residing on campus are responsible for knowing and abiding by the guidelines contained in this booklet. Please read this information thoroughly and if you have any questions, contact your Campus Housing Office.

*Please Note: Policies occasionally change. Although we update our website regularly, this section may not contain the latest information. If you have any questions or concerns, please contact your Campus Housing Office.*



## POLICIES AND PROCEDURES FOR LIVING ON-CAMPUS

### Contract Terms/Your Housing Agreement

Your housing agreement is a contract for the space you will occupy in university housing during both semesters of the academic year. Under the agreement, you agree to established policies, procedures, and rules concerning the operation of residence halls, suites and apartments. The provisions are detailed in the housing agreement and in this guide. Should changes occur that affect your agreement, information will be published in campus newspapers, announced on RU-TV, sent via e-mail and/or disseminated through the residence facilities.

**Students who violate the provisions of the housing agreement, or are found guilty of violating university standards of conduct, are subject to university disciplinary action as well as the loss of campus housing privileges, monetary assessment for damages, and possible removal from housing.** For specific university regulations, see your student guide.

### Housing Contract Options

When you completed your housing contract, you selected an occupancy period. The standard contract covers the academic year from September through May, not including the Thanksgiving, winter, and spring breaks. Break housing and 9-month housing contracts allow students to stay on campus during designated break periods in pre-designated buildings. Please contact your campus housing office for additional information and eligibility.

### Withdrawal from the University and from Housing

If it becomes necessary to withdraw from the university after the semester has begun, you must withdraw from university housing as well. Arrange with your housing office to have your residence space inspected and to return the housing key. A copy of your withdrawal form will be required. **You are obligated to return your key; billing will continue until your key is returned to your housing office.** If your key is not returned, you will be charged for a lock change. If you have a meal plan, be sure to contact Dining Services.

### Students Not Returning

If you do not plan to attend classes during the spring semester, you must officially notify your housing office before you leave for winter break. Prompt notification and completion of checkout and key return will ensure charges are not assessed for the spring semester. You will be charged until your key has been returned or a lock change has been implemented.

### Cancellations

All signed Agreements are considered final and cancellations are not permitted except for the following reasons: (i) graduation; (ii) withdrawal from the University; (iii) academic dismissal; (iv) enrolling and participating in a University approved abroad program; (v) active military induction; (vi) death of an immediate family member/guardian, or (vii) long term hospitalization of the student. If a student vacates his or her room without obtaining written approval of a cancellation request from the Director of Housing or the Associate Director of Business Affairs, the student will remain financially responsible for the space. Cancellations will not be allowed under any circumstance after the first two weeks of the fall and spring semesters. For more information, refer to: [http://housing.rutgers.edu/pdfs/cancel\\_policy.pdf](http://housing.rutgers.edu/pdfs/cancel_policy.pdf)

### Refunds

Refunds for housing are based on the date you officially check out of housing, not the date you withdraw from your classes. By complying with the procedure for inspection of your residence space and proper return of your key, you avoid incurring charges for a lock change and additional rental time. Contact your housing office promptly to arrange for withdrawal and a maximum refund.

### Rebates

If you are assigned to a living area which is occupied by more people than the space was designated to house, you are entitled to a rebate. The amount of your rebate is based on the number of days the condition exists, and will be discontinued as soon as the housing office is able to offer you a residence space occupied by the number of

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people it is intended to house.

## Assignment of Vacancies

When a vacancy becomes available in any residence facility, the remaining occupants should anticipate assignment of another student. By keeping the residence facilities filled, University Housing can maintain the lowest possible room rates. A resident may not discourage another student from using such a vacancy through harassment, abuse, noise, or similar reasons. A student doing so may face reassignment or removal from housing.

## Transfer within Residence Facilities

Some students may need to move from one campus, residence facility, or room to another during the academic year. If you want to relocate within university housing, a transfer request form may be obtained from the Residence Life staff member servicing your building after the beginning of each semester. All transfers must be completed in this manner in order to avoid assessment of penalty charges and/or disciplinary action for illegal transfer.

## Sign-up for Summer Session and Next Academic Year

Instructions will be distributed during the spring semester to inform you of important dates and procedures to be followed in arranging for housing during summer session and/or for the next academic year.

## RESIDENCE FACILITIES INFORMATION

### Keys, Access Cards, and Lockouts

Your RUconnection (official university photo identification) card allows you to access your residence hall, suite or apartment building. If you are accidentally locked out of your room, contact your campus housing office during the day or in the evenings and on weekends, the Residence Life staff member on duty to gain entry. **University Police are not authorized to open your door. Your key and RUconnection/building access card, should be safeguarded.** Lost RUconnection cards should be reported immediately online or at the RUexpress/Board Plan Office.

Issuance and replacement of your RUconnection card will be in accordance with the rules and regulations of the RUconnection Card Office. Please visit the RUconnection web site at: <http://ruconnections.rutgers.edu> for more information. There is a \$15 fee charged for a permanent replacement card. There is also a charge for the loss of a key, as well as for lock changes when keys are not returned in accordance with instructions. Keys and identification/access cards are the property of the university and may not be duplicated. When you return a key, a receipt will be provided. Allowing another individual to use your key and/or RUconnection card to access a facility may be considered grounds for removal from housing.

### Personal Property Recommendations

**Rutgers University and University Housing are not responsible or liable for personal property or damages to personal property** caused by vandalism, malicious mischief, negligence of other residents, electrical surges and/or water and steam damage from ruptures or discharges of pipes, sprinklers, appliances, plumbing, and sewers. **We strongly recommend that you acquire tenants' insurance to cover your valuables and belongings.**

**Information concerning Personal Property Protection Insurance to protect your personal items, can be obtained from your housing office or from the Office of Risk Management.** Visit Risk Management's web site to obtain more information at: <http://riskmanagement.rutgers.edu/students.html>

Check to determine if your personal property is covered by your family's homeowner insurance while at college. Record serial numbers, model numbers, and similar identifying information for your stereo, television, computer, watch, or other items of values.

Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room. Keep your room door locked at all times. Record the numbers and issuers of all your credit cards and bank accounts. Also record the telephone numbers of these firms to facilitate notification should your cards be lost or stolen. During closedown periods, residents are strongly advised to take all valuables home!

## ROOM CONDITION AND INVENTORY

Your residence space is furnished with furniture designed expressly for this type of use and for the area in which it is placed. **The care of your residence space and furniture becomes your responsibility upon occupancy.** For that reason, we provide a *Room/Apartment Condition and Inventory Form* at the beginning of the occupancy period which indicates the condition of the room and furnishings when last inspected. Look carefully to be certain that the form is accurate. List any damage and determine that you have a full complement of furniture. **Report any discrepancies in your Condition and Inventory Form to the housing office during the first week of occupancy.** This will help avoid any misunderstandings and/or charges to you when it is time for you to vacate your room or apartment.

You should be comfortable in your room, so you may rearrange the furniture to your liking. Time constraints, reuse of our facilities, and labor costs require that **when you leave, you must leave the room set up as it was when you first occupied it.** Do not dismantle furniture or remove doors from closets; misuse of these items could result in injury, damage, and additional charges to you. Do not place furniture in front of a heating/cooling unit, within 18 inches of a sprinkler head or where it will obstruct passage out of your room or into the hallway. Stacking or propping beds may create a potential hazard to you and your roommates and is not allowed. Common area furniture may not be appropriated for use within rooms or apartments.

**Your room, suite or apartment, which should be left in "move-in clean" condition when you leave, will be inspected at the end of your occupancy. You will be charged for any damage, vandalism and/or if excessive cleaning is required.**

## Refrigerators and MicroFridge Units

For your convenience, Rutgers University offers MicroFridge units that are a combination of refrigerator, freezer, and microwave. MicroFridge is the only combination food storage/cooking appliance approved for use in our residence halls. Residence halls and suites are equipped with MicroFridge units. The rental fee for the unit is included in your housing fee.

If anything goes wrong with a MicroFridge during the year, Housing will replace the broken unit. Damages not considered normal use will be the responsibility of the renter(s) and will be billed accordingly. There will be a \$20 charge upon move-out for any unit returned that was not emptied and cleaned.

## Telephones

**Private telephones** - Students interested in having a land line in their room must contact a phone service provider directly.

**Convenience telephones** - The telephones located at or near entries to residence facilities are equipped to handle university extensions and local telephone calls without cost. When using an intra-university phone:

- For numbers beginning with 932, dial 2 + last 4 digits
- For numbers beginning with 445, dial 5 + last 4 digits
- For numbers beginning with 373, dial 3 + last 4 digits

Some residence halls are also equipped with similar telephones in red boxes. These phones automatically disconnect after three minutes.

**Emergency telephones** - These telephones are located in the yellow telephone boxes outside or near entries to most residential facilities. They have provision for rapid direct-dial to the University Police and indicate to the police dispatcher the origin of the call, should the caller be unable to speak. The number is automatically dialed by pressing the red emergency call button. In addition, there are emergency telephones also located in yellow boxes at many Locations throughout the campuses. Simply remove the receiver from the hook; this will ensure police awareness of your location even if no message is transmitted.

## Cable Television/High Speed Internet Access

Our residence hall rooms and apartments have cable television and high-speed Internet access. These fees are

## UNDERGRADUATE RESIDENTS' GUIDELINES

included in your housing fees. To report problems with cable service call 732-932-RUTV; for computer connection repairs call 732-445-HELP.

### Privacy - Policy Prohibiting Cameras / Video / Recording Devices

On-campus residences are a place where students should feel comfortable, secure, and confident that their privacy is respected. Video cameras, video phones, recording, and listening devices can breach the trust and security that students expect, and therefore, the use of such devices, without the consent or full knowledge of the individuals involved is strictly prohibited. Students reported to be in violation of this policy will be referred to the Office of Residence Life.

### Acceptable Use Policy for Computing and Information Technology Resources

The University expects all members of the community to use computing and information technology resources in a responsible manner; respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all other pertinent laws and University policies and standards.

It is a violation to use computing or network resources for advertising or commercial purposes; to share an account or to use resources for the purpose of harassing or sending threats. To view the complete Acceptable Use Guidelines visit: <http://oit.rutgers.edu/acceptable-use.html>

### Mail

Undergraduate student mail is delivered to boxes located in campus post offices - Busch (BPO), College Avenue (RPO), Cook (CPO), Douglass (DPO), and Livingston (LPO). Advise your family and friends to use the campus post office box assigned to you so that your mail will not be delayed. Post office boxes and combination numbers are assigned to students by the University Mail Services. Remember to complete a change of address form when leaving campus for extended periods (summer vacation, semester off), or when relocating so that your mail can be forwarded.

## MAINTENANCE/REPAIR

### Room/Apartment Cleaning

We encourage you to keep your residence space reasonably neat and clean. For carpeted areas, you may borrow a vacuum through your residence life staff member, building custodian, or housing office. Be careful with snack items. Spilled food, crumbs, and open food containers can attract insects and rodents.

Apartment and suite residents provide their own cleaning supplies and are responsible for cleaning of areas within the apartment/suite including the stove, oven, refrigerator, and bathroom facilities. Regular attention eliminates a difficult task when preparing to vacate your apartment or suite **which is to be left in "move-in clean" condition when you leave**. You will be charged for major damage, vandalism, and/or if excessive cleaning is required.

Extermination services are provided on a regular schedule. If additional service is needed, contact your housing maintenance office to make arrangements.

### Garbage Removal/Recycling

Residents must dispose of all trash and recyclables in the appropriate containers in each area. **The State of New Jersey has adopted recycling laws with which we must comply.** Collection containers for glass, aluminum, steel cans, plastic, and paper are provided for separating recyclables. Exterior dumpsters for recycling are provided at some facilities. Burgundy colored dumpsters are for accumulation of glass, aluminum, steel cans, and plastic. Beige dumpsters are for paper, newspapers, and cardboard (please flatten cardboard to maximize available space). Gray dumpsters are for trash.

### Common Area Cleaning

Bathrooms, lounges, corridors, stairwells, elevators, and similar common areas within the residence halls are cleaned regularly by Housing staff. We appreciate your cleaning up after yourself and after social events to help

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maintain a desirable environment for all residents and their guests. Please be considerate of your fellow students and the housing staff in your building.

## Repair and Maintenance

University Housing has its own maintenance staff assigned to each residence area. Contact your Campus Housing Office if you have a maintenance or repair issue by phone or complete a work order request on the web site at: <http://housing.rutgers.edu/ie/maintenance.php>

If an emergency (no heat, burst pipe, etc.) occurs during office hours, please call your campus Housing Office to report the problem. The Housing Staff will correct most malfunctions in residence halls and apartments within 48 hours. More complex repairs, and those involving items not normally stocked, sometimes take longer. In these instances, your patience is appreciated. You may contact the maintenance unit coordinator in your housing office if you experience an unusual delay.

When requesting a repair, the more specific you can be about the location, nature, and urgency, the easier it will be to identify the appropriate repair personnel to correct the problem. Campus housing offices offer voice-mail to record your non-emergency requests after hours.

## Emergency Repairs After Office Hours

Emergency repairs, such as a burst pipe, major water leak, electrical short, or broken lock, occurring after 5:00pm on weekdays and at any time on weekends or holidays, should be reported to the Residence Life Staff person on duty. Provide your name, telephone number from which you are calling, residence hall or apartment name, room number, and the nature of the emergency to the Residence Life Staff Member. For non-emergency maintenance requests after office hours, on the weekends or holidays, you can fill out a work order request on-line at <http://housing.rutgers.edu/ie/maintenance.php> or leave a voice mail message at your Campus Housing Office.

## Housing Staff/Vendors

Full-time staff and student workers of University Housing are required to wear an identification badge while on duty. Vendors, repair personnel, employees of service companies, and staff of other university departments must also display an identification card. If a non-resident is not wearing an ID an/or seems suspicious, notify University Police. Do not challenge a stranger's presence; use a telephone, preferably in your room to notify University Police.

## Removal of Property

**Rutgers is not able to store student belongings since our facilities are used year-round.** Student property may not be left in residence halls or apartments once residency is terminated for any reason. At the end of the academic year, student property not claimed and removed by the first Monday after shutdown will be donated to local charities or discarded.

## UNIVERSITY PROPERTY

### Access to University Property

We respect your right to privacy and will not interrupt it unless an emergency warrants. **Designated university officials have the right to enter any university or university-related premises. This right includes, but is not limited to, providing custodial, maintenance, and repair services; and inspecting for fire and safety violations, damages, and cleanliness.** Reasonable effort will be made to notify you at least 24 hours before inspections for damage and cleanliness. Inspections for fire and safety violations are made without notice.

### Damage to University Property

Damage and vandalism are costly and we would like to enlist your aid in their prevention. Be careful that methods used to hang posters and decorations do not damage surfaces including walls, doors and ceilings. Do not put holes in or hang things from ceilings or doors. Tacks, nails, screws and tape damage surfaces. If you intentionally or inadvertently cause damage in your room, you must pay for repair or replacement.

**If damage occurs in common areas, i.e., lounges, bathrooms, corridors, elevators, etc., you can avoid**

## UNDERGRADUATE RESIDENTS' GUIDELINES

**personal expense if the individual(s) causing the damage are identified and made responsible for their actions.** Otherwise, all residents of a building, or part thereof, must contribute to the repair and/or replacement. Common areas include the lawns and sidewalks around your living area. Damages to these areas, such as littering or defacement, may add to charges assessed to students living in that location. **Elevators are particularly costly to repair and proper use is strongly urged.**

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.

### **Accidental Damage Policy**

Students are prohibited from damaging, defacing and/or destroying, intentionally or accidentally, University property or the property of another student or guest. Students will be held responsible for the restitution of any damages they, or their guests cause. Students may also face disciplinary action.

Students may be held accountable for damages associated with the property of other students or University property. Students may be held responsible for damages they cause intentionally or accidentally. For example, this could include damages resulting from a cooking fire, playing hall sports, or setting of the sprinkler system. If your negligence results in damage to the property of to others or the University, you may be held responsible for the subsequent damages.

### **UNIVERSITY AND RESIDENCE RULES**

Students are expected to know residential rules and university policies. Students should see a Residence Life staff member for any questions about policies. Each residence area may adopt specific rules that establish quiet hours for studying, hours of visitation, limits on alcohol use, and similar restrictions. As a member of the living group, you have a voice in the establishment of such rules, and, consequently are expected to abide by them. Most residence halls have established minimum quiet hours from midnight to 8:00 A.M., Sunday through Thursday. Each residence facility and/or college has its own judicial board. The boards hear testimony from students charged with violating residence policies. Housing and Residence Life have the right to reassign and/or cancel housing agreements.

### **Guests**

University Housing is provided for the exclusive use of Rutgers students as assigned by the campus housing offices. Guests are permitted for no more than three nights; however, residents are advised that they are responsible for the behavior of their guests.

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

When you invite a guest to visit you, provide him/her with your telephone number and ask that he/she calls upon arrival. Don't prop and entry door open, an alarm may sound and your convenience could lead to another resident being robbed or injured. It is your responsibility to meet your guest at the building entrance. Don't allow strangers into your home. Persons making deliveries are not allowed in the facility unless met and accompanied by a resident.

### **Solicitations in University Residence Halls and Apartments**

No door-to-door soliciting or canvassing is allowed in residence halls or apartments at any time. University-recognized student groups may request permission to have a table for solicitation in the main lobby of a building by contacting Residence Life. Public area solicitation is prohibited without explicit permission and instructions from Residence Life staff. Residents should report violations to Residence Life.

### **Smoking**

Smoking is prohibited in all areas of residence halls and apartments including Rockoff Hall.

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## Motor Vehicles

Motorized vehicles are prohibited in and around residence facilities. This includes motorcycles, which should be parked in designated lots. Motor vehicles are prohibited from driving on lawns and sidewalks.

## Laundry

The University provides laundry facilities in or near our residence facilities. To enter the laundry room, you must use your Student Identification (RUconnection) card. The machines (washers and dryers) in larger laundry rooms will accept quarters and/or have card readers to debit your RU Express account. The machines are high efficiency and use less detergent and water. **Use only 1/4 cup of detergent per load.** The manufacturer suggests using detergent made for high efficiency (HE) machines.

## Homestead Rebates

Our facilities are not subject to property taxes. Full-year residents of our buildings are NOT entitled to a homestead rebate. DO NOT file a Homestead Rebate Application (HR-1040) with your New Jersey tax return. Anyone receiving a homestead rebate to which they are not entitled will be billed.

## Residence Hall and Apartment Complex Alcohol Policy

1. Alcohol cannot be possessed or consumed in rooms, suites, or apartments where all residents are under the age of 21.
2. Alcohol may not be possessed or consumed in a public area of the residences. All areas in a residence hall, except for private rooms, are considered public areas. When the door of a private room is open, the room is considered a public area. Only those of legal drinking age may transport closed containers of alcohol.
3. Individuals under the age of 21 may not consume alcohol. Only those of legal drinking age may be served alcohol.
4. Individuals may not provide alcohol to anyone under the legal drinking age. Those who do are subject to penalties under University regulations and under New Jersey state law.
5. Drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.
6. At no time should activities which encourage excessive drinking and/or lead to the endangerment of the individual served take place in the residence halls.
7. All parties and social events which include alcohol in apartment and/or suite-style living environments, must be registered and approved by the Residence Life Coordinator no less than 24 hours prior to the event. All registration forms must state the type of, and amount of, alcohol to be available at the events, as well as the specific names of sponsors, monitors, and bartenders.
8. Students living in apartment and/or suite-style living environments who fail to register social events with alcohol, may lose their privilege to host any gatherings in the future, and may go through the residence life adjudication process.
9. No tap alcohol beverages, including kegs, are permitted in the residence hall rooms or suites. A ban on keg deliveries is imposed in the residence halls and suites. In apartments, a limit of one 1/4 keg, is permitted with the permission of the Residence Life Coordinator.
10. At least half the beverages provided to guests must be non-alcoholic. Food should be available in sufficient quantities. One student must be provided to check IDs and one student to serve alcohol. Bartenders must be of legal drinking age. Sponsors, monitors, and bartenders must not drink or be intoxicated while serving in their positions and will be held responsible for the behavior and actions of those attending the event. All parties and social events must end by 1:30 am.
11. Those persons registering the social event are responsible for the behavior and actions of all persons attending the event.

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12. The Residence Life Coordinator may limit the number of registered social gatherings in any hall or area.
13. It is a University regulation that parties and social gatherings involving alcohol may only take place on Fridays and Saturdays.
14. In accordance with the University and College policies, the Residence Life staff may intervene in, or terminate any parties or social events that are illegal, unregistered, or disruptive to the community.
15. Any student, regardless of age, found to be acutely intoxicated, will be evaluated by Emergency Services for possible hospital treatment. Any student, regardless of age, requiring hospital treatment, will be subsequently evaluated by the Alcohol and Other Drug Alcohol and Other Drug Assistance Program for Students.
16. All residents will be held responsible for the behavior of their guest, which includes Rutgers students.

### Pets

No pets are allowed in residence halls or apartments except service dogs and other service animals in training.

### Weights and Weight Lifting

You may store and/or use weights only in those areas of a residence that are officially designated as weight rooms. Residence Life staff members will direct you to these or other facilities on campus. **Weight lifting is not permitted in student rooms.**

### Bicycles

Always lock your bike in racks provided near most classroom buildings and secure it in rooms provided for that purpose in some residence facilities. A "u" lock is recommended. **Bicycles may not be left in stairwells, corridors, and other areas, where safe passage may be hindered.** Register your bicycle with University Police. Bikes must be removed at the end of the year when buildings close.

### Drug Policy

Use or possession of illegal drugs may result in loss of housing without refund, mandatory assignment of substance counseling, and/or arrest. Distribution of drugs can result in permanent expulsion from the University.

### Noise Policy

Every student living within a residence hall at Rutgers University has the right to privacy in her/his own room. Just as a student has the right to reasonable protection against unwarranted physical intrusion, s/he 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 her/his choice, etc. within the privacy of her/his 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.

A uniform noise policy has been adopted by Residence Life and is summarized here:

1. Noise, particularly sustained, electronically amplified sound, must not be readily audible within the private living quarters of other students.
2. Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls outside of designated practice rooms.
3. The general noise level within the hall must be such that it does not interfere with the above-mentioned rights.
4. Sustained, loud noise originating outdoors but audible within residence halls or other University buildings will not be allowed.
5. Noise emanating from within one hall must not be audible within any other hall or University building.
6. No amplified sound is permitted at outside events without the prior permission of the Assistant Director of Residence Life.

### As for specific hours and times:

- Courtesy hours are in effect 24 hours a day, 7 days a week.

## UNDERGRADUATE RESIDENTS' GUIDELINES

- Quiet Hours are in effect, Sunday through Thursday from 11pm to 10am.
- Quiet Hours are in effect on Friday and Saturday from midnight to 10am.
- 24-hour Quiet Hours are in effect during reading days and exam periods.

Note: In apartment settings, there may be an extended quiet hour period for registered parties. Students living in those areas will be notified beforehand.

### **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 hall if such behavior continues to disrupt the community.

### **Weapons Policy**

All types of guns (including paintball guns, airsoft guns, pellet guns, etc.), bows and arrows, tasers, and all other weapons are prohibited in university residences. 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 university residences.

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.

### **Mural Painting Policy**

Students who wish to paint murals in the halls in which they reside must submit a written proposal to the Assistant Director for Residence Life on their campus. Only latex paints may be used. The use of oil based paints in any component of the mean of egress is prohibited. Students must indicate in the proposal that they understand that they are accepting complete responsibility for the proper completion of the mural without damage to that hall.

The residents of each hall may be allowed to paint one mural in the public area of their hall. This mural may only be painted in the space designated, by the Assistant Director of Residence Life and the Manager of Housing, to be the appropriate place for the mural. This space will then be covered by the Division of Housing with greenboard. The image painted on the wall must receive prior approval by the Residence Life and the Division of Housing. An image will not be judged solely by its artistic value. The most important criteria in judging an image will be its appropriateness for a diverse residential setting.

Once students have begun the painting of the approved mural, they have one month in which to complete the mural. If the mural remains unfinished at the end of that time, the mural wall will be painted over and the cost of the repainting will be billed to the students who were approved to paint the mural.

Purchasing of paints and supplies must be approved by Residence Life. Painting must be supervised by building Residence Staff. It is the responsibility of the student painters to obtain the support from the Residence Staff to provide that supervision. Any damages caused by the student painters will be billed to the students who received approval to complete the mural.

Each mural must remain on the wall for at least three years from the time it is painted. No mural proposals will be accepted prior to the end of that period of time.

### **Lounge Use Policy**

Lounges and recreational areas located within residential facilities are for the exclusive use of individual building residents. Programming and group activities are limited to those sponsored by Residence Life Staff including Hall Government Officers and Special Interest Section Leaders. Staff members who hold concurrent positions with other student clubs and/or organizations may not utilize these areas except as follows.

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

## UNDERGRADUATE RESIDENTS' GUIDELINES

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

### HEALTH RELATED INFORMATION

#### Illness or Injury

Should you or your roommate become ill or injured, a Residence Life staff member can assist and arrange transportation to a health center or, in more serious cases, a local hospital. They will also assist you in notifying family members or university personnel when the situation warrants.

#### Students Using Injected Medication

Students who use injected medication, such as insulin, are required to dispose of hypodermic syringes in approved sharps containers. This ensures the safety of all of our students and Housing staff who handle waste disposal. Students who require such containers can obtain them at no cost from any health center. Hypodermic syringes should be placed in the sharps container; full containers should be returned to any health center for proper disposal. Questions can be directed to the student health centers below:

- Hurtado Health Center, 11 Bishop Place, College Avenue Campus
- Busch/Livingston Health Center, Hospital Road & Avenue E, Livingston Campus
- Willets Health Center, Suydam Street, Douglass Campus

#### Special Housing Requests

Residence Life in conjunction with Rutgers, The State University of New Jersey, is committed to providing an equal educational opportunity and to supporting the full participation of all students in our campus community. We value the ideals of diversity in our campus communities and we promote the inclusion and accommodation of the various needs of students as they come to stay on campus with us. We do not discriminate on the basis of race, ethnicity, gender, sexual orientation, physical or mental ability, religion, age, or social class in any University programs or activities. We prohibit harassment of our community members.

Within the residential setting, Residence Life attempts to meet the wide range of student needs, which may include, but are not limited to those related to physical ability, gender identity, or expression, medical conditions, campus placement, etc. Accommodations that may be approved for students include wheelchair accessible rooms, reduced access bathrooms, gender neutral bathrooms, air-cooling and single rooms.

In order to provide support to students who need special accommodations, students must inform Residence Life of the nature of their request. Staff will not ask for more information than is needed to adequately review a request and all disclosed information will be kept as confidential as possible. Recognizing that students are not all alike, and have different needs and desires, Residence Life addresses each request on an individual case-by-case basis.

Priority will be given to students who notify Residence Life of their request in a timely manner, particularly by June 1st of the year prior to the academic year for which the accommodation is being requested. Continuing students who find themselves in need of a special housing assignment should submit the request as soon as they are aware of their need for an accommodation. Priority will be given to those received before the Housing Lottery beginning approximately on January 1st of each year. In addition, students must ensure that they have completed their Housing Application simultaneously, as well as meet any payment deadlines.

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If you would like to submit a Special Housing Request, you must submit a Special Housing Request Form available on our web site at: <http://housing.rutgers.edu/ie>. Your application will be reviewed, and if approved, we will determine an appropriate assignment based on availability in housing. Applicants with questions or concerns about living on campus on the New Brunswick Campus should contact Joan D'Orvilliers at 732-932-4371. Special Housing Request forms should be submitted via fax to: 732-932-4377, Attention Jennifer Frost.

### Infectious Disease Policy

In the event a resident is identified as having potentially contracted a contagious disease which may adversely affect his/her roommate(s) or apartment mate(s) or others in the housing unit, the resident shall agree to submit to a medical evaluation at the Rutgers Student Health Service. In the event it is medically determined that the occupants of a dorm/residence are at risk of an infection, the contagious/infected resident shall be required to leave the housing residence until such time he/she can present evidence from a physician that he/she is no longer contagious. Failure to submit to the required medical examination and/or leave the residence shall be cause to be denied housing privileges. The decision of the Rutgers Student Health Services in regard to contagion shall be final.

### COMMUNICATIONS

As a resident, you should keep yourself informed about changes to policies and procedures, events and deadlines by regularly checking the bulletin boards in your building, reading the student newspaper and emails that you receive from university sources. The following methods are used to aid in dissemination of information:

- Official Notice emails sent to students and on-campus residents.
- Special notices placed in college/ university newspapers announcing deadlines with which you must comply. These constitute "official notice" to you. Please watch for and read them when they appear in the official notice column in your college/university newspaper.
- Memos announcing events, important dates, and similar information placed on bulletin boards in residence facilities throughout the year.
- Flyers distributed to each room by housing personnel to communicate important information to each resident.
- Flyers and/or bulletins sent through campus post office boxes.
- Members of the Residence Life staff disseminate reminders and announcements at hall and floor meetings.
- Announcements on RUTV.

### PARKING AND TRANSPORTATION

Department of Transportation Services, 55 Commercial Avenue, New Brunswick, NJ 08901  
Tel: (732) 932-7744, Email: [info@publicsafety.rutgers.edu](mailto:info@publicsafety.rutgers.edu), Website: <http://rudots.rutgers.edu>  
Bus Schedules and Info: 732-932-7817

#### Office Hours:

Cashier (to make purchases and/or payments) 8:30am – 5:00pm

Administrative (for questions) 8:30am – 5:00pm (summer and holiday hours may vary)

The Rutgers Department of Transportation Services provides information about parking facilities and transportation on or to campus. The office administers parking, enforces parking regulations and provides intercampus bus transportation.

### Parking Regulations

All vehicles parked within the jurisdictional areas of Rutgers University must be registered with the Department of Transportation Services and display a valid Rutgers permit at all times.

Resident students eligible to purchase a parking permit may not register the vehicle of another student. Vehicles are to be registered for an individual's personal use only. Registering a vehicle for another person's use through

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false information constitutes fraud. Any vehicle fraudulently registered is subject to ticketing and towing.

All students are responsible to know the regulations and restrictions of the lot where they park. Each lot has a sign describing who may park in that lot. Parking regulations are available on the Department of Transportations website at <http://rudots.rutgers.edu>.

On Monday-Friday, from 8:00 am-8:00 pm, a resident student should remain parked in the assigned lot on hangtag and use the intercampus bus system for travel throughout the campuses. Resident students parked in commuter lots between 8:00 am-8:00 pm Monday through Friday will be ticketed and may be towed.

Motor vehicles are prohibited from parking on sidewalks and within residence areas.

During snow storms, residents are responsible for shoveling out their vehicles. During heavy snow conditions, residents will be required to move their vehicles to another lot to facilitate plowing. Vehicles not moved may be towed at the owner's expense. Information regarding parking lot snow removal procedures can be found on the Department of Transportation Services web site.

Visitors should purchase a Visitor permit online at <http://rudots.rutgers.edu> prior to parking on campus to avoid being ticketed.

## CAMPUS TRANSIT

The intercampus bus service is available to all members and guests of Rutgers University, providing transportation throughout all New Brunswick campuses, 7 days a week. Bus schedules change during weekend, exam periods, breaks and during the summer. For questions regarding bus routes please contact the bus dispatcher at (732) 932-7817. Bus service comments should be reported by dialing (732) 932-2287.

A	College Avenue Campus (CAC) to Busch Via Busch Campus Center (weekends to Busch and Livingston)
B	Livingston to Busch
C	Stadium to Allison Road Classroom Building
EE	CAC to Cook/Douglass via Rt. George Street
F	CAC to Douglass via Rt. 18
H	CAC to Busch, return via Hill Center
L	CAC to Livingston, return via Albany St (weekends CAC to Livingston and Busch)
LX	CAC to Livingston, return via Route 18
REXL	Livingston Express to Cook/Douglass via Rt. 18
REXB	Busch Express to Cook/Douglass via Rt. 18

Although the buses are wheelchair accessible, van transport is available for students with disabilities who are unable to use the campus bus service. Request for this service must be made through your college Dean of Student's office. No transports can be made off campus.

## Library Shuttle

The Library shuttles loop the Cook/Douglass campus, providing transportation to and from the residence halls and the Mabel Smith Douglass Library.

- Available Monday-Thursday 10:00 pm-midnight and on Sundays 10:00 pm-midnight during the academic year.
- Stops at all regular bus stops
- No service in the summer.

## Knight Mover Shuttle

Parking and Transportation Services also offers "Knight Mover", an individualized security transportation service

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available to members of the university community that operates between 3am and 6:45 am Sunday through Wednesday nights during the school year. Students, faculty and staff are invited to use the door-to-door service by calling (732) 932-7433.

### Bus/Rail

A broad range of bus and rail lines, including the NJTRANSIT Northeast Corridor rail line to the New Brunswick train station and the Middlesex County bus lines serving New Brunswick serves the New Brunswick campuses of Rutgers University.

### New BrunsQuick Shuttle

Provides transportation to the College Avenue Campus for connection to the campus bus system from the New Brunswick Train Station, 5th and 6th Wards.

Available:

Monday-Friday, 6:00 AM—2:00 AM

Summer: Monday-Friday, 6:00 AM-9:00 AM and 4:00 PM-7:00 PM

10 minute intervals, 6:00 AM-10:00 AM

20 minute intervals, 10:00 PM—2:00 AM

Fixed Stops:

Train Station, College Avenue Gym/Student Center, Scott Hall (College Avenue at Hamilton Street), College of Nursing Patterson Street

Peak Hours: 6:00 AM-9:00AM and 4:00PM-7:00PM Colony House and Buccleuch Park

### FIRE PREVENTION AND SAFETY

University Housing, Residence Life, and Fire and Emergency Services have established guidelines for the purpose of maintaining a safe living environment. We need your cooperation in complying with both the common sense rules of safety and the specific rules established by the university.

Fire and Life safety codes change occasionally. The information contained in this guide, although revised annually, may not reflect current code changes. However, the most up-to-date and official resident hall fire safety regulations and a comprehensive list of violations and penalties are available electronically through the Emergency Services web site: <http://rues.rutgers.edu/>

### Safety Information and Equipment

Fire extinguishers, smoke and heat detectors, fire alarm bells or horns, and pull stations are located throughout each building. **This equipment is critical to life safety and should be used only in emergency situations.** Be aware of the location of fire extinguishers, fire alarm pull stations, and emergency exit routes from your room so that you may act promptly in any emergency.

In the event of an actual fire, evacuate the building immediately. Pull the fire alarm if not already sounding and, once evacuation has begun, call university police at 911. **Because of the importance of fire safety equipment, individuals who misuse or tamper with it face immediate expulsion from housing and disciplinary action under the student code of conduct, as well as possible fines and prosecution.**

### Smoke Detectors

All resident hall sleeping rooms are provided with local-sounding smoke detectors for your safety. These detectors may be inspected monthly, depending on the style detector present in your room. Fire inspectors also evaluate these devices for proper operation. The small red light on the detector should blink every 2-5 seconds. If the blinking is not observed, contact your campus housing office immediately.

### Mandatory Emergency Evacuation Drills During Fire Alarm Activation

Two emergency evacuation drills are conducted each semester to familiarize you with evacuation procedures. During an evacuation follow emergency procedures and staff instructions. All occupants of buildings, or portions of buildings, where fire alarms are sounding must evacuate immediately. Residents who do not evacuate are subject

## UNDERGRADUATE RESIDENTS' GUIDELINES

### Prohibited Items/Actions

The following are prohibited in residence halls and apartments:

- Tampering with building fire alarm system/equipment.
- Discharge of fire extinguisher.
- Failure to evacuate during an actual fire alarm or evacuation drill
- Evidence of smoking.
- Bed or furniture reducing the required width of an exit.
- Items hanging from the sprinkler head or pipe, heat detector, smoke detector or alarm.
- In residence hall rooms; and bedrooms, bathrooms and living rooms of apartments: cooking devices such as electric toaster ovens, broilers, skillets, hot plates, hot-dog/hamburger cookers, electric woks, rice cookers, immersion coils, hot pots, or similar items. The use of gas fired cooking appliances in all residence halls is prohibited. (Ex; Coleman stoves or other LPG or Butane fueled cooking appliances.) Microwave ovens are not permitted in residence halls except where provided by the university. Microwave ovens, woks, and rice cookers may be used only in the kitchens of apartments if the appliance is UL listed and properly connected. *Cooking is not allowed in residence hall or apartment sleeping rooms.* Unattended cooking (in areas where cooking is allowed), burning candle or other open flame
- Space heaters, room-heating or open-flame devices, including all space heaters, kerosene or oil lamps, alcohol burners.
- Air conditioning devices including room and window air conditioning units.
- Candles (of any kind), fireworks, sparklers, incense, and smoke bombs. The use of candles in university rooms for religious purposes is prohibited due to the fire hazard. Alternative appliances, electrically powered, exist to permit residents to observe religious holidays, without creating a fire hazard.
- Wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments.
- Posters and decorations with combined coverage of more than one-third of available wall space or on ceiling.
- Painting walls or murals.
- Flammable and combustible liquids including art supplies such as thinners, etc.
- Gasoline-powered items, such as motorcycles, mopeds, or their components.
- Chemicals, firearms and other weapons, and explosives.
- Fire works, sparklers, smoke bombs, etc.
- Electrical wiring that is "homemade" or otherwise modified or transformed creating a fire or shock hazard.
- Extension cords exceeding six (6) feet. All extension cords must be maintained exposed in plain view. Cords may not be run under rugs, closet doors, or secured to building surfaces or furniture.
- DSL lines, satellite dishes, exterior radio or television masts or aerials or any other device mounted on the exterior of a building.
- Unauthorized lofts, liquid-filled beds, or any other structures.
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus.

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- Combustible or plastic lamp shades or light fixture covers.
- Torchiere-style lamps with halogen bulbs. Desk lamps with halogen bulbs are allowed. Torchiere-style lamps with incandescent bulbs are allowed.
- Devices which overload electrical receptacles (more than three appliances per outlet or multiple-plug adapters or power strips with more than two cords attached). 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 surge protector be plugged into a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.
- Traffic and road signs observed in resident hall rooms or apartments will be reported to the 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.
- Bicycle chained to the exit way element
- Weapons including paintball equipment

### Approved items

Only hot pots 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 and apartments, a hot pot or electric kettle must automatically shut itself off if the fluid boils off or if the pot is emptied. Usually, this type of pot 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 hot pots must be capable of accepting only water. Units capable of heating soup, etc., are not approved. When in doubt, fire inspectors will conduct the following field test to determine compliance. The empty unit will be plugged into a power source and turned 'on.' If the interior of the appliance heats up, the device fails the field test. When purchasing a hot pot for use in a university resident hall or apartment, read the precautionary messages: if the appliance or package states "do not operate when empty," the unit is not approved. UL-listed popcorn poppers and automatic coffee makers such as "Mr. Coffee" are permitted.

### Inspections

It is the responsibility of the university to provide for the safety of all persons living within university-owned or operated resident halls and apartments. This is enforced through unannounced inspections conducted by university staff members. 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 resident hall room and apartment. Due to the magnitude of this task, and to ensure the highest level of safety for all residents, fire inspections are *unannounced*. Inspections will be conducted during normal weekday business hours. For your convenience, inspections commence after 10:00 A.M. Rooms and apartments will be entered for the purpose of conducting the scheduled unannounced fire safety inspection even in the absence of the resident. As a security measure, doors to all vacant resident hall rooms or apartments will be locked upon the departure of the Fire Inspector (even if the door was found unlocked). Fire Inspectors will leave a notice to let students know that the inspection has taken place and the results of the inspection.

### Violations

Students found to have violated any of the below items will be issued a documenting the offense. In addition, the student will be referred to the appropriate Residence Life Office for disciplinary action. Students will be issued a Fire Code Violation Follow-Up Form, which must be completed and returned to Residence Life verifying that the violation has been corrected. Failure to return forms will result in a consultation with the Residence Life staff. Students who violate the fire code violation a second time will be placed on probation and/or other appropriate sanction as determined by an Administrative Hearing/Conference. Students who are found to have violated the fire safety regulations a third time may be removed from residence.

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to disciplinary action as well as fines and prosecution.

When a Notice of Fire Safety Violation is issued, wherever possible, it is issued to the student responsible. When it is not apparent to the Fire Inspector which student is responsible, the Notice of Fire Safety Violation will be issued to all occupants of the room. While not all students may be responsible for creating the Fire Code Violation, all students have the responsibility to know and understand the policies regarding Fire Safety and insuring that items in the room do not pose a fire hazard. In these circumstances, all students are responsible for insuring the violation has been corrected and for the appropriate follow-up with Residence Life.

Students who believe their involvement has been inaccurately documented must submit an explanation in writing and return it to the Residence Life staff member within 10 days of the Notice of Fire Safety Violation issuance. This information will be reviewed in conjunction with information provided by the other roommates as well as the fire inspector. 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.

## Violations include:

- Presence of candles of any type or form, oil lamp, or incense.
- Bed or furniture reducing the required width of an exit.
- Items hanging from or covering sprinkler heads or pipes, fire detectors or alarm horns.
- Electrical wiring that is "homemade" or otherwise modified.
- Unattended cooking, burning candles or other open flame.
- Bicycle chained to exit way element.
- Evidence of smoking habits.
- Gasoline powered scooter, motorcycle, etc. within building
- 
- Tampering with building fire alarm system whether resulting in a fire alarm or not.
- Tampering with, or discharge of fire extinguisher whether resulting in a fire alarm or not.
- Dismantling, disabling or otherwise reducing the effectiveness of a room smoke detector or other alarm device.
- Failure to evacuate the building during an actual fire alarm or evacuation drill.
- Presence or evidence of prohibited electrical appliances, hot pot/plate, toaster oven, halogen lamp, microwave (other than University supplied), wok, rice cooker.
- Overloading electrical appliances, "cube taps", unfused power strip or surge protector.
- Accumulations of flammable liquids or materials.
- Electrical cords over 6' in length.

## Receiving a Fire Safety Violation

- Students who have violations in their room may be expected to attend a Fire Safety Education Program.
- Students who fail to return the Fire Violation Follow-up Form will meet with a Residence Life Staff Member.

## Life Safety Don'ts

Use common sense for guidance in making decisions which could affect your safety and the safety of others.

- Don't place, hang or attach anything over lighting fixtures, fire detectors, or on fire sprinkler heads or piping.
- Don't place combustible articles on radiators or radiator covers.
- Don't store personal belongings in corridors, vestibules, or stairwell landings.
- Don't block access to doors and windows. Furniture must be arranged to permit full opening of all doors.
- Don't chain bicycles to stairways or landings—they will be removed and confiscated.
- Do not prop open outside or elevator doors.
- Do not throw any objects out of windows or from balconies. This is extremely dangerous. Violators face disciplinary action and/or expulsion from housing.
- Don't cover lamps including desk lamps with scarves or drapes. The heat from the bulb could cause a fire.
- Don't park in designated fire zones.

### Holiday Decoration Policy

During the holiday period of November/December, special emphasis is placed on life safety hazards associated with holiday decorations. Each year, colleges and universities across the country experience disastrous fires in housing facilities caused by unsafe decorations. Annually, the Fire Safety Division distributes guidelines for the safe decoration of university housing facilities. Frequent checks are conducted by inspectors to assure compliance with these reasonable guidelines. For current advice on decorating safety, look for the annual poster or read the electronic posting available through the Emergency Services web site <http://rues.rutgers.edu/>

### High-Rise Fire Alarm System

As part of an extensive Life Safety Program, high-rise resident hall building fire alarm systems have been replaced, and automatic sprinklers added, to provide a sophisticated state-of-the-art fire protection and life safety system. Since the design and operation of these systems depart from the familiar "evacuate the entire building" practice, students have felt the alarms were not operating properly. The confusion results from the special operation of a high-rise system, as compared to that found in a "low-rise" structure.

#### ***When a high-rise building fire alarm system operates, it functions as follows:***

1. Audible alarms, consisting of a prerecorded evacuation message and a siren sound will activate on the floor where the alarm originated, the floor above, the floor below, and within the elevator cars and exit stairways. Signals *are not designed* to sound on all floors; this operation is structured to limit the amount of people in the stairways to enable safe movement. The flashing strobe lights will operate on all floors, however.
2. The elevator cars will return to the first floor, where the doors open and remain in that position for fire department use.
3. The stairway pressurization system operates automatically upon activation of the fire alarm system. The purpose of this system is to prevent the migration of smoke into the exit stairs, thus ensuring a safe and secure exit.
4. The smoke exhaust system engages on the three floors where the alarm signals are sounding. The purpose of this system is to evacuate any smoke from the corridors, to assist persons exiting, and to aid with the operations of the fire department.
5. From within the fire command center, located on the first floor, the fire department has complete control over all building emergency systems. The commander may selectively cause the evacuation signals to sound on additional floors, may provide verbal directions or information through use of the public address function of the alarm system, may control the elevators and emergency power generator and may selectively control the smoke control systems.

If the fire alarm system activates, evacuate only if the signals are sounding on your floor. Experience gained from high-rise building fires resulted in the modern systems in use today. Evacuation of an entire building is contrary to recognized practice and creates greater life hazards.

Please be assured that your safety is not compromised by this type of fire alarm system. If you would like further

information, you are urged to speak with the Fire Inspector during the semiannual test, during the unannounced fire safety inspection, or by calling the Fire Safety Division offices at 732-932-4800.

## Fire Sprinkler Systems

Automatic fire sprinklers have been installed in our residence halls and apartments. Sprinklers are designed to activate individually to suppress fires while in the incipient stages. Although fire sprinklers are a fire safety system, they should not be relied upon as the ultimate life saving system; residents must immediately evacuate the building whenever the fire alarm system activates, as smoke detectors warn of fire long before sprinklers will activate. Most fire casualties are the result of smoke inhalation, not thermal burns. It is a violation of New Jersey fire safety regulations to hang items from sprinkler heads, sprinkler pipe, and other fire detection or suppression equipment. Residents found in violation of this regulation will be cited and fined.

## PUBLIC SAFETY INFORMATION

### University Police Contact Information

**Non-Emergency** - To report incidents where life or property is not in imminent danger, contact the University Police at 732-932-7211.

**Emergency 911** - The Rutgers University Police Department (RUPD) is part of the Middlesex County 911 emergency telephone network. Dial 911 immediately to report medical emergencies, fires, crimes in progress, or any other emergency situation. Calls will be answered by a trained 911 telecommunicator-24 hours a day, 7 days a week-who will dispatch police, fire, or emergency medical services personnel immediately.

Dial 911 directly from a residential, or coin phone. Dial 6-911 from any phone on the university's telephone system. University police have installed a Telecommunication Device for the Deaf (TDD) for people with a hearing or speech impairment or who are otherwise disabled. The TDD phone number is 732-932-6639, but TDD users may also use the 911 and/or 6-911 numbers to report emergencies. If you are calling from a cellular phone, call the Rutgers Police Department at 732-932-7211 to be sure that you will be directly connected to Rutgers University Police.

## Security Guidelines/Regulations

**The responsibility for safety and security lies with the individual. No amount of service can offset irresponsible behavior.** Compliance with the following guidelines is extremely important in providing a secure campus:

- Keep your room locked whenever it is unoccupied, when you are in your room and when you are asleep.
  - Never prop open exterior doors and do not let strangers in the building.
  - First floor residents should not unlock the security screens or use windows as an entrance/exit, except in an emergency.
  - Do not walk alone at night.
  - Do not hitchhike. Take the intercampus bus if possible or contact Parking and Transportation during shuttle hours of operation.
  - In the event of an emergency, or if you notice suspicious activity, call university police at 911.
  - Be alert to the presence of all strangers in non-public areas of living units. Solicitors are not allowed, report their presence to the residence life staff.
  - Do not toss objects out of the windows or from balconies. Violators face disciplinary action and/or expulsion from housing.
  - Do not play Frisbee, golf, football, hockey or other sports in the residence facilities, where injury or property damage could result. Violators face disciplinary action and/or expulsion from housing.
- If you are the victim of a crime or theft, call University Police immediately and notify a member of the Residence Life staff. For assistance you can also contact Crime Victims Assistance, more information is available at: <http://sexualassault.rutgers.edu/cva.htm>

## Public Safety Information

# UNDERGRADUATE RESIDENTS' GUIDELINES

Information regarding public safety at Rutgers University is available. *Safety Matters* is a publication outlining public safety statistics, services and programs published annually. It may be obtained on-line at: <http://publicsafety.rutgers.edu/> or to have a free printed copy mailed to you call 732-932-8407.

## SECURITY SERVICES

Rutgers University Police Department regularly patrols the university in marked and unmarked vehicles. Uniformed student safety officers, patrol the grounds at night, checking for open entry doors and suspicious activities or persons.

## DINING SERVICES

Rutgers meal plans are designed with the needs and diversity of our student body in mind. On-campus dining is convenient, healthful, and a great way to socialize. Students at Rutgers University have their choice of numerous options for dining on campus. Options include location, menu, and the number of meals in a chosen plan. Every student possessing a meal plan may use it at any of the dining halls throughout the New Brunswick/Piscataway campuses. Dining Services offers 19 meal periods each week: breakfast, lunch and dinner, Monday through Friday, and brunch and dinner on Saturday and Sunday. Dining Services provides continuous service hours for students seven days a week.

All students residing on campus, except students assigned to apartments, **MUST** contract for a major meal plan. Meal plans are optional for apartment residents, commuting students, and off-campus residents.

### Meal Plan Options

Dining Services offers several different “Block Plans” which provide convenience and flexibility to fit your personal life style and dining habits. All Block plans allow you to take advantage of “all you can eat dining” during any visit to the dining hall.

**The 285 Plan** allows you an average of 19 meals per week. You could take advantage of all meal periods offered or enjoy two meals during the same meal period. We recommend this plan for a student with an active lifestyle or who wants the assurance of having enough meals for the entire semester.

**The 255 Plan** provides an average of 17 meals per week. It's ideal for students who want the convenience of 3 meals each weekday. This plan also allows for an evening takeout meal once or twice during the week – great during exams!

**The 210 Plan** offers an average of 14 meals per week. This is a good plan for students whose schedules may not allow time for breakfast, but who want to eat each lunch and dinner each day.

**The 150 Plan** allows for an average of 10 meals each week and is a good choice for students who plan to eat only once or twice each weekday. This plan is available to sophomores, juniors and seniors.

**The 105 Plan** offers an average of 7 meals each week. This is the smallest approved plan for sophomore, junior and senior residents. If you enjoy sharing a meal with friends in the dining hall a few times a week, this may be a good plan for you.

**The 75 Meal Plan** offers an average of 5 meals each week during the semester, and the **50 Meal Plan** allows for an average of three meals each week. These meal plans offer the same flexibility as the other plans, as well as the guest option.

For more information about specific Block Plans available to you as a continuing resident, contact the RU Express/ Board Plan Office, Records Hall, Room 102, College Avenue Campus, (732) 932-8041. You can find out more about Rutgers Dining Services by visiting their website at <http://food.rutgers.edu>.

## UNDERGRADUATE RESIDENTS' GUIDELINES

### Flexibility

With the Block Plan format, there is no limit to the number of meals you can enjoy each week. You can take advantage of the traditional meal periods or eat more than once during any meal period on the same day.

**The Rutgers Club** at 199 College Avenue is a full-service restaurant open to students and their guests. Students can bring their RUconnection Card and pay an extra \$2.00 any Monday through Thursday to enjoy a great meal. Guests simply pay at the door. Call (732) 932-7139 for information.

### Special Services

Each dining hall sponsors special theme meals throughout the semester. Dining Services also offers a variety of other special options for students who enjoy get-togethers. For more information, or to make arrangements, speak to a dining hall manager.

**Boxed Meals** can be prepared in advance and packed "to go" for students whose individual schedules conflict with normal meal times. Arrangements for boxed meals may be made with the staff of the particular dining hall where the meal is to be picked up. There are no box meals during exam times.

### Illness

If you are too ill to go to the dining hall for your meal, food may be brought to you if you send a signed note which includes your email address and phone number as well as your student Identification (RUconnection) card with a friend. The person carrying the food back to you should present your note and ID card to the dining hall manager.

### Meal Plan Contracts

All students participating in the meal plan program are expected to maintain their selected plan for the duration of fall and spring semesters unless the RU Express/Board Plan Office approves a change or cancellation. Meals remaining at the end of the semester do not rollover. The Board of Governors establishes the price for each meal annually.

### Guest Meals

The Block Plan permits you to use up to 10 of your meals to entertain guests each semester. This means your parents or friends can enjoy a meal with you in the dining hall – at no additional charge.

### Changes and Cancellations

Students are permitted to reduce or cancel their meal plan during the first two weeks of each semester. This is the ONLY time during the academic year that meal plan reductions or cancellations are allowed. Residence hall students may only reduce to as low as their minimum meal plan requirement and may not cancel their meal plan. Full refunds will be granted up to and including the last day of the two week change period provided your plan has not been used. Partial refunds will be credited to students voluntarily withdrawing during the first twelve weeks.

**Lost or Stolen Cards** should be reported immediately to the RU Express/Board Plan Office, Records Hall, Room 102, College Avenue Campus, where you can obtain a replacement card. There is a \$15 replacement fee. You may also suspend or reactivate your RUconnection card 24 hours a day, 7 days a week on-line by visiting <http://food.rutgers.edu>

### Identification

Students are required to present their valid student identification (RUconnection) card when they enter any dining hall. Your RUconnection ID card is for your personal use only; do not lend your card to anyone else. A student ID card will be confiscated if presented by anyone other than the student it was originally issued to. Students are obligated to present their student ID card to dining hall managers and staff, student managers, and checkers upon request. Failure or refusal to present valid ID can result in disciplinary action.

## UNDERGRADUATE RESIDENTS' GUIDELINES

### Removal of Food or Property from Dining Halls

No food may be taken out of the dining hall, except for prearranged boxed meals and certain snack items when they are part of a special dinner. Plates, glasses, silverware, etc. are property of Dining Services and may not be borrowed or removed from the dining halls.

### Courtesy

Students are expected to be courteous to fellow students and Dining Services personnel. Breaking in line is prohibited. All students and guests are required to enter at the end of the line and proceed in turn.

### Self-Busing

Students and guests are required to clear their table and deposit trays in the proper location before leaving the dining hall. This is a stipulation of your meal plan contract.

### Safety

Any action which might jeopardize the safety of yourself or others is prohibited. Individuals without shirts or shoes will not be permitted to enter any dining hall.

### Alcohol and Drugs

Alcoholic beverages and drugs are never permitted in the dining halls. Anyone possessing, or under the influence of these substances will be required to leave the premises.

### Soliciting

Soliciting and canvassing are prohibited in the dining halls without written permission from the Executive Director of Dining Services. Information is available from the Division of Dining Services Executive Director's Office.

**The RU Express Account** is a convenient, easy-to-use declining balance program. It is a cash-free alternative that works much like a credit card in reverse. Deposits can be made anytime throughout the semester online at <http://ruexpress.rutgers.edu>. When making a purchase, simply present your student identification (RUconnection) card at any of the many participating locations. Swiping the card through the reader enables the funds to be deducted electronically from your account. Your remaining balance is displayed each time you use your card. These transactions can be handled twice as fast as cash. RU Express is quick, convenient, safe and hassle-free.

Funds remaining at the end of the fall semester will carry over to spring semester. At the beginning of the spring semester your RU Express Card will be credited with the same opening deposit you selected at the beginning of fall semester. This amount will be added to your term bill for the Spring semester. Your card may be used through commencement.

For additional information and terms and conditions, contact the RU Express/Board Plan Office at (732)932-8041 or visit <http://ruexpress.rutgers.edu>

## OTHER SERVICES

### Services for International Students

The Center for International Faculty and Student Services coordinates services for the university's international students, scholars, and faculty. It assists international students with all matters of special concern to them and serves as a referral source to other university offices and academic departments. Center staff provide direct support to students with United States Immigration and home government procedures, personal concerns, and other matters. You can contact the International Center at 732-932-7015.

### Religious Services

Campus ministries from many religious traditions are active at the university. These groups offer the university community a wide range of programs: worship services, student centers, prayer groups, lectures/discussions, friendship groups, community service, scripture study, counseling, and outings/parties. You can learn about university-recognized campus ministries by calling Student Information and Assistance at 732-932-1766.

## FOR MORE INFORMATION

*Contact your campus housing and residence life office.*

### **Busch Campus Housing & Residence Life Office**

581 Taylor Road, Piscataway, NJ 08854  
Housing Phone: 732/445-0044  
Housing Fax: 732/445-0078  
Housing Email: buschsng@rci.rutgers.edu  
Residence Life Phone: 732-445-2561  
Residence Life Fax: 732-445-0078

### **College Avenue Campus Housing & Residence Life Office**

Clothier Hall—590 George Street, New Brunswick, NJ 08901  
Housing Phone: 732/932-7017  
Housing Fax: 732/932-1210  
Housing Email: cachous@rci.rutgers.edu  
Residence Life Phone: 732-932-7209  
Residence Life Fax: 732-932-1210

### **Cook/Douglass Campus Housing & Residence Life Office**

PAL Building—45 Biel Road West, New Brunswick, NJ 08901  
Housing Phone: 732/932-9625  
Housing Fax: 732/932-1211  
Housing Email: cdhous@rci.rutgers.edu  
Residence Life Phone: 732-932-9363  
Residence Life Fax: 732-932-7173

### **Livingston Campus Housing & Residence Life Office**

Lynton Tower North, 66 Joyce Kilmer Avenue,  
Piscataway, NJ 08854  
Housing Phone: 732/445-3249  
Housing Fax: 732/445-0236  
Housing Email: livhouse@rci.rutgers.edu  
Residence Life Phone: 732-445-4086  
Residence Life Fax: 732-445-0236

### **Housing and Residence Life Administration**

ASB III, 3 Rutgers Plaza, Cook Campus  
New Brunswick, NJ 08901  
Housing Administration Phone: 732/932-1001  
Housing Administration Fax: 732/932-1014  
Email: uhousing@rci.rutgers.edu  
Residence Life Administration Phone: 732-932-4371  
Residence Life Administration Phone: 732-932-4377

### **Residence Life Assignments Office** (located on Busch Campus)

Buell Apartments, 55 Bevier Road,  
Piscataway, NJ 08850  
Phone: 732-445-0750  
Fax: 732-445-4992  
Email: oncampus@rci.rutgers.edu

## MAINTENANCE REQUESTS

### **For non-emergency maintenance**

**requests**, you may complete a work order request on our web site at: <http://housing.rutgers.edu/ie/maintenance.php> or call or fax your campus housing office, whichever you prefer.

**For emergency maintenance issues** (water pipe burst, no heat, etc.) during office hours (Mon.-Fri. 8:30 am to 5:00 pm), please call your campus housing office. **For emergency repair after office hours and on holidays and weekends**, contact your Residence Life Staff person on duty.

## RELATED SERVICE CONTACTS

### **For RUconnection (ID) Cards:**

Visit the RUconnection web site:  
<http://ruconnection.rutgers.edu>

### **For Cable TV/Connection Repairs:**

Call 732/932-RUTV

### **For Telephone/Jack Repairs:**

Call 732/445-6915

### **For Computer Connection Repairs:**

Call 732/445-HELP

### **For Computer Sales/Service:**

Sales 732/932-5800 Service 732/445-5000

### **For Laundry Repairs:**

Call 1-800-927-9274 or email to:  
[service@caldwellandgregory.com](mailto:service@caldwellandgregory.com)

**Visit our web site:**

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