

**University Housing and Residence Life**  
**Rutgers, The State University of New Jersey**  
**Move In Guide - Fall '07**

*Welcome to University Housing at Rutgers, The State University of New Jersey!*  
*This book has been designed to provide you with basic information to help you get prepared to move in and in getting acclimated to campus life.*

Welcome! University Housing and Residence Life wants to insure that your experiences living on campus are rewarding and that you are successful in your academic and personal pursuits. There is a lot to know when moving onto campus, so we have compiled this information to help make your transition to college easier.

When you get to campus, know that the staff at University Housing and Residence Life are here to help you get acclimated. Housing and Residence Life work together as a team to assist and meet the needs of students living on campus in our residence halls and apartments.

**We Are Here To Help**

**Residence Life Staff**

Residence Life staff members live and work in the residence halls in order to provide you with quality and consistent service in your new home away from home. Your Resident Assistant (RA) or your Apartment Assistant (AA) is an upperclass undergraduate student who can help you with a number of issues including:

- Questions about campus services
- Getting involved on campus
- Roommate conflicts
- Locking yourself out of your room
- Emergencies
- And even if you need a friend to talk to

Don't hesitate to contact your RA or AA for assistance as they can refer you to the appropriate resources.

**Housing Staff**

The staff at University Housing handles issues related to the housing facilities and maintenance as well as administrative issues. Contact the staff at University for issues related to:

- Your housing contract
- General questions about housing and/or housing charges
- Maintenance issues

No matter what your question or concern, know that the Housing and Residence Life staffs are available to assist you and insure that your on-campus experiences are positive!

## **Residents' Guidelines**

We want you to have fun while living on campus, but we also need to be concerned with the safety and comfort of all of our residents. All on campus residents must review and become familiar with the Residents' Guidelines for Living On Campus. These guidelines provide important housing and residence life policies and procedures for living on campus as well as information about dining, fire safety and parking. The document is available online at: <http://housing.rutgers.edu/ie/resguide.html>

## **Assignments / Roommates**

Each residence is different and offers special features. To learn more about your residence, check out the hall descriptions on the Housing website at: <http://housing.rutgers.edu/ie/> and take a virtual tour!

Your roommate may be someone you know or someone who is new to you. Either way, it is critical that you take time to communicate with your roommate about your expectations and your preferences for sharing your room. Set up a time to talk that is convenient for both of you when you can be relaxed and focused. Don't try to have a conversation via email. You may discover that you are very different from your roommate which can be one of the most exciting aspects of living with a new roommate. Consider it a new opportunity to explore new views, listen to new music, discuss new ideas, and discover yourself! If you need assistance, work with your Residence Life staff. They serve as an excellent resource and, if a room change is necessary, they can assist with this process. Since we reconcile records and billing from mid August until late September, we typically do not process room change requests during this period. For concerns regarding room changes that require immediate attention, please see a Residence Life staff member.

## **Immunizations**

In order to obtain your room keys, NJ State Law requires all first-year and transfer students demonstrate compliance of the meningitis vaccination prior to moving onto campus. For more information about the meningitis vaccine as well as other immunization requirements, please see: <http://health.rutgers.edu/vaccine/vaccine-u.htm>

## **Personal Property Insurance**

Personal Property Insurance is recommended for students to protect their property in their rooms. For more information about personal property insurance, please refer to: <http://riskmanagement.rutgers.edu/students.html>

## **Student ID / RUconnection Cards**

Your RUconnection card serves as your access card to your residence and your meal plan. It can also be used at university libraries, recreation centers and computer labs. If you open a Knight Express debit account, you can use your card at bookstores, food vendors, and for laundry, among other things.

New students— you should receive your RUconnection card in the mail by 8/18/07. If you haven't been to campus to get your picture taken, you'll receive a temporary ID that will expire on 9/15/07. For more information, visit <http://ruconnection.rutgers.edu>

**For more information see our website at: <http://housing.rutgers.edu/ie/packing.html>  
For a more comprehensive list please see the Residents' Guidelines for Living on campus at:  
<http://housing.rutgers.edu/ie/resguide.html>**

### **Computing Services**

The residence hall in which you will be living is connected to **ResNet**, the high-speed Rutgers telecommunications network. If you bring a computer with you to Rutgers, you will be able to connect to the network when you arrive. Please see the Student Guide to Computing (<http://oit.rutgers.edu/studentguide.pdf>) for information on what you will need in order to get online. To access most computing services at Rutgers, you will need a **NetID and password**, which provides secure access to email, webpages, access to computer labs on all campuses, Library databases, the Rutgers network, the Internet, and numerous online student services including registration, personalized course schedules, statement of financial accounts, and online credit card payment, grades, and transcripts. You should try to create your NetID before arriving on campus. Please see <http://oit.rutgers.edu/accounts> for more information and to set up your NetID. When you arrive on campus, ResNet staff will be available to assist you with getting online. You can check our schedule at <https://resnet.rutgers.edu/swat.php> to see when staff will be at your residence or to learn how to get assistance.

### **Student Telephone Service**

Just bring a telephone and you will immediately be able to:

- ◆ Receive incoming calls.
- ◆ Make free, unlimited calls to on-campus locations, using Rutgers extensions.
- ◆ Make free, unlimited calls to the Verizon local calling area.
- ◆ Call toll free "800" numbers.

If you wish to place calls out of the local calling area, you will have to supply your own "800" or toll free based calling card. For more information, review: [http://www.td.rutgers.edu/services/Student\\_Telephone\\_Services/index.html](http://www.td.rutgers.edu/services/Student_Telephone_Services/index.html) or call (732) 445-6915.

### **RU-tv (Cable TV)**

Rutgers' campus cable television network consists of more than 60 channels of educational, news, public affairs, entertainment, and commercial programming, including productions by students, faculty, and staff. For more information about RU-tv services, including connecting to the cable system and programming options review <http://rutv.rutgers.edu/index.php> or call 732/932-rutv (7888).

### **Mail**

Mail for undergraduate students is delivered to boxes located in campus post offices. Advise your family and friends to use the campus post office box assigned to you.

**What To Bring:**

PLEASE NOTE: Contact your roommate before you pack, you may want to share some items such as a TV, DVD or stereo.

- Alarm Clock
- Backpack/book bag
- Bath robe
- Bed Spread /Blanket
- Calculator
- Cleaning products
- Clothes Hangers
- Coat
- Computer
- Desk or Floor Lamp
- Flip Flops for Shower
- Glasses, contact lenses
- Hair Dryer
- Highlighter
- Iron/Ironing Board
- Laundry Basket
- Pens, Pencils
- Personal grooming items/Toiletries
- Pillows
- Plastic basket/bucket (to carry toiletries to and from bathroom)
- Sheets (extra long twin)
- Telephone
- Towels/Washcloths
- TV, DVD, stereo
- UL listed extension cord (6' or under)
- Umbrella

**What Not To Bring:**

- Air Conditioners
- Candles, incense
- Ceiling Fans
- Combustible or plastic lamp shades
- Chemicals
- Cooking devices
- Extension Cords over 6'
- Firearms or other weapons
- Fireworks
- Halogen torchiere lamps
- Heaters (space, electric, propane, etc.)
- Hot plates
- Oil lamps
- Pets
- Toasters, Toaster Ovens

**What Is Provided:****Each student is provided a:**

- Bed
- Closet
- Desk & chair
- Dresser
- Mattress (Extra long twin)
- Mirror

**Each room has:**

- An active phone line & jack
- A Microfridge (combination microwave, refrigerator & freezer)
- High speed Internet access
- Cable television service
- Carpeting or tile floors
- Drapes or Blinds

**For a virtual tour of your residence visit our website at: <http://housing.rutgers.edu/ie>**

**Most buildings have:**

Vending machines, washers & dryers (that accept either Knight Express or quarters), lounges or study areas, floor/hall kitchenettes

**On each campus, you'll find:**

A library, a campus center, a recreational center, a health center, computer labs & a dining hall

**RU •info**

RUinfo serves as Rutgers' central source for information and referral and is a credible, accessible gateway to Rutgers and its community. The RU-info Call Center, 732/932-info (4636); Ask Colonel Henry email Q&A service, <http://colonelhenry.rutgers.edu/>; or RUinfo website, <http://ruinfo.rutgers.edu/> can provide answers to questions about almost everything. RUinfo's services also include campus map distribution; online campus maps; the Historical Tour and Ghost Tour of Rutgers; and the New Brunswick/Piscataway Official Student Listserv.

**ROUTE 18 UPDATES** The New Jersey Department of Transportation (NJDOT) is currently pursuing a construction project to improve the traffic flow on and around Route 18. For updated information, visit: <http://route18update.rutgers.edu>

**PUBLIC SAFETY** - We all share responsibility for safety in the residences and on campus. Rutgers University Public Safety works very closely with University Housing to insure that students feel safe on campus and in their residences and that they are aware of the resources and services available.

**CAMPUS SAFETY** – The Rutgers University Police Department, RUPD, has a visible presence on campus. In addition to police officers in patrol cars, on bikes, motorcycles and ATVs, students can expect to see Security Officers, and Community Service Officers – students who patrol campus on foot, bike and horses. For any on-campus emergency, dial 911 from your room, or (732) 932-7211 from your cell phone. For safety tips visit: <http://publicsafety.rutgers.edu>

**FIRE SAFETY** - All on-campus residences are equipped with a sprinkler system and fire-safety equipment; however, students are expected to review the list of items that are prohibited in the

residences and understand the behaviors which may place themselves or others at risk. Listed below are a few items that are prohibited, but for a complete list, please review:

<http://rules.rutgers.edu>

- ◆ Candles, incense, and fireworks, halogen lamps, extension cords (longer than 6' and not UL listed)
- ◆ Smoking is not permitted in on-campus residences

Students are able to move their furniture around, however there are fire safety restrictions. Furniture should never block the width of the door and bunks/lofts must never be closer than 18" to a sprinkler head. For more specific information about room set-up please review the Housing website: [www.housing.rutgers.edu/ie/](http://www.housing.rutgers.edu/ie/)

### **Rutgers University Bookstore**

Visit us online at: [www.rutgers850.bkstr.com](http://www.rutgers850.bkstr.com) or at our two locations

732-246-8448

732-445-3210

Ferren Mall/New Brunswick

Livingston Campus/Piscataway

- ◆ Textbooks, notebooks, school supplies
- ◆ Posters and other decorative items
- ◆ Sweatshirts, tee shirts, hats, etc.

### **Student Cooperative Store, Inc.**

57 Lipman Dr., New Brunswick, NJ 08901 Cook/Douglass Campus,

Phone: 800-929-COOP or 732-932-9017 Fax: 732-932-8950

- ◆ Textbooks, Books, Supplies, Apparel and Clothing, Gifts, and so much more!

### **Residence Hall Association**

**Are you looking for an amazing leadership experience? Want to polish your resume? Are you interested in meeting some new people? Are you looking for an opportunity to voice your opinion about living in the residence halls?**

If you answered YES to any of these questions, then you should consider joining Rutgers Residence Hall Association! The Rutgers Residence Hall Association (RHA) is a student government organization which represents all students living in the residence halls. RHA works closely with university administrators to improve the residential experience for all students. Each year RHA also organizes amazing educational, leadership, service and social programs for residential students.

So now you might be wondering "How do I get involved?" Great question!

There are several opportunities for you to become actively involved in Rutgers Residence Hall Association! You can run for a position on your hall or apartment government executive board or attend an RHA sponsored program!

For more information about Rutgers Residence Hall Association speak to your Resident Assistant (RA), or Graduate Hall Director (GHD) during move in or you can contact:

Steve Desir

Coordinator of Special Programs for Residence Education

732-932-4075 or email: [sdesir@rci.rutgers.edu](mailto:sdesir@rci.rutgers.edu)

## **Employment**

**Are you looking for work on campus this fall? Work for the Residence Life Community Assistant Program. Sign in residents and guests at the front desk of your own residence hall.**

Residence Life is currently recruiting and hiring dedicated, caring, enthusiastic, and hardworking students to support the goals of this program. Community Assistants are a welcoming presence in their assigned building as well as a resource for students.

**Competitive Pay Rate: \$9 per hour**

**Work Hours: 11:00 pm—4:00 am, Thursday—Saturday**

### **Job Responsibilities:**

- Participate in duty rotation
- Check keys and ids of building residents
- Sign in building guests

**Interested?** Email Mike Brown at [mikebr@echo.rutgers.edu](mailto:mikebr@echo.rutgers.edu)

## **Banking**

**Rutgers University Student and Alumni Federal Credit Union** offers a wide range of financial services including free checking, free on-line banking and debit card, no minimum balance, an no monthly or annual fees. For more information, visit: [www.rutgersbanking.com](http://www.rutgersbanking.com)

## **Frequently Asked Questions**

### **What do I need to get online with my computer?**

For Ethernet access in those residence halls that provide it, we recommend these cards: 3com, Netgear, LinkSys, and Intel. We do NOT recommend REALTEK. Any specific computer questions can be routed to our student housing network coordinator at [helpdesk@nbc.rutgers.edu](mailto:helpdesk@nbc.rutgers.edu).

### **What size sheets do I need for the bed?**

Our single beds are larger than normal so you will need an extra-long twin-size sheet set (at least 36" wide x 80" long) for your bed. Two sets make laundry a little less of an emergency situation. It is a good idea to mark your sheets, towels, and other items with your full name.

### **What kind of clothes do I need?**

As you probably know, one of the nicest things about the area in which Rutgers is located is that we enjoy all four seasons of the year. Temperatures during the academic year can range from the 90s in September, down to the 20s (and occasionally colder) during the winter months, back up into the 80s and 90s in May. The New Brunswick campus is near the Raritan River which can make for humidity, wind, and changeable conditions. You'll need a variety of clothes to be comfortable in all seasons and weather conditions. Waterproof boots (for snow and rain) and a warm coat (it can get pretty chilly waiting for the bus) are essential. Come prepared to dress in layers—"in-between" seasons it can be chilly in the morning, but quite warm in the afternoon. You may want to bring out-of-season clothing back home during break times to save on valuable

storage space in your room.

### **What appliances are available?**

Microwaves are provided in most residence halls in shared kitchenettes. Many of these kitchen areas also have refrigerators and some have ovens. MicroFridges - microwave/refrigerator units - are provided in all undergraduate residence halls. The fee is included in the room charge.

### **What appliances may I bring?**

You may bring a radio, stereo, computer and peripherals, hair dryer, razor, TV, DVD, and a hot-pot (provided that it has an automatic shut-off if the fluid boils down or is emptied and that it accepts only water), and a UL-listed hot air popcorn popper. Don't bring a microwave, air-conditioner, or space heater.

Keep in mind, room space is limited. We suggest you check with your roommate(s) regarding sharing of any appliances.

### **Can I cook my own meals in my room?**

To protect your health and safety, kitchen appliances other than an approved microfridge unit are NOT allowed in residence halls. Do NOT bring a toaster oven, microwave oven, broiler, hotplate, electric wok, rice cooker, immersion coil, hot dog/hamburger cooker, or unapproved hot-pot. Besides, why cook and clean up when you can just run to the nearest dining hall for a nutritious meal?

### **OK, what else should I NOT bring?**

Leave all flammables such as kerosene or oil lamps, alcohol burners, candles, fireworks, sparklers, incense, art supplies such as thinners, chemicals, spray paint, and the like at home. Do not bring halogen lights or lamps—they can cause fires. Firearms, other weapons, and explosives of any kind are forbidden.

### **Can I bring my pet?**

You'll have to leave Fido home. Pets are not allowed in campus residence halls or apartments. Experience has shown that animals can cause allergies and other difficulties in group living settings. You'll be too busy to pay much attention to them anyway.

### **Residential Move in Dates Fall Semester 2007**

<b>Date</b>	<b>Time</b>	<b>Group</b>
Saturday, 8/25/07	10:00 am–2:00 pm	Students living in Rockoff Hall
Saturday, 8/25/07	10:00 am–2:00 pm	Students living in University Center (Easton Ave.)
Monday, 8/27/07		Early Arrivals - Football, Band
Friday, 8/31/07	10:00 am–noon	SAS Honors
Friday, 8/31/07	10:00 am – 2:00 pm	Discovery House
Friday, 8/31/07	10:30 am – 1:30 pm	Douglass Residential College (First Year and Transfer Students)
Friday, 8/31/07	8:30 am – 4:30 pm	Seeing Eye Puppy Program
Saturday, 9/1/07	8:00 am – noon	First Year and Transfer Students-All Campuses
Sunday, 9/2/07 & Monday, 9/3/07	9:00 am – 3:00 pm 9:00 am – 3:00 pm	Continuing Student Move in (move in either day) Continuing Student Move in

## Key Pick Up

Move-in days are very exciting and very hectic! It is critical that you make arrangements to move in during the designated times. Please note:

- ◆ Be sure to bring your RUconnection (identification) card. If you don't have one, please check their website for hours of operation.
- ◆ You must claim your assignment prior to 5:00p.m. on the first day of classes. After 5:00p.m. on the first day of classes, all unclaimed room assignments will be cancelled and reassigned to students on a waiting list.
- ◆ If you cannot meet this deadline, and will be a late arrival, you must notify your Campus Housing Office in writing, or by phone if time does not allow mailing.
- ◆ If you fail to claim your keys and/or notify your Housing Office, a **\$500.00 cancellation fee will be assessed.**

### **FOR MORE INFORMATION**

*Contact your campus housing and residence life office. We are here to accommodate you.*

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

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

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

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

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

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

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

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

#### **Housing Administration**

ASB III, 3 Rutgers Plaza  
Cook Campus  
New Brunswick, NJ 08901  
732/932-1001 Fax: 732/932-1014  
Email: uhousing@rci.rutgers.edu