This booklet describes the housing options available to and the contractual obligations required of all resident graduate students at Rutgers, The State University of New Jersey. Please be sure to also read the Housing Contract Terms and Conditions carefully. The information contained in these documents are a part of the official contract to which you must agree in order to live in University Housing. If you have any questions after reading this document, please feel free to contact the Graduate Housing Assignment Office.

Please note that this booklet is not for graduate students interested in living on-campus with their family. For the family housing information booklet please visit: http://housing.rutgers.edu/pdfs/gradfaminfobook.pdf

GRADUATE STUDENT HOUSING AT THE RUTGERS UNIVERSITY NEW BRUNSWICK CAMPUS

We offer graduate students housing in traditional residence halls and apartment settings. The accommodations for all graduate students include a private bedroom, as well as cable television service and a high speed Internet connection. This booklet will provide more information on the available living options.

ELIGIBILITY

You must be a full-time matriculated graduate student working towards a degree to be eligible for on-campus housing. Ph.D. students who have completed all their course work must be registered for a minimum of one research credit. Graduate students are eligible for on-campus housing for a maximum of five (5) years. Contracts may be renewed yearly, as long as the student meets the eligibility requirements stated in the Housing Contract.

If your student status changes and you no longer meet the eligibility requirements, your Housing Contract will be cancelled and you will need to move out of your on-campus residence.

CONTRACT TYPES

Single graduate students may choose to contract for either of two rental periods:

- **Annual Contracts** allow occupancy in the same space for one full calendar year.
- **Academic Contracts** allow for occupancy for two semesters, from the beginning of the fall semester to the end of the spring semester and include occupancy during break periods, such as winter and spring break but excludes the summer months.

Any student with an Academic Contract that registers for one or more Summer Session course(s) can apply for on-campus housing for the summer. Please consider your contract type selection carefully because the time allowed to change your contract type is limited.

**Please Note:** Incoming students have until July 16, 2010 to change the contract type they have selected (annual or academic.)

HOUSING APPLICATION

We have a high demand for graduate student housing. We urge you to submit your housing contract along with the required deposit as soon as possible because housing assignments are made on a first-come, first served basis. Students are strongly urged to apply before June 1.

To apply for graduate housing, complete the on-line 2010-2011 Graduate Housing Contract according to the instructions. You must submit the required $200 U.S. non-refundable deposit. You can pay it on-line with a credit card after completing the application or you can submit a check or money order made payable to Rutgers University, to Rutgers University Housing, P.O. Box 880, Piscataway, NJ 08854. Please have your credit card information readily available when completing the housing application because once you close the on-line application, you can not return and pay with a credit card later, it must be done at the time the application is completed. **Applications for graduate housing will not be processed until the housing deposit is received.**

**Housing Deposit (New Students Only)**

A $200 (U.S) non-refundable housing deposit (payable to Rutgers - The State University) is required from all new students at the time the application is made. This deposit will be credited to the Spring semester housing charges. If we are unable to find housing for you, the deposit will be...
The deposit is forfeited if the contract is cancelled prior to the contract expiration date.

Spaces are assigned on a first come, first served basis. The sooner you apply, the more likely it is that you will receive a housing assignment. If there are no available spaces at the time your application and deposit are received, your name will be placed on a waiting list. Students on the waiting list will be assigned housing on a first come, first served basis as space becomes available.

**HOUSING FEE**
The University Board of Governors has not yet determined the housing rates and residence education fees for 2010-2011. We make every reasonable effort to minimize the costs to students. We expect that the annual fees for the 2010-2011 academic year will increase over our existing rates that are as follows:

**Academic Contract Period:**
$7,184 - $7,540

**Annual Contract Period:**
$8,452 - $8,906

**OUR RESIDENTIAL FACILITIES**
The Rutgers-New Brunswick/Piscataway campus is geographically dispersed into several smaller campuses in the communities of New Brunswick and Piscataway, on opposite sides of the Raritan River. New students should factor into their schedules adequate travel time between different locations on the free intercampus bus system. Accommodations for graduate students are described below. For more information about our graduate facilities, please visit our website at:
http://ruoncampus.rutgers.edu/facilities/browse-by-campus/

**Busch Campus**
**BUELL APARTMENTS** offer private bedrooms to four students who share a living room, dining room, bath, and full kitchen. Each apartment is furnished, carpeted, and has window treatments. The buildings are air-cooled. Laundry facilities are located within the complex. The Busch Dining Hall, Busch Campus Center, and classrooms are close by.

**JOHNSON APARTMENTS** offer private bedrooms to two students who share a living room, dining area, bath and full kitchen. Each apartment is furnished, carpeted, and has window treatments. Laundry facilities are located in the basement of the building. Each apartment has a removable panel in the living room for installing an air-conditioner, (students must provide their own air conditioner).

**Cook Campus**
**STARKEY APARTMENTS** offer private bedrooms to four students who share a living room, dining room, bath, and full kitchen. Each apartment is furnished, carpeted, and has window treatments. The buildings are air-cooled. A laundry room, post office, and convenience store are located nearby. The apartments are close to classrooms, Neilson Dining Hall, the Cook Campus Center and the Cook Recreation Center.

**Douglass Campus**
**OLD GIBBONS HOUSES** offer accommodations to female students only. Each house has nine private bedrooms, 3 bathrooms, a full kitchen, and a common sitting room. Each bedroom is furnished, carpeted, and has window treatments. These buildings do not offer air-conditioning. A laundry room is located within easy walking distance. Neilson and Cooper Dining Halls, the Douglass Campus Center, and classrooms are close by.

**College Avenue Campus**
**FORD HALL** offers private bedrooms with shared living rooms. Kitchens and bathrooms are located in each of the five stairwells. Ford also has a large lounge and laundry room. Parking is extremely limited and there is no air-cooling. The Graduate Student Lounge, Brower Commons Dining Hall, classrooms, and downtown New Brunswick are easily accessible by walking or campus bus.

**RESIDENCE RULES**
Students are expected to conduct themselves in a manner that demonstrates due regard for their fellow residents. All written policies and rules of the University that are published in student handbooks, the Residence Guidelines for Living On Campus, letters, and bulletins are a part of the housing contract.

**HOUSING CONTRACT TERMS AND CONDITIONS:**
**General Conditions**
This booklet contains some of the rules and regulations for residing on campus. Students are responsible for reading and following the rules in the Graduate Residents’ Guidelines for Living on Campus. A copy of the booklet can be found at:
http://housing.rutgers.edu/pdfs/gradinfobook.pdf
Housing Contracts are for the full term of the contract (either annual or academic.) Rooms are to be used by assignees only. University Housing reserves the right to close unessential common areas in buildings if they are left in an unsatisfactory condition by the residents.

Cancellation Policy
A Graduate Housing Contract may be cancelled without cause, provided the student gives the Graduate Housing Assignment Office at least 60 days written notice of the intent to cancel the contract. The approved vacate date will be on the last day of the month that occurs after the 60 day notice period has elapsed. Vacate dates occur only on the last day of each calendar month. Students are responsible for all payments under the contract through the approved date of cancellation when the room/apartment must be vacated.

Payments
Housing charges are payable in the same manner as tuition and other fees. The University will provide students with instructions for the payment of University charges and fees. If you have any questions or concerns regarding payment, please contact Student Accounting. Contact information for Student Accounting can be found at http://www.studentabc.rutgers.edu/offices/contactinfo.php.

Transfer Within On Campus Facilities
Any student wishing to transfer to another room/building must submit a Transfer Request Form to the Graduate Housing Assignment Office. You will be notified when a space becomes available and you must follow all of the rules pertaining to a transfer.

Guest Policy:
1) Residence Life must be NOTIFIED of ALL guests who are staying overnight. Notification can be given by speaking to Graduate Residence Life staff in person, by phone, or by emailing a message to grdrslf@rci.rutgers.edu. Notification must occur no later than 9 pm on the night that the guest is staying overnight.

2) ALL guests staying 48 hours or more must be REGISTERED with a Graduate Residence Life staff member. REGISTRATION requires the completion of a Guest Registration Form that is available from Graduate Residence Life. The form requires the signatures of your apartment mates or house mates and must be submitted BEFORE YOUR GUEST STAYS MORE THAN 24 HOURS.

2) You are permitted to have a guest stay for a MAXIMUM OF 4 DAYS EACH MONTH. Note: Exceptions to this rule MUST BE DISCUSSED WITH GRADUATE RESIDENCE LIFE STAFF IN ADVANCE.

3) Violation of the above guidelines will be grounds for termination of your housing contract without a refund. We urge you to please BE RESPECTFUL of the people with whom you are living by following the guest policy. It is for everyone’s benefit.

Lockout Policy
If you are locked out during office hours (Monday-Friday, 8:30 am – 5:00 pm), you must go to the Campus Housing Office on the campus where you reside with a photo identification card to borrow a key temporarily. After office hours, graduate residents on all campuses must contact a member of the Graduate Residence Life staff at 732-445-5717. For lockout assistance this number is available 24 hours per day, 7 days per week.

Staff will provide lockout assistance to residents that do not have access to their building or apartment. However, we do not guarantee immediate response. A wait may be necessary depending on staff availability.

- After 11:00 p.m. staff will not respond to residents that are only locked out of their bedrooms. Assistance with lockouts from bedrooms is available from 9 am to 11 pm, 7 days a week. However, residents are still encouraged to contact a Graduate Residence Life staff member who will make the determination as to whether to respond.
Residents will receive one free lockout per semester. A $25 fine will be assessed for each subsequent lockout.

If you have any questions, please contact the Graduate Residence Life Office at 732-445-5717.

Smoking Policy
Smoking is prohibited in ALL buildings owned and managed by the university including student dormitories, apartments, gymnasiums, stadiums, playing fields, and other recreational areas; in all university vehicles; and in common areas of residence halls. Note: the only exception to this policy is in Family Housing.

Personal Property
The University is not responsible for loss or damage to a resident's property. Residents are advised to carry personal property insurance.

Standard Regulations
Residents of University residence halls and apartments have individual financial responsibility for damage to University property in the building which houses their room/apartment, access to which is controlled by keys/access cards issued to them. University Housing reserves the right to enter any University-owned premises.

The University will investigate all causes of damage. When investigation provides evidence of careless, mischievous, or malicious acts, or violation of University regulations, the student(s) will be appropriately billed.

University Housing reserves the right to reassign, suspend, or terminate a resident’s contract when such action is recommended by appropriate staff members or committees. All students that have their Housing Contracts terminated by a withdrawal from the University or an academic dismissal must vacate their assignment by the deadline set by the Graduate Housing Assignment Office. Keys to the vacated assignment must be returned to the appropriate housing office. Failure to do so will result in a lock change charge and possible charge of the full room fee.

University Housing reserves the right to reassign, suspend, or terminate a residence contract for students failing sanitary room inspections.

Prohibited Items
The following are prohibited in and around residence halls and apartments:

- In residence hall rooms, and bed, bath, and living rooms of apartments: space heaters; cooking devices such as electric toaster ovens, broilers, skillets, hot plates, hot dog/hamburger cookers, electric woks, rice cookers, immersion coils, or hot pots.
- In residence hall rooms: microwave ovens except where provided by the University. Microwave ovens, woks, approved hot pots that accept only water and shut off automatically when empty, 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 rooms or apartment bedrooms.
- Candles, oil lamps, fireworks, sparklers, incense, and smoke bombs. The use of candles in university housing rooms for religious purposes is prohibited because of fire hazards. Alternative appliances, electrically powered, exist to permit the resident to observe religious holidays.
- 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.
- All flammable and combustible liquids. This includes art supplies such as thinners, etc.
- Gasoline-powered items, such as motorcycles, mopeds, or their components.
- Chemicals.
- Extension cords exceeding six feet. All extension cords must be maintained exposed in plain view. Cords may not be run under rugs, closed doors, nor secured to building surfaces or furniture.
- Light dimmers, ceiling fans, or other devices that replace, add to, or interfere with any building fixture.
- DSL service, satellite dishes, exterior radio or television masts or aerials.
- Painting walls or murals.
- Halogen lights, combustible or plastic lampshades or light fixture covers.
- Pets and laboratory animals.
- Firearms, other weapons, and explosives.
- Lofts, liquid-filled beds, or any other similar structures.
- Traffic signs.
- Devices that 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 personal computers are permitted, but may not be plugged into an existing
power strip, nor be plugged into a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.

**Note:** University Emergency Services will conduct unannounced inspections of all rooms/apartments each semester. The discovery of any prohibited item may result in fines and jeopardize your ability to live on campus.

**APPLICATION PROCESSING**

Please apply and submit your housing deposit as soon as possible. If you have received housing, the Graduate Housing Assignment Office will notify you of your assignment and a packet of information will be emailed to you. This packet will outline in detail the time, date, and location for check-in and key pick-up. We will also note the guidelines for early arrivals.

**INSTRUCTIONS FOR COMPLETING THE ON-LINE HOUSING CONTRACT**

It is necessary for you to complete the following information for the on-line Housing Contract. Before you begin, please be sure that you have made your decision regarding the building/campus and type of contract and that you have your RUID number readily available. If you would like to pay the $200 US deposit on-line using a credit card please have the card available when completing the contract. Once you close the online application, you cannot return to it and submit the deposit. It must be done immediately after completing the on-line application.

Fields on the on-line Housing Contract that you will need to complete:

1. RUID Number
2. Name
3. Gender
4. Birth date: Enter the month, day, and last two digits of your birth year. Example: 03/02/75
5. Smoker/Non-Smoker: This information is used for roommate assignments only. Smoking is not permitted in University residences.
6. Student Status: Indicate if you are in a Rutgers or UNDNJ Joint Program or visitor. UMDNJ students must submit proof of admission into a joint program. Do not fill in more than one box in this section.
7. USA Mailing Address (if applicable): Complete the first portion of your address printing the house or box number, street name or route number on the 1st line. Please abbreviate Street (St.), Road (Rd.), Boulevard (Blvd.), Terrace (Terr.) and Apartment (Apt.), etc. Print the full name of your city, state and zip code on the 2nd line. Use the standard abbreviation for your state. If you are an international student, print the full name of your country on the city/state/zip code line. Write your USA telephone number including the area code on the last line of this box.
8. International Address (if applicable): type your international address including street, city/state/province, country and zip code. Also indicate your international phone number. If applicable, on the last line write the name of a person at this address, if other than yourself.
9. Email Address: please make sure that this address will be valid throughout the summer months and that you check it regularly.
10. Special Housing Concerns: indicate in any special concerns that may need to be addressed when making your housing assignment.
11. Degree Seeking: Indicate the type of the degree that you are seeking.
12. Advisor’s Name: Indicate the name of your advisor.
13. Department: please complete this section with the department name of your course of study.
14. Requested Occupancy Period: choose the occupancy period that you desire.
15. Housing Preferences: list your preferences for buildings in order. These preferences are honored as space allows.
16. Roommate Request: if you know another Rutgers University Graduate Student that you would like to room with, indicate the RUID #, Last and First name of the student(s). Be sure your preferred roommate(s) also include you and other preferred roommate(s) on their contract(s.)

**Read the statement and digitally sign the contract.** You must indicate that you agree to the Terms and Conditions of the Housing Content and the contents of this booklet.
To complete the Graduate Housing Contract, click here:
https://oncampus.rutgers.edu

For more information, call or write:
Residence Life Assignments Office
Buell Hall, 55 Bevier Road
Rutgers, The State University of New Jersey
Piscataway, NJ 08855-0880 USA
Telephone: (732) 445-0750
Fax: (732) 445-4992
Housing email: gradhsng@rci.rutgers.edu
Residence Life email: grdrslf@rci.rutgers.edu

Please note: This booklet is for new graduate students only.