

**RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY**

On-Campus Living

New Brunswick Campus

2003-2004

HOUSING AND DINING INFORMATION AND APPLICATION BOOKLET

**Rutgers University Division of Housing and Conferences
Administrative Services Building III, 3 Rutgers Plaza
New Brunswick, New Jersey 08901-8559
Telephone: 732/932-1001
Fax: 732/932-1014**

Reach us here!
Email: uhousing@rci.rutgers.edu
Internet: housing.rutgers.edu

See our web site at housing.Rutgers.edu for virtual tours of residence facilities!

Living on campus will be a very important part of your total collegiate experience. We strive to improve the services we offer to you, our incoming resident student. This includes changing and/or adding information that you need to our publications.

If you'd like us to make improvements, please complete the short survey below and enclose it with your application. We will be very grateful for your comments, and so will next year's incoming class!

1. Did the quality, availability, and/or cost of housing influence your decision to attend Rutgers University rather than another university or college? Check all that apply:

Quality, Availability, Cost, Housing did not affect my decision to attend Rutgers

2. How satisfied were you with the length of time (about 3 weeks) in which you received housing and dining information after you received your notice of admission to Rutgers?

Very satisfied Satisfied Dissatisfied Very dissatisfied

3. Would you have liked to have received information about housing and dining earlier in your application process?

No Yes, if so, when _____?

4. How satisfied were you with the information content of our "Living On Campus" color brochure?

Very satisfied Satisfied Dissatisfied Very dissatisfied

5. How satisfied were you with the general information you were given in the Information and Application Booklet about how to apply for housing?

Very satisfied Satisfied Dissatisfied Very dissatisfied

6. How satisfied were you with the information given regarding important housing rules and regulations?

Very satisfied Satisfied Dissatisfied Very dissatisfied

7. How satisfied were you with the information you were given regarding residence hall accommodations and special interest housing for each college?

Very satisfied Satisfied Dissatisfied Very dissatisfied

8. How satisfied were you with the information given regarding University Dining Services meal plans?

Very satisfied Satisfied Dissatisfied Very dissatisfied

9. How satisfied were you with the information given regarding the Knight Express Card?

Very satisfied Satisfied Dissatisfied Very dissatisfied

10. How satisfied were you with the instructions for completing the Housing, Dining, Knight Express Agreement?

Very satisfied Satisfied Dissatisfied Very dissatisfied

11. Who was the *primary* person who made the decision that you would live on-campus?

I, the student My parent(s) Other

Do you have any specific suggestions for improvements? _____

Thanks - your ideas are appreciated!

HELLO!

We're delighted that you are interested in Rutgers University housing. To help you with your application, we have compiled this booklet to give you the details you need to successfully complete your application, meet critical deadlines, and have the best chance of getting the housing assignment and meal plan you want most.

We know you're excited about living on campus and want to get started, BUT *please, read ALL of the following carefully before completing your Agreement.* Specific instructions for completing the Housing, Dining, Knight Express Agreement form can be found at the end of this booklet.

Prospective students frequently ask the following questions. We hope this information answers most if not all of your questions.

Why Should I Consider Living On-Campus?

Living on campus brings you closer to classes, the libraries, the dining halls, the recreational centers and the student centers. You will also be closer to campus activities. Living on-campus is more convenient, often less expensive and a good way to meet people and experience the college life.

Who Can Live On Campus?

Registered full-time university students are eligible to apply for on-campus housing accommodations.

What Is the Housing Agreement? What Time Period Does It Cover?

Your Housing agreement is a legally binding contract for one school year, both fall and spring semesters. It does not cover the stated vacation periods (Thanksgiving break, semester break or spring break). Your obligation includes assuming financial responsibility for the entire contract period. This should be considered carefully before you apply.

What Is Important For Me To Know First?

Housing and Dining agreements are enclosed in this packet with instructions for their completion. Read this packet first and follow the instructions while completing the forms. Any documentation supporting special housing needs or concerns should be submitted with the Housing agreement as early as possible and will be forwarded to the appropriate office.

Is A Deposit Required?

A \$100 housing deposit (payable to Rutgers, The State University) is required from all new students at the time the housing agreement is submitted. This deposit will be credited to the spring semester room fee.

The deposit is refundable in full if application is canceled on or before June 30. Fifty dollars (\$50) will be refunded if cancellation is made July 1 - July 31, and twenty-five dollars (\$25) will be refunded if cancellation is made August 1 - August 31. **NO REFUNDS ARE GIVEN AFTER AUGUST 31.**

Cancellations must be in writing to the Housing Administration office.

If you qualify as a recipient of a full scholarship or full financial aid, complete the deposit waiver section and return it instead of sending a deposit. Deposits are not covered by partial-payment plans like AMS; you must include a check or money order with your agreement.

What are Important Deadlines?

Housing is assigned on a first-come first-served basis. We recommend you submit your deposit and completed application as soon as possible after you receive it. If you are submitting your application after May 15, be aware that it is possible you will be in an overcrowded situation. Students who are admitted after this date should

still submit their housing application since housing may still be available.

When And Where Should I Submit My Housing Agreement?

After reading this packet and completing your Housing and Dining agreement and other applicable information, enclose your check in the pre-addressed envelope, affix extra postage and mail it. Do not staple the check to the application. Assignments are made on a first-come, first-served basis, so we encourage you to return your agreement as soon as you can.

Can I Cancel My Agreement?

Housing agreements are for the full academic year and cannot be canceled once keys are picked up.

Failure to pick up a room key does not release a student from their housing agreement. A first year student attending the university who does not **cancel in writing** and does not pick up his/her room keys by 4:00 P.M. on the first day of classes will be assessed a \$500 “no show” charge.

Any requests for exceptions to the cancellation policy outlined above must be made in writing to Housing Administration, ASB III, 3 Rutgers Plaza, New Brunswick, NJ 08901-8559.

Can I Transfer My Agreement?

After the first day of classes, transferring your assignment and obligations under the agreement to an eligible student may be permitted if approved by the Division of Housing. The Dining agreement (if applicable) must be transferred as part of the transaction. No transfers are allowed before you move-in.

Unauthorized transfers will be canceled, the unauthorized occupant will be required to vacate, and the original student will retain financial responsibility for the space.

How Will I Know If And Where I Have Been Assigned?

The Division of Housing will send you a booklet acknowledging that we have received your materials. If you do not receive this booklet within three weeks of submitting your agreement, please contact the Housing Administration Office at 732/932-1001.

Incomplete or unsigned agreements and agreements that are sent in without the deposit check will be returned to you. This will delay our making an assignment, or even preclude having an assignment available for you. Please check your agreement before you return it!

Notification of your room assignments and roommate information will be sent to you by August 15.

How Are Assignments Made?

Rutgers University offers a wide variety of accommodations in residence halls and apartments. Students sometimes have specific housing preferences, desiring a specific location, type of room, or roommate, and, whenever possible we try to meet those special requests. As rooms fill up, however, not all special requests can be accommodated since rooms are assigned on a first-come, first-served basis.

Students who wish to room together should **enclose their applications, dining agreements, and appropriate deposits together** in one pre-addressed envelope. The sooner the applications are returned, the better the chance that the request will be honored; but because housing fills quickly there is no guarantee.

How Much Does It Cost To Live In Housing?

The University Board of Governors as of this date has not approved the room rates and residence education fees for 2003-2004.

We expect that the annual fees for the 2003-2004 academic year will approximate a four to five percent increase over our existing rates:

Residence Hall Room \$4,034
Apartment Room \$4,376

These fees include telephone service, cable television and a MicroFridge unit in the room in all first year halls.

RESIDENCE EDUCATION FEE

The fee for each individual college has not been determined as of this date. For budgeting, anticipate a fee of approximately \$300. You will be advised of actual fees when they are finalized and approved by the Board of Governors.

Is Housing Available During Breaks?

Extended break housing is available during the Thanksgiving and Spring breaks in certain designated housing facilities. Please refer to the Complex Code List for a complete list. There is an additional charge.

How can I request special housing if I have a disability?

Rutgers University provides reasonable housing accommodations to students with documented disabilities. If you have a disability and want to request special housing accommodations you must submit a completed **Housing Accommodations Request Form (HARF)** to the Coordinator for the Concerns of Students with Disabilities at your college or school. If you do not know how to contact your Coordinator, please call the Office of Diverse Community Affairs at 732-932-1711 or visit their website at <http://www.rci.rutgers.edu/~divcoaff/>.

Copies of the HARF are available from your Coordinator, from your campus housing office, or on the web at: <http://housing.rutgers.edu/ie/disabilities.html> (for Internet Explorer users)

<http://housing.rutgers.edu/ns/disabilities.html> (for Netscape users)

A committee reviews all Housing Accommodation Request Forms. Questions about the review process should be directed to the Coordinator for the Concerns of Students with Disabilities at your college or school. Appeals of committee determinations may be filed with the Office of Compliance and Student Policy Concerns. If you are applying for special housing you will need to complete both the standard housing application and the Housing Accommodation Request Form (HARF).

If I am not in extended break housing when do I need to vacate my room or apartment?

If you are not in extended break housing, you will need to vacate your room for the Thanksgiving, winter and spring breaks. Housing will notify you of the dates and times. For the end of the semester, students must move out within 24 hours of their last exam or the closing time designated by housing, whichever comes first.

The night prior to closing, residence halls will only be open to the occupants of that particular building. Guests will not be permitted. The Dean of Judicial Affairs will contact any student documented for policy violations over the summer to conduct disciplinary hearings. These rules are put in place for the safety of the students and the maintenance of the residence halls.

IMPORTANT HOUSING RULES AND REGULATIONS

Standard Regulations: Below are some of the general rules and regulations governing living on campus. For further clarification, please refer to The Residents' Guidelines For Living On-

Campus, or the housing website. All residents are required to abide by the policies and procedures specified in the housing guide.

Assignments: The Division of Housing reserves the right to reassign, suspend, or terminate a residence agreement when such action is recommended by designated staff members or committees. All students who terminate their assignment by a withdrawal from the university, an approved cancellation, or an academic dismissal must vacate the facilities within forty-eight hours. Keys to the vacated assignment must be returned to the appropriate housing office. Failure to do so will result in a lock change and possible charge of the full room fee.

Prohibited Items: To protect the safety of every student and to maintain building facilities in the safest condition, the following are prohibited in and around all residence facilities:

- In dormitory rooms; and bedrooms, bathrooms, and living rooms of apartments: space heaters, cooking devices such as electric toaster ovens, broilers, skillets, hot plates, hot dog/hamburger cookers, woks, rice cookers, immersion coils, hot pots, personal microwaves or similar items.
- In residence halls: Microwave ovens, except those provided by the university, 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 halls or apartment sleeping rooms.
- Candles including decorative candles, oil lamps, fireworks, sparklers, incense, smoke bombs, and other open flames. The use of candles in university housing for religious purposes is prohibited due to the fire hazard. 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.
- 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 or closed doors, nor secured to building surfaces or furniture.
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building fixture.
- Painting walls or murals.
- Pets and laboratory animals.
- Firearms, other weapons, and explosives.
- Lofts, liquid-filled beds, or any other structures.
- Traffic signs.
- Combustible or plastic lampshades or light fixture covers.
- 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 a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.
- Torchiere-style lamps with halogen bulbs.
- DSL lines, satellite dishes, exterior radio or television masts, aerials or disks.

Access: The Division of Housing reserves the right to enter any university or university-related premises.

Damages: Students living in university residence halls have individual financial responsibility for damage to property in their

assigned room and a shared responsibility for damage to university property in the building which houses their room, access to which is controlled by keys issued to them. The University will investigate all causes of damage. When investigation provides evidence of careless, mischievous, or malicious acts, or violations of university regulations, the student(s) will be appropriately billed. The financial assessment to the student as a result of damage caused by a violation of university rules and regulations shall be determined by the Director of Housing and Dean of Students.

Personal Property: The University is not responsible for loss or damage to a resident's property. Residents are advised to carry personal property insurance. During close-down periods, residents should take all valuables home; you will not have access to your room.

Guest Policy: Guests may be allowed to use residence facilities within the guidelines that are posted in the Residents' Guide to Student Services.

Payments: Housing charges are payable in the same manner as tuition and other fees.

Infectious Disease Policy: If a resident is identified as having potentially contracted a contagious disease that 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. If it is medically determined that the occupants of a dorm/residence hall 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.

Smoking Policy: Smoking is prohibited in all first year residence halls, as well as all common areas of dormitories and apartments. Upperclass students choosing to live in university-owned residences should be aware that smoking is permitted in the individual's bedroom **only with the approval of your roommate.** On Cook and Douglass campuses, all areas of residence halls are smoke-free except where a special building or house has been indicated. Check with your campus residence life office to determine your campus' individual smoking policies.

Special Note to Students Using Injectable Medication:

Some of our students require medications, such as insulin, that are injected on a regular basis. To ensure the safety of all of our students and of Housing employees who handle waste disposal, these students are required to dispose of hypodermic syringes in approved sharps containers. Any student needing 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's local Residence Life Office or their local health center:

Hurtado Health Center
11 Bishop Place, College Avenue Campus
732/932-7402

Busch/Livingston Health Center
Hospital Road & Avenue E, Livingston Campus
732/445-3250

Willets Health Center
Suydam Street, Douglass Campus
732/932-9805

RESIDENCE ACCOMMODATIONS

This section will give you an idea of residence facilities available to you and what they offer.

NON-COED HOUSING

Except for Douglass College, at which all housing is single sex, our colleges offer coed

housing within their facilities. If you are interested in single sexed housing only, please contact the housing office for your college directly to ascertain if your needs can be met.

COOK COLLEGE:

Nicholas Residence Hall is near the Douglass Campus, and closest to the bus stop. Nicholas is a three-story hall for incoming first-year students. Each room has two video and data ports and one voice connection to telephone service, the Internet, and Rutgers mainframe computer. All *Nicholas* student rooms are fully carpeted and furnished as doubles. The approximate size of the rooms is 11' x 16'. Each room has a combination refrigerator and microwave unit. Nicholas residents have laundry facilities and bicycle storage in the building. The dining hall, campus center, athletic fields and classrooms are within a short walking distance.

Voorhees Residence Hall is located amid serene wooded areas. Voorhees is a four-story, air-cooled building housing first-year students only, with fully carpeted rooms furnished as doubles. The approximate size of each room is 11' x 16'. Each room has a combination refrigerator and microwave unit. In short walking distance from Voorhees are the Cook post office, the gymnasium, the campus center, laundry facilities and the athletic fields. The dining facility is a quick walk across campus.

Perry Residence Hall houses incoming first-year students only. Each room is approximately 11' x 18', and is fully carpeted and air-cooled. Each room has a combination refrigerator and microwave unit. There is a laundry facility on the main floor, as well as a bicycle storage room and large recreational lounge. In short walking distance are the Cook post office, the Cookie Jar, the gymnasium, the campus center and dining facilities.

Helyar House, founded by Professor Frank G. Helyar, houses 38 male and female undergraduate students interested in a

cooperative style living environment. Helyar House is completely self-sufficient; cleaning, maintenance, cooking, landscaping, security, rules and regulations are discussed and implemented by its residents. The house is located on College Farm Road. Helyar House remains open during the month-long winter recess. For more information contact the Cook/Douglass Housing Office at 732/932-9625.

Corwin Residence Halls offer small home-type living in houses accommodating seventeen students each. Corwin houses have living rooms with decorative fireplaces, small kitchens for preparing snacks, basements, and multiple bathrooms. Each room has a combination refrigerator and microwave unit.

Newell and Starkey Apartments share the convenience of being close to conveniences such as the campus center, a post office, laundries and the gymnasium. Four residents per apartment share a kitchen/dining area, living room, ample closet space, bathroom and two bedrooms. The apartments remain open during the Thanksgiving, Winter Recess, and Spring breaks.

All residence halls and apartments are staffed by a professional Resident Director and undergraduate student Resident Assistants and Safety Assistants, who are available on a regular basis. The residence halls offer a coeducational life-style with males and females sharing all the facilities offered except for the bathrooms and the residence hall rooms and apartments.

DOUGLASS COLLEGE:

First-Year Students

Most first-year students will reside in one of the traditional first-year residence halls: ***Lippincott, Katzenbach or Woodbury***. These residence halls are located near Neilson Dining Hall and bus stops. All student rooms are approximately 11' x 15' and are fully furnished. Each building has three or four floors divided into wings with

approximately 30 students housed in each wing. Each room offers a combination refrigerator and microwave unit. There are lounges, small kitchen facilities, and laundry facilities in each building. Each student room is equipped with computer and video capabilities that allow for direct access to the University computer network, as well as cable access through the RUTV network.

All first-year students have the option to live in one of the **Special Interest Residences**: *Bunting-Cobb* Math, Science and Engineering Hall, or the *Scholars Floor* (*Scholars floor is for first-year students only.*) For more descriptions about the residential options, including the Special Interest Residences, refer to the Housing packet. Applications are required for the Special Interest Residences.

Transfer Students

In an effort to assist transfer students with the transition to Douglass College and Rutgers University, houses in New Gibbons are designed for transfer students. Transfer students also have the option to live in *Bunting-Cobb* Math, Science and Engineering Hall. For more descriptions about the residential options, including the Special Interest Residences, refer to the Housing packet. Applications are required for Special Interest Residences.

New Gibbons is a cluster of six houses, two of which are designated for transfer students and the others include returning students. Each room offers a combination refrigerator and microwave unit. *New Gibbons* has small and large lounges with fireplaces, a kitchen facility and laundry rooms. Each *New Gibbons* house is a small community of 60 residents. *New Gibbons* offers a convenient location with a bus stop in front and Hickman Hall across the street - the location of many classes. Each student room is equipped with computer and video capabilities that allow for direct access to the University computer network, as well as cable access through the RUTV network.

LIVINGSTON COLLEGE:

The Ernest Lynton North and South Towers, eight-story high-rise residence halls, are located near all major classrooms, the bookstore, bus stops, and the Livingston College Center. The Towers offer single and double occupancy rooms about 13' x 14', with the single rooms usually assigned to upper-class students. Each floor has lounges with common kitchen, living, and study areas. The Livingston College Housing Office is located in the North Tower.

Located in the heart of the Livingston Campus, the *Quads* provide single and double occupancy rooms about 14' x 15'. Each Quad has ten interconnected houses that allow access to study rooms, laundry facilities, and lounge areas. Each house has its own lounge and each Quad has a multipurpose lounge for the convenience of the entire community.

A section of the *Nichols Apartments* on the Busch Campus is reserved for Livingston College upper-class students and where possible, for transfer students preferring apartment style living. Four residents per apartment share a kitchen, living room/dining room, two bedrooms, bath, and ample closet space. The apartments are open during the Thanksgiving and Spring breaks.

Livingston Campus residents have their own picnic grounds and outdoor recreation area, which are conveniently situated across from a wooded area known as the Rutgers University Ecological Preserve.

Livingston Campus offers a wealth of special interest housing:

First-year residences at Livingston College provide a unique living experience. They enjoy the full range of services and opportunities available to all Livingston students, with these additional benefits:

- Frequent special meals held in a private room
- Assigned faculty mentor
- Assigned Academic Dean to provide in-house academic advising
- Special programming budget for social, educational, and cultural events
- Student staff of Resident Advisors and Mentors

Quiet Study Residences have extended quiet hours seven days a week. Students who desire a quieter environment for studying or earlier sleeping are encouraged to sign up for these areas.

The *Wellness and Substance-Free floor* is a non-smoking, non-alcohol, non-drug environment that emphasizes positive health practices. Alcohol is never permitted in any of the residents' rooms on the floor. If students of age choose to drink alcohol, they must do so responsibly away from the floor. In addition to the substance-free environment, floor residents will benefit by participating in a variety of wellness programming activities such as nutrition, meditation, aerobics, positive thinking, safe sex, etc.

The *Non-smoking Residence* emphasizes a smoke-free environment. Smoking is prohibited in all areas of these residences, including student rooms.

If a special interest section in which you are interested is not listed on the agreement under #16 (Special Interest Housing) for Livingston, please indicate your interest in the "Comments Section", #21.

Residence life staffs in all Livingston residence areas are eager to assist students. Their job is to assist in the interdependent communities and to provide services to assist students with the academic and social demands of a large university. Students can choose from a wide variety of programs that offer social interaction,

enhance the academic experience, allow for interaction with faculty and staff outside the classroom, and assist in the development of life skills.

Students interested in special housing or desiring further information about options can contact the Livingston Housing Office at 732/445-2346.

RUTGERS COLLEGE:

Rutgers College houses incoming students in traditional first-year halls on the College Avenue, Busch and Livingston Campuses. On the College Avenue Campus, *Tinsley, Clothier, Campbell Halls* and two floors of *Stonier Hall* have been reserved. *Barr, Allen, Mattia, Metzger, and Davidson Halls* are set aside on the Busch Campus. Livingston Campus has reserved some of the houses in *Quad II*. Rooms range from 16' x 12' to 19' x 12'; the rooms set aside for temporary triples are slightly larger. Every attempt is made to honor each student's assignment requests. Please refer to the Complex Code List for a listing of buildings available. **All first-year halls are smoke free.**

College Avenue Campus: *Tinsley* and *Clothier Halls* are two of the 'Bishop' halls on College Avenue. They are centrally located to all the classrooms and activities and offer such amenities as elevators, floor and hall lounges and laundries. *Tinsley*, a four-story building, houses approximately two hundred students. *Clothier*, the tallest hall on College Avenue Campus, houses approximately three hundred and fifty students. The Rutgers College Housing Office can be found on the first floor of *Clothier*.

Campbell Hall is one of the three 'River' halls and houses approximately three hundred and twenty five students. It is located on George Street and overlooks the Raritan River and Deiner Park, which offers a variety of athletic facilities. *Campbell* is six stories high, offers an elevator, floor lounges and laundry facilities, and

is just across the street from the Alexander Library.

Stonier Hall is located on College Avenue next to Brower Commons and across from the Student Center. Stonier offers an elevator, full lounge and kitchen, and laundry facilities. Strong preference is given to students needing housing for Thanksgiving and Spring breaks. There is an additional charge of approximately \$60 per semester for this option.

All of these halls are within easy walking distance to the student center and are convenient to the services provided by the city of New Brunswick.

Busch Campus: *Barr, Allen, Mattia, and Metzger* are the “BAMM” residence halls. Located in a cluster on the southern end of Busch, they are within easy walking distance to dining halls, a major recreation center, classrooms, libraries and the Busch Campus Center. Each building is four stories high and offers accommodations for approximately two hundred students. The spacious rooms are carpeted and air-cooled.

Davidson Hall is a complex of four one-story “H” shaped buildings centrally located and within easy walking distance to all Busch Campus facilities. Davidson offers a community lounge in each of its buildings with laundry facilities right in the lounge for easy access.

Livingston Campus: In *Quad II* on the Livingston campus, about 150 Rutgers College first year students are housed along with about 200 Rutgers College transfer students. These students receive personalized attention from Rutgers College staff living in the hall and are exposed to all activities and organizations at Rutgers College.

Rutgers College offers a multitude of special interest sections. Mark your preference on the Housing, Dining Agreement under #16, “Special

Interest Housing”. If your preference is not listed, indicate your request under #21, the “Comments Section.”

Note: Because Rutgers College attempts to offer accommodations to all students, first year students are often tripled. Additional information about triples will be enclosed in your assignment packet that will be mailed by August 15.

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 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 valid ID and meal plan may use it at any of the dining halls throughout the New Brunswick campuses:

- Brower Commons, College Avenue
- Busch Dining Hall, Busch
- Cooper Dining Hall, Douglass
- Neilson Dining Hall, Cook
- Tillett Dining Hall, Livingston

Dining Services offers up to 19 meal periods each week; the traditional breakfast, lunch, and dinner times, Monday through Friday, and brunch and dinner on weekends. Late Knight service is also available on each campus.

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.

From which meal plan options can I choose?

Based on recommendations from students like you, Dining Services offers several different “Block Plans” which provide convenience and flexibility to fit your personal lifestyle and dining habits. All Block Plans allow you to take

advantage of “all you can eat dining” during any visit to the dining hall.

With the Block Plan format, there is no limit on 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 plans also permit 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.

285 Plan - This plan allows an average of 19 meals each week, which means you could take advantage of all meal periods offered by Dining Services or enjoy two meals during the same meal period. We recommend this plan for a student with an active lifestyle or for anyone who wants the assurance of having enough meals for the entire semester.

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

210 Plan -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 want to eat lunch and dinner daily.

Are there special plans for non-resident students?

Dining Services offers plans to fit the needs of apartment residents, commuter students and others living off-campus who want the convenience of an occasional on-campus lunch or dinner and/or the ability to join a resident for meals.

The 75 Plan offers an average of five meals each week during the semester, and the 50 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.

Are kosher and vegetarian meal plans available?

Yes. The new Kosher meal plans are similar to the regular meal plan options; they are available in 105, 75, and 50 block plans. The three Kosher Meal plans offered are conveniently available in all dining halls. However, Kosher plans can also be provided in other blocks at special request. Vegan and vegetarian food selections are available at every meal.

Is there a more special place to eat on campus?

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

What special services does Dining provide?

Each dining hall sponsors special themes and meals throughout the semester. Dining Services also offers a variety of other special options for students who enjoy get-togethers. For information, and/or to make arrangements, see the 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. However, there are no box meals available during exam times.

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 and your meal card with a friend. The person who will be carrying food back to you should present your note and meal card to the dining hall manager.

What does a meal plan contract cost?

We make every reasonable effort to minimize costs to students. The Board of Governors

establishes the price for each meal plan annually. We expect that the annual fees for the 2003-2004 academic year will approximate a four to five percent increase over our existing rates which are as follows:

285 Plan \$1,529 per semester
255 Plan \$1,477 per semester
210 Plan \$1,387 per semester

What are some specific policies?

Changes and Cancellations

Students are permitted to change their selection of meal plans during the first two weeks of each semester. This is the **ONLY** time that changes are allowed. All meal plan changes must be discussed with the Knight Express & Board Plan Office before they are implemented, Room 102 Records Hall, College Avenue Campus.

Residence hall residents must retain their meal plan. All other students may cancel their meal plans at the Meal Plan/Knight Express Office during the first two weeks of each semester. Full refunds will be granted up to and including the first two weeks of the semester, provided your meal card has not been used. Partial refunds will be credited thereafter. Contracts that are not canceled are carried over to the spring semester.

Lost or Stolen Cards

ID cards used for Meal plans and Knight Express accounts that are lost or stolen should be reported immediately to the Meal Plan/Knight Express/RUconnection Offices where you can obtain a replacement for a non-refundable fee.

Identification

Students are required to present a valid student Ruconnection ID card that is also used for meal access into the dining halls and Knight Express. Your Ruconnection ID card is for your personal use only. An ID card will be confiscated if presented by anyone other than the student it was originally issued to. Students are obligated to present their ID cards to dining hall managers

and staff, student managers, and checkers upon request. Failure or refusal to present a valid ID will result in the confiscation of your ID card. Confiscated cards result in a loss of privileges for three days.

Removal of Food/ Property from Dining Halls

You may not take food out of the dining hall, except for prearranged boxed meals and certain snack items when they are part of a special dinner. Plates, glasses, and silverware are the property of Dining Services and may not be removed from the dining halls.

Courtesy

Students are expected to be courteous to fellow students and dining personnel. Breaking in line is forbidden.

Self-Busing

ALL students and guests are required to clear their table and deposit trays in the proper location before leaving the dining hall.

Safety

Any action that might jeopardize your safety or others' is prohibited. No one barefooted will be admitted to 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 prior written permission from the director of Dining Services.

What is Knight Express?

The Rutgers University Knight Express debit account is an easy-to-use, declining balance program. It is a cash-free alternative that works much like a credit card in reverse. Depositing a minimum of \$50 can open your account.

Additional deposits of \$25 and higher can be added anytime throughout the semester at a cashier's office.

When making a purchase, present your ID card at any participating campus location. Swiping the card through the reader deducts funds electronically from your personal account. Your remaining balance is displayed each time you use your card.

Knight Express is quick, convenient, safe, and hassle-free. A statement will be sent bi-monthly for your personal records providing an exact account of all your purchases.

Funds remaining at the end of the fall semester will carry over to spring. At the beginning of the spring semester, your Knight express account will be credited with the same opening deposit you selected at the beginning of the fall semester. This amount will be added to your

Rutgers, The State University of New Jersey Division of Housing and Conference Services

Administration Office

ASB III, 3 Rutgers Plaza
New Brunswick, NJ 08901-8559
732/932-1001
FAX: 732/932-1014

Email: uhousing@rci.rutgers.edu

Internet: housing.rutgers.edu

Housing on Busch Campus

581 Taylor Road
Piscataway, NJ 08854-5610
732/445-0044
FAX: 732/445-0078

Housing on College Avenue Campus

590 George Street
New Brunswick, NJ 08901-8531
732/932-7017/7018
FAX: 732/932-1210

term bill for the spring semester. Your account may be used through commencement.

What are some important policies?

1. A \$10 non-refundable account management fee will be automatically deducted from your initial deposit each semester.

2. The amount initially deposited in the fall semester will be the same amount credited for the spring semester.

3. Balances over \$25 will be refunded at the end of the spring semester automatically.

4. Cancellations will be accepted the first two weeks of either semester provided the account has not been used.

For more specific information about meal plans, a Knight Express debit account and/or a list of organizations that accept Knight Express, please call the Knight Express Office at 732/932-8042. We look forward to hearing from you!

Housing on Cook/Douglass Campuses

45 Biel Road West
New Brunswick, NJ 08901-8503
732/932-9625
FAX: 732/932-1211

Housing on Livingston Campus

66 Joyce Kilmer Avenue
Piscataway, NJ 08854-8045
732/445-2346
FAX: 732/445-0236

Division of Dining Services

Knight Express & Board Plan Office
620 George Street
Records Hall Room 102
New Brunswick, NJ 08901-1175
732/932-8041
FAX: 732/932-3915

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