



Housing and Residence Life



Residence Life Handbook

ON CAMPUS LIVING

The Residence Life community is composed of individuals with diverse academic interests, backgrounds, cultures, races, life-styles and experiences. The primary focus is to help resident students discover their academic, social and leadership potential by providing secure, well maintained facilities, and a variety of services, activities, as well as educational, social and multicultural events. As members of this community, students have both rights and responsibilities.

Students' Rights Include:

1. The right to live in a supportive and stimulating community where their individuality is valued and their uniqueness is respected and appreciated.
2. The right to involve themselves and others in promoting the health, safety, and security of all residents.
3. The right to live in a safe and secure environment with well- maintained and working facilities.

Students' Responsibilities Include:

1. To adhere to New Jersey City University Student Code of Conduct and Residence Life Handbook.
2. Show consideration and respect for the needs and differences of the diverse Residence Life community.
3. To communicate openly and honestly with members of the Residence Life community, especially when in need of academic or psychological support.
4. To let other residents know when they are exhibiting disturbing behavior, or are infringing upon their rights, each resident is responsible for asking them to alter their behavior. If they don't respond to these requests, staff members will be happy to assist.
5. To demonstrate a commitment to the NJCU community by getting involved. Getting to know other residents and participating in activities are ways to make student presence felt at NJCU.
6. To promote campus safety and security by locking their rooms at all times, removing props from outside doors and reporting suspicious persons and activities to security and/or a Residence Life staff member.
7. To demonstrate respect for all individuals and to enjoy the benefits of meeting people who are both similar to and different from each other.

On Campus at NJCU:

In the Residence Halls, students will learn to get along with a wide variety of people. NJCU is a place where learning occurs inside and outside of the classroom.

Housing and Residence Life Location and Hours of Operation:

Residence Life is one of the departments within the Division of Student Affairs. The Residence Life Office is located in the Gillian Student Union Building (GSUB) room 111. The office is open Monday through Friday from 9:00AM to 5:00PM during the academic year.

RESIDENCE LIFE STAFF

ASSISTANT DEAN OF RESIDENCE LIFE & STUDENT ENGAGEMENT:

The Assistant Dean is responsible for the overall management of the Housing & Residence Life program. Providing leadership and vision to carry out the department's mission in support of campus growth, academic partnerships, and student success through program development.

ASSISTANT DIRECTOR OF OPERATIONS:

The Assistant Director of Operations deals specifically with day to day operations of the residence halls. These responsibilities include: summer/conference housing, housing assignments, facilities liaison, Public Safety liaison, tours of halls, day to day operational concerns for the residence halls, supervision of front desk attendants, keys, ID access and work request systems.

ASSISTANT DIRECTOR OF STAFF DEVELOPMENT:

The Assistant Director of Staff Development primarily focuses on leadership and development within the Residence Life staff. These responsibilities include supervising the Residence Hall Director, overseeing Resident Assistant training, RA/ student meetings, RA programming models, liaison to external departments regarding programs and services within the halls, the room reservations system, the ResLife Calendar of Events, social media, student/staff recognition.

RESIDENCE HALL DIRECTOR:

The Residence Hall Director (RHD) is responsible for the supervision of the Resident Assistants (RAs) and overseeing the Residence Halls including the implementation and enforcement of NJCU and Housing and Residence Life policies.

STAFF DEVELOPMENT GRADUATE ASSISTANT:

The Staff Development Assistant is responsible for assisting with the development and implementation of residence hall programming and activities/events for the residential population. The Graduate Assistant plays an important role in implementing the department's programming model and in maintaining a friendly, customer service oriented and positive attitude.

OPERATIONS GRADUATE ASSISTANT:

The Graduate Assistant for Operations assist with the daily administrative functions for the management of the residential student population that supports student learning and the mission of NJCU.

RESIDENT ASSISTANTS:

The Resident Assistants' (RA) primary job is to ensure an environment conducive to study and sleep. Their responsibilities include, but are not limited to: servicing various housing needs of resident students, providing meaningful programming in the residence halls, maintaining peace and quiet on the floors, counseling students when needed, providing information, and generally being of assistance to both students and staff.

DESK ASSISTANTS:

The Desk Assistant (DA) position is a part-time student paraprofessional position within the Office of Housing and Residence Life. The Desk Assistants are responsible for performing a variety of front desk and clerical functions, providing quality customer service and ensuring building safety. Desk Assistants are placed in all three of our residence halls: Co-op, Vodra and West Campus Village.

FACILITIES ASSISTANTS:

The Facilities Assistant (FA) is a student assistant position within the Department of Housing and Residence Life at New Jersey City University. The Facilities Assistant team serves to support the day-to-day operations of NJCU Housing with maintenance escorts, lockouts, room inspections, etc. The Facilities Assistant is supervised, hired, and trained by the Assistant Director of Operations.

RESIDENCE HALLS

NJCU has three residence halls on campus. All of our residence halls have A/C, 24-hour front desk coverage, live-in professional and student staff as well as academic and social programming throughout the year.

CO-OP HALL: Co-Op Hall is a traditional co-ed residence hall. A four story facility with male and female wings, there are community bathrooms in each area. The bathrooms contain three sinks, two shower stalls and two toilets.

Co-Op Hall has laundry facilities (free to use) located in the lower level. Co-Op Hall has central A/C, safety windows on lower levels, 24 hour seven days a week security monitoring, along with an elevator.

VODRA HALL: Vodra Hall offers residents to enjoy suite-type facilities with a shared bath between rooms. In each bathroom there are two sinks, a shower and a toilet.

Vodra Hall has laundry facilities (free to use) on each floor, central A/C, 24 hour seven days a week security monitoring, along with two elevators for resident use.

WEST CAMPUS VILLAGE: West Campus Village has suite style rooms where students and share the common area and bathroom. The common space has a separate shower and toilet area, and two sinks.

West Campus Village has laundry facilities (free to use) on the 1st floor. Each suite has their own individual HVAC units that is controlled by the students occupying the space, 24 hour seven days a week security monitoring, along with two elevators for resident use.

Living Learning Communities

Leadership

Freshmen Connection

Substance Free

Global Initiatives

RESIDENCE LIFE POLICIES

SMOKE-FREE CAMPUS:

NJCU is a smoke-free campus. No Smoking is permitted inside or around the Residence Halls. The use of vaporizers and e-cigarettes is also prohibited. According to New Jersey State Law, effective, October 21, 2005, smoking of any tobacco containing products is not permitted in any college operated facility that serves as a student residence. Violators face disciplinary sanctions as well as financial responsibility for the violations.

DRUG-FREE CAMPUS POLICY:

The possession or use of drugs not prescribed by your own physician, as well as illegal drugs and substances, is strictly prohibited. Students found to be in possession of controlled substances or paraphernalia are subject to disciplinary action by NJCU and referral to law enforcement authorities. If these items are found in the room they will be confiscated and disposed.

Alcohol, including beer, is not permitted on the premises, regardless of your age. Students found to be in possession of alcohol, alcohol paraphernalia and/or in an intoxicated state are subject to disciplinary action by NJCU and referral to law enforcement authorities. If these items are found in the room they will be confiscated and disposed.

GUESTS AND VISITATION POLICY:

A guest/visitor is defined as any person whom does not reside within the said residence hall. For the Fall 2020 semester there will be no guest permitted into the residence halls, and room to room/building to building visitation will also be prohibited until further notice. Any family member who wishes to enter the halls must first be tested for COVID-19 and provide proof of negative results before entering. The guest policy will remain in effect until further notice.

COURTESY AND QUIET HOURS

Due to NJCU's emphasis each student's right to sleep and study, it is the responsibility of the resident to maintain reasonable conditions for these activities. Students should be considerate of each other's needs and to comply with neighbors' requests for maintaining a lower or reasonable level of noise. This is applicable at all times during the day.

QUIET HOURS:

Noise must be reduced so that nothing can be heard from within rooms when the doors are shut. The time frame for quiet hours is Monday - Friday from 10:00pm to 10:00 a.m.

This provides the opportunity for residents to sleep, study, or have time to reflect if that is what is desired.

A 24-hour quiet period goes into effect two weeks prior to final examinations. This provides residents with an atmosphere in which to prepare for their examinations if they desire to study in the residence halls. During quiet hours there will be no overnight guest(s) permitted.

SOLICITATION POLICY:

The following types of solicitations are not permitted in the Residence Halls:

- No door-to-door sales or solicitation
- Students may not advertise service (i.e. typing, haircuts, etc.) via signs, flyers.

Any campus individual or group that wishes to use the Residence Hall facilities to hold meetings, distribute literature, conduct surveys and/or implement fundraisers must make arrangements through the Office of Housing and Residence Life three business days in advance of any activities.

Individuals, groups, associates, organizations and corporations outside the University must request approval from the Office of Housing and Residence Life to post or host events in the Residence Hall at least seven days in advance with the Office of Housing & Residence Life.

Only Residence Life staff members are authorized to post on bulletin boards or place flyers under student doors.

KEY POLICY:

The University will issue a room key to each resident. Some residents will receive room access to their room through the University Gothic ID.

Each resident is responsible for returning these issued key(s) at the time of check-out. Residents are advised to lock their doors and carry their keys at all times in order to gain entrance into their specific rooms, apartments and mailboxes.

To ensure greater safety and security for residents, keys should not be left in any common areas. Room keys cannot be duplicated outside the University. Non-University duplicated keys returned during checkout will result in a lock change and replacement charges will be incurred by the resident. It is also imperative that residents not lend room keys to anyone.

The following procedures apply if you lose your key:

- Immediately report lost or stolen keys to a Residence life staff member. For security reasons, it is imperative that this report be made quickly.
- Appropriate lock changes will be initiated as soon as the student reports the loss of the key.

- The Residence Life Office will bill your account accordingly for any lost key(s) not returned.

Students who have temporarily misplaced or lost their keys will be readmitted to their room by a member of the Residence Life staff in their building. Students who lose room keys will have 24 hours to find them. After this period, a core lock change will be initiated.

The lock change will be completed within two days after the key is reported lost and students will be billed through the Business Office. If a student believes his/her key(s) have been stolen, he/ she should report the incident to the Residence Life Office or a staff member immediately. Under this situation, an emergency core lock change and in-depth investigation will be initiated.

SAFETY AND SECURITY POLICY

Each Residence Hall is equipped with fire safety equipment including smoke and/or smoke detectors, fire extinguishers and fire alarm systems. The safety of the community is everyone's responsibility, and equipment and facilities are maintained to enhance safety.

It is absolutely prohibited to tamper with any safety equipment. Deliberately or accidentally causing a fire alarm, falsely reporting a fire or a bomb threat, setting a fire, possessing highly combustible materials, vandalizing any fire protection system or misusing any piece of fire equipment (fire extinguisher, pull stations, pull station cover boxes, bells, carbon monoxide alarms, smoke detectors and sprinklers) are all acts that will be subject to the most severe

University discipline, including fines, suspension/expulsion, and in some cases municipal civil actions.

*All fines are determined by the Office of Housing and Residence Life in coordination with Public Safety and the Dean of Students Office.

SPRINKLER SYSTEM INFORMATION

All of the University's residence halls are equipped with automatic sprinkler systems. Do not hang or drape items on the sprinkler heads or pipes. Sprinkler heads should not be blocked with any furniture or wall coverings. Do not tamper with sprinkler heads because such action can trigger an accidental water flow and result in significant damage to the building and belongings.

Wardrobe closets must not be placed directly beneath sprinkler heads. State laws, as well as University policies make it illegal for any person to tamper with fire safety equipment. The university takes these laws seriously and imparts severe disciplinary action against all offenders.

We encourage all resident students to apply for fire insurance. This will ensure financial coverage to valuable items (i.e. instruments, computers, etc.) that are brought into the residence halls. Theft/ Fire insurance information can be obtained through the Office of Housing and Residence Life or by contacting National Student Services, INC.

EVACUATION PROCEDURE

It is expected that you attend your floor and building meetings concerning fire and security procedures. If an alarm is activated, the following procedures must be followed at all times:

- All students will evacuate the buildings immediately in the event of a fire or alarm and shall comply with evacuation procedures.
- Evacuation routes have been posted on the inside of each door in all three residential halls.

Failure to comply with the fire procedures/regulations shall be subject to disciplinary actions. If students encounter heat and/or pressure in the hallway, leave the room, carefully closing the door and proceed to the nearest exit/stairwell.

Students should hang a sheet outside their window. **DO NOT JUMP!**

Get a wet towel and place over their head and face if smoke is heavy

Always use the stairs to evacuate the building; never use the elevator during a fire or fire alarm.

If students encounter smoke, they are to take short breaths through your nose and stay close to the floor; crawl, if possible.

If it is safe to leave the room:

- Put shoes on
- Close and lock room door; take room key
- **DO NOT USE THE ELEVATOR**
- **WALK** to the nearest Exit and go outside approximately 100 Ft from the building.
- Keep all entrances clear.
- Only re-enter building once advised by Public Safety Supervisor

Disabled persons who require assistance in evacuating should stay near their doors until assistance arrives.

FIRE SAFETY

The number of appliances plugged in at any one time should be carefully monitored. Extension cords are not permitted in residence hall rooms. Use of approved multi - power strips with circuit breakers is acceptable and encouraged, as they decrease the possibility of an electrical fire.

The Office of Housing and Residence Life and the Office of Public Safety reserves the right to limit the use of certain appliances if a safety concern results.

Health and safety guidelines must be adhered to at all times.

- Do not spray aerosol cans near smoke detectors
- Do not cover or decorate 25% of any wall in your room or living area as fire safety precaution.

- Do not decorate ceiling by hanging items or decorating rooms in a manner which would contribute to the spreading of fire including hanging or attaching to or on lamp or light fixture. Do not leave stoves, ovens, or microwaves unattended when in use.
- Do not overload any electrical outlets.
- Do not use rooftop access to exit the building unless instructed. Roof top access is for authorized personnel only.
- Candles and incense are fire hazard and as such may not be burned in the Residence Halls. Streamers and other decorations are permitted as long as they do not connect two doors together or hang in the hallways; these also constitute fire hazards. Also, items cannot be hung or attached to fire sprinkler devices or smoke detectors.

The following articles are prohibited in the residence halls:

- Firearms or weapons
- Fireworks, explosives or any highly volatile chemical material
- Combustible decorations/items/fuels
- Space heaters and air conditioners
- Electrical heat-producing appliances, such as hotplates, toasters. Percolators, etc.
- Transmitting equipment
- Candles and incense
- Curtains and Flags
- Extension Cords
- Non-Institutional Furniture:
 - No couches, chairs, futons or other upholstered furniture are permitted in University housing unless a resident can provide manufacturers' certification that the furniture meets California Technical Bulletin 133 for fire retardancy of upholstered furniture. Prohibited items when found will be confiscated for the duration of the semester, and the student(s) will be fined and subject to possible disciplinary action.

PERSONAL BELONGINGS

Personal belongings must not be placed in halls, stairwells, building vestibules, or on fire escapes. Items are also prohibited from being placed behind the doors of rooms. The obstruction of the pathway out of a room will hamper the evacuation of the building.

WEAPONS

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition is not appropriate in an academic community for any reason. This shall include, but not be limited to, firearms, bows, rockets, bb guns, knives, paint- ball guns or slingshots. Any residents found in violation will be subject to disciplinary action by NJCU and referral to law enforcement authorities.

ROOM ACCESS/MAINTENANCE:

In accordance with our educational mission, the University aspires to maintain a healthy and safe environment, as well as respect and preserve your right of privacy. The University, however, reserves the right to make periodic administrative inspections of residence hall rooms.

- There is a reasonable cause to believe established health or safety regulations are being violated.
- There is a threat to the safety or well-being of the room's occupants or other residents.
- There is reason to believe the occupants of the room are violating a University rule or regulation or state or federal law.
- There is reason to believe that there is imminent hazard to the property, and removing any hazards discovered.
- Disruptive noise is violating an individual's need to sleep, study, read, etc.
- To address any needed maintenance repairs or concerns.

Residence hall staff will check each room during the break periods to insure that no safety hazards exist.

If a staff member should notice, in plain sight, evidence of a violation of federal, state or local laws, or a violation of University rules and regulations, the staff member will file a report to Residence Life. Student(s) will be contacted during break or prior to check in to address findings.

FACILITY REPAIRS:

While the university will be responsible for the routine maintenance, the resident is responsible for reporting maintenance concerns. The university provides electrical power, heat and water and maintains these utilities under controlled conditions. If the premises are rendered unsafe or unfit for occupancy by approved professionals, the university will offer alternate housing if is available.

Requests for repairs should be made by the resident directly through the Work Request System. Repairs are completed as soon as possible after reported to appropriate facilities department. If the repair is not made within a reasonable amount of time, a second request should be submitted.

Emergency requests must be reported to the Office of Housing and Residence Life during the day and reported to your building staff or public safety after office hours.

HOUSEKEEPING:

All residents are expected to clean and maintain the condition of their individual living space. Residents are responsible for trash removal from individual rooms/apartments to either the trash room or area dumpster blinds. Common area receptacles are not for room garbage collection.

Attempts will be made to find out who is responsible for not appropriately disposing of garbage; however, when such person is not identifiable, residents of the appropriate room, floor, or building will be charged for removal.

The University will assess fines to those found responsible for improper removal of trash. Housekeeping will clean common areas, lounges, stairwells, and community bathrooms, but residents are still responsible for keeping these areas in a safe and sanitary condition. Residence Life may request that an apartment/suite/room be cleaned if it is identified as a continuous problem or health problem.

LAUNDRY:

Free Laundry facilities are located in every building. These areas should be kept clean (dryer vents emptied – clean lint) and you should remain with your clothes/laundry at all times. The University and the Office of Residence Life will not be responsible for items left unattended.

WINDOWS & SCREENS:

Window screens should not be unlatched or removed. Violators will be responsible for replacement charges. Students found throwing items out of any window in the resident halls are subject to disciplinary action by NJCU

LOCK OUTS:

Students are expected to carry their keys with them when they leave their room. If you are locked out of your room, you may contact the RA on duty and ask to be let into your room. *Personal items left in someone else's room, will not be obtained by staff. You will have to wait for the resident of that room to return.

Students must show their keys to a staff member when let in to their room. Students identified for having frequent "Lockouts" will be warned. Continuous concerns will result in a "lock out" charge to that student. Proceeds collected will be donated to Program's community service initiative.

GOTHIC CARD: Student Identification Card

The Gothic Card is a multi-functional card that will serve as the official New Jersey City University photo ID card, room key, library card, meal card, privilege card and debit card. Your photograph, Gothic Net Id number and your University status appears on the card and it should be carried with you at all times.

Your ID is a multi-functional card. Residents should not loan, sell, duplicate, or transfer your Gothic access Identification card to any person.

Lost or misplaced keys and/or access cards and improper working door lock should be reported to Public Safety

The security of the residence hall community is a shared responsibility between the residents and the college. As an urban campus, all residence hall exterior doors are kept locked 24 hours a day. Residence Life staff, as well as security, monitor the exterior and interior of the halls.

Students are advised to have their access card and keys with them at all times. All room doors need to be locked even while at home to ensure the safety of residents and residents' belongings.

PERSONAL SAFETY:

Safety and security begins with each student. The University promotes campus safety and security in various ways, but each student does his/her part. Students promote their own safety and the safety of others through your daily behavior. The following precautions are important for students to build into their daily routine.

SAFETY IN THE HALLS:

- Lock your room door at all times.
- Never lend the room or mailbox keys to anyone.
- Don't prop Residence Hall doors open, remove props that others have left.
- Report lost or misplaced room or mailbox key immediately.
- Be concerned about others. If someone calls for help, check it out. Get assistance if you need it by calling your RA, RHD or Security at ext. 3128, or dial 55 for emergencies.
- Report strangers or suspicious persons to the RHD and Security immediately.
- Report unusual happenings to the RA, RHD or Security.
- Do not answer room doors without first requiring identification from the person who is knocking.
- Do not access building rooftops from room.

SAFETY ON CAMPUS:

- Always travel in groups of two or more people at night.
- Avoid dark, deserted areas; stay away from bushes, dark entryways, or other potential hiding places.
- Avoid shortcuts through un-populated areas.

ELECTRONIC RECORDING DEVICES POLICY:

Students are expected to respect the reasonable expectations of privacy of other individuals within the University community.

Accordingly, students are not permitted to make or attempt to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge and consent of all participants subject to such recordings. In such circumstances the uses of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

In accordance with the university's Student Code of Conduct, these behaviors are prohibited and may result in removal from the university: Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participant's subject to such recordings.

ON- CAMPUS MEDICAL EMERGENCIES (24 hours a day):

Contact Public Safety Department, extension 3128 or dial “55” from any inside phone. Clearly state the nature of your emergency and your location. Assistance from Public Safety is available 24 hours a day.

ON- CAMPUS MEDICAL EMERGENCIES (After Hours Business Hours):

If a student encounters a medical emergency NJCU Public Safety should be contacted immediately at (201) 200- 3128 or from a campus phone ext 55.

The respective Resident Assistant on duty should also be notified. If there is any indication of moderate to serious injury, the person should not be moved unless he/she is in a life-threatening situation. Public Safety will contact 911.

Once 911/EMS is contacted, they will make the appropriate determination to treat or transport resident to a local hospital. If determine capable, ailing students can make the decision to accept or refuse medical transport from EMS; however, student will be responsible for providing their own transportation to and from medical facilities. Public Safety or Residence Life staff will not provide transportation to and from the hospital.

COVID-19 and Public Health-Informed Policies

Housing is critical to the overall NJCU experience. NJCU is committed to providing students with housing options as a basic human need.

All residential students must be tested within two weeks for COVID-19 and COVID-19 antibodies before moving into the residence halls.

The Office of Housing & Residence Life, the Health Center, and the Dean of Students Office will work with any student in isolation to provide food, supplies, and academic resources to ensure the student is safe. A per diem nurse will monitor any student who is ill and will provide medical guidance to them.

NJCU will have testing and medical staff on-site to assist any student who is ill. Public Safety will assist in transportation for any student who requires off-site medical services.

No student at NJCU will be denied housing. NJCU will maintain 60% occupancy of its residence halls. Once 60% is met, NJCU will work with off campus affiliates to provide housing at no additional cost to students.