

WHISPER IN THE WOODS

MAY 2009
SPRING CLOSING EDITION



**CHECK OUT
INSTRUCTIONS**
AVOID FINES

MOVE-OUT SAFETY
TIPS FROM PUBLIC
SAFETY

QUIET HOURS
MAKE SURE YOU KNOW
THE POLICY

When do I have to move out?

Residents*

will need to

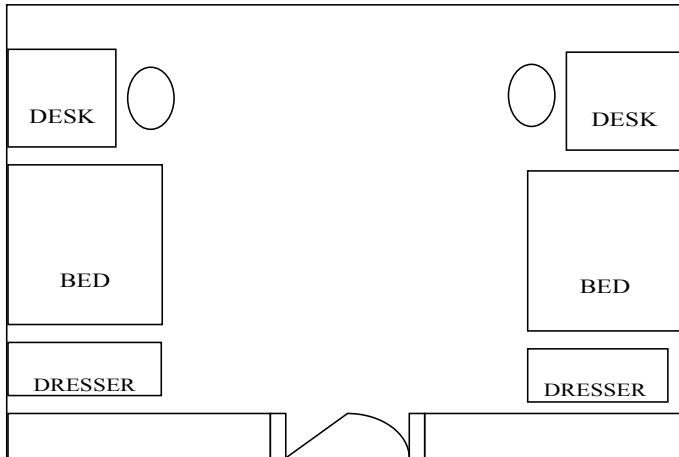
check out of their room 24 hours after their last final exam or by Noon on Thursday, May 14, 2009 if your last final exam is on Wednesday, May 13, 2009.

* The move out deadline does not apply to residents who have received permission to remain in the hall after closing, or for those who are Residence Life summer employees.

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Getting your room ready

All rooms (and bathrooms) must be free of personal belongings and trash. All floor surfaces should be vacuumed, all walls clear of tape, debris, etc. (this list is not all inclusive).



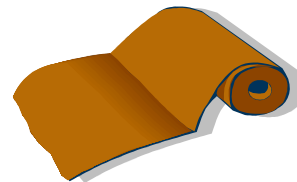
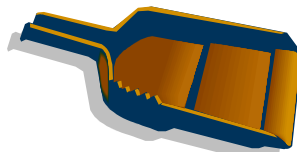
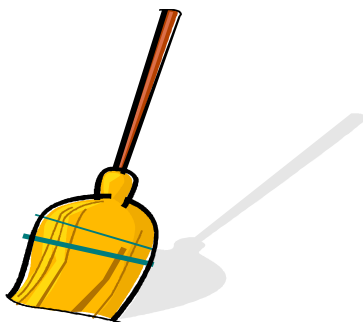
ROOM SET-UP

Cypress, Laurel, Oak and Redwood furniture must be arranged as shown below. All beds must be de-bunked, except for tripled rooms.

Cleaning Supplies

The following cleaning supplies are available from the hall office:

- Brooms
- Dust pans
- Paper towels
- Vacuums
- Large trash bags
- Spray bottles with cleaning solutions
- Buckets
- Mops



Damage Billing Notification

You will receive notice by June 1, 2009 if you have been billed for any room or building common area damage.

Your room will be thoroughly inspected after you leave. Most charges result from lack of cleaning your room! (Hint: Clean Your Room!)

- A dirty room will cost each resident at least between \$50-\$150!
- Garbage in your room will equal \$10.00 per bag/per resident.
- Garbage left in the hallway will equal \$10.00 per bag/per resident
- Improper checkout will result in \$25.00 charge.
- Not returning your key(s) is a \$50.00 per key/mailbox \$25 per key.
- Broken items will be billed for repairs or replacement accordingly.

PLEASE REMEMBER THAT THIS BRIEF LIST IS A GUIDELINE AND IS NOT INCLUSIVE OF THE BILLING COSTS.

End of the year damage billing

All damages to your room and to the building will be charged to you. Charges will be added to your NJIT student account for billing using the following formula:

Damage Billing Formula

Total of the non-identifiable vandalism

(e.g. broken water fountain, elevators, laundry machines, lounges/lobby items, graffiti or bulletin boards)

+

Your room costs for any repairs and/or clean-up costs

=

The total you will be charged

SHOPPING VAN

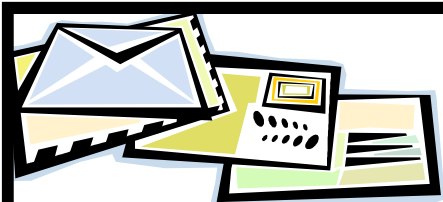
January 20 – May 5, 2009

Tuesdays 9:00-11:00 p.m., Thursdays 9:00-11:00 p.m. and Sundays 2:00-6:00 p.m.
(Excluding Holidays & Spring Break)



Updated 1/16/09

- The shopping van will pick-up residents outside the halls; on Bleeker St. for Cypress and Redwood and Summit St. for Oak and Laurel. Allow the driver a few minutes to reach each location. **(Pickups will be on the hour; Tuesdays & Thursdays 9p & 10p and Sundays 2p, 3p, 4p, & 5p.)**
- The van will only drop-off passengers at Path Mark, Shop Rite and Kmart in Kearny.
- The driver will give an approximate pick-up time to current passengers.
- Be timely and considerate of other shopping residents and the driver.
- **Note:** If you have a concern with the Shopping Van please address it to the Residence Life Office by emailing reslife@njit.edu.
- *Do not contact Public Safety.*



WHAT ABOUT MY MAIL?

- Residence Life does not forward any mail over the summer. All first class mail will be returned to sender. Change your address now with friends, family, magazine companies, credit card companies, etc. If you would like to purchase an on-campus mailbox for the summer (\$30.00) call (973.596.3093) or email reslife@njit.edu.
- If you are not returning to campus, you should update your addresses on-line (Registrar) as well as with all companies who send you mail.

Checkout with your RA/CA

1. You must sign up for a checkout time on the sign-up sheet by your RA/CAs door. (Sign-up for a time that will be after you are totally packed and have completed your part of cleaning the room or apartment.)
2. Do not expect the RA/CA to come to your room; you should go to your RA/CA's room at your appointment time.
3. Appointments must be made at least 48 hours in advance.
4. You will be responsible for arranging your own furniture, cleaning your share of the living space and for turning in your mailbox key.
5. Your RA/CA will examine the condition of your room against your original Room Inventory Form and note damages. (We suggest that all residents of the room be present at checkout times to discuss any questions of responsibility for damages and cleaning.)
6. A residence life staff member will recheck your room after the halls have closed. The final damage assessment will be done at this time.

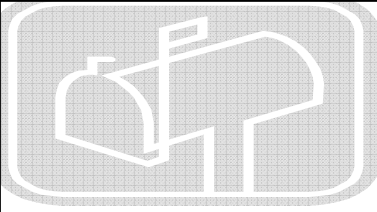
Note: Failure to check out properly will result in a \$25 improper room checkout fine



Express Checkout

- No Appointment Needed -

1. Pick up an express Checkout form from your hall office or RA/CA, complete it, and return it to the office.
2. You will be responsible for arranging your own furniture, cleaning your share of the living space and for turning in your mailbox key and room key for Redwood Hall and Oak Hall (if applicable).
3. A residence life staff member will recheck your room after the halls have closed. A final damage assessment will be done at this time.



NOW RENTING! Summer Mailboxes

- Who:** Current NJIT resident students returning for fall 2009
- What:** Mailboxes will be available in Cypress (if you currently live in Cypress/Redwood) and Laurel (if you currently live in Laurel/Oak) Hall from May 14-August 14, 2008.
- How:** Rental forms are available in all residence hall offices, in the Residence Life Office and on the web www.njit.edu/reslife under closing information. Return forms by Wednesday, May 13. Pick up your mailbox assignment on Monday, May 18 in the Cypress Hall Office or Laurel Office (depends where you currently live).
- Cost:** \$30 (check or money order payable to NJIT) due with the form.

For more information contact the Residence Life Office at 973.596.3039 or email reslife@njit.edu.

Final Exam Conflict Policy

In the event that three final exams are scheduled on the same day or that two exams are scheduled for the same hour of the same day, the following rules shall be used to resolve such conflicts:

RULE 1: Final examinations of courses with multiple sections taking a common final examination shall be taken during their regularly scheduled period.

If the conflict is not completely resolved by Rule No. 1, then Rule No. 2 shall be used to resolve the remaining conflict.

RULE 2: The final examination for a course of higher numerical value shall be taken during the regularly scheduled period. (e.g. ME 470 will be taken before ME 455 or SS 431).

If the conflict is still not completely resolved by Rules No. 1 and 2, Rule No. 3 shall be used to resolve the remaining conflict.

RULE 3: The final examinations of courses with the same numerical value (e.g. CE 210 and EE 210) shall be taken in alphabetical order of the prefix of the course number (e.g. CE 210 during its regularly scheduled period and EE during some other period which is mutually convenient).

Once priority has been determined for the examination to be taken during its regularly scheduled period, the deferred examination may be taken during the conflict period at the end of all other examinations, with an evening section of the course, or by special arrangement between the instructor and the student; if that arrangement does not create another conflict for the student.



Midnite Breakfast
May 6, 2008
11:00 pm - 1:00 am

An NJIT tradition, make sure to stop back on campus for the Midnight Breakfast the night before Final Exams begin. Featuring free food, free massages, and on-going movies all night, you will be sure to

find some semblance of relaxation before finals start! Don't forget to bring your NJIT ID to the breakfast!



Highlander Student Achievement Awards Ceremony

May 5, 2008
3:00 pm, Campus Center Atrium

The Highlander Student Achievement Awards Ceremony gives NJIT departments opportunities to recognize outstanding student leaders and employees for their hard work and dedication.

Student Organizations and individuals are recognized for their outstanding work - make sure to pick up your nomination packet early in the Spring!

HAVE A SAFE MOVE-OUT

Congratulations on completing a successful year at NJIT. The Department of Public Safety wants to ensure your move-out from campus is safe. Every year, as the semester draws to a close, there is an increase in the number of thefts in residence halls and academic buildings, as well as an increase in the number of automobile break-ins. The following tips will greatly reduce your chances of becoming a victim of a "crime of opportunity."

- **Do not leave books, book-bags, or any other valuables unattended** while on campus. Items left unattended for even a few minutes can make easy targets for theft. When studying for final exams, never leave items such as laptops or books unattended in common areas such as libraries or study areas. In particular, books are also often stolen near the end of the semester for re-sale. If you plan to keep your books, write your last name width-wise across the pages of the closed book, opposite the binding of the book.
- **Record the make, model, and serial number of all valuables and keep the record in a safe place.** For items without serial numbers, such as jewelry, take a photo of them or permanently mark them with an engraver so that they are identifiable.
- While moving personal belongings out of a lab or studio area **do not prop outside doors**. In the residence halls, keep your room door locked especially when you are sleeping or away from the room even for a short time. If you are on the ground floor of a residence hall, lock your window when you leave the room. And ask **your roommate to follow the same safety tips as you for your room** - if only one of you is being safe, what about the other 50 percent of the time?
- While moving items from your room to your vehicle, **make sure to lock the doors to your vehicle and roll up the windows**. Hide all valuables in the trunk. Don't ever leave a GPS system, mp3 player, cell phone, or other valuables out in the cabin of your car.
- **Report the presence of strangers or any suspicious persons to residence hall staff or to NJITPD.** Don't let strangers into your building. And if you see that a campus light is burned out or a piece of emergency equipment has been tampered with, report it right away so that it can be fixed.

Have a safe and happy summer and we look forward to seeing you next year!
For those graduating, best of luck in your future careers!

N PARKING

There will be no parking on
Bleeker Street except for
residents moving out beginning
Monday, May 11 at 10:45 pm
and continuing through Friday,
May 15 at 8:00 am

BLEEKER ST

EVENTS CALENDAR

- TUES, MAY 5, 12NOON: DO IT IN THE DARK BBQ – CYPRESS ONLY (VOLLEYBALL COURT)
- TUES, MAY 5, 3P: HIGHLANDER STUDENT ACHIEVEMENT AWARDS (ATRIUM)
- TUES, MAY 5, 9P: WJTB PRE-CINCO DE MAYO PARTY (HIGHLANDER CLUB)
- TUES, MAY 5, 10P: 24-HOUR QUIET PERIOD BEGINS
- WED, MAY 6: NO CLASSES
- WED, MAY 6, 11P: MIDNIGHT BREAKFAST (CAFÉ)
- THURS, MAY 7: EXAM PERIOD BEGINS

- WED, MAY 13: EXAM PERIOD ENDS
- **THURS, MAY 14, 12NOON: RESIDENCE HALLS CLOSE**
- SAT, MAY 16: COMMENCEMENT
- MON, MAY 25: UNIVERSITY CLOSED—MEMORIAL DAY
- SUN, MAY 17, 12-4P: SUMMER MOVE OVER
- COMBOS AVAILABLE (LAUREL HALL)
- TUES, MAY 19: SUMMER MOVE OVER ENDS
- TUES, MAY 26: SUMMER SESSION I BEGINS



IMPORTANT NUMBERS

Admissions	973-596-3300	Health Services	973-596-3621
Bookstore	973-596-3200	Honors College	973-596-5780
Bursar	973-596-3148	Laurel Hall Desk	973-596-5792
CAPE	973-596-8290	Library	973-596-3206
Campus Center Desk	973-596-3605	Oak Hall Desk	973-596-5636
Computing Services	973-596-2900	Public Safety	973-596-3112
Counseling	973-596-3414	Redwood Hall Desk	973-596-3040
Cypress Hall Desk	973-642-7161	Registrar's Office	973-596-3236
Center for First Year Students	973-596-2981	Residence Life Main Office	973-596-3039
Dean of Student Services	973-596-3466	Murray Center for Women & Technology	973-596-4885
EOP Program	973-596-3690		
Financial Aid Office	973-596-3479		