

NJIT RESIDENCE LIFE FALL 2021 - SPRING 2022



YOUR GUIDE
TO LIVING ON CAMPUS



TABLE OF CONTENTS

Welcome	Page 3
The Residence Halls at NJIT	Page 4
Residence Hall Staff.....	Page 5
Moving into the Residence Halls	Page 7
Room Amenities.....	Page 9
Getting Your Mail.....	Page 10
What to Bring to Campus.....	Page 11
Living With Your Roommate	Page 12
NJIT Activities	Page 14
NJIT Campus Services.....	Page 14
Policies	Page 16
Procedures	Page 27
Housing Procedures	Page 28
Safety and Security	Page 29
Frequently Called Numbers	Page 30
Residence Life Contract	Page 31





WELCOME TO NJIT

Welcome to Residence Life at NJIT! You are joining nearly 2,000 students who currently live in the residence halls. Since the first on-campus students chose to make NJIT their home over 40 years ago, thousands of students have discovered the benefits of campus living. The staff members in the Residence Life Office strive to create a living-learning environment where students thrive.

Residence Life Office

Cypress Hall, First Floor
180 Bleeker Street, Newark, NJ 07103-3914
(973) 596-3039
(973) 596-8197 fax
email: reslife@njit.edu
NJIT home page: <http://www.njit.edu>
Residence Life home page: <http://www.njit.edu/reslife/>

THE RESIDENCE HALLS

Below is a brief description of each hall for this year. Floor plans for the residence halls are available at <http://virtualhousing.njit.edu/>. Mattress sizes in all residence halls are approximately 36" x 80" (extra long twin).

Cypress Hall



Cypress Hall is a coed facility that houses 450 first-year, sophomore, junior, senior, and graduate students in two-room suites. Suites consist of single and double rooms. Rooms are furnished with a bed, dresser, desk, chair, and lamp for each student. Each suite has a shared bathroom. Each floor has two lounges with a microwave and sink. A kitchen is located on the first floor. Double room measurements are approximately 22' x 13'6".

Laurel Hall



Laurel Hall is a coed facility that houses 580 sophomore, junior, senior, and graduate students in two-room suites. Suites consist of two double rooms, one double room with a single room, or two double rooms with a single room. Single rooms are reserved for returning upper class students. Suites are furnished with a bed, dresser, desk, chair, and lamp for each student. Each suite has a shared bathroom. Common lounges and kitchenette facilities are located on the first floor. Double room measurements are approximately 12' x 16'.

Redwood Hall



Redwood Hall is a coed, traditional-style facility that houses 190 first-year and some sophomore, junior, and senior students in single and double rooms. Each room is furnished with a bed, dresser, desk, chair, and lamp for each student. Two large common bathrooms are on each floor. A kitchen with a microwave, stove, and oven is located on the first floor. Room measurements are approxi-

Oak Hall



Oak Hall is a coed, apartment facility that houses 180 sophomore, junior, senior, and graduate students in two-person rooms, and three- or four-person apartments. Each room/apartment is furnished with a bed, dresser, wardrobe closet, desk, chair, and lamp for each student. The rooms have stoves, refrigerators, kitchen tables, and chairs; the apartments also have ovens. The eighth floor is designated for graduate students. Two-person rooms end in room numbers 02, 04, 05, 06,

Honors Hall



Honors Hall is a coed facility housing 360 students from all class years in "Jack & Jill" style single and double rooms. Each room is furnished with a bed, dresser, desk, chair, and lamp for each student. The building features lounges on each floor, Honors College offices, a dining facility, a con-

Greek Village



The Greek Village consists of five duplex homes for members of fraternities, sororities, and students. The living, dining, and chapter spaces are on the first floor and the student rooms are on the upper two floors. Each room is furnished with a bed, dresser, desk, chair, and lamp for each



RESIDENCE HALL STAFF

DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life is responsible for the overall operations of on-campus housing. The Director supervises the Associate Directors, support staff, and, indirectly, the Residence Coordinators (RCs) and student staff.

ASSOCIATE DIRECTOR OF RESIDENCE LIFE - FACILITIES

The Associate Director of Residence Life - Facilities is primarily responsible for administrative procedures, summer conferences, supervision of RCs, summer employment for student staff, and the physical maintenance of the halls.

ASSOCIATE DIRECTOR OF RESIDENCE LIFE - ASSIGNMENTS

The Associate Director of Residence Life - Assignments is primarily responsible for housing assignments, living-learning communities (LLCs), and supervision of RCs.

RESIDENCE LIFE SUPPORT STAFF

The residence life support staff plays an important role in maintaining the day-to-day operations in the office. The support staff is responsible for assisting the students in answering questions concerning residence life and, when necessary, directing them to the person they need to contact.

RESIDENCE COORDINATOR (RC)/AREA COORDINATOR (AC)

The Residence Coordinator and Area Coordinator is a full-time, twelve month, live-in professional reporting to the Associate Directors of Residence Life. RCs are responsible for the day-to-day operations, upholding policies, and educational and social functions of their residence halls/areas. They are also responsible for the selection, supervision, and training of the Resident Assistants (RAs), Desk Managers (DMs), Desk Attendants (DAs) and Office Assistants (OAs). RCs also oversee the development of the residence hall community. They serve as an active resource in the planning and developing of social, diversity, educational, and recreational activities that enhance the educational experience on campus.



RESIDENT ASSISTANTS (RA)

Resident Assistants are students who are hired and trained by the Residence Life Office to assist students living on campus. RAs plan activities, serve as a referral, assist in resolving conflicts, and work to foster a community atmosphere that is conducive to academic success and social interaction. Each RA is knowledgeable about available campus resources and crisis management.

There is at least one RA living on each floor in the residence halls. RAs are the students' first contact for any questions or concerns.

DESK ATTENDANTS (DA)/DESK MANAGER (DM)

The Desk Attendants provide security for the residence halls by monitoring the main entrances and exits of the halls. DAs enforce the “No ID, No Entry” and guest policies. The Desk Manager is responsible for assisting in the hiring, training, supervision, and scheduling of the DAs.

Residence Life also offers students the opportunity to work as Office Assistants (OA), web masters, and van drivers. During the summer recess, student staff also includes Conference Assistants and Conference Managers.

MAINTENANCE/CUSTODIAL STAFF

The maintenance/custodial staff are responsible for the general maintenance and cleaning of the buildings. Facilities Services supervises the maintenance/custodial staff. However, the staff works closely with the Residence Life staff.

OFFICE HOURS

The Residence Life Office on the first floor of Cypress Hall has regular office hours Monday-Friday from 8:30am-4:30pm. Please note: During holiday periods and summer months (late May to mid-August) university business hours may change.

DUTY HOURS

RAs are on duty in each hall Monday-Friday from 4:30pm-8:30am and all day Saturday and Sunday. RAs maintain office hours from 8:00pm-10:00pm on weekdays during the academic year. During holidays and when the university is closed, RAs provide 24-hour coverage. The on-duty RAs in the residence halls may be contacted by calling the hall desk. The Greek Village Duty RA may



MOVING INTO THE RESIDENCE HALLS

IMMUNIZATIONS

The meningitis and COVID-19 vaccine is required for all undergraduate, graduate, and transfer students who attend NJIT and/or are new to University Housing. If you plan to live on campus, you **WILL NOT** be allowed to move into, or have access to, on-campus housing if you have not submitted proof of all pre-entrance health requirements including the meningitis and COVID-19 vaccines. All documents must be submitted to the NJIT Health Services portal by August 13, 2021 to allow for document processing. **Students may submit their vaccination information via the [Health Services Portal](#).**

EARLY ARRIVALS

International students unable to obtain a COVID-19 vaccination prior to their arrival on campus will need to coordinate an early arrival with our office. Unvaccinated International Students will be required to quarantine on campus for seven (7) days. After the completion of the quarantine the student will obtain a COVID-19 vaccination.

Please note: Food services are not available until Friday, August 27, 2021. Quarantined students will be given three break periods during the day to obtain essential items and food. Email reslife@njit.edu to coordinate an early arrival for International Students.

Students who are not arriving internationally are expected to move-in during their assigned time.

LATE ARRIVALS

If you have not checked into your room within 48 hours your scheduled check-in date, you will forfeit your room assignment and be charged the cancellation fee as indicated in the terms and conditions of the housing application and contract for fall 2021 through spring 2022.

Students who cannot arrive by August 31st must schedule a move-in appointment with their respective Residence hall office.

FALL 2021 MOVE-IN

Fall 2021 move-in will take place between Friday, August 27th, and Tuesday, August 31st. Residents are assigned a move-in time based on their floor and last name.

SCHEDULE

- Students arriving on the correct day, but earlier than their assigned time, will be directed to return at their assigned time.
- Students arriving on the wrong day, or the correct day but after their assigned time, will be directed to return that evening between 7:00-9:00 pm.
- Students who cannot arrive by August 31st must schedule a move-in appointment with their respective Hall office.

ROOM/SUITE DOOR CODES & KEYS

Moving bins will be available. PLEASE NOTE: We do not have enough bins to accommodate every student moving in. We suggest that you bring your own carts and dollies from home to assist you with the move-in process.

Family members, friends, etc. may assist you with the move-in process, but must remain masked at all times.

Arrival Date	Returning, Transfer & Graduate Students	First-Year Students
Friday, August 27th	Floors 0 & 2 7 & 15 Greek Way	Floors 2, 4, 6, & 8 All First-Year Honors Students
Saturday, August 28th	Floors 1 & 3 11 & 19 Greek Way	Floors 3, 5, & 7
Sunday, August 29th	Floor 4 9 & 17 Greek Way	
Monday, August 30th	Floors 5 & 7 23 Greek Way	
Tuesday, August 31st	Floors 6 & 8 21 Greek Way	

Arrival Time	Last Name
10:00-11:00 am	A-D
11:00 am-12 pm	E-H
1:00-2:00 pm	I-N
2:00-3:00pm	O-R
3:00-4:00pm	S-Z
7:00-9:00pm	Unscheduled Arrivals

Examples:

Jane Doe is assigned to Cypress 709B and is a first-year student. She is scheduled to move in on 8/28 at 10am.

Sandy Worley is assigned to Honors 301 and is a first-year student. She is scheduled to move in on 8/27 at 3pm.

John Smith is assigned to Oak 502 and is a transfer student. He is scheduled to move in on 8/30 at 3pm.

Karen Quackenbush is assigned to Laurel 031A and is a senior. She is scheduled to move in on 8/27 at 2pm.

RESIDENCE HALL CONTRACT

Once you take possession of your room key or combination, you are responsible for your room fees for the academic year. Students may cancel their housing contract by contacting the Residence Life Office in writing.



Virtual Housing

Redwood

Cypress

Laurel

Oak

Ground Floor

2nd Floor

3rd Floor

4th Floor

5th Floor

6th Floor

7th Floor

8th Floor

< Back

< Prev Room | Next Room >





view room layouts, floor plans, pictures, & building amenities online

CYPRESS HALL - Photo Gallery



Express Room Finder

Building:

Floor:

Room:

Find My Room!

Residence Life Office - New Jersey Institute of Technology

Cypress Room 403 A

Room - Double	Dimensions* (wall to wall)	Bathroom
(2) 7-ft Beds (2) Desk & Chairs (2) Desk Lamps (2) Dressers (2) Ethernet Jacks (1) Telephone Jack (1) Cable TV Jack (HBO® included) Carpet Flooring	<u>Room</u> 19'-0" long 11'-5" wide 8'-0" ceiling <u>Window</u> 70"x62" <u>Closets</u> (2) 2'-8" wide	(2) Sinks (1) Standing Shower (1) Toilet (stall door) (1) Large Mirror Tile Flooring

Heating	Yes; independent room controls
Fire Alarm	Integrated fire suppression system
Lighting	No
Blanketing	Available
Sheet Size	39" x 80" - Twin Extra Long



view room layouts, floor plans, pictures, & building amenities online

ROOM AMENITIES

You are encouraged to personalize your room in order to feel comfortable. Bring your favorite photos and posters, a new comforter, area rugs, and meaningful items that make you feel at home. You will need to bring your own linens, pillow and telephone. Dresser and closet space is limited in your room, so we suggest that you bring only the clothing items you need for a season. Additional storage space is not available.

EACH NJIT BUILDING HAS:

- Air-conditioned rooms
- Single and double occupancy bedrooms
- XL Twin (single) beds, approximately 80" long
- Blinds on all room windows
- Carpeting
- Dressers, desks, desk chairs, lamps, wardrobes/closets in each room for each person
- Data jacks for each person
- A telephone jack
- Study/social lounges in residence halls
- A microwave oven on the first floor
- A television lounge with a large screen TV
- Vending machines (snack/beverage)
- Laundry rooms with washers and dryers
- Elevators
- Game room with ping-pong, foosball and/or pool table
- Restrooms on first floor
- Mail room
- Residence Life Cinema - Traditional cable service is not provided.
- Wi-Fi

ADDITIONAL AMENITIES IN OAK:

- Kitchenettes



GETTING YOUR MAIL

Each residence hall has its own address. Mail is delivered Monday through Friday. In most cases, mailboxes are shared with your roommate(s). Mailboxes are located in the lobby of your residence hall. A mailbox key is assigned to you at check-in. Express Mail and United Postal Services packages are delivered directly to your hall. Your presence and identification is required to receive person-to-person mail.

Mail will be forwarded on campus when a student changes rooms or moves into summer housing. Residence Life only forwards first class mail over the summer. Residents are responsible for changing their address with all parties when they no longer live on campus.

Your mailing address:

Cypress Hall, Room #
NJIT, 180 Bleeker St.
Newark, NJ 07103-3914

Redwood Hall, Room #
NJIT, 186 Bleeker St.
Newark, NJ 07103-3915

Oak Hall, Room #
NJIT, 155 Summit St.
Newark, NJ 07103-3501

Laurel Hall, Room #
NJIT, 141 Summit St.
Newark, NJ 07103-3513

Honors Residence, Room #
156-182 Warren Street
Newark, NJ 07103

Greek Village, Room #
7-21 Greek Way
Newark, NJ 07103

PARKING

The parking deck is located across from Oak and Laurel Halls. On campus parking is available to all residents. To park on campus, you must purchase a parking decal. Parking information is located at: www.njit.edu/parking.

TELEPHONE SERVICE

You may have a phone line installed in your room by contacting Verizon (1-800-427-9977), when you arrive.

CABLE SERVICE

Cable service is not provided. Residents however can enjoy Residence Life Cinema, a service that is provided for all our students living in NJIT housing. As part of the residential experience, NJIT works with Residence Life Cinema to provide residents with on demand movies and series. Pick a movie or show you'd like to see and it will be streamed directly to you for your viewing.



WHAT TO BRING TO CAMPUS

We recommend you bring the following items when you move into your room. The residence halls have items such as vacuum cleaners available; however you may want to bring your own.

Living & Sleeping

- ☐ Alarm clock
- ☐ Backrest/floor cushions
- ☐ Blanket/comforter/duvet
- ☐ Desk/floor lamps (not halogen)
- ☐ Light bulbs (Compact Florescent (CFL)
- ☐ Dry erase board/markers
- ☐ Linen/sheets/blankets – extra long
- ☐ Pillows and pillow cases
- ☐ Framed posters, art objects or decorative pieces
- ☐ Key/combo lock for dresser
- ☐ Telephone (arrange service with Verizon)
- ☐ Games/sports equipment for outdoor use
- ☐ Putty (for hanging items)
- ☐ Power strip with surge protectors
- ☐ Radio/portable music player and earphones
- ☐ Television
- ☐ Vacuum cleaner
- ☐ Cleaning supplies (for the kitchen and bathroom if applicable)
- ☐ Toilet tissue
- ☐ Clothing
- ☐ Trash cans for student room and bathroom (not required for Redwood Hall)
- ☐ Battery powered LED lights that are cool to the touch to decorate your room

- ☐ Medications
- ☐ Shower shoes
- ☐ Shower caddy/bucket
- ☐ Towels/washcloths

Storing & Organizing

- ☐ Command hooks
- ☐ Desk organizers
- ☐ Hangers/closet organizers
- ☐ Over-the-door racks

Laundry

- ☐ Detergent/fabric softener
- ☐ Iron (with auto shut-off)/ironing board
- ☐ Laundry bag/hamper
- ☐ Safety pins/sewing kit

Eating & Cooking

- ☐ Can opener/bottle opener
- ☐ Dishcloth and towel
- ☐ Flatware/utensils
- ☐ Microwave (<1000 Watts, 1 per room)
- ☐ Plates/bowls/storage containers with lids
- ☐ Refrigerator (<4.5 cubic feet for room, 1.7 cubic feet per individual)
- ☐ Snacks
- ☐ Coffee Pots & Coffee Brewers (coffee pots, single servers cannot have an open heating element and are “off” when not actively brewing)

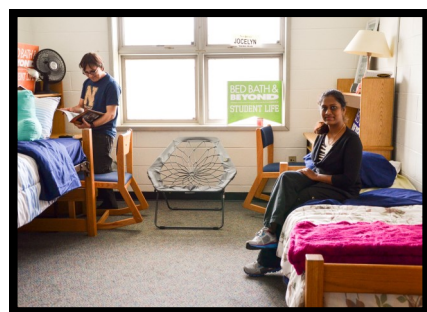
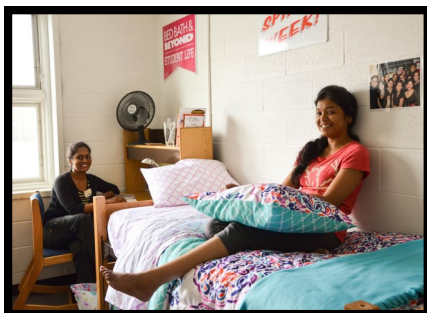
Academics

- ☐ Book bag
- ☐ Calculator
- ☐ Computer with lock
- ☐ School supplies: pens, pencils, etc.
- ☐ Laptop bag/accessories
- ☐ USB flash drive
- ☐ Ethernet Cord

Personal Care

- ☐ Face covering
- ☐ Hand sanitizer
- ☐ Bandages/first aid kit
- ☐ Toiletries (lotion, soaps, hair products, deodorant, etc.)
- ☐ Insurance card/medical information

For a list of prohibited items, see page 24.





LIVING WITH YOUR ROOMMATE

Residence Life staff is committed not only to helping you develop intellectually and emotionally, but also to helping you grow and learn in your community. A large part of your daily living experience involves interacting with your roommate/suitemates. The roommate/suitemate relationship is one of the most important relationships you will establish in your college career.

Upon moving into your room, it is important to spend some time getting to know your roommate/suitemates. Discuss expectations right away to set ground rules and begin a dialogue regarding how your room will be used. This is also a good time to complete a roommate/suitemate agreement. Some items to discuss with your roommate/suitemate include:

- Daily Schedules: sleeping times, study times, quiet hours, TV viewing, use of music players and volume, etc.
- Personal Habits: smoking (not allowed in the building), singing, exercising, snoring, gossiping, etc.
- Guests and Visitation: friends in the room, overnight guests, etc.
- Privacy/Personal Time
- Housekeeping: making beds, cleaning rooms and bathrooms, refrigerator care, etc.
- Sharing: use or non-use of each other's clothes, records, food, bed, etc.
- Moods: grouchiness, illness, sadness, jealousy, etc.
- Rules and Regulations: Remember, you are held accountable for anything that goes on in your room.
- Values involving race, religion, politics, lifestyle, goals, etc.

ROOMMATE/SUITEMATE AGREEMENTS

The above questions are just a few of the items that the agreement addresses. If a problem develops between you and your roommate/suitemates, your RA can offer suggestions or spend time with you and your roommate/suitemate to help resolve the problem. The roommate/suitemate agreements is available to view and print from our website as well as from your residence hall office (<https://www.njit.edu/reslife/sites/reslife/files/Roommate%20Suitemate%20Agreement%202016.pdf>).

HALL COMMUNITIES

From the time you move onto campus until you leave at the end of the year, a community is being built on your floor and in your hall. Your community is made up of students and staff from different cultures, socioeconomic levels, races, religions, and lifestyles.

COMMUNITY STANDARDS

As a member of a community, you will have the opportunity to create a set of standards for your floor. These standards serve as agreements as to how all the members of the floor community will treat one another. Standards may change as your community grows and changes, but it is important to realize that as problems arise on the floor, it is the responsibility of the floor members,

along with the members of the hall staff, to help you work toward a resolution. Together, you and your floor members can create a positive, supportive and enjoyable living experience in the residence halls.

COMMUNITY STANDARDS MEETINGS

RAs have floor meetings monthly for residents to discuss community standards issues on their floors, and to give residents pertinent information, discuss upcoming events, and review policies and procedures. Each floor meeting is vital. Meeting times are determined at the first community standards floor meeting. Residents should contact the RA to find out what was discussed if they miss a meeting. All residents are responsible for obtaining and following the information/changes to community standards. Any resident may call a community standards accountability meeting whenever they feel one is needed.

ROOM CHANGES

If a resident wants to change their room, they will have the opportunity to do so after the first two weeks of each semester, if space is available. It is the responsibility of the resident to get written approval from the Associate Director prior to making the change. This can be done by completing the information on <http://www.njit.edu/reslife/room-change-room-swaps/>. Illegal room changes may result in a \$25.00 fine per person. Look for room change information posted on the website and in your email each semester.

ROOM INSPECTIONS

Residence Life staff may inspect your room several times each semester in addition to the annual inspection by the state fire marshal. Residents are notified in advance of such inspections. Signs are posted informing students that inspections will take place within a two-week period. Residence Life staff will enter rooms even if residents are not present. Residence Life staff looks through each room inspecting for illegal items, cleanliness, and safety issues. Residence Life staff will confiscate any prohibited item(s) that are found. Confiscated item(s) may be claimed from your residence hall office by signing for them and taking them home before Thanksgiving and Memorial Day. After Thanksgiving and Memorial Day any confiscated items that remain will be discarded.

During the room inspection process Residence Life staff also makes note of any damages. Failure to pass room inspections may result in fines of up to \$50 per person and/or a judicial referral to Residence Life resulting in sanctions and/or dismissal from the residence halls. If a resident's room fails inspection, the room is re-inspected within seven days. If the room fails the second time, the information is forwarded to the Residence Life Office for further disciplinary action.

During break periods room inspections occur immediately after classes have concluded.

ROOM MAINTENANCE

All repairs and maintenance are completed by NJIT Facilities Services and/or contracted vendors. Authorized representatives of NJIT reserve the right to enter a room for facility inspection for reasons of health, safety, maintenance, and damages. Such entry is confined to reasonable hours, except in the case of an emergency. Privacy considerations concerning proper knocking and identification are observed. Entry without notice may occur in emergencies, and for routine and immediate maintenance.

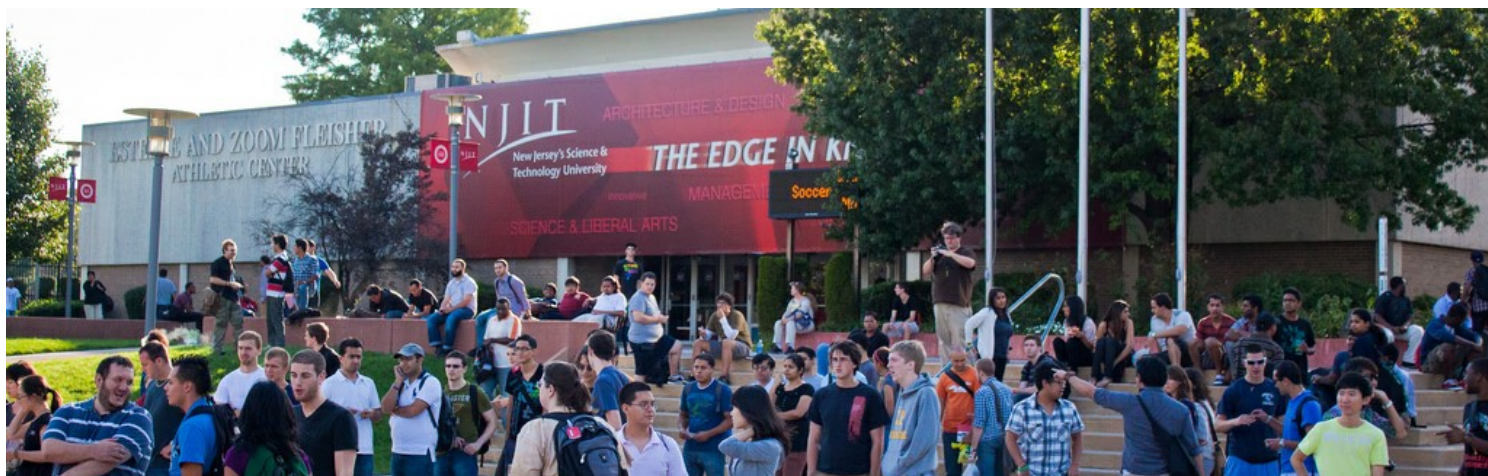
Maintenance requests should be entered via the Residence Life Office's web page at <http://www.njit.edu/reslife/maintenance.php>.

ROOM SELECTION

Each spring semester, residents have the opportunity to participate in the room selection process for the following academic year. Students who choose to take part in room selection have an opportunity to choose their own rooms and roommate(s).

VACATION PERIODS

Campus housing remains open for Thanksgiving, winter, and spring breaks. Resident students are allowed to enter and exit the building as during the regular semesters. There is limited food and services during vacation periods.



TWELVE MONTH CONTRACTS

Residents have the option of taking twelve month contracts for an additional fee. This option includes summer break. More details about the this contract are outlined in the 2021-2022 terms and conditions of the housing application and contract.

NJIT ACTIVITIES

As a member of the on campus community, it is important to become actively involved on campus. NJIT regularly sponsors plays, lectures, seminars, musical performances, athletic events, festivals, and fairs. More than 100 clubs, organizations, professional and honor societies, fraternities and sororities also sponsor events.

RESIDENCE HALL ASSOCIATION (RHA)

All resident students are Residence Hall Association (RHA) members. The purpose of RHA is to represent all resident students in matters and affairs with the administration and other organizations concerning or affecting the quality of living on campus. RHA meets weekly. Meeting times will be posted in your residence hall lobby area or you may contact your RA for additional information. For more information about RHA, visit their website at rha.njit.edu

ON CAMPUS GOVERNMENT

All students are members of their building's Hall Council (HC). The goal of the HC is to improve the conditions of the halls, provide a voice for the residents, and promote activities that interest the resident population. The HC provides funded activities for all residents. Each building has its own HC. Each floor elects students to act as representatives for their floor in HC meetings. Students also have the opportunity to run for HC executive board positions.

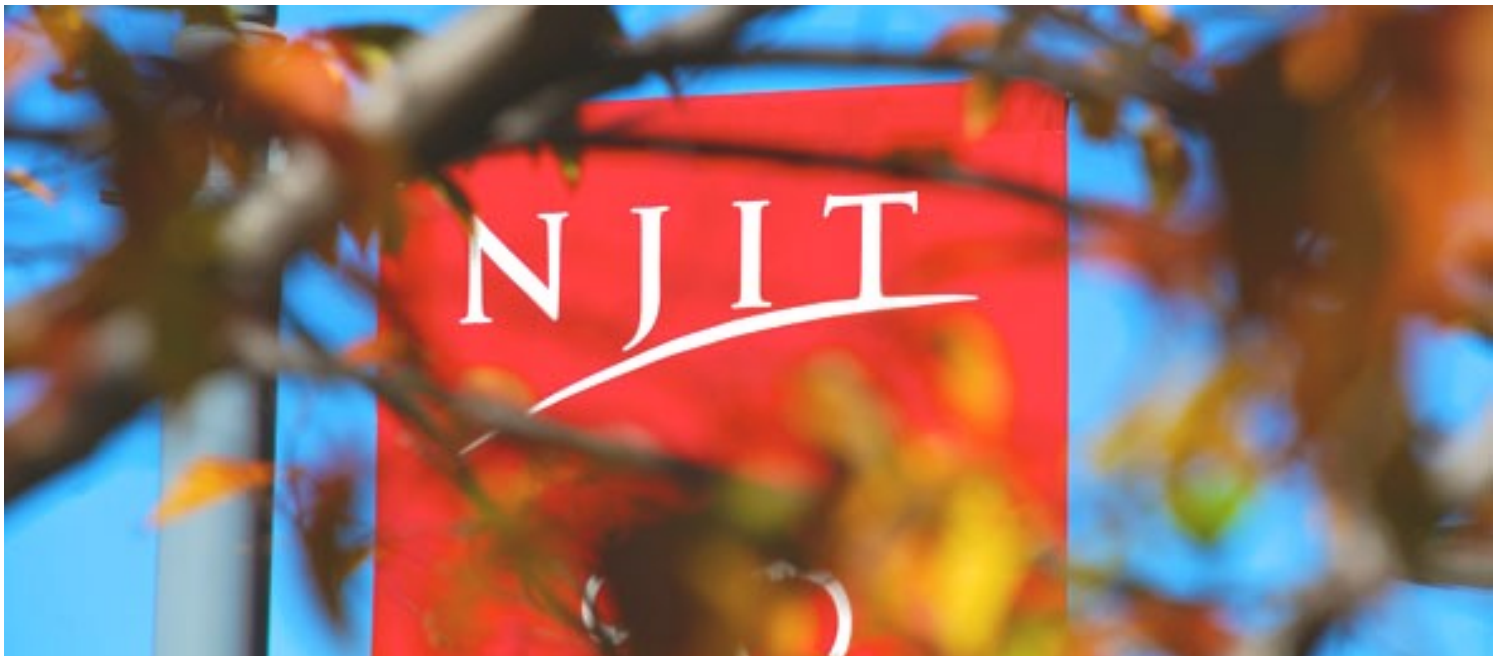
NJIT CAMPUS SERVICES

DINING ON CAMPUS

All first year students and sophomores (determined by credit hours) living in campus housing are required to purchase a meal plan. For juniors, seniors and graduate students meal plans are optional, though most students select a meal plan. Meal plans are billed each semester. Please view the meal plans and rates here: <http://www.njit.edu/reslife/rates.php>.

IDENTIFICATION CARDS

To obtain a replacement ID card, go to the Security Systems Department located at 131 Summit Street (Laurel Hall, on the corner of Summit Avenue and Warren Street). You must have a valid NJIT ID and hall sticker to gain access into the residence halls. Building stickers are distributed at the beginning of each semester by your RA or in your hall office. You are required to present your NJIT ID to enter all residence halls and special events on campus. Your ID also serves as your meal card. All members of the NJIT community must present their NJIT ID at any time on request of any NJIT official.



SECURITY

NJIT has a professionally trained campus police force on-duty 24 hours a day, seven days a week. A desk attendant is available 24 hours a day, seven days a week in each of the residence halls. Anyone entering an NJIT building, including residents, must have a valid ID to access the building. Non residents must leave photo ID at the front desk and wait for their host to escort them into the building. Guests under the age of 15 will need written permission from the RC of your building to enter.

INSURANCE

NJIT/Residence Life is not responsible for damages to or theft of items that residents bring to campus. It is recommended that you try to attach your belongings to your parents' insurance or obtain renters insurance to cover your personal belongings. For information on purchasing insurance to cover your students property please view the following websites for additional information: <https://www.collegestudentinsurance.com/> or www.nssi.com.



POLICIES

The following information is designed to help you understand the policies and procedures governing on-campus housing. NJIT students are subject to all federal, state, and local laws regarding criminal and civil conduct. When serious policy violations occur, a case may be referred to the Dean of Students Office or the Professional Code of Conduct Committee. Please refer to <http://www.njit.edu/reslife/policy.php> for the most current policies. For further information regarding NJIT policies, refer to the NJIT Student Handbook available in the Dean of Students Office or visit <http://www.njit.edu/doss>.

ADVERTISEMENT AND POSTING

Advertising and Posting for Outside Vendors and Student Groups not affiliated with Residence Life - Posting of any type of publicity in on-campus housing is limited to the bulletin boards on each floor and in the lobby areas (nothing can be hung on individual apartment/room doors). The bulletin boards are available to all University recognized student groups and campus offices. All postings must be approved and stamped by Residence Life before distribution. The following guidelines and criteria are necessary for approval to post or distribute publicity in the residence halls:

- The flyer/poster being requested for approval must be brought to Residence Life Office and stamped (located in Cypress Hall) before distribution (Monday-Friday from 8:30 am-4:30 pm).
- If approved, it is the responsibility of the requesting person or group to take the approved publicity and make the appropriate number of copies needed for posting or distribution in each residence hall. Seventy (70) copies are needed to post on each bulletin board by all elevators in all buildings.
- Only one flyer per organization, per event, per bulletin board may be posted.
- Residence Life will distribute the flyers in all buildings if requested.
- After flyers are stamped, Greek Village flyers can be distributed by Residence Life or the Greek Village Office.
- No publicity should be hung anywhere other than in the designated areas in each building.
- Nothing should be slid under or posted on room/suite/apartment doors or posted on the front doors of any building.
- Graphics should be clear, concise and appropriate, in accordance with the previously stated items.
- Nothing can be placed in mailboxes unless each item is addressed to a specific building and room.

Failure to comply with this policy will result in a written warning from the Residence Life Office. If a group or organization is found repeatedly disregarding this policy, that group or organization's material may be banned from posting. All material that does not comply with the above regulations will be immediately removed.



ALCOHOL

Because the majority of on-campus students are under 21 years old, it is important that all students understand the rules and policies of the University and New Jersey state law regarding alcoholic beverages and the way in which residence hall staff and Public Safety will enforce these rules and policies. Violation of the below policies will result in a referral to the Residence Life Office.

A. Possession:

1. Persons who are 21 years of age or older may possess and consume alcoholic beverages only in the individual rooms of students 21 years of age or older.
2. Consumption or distribution of alcoholic beverages is not permitted in any location other than in the individual rooms of students 21 years of age or older.
3. Possession of containers that previously contained alcohol is not permitted by individuals less than 21 years of age. This includes bottles filled with sand, highlighted water, painted for decoration, etc.
4. The collection of monies prior to or during any function in campus housing where alcoholic beverages are served is not permitted.
5. Any student observed bringing alcohol into a campus residence will be confronted by a staff member to determine if the student is of legal age to possess alcohol.
 - a. If the student is 21 years of age or older, they are reminded that distribution of alcoholic beverages to minors and intoxicated persons is a policy violation.
 - b. If the student is under 21 years of age, the alcoholic beverages will be poured out by the student.

B. Underage:

1. If a student under 21 years of age is found in possession of alcoholic beverages whether the container is opened/unsealed or closed/sealed, the student will pour out the remaining alcoholic beverages.
2. If students under 21 years of age are in a room where open/unsealed containers of alcohol are present, the minors will be considered to have been provided with, and in possession of alcohol, and appropriate charges will be filed for everyone involved. This does not apply to a roommate/suitemate where one student is under 21 and the other is 21 or older and the roommates/suitemates are the only persons in the room.
3. Presumption of consumption if alcohol is present and the student is under 21.

C. Common Areas:

1. Students are not permitted to be intoxicated in public areas, and may be referred for public drunkenness. This includes, but is not limited to, being disruptive, stumbling, unconscious, vomiting, slurring words, and/or flushing of the face.
2. If a student is 21 years of age or older, they may transport alcoholic beverages to their room through common areas as long as it is in the original closed container. It will be presumed that any container other than the original, closed container connotes the individual has been or will be consuming the beverage somewhere other than an individual room.
3. No alcohol may be stored in the foyer area of rooms in Cypress and Laurel Halls.



D. General Guidelines:

1. Residents will be held responsible for activities that occur in their rooms and will be referred to the Residence Life Office if guests are in violation of alcohol policies.
2. In enforcing alcohol policies, Residence Life staff is required to check students' ages. It is the student's obligation, when asked, to provide proof that he/she is of legal age to possess alcoholic beverages.
3. Alcohol paraphernalia is prohibited (This includes, but is not limited to, beer pong tables, beer funnels, beer/party balls, kegs, and beer bongs.).
4. Parents/guardians will be notified by mail if a student is underage and is not emancipated when found responsible for a violation of the alcohol policy. When a student violates an alcohol policy they may be referred for educational sessions and/or an alcohol assessment.
5. Any party or gathering at which the rules and policies regarding alcoholic beverages have been violated will be terminated and all alcohol will be poured out or confiscated. Those students in violation will be referred to the Residence Life Office.
6. It is the responsibility of students living on campus to maintain the spirit and letter of the above policies. It is the responsibility of the Residence Life staff to assist students in this regard and to deal with alleged violations when they occur.
7. Failure to comply with the direction of or to present identification to university officials acting in the performance of their duties is a violation of the Code of Student Conduct.
8. Supplying false information, such as name, age, etc., to university officials who are acting in the performance of their duties is a violation of the Code of Student Conduct.
9. Alcohol policies for the public areas at Greek Village are outlined in the Guide to Living in the Greek Village.
10. The Office of Public Safety may be involved for arrest, transportation to a hospital, for support, etc. in any of the above situations

BED BUGS

Residence Life, Health Services, and Facilities Services work together to identify, treat and control the spread of bed bugs in accordance with specific procedures. The University contracts the services of a professional certified pest control company to handle any required treatments and follow-up treatments.

BRIBERY

Bribing university employees for residence life privileges is forbidden.



CLEANING

NJIT residents are responsible for cleaning their rooms (including bathrooms and foyers in Cypress, Laurel, Honors, Oak, and the Greek Village). Residence Life provides vacuum cleaners that can be signed out at each building office. These vacuums can only be signed out for a period of 30 minutes and should be emptied and wiped down with disinfectant before returning it to the office. However, if a vacuum cleaner is not available, the student is still responsible for cleaning the room. Several times each semester and at semester breaks, Residence Life staff may conduct a health and safety inspection of each room to look for cleanliness, safety issues, and illegal items. Residence Life staff makes note of any damages and confiscates any prohibited items. If a resident's room fails inspection, the room is re-inspected within seven days. If the room fails a second time, it may result in fines, residence life judicial referral, sanctions, or dismissal from the residence hall.

COMMERCIAL ENTERPRISES/SOLICITATION

The use of university facilities and/or property for commercial sales activities by individuals or non-university organizations is prohibited. University organizations, within the limits established by this policy and other university regulations, and with appropriate approval, may sell materials to support the purpose of their organization. Solicitation by residents or guests is forbidden in the residence halls. Door-to-door advertising by outside vendors is not permitted.

CONCEALMENT OF VIOLATIONS/COMPLICITY

Any student who anticipates or observes a violation is expected to immediately remove themselves from the environment. Concealment of information is also considered a policy violation. Your presence during any violation of an on-campus Community Standards or Policies ultimately condones, supports, and encourages the violations and you will be held responsible.

DAMAGE

Damages to common areas that occur through vandalism may be charged back to individuals involved, the floor, or hall. The Residence Life Office prefers to charge the individuals who are responsible, rather than assess damages to the residence community. If you have information concerning damages in public areas, please share it with your RA, RC, or anyone in the Residence Life Office.

DRUGS

Any NJIT student who illegally possesses, uses, manufactures, prepares, buys, sells, gives away, or otherwise dispenses any controlled dangerous substances may be suspended or dismissed from on campus housing and/or NJIT. In the event that illegal sub-



stances are suspected in the room, NJIT Public Safety is called to respond. The Residence Life Office and the Dean of Students Office will take further action. The possession of paraphernalia for illegal drugs is strictly prohibited. Parents/guardians will be notified by mail if a student is underage and is not emancipated when found responsible for a violation of a drug policy. When a student violates the drug policy he/she may be referred for educational sessions and/or a drug assessment.

FURNITURE

A. All Student Lounges:

1. Lounge furnishings are placed in public areas for the use of students and visitors. The furniture in these lounges cannot be removed.
2. Students who are found in possession of lounge furniture will be fined \$50 and have a residence life judicial meeting.

B. Student Rooms:

1. University furniture or furnishings may not be removed from your room.
2. Mattresses are to be used only on bed frames and not to be placed on the floor.
3. Beds may be bunked and bed pegs are available from the Residence Life Office in each building. Beds may be bunked in the Honors Hall and Greek Village by submitting a maintenance request.
4. All beds must be free standing on the floor, supported by legs attached to the bed frame.
5. Personal furniture and furnishings cannot be stored and must be removed from the residence halls at the time of checkout. A charge will be assessed for removing items left behind.
6. Damaged or missing furniture will be billed to the residents of the room.
7. Because of excessive weight and potential for damage, liquid-filled furniture is not permitted.
8. Lofts are forbidden, as they violate fire codes.

FIRE SAFETY

- The state fire marshal will complete an inspection of the buildings and student rooms. This will occur at least once during the academic year. Residents will be notified if violations are found and are responsible for remediating violations immediately. Any fines issued by the state fire marshal are the student's responsibility and will be placed on their accounts.
- Candles, incense, potpourri, or other flame-emitting articles are prohibited in residence halls.
- Electric scent warmers are prohibited.
- Outside furniture is not permitted in the residence halls.
- Small personal appliances that are approved by the Underwriter's Lab (UL label) may be used in the residence halls, unless otherwise stated.



- a. Electrical equipment such as hot plates, hot pots, halogen, or other high-intensity lamps, immersion heaters, grills, space heaters, crock pots, air conditioners, electrical blankets, rice cookers, toaster ovens, etc. are not permitted.
 - b. Soldering irons may be stored in residential rooms, but cannot be used in the halls.
 - c. **One** microwave, up to 1000 watts/9.5 amps, is permitted in each room.
 - d. One toaster/toaster oven, one rice cooker, and one crock-pot in Oak Hall and the Greek Village *only* are permitted in each apartment/room to be used in the designated kitchen area of that apartment/room.
 - e. Appropriate university personnel will confiscate any of the above items found in the residence halls. Confiscated items must be signed out from your residence hall office and taken home before Thanksgiving and Memorial Day. After Memorial Day any confiscated items that remain will be discarded.
- Extension cords or multi-plug outlets are not permitted. Only power strips with surge protectors may be used. A power strip may not be plugged into another power strip.
 - Students may rent (through NJIT's approved vendor) one MicroFridge (a 2.1 cubic foot refrigerator with a 0.7 cubic-foot freezer and 0.6 cubic-foot microwave). Students may bring two 1.7 cubic-foot refrigerators, **or** one 4.5 or less cubic-foot refrigerator per bedroom. Information regarding rentals may be obtained from the Residence Life Office.
 - The use of or installation of wood, paneling and/or tiles is prohibited unless approved by the University.
 - Gasoline, benzene, chemicals, and other flammable liquids are strictly prohibited.
 - To comply with state fire regulations, fire drills are conducted in all buildings twice a semester. Everyone present in the building during any alarm must vacate the building according to instructions. Rooms may be checked during fire alarms to ensure compliance. Failure to vacate the building will result in disciplinary action.
 - Fire alarms and fire extinguishers are located on every floor in each building. Smoke/heat detectors are found in student rooms and hallways. Tampering with equipment is a serious matter that could jeopardize the safety of a number of people.
 - Tampering with any of this equipment is strictly prohibited and will result in severe disciplinary and/or criminal action.
 - The room is equipped with a smoke detector that communicates directly with your building's fire alarm system. The detector is for your safety, and the safety of others in your community. If you experience a problem, contact your RA or the building office immediately. Residents are not permitted by NJ law and NJIT policy to tamper with, cover, or remove any fire safety device or equipment.
 - Flags, jerseys, clothing, tapestries, or other cloth items are prohibited on the walls and windows.
 - Nothing is to be strung across the room for the purpose of decorations. This includes holiday lights and sheets and any other materials attached to the ceiling.
 - In general no more than 50% of walls may be covered.
 - Setting or fueling a fire, no matter how large or small, is strictly prohibited.

FIREARMS AND FIREWORKS

The possession, carrying, or use of firearms (e.g. pistols, rifles, shotguns, dart guns, paint guns, blow guns, or ammunition), bows and arrows, handbills, dirk knives, razors, switchblades, other dangerous knives, fireworks, firecrackers, explosives, or other dangerous weapons, including martial arts equipment, is prohibited in university residence halls.



GAMBLING

Gambling of any kind is not permitted in on campus housing.

GUESTS AND VISITATION

Guests are permitted in NJIT residence halls, but unlawful occupancy by a person not paying to live in the halls may result in disciplinary action. A guest is defined as a person visiting a resident of the residence hall at the resident's invitation. Guest and visitation policy violations may result in disciplinary action up to and including suspension of all guest privileges, as well as sanctions for violations for the behavior of the guest(s). ***Please note that guests are not permitted in this time. Residence Life will update residents when the policy is updated**

- All guests must sign in and out of the building with their host present. Hosts must accompany their guests at all times while they are in the building.
- Students are permitted to have guests in their rooms only if there is no objection from their roommate(s).
- Any student who brings guests into the residence hall is responsible for making relevant NJIT regulations known to the guest and must accept responsibility for their guest's conduct.
- All guests under the age of 15 must be accompanied, at all times, by an adult. Guests age 15 and under are not permitted to an overnight stay the halls without prior permission from Residence Life via an approved [Overnight Guest Registration Form](#). The form must be emailed to reslife@njit.edu no later than 12 noon on the business day (Monday-Friday) prior to the date of the visit. In addition to the completed form, the host must send an email to Residence Life, copying all roommates/suitemates, noting their approval prior to the guest's arrival. The host is asked to present the approved-signed form to the Desk Attendant upon arrival to the host building as proof of approval.
- Guests are not allowed in the residence halls without their hosts.
- Guests must provide a valid government issued ID, Military ID, passport, or a valid driver's license. IDs and passports are kept at the desk for the duration of the visit.
- Guests must check out of a building each time they leave (i.e. going to the Village Market) and take their ID. Unclaimed ID's are not the responsibility of the Residence Life Office.
- As a resident, you may not use your NJIT ID to sign in your guest(s). Guests must present their own identification.
- Each resident may have up to three guests (signed-in or not). A total of eight people may be in a room/suite/apartment at one time (including residents). This means, there may be no more than eight people total in a Redwood room, no more than eight people total in both rooms of a Cypress/Honors Residence/Laurel/Greek Village suite or no more than eight people in an Oak apartment (except for Oak 105, x08, and x09 rooms where there may be 10 people total.)
- Overnight passes are not required for guests who spend the night; however, guests are not permitted to stay more than two nights per week. Guests may not move from one host's room to another in order to extend their stay in the residence halls. The Residence Life Office reserves the right to deny entry to any and all guests without prior warning.



- Greek Village students may access all residence halls; residence hall students may access the Greek Village only as a guest of a Greek Village resident.

HARASSMENT AND ALTERCATIONS

Assaulting, physically/verbally abusing, threatening, harassing, stalking, intimidating, coercing, or otherwise endangering the welfare of any person (including, but not limited to, acts of discrimination, sexual harassment, or assault) is prohibited. Students may contact a Residence Life staff member, Dean of Students, or Public Safety to report any of the above violations.

IDENTIFICATION

Students must carry a valid NJIT ID card at all times when entering or exiting an on campus residence. To enter the building, students must use the ID card to “swipe in.” Residents must first swipe their ID through a card reader outside of the building. The ID card must then be given to the desk attendant (DA) so they can verify the identification and they will swipe the student into the lobby area. Any guests with the resident should be signed in at this time. Lastly, the student will swipe to exit the lobby and enter the residential part of the building. Misuse of the NJIT ID, noncompliance with a desk attendant (DA) and/or failure to carry the NJIT ID will result in disciplinary action and/or fine.

In addition:

- Failure to comply with the directives of University officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so is prohibited.
- Students may not use false identification/information to gain access to someone’s room.

KEYS AND COMBINATIONS

- Residence hall keys (room or mailbox) may not be duplicated. Room combinations may not be shared with non-residents of a room. A fine and/or disciplinary action will result from possession of illegal duplicates or unauthorized possession of any NJIT keys or combinations.
- If a key is lost or not returned at checkout, the cost of a lock change is \$50. Mailbox lock changes are \$25. When residents move from a room, the combination to that room will be changed. Only authorized NJIT personnel may change the combination to a room/suite.

LOCK-OUTS

For Rooms with Keys:

- If someone is locked out of their room, resulting in the RA having to let them in with a key, the person will be charged \$5.
- If both roommates are present and become locked out it will be a \$5 charge split evenly (\$2.50 each).
- Students will not be charged if there is a fire alarm and they become locked out due to the alarm.



MISSING PERSON

If a student has been identified as missing, a student who is 18 or over or an emancipated minor has the right to identify a contact person or persons whom NJIT will notify within 24 hours of the determination that the student is missing. The contact person's information is considered confidential and will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing persons investigation.

If a student is under 18 years of age and not emancipated, NJIT must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

In both instances the Newark Police Department will be notified within 24 hours of determination that the student is missing.

NOISE

A. Courtesy Hours:

1. All non-quiet floors are under 24-hour courtesy hours
2. Courtesy hours require residents to lower the volume to a acceptable level when it may affect other students.
3. It is important to remember that everyone has a different schedule for studying, working, sleeping, classes, and quiet personal time. Be considerate of these varying schedules.

B. Quiet Hours:

1. Specific quiet hours for floors will be discussed at community standards meetings.
2. All floors are under 24-hour quiet hours during final exam periods beginning at 10 pm the night before Reading Day.
3. During quiet hours, no noise should be heard outside of a resident's room. Music, TVs, gaming, conversations, etc., should be kept at a minimum volume level.

C. Outdoor Noise Levels:

1. Stereo speakers may not be placed in windows or aimed toward the outdoors.
2. Students may not shout or otherwise make noise from the windows or doors of a residence hall that is of sufficient volume to be heard from another building.

PETS

Pet animals are not permitted on campus for reasons of sanitation and safety. One ten-gallon (or less) tank for fish only is permitted *per room*.



Students who desire to bring an Emotional Support Animal (ESA) to live with them on campus will need to follow the process outlined here: <https://www.njit.edu/reslife/policy.php#Pets>.

PROHIBITED ITEMS

The following items are not allowed on campus. The list is intended to be a guide as to the types of items that are prohibited. If any of these items are found in your room, they will be confiscated and it will constitute a violation of Residence Hall Policies and may result in referral for disciplinary action. Confiscated items can be picked up at the end of the semester or at break periods for residents to take home (off-campus). After Thanksgiving and Memorial Day any confiscated items that remain will be discarded.

- Air conditioners
- Alcohol Paraphernalia (refer to Alcohol Policy starting on page 17)
- Appliances that do not have automatic shutoff switches
- Candles, fireworks and explosives, oil lamps, incense, or other open flame or ember devices
- Dartboards
- Electrical wiring that is homemade or otherwise modified or transformed
- Empty alcohol containers (unless the resident is over 21 years of age)
- Extension cords or multi-plug outlets (power strips are permitted only with a surge protector)
- Exterior television, radio antennas, satellite dishes or any hardware that protrudes from a window or attaches to the exterior of a residence hall; hanging any objects out of windows
- Firearms and other weapons
- Flags, Jerseys, clothing, tapestries, etc. cannot be hung on walls or windows
- Gasoline, benzene, flammable liquids, chemicals, charcoal, etc.
- Electric scent warmers
- Halogen lamps or other high-intensity lamps
- Heating and cooking appliances such as hot plates and pots, electrical blankets, heating coils, soldering irons, immersion sun lamps, toasters, toaster ovens, rice cookers, crock-pots, grills and space heaters. (refer to Fire Safety Policy starting on page 20)
- Hookahs
- Any electronic smoking apparatus
- Illegal drugs and/or drug paraphernalia
- Kegs and beer balls (empty or full)
- Kerosene lamps
- Lighted cigarettes, cigars, specialty cigarettes
- Liquid-filled furniture
- Live-cut Christmas trees and flammable decorations
- Lofts of any type
- Microwaves over 1000 watts or 9.5 amps (only one microwave permitted per room)
- Mattresses (unless for medical reasons approved by Residence Life)
- Televisions exceeding 42 inches



- Neon signs and strings of lights (i.e. Christmas lights)
- Pets or wild animals (only fish in a 10-gallon (or less) tank are permitted)
- Refrigerator capacity exceeding 4.5 cubic feet in size (only one per bedroom) or two if they are 1.7 cubic feet
- Stickers placed on walls, windows and/or furniture
- Traffic or construction signs
- Weightlifting apparatus (barbells)

RECREATIONAL ACTIVITIES

Playing of sports, including but not limited to: hockey, cycling, in-line skating, scooters, football, skateboarding, baseball, lacrosse, frisbee throwing, tennis, bowling, etc. are prohibited in the residence halls.

The use of water guns and/or water balloons is restricted to outside the residence halls.

RESTROOMS

Restrooms in Redwood Hall are for a single gender and marked as such. No one of the opposite gender is allowed in those restrooms at any time. The same applies for the public restrooms in Cypress, Honors, Laurel, and Oak. For suites in Cypress, Honors, Laurel, Greek Village and Oak, please be considerate of your roommate/suitemates and discuss bathroom usage to prevent issues from developing later.

SMOKING

Smoking (including cigarettes, e-cigarettes, cigars, pipes, vapes, etc.) is prohibited in all University buildings. This includes all offices, hallways, restrooms, elevators, meeting rooms, lounges and individual rooms. Residents found violating this policy will be subject to disciplinary action, and will be responsible for paying for additional room cleaning charges.

Smoking outside of the residence facilities or any campus building is not allowed within 25 feet of any part of the buildings.

WINDOWS AND SCREENS

- To protect draperies, sills, and to help conserve energy, windows should be closed when you are not in your room.
- Screens/blinds may not be removed from windows nor may any items be placed/thrown out the window. Screen/blind removals are subject to disciplinary action and a fine of \$15.
- Damaged screens/blinds will result in a minimum fine of \$40 for each.
- Throwing items out the window will result in probation and/or suspension from the residence halls. No antennas or satellite dishes are to be strung/mounted out of the windows.



PROCEDURES

DAMAGES

Damage Assessment: After check-out, the RC and RAs go through each room to assess damage and cleaning charges. This assessment, plus the total common area damages, is charged to the student's account.

Damage Billing: If a student damages NJIT property, that student is subject to disciplinary action and repair costs. All common area damages in the residence hall are assessed as they occur.

POLICY VIOLATIONS

Policy violations that occur in campus housing are documented on a Residence Life Incident Report. (Examples of incidents include illegal parties, drugs, confiscated equipment, sports in the halls, etc.).

SUMMARY OF PROCEDURES

After an incident is documented in a Residence Life Incident Report, a copy of the incident report will be given to the RC (or designee) of the particular hall where the alleged incident occurred. The RC (or designee) reviews the report and sends a email to the resident requiring a meeting to be scheduled to discuss the alleged policy violation. Failure to attend any scheduled meetings with the RC (or designee) can result in additional disciplinary action including temporary restriction from the residence halls.

During the judicial meeting, the RC (or designee) will review the student's rights and responsibilities, the alleged violations, and the incident report with the student. The student will indicate if he/she is responsible or not responsible for the alleged violations as indicated in the incident report. If the student admits that he/she is responsible, the RC (or designee) notifies the student of the administrative decision and any sanctions within five business days of the meeting. If the student pleads not responsible for the violation, the RC (or designee) will render a decision of responsibility based on all the facts presented in the incident report and from the conversation with the student.

A student has the right to request that their case be heard by another professional Residence Life staff member.

In all cases:

- An appeal of the decision may be made on the basis of 1) a question of fact, 2) a question of procedure or 3) severity of the sanction. The appeal must be made in writing to the director of residence life within three business days of receiving sanction notice. Failure to comply with the sanctions levied by the RC may result in additional sanctions including, but not limited to, possible loss of housing.

All damages or fines are charged to the student's account; the student is notified that he/she must pay these charges to the Bursar's Office.

HOUSING PROCEDURES

CHECK-IN PROCEDURES

Read the "Checking In" section, page 7.

CHECK-OUT PROCEDURES

To check-out of the room at the end of the semester, residents can either make an appointment with their RA to check-out or complete an express check-out. Residents must check-out within 24 hours of last exam or by the designated date and time. If there are special circumstances contact the RC.

For an express check-out:

- Pack up all belongings.
- Make agreements with roommate(s) to clean the room.
- Make sure all belongings are out of the room, and the room is clean.
- Return the mailbox and room keys in the "Express Check- Out" envelope to the building office, or designated location.

For check-out by a RA or Residence Life staff member:

- Make an appointment to check-out with the RA.
- Pack up all belongings.
- Make agreements with roommate(s) to clean the room.
- Make sure all belongings are out of the room, and the room is clean.
- Walk through the room with the RA and sign the electronic room condition report.
- Return the mailbox and room keys.

After all students have completed check-out, a residence life staff member assesses each room for damage and/or cleaning charges. These charges are automatically placed on the resident's bursar account. Residents are notified of the charges and the appeal process by mail in June.

Improper check-out will result in a \$25 charge. Late check-out will result in a daily housing charge for each day you or your belongings remain in the room. Failure to return room keys will result in a \$50 charge and failure to return the mail box key will result in a \$25 charge.

CLOSING INFORMATION

Campus housing remains open for Thanksgiving, winter and spring breaks. Winter break is included in the academic year contract. Dining service is very limited during these time frames, as well as other services on-campus.

HOUSING CONTRACT

For the full text of the housing contract, see Appendix A starting on page 31.

SAFETY AND SECURITY

DOORS

Propping doors open severely compromises the security of the residence halls. If a door is propped open, remove the prop, pull the door closed, and the door will lock itself. Do not prop doors open.

FIRE SAFETY

When a fire alarm sounds, ASSUME the alarm is real. Residents and their guests must evacuate the building immediately. If extra assistance is needed, please make sure the Residence Life is aware of your needs, EVEN if it is temporary. Failure to exit the building during a fire alarm results in disciplinary action. If a resident fails to comply with fire alarm procedures, sets a fire, sets off a false alarm, or empties a fire extinguisher, he/she is subject to suspension and criminal prosecution and/or disciplinary action.

FIRE EXIT PROCEDURES

1. THINK, AND THEN RESPOND QUICKLY BUT SAFELY. Common sense could save your life.
2. DRESS FOR THE WEATHER. Toss a towel around your neck in case you encounter smoke while exiting.
3. BEFORE OPENING YOUR DOOR, FEEL IT. If it is hot, stay in your room and call 973-596-3111 to let them know where you are. Trained fire rescuers will assist you.
4. IF IT IS NOT HOT, OPEN IT SLOWLY. If there is no smoke or visible fire, proceed to the nearest exit.
5. IF YOU ENCOUNTER SMOKE WHILE EXITING, DROP, STAY LOW AND CRAWL TO THE NEAREST EXIT.
6. ONCE OUTSIDE, CYPRESS/REDWOOD HALLS REPORT TO THE CAMPUS CENTER, LAUREL/OAK HALLS REPORT TO THE PARKING DECK, HONORS REPORTS TO GREEK VILLAGE SIDE OF THE STREET AND GREEK VILLAGE REPORTS TO THE HONORS GREEN. FURTHER DIRECTIONS WILL BE GIVEN AT THIS POINT.
7. ONCE OUTSIDE, REPORT ANY INFORMATION RELATED TO A FIRE/SMOKE, FELLOW STUDENTS STILL INSIDE, ETC., TO ANY STAFF AT THE SCENE.

KEY, COMBINATION, AND ID USE

Residents are urged to exercise extreme caution by safeguarding their keys and combinations, and should carry them at all times. Disciplinary action will be brought against any resident who shares their keys or combinations with anyone who does not live in that room.

SEARCH AND SEIZURE

NJIT recognizes residents' right to privacy, but maintains the right for its authorized personnel to enter residents' premises for the following reasons:

- without notice in an emergency involving danger to life or property;
- upon notice for the purpose of health and safety inspections;
- for routine and immediate maintenance;
- without notice when a condition is observed that is prohibited by the Residence Life or NJIT policy; and
- when it is reasonably believed that a resident is using the assigned space in a manner contrary to the provisions of the Residence Life Contract and Residence Life or University policies.

Occupants need not be present for staff entry into rooms or searches for any of the above reasons. Residence life staff always knocks and announce entry. Residents are not permitted to enter another student's room in the absence of the occupants. An individual or general room search by NJIT professional staff and police officers is conducted only after approval from the Dean of Students is secured, or a legal search warrant is obtained. Objects of the search, as well as other prohibited items, will be removed. Items that may be legally possessed, but are not permitted in the residence halls, will be confiscated. Confiscated items must be signed out from your residence hall office and taken home before Thanksgiving and Memorial Day. Any items left will be discarded.

THEFT

All thefts should be reported to Residence Life staff and Public Safety immediately (973-596-3120). The Residence Life Office and NJIT are not responsible for loss of or damages to, any personal property. Because there is the possibility of theft and damage, residents are requested to check their family insurance policy to see if it covers any losses, or to obtain rental insurance.

FREQUENTLY CALLED NUMBERS

(Area code is 973)

Admissions.....	596-3300
Athletics.....	596-3636
ASC.....	596-5598
Bookstore	596-3200
Bursar	596-3148
Card Access Services.....	642-7190
Campus Center Desk	596-3605
Career Development Services	596-3100
Computing Services Helpdesk	596-2900
Center for Counseling and Psychological Services	596-3414
Center for First Year Students	596-2881
Center for Leadership.....	596-5640
Dean of Students	596-3466
EOP Office.....	596-3690
Financial Aid	596-3479
Fleisher Athletic Center	596-5730
Fraternity & Sorority Life.....	596-3087
Health Services	596-3621
Honors College	596-5780
International Students.....	596-2451
Learning Communities.....	596-3470
Library.....	596-3206
Media Services	596-3005
Murray Center for Women in Technology	596-4885
Parking Services.....	642-7190
Parent Services	596-3470
Pre-College Programs.....	596-5841
Public Safety (Emergency).....	911, location "NJIT"
Public Safety (Non-emergency).....	596-3120
Registrar	596-3236
Residence Life Office	596-3039
Theatre	596-3455
TLC... ..	596-2992
Veteran Services.....	596-3470
Student Support Services Program.....	642-4270

Residence Halls:	Desk:	Office:
Cypress Hall	642-7161	596-5403
Laurel Hall.....	596-5792	596-6446
Oak Hall	596-5636.....	596-5653
Redwood Hall	596-3040.....	596-5414
Honors Hall.....	596-5530 or 5539.....	596-5527
Greek Village		596-5511

RESIDENCE LIFE CONTRACT 2021-2022

RESIDENCE CONTRACT

This document constitutes a contract between the undersigned student-resident (hereinafter called “Resident”) and the New Jersey Institute of Technology (hereinafter called “University”). It sets forth the terms and conditions under which the Resident will occupy the premises in University residence facilities. THIS CONTRACT IS SUBJECT TO THE AVAILABILITY OF SPACE AT THE TIME THIS CONTRACT IS RECEIVED BY THE RESIDENCE LIFE OFFICE. THE UNIVERSITY PREFERENCE IS TO PROVIDE ACCOMMODATIONS TO FULL-TIME MATRICULATED STUDENTS FIRST.

Housing Information:

1. Residents are assigned roommates without regard to race, color, national or ethnic origin, religion, physical disability, gender identity or expression, or affectional or sexual orientation.
2. University housing contracts for **new students** (i.e. non-continuing students) who have submitted an online contract are assigned according to the application date, distance from the University and student need.
3. Residency in NJIT housing is preferred for full-time graduate or undergraduate students who are enrolled in a degree program and registered as a student for the semester(s) of residency. Part-time undergraduate students who are enrolled with fewer than twelve (12) credit hours and part-time graduate students enrolled with fewer than nine (9) credit hours may reside on campus with the expressed permission from Residence Life. Permission will be given for one full academic year.

TERMS OF CONTRACT

Academic-Year Contract (9-Month):

The University shall provide the Resident with the use of a residence hall space for **one academic-year** or balance remaining at the time of assignment. ***This period does NOT include summer break.*** The contract period commences on the day before the start of fall classes and ends on the last day of exams at the end of the semester or 24 hours after a Resident’s last exam, whichever is earlier.

Twelve-Month Contract:

The University shall provide the Resident with the use of a residence hall space 24 hours before classes for the student’s specific school or program year begins and ends on July 31, 2022 for students not returning to housing for the next year. Students returning to housing for the 2022 - 2023 academic-year may remain in housing through the beginning of the new contract period. Changes to the chosen occupancy period may not be made after October 31, 2021. Residents may be required to move to another location during the summer break.

Changes in Occupancy due to COVID-19 related safety concerns:

It is understood and agreed that during the current pandemic, the University is operating in accordance with the its Pandemic Recovery Plan, as filed with the Office of the Secretary of Higher Education. It is further understood that the Resident may be relocated by the university during the term of the contract for health and safety reasons in order to comply with quarantine or isolation procedures, and Resident agrees: (1) to comply and cooperate with relocation plans and procedures, and (2) that any such relocation will not result in a full or partial refund of housing costs.

Summer Contract:

University shall provide the Resident with the use of a residence hall space during the summer session. The contract period commences and ends on dates agreed upon.

- Summer housing assignments are planned for the Honors Hall – subject to change.
- Residence Life must receive a copy of your summer school registration for classes outside of NJIT.
- Students or **visitors** requesting housing without taking classes must provide a written letter from their employer. Except NJIT Co-Op’s, Residence Life will verify employment with Career Development Services.
- Full payment or arrangements must be made prior to check-in. If not, your housing may be canceled.
- Rooms will be assigned on a first-come, first-serve basis until all allocated rooms have been filled. You may request another summer housing resident as a roommate. However, it is not guaranteed. If you are on a twelve-month contract, you are automatically signed-up for a summer assignment. If you are not returning for the fall semester your contract **ends on July 31, 2022**. You are expected to checkout on or prior to that date unless arrangements have been made.
- Single rooms may be assigned by one of the following criteria:

- a current Resident is staying through closing and for at least summer session one **or**
- it is a summer Resident's fall assignment and they are staying for the entire summer period **or**
- the individual is part of a conference group or visiting intern.
- Applications will be accepted throughout the summer.

All Contracts (excluding Summer):

Written notification from the University to a Resident of his/her removal and prohibition from University Housing may also terminate the contract.

In consideration of either the academic-year or twelve-month housing assignment, the Resident agrees to:

1. Pay the residence hall room charge for an entire contract.
2. Purchase a meal plan (except junior, senior and graduate students).

Residents are billed these charges **per semester** by the Bursar's Office.

Housing Agreement Cancellation Fees Policy 2021-2022 Academic Year:

Cancellations will not be permitted in the event that a Resident's mode of instructional delivery is changed by the University (or the Resident) from face-to-face to entirely/fully online (including converged learning and synchronous online). The Housing Cancellations Appeals Committee will not consider any cancellations based on a change in the Resident's mode of instructional delivery and no refunds and/or credits will be granted for the same and full payment and/or the cancellation fees stated below apply.

I. Cancellation before contract period and/or occupancy begins:

*occupancy is defined as acceptance of access to residence hall room.

A. Fall Semester New and Continuing Students:

Cancellation Received on/or before May 1, 2021:	\$300.00
Cancellation Received May 2 – June 15, 2021:	\$450.00
Cancellation Received June 16 – August 1, 2021:	\$750.00
Cancellation Received August 2 – August 15, 2021:	\$1,000.00
Cancellation Received August 16 – Earliest Published move-in day:	\$1,150.00

The contract period begins on published move-in day or actual occupancy, whichever is earlier; after this date, cancellations are not permitted for any NJIT enrolled student without approval of the Housing Cancellations Appeals Committee. Cancellations must be in writing.

B. Spring Semester New Residents:

Cancellation Received on/or before December 1, 2021:	\$300
Cancellation Received December 2, 2021 – December 23, 2021:	\$450
Cancellation Received December 24, 2021 – January 10, 2022:	\$750
Cancellation Received January 11, 2022 – Move-in day:	\$1,150

Continuing Residents may not cancel housing without approval of the Housing Cancellations Appeals Committee. Cancellations must be in writing. Appeals must be in writing.

II. No-Shows:

Fall and Spring Semesters

Rooms not officially accepted by the end of the first day of classes will be cancelled and maximum cancellation fees will apply.

Students who request housing after the contract period has begun, and do not accept the room, are considered no-shows and will be charged the same fees.

Fall: \$1,150

Spring: \$1,150

III. Cancellations During Fall Semester/Prior to Start of Spring Semester:

A. Voluntary Separation from NJIT:

No refunds/credit will be granted for the Fall semester except as approved by the Housing Cancellations Appeals Committee. Student will not be charged for Spring Housing and Dining Charges, but the following cancellation fees and requirements apply:

\$500 cancellation fee for those students who:

- Complete a formal University withdrawal or transfer by December 15th and
- Submit written notification of intent to vacate to Residence Life by December 15th and
- Complete formal check-out (including room inspection/waiver and return of all residence hall keys and NJIT ID) no later than 24 hours after the last final exam of the fall semester.

\$750 cancellation fee if criteria are met by January 1st

\$1,000 cancellation fee if criteria are met by January 15th

\$1,150 cancellation fee will be after January 15th; other charges such as cost of lock changes may apply

A hold will be placed on University Records and Registration until payment is received.

B. Involuntary Separation from NJIT:

No refunds/credit will be granted for the Fall semester except as approved by the Housing Cancellations Appeals Committee or Dean of Students. Student will not be charged for Spring Housing and Dining Charges, but the following cancellation apply:

Academic Dismissal

No cancellation fee will be assessed if a student completes formal check-out by published Spring check-in day or within 72 hours of

dismissal/suspension notice, whichever is later. Failure to complete a formal check-out by these deadlines will result in \$50 per day charge until such formal check-out is completed.

Judicial Dismissal:

Cancellation fee for the Spring semester is \$1,150. Failure to submit key(s) and ID results in further disciplinary action.

Unusual Circumstance/Medical Withdrawal

Housing cancellations due to unusual circumstances such as a medical withdrawal will be reviewed by the Housing Appeals Committee at the student's request. Medical withdrawals approved/processed by Office of the Dean of Students will automatically include waiver of any applicable housing cancellation fee, providing student follows expected check-out procedures.

C. For Students remaining enrolled at NJIT:

Housing agreements are for the full academic year, including part-time students granted permission from Residence Life, and will be enforced as such. All residential students still enrolled at NJIT for the Spring Semester will be charged housing and applicable meal fees through the end of final exams in May. Cancellations prior to the end of the academic year will not be permitted, except in cases of extremely extenuating circumstances, as determined by the Housing Cancellations Appeals Committee.

IV. Cancellations During the Spring Semester:

A. Continuing Students:

Voluntary Cancellation:

No refunds/credits given except as approved by the Housing Cancellations Appeals Committee.

Involuntary Cancellation:

No refunds/credits given except as approved by Housing Cancellations Appeals Committee, Dean of Students or designee.

Cancellation Appeals can be addressed to: Chair, Housing Cancellations Appeals Committee, C/O Residence Life Office, 180 Bleeker Street, Newark, New Jersey, 07103 or submitted in person to Residence Life Office, 1st Floor, Cypress Hall or email to:

V. Summer Housing Contract:

There is a \$150 cancellation charge for all students canceling their summer contracts prior to check-in. Residents who have not taken possession of their room within 48 hours of the check-in date will forfeit their room assignment and will be charged the \$150 cancellation fee in addition to losing their deposit, if any. Written notification from the University to a Resident of his/her removal and prohibition from University Housing may also terminate the contract.

The Resident Agrees:

1. To be accountable for his/her behavior and the behavior of all guests.
2. To abide by the policies and procedures contained in the contract, "Residence Life – Your Guide to Living on Campus" and "Student Handbook", including all amendments and modifications that may be made during the year.
3. To abide by all Federal, State and Local laws.
4. To reside in the assigned room with the assigned roommate and to vacate and remove all personal property upon termination of this contract.
5. To abide by all policies regarding changing room assignments. Approved room changes occur during a specific time period each semester. The associate director must approve room changes.
6. To not allow anyone other than the assigned roommate to live in the room.
7. To assume all responsibility for personal belongings. The University is not responsible for damage or loss to Resident's personal property regardless of cause. Residents are strongly encouraged to carry personal insurance to cover their personal property while located at NJIT.
8. To keep the room or suite clean and fit for habitation. The Resident will be responsible for all damages to University property or premises as a result of the Resident's neglect or willful behavior.
9. To complete all property records within 24 hours of occupying a space. These forms, countersigned by an Residence Life staff member will be the basis for damage assessments.
10. To be held responsible for damages to common areas when individual responsibility is not implicated.
11. To not loan out, duplicate or share keys or room combinations and to report lost or stolen keys or combinations immediately.
12. To not smoke inside any residence hall, whether a public or private room.
13. To abide by quiet hours or community standards for your floor.
14. To abide by the Guest and Visitation Policy.
15. To not have pets, other than fish in a 10-gallon or less tank, unless approved by the Office of Accessibility Resources and Services (OARS) and Residence Life in regards to an approved Emotional Support Animal (ESA).
16. To not have, use or possess firearms, ammunition, other weapons, nor flammable materials or substances (i.e. live Christmas trees, gasoline, fireworks, candles, oil paint thinner, etc.).
17. To not use halogen lamps.
18. To not use microwave ovens over 1000 watts or 9.5 amps in student rooms.
19. To not use high wattage electrical appliances (i.e. hot plates, toaster ovens, air conditioners, more than two refrigerators exceeding 1.7 cubic feet each or one exceeding 4.5 cubic feet per room). Oak Hall has some exceptions that are outlined in "Residence Life at NJIT."
20. To not use external antennas.
21. To not have liquid-filled beds or lofts.
22. To not paint on any surfaces and/or fixtures.
23. To not remove or open window screens or to pass or throw anything through windows.

The University:

1. The University recognizes Residents' rights to privacy but maintains the right for its authorized personnel to enter Residents' premises for the following reasons: (1) without notice in an emergency involving danger to life or property; (2) upon notice for the purpose of health and safety inspections; (3) for routine and immediate maintenance; (4) without notice when a condition is observed that is prohibited by this contract, University or Residence Life regulations; and (5) when it is reasonably believed that a Resident is using the assigned space in a manner contrary to the provisions of this contract, University or Residence Life policies.
2. Reserves the right, in the interest of safety, to remove prohibited items without advance notice. Items will be stored, until they can be retrieved and removed from the residence halls. Items not picked up by Martin Luther King Jr. Day for fall semester and Memorial Day for spring semester will be discarded.
3. ***Shall not be responsible for damages caused by:*** failure of water supply, electrical current or heating/cooling system; presence of bugs or vermin; nor injury to a Resident, his/her guest or the property of the Resident or guest.
4. Agrees to exercise every reasonable caution to safeguard the health safety and property of each Resident and will make a good faith effort to repair ***properly reported*** defects or deficiencies in the residence halls.
5. Agrees to provide the Resident with a meal plan, while classes are in session at the Resident's expense.
6. Reserves the right to take appropriate disciplinary action, including immediate termination of the contract and immediate eviction from University housing for conduct which is found by the University to be in violation of the University's policies and/or contract or which is otherwise detrimental to the health, safety and welfare of the Resident or others, or disruptive of the housing environment. In the event disciplinary action results in eviction and/or termination of contract, the Resident shall still be responsible for payment of the contract in full.
7. Reserves the right to move a Resident from one room to another when the University determines that the move is in the Resident's best interest or those of his/her fellow students and/or the University.
8. Reserves the right to reassign Residents during the semester in order to consolidate vacant spaces and to increase room occupancy.
9. Reserves the right in its sole discretion to remove a Resident from University housing and terminate the contract for failure to meet financial obligations to the University.

Any Resident whose contract is terminated is responsible for all financial obligations as stipulated herein and is required to vacate the room within 48 hours or as stated in writing by the University. This contract includes all policies, procedures, rules and regulations contained within "Residence Life – Your Guide to Living on Campus"

Disability Statement:

The University will provide appropriate accommodations for students with disabilities in housing. Residents should contact the Residence Life Office to discuss accommodations for the Resident's premises and any other support a Resident may need on-campus.

Coronavirus/COVID-19 Acknowledgement:

- The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing in many locations to prevent the spread as well as other mitigation measures where social distancing is not possible, including the wearing of face coverings.
- The University has put in place preventative measures to reduce the spread of COVID-19 and Resident agrees to voluntarily comply with the same, including without limitation:
 - self-monitoring to prevent the spread of infectious diseases including the taking of Resident's temperature and the reporting of symptoms such as chills, fever, respiratory issues, nausea, fatigue, or other signs of illness to designated University officials and
 - undergoing testing by the University for the presence of infectious diseases, including submitting to testing based on the presence of the above-described symptoms or testing due to possible exposure and
 - self-isolation if Resident tests positive for the presence of infectious disease or in other appropriate circumstances, including Resident's relocation to an identified area deemed appropriate for self-isolation.

- Notwithstanding the above-described University preventative measures, the University cannot guarantee that Resident will not become infected with COVID-19 given that Resident may reside with unrelated roommates, share communal bathrooms, common areas, study rooms, lounges, dining spaces, and other areas. Resident hereby acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that Resident may be exposed to or infected by COVID-19 by residing at the Premises and that such exposure or infection may result in personal injury, illness, permanent disability or death to Resident.
- Resident understands that the risk of becoming exposed to or infected by COVID-19 at the Premises may result from the actions, omissions, or negligence of the Resident and other Residents or others, including, but not limited to, the University and its trustees, officers, employees, agents and representatives. Resident voluntarily agrees to assume all of the foregoing risks and accept sole responsibility for any injury to Resident (including, but not limited to, personal injury, disability or death), illness, damage, loss, claim, liability, or expense, of any kind, that Resident may experience or incur in connection with residing at the Premises or attending the University ("Claims"). Resident hereby releases, covenants not to sue, discharges, and holds harmless the University, its trustees, officers, employees, agents and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Resident understands and agrees that this release includes any Claims based on the actions, omissions, or negligence of the University, its trustees, officers, employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after residing at the Premises or attending the University.

GENERAL:

1. The failure by the University to enforce any provision of the contract or to timely insist on performance will not be construed as a waiver of any right to strictly enforce a contractual provision.
2. The contract will be governed by the laws of the State of New Jersey, and the Resident agrees that the exclusive forum for any dispute concerning this contract shall be the Superior Court of New Jersey, Essex County.
3. The contract constitutes the entire understanding between the University and the Resident regarding this matter and merges any and all prior discussions, representations, promises, and warranties within its scope.