



2022-2023 LIVING ON CAMPUS GUIDE



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Welcome to Residence Life at NJIT! You are joining nearly 2,500 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. Residence Life is dedicated to student learning inside and outside of the classroom by creating unique residential communities for NJIT students to call home.

Our Mission

Cultivating a safe, inclusive community of support and services for students academic and personal development.

Our Vision

To be a forward thinking, student centered department providing a holistic and enriching residential experience.

Division of Student Affairs (DOSA)

Residence Life is a proud member of NJIT's DOSA! The division's mission is to foster an inclusive campus and a sense of belonging for all. Other areas within DOSA include:

- Bookstore
- Center for Counseling & Psychological Services (C-CAPS)
- Dean of Students
- Dining Services
- Food Pantry
- Health Services
- Student Life
- Title IX





RESIDENCE LIFE 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 building / area supervisors (ADs, RCs & AC) 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/AC/AD, 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/AC/AD.

ADMINISTRATIVE ASSISTANT (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.

ASSISTANT DIRECTOR OF THE GREEK VILLAGE

The Assistant Director of the Greek Village is responsible for fraternities and sororities living in the nine houses. They are a full-time, twelve month, live-in professional reporting to the Associate Director of Residence Life. The AD of the Greek Village is responsible for the day-to-day operations, upholding policies, and educational and social programming. They are responsible for the selection, supervision, and training of the Community Assistants (CAs) and Office Assistants (OAs).

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. They are responsible for the day-to-day operations, upholding policies, and educational and social functions of their residence halls/areas. They are responsible for the selection, supervision, and training of the Resident (RAs), Desk Managers (DMs), Desk Attendants (DAs) and Office Assistants (OAs). RCs 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.





RESIDENCE LIFE STAFF

RESIDENT ASSISTANTS (RA) & COMMUNITY ASSISTANTS (CA)

Resident/Community Assistants are students who are hired and trained by the Residence Life Office to assist students living on campus. RA/CAs 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/CA is knowledgeable about available campus resources and crisis management. There is at least one RA/CA living on each floor in the residence halls, except for Oak Hall. RA/CAs are the students' first contact for any questions or concerns.

DESK ATTENDANTS (DA)/DESK MANAGER (DM)/PUBLIC SAFETY OFFICERS (PSO)

The Desk Attendants and Public Safety Officers (Maple Hall) provide security for the residence halls by monitoring the main entrances and exits of the halls. is responsible for the hiring, training, supervision and scheduling. DAs/Public Safety 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.

OFFICE ASSISTANTS (OAs)

Office Assistants are students who are hired and trained by the Residence Life Office to assist in the day-to-day operations of each hall /village office and support of their respective supervisors.

MAINTENANCE/CUSTODIAL STAFF

The maintenance/custodial staff are responsible for the general maintenance and cleaning of the buildings. Facilities Services supervises this staff, however they work closely with the Residence Life staff.

ADDITIONAL SUPPORT STAFF

Residence Life also offers students the opportunity to work as guest services assistant and during the summer recess, student staff also includes Conference Assistants (CAs) and Conference Managers (CMs).





HALL DESCRIPTIONS

CYPRESS

REDWOOD

HONORS

A suite-style building with approximately 420 first-year and upper-class students living in single, and double rooms. Suites include two bedrooms, a shared bathroom and foyer.

Current Thematic Communities include: Architecture and Design and Engineering.



Cypress is the home of the central Reslife office and the Architecture Idea Factory

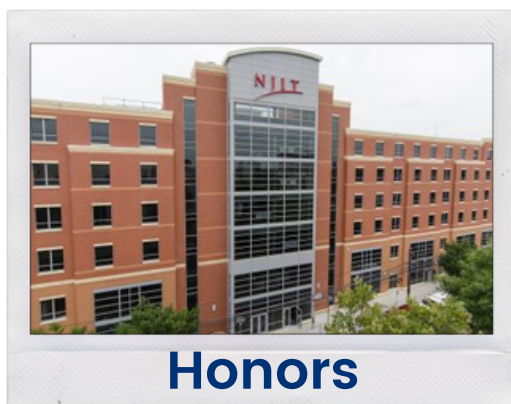
Did you know that Redwood was the first hall that opened at NJIT in 1979?

Redwood is a 195 first-year and upper-class students residence hall. In this hall residents will be living in singles and doubles.

Redwood is a traditional style residence hall with two (gender-specific) community bathrooms on each floor.



Redwood



Opened in 2013, this hall houses 360 honors students and is home to the Albert Dorman Honors College, convenience store, Smash Burger, and fitness center.

The six floor hall is comprised of suite-style double rooms and single rooms with a shared bathroom.

There is a computer lab, library, and study rooms for all honors students to use.

You must be a part of the Honors College to live in this hall





HALL DESCRIPTIONS

GREEK VILLAGE

Greek Village consists of nine houses for 200+ members of fraternities and sororities in two person suites.

Each has a shared bathroom.

There is a study room, library and chef kitchen with pantry in each house for resident use.



Greek Village

You must be a part of a recognized social Greek Lettered Organization to live in Greek Village this academic year.

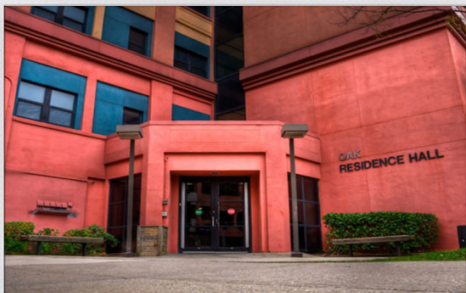
Laurel Hall is a coed facility that houses 570 full-time sophomore, junior, senior and graduate students in two-room suites.

Suites consist of two double rooms, one double room with a single room, two double rooms with a small common area. Single rooms are reserved for returning upper class students.

There are common areas and study lounges on each floor. There is a kitchen and game room on the first floor.



Laurel



Oak

Oak Hall houses 230 upper-class and graduate students in two-person and three-person rooms or four-person apartments.

Rooms include kitchenettes and a bath shared with the room next door.

Apartments have two bedrooms, a bathroom, and a living room with a kitchen.

Oak is home to the graduate student thematic housing community





MAPLE HALL

NJIT'S NEW APARTMENT-
STYLE RESIDENCE HALL

NEW THIS FALL

COMMUNITY AMENITIES

NJIT'S NEW 548-BED RESIDENCE HALL, LOCATED ON CAMPUS AT THE CORNER OF WARREN AND WICKLIFF STREETS, WILL OFFER RESIDENTS PRIVATE AND SHARED APARTMENTS WITH EXCLUSIVE ACCESS TO PREMIER AMENITIES!

MORE HALL FEATURES

- PRIVATE KITCHENS
- LIVING ROOM / DINING ROOM COMBOS
- FULL BATHROOMS WITH TUBS
- FURNISHED ROOMS
- OUTDOOR TERRACE WITH FIREPIT, OUTDOOR KITCHEN AND SEATING
- ESPORTS GAMING LOUNGE
- COMMUNIAL AND STUDY-ONLY LOUNGES
- PRIVATE MEETING ROOMS
- COLLABORATION SPACES
- ONSITE LAUNDRY FACILITIES ON EACH FLOOR
- INTERNET CAFE AND COFFEE BAR
- WIFI INTERNET ACCESS
- STREET-LEVEL RETAIL MARKETPLACE

*FOR MORE DETAILS, CHECK OUT MAPLE'S WEBSITE AT MAPLEHALL.NJIT.EDU





CHECK OUT
THE FLOOR
PLANS



RESIDENCE HALLS

ROOM AMENITIES

You are encouraged to personalize your room. 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, and pillow. 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
- FULL SIZE BEDS, MAPLE HALL SINGLE ROOMS
- BLINDS ON ALL ROOM WINDOWS
- CARPETING OR LUXURY VINYL TILE
- DRESSERS, DESKS, DESK CHAIRS, WARDROBES/CLOSETS IN EACH ROOM FOR EACH PERSON
- DATA JACKS
- TV AND SOCIAL LOUNGES WITH LARGE TV
- VENDING MACHINE (SNACK/BEVERAGE)
- ELEVATORS
- FIRST FLOOR RESTROOM
- RESIDENCE LIFE CINEMA - TRADITIONAL CABLE SERVICE IS NOT PROVIDED
- WIFI & HIGH SPEED INTERNET
- STUDY LOUNGES

ALL UTILITIES INCLUDED!

UNLIMITED ELECTRIC, WATER, & TRASH.

- GAME ROOM WITH BILLIARD AND GAME TABLES
- ICE MACHINE
- IN-HALL RESIDENCE LIFE OFFICES
- 24-HOUR STAFFED FRONT DESKS
- COMMUNITY EVENTS
- COMMUNITY KITCHEN W/ MICROWAVE
- IN-HALL LAUNDRY AREAS WITH WASHERS AND DRYERS
- PROFESSIONAL LIVE-IN STAFF
- IN-HALL INCOMING MAIL SERVICE
- 24/7 ACCESS DURING BREAK PERIOD

ADDITIONAL AMENITIES

- COMPUTER LABS (HONORS)
- KITCHENETTES (OAK)
- FULL KITCHENS (MAPLE)

*FEATURES MAY VARY BY LOCATION. PLEASE GO TO OUR WEBSITE FOR MORE INFORMATION. SEE FLOOR PLANS AT VIRTUALHOUSING.NJIT.EDU





MOVING INTO THE HALLS

IMMUNIZATIONS	The meningitis, COVID-19 vaccine and booster 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 July 15th/January 15th to allow for document processing. Students may submit their vaccination information via the Health Services Portal.
EARLY ARRIVALS	Early arrivals are not permitted. Please plan your arrival based on the dates listed for fall 2022 move-in.
LATE ARRIVALS	<p>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 2022 through spring 2023.</p> <p>Students who cannot arrive by the first day of classes must schedule a move-in appointment with their respective Residence hall office.</p>
FALL 2022 MOVE-IN	Fall 2022 move-in will take place between Wednesday, August 31st, and Monday, September 5th. We will post specific dates/times that you will move in on the Residence Life website, www.njit.edu/reslife
ROOM/SUITE DOOR CODES & KEYS	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.





MOVING INTO THE HALLS

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.

PARKING & UNLOADING DURING MOVE-IN

During move-in, residents residing in Cypress & Redwood halls may park along Bleeker Street.

Residents residing in Laurel and Oak halls may park along Summit Street or utilize the adjacent parking garage. If the gate is closed, simply press the red call button and inform Public Safety you are moving into the residence halls.

Greek Village and Honors Hall residents may utilize Greek Way and Colden Streets. Students may not park along Warren Street unless they opt to pay for metered parking.

Maple Hall parking/unloading will be along Wickliff St. and the Maple Hall parking garage.





PACKING CHECKLIST

We recommend you bring the following items when you move into your room.

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
- Games/outdoor sports equipment
- 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 bathroom)
- Battery powered LED lights that are cool to the touch to decorate your room

Eating & Cooking

- Can opener/bottle opener
- Pots/Pans
- Dishcloth and towel
- Flatware/utensils
- Microwave (<1000 Watts, 1 per room)
- Plates/bowls/storage containers with lids
- Refrigerator (<4.5 cubic feet for room, 1.7cubic feet per individual; no additional refrigerator in Maple permitted)
- Snacks
- Coffee Pots & Coffee Brewers (coffee pots, single servers cannot have an open heating element and are "off" when not actively brewing)

Personal Care

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

Academics

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





GENERAL INFORMATION

Recently Added



RESLIFE CINEMA

Residence Life Cinema is 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 pleasure! Connect the NJIT network and watch [HERE](#)!

CAMPUSWELL

CampusWell is a health and wellness program for students across the US and Canada. Our subscription is geared towards college/university aged students with NJIT specific resources. The information comes from industry experts and college students. Topics range from the mind, body, relationships, academics and more. Check out CampusWell [HERE](#)





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 except for Greek Village as their mailboxes are on the ground floor of Honors 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. The name on your package must match your name on the roster. If someone orders something for you and it must be in your name, have them follow the mailing address format below for "care of packages". Your specific hall will post their package pickup hours. Please allow time for our staff to sort and log all packages before we send you an email to pick it up. Letter mail will go directly to your mailbox in the lobby and you will use your mail key to check it.

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.

NAME CYPRESS HALL, ROOM # NJIT, 180 BLEEKER ST. NEWARK, NJ 07103-3914	NAME REDWOOD HALL, ROOM # NJIT, 186 BLEEKER ST. NEWARK, NJ 07103-3915
NAME LAUREL HALL, ROOM # NJIT, 141 SUMMIT ST. NEWARK, NJ 07103-3513	NAME HONORS HALL, ROOM # 156-182 WARREN ST. NEWARK, NJ 07103
NAME MAPLE HALL, ROOM # NJIT, 200 WARREN ST. NEWARK, NJ 07103	NAME OAK HALL, ROOM # NJIT, 155 SUMMIT ST. NEWARK, NJ 07103-3501
NAME GREEK VILLAGE, ROOM # 7-21 GREEK WAY NEWARK, NJ 07103-3501	<u>CARE OF PACKAGE</u> SENDER'S NAME C/O [INSERT RESIDENT'S NAME HERE] [INSERT HALL], ROOM # [INSERT STREET # & NAME] NEWARK, NJ 07103





GETTING YOUR MAIL

NJIT students have another option for getting their mail! The Amazon lockers are conveniently located in the campus center for all NJIT students to use. You have access to pick up your items anytime the campus center is open including nights, weekends and holidays.



Did You Know?

**NJIT HAS
AMAZON LOCKERS**



CONVENIENT



SECURE



FLEXIBLE

get more info

TINYURL.COM/NJITAMAZONLOCKERS





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.





LIVING WITH YOUR ROOMMATE & OTHERS

ROOMMATE/SUITEMATE AGREEMENTS

If a problem develops between you and your roommate/suitemates, your RA/CA 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.

To get a preview of our roommate agreement, click [HERE](#). Please note, agreements vary per hall due to the different living styles.

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

RA/CAs 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.





OTHER GENERAL LIVING INFORMATION

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. Click [HERE](#) to find out more information about room changes.

Illegal room changes may result in a \$25.00 fine per person. Illegal room changes include unauthorized moves to different halls, floors and bedrooms, even within the same suite. 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 or donated.

During the room inspection process Residence Life staff makes note of any damage. 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.





OTHER GENERAL LIVING INFORMATION

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 damage. 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 University's Maintenance Request software School Dude; click [HERE](#) for access.

Maple Hall's maintenance procedure is to be determined; it will be communicated once determined.

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. Regular policies and procedures still apply. 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 this contract are outlined in the 2022-2023 terms and conditions of the housing application and contract.





NJIT ACTIVITIES

SEE OUR EVENTS!
RESLIFE ON
HIGHLANDER
HUB



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 or you may contact your RA/CA for additional information. For more information about RHA, visit their website [HERE](#).

HALL COUNCIL (HC)

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

PARKING	On campus parking is available to all residents. To park on campus, you must purchase a parking decal. Parking information is located HERE .
DINING ON CAMPUS	All first year students and sophomores (determined by credit hours) living in campus housing are required to purchase a meal plan and may select from plans A-E. 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 .
IDENTIFICATION CARDS	<p>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.</p> <p>Building stickers are distributed at the beginning of each semester by your RA/CA 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.</p>
SECURITY	NJIT has a professionally trained campus police force on-duty 24 hours a day, seven days a week. A desk attendant/Public Safety Officer (Maple) 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 supervisor of your building to enter.





NJIT CAMPUS SERVICES

INSURANCE

NJIT/Residence Life is not responsible for damage to or theft of items that residents bring to campus. It is recommended that you 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 [HERE](#) for the most current Residence Life policies. For further information regarding NJIT policies, refer to the NJIT Student Handbook available in the Dean of Students Office or click [HERE](#).

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 Student Life prior to Residence Life approval and 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.





POLICIES

ALCOHOL (PART 1 OF 2)

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
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. In a room or apartment where no one else is present and where one student is under 21 and the other is 21 or older the presence of alcohol is permitted
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. The symptoms of alcohol intoxication include but, are not limited to, being disruptive, slurring words, stumbling, vomiting or being unconscious
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
3. No alcohol may be stored in the foyer areas





POLICIES

ALCOHOL (PART 2 OF 2)

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 student's ages. It is the student's obligation, when asked, to provide proof that they are of legal age to possess alcoholic beverages.
3. A student may transport alcoholic beverages to their room through common areas as long as it is in its 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 in other than an individual room. It is permitted for persons who are 21 years of age or older to possess and consume alcoholic beverages, but only in the individual residents rooms of students 21 years of age or older.
4. Kegs containing alcoholic beverages and beer balls are not permitted in or around campus residences.
5. Parents/guardians will be notified by mail if a student is under the age of 18 and is not emancipated when found responsible for a violation of the alcohol policy. When a student violates an alcohol policy he/she may be referred for educational sessions and/or an alcohol assessment.
6. 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.
7. It is the responsibility of the 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.
8. 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 Professional Code of Conduct.
9. 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 Professional Code of Conduct.
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.





POLICIES



CLEANING

NJIT residents are responsible for cleaning their rooms (including bathrooms and foyers in Cypress, Laurel, Honors, Maple and Oak Halls and the Greek Village). Several times each semester and at semester breaks, residence life staff and/or the State Fire Marshal may conduct a health and safety inspection of each room to look for cleanliness, safety issues and prohibited items. The residence life staff makes note of any damage 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 and report it to NJIT staff. Withholding information is a policy violation. Your presence during any violation of an on campus Community Standards and/or policies ultimately condones, supports and/or encourages the violation(s) and you will be held responsible.

DAMAGE

Common Areas - Damage to residence common areas that occur through vandalism may be charged back to the individuals involved, the floor or hall. If you have information concerning damage in public areas, please share it with Residence Life Staff.





POLICIES



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 substances 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 a drug policy they may be referred for educational sessions and/or a drug assessment.

FURNITURE

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

Student Rooms – University furniture or furnishings may not be removed from your room. Mattresses are to be used only on bed frames and not to be placed on the floor. If you would like to request that your beds be bunked, submit a maintenance request. Residents may not use their own supplies to bunk their own beds. All beds must be free standing on the floor, supported by legs attached to the bed frame. 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. Damaged or missing furniture will be billed to the residents of the room. Because of excessive weight and potential for damage, liquid-filled beds and other liquid-filled furniture are not permitted. Lofts are forbidden, as they violate fire codes.





POLICIES



FIRE SAFETY (PART 1 OF 2)

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 Marshall are the students' 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. 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 cooker, toaster ovens, etc. are not permitted
- Soldering irons may be stored in residential rooms, but cannot be used in the halls. One microwave, up to 1000 watts/9.5 amps, is permitted in each room. One toaster/toaster oven, one rice cooker, one air fryer 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. Appropriate university personnel will confiscate/abate 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. Power strips with surge protectors must 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





POLICIES



FIRE SAFETY (PART 2 OF 2)

- The use of or installation of wood, paneling and/or tiles is prohibited
- 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/CO2 detectors are found in student rooms and hallways. Tampering with fire equipment will result in disciplinary action
- Each room is equipped with a smoke detector that communicates directly with your building's fire alarm system and Public Safety. The detector is for your safety, and the safety of others in your community. If you experience a problem, contact your RA/CA or the building office immediately and submit a maintenance request
- 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 20% of walls may be covered
- Setting or fueling a fire, no matter how large or small, is strictly prohibited
- No smoking of any type is allowed in the residence halls





POLICIES

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, 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.

GUESTS AND VISITATION (PART 1 OF 2)

Guests are permitted in NJIT residence halls, but unlawful occupancy by a person not paying to live in the halls may result in judicial 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). NJIT students who are guests in the residence halls may be held account via the judicial process should they violate policies or procedures.

- 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
- Guests age 15 and under must be accompanied, at all times, by an adult. Guests age 15 and under are not permitted to an overnight stay in 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 must have their guest passes with them at all times when in the residence halls
- All 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 Tech Café) 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





POLICIES

GUESTS AND VISITATION (PART 2 OF 2)

- 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)
- 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 and Maple Hall students may access all residence halls; residence hall students may access the Greek Village and Maple Hall only as a guest of a Greek Village or Maple Hall resident

HARASSMENT AND ALTERCATIONS

Assaulting, abusing, threatening, harassing, stalking, intimidating, coercing or endangering the welfare of any person is prohibited whether it be physical, verbal, written or digital. Students may contact a Residence Life staff member, Dean of Students or Public Safety to report any of the above violations.

HOVERBOARDS

Hoverboards, also known as self-balancing scooters and hands-free Segways are not permitted to be operated or stored on campus or in any NJIT building. Due to safety concerns associated with "Hoverboards" that have been raised by the Consumer Product Safety Commission (CPSC) and the potential impact to the safety of our university community, New Jersey Institute of Technology has imposed a ban on use of these devices.

IDENTIFICATION

Students must carry their own 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/security staff so they can verify the identification and they will swipe the student into the lobby area. Any guests with the resident must be signed in at this time and keep their guest pass with them at all times; please refer to the guest visitation policies for more details.

Misuse of the NJIT ID, noncompliance with a Desk Attendant/security and/or failure to carry the NJIT ID will result in disciplinary action and/or fine. 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 or impersonate another student to gain access to a hall/room or sign in a guest.





POLICIES

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/CA 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, NJIT will notify within 24 hours of the determination that the student is missing, the student's contact person(s). 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 person's 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, NJIT will also notify the Newark Police Department within 24 hours of determination that the student is missing





POLICIES

NOISE

- All floors are under 24-hour courtesy hours. Specific quiet hours for these floors will be discussed at community standards meetings. Courtesy hours require residents to lower the volume to an acceptable level when it may affect other students. 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
- All floors are under 24-hour quiet hours during final exam periods beginning at 10 pm the night before Reading Day. 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.

In addition to courtesy/quiet hours:

- Stereo speakers may not be placed in windows or aimed toward the outdoors
- 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

Animals are not permitted on campus for reasons of sanitation and safety. One ten-gallon (or less) tank for fish is permitted.

Emotional Support Animals

An Emotional Support Animal (ESA) is prescribed or otherwise documented by a healthcare practitioner as part of treatment or recovery for an individual with a disability. Students who desire to bring an ESA to live with them in one of the residence halls must contact the Office of Accessibility Resources & Services (OARS), oars@njit.edu, and provide required documentation from the healthcare practitioner and veterinarian. All applications for ESA's to reside in the residence halls will be reviewed on a case by case basis by Office of Accessibility Resources & Services in consultation with the Residence Life Office.

#RESLIFEBESTLIFE





POLICIES



PROHIBITED ITEMS (PART 1 OF 2)

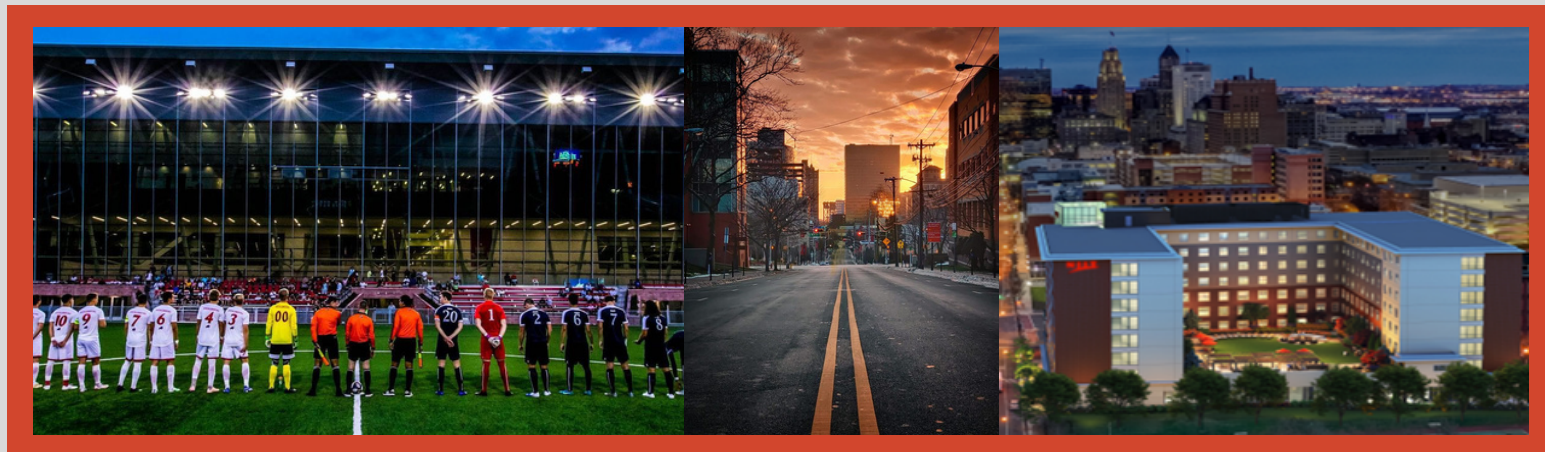
The following items are not allowed on campus. The list is intended to be a guide as to the types of items that are prohibited. If any of these items are found in your room, they will be confiscated and it will constitute a violation of Residence Hall Policies and may result in referral for disciplinary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

- Air conditioners/Heaters
- Alcohol Paraphernalia (This includes, but is not limited to, beer pong tables, beer funnels, beer/party balls, kegs and beer bong (both empty or full))
- Candles (with or without the wick), fireworks and explosives, oil lamps, incense or other open flame or ember devices
- Dart boards
- 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 with a surge protector)
- Items hanging outside of the windows (ex: antennas, etc.)
- Firearms and other weapons
- Gasoline, benzene, flammable liquids, chemicals, charcoal, etc.
- Electric scent warmers
- Halogen lamps or other high-intensity lamps
- Appliances that do not have an automatic shut off or open heating element. Heating and cooking appliances such as hot plates and pots, electrical blankets, heating coils, soldering irons, immersion sun lamps, air fryers, toasters, toaster ovens, rice cookers, crock-pots, grills and space heaters. Note for Oak/Maple & the Greek Village: one toaster/toaster oven, rice cooker and crock-pot is allowed in each Oak/Maple or Greek Village apartment/room in the designated kitchen area.
- Illegal drugs and/or drug paraphernalia
- Kerosene lamps





POLICIES



PROHIBITED ITEMS (PART 2 OF 2)

- Lighted cigarettes, cigars, specialty cigarettes, electronic smoking apparatus, hookahs
- Liquid-filled furniture
- Live Christmas trees and flammable decorations (3ft tabletop artificial Christmas trees are permitted)
- Lofts of any type
- Microwaves over 1000 watts or 9.5 amps
- Mattresses (unless for medical reasons approved by Residence Life and Environmental Health & Safety)
- Televisions exceeding 42 inches
- Strings of lights (i.e. Christmas lights), battery powered LED lights that are cool to the touch are permitted.
- Animals (fish in a 10 gallon tank are permitted)
- Refrigerator capacity exceeding 4.5 cubic feet in size (only one per bedroom) or two 1.7 cubic feet
- Stickers placed on walls, windows and/or furniture
- Weightlifting apparatus (barbells)
- Outside furniture (a desk chair is permitted, however the resident must keep the current chair in their room)
- 3D Printers
- Flags, jerseys, clothing, tapestries or other cloth items are prohibited on the walls and windows
- Surveillance or Recording Devices

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.





POLICIES

RESTROOMS

NJIT strives to create and sustain a campus environment that supports and values all members of our community. One aspect of creating a supportive environment is providing safe, accessible, and convenient bathroom facilities. Members of the NJIT community and their guests may use bathroom facilities that are consistent with their gender identity. For suites in Cypress, Honors, Laurel, Greek Village, Maple and Oak, please be considerate of your roommate/suitemates and discuss bathroom usage to prevent issues from developing later.

SMOKING

Smoking (including cigarettes, marijuana, e-cigarettes, cigars, pipes, vapes, etc.) is prohibited in all University buildings; this includes medicinal marijuana. All offices, hallways, restrooms, elevators, meeting rooms, lounges, individual rooms and parking structures. 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 which includes entrances and windows.

WINDOWS AND SCREENS

To protect draperies, sills and to help conserve energy, windows should be closed when you are not in your room. Screens/window treatments may not be removed from windows nor may any items be placed/thrown out the window. Screen/ window treatment removals are subject to disciplinary action and a fine. Damaged screens/window treatments will result in a fine. 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. For fire safety reasons, nothing can be hung on a window or hang in front of the window. The window treatments provided in each room are fire resistant. Do not place items outside, on the window sill.

**HRRMMM. YOU SAFE THESE
POLICIES WILL KEEP.**





PROCEDURES

<p>DAMAGES</p>	<p><u>Damage Assessment:</u> After check-out, the building supervisor and RA/CAs 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.</p> <p><u>Damage Billing:</u> 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.</p>
<p>POLICY VIOLATIONS</p>	<p>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.).</p>
<p>SUMMARY OF PROCEDURES</p>	<p>After an incident is documented in a Residence Life Incident Report, a copy of the incident report will be given to the building supervisor (or designee) of the particular hall where the alleged incident occurred. The building supervisor (or designee) reviews the report and sends an email to the resident requiring a meeting to be scheduled to discuss the alleged policy violation. Failure to attend any scheduled meetings with the building supervisor (or designee) can result in additional disciplinary action including temporary restriction from the residence halls.</p> <p>During the judicial meeting, the building supervisor (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 they are responsible or not responsible for the alleged violations as indicated in the incident report. If the student admits that they are responsible, the building supervisor (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 building supervisor (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.</p> <p>A student has the right to request that their case be heard by another professional Residence Life staff member.</p> <p>In all cases:</p> <ul style="list-style-type: none"> • 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 associate director or director of residence life within three business days of receiving sanction notice. Failure to comply with the sanctions levied by the building supervisor may result in additional sanctions including, but not limited to, possible loss of housing <p>All damages or fines are charged to the student's account; the student is notified that they must pay these charges to the Bursar's Office.</p>





**REVIST
YOUR
CONTRACT**



HOUSING PROCEDURES

CHECK-IN PROCEDURES	Read the " Moving Into The Halls " section, page 12.
CHECK-OUT PROCEDURES	<p>To check-out of the room at the end of the semester, residents can either make an appointment with their RA/CA 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.</p> <p><u>Express Checkout:</u></p> <ul style="list-style-type: none"> • 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 <p><u>Formal Check-Out w/ a RA/CA or Residence Life Staff Member:</u></p> <ul style="list-style-type: none"> • Make an appointment to check-out with the RA/CA • 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/CA and sign the electronic room condition report • Return the mailbox and room keys <p>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.</p> <p>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.</p>
CLOSING INFORMATION	Campus housing remains open for Thanksgiving, winter and spring breaks. Winter break is included in the academic year contract. Dining service is limited during these time frames, as well as other services on-campus.
HOUSING CONTRACT	For the full text of the agreed upon housing contract terms and conditions click the link at the top of the page.





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. All permitted residents have a swipe card and should be able to swipe in, do not automatically hold doors open for people unless they are specifically your guests.

FIRE SAFETY

When a fire alarm sounds, ALWAYS ASSUME the alarm is real and react in real time. 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 such as an injury that impacts your mobility. Failure to exit the building / in a timely fashion 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, tampers with fire safety equipment, they will be subject to suspension and criminal prosecution and/or disciplinary action.

FIRE EXIT PROCEDURES

1. THINK, AND THEN RESPOND QUICKLY BUT SAFELY
 - a. Common sense could save your life
2. DRESS FOR THE WEATHER
 - a. Toss a towel around your neck in case you encounter smoke while exiting
3. BEFORE OPENING YOUR DOOR, FEEL IT
 - a. 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
 - a. 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:
 - a. CYPRESS/REDWOOD HALLS REPORT TO THE CAMPUS CENTER
 - b. LAUREL/OAK HALLS REPORT TO THE PARKING DECK
 - c. HONORS REPORTS TO GREEK VILLAGE SIDE OF THE STREET
 - d. GREEK VILLAGE REPORTS TO THE HONORS GREEN
 - e. MAPLE HALL REPORT TO THE VENTURE LINK SIGN ON LOCK STREET
 - i. 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.





SAFETY AND SECURITY

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 or donated.

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
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	596-3148
DEAN OF STUDENTS	596-3466
EQUAL OPPORTUNITY PROGRAM	596-3690
FINANCIAL AID	596-3479
FOOD PANTRY	596-3653
FRATERNITY & SORORITY LIFE	596-3653
HEALTH SERVICES	596-3621
HONORS COLLEGE	596-5780
LEARNING COMMUNITIES	596-3470
LIBRARY	596-3206
MEDIA SERVICES	596-3005





FREQUENTLY CALLED NUMBERS

(AREA CODE IS 973)

MURRAY CENTER FOR WOMEN IN TECHNOLOGY	596-4885
OFFICE OF ACADEMIC ADVISING - UNDERGRADUATE	596-5598
OFFICE OF GLOBAL INITIATIVES	596-2451
OFFICE OF STUDENT LIFE	596-3693
PARKING SERVICES	642-7190
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
THE LEARNING CENTER	596-2992
VETERAN SERVICES	596-5475
WELLNESS & EVENTS CENTER	596-5730

ALL OF THESE RESOURCES AND MORE ARE AT YOUR DISPOSAL. USE THEM SO YOU HAVE THE BEST EXPERIENCE AT NJIT!





FREQUENTLY CALLED NUMBERS

(AREA CODE IS 973)

RESIDENCE HALL	DESK PHONE	OFFICE PHONE
CYPRESS HALL	642-7161	596-5403
GREEK VILLAGE	N/A	596-5511
HONORS HALL	596-5530 OR 5539	596-5527
LAUREL HALL	596-5792	596-6446
MAPLE HALL	TBA	TBA
OAK HALL	596-5636	596-5653
REDWOOD HALL	596-3040	596-5414



