

Residential Learning
&
University Housing
Handbook

2009 - 2010

A Guide for Residential Living on the
Campus of Rowan University

Welcome to Residential Learning & University Housing!

The primary purpose of the Office of Residential Learning & University Housing is to assist and support students in the pursuit of their educational goals by working to create reasonable and responsible communities where students can interact and live on campus.

This handbook serves as both an introduction and guide to residential living at Rowan University. The handbook and housing contracts are designed to make you aware of both your rights and responsibilities as a member of the campus community. Your success as a resident student is based upon your awareness of all campus resources as well as the university's expectations of you. Please read the contract carefully and be familiar with the contents and terms of the Residential Learning & University Housing Handbook.

The Office of Residential Learning & University Housing are located on the first floor in Savitz Hall. The Office of University Housing is responsible for the operation of the on-campus residence halls and apartments. The Office of Residential Learning is responsible for community development and student conduct within these facilities. For additional information, you may visit www.rowan.edu/rluh. Please feel free to contact any member of our staff at (856) 256-4266 if you have any questions.

Sincerely,

Richard Jones
Interim Associate VP for Residential Learning and Dean of Students

Mark Wagener
Director of Housing & Business Services

The University reserves the right to make changes in materials contained herein at any time with reasonable notice. For the purposes of this document, 48 hours will be considered reasonable although more or less time may be dictated by circumstances. Updates and additional information may be sent to your campus mailbox, sent as an email to your Rowan email address, posted on residence area bulletin boards, and/or available on the Rowan University website at <http://rowan.edu/reslife>

Mission Statement of the Office of Residential Learning & University Housing

The Office of Residential Learning & University Housing exists to support each individual resident student in all areas of their college experience. We expect each resident student to play an active part in the development of a community that embraces diversity, personal growth, scholarship and respect of self, others and the environment.

Rowan University Mandatory Housing Policy

It is the policy of this institution that all unmarried undergraduate full-time students, regardless of age or whether or not emancipated, who will not be living in the residence of their parents or legal guardian, must reside in the university resident facilities until completion of their **second academic year** (or four full-time semesters).

Students who violate the on-campus residence requirements will be required to move into a residence hall and pay full room rent for the semester in which the violation occurs. Students who refuse to move onto the campus will be suspended from the University.

Students who wish to commute from the residence of their parents or legal guardians must live within a 40-mile radius of the institution and furnish a [notarized document](#) confirming this.

Discrimination

Rowan University does not discriminate in its housing assignments based on sex, handicap, race, color, religion, age, sexual orientation, national or ethnic origin. Complaints of unequal treatment should be referred to the Associate Vice-President for Student Affairs/Dean of Students.

Professional Staff

Dedicated to the continual improvement of the residential program, the professional staff works to develop and train a staff to meet student needs. They strive to establish and maintain an environment that provides a balance of support and challenge which enables students to grow and develop. The professional staff members are available to students 24 hours a day, seven days a week. Their wide range of training and experiences help them to serve as effective resources. The professional Residential Learning and University Housing staff is identified and follows:

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Paraprofessional Staff

Each hall and apartment complex is managed by a Resident Director (RD). Each director is the chief administrator of the residence hall or apartment complex. Resident Assistants (RA) are assigned areas of responsibility within that building or complex and serve as the immediate liaison between students, and the Office of Residential Learning & University Housing. Student Community Policing Program (SCPP) are assigned to four of the buildings (Evergreen, Mimosa, Mullica and Triad). They act as a host for their building, seeing that guests are properly signed in and also provide escort service around the campus.

All members of the paraprofessional staff complete training programs designed to equip them to work with students' personal and interpersonal concerns, group/community development, campus resources and campus policies. They function to promote the well being of the entire on-campus community. It is highly recommended that all students know the staff in their residence hall or apartment complex. They are there to serve the residents and respond to their needs 24 hours a day, 7 days a week.

Housing Placement Deadlines

For the 2009-10 academic year, the university will provide double occupancy rooms on a first come-first serve basis to the first 1,000 applicants and an additional amount to students agreeing to live in a triple occupancy room. Freshman assignments will be available August 1. Transfer students are also required to apply by May 1 and will be notified of an assignment or wait list by May 30. Hierarchy of the wait list will be established based on a combination of *date of contract and deposit was received* as well as *distance to the university*.

Returning Student Placements—Room Selection Policies and Procedures

Students requesting to live on campus after their freshman year will participate in a lottery-based room selection process. On-campus housing is not guaranteed because the demand for housing exceeds the supply of beds. Students not successful during the lottery will be placed on a waiting list and assigned as space becomes available. Room selection information for the following fall semester will be available in late January.

Room Furnishings

Rowan University houses approximately 2,950 students in eight residence halls and four apartment complexes. These facilities range in size from a capacity of 45 to 464 beds. All residential buildings are smoke free. Basic furnishings in each room may include a twin size bed or loft bed, desk, desk chair, a wardrobe or built-in closet and a chest of drawers.

There are no linens furnished in the rooms. Residents need to bring sheets, pillow, pillowcases, bedspreads, blankets and towels. There are no overhead lights in several residence hall rooms and apartments, therefore residents will need to bring a non-halogen lamp. Oak, Laurel, Triad, townhouses, Willow and Edgewood Park Apartments have limited lighting.

Freshman Housing – “First Year Living Experience”

Currently, Chestnut, Evergreen, Magnolia, Mimosa, and Willow Hall (*2nd and 3rd floor*) are designated as freshman buildings and will receive special programming geared towards the first year experience of living on a college campus. Staff in these buildings is trained to deal with freshman-specific issues. All first year freshman students are assigned once they complete a housing contract and submit a security deposit. All contracts are assigned on a first-come, first-serve basis and availability.

- **Evergreen Hall** houses 290 students. Each floor consists of suites which are divided by two rooms joined by a bathroom. All suites are designated same gender. Laundry facilities are located on each floor.
- **Mimosa Hall** houses 340 students on four floors. Each floor consists of suites which are two to four rooms with one adjoining bathroom. All suites are designated same gender. Laundry facilities are located on every floor.

- **Chestnut Hall** houses 390 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. Each suite shares a common bathroom and lounge.
- **Magnolia Hall** houses 210 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. Each suite shares a common bathroom and lounge. This building contains laundry facilities.
- **Willow Hall** houses 210 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. The 2nd and 3rd floors double rooms are reserved for freshman occupancy. Each suite shares a common bathroom and lounge. Students use the laundry facilities within the Student Center.

Common Area Kitchens

Evergreen, Mimosa, and Mullica Halls have a small kitchen adjoining the student lounge. The kitchen includes a stove and a refrigerator. The purpose of the kitchen is for staff programming needs. They will be available daily from 8:00 p.m. until midnight and shall remain locked during all other times. These kitchens are not intended to be used as a substitute for meal plans or used on a daily basis by residents. Users are expected to keep the kitchen in a clean and orderly fashion. Failure to do so will result in removal privileges for a period of time.

Upperclassmen Residence Halls

- **Mullica Hall** houses 135 students on three floors. Each floor consists of suites which are divided by two rooms joined by a bathroom. All suites are designated same gender. Laundry facilities are located on every floor.
- **Oak and Laurel Halls** house 58 students each. The buildings were originally constructed in the late 1920s but were completely renovated in the late 90s. They are arranged in suite style. Each suite shares a common bathroom. The buildings contain laundry facilities and a large study area.
- **Willow Hall** houses 210 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. The first floor is reserved for upperclassman housing. Each suite shares a common bathroom and lounge.

Apartment Complexes

- **Edgewood Park Apartments** consists of four buildings which have 24 apartments each and houses 384 total residents. Four students live in each apartment which contains two bedrooms, a living room, dining room, kitchen, and bathroom. The apartments are furnished and air conditioned.
- **The Townhouses** accommodate 464 students within 113 individual apartments. Apartments consist of four and six person occupancy. Each individual apartment has two single bedrooms and one bathroom on each floor. They are furnished with a kitchen and a living room. There is a community center which provides laundry facilities, meeting rooms, mailboxes, and a game room.
- **Triad Apartments** is a residential facility consisting of 100 apartments housing 378 residents. Two, four, or six students live in one, two, or three bedroom units. They are furnished with a kitchen, living room, and bathroom. First floor units are air-conditioned. Laundry facilities are located on the second floor.

Winter Break Hall Closing

All residence halls except for Mimosa Hall close for the winter recess. All students are required to leave the building and take home any valuables they may have. Students are not required to move all of their belongings out during the winter break if they are returning to the same room for the spring semester. All outside locks are changed in order to prevent students from entering during the break. Mimosa Hall residents and apartment complex residents are permitted to remain in their housing assignment during the break if they submit a winter break housing application by the determined application deadline and they pay the winter housing charges. A daily fee predetermined by the Office of Residential Learning & University Housing will be assessed to the student's account.

When the residential facilities are officially closed during vacation periods, access will be strictly prohibited.

- Except for approved winter break housing residents, all residence halls and apartment complexes will be closing for winter break. Students residing in Edgewood Park Apartments, Mimosa, Triad, and Townhouses will be required to turn in their room key at the end of the final exam period. Failure to turn in a room key will result in a lock change fee or a winter recess residence fee as deemed appropriate by the Office of Residential Learning and University Housing.
- Students who elect to stay over winter break must live in an apartment complex or Mimosa Hall and will be charged a fee. Contact the Office of Residential Learning & University Housing for more details.
- Winter athletes and international students who need to be here during the break must live in one of the apartment complexes or Mimosa Hall. These students will need to be pre-approved and will be charged a per day fee.
- Residents returning from winter must check-in with their building staff and complete the appropriate documentation. Students returning to Edgewood Park Apartments, Mimosa, Triad, and Townhouses will be reissued their room key during check-in with their building staff provided their housing bills have been paid in full for the upcoming semester.

Housing Contract Responsibilities – Terms and Conditions

The housing application is considered a binding legal contract once submitted online. Students are also required to submit a security deposit of \$200.00. The housing contract is for one academic year beginning with the fall semester and ending with the spring semester. The Office of Residential Learning & University Housing does not guarantee assignment to a particular building complex or with a specific roommate. The Office of Residential Learning & University Housing attempt to meet the preferences for each student; however, this is not always possible.

Housing assignments are made based upon the availability of space and date of application and deposit. Freshman and Transfer Applicants are encouraged to file early. (Contracts and information can be found at www.rowan.edu/reslife). Applications submitted late may result in the student being placed on a waiting list.

Terms of Agreement

- A. The resident hereby leases from the university an apartment or a residence hall room to be shared with other students of the same gender for the entire academic year (Fall and Spring semesters).
- B. The resident agrees to take possession of the assigned apartment or residence hall room within two business days from the date the contract begins. Failure of the resident to either take possession by formally checking in with Residential Learning & University

Housing representatives or notifying the Office of Residential Learning & University Housing in writing of any delay in occupancy prior to the second day of classes may result in termination of the contract and forfeiture of the security deposit. Students must fill out a "Request to Terminate Housing" form to be released from their housing contract. In filling out this document, it is not guaranteed that all students will be released from said contract.

- C. The university reserves the right to cancel, over-book, and reassign a resident to another apartment or residence hall room to provide for maximum occupancy. The Office of Residential Learning & University Housing may assign new roommates to vacancies within rooms or apartments at any time during the year.
- D. The apartment or residence hall room may not be sublet.
- E. Each semester, a meal plan purchase is required of all residence hall students. (*Students residing in an apartment are not required to purchase a meal plan*).
- F. All room and board charges must be paid or deferred payment arrangements must be made through the Bursar's Office prior to residents being issued a room key.
- G. The maintenance of this contract for a specified duration of time does not in any way guarantee its renewal.

Security Deposit*

- A. A security deposit in the amount of \$200 is required at the time of application for an apartment or a residence hall. This deposit is forfeited in the event that a resident cancels the reservation after May 1st for Fall Semester (**Additional fees apply for Room Selection Applicants. Please see page 5 for details**) and December 1, for the Spring semester.
- B. The \$200 security deposit will be held by the university as security against costs incurred to remove dirt, trash, personal belongings, to repair damage to the building, fixtures, furnishings, or for failure to comply with the Office of Residential Learning & University Housing procedures. Incurred costs by the University will include charges for loss of property or damage to public areas.
- C. The resident agrees that any charges assessed will be billed to the student and any payment is due upon receipt of the bill. Any remaining balance of the security deposit after all charges have been paid to the university will be refunded when the resident permanently ends his/her residency on-campus. Residents will be placed on denial of services if payments are not made.

* Deposits are only refundable based on certain conditions. Please contact the Office of Residential Learning for details.

Payment Schedule

Housing and Dining Service bills for the Fall semester will be sent to the student during the summer. Spring semester bills are mailed in November. For more information about billing, contact the Bursar Office at (856) 256-4150 or go online at www.rowan.edu/bursar.

Cancellation of Contract by the Resident

Residents may apply to be released from this contract by completing a "Request to Cancel Housing Lease" form located on the Residential Learning Web Services (RLWS) portal online at www.rowan.edu/rlws. This form constitutes a request only, for a contract release and will be reviewed under the following guidelines;

- A. University approved educational program such as an exchange program or student teaching.
- B. If the resident graduates, marries, takes a leave of absence or formally withdraws from the university.

How to Request a Cancellation of Housing

- A. If a resident will not be returning to Rowan University for the spring semester, the resident must complete a “Request to Cancel Housing Lease” form by visiting www.rowan.edu/rlws before December 1. Failure to complete this form will result in forfeiture of the security deposit. Check-out must take place 48 hours after approval or the security deposit will not be refunded.
- B. If a resident will not be returning to Rowan University for the following Fall semester (the first semester of the contract), the resident must complete a “Request to Terminate Housing” form online at www.rowan.edu/rlws before May 1. Failure to submit this form by this date will result in forfeiture of the security deposit. **The May 1 deadline does not apply to residents who participated in the Spring room selection lottery.** See “Returning Student Placements” on p. 5.
- C. If a resident formally withdraws, initiates a leave of absence or is released from their housing contract by the university through the Counseling and Psychological Services Center, the student must leave within 24 hours of withdrawal. Refund for housing shall be prorated. See “Refund Schedule” below.

Refund Schedule for Housing Cancellation – (students in good standing)

Upon termination of your contract, the following refund schedule will be applied based on the number of weeks into the current semester:

Week 1	Prorated weekly or 94 %
Week 2	Prorated weekly or 88 %
Week 3	60% refund
Week 4	50% refund
Week 5	40% refund
After week 5	0 refund

Termination of Contract by the University

- A. If a resident refuses to accept a roommate, or hinders the university in the assignment of a roommate, or seriously violates the rights or property of other persons, terms of the housing contract or university policies, the university may, at its discretion, and after appropriate review, terminate the contract.
- B. The contract may be terminated by the university if a resident ceases to be a full-time student at the university prior to the expiration of the term of the contract. If a resident is suspended or expelled from the university because he/she has violated the policies of this contract, the resident shall forfeit the entire semester's rental charge.
- C. The university has the right to terminate this contract if a resident:
 - 1. Vacates the apartment or residence hall room without prior approval.
 - 2. Repeatedly interferes with the rights of other residents.
 - 3. Is responsible for repeated damages to premises, furniture, and/or fixtures.
 - 4. Creates physical or unsanitary hazards.
 - 5. Uses premises for illegal purposes.
 - 6. If in the sole judgment of the university, a resident violates the terms of this contract or the rules and regulations now in effect or hereafter promulgated with prior notice of 48 hours.
- D. If the contract is terminated, the university shall give the resident two business days (48 hours) notice to vacate the premises and officially check-out with a representative of the Office of Residential Learning & University Housing.

Checking Into an Assignment

Upon checking into a room or an apartment, residents will be given a copy of a completed Room Condition Report (RCR). Ideally, these reports are filled out before the student arrives to campus by the Resident Assistant or the Residence Director. If the resident discovers something in the housing assignment that was not listed on the original report, the resident will have 24 hours to make any changes to the reports after they check in and hand it back to the RA or the RD. Failure to do so will result in the resident accepting responsibility for the condition of the room or apartment as it is documented on the RCR. In certain situations (i.e. early arrivals, emergency room changes) the RCR may have to be done as soon as possible after a student moves in to their assignment, but generally, the reports will already be completed by the building staff before the resident arrives.

The purpose of the RCR is to document any damage, missing items, or other imperfections that may exist in the room or apartment on the date the room or apartment is occupied by a resident. These official reports will be used at the time the resident checks out of the housing assignment when the building staff assesses the condition of the room or apartment again. The students assigned to that housing assignment will be held financially responsible for damages or missing items listed on the RCR at the time of check out that were not originally listed on the report at check in.

The residents agree to maintain the apartment or residence hall room and return it to the University at the termination of the housing contract in its original condition. The Office of Residential Learning and University Housing reserve the right to re-inspect the housing assignment after check-out to reassess any charges.

Checking Out of Your Assignment

Residents must check-out through the Resident Director or Resident Assistant. A proper check-out consists of returning all keys, and signing all check-out forms. Failure to properly check-out will result in an improper check-out charge of \$75.00. Failure to return all keys will result in a lock change charge of \$50.00 in the residence halls and up to a \$180 charge in the apartments; The

university reserves the right, with or without notice to dispose of any personal property that remains after the check-out date.

Room Vacancy Policy

- A.** Any student living in a residence hall or apartment with a vacancy shall:
1. Occupy one bed only. Beds may not be pushed together and should not be used for guest accommodations or any other reason. The bed may be covered, in order to be made more attractive.
 2. Leave one dresser, desk, or wardrobe closet empty for future residents.
 3. Leave all furniture pieces and parts within the room.
 4. Welcome all prospective roommates in a non-threatening manner.
 5. Ensure that the vacant space is clean and inviting to potential occupants. It is understood that entry to the room may be made at any time in order to show the room to a potential resident.
- B.** If the Office of Residential Learning & University Housing becomes aware of a vacancy in a student room or apartment, the following steps will commence:
1. A Residential Learning Staff member will provide written notification to the resident(s) with a vacancy.
 2. Signatures from all current residents will be required to acknowledge understanding of the vacancy policy.
 3. The Office of Residential Learning will assign a student to the designated space when required. Unless prevented by emergency circumstances, residents will be notified in advanced of a new roommate.
- C.** Violation of policy guidelines will result in judicial action.

Room Consolidation Policy

- A.** In order to provide all students with a fulfilling residential living experience, it may become necessary to consolidate students who have vacancies within their room or apartment. The Office of Residential Learning & University Housing has the right to consolidate (move any student who has a vacancy in their room, in with another student who has a vacancy in their room). Efforts will be made to limit room changes within the same building.
- B.** If room consolidation is necessary, the following procedures will occur:
1. The Office of Residential Learning & University Housing will notify all residents involved about their room vacancy and the necessity to consolidate.
 2. The Office of University Housing will then assist the residential student in the recruitment of a roommate. Recruitment must take place within (2) business days after the vacancy has been officially designated.

3. If the resident student is unable to locate a roommate within (2) business days, the Office of Residential Learning & University Housing will assign a student to the designated vacancy.
4. Residents receiving a roommate will be notified via e-mail and phone. At that time, occupants will be instructed on the vacancy policy located on (page 12)
5. Residents will be expected to welcome all new roommates in a non-threatening manner.

C. Any violation of this policy will result in judicial action.

Fire Code Regulations/Violations

Fire and safety regulations strictly prohibit the use or storage within residential facilities of explosives, fireworks, live Christmas trees, holiday string lights, flammable liquids, firearms, ammunition and combustible engines of any kind and combustible materials such as gasoline, paint thinner and oil lamps. Extension cords without a surge protector, halogen lamps, candles, appliances with exposed heating elements, incense, and gas grills are considered dangerous. Surge protectors cannot be plugged into each other. **George Foreman grills are NO longer allowed in apartments.**

Fire code regulations restrict the placement of any items, including furniture, within 18 inches of any sprinkler head. In addition, bunk beds and lofted beds cannot be located directly underneath a sprinkler head. Sprinkler heads should never be used for hanging items (i.e. clothes hangers, streamers, etc.)

Inspections are conducted throughout the year by the Office of Residential Learning and University Housing and the Fire Marshal of the State of N.J. Students found with any of these items during any official room inspection will have them confiscated and may result in disciplinary action. Students who are written up for violation by the Fire Marshal for the State of N.J. will also be held accountable through the university. The State of N.J. could also impose a separate fine from the University for any Violations. Fire safety code requires strict compliance with regulations.

Fire Alarms, Fire Drills and Residential Safety

Each residential complex has a scheduled fire drill each semester supervised by the Department of Public Safety and Residential Learning staff. Residents are responsible to evacuate the building immediately each time the fire alarm system sounds, 24 hours a day, seven days a week. Severe disciplinary action will be taken if a student does not evacuate the building.

The misuse of fire alarms, fire detection device or fire extinguishers constitutes a serious offense. Any resident who misuses such equipment or devices will be subject to prosecution and disciplinary action. Residents are responsible for any damage to the system and they will be held financially accountable. The use of fire doors for non-emergency entry or exits is a violation and will result in disciplinary action.

Damages

Individual room damages that are clearly beyond normal wear and tear will be billed to the resident(s). Each resident is responsible for maintaining every aspect of his/her room or apartment. Upon check-out, rooms are inspected by an RA, RD or both for damages. If individual responsibility for the damages cannot be established, all occupants of the room or apartment will be billed equally.

Public and semi-public area damages that are preventable (e.g., broken windows, graffiti, stolen furniture, light fixtures, fire protection equipment, etc.) and are not assignable to specific individuals, will be billed in equal amounts to all residents having responsibility for that public area

or semi-public area at a minimum of \$5.00 per resident. Common area damages cannot be appealed.

Residents shall be responsible for all damages done to the appliances, plumbing, heating, air conditioning, ventilation systems, physical structure, and/or furnishings as a result of residents' neglect. This responsibility includes failure to prevent damages. Residents are responsible for removing trash and debris to appropriate containers. Rowan University supports a recycling program on campus and supplies the appropriate containers for recycling throughout the entire campus next to the dumpsters of each complex.

Liability/Insurance

Rowan University shall not be liable for any failure of water supply or electric current, nor any damage to property caused by the elements or by other residents or persons (in said building). The university shall not be liable for the presence of bugs, vermin or insects, if any, on the premises, nor shall their presence in any way affect this housing contract; neither shall the university be liable for any latent or patent defect in the building. The university shall not be liable for any loss, damage or injury which may occur to the resident, his/her family or guest, or the property of any of them, unless such damage is caused directly by the university personnel or failure to maintain the structure properly. The university shall not be responsible for water damage resulting from the flow of water from the apartment or residence hall room sprinkler system, unless defects in the system can be established clearly. Residents are expected to carry renters insurance or verify that they are covered by their parent's homeowners insurance. Claims must be filed against renters insurance or homeowners insurance. The university works with National Student Services, Inc. for renters insurance. They can be reached at 1-800-256-6774 or www.nssinc.com.

Locks and Keys

Residents will be issued a key to their room or apartment upon arrival. It is the responsibility of the student to be in possession of their room key at all times and to keep their room/apt secured. If a room or apartment key is lost, misplaced, or stolen, locks will be changed at the student's expense. Lock change request forms are located at the Office of Residential Learning & University Housing. Lock change requests submitted after 2 p.m. will not take place until the next business day. Keys will not be issued until the student has shown the Office of Residential Learning & University Housing a receipt of payment from the Bursar's Office. Residential Learning & University Housing keys are the property of the State of New Jersey and it is illegal to duplicate them. The resident signature upon the key receipt at the time of issue is an agreement not to alter the apartment or residence hall locks, to create additional keys, transfer keys to someone else, and/or to install additional locks. Passing keys along to other students is a breach of security.

Loaner keys

Residents may request a loaner key for a short period of time if they are locked out or have left their key at home. Loaner keys must be returned by designated time. Failure to return loaner keys by the designated time will result in a lock change at the resident's expense.

Room Care and Maintenance

At the expense of the resident, he/she shall keep the apartment or residence hall room clean and fit for occupancy. Custodial workers will accomplish general cleaning in all common areas Monday through Friday. Moreover, custodial workers will clean the suite bathrooms (i.e., Chestnut, Magnolia, Willow, Oak and Laurel Halls only) as well as public bathrooms, lounges, lobbies, game rooms and common area hallways on a regularly scheduled basis.

Ornamentation

Ornaments of any kind may not be affixed to any of the building structures or equipment such as blinds, pipes, wiring, lamps, ledges, stairways, ceiling, sprinkler systems, etc. Dartboards are not permitted in any residential facility.

Student Rights and Responsibilities- Discipline Process

In trying to create and to maintain the most academically supportive residence hall atmosphere, the staff is committed to confronting individuals who are acting inappropriately. However, students are always responsible for their actions. Members of the university staff are dedicated to helping residents assume this responsibility and to consider the possible consequences of their actions.

RA's and RD's are actively involved in working with students to create the best possible residence hall/apartment experience. It is not the intention of the university to state all things that may or may not be done in the halls and apartments. All residents will be held responsible for their own actions at all times and places on campus. Thus, if actions are inappropriate in the hall, students can expect their RA, RD, professional staff, SCPP, or Public Safety to confront them. Suspected violations will be referred to the University's discipline system. Please refer to the "Code of Conduct" section of the Student Information Guide for more information.

The Rowan Student ID Card

The Rowan Card is the official campus identification card. It is encoded with the Dining Services Account and the Debit Account. The identification card (ID card) must be presented to the cashiers when making purchases in all dining areas, the Market Basket as well as from approved off-campus vendors. It is also required for entry into the recreation center, other residential facilities, the library to check-out books, for free admission to athletic events and upon request from Public Safety and university officials. Lost cards should be reported immediately to 256-GONE. Replacement cards can be purchased at the Information Desk located in the Student Center for \$25.00.

Presentation of Identification

The Rowan Card (ID) must be presented when requested to do so by any university official. University officials include Public Safety, Residential Learning & University Housing staff members and University administrators. Failure to present identification when requested will result in referral to the University's disciplinary process.

Dining Service Hours and Calendar

Dining service is provided in the form of four meals per day in several locations in the Student Center to allow students to participate throughout the day and evening. All serving areas are open in accordance with the university calendar. Dining services are not open on official University holidays such as Thanksgiving, Winter break and Spring break. Address all questions concerning the Dining Services to:

SODEXHO Dining Services

Student Center Building

(856) 256-4577

www.rowandining.com

Conditions of Meal Plan Contract

On-campus students select a meal plan within their online housing contract. The meal plan contract covers both semesters. Resident students may only terminate their meal plan contract upon approved withdraw from the residence hall or withdraw from the university. All other students may cancel at any time. However, meal plan cancellations are prorated, on a weekly basis, through the first two weeks only (similar to tuition and fees). Thereafter, there will be no refund for the remaining weeks. Further information may be found at www.rowan.edu/rowancard.

Rowan Card Account

All students may participate in an optional RowanCard Debit Account in order to enjoy the conveniences of purchasing power all over the campus without cash, coins, checks or credit cards. Students can maintain any balance on your RowanCard account that is right for them.

Each time a student uses their Rowan ID Card, the amount of the purchase will automatically be deducted from the Debit Account. Students can use the Debit Account at the University Bookstore, Bursar's Office, and some laundry machines, to pay phone bills at the Information Resources Office, campus copiers, vending machines and ticket purchases for Student Government events and at any dining location. The RowanCard Debit Account can also be used for off campus Chinese and Pizza food deliveries as well as other local businesses. Unused balances in the Debit Account are refundable only at the end of the year upon written request to the Bursar's Office. Otherwise, balances in this plan carry forward to the next semester. For more information go online at www.rowan.edu/bursar and click on the link "Dining Services" or www.rowan.edu/rowancard.

Telephone Services

The residence halls and apartments on campus have a digital telephone system, which includes voice mail. Students may call on-campus extensions or local exchanges throughout Glassboro. Long distance service is not provided.

Problems or questions related to telephone or voicemail should be submitted to the Residential Learning Web Services (RLWS) portal found at www.rowan.edu/rlws. Once submitted, the problem will be assessed by the appropriate technician as soon as possible.

Internet/Network Service

Rowan University offers **wireless** and **Ethernet-based** access to the campus network and the Internet from all residential rooms and apartments at no additional charge. With the connection, students will have access to all electronic resources at the university including library databases, certain course-related software and data made available by professors. For more information, including policies governing the use of the Rowan Network and hardware specifications, please visit the Network Access in the Residence Halls web page: www.rowan.edu/it.

Problems or questions related to internet connectivity should be reported to the building staff so the appropriate department can address the issue as soon as possible.

Maintenance and Housekeeping Concerns

Routine maintenance or housekeeping requests should be submitted by logging in to the Residential Learning Web Services (RLWS) portal at www.rowan.edu/rlws and clicking on the appropriate link for maintenance and housekeeping. Your work order request will be addressed by the appropriate personnel as quickly as possible.

In the case of an emergency, you may contact Facilities at x. 4650 during regular business hours (8:00 AM – 4:00 PM) or Public Safety at x. 4922 after regular business hours. You should contact your Resident Assistant or Residence Director to follow up with any work order that has already been submitted.

Student Health Center

Linden Hall
856-256-4333
<http://www.rowan.edu/health>

The Health Center provides health care services to currently enrolled students for acute illnesses, injuries and health promotion needs Monday through Saturday while school is in session. For after-hours emergencies, call 911. All incoming residential students must provide the Health Center with a complete health and immunization record that is included in the admission packet or downloaded from our website. Students will not be able to live in campus housing without vaccination against meningococcal meningitis (Menactra™). Incoming students may receive their required immunizations at the Student Health Center for a fee.

Registered nurses are available Monday through Saturday. Physicians and nurse practitioners are available weekdays during normal business hours. Students are responsible for the cost of medications, testing and outside specialty consultations. Students need to carry their insurance and prescription cards with them at all times. While the Student Health Center can accommodate most acute care needs, any chronic or serious conditions that fall outside the scope of our college health setting will be referred to an outside provider or hospital. Because all personal health information is confidential, a signed consent for Release of Information from adult students is required before any non-emergency information is shared with parents or guardians. For more information about our health services, please visit our website at www.rowan.edu/health

Counseling & Psychological Services Center

3rd Floor Savtiz Hall

856-256-4222

<http://www.rowan.edu/counseling>

The office of Counseling and Psychological Services offers service in Individual Counseling, Group Programs, Consultations, Referrals, Student Leadership Development, Mediation, Leave of Absences and Withdrawals from the University. Counselors are available 24 hours a day and seven days a week by appointments, emergency walk-in, and through weekend and after hours on call. For after hours emergencies please call Public Safety at (856) 256-4911 and ask to speak to the "on call" counselor. The telephone number for the Office of Counseling & Psychological Services Center is (856) 256-4222. For more information go online at www.rowan.edu/counseling.

Department of Public Safety

The Department of Public Safety is located in Bole Annex. The department is comprised of five sections: Emergency Management; University Police, Campus Security, Safety & EMS, and Parking. Department personnel oversee the student run volunteer ambulance squad, the Student Community Policing Program, the Student Patrol, and the Safe Walk and Ride Program. Public Safety Officers are on duty 24 hours a day. Public Safety's primary concern is maintaining a safe and secure environment for our students and staff. You can help make the campus a safer place by taking care of your belongings, and reporting suspicious persons. If you are the victim of a crime, please notify the Department of Public Safety at extension 4922. In an emergency dial 9-1-1. For information or routine situations dial (856) 256-4922.

POLICIES & PROCEDURES

Vehicles and Parking

Freshmen living in on-campus residential facilities may not bring cars to campus. The Parking Office considers special needs on a case-by-case basis. All residential buildings have limited adjacent parking. Evening escorts are available from all campus areas. All motor vehicles must be registered with the Department of Public Safety. Parking tags for eligible students can be obtained from IPARQ on-line at (thepermitstore.com). Enter your parking location as "Rowan" and follow the instructions. Questions concerning parking tags can be addressed at the Parking Office. The Parking Office can be reached at (856) 256-4572 or go online at www.rowan.edu/safety/services/parking.

Electrical Appliances

Residents may use electrical appliances in residence halls rooms and apartments. Items with exposed heating elements are not permitted on campus. Power strips are the only multiple electrical outlet devices allowed in the residential complexes. All power strips must have an internal breaker. Plugging one power strip into another power strip is not allowed.

Microwave ovens and refrigerators are permitted in residence hall rooms and apartments. Microwaves should not exceed .6 cubic feet, 120V, AC only. Refrigerators are provided in each

apartment kitchen. Microwaves/refrigerator rentals are available, see (www.rowan.edu/reslife, click on "Services" link). Any refrigerators used on campus must not exceed 2.2 amps and be no larger than 4.4 cubic feet.

Residential Learning Prohibited Items List

The following is a list of items that may not be brought into any of the residence halls or apartment complexes. If the items are discovered, they will be confiscated and the responsible residents may face judicial actions:

- Air conditioners of any kind
- Appliances with exposed heating elements
- Ammunition of any kind
- Extension cords and any devices that overload electrical receptacles (multiple plug adapters). You need to use power strips with circuit breakers that automatically shut off when overloaded.
- Halogen lamps-You may only use lighting that operates on incandescent or fluorescent light bulbs.
- 5-light multi-headed serpentine lamps (proven fire hazard)
- Incense and incense paraphernalia
- Candles of any size or shape, regardless of sentimental meaning or purpose
- Holiday lights, Christmas lights, party lights, or any type of string or rope lighting
- Hot plates, electric open element grills (e.g. George Foreman Grills).
- Oil lamps
- Fireworks or sparklers
- Light dimmers, ceiling fans, or any device that replaces or adds to, or interferes with any building fixture
- Gasoline powered items such as mopeds, scooters, motorcycles, etc.
- Flammable and combustible liquids of any kind
- Live trees or wreaths, for Christmas or any other purpose
- Pets (only fish in a maximum of 10-gallon tank are permitted)
- Swimming pools (inside or outside of the residence halls)
- Dart Boards
- Weapons of any kind (even if they are only presumed to be for decoration), including knives, rifles, handguns, paint ball guns, swords

STUDENTS SHOULD REVIEW THE LIST AND USE GOOD JUDGEMENT ABOUT THE KINDS OF THINGS THAT ARE PROHIBITED IN THE RESIDENCE HALLS.

The Office of University Housing and Residential Learning reserve the right to change anything contained within the prohibited items list for purposes relating to safety and security. Notice of changes will be provided to residents via e-mail and/or official postings in the residence halls.

Bicycles and Motorcycles

Motorcycles are not permitted inside any area of the residence halls or apartments. Bicycles are permitted only inside residents' rooms or apartments or on exterior bike racks. Bicycles are not permitted in hallways, stairways, or other common areas. Bicycles may not be attached to benches, lamp posts or any other interior or exterior items.

Doors

The propping of doors compromises the security the security and fire safety of the residential facilities. If residents see a door that is propped open, it should be un-propped to ensure the security of the building. Propping of doors is a serious fire and safety hazard and will result in disciplinary action.

Alcoholic Beverages

Rowan University regulations prohibit the possession and/or the use of alcoholic beverages in residence halls. In the apartments, alcohol may be possessed, consumed and purchased in accordance with all state and local laws. Alcohol may only be used in those apartments where all residents of that apartment, and their guests are of legal drinking age (21 years of age or older). Beer kegs and beer balls are not permitted on the campus. Empty bottles or can collections or decorative bottles or cans are not permitted in the residence hall rooms or apartments. The alcohol policy is subject to revision at any time. The Associate Vice President of Student Affairs/Dean of Students, and/or his designee reserves the right to suspend alcohol privileges temporarily when it is in the best interest of the university community. Please refer to the alcohol and other drug policies in the Student Information Guide for further information.

Drug Use and/or Drug Possession

Student involvement in the use, possession, distribution, manufacture, and/or sale of drugs of any type is a matter of grave concern to the university. Student involvement in any of the aforementioned areas will result in disciplinary action by the university as well as cooperation with local law enforcement agencies.

Gambling

All forms of gambling on university owned property is prohibited. University regulations also prohibit gambling at any student function, either on or off campus.

Theft

The university is not responsible for the theft of valuables or personal property of residents. Each resident student is advised to carry personal property insurance. The resident is advised to keep their residence hall room or apartment door locked at all times. The university will not be responsible for loss of personal property wherein negligence of the student is a contributing factor. Any incidents of theft should be reported immediately to the RD of the building as well as the Department of Public Safety at extension 4922.

Quiet Hours

The right of residents to sleep and to study without interference from other individuals is a primary right. All residence hall and apartments residents are responsible for noise they and/or their guests create while in the residential facility. All residence halls and apartments have quiet hours daily from 10 p.m. to 8 a.m., however, residents are expected to be considerate of other residents at all times. Twenty-four hour quiet hours are enforced in all complexes during exam periods.

Pets

No animals or pets of any type (including lab specimens) are permitted in the residence halls or apartments with the exception of fish. Fish tanks may not exceed 10 gallons.

Signs

No advertisement or notice shall be installed, painted, or affixed to any part of the outside of the residential facilities or in the windows without the consent of the university. No signs, advertisement or artifact inconsistent with university policy are permitted within the residence halls or apartments.

Soliciting

No soliciting of any type is permitted within the residence halls or apartments.

Water Beds, Loft Beds and Furnishings

Residents shall not store or use a waterbed within the apartment or residence hall room. No caves, sheltered spaces or loft beds, (not issued by the university) are to be constructed by whatever means, methods or materials, including the use of cinder blocks, within a residence hall rooms and apartments. Furniture assigned to each apartment or residence hall room may not be removed, dismantled or placed in a common area lounge or hallway.

Alterations to Facilities

Residents shall not make any changes or alterations to the apartment or residence hall room or dismantle any piece of equipment, fire safety device, furniture or fixture. No alterations to state property may be made. Common area furniture cannot be placed in individual rooms or apartments. Any furniture, fixture, or article placed in the apartment or residence hall room by the residents and which becomes attached thereto and which cannot be removed without damage to the apartment or residence hall room shall become the property of the university. Picture hangers, which are not attached to the walls with glue, may be used but must be removed upon checking out of the assignment. Nails, screws, tacks or pins are prohibited. Nothing can be attached directly to, or inserted into the painted wall surface, doors or furniture. Residents shall not paint their room, apartment or any fixtures within.

Furniture and Public Area Policy

Public areas such as hallways, stairwells, lounges, game rooms or study rooms are for the use of residents and their guests only. No one may sleep overnight in a public area. The RD of the building must approve any organized function in the public area first. Furniture from public areas may not be relocated to student's individual rooms or apartments. Furniture may not be relocated into any public area or in the path of an exit. Wardrobes in a student room or apartment may not be used to divide the room or impede the exit of the room. All furniture assigned to the room or apartment must remain in the room or apartment throughout the academic year. Violators of this policy are subject to disciplinary action.

Room Entry

Residents have a right to privacy within their room or apartment. However, when the Department of Public Safety or a Residential Learning staff member has probable cause to suspect a violation of university policy or a criminal violation has occurred, the university reserves the right to conduct a room search. Individuals found to be involved in criminal activity or university policy violations are subject to applicable criminal and/or campus disciplinary proceedings, as well as the loss of their Residential Learning privileges. The University also reserves the right to enter a student's room for the following purposes:

1. Routine and/or immediate maintenance needs which could result in damage to university or state property. The university will attempt, when possible, to provide 24-hour notice.
2. An emergency involving danger to the health, safety or life of a resident or his/her property.
3. A resident is using, an assigned space in a manner contrary to the provisions of the Residential Learning & University Housing contract and handbook.
4. A maintenance, housekeeping or pest control or any other type of work request that has been submitted by a resident or staff member.
5. A violation of university policy is believed to be taking place.

Guest Policy and Illegal Residents

It is the basic right of every student to have privacy in his/her assigned room or apartment. No student should at any time feel obligated to relinquish that right. Use of visitation hours should be with the mutual agreement of all roommates. In the event the roommate does not consent, students and their guests may meet in lounges or other common areas. The host of the guest (student) is accountable for registration and the actions of their guest(s) at all times while on the campus.

Guest Policy Visitation Hours

Sunday through Thursday	8:00 p.m. to 12 midnight
Friday through Saturday	8:00 p.m. to 2:00 a.m.

Residents may entertain guests, a maximum of two, in all types of residences during the hours posted above with the consent of their roommate(s) and notification of the Student Community Policing Program (SCPP) or Resident Assistant (RA) on duty. Valid photo identification must be presented.

Residents may entertain non-student guests overnight, a maximum of two, in his/her room for a maximum of two consecutive nights with the roommate(s) consent. Permission from the RD or RA must be obtained before midnight. The SCPP or RA will provide the guest with a printed pass.

Guests visiting Mullica, Evergreen or Mimosa Halls must register their guest(s) with the SCPP at the building entrance. Valid identification must be presented. The visitation policy does not restrict students from visiting within their own residential building complex. From 8:00 p.m. through 12 midnight during the week and from 8:00 p.m. through 2:00 a.m. on weekends, the maximum occupancy of any residence hall room is two guests per resident and the maximum occupancy for any apartment is 20 people.

Residents having complaints concerning the visitation policy (i.e. violations, procedures, enforcement, etc.) should contact their Resident Assistant, Resident Director, or the Office of Residential Learning & University Housing. Violations will result in disciplinary action. The Office of Residential Learning & University Housing reserve the right to suspend guest privileges when it is in the best interest of the university community.

Transgender Housing Policy

The Office of Residential Learning and University Housing supports the commitment of Rowan University to accommodate students who identify as lesbian, gay, bisexual, or transgender. While our residential facilities provide limited options regarding designated space for LGBT students, we believe it is crucial that all of our students know they have an opportunity to request accommodations that meet their needs.

Rowan University houses students and assigns roommates based on a student's biological sex. Students who identify as transgender and prefer a special housing accommodation should contact Mr. Richard Jones, Dean of Students, or Mr. Mark Wagener, Director of University Housing to discuss their needs. The Director of University Housing and the Dean of Students in consultation with appropriate personnel will review this request. Each request will be reviewed individually and with a commitment to provide a housing accommodation that best meets the needs of the individual student and the residential community. Housing options maybe be limited due to space availability.

Child Visitation Policy

As stated in the current Rowan University Visitation Policy in that "It is the right of every student to have privacy in his/her room. No student should at any time feel obligated to relinquish that right." Use of child visitation hours should be with mutual agreement of all roommate(s). In the event the roommate(s) does not consent, students and their child guest may meet in lounges or other common areas. The student host is responsible for registration as well as all actions of their guests.

Child Guest Policy Visitation Hours

Friday through Sunday 7:00 p.m. to 2:00 a.m.

A child guest is defined as a guest who is under 18 years of age.

Child guests are not permitted to visit in the residence halls or apartments other than the above designated times. Residents may entertain their guests in other areas of the campus during times not designated as child visitation times (i.e. Student Center). Residents may only entertain two child guests during the weekend before 2:00 a.m. Residents may entertain one child guest beyond normal visitation hours (2:00 a.m. on Friday and Saturday nights) with the consent of their

roommate and notification of the RD or RA on duty. The RA/SCPP will provide the host of the guest with a printed pass. Babysitting is not permitted in any Rowan University residential facility.

Violations of any university policies will result in disciplinary action for the resident student host. The Office of Residential Learning & University Housing reserve the right to offer special consideration to our students who have children of their own. Special consideration can only be given by the Director of Housing, Associate Vice President of Student Affairs/Dean of Students or designee.

The Office of Residential Learning & University Housing also reserves the right to suspend child guest visitation privileges when it is in the best interest of the university community.

School Closing

In the event that the university closes (e.g., severe weather), the school closing number for day classes is 829 and 2829 for night classes. Tune to KYW-1060 AM or WGLS-89.7 FM on your radio dial for details or call the university at (856) 256-INFO. Students are also encouraged to sign up for Rowan emergency text message service to receive automatic updates.