



THE COLLEGE OF NEW JERSEY
RESIDENTIAL EDUCATION
AND HOUSING

Guide to Residence Living 2022-2023

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INTRODUCTION

Welcome to TCNJ! We are so happy that you are considering or have decided to join us as a residential student at our institution. A Guide to Residential Living is designed to serve as a source of information and guidance for residential students to assist in your transition to living on campus. For readers who have not yet decided whether to live on campus, we hope that this information may encourage you to join us as part of your TCNJ experience. It contains information and guidelines that are critical to your ability to successfully live in a civil, safe, and educational community of your peers. In the following pages, you will find information relating to policies and procedures, staffing, and many valuable resources to make living at TCNJ the best experience possible.

HOW TO USE THIS GUIDE

This guide is designed to be used in two different ways. This will serve as a great primer as you prepare to live on campus. It is also a thorough review of what services our staff provide, as well as the expectations we have of residential students. In addition to helping you before you come to campus, this guide is designed to assist you as you experience specific situations in our halls. What do you do if you get locked out of your room? How do you handle a potential conflict with your roommate? Information in this guide will help you navigate many of the different situations you may encounter while living on campus.

WHAT ARE THE BENEFITS OF A RESIDENTIAL EXPERIENCE?

Academic Success

Research has shown that students who live on campus, even for just one year, demonstrate higher academic performance than students that have never lived on campus. This is due to proximity to classes, living with others sharing similar goals, and easier access to campus resources (faculty/staff, facilities, and other services). In a 2022 survey, TCNJ residents noted that living in close proximity to resources such as the library was meaningful to their residential experience.

Convenience

Living on campus makes many aspects of the college experience much easier. When living at TCNJ, you are near all of your academic buildings. Did you wake up late? Roll out of bed, and you can be in your class in 10 minutes. Do you need to study late for a test tomorrow? You can study in the Gitenstein Library and it will be a short walk home.

Developing Relationships with Peers

71% of residential students stated that the most meaningful part of their on-campus experience was meeting new people and developing friendships with their peers. Living on campus provides you with the opportunity to live in a community with a wide variety of interesting and dynamic individuals. Through conversations with those living in the halls, you can find people with similar interests and develop lifelong friendships.



Getting Involved

Our community advisors and professional staff members will plan many activities for our residential students. Additionally, living on campus also makes it easier to attend student organization meetings and events. There are hundreds of student organizations to join, and if there is not one that fits your interests, there is the opportunity to start one! We recommend you visit our friends in Student Involvement at <http://involvement.tcnj.edu>.

Student Support

Our student and professional staff members are here to support our residential students at all times. There is a CA on duty in each residence hall nightly as well as a professional staff member who is on call for the entire residential system. In many cases, we are able to provide direct support and advice to students. We also have partnerships throughout campus that allow us to direct students to services that may assist them.

WHERE CAN I LIVE?

Cohort Housing*

TCNJ currently assigns our students in a cohort model associated with a student's class year. Residential Education and Housing recognizes that the developmental needs of students change as they progress through our institution. A student who has never lived on a college campus will have different needs than a student who has been at TCNJ for three years. Our cohort model is designed to be responsive to these needs and meet students where they are in their development.

**Note: There may be slight variation to which buildings are assigned to our three cohorts as presented here based on the occupancy needs for any given year.*

First-Year Experience

Our First-Year Experience housing will assist students with their transition to TCNJ. Students in FYE are likely experiencing many situations for the first time and our staff is prepared to help them navigate the many new opportunities and challenges they will encounter. Our FYE program is also focused on helping students develop interpersonal relationships with members of their floor and hall community to build a social support network. Our FYE staff also partners with other offices on campus such as the Office of Student Transitions to aid students as they adjust to life at TCNJ.

Building	Style	Bathrooms	A/C	Approx No. of Beds
Allen, Brewster, Ely (ABE)	Traditional	Communal	No	150
Centennial	Traditional	Communal	No	200
Norsworthy	Traditional	Communal	No	200
Travers/Wolfe	Traditional	Communal	No	500+ per building
Cromwell	Suite	Communal	No	290

Sophomore-Year Experience

Our Sophomore-Year Experience area creates an environment that builds off the lessons learned in First-Year Experience. This includes a commitment to self-exploration, ethical and value development, as well as goal setting. The sophomore year encourages students to deepen their involvement in the TCNJ community as students begin taking leadership positions in the student organizations on campus. During sophomore year, many students start questioning their major/career choices, experience social challenges among their peers, determine whether to study abroad, and start thinking about other educational opportunities outside the classroom (e.g., internships). Our staff in SYE are available to assist students in many ways as they make decisions about what they want out of their college experience.

Our sophomore students reside in a variety of styles of housing including:

- Traditional doubles with communal bathrooms (e.g., shared by an entire floor).
- Traditional doubles with private baths in the room.
- Suite-style housing where a small number of rooms share a bathroom.

Building	Style	Bathrooms	A/C	Approx No. of Beds
Allen, Brewster, Ely (ABE)	Traditional	Communal	No	150
Decker	Suite	Suite-Style	No	324
Eickhoff	Traditional	Private	Yes	214
New Residence	Traditional	Private	Yes	250
Townhouse East	Townhouse	Suite-Style	Yes	310

Upper-Class Experience

Our Upper-Class Experience area recognizes the increased independence of our juniors and seniors. During these years students are focused on the high demands of their upper-level courses and educational experiences. Students in the upper-class area are also focused on preparing for their life after TCNJ, including the job application process, applying for graduate education programs, as well as other aspects of post-college life. Our staff is prepared to assist students in developing life skills that will serve them well and help them to consider critical questions about their post-collegiate plans.

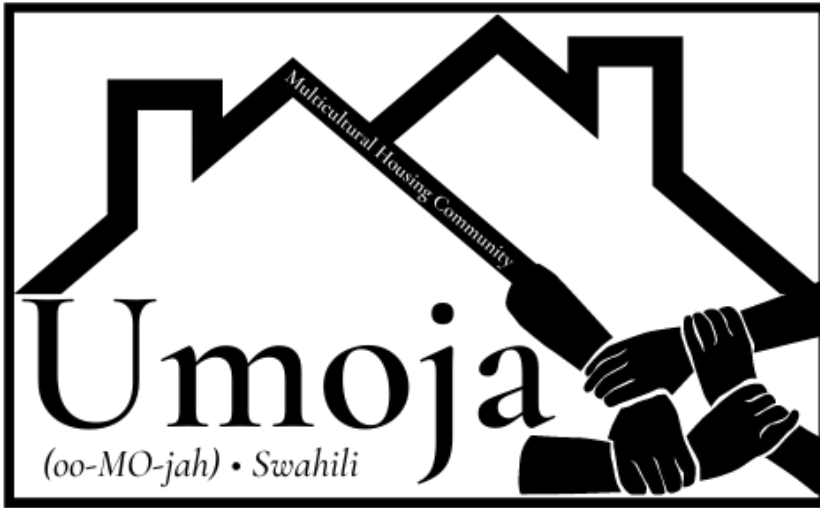
Building	Style	Bathrooms	A/C	Approx No. of Beds
Hausdoerffer	Apartment	Suite-Style	Yes	195
Phelps	Apartment	Suite-Style	Yes	195
Townhouse West	Townhouse	Suite-Style	Yes	240
Townhouse South	Townhouse	Suite-Style	Yes	200

Themed Housing

Gender-Inclusive Housing

Gender-Inclusive Housing is a community where gender restrictions are removed, and students live “co-ed.” This is available to students in all class years, providing there is adequate interest. In our first-year area, this includes communal bathroom facilities that are open to all residents.

A student applying for Gender-Inclusive Housing may pull in up to six people depending on the location. A map of gender neutral bathrooms throughout campus can be found at <https://diversity.tcnj.edu/gender-neutral-bathrooms/>



Umoja (a multicultural housing community)
 Umoja (swahili for ‘Unity’) is a themed learning environment that provides an intentional space for students to create a community around the experience of being Black Indigenous Persons of Color at a predominantly white institution. Residents will be a member of a group that commits to building

an affirming community with intentional engagement. This is an opportunity to explore values and share knowledge and experiences.



WHAT CAN I EXPECT FROM RESIDENTIAL EDUCATION AND HOUSING?

Furniture

All rooms are furnished with one extra-long twin bed, dresser, desk, chair, and a wardrobe if the room does not include a built-in closet.

Additionally, some spaces also have a desk hutch or bookshelf. Furniture cannot be removed due to storage limitation on-campus.

Gender-Inclusive Bathrooms

The college has gender-inclusive bathrooms throughout campus, including the residence halls. . For bathrooms with a specific gender designation, all students should feel welcome to use the bathroom that correlates with their identity. A map of gender neutral bathrooms can be found at <https://diversity.tcnj.edu/gender-neutral-bathrooms/>

Housekeeping and Cleaning Services

The college employs staff called building attendants to maintain and clean the common areas of the building, including bathrooms when they are in public spaces or shared amongst a floor community.

In areas with suite-style or private bathrooms, the residents are responsible for cleaning their own bathrooms.

Key

Students will be issued the appropriate key for their building at move-in. Students will access their room using a traditional hard key with two exceptions. Students in Townhouses East will access their rooms using a key card (separate from their TCNJ ID). Students in Eickhoff will access their room with their TCNJ ID.

If a student is locked out or has another problem with their room access can go to the Key-Osk, our centralized key office, located on the first floor of Eickhoff Hall next to the elevators.

If a student is locked out they will be issued a spare key for 24 hours. If the spare key is not returned within that time a lock change will be issued.

If a student loses their key, a lock change will be issued.

Lock changes are \$50.00 billed directly through the student's account. Once a lock change has been requested it cannot be refused.

I'm locked out! Where do I go?

Key-Osk

Location: Eickhoff 1st Floor

Hours: 8am-12am*

Phone: 609-637-5507

(x5507 from a campus phone).

*Between 12am-8am see the CA on Duty

Kitchens

Many of our residence halls include community kitchen access. Students are responsible for providing all cookware and are required to clean the kitchen after use. The community kitchens located near the main lounge of Cromwell Hall and the Apartments utilize an induction cooktop which does require compatible cookware. Cast iron, enameled cast iron, and certain stainless-steel pots and pans are all induction compatible. To confirm compatibility, if a magnet is attracted to the bottom of your pot/pan, it should work with the cooktop.

Our apartment units in Hausdoerffer and Phelps Halls are all equipped with kitchens that have an electric cooktop, microwave, and refrigerator. Residents of Townhouses have a kitchenette that includes a microwave and refrigerator on each floor. Residents in the Apartments and Townhouses are responsible for maintaining the cleanliness of the space.

Laundry

Laundry facilities are available in every residence hall. There is no additional cost to use the laundry machines in your building. Our laundry units are provided by a contractor outside the institution and therefore, any repairs to these units are not provided by the College's repair staff. If you experience problems with any laundry machine, please go to the [housing website](#), click the button seen here, and complete the form.



Lounges

All our residence halls have community lounge spaces. Residents may use these spaces at their convenience and are asked to be thoughtful and responsible community members by throwing away any garbage in the appropriate receptacle, returning furniture to its original location, and removing personal items after use. The college is not responsible for loss of any materials left unattended.

Mail

The College's Department of Mailing and Receiving works directly with our office to assist in routing mail to students in the residence halls. Each student is designated a mailbox in their residence hall and will be provided with their box number and combination during their move in process. Mailboxes are used to deliver all paper mail to residents. Residents are expected to check their mailboxes regularly. Mailboxes are accessible 24/7 throughout the academic year.

Our department also operates a centralized mailroom in Decker Hall for the distribution of packages. Students will receive an email from our office informing them that a package has arrived and is available for pickup. Students will sign for their packages when they arrive at the mailroom. The Residential Mailroom is open Monday through Friday from 2 p.m. to 9 p.m. Any changes to these hours will be posted in the mail room.

WASHING Instructions

- 1 Empty pockets and place clothes in washer. Do not fill machine more than $\frac{1}{2}$ full.
- 2 Add liquid detergent or pods. No Powder.
- 3 Close lid/door. Machine will not operate with it open.
- 4 Select desired temperature and cycle settings.
- 5 Press Start. Cycle will begin.
- 6 When the lights go out, cycle is complete.

DRYING Instructions

- 1 Clean lint screen for efficient drying.
- 2 Place clothes in dryer. Do not fill machine more than $\frac{1}{2}$ full.
- 3 Select temperature setting according to tag on garments.
- 4 Close door and press start.
- 5 Remove clothes promptly to prevent excessive wrinkling.

TO REPORT A BROKEN MACHINE, PLEASE
 CALL 609-771-2301 **VISIT housing.tcnj.edu**

Since our residential mail services are operated by students, mail and packages are not distributed when residence halls are closed for break periods. At the end of each semester, staff will clean out mailboxes. Any mail or packages not collected will be returned to the sender (packages) or discarded (paper mail).

On occasion, there may be a delay in packages being delivered from Mailing and Receiving to the Residential Mailroom. Students may receive an email from the mailing service provider (Amazon, UPS, USPS, etc.) that the package has been delivered; however, that only means that a package has arrived on campus. We ask that students allow 1 to 2 business days for the package to be delivered to the mailroom.

If a student believes a package has been received by the college, but has not received an email for pickup, they may submit a Lost Package Form on the [housing website](#).

What is my mailing address?

Student Name
[Building Name] [Room Number]
2000 Pennington Road
Ewing, NJ 08628

*NOTE: In Townhouses, make sure to include the
[House Number] and [Room Letter]

Personal Microwave/Refrigerator and Safe Rental

TCNJ has paired up with Campus Specialties, Inc. to provide students with the option of renting or purchasing various equipment including refrigerators, microwave/refrigerator combos, and safes. With the purchase or rental of this equipment, they are delivered directly to your room before move in. If you have further questions about this option, or you would like to place an order, please visit [MicroFridge](#). Please see the [Appliances](#) section of this guide for specific guidelines surrounding personal refrigerators.

Trash Rooms

All residence halls are equipped with designated areas for the safe disposal of trash and recyclables. Residents are asked to bring their own trash to these spaces. Trash may not be left in hallways.

Some buildings are equipped with trash chutes. In these buildings, residents are asked not to overstuff trash bags, as this may cause a blockage in the chute. Additionally, all trash being disposed of must be bagged. Loose trash being thrown in the chute is prohibited as this may cause pest control issues in the building.

During opening and closing, due to the volume of trash and recycling that is generated as students prepare to move out of the halls, trash rooms may be locked, and students may be directed to the dumpsters placed outside the halls. This avoids trash overflow or chutes getting blocked or damaged.

Vending

TCNJ provides students with quality convenience at a variety of locations across campus. Please be sure to report any problems including machines that need to be refilled to 609.771.2301 (ext. 2301 from a campus phone). Please be as specific about the location and nature of the problem. If you lose money as part of a vending transaction, refunds can be made available by going to Student Accounts in Green Hall 119 during business hours.



MICROFRIDGE

Wi-Fi

All of the residence halls at TCNJ offer wireless network access. TCNJ participates in a world-wide roaming access service called [eduroam](#) which allows students access to the wireless network. Additionally, all residence-hall rooms are equipped with ethernet jacks for wired access. Residential students are prohibited from installing wireless routers within their designated space. Internet access is managed by the [Helpdesk](#) in the Office of Information Technology. Below are some helpful links regarding Information Technology at TCNJ:

- [IT Help Desk](#)
- [Why can't I bring a wireless router?](#)
- [Smart Home, Streaming, Gaming and other "Headless" Wireless Devices](#)

In the following buildings, wireless access points (AP units) are installed inside resident rooms:

- Cromwell
- Decker
- Eickhoff
- Allen, Brewster, Ely (ABE)
- New Residence
- Travers
- Wolfe

Residents are prohibited from unplugging, removing, or damaging these units. These units must remain plugged at all times including when residents leave for a break/holiday. Tampering with AP units may result in loss of wireless service in multiple spaces throughout the building. Damages may result in charges that appear on the student's bill.

In Eickhoff and ABE residents may plug ethernet devices (e.g., a game console) into their AP unit since there are no independent ethernet ports in the room.

What do the students say?

Below are excerpts from a 2022 survey of residential students describing their most meaningful experiences in the residence halls:

"Some of my most meaningful experiences are from Freshman year when I lived in Travers; my time on the floor back in Towers is where I met a few of my closest friends. However, working as a member of student staff has been incredibly meaningful as it has given me the opportunity to grow personally and professionally, as well as given me the chance to really help people and be there for my fellow residents. This job has been one of my highlights at TCNJ."

"I think just living on my own has been an experience. Making sure I eat, do laundry, hosting guests have shown me the responsibility of maintaining a work/life balance"

"My roommate and I have an amazing friendship. I met a lifelong friend by living on campus and rooming with her this year. We also made a very good friendship with our neighbors, I appreciate the community I live in and the friendships I made..."

Housing Processes

Accommodations

The Department of Residential Education and Housing at The College of New Jersey is committed to providing housing for all students who meet housing criteria as outlined in the [Annual Residence Hall and Dining Services Contract](#) and A Guide to Residence Living. Specifically, ResEd works in conjunction with the Accessibility Resource Center to provide accommodations that meet the needs of students with documented disabilities.

Students who are requesting accommodations for housing, must be registered with the [Accessibility Resource Center](#). This includes requests for emotional or service animals.

Students with temporary conditions (injuries) and/or medical situations (short-term illness) are not considered persons with disabilities and would not apply for housing support through their office. Instead, if temporary arrangements are required, they should be requested through ResEd.

Air conditioning units are not available to students with asthma or severe allergies. Limited air conditioning units may be available for other conditions. Personal air filtering units are acceptable depending upon the building electrical capacities.

Please visit the [Accessibility Resource Center](#) website for information on eligibility and registration, documentation, and guidelines, as well as resources.

Once students are registered and approved for housing accommodations, all information regarding eligible accommodations will be communicated to ResEd by the Accessibility Resource Center.

The Accessibility Resource Center will evaluate all disability accommodation requests on an individual basis, including discussion with the student and our office. At times, the Accessibility Resource Center may consult with necessary campus officials to assist in determining disability accommodations.

Requests must be made in a timely manner considering the deadlines for the housing lottery and room selection and first-year/transfer housing placement processes.

Check-Out Procedures

Students checking out during the academic year may return their key to the central key office in Eickhoff Hall. At the conclusion of the academic year students will utilize express check-out drop boxes located throughout campus. Express check-out envelopes will be available at each drop box. Residents are asked to complete the information on the front of the envelope, place their keys inside, and seal before depositing in the drop box. Once the student has returned their key, they are asked to also check out in My Housing. Failure to return a room key upon check out may result in a lock change at the students' expense. Once a student checks out, they are not permitted back into their space without a ResEd staff member present. Items left in a space after check out may be removed and disposed of during the cleaning process. The College is not responsible for any left items. If you believe you may have left something behind, please email housing@tcnj.edu.

Housing Reassignments and Notification of New Roommates

At times it may be necessary to reassign students to new spaces. Reasons include, but are not limited to: facility repairs, new housing accommodation requests, roommate conflicts in the previous space, etc.

When possible, it is our goal to notify existing residents of new roommates. Notifications will be made to existing residents via their TCNJ email address. In some situations it may be necessary to complete the reassignment prior to existing resident notification. Residents may not refuse a new roommate assigned to any existing vacancy.

In addition, any resident residing in a space with an existing vacancy is expected to maintain the space in such condition that a new roommate can be received at any time. This includes leaving all furniture clear of belongings including the bed, dresser, and desk.

Administrative Removal from Housing

As noted in the Annual Residence Hall and Dining Service Contract, "the College reserves the right to take appropriate action against a resident, including termination of this agreement, if a resident violates college rules or is otherwise a detriment to his/her safety or to the welfare of the residence hall environment."

If a student is determined, by ResEd staff or another college official, to be a detriment to his or her own safety or the safety of others, he or she may be removed from residency and/or campus on an interim basis. After being removed, the student in question must apply for readmission. Due to the varying circumstances that may result in interim suspension from residency, there are separate processes outlined below to address the readmission process for two unique situations — drug/alcohol removal or mental health removal.

Alcohol and Other Drug Transport/Removal Readmission Process

The student must schedule a meeting with the Director of Residential Education or designee (henceforth, “Director” title). The student may attend classes prior to attending this meeting, unless otherwise noted. During the meeting, the Director will determine whether the student is perceived to be an immediate detriment to his or her safety or to the welfare of the residence hall environment, and whether the student will be approved to return to his or her residence. This decision may be made by the Director in consultation with Alcohol and Other Drug Support Services staff and/or Counseling and Psychological Services, if needed.

If a student is transported due to alcohol or other drugs and sought medical assistance from local or campus authorities (or if medical assistance was sought on his or her behalf), he or she will not be formally charged under the [Student Conduct Code](#) for unlawful use or possession of alcohol or other drugs.

However, affected students will be required to meet with a College representative and may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process. Please note, seeking medical assistance does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, but the effort to seek help for the affected student may be a mitigating factor in sanctioning.

For more information regarding TCNJ's Alcohol and Other Drug resources as well as supports for students in recovery please visit:

<http://caps.tcnj.edu>

Involuntary Health and Safety Withdrawal

The Dean of Students or designee retains discretion to apply the Involuntary Health or Safety Withdrawal Policy at any time in reviewing the behavior or incident that resulted in administrative removal from residency. The Dean of Students will review the incident report submitted by ResEd staff and will determine whether to apply the Involuntary Health and Safety Withdrawal process. Please refer to the complete [Involuntary Health and Safety Withdrawal Policy](#) for more details about the process.

If the Dean of Students determines it is appropriate to apply the involuntary health and safety withdrawal process the Dean of Students may withdraw the student on an interim basis, followed by the formal process outlined in the policy, or refer the incident to the Behavior Intervention Team or application of the formal process.

Mental Health Transport/Removal Readmission Process

The Office of the Dean of Students has provided the following instructions for students who are transported for hospital screening:

Instructions for Residential Students:

- At the hospital, please sign a “Release of Information” form for the dean of students office, which will permit the dean of students to communicate with hospital staff.
- If you are released from the hospital within a few hours, please go home with your parent/guardian.
 - ▶ The Dean of Students office will reach out to your faculty excusing you from classes for the day and next day.
 - ▶ If you cannot go home, call Campus Police Services at 609.771.2345 to connect with an on-call ResEd staff member.
- Within 24 hours of your release from the hospital, you must:
 - ▶ Check your email for a “hospital screening letter” and follow the instructions.
 - ▶ Call Counseling and Psychological Services at 609.771.2247 to schedule a “Support Consultation.”
 - ▶ Call the Dean of Students office at 609.771.2780 and schedule an “Assistance Plan” meeting with the Associate Dean of Students Elizabeth Gallus, or email her at galluse@tcnj.edu.

- If you are placed on a 72-hour hold or hospitalized, please allow your parent/guardian and/or hospital staff to speak with the dean of students CARE staff to coordinate services and further advisement/support.

Instructions for Parent(s)/Guardian(s):

- Upon the release of your student:
 - ▶ Please bring your student home for the remainder of the evening/next day.
 - ▶ The Dean of Students office will reach out to faculty to excuse your student from class (for at least the next day).
 - ▶ Call the dean of students CARE staff at 609.771.2780 the following morning for the next steps.
- Within 24 hours of your student's release from the hospital, they must:
 - ▶ Check their email for a "hospital screening letter" and follow the instructions.
 - ▶ Schedule a "Support Consultation" at Counseling and Psychological Services, 609.771.2247.
 - ▶ Schedule an "Assistance Plan" meeting with the Associate Dean of Students Elizabeth Gallus, at 609.771.2780, or email her at galluse@tcnj.edu.
- If your student is not immediately released (on 72-hour hold and/or hospitalized), call Associate Dean of Students Elizabeth Gallus, at 609.771.2780 for coordination of services and further advisement/support.



Request for Termination of Housing

Any student who terminates their housing is subject to the terms outlined in the Annual Residence Hall and Dining Service Contract and all other applicable college guidelines. The Annual Residence Hall and Dining Service Contract is a binding agreement and is in effect for the entire academic year or remaining portion thereof. The contract, which includes a cancellation and refund schedule, is available on the [housing website](#).

Students may only be released from their contract if they meet one of the following criteria. Greater detail about each criterion is available on the housing website.

- Withdrawal/Leave of Absence
- Academic Dismissal
- Study Abroad
- Student Teaching/Internship (including Global Teaching)
- Student Conduct
- Contract Release Process
- Graduating

The above criteria are the only reasons a student may be released from their housing contract. Checking out of your room, commuting, or moving to an off-campus residence does not qualify as being released from the housing contract, and does not make you eligible for a housing or board refund.

Moving In

Each year residents will receive specific instructions from housing regarding the move-in process. Residents moving in during the academic year (outside of the normal move-in timeline) will be able to pick up their keys from the appropriate area office for their building.

Moving in can be a stressful time for both residents and parents. Here are some recommendations:

- Communicate with your roommate(s) prior to move in to coordinate who is bringing large items that do not need to be duplicated such as fans, TVs, refrigerators, etc.

- Do not bring everything you will need for the full semester. If you pack for the first 2 to 3 weeks, you can see what living on campus is like and then make determinations about what items you will want to have with you for the remainder of the semester. Coordinate a weekend at home or campus visit to bring the remainder of your belongings. This saves space and will also make your move-in experience faster and easier. You can then move in the rest of your belongings at your own pace.
- While we may have limited moving carts available, it is helpful to also bring moving equipment such as hand trucks and collapsible carts, so you do not have to rely on our equipment.
- Wear sneakers or comfortable closed toe shoes. You may be doing a lot of walking, rearranging furniture, or moving belongings around and want to be safe and comfortable.
- Don't forget tissues for tearful goodbyes



Room Consolidation

For safety reasons, during low-occupancy periods (summer and break periods) residents may be required to temporarily move to another campus location to consolidate where students are housed on campus.

Room-Selection Process

The room-selection process takes place during the spring semester. A timeline for the room-selection process will be available online on the [housing website](#) as well as through email. Information sessions are hosted both in person and virtually for residents wishing to remain on campus. Currently, housing is guaranteed for all that apply for both first-year and rising-sophomore students. Juniors and seniors must apply for housing and will be offered timeslots based on availability. Anyone wishing to reside on campus must apply for housing within the designated period. Further information about the housing lottery and room selection process can be found on our website under “Applying for Housing.”

Singles-Wait List

The singles wait list is available for current residents who are interested in moving to a single room. Below are our guidelines:

- The list is first-come, first-served to eligible students that must currently have a room on campus.
- Offers cannot be made until single rooms become available. Therefore, it is not possible to let students know exactly when we may begin offering, but we generally begin before the end of the current spring semester. Offers then come out on a rolling basis throughout the summer, during the fall semester, between fall and spring, and finally during the next spring semester as spaces become available.
- The wait list stays intact through the entire academic year so it is possible you could be offered a space during a semester if a single room is vacated.
- All offers for the singles waitlist are sent to your TCNJ e-mail address and students are given anywhere from 24 to 48 hours to respond. If we do not receive a response to the offer, we will then move on to the next student on the list.
- Single rooms are only offered within the student’s cohort. Sophomores will be offered a space where other sophomores live and the same for juniors and seniors.

- There is no guarantee in terms of what building the single space you are offered will be.
- Because spaces are offered first-come, first-served, we cannot guarantee a student in a double in one of the apartments may be able to fill a vacated single in their same apartment. If there are enough spaces or you are the next person on the singles wait list for that space, we will try to consolidate when available.
- If you are offered a single room and decline, you will forfeit your space on the waitlist and must sign up again to be placed back on.

Winter Housing

All residents are eligible to apply for winter housing. However, only students with a spring assignment are guaranteed a space for the winter as students may need to move into a temporary housing location and then back into their permanent assignment. If necessary it is possible that students will be assigned to a double occupancy room with a roommate for the Winter Break period based on the number of students who may be seeking housing. For information regarding Winter Housing application, availability, and pricing, please visit <https://housing.tcnj.edu/living-on-campus/winter-housing/>

Summer Housing

Summer housing is available only for undergraduate TCNJ students enrolled in summer classes, working full time for a college department, or those participating in a summer program approved by ResEd (e.g., MUSE). Summer housing may be made available for those with a demonstrated need subject to approval by ResEd in consultation with the dean of students office. Summer housing will be located in Hausdoerffer or Phelps Hall for Session 1, 2, 3, and all of MUSE. Students living on campus for Fall 2022 that are here for Session 3 may be asked to move into that assignment early. Although rare, students who are here for consecutive sessions may be required to move rooms to maximize our space and occupancy needs.



Meal Plans/Changes

All residents are required to have a meal plan as outlined in the [Annual Housing and Dining Service Contract](#). The general timeline for meal plans to be changed in My Housing is from the start of room selection in late February/early March through early July for the fall semester and from late October to early December for the spring semester. After the initial semester bill is emailed through the first Wednesday of the semester, students may request to change their meal plan by submitting the meal plan change form located on the Housing website. Full descriptions of meal plans can be found on the My Housing portal. Additional information may be found on the [Dining Services website](#).



Types

- *Meals Per Week plans*: These plans include a specific number of meals per week in The Atrium at Eickhoff. Additionally, each meal per week plan includes Flex points. These points (1 point = \$1.00) can be used for guests at The Atrium at Eickhoff or any of the retail dining locations on campus. Unused points will carry over from fall to spring if the student has a fall meal plan. Any remaining points will be forfeited at the end of the spring semester.
- *A La Carte plans*: Third- and fourth-year students in housing are eligible for these plans. These plans provide a specific number of points that can be used at any dining location on campus.

In addition to meal plans, all TCNJ students can add Get-It points (1 point = \$1.00) onto their TCNJ ID. Get-It points are separate from Flex points and can be used at a variety of locations on campus. Please see cardservices.tcnj.edu for more information.

Campus Town Dollars

In consultation with Student Government and approved by the Board of Trustees, starting in Fall 2022: all Residential and Commuter Meal Plans will now come with a mandatory minimum of \$100 Campus Town Dollars (plus a \$5.00 processing fee) that will be calculated into your total cost per semester and reflected in your TCNJ

bill. Campus Town Dollars can be used at participating vendors at the Shoppes at Campus Town (1 Campus Town Dollar = \$1.00). For more information or if you would like to add more than the minimum amount that is part of the plan, please visit the [MyHousing Portal](#) or [housing website](#).

Safety and Security

Automated External Defibrillators

Each residence hall is equipped with one or more AEDs to help if someone is experiencing sudden cardiac arrest.

Blue-Light Phones and Emergency Call Boxes

There are blue-light call boxes and phones throughout the campus, not just in the residence halls. There is a large red “HELP” button on each phone that will connect directly to the Campus Police station via the campus 9-1-1 system.

Fire Safety

Alarm Systems

Each residence hall is equipped with a fire-alarm system for resident safety. There are pull stations on each floor of every residence hall. Each semester ResEd in partnership with the Office of Risk Management, will conduct two fire drills of the residence hall. One will occur during daytime hours, and another will occur during early evening hours. These are critical exercises that prepare students on what to do if an alarm sounds.

When an alarm sounds, students are expected to evacuate the building immediately via the nearest stairwell and fire exit. Residents should not proceed to the main lobby unless that is the closest exit from their room location. Once outside,

Definitions: Fire Alarms vs. Fire Drills

Fire Drill: A planned evacuation of the residence hall for the purpose of practicing in the event of a true emergency. Fire drills will not occur during the early morning hours.

Fire Alarm: An unplanned evacuation of the residence halls that can occur at any time.

Evacuation process is the same regardless if it is a drill or alarm.

residents will gather in designated locations that are at least 50 feet away from the building. Residents may not stand in roadways during a fire evacuation as this could impede fire department access. Residents may not enter the building until directed by the Fire Department, Campus Police, or Residence Hall staff

If you detect a fire in the building, please leave your room, activate the alarm at the nearest pull station, and evacuate the building. If you hear an individual smoke detector, please notify a hall staff member (community advisor, student manager of residential operations, or residence director).

Health and Safety Inspections

As per the Annual Residence Hall and Dining Service Contract, the college reserves the right to inspect student rooms and furnishings at any time. Reasonable notice of inspections will occur when possible, however, may occur without notice during situations that constitute a health or safety emergency. These inspections are typically focused on the condition of the room itself, however, any violations of college policy or guidelines found may be documented.

Personal-Property Insurance

The college is not responsible for any damage, theft or loss of money, valuables, or personal belongings of the resident. Residents are encouraged to confirm that their property is covered under their family's homeowner's insurance and/or purchase personal-property insurance.



Front-Desk Operations

Each residence hall, with the exception of Townhouses, is equipped with a night desk that will be operated by one or more desk assistants. Residents are expected to present their TCNJ ID to the desk assistant upon entry to the building. Any guests entering during the night desk's operational hours must present a valid ID and be signed in by a resident of the building who will act as host. Any guest that is in the building prior to 8 p.m. is expected to be signed in once the night desk opens. The resident host is responsible for the behavior of their guests(s) while they are in the building.

Who Will Be Assisting Me in the Halls?

Central Office Staff

The central office staff supports the administrative operation of ResEd beyond a specific building/area. Residents will have limited contact except under certain circumstances. Central office staff may assist with questions regarding room selection, contract releases, meal plan changes, etc. Members of the central-office staff also provide direct supervision to residence directors and student staff.

Assistant Vice President of Student Services

Responsible for the oversight of several student affairs areas, including Residential Education and Housing, Dining and Auxiliary Services, Bookstore, Brower Student Center, Fraternity and Sorority Life, Student Involvement, and Student Transitions, is responsible for the strategic direction and decisions for these units.

Director of Residential Education

Responsible for the oversight of ResEd, including integration of the educational experience, ensuring the department is using data-informed decision-making in their practices, managing crisis response protocol and support systems, personnel, and supervision, as well as the development of departmental policies and protocols. Advises the Residence Hall Association and works with key campus partners to streamline services and support networks and to create a more holistic experience for our residents.

Associate Director of Housing

Responsible for the administration and oversight of housing and occupancy management including room selection, assignments, housing accommodations, contract releases, and system administration for My Housing.

Business Manager

The business manager serves as departmental liaison to Facilities, Building Services, and Mailing and Receiving Services. Provides oversight for budget allocation and purchasing for ResEd.

Assistant to the Director

Supports the department through a variety of administrative roles, including assessment, curriculum implementation, marketing, and technology management.

Associate Director of Staff, Training, and Conduct

Responsible for the oversight of student staff recruitment, training, and performance. Also manages residential student conduct and care caseloads. Supervises the professional staff in our first-year area.

Associate Director of Educational Initiatives and Assessment

Responsible for the oversight of the residential curriculum and ensuring residential students are meeting the learning outcomes set for their co-curricular experience. Supervises the professional staff in our sophomore and upper-class cohort areas.

Housing Operations Coordinator

Supports the day-to-day operations of the housing program, facilitates room changes, break occupancy, and closing communications.

Program Assistant for Housing

Supports the day-to-day operation of the Residential Education & Housing Central Office.

Program Assistant for Residential Education

Supports the Associate Director of Staff, Training, and Conduct in administering all personnel services as well as residential student conduct and care caseloads.

Residence Directors

Residence directors are full-time, live-in professional staff who have a master's degree or prior experience in regards to student development or a related field. They are responsible for supervising the student staff, occupancy management of their area, after-hours crisis response, community development, conduct administration, and educational programming. Our residence directors are passionate, high achieving, and caring professionals who work hard to make sure students feel like they belong at TCNJ.

Residence directors offices are located in the areas they supervise, and residents are encouraged to visit the office with any questions or concerns regarding their residence experience.

Graduate Assistants (GAs)

Graduate Assistant are TCNJ graduate students who assist in the scheduling and operation of the Residential Mailroom and Key-Osk. They also assist with after-hours crisis response.

Undergraduate-Student Staff

Community Advisors (CA)

Community advisors are the first point of contact for residents and the staff member residents will speak with them most frequently. CAs are sophomore and upper-class students who lead community development efforts in their buildings,



help resolve conflicts, and enforce policy. CAs host events designed to bring the floor and building community together. They also will hold floor meetings with residents to detail expectations of residential students and provide updates for operational procedures such as end-of-semester check out.

House Assistants (HA)

House assistants are upper class students who build community in the Townhouses, provide office support, and assist their residents with conflicts or concerns.

Desk Assistants (DA)

Desk assistants help with our operations in three locations on campus. Mailroom desk assistants assist in the distribution of packages in the Decker Hall Mail Room. Desk assistants in our Key-ask Office assist with key inventory and distribution as well as other administrative tasks. Night desk assistants operate the front desks in each residence hall and check IDs to ensure those entering the building are residents as well as signing in guests.

Student Managers of Residential Operations (SMRO)

Student managers of residential operations manage office and guest desk staffing, assist in key management, conduct facilities tours, and ensure work orders are completed to support the residence directors in their housing operations responsibilities.

Central Staff

Name	Position	Email
Kelly Hennessy	Assistant Vice President, Student Services	hennesk@tcnj.edu
Tina Tormey	Director, Residential Education	tormey@tcnj.edu
David Cruz	Associate Director, Housing	cruzd@tcnj.edu
Raymond D. Gonzalez	Business Manager	gonzaler@tcnj.edu
Michelle Forbes	Associate Director, Staff, Training, & Conduct	forbesm@tcnj.edu
Christopher Trautman	Associate Director, Educational Initiatives & Assessment	trautmac@tcnj.edu
Seth D. Zolin	Assistant to the Director	zolin@tcnj.edu
Brad Bennett	Housing Operations Coordinator	bennettb@tcnj.edu
Jerin Ruby	Program Assistant for Housing	rubyj2@tcnj.edu
Lea DiFonzo	Program Assistant for Residential Education	difonzol@tcnj.edu

Residence Directors

Name	Buildings	Email
Ky'Ara McCray	Travers	mccrayk1@tcnj.edu
Nathan Lachman	Wolfe	lachmann@tcnj.edu
Gabriella Buckley	Allen, Brewster, Ely, Centennial, & Norsworthy	buckleyg@tcnj.edu
Tyese Medford	Cromwell and Decker	medfordt@tcnj.edu
Diana Deoki	Eickhoff, New Residence, Hausdoerffer, Phelps, & College Houses	deokid@tcnj.edu
TBD	Townhouses (East, West, & South)	TBD

Office Locations

Central Office

Residential Education and Housing's main office is located in Eickhoff Hall, Room 114. It is located just inside the Eickhoff Hall entrance nearest the C-Store.

Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday

Services: The central office can answer questions regarding housing assignments, contract release requests, meal plan changes, and other administrative inquiries can be made here.

Hall Offices

Hall offices are located in each residence hall. These offices are operated by our student staff and are open nightly to answer resident's questions. Any building-specific equipment (e.g., pool balls/cues in certain buildings) is available through the hall office.

Hours: 8 p.m. to midnight, daily

Services: Hall-specific concerns. Lockouts/missing keys after 8 p.m. (*residents will be let back into their room, however, will be expected to go to the Key-ask to get a spare key during its operating hours*).

What is expected of me while I live on campus?

Annual Residence Hall and Dining Service Contract
The [Annual Residence Hall and Dining Service Contract](#) is essentially a lease with The College of New Jersey. It is a legally-binding contract between the resident and the college outlining the terms and conditions under which residential housing is offered. It specifies the rights and responsibilities of both parties. It is highly encouraged that residents and their families take the time to read and understand this document. Once signed, the resident agrees to live on campus for the academic year outlined in this contract. A contract release is only offered under specific conditions as outlined on the [housing website](#).



Our Student Staff

One of Residential Education and Housing's biggest assets are our student staff. It is an opportunity for our students to gain valuable leadership skills while here at TCNJ.

In a 2020 Survey we asked our students to describe their favorite part of the student staff experience:

"I loved being around my staff. It was able to push me out of my comfort zone. I have met people that I would consider life long friends through being a part of Residential Education. I got more out of this experience than I could have ever imagined."

"Holding the CA position has allowed me to gain self-confidence and improve my interpersonal skills."

"Becoming a part of student staff was honestly the best thing that happened to me in my college experience. I have the most amazing supervisor, and the greatest and most supportive staff. When I think back on my college experience, I will always think about how many close friends I made, and how rewarding the experience was to be a student leader on campus. I feel so grateful and blessed, honestly".

Behavioral Expectations for Residential Students

Living on campus is a privilege. It provides residents with the ability to build relationships with faculty, staff, and classmates, take advantage of leadership opportunities, and participate in many campus events and activities. It also affords many conveniences by living where you study. The ability to enjoy the continued privilege of living on campus comes with the responsibility to adhere to specific expectations for behavior. TCNJ provides many services to its residential students and good citizenship as defined below is expected.

Please note that residents may be held responsible for being present during a policy violation based on a preponderance of evidence. They may also be held accountable for their guests' behaviors and policy violations occurring in their room or the common areas of their apartment, suite, or townhouse. ResEd staff and/or campus partners may deny a resident or guest's entry to a hall based on the health and safety of the individual or potential harm to the community. In addition, ResEd reserves the right to ask questions pertaining to the health and safety of an individual.

Students living in residence are held to two standards, those identified in the [Student Conduct Code](#) and those identified by the Department of Residential Education and Housing's Behavioral Expectations for Residential Students, listed below. If a student is found in violation of one or more of these expectations for the first time, ResEd staff may choose to have an educational conference with the student rather than referring the case through the student conduct process. Should a student fail to participate in this process or neglect to complete the outcomes resulting from their meeting, and/or persistently engage in similar behavior after being addressed, their case may be referred to the [Office of Student Conduct and Off-Campus Services](#). Please note, the Student Conduct Code applies to student behavior both on and off campus.

Accidental Damage

Residents are responsible for maintaining the condition of their rooms. If there is accidental damage, they should report it immediately so it can be properly repaired. Residents should understand they may be billed for this damage.

Air Conditioners

Individual air conditioners are not permitted in any residence facility. Due to the occupancy numbers of each building, allowing such appliances could overwhelm the electrical capacity and create a danger for all. Instead, you may use a fan. If residents have a medical need for an air-conditioned space, they must register with the Accessibility Resource Center.

Alcohol and Alcohol Paraphernalia

Residents should comply with all alcohol policies noted in the [Student Conduct Code](#); however, ResEd also prohibits students from consuming alcohol in the presence of those who are under 21-years-of-age. Additionally, residents under the age of 21 are prohibited from having alcohol paraphernalia in their rooms. That includes, but is not limited to, empty alcohol containers (even when used for decorative purposes), shot glasses, beer steins, or other products that may facilitate alcohol consumption. Please see the [FAQ section](#) for information about getting assistance while intoxicated.

Appliances

Appliances with exposed heating elements are not permitted to be in the on-campus residence halls. These devices include but are not limited to, broiler or toaster ovens, heating devices, hot plates, toasters, drip coffee makers, and space heaters (in emergencies, space heaters may be issued by the ResEd staff).

The use of appliances with enclosed heating elements for cooking purposes such as rice cookers, slow cookers, and similar items, are only permitted in the common areas (kitchens and lounges). If found plugged into an outlet in your room, it will be assumed to be in use. There is an exception for pod-style brewing systems (e.g., Keurig, Nespresso) which may be used within a private room. All cooking must be done in the designated- kitchen area. Personal microwave ovens, ranging between .4 and .9 cubic feet, are permitted in all residence halls except the Townhouses, College Houses, and Apartments where one is already provided.

It is strongly recommended that all heat-producing items have an automatic shut-off device (e.g., irons, curling irons, etc.). Residents of Phelps, Hausdoerffer, and Townhouse residents are not permitted to possess personal refrigerators as one is already provided in their living area. One (1) personal refrigerator per room, not to exceed 3.5 cubic feet, is permitted in all other residence halls.

Personal refrigerators are not to be kept in closets or bathrooms. Microfridges must be plugged directly into wall outlets and not to a surge protector.

[Bunk Beds and Lofts](#)

Bunk beds are not available in all residence halls. Most beds in Eickhoff, Hausdoerffer, Phelps, Travers, Wolfe, and the Townhouses are not bunkable. Bunkable beds are provided in all other halls. Lofts and other bed lifting mechanisms are not permitted in any hall. To get your beds bunked in buildings that allow it, please pick up bunkbed pins from the hall office and if you need assistance, submit a work order.

[Cannabis](#)

The state of New Jersey decriminalized cannabis in 2021; however, there are still restrictions on its use and possession. No student, regardless of age, may use cannabis on college property. Additionally, students under the age of 21 are not permitted to possess cannabis without a medical accommodation registered and approved by the [Accessibility Resource Center](#). Students in violation of this may have their cannabis confiscated and an emergency contact called to remove the cannabis from campus.

[Common Area Cleanliness and Damage](#)

The common areas (bathrooms, elevators, hallways, kitchens, laundry

rooms, lobby, lounges) are for everyone's use and should be left in the condition in which they were found. Residents will be held accountable for excessive cleaning charges. Bodily fluids may require specialized cleaning by building services; contact a staff member. Damage assessments for vandalism and missing property, including excessive cleaning fees due to damages, are a shared responsibility of the respective residents (apartment, floor, hall, room, townhouses) if the individual responsible is not identified.

[Exterior Doors](#)

Leaving exit doors propped open or unlocked or entering or exiting the residence hall through clearly marked exit doors which will only open during fire alarms, is a safety hazard. Residents are expected to properly secure their entry doors at all times. The State of New Jersey Uniform Fire Code strictly prohibits the propping open of all fire doors. Individuals found tampering with door closure or locking mechanisms may be subject to disciplinary action.



Failure to Comply

Residents are expected to comply with the reasonable directives of ResEd staff. Failure to do so may result in conduct charges. Examples of reasonable directives include, but are not limited to:

- Failure to remove prohibited items from the residence hall when notified.
- Taking over vacant spaces within a room prohibiting a newly-assigned student from moving in.
- Failure to remove fire-safety violations when notified.

Fire Alarms and Drills

Per the State of New Jersey Uniform Fire Code, the college generally conducts two fire drills a semester to ensure that students know how to evacuate properly in the event of an emergency and to ensure the alarm systems are working properly. Students should always evacuate when the alarm sounds and should not assume it is a drill.

Fire Safety

Leaving fire doors propped open is a safety hazard. All fire doors are to remain closed at all times and under no circumstances may be propped open. The State of New Jersey Uniform Fire Code strictly prohibits the propping of all fire doors.

Upon hearing a fire alarm, all residents/occupants are required to immediately

evacuate the building and shall not re-enter the building until authorized by the Fire Department, Campus Police or a ResEd staff member. Upon detection of a fire, immediately exit your residence and activate the nearest pull alarm station.

Upon hearing an individual smoke detector alarm, call Campus Police (609.771.2345 or 9-1-1) and evacuate the building. During an alarm, rooms may be entered to ensure the fire safety equipment of the building is functioning appropriately. In situations in which the fire safety of a building is in question, authorized individuals of the college's Department of Administrative and Environmental Services shall have the right to impose additional restrictions and policies changes as necessary to ensure the safety of all building occupants. Such restrictions or policy changes may be in addition to, but may not conflict with or detract from, the provisions established by the State of New Jersey Uniform Fire Code, as enforced by the New Jersey Department of Community Affairs, Division of Fire Safety.

In strict adherence to the State of New Jersey Uniform Fire Code, the college strictly prohibits the following:
Tampering or misuse of all fire safety equipment (which includes, but is not limited to, fire extinguishers, pull-alarm stations, sprinkler heads, smoke detectors, heat sensor, exit lights,

elevator phones, fire doors, and call boxes); blocking doorways; hanging articles from windows; hanging objects on/from fire safety equipment or ceiling; initiating bomb scares; and initiating false alarms. Additionally, tapestries, posters, and other wall coverings are not permitted to exceed 10% of the surface area of the walls and ceilings.

Due to the extreme potential for fire hazard, candles (even for decorative purposes), incense, halogen lamps, fireworks, smoke/fog machines, or other flame-producing devices, and personal furniture containing or constructed of urethane are strictly prohibited from all residences.

All fire safety violations are considered very serious and may result in removal from residence.

Furniture

Students are prohibited from moving/removing college-owned and provided furniture from their rooms, nor does the college have storage space to keep furniture that residents do not want in their rooms. Due to safety concerns, students may not stack furniture. Additionally, any personal furniture brought into the building must be made of fire-retardant materials. Finally, the furniture placed in lounges and common area spaces is for community use in those rooms. They may not be relocated to other spaces (including student rooms).

Grills

No charcoal or gas grills are permitted in the residence halls. Additionally, residents should not store charcoal, propane, or lighter fluid in the halls due to fire risk.

Guest Policy

During normal operating periods, residents are welcome to have guests, however, each residential host assumes responsibility for their guests' behavior and actions during their visit. Guests are defined as any individual who does not reside in that particular residence hall. TCNJ residents are guests when entering buildings in which they are not assigned. All guests entering buildings after 8 p.m. will be required to register at the hall night desk. Any non-resident in the building prior to 8 p.m., must register at 8 p.m. when the night desk begins operation. Each guest will be required to provide a picture ID. Overnight guests are permitted for a maximum of three consecutive nights with the expressed written approval of all room, suite, apartment, and/or townhouse floormates. (See Front-Desk Operations).

NOTE: This policy may be modified in order to remain responsive to the real time impacts of public health emergencies (e.g., COVID). Residents will be alerted to any updates via email and on our website. Residents are expected to comply with the most updated directive(s) regarding guests. [Current health & safety status and restrictions can be found here!](#)

Hallway Games

Because of the potential damage to the building and danger to residents, hallway games are not permitted. This includes, but is not limited to, throwing balls and frisbees, hockey, running, wrestling, roller skates, scooters, hoverboards, ebikes, bicycles, and water fights. Steel tip dartboards and darts are not permitted.

Halogen Lamps

Halogen lamps within all residence halls are not permitted.

Keys

It is a resident's responsibility to always carry their room and building-access key and to report if the key goes missing. Residents are prohibited from lending their key to others. Residents who repeatedly misplace or lose their key may be required to meet with the residence director to develop strategies for safekeeping of keys. Students who either lose keys or have them stolen will be issued a spare key, and they will not be held accountable through the disciplinary system but may be charged up to \$50 for a lock change, depending on the key type. If a spare key is not returned within 24 hours, a lock change will be administratively activated at the resident's expense. Residents may not refuse a lock change; those who try will be charged for the locksmith's visit and another lock change will be scheduled and charged to the student's account.

Lounge Use

Lounges are for residential student use and ResEd programming needs. Student organizations are not permitted to host events in residence hall spaces without prior approval. If you or your organization wishes to use a lounge for programs, events, practices, or meetings, please follow the appropriate reservation process through Book-It! Approval requests will be facilitated through by the college's student event planning staff and student organizations are discouraged from reaching out independently to ResEd staff. Residential Education and Housing reserves the right to limit use of lounges to only residential students in those buildings as part of public health precautions (e.g., COVID). Any restrictions will be announced on the housing website. Multiplug Adapters and Extension Cords Effective June 1, 2001, the State of New Jersey Uniform Fire Code strictly prohibits the use of all non-fused multiplug adapters from residence halls. Power strips with a breaker or fuse are required for all applications and can be purchased with longer cords, if location of the outlet is a concern for residents. Extension cords are also prohibited from use. Connecting surge protectors together, often called "daisy chaining," is prohibited.

Pet and Pet Accessory Policy

Fish, turtles, hamsters, mice, gerbils, iguanas, lizards, and hermit crabs are permitted in the residence halls, but must be agreed upon by all those sharing the room, house, and/or apartment and documented on the Shared-Living Agreement. ALL animals must be confined to a glass tank that is no larger than 10 gallons; wire cages are not permitted as they have been deemed unsanitary and easily escapable. Heat lamps are not permitted due to fire-safety concerns, but heated rocks are an acceptable alternative. Animals may not be removed from their tanks at any time except for cleaning. Animals who are specifically banned include cats, dogs, rabbits, ferrets, chinchillas, snakes, hedgehogs, guinea pigs, spiders, snakes, and birds.

If a student has a service animal or emotional support animal, they should seek approval through the Accessibility Resource Center per the policy documented [here](#). Emotional support animals need to be approved by the Accessibility Resource Center prior to being on campus.

And while we can appreciate your love of your family pet, you cannot have family pets visit you on campus in the residence halls. They are restricted to outdoor spaces and must be accompanied by a caretaker.

Finally, all students with animals on campus — whether it's an approved pet, emotional support animal, service animal, or outdoor visit with a family pet — are expected to clean up properly after their animal.

Posting Policy

All posters, fliers, and mailbox stuffers must be approved for posting and distribution by Student Involvement, located on the second floor of the student center. Posting must comply with the [posting guidelines](#) as published by Student Involvement.

Quiet and Courtesy Hours

To ensure an environment conducive to sleep and study, individuals are responsible for monitoring their personal noise level. Noise is considered a problem when it is deemed disruptive to others. **Quiet hours are in effect from 11 p.m. to 8 a.m., Sunday through Thursday, and from midnight to 8 a.m., Friday and Saturday.** During quiet hours, all noise must be confined to student rooms at a level that cannot be heard outside the room when the door is closed. Quiet hours are in effect 24 hours-a-day during reading periods and finals week at the end of each semester.

All remaining hours of the day are considered courtesy hours. During courtesy hours, all noise must be kept to a level which is respectful to other

residents in the building and residents are asked to comply with reasonable requests from their peers. If asked by peers to reduce noise levels, residents are expected to comply. If residence life staff deem appropriate, students may be documented for violating the noise policy during courtesy hours. Amplified music or bands are not allowed, and all groups using common areas and/or lounges need to abide by quiet hours.

Room Changes

Any changes in room assignment must be approved in writing by ResEd professional staff. This includes moving spaces within a suite or apartment.

Room Furnishings

At no time are students permitted to stack their furniture or remove college furniture from their rooms or common living areas. All personal furniture brought into the residence hall must be made of fire-retardant materials. Please refer to the appliances and fire-safety sections for additional information regarding room furnishings.

Routers

Routers are strictly prohibited per the [TCNJ Computing Access Agreement](#). (See also: Wifi).

Shared-Living Agreement

All residents are expected to complete a Shared-Living Agreement with their roommate/suitemate/housemates.

Residents in double rooms within suites (which includes the Apartments) will complete one agreement with just their roommate and a separate agreement with everyone in the suite. Additionally, individual floor or building communities may develop a Community Agreement, facilitated by the community advisors or house assistants. While these documents are living documents and can be updated and edited as needed, failure to abide by the agreement may result in educational conversations and/or conduct charges. Shared-Living Agreements will be completed using Roompack® described below.

Smoking

All our residence halls are smoke free. Residents and their guests are prohibited from smoking in the building. This also applies to electronic cigarettes, vapes, etc.

In accordance with N.J.S.A. 26:3D-55 et seq. which is known as the New Jersey Smoke-Free Air Act and as adopted in N.J.A.C. 8:6 Smoke-Free Air Regulations, smoking of any tobacco product or use of any electronic smoking devices in any indoor public place or workplace is prohibited. Additionally, smoking is prohibited at an exterior area if smoking in the exterior area results in migration, seepage, or recirculation of smoke to an indoor public place or a workplace at which smoking is prohibited.

The New Jersey Indoor Air Quality Standard (N.J.A.C.12:100-13) does not allow any air contaminants to enter buildings and/or building systems.

Therefore, The College of New Jersey prohibits smoking of any tobacco product or use of any electronic smoking devices in all residential buildings.

The College of New Jersey also prohibits smoking a minimum of 10 feet from building entrances, openings, or air intakes. This distance may be greater if indicated by additional no smoking signage or if requested by the college's administration.

Anyone found smoking inside any facility or within designated no smoking areas outside a building are subject to a \$250 fine from the health department for the first offense and may be charged by law enforcement under any other applicable law, including N.J.S.A. 2C:33-13. Students are also subject to action through The College of New Jersey's student conduct process.

Smokers are required to properly dispose of their smoking instruments using provided smoking receptacles located on the exterior of campus buildings.

Solicitation

Door-to-door solicitation is strictly prohibited in the residence halls.

TCNJ ID Cards

Your student ID card serves many purposes. In addition to verifying your status as a TCNJ student, the card hosts your meal account, serves as collateral for borrowing items from the hall office and provides access into buildings. In Eickhoff Hall, the ID is also used as your room key for access to your space.

Students are expected to always carry their ID. Lending your ID card to someone else or failing to present it when requested by a college official is a violation of college regulations. You may report lost or stolen IDs to the On-Line Card Office at cardservices.tcnj.edu or the Office of Student Accounts at 609.771.3145 (24 hours a-day). A nominal replacement fee will be charged. If your ID is lost, stolen, or misplaced, you should deactivate it immediately to ensure anyone who has it does not have access to your residence hall, meal account, or Get-It funds.

Throwing Objects Out of Windows

Throwing objects out of windows is dangerous to individuals, their property, and the surrounding areas. It is also prohibited to remove screens, enter, or exit a building through a window, and/or to suspend objects outside of a window. Firefighters interpret objects hanging outside a window as a signal for an emergency. This is considered a serious violation and may result in removal from residence.

Vacant Spaces

At times there are unoccupied spaces in the residence halls (including within a double room). At no point should a student use or access spaces that they are not assigned to. This includes, but is not limited to, pushing beds together, occupying drawers, or using closets that would be assigned to a future roommate.

Vandalism and Damages

Students may be referred to student conduct for vandalism and intentional damages. Additionally, students may be charged for related repairs and cleaning. If you observe someone vandalizing or damaging the halls, please report it immediately.

Violations of the Annual Residence Hall and Dining Services Contract

Upon applying for housing, you signed a contract that indicates you will abide by a series of agreements. You should periodically review this document to ensure you are knowledgeable about those contractual obligations.

Wall Hangings, Curtains, Tapestries, and Other Décor

While we want TCNJ to feel like your home away from home, there are additional restrictions and guidelines in place that are meant to ensure student safety, mitigate fire risk, and comply with state fire code. This includes, but is not limited to:

- No decorations may be affixed to the ceiling.
- Total surface area of tapestries, posters, and other wall coverings are not permitted to exceed 10% of the wall to which they are attached.
- Rooms must maintain 18 inches of clear space below the ceiling and/or sprinkler head.



Do This, Don't Do That!

Do ✓

Bring a surge protector.

Don't ✗

Bring an extension cord.

Why

Extension cords are meant for temporary use and can be a fire hazard with frequent or long-term use. Surge protectors will protect valuable electronics from power surges, and many do come with longer cords.

Do ✓

- Bring a fan.
- Make sure you are not blocking any vents with furniture or other items.
- Check to make sure windows are shut.

Don't ✗

Bring portable heaters or air conditioners.

Why

Portable heaters and air conditioners can overwhelm the electrical capacity of the residence halls.

Do ✓

Plug in air fresheners, air deodorizers, or electric essential oil diffusers.

Don't ✗

Bring candles or incense.

Why

Candles and incense are a fire risk.

Do ✓

Make use of our community kitchens or bring approved appliances to the lounge for use.

Don't ✗

Bring any cookware with an exposed heating element.

Why

Appliances with exposed heating elements are a fire risk.

Community Living

Community Agreements

Community Agreements are written documents that detail how residents choose to live together. While all students are expected to conform to the Student Conduct Code and Behavioral Expectations for Residential Students there are many instances where residents need to decide for themselves how they will live. Community advisors and house assistants will assist residents in creating this document at their first-floor meeting of the academic year.

Floor Meetings

Community Advisors and House Assistants will host floor meetings at the beginning and end of each semester. These meetings will set the expectations for living together as well as offer the opportunity to distribute information to an entire floor. As we approach each break period, a closing floor meeting will be held to review move-out



expectations. Additional floor meetings may be held if behavioral concerns that affect an entire community arise. Attendance at all floor meetings is expected.

Interacting with your CA/HA

Your community advisor and house assistant are there to be your first point of contact when you need support. Whether it's a roommate issue, homesickness, personal issue, or sharing personal successes; our CA and HA want to hear from you. In the first days you are on campus, we encourage you to introduce yourself and get to know them. They also plan activities and events for their community so please share your ideas and interests with them.

As CAs and HAs are also undergraduate students, please be aware that there may be times they need to fulfill their own academic and personal obligations. In those instances, there will likely be another CA and HA in your community ready to assist.

What Does It Mean to be a Roommate?

Roommates

Being a good roommate means being able to live with someone peacefully and cooperatively. This may include having similar cleaning expectations, expectations when it comes to noise, study habits, etc. While it may be preferable to be friends with your roommate, this is not a requirement for being a good match. Many times, the people we are close friends with are actually not a good roommate match.

For example, you may have an outgoing friend who makes you laugh; however, they have very different expectations for cleaning a space than you do. This could lead to conflict that can negatively impact your friendship. Conversely, you may have a roommate who you do not spend time with socially, but you both like to study quietly and independently and have a similar sleep schedule. This could be a great match.

It's also important to recognize that no two people have exactly the same expectations and needs. Living in a community with a roommate will require both parties to compromise. We believe, and studies show, that learning how to navigate this develops critical life skills and experiences that fosters student success, both in college and beyond.

Shared-Living Agreements

All residents at TCNJ are required to complete a Shared-Living Agreement with their roommate. Shared-Living Agreements are found in our Roomcompact® system and can be completed or revised by residents at any time. These documents are specifically designed to guide residents through many topics that typically lead to roommate conflict. It will ask questions around sleep habits, study habits, cleaning expectations, sharing items within the room, food expectations, guests, etc. It is strongly recommended that residents take this document seriously and authentically communicate their needs. The more forthright and honest residents are about their needs, the less likely a conflict arises.

In spaces where there are common areas beyond a bedroom, an additional Shared-Living Agreement is required. This includes suites, apartments, and townhouses where there are living rooms and kitchens shared by multiple residents.

Navigating Roommate Relationships

If you find yourself experiencing conflict with your roommate, the first step in the process is communication. Oftentimes, a simple conversation is enough to resolve the conflict. In many circumstances, one roommate in the relationship may not even know that a problem exists. What one person believes to be “common sense” may not occur to the other individual. This does not make someone a good or bad person. They just need to be informed that a boundary has been crossed. A conversation like this should not take place via text messaging or other phone apps. These apps allow for the removal of non-verbal cues and introduces greater risk of miscommunication. If you are experiencing conflict, be upfront with your roommate. Inform them you have concerns and ask to have a dedicated time set aside to have a conversation. Giving a little time for someone to mentally prepare for the discussion can limit the potential for someone to feel “blindsided.”

Things to do when handling a disagreement with a roommate

- Be gentle, but direct. The longer you wait to confront the problem the worse it will become.
- Speak only for yourself.
- Try to separate yourself from any anger. You will get better results by remaining calm and rational and anger will just fuel the situation.
- Find a private space to have the conversation. It may be helpful to have it on neutral ground.
- Have a reasonable solution in mind.
- Listen to the other person’s feelings and concerns. Relationships require give and take.
- Be flexible. Consider what is reasonable rather than what is ideal.
- Be willing to compromise but be sure to assert your rights. Be mindful: compromise does not involve your way or the highway solutions!
- Keep in mind what you value the most.
- Address situations sooner rather than later. A good guideline is to address things within 72 hours.
- Do take time to cool down if needed before addressing something that has made you very angry.
- Be honest about your feelings, but also be compassionate and seek to hear their perspective.
- Stay calm and choose your language wisely. “I” statements are very helpful in conflict situations.
- Ask for clarification if you don’t understand.
- Make eye contact and be respectful.
- Try to listen and understand the other person’s perspective.
- Be fair and cooperative.
- Expect a successful resolution.
- Talk face-to-face with the person!
- Think about how you would like to be addressed if the situation were reversed.

Things to avoid when handling a disagreement with a roommate

- Don't leave notes, e-mails, GroupMe messages or cryptic/passive-aggressive social media posts, text messages, or any other form of communication that doesn't involve face-to-face conversation! These written forms of communication often get misinterpreted by the other party thereby making the situation worse!
- Don't act passively. A conflict will never get resolved if you do not speak up. Telling the other person you are okay with something means you are okay with it! Speak up if you are uneasy or dislike something that is occurring in your situation! Inaction is an option but then you must accept the consequences of choosing no action.
- Don't try to have a conversation about the conflict when other people are around.
- Don't assume you know what the other person is thinking. Allow them to communicate for themselves.
- Don't gossip or involve others unnecessarily. Go directly to the source. When you talk about your problem with everyone BUT the person you need to address, it is likely to get back to them and make them defensive and angry before you even have the chance to talk.
- Don't minimize the issues. Joking has its time and place, but how can someone take an issue seriously if you make light of it?
- Don't accuse. People are likely to become defensive and you can lose control of the situation. An argument will be the conclusion.
- Don't be surprised if the other person gets upset if you confront them. Give them an opportunity to think about what you have said and process it.
- Don't be surprised if the other person also has issues they would like to discuss.

If you have had one or more conversations with your roommate, you may approach your CA/HA about having a facilitated conversation. During a facilitated conversation, your CA/HA will help guide the conversation as a neutral third party. They have been trained to provide some helpful guidance that may lead to resolution of the conversation.

If a facilitated conversation does not lead to resolution, the Residence Director may be brought in to provide assistance. This will likely take place through individual and/or group conversations with all parties involved. If after this attempt at achieving a resolution does not work, the RD may recommend one or more parties change rooms.



Residents may not request to have another resident relocated. A resident's request to change their room may be considered subject to room availability; however, alternative resolutions (such as a facilitated conversation) may be required prior to approving a room change. If it is determined that a room change is required and neither resident is willing to relocate, one or both parties may be administratively moved.

Cleaning in Suites and Apartments

Residents are required to maintain their own bathrooms, kitchens, and common areas in suites, townhouses, and apartments. It is recommended that residents develop a cleaning plan during their Shared-Living Agreement discussion at the beginning of the academic year. This plan should include regular cleaning of countertops, sinks, showers, floor, and appliances. It should also include regular removal of expired food items in refrigerators, freezers, and cabinets.

Failure to adequately maintain may be considered a violation of the Behavioral Expectations of Residential Students and result in administrative action by the college. Additional time required to clean a space after all residents have moved out may result in excessive cleaning charges billed to student's accounts.

What Tools Do I Have to Help Me with My Residential Experience?

My Housing

My Housing is the system used for room applications, assignments, check in/out, room condition reporting, and meal plans. You can access this system through <http://today.tcnj.edu> or the housing website. Tutorials are available on the housing website for the various ways in which you can use this system.



Work Orders

The work order system is where you make any maintenance or repair requests. This may include, but is not limited to, broken furniture, broken lighting, plumbing issues, pest control issues, etc. The work order system is most easily accessed on [the housing website](#) and clicking on "Submit a Work Order"



Laundry Work Orders

To report any issues with laundry equipment in the residence halls please go to <http://housing.tcnj.edu> and select “Report a Broken Washer/Dryer.” Please take note of the specific location of the laundry room you are reporting (building/floor) and the numbers on the units that require repair as these will be required when you fill out the form.



IT Help Desk

The Information Technology Help Desk (IT Help Desk) can assist you with your technology needs. If you have questions or need to submit a ticket, please navigate to <http://helpdesk.tcnj.edu>. When you navigate to this page you can click the Request Help button which will bring you to a menu of categories for assistance. The website may be able to answer your questions directly or assist you in submitting a ticket for assistance.

Roompack[®]

Roompack[®] is our department’s system for managing the learning experience in the residence halls. Residents will primarily use two features of this system. On the left-hand navigation menu there is a Resources tab. This is where you can find many documents and links that may be helpful. Examples are links to the care referral form if you are trying to help a friend or a link to the laundry work order form.



You will also use this system to complete the Shared-Living Agreements for your room and/or suite. Instructions for completing Shared Living Agreements can be found in the resources section of Roompack[®].

What Will I Learn Living on Campus?

What is a Residential Curriculum?

A residential curriculum is a philosophy for organizing the learning that occurs in the residence halls. Our aim is that you will not simply LIVE with us, but you will also have the opportunity to LEARN. The curriculum is just our fancy way of describing this. At TCNJ, our residential curriculum is called HOME.



Why Do We Have One?

Each major at TCNJ has a curriculum that guides you towards a future career. Our curriculum develops your ability to live with and among a community. In this way, your residence hall becomes a laboratory just as valuable as any in the Chemistry, Biology, or STEM Buildings. The activities and events we plan are designed to help develop your self-awareness as well as how you interact with others. The curriculum also allows us to ask you the right questions, so we know if learning has occurred.

Overview of the HOME Curriculum

Every curriculum starts with an educational priority. This is a simple statement that reflects what we hope our students (residents) will learn. Our educational priority reads:

The Department of Residential Education and Housing develops engaged scholars and fosters caring communities by focusing on cultural competence, responsible citizenship, identity, and the development of wellness practices.

In other words, we want you to learn about who you are, how to interact with others, and how to live well.

Learning Goals

Cultural Competence

Students will navigate campus, local, and global communities in culturally competent ways.

For you to be successful, you must develop the capacity to work with those different from yourself. This requires both understanding and appreciation for different cultures and worldviews, as well as the ability to adjust behavior to communicate cross-culturally. You will be able to develop the awareness, attitude, knowledge, and skills to interact positively in an ever-diversifying world.

Identity Development

Students will critically examine various aspects of their identities and how they intersect.

Identity development is a process of understanding and gaining awareness of who you are and how your unique experiences shape how you make meaning. Through your residential experience, you will be able to explore the intersections of your identities, how they change over time, and how they impact your interactions with others.

Responsible Citizenship

Students will exercise responsible citizenship through civic engagement and being active participants in their communities.

Through your residential experience, you will learn about ways to be active within your campus, local, national, and global communities. Through civil discussion and listening, you will develop an awareness of the challenges both individuals and communities face. You will be able to actively participate in preventing and resolving problems to create a sense of belonging and benefit the common good.

Wellness Practice

Students will integrate wellness practices into their lives.

Recognizing and implementing sustainable wellness practices that benefit academic, social, and professional development allows for lifelong learning and promotes your overall success. Through your residential experience, you will be able to identify and develop wellness practices along seven dimensions: spiritual, emotional, intellectual, physical, social, environmental, and financial.

What Activities Should I Expect?

Bulletin Boards/Digital Signage

All of our residence halls are equipped with physical bulletin boards. Additionally most residence halls are equipped with digital signage in their lobbies. Our staff will regularly update these boards with educational information in line with our curricular goals

Community Events

These are fun events planned by your community advisors/house assistants to get your floor and/or building community together. The only learning expectation of these events is to enjoy yourself.

Facilitated Events

Facilitated events are planned by your RD and executed by the student staff. Each facilitated event focuses on one or more areas of the curriculum with the expectations that they will contribute to residential learning.

Group Dialogues

Group dialogues are an opportunity to sit down with a small group of residents (typically 5 to 7) in your community to discuss a particular subject from within the curriculum. These occur no more than once per semester.

One-On-Ones

As the name implies this is a one-on-one sit-down conversation with your community advisor/house assistant. Each one-on-one is designed to review a subject area within our curriculum. It is also a great way for you and your community advisor/house assistant to get to know one another. These typically occur 1 to 2 times per semester.

Social Media Engagement

Each residential community has an Instagram account that highlights what is happening in the community, promotes upcoming events, and provides additional educational information (*see page 49*). The Department of Residential Education and Housing also has both Facebook and Instagram channels that provide helpful information throughout the year. Your CA will establish a GroupMe account with their residents to facilitate ongoing communication and conversation.



Residential Education and Housing
@tcnjresedandhousing

Apartments
@tcnjapts

Cromwell/Decker
@cromwell_decker

Eickhoff
@tcnj_eick

Lakeside (ABE, Norworthy, Centennial)
@lakeside_tcnj

Townhouses
@tcnjtownhouses

Travers
@traversfam

Wolfe
@wolfepack



Residential Education and Housing can also be found on Facebook at:
TCNJResEdandHousing

Leadership Opportunities

Becoming a Student Staff Member

Residential Education and Housing is the largest employer of student employees at TCNJ. Our student staff are indispensable to the operation of our residence halls. Students in these positions can develop leadership, communication, event planning, and conflict management skills. Our residence hall staff also develop close bonds with their fellow team members that often blossom into longtime friendships. Many of the most influential leaders in our society started as residential staff members in their college years. Kerry Washington, Hillary Rodham Clinton, Donald Glover, Katie Couric, and Robert Gates, just to name a few.

For more information about our available positions, application processes, and compensation packages, please visit:
<http://resedstaff.pages.tcnj.edu>.

Residence Hall Association

Email: *rha@tcnj.edu*

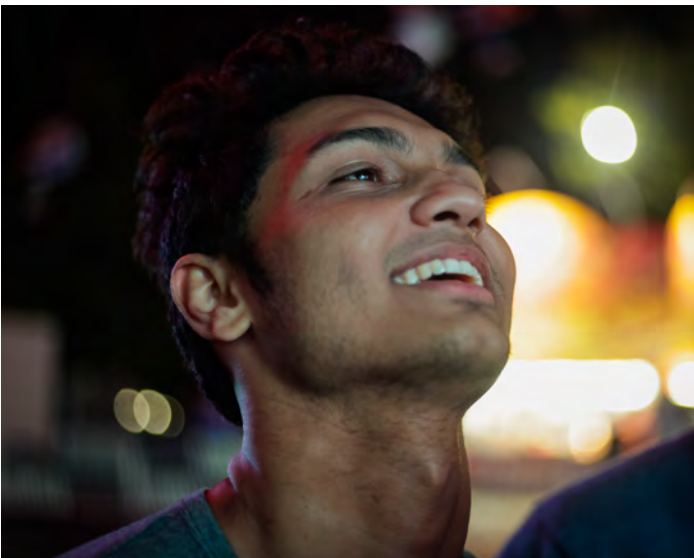
IG: *@tcnjrha*

Twitter: *@TCNJ_RHA*

All residents are members of our Residence Hall Association. This is an advocacy organization that gives voice to issues on behalf of the residential population. Residential concerns brought to the organization are then addressed with the administration within ResEd. In addition to their advocacy efforts, the Residence Hall Association also plans activities and events that serve the overall

residential community. It is also part of a national organization called the National Association of College and University Residence Halls, Inc. Students from TCNJ attend regional and national conferences with similar organizations on other college and university campuses to participate in leadership development activities, learn best practices, and develop networking skills.

Students are encouraged to attend Residence Hall Association meetings on Wednesdays at noon in the Cromwell Hall main lounge.



FAQ: WHAT DO I DO IF ...

I Get Locked Out

Between 8 a.m. and 8 p.m.

You can go to the central key office in Eickhoff Hall to sign out a spare key. Spare keys may be signed out for 24 hours. If the spare key is not returned within 48 hours, a lock change will be requested from Access Control. Lock changes are \$50 and are billed directly through Student Accounts. Once a lock change is requested, it cannot be refused.

Between 8 p.m. and 8 a.m.

A community advisor is on duty for their building between 8 p.m. and 8 a.m. and can let students back into their room. From 8 p.m. to midnight, the CA on duty can be found in the building's hall office. After that time the CA on duty can be found by calling the hall office extension which will be posted on the door to that office.

I've Lost My Key

Between 8 a.m. and 12 a.m.

You can go to the central key office in Eickhoff Hall and report the key lost/stolen. Staff will request a lock change at a charge of \$50 which will be billed directly to the student through Student Accounts. A spare key will be issued to you temporarily until the lock change takes place. Once the lock change occurs, you will return the spare for your new key. Once a lock change is requested it

cannot be refused.

NOTE: A lock change will require all residents of a space to get new keys. You may want to inform your roommates, so that they are prepared when we notify them to pick up their new key.

Between 8 p.m. and 8 a.m.

A community advisor is on duty for their building between 8 p.m. and 8 a.m. and can let students back into their room for the evening. If you are given access to your room for the evening, we ask that you stay in your room so that staff do not have to give entry multiple times that evening. The next day you will be able to go to the area office to report the lock change and get a temporary key as above.

I'm Expecting a Letter

At move in, all students will be issued a mailbox number and combination for receiving paper mail. If you lose your mailbox number and combination, you can visit your hall office to get it again. You will not receive notifications of letters being put into your mailbox.

I'm Expecting a Package

Packages will be distributed from the Residential Mailroom on the first floor of Decker Hall. You will receive email notifications for any package received by our office so that you may pick it up. If you are expecting a package and have not received notification from our office, we ask that you first speak with the mail

service provider handling the delivery (Amazon, UPS, USPS, etc.). If after speaking with them, you believe that the package has arrived on campus, but you have not received notification, please allow 1 to 2 business days as packages do need to be delivered from the college's central mailing/receiving office to our residential mail office. If you have not received notification after that time, please fill out the lost package form on the housing website.

[I Lost My ID](#)

Lost IDs can be replaced at Card Services in Green Hall, Room 119 for a \$10 charge. Once you know that an ID is lost it is your responsibility to report this to [Card Services](#) via their website to have your card deactivated. TCNJ is not responsible for unauthorized use of the TCNJ ID card prior to it being reported as lost/stolen.

Once you obtain and activate your new card, your building and room access will be transferred over. If an ID that has been reported lost/stolen is found it may no longer be used for entry into any building.

[I Notice Pests in My Room](#)

Please complete a work order. Facilities contracts with an off-campus pest control company who comes to campus regularly. Short-term mitigation strategies may be implemented, and the

pest-control company will come to your space the next time they are scheduled to be on campus.

[My Room is Too Hot or Too Cold](#)

If you believe there is a problem with temperature control in your space, please submit a work order. The college has specific guidelines regarding acceptable temperature limits. If there are any issues with temperature regulation in a space, Facilities may provide short-term remedies such as a space heater or fan. Air conditioning units that are not owned and installed by the college are prohibited. Room air conditioners are limited to those registered with Accessibility Resources Center and are only available on a limited basis.

In spaces with independent temperature control, specific instructions will be placed near the thermostat regarding suggested usage. In these areas it is important that you communicate with your roommates and agree on a set temperature. Frequent adjustments to the thermostat may result in poor temperature regulation. Additionally, while air conditioning is in use, please make sure all windows remain closed for proper functioning of the unit.

Before submitting a work order, please ensure that you have checked the physical status of your room. For example, if your room feels too cold,

make sure that the windows are shut completely and that there is no furniture/storage blocking any heating vents.

Broken Furniture

If anything in your room is broken and no longer functional, please submit a work order immediately. Residents may be charged for intentional or negligent damages. Residents will not be charged for any damages caused by normal wear and tear.

Someone Gets Hurt

If someone is physically injured in the building and requires medical attention, call Campus Police at 609.771.2345 (ext. 2345 from a campus phone) or 9-1-1. Campus Police will dispatch TCNJ EMS or request off-campus emergency medical services to come to the area. Additionally, Student Health Services, located on the first floor of Eickhoff Hall, is available on campus during the hours of 8:30 a.m. to 4 p.m., Monday through Friday. There is also an Infocus Urgent Care in Campus Town.

I'm Feeling Homesick/Missing My Community at Home

If you are experiencing homesickness or loneliness, the first thing to remember is this is completely normal and likely temporary. For those coming to live on campus for the first time, there will likely be a period of adjustment as many of the routines and supports you are used to are changing.

Here are some tips:

- Share these feelings with your friends on campus. It's highly likely that others are experiencing this too. This can be highly reassuring and will reinforce that this is a normal experience.
- Create traditions and routines on campus that make it feel like home. Creating routines can be very calming and reassuring. This could be scheduling time to go to the gym, setting up study time in the library, or a regular lunchtime with friends. You may also want to consider teaching your new friends some of the traditions and culture you experience away from TCNJ. This can help you form a deeper bond as well as allow you to have that experience while on campus.
- Join a student organization. A good way to combat homesickness is to develop close connections here at TCNJ. Student organizations are a great way to meet new people who have similar interests, as well as help keep you busy.
- Find a religious or spiritual community. TCNJ offers a wide range of spiritual activities and organizations. If this is an important aspect of your life, consider seeking out one of these opportunities.
- Use technology to communicate with people from home. There are many tools you can utilize from Zoom to text messaging. Keeping in touch

with family and friends is likely to help you keep them with you even while you are here at TCNJ.

- Schedule time to go home. If family Facetime is an important part of your life, then build it into your schedule. Look at your syllabi and figure out when important assignments are due. If you have a time in your schedule where you are less busy, than this is a good time to schedule a weekend at home.

I'm Feeling a Lot of Stress

Stress is a normal part of the college experience. The academic rigor of TCNJ, navigating relationships with peers, family obligations, all can have an impact on your life.

If you are experiencing stress, you may first want to look at your physical habits. Are you exercising regularly, eating enough/making healthy eating choices, getting regular sleep, drinking water? These physical stressors may be enough to reduce your overall stress load.

Have you talked with your peers about what you are going through? Sometimes we assume that we are the only ones experiencing stress. Similarly, we may assume another person “has it all together” when really, they are going through the same things you are. Talking about what is going on in your life with peers can go a long way to destigmatizing feeling “stressed out.”

The College’s mental health services are available to residents. Counseling & Psychological Services offers a wide variety of individual and group counseling services, as well as helpful information for self-care. If you would like to take advantage of these services you can request an appointment through OWL, TCNJ’s Online Wellness Link.

If you are considering harming yourself or others, please call 9-1-1 or call 609.771.2345 (x2345 from a campus phone).

You may also use the National Suicide Prevention Hotline: 1.800.273.TALK (8255).

I Have an Argument with My Roommate

If you have just had an argument with your roommate please visit the Roommates section of this document that starts on page 41.

I Have Tested Positive for COVID

If you have tested positive for COVID, please follow these steps:

- 1) Please first update your status on the TCNJ ROAR app (available via Apple and Google Play stores).
- 2) Wear a well fitting surgical mask, N95 or KN95 at all times, including in your room.
- 3) Self-isolate in your room and reach out to ResEd immediately to facilitate a move to isolation (or to let us know

that you will be isolating at home). During business hours, you can call the main Res Ed & Housing Office at 609-771-2301. After hours, you can get in touch with the Professional Staff on Duty through your CA, the Hall Office or Campus Police.

- 4) Our professional staff will guide you through what you need to do for isolation.

While our department recommends that students complete their isolation period off-campus, we have set aside isolation spaces on the first floor of New Residence Hall. For students that request to complete their isolation on campus we have prepared this [Residential Guide to Isolation and Quarantine](#) to answer any questions.

Whether or not you have tested positive for COVID you should keep up to date on the latest status information via the [Health & Safety Update page on the housing website](#) and through the [covid19.tcnj.edu](#).

NOTE: Only Student Health Services (health@tcnj.edu) or the COVID compliance team (covidcomply@tcnj.edu) determine when a student can be released from isolation. All medical related questions should be directed to Student Health Services.

I'm Concerned about One of My Friends

If you notice a significant behavioral change or have other mental health concerns relating to one of your friends, please submit a CARE referral. This will be reviewed by a member of the college's CARE staff who will determine how to proceed. This may include reaching out to you for further information.

Depending on the circumstances, the referrer may not receive specific information about how CARE plans to respond to their referral.

If you feel that this incident/situation may lead to harm to the individual or others, if there is an emergency, or if you feel there is a significant threat to the college and/or its community, please dial 9-1-1 or call Campus Police at 609.771.2345.

To submit a CARE referral please go to: <http://tcnjcares.tcnj.edu>.



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To submit a CARE referral please go to: <http://tcnjcares.tcnj.edu>.

The TCNJ CARE team has offered these as a non-exhaustive list of some signs that you might want to submit a CARE referral

Academic Signs

- Excessive absence/tardiness.
- Inconsistent or deteriorating quality of work.
- Increased tardiness or absences.
- Disorganized work and/or presentation of ideas.
- Repeated requests for extensions.
- Written or verbal expression of morbid, dark, or violent thoughts.
- Disproportionate anxiety about coursework and/or in response to grades.
- Behavioral Signs.
- Exhibits high levels of emotionality, tearfulness, crying.
- Excessively demanding or dependent behavior.
- Nonsensical, incoherent speech.
- Expression of suicidal thoughts.
- Angry outbursts, intimidating or aggressive behavior. Impulsivity.
- Expressions of worthlessness, hopelessness, despair.
- Unusually animated or withdrawn.
- Unpredictable and/or rapid shifts in mood. Inability to regulate mood/behavior.
- Increasing dependence on you (by making excessive appointments, hanging around your office or after class) or others.

Physical Signs

- Deteriorating or poor hygiene, disheveled appearance, soiled clothes.
- Comes to class smelling of alcohol or appearing high.
- Noticeably slowed or rapid speech.
- Appears constantly fatigued and/or falling asleep in class.
- Significant weight gain or loss.
- Appears confused, disoriented, or out of touch with reality.

Other Reasons to Refer

- Food Insecurity
- Housing Insecurity
- Roommate Issues
- Financial Insecurity
- Grief/Bereavement
- Physical Health
- Any Concern Impacting their Ability to Succeed at TCNJ

I Experience a Bias-Related Incident

While the college strives to make sure every individual feels safe and that they belong at TCNJ, we recognize that incidents of bias may occur. To this end, the college has created the Bias Education and Support Team to assist in these circumstances. If you feel that an incident has occurred, please inform our staff to address any immediate needs and also [submit a bias incident report here](#).

My Friend or I Are Severely Intoxicated. Will We Get in Trouble If We Call for Help?

As outlined in the Student Conduct Code, the college's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Students who contact college or local authorities for assistance, stay with their friend, and are fully cooperative with any college or law enforcement official, may qualify for amnesty and not be formally charged with a violation. For further information about this please [click here](#).

I've Been Documented for a Possible Policy Violation

If you've been documented for a possible violation of the Student Conduct Code or Behavioral Expectations for Residential Students, a report will be generated and submitted by the staff members who responded to this incident

IF YOUR FRIEND IS UNDER THE INFLUENCE & IN DANGER, IMMEDIATELY CALL TO GET HELP!

Make the Call!

1 2 3
4 5 6
7 8 9
* 0 #

TCNJ AMNESTY

Office of Student Conduct & Off-Campus Services:
609.771.2780 conduct.tcnj.edu

Stop & Call for Help
Contact Police Immediately:
609.771.2345
or
9-1-1

Stay with your friend
Remain actively involved in helping your friend

Remain Active
Wait until help arrives, cooperate with authorities, & provide information

through the college's system. This report will be reviewed by a college official to determine whether a potential violation took place and what further action needs to be taken.

If no Student Conduct Code charges are warranted:

- The case may simply be closed, and you will not hear further from the college.
- You may receive a letter that explains the violation, details that repetition of this behavior may result in charges, and requires no further action on your part.

- You may receive a letter asking you to take a corrective action such as removing a prohibited item from the residence hall.
- You may receive a request for a meeting to discuss the incident.

If charges are warranted:

- You will receive a request for a Conference Meeting with a member of the college staff. This meeting is designed to review the information the college has been given, explain your rights and responsibilities, and allow you to participate in deciding how the case moves forward.

If it is unclear whether charges are warranted:

- The Office of Student Conduct and Off-Campus Services may determine that this incident requires further investigation to gather information before making a charging determination.

Please note that ResEd's student staff are required to enforce the policies outlined in both the Student Conduct Code and Behavioral Expectations for Residential Students. Their role in our process is simply to take note of potential violations that come to their attention and report them to the College. Student staff play no role in determining if charges are warranted and how the situation moves forward.

Appendices

Residential Education and Housing Mission Statement

The Department of Residential Education and Housing provides a wide variety of services aimed at developing the personal, social, and academic life of each residential student and opportunities for all on-campus students to become an integral part of a diverse community and grow through their common experiences.

Through all these efforts the residence halls are more than “places to live” (or “dorms”) — they are centers for educational living and learning in which all students are encouraged to develop and participate in programming that is beneficial to the betterment of the college and the greater community.

TCNJ Mission

The College of New Jersey, a nationally recognized public institution founded in 1855 as the New Jersey State Normal School, is a primarily undergraduate and residential college, with targeted graduate programs. Grounded in the liberal arts, TCNJ’s personalized, collaborative, and rigorous education engages students at the highest level within and beyond the classroom. TCNJ believes in the transformative power of education to develop critical thinkers, responsible citizens, and lifelong learners and leaders. The college empowers its diverse students, staff, and faculty to sustain and enhance their communities both locally and globally.

TCNJ Vision

TCNJ will offer an unparalleled education in a vibrant, collaborative, and inclusive community of learners who will make a distinct mark on the world. By following our values, we will serve as a national exemplar of public higher education, and we will do this while being committed to accessibility and affordability.

TCNJ Values

Excellence

- We admit highly talented students, whom we challenge to discover and realize their potential.
- We recruit the highest-quality faculty, staff, and administrators who have the expertise and experience to mentor and challenge our students.
- We support innovation and experimentation and continue to build on our accomplishments. We hold the highest expectations for ourselves and support each other in achieving them.

Engagement

- We encourage students, faculty, and staff to pursue their curiosities and passions inside and outside the classroom.
- We collaborate across disciplinary and operational boundaries to draw on all our strengths.
- We work together to enrich our local, national, and global communities.
- Integrity
- We treat each other with civility and respect.
- We act ethically and take responsibility for our choices.
- We work together in a spirit of fairness, cooperation, and transparency.

Inclusiveness

- We recognize the unique worth of each member of our community.
- We believe that a community composed of people with diverse backgrounds, rspectives, and abilities promotes learning and engagement.
- We are committed to building a diverse and inclusive community.

Self-Reflection

- We assess our practices in the classroom, on campus, and in the community.
- We nurture ongoing campus dialogue to ensure that we adhere to our mission, vision, and values.
- We routinely monitor the allocation and expenditure of our resources in order to assure that we are supporting priorities and that we are fiscally responsible.

Campus Diversity Statement

The campus community of The College of New Jersey is composed of people with diverse backgrounds, perspectives, and experiences. Given the increasing diversity of the population of the United States and the cultural effects of globalization, we must continually build upon our efforts to ensure that all perspectives can be expressed. Our commitment to inclusiveness means that the campus community will constantly evaluate college policies, procedures, and practices to remove those barriers that may affect our ability to be a welcoming and safe environment.

We commit to treating each other with civility and respect and working together in a spirit of fairness and cooperation. Our individual commitment to inclusiveness requires that each of us becomes aware of our own assumptions about human behaviors, biases, preconceived notions, and personal limitations. Collectively, we will have honest, yet respectful, discussions regarding different points of view pertaining to values and cultural issues. In our individual spheres of influence, we will engage in dialogue, activities, gatherings, and conversations to ensure that we live out our commitment to inclusiveness. When we inspire those within our circles of influence to promote the importance of inclusiveness, we are poised to influence not only our campus, but also our local, national, and global communities.



Annual Residence Hall and Dining Service Contract

Fall 2022 - Spring 2023

I, the undersigned, hereby contract for a residence hall room space as a *Bachelor degree-seeking, matriculated and registered undergraduate student at The College of New Jersey. The Residence Hall and Dining Service Contract ("Contract") is in effect for the academic year, semester or remaining portion thereof. This Contract is subject to the following terms and provisions which supersede any published previously.

1. The College will agree to provide residential space based on availability to eligible students who are at least 18 years of age at the time of moving into a residence hall room space. For those under 18, signature of a parent or guardian is required guaranteeing payment of established charges for the term of the Contract.
2. Occupancy shall be available to all matriculated and registered undergraduate students. However, if space is limited, students registered full time will have priority.
3. Occupancy shall be subject to all rules and regulations of The College, including those in the [Guide to Residence Living](#), Shared Living Agreements and additional health and safety policies implemented as a result of the COVID-19 public health emergency.
4. **A meal plan is required for all residential students.** First and second year students must select from any of the Meals per Week Plans while students who are at least in their third year of college must select from the Meals per Week or À La Carte Plans. Residential students of Phelps and Hausdoerffer who are at least in their third year of college are also eligible for the Apartment Plan. Provided that a student has a meal plan in the spring, meal points from the fall will be carried over but they must be used by the end of the spring semester or otherwise forfeited.
5. Residence halls are closed during semester break and other College closings. Residents are required to vacate the residence halls during the break periods. Dates and times that residence halls will be closed are available online. It is the responsibility of the student to apply for break housing immediately if they have an emergency need for housing during College closures. There is an additional fee associated with emergency housing during Winter Break.
6. In order to maintain health, safety, and maintenance standards, The College reserves the right to inspect student rooms and furnishings at any time. The College will give residents reasonable notice of inspection when possible, but reserves the right of inspection without notice in situations constituting a health or safety emergency.
7. The College accepts no responsibility for damage, theft or loss of money, valuables or personal effects of the student. Residents are encouraged to confirm that their property

is covered by their family's homeowners insurance and/or purchase personal property insurance.

8. The assignment or reassignment of rooms and roommates is an administrative decision of The College. The College has the right to assign a resident to any existing vacancy on campus at any time.
9. The resident shall be responsible for the room and applicable board charges for the entire academic year or remaining portion thereof. Residents interested in a release from the Contract must request approval from Housing. Students who are released from their Contract may be subject to a contract release fee for terminating the Contract. The [fee schedule](#)** is available on housing.tcnj.edu under the financial tab.
10. Residents who withdraw, take a leave of absence from the College or are released from the room and board program during the semester must vacate the assigned room within 24 hours of being notified. Extensions may be granted at the discretion of Residential Education and Housing professional staff. **A resident who takes a leave of absence or withdraws from The College before the start of the semester will receive a 100% refund for room and board charges.** A resident who is released by the end of the third week of classes will receive a refund of the room portion of the room and board program of approximately 75%; by the end of the fifth week of classes 50%; and 0% after the fifth week of classes.
11. Residents who leave The College or are released from the room and board programs during a semester will be charged board at the following rates, dependent upon meal plan program selection:
 - *A La Carte*: Students who select the A La Carte program will be refunded based upon the actual usage of their meal plan points. All points unused upon departure from residence past the close of a semester are non-refundable.
 - *Meals per Week*: Students who select the Meals per Week program will be refunded at a weekly rate for each week not in residence after release. The points will be refunded based upon the actual usage of their meal plan points. All points unused upon departure from residence past the close of a semester are non-refundable.
12. All residents will be held responsible for and billed for defacement or damage to the room, common areas and furnishings for which they contract. All residents are responsible for certifying the condition of their room and reporting any damages to Residential Education and Housing via the Room Condition Report within 5 days of receiving their room keys.
13. Billing is done on a semester basis. Room and board charges which are not paid after sufficient billings will be subject to referral for collection. All unpaid bills are carried as outstanding debts and must be cleared to process both a student's registration and transcripts. The collection of room and board fees is pursuant to College procedures as outlined by the Office of Student Accounts.
14. Final room and board rates will be set for the **2022-2023** academic year at the July **2022** meeting of the Board of Trustees. Notice of the **2022-2023** rates will be posted on the

TCNJ Housing website when the rates are established and will be indicated on the student's bill.

15. The College reserves the right to take appropriate action against a resident, including an interim removal from the residence halls or the termination of this Contract, if a resident violates College rules or is otherwise a detriment to one's own or another's safety or to the welfare of the residence hall environment. Any student removed from housing shall not be entitled to any refund of housing or meal plan payments.
16. Residents are required to remove all personal property and furnishings (e.g., couches, chairs, rugs, electrical appliances) from their room/apartment prior to check-out. Items that remain become the property of the College and will be removed. Residents may be assessed a labor charge for the removal and disposal of all personal items remaining after checkout. Residents are strongly encouraged to remove all items of value from their rooms/apartments during semester break periods.
17. The College may terminate this Contract by written notice if the resident fails to comply with the Contract. The resident remains liable for room and board charges for the semester unless released from this Contract by the Department of Residential Education and Housing.
18. Residents are required to comply with all College Health requirements required to live in the residence halls, including demonstrated proof of receipt of all required COVID-19 vaccines and flu vaccination. Residents will not be permitted to move in (early arrivals, pre-arrival events/programs, Drop & Go, or opening) until all health requirements, as set forth by TCNJ Student Health Services, have been met.

19. COVID-19 Related Provisions

The College of New Jersey holds as paramount the health, safety and welfare of our community. Taking steps to reduce the risk of COVID-19 is the shared responsibility of every member of our community. The following measures provide students with greater detail about these shared obligations, what they may expect, and how COVID-19 protocols may impact their residential experience in the coming year. Please take the time to carefully review each item.

- Updates on any health and safety protocol changes will be posted on the Current Health and Safety Updates section of our webpage. (link: <https://housing.tcnj.edu/current-health-and-safety-updates/>). Residents are expected to abide by the protocols listed on this page and updated in real time.
 - The resident acknowledges the inherent elevated risk associated with living in a community environment and the resident's shared obligation to prioritize health and safety for the benefit of the entire community.

- The resident acknowledges they have considered their own personal health status and increased risk factors inherent with community living, including the risk of exposure or infection by COVID-19, when deciding to live on campus.
- The resident agrees to adhere to College requirements and expectations intended to minimize risk of exposure to COVID-19 consistent with **current** health and safety guidance including, but not limited to, practicing social distancing as recommended by CDC and wearing appropriate face coverings in common spaces throughout the residence halls **when the College determines that such a practice is required by current health and safety conditions.**
- The College staff will educate and inform residential students on appropriate cleaning protocols within their personal living space and shared spaces. The resident acknowledges their responsibility to keep personal living space in a sanitary condition and to adhere to sanitation standards in shared spaces. TCNJ staff retain the right to conduct health and safety inspections of the living space.
- The resident acknowledges they may be required to submit to symptom checking, COVID-19 testing/**surveillance testing**, or other health protocols as a condition of residing in the residential community.
- The resident agrees to disclose to the appropriate College medical official and contact tracing team immediately upon notification of positive COVID-19 test status or contact from New Jersey Department of Health (or other government health agency) about exposure and instruction to isolate.
- The resident agrees to comply with the College's direction requiring isolation/quarantine. Isolation/quarantine may require removal from assigned room and relocation to an isolation/quarantine building. Isolation/quarantine does not constitute cancellation of the Contract nor does it entitle the resident to a refund. The College will attempt to provide residents with a designated isolation/quarantine space and require residents to follow College requirements and CDC guidelines governing living in these areas. Failure to comply may result in removal from housing.
- Residents are required to comply with all health and safety laws, orders, ordinances, policies, regulations, and guidance adopted by the College or the New Jersey Department of Health (or other government health agency) as it relates to COVID-19. This guidance may evolve as circumstances warrant. The College may require the resident to leave College housing in the event the resident's continued presence poses a health or safety risk to the housing community.

19. General Terms and Provisions

○ Residents are welcome to have guests, however, each residential host assumes responsibility for their guests' behavior and actions during their visit. All guests in the building after 8 p.m. must be registered with the hall night desk. Any non-resident in the building prior to 8 p.m., must register at 8 p.m. when the night desk begins operation. Each guest will be required to provide a picture ID. Overnight guests are permitted for a maximum of three consecutive nights with the written approval of all roommate(s)/suite mates/apartment and floormates. However, the resident acknowledges that in times of health or safety emergencies, the College has the right to alter the guest policy to adhere to guidance from the CDC and New Jersey Department of Health or to otherwise protect the health and safety of the residential community. In such times the College may restrict the full use of spaces and amenities within the residential community including, but not limited to:

i. No guests will be permitted in the residence halls or a resident's room, including, but not limited to, students from the same residence hall, other residence halls and family.

ii. For move in and move out, a resident may only be permitted to bring up to two support persons. Exceptions may be reviewed by the Accessibility Resource Center.

iii. Access to residential spaces may be restricted to residential students, College staff, and approved vendors.

iv. Access to and use of amenities/space may be restricted or limited in capacity (community space, lounges, kitchen, laundry rooms, elevators, etc.).

○ The resident acknowledges the building or room assignments may be changed prior to arrival or at any time during the term of this Contract should the College, in its sole discretion, deem such change necessary.

○ The resident acknowledges resident-initiated room change requests may be restricted or limited after occupancy.

○ In the event of an unforeseeable cause beyond the control of and without the negligence of the College, including but not limited to fire, flood, other severe weather, acts of God, interruption of utility services, acts of terrorism, the College reserves the right to maintain the safety of the premises by any means, including but not limited to temporarily or permanently removing a resident from college housing.

○ If a part of or all of college housing is closed due to an emergency or natural disaster, the College may terminate this Contract without prior notice. In no event shall the College be obliged to provide alternate housing to a resident or to

rebuild or replace any affected premises. Refunds will be at the discretion of the College.

- The resident acknowledges the resident may not be eligible for a refund of room and board rates if Residence Halls close, access is restricted during the term, or if the length of Contract is adjusted.

20. If any of these provisions is found to be invalid the remaining provisions shall remain in full force and effect.

*This also includes undergraduates enrolled in a 5 year, dual certification program.

BY SUBMITTING MY PAWS ID, I UNDERSTAND THAT I AM ACCEPTING ALL TERMS OF THIS CONTRACT AND THAT THE CONTRACT IS FOR THE ENTIRE ACADEMIC YEAR OR REMAINING PORTION THEREOF.

I accept membership in RHA, the student organization of the residence halls, including all rights, privileges, and responsibilities of such membership and cooperative participation in this Residence Hall Association.