



THE COLLEGE OF NEW JERSEY
RESIDENTIAL EDUCATION
AND HOUSING

Guide to Residence Living 2024-2025

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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 on our campus. This Guide to Residential Living is designed to serve as a source of information and guidance 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, supportive, and educational community of your peers. In the following pages, you will find information relating to policies and procedures, staffing, and the many valuable resources that make living at TCNJ the best experience possible.

HOW TO USE THIS GUIDE

This guide is meant to help you prepare to move on campus with information on services, policies, and other instructional content. It is also meant to be a resource once you are here and have questions. For example, 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 such as 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. This could include chats with your roommate, going to grab a late-night meal with your next-door neighbor, or finding someone two floors down who plays the same video games you love!

Getting Involved

Our Community Advisors (CAs) and professional staff members plan many activities for our residential students. Additionally, living on campus also makes it easier to attend student organization meetings and participate in even more 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>

to view an updated list of student organizations.



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 community. 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 residents to services that may assist them, such as Mental Health Services, the Center for Student Success, and the Dean of Students Office.

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. This way students receive the supports that best match their experience.

**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 (FYE)

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.

Sophomore Year Experience (SYE)

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.

Upper Class Experience (UCE).

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 help them to consider critical questions about their post-collegiate plans.

Themed Housing

Gender-Inclusive Housing (GIH)

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 enough overall 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 (the maximum allowed in MyHousing) depending on the location.



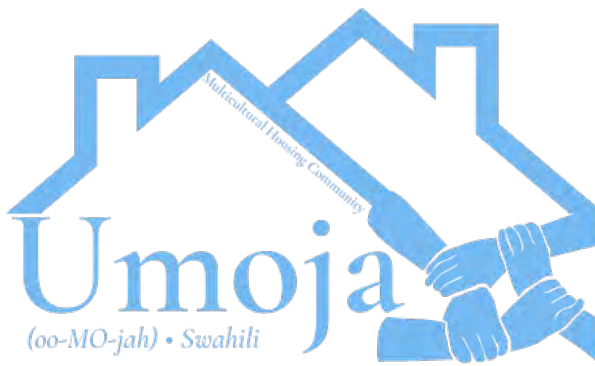
Lion's House

In partnership with TCNJ's Office of Alcohol and Drug Support Services, Lion's House is a substance-free residential program for TCNJ students who identify with, and are committed to, recovery. Students that participate in the Lion's House program have the opportunity to live with other students in recovery within TCNJ's Substance Free Residence Hall. Students living in Lion's House are expected to be active members of the TCNJ Collegiate Recovery Community (IG: @tcnjcrc)

and to be engaged in recovery sustaining activities (individual counseling, one-on-one coaching sessions, meeting attendance (NA/AA/All Recovery), etc.).

For students who are interested in this living option, a substance-free environment is defined as one where the following is prohibited: all use of tobacco (including hookah, e-cigs, pipes, cigars and cigarettes), alcohol, illegal drugs, cannabis/cannabis-type products, or the misuse/abuse of prescription drugs. Additionally, neither residents nor their guests may return to the environment under the influence of any of the aforementioned substances.

Students will be placed in substance free housing on a first come-first served basis, once they've signed the Substance-Free Housing Agreement. Priority may be given to students in recovery. Substance free housing is available to sophomores, juniors and seniors.



Umoja (a multicultural housing community)
Umoja (Swahili for 'Unity') is a themed learning community in Cromwell Hall. Umoja provides an intentional space for first year students to create community around the experience of being Black Indigenous Persons of Color (BIPOC) at a predominantly white institution. Residents will be a member of a

group that commit to building an affirming community with intentional engagement and programming. 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 either a wardrobe or built-in closet. Additionally, some spaces may 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 list of Gender-Inclusive bathrooms in the residence halls can be found at the bottom of this page.

Housekeeping and Cleaning Services

The College employs staff called Building Attendants (BAs) 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.

Keys

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 Eickhoff, Townhouses East and Townhouses West will access their room with their TCNJ ID or mobile credentials.

A student who 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 or if it is stolen, 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 - near elevators

Hours: 10am-12am

Phone: 609-637-5507

(x5507 from a campus phone).

After Hours: Please see the CA on Duty

Gender-Inclusive Bathrooms in Residence Halls

Building	Location	Signage
Cromwell	1st floor	Unisex (with M/F/ADA figures)
Decker	1st floor	Restroom (with M/F/ADA figures)
Hausdoerffer	1st floor	Restroom (with M/F/ADA figures)
Phelps	1st floor	Restroom (with M/F/ADA figures)
Norsworthy	1st floor; Basement	Restroom (with M/F/ADA figures)
Townhouses	Complex Main Lounge	Restroom (with M/F/ADA figures)
Travers/Wolfe	T/W Link	Restroom (with M/F/ADA figures; Rooms 146 and 152)

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 each use. The community kitchens located near the main lounges in 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 apartments in Hausdoerffer and Phelps Halls are all equipped with personal 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 these spaces.

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 staff. If you experience problems with any laundry machine, please go to the housing.tcnj.edu, click on "Broken Washer/Dryer," 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 receptacles, returning furniture to its original location, and removing personal items after use. The College is not responsible for loss of any materials left unattended.

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**

Mail & Packages

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. This information can also be found in your MyHousing account. Mailboxes are used to deliver all paper mail to residents and is sorted in your boxes on Monday, Wednesday, and Friday nights. Residents are expected to check their mailboxes regularly. Mailboxes are accessible 24/7 throughout the academic year.

Our department also operates a space for all package deliveries in Decker Hall called The Residential Mailroom. 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.**

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) and most paper mail will be discarded.

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 at housing.tcnj.edu.

Further information and instructions about mail can be found on our website at: <https://housing.tcnj.edu/policies-and-regulations/mail/>.

Additional mail and package questions can be emailed to our staff at studentmail@tcnj.edu.

What is my mailing address?

Student Name
2000 Pennington Road
[Building Name] [Room Number]
Ewing, NJ 08618

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

For example: Townhouses East 9J.

Personal Microwave/Refrigerator and Safe Rental

TCNJ has partnered 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 <https://mymicrofridge.com/>. 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 or lobbies. 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, trash rooms may be locked, and students directed to additional dumpsters placed outside the halls. This avoids trash overflow, chutes getting blocked or damaged, and aids in pest control.

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) during business hours. 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.

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 (helpdesk.tcnj.edu)
- Connecting to wireless ([https://tcnj.teamdynamix.com/TDClient/1798/Portal/KB/ArticleDet?ID=137045#Headless %20Dev ices](https://tcnj.teamdynamix.com/TDClient/1798/Portal/KB/ArticleDet?ID=137045#Headless%20Devices))
- Why can't I bring a wireless router? (<https://tcnj.teamdynamix.com/TDClient/1798/Portal/KB/ArticleDet?ID=17552>)

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 or missing equipment 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 Residents 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."

"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, Residential Education and Housing 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 Residential Education and Housing.

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 (arc.tcnj.edu) 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 Residential Education and Housing 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.

Building Access

Students will be able to access their assigned building using their TCNJ ID. The College of New Jersey also offers a Mobile ID that will allow your phone to “swipe” using your mobile device. Information about TCNJ Mobile ID can be found at (<https://cardservices.tcnj.edu/tcnj-mobile-id-card/>). Additionally, each year, students will be issued a security sticker to be placed on their physical ID that indicates the building in which they reside. All residents are expected to present their physical ID or mobile credentials when requested.

New students will receive instructions about how to obtain their TCNJ ID during Orientation.

Check-Out Procedures

Students checking out during the academic year may return their key to the Key'Osk 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. Failure to return a room key upon check out may result in a lock change at the student's expense. Once a student checks out, they are not permitted back into their space without a Residential Education and Housing 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 may include, but are not limited to, facility repairs, new housing accommodation requests, roommate conflicts, 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 room with a 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 Residential Education and Housing 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 attend a meeting with the Director of Residential Education and Housing or designee.. 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/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, Student Conduct 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.

Affected students will be required to meet with a College representative and may be required to complete an evaluation or other education programs. Provided they have met all the conditions of amnesty, affected students 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 Residential Education and Housing 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.

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 housing.tcnj.edu.

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

- 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. Please refer to our housing website (housing.tcnj.edu) for more detailed information regarding these criteria.

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 Key'Osk located on the first floor of Eickhoff Hall across from Student Health Services.. 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

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

Room Selection place during the spring semester. A timeline for the room selection process will be available online on housing.tcnj.edu as well as through email. Information sessions are hosted both in person and virtually for residents wishing to remain on campus. All first year and sophomore students who apply by the deadline are guaranteed housing. 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.”

Break Housing

TCNJ operates under a “365 housing” model which means we offer some form of housing throughout the calendar year. We are committed to housing students who need to remain on campus due to housing insecurity, classes, internships, campus employment, athletics, etc.

Our department will send applications for break housing to residents through their TCNJ email account. Residents are highly encouraged to read all emails from our department thoroughly as application deadlines will be communicated through those messages. All break housing applications are accepted through MyHousing. There are housing fees associated with Summer and Winter housing. All fees will be published on our website at housing.tcnj.edu.

Meals are not provided during break housing periods and meal plans are not available during this time. Residents will be expected to provide their own meals. Information regarding meal options for the relevant break period will be communicated in our departmental emails.

Student athletes on campus during breaks should communicate with their coaching staff as some meals may be coordinated by the team.

Thanksgiving/Spring Break Housing

Residents with demonstrated need will be permitted to remain on campus during Thanksgiving or Spring break. During these periods, residents may be asked to consolidate to another residence hall and may not have access to their normal residential space. If so, residents should move over with everything they will need for the break period. There is no additional cost for this housing.

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 for a College department, or those participating in a summer program approved by Residential Education and Housing (e.g., MUSE). Summer housing may also be made available for those with a demonstrated need or housing insecurity subject to approval by Residential Education and Housing in consultation with the Dean of Students Office. Students living on campus for Fall 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. For information about Summer Session dates please visit: <https://academics.tcnj.edu/academic-calendars/>

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 housing.tcnj.edu.

Full descriptions of meal plans can be found on the My Housing portal, as well as the Dining Services website (tcnj.sodexomyway.com).

Meal Plan 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

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 housing.tcnj.edu and click on "My Housing" to reach the MyHousing portal.

Safety and Security

Automated External Defibrillators (AED) and Naloxone (Narcan) Access

Each residence hall is equipped with one or more AEDs to help if someone is experiencing sudden cardiac arrest. These stations are also equipped with Naloxone kits for rapid reversal of an opioid overdose.

Campus Police

TCNJ Campus Police is a highly trained team of professionals dedicated to the safety of the TCNJ community. In addition to law enforcement, Campus Police also provides additional services to our students, faculty, staff, alumni, and guests.

24-Hour Safe Walk

Campus Police provides around the clock safety assurance for students. If you feel your personal safety is endangered on campus, directly call the Dispatcher/24-Hour Communication Center at (609)-771-2345 or utilize the college's Blue-Light Call Boxes (see below) located around the campus. An officer will directly respond to your concerns and make sure you return to your intended location safe and sound. Never hesitate, officers are always there when you need them.

Bicycle Registration & Property Engraving

Community members are encouraged to register their bicycle with the TCNJ PD. The Department makes available, upon request, a free engraving tool which members of the Community can use to mark their property. These programs provide a visual deterrent and aid in the recovery of stolen property. If you would like to make an appointment, please email tcnjpd@tcnj.edu.

To register your bicycle, please fill out the Bicycle Registration Form and email it back to tcnjpd@tcnj.edu. We recommend that you attach a photo of your bicycle so that it may be uploaded into our database.

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.

Clery Act and Reporting of Crime Statistics

The Jeanne Clery Disclosure Of Campus Security Policy And Campus Crime Statistics Act (Clery Act), a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety. Additionally, the law requires institutions to inform the public of crime in or around campus. This information is made publicly accessible through the institution's Annual Security Report. A link to the College's Annual Security Report can be found at: <https://campuspolice.tcnj.edu/resources/stats/>

Emergency Text Alerts

TCNJ utilizes a text emergency-alert system as one of the most direct means of providing time-sensitive Information the significantly impacts the campus community. These emergency-alerts send warnings, information, and updates about any issues that present a threat to the safety to students. It ensures campus community is informed and safe. This system also provides developments that significantly impact our campus and require time-sensitive distribution of information. Instructions to receive text alerts can be found at: <https://emergency.tcnj.edu/tcnj-alerts/>

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 Residential Education and Housing 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.

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.

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

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 to their room. Once outside, residents will gather in designated locations (see below) that are at least 25 feet away from the building. Residents may not stand in roadways during a fire evacuation as this could impede fire department access in the event of a true fire emergency. Residents may not enter the building until directed by Fire Department, Residence Hall staff, or Campus Police.

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).

Fire Alarm Evacuation Locations

Building	Exterior Location	Inclement Weather
ABE	Across circle near Eickhoff or Library	Eickhoff Hall
Centennial	Across circle in front of the Ed Building	Eickhoff Hall
Cromwell	Lawn in front of Cromwell.	T/W Lounge
Decker	Lawn in front of Decker	T/W Lounge
Eickhoff	<i>North Exit:</i> Past columns by library <i>East Exit:</i> on grass	Brower Student Center
Hausdoerffer	Sidewalk across Metzger Drive	Phelps Lounge
New Residence	Across street near Norsworthy	Eickhoff Hall
Norsworthy	Across street near Spiritual Center	Eickhoff Hall
Phelps	Sidewalk across Metzger Drive	Hausdoerffer Lounge
Townhouses East	Lawn between T/W and Decker garages	T/W Lounge
Townhouses South	Lawn in front of baseball field	T/W Lounge
Townhouses West	Lawn between T/W and Decker garages	T/W Lounge
Travers	T/W Lawn	Rec or Brower Student Center
Wolfe	T/W Lawn	Rec or Student Center

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

During the academic year, each residence hall (except for Townhouses and Apartments) is equipped with a night desk that will be operated daily between 8pm and midnight 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.



MICROFRIDGE

Who Will Be Assisting Me in the Halls?

Office Staff (Located in Eickhoff 114)

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

Residence Directors

Residence directors are full-time, live-in professional staff who have a master's degree in 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. They work closely with the facilities and building services staff in their area to ensure the buildings are maintained properly. 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.

RD	Buildings Assigned	Email
Gabriella (GB) Buckley	ABE, Centennial, and Norsworthy	buckleyg@tcnj.edu
Destiny Montgomery	Hausdoerffer, Phelps, Eickhoff, & New Residence	montgomd@tcnj.edu
Nathan Lachman	Wolfe	lachmann@tcnj.edu
Brigitte Bedoya	Townhouses	bedoyab@tcnj.edu
Ky'Ara McCray	Travers	mccrayk1@tcnj.edu
Tyese (Ty) Daniels	Cromwell & Decker	medfordt@tcnj.edu

Graduate Assistants (GAs)

Graduate Assistants 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

Student Managers of Residential Operations (SMROs)

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.

Community Advisors (CAs)

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 upperclass 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.



Desk Assistants (DAs)

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'Osk 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.

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 is where the Housing team is located. They can answer questions regarding housing assignments, contract release requests, meal plan changes, and other administrative inquiries.

Hall Offices

Hall offices are located in each residence hall. These offices are operated by our CAs 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'Osk to get a spare key during its operating hours).

What is Expected of Me While Living 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

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 2023 Survey we asked our students to describe their favorite part of the student staff experience:

"Being able to connect with people from different backgrounds. I've met my closest friends on staff and wouldn't change it for the world. These are people who have changed my life, and I can see them being an integral part of my future/rest of my life."

"My student staff experience is a large part of who I am; it is probably the area in which I am most involved on campus and it has helped me to grow from a far more reserved person to a resource who is there for others. I am now far more comfortable speaking with people...and while I have had leadership experience before, this was the first time I've ever been given managerial responsibilities."

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 at housing.tcnj.edu.

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. All residents are expected to be good neighbors/citizens and promote adherence to behavioral expectations and policies. Residential Education and Housing 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, Residential Education and Housing 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, Residential Education and Housing 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.

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, Residential Education and Housing 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 Residential Education and Housing staff).

The use of appliances with enclosed heating elements for cooking purposes such as rice cookers, crock pots, and Foreman-type grills, 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.). One personal refrigerator per room, not to exceed 3.5 cubic feet, is permitted in all residence halls. The Phelps, Hausdoerffer, and Townhouse residents are not permitted to possess refrigerators as one is already provided in their living area. Personal refrigerators are not to be kept in closets or bathrooms.

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

New Jersey decriminalized cannabis in 2021; however, as a federally funded organization, there are still restrictions on its use and possession at the College. No student, regardless of age, may use or possess cannabis on College property. If a student has medical approval for cannabis, they should consult with the Accessibility Resource Center to assess their options, as cannabis is still prohibited on campus. Those in violation may have their cannabis confiscated and disposed.

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.

Damage

Residents are responsible for maintaining the condition of their rooms. If damages occur, it should be reported immediately so it can be properly repaired. Residents should understand they may be billed for damages.

Environmental Health and Cleaning

Residents are expected to participate in maintaining the overall residential environment by cleaning spaces for which they have responsibility. This includes, but is not limited to, practices such as:

- Regularly removing trash and disposing in appropriate locations as directed
- Bagging all trash before disposing in trash rooms or depositing in trash chutes
- Disposing food remnants and immediately cleaning used plates, cups, silverware, cookware, etc.
- Hanging wet materials (e.g., towels) and letting them dry thoroughly,
- Engaging in general cleaning practices such as sweeping, dusting, etc.
- Storing all food items, including for approved pets, in airtight containers.

Residents in rooms, suites, townhouses, or apartments are also responsible for cleaning private bathrooms and living rooms as appropriate for their building. This means regular sweeping of floors and disinfecting bathroom surfaces, including shower walls and ceilings.

Regular cleaning promotes a healthy environment for all residents and helps to limit pest control issues in our facilities. Cleanliness not only

impacts your living environment but that of your neighbors. If you are not maintaining a minimally clean environment which draws pests, this can not only impact your space but that of your neighbor. We expect all residents to be conscientious of how their behavior impacts others.

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 Residential Education and Housing 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

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 Campus Police or a Residential Education and Housing 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; initiating bomb scares; and initiating false alarms.



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 may 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 specific 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 at housing.tcnj.edu

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 blades, scooters, bikes, 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 Residential Education and Housing 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 Residential Education and Housing 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

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 and off the ground; wire cages are not permitted as they have been deemed unsanitary and easily escapable. There is a limit of one tank per student. 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, 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 Life.

Quiet Hours 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

After room selection has taken place for both new and returning students, there will be a designated period when students can log in to MyHousing to browse available room spaces within their cohort. During this time, students can self-initiate a room change and your booking will automatically be updated to the new space. **Please note: if a self-initiated room change is completed in MyHousing, the previous room space will be made available for someone else to book.**

The list of vacancies will update in real time and spaces are available on a first-come, first-served basis. Residential Education and Housing will not offer any type of wait or wish list for students, it will be your responsibility to view available rooms and self-initiate a change.

After Fall Move-in, residents will be notified about a designated room change period. During this time, students can request a room change into an available room and provide rationale for why this change should happen. Our office will review those submissions and notify residents whether their request has been approved. If approved, students will receive instructions as to the specific time frame in which they will need to coordinate moving out of their previous assignment and into the new space.

If you would like to apply for a room change, please visit the form in your MyHousing account.

At any time if students within the same cohort want to make a person-for-person room swap - provided any potential room\suite\ housemates are aware and all parties consent to the swap - we can help facilitate those requests. In-semester room changes are subject to approval and are not intended as a first resort when experiencing conflict. Students experiencing roommate conflicts should communicate with their Community Advisor(s) and Residence Director to see if the issue can be resolved prior to considering a room change.

Routers

Routers are strictly prohibited per the TCNJ Computing Access Agreement.

Shared-Living Agreement

All residents are expected to complete a Shared-Living Agreement with their roommate/suite mate/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 their CAs. 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 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 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 within 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 online 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, Campus Town Dollars, 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:

- To maintain compliance with New Jersey State fire codes, all tapestries and fabric wall hangings are prohibited
- Failure to abate this safety risk may result in a state imposed fine of \$500.00 per incident and a report of violation of residence hall policy to the Office of Student Conduct
- No decorations may be affixed to the ceiling.
- Rooms must maintain 18 inches of clear space below the ceiling and/or sprinkler head.
- Curtains are permitted for hanging on windows and as a covering for a closet with no doors. However, curtains are not allowed if used to separate two beds for privacy or if hung from the ceiling.
- Curtains or other wall hangings that obstruct/prevent entrance or egress from a room is prohibited.



Do This, Don't Do That!

Do ✓

Bring a surge protector.

Don't ✗

Bring an extension cord.

Why

Extension cords are for temporary use. Surge protectors will protect valuable electronics from power surges, and many do come with longer cords.

Do ✓

- Bring a fan.
- Avoid blocking vents
- Check to make sure windows are shut.

Don't ✗

Bring portable heaters or air conditioners.

Why

Fire safety and portable heaters and A/C 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.

Do ✓

Bring curtains for your windows or closets that have no doors (*closets in Travers, Wolfe, or Decker*).

Don't ✗

Bring tapestries or other fabric wall hangings to cover walls or affix to ceilings.

Why

Per State of New Jersey Fire Code, tapestries and other wall hangings are prohibited. No materials may be affixed to ceilings.

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 will assist residents in creating this document at their first-floor meeting of the academic year.

Floor Meetings

CAs 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

Your CAs 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 CAs 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 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 student staff member in your community ready to assist.



What Does It Mean to be a Good 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 about having a facilitated conversation. During a facilitated conversation, your CA 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 rooms themselves 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, both parties may be administratively moved.

Cleaning in Rooms with Private Bathrooms and Kitchens

Residents are required to maintain their own bathrooms, kitchens, and common areas in locations with private bathrooms. 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 these spaces 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?



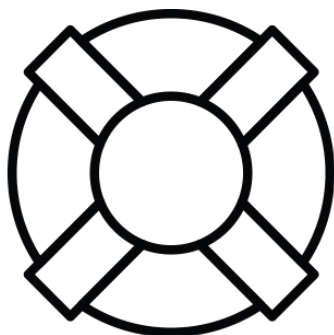
Laundry Work Orders

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.



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 housing.tcnj.edu for the various ways in which you can use this system.



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 include a link 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 at <https://bit.ly/How-To-SLA>.



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 by navigating to <http://today.tcnj.edu> and clicking on the work order button at the top of the page.

Emergency situations may require a more immediate response beyond a work order. We define emergency situations where there is an active threat to life safety or property. This may include, but is not limited to, active leaks/floods, bodily fluid, being stuck in an elevator, etc. During business hours you can call Facilities at 609-771-2353 (x2353 from a campus phone) or Campus Police (609-771-2345 (x2345 from a campus phone). After hours you should call the Community Advisor on Duty for your building (phone number will be posted near your hall office) or Campus Police. If you are not sure if a situation would be deemed an emergency please put in the work order and consult our staff to determine if emergency outreach is needed.

Creating One-on-One Connection with our Residents

Each semester, our Community Advisors will schedule a one-on-one conversation with every one of their residents. These conversations allow us to help you reflect on your residential experience, as well as provide resources that may be useful. In Spring 2023 we asked residents about their experience with one-on-one conversations. Here is what some had to say:

"My CA not only asked basic questions...but she followed up with more questions genuinely wanting to know how I've been doing and what's been going on, and it made me feel really cared for and welcome. So my biggest takeaway was being reminded of the sense of community that TCNJ has."

"I remember my CA being very interested in what clubs I do, and what I do for my major, and my social life on campus. He was very kind and made sure that everything I said was valued and appreciated. He also helped me make friends on my new floor, and helped me figure out my living situation for next year!"

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.

What Activities Should I Expect?

Community Events

These are fun events planned by your Community Advisors 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.

One-On-Ones (1:1)

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



Explore TCNJ

At TCNJ our offices and student organizations are constantly putting on events that provide a valuable experience for our residents. Explore TCNJ is our way of helping you to connect with some of the offerings happening all around you. Your CA will organize opportunities for you to attend events already happening on campus. After the event, you will have the opportunity to talk to your residential peers about the experience.

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. 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 group chat with their residents (e.g., GroupMe, WhatsApp, etc.) to facilitate ongoing communication and conversation.



First Year Face Off (FYFO) is a friendly competition between all of the first year residence halls that takes place throughout the academic year. It is comprised of events, community service, and an opportunity to leave your mark! Halls earn points by participating in events and initiatives. Taking part in 1:1s, completing your Shared Living Agreement, attending Explore TCNJ events all earn points for your area. Past FYFO events have included Trivia, Campus Quest (a campus scavenger hunt), and our annual FYE Mural Competition.

Events will be advertised through email, social media, and flyers throughout the first year buildings.

Will your hall win?! Let's find out!!



Residential Education and Housing
@tcnjresedandhousing

Apartments
@tcnjapts

Cromwell/Decker
@cromwell_decker

Eickhoff/New Residence
@tcnj_neick

Lakeside (ABE, Norworthy, Centennial)
@lakeside_tcnj

Townhouses
@tcnjtownhouses

Travers
@traversfam

Wolfe
@wolfepacktcnj



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

Instagram: @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 Residential Education and Housing. 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.

The specific location will be advertised each semester.



FAQ: WHAT DO I DO IF ...

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

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.

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 them out.

- 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. *Note: the more time you go home, the less chance you will have to interact with your peers to develop friendships and connections. This can exacerbate feelings of homesickness.*

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.”

If you are considering harming yourself or others, please call:

- 9-1-1 or call 609.771.2345 (ext. 2345 from a campus phone).
- The National Suicide & Crisis Lifeline at 9-8-8.
- The National Suicide Prevention Hotline: 1.800.273.TALK (8255)

The College's Mental Health Services is available to residents. Mental Health 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.

I Tested Positive for COVID or other respiratory virus

Living in the residence halls means you will frequently be in close proximity with others. This increases the likelihood of sharing germs and spreading illness. Therefore, positive hygiene practices, especially hand washing, is important. It is especially critical during cold/flu season when respiratory and other illnesses may be going around.

The following guidance has been provided to the campus community by Student Health Services:

- Stay home and away from others when you are ill.
- Do not attend class or campus sponsored events or report to work
- Test yourself for COVID and/or Flu. Upload positive test results to OWL.
- After 24 hours of being fever free AND symptoms improving, you may return to normal activities, including class and work, wearing a mask.
- Wear a mask and take precautions over the next 5 days:
 - When you go back to your normal activities, you should wear a mask around others for the next 5 days to help reduce the risk of spreading illness.
 - Practice physical distancing for the next 5 days
 - Practice good hygiene
 - Cover your mouth and nose with a tissue or elbow when you cough or sneeze.
 - Wash your hands frequently.
 - Clean high-touch surfaces such as countertops, handrails, door knobs, and TV remotes
- Seek medical care if you need it

I Experienced 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 immediately report this to staff. You may also submit a bias incident report yourself at <http://diversity.tcnj.edu/best>.

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 go to: <https://conduct.tcnj.edu/resources/policies/>.

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.

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



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



To submit a CARE referral for yourself or another student please go to:
<http://tcnjcares.tcnj.edu>.

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 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 Residential Education and Housing's student staff are tasked with enforcing 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.

If you have any questions that you can't find the answer to in this guide, please contact our office:



TCNJ
ResEd and
Housing

Office: Eickhoff 114

E-mail: housing@tcnj.edu

Phone: 609-771-2301 (x2301 from a campus phone)

URL: housing.tcnj.edu