



# **Guide to Residence Living**

**2025-2026**

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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.

## COMMUNICATION WITH OUR OFFICE

This Guide will answer many questions about living in the College's residence halls. But we understand it will not answer everything. To stay informed about important housing updates, policies, and events, you should regularly check these five communication channels:

### TCNJ EMAIL

Email is our primary method of communication. All official housing communications will be sent to your TCNJ email address from [housing@tcnj.edu](mailto:housing@tcnj.edu). You'll receive updates about policies, deadlines, maintenance notifications, and community announcements. You may also receive emails from your building staff, including your Residence Director and Community Advisors.

 **Important: Check your TCNJ email daily to avoid missing time-sensitive information.**

## RESIDENTIAL EDUCATION AND HOUSING WEBSITE

Visit our website at [housing.tcnj.edu](http://housing.tcnj.edu) for more detailed information about our policies, procedures, and answers to most of your housing related questions that aren't answered in this document.

## MYHOUSING (FOR ADDITIONAL QUESTIONS AND SUPPORT)

MyHousing is your online housing portal where you can communicate directly with our office. Use the chat and messaging features when you have questions or need assistance. The Live Chat feature connects you with staff in real-time during business hours. If no one is available, you can leave a message that will be responded to within one business day.

## ROOMPACT (TEXT MESSAGES AND SURVEYS)

Roompack is a learning management system designed specifically for residence halls. Our staff will send emails and text messages about building-specific updates and brief surveys to gather feedback about your residential experience. Students may elect to opt out of text messages by replying STOP, however, they will potentially miss time-sensitive critical messages.

Save these numbers in your phone:

- Roompack messages: (609) 415-1620
- Roompack surveys: (609) 415-1621

*Note: These one-question surveys help us improve our services, so please respond when you receive them.*

## INSTAGRAM (EVENTS AND COMMUNITY UPDATES)

Follow our social media accounts for information about upcoming events, services, and community highlights. Start by following the main account and your building-specific account:

**Main Account:** [@tcnjresedandhousing](#) (all residents)

**Dining Account:** [@tcnjdining](#)

### Building-Specific Instagram Accounts:

- “Neickments” (Phelps, Hausdoerffer, Eickhoff, New Residence):
- Cromwell/Decker:
- Lakeside (Allen, Brewster, Ely, Centennial, Norsworthy):
- Townhouses (East, West, South):
- Travers:
- Wolfe:

[@tcnj\\_neickments](#)

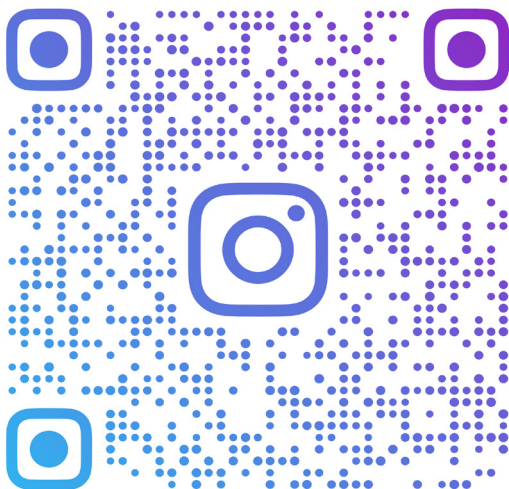
[@cromwell\\_decker](#)

[@lakeside\\_tcnj](#)

[@tcnjtownhouses](#)

[@traversfam](#)

[@wolfepacktcnj](#)



[@tcnjresedandhousing](#)



[@tcnjdining](#)

# RESOURCES FOR RESIDENTS *(CLICK IMAGES TO OPEN)*



## MyHOUSING

MyHousing is the system used for room applications, assignments, check in/out, and meal plans. You can access this system through <http://today.tcnj.edu> or the housing website. Tutorials are available on [housing.tcnj.edu](http://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.



## ROOMPACT

RoomPact is our department's system for managing the learning experience in the residence halls. Residents will primarily use two features of this system. On the left-hand navigation menu there is a Resources tab. This is where you can find many documents and links that may be helpful. Examples are links to the care referral form if you are trying to help a friend or a link to the laundry work order form. You will also use this system to complete the Shared-Living Agreements for your room and/or suite.

[Click for instructions for completing Shared Living Agreements.](#)



## 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.



## LAUNDRY WORK ORDERS

TCNJ contracts with an outside company to handle all laundry equipment, so you'll need to report issues to our office rather than Facilities. Head to <http://housing.tcnj.edu> and click "Report a Broken Washer/Dryer." Before you fill out the form, grab the machine numbers and note exactly where the laundry room is (which building and floor) - you'll need these details. Once you submit the report, housing staff will reach out to the repair company to get things fixed.

# TCNJ's RESIDENTIAL STRUCTURE

## FIRST-YEAR HOUSING REQUIREMENT

The College of New Jersey requires first-year students to live on campus. Our first-year experience is designed to promote a vibrant experience for all residents. Studies have shown that residing on-campus leads to higher rates of degree attainment, quality interactions with peers, and greater connections with faculty and staff. This requirement allows us to provide all of our students a quality experience that supplements their academic experience and enhances their co-curricular learning. In specific circumstances, students may apply for an exemption to this requirement. The criteria and process for requesting an [exemption can be found on our website](#). Exemptions are due in June, prior to the housing application deadline.



Our First Year Experience (FYE) 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.

## RISING STUDENT EXPERIENCE

Our Rising Student Experience (RSE) creates an environment that builds on lessons learned during the First Year Experience. We are committed to creating flexible environments that meet the varied needs of our returning students. Housing options include traditional halls with private bathrooms, suite-style accommodations, townhouses, and apartments. RSE students have the option of living with students of varying ages from sophomore through senior year. Students will have the opportunity to explore their career choices and relationships with their peers more deeply, and to receive support for meeting the various challenges they will face throughout their college experience. Our staff in the Rising Student Experience is available to assist students as they meet complex challenges and progress through TCNJ.

## SPECIALTY HOUSING OPPORTUNITIES



### 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 and their allies 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.



# AMENITIES & SERVICES

## 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 limitations 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 on campus \(including the residence halls\) can be found here](#)

## 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

## KITCHENS

Many of our residence halls do include community kitchen access. Students are responsible for providing all cookware and are required to clean the kitchen after each use. Certain community kitchens are equipped with an induction cooktop which requires 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 installed and serviced by a contractor outside the institution and therefore, any repairs to these units are not provided by College staff. If you experience problems with any laundry machine, please go to [housing.tcnj.edu](http://housing.tcnj.edu), click on "Broken Washer/Dryer," and complete the form.



## WASHING Instructions

- 1 Empty pockets and place clothes in washer. Do not fill machine more than ½ 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 ½ 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](http://housing.tcnj.edu)**

## 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.

## 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 into 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 The Residential Mailroom in Decker Hall. Students will receive an email from our office informing them that a package has arrived and is

available for pickup. Students are expected to sign for their packages. The Residential Mailroom is open the following hours, any changes will be posted on our social media or in the Mailroom.

- Monday/Thursday: 2p-9p
- Tuesday/Wednesday: 12p-9p
- Friday: 2p-6p
- Saturday: 10a-1p
- Sunday: 6p-9p

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

On occasion, there may be a delay in packages being delivered from the College's 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](http://housing.tcnj.edu).

Further information and instructions about mail can be found here.

Additional mail and package questions can be emailed to our staff at [studentmail@tcnj.edu](mailto: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 the [House Number] and [Room Letter]. For example, Townhouses East 9J*

## AMAZON LOCKERS

For convenience, The College has also installed two Amazon lockers on campus. One, called “Deputy,” is located behind Cromwell Hall. The other, called “Ulrich,” is in the Administrative Services Building (ASB). These lockers are available 24 hours a day, 7 days a week, 365 days a year.

The process to have packages delivered to the locker is as follows:

- Select the “pickup” option when placing an order on the product page or during checkout
- Choose Amazon Locker – Deputy or Amazon Locker – Ulrich
- Once a package is ready for pickup, an email confirmation will be sent to purchaser
- Users should bring their order ID or pick-up code (if applicable) to the locker location and follow the instructions on the locker

Packages must be retrieved from the locker within three days of delivery or they will be returned to Amazon.

These lockers are not operated or maintained by The Residential Mailroom. Any issues or concerns should be addressed using the information posted on the lockers.

## RECEIPT OF PROHIBITED ITEMS

Residential Education and Housing does prohibit certain items from being possessed by residential students. These items are detailed in the Expectations of Residents section of this document. If mailroom staff are able to determine that package(s) contains a policy violation (i.e. the packaging depicts what is inside, the company name, etc.) it will be documented, and the recipient may be required to go through the conduct process.

Residents will receive an email that a package was documented upon pick-up. Our staff may encourage the recipient or a designee (i.e., parent) to take the package home and their Residence Director or Community Advisor will follow up to ensure the package in violation has been removed.

Violations include, but are not limited to:

- Alcohol, Cannabis, or related paraphernalia (alcohol or drugs)
  - High Risk / Rapid Consumption Materials (ex. beer pong, funnel, etc.)
  - Shot glasses
  - Cannabis smoking equipment
- Fire Hazard Materials (ex. Candles, toasters, AC units, etc.)
  - Residents in The Apartments may have items with exposed heating elements in their kitchen only
- Weapons and other dangerous items
  - Firearms
  - Swords, knives (non-standard for kitchen use)

## PERSONAL MICROWAVE/REFRIGERATOR RENTAL

TCNJ has paired up with Campus Specialties, Inc. to provide students with the option of renting or purchasing combination microwave/refrigerator units that are approved for use in the residence halls.. 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 helps with 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](#)
- [Connecting to wireless](#)
- [Why can't I bring a wireless router?](#)

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

- Cromwell
- Decker
- Eickhoff
- Allen, Brewster, Ely
- 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 2025 survey of residential students describing their both their favorite and most meaningful experiences in the residence halls:

*I grew into myself. Things that would entirely de-rail me two years ago as a freshman now do not phase me so much anymore. I have gained many meaningful experiences by living around other people who are also navigating these life changes.*

*Having dinner together with all of my friends and just frequently visiting each other and hanging out in the dorms. They are the best support and we are supportive of each other. Hanging out makes the residence halls feel like home!*

*Becoming more independent and trusting in myself more. Has been a difficult transition, however, I am getting better over time, and I am learning how to take care of myself in all aspects of my life.*

*I was surprised to see how so many students live their lives so differently, but think it was really beneficial to see those living very different lifestyles/schedules than mine, especially freshman year.*

*Living on campus makes attending classes and engaging with the campus community much easier than if I chose to commute. I also appreciate the sense of independence, self-sufficiency, and responsibility it taught me.*

*What I love most about living on campus is the independence it offers and the freedom to create my own schedule. Coming from a Latin background, my time was often planned around my family, and I tended to be more selfless with how I spent it. However, being at school allows me to design a schedule that works best for me. Another thing I really appreciate about living on campus is the opportunity to be close to the friends I've made here, creating a sense of community that adds so much to my experience.*



# HOUSING PROCESSES

## ACCOMMODATIONS

The Department of Residential Education and Housing works in partnership with the [Accessibility Resource Center \(ARC\)](#) to provide accommodations that meet the needs of students with documented disabilities. Students requesting accommodations must register with ARC and follow their established procedures for requests. Timely accommodation requests are reviewed by ARC on a case-by-case basis (including conversations with the student and any relevant staff) and those that are approved will be communicated by ARC staff to Residential Education and Housing for implementation. Any requests made directly to Residential Education and Housing will be referred to ARC for approval. This includes requests for emotional or service animals. While bringing or providing air conditioning units is subject to approval by ARC, personal air filtering units are acceptable depending on the building's electrical capacities.

Please visit the [Accessibility Resource Center website](#) for information on eligibility and registration, documentation, and guidelines, as well as resources. Students with temporary conditions (injury and/or short term illness) may work with Residential Education and Housing if temporary arrangements must be considered.

## 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 on [Card Services website](#). 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](mailto: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 OR RELOCATION

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. 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.

Students may also be administratively relocated or have their assignment changed at any time before or during the academic year by Residential Education and Housing. These changes may be put in place to meet any operational need or in response to an ongoing conflict or facilities based situation. Any change of this type will be communicated with the student with applicable instructions and next steps.

## ALCOHOL AND OTHER DRUG TRANSPORT/REMOVAL READMISSION PROCESS

The student must attend a meeting with the Executive Director of Residential Education, Housing, and Dining or designee (henceforth, “director” title). The student may attend classes prior to attending this meeting, unless otherwise noted. During the meeting, the Executive 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 Executive 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 meets the following three criteria, they may be eligible for amnesty and not be formally charged under the Student Conduct Code for unlawful use or possession of alcohol or other drugs. Information about the TCNJ Amnesty Policy can be found at <https://conduct.tcnj.edu/amnesty/>.

- Proactively seeks medical assistance from local or campus authorities (or if medical assistance was sought on his or her behalf)
- The student and any TCNJ peers remain on scene
- The student and any TCNJ peers cooperate and are helpful to TCNJ authorities that arrive to assist.

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.

The infographic is titled "IF YOUR FRIEND IS UNDER THE INFLUENCE & IN DANGER, IMMEDIATELY CALL TO GET HELP!". It features a central graphic of a smartphone with the text "Make the Call!" and a numeric keypad. Below the phone is a red banner with "TCNJ AMNESTY" in white. At the bottom, it says "Office of Student Conduct & Off-Campus Services: 609.771.2780" and "conduct.tcnj.edu". To the right of the phone, there are three vertical boxes: a red one for "Stop & Call for Help" with police contact info, a yellow one for "Stay with your friend" with advice to remain active, and a green one for "Remain Active" with advice to wait for help and cooperate.

**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

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 (“CONTRACT RELEASE”)

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/2025-2026-contract-release-fee-schedule/](https://housing.tcnj.edu/2025-2026-contract-release-fee-schedule/).

Students will be **automatically** released from their contract if they meet one of the following criteria. Greater detail about each criterion is available on [housing.tcnj.edu](https://housing.tcnj.edu).

- Withdrawal/Leave of Absence
- Academic Dismissal
- Study Abroad
- Removal from housing through the student conduct process
- Graduation

Students may **request** to be released from their contract pending approval from Residential Education and Housing based on the criteria below through our **Contract Release Process**:

- Significant change in a student’s financial circumstances
- A change or outstanding medical need that cannot be met through on campus living
- Student Teaching/Internship (including Global Teaching)

Students may request a contract release with supporting documentation through their MyHousing portal.

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 for more detailed information regarding these criteria.

## ROOM-SELECTION PROCESS

Room Selection takes place during the spring semester. A timeline for room selection will be available online on [housing.tcnj.edu](https://housing.tcnj.edu) as well as through email. Information sessions are hosted both in person and virtually for residents wishing to remain on campus. Currently, housing is required of all first year students and guaranteed for all rising-sophomores and out of state undergraduate students who apply by the application deadline. Juniors and seniors who live in-state and graduate students 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. Students may be expected to relocate to consolidated break housing, if such spaces are available.

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](http://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.

## SUMMER HOUSING

Summer housing is available only for undergraduate TCNJ students enrolled in summer classes, working full time for a College department, or those participating in a summer program approved by Residential Education and Housing (e.g., MUSE). Summer housing may be made available for those with a demonstrated need or housing insecurity subject to approval by Residential Education, Housing, and Dining. Students living on campus for the Fall semester that are here for Session 3 may be asked to move into their academic year 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 the Housing website. Full descriptions of meal plans can be found on the My Housing portal. Additional information may be found on the Dining Services website.

### 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.

o **Meal Equivalency:** Students may use one Meal Equivalency

swipe per day until 1am, Monday through Friday, in open and eligible dining locations. The entire Late Night Dining meal period is considered as the day it started and does not reset at midnight. Meal Equivalency locations can be found on the [Dining website](#). The specific monetary value of one Meal Equivalency swipe is updated each year and is also published on the dining website. When purchasing a meal that exceeds this value, the balance will be deducted from the student's Flex points.. A student may use only one Eickhoff swipe or one Meal Equivalency swipe during a meal period. After using one of either, both are then locked out for the remainder of that meal period.

- *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.
- *Apartment Meal Plans:* Available to junior and senior students residing in Hausdoerffer and Phelps halls, these plans are similar to A La Carte Plans but have fewer points to be used in any dining location on campus. They are designed for students who have access to an individual kitchen in our apartment setting.

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](https://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 per semester (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). Students with eligible meal plans will be able to add to their Campus Town Dollars wallet via The Office of Student Accounts / Card Services website.

## SAFETY AND SECURITY

Your safety is our top priority at TCNJ, which is why we've built multiple layers of protection into residential life. From 24/7 campus police support and emergency alert systems to fire safety protocols and secure building access, we've designed our residence halls with comprehensive safety measures that give both students and families peace of mind.

## 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 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 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. Campus Police 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](mailto:tcnjpd@tcnj.edu).

To register your bicycle, please fill out the Bicycle Registration Form on [campuspolice.tcnj.edu](http://campuspolice.tcnj.edu) and email it back to [tcnjpd@tcnj.edu](mailto: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 that significantly impacts the campus community. These emergency-alerts send warnings, information, and updates about any issues that present a threat to the safety of students. It ensures the 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/>

## 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. In accordance with state fire codes, each semester Residential Education and Housing in partnership with the Office of Emergency Preparedness, will conduct two fire drills of each 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.**

Your safety and the safety of everyone in our community depends on your immediate response to a fire alarm. All alarms must be treated as a real emergency. Failure to evacuate is a serious violation of the Student Code of Conduct and state law. When an alarm sounds, students are to evacuate the building immediately via the nearest stairwell and fire exit. Residents should not proceed to the main lobby unless that is the closest exit from their room location. Once outside, residents will gather in designated locations (see below) that are at least 50 feet away from the building. Resi-

dents 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 the 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 Campus Police.

BUILDING	EXTERIOR LOCATION	INCLEMENT WEATHER
ABE	Across the road (D St.), near Eickhoff Hall and the Library	Eickhoff Hall central area
CENTENNIAL	Across the circle (F St.), in front of the Education Building	Eickhoff Hall central area
CROMWELL	Exit to grassy area in shared area in front of Decker and Cromwell.	Travers/Wolfe main lounge
DECKER	Exit to grassy area in shared area in front of Decker and Cromwell	Travers/Wolfe main lounge
EICKHOFF	North Entrance: Past columns by Library East Entrance: On the grass	Student Center*
HAUSDOERFFER	Exit to sidewalk across the street from Hausdoerffer Hall.	Phelps Lounge
NEW RESIDENCE	Across the road (D St.), near Norsworthy Hall	Eickhoff Hall central area
NORSWORTHY	Across the road (D St.), in front of Spiritual Center	Decker Main Lounge
PHELPS	Exit to sidewalk across the street from Phelps Hall	Hausdoerffer Main Lounge
TOWNHOUSES EAST	Exit to grassy area across Metzger Drive next to Parking Garage.	Travers/Wolfe Main Lounge
TOWNHOUSES SOUTH	Exit to grassy area in front of Ackerman Field.	Travers/Wolfe Main Lounge
TOWNHOUSES WEST	Exit to grassy area across Metzger Drive next to Parking Garage.	Travers/Wolfe Main Lounge
TRAVERS	Exit to grassy areas in front of building and in front of Cromwell.	Rec Center or Student Center
WOLFE	Exit to grassy areas in front of building and in front of Cromwell.	Rec Center 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. One company we partner with is GradGuard, who offers insurance programs specifically geared towards college students. Students can also use coverage from another provider or through their parent/guardian. [Visit this page on our website for more information.](#)

## FRONT DESK OPERATIONS

During the academic year, each residence hall (except for Townhouses, Phelps, and Hausdoerffer) 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.



## RESIDENTIAL EDUCATION AND HOUSING STAFF

### OFFICE STAFF (LOCATED IN EICKHOFF 114)

The central office staff support the overall administrative operation of Residential Education and Housing beyond a specific building/area. Our office staff are ready to assist with questions regarding room selection, housing assignments, contract releases, meal plan changes, etc. In addition, members of the central office staff may also provide direct supervision to residence directors and student staff.

### RESIDENCE DIRECTORS

Residence directors are full-time, live-in professional staff most of whom 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. Contact information for your specific residence hall can be found at [housing.tcnj.edu](http://housing.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 upper-class students who lead community development efforts in their buildings, help resolve conflicts, and enforce policy. CAs host events designed to bring the floor and building community together. They also will hold floor meetings with residents to detail expectations of residential students and provide updates for operational procedures such as end-of-semester check out.

### 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.

## 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 the Spring of 2023 we conducted a satisfaction survey with our student staff members. Here's what some of them had to say about their favorite parts of their role:

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*"My favorite part about the student staff experience is easily the team I work with. This means my Residence Director, SMRO and other CAs -- it's been nothing but a pleasure to work with all of them, and I always feel supported on my staff."*

*"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 than I ever was, and while I have had leadership experience before, this was the first time I've ever been given managerial responsibilities."*

*"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. I also loved the support and guidance from the professional staff members"*



## 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).

## EXPECTATIONS OF RESIDENTS

### ANNUAL RESIDENCE HALL AND DINING SERVICE CONTRACT

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

### 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 expected to follow the expectations documented in the Student Conduct Code and those identified by the Department of Residential Education and Housing's Behavioral Expectations for Residential Students, as 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

Non-college 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, residents 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/boxes (even when used for decorative purposes), shot glasses, drinking game kits (ex. "beer pong" table), or other products that may facilitate alcohol consumption.

## APPLIANCES

Appliances with exposed heating elements that lack automatic shutoffs 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.

The use of appliances with enclosed heating elements for cooking purposes such as air fryers, rice cookers, crock pots, and Foreman-type grills, are only permitted in community kitchens. 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. 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 Hausdoerffer, Phelps, Travers, Wolfe, and the Townhouses are not bunkable. Bunkable beds may be available in all other halls. Loft and other bed lifting mechanisms are not permitted in any hall. To get your beds bunked in buildings that allow it, please pick up bunkbed pins from the hall office and, if you need assistance, submit a work order.

## CANNABIS

The state of New Jersey decriminalized cannabis in 2021; however, there are still restrictions on its use and possession. Because cannabis is still prohibited at the federal level and TCNJ receives federal funding related to student aid and grants, no student, regardless of age, may use cannabis on College property. Students in violation of this may be required to dispose of their cannabis and paraphernalia.

## 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 via work order 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. Recommended best practices include, but are not limited to::

- Removing trash daily 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,
- Linens should be laundered and changed weekly.
- Engaging in general cleaning practices such as sweeping, dusting, etc.
- Storing all food items, including for approved pets, in airtight containers.
- Cleaning up spills or body fluids within the residents' rooms.

Residents in rooms, suites, townhouses, or apartments are also responsible for cleaning private bathrooms and living rooms as appropriate for their building. Best practices for these spaces includes all of the items above, as well as :

- Daily sweeping/mopping/vacuuming of floors
- Weekly disinfecting bathroom surfaces, including showers, walls and ceilings
- Wiping down stovetop and counters immediately after cooking.
- Removing and disposing expired foods from the refrigerator and freezer.
- Surfaces should be wiped down and dusted at least once a week, or more frequently if necessary.

Regular cleaning promotes a healthy environment for all residents and helps to limit pest control issues in our facilities. Please visit [TCNJ's Indoor Air Quality](#) website for further information. 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.

As part of our environmental efforts, and to maintain the function of plumbing/sewer systems, residents may not flush any wipes (even flushable ones) in campus bathrooms.

## 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.
- Failure to follow established policies and procedures given by the College (move-ins, move-outs, emergency protocol, etc)
- Failure to identify oneself and/or present identification to College staff members.

## FIRE ALARMS AND DRILLS

Students are expected to evacuate whenever the fire alarm sounds and should never assume a system activation is a drill.

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 Division of Operations 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.

## 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.

In strict adherence to the State of New Jersey Uniform Fire Code, the College strictly prohibits the following: Tampering or misuse of all fire safety equipment (which includes, but is not limited to, fire extinguishers, pull-alarm stations, sprinkler heads, smoke detectors, heat sensor, exit lights, elevator phones, fire doors, and call boxes); blocking doorways; hanging articles from windows; hanging objects on/from fire safety equipment or ceiling; initiating bomb scares; and initiating false alarms.

Due to the extreme potential for fire hazard, candles (even for decorative purposes), incense, 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 and may not block egress from spaces. 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](http://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, skateboarding, 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 & ID CARDS

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.

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 and Townhouses, the ID is also used as your bedroom key. Students who temporarily misplace their ID may sign out a spare key from the Key'Osk.

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

## 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. 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; 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 that are specifically banned without Accessibility Resource Center approval 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 Life, 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. After a room change is approved, students are expected to proceed with this change unless approved otherwise by Residential Education and Housing.

Students can request to swap rooms with someone else within their housing cohort, providing all affected roommates, suitemates, and/or housemates are informed and agree to the change. Students requesting one-for-one room swaps should email [housing@tcnj.edu](mailto:housing@tcnj.edu) (make sure all consenting parties are included on the email) or come in person to Eickhoff 114. We'll help facilitate these swaps once everyone gives consent. Students may not swap rooms without Residential Education and Housing approval.

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 Resi-

dence Director to see if the issue can be resolved prior to considering a room change.

Please note: Students may be administratively relocated or have their assignment changed at any time before or during the academic year by Residential Education and Housing. Any change of this type will be communicated with the student with applicable instructions and next steps.

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

## ROUTERS

Routers are strictly prohibited per the TCNJ Computing Access Agreement. See above: Wifi.

## 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 of New Jersey prohibits smoking of any tobacco product or use of any electronic smoking devices in all residential buildings.

The College of New Jersey also prohibits smoking 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.

## 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, improper use, 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 to police, your CA, or your RD 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.
- String lights are permitted however, may not be on a timer or left on when the room is unoccupied.





# 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 throughout the semester. Attendance at all floor meetings is required. 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.

## 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.

## Lion to Lion Conversations: Forging on-on-one connections between CAs and their residents

Our department promotes learning in the residence halls through our Residential Curriculum: Grow the Lion, Grown the Pride. One of the ways in which we achieve encourage growth is through the use of semester one-on-one conversations our Community Advisors have with each resident. We call these Lion to Lion conversations.

Though the conversation has specific questions rooted in the student experience, we encourage our staff to have these as open and honest chats with residents. It is a time we hope residents use their CAs as a resource and are able to process the experience of being a residential student at TCNJ.

We recently asked residents directly about their experiences with these conversations and here is what some of them had to say:

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*"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 take-away 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"*

*"[My CA] is always there for us to talk whenever we need and she is so helpful when it comes to resolving conflict. Even when we just need someone to talk to, she is always there."*





# WHAT DOES IT MEAN TO BE A ROOMMATE?

## ROOMMATES

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

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

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

## SHARED-LIVING AGREEMENTS

All residents at TCNJ are expected to complete a Shared-Living Agreement with their roommate. Shared-Living Agreements are found in our Roompack® 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.

Over 80% of TCNJ residents complete their shared living agreements and report its helpfulness in navigating roommate relationships and avoiding conflict.

Failure to abide by your Shared-Living agreement can result in documentation in accordance with our Student Conduct process.

## NAVIGATING ROOMMATE RELATIONSHIPS

If you find yourself experiencing conflict with your roommate, the first step in the process is communication. Often-times, 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 suites, townhouses, and apartments. It is recommended that residents develop a cleaning plan during their Shared-Living Agreement discussion at the beginning of the academic year. This plan should include regular cleaning of countertops, sinks, showers, floor, and appliances. It should also include regular removal of expired food items in refrigerators, freezers, and cabinets.

Failure to adequately maintain may be considered a violation of the Behavioral Expectations of Residential Students and result in administrative action by the College.

Additional time required to clean a space after all residents have moved out may result in excessive cleaning charges billed to student's accounts.

## WHAT COMES NEXT

As you settle into campus life, remember that living at TCNJ is about more than just where you sleep—it's about the people you meet, the community you build, and the personal growth you'll experience along the way. Whether you're navigating your first year or preparing for life after graduation, the support, resources, and connections you need are right here. So ask questions, get involved, and don't hesitate to reach out—we're here for you.



**Thanks for choosing to  
Stay Home With Us.  
Let's make it a year to remember!**