

Residence Life Handbook

Residence Life Handbook

2024 – 2025 Academic Year

The William Paterson University Mission Statement

William Paterson University of New Jersey is a public institution that offers an outstanding and affordable education to a diverse traditional and nontraditional student body through baccalaureate, graduate and continuing education programs.

The University's distinguished teachers, scholars and professionals actively challenge students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies and productive citizenship. Faculty and staff use innovative approaches to research, learning and student support to expand students' awareness of what they can accomplish. The University's graduates embody a profound sense of responsibility to their communities, commitment to a sustainable environment, and active involvement in a multicultural world.

CORE VALUES

At the core of everything the University does, the following five values define its ethos and fundamental beliefs:

Academic Excellence

As individuals and as an institution, we seek to model and to impart to our students the highest standards of knowledge, inquiry, preparation, academic freedom and integrity, as well as an expanded sense of what an individual can accomplish.

Creating Knowledge

We strive to expand the boundaries of knowledge and creative expression in and outside of our classrooms. We help students think imaginatively and critically and encourage innovative solutions to social issues, the challenges of ecological sustainability and economic growth and ethical dilemmas confronting our communities, regions, nation and world.

Student Success

Students are our reason for being. We judge our effectiveness, progress and success in terms of how well we provide a platform for their personal, intellectual and professional development, enabling them to transform their lives and become civically engaged.

Diversity

We value and promote the expression of all aspects of diversity. We maintain a campus culture that welcomes diversity of personal circumstances and experiences and prepares students to become effective citizens in an increasingly diverse, interdependent and pluralistic society.

Citizenship

We challenge our students, faculty, staff and alumni to recognize their responsibility to improve the world around them, starting locally and expanding globally. We offer critical expertise to New Jersey and our region, while our scholarship and public engagement address pressing community needs in the region and beyond in keeping with our public mission.

*Approved by the William Paterson University Board of Trustees
March 19, 2012.*

Residential Community Values Statement

In the WP residential community, we:

- **CARE** for one another
- Treat others with **RESPECT**
- Actively **PARTICIPATE** and **ENGAGE** to create a positive residential experience

- Are **OPEN** to and **ACCEPTING** of perspectives that are different than our own
- Take **RESPONSIBILITY** for our actions
- Understand the importance of **SAFETY**
- **LEARN** new things
- Have **FUN**

Residential Community Civility Statement

William Paterson University is a community composed of students, faculty, and staff of different genders, religious affiliations, ethnic and socioeconomic backgrounds, sexual orientation, and levels of differing abilities. We all must do our part to encourage positive interaction and relationships among members of our residential community. There is a great deal to be learned and shared by each of us. We encourage you to become involved in campus life and to have an open exchange of ideas, beliefs, and values with other students, faculty, and staff.

The Office of Residence Life fully supports the University's goal to help create, maintain, and foster an environment where all people can come together to live, learn, and enjoy life within a supportive and positive campus environment.

The Office of Residence Life asks the following of our resident students:

Promote a positive residential community

To respect those who live in our community and their freedom to express their views. To discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict in our residential community. To address and report all behaviors and actions that subtract from our positive residential community.

To take responsibility for personal behavior as this behavior not only affects oneself but the community as a whole. To acknowledge the holistic learning opportunities offered by Residence Life and the University. To respect the physical buildings and areas that are all residents' home away from home.

Be open to growth and development
Respect your own mental and physical health, and to be supportive of fellow community members in their journey of development.

Contribute to the community's overall success
Do your personal best to be a positive contributor and active member in our residential community and our University.

The Office of Residence Life Mission Statement and Philosophy

The Office of Residence Life supports the mission of William Paterson University and the Division of Student Development by providing an atmosphere that enhances the academic success and personal growth of our students. We provide opportunities for students to develop through participation in programs, and assuming responsibility for themselves and their living environment. We work to foster a community that values diversity and promotes mutual respect. It is our intention to provide co-curricular experiences that are essential to the development of our current and future students.

Our Philosophy

To ensure that the mission of the Office of Residence Life is achieved, our philosophy is:

- To provide students with information to help them become successful problem solvers and make responsible decisions. Information is provided through various forms of communication, including web-based and other social media platforms.
- To offer programs that challenge students to identify important problems, questions, and issues related to the areas of development, such as diversity, health and wellness, and personal discovery.
- To encourage students to explore their personal values, beliefs, and ethics to help increase their self-awareness and identity development.
- To afford opportunities for students to develop leadership skills through which they learn to work collaboratively and develop meaningful relationships.
- To actively prepare our students to participate in effecting change in their own lives and their communities and to function competently in a multi-

cultural global society.

- To support student and academic success through extracurricular and co-curricular activities to help students become well rounded, engaged, successful students.

Our Residence Halls

The residential campus at William Paterson is made up of the following areas: Century Hall, High Mountain East, High Mountain West, Hillside Hall, the Apartments (Heritage and Pioneer Halls), and Skyline Hall. All residence halls are non-smoking communities. All resident students are required to have a meal plan, with the exception of those residing in the Apartments complex.

- Century Hall accommodates students in mainly double rooms, and there are also limited elective and ADA single rooms, as well as a few triple occupancy rooms. All rooms are arranged in “suite-style”, with a bathroom connecting the two separate rooms. Century Hall houses upper-class students; there are currently no age restrictions.
- High Mountain East accommodates students in mostly double rooms, and there are also a limited number of ADA single accommodation rooms. All rooms are arranged “suite style” with a bathroom connecting the two separate rooms. High Mountain East houses first-year students and features the first year Honors community.
- High Mountain West accommodates students in mostly double rooms, and there are also a limited number of ADA single accommodation rooms. All rooms are arranged “suite-style” with a bathroom connecting the two separate rooms. High Mountain West houses first-year students.
- Hillside Hall accommodates students in mainly double rooms, but there are also both elective and ADA single occupancy rooms available. All rooms are arranged in “suite-style”, with a bathroom connecting the two separate rooms. Hillside Hall houses both new and continuing students; there are currently no age restrictions.
- The Apartments (Heritage and Pioneer Halls) house upper-class students and graduate students who are 20 years of age by the start of the fall semester date. Most furnished apartments accommodate four students sharing two bedrooms, a living room/kitchen area, and bathroom. There are a limited number of graduate, elective and ADA single occupancy rooms in the apartments.

- Skyline Hall accommodates students in double rooms, there are no single occupancy rooms in this building. This building features an updated suite-style that has 3 individual doors within the suite; one for each two-person bedroom and one for the bathroom.

Substance-Free Housing

One of our residence halls, Century Hall, features a substance-free housing area. All students who choose to live in this area must sign a written agreement committing themselves to living a healthy, substance-free lifestyle. Being part of the substance-free floor provides students with an opportunity to live in a community that promotes and supports a healthy living environment. For more information, visit the Central Residence Life Office on the lower level of White Hall.

Gender-Inclusive Housing

William Paterson University seeks to provide a living environment welcoming to all gender identities, one not limited by the traditional gender binary. Gender-inclusive housing is available to all students and allows for same-gender, opposite-gender, or other-gender identities to live together regardless of gender. This provides a living/learning environment where residents can learn about and explore gender identity and expression in a comfortable and supportive environment.

Gender-inclusive housing participants must commit to maintaining an inclusive and welcoming living environment free of discrimination. Each resident accepted to live in gender-inclusive housing must agree to the Gender-Inclusive Housing Agreement and will have responsibility to develop and uphold standards for the community in congruence with valuing all persons and seeking to learn from their diverse experiences and perspectives.

Any student interested in Gender Inclusive Housing should contact or visit the Central Residence Life Office in the lower level of White Hall so that our staff can work to assist any student in finding the best housing solution available.

Residence Hall Offices

Each residential area has an office that serves as the "communication center" for that area. The staff in the hall office is responsible for coordinating all activities within the residential area, from planning activities to distributing keys and accommodating room change requests. If anything occurs in the residence halls that should be reported, students should go to their hall office and speak with the residence hall staff.

The **Apartments Hall office** is located on the first floor of Pioneer Hall room 106.

The **Century Hall office** is located on the first floor of Century Hall room 104.

The **High Mountain East office** is located on the ground floor just across from the main entrance to the building in room G-07.

The **High Mountain West Hall office** is located on the ground floor of High Mountain West room G-14.

The **Hillside Hall office** is located on the first floor of Hillside Hall room 104.

The **Skyline Hall office** is located on the ground floor of Skyline Hall room 231.

Office hours for each hall office will be posted in each community at the beginning of each semester.

Residence Life Staff

The Central Residence Life office is located on the lower level of White Hall and is open 8:30 a.m. – 4:30 p.m., Monday through Friday. Located within the Central Office are the following staff members:

The **director of residence life** is responsible for the overall management of residence hall activities, policies and administrative processes, and additionally supervises the professional and graduate staff and student staff. In addition,

the director oversees the departmental budget and the scheduling and supervision of the professional security guards. The director is also responsible for overseeing summer conference programs. The director serves on various student life committees.

The **associate director of residence life for operations** serves as the chief operations staff member for the department. Some specific responsibilities include network and data base management for all of Residence Life, hall and room assignments, room selection, facilities management, student record keeping and demographic reports, and the posting of bills for room and board. This person also oversees summer school assignments.

The **assistant director of residence life for student success and engagement** oversees all residential academic support programs and services. In addition, the assistant director is responsible for the recruitment, selection, training, and evaluation of all graduate and undergraduate staff. All residence life community development, programming and civic engagement responsibilities are managed by this position. The assistant director may also serve on various student life committees and acts as the residential liaison to the University's Academic Support and Development Offices. The assistant director also serves as student conduct hearing officers.

The **assistant director for staff management** directly oversee the graduate resident directors and indirectly oversee the resident assistant staff. The assistant director is responsible for ensuring that all aspects of the residential operations for the communities that they oversee are completed as needed. The assistant director may also serve on various student life committees. The assistant director also serves as student conduct hearing officers.

The **graduate resident directors** are responsible for the overall management of the hall and all activities within their respective halls including supervision of the resident assistant staff, programming, and student behavior. They are part-time staff members who work 20 office hours per week. Graduate

resident directors live on campus in order to respond to the needs of the students in emergencies.

Resident Assistants

The resident assistant (RA) staff is a group of trained student leaders responsible for their floor or wing. They plan activities and programs, provide advice to students, assist in resolving conflicts and work to foster a community atmosphere on the floor that is conducive to academic success and social interaction.

The RA is the student's first contact for any questions or concerns. RAs are on duty rotating every evening and during the weekend to assist students with any issues. Students are encouraged to contact their RA or any member of the Residence Life Professional staff to report any concerns. The residence life staff is trained to help students with many issues.

Office Managers

Each building has an office manager (OM) responsible for overseeing and managing the front desk and hall office. They work to assist students with receiving mail/packages, entering work orders, resolving key/access problems and/or a variety of other tasks.

Desk Assistants

The desk assistant (DA) staff are a group of trained student leaders who are responsible for enforcing the security desk operations and guest and visitation policies as part of a collaborative effort to provide a safe community within the residence halls. They work at the security desk area at each residence hall's entrance.

The Desk staff requires students' and their guests/visitors' knowledge of and cooperation with the policies listed below in order to be successful in providing a safe residential community.

General Information

Students are responsible for familiarizing themselves with, and abiding by, residence life and University policies. Residence life policies are discussed in this handbook; University policies are discussed in the *Student Handbook*, which is available online at <http://www.wpunj.edu/student-conduct/student-handbook/>

University Email Policy

Email is an official William Paterson University form of communication. The University reserves the right to send official communications to students by email with the full expectation that students will receive email, read these emails, and respond accordingly in a timely fashion.

Students are expected to check their WPU email frequently and consistently to stay current with university-related communications. They must ensure that there is sufficient space in their email accounts to allow for email to be delivered. Students are responsible for recognizing that certain communications may be time critical. Emails being returned due to “mailbox full” or “error forwarding” messages are not acceptable excuses for missing official University communications via email.

Students who choose to have their email forwarded to a private (unofficial) email address outside the University network address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students’ official William Paterson University email addresses.

Emergency Notification Systems

Rave Guardian is the University’s Emergency Notification System (WP Alert). Rave Guardian is a mobile app that consolidates important Campus resources and provides two-way critical communication between students and campus officials including Campus Police.

To use the app, Emergency Notifications must be set up for your account. If you have not set up Emergency Notifications, do so by accessing the link under general services in the student's tab in WP Connect.

When you are enabled for emergency notifications, you can download the Rave Guardian App from the Apple App Store or Google Play Store. Open the app and enter your cell phone number then enter the confirmation code you receive. Follow this same process using your William Paterson email.

When you have Rave guardian open, you will have access to a wide array of campus information and resources by pressing one of the six icons shown.

1. **Inbox** will display **important campus message and alerts**.
2. **Safety Timers** gives you the option to appoint a friend from your contacts as your guardian. When you set a timer, this guardian will be sent a text with a link to monitor your progress when traveling.
3. **Submit a tip** allows you to report an incident or campus concern via text as yourself or anonymously.
4. **Campus Directory** displays a list of the directory. Click any selection on the list to instantly contact that department.
5. **Campus Resources** provides a list of important campus weblinks.
6. **Call University Police Department** will directly put you in contact with campus police.

Housing Operations

Room Assignments

Students are assigned a space in either a room, suite or apartment. Except the small number of assigned triples and singles, most of the rooms in all residence halls are designed for double occupancy. Each apartment is a two-bedroom apartment that houses four residents.

Students may not allow residents or nonresidents to occupy a room/space to which they are not assigned. In addition, switching room assignments without administrative approval or subletting in the residence facilities is strictly prohibited. Each

room is furnished by the institution and furnishings may not be disassembled or removed from the room by the resident.

Room Selection

The Department of Residence Life establishes room selection and assignment procedures for the fall semester early in the preceding spring semester. All current residents are told of this procedure to prepare for room selection for the following academic year.

Resubmission of the Residence Life Housing Application and non-refundable housing deposit is required to participate in the room selection process. Students are responsible for adhering to all established room selection timelines and procedures.

Roommates

Students may request friends as roommates on their housing application; if requests are mutual and submitted by the required dates established by Residence Life, they will be honored if availability allows. Late submissions for housing may have requests placed on hold.

The keys to having a successful roommate relationship are **cooperation, communication, compromise** and **mutual respect**. At the beginning of each academic year, or when a room change occurs, each room can complete a living in community agreement. This process assists individuals by providing the opportunity to communicate expectations, concerns, and needs for a comfortable living environment. Through the assistance of the RA, residents are encouraged to discuss their needs and feelings as related to their room/suite/apartment living arrangement. When conflicts arise, students are expected to work together with the assistance of the residence life staff to resolve roommate issues in a positive and productive manner. The living in community documents will be used by the residence life staff should a conflict arise.

Room Changes

Students are encouraged to work out roommate conflicts among themselves or with the help of their resident assistant and/or graduate resident director. The living in community documents are the tools used to facilitate a mediation process if one is needed.

The Department of Residence Life works with students to try and resolve any issues focusing on the areas of cooperation, communication, compromise and respect. Should the mediation process not result in changes that benefit the roommate pairing, then the residence life professional staff will intervene to assist and possibly arrange for a room change, if spaces are open. Room changes are not made based on race, ethnicity, religion, or sexual orientation.

A student's room assignment is for a specific room space. Room assignments may not be changed without discussion and approval from a residence life professional staff member.

Room changes are not made into fully open rooms or suites, in accordance with the Residence Life Room Consolidation procedures. The University reserves the right to deviate from the room change practices when required to do so by applicable law or University policy.

Room Consolidation

The Department of Residence Life reserves the right to assign or re-assign a student occupant, assign roommates, consolidate vacancies, and change occupants as needed before or during the occupancy period. The Department of Residence Life will notify any/all students affected by incoming assignment and/or assignment change via WP email.

Room Inspections

The overall condition of student rooms is monitored throughout the year. Building upgrades are strategic and cyclical for replacement and repairs. Each room is inspected by Residence Life staff before the fall semester starts, and repairs are requested and noted as needed.

At the start of a student's occupancy within an assigned space, residents can review the room's condition and submit any concerns in writing. In addition, students should submit work orders for any repairs or concerns that need to be addressed during occupancy.

After a student formally checks out of the room, the staff will complete an inspection of the room and determine if there is any damage that should be billed to the student or if the damage is accepted as normal wear. Students should make every effort to return the room to the condition they found it at check-in to avoid being charged for damages.

Residents are responsible for the cleaning and upkeep of their room and/or apartment, especially their bathroom and kitchen areas, during the academic year. Many residents find it helpful to rotate this responsibility with the students living in the suite/apartment to evenly distribute this responsibility.

Health and Safety Inspections

Periodically during each semester, Residence Life staff members make announced room/apartment checks to verify room/bathroom conditions and cleanliness. If a room is found to be in an unacceptable condition, the students residing in the room/apartment will be notified so that they may make the needed changes. Should a room be in an extreme condition of uncleanliness or if damage is found, a damage assessment fee may be imposed, or other accountability measures taken. If an individual does not resolve the concerning conditions, a student conduct report may be submitted.

Rooms are also checked prior to each break period for safety purposes. During all inspections, prohibited items will be documented and confiscated. Confiscated items will be returned at the beginning of break periods or when the student checks out of the residence hall.

Checkout Process

Students leaving one room assignment for another, or moving out of the residence halls, must check out properly by cleaning

their area and completing all necessary paperwork, and returning any keys issued. Any student who does not follow through with the established checkout procedures is subject to a \$50.00 improper or late checkout fine. Upon checkout, any items left behind are discarded.

At the end of each semester, a structured checkout procedure is established through the hall offices. Students receive an official checkout notice with specific instructions on how to check out of their respective hall prior to the end of each semester.

Express Checkout

All residents participate in Express Checkout. Please follow the instructions below to ensure that your checkout is done correctly.

1. Pick up an Express Checkout form located at your building's front desk or in your area office.
2. Complete all the information on the front of the form. Do not leave any section blank.
3. Remove the top copy from the form, this will be your receipt, so make sure you hold onto it.
4. Place all keys (mailbox/room/apt) in the pocket on the form and seal it. Please do not place ID cards in the envelope.
5. Drop your Express Checkout form in the box located near your building's hall office or front desk.
6. Final inspection and assessment of damage beyond usual "wear and tear" will be performed by Residence Life after all buildings close for the semester.

Damages

Damages that are clearly beyond normal wear and tear are billed to the individual(s) responsible. Also, extraordinary cleaning charges due to the abuse of the facilities, failure to clean or excess trash left in a room are charged to the residents.

Public area damages or property losses that are preventable (broken windows and light fixtures, graffiti, stolen furniture, etc.) and are not assignable to individuals are billed in equal amounts to the group having responsibility for that public area. It is the community responsibility of all residents to notify

the residence life staff if they have information about individuals who damage community areas or property.

Damage fees for individual and public area damage are assessed against the student's damage deposit upon checkout. The student is notified of the amount assessed, generally within a few weeks of completing the checkout process. If damages assessed are greater than the damage deposit, a charge will be applied to the student's account in the amount of the difference between the damage deposit and the damage fees assessed. If damages assessed are less than the damage deposit, a credit will be applied to the student's account. Please note that if there is any unpaid balance on the student's account, the credit will be applied to that balance.

Meal Plans

Students living in the Century Hall, High Mountain East and West, Hillside Hall, and Skyline Hall are required to be on a meal plan. More information about the meal plan can be obtained through Hospitality Services on the first floor of the Student Center, [973.720.2671](tel:973.720.2671).

Summer Session Housing

Housing is available during Summer Session for those students registered for classes at William Paterson University. A housing contract for summer housing can be completed online via the Residence Life housing portal. Resident students are not required to submit a housing deposit with their summer housing contract. There are no meal plan options during the summer session housing.

Living on Campus

What To Bring

All the residential areas are fully furnished, but many items need to be brought by each student, below are some suggested

items. (please see *Move In Guide* for more complete list)

<ul style="list-style-type: none">• Bedding (sheets are twin XL)• Pillows• Towels• Mirror• Area Rug• Lamp• Smart TV• Dishes and Silverware	<ul style="list-style-type: none">• Cleaning Products• Toilet Paper• Trash Can• Flashlight• Surge protected power strip• Toiletries/Personal Hygiene Products• Umbrella• Fan
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What Not To Bring

Due to general and fire safety standards, there are many items that are not permitted in the halls. The list below is not complete; please read the Residence Life Handbook to become familiar with other prohibited items.

<ul style="list-style-type: none">• Pets/Animals*• Hookahs• Candles• Halogen Lamps• Incense/Oil Lamps• Extension Cords• Neon Signs	<ul style="list-style-type: none">• Weapons• Hover Boards• Electric Blankets• Electric Heaters• Live Trees• Cooking Appliances**
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*Service and ESA can be accommodated with documentation, please contact Accessibility Resource Center. Students must

receive written approval from both the Accessibility Resource Center and the Office of Residence Life before the animal can be brought to campus.

**Small Cooking appliances are permitted in the kitchen areas of Pioneer and Heritage halls. Keurig coffee makers and Nutri-bullets (*and other similar makes/models/brands*) are permitted in all residence halls. All appliances must be UL listed and approved.

** Deep fryers and/or air fryers of any kind are not permitted in any residence hall.

Room Decorations

Residents are encouraged to create a comfortable living environment within their rooms by bringing items for decorative purposes. Fire safety standards prohibit students from hanging tapestries, flags or other large cloth items from the ceilings, windows or walls.

Only battery-powered string lights or LED lights are permitted in the residence halls. Any string lights that have an AC adapter or plug are prohibited.

Due to the possibility of damage to walls, ceilings, doors, furniture, or windows, the following are prohibited: Nails, wallpaper, paneling, glue, decals, adhesive materials, painting rooms, painting murals on walls, writing on walls, hanging items from windows or ceilings.

Students are encouraged to use painter's tape; 3M putty or Command strips to hang/post materials in their residence hall rooms. When moving or removing items from the walls, students need to use care and caution to avoid damaging the walls. Students are responsible for any damage to walls created by room decorations, even if the damage is unintentional.

Appliances and Furniture

The University provides all necessary furnishings for the residence halls. Due to fire safety standards, students are prohibited from bringing outside furnishings into the facilities.

Any additional furniture items are subject to removal. The construction of lofts, bed-lifting mechanisms, room dividers, or bars and any alterations to residence rooms are prohibited.

Beds on cinderblocks or milk crates are unsafe and are, therefore, prohibited. Students are permitted to use manufactured bed risers to increase the under-bed storage space. The product's maximum height is eight inches. Please note that bed risers cannot contain electrical outlets/plugs.

A clear egress (or path) from the room door to the windows in the room is required to meet fire safety regulations. Closets must remain in an upright position and cannot be positioned near sprinkler heads. Closet doors are not to be removed. All furniture should be used for its intended purposes only, and it may not block the doorway to the room or the room's sprinkler head.

For academic purposes, students are allowed to bring items such as a bookcase (one per resident) *approximately 36" x 36"* or a standard two drawer file cabinet.

In the Apartments, a stove and refrigerator are supplied.

In all other residence halls, students are permitted to bring a refrigerator (*limited to 4 cubic feet*) and microwaves (*limited to 1,000 watts*).

Cooking appliances are prohibited for all students residing in Century Hall, High Mountain East and West Hillside Hall, and Skyline Hall.

Residence Hall Break Period Closings

The residence halls close during Thanksgiving, winter, and spring semester breaks. **Students must vacate all residence halls during these periods unless they are in a 9-month contract.** Students will be emailed break closing information regarding the exact date and time the buildings will be closed and locked. Students who do not vacate their residence hall by the communicated date and time may be assessed a \$50 late check out fee.

Before leaving for break, students should dispose of any perishable garbage, turn off all lights, lock windows, unplug all appliances, close curtains, and lock their doors. Residence Life staff will enter rooms to check for compliance with closing instructions.

The Department of Residence Life is not responsible for items left in the halls during break periods. Students are encouraged to take home all their valuables during these break periods.

Resident students who need accommodation during the break period closings should follow the Extended Stay Request process.

Student Insurance Statement

The Office of Residence Life and William Paterson University assume no responsibility or liability in the event of water, smoke, fire damage to or theft of an individual's personal belongings or property. Because William Paterson University does not provide personal property insurance, we recommend that students determine if they are covered under their parent's renter's/homeowner's insurance policy or obtain a separate personal property insurance policy to protect their personal property such as laptops, tablets, books and furniture, while they are living in the residence halls.

William Paterson University is an agency of the State of New Jersey and as such, is covered by the New Jersey Tort Claims Act. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligation of the State to be responsible for tort claims against its employees and property are covered under the terms and provisions of the New Jersey Tort Claim Act. William Paterson University is represented by the State in legal matters. Resident students can contact the Office of Residence Life for more information regarding the Tort Claim process.

Residence Hall Services

Laundry/Vending Machines

In the **Apartments**, laundry rooms are located on floors 2-6. Vending machines in the Apartments are located on the first floor in the lounges.

In **Century Hall**, the vending machines and laundry machines are located on the ground floor.

In **Hillside Hall**, the laundry room is located on the first floor across from the hall office. Vending machines are located on the first floor across from the security desk.

In **High Mountain East**, laundry machines are located on the first floor. Vending machines are located in the lobby behind the security desk.

In **High Mountain West**, the vending and laundry machines are located on the ground floor.

In **Skyline Hall**, the laundry room and vending machine are located on the entrance floor (2nd floor) across from the public bathrooms.

Laundry machines are provided in each residence hall, although locations vary by building. Washers and dryers are free of charge. Laundry services and The Department of Residence Life are not responsible for any items missing from the laundry areas.

Mail

All correspondence to resident students should be addressed as follows:

Apartments (Heritage and Pioneer)	Century Hall	High Mountain East and West
Student Name	Student Name William Paterson University	Student Name William Paterson University

William Paterson University	300 Pompton Road	300 Pompton Road
300 Pompton Road	P.O. Box 923	P.O. Box 939
P.O. Box 888	Wayne, NJ <u>07474-0923</u>	Wayne, NJ <u>07474-0939</u>
Wayne, NJ <u>07474-0888</u>		
Hillside Hall		Skyline Hall
Student Name	Student Name	
William Paterson University	William Paterson University	
300 Pompton Road	300 Pompton Road	
P.O. Box 921	P.O. Box 934	
Wayne, NJ <u>07474-0921</u>	Wayne, NJ <u>07474-0944</u>	

Mail is delivered to the William Paterson mailroom and then forwarded to each residence hall - no deliveries are made to the residence halls on weekends. Please allow an additional few days for delivery of mail to the residence halls – mail noted as “delivered” in apps/email may have only been delivered to the mailroom and is waiting for processing. Proper addresses avoid delays and loss of mail. Cash and other valuables should never be sent by mail. Students should check their email daily, as they will be notified when a package arrives. Mail items/packages that can fit into student mailboxes will be placed directly into the student’s mailbox.

Important information from professors, Residence Life, or other departments may be placed in student mailboxes, so students are encouraged to check their mailboxes frequently. All students are held accountable for any information placed in their mailboxes.

The Department of Residence Life does not forward mail during break periods, after graduation or when the residential contract is terminated – all mail will be returned to the sender. Students are strongly encouraged to keep using their permanent address off campus for all personal mail and/or update their mailing address in a timely manner to avoid delay in receiving personal mail.

Disposing of Garbage

Please be sure not to dispose of flammable items in **any** disposal or garbage receptacle. Residents who do not dispose of their garbage properly may be documented for a Student Conduct violation.

Apartments: It is the responsibility of each resident to dispose of their garbage regularly. Garbage is to be placed in the dumpsters located between Pioneer and Heritage Halls. Excessive trash left in hallways, lounges or stairwells is billed to students residing in those areas.

Hillside Hall, Century Hall, and High Mountain East and West: Garbage should be placed in trash bags and deposited in the trash rooms and/or trash chutes. Excessive trash left in hallways, lounges or stairwells is billed to students residing in those areas.

Skyline Hall: Garbage should be in trash bags and placed in the proper garbage disposal chute on each floor. Excessive trash left in hallways, lounges or stairwells is billed to students residing in those areas.

Recycling

William Paterson University must comply with the laws of the State of New Jersey pertaining to recycling. The state has set goals and has mandated a reduction of solid waste going to landfills. To accomplish this, recycling of all recyclable materials must be increased so that the solid waste that is currently being transported to landfills can be reduced. William Paterson has responded to this requirement by implementing an aggressive recycling program. The University believes that it can make a difference by helping reduce solid waste by increasing recyclable materials. Thus, it will reduce the strain on the environment. It makes sense to recycle. It can also help reduce the University's disposal costs. These savings can then be used towards alternative expenditures.

Recycling is a multi-level program that not only changes the way we dispose of our solid waste but also changes the way we think. It is hard to change old habits, so we now must make a conscious effort to separate recyclable items before we dispose of them. As a result, training is essential for everybody, from the user to the person who picks up the trash.

A unique feature of the WPUNJ recycling program is that you can mix recycling materials in any campus recycling container. WPUNJ adopted a single-stream recycling system in 2015. Single-stream recycling is a system in which all recyclable materials — fiber (newspaper, cardboard, mixed paper, catalogs, magazines and junk mail) and containers (glass, steel, aluminum and plastic) — are placed, unsorted, in one recycling bin.

Recycling is an excellent way to reuse materials to avoid filling landfills and wastefully using valuable natural resources. We hope the campus community joins in our effort to take things even a step further by minimizing — or altogether avoiding — the use of materials in the first place. There are many other ways to prevent the use of natural resources and the only limit is your imagination.

All recycling material from WPUNJ is picked up by Waste Management and brought to a local facility for sorting. Each residence hall is set up with containers that are to be used for recycling.

Study/Lounge Areas

There are many areas on campus where students may study, including the Library and University Commons. In the residence halls, students may choose to study in their rooms or in the student lounges throughout them. For the residents' comfort, the study areas are furnished so that these areas are conducive to study. Removing items from these areas causes an inconvenience for the residents in the halls. **As a result, students who take any lounge fixtures including furniture, bulletin boards, electronics, garbage cans, etc. and place them in their rooms will be documented for a student conduct violation.**

Keys/Lost Keys/ID Cards

Upon check-in, students are issued a room and mailbox key. In addition, each student is assigned a William Paterson University identification (ID) card through the ID Center. Students should keep these on hand at all times. **Residents must present their William Paterson University ID to residence hall front desk security staff upon entering the residence halls.**

The replacement fee for a lost or stolen key is \$25 per key. Please see your hall office staff for key replacement assistance; for William Paterson ID replacement costs are determined by Hospitality Services; and for a mailbox key, the replacement cost is \$5.

Resident students caught passing their key or ID card for any purpose to another person will be documented for a student conduct violation and may receive a fine of \$50.00. In addition, any person who presents an ID that is not their own or uses a key that was not issued to them is subject to disciplinary action and will be held responsible for any criminal acts committed.

Students are strongly encouraged to report keys and IDs that are lost or stolen. Unauthorized duplication, lending, borrowing, or possession of William Paterson keys is prohibited. Violators may be removed from the residence halls.

Lock-Out/Loan-Out Key Policy

If a resident does not have their key, it is expected that they try to contact a roommate or suitemate to gain entrance into the room.

During office hours, residents may temporarily obtain a loan-out key to gain entrance into their room. Residents who do not return loan-out keys within the return timeline determined by the Residence Life Office staff (usually 24 to 48 hours) will be charged for any key replacement and lock change costs.

Outside of hall office hours, a resident may contact the RA on duty to gain entrance to their room. It is expected that residents carry keys at all times. Persons who are continually locked out of their rooms are subject to go through the student conduct process

Maintenance & Student Work Order Process

The Physical Plant Operations Office on campus has repair staff and custodians assigned to assist with maintaining each residential area. Students having a problem should report it by filling out a maintenance work request. In an emergency, please contact the hall office or the RA on duty.

Students do not need to be present for the maintenance or custodial staff to address concerns or repairs in their rooms.

Emergencies that pose an immediate threat to personal safety or major damage to buildings, equipment, or property, should be reported immediately to the hall office, the Residence Life Central Office or to Campus Police. Residence Life defines emergencies as unscheduled occurrences that imminently endanger life, health, or property, including the following examples: over-flows, broken glass, power outages, etc.

Network Access

To receive network access on your devices please head to <https://itwiki.wpunj.edu/index.php/Resnet> and follow the instructions for your device to get connected. If you have any

issues connecting a device to the network, please follow the Report a Problem link to create a helpdesk ticket.

**All students must abide by the University computing policies posted on the University webpages.*

Residence Life Policies and Procedures

Rights and Responsibilities

It is the student's responsibility to know and adhere to the residence life policies and procedures and to abide by them. If violated, these rules and regulations carry with them a variety of sanctions. When students are found responsible, depending upon the violation's severity, appropriate accountability actions are taken.

Every attempt is made to handle student conduct matters in-house, as privately and as quickly as possible. However, if the severity of an offense warrants the response of other agencies, they are notified immediately.

Noncompliance with any University or Residence Life staff members, policies or procedures could result in a student conduct violation, including probation, fines, eviction from the residence halls, or expulsion from the University.

As a residence hall community member, you can document any concerns you have or observations you make. There are various ways that you can report information to university administration:

- Anonymous Reporting Form - <https://secure.wpunj.edu/police/police.cfm>
- Bias Incident Report Form - <https://www.wpunj.edu/osdi/Student-Equity-Inclusion-Policies-Procedures/biaspreventioneducationteam>
- General Student Complaint Process and Procedures - <https://www.wpunj.edu/enrolled/student-development/dean-of-students/>

Community Member Expectations

The goal of residential living is to support every student's academic success; thus each resident has rights and responsibilities. The Living in Community documents completed by roommates reinforce our expectations that roommates consider each other's needs and preferences in order to create a positive living space. The roommates of a specific room detail the expectations and actions for themselves, which determines how they will interact in accordance with their rights and responsibilities, residence life policy, and the student code of conduct.

Primary Areas

Areas deemed most essential and important to the well-being and academic success of students.

- A living environment free from any type of harassment or intimidation. All actions must show safety and respect and may not cause any fear, physical and/or emotional harm.
- Having the ability to read, sleep and study in your room, free from actions, as agreed upon by the occupants, that cause unreasonable interference.
- Maintaining a clean-living environment as agreed by the room's occupants.
- Respecting all personal belongings.
- Being able to freely access one's room or suite when the residence halls are open to students.
- Appropriate and civil communication regarding any concerns or grievances.

Secondary Areas

Areas that should be protected but not infringe on reasonable implementation of primary areas.

- Personal privacy. All residents should have freedom from interference with their personal activities and be able to maintain privacy for other than academic reasons.
- Host guests. All residents should be able to maintain personal contacts and friendships with other people to fulfill their social needs.

- Guests must respect the above-stated expectations and other residents.

Reporting a Problem

Students should report any roommate problems to their RA who then will notify the hall administrator or other appropriate personnel. Residence Life staff will help students experiencing problems within their living suite.

Resolving Conflict through Mediation

If you have a roommate issue that seems irresolvable, the Residence Life Staff is trained and available to assist with mediating the conflict. Successful mediation results when individuals are willing to clearly state the issues and/or problems, as well as listen to other's perspectives regarding the situation.

Mediation includes discussion and the development of a mutually agreeable compromise. Students are expected to adhere to the agreements made during the mediation. Students who violate a mediation agreement may be subject to documentation and a student conduct hearing process.

Emergencies

In an emergency, health-related or otherwise, students should try to locate their RA or the RA who is on duty. In all halls, duty schedules are posted at the security desk. The RA will contact the hall administrator on duty or the University Police, if necessary.

If a student believes that the situation is severe enough to warrant a direct call to the University Police, they should, without delay, call 973.720.2301.

Fire Emergency Procedures

Students are responsible for familiarizing themselves with fire exits and escape routes. In the event of a fire alarm, do not use the elevator. Whenever a fire alarm sounds, day or night, the residence halls are to be evacuated immediately.

Upon discovering a fire:

1. Activate the nearest pull station to sound the building alarm. If the alarm fails to work, shout "fire" several times.
2. Telephone University Police at 973.720.2301 immediately to report the fire details, which should include building, floor, area, and intensity.
3. Evacuate the building immediately. Do not attempt to fight a fire. Fire extinguishers are to be used only to clear an exit way.

Evacuation procedures:

1. Feel the closed door of your room. If it feels hot, the hallway is filled with deadly gases. **DO NOT OPEN THE DOOR** but go to your window and wait for rescue. If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly.
2. Do not stop to dress, but take a pair of shoes, a coat, and a blanket. Upon leaving the room, leave the lights on and the door **CLOSED**. Take your key with you.
3. If you cannot leave the room:
 1. Open the windows if there is smoke; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.
 2. Seal cracks around the door with damp towels if possible.
 3. If you are trapped, attract attention by hanging an object from the window — the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.
 4. If smoke is severe, place a wet cloth over your nostrils, and **REMEMBER** to stay close to the ground. There is usually less smoke on the floor

When evacuating:

1. Walk at a brisk pace, but **DO NOT RUN**.
2. Follow the instructions of the staff and make your way to the nearest exit and head away from the building to the assembly point. Move in a single file along the wall upon which the exit is located.
3. Do not reenter the building until instructed to do so by a university official.

Due to the serious nature of a fire emergency, noncompliance with evacuation procedures is subject to being documented for a student conduct violation.

Do not test your smoke detector. The smoke detectors are routinely checked by trained University personnel. If your smoke detector sounds, contact University Police, the RA on duty or the hall office. Do not attempt to correct any problem yourself.

Students found responsible for tampering with, or removing, smoke detectors face disciplinary action, which may result in loss of housing privileges. This includes covering any smoke detector or fire safety device. In addition, students may be charged for the replacement of the detector. Students are not to tamper with the sprinkler systems in the residence halls. Please report all problems immediately to the hall office.

Wildlife Advisory Statement

Please be aware that due to the amount of “green space” on the campus and the proximity of the High Mountain Park Preserve, a variety of wildlife can be found on and near the William Paterson University Campus. Deer, geese, turkeys, groundhogs and, on rare occasions, bears and coyotes are some of the animals you may encounter as you make your way around the campus.

Because of this, we ask that you keep the following general safety guidelines in mind.

- Walk with others and/or make noise to alert the animal to your presence.
- Do not approach, attempt to feed, pet or lure any of the animals.
- Do not approach nests or newborn/young animals as their parents are particularly protective and potentially aggressive.
- If you see an animal in your path, change your course or direction to avoid the animal altogether or create a greater distance between you and the animal as you pass.
- Report any unusual behavior to Campus Police by calling 973.720.2300.

If you see a bear:

- Remain calm. Do not run from it.
- Make the bear aware of your presence by speaking in an assertive voice, singing, clapping your hands, or making other noises.
- Avoid direct eye contact; back up slowly.
- Make sure the bear has an escape route.
- If the bear does not leave, move to a secure area.
- Notify Campus Police by calling 973.720.2300.

If you see a coyote:

- Do not turn your back on a coyote or run away from a coyote.
- If coyotes are present, make sure they know they're not welcome. Make loud noises, throw rocks, etc.
- Notify Campus Police by calling 973.720.2300.

For further information on New Jersey wildlife and appropriate precautions, please visit the New Jersey Department of Environmental Protection website at
www.nj.gov/dep/fgw/wildlife.htm

Desk Operation/Security

The residence hall security system was designed for the safety of our resident students. As in any security system, it involves cooperation from our residents and their guests. This cooperation is appreciated, necessary, and expected of all residents as members of the residence hall community.

Desk staff and professional security staff cover the security desks at the entrance of each building on a twenty-four-hour basis. During this time, residents must present their valid William Paterson ID to the security guard to gain entry to their area.

Resident students caught passing their key or ID card will be documented for a student conduct violation. In addition, anyone found to be in possession of an ID card that does not belong to them will also be documented for a student conduct violation and/or referred to University Police.

To protect students' rights to privacy and with their safety and security in mind, the Office of Residence life will not provide resident room assignments and/or other related or personal information to any persons.

Visitation Policy

The right of a student to live in reasonable privacy takes precedence over the right of their roommate to entertain guests in the room/apartment. In the practical application of

determining when guests should be invited to the room, common sense and mutual respect should prevail. The student hosting a guest is responsible for communicating and asking permission from the other residents in their shared living space before inviting a guest to campus.

Should guest visitation become a negative experience within a room/suite/apartment, residence life reserves the right to adjust guest visitation privileges and procedures for the members of that room/suite/apartment at any time throughout the academic year.

Resident students may have two guests signed into the residence hall where they are assigned to live at a time. A guest is defined as a resident from another residence hall, a WP commuter student or a person not affiliated with the university.

Resident students must meet their guests at the front desk of the residence hall and must present their WP ID card to sign-in their guests.

All guests will need to leave an accepted form of ID at the desk when signed in as a guest. At the end of the visit, guests must sign out with the front desk staff when they are leaving to receive their ID card back. Failure to sign out a guest will prevent future guests from being permitted to sign in.

Acceptable forms of valid picture ID are as follows:

- State-issued picture driver's license or identification card
- Military-issued picture identification card
- High School or College identification card

Guests can be signed in and out 24 hours a day; 7 days a week unless otherwise communicated by the Residence Life staff. All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times and are subject to a student conduct hearing if their guests violate University regulations. Any guests in violation of William Paterson policies and procedures may be

asked to leave the campus and their ability to be future guests on campus will be reviewed.

Cohabitation Clause: A guest may not be a guest in the residence halls for more than three consecutive nights or three nights within a 7-day week (Sunday-Saturday), regardless of host or building of visitation. Evidence of cohabitation will be submitted to the Office of Student Conduct and may result in individuals being restricted from hosting guests or individuals from being permitted as a guest in the residence halls.

Minors as Guests: The above-stated visitation policy applies to all persons who are 16 years of age or older. Guests 15 years old or younger are only permitted as guests between 10am and 8pm. All minors as guests must be signed in, although it is understood that they may not be able to present a valid picture ID card. Minors as guests must remain with their WP resident host while in the residence hall.

Alcohol Policy

Alcoholic beverages for private consumption by those residents and their guests **who are 21 and over** are allowed **only** in Pioneer and Heritage Halls. Individuals in possession of alcohol upon entering the Apartment complex must verify their age with proper identification at the security desk.

Alcoholic beverages and alcohol containers of any type (empty or full) are prohibited in all other residence halls at all times.

Empty bottle collections, decorations, and displays are prohibited in all residence halls and apartments.

Selling, distributing, or manufacturing alcohol is also prohibited. Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to and including eviction from the halls and/or expulsion from the University.

Residents who are found serving minors are subject to disciplinary action. Alcoholic beverages are restricted to private apartments/rooms with the door closed and are not allowed in public areas (hallways, lounges, etc.). Any students under 21 who

are found in possession or in the presence of alcohol are subject to disciplinary action.

The organization of and/or participating in drinking games involving the consumption of alcohol (e.g., beer pong, flip cup, the use of funnels, etc.) is prohibited. Binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol is prohibited. Coercing or encouraging another to consume alcoholic beverages against their will is prohibited. Disorderly conduct resulting from the misuse of alcohol is unacceptable and will be considered a serious violation of the student code of conduct.

Similar to the rest of the campus, kegs, beer balls, and multi-quart containers, empty or full, are restricted from the residence halls. Residents found in possession of the above are subject to dismissal from the residence halls.

Bikes, Skateboards, Roller Skates, Roller Blades, Electric Scooters and Hover Boards

Bikes, skateboards, roller skates, roller blades, electric scooters and hover boards are prohibited from use in any area of the residence halls. These activities are also prohibited from the entrances and areas surrounding the residence halls, including the High Mountain amphitheater and the Overlook circle.

Skateboards, roller skates and roller blades can be stored in a residence hall room, pending the agreement of all roommates and space to accommodate the item.

The storage/charging/possession of bikes, electric scooters and hover boards is prohibited in the residence halls. Students are permitted to use any outdoor bike racks on campus to secure a bicycle. Please note that the university is not responsible for any bikes stored on campus bike racks.

Students who violate this policy will be documented for a student conduct violation.

Candles/Incense

For safety reasons, all candles (burnt or decorative), with or without wicks, incense (including unused and packaged items), etc., are prohibited in the residence halls. Students who violate this policy may be removed from residence halls.

Compliance with University Officials/Staff

All students and their guests are expected to comply with all directives from University and Residence Life staff. Failure to comply with a directive or conduct sanction may result in immediate restriction from the residence halls and will be submitted for a student conduct violation.

Cooking/Heating Appliances

Appliances with heating elements, such as pancake grills, electric frying pans, Foreman grills, coffeemakers, deep fryers, air fryers, sandwich makers, and toaster ovens are prohibited in Century Hall, High Mountain East & West, Hillside Hall, and Skyline Hall. The use or storing of grills (gas, charcoal, or electric) in or around any of the residence halls is prohibited. Prohibited items will be confiscated.

Students living in the apartments are permitted to have small cooking appliances, such as toasters, rice cookers and coffee makers.

Dangerous Objects

The possession of any dangerous object or weapon, including, but not limited to, firearms, paint guns, ammunition, fireworks or other explosives, hunting knives, swords or sabers, box cutters or straight razor blades, pellet or BB guns, is prohibited and may result in removal from the residence halls.

Drug Policy

The use, possession, sale, or purchase of any type of narcotic or drug is prohibited by law, unless prescribed by a physician. Providing, merchandising, possessing, and using drugs, controlled dangerous substances, or drug paraphernalia could result in removal from the residence halls and/or expulsion from the University.

Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to, and including, removal from the halls and/or expulsion from the University.

Ejection of Objects from Windows

Throwing objects from residence hall windows is particularly dangerous and could result in immediate removal from the residence halls. This includes, but is not limited to, food, garbage, and liquid.

Endangerment

Any act, willful or negligent, that could compromise the safety of the individual or others is not permitted. Any act of endangerment is grounds for removal from and/or relocation in the residence halls.

Fire/Safety Equipment

Tampering with fire equipment, including room and/or hall smoke and heat detectors, sprinkler systems, fire exit doors, extinguishers, fire hoses, or yelling “fire” when no threat exists, will result in immediate removal from the residence halls.

Students who are responsible for the activation of the sprinkler system are financially responsible for any damages that occur to university property and/or the property of other students. In addition, students may be subject to additional restitution charges.

Gambling

Gambling in any form is prohibited.

Gate Access

The High Mountain Control Gate next to Lot 5 and the Control Gate to Ben Shahn and parking Lot 7 are in place to control traffic flow into the residential and academic zones. Cameras are installed at both gates. Students/guests found responsible

for vandalizing these gates will be held accountable for restitution, campus disciplinary sanctions, and possible criminal charges in a court of law.

The Control Gate at High Mountain Lot 5 is open only during normal residence hall move in and move out periods. Please check the Residence Life webpage for the dates and times of gate openings to minimize any inconvenience.

Hall Sports

The throwing of footballs, baseballs, frisbees, etc., utilization of nerf, pellet or similar types of toy guns or engaging in other sports in the residence halls, including hallways, stairwells, lounges, gazebo, and lobby areas, is prohibited.

Hospital Transports

Students who are transported to the hospital for the consumption of alcohol or drugs, after returning to the residence hall, need to Contact the Graduate Hall Director for their area during the next business day. A transport letter will be provided which details the required steps a student must take after being transported. Resident students must complete this step within 24 business hours of returning to campus.

Since the nature of the hospital transport involved alcohol or drugs, students are required to schedule an appointment at the Counseling, Health & Wellness Center within three business days of receipt of this letter to allow for institutional follow-up regarding discharge. For example, if you visit the Emergency Room on a Saturday, you must contact the Counseling, Health & Wellness Center to make an appointment by Wednesday. You are to call the Counseling, Health and Wellness Center at (973) 720-2257 to schedule your appointment. When calling, please be sure to mention that your appointment is the result of your recent hospital transport.

When you are seen in the Counseling, Health & Wellness Center, you will be asked to sign a medical release form to convey pertinent clinical information and recommendations to the

Office of Residence Life, the Office of Student Conduct and/or the Office of the Dean of Students.

Students transported to the hospital for a psychological emergency may be required to follow up with a licensed professional or a William Paterson University Counseling staff member about your hospital transport.

Emergency contact notifications are made for all residential students who are transported to the hospital. The nature of the transport will not be disclosed but contact information for the hospital will be provided.

Failure to comply with any of the requirements listed above may result in the temporary loss of housing privileges. This decision will not affect your ability to attend class or utilize your meal plan.

Noise and Quiet Hours

Quiet hours have been established to ensure students' rights to study and sleep. These hours are 10:00 p.m. to 10:00 a.m., Sunday through Thursday, and 1:00 a.m. to 10:00 a.m. on Fridays and Saturdays. **During final exams, twenty-four-hour quiet hours are in effect. Violators of quiet hours during this time period may be removed immediately from the residence halls.**

Excessive noise at **any time** is prohibited. Reasonable quiet must prevail inside and in the surrounding areas of the residence halls at all times. Gathering in areas such as the High Mountain amphitheater, Overlook circle, or near building entrances is prohibited after quiet hours.

Amplification of music outside the student's room, including noise from stereo speakers directed out of windows and amplifiers, is prohibited.

**Noise from stereo speakers or amplification equipment and the playing of portable stereos in the public areas of the residence halls are only permitted with written permission from the office of Residence Life. This includes, but is not limited to, lounges,*

hallways, the High Mountain Amphitheater, gazebos, and the areas immediately surrounding the residence halls.

Package Inspection Policy

This policy is designed specifically for large bulky packages, coolers, boxes, etc., in cases in which a staff member has probable cause to suspect that prohibited items are being transported into a residence hall. Residents found to have prohibited items or to be in violation of the package inspection policy will be documented through the student conduct process

Staff members are defined as the following individuals: security guard/ desk assistant, resident assistant, Residence Life professional staff and University Police.

Pets

Animals are prohibited in the residence halls. The only exceptions to this policy are when residents are approved for a service animal or emotional support animal for the residence halls or when insects are required for academic purposes. Please note that service animal and emotional support animal requests must be approved by the Accessibility Resource Center. Please see the Accessibility Resource Center website for more information and to apply for accommodations.

Prohibited Items

Items listed in the Residence Life Handbook as being items prohibited from use/presence in all residence halls are considered prohibited items. These items may be subject to confiscation and/or student conduct action.

Physical Harm/Harassment/Intentional or Threat of Bodily Harm/Emotional Abuse

Any behaviors deemed to be assault and/or physical abuse, threats, intimidation, harassment, verbal abuse, bullying, stalking, cyber-bullying, hazing, including organizing, engaging in, facilitating, or promoting any conduct that places or may place another person in danger of bodily harm or serious

psychological distress are prohibited in the residence halls and on campus.

Behaviors such as harassment, intimidation, or bullying which includes any single or series of, gesture[s], written, verbal or physical act[s], or electronic communication[s] that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, will not be allowed.

The harassment of staff, verbal or physical, will not be tolerated, nor will lewd, obscene, or indecent conduct. Any willful, intentional, and persistent act designed to annoy or cause an individual undue stress is not acceptable nor tolerated and is subject to disciplinary action. Students who violate this policy may be removed from residence halls.

Postings

The University reserves the right to remove any sign/posting on display in the residence halls that is considered contrary to its mission. These include postings considered racially, sexually, or ethnically offensive.

Approved posting may be done only on bulletin boards. Failure to comply will result in the loss of posting privileges. Postings must be authorized through the Residence Life Central Office in White Hall, lower level, between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

Restricted Areas

For safety reasons, students are restricted from all campus building roofs, electrical or mechanical rooms, or any other premises of the campus where access is prohibited.

Sexual/Domestic/Dating Violence and Stalking

William Paterson University is dedicated to providing a campus environment free from violence for all members of the campus community. For this reason, the Office of Residence Life does

not tolerate any form of violence including domestic/dating violence, stalking and/or sexual violence. Students who violate this policy may be removed from residence halls.

Smoking

William Paterson University is a smoke-free campus. Smoking in the residence halls, including public bathrooms, is prohibited and will result in a student conduct violation. Please note that electronic cigarettes, vaping and hookahs are not permitted in or around the residence halls. Students who violate this policy may be removed from residence halls.

Solicitation

Solicitation of any kind, other than Residence Life material, is prohibited in the residence halls. This includes door-to-door sales, distributing flyers, etc.

Theft/Vandalism

Theft from, or damage to, personal or University property or premises will not be tolerated. Violators are subject to restitution and the student conduct process. Students should report a theft of any kind to University Police as soon as possible.

Windows/Screens/Emergency Exits

Entering or exiting a residence hall facility via a window or emergency exit, when no emergency exists, is prohibited. Placing items on outside ledges or hanging items from windows is also prohibited.

Screens are not to be removed from windows. The removal of screens from windows will result in a student conduct violation and a \$50 fine. Additional charges will be assessed to the student for replacement costs in the event that the screens are damaged. Tampering with and/or removing window blocks/stoppers will result in a student conduct violation.

Residents who are found allowing persons to enter or exit the buildings through windows or emergency exits will be subject

to the student conduct process. Such offenses could result in being relocated or removed from the residence halls.

The Student Conduct Process

The Office of Student Conduct and the Office of Residence Life work together to implement a disciplinary system based on due process for students. All policies and procedures written in both the Student Code of Conduct and the Residence Life Handbook apply to all residential students. Sanctions for violations are intended to be educational and not punitive, when possible.

Students accused of an alleged violation will have a hearing, based on the due process code outlined below. An assigned hearing officer will conduct the hearing to determine responsibility related to the alleged violation. Sanctions range from a written warning to loss of housing privileges.

Any violation of local, state, or federal law will be adjudicated through the Office of Student Conduct.

Building Restrictions/No Contact Orders

When students are involved in conflict-related incidents, they are subject to being temporarily restricted to their own residence hall or re-located to a new residence hall until the completion of the conduct process and final sanctions are determined. Communication restrictions, known as No Contact Orders, may also be issued to all students involved.

Clear and Present Danger

Please note that violations of state law and/or university policy that are considered to be a threat to the safety and security of the residential community may result in immediate removal from the residence halls or the university campus. Residents who are involved in these types of incidents will not be

permitted to return to the residence hall for any reason unless accompanied by Campus Police until the outcome of the conduct process is determined. The conduct process will determine if or when a resident can return to the residence halls.

Conduct Procedure

When charges are brought against a resident for violation of a policy, the following procedure is put into effect.

An **incident report** completed by a university staff member, outlining the alleged violation is received by a hearing officer. The assigned hearing officer then sends (via WP email) a **Conduct Notification Letter** along with a copy of the incident report to the resident being charged. This letter cites the date and time of the alleged violation and informs the resident as to when and where the hearing is scheduled.

At this meeting, the resident is given the opportunity to dispute the charges and provide any additional or missing information. Eyewitnesses and any supportive material (like photos, social media posts and/ or text messages, etc.) should be presented at this time. A decision about the outcome and any sanction (if applied) will be delivered via WPU email to the student within a timely fashion.

Any questions regarding the student conduct process should be directed to the Office of Student Conduct or your resident director. Due process and disciplinary procedures are outlined below.

Due Process and Conduct Procedure

Due process in higher education disciplinary matters does not parallel the requirements of due process in a court of law. However, we ensure that the requirements of due process in all disciplinary actions are implemented.

The resident can expect:

1. Written notification of charges delivered via William Paterson University email within a reasonable period of time after the violation.

2. An opportunity to either have a formal conduct hearing based on the charges, or to waive the formal hearing and accept the sanction to be imposed.
3. A conduct hearing to be held without the student being present in the event that the resident fails to attend a scheduled hearing (a hearing may be rescheduled within the designated time period as indicated on the notification letter).
4. An opportunity to present information, witnesses, and their perception of the incident at the hearing. Sanctions range from a written warning to loss of housing privileges.
5. Written notification of findings and sanctions or penalties imposed delivered via William Paterson University email within a reasonable period after the hearing.
6. The student may bring an advisor to the hearing. (This advisor may not question witnesses — their sole purpose is to advise the charged student.)
7. The opportunity for an appeal, if the sanctions qualify.

Appeal Process

The appeal process can only be implemented in cases where the sanction has resulted in eviction from the residence halls. The charged student has up to five business days from the date he or she was informed of the decision to file a written appeal to the Dean of Students or other designated party.

The grounds for appeal may only be for one or more of the following reasons:

1. Severity of the sanction;
2. Procedural error/violation of due process protections;
3. New evidence that was not known to the officer at the time of the hearing.
Please be advised that a student's failure to attend a hearing or provide information during a hearing does not constitute grounds for appeal on the basis of new information.

Once an appeal has been filed, the Dean of Students or their designee will review the decision and issue a written decision to the student within a reasonable amount of time.

Campus Services

Counseling, Health, and Wellness

The Counseling, Health, and Wellness Center is in Overlook South, D Floor, open Monday through Friday, 8:30 a.m. to 4:30 p.m. The Center provides primary health care, mental health counseling, and prevention services. They also provide referrals and resources to local community facilities when necessary. (St. Joseph's Wayne Hospital is located one-quarter mile from campus.) Call the Health and Wellness Center at 973.720.2360 or the Counseling Center at 973.720.2257 for appointments. For medical emergencies, especially after hours, please call 973-720-2300. For mental health emergencies after hours call 973-720-2257.

University Police

The William Paterson University Police Department is located at the Public Safety Building in Entry #1 on East Road, in the Haledon section of campus. University Police are on duty twenty-four hours a day, seven days a week, including holidays and university closings. University Police can be contacted at the following numbers:

973.720.2301- Emergencies

973.720.2300- Non-Emergencies

973.720.2200- Office Information, Monday – Friday, 8:30am – 4:30pm

973.720.2780- Violations Bureau, Monday – Thursday, 8:30am – 6:00pm; Fridays: 8:30am – 4:30pm

973.720.3846/2689 – Detective Bureau

973.720.3006- Police Reports, Monday – Friday, 8:30am – 4:30pm

Automobiles on Campus

The university requires all vehicles, which are parked on campus, to be registered, at no charge, through the University Police Department. Each vehicle must display a proper university parking permit which must be visibly affixed to the vehicle while parked on campus.

All students and employees must fill out a Parking Permit Request Form located on the Parking and Traffic Safety page on the University Police website, or under the student or employee tab. The website also contains information about guest parking.

Overnight Parking

Overnight parking hours are between 2:00am – 6:00am in Lot 2 (student spaces), Lot 6, the Apartments Lot or the Pioneer Parking Garage. The top row of Lot 5 are designated overnight parking spaces for authorized personnel only; students are not permitted to park overnight in this area. Any vehicle parked on campus between the hours of 2:00am – 6:00am not utilizing a designated overnight parking lot will be ticketed and/or towed. If you have any questions or concerns, please contact the Violations Bureau.

Pioneer Parking Garage

Students and employees who want to utilize the parking garage may do so by signing up online. The sign up can be accessed on the University Police website on the Parking and Traffic Safety page. Garage parking is not free; Rates and commonly asked questions are located at www.wpunj.edu/parking. Please note, any vehicle occupying a spot in a designated university parking lot or the parking garage, must be registered with the University Police Department. A university parking permit must be displayed on the vehicle at all times while parked on campus.

Snow Removal Policy

Once the snow has stopped and roads are cleared, Parking Lot 5 will be the first to be cleared. When Lot 5 is cleared, notifications will be sent to all residence students via the Rave Mobile Safety Program/Guardian App, and/or via WP email to inform students that they are to move their cars from Lot 6 to Lot 5. This will enable our facilities department to properly clear Lot 6 so that resident students may return their cars to that lot. There will be a 24-hour grace period so that students can move their cars from Lot 5 back to Lot 6.

Information for

Emergency Notification

Phone Services

Network Services

TV

Dining Services

Student Accounts

Hospitality Services

Campus Stores

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