

Residence Life Handbook

2021 – 2022 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.

[VISION: THE UNIVERSITY IN 2022](#)

William Paterson University will be widely recognized as the model of outstanding and affordable public higher education characterized by rigorous academic preparation and a wide array of experiential, co-curricular and extra-curricular opportunities. The University will be distinctive for nationally recognized programs that prepare its students for the careers of today and tomorrow, and known for its support of the personal growth and academic success of a highly diverse student body. It will be an institution of first choice for students committed to transforming their lives and making a difference.

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 University states in its mission statement that:

“We help to prepare our students to actively participate in effecting change in their own lives, their communities, and to function competently in a multi-cultural global society.”

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), Skyline Hall, and

White 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, but there are also limited single and 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 double and triple rooms only, 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 double and triple rooms only, 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 limited single and triple occupancy rooms. 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. Each furnished apartment accommodates four students sharing two bedrooms, a living room/kitchen area, and bathroom. There are no single occupancy rooms in the apartments.
- Skyline Hall accommodates students in double rooms, there are no single occupancy rooms in this building. This buildings features an updated suite-style that has 3 individual doors within the suite; one to each two-person bedroom and one to the bathroom.
- White Hall accommodates graduate and upper-class students. Rooms are all suite-style featuring both single and double occupancy.
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Substance-Free Housing

One of our residence halls, Century Hall, features a substance-free housing area. All students who choose to live on 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 in 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 resident director.

The **Apartments Hall office** is located on the first floor of Pioneer Hall room 106. The office is open 8:30 a.m.–4:30 p.m., Monday through Friday, and 8:00 p.m.–10:00 p.m., seven days a week.

The **Century Hall office** is located on the first floor of Century Hall room 104. The office is open 8:30 a.m.–4:30 p.m., Monday through Friday, and 8:00 p.m.–10:00 p.m., seven days a week.

The **High Mountain East/High Mountain West Hall office** is located on the ground floor of High Mountain West room G-14. The office is open 8:30 a.m.–4:30 p.m., Monday through Friday, and 8:00 p.m.–10:00 p.m., seven days a week.

The **Hillside Hall office** is located on the first floor of Hillside Hall room 104. The office is open 8:30 a.m.–4:30 p.m., Monday through Friday, and 8:00 p.m.–10:00 p.m., seven days a week.

The **Skyline Hall office** is located on the ground floor of Skyline Hall room 231 . The office is open 8:30 a.m.–4:30 p.m., Monday through

Friday, and 8:00 p.m.–10:00 p.m., seven days a week.

The **White Hall office** is located on the first floor of White Hall room 110. The office is open 8:30 a.m.–4:30 p.m., Monday through Friday, and 8:00 p.m.–10:00 p.m. seven days a week.

Residence Life Professional 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 and administrative processes, and additionally supervises the recruitment, selection, training, and evaluation of the professional resident director staff, resident assistants and desk assistants. In addition, the director oversees 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, 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. 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 Academic Support and Development Offices at the University.

The **resident directors** and **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 discipline. They are full-time professional staff members who live on campus in order to respond to the needs of the students in emergencies. Resident directors have extensive training in student services and are a resource for students and the resident assistant staff.

Resident Assistants

The resident assistant (RA) staff is a group of trained student leaders responsible for the activities of 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 on a rotating basis and are available between 4:30 p.m. and 8:30 a.m. for emergency situations. You are encouraged to reach out to your RA or any member of the Residence Life Professional staff to report any concern that you may have. The residence life staff is trained to assist students with a wide variety of issues and concerns.

Desk Managers and Desk Assistants

The desk managers (DM) and desk assistants (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 aforementioned policies 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 on a frequent and consistent basis in order 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 have the responsibility 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 is the University’s Emergency Notification System (WP Alert). It also includes the Guardian App which allows students to communicate directly to University Police in an emergency situation.

WP Alert is utilized for notifications of campus situations (ie. weather emergencies, power outages, critical incidences, road closures etc.) that pertain to University operations. Resident students are required to be in the WP Alert system.

The Guardian App allows students to communicate directly with University Police or their Guardians regarding their safety and/or situations they are witness to on campus.

The Rave Guardian Mobile App is available free of charge at the Google Play or Apple Store. A two-step verification process is required to enroll.

The Guardian App includes the following:

Safety Timer

- Ability to set a “Safety Timer” session. Once activated, “guardians” selected to be in the users virtual safety network can monitor the users status updates and location. Guardians are automatically notified at assigned check-in times. If the timer expires or the user initiates a panic call, Guardian automatically notifies trusted safety resources.

Tips & Multi-Media Messaging

- Allows campus members to send text and photo content directly to Campus Police officials via secure cloud infrastructure. Campus safety officials can provide instruction or follow up to learn more. Tips can be sent anonymously or not.

Emergency Call Button

- Through the mobile device, a user can send an alert to Campus Police with one-click, automatically providing student information and GPS location.

Safety Profiles for Faster Emergency Response

- Student-created safety profiles contain details such as residence and medical condition information that are automatically presented to campus safety officials during an emergency call for faster, more precise response.
- Student safety profiles are available during emergencies, on and off campus, to Campus Police and Smart911-enabled 9-1-1 centers nationwide.

Housing Operations

Room Assignments

Students are assigned a space in either a room or apartment. With the exception of small number of assigned triples and singles, the majority of the rooms in all of 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 informed of this procedure to allow them sufficient time 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 date

established by Residence Life, they may be honored. Late submissions for housing may have requests placed on hold. Many students do not request their roommates prior to the beginning of the academic year, and adjustments may need to be made during the semester with the assistance of the Residence Life Staff.

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 is required to 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 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 resident director. The living in community documents are the tools used to facilitate the mediation process. The Department of Residence Life works with students to develop a relationship based on cooperation, communication, compromise and respect. Should the process not benefit the roommate pairing, then the resident director will intervene to assist and possibly arrange for a room change, if spaces are open. Room changes are not made on the basis of 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 with, 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 a student occupant, assign roommates, consolidate vacancies, and change occupants as necessary during the period of occupancy. The

Department of Residence Life will notify any/all students affected in a timely manner.

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 prior to the start of the fall semester, and repairs are requested and noted as needed.

All residents have the opportunity to review the condition of the room as they take occupancy, and submit in writing on the student assessment form any concerns. The form is due to the hall office within three days of moving into a residence room. The pre-inspection by the residence life staff and the student's written review are maintained by the hall office.

After a student formally checks out of the room, the staff will complete an inspection of the room and compare the condition of the room upon vacating the space to the condition of the room at the beginning of occupancy. This comparison will indicate any differences that may 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 which they found it at check-in to avoid damage billing.

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 in order 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 damages are found, a damage assessment fee may be imposed or other accountability measures taken. If an individual does not take responsibility for the condition of the room, disciplinary action will be extended to all residents of that room.

Rooms are also checked prior to each break period for safety purposes. During room 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 improper or late checkout fine. Upon checkout time, 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, which is convenient for residents. Please follow the instructions below to ensure that your checkout is done correctly.

- Pick up an Express Checkout form located at your building's front desk or in your area office.
- Complete all the information on the front of the form. Do not leave any section blank or you could be charged an improper checkout fee.
- Remove the top copy from the form, this will be your receipt, so make sure you hold onto it.
- Place all keys (mailbox/room/apt) in the pocket on the form and seal it. Please do not place ID cards in the envelope.
- Drop your Express Checkout form in the box located near your building's hall office or front desk.
- 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 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 a community responsibility of all residents to notify the hall administrator or RA of 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 the semester ending. 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, Skyline Hall and White Hall are required to be on a meal plan. Further information regarding the meal plan can be obtained through Hospitality Services located on the first floor of the Student Center, 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 website. Resident students are not required to submit a housing deposit with their summer housing contract.

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.

Bedding (sheets are twin XL)	Pillows	Towels	Mirror
Trash Can	Area Rug	Toilet Paper	Dishes and Silverware
Cleaning Products	Surge protected power strip	Lamp	Flashlight

Umbrella	Smart TV (compatible with Philo), or Roku device	Fan	Personal Hygiene Products
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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 in its entirety to become familiar with other prohibited items.

Pets*	Candles	Halogen Lamps	Live Trees
Hookahs	Oil Lamps/Incense	Hover Boards	Extension Cords
Neon Signs	Weapons	Electric Heaters/Blankets	Cooking Appliances**

*Service and ESA can be accommodated with documentation, please contact Accessibility Resource Center

**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.

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. 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 3M putty to hang/post materials in their residence hall rooms.

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 cinder-blocks 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 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 the following items such as a bookcase (one per resident) *approximately 36" x 36"*, an organizational unit (entertainment center), *4' x 6'*, 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 the Century Hall, High Mountain East and West Hillside Hall, Matelson Hall, Overlook North, Overlook South or White Hall.

Residence Hall Break Period Closings

The residence halls close during the Thanksgiving, winter, and spring semester breaks. **Students must vacate all residence halls during these periods.** Students will be emailed for break closing information regarding the exact date and time the buildings are closed and locked. 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 any items that are left in the halls during break periods. Students are encouraged to take home all valuables during these break periods. Resident students who need accommodations during the break period closings should contact their hall office or the Residence Life Office at 973.720.2714.

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 portable music devices, speakers, cameras, 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 making a tort claim should contact the Office of Residence Life or the Office of Business Services. Questions can be directed to Residence Life at 973.720.2714.

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.

In **White Hall**, the vending area is located in the main lounge and laundry rooms are located on the second and fourth floors.

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 is not responsible for any items that are missing from the laundry areas.

Mail

All correspondence to resident students should be addressed as follows:

<p>Apartments (Heritage and Pioneer)</p> <p>Student Name</p> <p>William Paterson University</p> <p>300 Pompton Road</p> <p>P.O. Box 888</p> <p>Wayne, NJ 07474-0888</p>	<p>Century Hall</p> <p>Student Name</p> <p>William Paterson University</p> <p>300 Pompton Road</p> <p>P.O. Box 923</p> <p>Wayne, NJ 07474-0923</p>	<p>High Mountain East and West</p> <p>Student Name</p> <p>William Paterson University</p> <p>300 Pompton Road</p> <p>P.O. Box 939</p> <p>Wayne, NJ 07474-0939</p>
<p>Hillside Hall</p> <p>Student Name</p> <p>William Paterson University</p> <p>300 Pompton Road</p> <p>P.O. Box 921</p> <p>Wayne, NJ 07474-0921</p>	<p>Skyline Hall</p> <p>Student Name</p> <p>William Paterson University</p> <p>300 Pompton Road</p> <p>P.O. Box 934</p> <p>Wayne, NJ 07474-0944</p>	<p>Skyline Hall</p> <p>Student Name</p> <p>William Paterson University</p> <p>300 Pompton Road</p> <p>P.O. Box 934</p> <p>Wayne, NJ 07474-0944</p>

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 day or two for delivery of mail to the residence halls - mail noted as "delivered" in apps/email may have

only been delivered to the mailroom, and are waiting for processing. Proper addresses avoid delays and loss of mail. Cash and other valuables should never be sent through the mail. Students should check their email on a daily basis, as they will be notified when a package arrives for them. 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, such as the Registrar and Bursar, 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 use 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 face disciplinary action.

Apartments: It is the responsibility of each resident to dispose of their garbage at regular intervals. Garbage is to be placed in the dumpster 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.

Skyline Hall: Garbage should be contained in trash bags, and placed in the proper garbage disposal chute located on each floor.

White Hall: It is the responsibility of each resident to dispose of their garbage at regular intervals. Garbage is to be placed in the dumpster located outside the building. Excessive trash left in hallways and lounges, or stairwells is billed to residents residing in those areas as common damage area.

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. In order 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 have to 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 are allowed to mix recycling materials in any recycling container on campus. 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 of the 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. There is a regular schedule for collecting the material. If you have any questions or suggestions, please see your resident assistant or resident director.

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 located throughout the residence halls. 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 and all lounge fixtures including furniture, bulletin boards, electronics, garbage cans, etc. and place them in their rooms are subject to disciplinary action.**

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 Hospitality Services Office. Students should keep these on hand at all times. **Residents must present their William Paterson University ID to residence hall security upon entering the residence halls.**

The replacement fee for a lost or stolen key varies by building. Please see your hall office staff for key replacement prices; for a William Paterson ID replacement costs are determined by Hospitality Services; and for a mailbox key, \$5.

Resident students caught passing their key or ID card for any purpose to another person are subject to disciplinary action and 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

In the event that a resident does not have their key, it is expected that their make an effort to contact a roommate or suitemate to gain entrance into the room.

During office hours, residents may temporarily obtain a loan-out key in order 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) may incur a \$25 lock-change fee.

Outside of hall office hours, a resident may contact an RA on duty to gain entrance to his/her room. It is an expectation 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 to their hall office and fill out a maintenance work request. In the event of an emergency, please contact the hall office or the RA on duty. Students do not need to be present for the maintenance staff to work on repairs in their rooms. The Physical Plant Operations staff can only take written or verbal work orders from authorized members of the Residence Life staff. All students are encouraged to visit their hall office to submit any work orders to the office staff or the RA on duty. Students may also submit work orders online via the link on the building webpage for the hall in which they reside, but please note that this may cause some delay. Students should click on the current students tab of the Residence Life webpage, select the building in which they reside, and then use the quick link, highlighted in orange on the right side of the page to log in and submit their work order.

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 or the Residence Life Central Office. You do not have to process an online work order for any called-in emergency requests. Residence Life defines emergencies as unscheduled occurrences that imminently endanger life, health, or property, that include, but are not limited to, the following examples: over-flows, broken glass, power outages, etc.

Network Access

In order to receive network 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 please follow the Report a Problem link to create a ticket.

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

Campus Services

Counseling, Health, and Wellness

The Counseling, Health, and Wellness Center is located in Overlook South, D Floor, and is open Monday, 8:30 a.m. to 6:00 p.m., and Tuesday 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 at all times while parked on campus. All students and employees must fill out a Parking Permit Request Form located on the university's home page, under the student or employee tab. The only exception to the parking permit requirement are visitors of the campus.

Overnight Parking

Overnight parking hours are between 2:00am – 6:00am. Lot 2 (student spaces), Lot 6, 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.

