



Office of Residence Life

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FALL 2009 - INFORMATION FOR RESIDENT STUDENTS

We hope the following will be of help to you in preparation for your year in residence. If you have any questions, feel free to contact your hall/ area office (all contact info can be found on page 4).

In addition to this quick reference guide, all residents will be expected to review The Guide to Community Living, The Motor Vehicle Information Rules and Regulations, and the Student Handbook which is posted online. Please review "The Guide To Community Living" which is posted via the Residence Life web page.

Most of the rules and regulations regarding campus life are contained in these publications. Residents should also be familiar with the stipulations included in the Housing Agreement at:

ALERT ME NOW. The College requires students to become familiar with its emergency notification system: ALERT ME NOW. This system sends alerts if a serious situation arises, including weather closings/ delays to email addresses or phones. All students are strongly encouraged to sign up for this FREE service. Students choosing not to avail themselves to this service must "opt out" or a hold will be placed on their student account, which will affect their ability to register for classes any subsequent semester.

5 REASONS TO SIGN UP

1. *Be the first to know about emergencies on campus. This includes weather related closings.*
2. *Be aware of timely instructions pertaining to what to do during an emergency situation.*
3. *This will help to insure your own personal safety.*
4. *ALERT ME NOW provides the College with 3 contact points (1 phone number for text contact), 2 numbers for voice (cell, home, other).*
5. *You will NOT receive routine messages, campus announcements or advertisements.*

If you have any questions or concerns regarding the ALERT ME NOW system please call the ITS Help Desk at x7777.

You can also send an email to AlertMeNow@ramapo.edu.

ALCOHOL/OTHER DRUGS. The College expects all its students to abide by laws relating to alcohol and drug use. Students found in violation can expect that they will be charged with violations of the College Code of Conduct. The Mahwah Police Department or other appropriate agencies may be contacted when violations are suspected. Students should be aware that many professions require licenses.

Arrests for underage drinking, having a fake ID, providing alcohol to minors, use of/possession of marijuana or other illegal drugs may affect applications for such licenses. The College expects compliance with rules regarding alcohol/drugs. Illegal behavior is not tolerated and can have serious – and immediate – consequences. All students should become completely familiar with the College Alcohol Policy.

BANKING. There is an ATM on campus in the Student Center (first floor under stairs) as well as in the D-wing (near the Bursars Office). The ATM is maintained by TD Bank and is part of the MAC, NYCE, CIRRUS, VISA and MASTERCARD network. There is no charge for withdrawals as long as the user has an account with TD Bank. Accounts should be opened before students arrive on campus at any TD Branch, or any other bank.

More information is available at <http://www.tdbank.com>.

BILLS. The Fall 2009 semester deadlines are listed below for your convenience. The fall term has three payment deadlines:

(The dates listed below are subject to change depending on the College Board of Trustees approval of the new tuition rates)

- **JULY 22, 2009** for students registering March 30, 2009 through July 21, 2009
- **AUGUST 12, 2009** for students registering July 22, 2009 through August 11, 2009
- **SEPTEMBER 2, 2009** for students registering August 12, 2009 through September 2, 2009.*

* Students registering or adjusting their schedules **after September 2, 2009**, must pay on the day they register or adjust their schedule.

Failure to pay according to the above schedule may result in a Late Payment Fee of \$200 for **each** missed payment deadline, **DEREGISTRATION** and **DEHOUSING**.

Please note: This information can be found on the Web for Students.

Bills may change as financial aid is added or deleted; as parking fines or hall damages are posted; when classes are added or dropped, etc. Bills must be reviewed on-line to be sure that payments have been posted and that there is no outstanding amount on the account. If any schedule adjustment is made to your academic schedule, please be sure to review your bill online to see if any changes on your student account have occurred. If a current due balance is reflected on your student account, this payment must be made in order to avoid deregistration. To live on campus, you must be enrolled for at least 12 credits and maintain a full-time course load.

BRADLEY CENTER. The Bill Bradley Center for Sports and Recreation is open daily during the academic year. There is an extensive intramural program as well as dozens of credit-bearing classes offered. More information can be found at:

<http://www.ramapoathletics.com>

FALL 2009 CHECK-IN INFORMATION:

First Year Students - First year residents (Freshman) check-in by appointment on Sunday, August 30th.

Returning / Transfer Student Check-In – students who have been assigned to The Overlook, Linden Hall or Bischoff Hall check in on Monday, August 31st at 12 noon until 10 pm. Students who have been assigned to the College Park Apartments, Laurel Hall or The Village check in on Tuesday, September 1st at 10 am until 10 pm.

All information regarding check in will be posted via the Residence Life webpage on or about August 1st. We encourage all residents to check their Ramapo email account daily for information regarding housing.

CHECK-IN DEADLINE. Once a housing assignment has been reassigned to someone else, it cannot be retrieved. Students who do not check-in within 24 hours of their assigned check-in risk losing their housing assignments. For Fall 2009, the check-in deadline is Wednesday, September 2nd before 12 noon. In case of an emergency, a late check-in can be arranged by contacting your hall/area office PRIOR to the stated deadline. Please refer to the list for hall/ area office contact information (which is listed on page 5).

CLOTHES. Dress – as on most campuses – is casual. There is no specific dress code, but reasonableness is expected. There are occasions when business/party attire is needed, e.g., job

interviews, restaurant nights in dining halls, awards banquets, special events in the Berrie Center, and trips to NYC.

COMPUTERS. Virtually all students bring their own computers to campus (almost all are laptops). Computers are used by everyone—for writing papers, research, entertainment, and even for chatting via e-mail or instant messaging with parents. Computers are available in several labs on campus; some labs are open 24 hours a day. Every resident has an individual data jack, which connects to the College network. Students are encouraged to bring an Ethernet cord (for non-wireless connection). Note: College staff is not allowed to install hardware or software on personal computers. For more information about setting up your computer on campus, go to <http://resnet.ramapo.edu>.

EMERGENCIES. The College has made extensive plans to deal with all types of emergencies. However, students and family members should make plans as to how they will be in contact and where they would meet in case of a major or national crisis. Students should keep a small amount of cash on hand, and those with cars should fill gas tanks before they are too low to allow for travel to their homes without refueling.

EMAIL. Resident students are **required** to have a (free) Ramapo College email account and to monitor it daily. Important notices are sent to students' College email accounts and students are responsible for being aware of information distributed in this manner. **Luminis, an information system, allows faculty, staff and students to keep in touch with each other. Most notices to students will be posted to their Luminis accounts. Failure to regularly check the Luminis account will not be considered a valid excuse for non-compliance with requests, deadlines, etc.** (This requirement does not preclude a student from maintaining another non-College email account. Messages can be forwarded from a College account to a non-College one.)

EMERGENCY MEDICAL SERVICES (EMS). There are times when students require care in a hospital on an emergency basis (often during the night). In such a case, Public Safety should be notified at Ext. 6666. The College has its own EMS staffed by certified EMTs (faculty, staff and students). In cases where there is a need for multiple ambulances or when the College service is off-line, the Mahwah EMS will respond. Students are usually taken to Valley Hospital (Ridgewood, NJ) or Good Samaritan Hospital (Suffern, NY). The College does not have an infirmary for overnight stays. The College does not automatically notify family members if a student is taken to the hospital (student's wishes are taken into account). Of course, if the situation is very serious, notification is made to the person listed as the emergency contact on the check-in cards that all residents are required to complete at the time of check-in.

EXTENSION CORDS. Due to fire code regulations, extension cords are not permitted anywhere in the residence halls/apartments. Most students bring multiple items that need electrical power, so a surge protector unit is a very useful item to bring. Make sure that such a unit is UL rated. The college recommends a unit: Fire Shield Surge Strip (see <http://www.universityelectronics.com>), but you may bring any one that is UL rated. (Students in Linden Hall will be issued a surge protector due to the location of the outlets in the room.)

FIRE SAFETY. Fire safety is a high priority in the residence halls. Halls are evacuated **every** time an alarm sounds—no matter what the hour. Failure to evacuate is a serious violation of the College Code of Conduct. The College is required to conduct a minimum of two drills per year. Most false alarms are caused by behavior which could have been avoided, e.g., hot air popcorn poppers (not permitted in the residence halls), air fresheners sprayed in the direction of a detector, etc. Students who vandalize safety equipment or who purposely activate a false alarm are dealt with severely (local disciplinary charges and possible arrest by Mahwah Police.). Civil penalties include a hefty fine of \$500 and a jail sentence. Note: **All College residence halls are equipped with sprinklers.**

DINING SERVICES. The College contracts with Sodexo who provides food service on campus. Various meal plans are available. Students residing in Pine, Linden, Bischoff, Mackin, The Overlook and Laurel are required to have meal plans. Those who live in apartments may purchase Ramapo Dollars and have these added to their meal account. Ramapo Dollars can be used at all food service locations. Additional information about meal plans is available from the Dining Services Office located in The Atrium or from the Dining Services webpage.

In addition to The Birch Tree Inn in the Student Center and the Pavilion Dining Room (our student restaurants), food is available in The Atrium in the Student Center; the Curtain Call Café (gourmet coffee, sandwiches and snacks) in the Berrie Center; and the convenience store in the Pavilion. (Hint: The Pavilion dining room is almost always less crowded than the Birch Tree in the Student Center and the food is just as good!)

Dining Services Webpage:

<http://www.ramapo.edu/students/reslife/mealplans.html>

MEAL PLAN CHANGE PROCESS. *Would you like to be able to access your meal plan on the first day of classes hassle free? Do you want to avoid delays?*

We are encouraging all students to make any necessary meal plan changes prior to the start of the semester. To help avoid some of the major issues and inconveniences caused by meal plan changes to many students, we have developed a new

meal plan process that we feel will prove to be beneficial to our students.

Students who wish to add/ drop their meal plan or add Ramapo Dollars can do so anytime between April 4th through August 10th. Students can send their request to mealplan@ramapo.edu via their Ramapo e-mail account only. Please be sure to include your complete first and last name, your Banner ID Number (R#) and your specific request. Students who choose to take advantage of this opportunity will come back to campus and enjoy a hassle free meal plan experience.

Students, who do not change their meal plan before August 10th, will have the opportunity to do so, **IN PERSON** at the beginning of the semester. E-mail requests will not be accepted after August 10th. Students, who choose to add/drop their meal plan or add Ramapo Dollars after August 10th, may face significant delays. Such delays may include but not be limited to long lines and the inability to access their meal plan of choice or Ramapo Dollars upon check-in.

A designated location has been set up for students to add/drop their meal plan or to add Ramapo Dollars. In order to change your meal plan in person, you must bring your Ramapo ID to the designated location. If you choose this option, expect to wait in line. Please review the schedule below. Please plan accordingly as you may face delays in the process. Why wait...Do it now!

In Person Meal Plan Change Schedule

Date	Time	Location
Sept. 2 nd	9:00am-12:00pm & 2:00pm-4:00pm	SC-219
Sept. 3 rd	9:00am-12:00pm & 2:00pm-4:00pm	SC-219
Sept. 4 th	9:00am-12:00pm	SC-219
Sept. 8 th	1:00pm-4:00pm	SC-219
Sept. 9 th	1:00pm-4:00pm	SC-219

The last day to change meal plans is September 9, 2009.

Ramapo Dollars can be purchased at anytime.

PLEASE REVIEW THE DINING SERVICES WEBPAGE FOR THE IN PERSON LOCATION UPDATES AS WELL AS OTHER MEAL PLAN RELATED INFORMATION.

GRADES. Your grades will be posted online within about two weeks after the end of the term. This is the only way to view grades you receive.

HOUSING SELECTION. The Office of Residence Life utilities software that allow resident students to participate in an online housing selection process. This process caters to the busy lives of our resident students, their classes and their busy work schedules. In addition, it reduces the anxiety and stress that many students seem to face when participating in the housing selection process. We understand that many of you are very anxious to participate in this process. We have

outlined some basic details of the actual online process that we feel may help answer some of your basic questions. The online housing selection software is very user friendly. The Online Housing Selection process is a system for **ONLY current resident students** to reserve a room in on campus housing.

Prior to the end of the Spring semester, current residents are able to choose the exact location for their housing in the subsequent year. (Information will be provided to all residents students via their Ramapo email account as well as posted via the Residence Life webpage.) Students may choose based on priority that is determined by the number of credit hours earned. Information will be available to students early during the Spring semester in order to give them time to decide where they would like to live and with whom. (Campus apartments are generally only available to individuals with the highest earned credits.) **In order to participate in the housing selection process, all residents are required to submit a non-refundable housing deposit of \$200 and complete the online Acuo-I survey which will be sent to all their Ramapo email address. All information regarding the Housing Selection Process will be posted via the Residence Life webpage.**

Note: The College reserves the right to determine which halls will house Freshman on a year-to-year basis. As of Fall 2007, due to the high demand for housing in The Village, it is limited to one academic year only.

GUARANTEED HOUSING POLICY FOR STUDENTS ENTERING AS FRESHMAN. As long as first year residents remain a full-time student, are in good social and academic standing, satisfy all of their financial obligations to the College, and follow published procedures regarding the Housing Selection process, and the Spring Intent process they are guaranteed campus housing for eight **consecutive** semesters (Fall and Spring). However, due to high demand, housing will only be available beyond eight semesters in exceptional circumstances when approval is obtained. Students who become commuters are placed on a wait list whenever they decide to return to on campus housing. Please note, students who are on the wait list for housing are not guaranteed housing.

GUARANTEED HOUSING POLICY FOR TRANSFERS & READMITTED RESIDENTS. As long as Transfers and Readmitted students remain full-time students, are in good social and academic standing, satisfy all their financial obligations to the College, and follow published procedures regarding the Housing Selection process and Spring Intent process, they are guaranteed campus housing for a specific number of semesters. **However, as of the Fall 2008 semester guaranteed housing will be based on the following criteria:**

- ✓ If you enter with fewer than 32 credits, You are guaranteed **8 semesters** in housing

- ✓ If you enter with between 32 and 63 credits, You are guaranteed **6 semesters** of housing
- ✓ If you enter with between 64 and 95 credits, You are guaranteed **4 semesters** of housing

LUMINIS. Both new freshman and transfer students should be sure to join either the "freshman" or "transfer" groups on Luminis. All kinds of information and announcements will be sent to students using this portal. Questions/problems should be directed to (ResNet) 201-684-6831.

FURNITURE. Each campus bedroom is carpeted and is furnished with a bed, desk, desk chair, and chest of drawers/closet. Students in Bischoff, Mackin, Pine, Linden and The Overlook have access to a microfridge—combination refrigerator-freezer and microwave oven in their rooms (shared by two students). CPA & Village apartments have full kitchens, dining tables and chairs, and living room furniture. Laurel Hall kitchenettes include storage cabinets, full-size refrigerator-freezer, microwave, and sink (no range). Students should not plan to bring additional items until they see how things look after they move in. The living rooms in The Village, College Park Apartments and Laurel Hall have minimal lighting; one or two floor lamps are needed. No upholstered furniture may be brought to campus unless it meets CAL133 fire safety guidelines. Students are encouraged to bring lamps (halogens prohibited) for reading and for common areas. While overhead lighting exists in some locations, it is not sufficient for normal reading.

HALL/ AREA OFFICES. Each residence has an office, which is open Monday to Friday during the academic year (schedule is posted on the hall/ area office door). Most business related to your campus housing can be conducted at this location.

Residents may contact their assigned hall/ area office via email or via phone. Contact information for each hall/ area office is listed below.

HALL/ AREA NAME	OFFICE NUMBER	EMAIL ADDRESS
Pine Hall	(201) 684-7213	pine@ramapo.edu
Linden Hall	(201) 684- 7215	linden@ramapo.edu
Mackin Hall	(201) 684- 7044	Mackin@ramapo.edu
Bischoff Hall	(201) 684- 7053	Bischoff@ramapo.edu
The Overlook	(201) 684- 7074	overlook@ramapo.edu
Laurel Hall	(201) 684- 7015	laurel@ramapo.edu
The College Park Apartments (CPA)	(201) 684- 7061	cpa@ramapo.edu
The Village	(201) 684- 7104	village@ramapo.edu

HEALTH SERVICES. Health Services is located near the campus south gate entrance at the corner of Route 202 and Hornbeam Road (gray building). The Health Services Office is open Monday through Friday 8:30 AM - 5:00 PM. A physician has limited office hours during the academic year. An appointment is required and may be scheduled by calling 201-684-7536. All "walk in" patients will be triaged by medical personnel and will be seen immediately if it is an emergency. If it is not an emergency, the next available appointment will be scheduled. ALL MEDICAL OR TRAUMATIC EMERGENCIES ARE IMMEDIATELY EVALUATED. A Well Woman's clinic is provided. A fee is charged for this service. Certain medications are dispensed by Health Services for a fee. There is no charge to see the Nurse Practitioner or the Physician. It is essential that students understand their health insurance coverage before coming to the College. The insurance company may not cover the cost of certain prescriptions or procedures. If enrolled in an HMO or similar type of insurance plan, students should contact their insurance company for a list of providers in the local area. Students are encouraged to bring sufficient supplies of medications taken routinely. Students who have prescription coverage are encouraged to make arrangements to have their medications filled at a local pharmacy covered under their insurance plan. A Self-Treatment Center is available in Health Services. Certain over the counter medications are available at no charge. However, students who routinely take non-prescription medications are encouraged to bring their own supply.

ID CARDS. Every student is required to obtain and carry a College ID card while on campus. The ID card is needed to obtain services in the Potter Library, to use a meal plan in the dining rooms, to sign out equipment from the Athletic Department, and to gain access to most residence halls. The Public Safety Office coordinates the issuance of ID cards.

Returning students should be sure to bring their ID cards with them to campus and obtain a validation sticker each semester from Public Safety. **New resident students** will have photos taken for their new ID cards during their scheduled summer Orientation, in Public Safety Customer Service (C-101), and will receive their ID card at check-in.

Resident students with vehicles may need certain gate access for their respective areas; it is the resident student's responsibility to get their card coded for gate access in Public Safety Customer Service.

REPLACEMENT ID CARD FEES. If a resident student loses their ID card, there is a College replacement card fee, in addition to a Residence Life recoding fee of \$15.

Replacement Card Fees:

- 1st replacement - \$25
- 2nd replacement - \$50

- 3rd and subsequent replacement - \$100

***Fees are subject to change.**

LAUNDRY. Laundry facilities are located in Pine, Linden, Bischoff, Mackin, Thomases Commons, The Overlook, and Laurel Hall and in a separate building near the Lodge. THERE IS NO CHARGE FOR LAUNDRY. THE COST IS INCLUDED IN YOUR HOUSING CHARGE. Access to the laundry facilities in apartment areas requires students to swipe their ID cards. It is recommended that students bring laundry detergent (low suds type) and fabric softener, etc. with them. Laundry powder can be put into small plastic bags for convenience. Detergent can be purchased at the Bookstore and the C-Store which is located in the Pavilion.

LIMITED ESCORT SERVICE. Students are strongly encouraged to move about the campus during daylight hours and during the time that the campus shuttle is in operation (8:00 PM to 2:00 AM daily during the academic year). An individual student arriving in the main parking lots between the hours of 2:00 AM and 6:00 AM may call Public Safety on the non-emergency number which is (201) 684-7432 to request an escort to their residence hall/ apartment. Escorts are provided by Public Safety staff. This service is not intended to be used as a "taxi" service. In case of an emergency, students are encouraged to contact Public Safety using the "blue" call boxes which are located around campus.

MAIL. Mailboxes for Pine, Linden, Bischoff, Mackin, Laurel and The Overlook are located on the first floors of those halls. Mailboxes for residents of The Village are located in the Thomases Commons. The mailboxes for College Park Apartment residents are in The Lodge. Mail is distributed Monday through Friday during the main academic year, except on State holidays. Information regarding individual mailing addresses will be provided to students at a later date. A student who receives a package too big to fit in a mailbox is notified that a package has arrived through a "package slip" placed in their mailbox. All packages are to be picked up in the Main Office of Residence Life package room (located across from the Office of Student Affairs.)

Check mailrooms for exact hours of operation. Students should check their mailboxes daily as some College announcements are distributed this way. **Students are required to pick up mail from their boxes on a daily basis.** (Hint: Very important mail is often placed in mailboxes. At the end of each term, we wind up returning checks, love letters, jury duty notices, etc., that were not picked up by students. Staff does not monitor whether mail is picked up. Students must check their boxes to ensure they stay up to date on personal and College matters.)

MATTRESSES. There are long twins in Pine, Linden, Bischoff, Mackin, The Village, The Overlook and Laurel; a mix of standard twins & long twins in College Park Apartments.

(Please refer to the Residence Life webpage on or about August 1st for a specific layout of the apartments.)

An egg crate pad or thick mattress cover is desirable for added comfort. (Hint: Bring your favorite pillows from home. It feels good to have something familiar among all the new things in your campus home.)

MOVING IN. The first time you meet your roommate is likely to be on move-in day. We strongly urge you to decide with your roommate before you arrive how beds will be chosen.

Both Pine Hall and Mackins Hall have bunkable beds (residents decide whether or not they want to bunk them). Mackin Hall has one single bed; Bischoff and Linden Halls have two single beds

NEWSPAPERS. A limited number of copies of *the New York Times*, *StarLedger* and *The Record* are available in the lobbies of Pine, Linden, Bischoff, Mackin, The Overlook, Laurel and the Thomases Commons at no charge. Sunday newspapers are available at brunch in dining rooms. First-year students will have access to additional copies of *The Times*, which will be needed to complete assignments in some First Year Seminars. A student wishing to receive their hometown newspaper should obtain a subscription and have the paper sent to their campus mailbox.

NOISE. By virtue of their organization, residence halls and the areas surrounding them can be noisy places, if the residents do not respect “courtesy quiet hours.” Residents are expected to behave in ways that do not disrupt normal College operations and that respect the rights of their peers to study and sleep at reasonable times. Specific information about “quiet hours” is included in the **Guidelines to Community Living*, which is online:

<http://www.ramapo.edu/studentlife/residencelife/handbook/Code.html>

NYC BUS SERVICE. Coach bus company provides regularly scheduled service to NYC (mid-town Port Authority terminal) several times daily. The bus stops on campus at the Visitor’s Circle (just east of the Public Safety booth at the north entrance to campus). Discounted tickets are available for purchase at Roadrunner Central (ticket booth opposite the Campus Store). Tickets may be purchased in advance and used anytime until the end of the calendar year. College ID required.

OFF-CAMPUS SHUTTLE. During the regular academic year, the College contracts with a local company to provide an off-campus shuttle service. The shuttle operates seven days per week on a set schedule. The shuttle travels to the Mahwah train station, local malls, supermarkets, and other businesses. Schedules are adjusted monthly and are available in the Scott Student Center opposite the Campus Store, and various other places around campus.

ON CALL ADMINISTRATORS. Residence Life and other professional staff serve as On-Call Administrators (OCAs) or Emergency On-Call Counselors (EOCCs). An EOCC is called whenever the situation warrants the presence of a counselor (during non-business hours). OCAs are responsible for the campus during non-business hours. OCAs work in conjunction with Public Safety. They are called whenever a situation requires special attention, e.g., a roommate conflict that cannot be resolved, medical emergency, fire alarm, etc.

ON-CAMPUS SHUTTLE SERVICE. The College operates a campus shuttle service from 8:00 PM. to 2:00 AM., seven days per week during the regular academic year (weather permitting). (On rare occasions, an equipment failure may result in the cancellation of the service.)

RESIDENT PARKING. All Pine Hall residents **MUST** park in the D Lot **only**. Village residents are permitted to park in the Main lots (B and C lots). Bischoff and Mackin residents may park in lots adjacent to their residences. Overlook residents also have parking adjacent to the building, and are also authorized to use the Parking Deck for overflow parking. Students living in College Park Apartments (CPA), also have parking spaces directly outside the apartment buildings, with overflow parking in the North Field lot. Laurel Hall residents park in the Parking Deck behind Linden Hall. Resident students are granted gate access in accordance with their residence. Each resident student is responsible for having their ID card coded for their authorized gate access in the Public Safety Customer Service (Photo ID) area (Room C101). All cars belonging to students must have a College parking permit affixed to their left rear window (driver-side). This is the only authorized placement of the parking permit. Citations are issued for improperly displaying their permit. **NOTE: Those vehicles with tinted windows must be in compliance with the proper placement of the permit.**

Residents with vehicles on campus should be prepared for emergencies, e.g., flat tires, dead batteries, snow. Membership in an auto service club is highly recommended. Ice scrapers and snow shovels are likely to be needed during the year, including the fall. Students are also reminded that valuable items should not be left in plain view in cars and that vehicles should be locked at all times.

Note: Parking spaces reserved for those with disabilities are clearly marked. Parking in an unauthorized handicapped space may result in a \$100 fine for the first offense with higher penalties for subsequent offenses. Mahwah Township Police also patrol campus and issue citations for parking violations as well as moving violations. If the car is ticketed by Mahwah Police, the fine may be higher and other penalties may be assessed. All parking rules are strictly enforced. There are costly fines for infractions, and egregious and/or multiple violations can result in loss of parking privileges and other penalties.

PARKING PERMITS. Everyone is charged for parking (charge on bill). Students who do not plan on bringing a car to campus may complete a parking waiver form and submit it to the Bursar (link to form can be found on Web for Students homepage). The Bursar will then remove the charge from the bill. **Paying for parking is not the same as getting a permit.** To obtain a permit, a student must go to www.thepermitstore.com and follow the instructions. Permits are sent directly to students from this company and must be affixed to cars within a week of the start of classes in the fall. Thepermitstore.com also oversees the payment of fines associated with parking and other vehicle-related violations.

PERSONAL PROPERTY INSURANCE. As a public institution, Ramapo College cannot be sued (except in very special circumstances). We highly recommend that you ensure that the valuables you bring to campus— including your school books and supplies, clothing, jewelry, game-box, computer, etc. are covered by insurance. **The College does NOT have insurance to cover the personal property of students. It is HIGHLY RECOMMENDED that residents obtain such insurance.** (Insurance for this purpose is sometimes included in a parent’s homeowner’s or renter’s policy or may also be added as a rider for a nominal additional cost.) Among others *CSI Student Personal Property* at 1-888-411-4911 or www.CollegeStudentInsurance.com and *National Student Services* at 1-800-256-6774 or www.nssinc.com offer insurance policies that cover student valuables.

PROHIBITED ITEMS. For information regarding prohibited items, students should refer to the *Checklist for Resident Students* as well as information regarding *Fire Safety in Residence Halls*. Please view the links listed below.

Environmental Health and Safety:

<http://ww2.ramapo.edu/facultystaff/hr/safety/index.aspx?id=8018>

Checklist for Residents:

<http://www.ramapo.edu/studentlife/residencelife/index.html>

PUBLIC SAFETY. Public Safety staff is on duty 24 hours a day, year round. The Public Safety Office is located in C-102 (first floor, near the Arch). They can be reached at 201-684-6666; or 6666 from any campus phone. Students are strongly encouraged to notify Public Safety about anyone or anything that appears unusual. Blue light phones that connect directly to Public Safety are located through the residential areas of campus. Students are urged to take the usual precautions regarding their personal safety when living on campus. Students are especially urged to lock their doors—something that students seem to loathe to do. It is precisely this kind of casual attitude that can lead to dangerous situations or loss of valuable items.

SNOW. Mahwah is located in the northern part of New Jersey. It snows early here! Students should come to campus

prepared to deal with snow. Those that have a car should also have a snow shovel. Plows tend to push snow up against cars, so shovels are often a necessity as are ice scrapers. Warm clothes, boots, and umbrellas are useful. It has snowed here in Mahwah during the month of November, so students should not assume that it is safe to wait until winter to bring snow-related items to campus.

SMOKING. Smoking is not permitted **anywhere** in the residence halls or within twenty-five feet of the entrances to the halls. Health and fire safety concerns led to this decision. Compliance is expected. Non-compliance is a violation of the College Code of Conduct.

SOCIAL NETWORKING SITES. Social networking sites accessed on the Internet are used by many to communicate and interact with others. **Residents are strongly cautioned to consider seriously exactly what personal information they wish to communicate “to the world.”** Increasingly, employers, graduate schools, licensing agencies and companies which do background checks, are reviewing social networking sites before they decide on job offers, grad school admissions, licensure and Public Safety/ other clearances.

SPRINKLERS. All halls are fully equipped with sprinkler systems in accordance with the law. Sprinklers can be activated by objects hitting them. Students are urged to not place anything near a sprinkler head and certainly not to try and hang anything from the device. Covering the device may activate the head. Damage from an activated sprinkler—as was found when one was set off—can quickly mount. In the case mentioned, the cost was in excess of \$100,000. Students who activate sprinklers, through negligence, carelessness, etc. will be held responsible for the damage.

SUMMER/ SPRING BREAK/ WINTER BREAK HOUSING. The College offers limited housing for students who attend summer school. Information about costs and availability may be obtained from the Office of Residence Life. Housing during summer is available at a reduced rate for students who attend classes and work on campus at least half-time. Space is limited. Campus housing remains open during Spring Break and Thanksgiving recess (at no additional cost), but meal plan dining rooms are closed and other College services are limited.

The College officially closes for the semester on the last day of finals in December. Students are NOT allowed to remain in the residence halls after this date. The residence halls reopen for the Spring semester in mid January.

TELEPHONES. There is a telephone system in the residence halls/apartments. Each bedroom has one telephone port (a telephone instrument can be provided or you can bring your own). Local telephone service (limited to the Mahwah area), on campus dialing and a voice mailbox for each resident are included. Students should bring a pre-paid phone card with them to make long-distance calls (anywhere except the

immediate vicinity of the College). Other long distance services cannot be arranged using the College phone service. Most students now bring cell phones. Cell services are often much cheaper than land line long distance services and often include such things as text messaging and call forwarding—things many students are used to having. **Note: Students may not charge ISP services to their phone accounts, accept collect calls, or arrange for services with other companies.** The College phone bills are scrutinized monthly. If anyone attempts to charge any service to his or her College account, they will face disciplinary charges, may have their phone service disconnected, and will be fined and charged for any bills the College receives. The College main phone number is 201-684-7500 (substitute the extension number for 7500 in order to reach a student directly). The exchange for students living in the Village and The Overlook is 995 (add extension). The College does not publish a list of students' phone numbers.

TELEVISION SERVICE. Cable television service is provided in each campus residence for each student (televisions must be cable ready). Service includes enhanced basic service plus a premium movie channel. Damage to cable equipment will result in a charge to the student's account. Televisions are located throughout the campus including the Student Center and several lounges in the halls. If you are planning to bring a television to campus, think small rather than big. Campus furniture may not be able to support a large television. Note: Students are not permitted to install hanging wall units.

VALUABLES. Students are urged to leave expensive jewelry, large amounts of cash, and anything that has great sentimental value at home. College residence hall rooms are often places where students and their guests gather to socialize. Whether by design or by accident, it is possible that things can be mislaid or "lost."

VANDALISM. Ramapo has spent millions of dollars equipping and maintaining its facilities. Anyone who damages campus property—whether by design or accident—should expect to be charged for the repairs/replacement. When blame cannot be assigned to a specific person, the College reserves the right to bill residents, by suite/apartment/floor /building or other appropriate grouping.

VIDEO MONITORING. Video recording devices have been installed in some of the hallways and elevators of Pine, Linden, Bischoff, Mackin, The Overlook, Laurel and The Pavilion (and in some other public areas of the College). The output is not continuously monitored, but is reviewed as need dictates.

VISITATION. Overnight visits to campus are strongly discouraged on weeknights (Sunday through Thursday). Visitors are allowed only when an Overnight Pass has been issued to the guest (requires permission of roommates). A resident who has an overnight guest without obtaining a Guest Pass will be subject to disciplinary action. Guests are the responsibility of their hosts, and, except when going to and from parking lots, must remain with the host at all times. The full guest policy is included in the *Guide to Community Living*<http://guide.ramapo.edu/communityLiving/guideHandbookCode.html>

Residents are responsible for compliance with this policy. Visitation privileges may be revoked as part of a disciplinary sanction.

VISITOR PARKING. Persons visiting the campus must stop at the Public Safety Booth to obtain a temporary parking pass and park their cars in the main College lots. (During the period from 8:00 PM to 2:00 AM, visitors may ride the campus shuttle to their destination.) Family members wishing to drop off a student at the Overlook, Bischoff, Mackin or College Park Apartments (There is no drop-off area near Pine, Linden or Laurel) may request permission to do so at the main Public Safety booth. Such drop-off permission does not allow a car to be parked even for a short period.

WEEKENDS. Many students remain on campus for most weekends. There are many college activities and trips scheduled. In addition, travel to NYC is very convenient and there are many places near the College to visit. Taking full advantage of being a campus resident should include remaining on campus on the weekends whenever possible.

WILDLIFE. The College is located in an area where there is a significant amount of wildlife. Raccoons, geese, duck, opossum, groundhogs, deer, coyote, and even bears are regularly seen on our campus. Feeding or otherwise attempting to make contact with any wildlife is dangerous. We want students to enjoy living with the animals, but urge everyone to be aware of the fact that these animals are "wild" – and should be left that way. Animals that are coaxed into close habitation with humans—especially through feeding—inevitably wind up in a situation that threatens their existence. Any unusual sightings of animals especially bear and coyote should be reported to Public Safety immediately. Public Safety will notify the proper authorities so the animal can be removed. (Hint: When you see a "friendly" skunk—often made so due to feeding by students—walk the other way!!)

DON'T FORGET TO OBTAIN & ACTIVATE YOUR PARKING PERMITS ONLINE!

Updated July 29, 2009