

January 22, 2012



Welcome Ramapo College Residents to the Spring 2012 semester!

During the first week of the semester, please expect to see your Community Assistant (CA) or your Resident Assistant (RA) so you can sign or initial his or her "roster check." This is to ensure that our resident room assignments are accurate and our data is correct. If you want to switch your room assignment (room change), even within the same apartment or suite, you will need to submit a room change request form to your Hall Office before the open room change period deadline listed below.

As a Ramapo Resident, it is essential that you read and understand the Residence Life Website – which is located at: <http://www.ramapo.edu/studentlife/residencelife/index.html>. At this website, you will find The Guide to Community Living and the Student Handbook, which gives you important information about the policies and procedures at RCNJ. When you check in you sign an agreement that you understand you are responsible for adhering to these policies.

Ramapo College residences are primarily "alcohol-free," meaning alcoholic beverages are prohibited from campus residences, regardless of age. However, as a courtesy to our residents who are 21 years of age or older we have alcohol allowed residences in the Village and in some suites in Laurel Hall (inquire with the Laurel Hall staff for more details). Alcohol is only permitted in those residences designated as "alcohol-allowed". In order for your suite/apt to be eligible for alcohol allowed status, each resident must complete and pass the TIPS certification course.

Important information regarding alcohol in the residences can be found in the Student Handbook, which is posted to the College's Intranet Web site. Consumption of alcohol outside is prohibited. Carrying open containers of alcoholic beverages outside on the stairwells of the Village is prohibited. Alcohol violations may result in the loss of alcohol-allowed housing privileges and possible removal from the alcohol-allowed housing unit and being relocated to an alcohol-prohibited residence area. Be sure to review all of the details listed in your alcohol agreement in its entirety! You will be held to this agreement.

Would you like to get involved on campus and participate in residential leadership opportunities? The Residence Hall Association (RHA) acts as a voice for resident students. RHA student leaders facilitate campus wide events for our residential population. In each Residence Hall there is a Residence Hall Council that has regular meetings and plans programs for your specific hall. Look out for more information about meetings and events in your Residence Hall or contact your RA/CA for more information.

Please remember to recycle and let's live in a more sustainable manner. For recycling schedules and instructions, refer to the email messages that will be sent from recycling staff members in your residence area. Are you interested in living in Sustainable Housing? Contact SLF@ramapo.edu.

URGENT REMINDER ABOUT HOUSING FOR FALL 2012

In order to secure housing for the Fall 2012 semester, a \$500 non refundable housing deposit is required. Students, who are not Spring 2012 residents, are not eligible to participate in the Fall 2012 Housing Selection Process. Residents who do not submit the \$500 non-refundable housing deposit by Wednesday, February 1, 2012 will not be eligible to participate in the Fall 2012 housing selection process. The Fall 2012 housing selection process will consist of three steps. Submitting the non-refundable housing deposit of \$500 is "Step One" of the Fall 2012 housing selection process. Further details regarding step 2 and 3 of the Fall 2012 housing selection process will be available via the Residence Life webpage on or about March 5, 2012. Residents who are unsure about returning to housing for the Fall 2012 semester have the option of submitting their Housing Deposit after February 1, 2012. However, these students will not be eligible to participate in the Housing Selection process (i.e. either as a group or an individual). Those residents that choose the option of paying the deposit after February 1, 2012 can still be guaranteed housing for the Fall 2012 semester by completing a non-housing selection form by Friday May 4, 2012.

IMPORTANT DATES FOR THE SPRING 2012 SEMESTER:

We will be looking for students with leadership skills for our Resident Assistant and Community Assistant positions for the Fall 2012 –Spring 2013 academic year. The Staff Selection timeline is listed below:

RA/CA Interest Meetings	January 31, 2012 – February 3, 2012
RA/CA Applications Available online	January 24, 2012 -February 9, 2012
All Application materials due to staffsel@ramapo.edu :	February 9, 2012

In Person Meal Plan Change Process Dates:

January 23, 2012 - 10:00am – 12:00 pm & 1:00 pm – 3:00 pm at Friends Hall
January 24, 2012 - 10:00am – 12:00 pm & 1:00 pm – 3:00 pm at Friends Hall
January 30, 2012 - 1:00 pm – 3:00 pm at Friends Hall- Last day to drop a meal plan!!!

Open Room Change Process Dates:

Room Change Forms Available for Open Room Change period:	January 23, 2012
Room Change Requests Due for Open Room Changes:	February 3, 2012
Room Change Approvals in Mailboxes:	February 9, 2012

Other Very Important Dates:

Last Day for Schedule Adjustment on the Web:	January 30, 2012
Last Day to add, change, or remove a meal plan with 100% Refund:	January 30, 2012
Last day to withdraw from Housing and spring classes with 50% Refund:	February 14, 2012
Housing Selection Information available on the web:	March 1, 2012
Mandatory Information Session for all Freshman Residents at 10:00pm:	March 6 and 8, 2012
Mandatory Information Session for all First year Transfer Students at 10:00pm:	March 7, 2012
Health and Safety Inspections:	March 12 - 16, 2012
Spring Break (Residence Halls Open but BTI and Pavilion Closed):	March 18 – 25, 2012
Last Day to withdraw with a “W” grade:	March 26, 2012
Final Exams Week:	May 8- 14, 2012
Commencement:	May 16, 2012 (10:00 am)

ALL RESIDENTS PLEASE NOTE THE FOLLOWING:

Residence Halls close at 6 pm on Saturday, May 12, 2012 for all residents that do not have a verified final on Monday, May 14, 2012.

Residents with finals on Monday, May 14, 2012 must fill out a check out extension request form by April 30, 2012. (All Residents must check out 24 hours after their last exam or by 6pm on Saturday, May 12, 2012)

If you have questions, remember that is what your hall office is there for and of course you can always e-mail your RA/CA or your building/area e-mail. Hall Office hours are from 11:00 a.m. - 7:00 p.m. Monday – Friday and there is always an RA/CA on duty in the hall office 7 days a week from 8:00 p.m. – Midnight.

Hall Office Contact Information:

The College Park Apartments cpa@ramapo.edu	Pine Hall pine@ramapo.edu	Linden Hall linden@ramapo.edu	The Village village@ramapo.edu
Mackin Hall mackin@ramapo.edu	Bischoff Hall bischoff@ramapo.edu	The Overlook overlook@ramapo.edu	Laurel Hall laurel@ramapo.edu

We hope this information is helpful to you. It will also be posted on the Residence Life website for you to refer to. Have a Wonderful Spring semester!

Sincerely,

Linda Diaz
Director of Residence Life