Congratulations on your acceptance to Ramapo College of New Jersey. We are delighted you have decided to live on campus. The residential experience is one we hope you will treasure!

**SPRING 2020 NEW STUDENT CHECK IN DAY**

Check in for the Spring 2020 semester is **Monday, January 20, 2020** anytime between 10 a.m. - 1 p.m. at the hall office of the building to which the student is assigned.

Students who are not registered for classes or who have an outstanding balance on their student account will not be permitted to check in to their spring housing assignment.

The Office of Residence Life is unable to accommodate requests to check in prior to Monday, January 20, 2020. Students, who are unable to check in on the designated check in day and time, may check in any time after. However, these students must notify their hall/area office staff via email of their anticipated date of arrival. The College asks for cooperation in allowing the Office of Residence Life time to focus on all the activities associated with opening the residence halls for the upcoming semester. There are several hotels within a short distance of the campus, if you want to arrive early.

<table>
<thead>
<tr>
<th>LOCAL HOTELS</th>
<th>PHONE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Suites of Mahwah</td>
<td>(201) 512-3800</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites Mahwah</td>
<td>(201) 828-2031</td>
</tr>
<tr>
<td>Fairfield Inn &amp; Suites Mahwah</td>
<td>(201) 529-4000</td>
</tr>
<tr>
<td>The Sheraton Mahwah Hotel</td>
<td>(201) 529-1660</td>
</tr>
<tr>
<td>Courtyard by Marriot Mahwah</td>
<td>(201) 529-5200</td>
</tr>
<tr>
<td>Holiday Inn Express, Ramsey</td>
<td>(201) 934-9250</td>
</tr>
<tr>
<td>Double Tree by Hilton Hotel Mahwah</td>
<td>(201) 529-5880</td>
</tr>
</tbody>
</table>
OFFICIAL COLLEGE COMMUNICATION

Ramapo College of New Jersey distributes college related information electronically to Ramapo issued email accounts. All residents are required to have a Ramapo College email account. Residents are encouraged to check their email and campus mailbox on a daily basis. Residents will be held responsible for information disseminated in this way.

In addition, residents are encouraged to review the Office of Residence Life website: www.ramapo.edu/reslife for pertinent information such as:

- The Guide To Community Living
- Office of Residence Life Program Calendar
- Staff contact information
- Meal plan information
- Residence hall opening/ closing information
- Suggestions on what to bring
PROPERTY INSURANCE
Property insurance provides residents with protection against damages and losses that may occur while at college, home, or when studying abroad. Residents can have peace of mind knowing that their personal property investments will be protected. All residents are strongly encouraged to obtain property insurance.

- National Resident Services, Inc. [www.nssi.com](http://www.nssi.com)

INSURANCE CLAIMS AGAINST RAMAPO COLLEGE
Ramapo College of New Jersey is an agency of the State of New Jersey and, as such, is covered by the New Jersey Tort Claims Act NJSA 59:1-1 et. seq., the New Jersey Contractual Liability Act NJSA 59:13.1 et. seq., and the availability of appropriations. 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 Claims Act. Ramapo College of New Jersey is represented by the State in legal matters.

Ramapo College of New Jersey does not have insurance covering residents’ belongings. Therefore, residents are strongly urged to get property/renter’s insurance or be added to their parent’s homeowners insurance. Tort Claim Forms may be obtained from the Office of Business Services located on the 1st floor in the D-Wing and online via the NJ Risk Management website: [www.state.nj.us/treasury/riskmgt/forms.shtml](http://www.state.nj.us/treasury/riskmgt/forms.shtml). All correspondence is to be addressed as follows:

Department of Treasury
Division of Risk Management
P.O. Box 620
Trenton, NJ 08625-0620
ATTENTION : TORT CLAIMS UNIT
HEALTH SERVICES
In order to live on campus, all residents who are under the age of 31 at the time of enrollment must submit proof of their immunization requirements to Health Services. Particular attention should be paid to the meningitis requirements for all residential students. Residents who do not provide this information will not be permitted to live on campus for more than one semester. Residents who have not submitted this information are encouraged to contact Health Services immediately.

- **Phone:** (201) 684-7536
- **Email:** immunize@ramapo.edu
- **Website:** www.ramapo.edu/health

HOW TO OBTAIN ROOMMATE/SUITEMATE EMAIL ADDRESSES
The Office of Residence Life is unable to provide telephone numbers of our campus residents. Therefore, we encourage residents to log into their Ramapo email account to obtain their roommate/suitemates email address. Residents’ Ramapo email account has a built-in directory; they can search for and email other college community members.

Residents may want to contact each other to make plans regarding who will be bringing what items or they may want to get to know each other prior to their arrival on campus. Please follow the steps below.

1. Go to [https://g.ramapo.edu](https://g.ramapo.edu)
2. Log in
3. Click compose
4. In the “To” field type roommate’s name
5. Email address should pop-up
ROOM CHANGE REQUESTS

Once residents have been assigned housing, the Office of Residence Life is unable to accommodate room change requests prior to the start of the semester. Residents who are interested in a room change must submit a room change request form during the open room change period. More information about the room change process will be available in all hall offices at the start of the semester.

Residents are encouraged to keep in mind housing costs vary throughout campus, depending on the building/area and type of housing unit. Prorated housing charges, including any applicable change to residents meal plan, will be assessed and adjusted on their resident account if they change rooms. Residents should refer to the Student Accounts website: www.ramapo.edu/Student-Accounts for housing and meal plan costs.

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOUSING ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Jan. 20, 2020</td>
<td>Room change requests forms available online.</td>
</tr>
<tr>
<td>Sun. Jan. 26, 2020</td>
<td>Room change request forms are due to hall offices.</td>
</tr>
<tr>
<td>Fri., Jan. 31, 2020</td>
<td>Residents approved for a room change relocate between 8 p.m. - 10 p.m.</td>
</tr>
</tbody>
</table>
HOUSING WITHDRAWALS

Residents are guaranteed housing as long as they remain a full-time resident, are in good social and academic standing, follow published procedures regarding spring housing intent, fall housing selection and satisfy all of their financial obligations to the College. **However, once a resident withdraws from housing, they forgo their guaranteed housing status and must reapply for future housing requests. Housing deposits are non-refundable and will be forfeited.** Residents who would like to withdraw from housing prior to the start of the semester must email admissions@ramapo.edu.

Housing withdrawal requests must be sent from the residents Ramapo email account and must include:

- Complete First and Last Name
- R-Number
- Request to be withdrawn from housing
- Reason for housing withdrawal

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOUSING ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Jan. 27, 2020</td>
<td>Last day to withdraw with 100% housing refund.</td>
</tr>
<tr>
<td>Tues., Feb. 4, 2020</td>
<td>Last day to withdraw with 50% housing refund</td>
</tr>
</tbody>
</table>

HOUSING VACANCIES

In order for the Office of Residence Life to maximize housing occupancy, we may have to consolidate. Consolidation will occur in rooms, suites and apartments having vacancies. Should consolidation of a residents’ room, suite or apartment need to occur, they will be notified via their Ramapo email account by the Office of Residence Life.

If a vacancy occurs in a room after placement, we will reassign the vacant space. It is the responsibility of each resident to maintain communication amongst themselves regarding changes to their room or suite occupancy. Due to time constraints, the Office of Residence Life is unable to notify residents if a vacancy occurs.
OFFICE OF SPECIALIZED SERVICES

Any resident, who is requesting specific housing accommodations due to a medical related condition, will need to register with the Office of Specialized Services (OSS). Once affiliated, OSS will inform the Office of Residence Life of all residents who require specific housing accommodations based on medical documentation provided to their office.

Please submit requests for housing accommodations for the Spring 2020 semester by Thursday, December 12, 2019.

- **Phone:** (201) 684-7514
- **Email:** oss@ramapo.edu
- **Website:** www.ramapo.edu/oss

RESIDENCE HALL CONTACT INFORMATION

Each residence hall has an office, which is open 12 p.m. to 12 a.m. Monday through Friday and 8 p.m. to 12 a.m. on Saturday and Sunday. Most housing related matters can be handled in the hall office. Residents may contact their hall office staff by phone or by email using the information listed below.

<table>
<thead>
<tr>
<th>RESIDENCE HALL</th>
<th>CONTACT &amp; WEBSITE URL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bischoff Hall</td>
<td>(201) 684-7053 • <a href="mailto:bischoff@ramapo.edu">bischoff@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/bischoff-hall">www.ramapo.edu/reslife/bischoff-hall</a></td>
</tr>
<tr>
<td>College Park Apartments</td>
<td>(201) 684-7061 • <a href="mailto:cpa@ramapo.edu">cpa@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/college-park-apartments-cpa">www.ramapo.edu/reslife/college-park-apartments-cpa</a></td>
</tr>
<tr>
<td>Laurel Hall</td>
<td>(201) 684-7015 • <a href="mailto:laurel@ramapo.edu">laurel@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/laurel-hall">www.ramapo.edu/reslife/laurel-hall</a></td>
</tr>
<tr>
<td>Mackin Hall</td>
<td>(201) 684-7043 • <a href="mailto:mackin@ramapo.edu">mackin@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/mackin-hall">www.ramapo.edu/reslife/mackin-hall</a></td>
</tr>
<tr>
<td>The Overlook</td>
<td>(201) 684-7074 • <a href="mailto:overlook@ramapo.edu">overlook@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/overlook">www.ramapo.edu/reslife/overlook</a></td>
</tr>
<tr>
<td>Pine Hall</td>
<td>(201) 684-7213 • <a href="mailto:pine@ramapo.edu">pine@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/pine-hall">www.ramapo.edu/reslife/pine-hall</a></td>
</tr>
<tr>
<td>The Village</td>
<td>(201) 684-7104 • <a href="mailto:village@ramapo.edu">village@ramapo.edu</a> <a href="http://www.ramapo.edu/reslife/village">www.ramapo.edu/reslife/village</a></td>
</tr>
</tbody>
</table>
CAMPUS MAILBOX & PACKAGES

Upon check in, all residents will be assigned a campus mailbox by their assigned hall/area office. Resident mail should be addressed in the following format:

Complete First Name and Last Name
Ramapo College MB#XXXX
501 Ramapo Valley Road
Mahwah, NJ 07430-1608

All packages addressed to residents are delivered to the resident mailroom, C-210, across from the Office of Residence Life. When a resident receives a package, they will receive an email notification from EZ TrackIt. EZ TrackIT is a computerized system which Ramapo College utilizes to both track incoming packages and to notify residents when they receive a package. All packages must be picked up from the resident mailroom and residents must show their Ramapo ID card to retrieve their packages.

Questions regarding packages must be directed to the Office of Residence Life.

- **Tel:** (201) 684-7461 (Office of Residence Life)
  201-684-6639 (Mailroom)

- **Location:** Academic Building (Adjacent from the Office of Residence Life located in C213)

- **Email:** orlmailroom@ramapo.edu
PARKING PERMITS

Residents are encouraged to apply for a parking permit, after they have received their housing assignment; as it will be required when requesting a parking permit. Parking permits can only be obtained by ordering them online.

All residents with vehicles parked on campus must have a valid parking permit (decal) affixed to the lower right corner of the left-side rear window. There will be a one week grace period at the beginning of the semester before summonses will be issued.

Parking related questions must be directed to the ID Room which is located in Public Safety.

- ID Room (C-101): (201) 684-6229
- Public Safety: www.ramapo.edu/publicsafety
- Parking Permits: https://ramapo.thepermitstore.com
MEAL PLAN OPTIONS

Residents who reside in traditional residence halls (Pine Hall, Mackin Hall, Bischoff Hall, The Overlook and Laurel Hall) are required to have a meal plan. Only residents who reside in an apartment (The Village or The College Park Apartments) are not required to have a meal plan as their apartments have full kitchens.

First Year and transfers students are automatically assigned the Simple Seven meal plan. Those who wish to change their meal plan can do so now until Monday, January 27, 2020. To view a full description of the meal plans offered, please click on the Dining Services tab via the Office of Residence Life website: www.ramapo.edu/reslife.

Meal plan requests must be emailed to mealplan@ramapo.edu via the residents Ramapo email account with the SUBJECT: Spring 2020 Meal Plan Request. Residents must include the following information in their email request:

- Complete First and Last Name
- R-Number
- Meal plan option
MEAL PLAN (continued)

Meal plan change requests take at least three business days to process. Once requests have been processed, an email confirmation will be sent. Residents should not send more than one email request to help alleviate confusion and billing errors.

SAVE THE DATE

FALL 2020 HOUSING SELECTION DEPOSIT DUE FEBRUARY 3, 2020
In order for resident students to secure Fall 2020 housing, a $500 non-refundable housing deposit is required. Students will not be able to participate in the Housing Selection Process if their housing deposit is not paid by February 3, 2020.