



intent on 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:

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level of the 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 the residence hall office and speak with the residence hall staff.

The **Apartment**

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resident director The living community documents are the tools used to facilitate a mediation process if one is needed

The department of Residence Life works with students to try and resolve any issues focusing on the areas of cooperation, communication, compromise and respect Should the mediation process not result in changes that bene

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 their responsibility with the students living in the suite/apartment in order to evenly distribute their 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 resolve the concerning conditions, a student conduct report may be submitted.

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

Checkout Process

Students leaving one room assignment for another, or moving out of the residence halls, must check out properly by cleaning their area and completing all necessary paperwork, and returning any keys issued. Any student who does not follow through with the established checkout procedures is subject to a \$ 0.00 minor or late checkout fine. Upon checkout, any items left behind are discarded.

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

Express Checkout

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

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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. 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 73 720 2714.

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<p>Student Name</p> <p>Il am Paterson Un vers ty</p> <p>300 Pom ton Road</p> <p>P O Box 888</p> <p>ayne, NJ 07474-0888</p>	<p>Il am Paterson Un vers ty</p> <p>300 Pom ton Road</p> <p>P O Box 23</p> <p>ayne, NJ 07474- 0 23</p>	<p>Student Name</p> <p>Il am Paterson Un vers ty</p> <p>300 Pom ton Road</p> <p>P O Box 3</p> <p>ayne, NJ 07474- 0 3</p>
<p>Hillside Hall</p> <p>Student Name</p> <p>Il am Paterson Un vers ty</p> <p>300 Pom ton Road</p> <p>P O Box 21</p> <p>ayne, NJ 07474-0 21</p>	<p>Skyline Hall</p> <p>Student Name</p> <p>Il am Paterson Un vers ty</p> <p>300 Pom ton Road</p> <p>P O Box 34</p> <p>ayne, NJ 07474- 0 44</p>	

Mail is delivered to the Il am Paterson mailroom and then forwarded to each residence hall - no deliveries are made to the residence halls on weekends. Please allow an additional few days for delivery of mail to the residence halls - mail noted as "delivered" in a class/ 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's term ended - all mail will be returned to the sender. Students are strongly encouraged to keep using their permanent address off campus for all personal mail and/ dodododo

Network Access

In order to receive network access on your devices please head to <https://twk.wunj.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 help desk ticket.

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

expectations that roommates consider each other's needs and preferences in order to create a positive living space. The roommates of a specific room detail the expectations and actions for themselves, which determines how they will interact in accordance with their rights and responsibilities, residence life policy, and the student code of conduct.

Primary Areas

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

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Successful mediation results when individuals are willing to clearly state the issues and/or problems, as well as listen to other's perspectives regarding the situation

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

Emergencies

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

If a student believes that the situation is severe enough to warrant a direct call to the University Police, they should, without delay, call 73 720 2301.

Fire Emergency Procedures

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

Upon discovering a fire:

Student conduct and may result in individuals being restricted from hosting guests or individuals from being permitted as a guest in the residence halls

Minors as Guests: The above-stated visitation policy applies to all persons who are 17 years of age or older. Guests who are 17 years of age or younger are only permitted as guests between the hours of 10am and 8 pm. All minors as guests must be signed in, although it is understood that they may not be able to present a valid picture ID card. Minors as guests must remain with the responsible resident host at all times while in the residence hall.

Alcohol Policy

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

Alcoholic beverages and alcohol containers of any type (empty or full) are prohibited in all other residence halls at all times. Empty bottle collections, decorations, and displays are prohibited in all residence halls and apartments.

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

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

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

Dangerous Objects

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

Drug Policy

The use, possession, sale, or purchase of any type of narcotic or drugs prohibited by law, unless prescribed

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

Screens are not to be removed from windows. The removal of screens from windows will result in a student conduct violation and a \$ 0 fine. Additional charges will be assessed on to the student for replacement costs in the event that the screens are damaged. Tampering with and/or removing window blocks/stoppers will result in a student conduct violation.

Residents who are found allowing persons to enter or exit the

Please note th

call 73-720-2300 For mental health emergencies after hours call 73-720-2277

University Police

The William Paterson University Police Department is located at the Public Safety Building, 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:

73 720 2301- Emergencies

73 720 2300- Non-Emergencies

73 720 2200- Office Information, Monday – Friday, 8:30am – 4:30 pm

73 720 2780- Violations Bureau, Monday – Thursday, 8:30am – 4:00 pm
Friday: 8:30am – 4:30 pm

73 720 3847/288 – Detective Bureau

73 720 3000 - Police Reports, Monday – Friday, 8:30am – 4:30 pm

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 Parking and Traffic Safety page on the University Police website, or under the student or employee tab. The website also contains information about guest parking.

Overnight Parking

Overnight parking hours are between 2:00am – 4:00am in Lot 2 (student spaces), Lot 3, the Apartments Lot or the Pioneer Parking Garage. The top row of Lot 3 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 – 4:00am not utilizing a designated overnight parking lot will be ticketed and/or towed. If you have any questions or concerns, please contact the Violations Bureau.

Pioneer Parking Garage

