A GUIDE TO LIVING ON CAMPUS

(a great place to live, learn, and grow)
Living on campus is an integral part of your total college education; the residence halls are more than just a place to eat, sleep, study, and store your belongings. Your room is your home for the next nine months.

You will encounter people of various ethnic, cultural, and religious backgrounds whose beliefs, values, and lifestyles may be very different from your own. You will soon realize that you are the only person like you, everyone believes, thinks, and acts in unique ways, and the different styles do impact the rest of the community. Learning to live with a variety of people will take time, patience, and open-mindedness to come to appreciate the unique blend of students we have at Fairleigh Dickinson University. The Office of Residence Life staff is committed to assisting you in making the most of your living experience. The information contained in this guide is being provided so that you can better prepare for moving into your new home.

NEW INTERNATIONAL STUDENT MOVE-IN DAYS
Day 1 - Monday, August 20, 2007
10:00 am to 5:00 pm
Multipurpose Room (located in Student Union Building)

Day 2 - Tuesday, August 21, 2007
10:00 am to 5:00 pm
Multipurpose Room (located in Student Union Building)

NEW STUDENT MOVE-IN DAY
(new freshmen, transfer, & graduate students)
Sunday, August 26, 2007
9:00 am to 4:00 pm
Rutherford Room (located in the Student Union Building)

RETURNING STUDENT MOVE-IN DAY
(all returning domestic and international students)
Tuesday, August 28, 2007
9:00 am to 4:00 pm
Rutherford Room (located in the Student Union Building)

If we can be of any assistance to you, please do not hesitate to contact our office at (201) 692-2250.

Welcome to FDU!

Ruben C. Flores
Assistant Director of Residence Life

T h a n k s g i v i n g  B r e a k
As a courtesy to all residents, the residence halls will remain open this year during Thanksgiving Break at no additional cost to residents. Any resident violating a Residence Life or FDU policy will have this privilege immediately revoked and will be removed from campus for the remainder of the break period. Guests are not permitted during Thanksgiving Break.

W i n t e r  B r e a k
November 1st - Winter Break Housing applications available
November 28th - Winter Break Housing applications due
December 18th - Residence Halls close at 6 pm
January 27th - Residence Halls reopen at 10 am (*)
January 28th - Classes Begin (Spring Semester)

Housing is available during Winter Break at an additional cost to residents. $50 late application fee. (*) ID cards reactivated at Public Safety from 10 am to 4 pm. Early arrivals will not be permitted.

S p r i n g  B r e a k
February 1st - Spring Break Housing applications available
February 28th - Spring Break Housing applications due
March 14th - Residence Halls close at 6 pm
March 23rd - Residence Halls reopen at 10 am
March 24th - Classes Resume

Housing is available during Spring Break at an additional cost to residents. $50 late application fee.

S u m m e r  B r e a k
April 1st - Summer Housing apps. & Extension Forms available
April 28th - Summer Housing apps. & Extension Forms due
May 16th - Residence Halls close at 6 pm for 2007-2008
May 20th - Graduating students move out by 10 am *

* all graduating students must submit a Housing Extension Form to the Office of Residence Life in order to remain on campus until May 20th. $50 late application fee.

It is important for you to make all of your travel arrangements to and from FDU based on the residence hall opening and closing dates listed above. We are not able to receive any early arrivals.

Friday, May 16th is the official move-out date from the residence halls.
Parking on campus & unloading your belongings – for check in, parking will be available behind the Student Union Building. Please do not park in front of the Student Union Building (SUB) in the staff/faculty reserved parking spaces. Once you have checked-in the Rutherford Room, you may proceed to move your vehicle closer to your assigned residence hall. It is highly suggested that you bring your personal handtruck or dolly to assist you with transporting your belongings from your vehicle into your residence hall room. Parking while unloading near your building is limited to 15 minutes. Once your vehicle is unloaded, it must be moved to an authorized parking space. Parking on grass or unpaved surfaces is not permitted.

Linden 1, 2, & 3 residents – vehicles are not permitted in the walkway or doorways leading into the entrances of Linden 1, 2, & 3. You must park your vehicle in the roadway adjacent to the east side of Linden 1 to unload your belongings.

Linden 4, 5, 6, 7, & 8 residents – vehicles are not permitted in the walkway or doorways leading into the entrances of Linden 4, 5, 6, 7, & 8. You can park behind the Student Union Building or in the driveway that wraps around the Student Union Building.

University Court residents – parking is permitted in the small driveway that divides University Court 6 from University 7 & 8 ONLY on the University Court 7 & 8 side (north side). Parking is also permitted in the driveway adjacent to backside of University Court 2 & University Court 5.

Northpointe residents – parking is available in the parking lot behind and in front of Northpointe. Parking in the circle walkway in front of Northpointe is strictly prohibited.

Checking Into Your Room

Report to the Student Union Building (also known as The SUB). Each student will need a valid photo ID to check-in. If the student is under the age of 18, a parent or legal guardian will be required to sign their Housing & Meal Plan Contract Acceptance Form. At check-in, you will receive a Housing & Meal Plan Contract, a copy of your RCR (Room Condition Report), Room Key (Lindens & University Court residents), Mailbox Key, STC Long Distance Service package, & other important housing information.

Financial & Medical Clearance

All residents must be financially cleared. No student will be permitted to move into the residence halls until they have satisfied (this could mean paying a bill, signing a student loan, providing scholarship information, or making a payment arrangement) their student account with the Office of Enrollment Services. Please contact the Office of Enrollment Services prior to your move-in day to verify your standing at (201) 692-2214.

All residents must be medically cleared. No student will be permitted to move into the residence halls until they have satisfied all medical clearance requirements. Please make certain that you have submitted all medical compliance forms and are medically cleared prior to your official move-in day.
Room Condition Report (RCR)

A Room Condition Report (RCR) is the official document used by the Office of Residence Life to identify and track damages in your residence hall room.

Prior to your arrival on campus, a thorough inspection of each resident's room will be conducted by a staff member of the Office of Residence Life and all damages or needed repairs will be noted on the RCR in the check-in section. Residents are not held responsible for damages or needed repairs listed in the check-in section of the Room Condition Report.

The day you moved into your room, you will be given the pink copy of your RCR. You will be instructed to conduct your own room inspection and submit any discrepancies to your Resident Assistant within 48 hours. If you did not list any discrepancies on your pink copy of the RCR, then you will be indicating to us that your room is in the condition listed on the RCR. If you note any discrepancies on your RCR, then your Resident Assistant will re-visit your room to review the new information and consider any changes that may need to be made to your official RCR.

Upon your departure from the residence halls, you will be required to schedule an appointment with your Resident Assistant to jointly complete a check-out inspection of your room. Any new damages or needed repairs of your room (this does not include suite area, floor, or building damages) will be listed in the check-out section of the RCR.

Improper Checkout Fine – do not move out of your residence hall room without scheduling and participating in a checkout inspection with your Resident Assistant. Failure to schedule and/or keep your scheduled appointment day and/or time will result in an automatic $75 improper checkout fine.

Taking Care of Your New Home

While on campus, your residence hall room is your home...please treat it as such. During business hours, all facilities issues should be reported to the Office of Residence Life by stopping by our office or by calling us at 692-2250. After business hours? Something wrong in your room that needs to be addressed immediately? Between 5 PM and 9 AM the following morning, report these emergencies to the Department of Public Safety at 692-2222.

The cleaning crew maintains the common areas of each residence hall building. You are responsible for the upkeep of your personal residence hall room.

Linden residents - place all bagged trash in the suite area trash can for pick up.
University Court residents - place all bagged trash in the suite area trash can for pick up.
Northpointe residents - place all bagged trash in the trash room located on your floor.
What is a Resident Assistant (RA)

Each residence hall is staffed by Resident Assistants (RAs). RAs are full-time undergraduate or graduate student who live in the halls and work with and serve the residents. These student leaders receive significant training in advising, emergency and administrative procedures, mediation, community development, campus and community resources, communication skills, programming and discipline. Each residence hall complex has an RA on duty each evening. It is important that you get to know your RAs and the other RAs in your complex and foster a positive relationship with them.

Failure to comply with directives stated by your RA while acting in an official capacity may result in disciplinary actions.

Lindens - 2 RAs per building
Northpointe - 2 RAs per floor
University Courts 1,2,3,7, & 8 - 1 RA per building
University Courts 4,5,6 - 2 RAs per building
University Courts 9 & 10 - 1 RA for both buildings

You and your roommate

The Office of Residence Life strives to create diverse communities within the residence halls when conducting room assignments. Returning students have the opportunity to select their room and roommate in the Spring Room Selection Process. For new students, the Office of Residence Life makes every attempt to honor the student’s request, but at times that is not guaranteed. We take into consideration all requests listed on your Housing & Meal Plan Application. As such, students living together may not be a perfect match. Even when all requests are met, student lives change and what started out as a perfect match in August may become a mismatch by October. When this happens, it is vital that both students talk with each other about the problems they are experiencing.

To help students set priorities and begin establishing open communication in their new “home,” all new freshmen residents to the University will be required to participate in a Roommate Contract process at the beginning of the semester. This contract will help each roommate understand the needs and expectations of living together. It also allows individuals to express their needs in maintaining a positive living environment. If problems arise, this Contract will be used as a tool for resolution.

Employment Opportunities

Interested in working on campus? Want to work in the comfort of your own residence hall building? The Office of Residence Life is looking for dependable students to serve as Hall Security Assistants. If you are interested in being considered for a position as an HSA, please complete the Application for Employment on the next page, cut along the dotted line, and mail to the address listed below. You will receive information about your application on your move-in day in the Rutherford Room during check-in.

Cancellations

Any resident that has decided to not attend FDU or has decided to not reside on campus must notify the Office of Residence Life in writing immediately at the address listed below. At minimum, you forfeit your $200 Housing Deposit. Your $150 Security Deposit will be returned to you 4-6 weeks after your cancellation has been processed. Once you move into your residence hall room and/or sign your Housing & Meal Plan Contract, you are bound to the contract for one entire academic year (August - May).

Office of Residence Life
Attn: Cancellations
1000 River Road (T-RL1-01)
Teaneck, NJ 07666

To Bring or Not to Bring

Below you will find a list of items that you are allowed to bring with you and a list of items that are strictly prohibited in the residence halls and/or on campus. Prohibited items brought into the residence halls or on campus will be confiscated and become property of the University. These items will not be returned to you and you will be fined. Please do not bring them on campus.

Items Strictly Prohibited in the Residence Halls
- Burners of any type
- Water gel or loft bed
- Alcohol Beverages
- Flammable liquids
- Extension cords
- Air Conditioners
- Rice cookers
- Coffee makers
- Grills of any kind
- Fireworks
- Halogen lamps
- Heaters
- Candles
- Illegal drugs
- Microwaves
- Hotplates
- Hot Flammable liquids
- Incense
- Lava Lamps
- Blenders
- Smoothie makers
- Water guns
- Decorative Strings of Lights
- Hookahs
- Alcohol containers or paraphernalia
- No extra furniture allowed (sofas, beds, etc.)
- No weapons of any type: guns, knives, bebe guns, pellet guns, etc.

Items allowed in the Residence Halls
- Telephone (free voicemail service & phone options)
- Personal toiletries, (soap, shampoo, deodorant, toothpaste, etc…)
- Television & cable/coaxial cord (free basic cable channels are provided)
- Cable cord for free Internet access
- Bedding: Mattress pads, pillows, blankets
- Pillows cases, and extra long twin sheets
- Laundry Supplies: LIQUID DETERGENT only
- Wastebasket for trash
- Towels and washcloths
- Iron and ironing board
- School supplies: paper, pencils etc
- Vacuum or electric broom
- Refrigerator: up to 5.0 cubic ft.
- Personal cleaning supplies
- Clothing hangers for closet
- Alarm clock
- Posters or Pictures using non-permanent adhesives (ie., putty)
Public Safety / Emergencies

For any and all campus emergencies (medical, fire, safety & security, thefts, etc.) immediately contact the Department of Public Safety at (201) 692-2222. Public Safety is open 24 hours a day, 365 days a year. Dial 2222 from any campus phone. If emergency personnel need to be contacted, Public Safety will do so. If the RA on call in your building needs to be informed, Public Safety will contact them and any other Residence Life staff member that needs to be made aware your situation.

Safety Precautions

Always lock your door whenever you leave your room, even if it is only for a short time. Never leave your room door unlocked if your roommate is asleep! This leaves your roommate especially vulnerable.

Lockouts - If you are locked out of your room, you must always contact the Department of Public Safety. Your student account will be charged $10 for every time you are locked out. Always carry your room key and/or ID card with you.

Lost Keys (Room & Mailbox) - Lost keys must be reported to the Office of Residence Life immediately, Monday thru Friday (9AM – 5 PM). Room key replacements are $75 and mailbox key replacements are $25.

Unauthorized use of keys. Duplicating, borrowing, or loaning room keys to guests or friends is strictly prohibited under any circumstances. Keep close track of your keys. They are not transferable. You will be billed $75.00 if you fail to return your room key when you check out of the residence halls.

Never allow someone into the residence halls or your personal room that you do not know. Any person visiting a resident of the building must always be received by their host in the lobby of the building to be escorted to the room. You should never open the door of your building for someone not visiting you. Simply tell the person, “you must call the person you are visiting and ask them to come let you in”. As soon as you choose to let strangers into the residence halls, you are compromising the safety and security of the building.

General Safety Information

Hall Security Assistants - the Hall Security Assistant (HSA) residential program was created in an effort to enhance safety, security and community living. Hall Security Assistants are responsible for staffing the front desks of the Lindens and Northpointe residence halls during the day.

Health & Safety Inspections - twice a year, the Office of Residence Life staff conducts unannounced inspections of all residence hall rooms. Additionally, University staff typically enters rooms over break periods for health and safety checks and routine maintenance.

Disorderly Conduct/ Unacceptable Behavior

Our residence halls exist to complement the educational mission of our institution of higher learning. Our expectations and standards of acceptable behavior are reflective of our purposes. In concert with the behavioral standards of the Fairleigh Dickinson University Student Code of Conduct, the following abusive behaviors will not be tolerated:

A. Verbal Abuse, including offensive and/or derogatory language.
B. Threatening behavior, whether written, verbal, or physical.
C. Any use of force or physical violence.
D. Trespassing, entering or remaining in a room without the resident’s permission.
E. Lewd, obscene, or offensive behavior.
F. Any behavior which demonstrates an inability to abide by the requirements for group living.

Any of the above behaviors may result in disciplinary action, which could include immediate removal/ban from the residence halls

Failure to Comply

For us to be successful in developing responsible and respectful communities, we must have cooperation from residents who respect and share our goals. You may, at times, question policies or the means of implementation. If so, you should voice your dissent through proper channels, such as, making an appointment with a staff member of the Office of Residence Life. Having people fail to comply with regulations or encouraging others to violate policies can lead to chaos. Providing false information may also cause unnecessary disruption, in addition to failing to meet the standard of honesty we expect.

The following actions will result in disciplinary action:

- Failure to comply with the directions of a University official, including a residence hall staff member.
- Providing false information or identification to a University official.
- Aiding or encouraging others to violate hall policies.
- Failure to produce an official student ID card upon request of any staff member.

Residence Hall Association (RHA)

The Residence Hall Association is the governing student body of all residence halls and serves as the official voice of resident students. Who can belong to RHA? Everyone who resides in a University residence hall is automatically a member of RHA. That means you, your roommate and all your friends who live in the halls. RHA is here to represent YOU!

RHA is committed to continuously improving the on campus living experience for you at Fairleigh Dickinson University. They perform a variety of functions to serve the best interests of our residents in collaboration with the Office of Residence Life.

Be on the look out for advertisements announcing the first RHA meeting of the 2007-2008 academic year. Get involved!!
Fire Safety

Fire alarm procedures
Before an emergency happens, familiarize yourself with the fire exits in your hallway. If an alarm sounds and remains on, you are to assume there is an emergency and immediately evacuate the building. Failure to evacuate the building will result in disciplinary action.

Remember:
1. Feel the door for temperature. If it is hot, do not open it.
2. Close the room windows.
3. If you cannot leave your room, stay calm – Call Public Safety at (201) 692-2222 to notify authorities of your location. Stuff sheets or clothing in cracks under doors. Hang a sheet out the window or shout for help to attract attention.
4. If you leave the room, close the door behind you. Stay low to the ground if smoke is present. Move quickly; do not run. Take a towel to avoid smoke inhalation. Wear a coat and shoes.
5. Do not use elevators. Use fire exits and stairs.
6. Do not re-enter the building until permitted to do so by residence hall staff.

Fire Drills may be conducted periodically. You must respond to any alarm as an actual emergency. In the event of an alarm, you are required to evacuate the building immediately. Failure to do so will result in disciplinary action.

Fire Safety. Tampering with or disabling any part of the fire alarm system (removing smoke detector batteries, discharging a fire extinguisher, registering a false alarm, or setting a fire) can endanger life and property and may result in termination of your housing contract, restitution, disciplinary action, and or criminal prosecution.

Exterior Doors
Opening a fire exit door is prohibited at all times except during an emergency. An alarmed door should only be heard in times of a fire or similar emergency. Therefore, causing an alarm to sound is the same as causing a false alarm and is a discipline violation.

Smoking & Alcohol

Smoking - Smoking is prohibited in all residence hall rooms and common spaces. Smoking Violations = $50 fine

Alcohol - The possession or consumption (and being in the presence) of alcoholic beverages is prohibited in the residence halls and anywhere on campus……even if you are of legal drinking age.

1st Alcohol Violation = $150 fine and Alcohol Tutorial
2nd Alcohol Violation = $300 fine and Alcohol Tutorial & residence hall probation
3rd Alcohol Violation = up to $600 fine and possible removal from halls.

I want to change my meal plan

Residents of University Court 4, 6, 10, or Linden 6, can select from Meal Plans A, B, D, or F.

Graduate Students are not required to have a meal plan. It is optional.

All other residents can select from Meal Plans A & B only. To be considered for a different meal plan, you must contact the Dean of Students Office to receive a Meal Plan Appeal Form. When the Meal Plan Committee makes a decision, you will be notified in writing. For more information, please contact the Dean of Students at (201) 692-2190.
Guest & Visitation Policy

Residents are permitted to have guests visit them in their residence hall room. All overnight guests must be registered at the Department of Public Safety. They may visit for up to three (3) consecutive nights and no more than ten (10) nights total during a semester. A resident may have no more that two (2) overnight guests at one time. You must first receive your roommate's consent.

Who is considered a guest? A person is considered a guest if he or she is not registered through the Office of Residence Life to occupy the specific residence hall room they are visiting. This applies to individuals who reside somewhere else on campus and individuals not affiliated with FDU.

Your guest(s) must adhere to all University policies and regulations. The host is responsible for the actions of his/her guest(s) at all times. The host will be held accountable for any violation that his/her guest(s) may commit. Failure to abide by the guest policy may result in your guest privileges being revoked and/or judicial action.

Quiet Hours

It is our policy that residence halls be reasonably quiet at all times. Further, it is expected that the halls be especially quiet during "quiet hours." The designated quiet hour schedule in all residence halls is from 8 PM to 10 AM everyday of the week. These hours represent a minimum requirement to ensure residents quiet time to sleep and study. Quiet Hour violations = $50 fine

At no time is it permissible for a resident to place speakers in open windows or play music to listen to outside his/her room or building. It is inconsiderate to those who are sleeping, studying, or do not share your taste in music.

In mediating noise-related conflicts between residents, staff gives top priority to the activities of study and sleep. Particular emphasis shall be placed on maintaining quiet during quiet hours. Courtesy Hours - please remember that courtesy with regard to noise level is expected 24 hours each day.

Cable & Internet Information

Cable Television - All rooms have a cable TV connection which provides a wide range of channels. This is provided as part of your room rate and is active immediately upon your arrival -- you don't need to request that the service be activated or deactivated. You will need a coaxial cable to connect your cable ready television to the provided cable jack.

Internet Access - Every room is equipped with one data jack per bed which provides internet access many times faster than a traditional modem. The following are needed to get connected to the internet; an FDU Webmail Account, a computer equipped with an Ethernet card and an Ethernet cable with RJ45 connectors to connect between your computer and the port on the wall in your room. Use of routers in any configuration or wireless Ethernet connections in the residence halls, is prohibited. In order to use FDU’s internet system you are required to login to the Cisco Clean Access software. In a nutshell, Cisco Clean Access verifies that your computer has an updated antivirus software and an updated operating system.

Frequently Asked Questions: (http://isweb.fdu.edu/perfigo/se_faq.html)

For assistance with questions and problems related to your residence hall Internet connection contact the University Technical Assistance Center (UTAC) at:

Website: isweb.fdu.edu  Phone: (973) 443-UTAC or (973) 443-8822

Mail Services

Each student is assigned a mailbox and issued a mailbox key upon checking into the residence halls. Linden & University Court resident mailboxes are located in the lower level of the Student Union Building. Northpointe resident mailboxes are located in the lobby of Northpointe. Tell your friends and relatives that your address is (do not write P.O. Box, simply the word “Box” before your box #):

Your Name
Fairleigh Dickinson University
1000 River Road
Your Box Number (eg., Box 1234)
Teanek, NJ 07666

The mailroom is open Monday thru Friday from 11 am to 3 pm. If you have a package to pick up, you would do so during these hours. All mail is generally placed in resident mailboxes by 12 noon of each business day.

Please caution everyone against sending you mail or packages prior to your move-in day. This mail will not be delivered.

Telephone Services

Each student is responsible for providing their own telephone for their personal residence hall room. Students are also required to set up the free voicemail feature in their room. Calls made from your room to any other residence hall room or University office are free of charge. Calls made outside of the campus (domestic or international) require a long distance personal security code (PSC). The student telephone billing service selected by FDU is called STC Services. On your move-in day, you will receive your own personal security code (PSC) along with more detailed information from STC Services.

To make a local phone call:
3 + area code + telephone number + PSC

To make a long distance phone call:
3 + 1 + area code + seven digit number + PSC

To make an international phone call:
3 + 011 + country code + city code (if needed) + local number + PSC

To make a toll free call:
3 + 1 + toll free number + PSC

Laundry Rooms

Washers and dryers are provided in the residence halls free of charge. That’s right, washing your clothes is free! Liquid detergent only please.

Lindens - laundry rooms are located on first floors of Linden 1, Linden 3, Linden 5, and Linden 8. Laundry room hours: Sunday-Thursday, 8 am to 12 midnight. Open 24 hours on Fridays & Saturdays.

University Courts - laundry room is located in the basement of University Court 6. You enter from the side of the building facing University Court 5.

Northpointe - laundry rooms are located on each floor.