



Office of Housing  
and Residence Life

**2025-2026**

**On-Campus**

**Living Guide**

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## **Section 1: About Us**

### **Welcome to the Residence Halls!**

Welcome to the residence halls! At the Office of Housing and Residence Life, we are committed to providing a safe, secure, and well-maintained on-campus living environment that fosters personal growth, social connection, academic success, and the celebration of individual differences. Our goal is to build vibrant communities that support students in every aspect of their journey—academically, socially, and personally—in line with the mission of Rutgers University–Camden. We believe living on campus is a transformative part of the college experience and a defining chapter in our students’ time here.

Please see below for important dates for the 2025-2026 academic year:

- Law Students & Fall In-Season Athletes Move-In Day: August 15, 2025
- Graduate Students & International Students Move-In Day: August 22, 2025
- New First-Year Undergraduate Students and Transfer Students Move-In Day: August 27, 2025
- Returning Undergraduate Students Move-In Day: August 29, 2025
- Spring Closing: The Academic Year Contract permits occupancy beginning on your scheduled move-in day noted above and ending 24 hours after your last final exam of the spring semester, or by 5:00 PM the next day - or if approved for graduation, 24 hours after your scheduled Commencement in May.

We encourage you to familiarize yourself with all parts of this guide before or as soon as you arrive on campus. We look forward to welcoming you to the residence halls!

### **Our Mission**

To provide an on-campus living environment that is safe, secure, and well-maintained; that promotes personal growth and social development; and that celebrates individual differences and academic excellence.

### **Our Commitment to Diversity**

Our office strives to ensure that all students, regardless of their backgrounds and identities, feel welcome and safe in our residence halls. We seek to intentionally validate and affirm our community members, and we encourage participation by underrepresented groups in all our activities and programs. We encourage residents to engage in formal and informal education through exploration of their own identities and the identities of those around them.

## **Nondiscrimination Statement**

The Office of Housing and Residence Life provides Equal Opportunity Housing. On-campus accommodations are available to students regardless of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, or veteran status.

## **Our Staff**

We want your stay on campus to be a positive one. To enhance your experience here, we provide a staff of people trained to work in a living and learning setting. The following individuals coordinate the overall effort of providing a positive living environment for our on-campus residents:

### Director, Residence Life & Housing Experience

Dr. Debbie Scheibler  
[sdeborah@camden.rutgers.edu](mailto:sdeborah@camden.rutgers.edu)

### Housing Administration

Contact these staff members for questions related to Assignments, as well as Move-In, Move-Out, and Breaks:

**Matthew Gruber**  
[matthew.gruber@rutgers.edu](mailto:matthew.gruber@rutgers.edu)  
Assistant Director, Housing Administration

**Hannah Beck, Heather Suraci, and Isoke Senghor**  
Graduate Program Coordinators, Housing Administration

### **Resident Services Coordinators**

Resident Services Coordinators are student staff members and the first employee an individual sees when they enter the residence hall building. They are responsible for handling an array of functions that help to provide security for the residence halls, such as checking IDs, screening visitors for building entry, and assisting students who are locked out of their rooms.

## Residence Life

Contact these staff members for questions related to living on campus:

**John Hummell**

[john.hummell@rutgers.edu](mailto:john.hummell@rutgers.edu)

Assistant Director, Residence Life

**Jay-Len McLean**

[jay-len.mclean@rutgers.edu](mailto:jay-len.mclean@rutgers.edu)

Coordinator, Residence Life

**Zackary Brown**

Graduate Program Coordinator, Camden Tower

**Zion Harris**

Graduate Program Coordinator, Camden Apartments

**Nholvahiwa Chafikana**

Graduate Program Coordinator, 330 Cooper

**25 Resident Assistants**

Resident Assistants are student staff members and key resources for residence hall students, serving as the immediate link to the residential community. RAs are responsible for creating program opportunities to enhance residents' academic, personal, and career goals. They also provide basic peer counseling and support services and contribute to maintaining building safety and security. Additionally, RAs serve as knowledgeable resources for residents. Resident Assistants share an on-call duty rotation with other student staff members and respond to after-hours crises.

## Conduct & Compliance

Contact for questions related to our Residence Life Policies and related to accommodations.

**Kylie Dillon**

Coordinator, Conduct & Compliance

**Sarah Bellacicco**

Graduate Program Coordinator, Conduct & Compliance

## Contact Us

**Phone:** 856-225-6471

**Email:** [housing@camden.rutgers.edu](mailto:housing@camden.rutgers.edu)

**Website:** <https://housing.camden.rutgers.edu>

**215 Office:** located in the first-floor lobby of the 215 residence halls at 215 N. 3rd St. Standard hours of operation are Monday through Friday from 9:00 AM - 4:00 PM.

**330 Cooper Office:** located in the first-floor lobby of 330 Cooper. Standard hours of operation are Monday through Friday from 9:00 AM - 4:00 PM.

On-call staff are available after business hours between 4:00 PM - 9:00 AM, and 24 hours a day on weekends and holidays. The on-call staff can be contacted via the Front Desk in the lobby of each building.

For non-emergencies, we recommend that you schedule an appointment by contacting staff at [housing@camden.rutgers.edu](mailto:housing@camden.rutgers.edu). Please note that our preferred method of communication is through your Rutgers University email. Email allows you to maintain a record of your communication, and by using your Rutgers University email address, staff are also able to confirm your identity.

## Disclaimer

The Office of Housing and Residence Life reserves the right to change or alter any of the material on our website at any time to provide the best campus living and learning experience possible for our students. It is the sole responsibility of the student to read and understand our policies. Failure to read and understand policies and notices shall not absolve any student of their responsibility for complying with such changes and alterations.

## **Section 2: Residence Halls**

We offer housing in three residence halls: Camden Tower, Camden Apartments, and 330 Cooper. Please note, configurations and furniture arrangements may vary from those listed below due to building layouts.

### **Camden Tower**

Camden Tower is a ten-story building with furnished suites, each containing three bedrooms and up to 7 students. Students in each suite share a living room, vanity area, and bathroom. Each suite has individual controls for heat and air conditioning, as well as high-speed wired and wireless internet connections in all bedrooms and living rooms. A shared MicroFridge is provided in each bedroom.

Bedroom Amenities:

- Twin XL beds and mattresses
- Desks and desk chairs
- Closet space
- Dressers
- MicroFridge
- Note, some bedrooms feature lofted bed units that combine the bed, desk, dresser, and shelf space into one unit.

Living Room Amenities:

- One three-seat sofa
- One two-seat loveseat
- Two sitting chairs
- Coffee table
- Two end tables
- Two lamps

Additional Building Features:

- Ample social and study spaces on each floor
- Laundry room
- Community kitchen
- Computer lab
- Interfaith room
- Sensory room
- Mailboxes near the Towers Lounge on the first floor

- The Towers Lounge, located on the first floor, which serves as the main gathering space with a full audio-visual setup, satellite programming, and entertainment options

## **Camden Apartments**

Camden Apartments is a six-story building consisting of five floors of four-bedroom, 2 bath or 1 bath apartments. All apartments are fully furnished and feature a living room, kitchen with full-size appliances, dining area, and bathroom with vanity area, in addition to the bedrooms. Each bedroom within the apartment has individual controls for heat and air conditioning, high-speed wired and wireless connections for accessing the internet.

Bedroom Amenities:

- Twin XL bed and mattress
- Desk and desk chair
- Closet space
- Dresser

Living Room/Kitchen Amenities:

- One three-seat sofa
- Two sitting chairs
- Coffee table
- Two end tables
- Breakfast bar with four stools OR dining table with four chairs
- Appliances: refrigerator, electric range, and microwave

Additional Building Features:

- Computer lab and printing station
- Laundry room
- Mailboxes, located near the elevators
- The main gathering and programming space, the Apartments Lounge, which is located on the first floor and contains a full audio-visual setup complete with satellite programming and multiple entertainment options

## **330 Cooper**

Opened in 2012, 330 Cooper is a 12-story building offering a mix of three and four-bedroom apartments. Graduate and law students are typically placed on separate floors from undergraduates. Apartments feature large windows, full extra-long beds, and are fully furnished. Each bedroom has individual controls for heat and air conditioning, digital satellite TV connections, and wired and wireless internet access. Kitchens include wood cabinetry, solid-surface countertops, and stainless-steel appliances, including dishwashers.

Bedroom Amenities:

- Full XL bed and mattress
- Armoire dresser
- Night table
- Dresser

Living Room/Kitchen Amenities:

- One three-seat sofa
- One sitting chair
- Coffee table
- Dining table with two chairs
- Stainless-steel appliances: refrigerator, electric range with oven, dishwasher

Additional Building Features:

- Quiet study lounges with glass walls overlooking campus
- Study rooms on all floors
- Laundry room on the first floor
- Student mailboxes in the main lobby
- The two-story Club Room, located on the second floor, which serves as the main gathering space with a full audio-visual setup, satellite programming, and entertainment options

## **Tours**

Our campus partners in the Office of Admissions host campus visit programs for both prospective and admitted students. These visits typically include an information session presented by an Admissions Counselor and a campus tour led by our Raptor Ambassadors. [Register for a campus visit](#) to learn more about how we value hands-on, experiential learning and explore our diverse, close-knit campus community!

## **Section 3: Living on Campus: An A-Z Guide**

### **Abandoned Property**

Students must remove all items when moving out of the residence halls. Students who withdraw or take a leave of absence during the academic year must remove all personal belongings by the scheduled check-out date. All items not removed from a student's room assignment will be considered abandoned property. Housing and Residence Life will hold abandoned property for 48 hours. After 48 hours, abandoned property will be disposed of or donated. After 48 hours, students who leave abandoned property will be charged the actual cost for removal as determined by Housing and Residence Life.

### **Accommodations**

Rutgers University is committed to providing reasonable on-campus housing accommodations for students with documented disabilities, as determined solely by the Office of Disability Services. Students can begin the process of requesting an accommodation by completing the ODS Registration Form [here](#).

### **Community Billing**

Residents are expected to respect and maintain the integrity of their living environment, including individual rooms and shared spaces (e.g., lounges, kitchens, hallways, stairwells, restrooms). When damage, vandalism, or other maintenance issues occur in a common area and the responsible individual(s) cannot be identified, the cost of repair or replacement may be divided among all residents of the affected area through community billing.

Housing and Residence Life staff and/or Facilities staff will document damages or cleaning concerns, including photos when appropriate. A report will be filed noting the location, nature of the damage, and estimated repair or cleaning cost. Residents of the affected community (e.g., floor, wing, or building) will receive written notification of the incident and the potential for community billing. Residents will be given an opportunity to provide information about the incident within a specified time frame (typically 5 business days). If no responsible party is identified, the total cost of repair, replacement, or cleaning will be divided equally among the residents of the impacted area. Charges will be posted to students' university accounts and are due according to standard billing deadlines.

Students may appeal community billing charges by submitting a written appeal to Housing and Residence Life within 10 business days of the charge notification. Appeals must include relevant information or evidence regarding the incident or billing process.

## **Conflict Resolution**

Our staff is trained to create supportive spaces where residents can talk through issues, repair harm, heal, and move forward. If you're experiencing a conflict, your Resident Assistant (RA) is a great first point of contact. They'll listen and help you explore options. Our professional staff is also available to support with mediation, shuttle diplomacy, and restorative circle processes. For students who aren't currently in conflict but want to improve their communication and conflict-resolution skills, we offer individual conflict coaching.

We also promote healthy roommate and suitemate relationships through Roommate/Suitemate Agreements, which guide conversations around topics like guests, noise, cleanliness, and shared items. These agreements can be updated as needed throughout the year.

## **Damage Billing**

Damage billing occurs when a student moves out of their assigned space—whether due to a room change, withdrawal, or the end of the academic year.

Residents are responsible for the condition of their room. Normal wear and tear is not billed, but any additional damage will be charged to the responsible student(s). If multiple residents occupy the same room and responsibility cannot be determined, charges will be split equally among those assigned to the space.

Charges may also apply for moving furniture back to its original location or for the repair or replacement of damaged University property.

At check-in, each room is inspected, and a Room Condition Report is completed. Residents must review, update if needed, and sign their Room Condition Report. Upon check-out, a damage inspection will be conducted using the Room Condition Report as a reference. A Housing and Residence Life staff member will make the final determination of damages following the inspection. Charges are based on estimated replacement and labor costs. Charges will be posted to students' university accounts and are due according to standard billing deadlines.

## **Fire Safety**

Fire safety is a major component of our overall safety and security program. State-certified fire inspectors provide fire safety awareness training sessions in the residence halls and conduct emergency evacuation drills to familiarize occupants with emergency procedures.

University officials inspect all university buildings and enforce the New Jersey Uniform Fire Code. For more information, visit <http://rues.rutgers.edu/fireguide.php>.

At least four fire drills must occur during the academic year, including two in the fall and two in the spring. When the fire alarm sounds, whether during a drill or in an actual emergency, students and guests must immediately and within 4 minutes evacuate the building and fully cooperate with University and safety officials. Students and visitors should never assume a fire alarm is a false alarm. Students should close their door, proceed to the nearest exit, and leave the building immediately. Students should also familiarize themselves with all exits in their building, as knowing multiple exit routes can be crucial if one is blocked or inaccessible due to a fire. Elevators should not be used during fire alarms, and fire equipment should only be used in the event of a fire.

*Fire Procedures by Building:*

- View 330 Cooper's Fire Procedures [here](#).
- View 330 Cooper's Fire Procedures [here](#).
- View Camden Towers' Fire Procedures [here](#).

## **Health & Safety Inspections**

Announced Health and Safety Inspections are conducted twice per semester to identify and address health, safety, sanitation, and maintenance issues in residential spaces. These inspections aim to reduce risks and educate residents about safe living conditions. Common violations include:

- Covered or tampered smoke detectors.
- Overloaded electrical outlets or unsafe appliance usage.
- Prohibited items like candles, alcohol containers, and illegal substances.
- Pets or signs of animals in rooms.
- Items that could be misconstrued as weapons.
- Excessive trash, mold, or cleanliness issues.
- Obstructed or damaged smoke detectors, vents, or fire safety equipment.

## **Independent Living**

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others. Student self-care includes but is not limited to the following: getting enough rest, eating well, maintaining personal hygiene, maintaining cleanliness of living space, managing illnesses, taking the appropriate medication as prescribed, and seeking the appropriate care wherever necessary.

## **Injuries and Illnesses**

Any person who has an emergent medical or psychological condition should immediately contact the Rutgers Police Department at 856-225-6009 or call 911 for assistance.

## **Laundry**

Use the Speed Queen app to operate laundry machines. To log into the app, use your Rutgers email and your RUID followed by "WASH" as the default password (e.g., 123456789WASH). You can reset your password anytime.

All washers are high-efficiency (HE). Use HE detergent only. Instructions are posted in the laundry room. Improper use may lead to damage, longer drying times, or excessive suds.

Stay nearby while doing laundry and remove clothes promptly after cycles end. Machines lock during use. Items left in machines for over 24 hours will be discarded by custodial staff. Do not touch or remove others' laundry.

## **Lockouts**

Residents are expected to always carry their keys and RUID with them. Residents who are locked out should first contact their roommates and have them bring the ID to the resident, if the ID is in the apartment. If roommates are not available, residents who are locked out should come to the front desk. The RSC/RA will escort the resident to their room with the master key and unlock the door for the resident.

Residents who have lost their RUID must go to Guest Services in the Campus Center. After hours, the front desk will issue a temporary front door key until the resident can go to the Guest Services during their open hours. Residents issued a temporary front door key must return it by 4:00 PM the following business day.

Residents receive one courtesy lockout per year. Beginning with the second lockout, the fee is \$20 per occurrence. There is also an additional \$25 charge for lockouts between 12:00 AM -8:30 AM. 215 residents who have lost the hard keys to their rooms are subject to an additional fee, as the lock will need to be re-cored.

## **Mail and Packages**

Housing and Residence Life, in partnership with the Campus Mailroom, provides a system for receiving mail and packages. Residents can request a mailbox number for standard mail. Standard mail is delivered Monday-Friday and placed in mailboxes near the Towers

Lounge or Camden Apartments elevators. You'll need the combination provided by the mailroom to access your mailbox.

Large or expedited packages (e.g., FedEx, UPS, DHL) are accepted by Housing and Residence Life staff and secured behind the residence hall security desk. To pick up these items, visit the Housing and Residence Life welcome desk in the main lobby.

For questions about Campus Mail Service, contact the mailroom at (856) 225-6447. Note: Housing and Residence Life is not responsible for packages received through Campus Mail Services.

## **Missing Student**

As members of a larger community, we all carry a responsibility to look out for those around us. Roommates do not always possess a deep bond with each other, but we encourage residents to interact with their roommates on a regular basis to foster respect for each other and to learn each other's habits. If you should learn that a roommate may be missing/has not been seen in their room for a few days in a row, and contact with the individual cannot be established, or of a roommate or other student has not been seen on campus or attending classes as they normally would, report this information to a Housing and Residence Life staff member immediately. The University has a missing student procedure that it must follow once this information is received, but it needs the assistance of students in the residential community.

## **Parking**

On-campus parking, including the issuance of permits and citations, for the Camden campus falls under the authority of the Parking Department, located within the Rutgers University Police Department. Learn more at <http://parking.camden.rutgers.edu>.

General resident parking guidelines:

- Parking spaces are available on a first-come, first-served basis. Residents with parking passes are not assigned specific parking spaces but are provided parking in specific areas.
- Spaces marked "Reserved" in Lots C10, C12 and C13, require special permits. These spaces are not for student use and are subject to ticketing, booting, and towing.
- Motorcycles, mopeds, and other items propelled by a combustion engine are not permitted inside any residence hall building. Please consult with the Parking Department to learn about parking arrangements for these vehicles.

- Visitor/Guest parking is also available on campus. Please contact the Parking Department for more information at 856-225-6137.

## **Personal Safety**

We encourage our students to consider the following for their personal safety and while navigating any city:

- Walk at a steady pace and in a confident manner. Criminals look for the most vulnerable victims.
- Be aware of your surroundings – stay in well-lit areas.
- Be conscious of people loitering on the streets.
- Avoid using alcohol, drugs, or other substances that could lessen your ability to sense your surroundings and make you an easier target for a crime.
- Stay with the crowd. There is safety in numbers. If you feel that you are being followed, look for and enter open restaurants, stores, public buildings, etc.
- Carry your purse/bag close to your body.
- Do not put all your money in one pocket, and do not carry large amounts of cash. When driving, keep the doors locked.
- Don't leave packages or valuables in view.
- Do not wear jewelry that will draw attention to you in an unsafe place.
- Report suspicious activity to law enforcement immediately.
- Do not prop open building, apartment, or suite doors, and do not provide residence hall access to strangers.
- Do not leave property unattended or unprotected.

## **Programming and Events**

Our team plans dozens of events every month. Please be sure to check your email and common area TV screens, flyers, and bulletin boards for information about upcoming events!

## **Proof of Residency**

Current and former students needing proof of on-campus housing residency and/or completion of a landlord/apartment rental application can place their request online. Please visit our website for more information.

## **Right of Entry**

The Office of Housing and Residence Life respects students' privacy and aims to provide advance notice before entering suites or apartments whenever possible, especially for large-scale projects or inspections.

However, designated University officials reserve the right to enter any University-operated space for the following situations:

- Completion of a work order
- Non-emergency maintenance
- Facilities emergency
- Announced Health & Safety Inspections
- Announced Semester Closing Inspections
- Occupancy checks/inspection of a vacant/unoccupied portion of a room/apartment to prepare for a new occupant
- Fire inspections or drills are in progress
- Noise, such as an unattended sound system/television or alarm clock, creates a disturbance
- The overall well-being and order of the residential community is thought to be in jeopardy
- Danger, including but not limited to floods, fire, and life-threatening situations, is thought to be occurring or is imminent
- A resident cannot be located for an extended period
- A preponderance of the evidence suggests to staff that a resident is using their assigned space in a manner inconsistent with the provisions of the housing agreement or other University policies
- A student calls and requests that a parent/guardian or friend retrieve items from their room because the student is unable to. Note, in this case, staff will only grant permission with both verbal and written permission from the student.

Maintenance, repairs, and other services may occur regardless of whether the student has requested them. When entering a space, staff will always lock bedroom doors upon exit, whether the door was originally locked. Students should always carry their keys.

Students may not refuse entry once staff have stated their purpose. Outside contractors will always be escorted by Housing and Residence Life staff.

## Room and Hall Upkeep

Residence halls are small communities where all members share responsibility for maintaining cleanliness. While Rutgers-Camden may only be your temporary home, it's important to keep it a place everyone can enjoy. Professional staff clean common areas daily, but residents are responsible for disposing of trash and recycling, as well as cleaning up after gatherings.

Make sure you have the necessary supplies for your suite or apartment. The following items are *not* provided by Housing and Residence Life:

- Paper towels
- Toilet paper
- Rubber gloves
- All-purpose cleaner
- Trash bags
- Trash cans (kitchen, bathroom, bedroom)
- Bathtub/tile cleanser
- Magic Eraser pads
- Baking soda (for refrigerator odors)
- Swiffer mop and supplies
- Toilet bowl brush
- Dishwashing detergent (for 330 Cooper residents)
- Dish soap
- Broom and dustpan
- High-efficiency laundry detergent
- Lysol wipes and disinfectant spray

Housing and Residence Life has contracted with Western Pest Services to provide regular pest extermination services for residence hall buildings. Doing your part to keep your living space clean assists us in keeping pest problems out of your living area and permits the hired company to provide the best possible application of pest elimination materials. All requests to have your area serviced by pest control should be submitted via work order.

## Room Changes

If you wish to change rooms or apartments, contact Housing and Residence Life in writing to initiate the process. If options are available, a meeting with a staff member will be scheduled to discuss your request and explore available options. Housing and Residence Life retains the final authority over room assignments and reserves the right to reassign students to alternate spaces.

To allow residents the opportunity to move in and acclimate to their new on-campus home, within the first two weeks of the semester there is a freeze on room changes. This also allows the University and Housing and Residence Life to update rosters and records to accurately reflect the occupancy of the buildings. At the start of the third week of the semester, residential students may request a room relocation or room swap, if there is a vacancy available or the consensual desire to swap with another assigned resident.

To ensure a consistent and calm residential environment, within the last two weeks of the semester there is a freeze on room changes. This allows residential students to not be disrupted by or cause a disruption to others through the means of a room change during the end of the academic term. This is also typically the time when 24-hour quiet hours are in effect, in alignment with reading days and finals. Room relocations during this time are not typically conducive to a period of needed calm and focus for the community.

Room changes can be processed during a room change freeze period if Housing and Residence Life staff deem a situation to require an emergency room change, or in a circumstance where community health and safety is a concern.

## **Room Reservations**

Residence hall lounges and common spaces are primarily designated for the use of residents and their guests and are intended to foster community and are not to be monopolized by any individual or group for extended periods. Therefore, reservations for residence hall lounges and common spaces are not permitted for any individual or group.

## **Safety**

All entrances to residence halls and apartments are locked at all times. Each room, suite, or apartment has its own lock and key, which do not include room numbers and cannot be traced if lost. All rooms also have locking windows.

Security is actively maintained through CCTV monitoring and routine patrols—both scheduled and random—by Public Safety and Housing and Residence Life staff. Residents should not allow strangers to enter. Housing and Residence Life staff enforce security protocols and promote a community that respects individual and collective rights and responsibilities.

University housing is reserved for properly assigned Rutgers students. Students are responsible for informing guests of university policies and for their conduct. Guests may not reside in university housing long-term, nor cause disruptions. Violations of guest

policies may lead to disciplinary action. Unauthorized individuals in university buildings may be arrested for trespassing by the Rutgers Police Department.

Safe campus features include secure doors and windows, functioning alarm systems, well-lit pathways and parking areas, and rapid emergency response. Building access is managed by an access control system to maintain a safe and secure campus while providing access to campus facilities. The Identity and Access Management department follows specific practices that are designed to enhance personal safety for all members of the university community.

Professional and student staff live on-site in residence halls and apartments. Professional staff supervise student staff, organize programming, and support residents. Resident Assistants are typically assigned to each floor or housing area. All staff receive extensive training in security, health, counseling, and emergency procedures. Housing and Residence Life staff are available during the day, with on-duty staff posted evenings and weekends.

Residence Life Coordinators—full-time, live-in professionals—as well as Graduate Program Coordinators, support student well-being, conduct nightly rounds, explain policies, and foster a safe, inclusive campus community.

Additional campus safety features include:

#### *Escorts*

RUPD provides escorts to students, faculty, and staff upon request. The escorts, primarily walking, provide our community with personalized service to their vehicles, campus housing, the local PATCO Hi-Speed Line stations, and the Walter Rand Transportation Center on Broadway. Call 856-225-6111 or text RUCMD and your message to 69050.

#### *Emergency Phones*

“Blue Light” emergency phones are located throughout the campus. These telephones provide a direct link to a police dispatcher to report emergencies or request assistance.

#### *Residence Hall Phones*

Residence hall phones are provided in the entrance lobby in view of a security officer. In addition, each suite has a phone that may be used to call any campus location, including housing staff, the security officer, and police headquarters.

#### *Shuttle Bus Service*

The Rutgers Camden Shuttle operates from 7:00AM – 10:00PM Monday – Friday during the fall and spring semesters. There is a stop located near 330 Cooper and in the 215 parking lot. For information, visit [ipo.rutgers.edu/dots/camden-shuttle](http://ipo.rutgers.edu/dots/camden-shuttle).

#### *Crime Alerts*

Public Safety personnel have an Emergency Communications Plan and Emergency Notification Procedures that provide for the immediate notification of the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or staff occurring on the campus.

#### *Bicycle Engraving*

Rutgers University Police Department offers a free registration and engraving program to all Rutgers students, which can be used for added security for your bike. Please contact RUPD dispatch at (856) 225-6009 for more information or to set up an appointment.

### **Staff on Call**

Resident Assistants are on call from 4:30 PM until 8:30 AM, Monday-Friday, and from 4:30 PM Friday until 8:30 AM Monday. They can be reached via the front desks. Their responsibilities include:

- Building rapport with residents through informal contact.
- Providing ongoing services (keys, equipment, information).
- Offering resources and referrals to students.
- Acting as a point of contact for emergencies (police, fire, health, psychological).
- Monitoring building safety and identifying maintenance issues.
- Enforcing residence hall policies and standards (e.g., noise levels).

### **Student Leadership Opportunities**

Housing and Residence Life employs students as Graduate Assistants, Resident Assistants, and Resident Services Coordinators. Students interested in these positions should check our website or monitor their e-mail throughout the academic year for more information.

## **Student Support**

We are here for you! If you need support, please talk to your Resident Assistant or any of our graduate and professional staff members. Our office works with many campus partners and can assist in connecting students with other campus resources.

Resident Assistants support their residents by offering Intentional Interactions at least twice a semester. These are 1:1 conversations between Resident Assistants and residents that are intended to help students navigate Rutgers University – Camden.

## **Sustainability**

To help manage costs and reduce our carbon footprint, we ask residents to use energy more efficiently:

- Turn off lights, appliances, and electronics when not in use.
- Shut down your computer or use "sleep mode" to save energy.
- Plug electronics (chargers, computers, game consoles) into a power strip and turn it off when not in use to reduce phantom power.
- Choose Energy Star-certified appliances to reduce energy consumption.
- Close doors while heating or cooling systems are running and turn off these systems when you're not in your room, suite, or apartment.
- Use blinds to control sunlight and reduce the need for air conditioning.
- Avoid blocking radiators or air conditioners with furniture or bedding to ensure efficient airflow.
- Use the dishwasher for batch washing to save water.
- Set air conditioning/heating to 74°F in the summer and 72°F in the winter.
- Report any maintenance issues promptly.

## **Transitioning to Off-Campus Housing**

The area surrounding Rutgers-Camden offers many rental opportunities for students who plan to transition from the residence halls to living off campus, and for students who only desire to live off campus. Aside from the community directly surrounding the campus, many students have also chosen to take residence in the communities of Pennsauken, Cherry Hill, Audubon, Collingswood, and others along the public transit lines that feed into the City of Camden daily. Our website contains more information on tips for renters and where to search for listings, as well as renter resources.

## **Work Orders**

Please see our [Work Order Guide](#) for visual step-by-step instructions explaining how to submit a maintenance request.

## **Section 4: Residence Life Policies**

On-campus residents are responsible for knowing and adhering to all the policies listed below. In addition, residential students are responsible for knowing and adhering to all the policies listed in the Student Code of Conduct.

### **RL1: Alcohol Policy**

In addition to policies listed in the Code of Conduct, Housing and Residence Life's policies include:

- a. Alcohol cannot be possessed or consumed in rooms, suites, or apartments where any guest or resident, present or assigned, is under the legal drinking age.
- b. Alcohol may not be possessed or consumed in a public area of the residence halls. All areas in a residence hall, except for private rooms, are considered public areas. When the door of a private room is open, the room is considered a public area. Only those of legal drinking age may transport closed containers of alcohol.

- c. Individuals may not provide alcohol to anyone under the legal drinking age. Those who do are subject to penalties under University regulations and under New Jersey state law.
- d. Residents under the legal drinking age may not possess alcohol paraphernalia. Drinking containers associated with alcohol including but not limited to shot glasses, flasks, cocktail shakers, or other barware are prohibited.
- e. The display of empty alcoholic beverage containers including but not limited to bottles, cans, and cases are prohibited in public areas and student rooms, which includes containers used as decoration. This applies to all residents regardless of age.
- f. Drinking games (whether or not alcohol is involved) or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.
- g. At no time should activities which encourage excessive drinking and/or lead to the endangerment of the individual served take place in the residence halls.

### **RL2: Animals Policy**

No animals are allowed in residence halls or apartments except approved service animals, service animals in training, and ODS-approved emotional support animals.

### **RL3: Decorations Policy**

Our decorations policies include:

- a. Live evergreen trees, as well as readily ignitable materials such as evergreen branches, boughs, etc. are prohibited in all areas.
- b. Combustible material such as wrapping paper, fabrics, etc. is prohibited when fastened to doors as well as when attached to walls, ceilings, or furniture.
- c. Combustible party decorations, gift wrappings, etc. must be disposed of promptly after use.
- d. Artificial holiday trees must bear Underwriter's Laboratory (UL) listing labels for fire resistance. Artificial trees meeting the above requirement are permitted in residence hall rooms, suites, and apartments subject to the following safety guidelines:
  - The artificial tree must be placed in a suitable stand to prevent it from falling.

- The tree may not obstruct any corridor, exit doorway, or other means of egress.
- No flammable decorations, combustible tree skirts, or decorative gift packages may be placed on or under an artificial holiday tree except in an area protected by automatic sprinklers.
- Only UL-listed lighting sets may be used, and they shall not be decorated with paper or other combustible materials.
- Only non-combustible trimmings are permitted.
- Prior to departure for Winter recess, all holiday decorations must be removed from the residence hall.
- Decorative lights shall be turned off when occupants are not in the immediate area of the tree.

#### e. Lighting Sets

- All lighting sets must bear UL listing tags.
- Lighting sets are prohibited in corridors.
- All lighting sets must be physically examined before use to detect frayed wiring and other conditions that might create a shock or fire hazard. Defective sets must be discarded; sets showing evidence of repair are not permitted in the residence hall.
- Lighting sets are prohibited around room doorways.
- All lighting sets displayed in sleeping rooms must be turned off when the room is unoccupied.
- Lighting sets may not be in contact with draperies, paper, or combustible decorations.
- Lighting sets may not be hung from ceilings.
- All lighting sets must be removed from the residence hall when departing for Winter Recess.

Additional items and actions may be added at the discretion of Rutgers University and/or Housing and Residence Life. Visit <http://rues.rutgers.edu/fireguide.php> for more information.

## **RL4: Facilities Use Policy**

We prohibit the following:

- a. Painting, damaging, or otherwise altering or modifying the private and public spaces of the residence halls.
- b. Disposing of personal trash in a bathroom or laundry room trash can.

- c. Leaving trash in common areas of the residence hall (i.e., outside of the trash rooms).
- d. Repairing or attempting to repair any damages.
- e. Using bicycles or any other non-ODS-approved transportation device in the residence hall.
- f. Storing bicycles in the common areas of the residence hall, such as stairwells, hallways and lobbies.
- g. Mounting a television or any other entertainment device on a wall.
- h. Depositing bodily waste in an area not designated for such use.
- i. Sleeping in common areas outside of individual bedrooms and apartments.
- j. Using both sets of furniture in a space where it is intended for more than one individual to reside.
- k. Lofting beds.
- l. Storing or using satellite dishes, exterior radios, or television masts or aerials.
- m. Using video doorbells or other hallway surveillance cameras.
- n. Using locks, latches, or similar devices for interior or exterior doors beyond what is provided by the University.
- o. Not maintaining clean living spaces by following a regular cleaning schedule, disposing of trash properly, securing food in closed containers, and managing laundry.
- p. Entering or occupying any roof, mechanical room, basement, data closet, housekeeping closet, or other space not intended for resident access.
- q. Tampering with or removing screens from windows, using windows as a point of entry or exit, and throwing, hanging or dropping any objects from or into any window.
- r. Not leaving room in move-in condition (i.e., no trash; personal items removed; no damage; all items and furniture that was present at move-in remains) upon checking out.
- s. Participating in any activity that could cause damage to property or harm to others.

## **RL5: Fire Safety Policy**

a. The following items are prohibited and will be confiscated if found:

- Any non-UL certified rated appliance.
- Kitchen appliances that have no automatic shut-off capabilities in spaces without a kitchen.
- Transportation devices with rechargeable lithium-ion batteries, including but not limited to hoverboards, scooters, and e-bikes.
- Flammable liquids or chemicals, including gasoline (this also includes anything powered by gasoline or any chemicals).
- Unprotected outlet extenders or anything with homemade electrical wiring.
- Non-LED light bulbs (including halogen or incandescent/fluorescent light bulbs).
- Torchiere lamps.
- Non-university-approved refrigerators, microwaves, or portable air conditioners.
- Wall or ceiling hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments.
- Any appliance or object producing or sustaining an open flame or intense heat. This is including but not limited to candles, wax warmers, space heaters, hot plates, toaster ovens, immersion coils, hot pots, oil lamps, fireworks, sparklers, incense, smoke bombs, electric toaster ovens, broilers, skillets, and hot dog/hamburger cookers.
- Waterbeds and water chairs.
- Humidifiers of all types unless there is documented medical need.
- Cinder blocks.
- Any decoration or item, including welcome mats, in the hallway.

b. The following actions are prohibited:

- Storing or using any of the prohibited items listed above.
- Failure to evacuate building during an actual fire alarm or evacuation drill.
- Tampering with the building fire alarm system or a fire extinguisher.
- Tampering with electrical wires or cable lines
- Hanging items from the sprinkler head or pipe, heat detector, smoke detector or alarm.
- Cooking in rooms other than the kitchens of the apartments.
- Unattended cooking, burning candle, or other open flame.
- Not using a surge protector with any device where more than one plug can be inserted.
- Bed or furniture reducing the required width of the exit.
- Bicycle chained to the exitway element.
- Hanging anything from the ceiling or draping anything from one wall to another, including but not limited to flags, posters, wires, cables, string lights, etc.

- Overloading electrical receptacles (more than three appliances per outlet, or piggybacking/adding multiple plug adapters or power strips with more than two cords attached).
- Using electrical cords (extension cords) as a substitute for permanent wiring.
- Plugging appliances into something other than an electrical outlet or an approved and listed surge protector.
- Smoking/vaping or evidence of smoking/vaping.
- Posters and decorations with combined coverage of more than one-third of the available wall space.
- Adding to, replacing, or interfering with any building fixture.
- Securing electrical cords to building surfaces or furniture. Electrical cords must be in plain view and not run under rugs or closet doors.
- Using sleeping pods, capsules, or enclosures that interfere with hearing a fire alarm.
- Placing any furniture directly up against HVAC units.
- Not maintaining proper ventilation when completing academic or personal projects.

Additional items and actions may be added at the discretion of Rutgers University and/or Housing and Residence Life. Visit <http://rues.rutgers.edu/fireguide.php> for a more comprehensive listing of prohibited items.

## **RL6: Gambling Policy**

In compliance with New Jersey state law, gambling of any kind is prohibited in the residence halls. Wagering activities including, but not limited to betting on poker, card games, sports pools, or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any public space in the residence halls or any residence hall room.

## **RL7: Guest Policy**

Guests are defined as anyone who is not currently assigned to a resident's designated room or apartment. Parents, family members, friends, Rutgers students, and residents of other buildings are all considered guests and must follow this policy. Each guest must have a single, designated resident who is their host.

- a. Residents should inform their roommates and suitemates of guests prior to the guest visiting the space.
- b. Residents are allowed a maximum of 2 guests at any given time.

- c. Individuals who are 16 years of age or younger are not permitted entry under any circumstances.
- d. Any individual who has been banned from the residence halls, campus, or University is not permitted entry under any circumstances.
- e. Residents must meet their guest(s) at the building entrance and sign them in at the computer station by the front desk. Guests must provide a physical state ID, federal ID, or Rutgers ID to the front desk.
- f. All guests must always be escorted by their resident host while in the building.
- g. Residents are responsible for the behavior of their guest(s) at all times.
- h. Guests are permitted for no more than three nights in a seven-day period.
- i. When a guest leaves, the resident and guest must complete the guest check-out process at the front desk.
- j. A resident may not permit guests to live in their assigned room or apartment for any period of time. It becomes a source of complaint by other residents or university staff, or when its use becomes, through duration or frequency, a de facto subcontracting of space to an unauthorized person.
- k. All residents are responsible for monitoring who they allow into the building. Residents are not permitted to allow non-residents access to the building. Persons making deliveries are not allowed in the facility unless met and accompanied by a resident.

Guest privileges may be revoked at any time by Housing and Residence Life if residents and/or guests violate any policies.

## **RL8: Keys Policy**

Residents are responsible for the key to their assigned room.

- a. We prohibit duplicating keys.
- b. We prohibit residents from sharing their key with anyone else.
- c. We prohibit residents from sharing their RUID with anyone else.

## **RL9: Noise Policy**

Every student living within a residence hall at Rutgers University has the right to privacy in their own room. Just as a student has the right to reasonable protection against

unwarranted physical intrusion, residents also have the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of their choice, etc. within the privacy of their own room, reasonably free from disruption resulting from the activities of others.

- Courtesy hours are in effect 24 hours a day, 7 days a week.
- Quiet Hours are in effect, Sunday through Thursday from 11:00 PM to 10:00 AM.
- Quiet Hours are in effect on Friday and Saturday from midnight to 10:00 AM.
- 24-hour Quiet Hours are in effect during reading days and exam periods.

Policies include:

- a. Noise, particularly sustained, must not be readily audible within the private living quarters of other students.
- b. Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls.
- c. Noise emanating from within one hallway must not be audible within any other hallway or University building, or outside.
- d. The general noise level must be such that it does not interfere with the above-mentioned rights.

## **RL10: Posting Policy**

Only authorized and approved postings provided to Housing and Residence Life, by recognized student organizations and University departments, will be posted in the residence halls. All postings that are not approved will be removed and reported to the appropriate personnel. Housing and Residence Life will only display postings that have been provided 7+ days prior to the event.

## **RL11: Room Change Policy**

- a. Students may not coerce, intimidate, or force another student to vacate their assigned room.
- b. Students are not permitted to change rooms without completing a formal Room Change with Housing and Residence Life.
- c. Students may not occupy any assignable space that was not assigned to the designated student.

**RL12: Smoking Policy**

- a. Smoking is prohibited in all areas of all residence halls.
- b. Vaping and the use of e-cigarettes is prohibited in all areas of the residence halls.

**RL13: Solicitation Policy**

No soliciting or canvassing is allowed in residence halls or apartments at any time. This includes door-to-door soliciting and canvassing, sliding flyers under the doors within the residence halls, and related activities.