2006-2007 GRADUATE HOUSING
INFORMATION BOOKLET

Graduate Housing Office
581 Taylor Road
Piscataway, NJ 08855-5610
Telephone: (732) 445-2215; FAX (732) 445-0078
Internet: http://housing.rutgers.edu/ie
This booklet describes the housing options available and the contractual obligations required of all students in university housing. Please read the "Housing Contract Terms and Conditions" carefully. Some of the language and products mentioned may be unfamiliar to you, but they are a part of the official contract to which you must agree in order to live in university housing.

GRADUATE STUDENT HOUSING AT RUTGERS UNIVERSITY

Single graduate students are housed in apartment-style units in Camden, Newark, and New Brunswick. In New Brunswick, single graduate students can also choose to live in traditional residence halls. All graduate students have private bedroom accommodations. Cable and Internet services are provided. Living options are described in detail on the following pages.

Single graduate students may choose to contract for either of two rental periods:

**Annual assignment** allows occupancy in the same space for one full calendar year. There is a slight monetary advantage to this plan.

**Two-semester academic year** allows occupancy from the beginning of the fall semester to the end of the spring semester. Rent includes occupancy during all "break" periods.

During the summer months, any student registered for one or more summer session courses can contract occupancy.

**Note For Incoming Students:** After July 21, 2006, students will not be permitted to change the type of contract they have signed.

You will find a graduate housing contract for single students included with this information.

We urge you to submit it along with the required deposit as soon as possible to ensure that space will be available.

HOUSING RESERVATION

The demand for single graduate student housing necessitates reservation on a "first-come, first-served" basis. Normally all spaces are reserved and assigned by June 1 for the fall semester. All students are strongly urged to apply by June 1.

To reserve housing, complete the 2006-2007 Graduate Housing Contract according to the enclosed instructions. Return it with the required US $200 non-refundable deposit in the envelope enclosed.

**Applications for housing will not be honored without the deposit.**

Housing contracts received after June 1st will be used to establish a waiting list IF single graduate student spaces become available later.

THE COST OF HOUSING

The University Board of Governors has not yet approved the room rates and residence education fees for 2006-2007. We make every reasonable effort to minimize costs to students. We expect that the annual fees for the 2006-2007 academic year will increase over our existing rates that are as follows:

**Academic Contract Period:**
- $5,390 - $6,336
**Annual Contract Period:**
- $6,314 - $7,448

GRADUATE STUDENT HOUSING IN NEW BRUNSWICK/PISCATAWAY

The Rutgers-New Brunswick/Piscataway campus is the largest of the three university campuses. Its classroom, laboratory, residence and student service buildings are geographically dispersed among several smaller campuses in the communities of New Brunswick and Piscataway, on opposite sides of the Raritan River. New students should factor into their schedules adequate travel time between different locations on the free intercampus buses that connect each campus.
Busch Campus

The **BUELL APARTMENTS** offer private bedrooms to four students who share a living room, dining room, bath, and full kitchen. Each apartment is furnished, carpeted, and has draperies. These buildings have air-cooling systems. Laundry facilities are located within the complex. The Busch Dining Hall, Busch Student Center, and classrooms are close by.

The **JOHNSON APARTMENTS** offer private bedrooms to two students who share a living room, dining area, bath and full kitchen. Each apartment is furnished, carpeted, and has draperies. Laundry facilities are located in the basement of the building. Each apartment has a removable panel in the living room for installing an air-conditioner (not included).

Cook Campus

The **STARKEY APARTMENTS** offer private bedrooms to four students who share a living room, dining room, bath, and full kitchen. Each apartment is furnished, carpeted, and has draperies. These buildings have air-cooling systems. A laundry room, post office, and convenience store are located nearby. The apartments are close to classrooms, Neilson Dining Hall, the Cook Campus Center and the Cook recreation center.

Douglass Campus (Female Only)

The **OLD GIBBONS Houses** offer nine private bedrooms, 3 bathrooms, a full kitchen, and a common sitting room. Each bedroom is furnished, carpeted, and has draperies. These buildings do not offer air-conditioning. A laundry room is located within easy walking distance. Neilson and Cooper Dining Halls, the Douglass Student Center, and classrooms are close by.

College Avenue Campus

**FORD HALL** offers sixty private bedrooms with shared living rooms. Kitchens and bathrooms are located in each of the five stairwells. Ford also has a large lounge and laundry room area. Parking can be a problem and there is no air-conditioning. The Graduate Student Center, Brower Commons Dining Hall, classrooms, and downtown New Brunswick are easily accessible by walking or campus bus.

Livingston Campus

The **QUADS** offer private bedrooms and shared bathroom facilities. Each bedroom is furnished and has draperies. These buildings do not offer air-conditioning. Each Quad contains study rooms, laundry facilities, kitchens, lounges and a central multipurpose room. The Quads are close to lots of green space, as well as the Livingston Recreation Center, Tillet Dining Hall, the Livingston Student Center and the Livingston Bookstore. Campus bus stops are also close by.

SINGLE GRADUATE STUDENT HOUSING

Students are expected to conduct themselves in a manner that demonstrates due regard for their fellow residents. All written rules of the university published in student handbooks, University Housing's Housing Guide, letters, and bulletins are a part of the Housing contract.

**Note:** You must be a full-time graduate student working towards a degree to be eligible for university housing. Ph.D. students who have completed all their course work must be registered for a minimum of one research credit. Graduate students are eligible for on-campus housing for a maximum of five (5) years. Contracts are renewed yearly, as long as the student meets the eligibility requirements stated in this contract.

GRADUATE FAMILY HOUSING

Family Housing is available *only* to graduate students who are enrolled as full-time matriculating students, living with their spouse and/or their minor dependent children (under eighteen years of age). To receive an application: write to the Graduate Housing Office, Family Housing, 581 Taylor Road, Piscataway, NJ 08855-5610. You may also telephone 732/445-2215 for additional information or visit our web site at: [http://housing.rutgers.edu/ie](http://housing.rutgers.edu/ie) for a copy of the contract and instructions. **DO NOT USE THE ENCLOSED APPLICATION FOR FAMILY HOUSING.**
HOUSING CONTRACT TERMS AND CONDITIONS:

General Conditions
This booklet contains some of the rules and regulations for residing on campus. Students are responsible for reading and following the rules in the Graduate Residents’ Guidelines for Living on Campus. A copy of the booklet can be found at: http://housing.rutgers.edu/ie/gradguide.html

Housing Contracts are for the full term chosen by the student on the contract. Rooms are to be used by assignees only. Only full-time matriculated students are eligible for on campus housing. University Housing reserves the right to close public facilities in graduate halls that are left in unsatisfactory condition.

Housing Deposit (New Students Only)
A $200 (U.S) non-refundable housing deposit (payable to Rutgers - The State University) is required from all new students at the time application is made. This deposit will be credited to the spring semester room fee. If we are unable to find housing for you, this fee will be returned.

Cancellation Policy
Housing Contracts can be cancelled with a 60 DAY WRITTEN NOTICE TO VACATE. Cancellations must be in writing to the Graduate Housing Office. You are responsible for the housing cost up to your approved Vacate Date. Vacate Dates are either the 15th day of the month or the last day of the month. Students failing to pick up keys by the first day of classes will be considered NO SHOWS and will be billed for 60 days of their contract.

Transfer of Contract
Any student wishing to transfer to another room/facility must obtain a transfer form from Graduate Housing Office, complete and return it. You will be notified once a space becomes available.

Guest Policy
The Office of Graduate Housing recognizes the right of residents to have guests. We also recognize that graduate students are adults and it is not our intention to be intrusive or unduly restrictive when it comes to your private affairs. However, it is important to keep two additional factors in mind: 1) in many situations the presence of one person’s guests creates difficulties for other residents, and 2) it is necessary for the University to know the names of everyone staying in a building in case a fire or other emergency occurs. As a result, it is necessary to set specific guidelines which apply to the presence of guests.

Therefore, the following policy is in effect.

1) Residence Life must be NOTIFIED of ALL guests who are staying overnight (24 hours or less). Notification can be given by speaking to Graduate Residence Life staff in person or by phone, or by leaving a written or voice mail message. Notification must occur no later than 11 pm on the night that the guest is staying.

2) ALL guests staying 48 hours or more must be REGISTERED with a Graduate Residence Life staff member. REGISTRATION requires the completion of a Guest Registration form that is available from Graduate Residence Life. The form requires the signatures of your apartment mates or house mates and must be submitted BEFORE YOUR GUEST STAYS MORE THAN 24 HOURS.

3) You are permitted to have a guest stay for a MAXIMUM OF 4 DAYS EACH MONTH. Note: Situations where this restriction presents a problem MUST BE DISCUSSED WITH GRADUATE RESIDENCE LIFE STAFF IN ADVANCE.

4) Violation of the above guidelines will be grounds for termination of your housing contract without a monetary refund. We urge you to please BE RESPECTFUL of the people with whom you are living by following the guest policy for everyone’s benefit.

Lockout Policy
In the event of a lockout, contact a member of the Graduate Residence Life staff at 732-445-5717. For lockout assistance this number is available 24 hours per day/7 days per week.

Staff will provide lockout assistance to residents that do not have access to their building or apartments at all hours. However, we do not guarantee immediate response. A wait may be necessary depending on staff availability.

- After 11:00 p.m. staff will not respond to residents that are only locked out of their bedrooms. Assistance with lockouts from bedrooms is available from 9 am to 11 pm, 7 days a week. However, residents are still
encouraged to contact a Graduate Residence Life staff member who will make the determination as to whether to respond.

- Residents will receive one free lockout per semester. A $25 fine will be assessed for each subsequent lockout. Residents will receive a bill upon the arrival of the Residence Life staff person. The bill must be paid within 3 business days to avoid a hold on the student’s account.

If there are any questions, please contact the Graduate Residence Life Office at 732-445-5717.

**Personal Property**
The University is not responsible for loss or damage to a resident’s property. Residents are advised to carry personal property insurance.

**Standard Regulations**
Residents of university residence halls and apartments have individual financial responsibility for damage to university property in the building which houses their room/apartment, access to which is controlled by keys/access cards issued to them. University Housing reserves the right to enter any university or university-related premises.

The university will investigate all causes of damage. When investigation provides evidence of careless, mischievous, or malicious acts, or violation of university regulations, the student(s) will be appropriately billed. The financial assessment to the student as a result of damage caused by a violation of university rules and regulations shall be determined by the Director of Housing and appropriate Deans’ office(s).

University Housing reserves the right to reassign, suspend, or terminate a residence contract when such action is recommended by appropriate staff members or committees. All students whose housing contracts are terminated by a withdrawal from the university or an academic dismissal must vacate their assignment by the deadline set by the Graduate Housing Office. Keys to the vacated assignment must be returned to the appropriate housing office. Failure to do so will result in lock change and possible charge of the full room fee.

University Housing reserves the right to reassign, suspend, or terminate a residence contract for students failing sanitary room inspections.

**Prohibited Items**
The following are prohibited in and around residence halls and apartments:

- In residence hall rooms, and bed, bath, and living rooms of apartments: space heaters; cooking devices such as electric toaster ovens, broilers, skillets, hot plates, hot dog/hamburger cookers, electric woks, rice cookers, immersion coils, or hot pots.
- In residence hall rooms: microwave ovens except where provided by the university. Microwave ovens, woks, approved hot pots that accept only water and shut off automatically when empty, and rice cookers may be used only in the kitchens of apartments if the appliance is UL listed and properly connected. Cooking is not allowed in residence hall rooms or apartment bedrooms.
- Candles, oil lamps, fireworks, sparklers, incense, and smoke bombs. The use of candles in university housing rooms for religious purposes is prohibited because of fire hazards. Alternative appliances, electrically powered, exist to permit the resident to observe religious holidays.
- Wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and wicker ornaments.
- Posters and decorations with combined coverage of more than one-third of available wall space or on ceiling.
- All flammable and combustible liquids. This includes art supplies such as thinners, etc.
- Gasoline-powered items, such as motorcycles, mopeds, or their components.
- Chemicals.
- Extension cords exceeding six feet. All extension cords must be maintained exposed in plain view. Cords may not be run under rugs, closed doors, nor secured to building surfaces or furniture.
- Light dimmers, ceiling fans, or other devices that replace, add to, or interfere with any building fixture.
- DSL service, satellite dishes, exterior radio or television masts or aerials.
- Painting walls or murals.
- Halogen lights, combustible or plastic lampshades or light fixture covers.
- Pets and laboratory animals.
- Firearms, other weapons, and explosives.
- Lofts, liquid-filled beds, or any other similar structures.
- Traffic signs.
• Devices that overload electrical receptacles (more than three appliances per outlet or multiple plug adapters or power strips with more than two cords attached). Fused, multi-outlet surge protectors commonly used for personal computers are permitted, but may not be plugged into an existing power strip, nor be plugged into a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.

Note: The University Fire Department will conduct unannounced inspections of all rooms/apartments each semester. The discovery of any prohibited item may result in fines and jeopardize your right to live on campus.

Payments
Housing charges are payable in the same manner as tuition and other fees. The University will provide students with instructions for registration and payment fees. Late housing payments are subject to the late payment fee. A HOLD WILL BE PLACED ON STUDENT RECORDS FOR NONPAYMENT OF ANY HOUSING OR DINING FEES.

Infectious Disease Policy
If a resident is identified as having potentially contracted a contagious disease that may adversely effect his/her roommate(s) or apartment mate(s) or others in the housing unit, the resident shall agree to submit to a medical evaluation at the Rutgers Student Health Service. If it is medically determined that the occupants of a residence hall/apartment are at risk of an infection, the contagious/infected resident shall be required to leave the housing residence until he/she can present evidence from a physician that he/she is no longer contagious. Failure to submit to the required medical examination and/or leave the residence shall be cause to be denied housing privileges. The decision of the Rutgers Student Health Services in regard to contagion shall be final.

Smoking Policy
This policy supercedes any other smoking policy. Smoking is prohibited in ALL buildings owned and managed by the university including student dormitories, apartments, gymnasiums, stadiums, playing fields, and other recreational areas; in all university vehicles; and in common areas of residence halls.

Note to Students Using Injectable Medication
Some of our students require medications, such as insulin, that are injected on a regular basis. To ensure the safety of all of our students and of Housing employees who handle waste disposal, these students are required to dispose of hypodermic syringes in approved Sharps Containers. Any student needing such containers can obtain them at no cost from any health center. Hypodermic syringes should be placed in the Sharps Container. Full containers should be returned to any health center for proper disposal. Questions can be directed to the student’s local Residence Life Office or their local health center:

Hurtado Health Center
11 Bishop Place, College Avenue Campus
732/932-7402

Busch/Livingston Health Center
Hospital Road & Avenue E, Livingston Campus
732/445-3250

Willets Health Center
Suydam Street, Douglass Campus
732/932-9805

APPLICATION PROCESSING
Please make sure you return the completed application as quickly as possible. We will send an acknowledgment of receipt and will note:

1. if you have been assigned a space, or
2. if your name has been placed on the waiting list, or
3. if there is no space available at this time.

If you have received housing, the Graduate Housing Office will notify you of the actual assignment. A packet of information will be sent to you. This packet will outline in detail the time, date, and location for check-in and key pick-up. We will also note the early arrival guidelines.
INSTRUCTIONS FOR COMPLETING HOUSING CONTRACT FORM

Please read the following carefully before completing the contract for graduate students.

- Use blue or black ink and press firmly.
- Make corrections on both copies.
- Do not staple anything to this form.
- When printing information in the boxes, print one letter or number per box. The following instructions explain each portion of the Housing Contract form in more detail. Please refer to these instructions while completing the contract.

1. **RUID Number:** Print your Rutgers University identification number in the boxes.

2. **Name:** Print your name in the boxes (one letter per box), starting with your family name, then first name, then middle initial.

3. **Sex:** Place an “X” in the box that indicates your gender, male or female.

4. **Birth date:** Print your birth date in the boxes in this order: month, day, last two digits of your birth year. Example: 03/02/75

5. **Smoker:** Place an “X” in the yes or no box.

6. **Student Status:** Place an “X” in the Rutgers or UNDNJ Joint Program Box. UMDNJ students must submit proof of admission into a joint program. Do not fill in more than one box in this section.

7. **Housing Deposit Enclosed:** Place an “X” in the yes or no box, indicating if you have enclosed a deposit. Only incoming students are required to place a deposit for housing. (Continuing students are assessed a cancellation fee if they cancel their contract.) See the "Housing Contract Terms and Conditions" section in this booklet.

8. **USA Mailing Address:** Complete the first portion of your address printing the house or box number, street name or route number on the 1st line. Please abbreviate Street (St.), Road (Rd), Boulevard (Blvd.), Terrace (Terr.) and Apartment (Apt.), etc. Print the full name of your city, state and zip code on the 2nd line. Use the standard abbreviation for your state. If you are an international student, print the full name of your country on the city/state/zip code line. Write your USA telephone number including the area code on the last line of this box.

9. **International Address:** If applicable, write your international address including street, city/state/province, country and zip code. Also write your international phone number. If applicable, on the last line write the name of person at this address, if other than yourself.

10. **Email Address:** If applicable, write your e-mail address.

11. **Special Housing Concerns:** Write in any special concerns about on-campus living. You may write on the back of the white copy of the form or enclose a letter with your individual requirements, if necessary. DO NOT WRITE ON THE BACK OF THE YELLOW COPY OR STAPLE ANYTHING TO THIS FORM.

12. **University P.O. Box:** Continuing students may fill in this section. Incoming students are assigned a P.O. Box at a later date.

13. **Campus:** Please write in the Rutgers University Campus that you will be attending.

14. **Department:** Please write in the department name of your course of study.

15. **Requested Occupancy Period:** Place an “X” in the box for the occupancy period that you desire.

16. **Housing Preferences:** List your preferences for assignment in order. These preferences are honored as space allows.

17. **Read the statement and sign this contract.** The "Terms and Conditions" are the contents of this booklet.

For more information, call or write:

**Graduate Housing Office**

581 Taylor Road
Piscataway, NJ 08855-5610 USA
Telephone: (732) 445-2215
FAX: (732) 445-0078
HELP US TO HELP YOU!

Living on campus will be a very important part of your total collegiate experience. We strive to improve the services we offer to you, our incoming resident graduate student. This includes changing and/or adding information that you need to our publications.

If you’d like us to make improvements, please complete the short survey below and enclose it with your application materials. We would be very grateful for your comments, and so will next year’s incoming class!

1. Did the quality, availability, and/or cost of housing influence your decision to attend Rutgers University rather than another university or college? Check all that apply:
   ___ Quality/Availability/Cost   ___ Housing did not affect my decision

2. How satisfied were you with the when you received housing information?
   ___ Very satisfied   ___ Satisfied   ___ Dissatisfied   ___ Very dissatisfied

3. Would you have liked to have received housing information earlier in your decision-making and application process?   ___ No   ___ Yes, if so when?_____________________________________________________

4. How satisfied were you with the general information you were given in the Information and Application Booklet about how to apply for housing?
   ___ Very satisfied   ___ Satisfied   ___ Dissatisfied   ___ Very dissatisfied

5. How satisfied were you with the information given regarding important housing rules and regulations?
   ___ Very satisfied   ___ Satisfied   ___ Dissatisfied   ___ Very dissatisfied

6. How satisfied were you with the information you were given regarding the accommodations?
   ___ Very satisfied   ___ Satisfied   ___ Dissatisfied   ___ Very dissatisfied

7. How satisfied were you with the instructions for completing the Housing Contract form?
   ___ Very satisfied   ___ Satisfied   ___ Dissatisfied   ___ Very dissatisfied

8. Do you have any specific suggestions for improvements? ____________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

Thank you for your ideas!