

# The College of New Jersey

## Summer Scholars Program

### 2018

#### Program and Residence Hall Living Policies (Program)

- Timeliness:** Everyone is to be on time for **ALL** activities. “On time” is defined by the old adage, “five minutes early is on time, and on time is late.” We expect all students to be present and accounted for **BEFORE** each event begins.
- Meetings:** All Pride Sessions, tutoring meetings, and events are **mandatory** unless otherwise stated.
- Attendance:** Attendance is required and recorded at every class, group seminar, and Pride Session. Make sure you are present *and on time (see above)*.
- Scheduled Courses:** A syllabus will be distributed for each course on your schedule detailing course requirements, learning goals, and academic integrity. Each student is responsible for maintaining satisfactory progress and seeking academic support. Please feel free to ask your professor/tutor any questions that you may have regarding the syllabus.
- Tutoring:** Every student is required to be in a seat studying, during designated tutoring hours. Student staff will be conducting supervised tutoring that will take place in designated areas. All noise needs to be kept at a minimum. Please refrain from holding conversations, unless related to coursework, using social media, cell phone, or distractions in general during this time.
- SPARC\*** At the end of the Summer Program, the Summer Program Academic Review Committee (SPARC): which includes EOF Staff, Summer Faculty and the Residence Director, will meet to evaluate satisfactory progress and fall matriculation. A notification will go out to parents/parent, upon a student selected for SPARC review. Students who fail to demonstrate satisfactory progress and measurable effort may be asked to leave the program.
- Cell phones:** The cell phone policy may be discussed with your professors on a case-by-case basis. In the absence of a specific policy, please follow proper cell phone etiquette. This means you should not be on your cell phone during class times, scheduled activities, study hours, or meetings. You should also refrain from loud or improper conversations in public spaces. If you have any questions about proper etiquette, please ask your PA’s or Residence Directors.

**Free Time:** For your own safety, TCNJ does not allow a Summer Scholar to leave or go off campus. Exercise caution while navigating the campus and surrounding area. Do not go out alone, especially at night!

**Cars:** TCNJ Summer Scholars are strictly prohibited from having a car on campus. This also means that you are not allowed to be in another student's vehicle during the summer program. These rules are for your protection and violation will lead to SPARC and potential dismissal.

**Other Buildings:** For security reasons, only enter assigned buildings and carry your swipe key and ID at all times.

### **(Residence Hall Living)**

**Room:** Room and board are free, during the Summer Program. Vacant spaces are not to be occupied by anyone (including other summer program residents), unless a room transfer has been arranged by the Residence Director.

TCNJ has an expectation for you to keep your rooms reasonably clean. Any **damage** that occurs in the rooms, during the program will result in charges to both persons residing in that room unless the responsible party comes forward. Any damage that occurs in common areas (such as the lounge), during the program will be charged to everyone in the program unless the responsible person(s) come(s) forward.

If there is anything broken or not working in your room, immediately report it to the Program Assistants, so a repair slip may be prepared and submitted to maintenance.

**Keys & Locks:** Students will receive swipe cards and room keys upon check-in. TCNJ advises students to keep their doors locked, whenever out of their rooms. Students are required to carry swipe keys, whenever s/he is out of the room. TCNJ cautions students not to loan any residence keys to any other person or have another person's key in their possession. Lost keys will result in a billing charge of \$50 to replace the lock and cut new keys.

**Meal Card:** Each student will have a meal card. A lost meal card will cost \$10 to replace.

**Personal Items:** Students may bring personal items with them including personal computers. However, TCNJ **will not** assume responsibility for any lost or damaged items.

**Laundry:** **Free laundry** facilities are available in the basement of the residence hall. **(You must bring your own detergent & dryer sheets)**. Don't leave your belongings unattended. TCNJ will not assume responsibility for any loss or damaged items.

**Smoking & Contraband:**

There will be no smoking allowed in the residence hall, including e-cigarettes, vaporizing, and/or any other mode of inhaling. Non-prescription drugs/narcotics and alcohol are prohibited. Weapons of any kind are prohibited, including household and personal items intended for harm. Ex. Kitchen knives, shears, wire hangers, screwdrivers, bats, pocketknives, box cutters, etc. Threats and threats to use a weapon or personal item to cause others harm and or for intimidation will be grounds for immediate dismissal. We do not tolerate bullying; hate crimes, or any other form of harassment. Each reported incident is investigated, documented, and sanctioned in accordance with the severity of the violation, which may include immediate removal from the program.

**Conduct:**

The Summer Program prohibits:

- Non-compliance with directives
- Disruptive or obstructive behavior
- Computer Misuse
- Indecent behavior or sexual harassment
- There is a zero tolerance for horseplay inside the buildings (including throwing and squirting water).
- There is a zero tolerance for abusive language and/or profanity.

**Visitors:**

**No visitors allowed.** There are no guests during the summer program. The safety and security of our students is the highest priority. Any violation of that trust could result in a dismissal from the TCNJ Summer Scholars Program. If a parent wishes to visit their student for emergency purposes, they must first contact the EOF Director, Ivonne Cruz or if they are unable to, they must have the student notify a PA / Residence Director for approval.

**Ordering Food:**

Food orders must be placed before 10:00 pm. All food orders must arrive before curfew.

**Trash:**

Please throw all trash in a trashcan or in the trash rooms located downstairs in the Residence Hall.

**Weekend Policy:**

All students **must remain on campus** the weekends of **July 7<sup>th</sup> -8<sup>th</sup>; July 14<sup>th</sup>-15<sup>th</sup> and Aug 4<sup>th</sup>-5<sup>th</sup>.**

Off Campus Weekends: Students must arrange transportation arrangements or parent **pick up no later than 5:30 pm sharp on Friday July 20<sup>st</sup> and July 27<sup>th</sup>.** If you will need shuttle transport to and from the Trenton Train Station, there will be an on-line sign up to notify the Residence Director.

***(Dinner will NOT be provided on these days.)***

Students must return to campus on Sunday, July 22<sup>nd</sup> and July 29<sup>th</sup> by no later than 5:00 pm sharp. Dinner will be provided, but available between the hours of 4:00 and 5:00 pm, thus you are required to be on campus no later than 4:00 pm.

If you are going to be late returning to campus on Sunday, you must notify the Residence Director, as soon as you are aware via [marshali@tcnj.edu](mailto:marshali@tcnj.edu) or [tylerc@tcnj.edu](mailto:tylerc@tcnj.edu).

**Courtesy Hours:** Are in effect 24 hours a day. Remember, there are other students on campus. If any staff member asks you to comply with a complaint about noise, do so. Report any complaints you may have to your Summer Resident Director and/or EOF Staff.

**Breakfast:** Students must be out of the residence hall no later than 7:30am. We believe that breakfast is a necessity to get the day started right, so we strongly encourage all students to attend breakfast in the dining hall. **While breakfast is not mandatory, exiting the residence hall by 7:30 am is mandatory.**

**Curfew:** Students must sign into their rooms by **11:00pm** Sunday through Thursday and **12:00am** on Friday and Saturday. Students are expected to sign-in with the Program Assistant (PA) on duty. Once signed-in you cannot leave your room. **There will be no excuses for not signing-in for curfew.**

**WITH REGARD TO TIME The Residence Staff and PA's watch is the only one that matters.**

**Any participant outside of the building after curfew must meet with the Residence Director and may be sent home.**

**Illness:** If you are too sick to go to class, you are expected to let the Residence Director or one of the Program Assistants know and arrangements will be made to make sure you get proper treatment.

**Medication:** Any student who is on medication should make certain that s/he accepts the responsibility of taking her/his medicine as prescribed by their doctor.

**Drugs/Alcohol:** Any student caught using or in possession of illegal drugs (or improperly using prescription drugs) or in possession of or consuming alcohol will automatically have their admission to The College of New Jersey **revoked, NO EXCEPTIONS**

**Mail:** If you would like to receive mail while attending the EOF Summer Program, all mail needs to come to the following address:

**(Your Name)**  
**c/o Educational Opportunity Fund (EOF) Program The College of New Jersey**  
**2000 Pennington Road**  
**Roscoe West Hall**  
**Suites 121-131**  
**P.O. Box 7718**  
**Ewing, NJ 08628**

**A Program Assistant will distribute all mail after Tutoring.**

We wish you to have a positive experience here at The College of New Jersey. If in doubt of any rules or situations that may arise during this program, consult the EOF Staff or the Residence Director. PLEASE DO NOT GUESS!

**All rules and regulations are subject to change upon re-evaluation by EOF Staff.**