

## **Early Move-In parking and unloading information:**

### **Rowan Boulevard (RoBo) Apartments & Whitney Center**

- *You may park for free for 1 hour on the first floor of the parking garage to unload your vehicle. You must move your vehicle within that time frame to avoid charges.*
- Please do not park in a handicap parking spot without appropriate tags or you could be issued a summons from Glassboro.
- Rowan Blvd and Whitney resident vehicles are eligible to purchase permits for the garage. Parking permits go on sale August 1st via the online permit store. Visit the Public Safety web site for more details on parking.
- Parking permits must be purchased and temporary credentials should be displayed on your dashboard before you arrive.
- To obtain temporary credentials please visit the parking office located on the ground floor of the garage by the entrance. You will be asked to provide proof of purchase of a permit to be issued temporary credentials.
- The second level of the Rowan Blvd Parking Garage is closed until after the main move-in weekend concludes on 8/30. All long term parking will be above the second level.
- Rolling carts are stored in Rowan Boulevard by the mailboxes where buildings 1 and 2 meet, and also on the first floor of the Whitney Center near the mailroom. We have a limited number of these carts available so please return them promptly to the lounge when you have finished unloading.
- Remember your Rowan ID! It is your key to access your apartment.

### **Townhouses**

- *You may park in the lots next to the Townhouse Complex or the Townhouse parking garage to unload your vehicle. Do not drive your vehicle on the sidewalks that connect the buildings.*
- Rolling carts are stored in the Townhouse Community Center lounge and are available to assist you, we have a limited number of these carts available so please return them promptly to the lounge when you have finished unloading.

### **Edgewood Park Apartments, Magnolia Hall & Willow Hall**

- *You may use the Edgewood Park Apartment parking lot off of Carpenter Street to unload your vehicle.*
- For Magnolia and Willow residents, rolling carts are stored in the Magnolia and Willow lounges and are available to assist you. We have a limited number of these carts available so please return them promptly to the lounge when you have finished unloading.

### **Chestnut Hall**

- *You may park in the Chestnut Hall parking lot off of Carpenter Street to unload your vehicle.*
- Rolling carts are stored in the Chestnut lounge under the pillars and are available to assist you. We have a limited number of these carts available so please return them promptly to the lounge when you have finished unloading.

### **Holly Pointe Commons**

- You may park in the Holly Pointe Commons parking lot to unload your vehicle. If you are permitted to have a vehicle on campus, you will not be able to park in this lot during the main move-in week of 8/28 – 9/3.
- Remember your Rowan ID and refresh it at the exterior card reader before you present it at any other door! It is your key to access your room. If someone holds the exterior door open for you and you present your ID to an interior card reader on a vestibule, stairwell, or your bedroom without presenting it first on an exterior door card reader, your ID will be damaged.
- Click here or information specific to [Holly Pointe Commons](#).

## EMI expectations:

***It is a privilege to move onto the Rowan University campus earlier than the scheduled move-in weekend. The Department of Residential Learning & University Housing (RLUH) has chosen to highlight the following policies and expectations as particularly important while our buildings are not at full occupancy.***

- University Housing Assignment/Room Vacancy Policy:
  - Student agrees not move to another room from their assigned room without prior University written approval.
  - Students may not sleep in lounges or other common areas of residence halls or apartment facilities.
  - Students must leave all furniture pieces and parts within the room. At no time should students disassemble beds or rearrange items so their roommate's furniture is unusable.
  - Students are expected to be welcoming when roommates arrive to move in.
  - If you have a vacant bed space in your room/apartment at any time, you must:
    - Only occupy one bed; do not push beds together.
    - DO Not use beds for guest accommodations or any other reason.
    - Leave one bed, dresser, desk, and wardrobe or closet empty for future residents.
    - Ensure that the vacant space is clean and inviting to potential occupants.
- Identification, Keys & Access:
  - Student agrees to carry their Rowan ID card with them at all times while on campus.
  - Student should not duplicate or let anyone else use their assigned University room/apartment key.
  - Student should not allow access to or share their bedroom pass codes and/or access cards with anyone else.
- Quiet Hours:
  - Sunday- Thursday 10pm – 8am
  - Friday & Saturday 12am – 10am
  - *24 Hour Courtesy Hours are in effect at all times*, meaning that if another resident or University Official asks you to be more quiet, you are expected to be considerate of and fulfill this request.

- Guests & Visitors:
  - Guests are permitted but their stay shall not exceed more than two (2) consecutive days at a time.
  - Permission of roommate(s)/apartment mate(s) is required for a guest to visit one's room/apartment.
  - Guests must carry valid photo identification with them at all times while on campus.
  - Guests must be with their Rowan University host at all times while they are visiting.
  - Guests that are minors (persons under 18) must either have a parent/guardian with them or provide Rowan host with written permission for the minor to visit along with emergency contact information.
  - Minors (persons under 18) may not stay overnight in the residence halls or apartment facilities.
  - Student host is responsible for the behavior of any visitor(s)!
  - Student host is financially responsible for any damages resulting from the actions of any visitor(s).
  - Student host agrees to inform visitors of University rules.
  - Persons who have been removed from or denied university housing cannot stay/visit any university residence.
  - Guests may not sleep in lounges or other common areas of residence halls or apartment facilities.
  
- University Conduct, Other RLUH Policies & Applicable Laws:
  - Student agrees to comply with all University and other RLUH (that may not be noted above but are contained in the Housing Contract) policies, rules, and regulations regarding student conduct.
  - Student agrees to comply with all applicable federal, state, and local laws.

## How to complete your Room Condition Report:

- **What is an RCR?**

Our Room Condition Reports or "RCRs" are on-line assessment forms that we use to record the quantity and condition of University provided furniture, fixtures, and the condition of the apartment or room itself. A report is completed for each room/apartment prior to the arrival of residents. Each RCR should reflect the total room/apartment inventory of furniture and items. For example, if you live in a double room your RCR will reflect two complete sets of furniture comprised of a bed, desk, desk chair, dresser, and wardrobe. In an apartment, the RCR will reflect both the bedroom as well as common areas.

- **How is the RCR used?**

Billing for any damaged or missing items at the conclusion of your occupancy of the space will be based upon information contained in the RCR. It is important that you thoroughly review this report, which is completed prior to your arrival to campus to avoid unnecessary billing after you vacate your assignment. While we strive to correct or document as many imperfections as possible prior to your check in, we encourage you to bring any missed items to our attention via this process. After reviewing your RCR, if

you have changes, additions, or comments that you would like RLUH staff to review, follow the instructions in MyHousing to report those.

All residents of an assigned room/apartment are held equally responsible for the condition and any missing items at the time of your check out, unless otherwise documented. If any damages have occurred to your room during your stay please see your RA or RD to complete a damage responsibility form.

- **How long do I have to review the RCR and complete the submission process and how do I find mine?**

**Residents have 48 hours after they receive their key/door access to complete the RCR review and acceptance process.** After 2 days, the original RCR will become the final and official record of your room condition. The quantities and condition descriptions documented on the RCR for your space will be used as comparison points when your space is re-assessed at the conclusion of your occupancy.

- **How do I review my RCR?**

- Log into your MyHousing account.
- On the left side, select RCR/damages.
- In the box in the middle of the screen you should see an RCR that was completed for your space. If there are multiple listed, select the one with the latest date as this is the most up to date version that was completed for your space.
- Click on the eye to view your RCR.
- You will see a list of all of the items that exist in your space. Each item will have a condition listed and if there are any notes about the item you will see those next to it, along with the date that those notes were applied to the document.
- If you disagree with anything that is listed on your RCR, either because an issue no longer exists or you found an issue that was not recorded, scroll to the bottom of your RCR and you will see an open text box. Please be specific about whatever you disagree with on your RCR by listing the item itself and then explaining what should be reflected on the document.
- When you are done reviewing or making your additions, you will select a response to your RCR, which is considered "signing off" on the document. You will either agree to the document as it stands or disagree and add your own notes in the open text field.
  - **If an issue appears on the RCR, does that mean someone will come to fix or replace it?**

Most of the time, a maintenance request is entered for any issue significant enough to require noting on the RCR in advance of your arrival. However, students can also submit maintenance requests by visiting [www.rowan.edu/rowanworks](http://www.rowan.edu/rowanworks) to ensure a repair is requested by the current resident.