

COMMUNITY LIVING

FOR OFF-CAMPUS STUDENTS



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Greetings,

The Office of Community Engagement was developed to serve the needs of the off campus/commuter student as well as set standards of living in both on campus and off-campus communities.

Living off-campus is a wonderful opportunity for students to learn and experience Rowan's surrounding communities and neighborhoods. We encourage students to take advantage of this by getting to know their neighbors and become an active member of their community.

The goals of this office are to provide services and resources to off-campus and commuter students. We act as an advocate for off-campus/commuter needs while providing opportunities for engagement in both the university and surrounding communities.

Whether you are a first time renter or returner to off-campus living we can help address your needs. Please do not hesitate to visit us to see what our office has to offer.

Welcome to the Neighborhood!

Office of Community Engagement
Chamberlain Student Center, Suite 210
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028

Andrew Perrone
Assistant Director, Office of Community Engagement
Perrone@rowan.edu

Shelly Klink
Administrative Assistant, Office of Community
Engagement
Klink@rowan.edu

Joe Mulligan
Assistant Vice President for Civic Involvement
Mulligan@rowan.edu

LOOKING FOR OFF-CAMPUS HOUSING

THE SEARCH

DETERMINE A BUDGET

Before you begin looking for off-campus housing, determine a budget. Calculate both monthly cost and the initial cost associated. Monthly cost will include regular expenses like rent and utilities while initial cost will include expenses such as the security deposit.

Find out expected monthly cost for utilities in the area. If possible talk to other off-campus students about their monthly costs.

When you decide to visit properties, be sure to only visit properties within your budget. Viewing properties outside of your budget can cause you to spend outside of your means.



FINDING A PLACE

There are many different rental options to consider in the town of Glassboro. You should consider what type of neighborhood appeal to you and your lifestyle.

VISITING PROPERTIES

Do your research beforehand by getting to know your potential neighborhood and visiting potential apartments and/or houses. When visiting be sure to bring a list of questions you have for your potential landlord. These meetings are a great time for you to find out information about the property or community. Many students may find property listings online; in these cases students should always visit the property and landlord to determine whether it's legitimate rental or a scam.

COMMUTER TIP:

Get involved in student organizations on campus. Rowan offers more than 150 clubs and organizations so you're sure to find something that interests you.

LOOKING FOR OFF-CAMPUS HOUSING

MOVING IN

SIGNING THE LEASE

Before you sign the lease make sure you read through it carefully. If you have any questions be sure to ask your landlord prior to signing the lease. A lease is a legally binding contract, once you sign it there's no going back, so don't assume you know what something means.

Leases can cover a wide range of topics, but typically include the terms and conditions for security deposits, pets, right of entry, and termination or renewal of leases.



Be sure to obtain a copy of your signed lease at the beginning of your rental agreement in case any disputes arise.

RENTAL LISTING SCAM ALERTS



(Retrieved from the Federal Trade Commission) <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt002.shtm>

The following are signs that may indicate a scam

They want you to wire money

This is the surest sign of a scam. There's never a good reason to wire money to pay a security deposit, application fee, or first month's rent. Wiring money is the same as sending cash — once you send it, you have no way to get it back.

They want a security deposit or first month's rent before you've met or signed a lease.

It's never a good idea to send money to someone you've never met in person for an apartment you haven't seen. If you can't visit an apartment or house yourself, ask someone you trust to go and confirm that it's for rent. In addition to setting up a meeting, do a search on the landlord and listing. If you find the same ad listed under a different name, that's a clue it may be a scam.

They say they're out of the country.

But they have a plan to get the keys into your hands. It might involve a lawyer or "agent" working on their behalf. Some scammers even create fake keys. Be skeptical, and don't send money overseas. If you can't meet in person, see the apartment, or sign a lease before you pay, keep

TAKING INVENTORY

Before you move your belongings into your new residence it's a good idea to take a complete inventory of the damages and condition of the space. Check each room thoroughly for maintenance issues, repairs and the degree of wear and tear. Take pictures to maximize your chances of getting your full deposit back when leaving. Keep records, and provide your landlord with a copy.

COMMUTER TIP:

Form study groups.

Build connections with classmates by studying together at either the library or meeting up at Barnes & Noble on campus.

LIVING OFF-CAMPUS

NEIGHBORHOOD RELATIONS



Living off-campus can be very different from living with family or on-campus. There are more responsibilities and expectations of you as you become a member of the community. Here are a few tips to help you succeed in living in your off-campus neighborhood.

Maintain Your Home

Keep up your home with regular maintenance like cutting the grass, taking out trash, or shoveling snow. Be sure to let your landlord know of repairs they need to make.

Be Seen, But Not Heard

Be respectful and considerate of others when hosting guests, playing music and other activities. Make sure you and your guests are aware of noise ordinances in the area.

Get to Know Your Neighbors

Be cordial, introduce yourself upon arriving and exchange contact info. Build relationships by occasionally stopping by, don't wait until there is an issue to get to know them. By then it may be too late.

Keep Your Eyes Open

Help keep the neighborhood safe by keeping an eye out for unfamiliar people or suspicious activities. Report any issues to the local authorities.

Lend a Hand

Go the extra mile by shoveling your neighbor's snow, helping with groceries or offering to sit house while they are on vacation. They are likely to return the favor when needed.

Volunteer in Your Community

Everyone who lives in the community has the ability to make an impact. Help make the neighborhood a good one by giving back.

LIVING OFF-CAMPUS

MANAGING ROOMMATES

Choosing good roommates is the first step to a successful off-campus living experience. During the roommate selection process, it is important to keep in mind that good friends do not always make good roommates. People you would have once trusted with your life might turn out to be totally unreliable when it comes to responsibilities like paying bills on time. In addition, the more people you live with, the more difficult it can be to keep the peace. On the other hand, living with more people means more people to split bills and responsibilities. It is important to have explicit conversations with potential roommates before committing to a lease.

Before committing to share a living space with another person, it is important to sit down in a neutral location and discuss the following...

MONEY

Arguments over money can quickly turn ugly. It is important to work out the details of who pays for what before you sign a lease. Do all roommates have a stable income source with which to pay rent? What happens if a roommate loses a job, or fails classes or loses financial aid? Are roommates willing to pay for cable, movie subscription services, internet, lawn services, or other desired extras not included in rent and utilities? Who will be in charge of maintaining accounts for these services? Will some groceries be purchased communally or will everyone be responsible for purchasing their own? How will the cost of household items such as trash bags, toilet paper and paper towels be divided?

STUFF

What furniture and appliances can everyone contribute? If a piece of furniture or an appliance is paid for by more than one person, who has rights to it when everyone moves out? What's your policy for using each other's possessions including those in the common areas like the couch, television, and gaming systems? What will your pet policy be? If you plan on bringing a pet, tell your roommate ahead of time to make sure he or she is okay with it. Remember pets like dogs and cats require daily attention and affection. Decide if pet care will be a group responsibility or the sole responsibility of the pet owner. Always check with your landlord to find out what types of pets are permitted. Dirty dishes and clutter can pile up quickly in common areas. Who is responsible for cleaning up and how clean does each roommate expect things to be kept?

LIVING OFF-CAMPUS

MANAGING ROOMMATES CONT.

LIFESTYLE

Living with someone whose lifestyle varies greatly from your own can create conflict. Discuss your living preferences and those of your roommates ahead of time. It is difficult to live with someone whose daily routine is greatly different from your own.

Discuss how you and your potential roommate(s) feel about smoking indoors, consuming alcohol, quiet hours for sleeping and studying, overnight guests, and parties. If you cannot agree on these issues, you may not be a good match as roommates.



ROOMMATE AGREEMENT

Once you decide who you want to live with and where you are going to live, it is important to develop a formal roommate agreement. A sample roommate agreement has been included in this guide for your convenience (see Resources sect.)

RESOLVING ROOMMATE CONFLICTS

Despite your best efforts, roommate conflicts often arise. Do your best to resolve these conflicts as soon as they occur. The longer a problem is left unsolved, the harder it becomes to confront. When discussing your concerns, be direct and avoid using statements that attack your roommate's character. Use statements such as, "I feel stressed when dirty dishes are left in the kitchen and living room" instead of, "You are a slob who never cleans up after yourself." Remember, the point of your conversation is to resolve the conflict not to humiliate your roommate.

HOSTING GUESTS/VISITORS

PARTY RESPONSIBLY— **BEFORE THE PARTY**

Whether you're hosting a party or just inviting a few friends over to hang out, these tips will help manage your gathering and minimize the risk of neighborhood complaints.

NEIGHBORS

- Talk to your neighbors ahead of time to let them know when you are having a party and how late you expect it to run.
 - Maintain relationships with neighbors throughout the year, not just when you plan to invite over guests.
-

GUESTS

- Limit your guests to a small number. Large parties can often become unmanageable and draw unwanted attention to your property.
 - Inform your guests of parking limitations prior to their arrival. Don't allow your guest to park their cars on the lawn or block your neighbors.
 - Have plenty of trash cans available throughout the house for people to dispose of cups, bottles and cans. People are more likely to throw trash on the ground if there is no place to properly dispose of it.
-

SAFETY

- Secure your valuables. Store items such as laptops and cell phones in an area where guests can't enter. Make sure valuables are out of sight.
- If providing alcohol be sure to provide non-alcoholic options and food.
- Determine who will be the sober monitor throughout the party. This person should remind guests of house rules, turn away unwanted guests, watch for drunk drivers, or talk with the police if they show up.

HOSTING GUESTS/VISITORS

PARTY RESPONSIBLY— **DURING THE PARTY**

NEIGHBORHOOD RELATIONS

- Consistently monitor noise levels, parking, littering, and other possible violations to avoid complaints.
 - Don't allow your guests to spill into other yards or properties, make sure they are in areas you can manage. Keep them inside with the windows and doors shut to help manage noise.
-

GUESTS

- If alcohol will be present you are responsible for making sure that underage people are not drinking.
 - Monitor alcohol consumption of your guests. If someone looks to be severely intoxicated, contact medical services for assistance.
 - If the police arrive, make sure the sober monitor answers the door for questioning. Be cooperative, respectful, and polite to the officers. Do not prohibit them from doing their job.
-

SAFETY

- Be sure to check on personal items that have been put away. If you notice anything is missing, contact police immediately.
- If guests become unmanageable or an unwanted guest refuses to leave, contact police for assistance.
- Do not overcrowd your house; make sure there is enough space for people to reach exits quickly and for medical services to access areas if needed.
- Do not disable fire safety equipment. This can prevent quick response in an emergency.

HOSTING GUESTS/VISITORS

PARTY RESPONSIBLY— **AFTER THE PARTY**

GUESTS DEPARTURE

- Make sure your guests get home safely. Don't allow your friends to drink and drive. Call for a cab, or have a sober guest escort them home.
- Help keep your neighborhood clean by having your guests dispose of their trash prior to leaving your property.
- Remind your guests to keep the noise down when exiting your house.

THE CLEAN-UP

- Be sure to clean up your yard and make sure your neighbor's yards are clean of trash, bottles, cups etc. This should be done the same night if possible, or early in the morning.

NEIGHBORS

- Check-in with your neighbors the following day to get their feedback. Did they experience any problems? If so, discuss the issues calmly to find a resolution.



COMMUTER TIP:

Exchange contact information with at least one person in each class:

Making connections in class is crucial to commuters. Classmates can help alert you when a class is cancelled, or take notes for you if you are unable to attend.

OFF-CAMPUS POLICIES/LAWS

Conduct off-campus that is subject to University disciplinary action includes, but is not limited to, violations of laws or ordinances concerning:

- Alcohol consumption or distribution
- Illegal drugs
- Public urination
- Public nudity
- Damaging property
- Noise
- Traffic
- Parking
- Loitering
- Littering
- Disorderly conduct



Students are subject to discipline for off-campus misconduct even if the behavior was not the subject of criminal prosecution or legal citation. Students should, at minimum, make themselves aware of local ordinances found in the Student Handbook listed under Off-Campus Policies. All local ordinances can be found within the Glassboro Code Book. The URL's are listed in "Useful Websites" section of this guide.

Student misconduct is University related when it:

- Negatively impacts Rowan's mission
- Negatively impacts Rowan's relationship with Glassboro/other municipalities
- Negatively affects Rowan's reputation

SAFETY

THEFT PREVENTION

In these times of economic distress, many people are concerned about the threat of rising crime in their communities. Fortunately, there are simple ways to help protect your home and your neighborhood from crime.

HOME

- Know your neighbors. Exchange phone numbers and ask your neighbors to keep an eye on your house during winter and spring breaks. Offer to do the same for them when they are out of town.
- If you will be gone for an extended period of time, arrange to have your lawn mowed. It is also a good idea to ask a neighbor to park a car in your driveway and to use your garbage container.
- Leave garage doors closed. Open garage doors serve to advertise your belongings to passersby, which increases the likelihood of theft.
- Noise helps prevent burglaries. Consider leaving a radio on when no one is home so that would-be burglars think someone is home.
- Lock house and car doors every time you go in or out.
- Do not leave spare house keys in places where people usually hide them, such as under doormats and house plants.
- Keep valuables out of view of windows. This includes cell phones, cash, purses, backpacks, laptops, other electronics, and textbooks.
- Be wary of hosting large "open" house parties. Many times the "guests" are simply looking for items to steal.
- Keep detailed records of all valuables. These detailed records should include, at the minimum, the item's brand, model, purchase price, and serial number. The serial number is the most important piece of information because it is unique to that specific item.

AUTOMOBILES

- Lock your car and take your keys.
- Keep your parking area well-lit overnight.
- Do not leave a running vehicle unattended.
- Do not leave valuables in your vehicle.
- When buying a car, look for one with built-in safety features such as a Smart Key.
- Consider installing a warning device such as an audible alarm or steering wheel locks.

SAFETY

STREET SAFETY

WALKING

- Try to walk places with a group of your friends rather than alone.
- Stick to well-lighted, well-traveled streets. Avoid shortcuts through wooded areas, parking lots, or alleys.
- Take the safest route to and from schools, stores, or your friends' houses even if it's not the most direct.
- Don't display your cash or any other inviting targets like cell phones, or expensive jewelry and clothing.
- Carry your backpack or purse close to your body and keep it closed. Just carrying a



wallet? Put it inside your coat or front pants pocket, not in your back pocket or in your backpack.

- Have your car or house key in your hand before you reach the door.
- If you think someone is following you, switch directions or cross the street. If they're still there, move quickly toward an open store, restaurant or a lighted house. Don't be afraid to yell for help.

If Someone Tries To Rob You

- Give up your property— don't give up your life.
- Report the crime to the police. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.

COMMUTER TIP:

Spend time in the residence halls.

Residence hall programs are open to commuter students as well. Attending events in the halls or visiting friends is a good way to meet others who live on campus.

SAFETY

FIRE SAFETY

Most home fires are tragedies that could have been avoided with the knowledge of a few simple fire safety tips. Follow these tips from the Glassboro Fire Department to keep your home safe from fire.

SMOKE DETECTORS

- There should be one in each bedroom, hallway and in basements/attics.
- Test the batteries once a month to ensure proper function.
- Change batteries twice a year (when you change your clocks, change the batteries!)

FIRE EXTINGUISHERS

- Keep fire extinguishers handy—in your kitchen, garage and in your car. These should also be checked monthly to ensure proper operation in the event they are needed.
- Make sure you know the types of fire extinguishers and how to use each type. You don't want to learn in an emergency!

SMOKERS BEWARE!

Smokers need to be extra careful! Never smoke in bed or when you are tired. Carelessly discarded cigarettes are a leading cause of fire deaths in the United States!

OTHER SAFETY TIPS

- It is a good idea to keep a flashlight in each bedroom.
- Always sleep with the bedroom doors closed. It will keep deadly heat and smoke out of bedrooms, providing additional escape time during a fire emergency.
- During a fire, time is critical. Don't waste time getting dressed, don't search for pets or valuables, just get out!
- Roll out of bed. Stay low. One breath of smoke or gases may be enough to incapacitate you.
- Feel all doors before opening them. If a door is hot, find another way out.
- Be aware that if a fire threatens your home, you should not place the call to emergency services from inside the home. It is better to get out and place the call to fire authorities from a safe location outside the house.
- Space heaters need space, they should be at least 3 feet from anything that may catch fire. Never leave heaters on when you leave home or go to sleep. Pets should always be kept away from them.
- Be careful of halogen lights. If you have halogen lights (which are very popular among college students), make sure they are away from flammable drapes and low ceiling areas. Never leave them on when you leave your home.

SAFETY

EMERGENCY PREPAREDNESS

ROWAN ALERT

(Emergency Notification System for Students and Employees)

Quick and reliable communication is critical during a campus emergency. At Rowan, we rely on a number of ways to communicate to our students and employees, including email, voicemail, internet and the media (i.e., radio, television and newspapers).



Rowan encourages all of its students and employees to register with the Rowan Alert, the emergency notification system. Subscribers will receive instructions about weather related class cancellations and/or University emergencies on registered devices (i.e., cell phone, email, voicemail).

For more information and to subscribe, please visit <http://www.rowan.edu/emergency>. It is important to note that although you can list 18 points of contact, the system will stop trying to send you messages as soon as you confirm receiving one of the messages. In other words, if you receive an alert message on your cell phone, and confirm that you received it when prompted, Rowan Alert **will not** call your other points of contact. However, if you do not answer your cell phone, Rowan Alert will call the next device.

GLOUCESTER COUNTY ALERT

The Gloucester County Office of Emergency Response has invited all Rowan students and employees to register with its county-wide alert system. Messages sent will be Rowan and Glassboro specific, and include county-wide weather alerts.

To register, visit www.gloucesteralert.com.

SAFETY CONTACTS

All Emergencies: 911

Rowan University Public Safety (Non-emergency): 856-256-4922

Glassboro Police (Non-emergency): 856-881-1501

Glassboro Fire Department (Non-emergency): 856-881-5008

Rowan Bicycle Registration: <http://www.rowan.edu/safety/forms/bicyclereg.html>

COMMUTING TO CAMPUS

CAMPUS PARKING



If you are commuting to campus by car you will need to register your vehicle and obtain a parking permit. Parking permits can be purchased online at <https://www.thepermitstore.com/>.

PARKING PERMITS

Permits purchased during an academic calendar are not prorated, therefore the full amount of the permit is in effect no matter the date of purchase.

COMMUTER LOTS

Commuters are able to park in all student lots. There is no parking with a commuter permit from 2am-6am. Students with evening classes are able to park in employee lots between 4:30pm-midnight Monday through Friday.

TRANSFERABILITY RULES

Parking Services issues one parking permit per parking patron. The permit is transferable to any vehicle owned or controlled by the permit holder. You may have up to three vehicles registered at one time. All vehicles displaying the permit must be registered with the parking system. Permits may not be transferred, lent or sold by a permit holder under any circumstances.

COMMUTING TO CAMPUS

CHEAP EATS

Free Food and Drinks

Check ProfLink and read the Rowan Announcer every day. You can sort searches for events with free food. Events with free refreshments are advertised here. These events include receptions, health fairs, focus groups and survey panels, student activities events, and student appreciation events. Attend these events. This is a great way to get involved while filling up your rum-bling stomach!

(Almost) Free Food and Drinks

Oatmeal: Pack some premeasured instant oatmeal in a microwavable/hot water safe bowl or mug. Ask for some hot water at one of the quick service dining locations on campus. Add water, let the oatmeal sit for a minute, stir and enjoy! If you have access to a microwave, add water, microwave for 1-2 minutes, and enjoy! Grab some sugar packets and add some milk from the coffee bar for more flavor!

Cereal: Pack some cereal from home in a reusable plastic container.

Tea: Bring your own tea bag and mug from home. Ask for hot water at a quick-service dining location or fill up at the water fountain and heat up in a microwave (one is publicly available on the Ground Floor of the Student Center!)

Juice Drinks: Bring a water bottle and some packets of drink mix from home. Fill your water bottle with water from the fountain. Add the drink mix. Recap, shake, and enjoy!



COMMUTING TO CAMPUS

CHEAP EATS CONT.

Cheap Meals (Under \$4)

The Owl's Nest

If you have never been to the Owl's Nest for lunch, you are missing out! The Owl's Nest is open daily on weekdays from 11:00AM-2:00PM and they accept take-out orders. This is the faculty dining hall on campus, but it is opened to everyone. The food here is the best on campus!



They have reasonably priced and delicious specials daily. They have about 10 menu items under \$4 including a soup and ½ sandwich combo with chips and a pickle for \$3.95.

The cheapest thing to get here is soup. It's 1.95 for a bowl of soup and it comes with bread and butter. The daily soup specials vary and are often different from those at other dining locations on campus.

Other Cheap Meals (available at multiple locations on campus)

Bagel and cream cheese and a piece of fruit
Peanut butter and jelly sandwich
Breakfast sandwiches
Fresh fruit smoothies

Meal Plans Designed for Commuter and Off-Campus Students

- 10 Meals per Week with \$100 Dining Dollars & \$200 RowanBucks. This is great for apartment or off-campus students who participate in athletics or extracurricular activities. Students on this plan expect to be on campus four nights a week or on weekends. With this plan, you can enjoy 10 meals per week.
- 7 Meals per Week with \$100 Dining Dollars & \$200 RowanBucks. This plan is designed for apartment and off-campus students who are taking a full course load, and want the value and convenience of staying on campus to eat. With this plan you enjoy 7 meals offered each week.
- 50 Block with \$75 Dining Dollars & \$100 RowanBucks. The 50 block is perfect for commuter and apartment students who plan on eating an average of three meals a week on campus. Block plans allow you to enjoy a set number of meals over the course of the semester, while also providing Dining Dollars to spend in all dining locations.



BEYOND THE CLASSROOM

5 WAYS COMMUTERS CAN MAKE CAMPUS FEEL LIKE HOME

Make the most of your college experience, even if you don't live there.

By: Katy Hopkins
US News Education
Posted: August 22, 2011

When Adrian Vatchinsky decided to enroll at New York University, he pictured his next four years as the traditional college experience, living on the school's campus in Manhattan and majoring in physics.

But when unexpected financial circumstances arose, Vatchinsky, who hails from Long Island, realized he'd have to live at home to make ends meet. Now entering his sophomore year, Vatchinsky commutes about an hour and half each way to and from NYU's campus. Though his travel expenses totaled about \$4,000 his freshman year, he estimates he has saved at least \$15,000 already without housing or city dining expenses. He's also found ways to make his college experience more than just an attractive bottom line, he says.

"At first, commuting might seem daunting and very saddening, because it's not the college experience like TV and your friends bring it up to be," Vatchinsky says. "In the end, once you understand the campus, find friends, get involved in activities, and start participating after classes, it really does not make that much of a difference."

With a little hard work and some planning, you or your commuter student can have just as successful an experience as Vatchinsky. Here's what commuters and academic advisers recommend you do to make your college experience feel as authentic as possible:

1. Get involved: Finding a club or organization you're passionate about is one of the quickest ways to meet like-minded peers and feel connected to your school. Whether you live on campus or 30 miles away, it's imperative to find your niche within the community.

"It doesn't have to be a huge event, but find something that gets you excited about coming to campus," recommends Heather Horowitz, Assistant Director of Student Activities at Philadelphia University. Some schools, like suburban Boston-based Lasell College, even schedule club meetings during the day, so commuter students don't have to hang around late into the evenings to partake.

2. Set expectations: Continuing to live at home with your parents may seem reminiscent of high school, but the household dynamic won't be the same once you're a commuter student, notes Lynne Miller, Coordinator of Commuter Students and Family Programs at the University of Pittsburgh. Not only will you be more worn out after two trips and a day of classes, but you'll likely also have more studying to do in college than you did as a high school student.

Have a family meeting to clarify expectations about chore loads and study habits, as well as curfews and rules that students living on campus might not have, Miller notes. "That can be frustrating for a commuter student who knows their peers are able to go do what they want, but they still have rules to follow [at home]."

BEYOND THE CLASSROOM

5 WAYS COMMUTERS CAN MAKE CAMPUS FEEL LIKE HOME CONT.

3. Seek out resources: With a little investigation, students may be able to uncover commuter-specific benefits. "Every university has resources on campus that will help them with time management and study skills, but since their lives are a little busier, sometimes it's harder for commuter students to get connected to those resources," Pittsburgh's Miller notes. "Commuter students have to take ownership over finding things."



Perks vary from school to school, but many institutions offer more than basics like commuter lounges and temporary lockers. In Pittsburgh, four universities—Pitt, Point Park University, Chatham University, and Carlow University—make it easier for commuter students to make friends, carpool mates, and study buddies at joint networking events. At Philadelphia University, commuters are eligible for prizes, from gift cards to local eateries to Nintendo Wiis, if they attend on-campus events, get good grades, or seek out a tutor.

4. Get a mentor: Students who live in the dorms have built-in veteran support through their residential adviser. For commuters, however, making a connection with a seasoned student isn't as easy as walking down the residence hall floor. Many schools do facilitate mentor relationships before a commuter student begins their first year, so take advantage of the offer early, mentors advise.

"For off-campus students, you want them to have that upper-class resource and face they know," says Horowitz of Philadelphia University, where all commuter students are assigned a mentor. "We want them to know that just because they don't live on campus, they're not going to go by the wayside."

5. Push yourself out of your comfort zone: Though striking up conversations in class or the student union may feel a little uncomfortable, it's important to force yourself, if necessary, to make connections around campus. Otherwise, you'll be trekking to school solely to take courses and may miss out on a large part of your collegiate experience, NYU's Vatchinsky notes. For him, taking the initiative to form homework groups and find lunch buddies was slightly awkward, but only at first.



"If you're a commuter, you're in charge of forging your own friendship circle," he says. "Ironically, I now know more people than my residential friends, who just isolated themselves to their [residence hall] floor. You have to take the initiative, but I think it pays off if you can follow through with it."

Landlord Interview Questionnaire

The following questions can be used when visiting or interviewing potential landlords. Before visiting your rental options, determine which questions are most important to you that you want to ask during your meeting. You can use the landlord responses to help make a decision that best fits your needs and/or wants.

Topics	Landlord Responses
Business Affairs	
When is rent due? Is there a grace period?	
What are the late fees? When do they take effect?	
How should I pay rent? With a credit card, money order, or check?	
How is rent collected?	
Are there any utilities included in the rent?	
Do I need to set up my own electrical or other services?	
Are utilities charged to individual apartments or averaged between residents?	
How long have you been in business? Do you manage other properties?	
Where can I submit a complaint about management or maintenance, if I have one?	
Are there any move-in specials on rent?	
Do I get reduced rent if I refer a friend?	
Maintenance Issues	
How large is the maintenance staff?	
How do I file a request for maintenance services?	
How long does it usually take for services to be completed?	
How does management staff handle complaints about maintenance?	
What are your most common maintenance requests?	
When is the last time the unit I'm looking at was updated or remodeled?	
What modifications do you make to units between tenants?	
How do you handle pest control? What are your most common pests?	
Does maintenance ever enter apartments without giving notice?	
Can I paint or make any changes to the property?	
Community Affairs	
What types of people live in the complex or neighborhood?	
Does management organize any community events? What types?	
What facilities are offered (pool, gym, business center)? What are the hours?	
Do I need passes to use these facilities? Can my guests use these facilities?	
How often do you update your facilities?	
How can I submit a request to have the facilities cleaned or updated?	
Is there a community bulletin board or other way for residents to communicate?	
How can I report problems with another resident? How do you handle such issues?	
What is the most common complaint by residents about other residents?	
Are there many children in the complex or neighborhood?	
Are there any neighborhood associations?	
Are there community events that happen on the block?	
Parking Problems	
How is the parking situation?	
Do residents have assigned spots?	
Do I need a parking pass?	
Can I get covered parking?	
Are car break-ins or thefts a problem?	



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Safety Issues	
How safe is the apartment?	
Is the community gated? Does the gate open with a code, a card, or another method?	
Have you had any break-ins in the past year? How did you address them?	
What is the most common safety complaint of residents?	
Do the windows lock? Can I have my windows barred?	
Does the door have a deadbolt? Can I have one installed?	
How can I verify that you've changed the locks between residents?	
Additional Questions	Notes



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Apartment/House Condition Report Form

Condition Key: N=New, G=Good, F=Fair, P=Poor, M=Missing

Moving In				Moving Out		
	Condition	Qty	Comments	Condition	Qty	Comments
Living Room						
Walls						
Floors/Carpet						
Ceiling						
Light Fixtures						
Windows						
Dining Room						
Walls						
Floor/Carpet						
Ceiling						
Ceiling Light						
Table/Chairs						
Kitchen						
Walls						
Floor/Tile						
Ceiling						
Ceiling Light						
Counters						
Cabinets						
Stove/Oven						
Refrigerator						
Dishwasher						
Bathroom						
Walls						
Floor/Tile						
Ceiling						
Light Fixture						
Sink/Faucet						
Toilet						
Shower/Tub						
Medicine Cabinet						
Towel Rack						
Other						
Exterior Locks						
Exterior Door						
A/C or Heating						
Water Heater						
Smoke/CO Detectors						
Deck/Porch						
Garage/Basement						
Walls						
Floors						
Ceiling						

Notes: (Include any extra comments or notes on the property that you want documented. Attach pictures of damages)

[illegible]

Property Address: _____

Tenant Name: (Print) _____ Signature: _____ Date: _____

Tenant Name: (Print) _____ Signature: _____ Date: _____

Tenant Name: (Print) _____ Signature: _____ Date: _____

Tenant Name: (Print) _____ Signature: _____ Date: _____

Tenant Name: (Print) _____ Signature: _____ Date: _____

Tenant Name: (Print) _____ Signature: _____ Date: _____

Landlord Name: (Print) _____ Signature: _____ Date: _____

Apt/House Roommate Agreement

Each roommate should receive a copy of this agreement. Original will be kept by _____.

Living in an apartment or house is a valuable opportunity for students to learn more about themselves and about how to communicate their needs with others. Living in an apartment requires respect, flexibility and responsibility. This document is to be an agreement to ensure that basic needs and lifestyles have been discussed.

This is a working document. As roommates learn to live with each other, they are encouraged to revisit the agreement and revise it as necessary. You are also encouraged to read the Student Handbook to learn more about the University policies by which you are expected to abide. These policies may have some impact on your apartment/house.

We have signed a lease/rental agreement for _____ (address) on _____ (date). We hope to make certain that responsibilities of renting will be shared equally by all roommates. It is for this reason that we are signing this agreement.

Roommate Information:

Name	Cell Phone #	Emergency Contact Person Info

Deposit:

The roommate(s) have paid a total security deposit of \$_____.

List amount each roommate has paid:

Name	Amount Paid



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Check one:

- ☐ At the conclusion of the lease, the deposit will be divided evenly. **OR**
☐ At the conclusion of the lease, roommates will bear the full cost of any deduction from the deposit for cleanup costs attributable to him/her individually. Remaining balance of security deposit, not attributed to one individual roommate, will be divided evenly.

Allocation of Rooms and Rent:

There are ____ bedrooms on the premises.

Rent is \$ ____ per month.

The tenants will live in the following bedrooms and pay the following rent:

Name	Bedroom	Rent

Payment of Rent

Each roommate shall pay his/her full rent on or before the ____ day of each month. If failure to pay results in a late charge by the landlord, the person(s) paying their rent late will be responsible for all late charges incurred. If a rent check is returned for insufficient funds, that roommate is similarly individually responsible for all resulting charges.

If the landlord requires payment by one check, ____ (designated roommate) shall be responsible for making that payment, and all rental payments to him/her must be made by the ____ day of the month (or by the ____ day of the previous month) to insure timely payment.

Note: If the group sets up a separate house account for payment of rent and bills, individual payments will be deposited into that account and a check will be written to the landlord or creditor from the account for the full amount.

Utilities

The utility bills for the premises include (check all that apply):

- ___ Electric in _____'s name;
___ Gas in _____'s name;
___ Water and sewer in _____'s name;
___ Fuel oil in _____'s name;



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____ Telephone in _____'s name;
____ Television cable in _____'s name;
____ Internet in _____'s name;
____ Other _____ in _____'s name;

All utility costs (including tax) are to be divided equally among the roommates unless provided otherwise below. Payment of each person's share must be made promptly in order to avoid late payment charges. Any roommate(s) whose late payment incurs late payment charges shall pay all such charges. Special provisions:

Cleanliness

How clean is the apartment/house expected to be?

Define your standards for "clean."

How frequently will cleaning occur?

Will you create a cleaning chart? (This document should outline who will sweep, dust, and take out the trash, etc. and how often) _____

Purchase/Use of possessions:

What items in the apartment/house will be considered "community property" (clothes, TV, radios, computers, personal cell phones, food, etc)?

How will the apartment/house purchase apartment staples (paper towels, shower curtains, toilet paper, cleaning products, garbage bags, light bulbs, etc.)?

Will you share groceries? If yes, how will costs be split?

Visitation/Environment:

How late will visitors be allowed in the apartment/house?



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How many visitors at one time are permitted and how often can they come?

What is going to be the atmosphere in the apartment/house (quiet for study, social, etc.)?

What is the house policy in regard to pets?

How will the common area (living room) be used?

Will you host parties? What kind of parties (large, small groups of friends, etc.)?

If hosting a party, will you serve alcohol? *(Please discuss, and visit the Student Handbook to learn more about the University's alcohol policy.)*

Sleeping Habits:

What will be the typical bedtime and morning hours for all living in the apartment/house?

What sort of noise is acceptable in the apartment/house when a roommate is sleeping (i.e. TV, music, IM, etc.)?

Security:

When will the apartment/house be locked? *(The Office of Community Standards and Commuter Services strongly encourages you to keep your doors locked at all times)*

TV/Radio/Computer Usage:

If you are watching TV can your roommate listen to music?



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If studying, can you have noise in the background (TV/Radio)?

Phone usage:

If you select to have a land line telephone, how will messages be delivered to roommates?

Communication:

How will you communicate with each other when there is a problem?

Other House Rules:

We have agreed on the above guidelines. Date: _____

Resident's signature

Resident's signature

Resident's signature

Resident's signature

Resident's signature

Resident's signature

Resident's signature

Resident's signature

*Roommate agreement adapted from models provided by the University of Virginia and Xavier University



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CAMPUS RESOURCES

Bursar	856-256-4150
Career Management Center	856-256-4456
Counseling & Psychological Services	856-256-4222
Vice President & Dean of Students Office	856-256-4283
Dining Services	856-256-5412
Financial Aid	856-256-4250
Library	856-256-4960
Parking Services	856-256-4575
Public Safety (non urgent)	856-256-4922
Public Safety (urgent)	856-256-4911
School Closing	856-256-info
Student Center (Info Desk)	856-256-4606

USEFUL WEBSITES

Student Code of Conduct

confluence.rowan.edu/display/POLICY/Student+Code+of+Conduct

Glassboro Code Book

www.ecode360.com/?custId=GL0316

Gloucester County Emergency Alert

www.gloucesteralert.com/index.php?CCheck=1

New Jersey Tenant Rights

www.lsnj.org/PDFs/TenantsRightsLSNJorg.pdf

Rate Your Apartment

www.ratemyapartments.com/

Renters Insurance

National Student Services Inc. www.nssi.com

The Truth in Renting

http://liberty.state.nj.us/dca/divisions/codes/publications/pdf_lti/t_i_r.pdf

Office of Community
Engagement



Chamberlain Student Center
201 Mullica Hill Rd.
Glassboro, NJ 08028

856-256-4595

communityconcerns@rowan.edu

commuterservices@rowan.edu

sites.rowan.edu/volunteer/community-engagement/index.html