



Rider University Student Handbook 2016–2017

# The Source

## **Notice of the Title IX Coordinator**

Rider University is an Equal Opportunity and Affirmative Action Employer. No one will be denied employment at or admission to Rider University on the basis of race, creed, color, religion, handicap/disability, gender, age, marital status, sexual orientation or national origin. The University does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by Federal law and regulations.

The Associate Vice President for Human Resources serves as both the Affirmative Action Officer and the Title IX Coordinator for the University, and is the resource available to anyone seeking additional information or wishing to file a complaint related to Affirmative Action and discrimination on the basis of race, creed, color, religion, handicap/disability, gender, age, marital status, sexual orientation or national origin. The Associate Vice President of Human Resources is located in Moore Library, Room 108 and can also be reached at 609-895-5683.

Rider University is a designated teaching university in the State of New Jersey pursuant to New Jersey Administrative Code 9:1-3.1 et seq.

# *The Source*

## **Rider University's Official Student Handbook**

Through student input and recommendations, we have developed a more compact, user-friendly publication that will serve as a resource guide for students. The purpose of this book is to provide each student with general responses to frequently asked questions as well as a listing of policies, procedures, people, and places that you might need during your stay at Rider. Keep in mind that all students are expected to know and follow Rider's policies, so we suggest that you review them carefully.

Many departments from Rider's campus have provided information for this resource guide. However, it would be impossible to answer all your questions, so we invite you to contact the departments and representatives directly. **Or, for additional information, you may access Rider University's Web page at [www.rider.edu](http://www.rider.edu).**

*– The Rider University Student Handbook Committee*

## **Significance of Accepting Admission to Rider University**

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*By the act of accepting admission to Rider University, students acknowledge and agree to the following:*

1. That they will be bound by and comply with all University standards and policies, including but not limited to, those standards and policies set forth in this handbook and in the student catalog. Primary and ultimate responsibility for knowing and conforming to these standards and policies and degree requirements resides with the individual student.
2. The ultimate authority to regulate and maintain order on the University campuses resides with the President and the Board of Trustees; and,
3. The University retains ownership and the exclusive right to use any and all promotional, publicity, and entertainment products (including those produced as course requirement), creations, and activities engaged in by the student while at the university, including but not limited to photographs, television, audio and video recordings, motion pictures, artistic performances and presentations, Internet/web-based productions and sales, and athletic events and all proceeds therefrom. Students have no right to any payment for participation therein.

Students further agree to execute any documents required to confirm or convey to the University all rights outlined in subpart (3) above.

## **Reservation of Rights**

This student handbook (The Source) is not a contract nor is it an offer to enter into a contract. While every effort is made to ensure the accuracy of the information provided in this document, it must be understood that all policies and procedures (as well as courses, course descriptions, curricular and degree requirements and other academic information) described herein are subject to change or elimination at any time without notice or published amendment. In addition, Rider University reserves the right to make changes at any time, without prior notice, to the programs, policies, procedures and other information, which are described in this document only as a convenience to its readers. Fees and all other charges are subject to change at any time without notice. Students should consult the appropriate academic or administrative department, school, college, or other service provider for currently accurate information on any matters described in this document.

Rider University also reserves the right to vary the policies and procedures in this document on a case-by-case basis, as fair and reasonable treatment of interested parties requires in the University's best judgment.

## **Vision and Mission**

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### **Rider's Vision**

Rider University will be a leader in American higher education celebrated for educating talented students for citizenship, life and career success in a diverse and interdependent world. Rider will achieve distinctiveness by focusing on students first, by cultivating leadership skills, by affirming teaching and learning that bridges the theoretical and the practical and by fostering a culture of academic excellence.

### **Rider's Mission**

Rider attracts and graduates talented and motivated students with diverse backgrounds from across the nation and around the world and puts them at the center of our learning and living community.

As a learner-centered University dedicated to the education of the whole student, Rider provides students the intellectual resources and breadth of student life opportunities of a comprehensive university with the personal attention and close student-faculty interactions of a liberal arts college.

Through a commitment to high quality teaching, scholarship and experiential opportunities, faculty on both campuses provide undergraduate and graduate students rigorous and relevant programs of study to expand their intellectual, cultural and personal horizons and develop their leadership skills. Our highly regarded programs in the arts, social sciences, sciences, music, business and education challenge students to become active learners who can acquire, interpret, communicate and apply knowledge within and across disciplines to foster the integrative thinking required in a complex and rapidly changing world.

Rider attracts highly qualified faculty, staff and administrators with diverse backgrounds who create an environment that inspires intellectual and social engagement, stimulates innovation and service and encourages personal and professional development. As key members of our University community, it is their commitment to our values, vision and mission that will ensure Rider's success.

The University's institutional identity will continue to reflect the strengths of its people, history, location and shared values, among which are a commitment to diversity, social and ethical responsibility and community.

The success of our graduates will be demonstrated by their personal and career achievements and by their contributions to the cultural, social and economic life of their communities, the nation and the world.

## **Rider University Statement of Community Values**

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In our endeavor to make Rider University a just community, we commit ourselves, as caring individuals, to the following principles:

- that our rigorous intellectual life nourishes our minds and spirits;
- that no person travels these halls as a stranger;
- that integrity of word and deed forms the foundation of all relationships;
- that we recognize that real leadership is derived from service to others;
- that we celebrate our differences for they are our strength;
- that we are proud of this special place, entrusted to us by past generations, nurtured by us for future ones;
- that we share not one Truth, but respect our common pursuit for understanding;
- and through the time we spend here, we are forever joined to each other and to Rider University.

Endorsed in the spring of 2001 by:

- Rider University Board of Trustees
- Rider University Student Government Associations
- University Academic Policy Committee
- The Rider University Chapter of AFSCME
- The Rider University Residence Hall Association

*Adopted on University Day, April 12, 2001.*

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# Academic Calendar

## FALL SEMESTER 2016

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### September

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4	Residences open for new students
4-6	Final new student testing and scheduling New student orientation
5	Residences open for continuing students
7	Day and evening classes begin
7-13	Schedule changes
14-20	Courses may be dropped

### October

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1	December 2016 degree applications due
17	Course request period for spring semester begins

### November

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23-27	Thanksgiving recess
28	Classes resume

### December

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9	Day classes end
10-11	Reading days
12-13	Final exams
14	Reading day
12-15	Evening final exams
15-16	Final exams
17-18	Reading days
19-20	Final exams

### January 2017

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27	Deadline for makeup of fall semester incomplete grades
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### Fall 2016 Withdrawal Dates\*

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**September 21–October 25** – Withdrawal, student discretion

**October 26–November 22** – Withdrawal, consent of instructor

**November 23–December 9** – Withdrawal, psychological or physiological incapacity

*\*Please go to page 123 for the complete policy regarding withdrawals.*

## SPRING SEMESTER 2017

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### January

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- 2 Balance of spring charges due
- 16 Martin Luther King Day
- 19-20 New student orientation
- 20 New student testing and scheduling
- 21 Residences open
- 22 Enrollment clearance
- 23 Classes begin (day and evening)
- 23-27 Schedule changes

### February

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- Jan. 30-Feb. 3 Classes may be dropped
- 15 Spring 2017 degree application due

### March

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- 1 Incoming freshman, transfer and continuing undergraduate students priority deadline for filing federal financial aid forms
- 6 Course request period for fall semester begins
- 11 Last day of classes before spring recess
- 12-19 Spring recess
- 20 Classes resume

### April

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- 27 Evening classes end
- 28 Day classes end
- 29 Saturday classes end
- 29-30 Reading days

### May

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- 1-2 Final exams
- 1-4 Evening final exams
- 3 Reading day
- 4-5 Final exams
- 6-7 Reading days
- 8-9 Final exams
- 11 Graduate and Continuing Studies Commencement
- 12 Undergraduate Commencement

### June

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- 1 Summer 2017 degree application due
- 9 Deadline for makeup of spring semester incomplete grades

### Spring 2017 Withdrawal Dates\*

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**February 6–March 10** – Withdrawal, student discretion

**March 13–April 14** – Withdrawal, consent of instructor

**April 17–April 28** – Withdrawal, psychological or physiological incapacity

*\*Please go to page 123 for the complete policy regarding withdrawals.*

## Summer Session 2017

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Students interested in calendar and course offerings for the summer sessions should consult the summer session catalog, available from the College of Continuing Studies. Call 609-896-5033 or go to [www.rider.edu/summer](http://www.rider.edu/summer).

## Commencement Information

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For Commencement ceremonies information, go to [www.rider.edu/commencement](http://www.rider.edu/commencement).

## Cancellation of Classes

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In most cases, Rider will remain open and fully operational during snowstorms and other emergency situations. Under extreme circumstances, however, it may become necessary to cancel classes and other functions, and close certain buildings or take emergency actions.

If such circumstances should arise, a notice will be sent via the Rider Alert Emergency Notification System.

**You may sign up for Rider Alert on Rider's homepage, [www.rider.edu](http://www.rider.edu).**

Cancellations will also be announced online at [www.rider.edu](http://www.rider.edu) and on the Rider University information hotline at 609-219-2000, option 1.

# **Governance and Administration**

Governance is the process and structure through which the University is operated. It is complicated and participatory. It involves trustees, administrators, faculty, and students. It is hoped that the following will be helpful in providing a general understanding of Rider's governance. For more detailed information, please consult the "Statutes and Bylaws of Rider University" and the office of the Student Government Association.

### **The Board of Trustees**

The Board of Trustees is the governing body in which is vested jurisdiction in all that pertains to the University. The Board will be charged with the overall control of the University, its policies and administration, and shall provide the support necessary to fulfill its aims and objectives.

## **The Administration**

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### **President – Gregory G. Dell’Omo**

The president of the University is elected by the Board of Trustees. The president shall be the chief executive and administrative officer, responsible to the Board of Trustees for coordinating all aspects of the operation of the institution including academic, financial, student affairs, fund raising, alumni relations, physical plant, athletics, public safety, strategic planning and enrollment management. The president is the principal spokesperson for the University and is responsible for formal contact with the Board of Trustees.

### **Provost and Vice President for Academic Affairs – DonnaJean Fredeen**

The provost and vice president for academic affairs is appointed by, and reports directly to, the president, with the approval of the Board of Trustees. The provost and vice president for academic affairs supervises and coordinates the academic activities of the University and undertakes such other responsibilities as may be assigned by the president. The deans of the various colleges, the associate provost, the dean of students, the dean of university libraries and others designated by the president report to the provost and vice president for academic affairs.

### **Vice President for Finance and Treasurer – Julie Karns**

The vice president for finance and treasurer is appointed by, and reports directly to, the president, with the approval of the Board of Trustees. This person, the chief financial officer of the University, shall be responsible for maintaining official financial records, preparing financial statements and reports for the president and the Board of Trustees, and representing the University in all financial and business matters designated by the president or the Board of Trustees. In addition, she is responsible for coordinating all facilities and building projects on both campuses and the office for information technologies.

### **Vice President for University Advancement and Secretary – Jonathan Meer**

The vice president for university advancement and secretary is appointed by, and reports directly to the president with the approval of the Board of Trustees. He is responsible for the institutional advancement of the University with the broad purposes of securing private gift income and improving and strengthening the understanding of, and support for, the University by all of its several publics. The vice president for university advancement is responsible for the offices of alumni relations, development, university communications & marketing and advancement services on both campuses and for such other responsibilities as may be assigned by the president.

### **Vice President for Enrollment Management – James O’Hara**

The vice president for enrollment management is responsible for coordinating undergraduate, graduate, and non-traditional admissions; student financial services; marketing; and retention initiatives on both campuses. This person is appointed by and reports directly to the president and works closely with the associate vice president for institutional analysis and the registrar.

### **Associate Vice President for Student Affairs/Dean of Students –**

The associate vice president for student affairs is responsible for student development services, campus activities, career placement services, residence life, food service, student administrative services, Greek Life, community standards, testing and counseling, chapel programs, and student health services. The dean of students is the chief student personnel officer within the University and reports to the provost and vice president for academic affairs.

### **Academic Deans**

- Elad Granot, Business Administration
- Boris Vilic, Continuing Studies
- Matthew Shaftel, Westminster College of the Arts
- F. William Chickering, University Libraries
- Jonathan Millen, Liberal Arts and Sciences
- Sharon J. Sherman, Education

Each dean, in full cooperation with the other academic deans and the administrative officers of the University, is responsible for administering the college under his or her jurisdiction in accordance with its particular requirements and the policies, rules and objectives of the University. He or she supervises the academic activities of the respective college and serves as coordinator for its faculty and staff. Each dean is administratively responsible to the vice president for academic affairs and provost. He or she is also part of the faculty and is expected to consult with and represent the opinions of the students and faculty of his or her college.

## **Tripartite Committees**

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### **Guidelines**

1. Membership and Length of Service – All committees will be composed of four members of the faculty, four administrators, and four students. All members are to be selected by May 1 of the preceding academic year. Students will be appointed by the Student Government Association. Student membership is open to day, evening, graduate, and undergraduate students and all are encouraged to participate. Student members are to have expertise, interest, and/or experience in the area served by the committee. When possible, student members are to be paired, with membership expiring on alternate years. Student members are to serve two-year terms.
2. Function and Meeting Schedule – All tripartite committees are consultative, advisory, and informational in nature. The purpose of these committees is to improve and enhance the educational programs of the University.

**Athletic Council** – The council shall assist and advise the director of athletics on athletic policies and procedures for student athletes. Academic policies affecting student-athletes are subject to the University Academic Policy Committee approval. The council shall serve as the liaison between students, faculty, and staff and the department of athletics regarding athletic issues.

**Appeals Council** – The function of the council is to hear and decide appellate cases following adjudication by a hearing board panel or officer. Cases to be heard by the Appeals Council will include appeals of judgments made on violations of social and administrative relations, as well as judgments made on cases involving civil disputes, or disputes over the interpretation of the Family Educational Rights and Privacy Act.

**Committee on Admissions and Financial Aid** – The committee shall advise and assist the dean of enrollment in the formulation and implementation of objectives, policies, and procedures concerning University admissions and student aid. It will evaluate the appropriateness of the above to the academic policies and objectives of the University and its constituent colleges.

**Committee on Minority Affairs** – The Committee on Minority Affairs will be responsible for discussing any issues pertaining to the recruitment or retention of minority students, faculty members, or members of the staff at the University and shall make academic policy recommendations to the University Academic Policy Committee as judged necessary. Further, the committee shall help to monitor the institutional environment as it pertains to minority members of the University community and shall make recommendations to offices or programs for the purpose of making that environment more supportive of the needs of minority individuals.

**Committee on Student Life** – The committee, as an open forum for student life issues, assists and advises the associate vice president for student affairs and Dean of Students. It shall review the goals of the student affairs division annually and recommend appropriate plans of action.

**Honorary Degrees and Academic Ceremonies Committee** – The committee shall recommend candidates for honorary degrees to the University Academic Policy Committee, which will forward recommendations to the president. Recommendations shall be based on established criteria, shall include research on the individual, and shall include recommendations from the committee for cultivation of the candidate. The committee may recommend speakers for academic events and changes in emeritus faculty status.

***Non-tripartite committees include:***

**Academic Integrity Committee;** committees of academic standing; **Faculty Grade Review Panel;** and **Rider University Honors Council.**

The **University Academic Policy Committee** has the primary responsibility for the formation and development of college-wide academic policy.

The **International Studies Standing Committee** reviews applications and recommends candidates for study abroad based on eligibility criteria established by the University Academic Policy Committee. Recommended programmatic changes will be submitted by the committee to the University Academic Policy Committee for consideration.

*Membership of the International Studies Standing Committee is as follows:*

- Associate Provost
- Director of International Programs (chair)
- Assistant Dean, College of Continuing Studies (CCS) or designee
- At least two faculty members, CLAES
- At least two faculty members, CBA

**Non-voting members:** Academic coordinator, CLAES and academic coordinator, CBA faculty members will be recommended to the committee for membership by their respective deans. Faculty selected are expected to have interest in international study.

**Two ex-officio members** of the proposed committee are also proposed to improve the process: Dean of Students (judicial review) and Controller (financial review).

Consult the Rider Website at [www.rider.edu](http://www.rider.edu) for more information on committees.



# Academic Guidelines

## Undergraduate Academic Policies and Related Information

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**Students should refer to the academic catalog at [www.catalog.rider.edu](http://www.catalog.rider.edu) for all academic policies and related information.**

*The following sections/topics, among others, are included in the Academic Catalog:*

- Code of Academic Integrity
- Academic Classification
- Academic Concern, Conditional Standing/Dismissal and Readmission
- Academic Load/Overload
- Academic Records
- Academic Rights and Freedoms
- Accompanying Costs for Voice Students
- Advanced Placement (AP) Credit
- Applied Music – Westminster College of the Arts
- Class Attendance/Absence
- Class Cancellation – Both Campuses
- Class Cancellation and Excused Absences – Princeton Campus Students
- College Level Examination Program (CLEP)
- Commencement Requirements – Westminster Choir College Only
- Course Credits
- Course Level Numbering
- Courses – Adding, Dropping, Withdrawing, Repeating, Auditing
- Credit by Examination
- Dance Study
- Dean's List
- Degree Completion
- Diploma Conferral
- Disabilities – Policy for Assisting Students with Disabilities
- Double Major
- Dual Degrees
- Employment Opportunities – Westminster Choir College
- Ensembles/Productions – Attire and Registration
- Full-Time Tuition Inclusion
- Grades – Grade Reports, Grade Point Average, Incomplete Grades, Grade Appeals
- Graduation with Honors
- Health and Safety – Westminster College of the Arts
- Independent Study
- International Baccalaureate (Ib) Credits
- International Student Status
- Outside Activities – Westminster Choir College
- Recital Scheduling – Westminster Choir College
- Transfer Credit While Currently Enrolled at Rider
- Transfer Appeals

# Student Life and Housing

## Student Governance

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### Student Government Association

The Student Government Association (SGA) serves as the governing body of the Rider University undergraduate students. The purpose of SGA is to create an effective liaison among students, faculty and administration and foster community development at Rider University. The three branches within SGA are Executive, Legislative and Judicial. SGA has three teams to administer its policies for campus issues and oversee its programs. These are the Organizational Affairs, University Affairs, and Alumni Affairs Teams.

SGA is comprised of three Subordinate Governments: Association of Commuting Students (ACS), Rider University Greek Council (RUGC) (with sub councils of the Inter-fraternity Council, the Intercultural Greek Council, and the Panhellenic Council) and Residence Hall Association (RHA) and three Subordinate Councils: Student Entertainment Council (SEC), Student Finance Board, and Club Sports Council (CSC). SGA recognizes the rights of its Subordinate Governments and Councils to create their own constitutions and by-laws and establish their own representation.

### The Executive Branch

The President's Cabinet consists of President, Vice President, Chief Financial Officer, Chief Communications Officer, an Organizational Affairs Team Leader who oversees four committees (clubs and organizations, energy and sustainability, elections and recruitment, and student life), a University Affairs Team Leader who oversees four committees (campus beautification, intercampus relations, diversity, and spirit and traditions), and an Alumni Affairs Team Leader who oversees the class councils. The President's Council consists of the full SGA Executive Board, the Presidents/Vice Presidents of the Subordinate Governments/Councils (Association of Commuting Students, Greek Council, Residence Hall Association, Student Entertainment Council, Club Sports Council, and Student Finance Board), and the Class Presidents. Both groups are recognized as the principal executive agency through which student projects, proposals and grievances are discussed, researched, and prepared and executed in conjunction with the faculty, administration and/or the Board of Trustees of the University.

### The Legislative Branch

The Student Senate is the principal student forum and legislative agency through which students' suggestions, grievances and proposals on campus-wide issues are acted upon through the passage of bills and resolutions. It will consist of 20 General Senators (five from each class year), 4 Class Presidents, 3 Senators per class year (appointed), 8 Committee Chairs, 1 representative from each SGA sub-government and sub-council and the 7 members of the SGA Executive Board.

The Student Senate has the power to enact various bills, create task forces, and is responsible for recognizing charters and constitutions of new and existing organizations, and to suspend organizations.

Other responsibilities and powers of the Student Senate are found in the SGA constitution and the SGA by-laws, located on [rider.collegiatelink.net/organization/LAWSGA](http://rider.collegiatelink.net/organization/LAWSGA). Constitutions of SGA and the subordinate governments can be obtained by any Rider University student. The constitutions are located under the “documents” tab on each of the government pages here: [rider.collegiatelink.net](http://rider.collegiatelink.net).

## The Judicial Branch

**The Office of Community Standards** is responsible for the administration of the judicial process. The Community Standards Board hears matters involving social code violations, appeals from subordinate hearing authorities, constitutional questions of student organizations, etc. The Board members are trained members of the University Community who may sit as panels of three (typically two student members and one administrator member) to hear matters concerning violations of the code of conduct. Students who are selected to serve on the Board by the Office of Community Standards must then be confirmed by the Student Senate. The Student Board members are the judicial representation for SGA.

## Subordinate Governments and Councils

**Association of Commuting Students (ACS)** is a subordinate government representing the interests of Rider’s commuting students. It is open to all undergraduate students who maintain their residence off campus. ACS plans activities and programs to enhance student life for commuter students.

**Student Finance Board (SFB)** is a democratic student member board that develops policies and procedures for allocating and monitoring the Student Activities Fee. The board consists of six elected student leaders who represent commuter, resident and Greek interests as well as two SGA appointed students, the SGA Chief Financial Officer and the SGA Chief Communications Officer. The Student Finance Board selects a chair among themselves to serve as the convener of the weekly meetings. Clubs and organizations are eligible for yearly budgets which are determined each spring by the Student Finance Board. Student Activities Fee money is also available and decided by the Student Finance Board throughout the school year for conferences, spontaneous, and late night/weekend programming. Proposal and general meeting times are distributed at the beginning of each semester.

**Rider University Greek Council (RUGC)** is the governing organization for all of Rider’s social fraternities and sororities. These organizations are recognized nationally through the North-American Inter-fraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO) and the National Minority Greek Council (NMGC). The RUGC works with the University to promote the interests of the individual chapters, formulate policies, plan events and activities, and promote a positive image and campus involvement.

**Residence Hall Association (RHA)** shall act as the community government for, and within, each residence hall. RHA will promote a healthy, clean, and safe environment where athletic, cultural, social, and intellectual development can occur for all students, regardless of race, sex, ethnicity, sexual orientation, physical or mental disability, national origin, religion or political affiliation. In doing so, the Residence Hall Association shall represent and advocate for the rights and wellbeing of all resident students, provide programming that will benefit all resident students, and strive to build a greater sense of community among all residents at Rider University.

*RHA is composed of three different branches:*

1. The first branch is the Executive Board which is composed of a President, Social Vice President, Senate Vice President, Secretary, two Chief Financial Officers, Secretary, Public Relations Chair, Treasurer, and other chair positions.
2. The second branch of RHA is the individual hall government which consists of a President, Social Vice President, Senators, Secretary, Public Relations Chair, Treasurer, and other chair positions.
3. The third branch is the residents in the residence halls. Each hall's council, which is the official representative and decision-making body, has the responsibility to coordinate the programming activities of its hall. Each council informs the residents of all activities planned for the hall. For more information about RHA, please contact your Residence Director (RD) or Resident Advisor (RA).

**Student Entertainment Council (SEC)** activities are open to all full-time students enrolled at Rider. This organization runs more than 200 programs a year including concerts, movies and special interest months. Any student who wants to become involved in SEC programs (concerts, lectures, multicultural programs, daytime programs, trips, etc.) should contact the SEC office (Bart Luedeke Center 131, 609-896-5332). Interviews are held each spring for executive positions available within SEC. Student Entertainment Council executive meetings are held weekly in the Bart Luedeke Center. Times and days are posted in advance.

**Club Sports Council (CSC)** provides leadership, support, direction, and equal representation for every Club Sports team at Rider University. The council serves as a vehicle of communication and collaboration for all Club Sports teams among each other as well as the SGA.

## Student Organizations, Clubs and Activities

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### Recognized Student Organizations

A wide variety of special interest organizations and activities are available at Rider on topics related to academic interests, sports, cultural groups, arts, lifestyles, and community service, among others. Recognized student organizations may be entitled to funding from the Student Government Association and are the only student groups permitted to schedule and utilize University facilities. Student Government recognition is based, in part, upon the existence of a written constitution and student membership guidelines that are in compliance with University, state and/or federal policies. Club recognition packets are available in the Student Affairs Suite.

All recognized clubs, organizations, fraternities and sororities must abide by all University policies and its code of conduct as well as New Jersey State and Federal Laws. Recognized clubs, organizations, fraternities and sororities found in violation of the University's alcohol or hazing policies may face withdrawal of recognition by the University.

### Non-Recognized Student Organizations

Any student who, as a member of an organization not recognized by the University, violates University, state and/or federal policies may be subject to sanctioning under the Code of Social Conduct. Furthermore, any student who solicits or recruits individuals to join or

actively participate in a non-recognized organization with the knowledge or purpose that those individuals will violate University, state and/or federal policies may be subject to sanctioning under the Code of Social Conduct.

Contact the Office of Campus Life, 609-896-5327, Bart Luedeke Center, Student Affairs Suite, or visit the Rider Website for a complete listing of University-approved organizations.

## Recreation Programs/Student Recreation Center

Student Recreation Center (Fitness, Group Exercise, Open Recreation) .....	609-896-5059
Intramural and Club sports .....	609-896-7770
Special Events .....	609-896-7112
Recreation Programs Web page .....	<a href="http://www.rider.edu/recreation">www.rider.edu/recreation</a>
Student Recreation Center Web page .....	<a href="http://www.rider.edu/src">www.rider.edu/src</a>

### Student Recreation Center Front Desk Operations and Equipment Rental

The front desk operations will be the check-in area for the SRC. Full-time undergraduate students must provide their Rider ID to gain access to any part of the Student Recreation Center facility. The front desk operations will also provide information on schedules for various programs and activities. Students will also be able to rent recreational equipment at the front desk.

### Intramural Sports

Every student has the opportunity to participate in organized recreational sports through the intramural sports program during the academic year. The following are the intramural sports offered:

- Basketball
- Dodgeball
- Flag Football
- Floor Hockey
- Handball
- Soccer (Indoor and Outdoor)
- Softball
- Volleyball (Indoor and Sand)
- Whiffleball

All students may participate, provided they have health insurance, are not members of an intercollegiate varsity sport team of the same sport, and they have followed the policies and procedures of the intramural sports program. Register online at [www.sportifik.com/rider](http://www.sportifik.com/rider). Contact the intramural office for more information at 609-896-7770.

### Job Opportunities

The Recreation Programs department offers exciting opportunities for Rider University students to maintain a campus job while continuing their education. These desirable positions promote leadership abilities, public speaking skills and develop other work related skills that translate

well to life outside of Rider University. Current staff positions include: supervisors, officials and interns. All three positions are interrelated and work together to maintain and build our ever progressing program.

### **Club Sports**

Although organized sports on both the intramural and the varsity levels are funded and supervised by the University, students who demonstrate an interest in sport programs not provided may petition the Student Government Association via the Club Sports Council for club status and possible funding. All full-time undergraduate students are encouraged to seek out club sports of their interest and join.

*Club Sports already established include:*

- Badminton
- Baseball
- Dance Team
- Equestrian
- Golf
- Ice Hockey
- Lacrosse (Men's)
- Lacrosse (Women's)
- Soccer (Men's)
- Soccer (Women's)
- Softball
- Table Tennis
- Tennis
- Ultimate Frisbee
- Unified Sports (w/Special Olympics)
- Volleyball (Men's)
- Volleyball (Women's)

### **Fitness, Group Exercise, Open Recreation**

All students are welcome and encouraged to participate in the fitness, group exercise, and open recreation offered at Rider. Fitness programs include a state-of-the-art fitness center, small group training and group exercise classes, and personal trainers. Group exercise classes incorporate aerobics, dance, strength training, interval training as well as mind and body fitness regimens led by certified instructors. Open rec involves scheduled time for drop-in basketball, volleyball, tennis and use of the jogging track. For fitness, group exercise and open rec information, including schedules and availability, call 609-896-5059.

## Recreational Facilities

Various facilities are available to students to utilize for recreational purposes. These facilities include intramural and club sport fields, a 400-meter outdoor track, the Coppola indoor swimming pool and outdoor tennis courts. The Student Recreation Center is also available to students during the academic year with an elevated indoor track, fitness center, three indoor courts for basketball, volleyball, tennis and intramurals, a group aerobics room, a multipurpose game room, meeting space, and locker rooms.

## Special Events

In addition to the recreational opportunities provided on-campus, Recreation Programs sponsors several special events during the year. All students have the opportunity to participate in these outings, which are either free or low cost. Past events included:

- The Price Is Right
- Family Feud
- NHL, NBA, and MLB games
- Paintball
- Video gaming tournaments (Madden, FIFA)
- Skiing
- Whitewater Rafting

## Rider Campus Ministry

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Rider Campus Ministry includes the inter-faith activities sponsored jointly by the chaplains of various denominations at Rider. Events are open to all students regardless of their religious affiliation and are designed to support and enhance the spiritual life of the Rider community. Particular emphasis is placed upon community service, outreach and fellowship. Go to [www.rider.edu/campusministry](http://www.rider.edu/campusministry) for more information or contact the Chapel Office at 609-896-5372. To speak confidentially with a chaplain, please contact Rev. Katie Mulligan at 805-448-9641.

### Catholic Campus Ministry

Weekly mass is offered through the Catholic Student Center (Emmaus House) located at 2116 Lawrenceville Rd., across the street from Switlik residence hall. In addition, Catholic Campus Ministry, a student organization, offers a variety of spiritual, educational and service/learning experiences. These are published in the regular bulletin, The Emmaus House Bulletin. Students are encouraged to sign up for our FlockNotes, a service for receiving emails and/or text messages; they can sign up by visiting [www.flocknote.com/ccm rider](http://www.flocknote.com/ccm rider), or by texting “Emmaus” to 84576. Brian Mayer is the Catholic campus ministry liason, and can be reached through Emmaus House. For information, leave a message at 609-896-0394 or email [bmayer@rider.edu](mailto:bmayer@rider.edu). Also visit [www.riderccm.org](http://www.riderccm.org).

## Hillel

Hillel is a Jewish student organization offering social, religious and cultural programs. Participants join in regional and national activities bringing Jewish students from different colleges and universities together. For weekly Shabbat services at Adath Israel Synagogue and other holiday observances, call Rabbi Benjamin Adler at 609-896-4977. Club Advisor: Jan Friedman-Krupnick.

## Islamic Ministry

The Muslim Student Association meets throughout the week for prayer, fellowship, and support. For more information, please contact the Chapel Office at 609-896-5372.

## Rider Christian Fellowship

RCF (Rider Christian Fellowship) is the student organization that offers overnight retreats, opportunities for volunteer service, social events and spiritual guidance. Weekly dinner and discussion opportunities take place on Tuesday evenings at 5 p.m. in the Chapel Lounge in the lower level of Gill Chapel. Other gatherings and worship experiences are offered throughout the year.

The Rev. Katie Mulligan and the Rev. Wayne Meisel are the Protestant Chaplains and are assisted by students from Princeton Theological Seminary at both the Lawrenceville and Westminster campuses. Rev Meisel and Rev. Mulligan are available for one-on-one and small group discussions, or just to listen. Offices are located on the lower level of Gill Chapel. For more information, visit [www.facebook.com/groups/PCMatRider](http://www.facebook.com/groups/PCMatRider). Rev. Mulligan can be reached at 805-448-9641 or [kmulligan@rider.edu](mailto:kmulligan@rider.edu).

## Student Media

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Rider students participate in a number of media resources including a weekly newspaper, *The Rider News*; a student yearbook, *The Shadow*; a literary magazine, *Venture*; a commuter publication; a coffeehouse setting known as Brown Water; and the Rider radio station, WRRG 107.7 The Bronc.

## Student Housing

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### *Residence Life Office*

Lawrenceville Campus, Bart Luedeke Center, Student Affairs Suite ..... 609-896-5102

Westminster Choir College ..... 609-921-7100 ext. 8264

### **Residence Facilities, Lawrenceville Campus**

Thirteen residence halls and six Greek houses make up the residence facilities and accommodate between 50 and 270 students each. Most of the halls are clustered on the northeast edge of the campus enclosing a quadrangle of paths and lawns. Four residence halls (Lake House, Ridge House, Centennial House and Poyda) as well as the fraternities and sororities are situated around the lake at the other end of the campus. Both female single sex and co-educational housing are available.

Each of the residence halls has an office where students receive mail and one or more lounge facilities that have study, recreation, kitchens and TV areas.

The special housing options in Rider's Lawrenceville campus residence halls include freshman experience, wellness, international and undeclared major interest floors.

In each residence hall and Greek House, there are undergraduate Resident Advisors/House Managers and a graduate student or full-time Residence Director or House Director. Student staff members are carefully selected and are responsible for peer counseling, programming and the overall operations of the various living units. They work in conjunction with the Residence Hall Association in enforcing living units rules and regulations and in generating academic and social programs. The student staff act as the liaison between the students and the Residence Life Office implementing and enforcing regulations and policies affecting residence halls, their use and their maintenance.

In addition to the selection, training and supervision of the residence staff, the professional staff make room assignments, participate in the renovation of campus living units and work closely with the Residence Hall Association. They also work with the custodial and facilities staff of the University to keep the facilities in the best possible condition. In addition, professional staff assist resident students in resolving difficulties with roommates or with hall facilities, both directly and through student staff members.

Requests to live off-campus, to change rooms or to obtain a single room should be addressed to the Residence Life Office.

## Greek Life

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Office of Greek Life, Bart Luedeke Center, Student Affairs Suite ..... 609-896-5235

Fraternities and sororities have long been a tradition at Rider University. Presently, close to 10 percent of the undergraduate population is in a social fraternity or sorority. The Greek community at Rider University consists of four national fraternities and seven national sororities. The governing body of the Greek community is the Rider University Greek Council (RUGC).

The Office of Greek Life believes in the benefits of fraternities and sororities and promotes a positive environment for these organizations to assist in the development of men's and women's intellect, values, leadership, relationships and citizenship. The office provides programs and services that enhance the academic experience, promote responsibility, teach transferable skills and provide direction for each Greek organization in order to assist those groups to achieve high standards in all that they do. Expansion, recognition, regulation, discipline, resources and guidance of the Greek community and member organizations are provided through the Office of Greek Life.

Additionally, the Office of Greek Life has established minimum standards for all chapters to abide by through an annual assessment process. For details and further information about the policies and regulations for fraternities and sororities, contact the Assistant Director of Fraternity & Sorority Life.

As organizations or corporations, fraternities and sororities are expected to follow federal, state, University and local rules, regulations and policies that are applicable to such groups. Fraternities and sororities are also expected to comply with the policies and rules of their respective national organizations. Furthermore, fraternities and sororities and their national organizations are responsible and will be held accountable for the actions of their members and violations of these standards of care when the behavior is related to fraternity and sorority life.

*All fraternities and sororities are required by the University to provide a Certificate of Insurance evidencing the following:*

- General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit per occurrence and \$2,000,000 general aggregate per location.
- The General Liability insurance must include Host Liquor Liability.
- The General Liability insurance policy must name “Rider University” as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.

All certificates of insurance must have a thirty (30) days’ notice of any change or cancellation of the policy terms. Any such notice should be mailed to the Office of Greek Life at 2083 Lawrenceville Road, Lawrenceville, NJ 08648. Certificates can also be emailed to the office via [greeklife@rider.edu](mailto:greeklife@rider.edu).

In addition, if a particular policy is due for renewal during the academic year, an updated Certificate of Insurance should be provided no later than fourteen (14) days prior to the expiration date of the existing policy.

The University shall have no obligation to enforce the policies and rules of a national Greek organization; the national Greek organization is responsible for the supervision of its chapters and the enforcement of its policies and rules.

For a full list of fraternity and sorority policies and guidelines, please contact the Office of Greek Life or visit [www.rider.edu/greeklife](http://www.rider.edu/greeklife).

### **Greek Recruitment and New Member Education**

In order for an individual to join a fraternity or sorority, he or she must be at least a second-semester freshman or a transfer with a minimum of 12 completed Rider University credits and a 2.5 cumulative GPA. The Office of Greek Life encourages year-round recruitment for all individuals who meet these minimum requirements and assists chapters by monitoring compliance with this policy.

### **Rider University Show Cause Hearing**

On occasion, the Dean of Students, Associate Vice President of Student Affairs or his or her designee may consider that grounds exist to terminate the University’s relationship with a Greek organization. In such instances, the local organization’s national chapter and advisors will be notified, along with the student members, of the cessation of that relationship, along with a revoking of University recognition of the organization on campus.

However, the Dean of Students may also determine that the organization must present itself before a “Show Cause Hearing.” Such hearings are before a panel of University administrators, selected by the Dean of Students. The format of the hearing will consist of a dialogue about any pending allegations, if they exist, as well as why the University should not extinguish the relationship.

The hearing is an opportunity for the organization to present itself in a broad fashion in an effort to make one last demonstration of its positive impact on the University community, and to demonstrate that grounds may still exist for the University to consider extending the relationship between University and organization.

At the conclusion of the hearing, the Dean of Students, along with the panel, will consider the information presented during the hearing. A decision will be made and both the student organization and national organization will be notified.

### **Greek Programs and Activities**

At Rider, the Greek community participates in a variety of service activities, intramural events, community education, leadership development programs and social activities. Traditional activities include Greek Week, the Greek Lecture Series, New Member Synergy, formal recruitment, state and regional leadership conferences, as well as involvement in all campus-wide activities and events. Annual information sessions and workshops are held for prospective, new and initiated members to review policies, build skills, and enhance awareness on matters related to risk management topics such as hazing, alcohol use and abuse, leadership development and a variety of other topics. Additionally, the Office of Greek Life has established minimum standards for all chapters to abide by through an annual assessment process. For more details and further information about the policies and regulations for fraternities and sororities, contact the Office of Greek Life or visit [www.rider.edu/greeklife](http://www.rider.edu/greeklife).

### **Greek Housing**

Rider University does not recognize any fraternity or sorority that maintains an official off-campus residential house. Several houses have been designated specifically for members of these organizations and are located on Sorority and Fraternity Rows, near Centennial Lake. Each house has a live-in house director and a house manager. Both act as liaisons between the residence facility and the Office of Greek Life.

These special group living units provide students with the unique opportunity to balance extra freedoms with added responsibilities. This housing privilege is bestowed either by a designated floor or within an entire freestanding house. The regulation of these facilities is a combination of the University’s residence hall regulations and the Greek Living Unit Policy.

Each chapter with housing is required to meet specific minimum occupancy levels and other regulations. For this reason, each student who joins a fraternity or sorority with housing is required to live in the house when there is room.

Information concerning Rider’s Greek community and housing can be obtained in the Office of Greek Life, Bart Luedeke Center, Student Affairs Suite. More information, including a complete listing of all Greek organizations on campus, can be obtained from the Office of Greek Life, or on the Rider Website ([www.rider.edu/greeklife](http://www.rider.edu/greeklife)).

## Residence Policies

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Only students who are registered for a full-time course load (at least 12 credits) may reside in on-campus housing. The assignment or reassignment of rooms and assignment or reassignment of roommates is an administrative decision to be made by the University in its discretion.

### Housing Agreement

All housing agreements are made for the academic year unless specific exceptions exist, such as, Study Abroad and student teaching experiences. Resident students who have evidenced or experienced problems in the residences may be required to leave campus housing before the period of agreement is complete. Any action taken by the Associate Dean for Residential Programs in altering or terminating a student's residency is exclusive of any disciplinary consequences imposed through the University judicial process.

### Room Selection

Students are advised that their judicial history may impact their ability to participate in certain portions of room selection. Students will be notified via email regarding any judicial restrictions prior to premium group formation. Please visit [www.rider.edu/student-life/housing-and-dining/policies-guidelines/room-selection-lottery-qa](http://www.rider.edu/student-life/housing-and-dining/policies-guidelines/room-selection-lottery-qa) for the most up-to-date information regarding premium housing judicial restrictions.

### Room Assignment and Board Requirement

The University reserves the right to accept, reject, cancel or change any room reservation. Room reservations may not be held after 5 p.m. of the official opening date unless the Residence Life Office is notified in advance. If the residences are filled to the projected normal capacity, the University may assign students to extended housing including but not limited to triples, quads, converted lounges, fraternity/sorority houses and other extended housing as needed. All students who live in a residence hall are required to take meals in the University dining hall. Rider University housing is reserved for single, full-time undergraduates.

**WCC Students Only** – All full-time first and second year undergraduate students who do not live within a twenty mile radius of the campus with their family or spouse must reside on campus. All first and second year Westminster students are required to live in housing on the Princeton campus. Undergraduate transfer students who do not live within a twenty mile radius of the campus with their family or spouse must reside on campus. All transfer Westminster students are required to live in housing on the Princeton campus for one year. Failure to meet this requirement will result in the student being charged the full room and board that is applicable at the time.

### Payment

*All persons signing this agreement are responsible for payment of all the following charges:*

**Room deposit:** For returning students, a room deposit in the amount of \$200 is required by March 1 and will be applied to the fall semester charges and fees.

**For new students who wish to reside in campus housing**, a combined tuition and housing deposit in the amount of \$400 is due by May 1. The deposits will be applied toward the fall semester charges and fees. The room and board charges must be paid by August 1 for the fall semester and by January 1 for the spring semester.

**Occupancy Charge** – The charge for room and board on campus is based upon a schedule of charges. The charge will vary according to the type of accommodation assigned and may change if the room assignment changes.

**Cancellation** – Housing contracts are issued for a full academic year. When you sign your agreement to live in campus housing, you are committing to the terms of that agreement, including length of agreement and room rate. When you move out early, you are breaking the terms of the agreement.

**Cancellation Requests** – Students wishing to cancel housing who have started the online housing application must complete the cancel application step on the online housing portal.

Students wishing to cancel housing who have made a housing deposit but have not started the online housing application must complete the Off-Campus Housing form which can be found on the Residence Life website.

**Room Deposit** – The room deposit is non-refundable. The amount of the room deposit is applied toward the student's account for the semester that the student is applying for housing.

**Cancellation Fees** – Once a student has entered into a Housing Agreement, a cancellation of that agreement by the student is a breach of that Agreement by the student with a resulting loss to Rider. The amount of Rider's damages from any such breach is difficult to calculate because of the large number of rooms available for student occupancy. The fees and charges referred to herein, payable for cancellation, are agreed upon to be the applicable damages to Rider for the breach.

1. Students who have received a housing assignment; who request release from housing between the beginning of Room Selection and May 31 will be assessed a \$200 Housing Cancellation fee.
2. Students who have received a housing assignment; who request release from housing on or after June 1 for the fall semester and November 1 for the spring semester will be assessed a \$700 Housing Cancellation fee.
3. Students who have received a housing assignment; who request release from housing on or after July 1 for the fall semester and December 1 for the spring semester will be assessed a \$950 Housing Cancellation fee.

Students who have received a housing assignment; who request release from housing after the semester has started will be subject to the following refund schedule:

The first day of classes to the end of the first week of classes – 80 percent of room and board charges; during the second week of classes – 60 percent; during the third week of classes – 40 percent. There is no refund after the third week of classes.

## **Refunds and Adjustments**

All adjustments are based upon the official withdrawal date and will be calculated from the scheduled opening date of classes. In some cases, Federal Financial Aid refund policies may supersede University policy. All students must officially check out of the residence halls within 24 hours after completing withdrawal procedures.

## **Study Abroad**

If you are studying abroad through Rider University, you can suspend your housing for the semester you will be studying abroad without penalty. You will need to notify Residence Life in writing with verification from the Center for International Education stating that you are studying abroad.

## **December Graduates**

December Graduates who complete a proper check-out by the end of the fall semester will not be penalized for canceling the year-long housing contract.

## **Improper Check-In/Out**

A \$100 charge is assessed for moving in prior to the published check-in date; \$25 for improper check-out.

## **Summer**

Summer housing information is available in April. Students who wish to reside on campus during the summer while attending summer school are required to request housing via the online housing portal.

## **Single Rooms**

A very limited number of single rooms are available on campus. Single room priority is based upon medical need, lottery number, and the date upon which the deposit is paid and the application is received.

## **Board Policy**

All residence hall students, except those residing in apartments or fraternal living units with kitchen facilities, are required to have their meals in the University dining hall. All resident students living in fraternity or sorority houses with food service are required to have their meals in their respective living units. Students with religious or dietary food restrictions should contact the Food Service Director (LAW 609-896-5266 or WCC 609-896-5000, ext. 8233). Student teachers who remain in residence while participating in the student teaching program may request a board exception. In order to receive a board exception, prospective student teachers must contact the Residence Life Office prior to the semester they student teach. In cases of student withdrawals, board adjustments will be made in accordance with the University refund policy.

## **Identification Cards**

All regularly enrolled students will receive an identification card from the Campus Card Administrator. This card, referred to as the Rider ID card, will serve as admission or identification required in the dining hall, library, health center, at athletic events or other designated events and must be used when checks are used at the University Store. It must be carried at all times and shown at the request of authorized personnel.

The ID card is considered official ONLY when it is electronically validated for the current term. ID cards are not transferable at any time. Giving fraudulent information or lending this card to anyone subjects the holder to disciplinary action. The ID card must be surrendered to the Dean of Students Office upon withdrawal from the University. The first time replacement charge for a lost card is \$30. For each card after that, the cost is \$50. When a student turns 21, his or her card will be replaced with a card noting the student is 21. There is no charge for this ID if the old card is returned.

**Room Keys**

Students are required to carry their room key and Bronc ID at all times and should not loan or duplicate their room key. If a student is locked out, he or she should contact a Residence Life staff member to gain entry. There is a \$30 lock-out fee after the fourth lock-out, and a \$50 fee for each lock-out thereafter per year. If a student loses a residence hall key(s) or neglects to turn in a residence hall key(s) upon vacancy of a room, a \$100 charge will be assessed to the student’s University account. Students who continue to violate the ID and key policy may be charged with a violation of the social code of conduct.

**Meal Plans and Bronc Bucks**

Prior to each semester, students may change their residential meal plan by contacting the Residence Life Office. No changes to the meal plan will be allowed once the semester begins. The residential meal plan is provided only when school is in session. The University is not responsible for providing meals during the times when the residence halls are open but the University is not in session (e.g., Thanksgiving break, winter break and spring break).

Each semester, students on the residential meal plans are allotted between \$175 and \$375 in Bronc Bucks, depending on the meal plan selected. These funds can be used in Cranberry’s, Starbucks, Andrew J’s, the Sweigart Express, as well as to bring guests into Daly Dining Hall and the WCC Dining Commons. Bronc Bucks included in residential meal plans carry over from fall to spring semester. Any unused Bronc Bucks expire at the end of Summer Session II (SSII).

Commuter block meal plans or Bronc Bucks may be purchased by making payment online or at the cashier’s window. Block plans and Bronc Bucks purchased are non-refundable. Block plans can be used throughout the school year until the end of SSII. Any remaining meals not used prior to the end of SSII will be forfeited. Bronc Bucks added will stay in the account for as long as the student is enrolled at the University. When you leave the University, any remaining Bronc Bucks will be forfeited.

Students may view meal and Bronc Buck balances by signing up for a Manage My ID account at <https://rider.managemyid.com/student/login.php>.

Additional information about menus, hours and services can be found on the Dining Services website, [www.rider.campusdish.com](http://www.rider.campusdish.com).

**Food Services Contact Information:**

Catering .....	609-896-5274
Cranberry’s .....	609-896-5322

Commons ..... 609-896-5000, ext. 8233

Daly Dining Hall ..... 609-896-5061

## Residence Closings

All residences and dining facilities will be closed to students during the following periods: Thanksgiving, end of semester, Spring Break, and other designated periods when school is not in session. Closing times will be set by the Residence Life Office. In addition, students must leave the residence unit within twenty-four (24) hours after their last examination, termination of enrollment, release from the agreement, or documented and approved academic commitments such as Choir Tour and participation in the graduation.

## Break Housing

The residence halls and dining facilities are closed during recess periods. Breaks are any period of time between the following academic terms; fall semester, J term, spring semester, Summer I and Summer II. If a student needs to remain in on-campus housing during breaks (e.g., Winter Break, Spring Break), the student must make a formal request by submitting a break housing application to Residence Life. Students will be responsible for their own meals during breaks. In an effort to provide additional residence hall security during break periods the consumption of alcohol is not permitted, regardless of age. **The campus is dry during all break periods.** All other social code regulations remain in effect during breaks.

## Residence Regulations

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The following regulations will be enforced by the resident advisors, house managers, hall government officers, residence directors, and area directors. Refer to the Social Code for sanctions that may result from failure to comply with these regulations.

### A. Furnishings

1. Each room is furnished with a bed, mattress, wardrobe/closet, desk, chair and dresser for each occupant. Students must furnish their own linens and other personal items.
2. No furniture may be removed from student rooms.
3. When a student withdraws, graduates or leaves Rider University, the student shall be responsible for returning his or her room to the condition in which it was found upon assuming occupancy, and for officially checking out with the residence staff.
4. Waterbeds are prohibited in all residences.
5. All furnishings purchased by students must comply with California Technical Bulletin 129.

### B. Maintenance and Room Modifications

1. Students are not permitted to paint residence hall rooms or other common areas.
2. Keys may not be duplicated.

3. Students are not permitted to modify or to authorize the modification of their rooms or other parts of the building. Students are not permitted to construct lofts in their rooms.
4. Materials are not to be tacked to the walls except where tack strips are provided. Students are not permitted to use foam tape or double-sided tape, only low tack masking tape and/or painter's tape should be used. Facilities will provide tape to those students who request it.
5. Repairs that are needed on any residence property must be reported to the Facilities staff via the online work order system. Students may not make repairs to University property.
6. Food in residence halls must be kept in sealed containers. No food may be stored on outside ledges.
7. The cleaning of all public areas in the residence halls is done by a contracted custodial service. Students are responsible for the cleaning of their individual rooms. Students clean their own bathrooms in all on-campus suites and apartments.
8. Rider University is mandated by Mercer County Improvement Authority to recycle certain materials. Each residence hall and Greek unit is supplied with receptacles for newspaper, aluminum cans, plastic and glass bottles, and other waste. Residence students and their guests are required, as mandated by law, to properly recycle.
9. Public area furniture may not be removed from its designated location.
10. Students not following the above procedures will be billed the appropriate charges.

### C. General Regulations

1. Pets: Fish that are kept in a 10 gallon maximum aquarium are the only pets permitted. A student may be charged \$50 per week for unauthorized pets in addition to any other applicable penalty.
2. Only students who are registered for at least 12 semester hours of academic credit or their equivalent shall be housed in residence. Exceptions to this policy may be granted by the Associate Dean for Residential Programs. Second semester seniors who register for the number of credits necessary for graduation, even though this may be less than 12 hours, will be allowed to live on campus. They should put their requests for housing in writing to the Residence Life Office.
3. The University shall not be liable for any loss by theft of personal property of a student or guest(s) of a student or for damage or destruction of such property by fire, water, or any other cause. **Resident students are advised to procure personal insurance against such events, since the university cannot purchase this protection for the students.**
4. Use a surge protector to help protect your computer system from sudden increases and decreases in electrical power. Even though University staff members take every precaution, we remind you that emergency situations could arise which may cause a loss of power.

5. It is the University's intention to ensure all reasonable privacy in student rooms, but in the interest of health and general welfare of the residents and/or buildings and in compliance with state law, the University reserves the right to enter the room for verification of occupancy, performance of housekeeping and maintenance functions, health and fire safety inspection, inventory of recovered property, violation of University policy and in emergency situations. Residence Life staff regularly monitor all common, public and semi-private areas.
6. When the University closes for vacation periods, residence staff will complete a health and safety inspection of each room. Appliances and extension cords, etc., that violate fire and safety regulations may be removed from the room.
7. Door windows in semi-private areas may not be covered.

#### **D. Residence Fire and Safety Regulations**

1. The following regulations pertain to the overloading of power strip cords:
  - a. Extension cords are prohibited including plug in multiplug adapters. Power strips are allowed, only those which have a minimum wire size of 14 AWG (American Wire Gauge) that has a surge protector. Bedrisers with outlets included are also prohibited.
  - b. Refrigerators, televisions, or any other appliances rated 300 or more watts shall be directly plugged into the wall receptacle or into a power strip with a built-in fuse.
  - c. No more than two power strips are to be connected to any dual (two-socket) receptacle.
  - d. Power strip cords placed under or supported by heavy objects or wrapped around nails or attached with tacks are prohibited. Power strip cords are not to be placed under carpets. No wiring or electrical plugs of any kind should be placed under carpets at any time. They must not be placed on or attached to heating elements such as radiators or pipes.
2. In compliance with University policy and New Jersey State law, smoking or the ignition of any tobacco product including e-cigarettes or vaping is prohibited in all buildings on campus. When smoking outside, consideration for others dictates that the smoker moves at least 25 feet away from all building entrances, 25 feet away from any first floor operable windows, and 25 feet away from any louvers or grilles providing outside air intake for building equipment.
3. There is not to be any accumulation of combustible materials, newspapers, and spray paint cans, etc. in any buildings. Gasoline, benzene, propane, other flammable liquids, as well as other chemicals, fireworks and explosives are prohibited.
4. Appliances in student rooms: The increasing availability of many new electrical appliances has caused an increasing concern on the part of the staff and students about the danger of overloading the electrical facilities. The following guidelines and regulations were prepared by a committee to control this situation in the residences and reduce the danger of overloading:

- a. All electrical appliances and equipment used by the students in the residence halls must conform to all safety regulations and meet Underwriter's Limited (UL) Standards.
  - b. The following types of electrical appliances are not permitted in student rooms in the residences: any appliance with an open heating element including coffee pots, hot plates, microwaves, slowcookers, unenclosed instant water heating elements, fry pans, broilers, waffle irons, toaster ovens, George Foreman grills, heaters and air conditioners. **\*\*\*\*Due to an upgrade in electrical capacity, microwaves are permitted in student rooms in the following buildings/areas Moore Hall, Hill, Ziegler, Kroner, Gee, Wright and Olson pods, West Village and Switlik. Microwaves must not exceed 1100 watts and 13.6 amps. In order to limit electrical capacity overload, only one microwave per unit will be allowed.**
  - c. Refrigerators that use more than five amps of current are forbidden. All permissible refrigerators are to be kept in suitable condition in order not to present a health, safety or fire hazard. Any refrigerator not complying with the above regulations is strictly prohibited. Only one refrigerator is permitted per student room, unless permission is given by the Director of Housing.
5. Live trees are not permitted in residence halls. Decorating materials must be flameproof or fire retardant.
  6. Weightlifting equipment may not be stored or used in the residences, except in specially designed areas.
  7. Bamboo, cork, paneling, cloth, paper lanterns, tapestries, stringed decorations, flags and fishnets may not be hung from ceilings and walls.
  8. Halogen lamps (or any other bulb over 75 watts), candles, incense and similar open-flame producing items, wax scent melters (plug in or battery operated) and wall plug-in air fresheners are prohibited per International Fire Code 2006, New Jersey Edition.
  9. Lamps with plastic globes with multiple bulb offshoots (commonly called Medusa lamps) are prohibited. Any lamps that show signs of deterioration, which can cause a safety hazard (e.g., melting or fraying of wires), are not permitted.
  10. String lights of any kind that need to be plugged into an electrical outlet are not permitted in residence halls. This includes but is not limited to string lights, rope lights, tube lights and other types of decorative lighting.
  11. Ceiling fans and lights may not be installed.
  12. Room exits and windows may not be blocked by furniture.
  13. Items may not be hung outside residence hall windows.
  14. Lighted decorations in windows of any campus residence visible from the outside are prohibited. (Requests for special consideration may be submitted to the Office of Residence Life/Greek Life for possible approval for a limited duration.)
  15. There must be an 18-inch clearance surrounding sprinkler heads and three-foot clearance surrounding smoke detectors.
  16. Items must never be hung from sprinkler pipes or sprinkler heads.

17. Door decorations must be limited to posters or notes. Doors may not be entirely covered and the room number must be visible. Door decorations must be flush to the wall.
18. No furniture, shelves, room dividers etc. may be nailed or bolted to the walls.
19. No residence hall doors may be propped open at any time.
20. Swimming pools are not permitted (inside and outside). Slip'N Slides are also prohibited.
21. Horseshoe pits are prohibited.
22. Personal barbecue grills are prohibited.
23. Toy guns (including water guns) are prohibited.

#### **E. Policies and Procedures for Residence Damage and Abuse**

Students are responsible for returning rooms to the condition in which they were found upon move-in. Damage to public areas and furnishings may be charged to all students of the living unit, unless the individuals responsible are identified. Residents of floors or wings are billed for their individual share of the damage total, with a minimum billing charge of \$5.

#### **F. Guests**

1. For the purposes of this policy, guests can be defined in two ways. The term “guest” refers to any non-student, faculty or staff member, or anyone not affiliated with Rider University. The University reserves the right to deny access to any “guest.”
  - a. The term “guest” may also refer to any student (commuter or resident) who, as Rider student assumes responsibility in his or her living space (i.e., if a Rider student has other Rider students as guests in his/her living space and those students violate university policy, then the Rider host may be responsible for the actions of those guests even though they are also Rider students).
2. Residents should host no more than three (3) guests per occupant. Residents wishing to host a guest(s) for longer than two nights within a seven-day period or request to host more than three guests must request the permission of the Director of Housing Operations or his/her designee.
3. Residents are not allowed to have unauthorized persons staying in their residence hall room on a continuous basis. Cohabitation, regardless of gender, is not permitted. This includes Rider commuter/resident students and other guests.
4. Residents are not permitted to host overnight guest/guests in their residence hall room for a period of longer than two nights in a seven-day period.
5. Residents wishing to host a guest/guests for longer than two nights within a seven-day period must request the permission of the Director of Housing Operations or his/her designee.
6. No student may have guest/guests, in the room over the objection of his/her roommate(s), suite-mates or floor mates.

7. All overnight guests must be registered with the Resident Advisor or House Manager on duty by 11 p.m. on the evening of the scheduled visit. Upon presentation of a valid photo ID, the RA/HM will issue a guest pass to all overnight guests. Registered guests are required to carry this guest pass with them at all times.
8. For security reasons, residents who receive special permission to stay in the residence halls after closing (e.g., Thanksgiving break, Spring Break) may not have guests.
9. Residents are required to escort their non-Rider guests at all times during their visit.
10. Residents are responsible for the actions of their guests at all times and are subject to disciplinary actions if their guests violate University policies. It is the responsibility of each resident to make known all rules and regulations to his/her guests. Residents are also responsible for the actions of their guests in their living spaces.
11. Failure to abide by the guest/guests policy can result in loss of guest/guests privileges and/or other judicial action. Consequences may range from levels three to five. However, if a guest violates a policy at a level one or two, then the Rider host may face the consequences of the violation at that level.

### **G. Consolidation**

When a vacancy exists in a double room, students have the following options:

1. Find a roommate or be assigned one by the office.
2. Relocate to another room with a vacancy.
3. Pay for the double room as a single.

## Directory of Residence Staff Telephones

Lawrenceville Campus phones: 219-						
Residence Hall	R.A. 1st Floor	R.A. 2nd Floor	R.A. 3rd Floor	R.A. 4th Floor	Residence Director	Office
Centennial	2290				2982	4993
Conover A	3163	3369	2922		2900	3366
Conover B	3197	2923	2926			
Conover C	2919	2921	2920			
Gee A	2928	2901	2928		2901	3555
Gee B	2929	2927	2930			
Hill A		2924	2931		4855	3977
Hill B	2934	2932				
Hill C	2933	2935	2936			
Kroner A		2941	2939		2903	4711
Kroner B	2937	2938	2942			
Kroner C	2940					
Lake House		2918			2976	2209
Lincoln A		2943	2944		2904	4800
Lincoln B	2945	2946	2947			
Moore Hall		2916	2917		2911	3955
Olson A	2948		2951		2905	4455
Olson B		2950				
Olson C	2949	2952	2953			
Poyda A	2954		2955	2958	2906	2599
Poyda B		2956	2925	2957		
Poyda C			2974	2959		
Ridge House		2977			2907	2909
Switlik A		2960	2961		2908	3777
Switlik B	2962	2963				
Switlik C		2964	2965			
West Village A			2981		2978	2278
West Village B	2985	2983				
Wright A	2968	2969			2910	3433
Wright B		2970	2971			
Ziegler A	2972		2966		2911	3955
Ziegler B		2975				

Westminster Choir College Campus phones: 921						
Seabrook	6441	6442	6443/6646		6602	6600
Dayton/Ithaca	6444	6445			6465	6601
Ithaca		6447			6465	6602

# Campus Resources

While these services on the Lawrenceville campus are available to WCC students, additional services available on the Westminster Choir College campus in Princeton are listed in the WCC section.

## Office of Campus Life

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Lawrenceville Campus, Bart Luedeke Center, Student Affairs Suite ..... 609-896-5327

Westminster Choir College ..... 609-921-7100 ext. 8262

The Office of Campus Life consists of Campus Activities, Leadership Programs, Recreation Programs, Off Campus Living/Commuter Life, and Greek Life. The Office of Campus Life complements the academic experience and strives to enrich the community experiences at Rider University through programs and services. Some of the annual traditions include Cranberry Fest, University Day, and Family Weekend.

The staff provides information and advising regarding the planning of events and programs. All campus organizations are encouraged to maintain regular communications with the Office of Campus Life to ensure successful programs.

## Auxiliary Services

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Phone ..... 609-896-7700

### Facility Reservation

Rider University Auxiliary Services is responsible for scheduling facilities on campus for use by departments and student organizations. SRC, 609-896-5326.

### General Event Planning

The Office of Campus Life and Auxiliary Services establishes policies for daily use of the Bart Luedeke Center, as well as for special events including a specific policy regarding socials, outdoor events, pub usage, concerts, contracted events, SRC, and Alumni Gym usage. These policies govern all aspects – guests, tickets, security requirements, presence of advisors, advertising, damages, etc. Strict adherence is required. Refer to the Rider website for procedures in reserving space in a facility, [www.rider.edu/conferences](http://www.rider.edu/conferences).

## Bart Luedeke Center (BLC)

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In both concept and approach, the Bart Luedeke Center is a center for the University community. This building serves as a meeting place for commuting and resident students, faculty, administration, alumni, and guests. It is the point at which the cultural, social, and recreational lives of the University come together.

*The Bart Luedeke Center is open:*

Monday to Thursday ..... 8 a.m. to midnight

Friday ..... 8 a.m. to 11 p.m.

Saturday ..... noon to 11 p.m.

Sunday ..... noon to midnight

### **Bart Luedeke Center Information Desk**

Bart Luedeke Center, first floor lobby ..... 609-896-5325

The information desk is fully staffed by students during the day, at night, and on weekends. The services of the desk include: ongoing Bart Luedeke Center and campus event information, art gallery information, student directories, campus and area phone directories, bus and train schedules, community information including area events and directions to area landmarks, lodging, etc.

The Bart Luedeke Center information desk is a good place to check first. If the information is not available at the desk, the student will be referred to the correct department or organization.

Rider University Auxiliary Services is responsible for scheduling internal and business conferences and camps.

## **Student Recreation Center (SRC)**

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The 52,000-square-foot SRC is the home of Rider's recreational and intramural programs on the Lawrenceville campus. Featuring a 1,300-square-foot group exercise room, a 3,600-square-foot state-of-the-art fitness center, a 165-meter elevated jogging track with three lanes and three indoor, multi-purpose courts for tennis, basketball and volleyball, the SRC is a hub of activity and a symbol of Rider's commitment to well-rounded students. Meeting rooms and offices round out the building which is connected to Alumni Gymnasium by a 9,000-square-foot-lobby. The lobby features a Starbucks with bistro-style seating and a lounge area for campus gatherings. There are also pool tables, Ping-Pong tables and a video gaming area.

## **Career Development and Success**

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Bart Luedeke Center, Second Floor, Room 237 ..... 609-896-5058

Westminster Choir College, Associate Dean of Students Suite ..... 609-921-7100 ext. 8217

Kim Barberich, Executive Director, BLC 237 ..... 609-896-5000 ext. 7114

Lindsay Alvarado, Career Advisor, College of Business Administration, SW 214 ..... ext. 7550

Lauren Nicolosi, Career Advisor, College of Liberal Arts and Sciences, FA 207G ..... ext. 5271

Joyce Tyler, Career Advisor, School of Education, MEM 111 ..... ext. 5098 and  
Westminster Choir College, Dean's Suite, SSC ..... 609-921-7100, ext. 8217

Iram Khan, Coordinator of Employer Relations and Career Outcomes, BLC 237 ..... ext. 716

Elizabeth Davalla, Administrative Associate,  
Westminster Choir College, Dean's Suite, SSC ..... 609-921-7100, ext. 8217

Michael Heitzman, Administrative Support Specialist, BLC 237 ..... ext. 7488

Rider Career Development and Success assists students across years and academic disciplines with discovering and developing their professional interests, experiences and goals, and provides information, programs and resources to help students plan their future. With Career Advisors located in each college, students can meet to discuss choosing a major, creating a career action plan, writing a résumé and cover letter, preparing for interviews, networking tips, internships and co-op opportunities, applications to graduate school and job search strategies. The Career webpage at [www.rider.edu/careerservices](http://www.rider.edu/careerservices) offers easy access to Handshake — Rider’s new online employment management system where students can create a professional profile, post their resumes and search for on-campus jobs, internships, co-ops, and post-graduation employment opportunities. Career Development and Success also presents workshops that cover topics ranging from resumes to professionalism to career information for international students, and hosts programs during the academic year such as alumnae career panels, networking events and career and internship fairs. Career Development and Success also plans on campus employer recruiting initiatives including employer information sessions, networking events and on campus interviewing in the BLC Career Suite.

Students are welcomed and encouraged to engage with Career Development and Success early by attending workshops and programs, and pursuing professional development opportunities. Freshmen and sophomores should be actively involved in their career planning activities from the start of their experience as students as beginning early prepares students for internship and co-op opportunities and makes graduates more competitive for the job market or graduate school. Finally, Career Development and Success collaborates with other administrative offices and faculty at Rider to ensure that each student’s professional development is supported throughout her/his educational course.

## Religious Services

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Campus Ministry, Chapel Office (Offices are in the lower level of Gill Chapel).....	609-896-5372
Rev. Katie Mulligan (Protestant).....	805-448-9641
Rev. Wayne Meisel (Protestant).....	609-896-5372
Brian Mayer (Catholic).....	609-896-0394
Westminster Choir College Chaplain (or Rev. Katie Mulligan).....	805-448-9641
Rabbi Benjamine Adler (Jewish).....	609-896-4977
Hajji Imam Abdul-Malik R. Ali (Islamic).....	609-896-5372

Gill Chapel is open for meditation and prayer from 8 a.m. to 10 p.m. The chapel office is located in the lower level, 609-896-5372. To speak confidentially with a chaplain, please contact Rev. Katie Mulligan at 805-448-9641.

Contact the Emmaus House at 609-896-0394 or [bmayer@rider.edu](mailto:bmayer@rider.edu) for information about the Roman Catholic community and mass times. CCM meets Wednesdays at 6:30 p.m. at Emmaus House throughout the year.

There is a weekly Protestant worship and fellowship on Tuesdays at 5 p.m. in Gill Chapel Lounge (lower level), as well as for many special religious holidays throughout the year.

At Westminster, there is a Chaplain's Office in the student affairs suite. Rev. Katie Mulligan acts as coordinator.

Religious services for Jewish students are available at Adath Israel Synagogue directly across the street from the south entrance to the Lawrenceville campus.

Islamic services are held at Masjidut Tagwa in Trenton.

All times for services are subject to change.

## Check Cashing/ATMs

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The University does not cash personal checks. There are two PNC Bank ATMs available on Rider's Lawrenceville campus — on the ground floors of the Bart Luedeke Center and the Fine Arts Building. Additionally, there are three ABCO ATMs located in the Moore Library Lobby, Daly Dining Hall, and the ground floor of the Westminster campus Student Center Building. All five ATMs provide cash withdrawal services.

## Commuter Life and Programs

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Office of Off-Campus Living, Bart Luedeke Center, Student Affairs Suite.....609-896-5327

The Office of Off-Campus Living is part of the Rider University Campus Life program. The Off-Campus Living program is administered by the Assistant Director of Campus Activities. This professional staff person is assisted by Community Engagers. Community Engagers are student workers who aid in outreach to the Rider University commuter student population and develop programs designed for the same audience of students. Community Engagers are vital links between the University and commuter students. The Community Engagers assist new commuter students with their transition into life at Rider. To find out more about the Community Engagers program, please contact the Office of Off-Campus Living.

The Commuter Lounge is located behind the Cavalla Room on the first floor of the Bart Luedeke Center. The Association of Commuting Students' (ACS) office is next to the lounge in the Student Leadership Suite (Bart Luedeke Center, Room 131).

New commuter students receive a packet from the Office of Information Technologies with information regarding their computer technology package, voicemail and email systems. Returning students keep their same voicemail number and email account until graduation. Information on registering vehicles is available in the Traffic Regulations section.

The Office of Off-Campus Living maintains an off-campus housing listing of available rooms, apartments, and homes in the local areas as reported by landlords, tenants and newspaper advertisements. The Office of Off-Campus Living makes every effort to provide accurate and

current information, however, students must make their own arrangements with the landlord for rental terms and conditions of facilities, rights of tenants, and conditions of occupancy and vacancy. Rider assumes no responsibility for off-campus housing arrangements.

## Copy and Digital Print Service

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Collegiate Press ..... 609-896-5031

Collegiate Press provides black and white and color digital printing, offset printing, graphic design and bindery services. Collegiate Press supports both the student and academic communities to produce various print projects such as: newsletters, posters, signs, programs, invitations, cards, stationery, etc. Collegiate Press is located in the General Services Building and is open year round, Monday to Friday, 8:30 a.m. to 5 p.m. Visit the Collegiate Press website at [www.collegiatepress.com/rider](http://www.collegiatepress.com/rider) for more information or to submit files for printing.

## Counseling Services

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Lawrenceville Campus, Zoerner House ..... 609-896-5157

Westminster Choir College, Williamson Hall ..... 921-7100 ext. 8275

Counseling Services, housed in counseling centers on each campus, comprise a broad range of university services available to full-time students, part-time students living on campus, and other students at the discretion of the director. These services are free and confidential within legal and ethical guidelines. During the initial session, the student and counselor will decide the best course of action to address the student's concerns. This may include, but is not limited to, time-limited individual counseling, group counseling, a referral to other services on campus, or a referral to a professional in the community. Counseling reserves the right to refer to outside providers for those individuals whose health concerns are beyond the capacity of a college counseling center to effectively treat, as well as those who are non-compliant with treatment. The nature of services provided varies with students' needs and goals, and the center's resources.

*Services available include:*

1. Crisis counseling during times of sudden or severe psychological distress.
2. Personal counseling for life situations as follows:
  - Lack of motivation or direction that may inhibit successful pursuit of college studies.
  - Anxiety, depression or confusion that may disturb ordinary life related to oneself, others, or academic activity.
  - Problems related to, and referrals for drug and alcohol counseling.
  - Uncertainty and inexperience relative to college life.
  - Loneliness, fear or isolation which may make daily living and existing in a "lonely crowd" a painful experience.
  - Conflicts between personal needs and values and the needs and values of others.
  - Any situation that is causing student concern or upset.

3. Support and referral to competent mental health professionals in the Lawrenceville/ Princeton area, if necessary.
4. Support during times of academic difficulty.
5. Individual and/or group counseling programs for students, as well as educational outreach to the college community.
6. The counseling experience includes:
  - An initial session to explore the needs of the student and determine what kind of assistance would be most beneficial.
  - A healthy interpersonal relationship between the student and the counselor relative to the life experience of the student.
  - Confidentiality with information being shared with others upon the written permission of the student, or when safety is at stake.
7. Hotlines and Crisis Assistance
  - National Suicide Prevention Lifeline..... 1-800-273-8255
  - The Trevor Lifeline (crisis intervention & suicide prevention)..... 1-866-488-7386
  - WomanSpace Sexual Assault Hotline (Mercer County)..... 609-394-9000
  - National Domestic Violence/Abuse Hotline ..... 1-800-799-7233
  - National Sexual Assault Hotline..... 1-800-656-4673
  - Gay, Lesbian, Bisexual & Transgender National Hotline ..... 1-888-843-4564
  - Drug & Alcohol Treatment Hotline..... 1-800-662-4357
  - Planned Parenthood Hotline..... 1-800-230-7526

## Food Services

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Catering.....	609-896-5274
Daly Dining Hall.....	609-896-5061
Cranberry's.....	609-896-5322
Scheide Student Center, The Commons.....	609 219-7100 ext. 8233

Students in all undergraduate residence halls, except those residing in apartments or Greek houses with a kitchen, must purchase a residential meal plan. Each semester, students are allotted between \$175 and \$375 in Bronc Bucks, depending on the meal plan in which they enroll. These funds can be used in Cranberry's, Starbucks, Andrew J's, the Sweigart Express, WCC pub, as well as to bring guests into Daly's and the WCC Dining Commons. Bronc Bucks

included in residential meal plans carry over from fall to spring semester. Any unused Bronc Bucks expire at the end of Summer II. Five free guest passes for Daly's or the WCC Dining Commons are also included.

Apartment residents, commuter and graduate students may purchase block meal plans by making payment online or at the cashier's window. Meals not used in the fall semester are carried over. Any meals remaining at the end of Summer II will be forfeited.

Additional Bronc Bucks purchased stay in the account for as long as the student is enrolled. When a student leaves the University any remaining Bronc Bucks will be forfeited.

Additional information about menus, hours and services can be found on the Dining Services web page, [www.rider.campusdish.com](http://www.rider.campusdish.com).

## **Julius and Dorothy Koppelman Holocaust/Genocide Resource Center**

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Carol Azoff ..... 609-896-5345

Hours of operation ..... Tuesday to Thursday, 9 a.m. to 1 p.m.

The Holocaust/Genocide Resource Center is located in the lower level of Gill Memorial Chapel. The Center provides a wide range of information about the cruelties inflicted during the years of World War II and also about complex issues prior to, during, and after that time. Although it focuses on the Holocaust in particular, it also examines other examples of genocide. Its main function is to disseminate information on all forms of inhumanity found in civilized society.

## **Office of Information Technologies**

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The Office of Information Technologies (OIT) is responsible for ensuring that students, faculty and staff have access to reliable, high-quality technology services. The goal is to meet the campus-wide technology needs of our University community, provide ongoing support, and continue to keep our systems and processes up-to-date. The office welcomes your feedback and questions on how OIT can best serve students.

Up-to-date information about technology services and how to utilize them is located on the technology pages of the Rider University Website ([www.rider.edu/technology](http://www.rider.edu/technology)) and technology help desk knowledgebase ([www.rider.edu/helpdesk](http://www.rider.edu/helpdesk)).

Each registered student receives University Easypass and email accounts. The Easypass account will allow you to access MyRider, Canvas, the wireless network (nowires), the student printing service (EasyPrint) and Internet services. Rider uses Gmail. Go to [gmail.rider.edu](mailto:gmail.rider.edu) to access the Rider email. Students must know their Bronc ID number to access these accounts the first time.

There are three OIT Help Desk locations. They are located in the General Services Building (OIT Offices) and at the Moore Library circulation desk on the Lawrenceville campus and in the OIT office in the Talbott Library basement on the Princeton campus. Contact the Help Desk by phone (609-219-3000), online at [www.rider.edu/helpdesk](http://www.rider.edu/helpdesk) or via email at [helpdesk@rider.edu](mailto:helpdesk@rider.edu). Help Desk hours are Monday-Friday from 8 a.m. to 5 p.m. (check the OIT website for summer hours).

General access computer labs are located in the Bart Luedeke Center and Moore Library building on the Lawrenceville campus and in the Talbott Library Building on the Princeton campus. Open computer lab hours are located on the Office of Information Technologies website. In addition to general access computer labs, there are also computer and printing kiosks located in many buildings on both the Lawrenceville and Princeton campuses.

## Lost and Found

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Bart Luedeke Center Information Desk.....	609-896-5325
Department of Public Safety.....	609-896-5029
Residence Hall offices.....	See page 42 for numbers

## Mail Services

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Campus Mail Center, General Services Building.....	895-5477
Hours of operation.....	Monday to Friday, 8:30 a.m. to 5 p.m.

Personal mail should carry a complete address to ensure prompt delivery. All regular mail is delivered to the campus residence address (see below) and may not be picked up in the Mail Center.

### Letter Mail Information:

**All Residence Halls including Greek Houses use the same P.O. Box #5818.**

*On campus, list:*

Name  
 Rider University  
 Residence Hall (or Greek House) and room #  
 P.O. Box 5818  
 Trenton, NJ 08638-5818

*Example:*

John Doe  
 Rider University  
 Conover Hall A114  
 P.O. Box 5818  
 Trenton, NJ 08638-5818

### Package Information:

Packages, such as UPS, FedEx, etc., should **NOT** be addressed to the P.O. Box but to Rider University, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099.

*Example:*

Jane Doe  
Rider University  
2083 Lawrenceville Road  
Lawrenceville, NJ 08648-3099

Notification is sent to students via email when packages arrive. Students must come to the Campus Mail Center in the General Services Building to pick up packages. Students with a photo ID will be asked to sign for the package(s). Perishable items, such as food, flowers and fruit baskets should include the recipient's phone number on the box for immediate contact.

### Other Mail Center Services

Students may purchase stamps and send packages. If packages have a return label for UPS or FedEx, they may be dropped off at the Mail Center for delivery.

## Office of Multicultural Affairs

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(Unity + Diversity = University)

Bart Luedeke Center, Student Affairs Suite..... 609-896-5000 ext. 7294

Westminster Choir College, Associate Dean of Students Suite..... 609-921-7100 ext. 8364

Contact..... Dr. Pamela Pruitt, Director

The Office of Multicultural Affairs (MCA) seeks to complement and support the University's efforts to reach and foster the understanding and appreciation of different cultures and ways of life that are shared by diverse groups of people through programming, policies and best practices. The Office also strives to better prepare students to realize their potential for succeeding in a more global society. MCA celebrates diversity of color; national and ethnic origins; age, gender and sexual orientation; religious beliefs; socioeconomic class; marital status; and disabilities.

*The Office's objectives include the following:*

- Coordinate and support the program efforts of the University's diverse culturally-based student organizations while establishing links with community organizations.
- Direct the activities of the Multicultural Student Leadership Institute (MSLI) by providing campus navigation strategies and empowerment; leadership, networking and career development opportunities; cross-cultural communication experiences; and mentorships for new students (freshmen and transfers) of diverse backgrounds arriving on Rider University's campuses (please see [www.rider.edu/msli](http://www.rider.edu/msli)).
- Establish/coordinate annual campus celebrations of diversity and multiculturalism.

- Provide ongoing diversity and leadership training for students, faculty, administration, staff and the community.
- Work closely with Academic Affairs and the Student Government Association (SGA) in sponsoring programs highlighting contemporary issues of diversity and multiculturalism.

## Office of First and Second Year Programs

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Bart Luedeke Center, Room 237

Christine Melhorn, Associate Director..... 609-896-5373

Ira Mayo, Associate Dean of Freshmen ..... 609-896-5195

The Office of First and Second Year Programs is home to New Student Orientation, Placement Test, Fall Opening, Freshman Seminar, and Second Year Programming. Our goal is to assist new students in their college transition and help them find the resources they need in order to be successful here at Rider. Stop by to find out what's happening on campus, learn about ways to get involved, pick up an academic checklist for your major, and receive help in finding an office, resource, or person. For more information, visit [www.rider.edu/orientation](http://www.rider.edu/orientation).

## Department of Public Safety

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**Lawrenceville Campus Emergency**..... **609-896-7777**

Lawrenceville Campus Office, West House, Non-Emergency..... 609-896-5029

**Westminster Choir College Emergency**..... **609-896-7777**

Westminster Choir College Office,  
Bristol Chapel ground floor Non-Emergency..... 609-896-5029

*The Department of Public Safety is open 24 hours a day, 365 days a year.* The Department of Public Safety enforces parking regulations for traffic safety and general access. Refer to Traffic Regulations, page 108, for information on registration, responsibilities, and list of regulations.

Some of the other services provided by the department include: campus patrol; student escort services; life and safety checks; emergency medical services; alternate telephone switchboard operation; investigation of serious incidents; building security; Operation Identification; information provision; crime and fire prevention programs; and special duties at public affairs.

The student patrol provides additional services for the regular public safety personnel and helps to deter crime in the student parking areas through roving patrols. The patrol has no law enforcement power and is instructed to watch over the campus and report suspicious activities.

Students wishing to be hired should apply at the Department of Public Safety.

## Student Health Services

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Lawrenceville Campus Health Center, Poyda C, ground floor..... 609-896-5060

Hours of operation..... Monday to Friday, 8:30 a.m. to 4:30 p.m.

Westminster Choir College, Taylor Hall, 1st floor..... 609-921-7100 ext. 8222

Hours of operation..... Posted at the Health Office each semester

Walk-in services are provided to ALL full time undergraduate students. Also, Health Services are provided to graduate students who purchase insurance through Rider University. Student Health Services evaluates and treats minor illnesses and injuries. Utilizing experienced nurses and nurse practitioners certified in family practice, the center is available to meet the needs of students attending Rider University. Confidential services include over-the-counter and prescription medication, inhalation/nebulizer therapy, allergy injections, immunizations, laboratory testing, travel abroad physicals, pregnancy testing, STD testing- including treatment and counseling, and X-ray/diagnostic testing referral. If needed, crutches are available for loan to students. Women's Health examinations are offered with a scheduled appointment. Referrals to the counseling center and medical specialists or dentists can be arranged through our office. A physician is available during the fall and spring semesters during posted hours, although the health center on the Lawrenceville campus is open year round. Information regarding accident and sickness insurance can be obtained from the Student Health Center. For detailed information, please visit [www.rider.edu/health](http://www.rider.edu/health).

## Transportation

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### Campus Shuttle

Questions? Email [transportation@rider.edu](mailto:transportation@rider.edu).

A free campus-to-campus shuttle is available to students, faculty, and staff on a scheduled basis throughout the fall and spring semesters. On Saturdays, the shuttle runs on a loop throughout the Mercer County area making stops at commercial centers, the train station, as well as local shops and restaurants. Detailed schedules are available online at [www.rider.edu/transportation](http://www.rider.edu/transportation).

**Lawrenceville Campus Stop:** Bart Luedeke Center

**Westminster Choir College Campus Stop:** Seabrook Hall

### Public Buses

A bus stop is located outside the main entrance to campus on Lawrenceville Road (Route 206). The University Store, Bart Luedeke Center Information Desk, and the Commuter Information Center have local bus schedules. Consult current schedules located at the information desk in the Bart Luedeke Center. Bus connections to Philadelphia and Washington can be made in Trenton at the South Clinton Avenue bus depot, located opposite the YMCA. Services include: Mercer County Service/NJ Transit, service within Mercer County and local areas, 800-772-2222; Suburban Transit, express buses to New York City, 732-249-1100.

## Trains

There are three train stations nearby, in Trenton, Hamilton and Princeton Junction. The Trenton station, on South Clinton Avenue, has more frequent service. The Trenton and Hamilton stations may be reached by bus, while a car is needed to get to Princeton Junction. For more information, visit [www.njtransit.com](http://www.njtransit.com) or [www.amtrak.com](http://www.amtrak.com).

## Taxis

Taxi companies serving the area can be found in the Yellow Pages of a telephone directory or by contacting the student information desk, 609-896-5325.

## University Store

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Lawrenceville Campus, Bart Luedeke Center, ground floor..... 609-896-5121

Westminster Choir College..... 609-921-1656

The Rider University Store is a self-supporting retail service owned by Rider University and operated by Barnes & Noble College. The campus bookstore provides all textbooks required for classes at Rider University. In addition, a wide variety of Rider University merchandise and apparel are also available.

The University Store is open for service throughout the year except on legal holidays. Extended hours are provided at the beginning of each semester. The University Store accepts cash, personal checks (with proper ID), credit cards and student ID cards.

*Regular business hours during the fall and spring semesters are:*

Monday to Thursday..... 9 a.m. to 7 p.m.

Friday..... 9 a.m. to 4 p.m.

Saturday..... 10 a.m. to 2 p.m.

*Regular summer hours are:*

Monday to Thursday..... 9 a.m. to 4 p.m.

Friday..... 9 a.m. to noon

*Visit our website for special events and hours:*

Rider University, Lawrenceville Campus..... [www.rider.bncollege.com](http://www.rider.bncollege.com)

Westminster Choir College..... [www.rider-wcc.bncollege.com](http://www.rider-wcc.bncollege.com)

## Online Ordering

To avoid the long lines during the beginning of the semesters, students can place their textbook orders through the University Store's website at [www.rider.bncollege.com](http://www.rider.bncollege.com). The website also has a large variety of Rider apparel items along with school supplies and software for purchase.

## Textbook Rentals

In addition to purchasing textbooks new or used, students have an option to rent. Textbook rental is simple! Renting saves an average of 50 percent when compared to new printed textbooks.

## Buyback

Bring purchased textbooks to the bookstore at the end of the term to get up to 50 percent cash back. Finals week is the best time to get the most cash back, so sell early.

Books must contain all original materials (CD, workbooks, etc.) and a student ID is required. Students can sell back their textbooks at any time in the store.

## Returns

### *Textbooks*

- A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose-leaf books or shrink-wrapped titles that do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

### *All Other Merchandise*

- A full refund will be given in the original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed \$1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.

## Alumni Association

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Office of Alumni Relations..... Van Cleve Alumni House (Lawrenceville Campus)

Contact..... Natalie Pollard, Director of Alumni Relations, ext. 5340, [alumni@rider.edu](mailto:alumni@rider.edu)

Graduation from Rider University marks the beginning of a lifetime status as an alumnus/a. All former Rider students who enrolled in a degree program for more than one semester are automatically members of the Alumni Association. The Alumni Association is an important and vital link between alumni and Rider. The association exists to nurture relationships with, and among, current and future alumni. It promotes alumni involvement and commitment to the Rider community.

As a partner of the University, the association participates with the institution in offering programs of relevance and service to alumni. In the spirit of fostering and strengthening the connection, alumni are encouraged to become involved with various volunteer positions in organizing alumni events, recruiting prospective students, and working with the development office to promote The Rider Fund. Alumni events are held throughout the year on campus and in local regions throughout the country.

## Veterans Affairs

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Rider's degree programs are approved under the Veterans Readjustment Benefits Act of 1966, as amended. An application for benefits is available online at [www.vabenefits.vba.va.gov/vonapp](http://www.vabenefits.vba.va.gov/vonapp). Veterans who receive post 9/11 G.I. Bill benefits may be eligible for Rider's Yellow Ribbon program.

Students filing for benefits at Rider will be responsible for filing a copy of their DD 214 (separation papers) and their Certificate of Eligibility with the appropriate Veterans Affairs representative. Contact the CCS certifying official at 609-896-5033 or the Registrar's Office certifying official at 609-896-5066 if there are any questions.

Enrolled students may contact the Veterans Affairs Coordinator at 609-896-5000 ext. 7382 with any questions or concerns.



# Academic Resources

## Student Success Center

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Bart Luedeke Center, Room 237..... 609-896-5008

The Student Success Center offers Rider University students programs and services designed intentionally to maximize student involvement in their own learning and development. The Student Success Center website provides many helpful resources for students. Programs and services include:

### Tutoring Services

Bart Luedeke Center, Room 237..... 609-896-5008

Tutoring Services provides peer tutoring for students who need extra help with their courses. Students may obtain individual or group tutoring assistance in most subject areas taught at the University. This service is free of charge to all Rider students. Tutoring is offered in the Student Success Center and in select satellite locations and is available online. Tutoring schedules are available in the office, and online through Tutortrac.

### Supplemental Instruction

Bart Luedeke Center, Room 237..... 609-896-5008

Supplemental Instruction (SI) is an academic assistance program that is highlighted by the collaboration of faculty with both the SI Leader who attends class and members of the Student Success Center Staff. Students enrolled in targeted courses may attend regularly scheduled informal review sessions. Like tutoring, there is no additional cost to the student, and students may access the SI schedules in class, in the office, and online through Tutortrac.

### Writing Lab

Bart Luedeke Center, Room 237..... 609-895-5640

The Student Success Center Writing Lab provides free individual tutoring in writing, reading comprehension, English as a Second Language (ESL), and study strategies. Students are encouraged to bring in their textbooks and reading/writing assignments for individual tutorials. For students who speak English as a second language, the staff sponsors individual and group sessions to help students become more proficient and comfortable using English. Appointments may be scheduled online through Tutortrac. Online sessions are available.

### Success Coaching

Bart Luedeke Center, Room 237..... 609-896-5008

Success Coaches work closely with students to develop the skills and mindset needed to successfully navigate the college transition. Each success coach guides students to create a game plan for success. This game plan includes aspirations for the future as well as strategies to avoid potential obstacles to academic success. In addition to individual success coaching appointments, student may participate in:

***Success Strategies Workshop***

The *Success Strategies* Workshops are non-credit seminars facilitated by success coaches from the Student Success Center. The workshop setting creates an environment that stimulates reflection and interaction as students learn from their peers and develop new ways of reaching their personal and academic goals.

***SSC Bridge to Success***

Rider University selects freshmen to attend the SSC Bridge to Success. This five-day program helps new students create a web of supportive academic and social relationships at Rider.

## Mathematics Skills Lab (MSL)

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Joseph P. Vona Academic Annex, Rooms 22 and 23..... 609-896-5305

See the Undergraduate and Continuing Studies Academic Catalog for course description of Mathematics Skills Lab (MTH-100S). Students may also be tutored in Finite Mathematics, Algebra & Trigonometry and other courses offered by the Mathematics Department.

## Services for Students with Disabilities

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Joseph P. Vona Academic Annex, Room 8..... 609-895-5492

Disability specialists offer a range of support services to students which include assistance with requests for academic adjustments, assistance with environmental adaptation needs, advice to and consultation with faculty and staff, individualized support, screening and referral for new or updated evaluations, and referral to other campus services. The Jonas Richter Penn Proctoring and Technology Room and Study Room are available to students who use our services.

Refer to the Services for Students with Disabilities website ([www.rider.edu/ssd](http://www.rider.edu/ssd)) for the University Policy for Assisting Students with Disabilities, the Confidential Self-Disclosure Form, disability documentation guidelines, the New Student Checklist and Housing Accommodation Request Form. Please call us with any questions.

## International Student Services

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**The Center for International Education**

Bart Luedeke Center, Room 124..... 609-896-7717, 609-896-7718

Westminster Choir College, ADOS Suite..... 609-921-7100, ext. 8718

At the Center for International Education (CIE), international students will receive advising for student visa holders. Seminars pertaining to work opportunities in the United States and social networking activities are provided through this office. International students with visas must register with the CIE before or during the first week of classes. Prior to each semester, the CIE arranges a special orientation for all new international students.

## Educational Opportunity Program (EOP)

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Lawrenceville Campus, Joseph P. Vona Academic Annex, Room 6..... 609-896-5381

Westminster Choir College, Taylor Hall, B 14..... 609-921-7100 ext. 8220

The Educational Opportunity Program (EOP) is a state academic support program with financial aid assistance that helps low income New Jersey residents attend college. The purpose of this program is to provide educational opportunity for students who may normally be denied an education due to the lack of academic preparation, financial resources, environmental circumstances or role models to aspire to educational goals.

Students are admitted into EOP when they have demonstrated academic readiness, academic potential, determination, a genuine desire to learn and a need for financial assistance.

## Student Support Services Program

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Joseph P. Vona Academic Annex, Room 17..... 609-895-5614

Email..... [SSSProgram@rider.edu](mailto:SSSProgram@rider.edu)

The Student Support Services Program (SSS) is a comprehensive TRIO project that fosters educational opportunity, retention and graduation, and career/graduate school readiness for primarily first-generation college students. The SSS Program offers a wide range of (tailored) services and activities designed to assist students with their academic performance and skills development. Overall, the program promotes an atmosphere that cultivates student growth and independence, while encouraging participants to fulfill their educational, career, and personal goals.

### Student Services and Benefits:

- Student assessment of educational needs and goals
- Summer math enrichment program; course-content tutoring
- Academic counseling, personal coaching, peer mentoring
- Financial literacy and guidance completing FAFSA forms
- Career and graduate school exploration and preparation
- Leadership development and cultural engagement opportunities

### Membership Eligibility:

SSS membership is open to Rider students who are first-generation college students (i.e., neither parent completed a four-year college degree), have a need for academic support, and/or have incomes that fall within federal guidelines. Students who have a documented learning or physical disability are also eligible for membership. Applications are available in the SSS office and online at Rider's website.

## Ronald E. McNair

### Post-Baccalaureate Achievement Program (McNair Scholars Program)

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Joseph P. Vona Academic Annex, Rooms 15 and 16..... 609-896-7766, 609-896-7767

Email..... [McNairProgram@rider.edu](mailto:McNairProgram@rider.edu)

The McNair Scholars Program is a graduate school preparation and scholarly enrichment program funded by the U.S. Department of Education and sponsored by Rider University. The program is comprehensive in its design, and provides the foundation for post-baccalaureate achievement via instructional and supportive services and activities. McNair is open to academically talented students aspiring to pursue graduate school, leading to a doctoral degree. The program fosters the student's preparation for enrollment in graduate programs through active involvement in research and other scholarly activities.

#### ***Student Services and Benefits:***

- Academic counseling, personal coaching and advisement.
- Research engagement, faculty instruction/mentoring, student research stipend up to \$2,800.
- Sponsorship to professional/scholarly conferences and graduate school visits/interviews.
- Guidance with the application process – e.g., applications, personal/research statement, resume/cv.
- McNair application fee waivers at participating institutions.
- GRE preparation course and test fee reduction vouchers; tutoring/supplemental instruction.

#### **Membership Eligibility:**

McNair membership is open to students who are majoring in a STEM discipline (science, technology, engineering, mathematics or psychology) and have a sincere desire to enroll in graduate school with the intention to pursue a doctoral degree. Eligible candidates must have a cumulative GPA above 3.0, meet first generation and income requirements, or be a member of an underrepresented group in graduate school. Applications are available in the McNair office and online at Rider's website.

## Graduate Admission

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P.J. Ciambelli Hall..... 609-896-5036

The Office of Graduate Admission provides admission information to prospective students in the areas of applied psychology, business, communication, counseling, education, homeland security, organizational leadership and psychology. Students can also obtain information on Rider University's graduate assistantships and scholarships from this office.

## Foreign Language Media Center

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Fine Arts, Room 309 ..... 609-896-5104

The Foreign Languages Media Center is equipped with 25 Apple computers, currently running Mac OS X 10.10.5 Yosemite along with a teacher's station installed with multi-region DVD players, audio deck, and an overhead projection system and screen for individualized or group learning situations and study. Dill Software allows interaction between computer stations. Each computer work station is equipped to play DVDs and is connected to the Internet.

## Curriculum Resource Center

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Memorial Hall, Room 101 ..... 609-896-5172

The Curriculum Resource Center (CRC) is used primarily by education students but is open to all university students. Teachers' guides, textbooks, curriculum tools, manipulatives, children's literature, SMART Board, iPads, and other multimedia needed to create lessons for elementary and secondary classrooms are available. Professional Development workshops are also offered by the School of Education each semester at the Center. Students interested in accessing E-Books for Praxis Preparation can visit the MyRider Student Information tab and click on Tutoring and Academic Assistance. In addition, the CRC schedules tutoring for Praxis exams each semester. Tutoring services are free of charge to all education students. The CRC's hours change each semester. Please call 609-896-5172 to hear the current schedule.

## University Libraries

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Rider's libraries are at the center of intellectual life of the University, stimulating pursuit of free and critical intellectual inquiry through collaborative, intellectual partnerships. A well-qualified faculty and staff support the information needs of students, faculty, staff, alumni, and friends by offering access to scholarly collections and information sources. Fostering the development of information literacy and enhancing connections between teaching and learning for life-long success is heavily emphasized. The libraries seek to provide welcoming surroundings conducive to the use and conservation of the diverse collections.

### Lawrenceville Campus – Moore Library

Reference ..... 609-896-5115

Circulation ..... 609-896-5113

#### *Hours (fall and spring)*

Monday to Thursday ..... 8 a.m. to midnight

Friday ..... 8 a.m. to 10 p.m.

Saturday ..... 10 a.m. to 7 p.m.

Sunday ..... Noon to 11 p.m.

The collection includes a wide variety of materials to meet a broad range of learning styles. More than 425,000 print volumes, access to more than 51,000 periodical titles in a mix of electronic online full text and print formats, and a wide variety of electronic research tools make up the library. Housed in the Franklin F. Moore Library, these resources are available to students, faculty, staff, and visiting researchers.

One Search provides easy access to a mix of full text and bibliographic citation data through over 100 databases, as well as location information for the book, audio recordings, and video owned by the Libraries. Research Guides on a variety of topics, often created specifically for students' courses, are easily available through the Libraries website. A laptop loan program provides additional computing resources for use in the library.

A strong service program includes customized individual and group information literacy instruction, a vigorous reference service, and an inter-library loan program, as well as on-site access programs to many other libraries.

The Extended Hours Study Room provides comfortable seating in an attractive environment conducive to reading and study. Moore Library, in conjunction with the Office of Information Technologies (OIT), provides a 33-seat student computer lab. The Library also hosts the OIT Help Desk. More than 1,000 current periodicals in paper formats are attractively displayed, along with a large selection of current newspapers.

Viewing and listening rooms are available to complement the collection of moving image materials. In addition, the Amy Silvers Study Room is equipped to support the needs of students with special needs.

### **Princeton Campus – Talbott Library**

Reference..... 609-921-7100 ext. 8314

Circulation..... 609-921-7100 ext. 8237

#### ***Hours (fall and spring)***

Sunday..... 3 to 10 p.m.

Monday to Thursday..... 8:30 a.m. to 10 p.m.

Friday..... 8:30 a.m. to 5 p.m.

Saturday..... 10 a.m. to 5 p.m.

Talbott Library, on the Princeton campus, supports the music curriculum of Westminster Choir College. The emphasis is on music with holdings of more than 79,000 scores and music-related books, 200 current periodical titles in print, as well as access to over 51,000 periodical titles electronically, approximately 5,500 choral music titles in performance quantities and over 35,000 sound and video recordings. Special Collections at Talbott Library include a choral music reference collection of over 70,000 titles, the D. DeWitt Wasson research collection of organ music, hymnals, 19th century American choral music, music education materials, and the Westminster Archives.

Talbott Library's score and sound recording collections cover all musical styles, genres, and periods at a basic level, but are concentrated more heavily in the areas of choral, vocal, keyboard, and sacred music. Of note are collected works of many individual composers, monuments of music, an extensive piano pedagogy collection, instructional material for music education in primary and intermediate schools, and holdings both broad and deep in choral music, keyboard music, and hymnals. The library collects multiple print editions of many music titles for comparison of editing practices and multiple recordings of many titles for comparison of performance practices.

Talbott Library shares Rider University's online library system. Electronic access to the catalog, an array of databases including streaming audio and video databases are provided, many of which are accessible from off-campus.

Our strong service program includes customized individual and group information literacy instruction, and a dynamic reference service.

### **Princeton Public Library**

Students may obtain a membership in the Princeton Public Library by furnishing the library with proof of their residency on the University's Westminster campus. Such proof may be obtained from the Office of the Associate Dean of Students. Students must abide by the policies and regulations of the Princeton Public Library regarding use of its facilities and collections.

Associate Dean of Students ..... ext. 8263

*NOTE: In New Jersey, it is a disorderly persons offense for theft of library materials punishable by a fine not to exceed \$1,000 and/or up to six months of imprisonment. Provision is made for the detention and arrest without warrant of those suspected of violating the act.*

# Athletics

## Department of Athletics

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Athletics Department, Alumni Gym..... 609-896-5054

Athletics Offices, Maurer Building..... 609-895-5784

Official Rider Athletics Website..... [www.gobroncs.com](http://www.gobroncs.com)

## Department of Athletics Sportsmanship Statement

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The Department of Athletics of Rider University promotes good sportsmanship and expects that all student-athletes, coaches, administrators, officials, parents and fans will exhibit positive behavior at all times. Unsportsmanlike behavior will not be tolerated and may result in immediate removal from the facility. Additionally, per NCAA rules, the use of artificial noisemakers is prohibited at all times.

## Athletics Facilities

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### Alumni Gymnasium

Alumni Gymnasium houses offices for athletics administration, men's and women's basketball, baseball, tennis, volleyball, sports medicine, cheerleading and also four locker rooms.

Scheduling of the building for athletic activities or special events may be requested through the assistant director of athletics for internal operations at 609-896-5364.

### Stephen A. Maurer Center

Stephen A. Maurer Center is home to the Coppola swimming pool, wrestling practice room, offices for soccer, track, wrestling, swimming and diving, golf, softball and field hockey, locker rooms, golf indoor practice facility, and the Varsity Athletics Strength and Conditioning Center.

### Outdoor Facilities

Rider's outdoor athletic facilities include Ben Cohen Turf Field, home of men's and women's soccer and field hockey, and grass practice fields, Sonny Pittaro Baseball Field, Herb and Joan Young Softball Field and the 400-meter track complex which are located in the fields west of the main campus area. The six tennis courts are located behind the Maurer Center.

## Athletic Contests Admission

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Admission to all home regular season athletic contests for all sports is free of charge for Rider students upon presentation of a Bronc ID. However, in the event that Rider hosts a conference championship, admission may be charged in accordance with the conference policy. Basketball game admission for students is also free, but due to the popularity of these games everyone entering the game must have a ticket. Faculty and staff are entitled to two free tickets (general admission), but must purchase any additional ones. It is strongly encouraged that tickets be picked up in advance in the Department of Athletics or the offices in Alumni Gym. Tickets are available between the hours of 10 a.m. and 5 p.m. on business days. Upon presentation of a Bronc ID, tickets will be given on a first-come first-served basis. Tickets are available for one game at a time since seating is limited.

*For more information on Rider Athletics, including the latest scores and news updates, go to [www.gobroncs.com](http://www.gobroncs.com).*



# Administrative Services

## Withdrawing from the University

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A student withdrawing from the University is required to submit the withdrawal in writing through the use of the official withdrawal form obtained through the Dean of Students Office, Bart Luedeke Center, Student Affairs Suite, 609-896-5101 on the Lawrenceville campus or the Associate Dean of Students Office, Scheide Student Center, 609-921-7100 x 8263 on the Princeton campus. All debts to the University must be paid in full. The student will also surrender his/her Rider ID card at the time of withdrawal.

Students excused from the on-site enrollment clearance process at the beginning of any semester or other school period are reminded that they are considered to be in attendance if they have not withdrawn in the manner prescribed above by the date classes actually begin.

Failure to comply with these requirements may preclude any further enrollment.

An unapproved withdrawal results in an “F” (failure) in all scheduled courses. (See the University calendar for specific withdrawal dates.)

## Obtaining a Military Leave of Absence

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A student withdrawing to fulfill a military obligation may apply for a military leave of absence through the Dean of Students Office on the Lawrenceville campus or the Associate Dean of Students Office on the Princeton campus. The application for the leave of absence should be made prior to leaving the University. Written documentation is required from the appropriate military service. Leaves for military service will automatically be renewed annually so long as the individual remains in the service for up to four years. When a student is granted a military leave of absence, academic status will generally be the same upon return as it was at the time of departure. In other words, the student may elect to graduate by meeting the curriculum requirements from the catalog from his or her original date of entry.

## Obtaining a Medical Withdrawal from the University

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Students requesting a withdrawal for medical reasons must request the withdrawal through the Dean of Students Office on the Lawrenceville campus or the Associate Dean of Students Office, Scheide Student Center, 609-921-7100 x 8263 on the Princeton campus and provide appropriate medical documentation prior to granting of the withdrawal. Refunds, if warranted, will be processed according to University policies and Federal Regulation regarding Title IV funds.

## Student Records

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Aside from academic records which are kept by the registrar and the dean's office of each college, all official records of Rider University pertaining to students are kept in files maintained by the Office of the Dean of Students. These folders include, but are not limited to, student information forms, housing contracts, disciplinary actions and official correspondence. Students who want to inspect and review their records may make an appointment with the Dean of Students or

his/her designee, Bart Luedeke Center, Student Affairs Suite, on the Lawrenceville campus or the Associate Dean of Students, or his/her designee, Scheide Student Center, on the Princeton campus. Students who believe that the official records contain factual inaccuracies that have not been modified through normal channels, may apply to the Dean of Students to have the inaccuracy corrected in the records. If the matter is not satisfactorily resolved by the Dean of Students, the student may apply for a hearing before the University Appeals Council. Copies of information contained in a student's own file may be requested, in writing, and will generally be released only if failure to do so would effectively prevent a student from reviewing his/her records.

## Record Retention Policy

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In order to ensure compliance with the Clery Act, non-academic records of students, including but not limited to, campus housing information, financial records, disciplinary records, Public Safety records, and application materials will be maintained for seven (7) years after the date of last attendance. Records may be kept longer at the sole discretion of the University.

## Access to Student Records

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Access to student records may be accorded to University personnel with a legitimate educational interest in the records. An educational interest is legitimate if it exists for the educational benefit of the student. University personnel includes, but is not limited to, senior level administrators, deans, faculty directors, clerical staff, Residence Life staff, Public Safety and contracted personnel of the University.

Information may be released to other agencies and individuals according to these policies in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 (as amended):

1. The University may release the following information without written permission from the student: fact of enrollment status, dates of enrollment, degree candidacy, degree awarded and major field.
2. The University may release the following information unless the student requests in writing by the end of the second week of classes each semester that the information not be released: name, email, home and local address, home and local telephone number, participation on athletic teams and organizations, dates of attendance, and honors and awards received.

No other information concerning an individual will be released without the written permission of that person, except in those circumstances specifically outlined in FERPA as not requiring written consent such as: matters of emergency; to the parents of dependent children as defined by the IRS; complying with legal orders, etc. FERPA also requires that a record be kept of certain information that may be released without a student's consent.

A student may request to view this record by making an appointment with the Dean of Students or his/her designee.

Each student is given the opportunity to decide whether or not his or her name will be included in the University directory, which will be accessible at the Bart Luedeke Center Information Desk. Students should be aware that exclusion from this directory also excludes organizations on and off campus from notifying students of information that may be of interest to them. Students should contact the Dean of Students to request exclusion from this directory.

Students having a complaint or questions regarding FERPA may write to: Family Education Rights and Privacy Act Office (FERPA), U.S. Department of Education, Room 4512, Switzer Building, Washington, DC 20202.

## Change of Address or Name

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Students on both campuses are able to update their address through MyRider. Once submitted, the information is changed in the campus-wide student data system.

Address changes can also be made by completing a form available as follows:

- Undergraduate students, Lawrenceville campus – Dean of Students Office, Bart Luedeke Center Rm. 105, contact 609-896-5103
- CCS students – College of Continuing Studies, Bart Luedeke Center Suite 31, contact 609-896-5033
- Graduate students, Lawrenceville campus – Respective graduate program office
- All students on the Princeton campus – Associate Dean of Students Office, Scheide Student Center, contact 609-921-7100 ext. 8263

Change of name requests must be made by completing a form in the applicable office listed above, accompanied by legal proof of the changed name.

Failure to advise the University of address changes may result in failure to receive grade reports, semester and other bills, registration information, policy changes, etc. In the absence of accurate address information, the University will not be responsible for the timely delivery of any of these items. Additionally, in the case of semester bills and registration, one may also be held responsible for late fees and/or penalties.

## Accreditation Information and Related Complaints

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Students and prospective students who would like to review documents describing the University's accreditation and its State and Federal approval or licensing may obtain copies of those documents by sending a request to the Registrar's Office at one of the following addresses:

### **For the Lawrenceville Campus**

Registrar's Office  
Re: Accreditation Document Request  
Fine Arts 117, 2083 Lawrenceville Rd.  
Lawrenceville, NJ 08648

### **For the Westminister Campus**

Registrar's Office  
Re: Accreditation Document Request  
Williamson Hall, 101 Walnut Lane  
Princeton, NJ 08540

The University encourages all students and prospective students to initially raise any complaints regarding accreditation, approval or licensing with the Registrar's Office. In the event a complaint remains unresolved by the Registrar's Office, a student or prospective student may file a complaint with Rochelle Hendricks, Secretary of Higher Education at P.O. Box 542, Trenton, NJ 08625-0542, phone 609-292-8052, facsimile 609-292-7225.

# University Policies

## Social Conduct Policy Statements

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### **Freedom of Movement, Speech and University Activities**

No disruption of the normal operation of the University will be permitted by any individual or group. Disciplinary action will be taken in the event of any attempt at disruption of the University operation, or in the event of any damage to University property or private property through individual or group protest.

### **Respect for Others**

Respect for the dignity and rights of the individual is expected of all persons. Any Rider student who discriminates against any other community member for reasons of race, color, creed, sexual orientation, age, marital status or national origin shall be subject to disciplinary action.

## Code of Social Conduct

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### **Preamble**

As an academic community, Rider University is committed to providing an environment in which living and learning can occur. An academic community in which students, faculty administrators, and staff come together in voluntary association differs from other communities. In order to function effectively and to provide a climate in which all members can fulfill their personal and community obligations, guidelines for defining rights and responsibilities within that community must be articulated.

The code that follows attempts to do that by allowing each student the greatest possible freedom consistent with the community's welfare. Violations of the standards of social conduct as defined in these regulations will be adjudicated by the appropriate hearing authority. Enforcement of the Code of Conduct is overseen by the Office of Community Standards, located in the Bart Luedeke Center, Student Affairs Suite, 609-896-5292.

### **Jurisdiction of the Student Code of Social Conduct**

The Student Code of Conduct may apply to any student conduct that occurs on University premises and at University sponsored activities, and also off-campus conduct that adversely affects the University Community or the pursuit of its objectives, including, but not limited to, any off-campus conduct that constitutes a violation of any law or municipal ordinance or any off-campus conduct that poses a threat to the health, safety or welfare of any members of the University Community or any residents of the neighboring communities. Each student shall be responsible for his or her conduct from the time of acceptance for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director shall decide whether the Student Code of Conduct shall be applied to conduct off campus, on a case by case basis, in his or her sole discretion on behalf of the University.

### ***General Statements***

1. The use of drugs or alcoholic beverages shall not in any way create a justification or limit the responsibility of the individual for the consequences of his or her actions.
2. If a person aids in the commission of a violation, or assents to the violation through direct or indirect action, including but not limited to being present while a policy violation occurs, that person may be held responsible as an accomplice. If the matter goes to a hearing, the degree of culpability of an accomplice will be determined by the Community Standards Board. All parties present assume full responsibility for adherence to University regulations.
3. The existence of a prior disciplinary record may impact the outcome of a disciplinary hearing by causing the level of consequence to be elevated from that typically invoked for first violations.
4. If alleged student misconduct currently under review by the University is also the subject of public litigation, the University is not required to hold its proceedings in abeyance or to bind such proceedings to a verdict rendered in public court. In the event of a student's criminal conviction, any and all University sanctions (including interim suspension) may be applied.
5. The standard to be applied in determining responsibility for an alleged violation is whether it is "more likely than not" that the student is responsible. A higher standard of "clear and convincing" will be used when the University is recommending expulsion.
6. The ultimate interpretation and application of regulations shall be at the discretion of the appropriate hearing authority.
7. The University has the right to hold students responsible for the actions of their guests.
8. Students who lose housing, become suspended from the University, or become permanently expelled from the University as a result of any violation of the Code of Social Conduct will not be entitled to a monetary refund. In addition, a student with a history of Code of Social Conduct violations may be prevented from participating in Premium Housing Room Selection.
9. It is not permissible for individual students, staff, or outside entities to operate unmanned aircraft/drones on campus. Exceptions may be made for official institutional use or for academics. For questions regarding the use of aircraft/drones on campus, please refer to Public Safety located in West House.

### ***Definitions***

**"College Official"** – see definition for **"University/College Personnel"**

**"Hearing Authority"** – refers to the person or group of persons that determines an accused student's responsibility and, if necessary, consequences to be imposed. In matters where a student is facing temporary dismissal or expulsion from the University as a consequence, the hearing authority shall be a panel of Community Standards Board members. In other matters, the hearing authority may be the community standards administrator or a residence director.

**“Community Standards Administrator”** – refers to the administrator or his/her designee appointed on either campus to determine what sections of the code of conduct may have been violated, as well as the level of responsibility at which to charge the student. The community standards administrator may also coordinate the training and activities of the standards board.

**“Community Standards Board”** – Refers to the trained members of the University community who may sit as panels of three (typically two student members and one administrator

member) to hear matters concerning violations of the Code of Conduct. Members of the standards board are also trained to serve as advisors to students who are charged with violating the code.

**“Student”** – includes all persons taking courses at the University, both full-time and part-time, in undergraduate and graduate programs whose conduct is being adjudicated through the campus community standards system. “Student” also includes recognized student organizations.

**“University”** – refers to Rider University, Lawrenceville Campus, and Westminster Choir College, Princeton Campus.

**“University/College Personnel”** – refers to any person employed by Rider University or Westminster Choir College including, but not limited to, faculty members, administrators, staff, Public Safety officers, student workers, residence life staff.

**“University Representative”** – refers to the staff person, usually the community standards administrator, who brings the charges to a standards board panel and presents the evidence and witnesses to that same panel on behalf of the University in order to show the accused student’s responsibility in the matter.

## Code Violations

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### Section One

**Personal Integrity** – Integrity is expected of each student in his or her interactions with other members of the campus community. Dishonesty of any kind will not be tolerated and is not permitted. This section of the Code of Social Conduct pertains to personal integrity on the part of students. The following actions are prohibited:

**1.1 Personal Misrepresentation** – Knowingly misrepresenting oneself or others either in person or on any document or instrument; knowingly submitting falsehoods about oneself for personal benefit or for use in documents; knowingly manufacturing or altering any documents or instruments including identification cards; the false use of any documents or instruments. (Consequences may range from levels 2 to 5.)

**1.2 Misrepresentation of Items or Services** – Knowingly misrepresenting items or services to deceive another, to ridicule another or to gain personal benefit from another’s ignorance or naiveté. (Consequences may range from levels 2 to 4.)

**1.3 Failure to Produce Identification** – Refusal to show proper identification(s) to authorized personnel in the performance of their duties, or the inability to show identification(s) as a result of failing to carry/possess identification. Proper identification for Rider students is defined as the Rider University ID card. (Consequences may range from levels 3 to 5.)

**1.4 Misuse of Identification Card** – Transferring or lending one’s ID card to another person to obtain dining privileges or for any other reason. Any other improper use of the ID card. (Consequences may range from levels 4 to 5.)

**1.5 Solicitation Without a Permit** – Non-compliance with the University’s solicitation policies. See page 107. (Consequences will be at level 5.)

**1.6 Violation of Law** – Violation of federal, state or local laws. (Consequences may range from levels 1 to 5.)

## Section Two

**Individual Interaction** – Respect for the dignity, rights and personal safety of the individual is expected from all members of the campus community. The following actions are prohibited:

**2.1 Attempted or Actual Physical Abuse/Restraint of University Personnel** – Any action designed to result in injury to or restraint of University personnel, while in the performance of their duties, by attempted or actual use of force; or the attempted or actual touching of another in a manner intended to be offensive and/or threatening. (Consequences may range from levels 1 to 2.)

**2.2 Attempted or Actual Physical Abuse/Restraint Committed with Force, or with Objects Used in an Offensive Manner** – Any use of force on another with the intent to cause serious injury, or any attempted or actual abuse/restraint committed with an object used in a seriously offensive manner. (Consequences may range from levels 1 to 2.)

**2.3 Reckless Endangerment** – Any conduct which is marked by utter thoughtlessness or disregard for oneself or others and provides a substantial risk to persons or property. (Consequences may range from levels 1 to 3.)

**2.4 Attempted or Actual Physical Abuse/Restraint of Another** – Any action designed to result in injury to or restraint of another by impending or actual use of physical means, or the attempted or actual touching of another in a manner intended to be offensive and/or threatening. (Consequences may range from levels 2 to 3.)

**2.5 Failure to Comply/Interference with or Obstruction of University Personnel in the Performance of Their Duties** – Failing to comply with policies/directives issued by University personnel in the performance of their duties including, but not limited to, Public Safety officers, Residence Life staff, Bart Luedeke Center managers and assistants, pub managers, with the intent to or which results in obstruction or interference with their duties. (Consequences may range from levels 2 to 4.)

**2.6 Hazing** – Within the context of a person(s) attempting to join, or retain “membership” in a group or organization: any action or situation which recklessly or intentionally risks the mental, psychological or physical well-being of a student with or without the consent of the student;

which requires or encourages violation of public law or University policy; or which may tend to ridicule, mistreat, degrade, humiliate or harass any individual. Hazing also is a violation of New Jersey law and could result in criminal prosecution. (Consequences may range from levels 1 to 4 and may include withdrawal of recognition by the University of a Greek or student organization or group.)

**2.8 Disorderly Conduct** – Conduct which may provide a clear threat to another’s well-being, disrupt the orderly functioning of the University, or disturb another. (Consequences may range from levels 2 to 5.)

**2.9 Indecent Conduct** – Conduct or utterances marked by extreme disregard for the feelings and values of another by utter lack of respect for acceptable community standards or by the causing of serious discomfort or embarrassment to any member of the University community. (Consequences may range from levels 2 to 4.)

**2.10 Anti-Discrimination/Harassment/Sexual Assault/Sexual Misconduct/Sexual Harassment** – Students should refer to Rider’s Anti-Harassment and Non-Discrimination Policy at [www.rider.edu/thesource](http://www.rider.edu/thesource) for information regarding harassment, discrimination, sexual assault, sexual misconduct and sexual harassment complaints.

### Section Three

**Property** – Respect for property belonging to an individual, a group or the University is a prime requisite for any individual who is a member of the community. The following actions are prohibited:

#### 3.1 Attempted or Actual Abuse or Unauthorized Use of the Computer –

- a. Giving or gaining unauthorized access to computing resources; unauthorized use of computer space.
- b. Unauthorized duplication, downloading or distribution of copyrighted material (software, MP3s, authored literature, etc.) using the University network or a University computer. For a thorough explanation of student responsibilities, see page 102, under “*Rights and Responsibilities of Users of the Rider University Computer Network.*”
- c. Deliberate, unauthorized alteration or destruction of any computer resource, system, or network, including but not limited to programs known as “viruses.”
- d. Using the University network or a University computer to gain unauthorized access to, or to bypass security measures of any computer resource.
- e. Forging electronic communications to make them appear to originate from another person.
- f. Using the University network or email to harass, threaten, or intimidate any person. (See also **Section 2.10 – Harassment**)
- g. The use of University computing resources for commercial solicitation and/or economic benefit.

(Consequences may range from levels 1 to 3.)

**3.2 Attempted or Actual Misappropriation of Property** – Attempted/actual unauthorized taking or possessing of property without intent to return to owner. (Consequences may range from levels 2 to 5.)

**3.3 Unauthorized Use of Property** – The use of property belonging to another without the permission of the owner(s) or the person(s) responsible for the property. (Consequences may range from levels 2 to 5.)

**3.4 Unauthorized Possession or Use of a Master Key or Other Unlocking Device** – The unauthorized possession or use of a master key, skeleton key, key to another's room, apartment or area, or other unlocking tool. (Consequences may range from levels 2 to 4.)

**3.5 Vandalism** – Attempted/actual physical abuse, destruction or defacement of property belonging to another which impairs its utility or diminishes its material or aesthetic value. (Consequences may range from levels 2 to 5.)

**3.6 Attempted or Actual Unauthorized Entry or Presence** – Attempted/actual unauthorized and/or unjustified entry or presence in a room, area, or facility and/or the unauthorized propping open of exterior building doors designed or intended to remain closed. (Consequences may range from levels 1 to 5.)

**3.7 Littering** – Disposing of litter, garbage or other debris in other than authorized containers. (Consequences at level 5.)

## Section Four

**Public Safety** – Preserving the safety of the students, faculty and administrative staff as well as visitors to the campus is one of the paramount duties of the University. Responsible membership in the community is exemplified in close attention to the safety of one's fellow members. The following acts are prohibited:

**4.1 Threatened or Actual Use of Explosives** – The written or spoken threat of damage or harm by the use of any explosive device, or the actual use of any explosive device.

**Note:** The term “explosive device” as it is used here does not include those smaller explosives generally sold or known as “fireworks.” See **Section 4.10**. (Consequences at level 1.)

**4.2 Discharge of a Firearm** – Unauthorized discharge of a firearm (as defined by New Jersey statutes). (Consequences at level 1.)

**4.3 Use of a Weapon** – Attempted/actual unauthorized or offensive/reckless use of any weapon (as defined by New Jersey statutes) or any object used as a weapon. See **Section 4.7** for a list of possible weapons included. (Consequences at level 1.)

**4.4 Setting of Fire** – Deliberately attempting or actually setting a fire which may provide substantial risk of damage to person(s) or property. (Consequences at level 1.)

**4.5 Deliberate Activation of a False Fire Alarm** – Attempted/actual unauthorized deliberate activation of a fire/smoke alarm by any means. (Consequences at level 1.)

**4.6 Destruction and/or Abuse of Fire/Smoke Alarm** – Attempted/actual intentional destruction or abuse of an alarm system so that all or any part of it is rendered totally or substantially inoperable. (Consequences may range from levels 1 to 3, with a \$100 fine for the first offense and removal from residency for the second offense.)

**4.7 Possession of a Weapon** – Unauthorized possession of a firearm or any other object designed to be commonly seen or used as a weapon (as defined by New Jersey statutes), regardless of whether the weapon is actually operable.

**Note:** This provision includes possession of axes, hatchets, large knives, antique weaponry, BB, pellet or paint ball guns, bows and arrows, brass knuckles, martial arts weaponry, among other objects. (Consequences may range from levels 2 to 4.)

**4.8 Emergency Evacuation** – Failure or delay – Refusal to evacuate a building or area during a fire alarm; intentional delay in evacuation; or causing or attempting to cause another to be delayed in evacuating an area during a fire alarm. (Consequences may range from levels 2 to 3, with a \$100 fine for the first offense and removal from residency for the second offense.)

**4.9 Misuse of Emergency Vehicles and Equipment** –

- a. Attempted/actual vandalism of emergency vehicles including public safety vehicles.
- b. Delaying or incapacitating of emergency vehicles.
- c. Attempted/actual misuse or abuse of fire hoses.
- d. Partial or total discharge of fire extinguishers.
- e. Misuse or abuse of any other emergency/safety equipment.

(Consequences may range from levels 2 to 3.)

**4.10 Possession, Distribution or Use of Fireworks/Ammunition** – Possession, distribution or use of “fireworks” or other similar explosives including live ammunition. (Consequences may range from levels 2 to 4.)

**4.11 Fire Safety Violations/Fire Hazard** – The reckless blocking of exits, the possession and/or burning of candles, incense, or similar open-flame-producing items, the unsafe and/or unauthorized storage of flammable materials, smoking in unauthorized areas, operating appliances which are not in compliance with the residence policies, the making of or using a bonfire/campfire, hoverboards, or the creation or maintenance of other unsafe or hazardous conditions. (Consequences may range from levels 2 to 4.)

## Section Five

**Health/Drugs and Abuse** – The freedom and well-being of the community rests in the control exercised by each of its members. Abuse or loss of control endangers the freedom of the community and the health of the individual. The following are prohibited by this section:

**5.1 Intended or Actual Making, Selling and/or Distribution of Illegal Substances** – Making, growing, distributing, sharing, or selling illegal or synthetic substances (as defined by New Jersey statutes) and/or the possession of illegal or synthetic substances with the intent to make, distribute, share or sell such substances. (Consequences at level 1.)

### 5.2 Unauthorized Possession and/or Use of Harmful and/or Illegal Substances –

Unauthorized possession, use, or knowingly being in the presence of inhalants, illegal drugs, designer drugs labeled as bath salts, or narcotics (including but not limited to marijuana, LSD, Ecstasy, GHB, or any other illegal substance as defined by either state or federal statute). Possession or use of prescription drugs belonging to another. Also, being under the influence of any such substance while in a public place. NOTE: Although New Jersey state law permits the use and/or cultivation of medical marijuana in limited circumstances, federal laws prohibit such use, possession, and/or cultivation. Accordingly, the use, possession, and/or cultivation of marijuana (medical or otherwise) is a violation of this section. (Consequences may range from levels 1 to 2).

**5.3 Possession of Drug Paraphernalia Intended for Use with Illegal Drugs** – Possession of drug paraphernalia (including bongos, pipes, filters, cigar blunts, etc.) on University premises for the purpose of using such items with illegal or synthetic substances. (Consequences may range from levels 1 to 3.)

**5.4 Alcohol Policy Violation/Misuse of Alcoholic Beverages** – Students should refer to Rider University’s website for the latest information regarding this code violation; [www.rider.edu/currentstudents](http://www.rider.edu/currentstudents).

## Good Samaritan Policy

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*The health and safety of our community is of paramount concern to all members of Rider University. Community members are expected to act out of concern for themselves and others. Recognizing that there are times when members of the community find themselves in positions where medical assistance is needed to ensure the proper care of an intoxicated person, the University has established this Good Samaritan Policy.*

Members of Rider’s community have an obligation to contact the Department of Public Safety or a Residence Life staff member when they believe an intoxicated person may be in need of assistance. No intoxicated community member seeking and/or receiving assistance for themselves or others will be subject to sanctions by the University under **Rider’s Alcohol Policy**. Intoxicated individuals seeking and/or receiving assistance will be required to complete educational or counseling initiatives which are intervention and prevention based and will be subject to action under the **Code of Conduct** for failure to complete those initiatives. This policy does not preclude other appropriate authorities from taking action for violations which may be associated with the illegal possession or consumption of alcoholic beverages, or the University from taking action for violations associated with vandalism, theft, physical assault, sexual assault, hazing or other policy violations. Furthermore, community members who demonstrate a consistent and repeated pattern of behavior, after appropriate intervention and education have been provided, will not be considered under this policy. Repeated incidents will require alcohol consultation and may necessitate the imposition of involuntary medical withdrawal from the University.

# Stop Alcohol Poisoning

## Call 911 or Public Safety at 609-896-7777

if someone has any of the following symptoms:

- Unconscious or semiconscious
- Presents shallow or irregular breathing
- Cold, clammy, pale or bluish skin
- Cannot be awakened by shouting or prodding
- Vomiting

**5.5 Smoking Policy** – In compliance with both University policy and New Jersey State law (N.J.S.A. 26:3D-17), smoking or ignition of any tobacco or other product or substance, including electronic smoking devices of any kind, is prohibited in all buildings on campus, including but not limited to classroom buildings, administrative office buildings, the Bart Luedeke Student Center (including The Pub), dining facilities, residence halls and Greek houses. In addition, smoking is prohibited within 25 feet of all building entrances, within 25 feet of operable first floor windows, and within 25 feet of any building louvers or grilles providing outside air intake for equipment. **At Westminster Choir College, smoking is permitted ONLY in the gazebo.** Students are responsible for ensuring that their guests comply with this policy in accordance with Rider University's guest policy. (Consequences may range from levels 2 to 4). **Refer to page 98 for additional information.**

### Section Six

**Maintenance of Academic Life** – The heart of any institution of higher learning is its academic life. Any activity which interferes with the institution's or individual student's academic pursuits is counterproductive to the purposes of the institution. The following are prohibited:

**6.1 Violation of Campus Quiet Hours** – Causing sound to be heard outside a residence hall room between 11 p.m. and 9 a.m. Sunday through Thursday and 1 a.m. and 9 a.m. Saturday morning through Sunday morning. (Consequences may range from levels 4 to 5.)

**6.2 Violation of Academic Consideration Hours** – Causing sound to interfere with classroom or other academic activities between the hours of 8 a.m. and 10 p.m., Monday through Thursday; 8 a.m. and 4:30 p.m., Friday; and, 8 a.m. and noon, Saturday. (Consequences may range from levels 4 to 5.)

**6.3 Violation of Residence Regulations and Rules** – Violations of established residence life regulations (*see Residence Life, Section C, page 37*) or of those subordinate government rules established for living units. (Consequences may range from levels 2 to 5.)

### Section Seven

**Integrity of Process** – Integrity is required in the pursuit of fairness under this system. Any act which seeks to subvert that integrity or obstruct the disciplinary process in any of its aspects is prohibited under the following regulations:

**7.1 Contempt of the System** – Subverting the authority or demeaning the integrity of the system by:

- a. Attempting to grant or receive a bribe.
- b. Threatening anyone involved in the process.
- c. Failing to comply with consequences, administrative directives, or properly issued permissions to search and confiscate.
- d. Deliberately acting to falsify, alter or impede the delivery of information necessary to the process.
- e. Deliberately withholding information when self-incrimination aspects are not overriding. Hindering the appearance of another or refusing to appear within the process, investigatory or otherwise, when requested to do so by University Administrators/officials.
- f. Acting improperly during a hearing.

(Consequences may range from levels 2 to 4.)

**7.2 Giving False Information** – Filing a false incident report or volunteering false information about an incident to University personnel prompting the initiation of an investigation; giving false evidence rather than the truth or rather than remain silent during the investigation of a suspected violation of a University regulation or policy. (Consequences may range from levels 2 to 4.)

## Violation Levels and Consequences

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Any Rider University student who engages in any act or conduct proscribed in the **Code of Social Conduct** as set forth in this publication and/or any social regulation adopted by a student legislative body may, upon finding of responsibility by the appropriate hearing authority, be subject to one or more of the following consequences.

### Violation Levels

For every allegation of misconduct, with the exception of the **Alcohol Policy**, which has its own sanctioning guidelines, the University assigns a corresponding level of violation. Levels, ranging from 1 (most serious) to 5 (least serious), indicate the alleged seriousness of a violation. Levels also dictate consequences that may be imposed if a student is found responsible for misconduct. The hearing authority ultimately determines a level of responsibility. A student may be charged at one level by the Community Standards administrator and the standards board or other hearing authority may find responsibility at a different level. Hearings are intended to allow a student to dispute the level of violation in addition to responsibility. Mitigating factors shall be taken into account by all hearing authorities, along with all relevant circumstances, in determining the appropriate consequence(s) to be assigned at that level.

#### *Level 1*

- a. The student may be expelled from the University indefinitely and possibly permanently. Expulsion may be immediate if warranted.

- b. Or, the student must be dismissed for a minimum of one year. Dismissal may be immediate if warranted.
- c. As with any other separation from the University, students wishing to return to Rider must re-apply for admission to the Dean of Students. Students found responsible at this level are not entitled to a refund of tuition or housing costs.

### ***Level 2***

- a. The student may be dismissed from the University for a period not to exceed one year.
- b. If the option in “a” above is not warranted, then the hearing authority must remove the student from residency on campus and impose restrictions on that student’s access to campus areas. In the case of a commuter, the student shall be restricted from entry into non-academic buildings.
- c. As with any other separation from the University, suspended students wishing to return to Rider must re-apply for admission to the Dean of Students. In the case of removal from residency, students must apply for housing to the director of residence life. Students found responsible at this level are not entitled to a refund of tuition or housing costs.
- d. The student may be put on disciplinary probation for a specific time period. The hearing authority may impose any other consequence(s), other than dismissal, which it considers applicable including but not limited to, delay of diploma, non-attendance at commencement ceremonies, disallowance from entry to campus buildings or areas, loss of group recognition, recommended loss of Greek charter, personal counseling, community restitution, financial restitution, assigned tasks, etc.
- e. In every case at this level, except when dismissal is mandated, a fine of not less than \$75 but not greater than \$200 must be imposed. The fine may be per person when appropriate.

### ***Level 3***

- a. The student’s residency status may be terminated or altered, and he/she may be restricted from areas on campus. A commuter student may be restricted from some campus buildings or areas. In the case of removal from residency, the student(s) must apply for housing to the director of residence life. In the case of a commuter student, he/she shall be restricted from non-academic areas and unable to attend campus-wide events.
- b. Students found responsible at this level are not entitled to a refund of housing costs.
- c. In addition to option “a” a student may be put on disciplinary probation for a period of time.
- d. If the options in “a” and “b” above are not warranted, then the hearing authority shall impose a consequence of community restitution hours, or social restrictions for a specified time, during which certain privileges may be revoked including, but not limited to, ability to participate in extracurricular activities, ability to attend or sponsor events such as intramurals or Greek Week, ability to use campus facilities, etc. It may also impose any other consequence(s) which it considers applicable including, but not limited to, non-attendance at commencement ceremonies, assigned tasks, participation in counseling, etc.

**Note:** A violation of the **Alcohol Policy** at this level requires participation in the Alcohol Education Program.

- e. In every case, at this level a fine of not less than \$30 but not greater than \$100 must be imposed. The fine may be per person when appropriate.

#### **Level 4**

- a. The student may have social restrictions imposed for a specified period during which certain privileges may be revoked which include, but are not limited to, participation in intramurals, Greek Week, or other social events, ability to visit other buildings or use certain facilities, etc.
- b. If the options in “a” above are not warranted, then the hearing authority must include a warning to the student regarding future violations. It may also impose any other consequence(s), excluding those in “a” above, which it considers applicable, including, but not limited to, restitution, assigned tasks, community restitution hours, participation in counseling.

**Note:** A violation of the **Alcohol Policy** at this level requires participation in the Alcohol Education Program.

- c. In every case at this level, a fine of not less than \$20 but not greater than \$50 must be imposed. The fine may be per person when appropriate.

#### **Level 5**

- a. The hearing authority must impose a consequence of a general warning in the student’s file. It may also impose any other consequence(s) which it considers applicable, including but not limited to, community or financial restitution, assigned tasks, participation in the Alcohol Education Program, etc.
- b. In every case at this level a fine not greater than \$25 must be imposed. The fine may be per person when appropriate.

**Note:** A student’s disciplinary history may cause the University to set a subsequent violation by that student at a level higher than if there were no prior adjudications. The hearing authority is directed not to surmise that the student involved has a disciplinary history, but is directed to decide the student’s responsibility solely on the merits of the case. A decision not based upon the evidence may be appealed by any party involved in the hearing, and may subject the officer or panel to disciplinary action by the Office of Community Standards. However, if the student is found responsible for misconduct, full disclosure of disciplinary history is then presented to the hearing authority and may impact a decision regarding consequences.

### **Consequences**

- a. **Expulsion** – Permanent termination of student status.
- b. **Suspension** – Temporary separation of student from University. Such action may be deemed appropriate as a consequence for more serious or repetitious violations of campus regulations. Dismissal shall not be construed as a permanent separation from the community and conditions of readmission (if any are ordered) shall be stated in the hearing authority’s decision. Students dismissed for violations of University policy are considered eligible for readmission to the University, and must apply for readmission through the Dean of Students Office prior to their anticipated return date.

- c. **Removal from Residence** – Requirement that the housing contract of the individual with the University be voided and that the individual be removed from the residence halls within five days of the date of the hearing.  
**Note:** Removal from residency may occur at the discretion of the director of residence life, consistent with the University Housing agreement, for failure to comply with all applicable rules and regulations of the University exclusive of any community standards process.
- d. **Alteration of Residence Status** – Requirement that the residence location of the student be changed by the Residence Life Office within five days of the date of the hearing.
- e. **Disciplinary Probation** – Time period during which any future violations will likely result in either removal from residency or suspension from the University depending on the offense and the student's community standards history.
- f. **Social Restrictions** – Restrictions from specific privilege(s), extracurricular activities, campus event(s), contact with person or organization, etc.
- g. **Campus Restrictions** – Restrictions from being present in campus buildings or areas.
- h. **Community Restitution** – Activities or actions designed to return to the community a portion of the goodwill that was taken away by the commission of the violation. Service to the community should be designed to better the social and/or physical environment of the University and its surrounding community.
- i. **Financial Restitution** – Reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate services to compensate for damages.
- j. **Fines** – Monetary amounts imposed within the limits defined.  
**Note:** Due to historical precedent at WCC, this consequence for Westminster students shall be at the discretion of the hearing authority.
- k. **Referral to Appropriate Counseling Services.**
- l. **Administrative Directive** – A statement, written, oral, or as part of a University policy, from an administrator of the University to be complied with by student(s). May require refraining from conduct or completing an act.
- m. **Alcohol Education Program** – Includes alcohol education class, an online program, and other educational activities to be determined by the counseling center.
- n. **Warning** – Notice to the student, in writing, that continuation or repetition of the conduct found wrongful within a period of time as stated in the warning, may be cause for more severe disciplinary action.
- o. **Other consequences as warranted.**

## The Community Standards Review Process

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The primary purpose for the existence of a campus community standards system is to deal with violations of the University's regulations and policies. It is not designed to reflect or duplicate the public court procedure which handles questions of criminal and civil law.

The guiding philosophy of the Office of Community Standards is education and behavior modification of students while simultaneously preserving the integrity, health and safety of other community members. To achieve these goals with fairness and expediency, certain basic rights have been established as part of the hearing procedure. For a complete description of the Standards Review Process, contact the Office of Community Standards, 896-5292, or see the Rider Website.

## Rights of Participants

1. **Interim Suspension** – When immediate action is necessary to protect the health or safety of any community member or to prevent disruption to the University's learning environment, including students presenting evidence of self-harm, the president or Dean of Students or his/her designee may temporarily suspend a student. (In rare circumstances, a hearing authority may also suspend a student.) The attempted/actual physical abuse or restraint of University personnel or contractors, while acting within the scope of their duties, will also serve as a justification for an interim suspension to be imposed. Within five academic days of the invocation of this suspension, a community standards panel must determine whether grounds still exist to warrant its continuation. If there is a reasonable basis to conclude that the student may be responsible for the activity in question, and there is a possible threat to health and safety, or a threat of disruption of the normal operating procedures, the suspension may be continued. The existence of criminal charges levied by public authorities would, in itself, provide a reasonable basis for continuation. In addition, the hearing authority may review disciplinary history or other relevant information. This "suspension hearing" before the panel does not constitute the original hearing on the merits of the incident in question. This process may be altered when medical factors are claimed to be associated with the behavior in question, *as described in the Involuntary Medical Leave Policy found on page 101*. **Note:** Administrative removal from residency does not require a community standards review hearing.

While under an interim suspension, students are not permitted on either campus for any reason without the express permission of the Associate Vice President for Student Affairs (or designee). Interimly suspended students may not participate in co-curricular activities either on or off campus. For the purposes of this provision, co-curricular activities include, but are not limited to, performances, rehearsals, practices, competitions, and club/organization meetings.

When the Interim Suspension Policy has been invoked and there is reason to believe that the behavior is related to a medical (physical/psychological condition), a hearing will be held as soon as reasonably possible with the Dean of Students, or the Dean's designee, or a panel appointed by the Dean which may include health professionals. If there is a reasonable basis to conclude that the student may be responsible for the activity in question, and there is a direct threat to the health and safety of others, or the student's behavior is disruptive to the University's learning environment, the suspension may be continued. Discontinuance of the suspension, if warranted, may be conditioned on the application of medical treatment or reasonable accommodations agreed upon by the University in consultation with the student, parents/guardians and/or health professionals. If the hearing authority does not remove the suspension, the suspension will be continued indefinitely pending presentation of new information indicating that

the threat to the health and safety of others has been removed, that there is no longer a risk the student will be disruptive to the University's learning environment, and/or there are reasonable accommodations or treatment is available.

2. **Advance Notice of Rights/Issues** – All participants in hearings before the Community Standards Board must be notified of their rights in the process at least 48 hours in advance of any hearings of issues involving them. Students charged with violations to be heard by the Community Standards Board must be notified of the issues and of the date and time of the hearing at least 48 hours prior to the hearing. Issues shall be presented in writing and in sufficient detail to allow the student to prepare an adequate response. (Because of the nature of the issues heard by residence directors and community standards administrators, 48 hours' notice is not required prior to the resolution of the matter.)
3. **Choice of Hearing** – Pertaining to social code violations, issues possibly requiring a level 1 consequence must be heard by a Community Standards Board panel of two students and one administrator. Issues possibly requiring consequences from level 2, not including dismissal, to level 3 may be heard by a Community Standards Board panel or by a community standards administrator depending upon the student's request. However, if the student is facing suspension, then a panel must be convened. Certain issues possibly requiring consequences from levels 4 or 5 may be heard by a residence director or area director if appropriate. A higher standard of clear and convincing evidence will be used to determine responsibility for level 1 offenses where expulsion is a possible outcome. In all matters other than level 1 when arriving at a decision, the standard to be applied is the "more likely than not" standard.
4. **Record of Hearing** – All Community Standards Board hearings will be audio-taped for appeal purposes. Community Standards Board deliberations are not included in this provision. The tapes are destroyed at the end of the appeals process.
5. **Conflict of Interest** – Community Standards Board members who have direct interest or potentially prejudicial interest in a particular proceeding should declare themselves ineligible to hear the matter and withdraw from the proceeding.
6. **One Original Decision** – There may be only one original decision for any given hearing. An appeal to a higher authority, as well as any re-hearing ordered by the appellate body, constitutes a waiver of this right.

7. **Time Limitation/Impact on Degree** – Action with respect to violations of the Code of Social Conduct should be commenced within one calendar year of the date of the conduct which is alleged. This time limitation may be extended by the Office of Community Standards when (1) that office is unaware of the conduct in question, (2) the conduct in question is under investigation or subject to action by a governmental authority, or (3) the student delays the process or acts to prevent the University from learning of the incident. If the student is scheduled to graduate within the calendar year, reasonable efforts will be made to have the issue dispensed with prior to graduation which would include the right to appeal Community Standards Board decisions to the University Appeals Council. However, if it is not feasible to resolve the issue prior to graduation, the president or Dean of Students may decide that the granting of the degree and issuance of the diploma be withheld until such resolution occurs. If that decision is made, a Community Standards Board panel must determine within five academic days whether grounds still exist to continue withholding the degree. The board may consider the severity level of the violation, the existence of criminal charges, campus disciplinary history, the possible threat of disruption of normal operating procedures, etc. Such a determination does not constitute the original hearing on the merits of the issue in question. The running of these time frames may be suspended if the student becomes unenrolled. (This provision does not affect the running or tolling of any local, state or federal ordinance or law for civil or criminal violations.)
8. **Right to Assistance** – A student who appears before a hearing body has the right to be assisted/supported in his/her response by any current consenting faculty, staff or student member of the Rider community (with the exception of members of the Academic Integrity Committee, College Appeals Council, SGA Executive Board, or President of the University). The student's right to an adviser attaches upon receipt of the notice of issues. The adviser should not be connected with the specific matter in any way prior to assuming the role of adviser. Advisers are permitted for the sole purpose of supporting the student appearing before the hearing body and may not participate in the actual hearing. Community Standards Board members are trained to act in the capacity of an adviser. Students appearing before a hearing body bear sole responsibility for arranging an adviser.
9. **Right to Be Present** – The student and his/her advisor have the right to be present during all proceedings while issues are presented and witnesses heard. The matter may not be heard in the absence of that student unless he/she has waived the right to be present. See #18, Failure to Appear. The student's incarceration will be considered a waiver of these rights. The private deliberations of the hearing body is an exception and is not an abridgment of these rights.
10. **Right to Give Evidence** – The student and his/her advisor have the right to present evidence and witnesses. The Community Standards Board has the right to insist that information and/or witnesses relevant to the issue being heard be made available to the Board.

11. **Self-Incrimination** – During a hearing before a Community Standards Board, self-incriminating statements made, or incriminating items supplied by the student are not required and will not be used in a hearing unless the student has been informed of the right to refuse to supply such statements. No inference of guilt may be drawn by the authority because of the exercise of this right. However, the student may voluntarily waive it. In cases where the student may also be facing litigation in public court, he/she may request to have an attorney present during the University proceeding for the sole purpose of advising the student on how best to respond to certain questions in order to protect his or her rights in the public court proceedings. If the student's attorney is present, the University may also have an attorney present to ensure that the correct procedural rules are followed, and to advise participants of any legal issues that may be raised by the student's attorney. The student's attorney will not receive notices of hearings, etc., which might be sent to his or her client. It is the student's obligation to communicate all such information to the attorney.
12. **Questioning of Witnesses** – The student, his/her advisor, the university representative, and Community Standards Board members have the right to question all witnesses who testify at the hearing. If witnesses giving testimony against a person do not testify in the presence of that person, the identity of the witnesses and transcripts of the testimony and/or other evidence to be presented shall be furnished to the student no later than 24 hours prior to the hearing. The hearing authority has a special responsibility to establish the objectivity and credibility of such testimony.
13. **Search and Confiscation** – Evidence obtained in violation of this policy is not to be considered by any hearing authority. If a member of the community suspects the presence of illegal articles or contraband, or items related to the commission of a violation, the person is required to obtain permission to search and/or confiscate. No member of the community is permitted to search the room or area of any student or take any of the above items without the student's consent unless written permission to search and/or confiscate has been given by the Dean of Students or his/her designee. The permission is limited in duration, and is as specific as possible with regard to the items, people, etc. sought and the areas available for search.

Whenever possible, the student involved, the resident of a certain room, for example, should accompany those making the search. Any other prohibited item, or items, information, etc. otherwise linked to the commission of a violation which are happened upon during a search can be taken and brought to the attention of the Dean of Students Office.

**Note:** Prior written permission is not necessary in cases of emergency, matters of health, to verify room occupancy, to inventory recovered lost or stolen property, where the items are in plain view or where the student occupying the room has given consent. Any prohibited item or other items, information, etc. linked to the commission of a violation which are happened upon can be taken and brought to the attention of the Dean of Students Office. (A copy of the procedure for obtaining such written permission is available from the Office of Community Standards or the Student Government Association.)

14. **Past Record** – No record of a student’s past community standards history or other material irrelevant to the issue being heard shall be permitted during the merit determination phase of a student’s hearing. However, records of past dispositions and other material deemed relevant may be considered in the determination of appropriate consequences in the event the student is found to be responsible for the violation(s), and may serve to elevate the consequences.
15. **Written Decision** – The hearing authority is to base their decision solely upon the evidence introduced during the student’s hearing. The student shall receive a written copy of the decision containing the findings and the consequences to be applied, as well as notification of the right to appeal and how to initiate that process. Copies of the decision shall also be sent to the Dean of Students, the disciplinary files, and those persons deemed by the appropriate disciplinary body as needing such notification.
16. **Maintenance of Records** – Information from disciplinary files shall not be made available to unauthorized persons without the express written consent of the student involved except under legal compulsion in compliance with federal regulations or in cases where the safety of persons is involved. The only parties authorized to maintain records of individual disciplinary cases shall be the Dean of Students Office, and those persons empowered by the University to do so.
17. **Closed Hearings** – Hearings are to be closed unless there is a request to hold an open hearing by the student. The hearing authority shall determine if the request should be granted. In any case, all persons participating in the process, including attorneys, advisors, and persons deemed to have an interest in the proceeding, as determined by the hearing authority, may remain with the student’s permission. Matters involving sexual assault shall remain closed.
18. **Failure to Appear** – If a student has received due notice of an allegation and fails to appear at a hearing after receiving proper notice, the student will be charged with contempt of the system. When the student receives notice of the contempt charge, a second hearing will be scheduled to hear both the original allegation and the contempt charge. If the student fails to attend the second hearing it will be regarded as a waiver of the right to be present, and the issues of the original allegation and contempt charge will be resolved in the student’s absence.
19. **Right to Appeal** – Students accepting responsibility and consequences at any level waive their right to appeal the outcome of the judicial hearing. The University or the student not accepting responsibility and/or consequences has the right to appeal decisions on level 1, 2 or 3 offenses to the University Appeals Council. Students not accepting responsibility and/or consequences of a level 4 or 5 violation may appeal the decision to a lesser level appeals board. The lesser level appeals board is a Community Standards Board panel that convenes to review level 4 or 5 dispositions by reviewing documentation. Students may obtain an application for appeal from the Office of Community Standards, Bart Luedeke Center, Student Affairs Suite.
20. **New Evidence After Appeal** – The Appeals Council is the final step in the process. However, when extenuating circumstances or new evidence warrants consideration, the Appeals Council may consider the matter.

21. **Imposition of Consequences** – The hearing authority may determine that there is sufficient cause for a consequence to be imposed prior to an appeal being heard. If so, the date and time the consequence is to take effect must be noted in the decision.
22. **Failure to Complete Consequences** – If a student fails to complete an assigned community standards sanction, or fails to abstain from an activity or location restricted by the hearing authority, this will be considered a new violation of the **Code of Conduct, Section 7.1, Contempt of the System**. The community standards administrator or his/her designee may impose additional consequences up to but not including removal from residency for the new offense without a new hearing only if the student has had previous notice of the consequences for a contempt violation. (If removal from residency or suspension from the University is recommended, a hearing will be conducted for the new offense.) Any sanctions may still be appealed in accordance with the appeals policy.

## Composition and Jurisdiction of Hearing Boards

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The Community Standards Board hears matters involving social code violations, appeals from subordinate hearing authorities (e.g., residence directors), constitutional questions of student organizations, contests of student government elections, and disputes between student organizations. The composition of the panel chosen to hear a particular case varies according to the type of issue being adjudicated. While most panels are comprised of two student Community Standards Board members and either one administrative or faculty Community Standards Board member, panels dealing with student organization disputes or contests are comprised solely of student hearing officers. (During summer session or semester breaks, any three Community Standards Board members may hear a case if the community standards administrator cannot reasonably place two students on the panel.)

## Participants in the Process

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In addition to the student who has been charged of a violation, participants in community standards hearings are as follows:

### Community Standards Review Panels

A hearing panel for each case is selected at random from a pool of Community Standards Board members. Each panel is comprised of two student Community Standards Board members and either one administrative or one faculty Community Standards Board member. Student board members are University students who have applied and been accepted by the Office of Community Standards. At Westminster Choir College, the Community Standards Board members are appointed by the SGA executive board.

Administrators on Community Standards Boards volunteer their time as well. All undergo training and are assigned to hear cases or to act as student advisors as needed.

### Hearing Moderator

An administrator acting as a hearing moderator may be present at a hearing to control the hearing and ensure the hearing follows procedural guidelines. The moderator will be impartial and has no interest or input in the outcome of the hearing.

## University Representative

A community standards staff member is present at all hearings and acts as the spokesperson for the University as it relates to charges and proposed consequences. While not intended to be a prosecutor or adversary of the student, the University representative is responsible for explaining the charges and consequence proposals, and takes an active role in ensuring the hearing is fair and that all relevant information is presented to the board.

## Student Advisors

A student advisor is generally a student Community Standards Board member and can assist a student charged with misconduct in responding to the allegation. Any other current member of the University community may also act as an advisor if he/she agrees to act in that capacity. An advisor should not speak for the student but can attend a hearing, assist the student in developing and presenting a response to the charges, and act as a general support for the student.

# Community Standards Hearings

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The following process is followed whenever misconduct is alleged, except when a Dean of Student's interim suspension has been imposed.

1. After receiving reports from campus public safety or residence life, the director of community standards or his/her staff generates a written letter to the student called a formal inquiry. The formal inquiry cites the alleged misconduct, violation(s), and assigns a level of severity. Also included with the formal inquiry are all public safety reports, statements, and any other information related to the charges.
2. The student meets with the director of community standards or his/her staff in a "Resolution Meeting." In cases not involving dismissal or expulsion, it is possible the matter can be resolved in this meeting if the student and the administrator agree on the violation(s), level of severity, and consequences. If agreement cannot be reached at levels 1, 2, or 3 concerning the responsibility of the student, the student must challenge the allegation(s) of misconduct before the Community Standards Board (two students and one administrator). When a student accepts responsibility for an allegation of misconduct, the community standards administrator may impose the appropriate sanctions in accordance with the level of severity of the violation as listed in the Code of Social Conduct. A student who disagrees with consequences imposed by the community standards administrator may appeal to the University Appeals Council. Charges below level 3 must be resolved with the community standards administrator, his/her staff, area director, residence director, or house director.
3. A Community Standards Board hearing is divided into three parts.
  - a. **Procedural Phase** – The student is asked questions related to student rights, procedures and charges.

- b. **Merit Determination** – This phase includes the relaying of all information, relevant questioning, and witness presentation related to the charges. It provides the panel of Community Standards Board members with information necessary to make a determination of responsibility and level of violation. The panel deliberates in private and then announces the decision. If the student is found not responsible for the alleged misconduct, the hearing is over and the charges are dismissed. If the student takes responsibility for any charges during this phase, it will be at the level charged by the University, unless the University representative agrees beforehand to any changes. When the student takes responsibility, the Community Standards Board may still hear any information it deems necessary to move on to a consequence determination phase.
- c. **Consequence Determination** – If the student is found responsible or takes responsibility for any charges, the panel announces the finding and level of responsibility. The panel then hears consequence recommendations from the University representative first and then the student and/or his or her advisor. Prior misconduct can be introduced at this time. Character witnesses or references may also be introduced. The panel then deliberates in private and announces the level and the consequences.

For every Community Standards Board panel decision there is an opportunity to appeal the finding, the consequences, or both. The University Appeals Council hears appeals of Community Standards Board decisions. Unless explicitly directed otherwise, consequences are held in abeyance pending an Appeals Council decision. When a student takes responsibility for any charges either during a resolution meeting or during merit determination phase of a Community Standards Board hearing, the student waives his/her right to appeal the finding of responsibility on those charges.

## Appeals Council

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The University Appeals Council derives its authority from its tripartite nature. The council hears appeals of cases originally adjudicated by the Community Standards Board. It also may hear appeals involving administrative regulations, as well as judgments regarding interpretations of the Family Educational Rights and Privacy Act (FERPA), or any other rights. The Appeals Council's authority does not extend to the civil or criminal realm. For a complete description of the Appeals Council authority and procedures, contact the Dean of Students, 609-896-5101 or the Office of Community Standards, 609-896-5292.

## Hearing Record

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1. All sessions must be recorded, preferably on audio-cassette tapes, and the recording of the session must also be submitted to the appellate body within 48 hours of that hearing body's request. In addition, there must be a record of the name of the student, date of incident, issues put forth, student's response, significant evidence, decision and decision date, consequences, and names of the Community Standards Board panelists.
2. All written statements, etc. should be maintained as part of the student's community standards file.

## Disciplinary Records

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Academic and disciplinary records shall be maintained separately. At no time shall a disciplinary decision of any hearing authority or student government organization be placed in the academic records maintained by the registrar or recorded upon the academic transcript. Transcripts will carry a notation that disciplinary records are kept separately. Whenever a disciplinary record is added to the student's personnel file, an exact copy of that record must be given to the student(s) concerned.

In matters involving original jurisdiction of the University Community Standards Board, the records of those proceedings shall be maintained at least until the student graduates. The board may specify the length of time records are to be maintained in student files on a case-by-case basis.

*Copies of decisions in disciplinary cases shall be transmitted to the following parties:*

- The student.
- The Dean of Students.
- Disciplinary files.
- The student advisor, if applicable.
- Other interested parties with a legitimate educational interest.

## Rider University Substance Abuse Policy

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Rider University believes that individual responsibility is extremely important in social choices. Substance abuse is prevalent on college campuses today and often hinders community members' ability to lead lives of productive work, enlightened living and community involvement. The University policy regarding alcohol and other drugs provides penalties for abuses but places major responsibility on the student for responsible decision making.

The policies and Code of Conduct governing the use of alcohol and other drugs apply to all Rider students and their guests. The primary responsibility for knowing and abiding by the provisions of the University's policies rests with the individual student.

## Drug Policy

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Rider does not tolerate the use or possession of any illegal substance on its campuses.

## Rider University Parental Notification Policy

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*Rider University has decided it may notify parents in the following cases:*

- If a student is found to be responsible for any drug-related offense.
- If a student is transported to the hospital due to a drug or alcohol related incident.
- If a student refuses to be transported to a hospital for a drug or alcohol related incident against the advice of emergency rescue or safety personnel.

- Any violation of the University alcohol policy.
- Any incident which results in separation from the University or residence halls.
- Whenever a student is arrested.

FERPA (Family Education Rights and Privacy Act) allows provisions for parents to be called in cases of life or safety emergency and when a student is declared by the parents as a tax dependent under the IRS code. The Dean of Students also has the authority to suspend students for reasons of health, safety or noncompliance with recommendations. Such suspensions are subject to review within five (5) academic days.

## Campus Policy on Smoking

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Rider University subscribes to a smoke-free work and study environment. In compliance with both University policy and New Jersey State law (N.J.S.A. 26:3D-17), smoking or ignition of any tobacco or other product or substance is prohibited in all buildings, the Bart Luedeke Student Center (including The Pub), dining facilities, residence halls and Greek houses. In addition, smoking is prohibited within 25 feet of all building entrances, within 25 feet of operable first floor windows, and within 25 feet of any building louvers or grilles providing outside air intake for equipment.

## Licensed Events/The Pub

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*The following rules and policies apply to the Rider Pub and other events where alcohol is licensed to be served:*

- A. an adequate supply of non-alcoholic beverages must be served;
- B. any non-Rider person must be the designated guest of a Rider community member;
- C. any individual violating the following Pub regulations as defined by the executive committee of the Rider University cooperative council may be subject to loss of Pub privileges and/or judicial consequences:
  - failure to show one's Rider photo ID card when requested to do so by any Pub employee
  - stealing, destruction or defacement of any Pub property such as glasses, ash trays, etc.
  - taking any alcoholic beverages out of the Pub or bringing any alcoholic beverages into the Pub
  - failure to leave the Pub when requested to do so by the Pub authority
  - any actions which may endanger the Pub/event license such as profane language, fighting, intoxication, etc.
  - any actions which disturb the general decorum
  - possession or use of any illegal substances
  - gambling
  - disregard for behavior of one's guests
- D. non-Rider community members who are attending the Pub are not permitted guests.

## Missing Student Notification Policy

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The law considers a student missing if her/his whereabouts are unknown for 24 hours.

**Any student believed to be missing for 24 hours should be reported to Public Safety or the Dean of Students Office.** An official report of any missing student must be immediately reported to Public Safety.

Students living on campus have the option to designate a person or persons to be notified within 24 hours if they are determined to be missing. This information is handled in a confidential manner, accessible only to authorized campus and law enforcement officials, and may not be disclosed outside of a missing person investigation. Designated contact person(s) information is gathered from resident students upon check-in via the Office of Residence Life.

*If, upon investigation of an official missing person report, Public Safety determines that a student is missing:*

- The Dean of Students or designee must, within 24 hours, notify the custodial parent/guardian and any other designated contact person(s) if the student is under the age of 18 and is non-emancipated (remaining under parental care, custody and financial support).
- The Dean of Students or designee must, within 24 hours, notify the designated contact person(s) of any student 18 years of age or older.

Regardless of whether a student has designated a contact person, is over or under the age of 18, or is an emancipated minor, Public Safety must, within 24 hours, inform the local law enforcement agency (police) of a missing student.

## Statement on AIDS and HIV

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*Rider University makes the following statements on its legal, ethical, educational, and procedural responsibilities regarding AIDS and HIV:*

1. Rider University affirms its obligation to provide the most current education regarding transmission of HIV and education about the medical conditions known as HIV and AIDS. Specifically, transmission of HIV occurs primarily through contact with semen, vaginal secretions, or the blood of an HIV-infected person.
2. The confidentiality of any person infected with HIV or AIDS is respected. Given the current medical information about HIV/AIDS, there is no justification to warn others of the presence on campus of someone with AIDS or a positive HIV antibody test. It is the right of any person with HIV or AIDS to decide with whom and how this personal information is or is not shared. Therefore, in accordance with American College Health Association guidelines and compliance with federal and state laws, regulations, and policies that protect the confidentiality of student medical and educational records, no person, agency, insurer, employer, or institution will be provided any medical information without the prior written consent of the individual.

3. Any form of discrimination against any person or groups of people who have or who are perceived to have the HIV infection is unwarranted and inappropriate. Any person with HIV/AIDS is guaranteed equal accessibility to any campus facility or activity. Harassment of any kind against any person or groups of people who have or who are perceived to have the HIV infection falls under the jurisdiction of the Policy on Harassment. Such individuals retain all the rights described in that policy.
4. The primary department with current HIV/AIDS-related information on this campus is the Student Health Services. This information is disseminated throughout the Rider community through the offices of Residence Life, the Counseling Center, and the Dean of Students. All campus departments and offices should develop specific procedures for the dissemination of information.

## Academic Disability Policy

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Rider University supports the protections available to students with disabilities under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended, and the New Jersey Law Against Discrimination.

Services for Students with Disabilities (SSD) facilitates equal access to the programs and activities at Rider University for students with disabilities, as defined by the Americans with Disabilities Act (ADA).

Students must initiate contact with SSD in order to receive services and to arrange reasonable accommodations, such as course adjustments, course substitutions and auxiliary aids. Any Rider student who supplies SSD with appropriate documentation of a disability is eligible on a case-by-case basis for reasonable accommodations. Students with disabilities should contact SSD (Joseph P. Vona Academic Annex, Room 8, 609- 895-5492) to discuss available services and reasonable accommodations, including academic adjustments.

Only students with documented disabilities that prevent equal access to an academic course or program are entitled to reasonable accommodations, which may include course adjustments, course substitutions and auxiliary aids. A reasonable accommodation is an accommodation that provides the student with equal access to the academic course or program, including all course or program materials, but does not impose an undue burden on the University or constitute a fundamental alteration to the course or program in question. Knowledge of the essential course and program standards resides primarily with the individual faculty member and/or the academic department.

SSD evaluates the disability documentation provided by the student, collects additional information from the student, and gathers information from relevant educational support personnel (e.g., high school guidance counselors), medical and psychological professionals, and other pertinent sources outside of Rider University. When the student's disability has been sufficiently documented and potential reasonable accommodations have been identified, the student is provided a Notice of Academic Adjustments specific to each course and encouraged to present that Notice of Academic Adjustments to the relevant faculty member and to discuss, in a private setting, how the reasonable accommodations will be implemented.

If any such faculty member has concerns that the proposed accommodations constitute a fundamental alteration to the course or program in question, that faculty member shall promptly contact SSD to initiate discussion and resolution of those concerns.

If the faculty member does not demonstrate to SSD that the accommodation constitutes a fundamental alteration of the course or program in question, the accommodation shall be put in place. If the faculty member demonstrates to SSD that the accommodation constitutes a fundamental alteration of the course or program in question, alternate accommodations, to the extent available, shall be made. If SSD and the faculty member are unable to mutually agree on this issue, they shall appeal it to the Provost or his/her designee, who shall hear both positions, review any necessary documents, and render a final decision.

If such an appeal is taken to the Provost or his/her designee, and the semester has already begun, the Provost or his/her designee shall determine at the outset of the appeal process whether or not the student will suffer an immediate negative impact, if the proposed accommodation is not yet in place. If the determination is that the student will suffer such an immediate negative impact, then the proposed accommodation will be put into place pending resolution of the appeal. If no such immediate negative impact is apparent, the proposed accommodation will be withheld, pending resolution of the appeal. In either case, the Provost or his/her designee will make every reasonable effort to render his/her decision within four working days of the initiation of the appeal.

This policy is designed to ensure the University's compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended and the New Jersey Law Against Discrimination, and to enable every Rider student with a disability to enjoy an equal opportunity to achieve his/her full potential while attending this University.

## **Involuntary Medical Leave Policy**

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This Involuntary Medical Leave Policy is meant to be invoked in extraordinary circumstances when a student is unable or unwilling to request a voluntary medical leave of absence. Before involuntary leave of absence is considered, efforts will be made to encourage the student to take a voluntary leave of absence. The provisions in the Involuntary Medical Leave Policy shall not be in place of disciplinary actions that are in response to violations of the Student Code of Conduct, and they do not preclude the removal or dismissal of students from the University or campus housing as a result of violations of other Student Code of Conduct violations.

## **Involuntary Medical Leave: Conduct of Hearing**

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1. The student will be notified at least 48 hours in advance of the hearing. The notice shall state the date and time of the hearing and present issues in writing and in sufficient detail to allow the student the opportunity to prepare a response. The parent(s) or guardian(s) of the student may also be given notice as provided in the University Parental Notification Policy (see page 96).
2. The student may be assisted in the hearing by any consenting faculty member, medical professional and/or a parent or guardian.

3. The student and his/her advisor(s) have the right to be present at the entire hearing with the exception of private deliberations by the Hearing Authority for the purpose of reviewing information and/or arriving at its decision.
4. The Hearing Authority may consider any oral or written information deemed relevant and may request additional information if needed. The University, student or parents and/or advisors will have the ability to ask questions in the hearing subject to the reasonable control of the Hearing Authority.
5. The Hearing Authority shall notify the student in writing both of its decision along with any material issues considered in arriving at the decision. While not customary practice, the Hearing Authority may decide to audio tape all or part of the hearing, but is not required to do so. The student may have access to any record subject to applicable medical confidentiality standards and ethics.
6. In accordance with customary practice, hearings shall not be open to the public or the press unless the Hearing Authority agrees to a request from the student to conduct the hearing in public.
7. If the Hearing Authority conditions the cancellation of a suspension on terms or accommodations, the student shall be obligated to comply with those conditions or accommodations. If the accommodations are not followed, the Dean may impose additional sanctions up to and including further suspension.
8. Either the student or the Dean may have the hearing reopened if the original basis for the suspension has changed or new information is available. If practical, the Dean shall assign the same Hearing Authority to the reopened matter but may use a new Hearing office or panel.

## **Rights and Responsibilities of Users of the Rider University Computer Network**

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This policy governs the use of computer systems, networks and other equipment provided by Rider University for electronic communication and for data and record retention. All University related persons who are provided with access to any of these resources, including employees and students, through the use of any of these facilities, agrees he or she will comply with this policy and understands and agrees with the conditions and limitations described below. The University reserves the right to change or supplement this policy in accordance with applicable University procedures.

Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is much like access to books in the library, and requires that individual users act responsibly.

Rider University is committed to protecting the rights of students, faculty, and staff to freedom of expression and to free academic inquiry and experimentation. Concomitantly, users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Because

electronic information is both volatile and easily reproduced, users must exercise special care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

The facilities are owned by the University, which has made them available to the University students, faculty and staff for use in University matters (including academic and business matters). The University permits personal use (i.e., for matters not involving the University), of electronic communications tools provided that the personal use does not interfere with the rights of others, does not threaten the integrity of the systems or related physical resources and complies with all other applicable laws, regulations and contractual obligations. Information received, transmitted or stored by a University employee is considered in the first instance to be private information belonging to that individual. The University does not routinely audit or inspect individual accounts. However, the University reserves the right to monitor an individual's use of the system or enter and retrieve a user's files (a) to the extent necessary to correct system problems in order to address issues that it has reason to believe may adversely impact the integrity, security, or effective operation of university computer systems, (b) to respond to a court order, subpoena or valid discovery request as part of an ongoing litigation, (c) when access is required as part of an investigation by federal, state or administrative authorities, (d) when access is otherwise necessary in order for the University to comply with the law, or (e) whenever the University reasonably anticipates being subject to litigation and access to files is necessary to evaluate and assess the risks of litigation. In the event of an order by a court, or a governmental agency with subpoena authority, the user of that file will be notified of that order prior to the University providing access to those files to the extent permitted by applicable law and subject to Article XXV of the collective bargaining agreement between the University and the AAUP. Copies of all user files stored on the network may be routinely backed up for disaster recovery purposes. Such copying shall not be considered to be in violation of this policy as long as such operations are purely mechanical and do not involve the viewing of those files. However, ultimate responsibility for the back-up of files in personal accounts, local disks, and personal computers, lies with the account holder.

Examination of user files, email, network transmission content or other University provided electronic / telephonic communications, for reasons other than protecting network integrity, must be authorized by the Associate Vice President of Human Resources (in the case of employees) or the Dean of Students (in the case of students), in conjunction with the appropriate Division head or the University President, and in the case of members of the Rider University Chapter of the AAUP, an individual designated by the AAUP Chapter Executive Committee.

Nothing contained in this policy shall be construed either to (1) limit the legitimate exercise of free speech, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve legitimate educational, artistic or political purposes, or (2) infringe upon the academic freedom of any member of the University community.

Computer users are free to utilize University computers to communicate to and read from public computer facilities (e.g. usenet, BBSs, etc.) with no greater restrictions than would apply if they were communicating in any other public forum (e.g. newspapers, talk radio, public meetings). When communicating in such facilities users must avoid any implication that they

speak for Rider University when they do not. Use of the University's computer resources to transmit unofficial communications does not constitute University approval or endorsement of such communications.

While Rider University is committed to intellectual and academic freedom and to the application of those freedoms to computer media and facilities, the University is also committed to protecting the privacy and integrity of computer data belonging to the University and to individual users.

Computer facilities and infrastructure are provided for meeting academic goals and to provide access to local, national, and international facilities to aid in the achieving of those goals. Those using these facilities and services must respect the intellectual and access rights of others locally, nationally, and internationally.

Students should be aware that any use of the facilities or infrastructure that is in violation of the guidelines listed below may be considered a violation of the Code of Social Regulations.

The general standards of conduct expected of members of the University community also apply to the use of University computing resources. These resources include:

- **Hardware:** All the physical equipment used for or related to information processing or data communications.
- **Software:** Programs, programming languages, instructions or routines which are used to perform work on a computer.
- **Data:** Information such as records or textual material stored on or accessible through a computer.

Individuals will be held no less accountable for their actions in situations involving computers and information resources than they would be in dealing with other media. Though some of these resources are intangible they are the property of the University and the same rules applying to vandalism and theft apply to them as well as to other forms of University property. Conduct which violates the University's property rights with respect to computing resources or the use of computing resources to violate University regulations is subject to the same University discipline as would be applied if that conduct did not involve computer resources. Such conduct includes but is not limited to:

1. The giving or gaining of unauthorized access to computing resources.
2. The unauthorized use of computer space.
3. The unauthorized duplication or distribution of copyrighted software and/or related materials such as documentation, manuals, reference cards, etc., beyond those allowed by "fair use."
4. The unauthorized removal of any computing resources from computing facilities.
5. The deliberate, unauthorized alteration or destruction of any computing resource or the deliberate unauthorized attempt to destroy any computing resource.

6. Knowingly using or installing on any University computer system or network a program intended to damage or to place excessive load on the computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
7. Using the University network to gain unauthorized access to any computing resource.
8. Unauthorized attempts to circumvent the security measures of any computing resource, any data protection schemes and/or decrypt secure data.
9. Knowingly violating terms of applicable software licensing agreements or copyright laws.
10. Monitoring or tampering with or attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the express agreement of the owner.
11. Forging electronic communications to make them appear to originate from another person.
12. Using electronic mail to harass or threaten individuals.
13. The use of computer resources for commercial solicitation and/or personal economic benefit unconnected to the user's University role.

Violation of these policies will be handled through the University's existing disciplinary procedures. Uses of computer resources that are also violations of law may be referred to the appropriate civil authorities.

Other organizations operating computing and network facilities that are reachable via the Rider network may have their own policies governing the use of those resources. When accessing remote resources, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations. Use of the computer service of the University is solely at your own risk and is subject to all applicable laws.

## Social Networking Services

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Students accessing "social networking services" such as Facebook, Twitter and Instagram must be careful to read the terms and conditions set forth by these services. Students must be aware that they are solely responsible for the content of their sites and that neither the networking services nor Rider University assumes any responsibility for what students place there.

Inappropriate material placed on these sites may be subject to Rider University's Code of Social Conduct. Students should pay specific attention to section 1.1 Personal Misrepresentation, section 2.3 Reckless Endangerment, section 2.7 Verbal/Non-Verbal Harassment, Humiliation, Intimidation or Discrimination, section 2.8 Disorderly Conduct, section 2.9 Indecent Conduct and section 3.1 Attempted or Actual Abuse, or Unauthorized Use of the Computer.

In addition to violations of University policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

In particular, students using these services should become familiar with the concepts of defamation and invasion of privacy.

*Elements of a defamation claim include:*

- a. conveying any message about a person(s) through words, images, etc. that could be reasonably understood as being factual (a statement of opinion like “I think Paul cheats on tests” could be considered factual depending upon the context);
- b. the message is conveyed intentionally or inadvertently to someone other than the person(s) who is the subject of the message;
- c. the message conveyed is understood by others to be about the person(s) who is the subject of the message;
- d. the message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message; and
- e. and the message conveyed ultimately harms the subject’s reputation.

Claims for invasion of privacy arise under different circumstances. For example, a claim for invasion of privacy may occur if one person uses the name or likeness of another person for his or her own benefit. Invasion of privacy may also occur if one makes public a matter concerning the private life of another and if the matter made public would be considered highly offensive to a reasonable person and is not of legitimate public concern. Additionally, invasion of privacy occurs when one is placed by another in a public false light. Here a violation might arise if the false light into which the person is placed would be considered highly offensive to a reasonable person and the violator had knowledge of or acted in reckless disregard as to its falsity.

## **Dissemination of Information Policy**

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Rider University is committed to providing a climate in which all members can exercise their freedom to speak and listen and to fulfill their personal and societal obligations. The University sets forth these guidelines for defining rights and responsibilities within its community:

1. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. However, no disruption of the normal operation of the University will be permitted by any individual or group.
2. Students and student organizations should make it clear to the academic community and to the larger community that, in their public expressions, they speak for themselves.
3. Students may invite and hear any person of their own choosing, subject to the orderly scheduling of facilities. Faculty, administrators and recognized student organizations may schedule and reserve rooms for programs they choose and individual members of the community may schedule speakers to utilize certain public areas of the campus for presentations.

The Director of Business Conferences and Camps shall approve or disapprove, in consultation with appropriate administrative personnel, applications for on-campus dissemination.

Dissemination of information is defined as any oral communication, visual presentation or printed matter encountered in a public area of the campus. The coordination and processing of all requests shall be handled by Auxiliary Services.

## Campus Posting Policy

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This policy outlines the guidelines governing the posting policy at Rider University. If your organization, group, or department, has a method of campus posting not covered in this policy, you **MUST** consult with the Director of Campus Activities and the Director of Auxiliary Operations to determine if the method is allowed at Rider University under institution policy and to gain all of the proper authorization to use your method of campus posting.

### Rider University Posting Policy

#### *General Points*

- The Office of Campus Life must authorize the publicizing of various events by the use of posters, signs, etc.
- Advertisements referring to or promoting the use of alcoholic beverages are prohibited.

#### *Posting Guidelines*

- Individuals and clubs or organizations wishing to post information on-campus must get approval from the Office of Campus Life. Posting will only be approved for a two (2) week period.
- To post in residence halls, you must have approval from the Residence Life Office or the Office of Campus Life.
- **Material cannot be affixed to walls, doors, or glass surfaces, or in bathrooms or elevators.**
- Posters and advertisements cannot be in violation of the Community Values Statement.
- If the primary purpose of a poster is to advertise an alcohol related event or make explicit reference to the sales or consumption of alcohol, the advertisement will not be approved.
- Failure to adhere to these guidelines will result in removal of the unapproved postings by Auxiliary Services and the Office of Campus Life and possible loss of “good standing” status.
- Posting in all campus buildings should be on designated bulletin boards **ONLY**.
- If the program is funded with Student Activity Fee money, it must state, “sponsored by SAE.”

## Campus Solicitation (Lawrenceville Campus)

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Solicitation is defined as the selling of a product, service or the collection of moneys. This does not apply to the distribution of leaflets or other sources of information. Further, it does not apply to the collection of dues/fees by University organizations from their members. The coordination and processing of all solicitation requests shall be handled by Auxiliary Services. It will be the responsibility of the Director of Auxiliary Operations to approve or disapprove, in consultation with appropriate administrative personnel, when necessary, applications for on-campus solicitation.

# Parking and Traffic Regulations

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## I. *General Regulations*

Rider University has more than 5,000 motor vehicles on its campus every day. For reasons of safety, convenience, orderly traffic and parking, the University has established and enforces, through the Department of Public Safety, reasonable vehicular regulations.

These regulations apply to all members of the community, including students, faculty, staff, administration and their guests, at all times.

The operation of a motor vehicle on campus is a privilege which may be withdrawn by the University for failure to comply with the regulations.

Information about the regulations and vehicle registration is available from the Department of Public Safety, located in West House at the South Entrance of the Lawrenceville Campus. The office is open 24 hours a day, seven days a week.

On the WCC campus, the Public Safety Office is located in Bristol Chapel. See the WCC section for details on parking at the Princeton campus.

- a. Every vehicle on the Rider campus must be properly registered by the University. Altered or fictitious registration will result in disciplinary action for personal misrepresentation.
- b. Students who operate their vehicles in an unsafe manner or who fail to adhere to the traffic regulations for moving vehicles may face disciplinary and/or administrative action for violating Section 2.3 of the Code of Social Conduct, Reckless Endangerment.
- c. Both registrant and driver are responsible for adherence to all parking and traffic regulations. Therefore, any resulting penalties and restrictions may apply to both. If a parking ticket is issued, the community member shall be held responsible when:
  - The vehicle is registered with Public Safety to that member.
  - The vehicle is registered with MVC to an individual with the same home address as the member.
  - The vehicle is registered to a place of business, which has in its employ an individual with the same home/local address as the member, and who has been designated as the person “assigned” the vehicle.
  - The vehicle is not registered with Public Safety, but has been “identified” as operated by the community member.
- d. Any motor vehicle that has not been driven for 10 consecutive days may be determined an “abandoned” vehicle. When it has been determined that a vehicle has been abandoned by the owner, the vehicle will be towed from the Rider campus at the owner’s expense.
- e. A vehicle may be ticketed for the same violation only once per shift (midnight to 8 a.m., 8 a.m. to 4 p.m., 4 p.m. to midnight).

*The University assumes no responsibility for the care of, protection of, or damage to any motor vehicle or its contents at any time it is operated on, parked on, or removed from University property.*

## II. **Vehicle Registration**

In order to register a vehicle on campus, one must present a current driver's license, vehicle registration, proof of insurance, and a valid Rider ID card. There is a \$300 fee for all freshman resident students who bring their vehicles to campus. The fee is payable on-line by going to [www.rider.edu/parking](http://www.rider.edu/parking). Freshman residents are permitted to obtain one temporary parking pass per semester (not to exceed three days) for temporary use of a vehicle. No additional temporary parking passes will be issued to that student without prior consent from the Director of Public Safety. Westminster Campus freshmen are not permitted to bring vehicles to campus their freshman year. Extenuating circumstances may be brought to the attention of the Associate Dean of Students or the Director of Public Safety.

- a. **Permanent decals and temporary permits** are issued in various colors corresponding to the proper parking areas. Decals are to be displayed on the back of the rearview mirror and the lower left portion of the driver's side passenger window. Temporary permits are to be displayed on the driver's side of the dashboard.
- b. If a university member brings a **non-registered vehicle** to campus on a temporary basis, the person shall immediately obtain a temporary permit from the Department of Public Safety. There is no fee for the temporary permit, which may be issued for a maximum of seven days. (Extenuating circumstances may be approved by the Director of Public Safety.)
- c. **Any change in the license number** of a registered vehicle during the academic year must be reported by the registrant, in writing to Public Safety.
- d. **Resident students** may obtain decals for one vehicle. Commuter students may register up to three family vehicles. All additional vehicles will receive temporary vehicle passes. Charges for violations attributed to vehicles registered to, or under the control of, another member of a student's family or visitor will be placed on the student's record.
- e. **Designated handicapped/disabled parking** spaces are available to students who have either a permanent or temporary state-issued handicapped placard. Students must display their placard when using the designated spaces. Temporary state placard applications are available at the Services for Students with Disabilities Office, located in the Vona Academic Annex Room 8, and at municipal police departments. The application requires a doctor's signature, a small fee, and should be submitted to the nearby Lawrence Township Police Department. If you are a resident student, please use your Rider University address. Keep in mind that temporary placards are only valid until their date of expiration. In order to park on campus, vehicles must also be registered with the Department of Public Safety.

- f. **Visitors** – Community members are responsible for informing their visitors of all parking and traffic regulations. Hosts should obtain a copy of the campus map with parking and traffic regulations from the Department of Public Safety for their visitors' use. Visitors are required to park in the visitor or open lots and display a visitor's parking permit on the driver's side of the dashboard. This permit may be obtained anytime from the Department of Public Safety. Failure to obtain a permit may result in the vehicle being ticketed and/or towed at the owner's expense. Visitors to financial services and admissions may park in the designated "Visitor Parking" spaces directly across the street from the Bart Luedeke Center. All other visitors may park in the visitor lot to the left of the Bart Luedeke Center next to the open lots. Any "open" lots may also be used by visitors. Visitors who violate the traffic regulations are subject to fines, as applicable. When a visitor registers his vehicle, his vehicle information is registered on the student's record he is visiting. Charges for traffic violations incurred by the student's visitor or charges for violations attributed to vehicles will be placed on student's account and student will be responsible for these fines. The visitor's vehicle will stay on the student's record until that visitor's traffic fines are paid. A request for the visitor's vehicle record to be removed from the student's account must be made at the Public Safety Department. Community members are not permitted to park in the visitor lot.
- g. **Motorcycles**
1. All motorcycles must be registered. Operators of motorcycles are subject to the same regulations that govern other motor vehicles.
  2. When operating motorcycles on campus, the driver and passenger are required to wear safety equipment in accordance with New Jersey state law.
  3. Motorcycles, motor bikes, or motor scooters may not be driven on pathways or off road areas.
  4. Motorcycles and like vehicles may be parked in stalls specifically designed for them in the major lots, or they may be parked along with cars, trucks, vans, etc. in vehicle stalls in designated lots. Under no circumstances may they be stored in or parked adjacent to campus residences.

### III. *Parking Areas*

**Parking is in authorized lots only and is prohibited on all campus roadways** except as otherwise designated. During weather-related incidents and other emergencies, the Department of Public Safety reserves the right to limit, alter, and/or prevent authorized parking and traffic patterns. Parking is restricted to the following locations (see table on 116 for indicated lots) according to decals displayed.

For a complete list of student and other parking assignments, please refer to Rider's website at [www.rider.edu/offices-services/public-safety/parking](http://www.rider.edu/offices-services/public-safety/parking).

Students may use the staff lot adjacent to the Fine Arts Building (also known as the Fine Arts Lot) only between 5:30 p.m. on Friday and 6 a.m. on Monday. Student vehicles parked in that area after 6 a.m. Monday are subject to fines and/or towing. Students may park in the Administrative Lot, across the street from the Bart Luedeke Center, weekdays between 4 p.m. and 6 a.m. and through Fridays beginning 4 p.m. and ending Mondays 6 a.m. The inscribed

“Reserved” spaces located in the Administrative Lot are reserved for CCS and library evening employees only. No unauthorized parking is permitted in these spaces at any time. There are also spaces reserved specifically for admissions/financial services clients in the Administrative Lot. Student parking is not permitted at anytime in the Memorial Lot. Students may park in the Annex/Daly lot only between 5:30 p.m. on Friday and 6 a.m. on Monday. Student vehicles parked in that area after 6 a.m. Monday are subject to fines and/or towing. Parking spaces marked along Van Cleve Drive are for visiting alumni only. Student parking is not permitted at anytime in the Maurer staff lot.

#### IV. *Prohibited Parking Subject to Immediate Tow*

1. **Parking is prohibited on all campus roadways** except as otherwise designated. Students temporarily parked in violation of traffic regulations while loading or unloading personal belongings at other than openings, closings, semester breaks or holidays, shall first contact the Department of Public Safety to request and receive permission. When permission is granted, it will be the student’s responsibility to load or unload as quickly as possible. **Please Note:** Either a valid driver must be with the vehicle at all times or the driver must provide immediate contact information (i.e., location, cell phone number) to Public Safety prior to loading or unloading.
2. **Fire Zone** – Parking in areas that would hinder access to buildings and/or block entrance/egress through building doors is prohibited. Parking in front of fire hydrants is prohibited.
3. Parking beyond designated space lines in parking lots is prohibited.
4. Parking on the grass, grounds, and sidewalks is prohibited.
5. All areas in Lawrence Township adjacent to the University are off limits for parking.

#### V. *Towing Policies*

##### A. *The following vehicles are subject to towing without notice:*

1. A vehicle which hinders the flow of traffic.
2. A vehicle which is parked or left standing
  - a. on a campus roadway,
  - b. in violation of a handicap area,
  - c. in a fire zone or lane,
  - d. in violation of pickup/drop off areas (Fine Arts Circle, residential complex, in front of Moore Library and Bart Luedeke Center),
  - e. in violation of staff lots, or
  - f. on the grass, grounds, or sidewalks.

(**Note:** Emergency and service vehicles are exempt from these towing policies.)

- B. Any individual who has accumulated five (5) or more traffic violations of any type during an academic year subjects his/her vehicle to towing and/or loss of driving/parking privileges for any traffic violation thereafter. Additional consequences could include parental notification and disciplinary action.

- C. The owner or driver of the vehicle is liable for all towing charges to the towing agency before the vehicle is released, as well as the traffic fine.
- D. In the event that a vehicle becomes disabled in a restricted area, it is the responsibility of the operator to contact the Department of Public Safety immediately by telephone or in person. The operator will then be required to meet with a public safety officer at the disabled vehicle. Failure to do so subjects the vehicle to a ticket and towing.
- E. Reasonable attempts will be made to notify owners whose vehicles are parked in normally authorized locations but have become off-limits due to weather-related or other emergencies. In the event the owners are not notified, the vehicles may need to be towed.

## **Rider University Traffic Violations and Fines**

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### **Section 41-1 – ADMINISTRATIVE VIOLATIONS**

#### ***41-1A Registration and License***

All motor vehicles must be properly state registered with license plate permanently affixed. (Violation penalty-\$10)

#### ***41-1B Unregistered Motorcycles or Mini-Bikes***

Motorcycles and mini-bikes must be properly state-registered and insured for operation on campus. (Violation penalty-\$10)

#### ***41-1C Decal Violations***

All motor vehicles must be properly registered with Public Safety, only one set of decals or one hangtag may be displayed, and the decals/hangtag must be properly displayed. Issued temporary permits must be displayed on the driver's side of the dashboard. (Violation penalty-\$10)

#### ***41-1D Unlicensed Operator***

All operators must have a current driver's license and insurance documents in their possession while operating a motor vehicle on campus. (Violation penalty-\$20)

#### ***41-1E Reporting Accidents***

All operators/passengers/pedestrians involved in a motor vehicle accident on campus must immediately report the accident to Public Safety. (Violation penalty-\$10)

#### ***41-1F Providing Accident Information***

All operators involved in a motor vehicle accident must provide proper ID, driver's license, vehicle registration, and insurance documents to all involved vehicle operators and to investigating Public Safety personnel. (Violation penalty-\$10)

#### ***41-1G Reporting Disabled Vehicles***

The owner/operator of a disabled vehicle shall report it immediately to Public Safety. Submission of a false report can result in disciplinary action. (Violation penalty-\$10)

## **Section 41-2 – PARKING VIOLATIONS**

### ***41-2A Parking/Obstructing Roadways/Unattended Vehicles in Pickup and Drop-off Areas***

Parking is not permitted on any campus roadway. Also prohibited is operation of a vehicle which obstructs or impedes the passage of other vehicles, including emergency vehicles, or pedestrian traffic. (Violation penalty-\$40) In addition to the fine, vehicle may be towed.

### ***41-2B Unauthorized Lot***

All vehicles shall park only in authorized lots as designated by signs or parking permits. (Violation penalty-\$20) In addition to the fine, vehicle may be towed.

### ***41-2C 15-Minute Standing Zones***

All vehicles may stand in the spaces marked “15-minute zone” for 15-minute loading and unloading only. (Violation penalty-\$10) In addition to the fine, vehicle may be towed.

### ***41-2D Fire Zone Violation***

All persons shall refrain from parking their vehicles in an area that is an indicated fire zone. (Violation penalty-\$50) In addition to the fine, vehicles may be towed.

### ***41-2E Handicap Spaces***

All persons shall refrain from parking in designated handicap spaces without proper authorization. (Violation penalty-\$250 initial and subsequent fines each and also subject to up to 90 days of municipal community service.) In addition to the fine, vehicle may be towed.

### ***41-2F Unattended Vehicles***

Operators will turn off ignition and remove key from any unattended vehicle. (Violation penalty-\$10)

### ***41-2G Parking/Driving on the Grass***

No parking or driving of vehicles is permitted on the grounds, grass areas and sidewalks of the entire campus. Violators’ vehicles are subject to ticketing, booting and/or towing. (Violation penalty-\$10 plus ground repairs if necessary)

## **Section 41-3 – MOTOR VEHICLE OPERATION VIOLATIONS**

### ***41-3A Failure to Comply with Instructions***

All operators shall obey all traffic instructions given to them by Public Safety personnel by voice, hand, whistle, or emergency vehicle equipment. (Violation penalty-\$40)

### ***41-3B Disregarding Signs***

All operators shall obey all posted traffic signs, signals, and notices. (Violation penalty-\$40)

### ***41-3C Yield to Emergency Vehicles***

All operators shall yield to emergency vehicles using flashing blue or red emergency lights. (Violation penalty-\$40)

### ***41-3D Vehicle Lights***

All operators shall have their vehicles properly illuminated (headlights and taillights) from dusk to dawn and when weather conditions limit visibility. (Violation penalty-\$20)

***41-3E Driving Too Fast for Conditions or Exceeding the Speed Limit***

Speed limit on all campus roadways is 15 mph. This limit shall not be exceeded at any time. (Violation penalty-\$40)

***41-3F Yield to Pedestrians***

All motor vehicle operators shall yield to pedestrians. (Violation penalty-\$20)

***41-3G Designated Roadways***

All persons shall operate their motor vehicles only on officially designated roadways. (Violation penalty-\$20)

***41-3H Roadway Lanes***

All persons shall operate their motor vehicles within lanes marked on the roadway. (Violation penalty-\$20)

***41-3I Yield at Intersection***

All motor vehicles will yield to the first vehicle to enter an intersection. (Violation penalty-\$20)

***41-3J Yield/Two Vehicles***

If two vehicles enter the intersection at the same time, the driver on the right has the right of way. (Violation penalty-\$20)

***41-3K Entering and Exiting***

All motor vehicles shall enter/exit Rider campus through designated entrances and exits. Also, drivers shall not intentionally abuse the use of gate arm systems by willfully compromising the exit arm for use as an entrance. (Violation penalty-\$40)

***41-3L Right Hand Turns***

All drivers making authorized right hand turns shall do so by making the turn as close as practicable to the right hand curb/edge of the roadway and shall utilize proper turn signals. (Violation penalty-\$20)

***41-3M Left Hand Turns***

All drivers making authorized left hand turns shall do so by checking for oncoming traffic, utilizing proper turning signals, and proceeding through the turn while staying on the proper side of the roadway at all times. (Violation penalty-\$20)

***41-3N Following/Tailgating***

All operators are to leave sufficient distance when following another moving vehicle: one car length per 10 mph. (Violation penalty-\$20)

***41-3O Yield/Parking Lots***

Vehicles traveling within the lanes of a parking lot must yield to those vehicles entering the parking lot from established roadways. Vehicles exiting the parking lot lanes must yield to oncoming roadway traffic. (Violation penalty-\$20)

***41-3P Backing Out of Parking Spaces***

It is the responsibility of the motor vehicle operator backing out of a parking space to ensure that the area is clear before proceeding. (Violation penalty-\$20)

## **Section 41-4 – SAFETY VIOLATIONS**

### ***41-4A Riding Outside Vehicle***

All persons, while riding in a motor vehicle, will not have any portion of their body extended beyond the limits of the vehicles. (Violation penalty-\$20)

### ***41-4B Permitting Riding Outside Vehicle***

Operators shall not allow others to ride in areas of their motor vehicle not designed for the conveyance of passengers. (Violation penalty-\$20)

### ***41-4C Motorcycle Equipment***

All persons must be properly attired when operating motorcycles, i.e., helmets and protective clothing. (Violation penalty-\$20)

### ***41-4D Obstructing Vision***

All operators shall have a clear view of the road to the side and rear. (Violation penalty-\$20)

## **Section 41-5 – OTHER**

(Violation penalty-\$20)

## **Review and Appeal of Parking/Traffic Tickets**

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In those circumstances where one believes that a ticket may have been inappropriately issued to them they may seek to have it administratively reviewed.

This review is initiated by completing a **traffic ticket appeal form** found online at [www.rider.edu/ticketappeals](http://www.rider.edu/ticketappeals). This form must be submitted by email within 15 days of the issuing of the citation.

All reviews will be performed by a Traffic Appeals Review Board comprised of representatives of the student body and staff. The decision of the Board will be communicated by regular mail to the person making the appeal.

**See the next page for additional parking info or contact the Office of Public Safety at 609-896-5029.**

## Parking – Lawrenceville Campus

	Parking Lots	Parking Decal Colors	Parking Lot Category
<b>G</b>	Fraternity Greeks	Green background with letter “G”	Student
<b>Y</b>	Sorority Greeks	Pink background with letter “Y”	Student
<b>P</b>	Poyda residents	Silver background with letter “P”	Student
<b>X</b>	West Village residents	Olive background with letter “X”	Student
<b>R</b>	Resident (non-freshmen)	Yellow background with letter “R”	Student
<b>Z</b>	Resident (freshmen)	Orange background with letter “Z”	Student
<b>C</b>	Non-Freshmen commuters	Bone background with letter “C”	Student
<b>U</b>	Freshmen commuters	Pumpkin background with letter “U”	Student
<b>N</b>	General Services lots	Black background with letter “N”	Employee
<b>L</b>	Administrative lot (card access)	Blue background with letter “L”	Employee
<b>M</b>	Memorial lot (card access)	Maroon background with letter “M”	Employee
<b>F</b>	Fine Arts lot	Green background with letter “F”	Employee
<b>B</b>	Alumni & Maurer Gym lots	Brown background with letter “B”	Employee
<b>D</b>	Annex, Van Cleve, & Zoerner	Purple background with letter “D”	Employee
<b>E</b>	All other employee lots	Red background with letter “E”	Employee
<b>V</b>	Visitors	Temporary parking pass	Student
<b>O</b>	Open lots	Any parking decals	Student, Employee, Visitor

# Financial Information

## One Stop Services

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Office of Financial Aid, Bart Luedeke Center, Top Floor.....	609-896-5360
Bursar's Office, Bart Luedeke Center, Top Floor.....	609-896-5020

## Tuition and Fees

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### Budget for 2016-2017 for resident students

The following is an overview of expenses per academic year for full-time undergraduate day students living on campus:

Tuition.....	\$39,080
SGA Fee.....	\$290
Health Insurance Fee*.....	\$1,500 (estimated)
Orientation Fee**.....	\$275
Room and Board***.....	\$14,230
Technology Fee.....	\$450
Parking Fee****.....	\$300
<b>Total for academic year:</b> .....	<b>\$56,125</b>

Other average estimated expenses for resident students include \$1,500 for books and supplies, and \$2,050 for personal expenses and transportation costs.

### Budget for 2015-2016 for students living at home

Tuition.....	\$39,080
SGA Fee.....	\$290
Health Insurance Fee*.....	\$1,500 (estimated)
Orientation Fee**.....	\$275
Technology Fee.....	\$450
<b>Total for academic year:</b> .....	<b>\$41,595</b>

- \* Waivers available/estimated amount TBD
- \*\* Freshmen (incoming students) only
- \*\*\* Based upon a standard double room
- \*\*\*\* Freshmen residents only

The comprehensive tuition fee covers a normal academic load of between 12 and 18 credit hours per semester. Students are charged \$630 per credit hour in excess of 18 credits.

The fees and charges set forth herein are subject to adjustments by the University at any time. Questions regarding rates and fees should be directed to the bursar's office.

### Part-time student expenses

Students who take one through 11 credit hours are charged \$1,140 per credit hour plus a \$50 technology fee per course. College of Continuing Studies students are charged \$630 per credit hour for the first 11 credits plus a \$50 technology fee per course. A comprehensive tuition fee is charged for students taking 12 to 18 credit hours. A more comprehensive list of expenses is available in the undergraduate academic catalogs online at [www.rider.edu](http://www.rider.edu) or in the admission office located in P.J. Ciambelli Hall.

## Financial Aid Information and Standards

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NEW for the 2016-2017 academic year all students will need to ACCEPT the Terms and Conditions of their award package. Students will need to log in to the myRider portal at [myrider.rider.edu](http://myrider.rider.edu) and click on the “Student” tab. Then, click on the “Accept My Financial Aid” link in the Student Finances box. If the student chooses to decline their Terms and Conditions, the student is not eligible for financial aid.

Information is maintained on Rider’s cost of attendance; opportunities for financial assistance; awarding policies student retention graduation, and post-graduation data; student body financial data; student loan terms, conditions and disclosures; and code of conduct. The information is available online at [www.rider.edu](http://www.rider.edu) or upon request in the Office of Financial Aid.

All students receiving financial aid are expected to know and comply with all applicable policies and deadlines, including the student responsibilities listed in Rider’s annual “Educational Financing” guide available online.

All awards are subject to change, based on receipt of additional information; changes in enrollment or housing status; changes in academic standing; federal, state or institutional requirements; availability of budgeted funds or receipt of any additional scholarships or grants. The university may adjust or correct awards at any time.

All students receiving financial aid from federal, state and/or Rider University sources must be making satisfactory academic progress at Rider to establish and retain eligibility for student financial aid. Enrolled students applying for financial aid for the first time must demonstrate satisfactory academic progress prior to applying for financial aid and must continue to meet satisfactory academic progress standards.

**Satisfactory Academic Progress** – All coursework will count toward attempted credits, except those officially dropped during the add/drop period. There is a maximum of 180 attempted credits for Lawrenceville degree programs, and generally 186 attempted credits for degree programs at Westminster Choir College. This includes transferable and non-transferable credits from all schools attended. Full-time undergraduate students are to enroll in a minimum of 12 semester hours toward graduation requirements each semester at Rider. However, undergraduate students may only receive Rider funds for 10 semesters. Since an undergraduate is normally expected to complete undergraduate study in eight semesters, there are limitations to the types of financial aid available during a student’s ninth and 10th semesters. Appropriate consideration will be given to students who are required by Rider University to enroll in non-credit developmental courses during their study at Rider.

**Minimum Standards and Process for Appeal** – Students are expected to complete at least 67 percent of all coursework attempted. The following table indicates the cumulative of credits a full-time undergraduate student must attempt and successfully complete each semester:

Semester	Credits Attempted	Minimum Credits Completed
1	12	8
2	24	16
3	36	24
4	48	32
5	60	40
6	72	48
7	84	56
8	96	64
9	108	72
10	120	80
11	132	88
12	144	96
13	156	104
14	168	112
15	180	120

Consistent with graduation requirements at Rider University, a student is expected to maintain a minimum 2.0 cumulative grade point average each year while receiving financial aid, except during the first year of attendance.

Students who fail to meet these policy standards will have their financial aid eligibility terminated, or may appeal to be placed on financial aid probation. To appeal, students must submit an Agreement to Maintain Satisfactory Academic Progress for Financial Aid to the Office of Financial Aid within two weeks of receiving notice of aid termination or probation. This agreement must outline how the student will meet all of the requirements for satisfactory academic progress by the end of the next period of study, subject to approval by the student's financial aid counselor. The next period of study may include a summer session(s). The student must also submit a Student Success Center Improvement Plan, identifying improvement strategies the student will use to maximize academic success. The plan must be approved by a Student Success Center coach or Academic Support Services counselor. If an academic agreement is denied, a student may appeal the decision by writing to the Director of Financial Aid who may consult with other appropriate campus administrators. A written notification of the result of the appeal will be sent to the student.

Students whose appeals are granted will have their financial aid eligibility reinstated for a probationary period of one semester. Awarding of financial aid for additional semesters will be based on satisfactory completion of the stated conditions or meeting of the minimum standards of this policy as well as funds available at that time.

Evaluation of one or more of the following conditions may result in reinstatement of financial aid:

1. An error was made when determining academic progress.
2. Late grade changes or course corrections were submitted.
3. Exceptional medical or personal circumstances occurred.
4. Student has satisfied the condition leading to aid termination.
5. Student has successfully completed a specified number of summer courses that fulfills the guidelines of an academic agreement.
6. Other extenuating circumstances.

Students must contact the Office of Financial Aid to find out how to avoid termination of financial aid. Academic suspension or dismissal by a college of the University will result in automatic termination of financial aid.

Federal regulations specify that the maximum time frame during which a student is expected to finish an undergraduate program and receive Title IV funds may not exceed 150 percent of the published length of the program.

**Part-Time Students** – Students enrolled less than full-time will be required to meet the same minimum cumulative grade point averages as students enrolled full-time, and must complete at least 67 percent of the coursework attempted. Appropriate consideration will be given to students required by Rider University to enroll in non-credit developmental courses, provided these courses are completed during the first two years in the case of a half-time student, and during the first one and one-half years in the case of a three-quarter time student.

**Graduate Students** – Students will be expected to complete 67 percent of the coursework attempted and maintain a minimum cumulative grade point average of 3.00 to remain eligible for any form of student financial aid.

## Course Withdrawals/Incompletes/ Repeated Courses

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Students are required to notify the Office of Financial Aid when withdrawing from courses as these circumstances may impact financial aid eligibility. For example, if a student changes his or her enrollment from full-time to part-time, or if a student is changing enrollment to below six credits, the Office of Financial Aid must be notified. If a student withdraws from courses during a given term, withdrawn credits count toward courses attempted. The only exception to this policy is when a student is on an approved medical or military leave of absence. An incomplete course is treated as a failed course. A repeated course is only counted toward progression if the repeated course is replacing a previously failed course.

For tuition refund information, consult the academic catalog available online at [www.rider.edu](http://www.rider.edu) or in the admission office located in P.J. Ciambelli Hall or the Rider Website.

## University Drop Policy

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The University drop policy applies to all undergraduate and graduate students. Changes to your course load, due to add/drop, may have an impact on your financial aid eligibility and Athletic agreement. All full-time undergraduate, CCS, and graduate students at Westminster Choir College who revise their course load to less than 12 credits, during the add/drop period, will be billed at the per credit hour tuition rate. No adjustments will be made for courses dropped after the add/drop period.

### Fall/Spring

#### *15-Week/Full Term*

- Drop prior to the first day of the official opening of class – 100 percent
- Drop during the first two weeks of the official opening of class – 100 percent
- Drop after the second week of the official opening of class – 0 percent

#### *3-Week Part of Term*

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

#### *4-Week Part of Term*

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

#### *6-Week Part of Term*

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second through the fifth day of the official opening of class – 60 percent
- Drop the sixth day of the official opening of class – 0 percent

### Summer

#### *3-Week*

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

**4-Week**

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

**6-Week**

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second through the fifth day of the official opening of class – 60 percent
- Drop the sixth day of the official opening of class – 0 percent

## University Withdrawal Policy

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The withdrawal policy applies to tuition and audit fees.

*All other fees are non-refundable. Students who wish to withdraw from the University must file the official withdrawal form with the appropriate office, as follows:*

Undergraduate Day Students (Lawrenceville and Princeton).....Dean of Students Office

Graduate Students (Lawrenceville and Princeton).....Chair of the Graduate Program

College of Continuing Studies.....College of Continuing Studies Office

A student who fails to withdraw officially waives the right of consideration for any refund. Students receiving financial aid are responsible for contacting the Office of Financial Aid to verify how the withdrawal may affect their financial aid package. The University has the right to cancel your registration and/or withhold other privileges for non-payment of debt. If your registration is canceled, tuition, fees, room & board will be refunded according to the guidelines, as stated above.

*All refunds based upon the official withdrawal date (and not the last class attended) will be made in accordance with the following schedule:*

**15-Week/Full Term (Fall and Spring)**

- Prior to the official opening of the semester - 100 percent
- During the first week of the semester - 80 percent
- During the second week of the semester - 60 percent
- During the third week of the semester - 40 percent
- After the third week of the semester - 0 percent

## **Part of Term – Full-time undergraduate and graduate Westminster students**

Students who officially withdrawal from the University will adhere to the 15 week, full term, refund policy above. No refunds will be given after the third week of the official opening of the semester. All refunds are based on the official withdrawal date, not the date of the last class of attendance.

## **Part of Term - Graduate and part-time students only**

### ***3-Week Part of Term***

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

### ***4-Week Part of Term***

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

### ***6-Week Part of Term***

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second through the fifth day of the official opening of class – 60 percent
- Drop the sixth day of the official opening of class – 0 percent

## **Summer**

### ***3-Week***

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

### ***4-Week***

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent
- Drop the second day of the official opening of class – 60 percent
- Drop the third day of the official opening of class – 0 percent

### ***6-Week***

- Drop prior to the first day of the official opening of class – 100 percent
- Drop the first day of the official opening of class – 80 percent

- Drop the second through the fifth day of the official opening of class – 60 percent
- Drop the sixth day of the official opening of class – 0 percent

All refunds are based on the official withdrawal date, not the date of the last class of attendance. Budgetary commitments require strict adherence to the refund policy.

*Appeals due to extenuating circumstances should be directed to the appropriate office, as follows:*

Undergraduate Day Students (Lawrenceville and Princeton).....Dean of Students Office

Graduate Students (Lawrenceville and Princeton).....Chair of the Graduate Program

College of Continuing Studies.....College of Continuing Studies Office

## Scholarships

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Merit-based scholarships are awarded to eligible students upon admission to Rider. In addition, a variety of scholarships are available for Rider students to help meet tuition and other educational costs. These scholarship funds have been established over the years through the generosity of alumni, corporations and foundations, and other friends of Rider University. The awards are often designated for students of a particular major, career path, extra-curricular interests, or ethnic background. Students may apply for these awards by completing the Rider University Academic Scholarship Application that is available in the Office of Financial Aid. Please note that some of these scholarships are designated for students who have demonstrated financial need through the filing and processing of the Free Application for Federal Student Aid (FAFSA).

Rider scholarship amounts may be capped based on billable cost and receipt of other aid from external fund providers. The total institutional gift aid a student may receive – inclusive of all types of Rider scholarships and grants except NCAA-authorized athletic scholarships – cannot exceed the student’s tuition charges. In awarding scholarships and tuition benefits from external sources, the total institutional scholarship/grant funds an undergraduate student may receive (from any/all Rider gift aid sources) is capped at tuition and non-optional Rider billable fees plus Rider billable standard room charges, less any external scholarship payment(s) or external tuition benefits payment(s) received. The total institutional grant/scholarship and (or) assistantship funds a graduate student may receive is capped at tuition and non-optional Rider billable fees, less any external scholarship payment(s) or external tuition benefit payment(s) received. For undergraduate and graduate students receiving military or veterans educational benefits, the total institutional grant/scholarship funds the student may receive is capped at tuition and required fees, less any military tuition assistance received.

A complete listing of scholarships, grants and loan awards can be found at the Office of Financial Aid or by searching the Rider Website.

## Renewal of Awards

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In order to renew a financial aid award, all students must be in good standing, making satisfactory progress, and continue to demonstrate financial need. Merit-based scholarships awarded to students upon admission to Rider require maintenance of a minimum cumulative grade point average and continuous full-time enrollment. Similar requirements hold for renewal of most endowed funds. Designated scholarships awarded by Rider University's College of Continuing Studies may not require full-time enrollment. All awards are on a one-year basis and depend on availability of funds.

## University Student Employment Program

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Students with financial need are eligible for the federally-supported University Work-Study Program. This is designed to help the student meet his/her total educational costs, including clothes, transportation, and personal expenses. Students may work up to 20 hours a week while attending classes full-time. During the summer or college recesses, students may work full-time (40 hours a week). University work study earnings are considered to be financial aid. A job listing is available on the Rider Website. A student employment job fair is held at the beginning of the fall semester.

## Other Sources of Financial Aid

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All students are required to investigate their own state programs of financial aid. Some states have scholarships, or grant and loan programs that are available to students who attend Rider University. Students are obligated to respond promptly to any information requests from external organizations.

## Non-Payments of Debts or Other Obligations

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Policies, guidelines, and procedures for application of sanctions by Rider University to aid in the collection of debts from students and/or former students, or to obtain fulfillment of other obligations:

1. Rider University will not apply sanctions for non-payment of debts for organizations not related to Rider except those with which Rider University has an official relationship.
2. While other methods of recovery will normally be tried first, grades, transcripts, diplomas, and participation in commencement ceremonies may be withheld for non-payment of debts.
3. Student affairs office recommendations can be withheld for non-payment of debts, provided that procedures described in paragraph eight below have been followed.
4. Registration can be withheld or canceled and/or other privileges can be suspended for non-payment of debts, provided that procedures described in paragraph eight below have been followed.

5. Pre-registration can be withheld for non-payment of debts provided that the action seems advisable under the circumstances and provided that a prescribed procedure is followed.
6. Eligible students may participate in the commencement ceremonies unless a disciplinary sanction specifically denies such participation. Graduating students with delinquent owing balances are not eligible to participate in the commencement ceremonies. In addition, the University will not issue diplomas or transcripts to or on behalf of graduating students who owe money to the University and/or who fail to complete exit interviews, or fail to fulfill obligations resulting from disciplinary sanctions. Delays in conferring a degree will not cause a change in the applicable date for determining repayment of educational loans.
7. Offices that are authorized to levy sanctions will designate a specific person to handle all such matters. Those offices authorized to levy the sanctions are as follows: (a) Bursar for delinquent debts to the University; (b) Dean of Students for fines, parking fines, other judgments levied by student organizations, and for other organizations with which the University has an official relationship.
8. The following procedural guidelines have been adopted:
  - a. Efforts must be made to collect the debt before sanctions are considered.
  - b. Students must be warned that the sanction will be applied and why.
  - c. The student must be notified that the sanction has been applied and why.
  - d. To release a diploma and transcript after resolution of a hold, the office responsible for resolving the matter will notify the same people of a release of the obligation.
  - e. The Bursar, Dean of Students, or other office levying the fee, fine, or sanction may grant specific exceptions for students having obligations administered by that office. Therefore the debt or deficiency must be resolved directly with the appropriate office.
  - f. All communications for each individual action must be conveyed in writing, or via email or voice mail.
  - g. No mass listings from any office or student organization will be honored for the purpose of application of sanctions by the registrar's office or the Dean of Students office.
9. The use of external collection agencies or the submission of student names to credit bureaus in the pursuit of student debts must be reviewed and approved by the Bursar prior to such use.
10. Debts must be cleared before a student is readmitted. Before a student is cleared for readmission, the Bursar's office will be consulted to make certain that all debts have been settled from past matriculation and that the student is not in default on any federal or state agency loans.



# Westminster Choir College

## The Westminster Community: People to Know

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**Westminster Main Number** ..... 609-921-7100

### President's Office

**Dr. Greg Dell'Omo, *President*** ..... 609-896-5001  
Lawrenceville Campus

### Deans' Office (Westminster campus)

**Matthew Shaftel, *Dean and Director*** ..... ext. 8206  
Williamson Hall

**Dr. Marshall Onofrio, *Associate Dean*** ..... ext. 8207  
Williamson Hall

**Thomas Faracco, *Director of Graduate Studies*** ..... ext. 8257  
Erdman Hall

**Marjory Klein, *Academic Coordinator*** ..... ext. 8230  
Williamson Hall

**Judy Simmons, *Assistant to Dean and Director*** ..... ext. 8283  
Williamson Hall

**Elaine M. Drozd, *Executive Secretary to Dean and Director*** ..... ext. 8206  
Williamson Hall

**Administrative Specialist** ..... ext. 8108  
Williamson Hall

### Academic Support Services

**Evelyn Thomas, *Director*** ..... ext. 8220  
Taylor Hall

### Admissions

**Katherine Shields, *Senior Associate Director*** ..... ext. 8103  
Williamson Hall

### Alumni Relations

**Natalie M. Pollard, *Director*** ..... 609-896-5340  
Lawrenceville Campus

### Bookstore

**Millie Richardson, *Manager*** ..... ext. 8825  
Scheide Student Center

**Bursar/Financial Aid**

Maricruz Zapata, *Assistant Bursar* ..... ext. 8219  
Williamson Hall

Senior Assistant Director, Office of Financial Aid ..... ext. 8211  
Williamson Hall

**Campus Ministry**

Rev. Katie Mulligan ..... 805-448-9641  
Scheide Student Center

**Career Development and Success**

Joyce Tyler, *Career Advisor* ..... ext. 8212  
Scheide Student Center

**Chapel**

Steven L. Pilkington, *Director* ..... ext. 8277  
Bristol Chapel

**Choral Activities**

Dr. Joe Miller, *Director* ..... ext. 8250  
Williamson Hall

**Computer Labs**

OIT Help Desk ..... ext. 7000  
Dr. Ronald Hemmel, *Music Computing Center* ..... ext. 8266  
Computer Lab for Music Learning

**Conservatory**

Scott Hoerl, *Director* ..... ext. 8227  
Princeton Hall

**Continuing Education**

Scott Hoerl, *Director* ..... ext. 8227  
Scheide Student Center

**Counseling Center**

Dr. Nadine Marty, *Director* ..... ext. 8275  
Williamson Hall  
609-896-5157  
Lawrenceville Campus

**Educational Opportunity Program (EOP)**

Evelyn Thomas, *Coordinator* ..... ext. 8220  
Taylor Hall

**External Affairs**

Anne Sears, *Director* ..... ext. 8307  
Williamson Hall

Manager, *Creative Services* ..... ext. 8215  
Williamson Hall

**Faculty Support Services**

Debbie Williamson, *Faculty Secretary* ..... ext. 8294  
Williamson Hall

**Food Service**

Jason Seavey, *Food Service Director* ..... ext. 8233  
Scheide Student Center

**Information Technology/Audio Visual Services**

OIT Help Desk ..... ext. 3000

**International Student Services**

Sara Young-Singh, *Director, International Programs* ..... ext. 7718  
Lawrenceville Campus

ext. 8718  
Associate Dean of Students Suite

**Library**

MiHye Chyun, *Head of the Department* ..... ext. 8237  
Talbot Library

**Nurse's Office**

Naomi McCarty, R.N., *Campus Nurse* ..... ext. 8222  
Taylor Hall

**Performance Management**

James Moore, *Director* ..... ext. 8111

Carren Klenke, *Assistant Director* ..... ext. 8308

Ryan Dalton, *Production Coordinator* ..... ext. 8250  
Williamson Hall

**Physical Facilities**

Edgar Ress, *Director* ..... ext. 8272  
Williamson Hall

**Print Shop (Collegiate Press, Lawrenceville campus)**

Michael Ayling, *Manager* ..... 609-896-5031  
Lawrenceville Campus

**Department of Public Safety**

..... ext. 8812

**Vickie Weaver, CPP, Director**..... 896-5029  
Lawrenceville Campus

**Registrar's Office**

**Marybeth Consiglio, Assistant Registrar**..... ext. 8225  
Williamson Hall

**Residence Halls****Seabrook**

Residence *Director*..... ext. 6600

**Dayton/Ithaca**

Residence *Director*..... ext. 6601

**Services for Students with Disabilities**

**Barbara Blandford, Director**..... 895-5492  
Lawrenceville Campus

**Christine Psolka, Assistant Director**..... 895-5492  
Lawrenceville Campus

**Student Affairs**

**Cindy Threatt, Associate Dean of Students**..... ext. 8263  
Scheide Student Center

**Chris Botti, Assistant Dean of Students for Student Life**..... ext. 8262  
Scheide Student Center

**Jane Ferrick, Area Coordinator**..... ext. 8264  
Scheide Student Center

**Student Financial Services (Lawrenceville campus)**

**Help Desk**..... 609-896-5360  
Lawrenceville Campus

**Student Health Center (Lawrenceville campus)**

**Lynn Eiding, Director**..... 609-896-5060  
Lawrenceville Campus

**Naomi McCarty, R.N., Westminster Campus Nurse**..... ext. 8222  
Taylor Hall

## Westminster Traditions

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**The Quad:** The grassy area between Williamson Hall and Bristol Chapel, the Quad, is the center of the original campus. To maintain its appearance, members of the College community walk around the Quad, rather than across it. Occasionally social functions, such as post-Commencement receptions, are held there.

**Daily Choir Rehearsals:** An important factor in the exquisite sound created by the Westminster choirs is consistent, quality rehearsal time. This is accomplished by the participation of all students in rehearsals of the Symphonic Choir, the Schola Cantorum or the Chapel Choir four days each week.

**Colors:** The official colors of Westminster are purple and gold. However, the color red has always been closely associated with the College since, for many years, the Westminster Symphonic Choir wore red robes for orchestral performances. Today, the Symphonic Choir performs in concert dress. The red-robe tradition is carried on by the Westminster Chapel Choir and by the Westminster Symphonic Choir when it wears red robes during Commencement. The University's colors are cranberry and white.

**“The True Story of Cinderella”:** This whimsical rendition of a favorite fairy tale was written by Warren Martin while he was a member of Westminster's faculty. It is performed periodically by members of the voice department, with a little help from some friends, as part of the academic year's opening activities.

**Fall Convocation:** This all-campus gathering is held in Bristol Chapel to open the academic year. The faculty process in their academic regalia, new faculty members are introduced, promotions are announced, and freshman awards are presented.

**Homecoming:** Held in the fall and sponsored by the Student Government Association, Westminster's homecoming includes a contest for homecoming king and queen, and a dance.

**Family Weekend:** This event is typically held the first weekend of November. The families of Westminster students are invited to campus for concerts, master classes, open houses and receptions.

**Holidays at Westminster:** Each December Westminster Choir College presents a two-week festival of holiday music featuring concerts by each of the College's choirs. Williamson Hall and Bristol Chapel are festively decorated, and music lovers from throughout the area visit Westminster's campus.

**Midnight Breakfast:** On the night of the first day of final exams for each semester, College and University administrators assist in serving a late-evening breakfast to students as they begin final exams.

**Spring Convocation:** In late April, Westminster's Spring Convocation is held to recognize students who have earned honors and scholarships for the upcoming year. Traditionally, the program concludes with everyone singing the Lutkin Benediction.

**Spring Fling:** Spring Fling, sponsored by the Student Government Association, features events designed to help students relax before final exams. Sponsored by the SGA, it is held on the Great Plains, the area between Talbott Library and Seabrook Residence Hall.

**Alumni Week:** During the week before commencement, Westminster's alumni return to campus to celebrate and reconnect with classmates and friends at reunions, concerts and other events.

**Commencement:** Westminster's commencement is an all-college event that is held in the Princeton University Chapel. Grand and colorful, it includes performances by all of the choirs and special organ and brass music.

## Office of Academic Support Services

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The Office of Academic Support Services embraces diverse and creative minds and supports all learners striving for success by:

- Providing Peer Tutoring in ALL subject areas
- Coordinating academic advising
- Facilitating learning assistance services to students with disabilities
- Providing academic counseling
- And much, much more

Location..... Taylor Hall, Room B2/3

Contact..... Evelyn Thomas, Director, ext. 8220

## Admissions

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The admissions office encourages current students to help with the recruitment of students to Westminster Choir College. Westminster students may serve as hosts and tour guides. Volunteers are welcome for audition days and open house days. Current Westminster students sometimes accompany admission staff to college fairs and high schools, return to their high school to speak to their music teacher and recommend potential students to the admissions office.

Location..... Ground floor, Williamson Hall

Contact..... Joanna Kessler, Assistant Director, ext. 8221

## Alumni Association

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Graduation from Westminster Choir College of Rider University marks the beginning of a lifetime status as an alumnus/a. All former Westminster students who enrolled in a degree program for more than one semester are automatically members of the Alumni Association. The

Alumni Association is an important and vital link between the alumni and Westminster. The Association exists to nurture relationships with, and among, current and future Westminster alumni. It promotes alumni involvement and commitment to the Westminster community.

As a partner of the College, the Association participates with the College in offering programs of relevance and service to alumni. In the spirit of fostering and strengthening the connection, alumni get involved with various volunteer positions in organizing alumni events, recruiting prospective students, and working with the development office to promote Westminster's Annual Fund. Alumni events are held throughout the year at Westminster and in local regions.

As part of the campus community, the Alumni Association and the Office of Alumni Relations welcome freshmen and new students, invite students to lunch with Alumni Council members, and showcase choirs, faculty, and performers during the Alumni Reunion in May.

Location..... Second floor, Williamson Hall

Contact..... Director of Alumni Relations, ext. 5340

## Bicycles on Campus

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Students may house personal bicycles on campus.

- Students who wish to keep a bicycle on campus must properly identify their bicycle through Rider University's Operation ID Program. Identification stickers may be obtained at the Westminster Department of Public Safety. Bicycles that do not have this identification will be disposed of. For more information, contact the Detective at ext. 7772.
- Storage racks are located in the breezeways between the "DIPS" residence halls and under the tree outside of the library. Students may not lock their bicycles to the stairwell railings in the DIPS breezeways.
- Students are encouraged to use their own locks and to keep their bicycles locked at all times when not in use.
- Commuter students may also use the racks outside the library.
- Bicycles are NOT to be kept anywhere else on campus. They are not to be stored or temporarily parked in any other building (including residence hall common areas). Owners of illegally parked bicycles run the risk of having the lock cut and the bicycle removed and stored. Payment of a storage fee would be required before the return of the bicycle. The student may also lose the privilege of having a bicycle on campus for the remainder of the academic year.
- Bicycles left on campus for the summer must be labeled and locked to one of the bike racks. Unlabeled bikes or those left locked to the stairway railing will be disposed of. Bicycles may not be put in residence hall storage rooms for the summer.

## Bulletin Boards

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Opportunities, deadlines, and general information all appear on bulletin boards throughout the campus. If you want to be in-the-know, read the posted information at least once a week. The bulletin boards serve different functions depending on their locations.

- No postings are permitted on the doors or walls of any buildings on campus. Materials cannot be affixed to walls, doors, or glass surfaces.
- Official College bulletin boards are located in the foyer of the library and are maintained by the Dean of the College and the Associate Dean of Academic Affairs of the College.
- Academic departments maintain individual bulletin boards.
- Student Center bulletin boards are maintained by the Associate Dean of Students office, with certain spaces designated for specific uses: official notices, public relations, choral activities, competitions, SGA notices, Westminster concerts and student recitals, Lawrenceville campus events, community events, church jobs, part-time jobs, and off campus housing. Individuals and organizations wishing to post in the Scheide Student Center and residence halls must get prior approval from the Associate Dean of Students office.
- Electronic bulletin boards are also displayed in the lobby and bottom floor of the Library, and in the lobby of the Student Center. Maintained by the Office of Information Technology (OIT). Message request forms may be picked up in the OIT office on the bottom floor of the library, the Public Relations office in Williamson Hall, and the Associate Dean of Students office in the Student Center.
- Residence halls have their designated bulletin board spaces. Your Residence Life staff will be happy to suggest the appropriate board for a student's information.

## One Stop Services

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*(see page 118)*

## Career Development and Success

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The primary mission of Career Development and Success is to support Westminster students and graduates in the successful pursuit of their musical careers. The office provides assistance to current students and alumni. The following resources and services are available:

- Computer-based career assessments
- Individual career counseling
- Assistance with resume and cover letter preparation, networking, interviewing, negotiating, LinkedIn, job search and more
- Career Development and Success website: [www.rider.edu/careerservices](http://www.rider.edu/careerservices)
- Career fairs in the fall and spring on the Lawrenceville Campus

- On-line internships, competitions and employment listings for students and alumni
- Assistance with graduate school planning
- Credential file service for written recommendations from faculty and employers

All students are encouraged to visit our website and immediately register on Handshake for additional access to career and employment information. Career opportunities are also posted on the wall outside of the Dean of Students Suite in the Scheide Student Center.

Location \_\_\_\_\_ Associate Dean of Students Suite, Scheide Student Center

Contact \_\_\_\_\_ Joyce Tyler, Career Advisor, ext. 8212

## Chaplains

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Rider University provides for the spiritual life of students through its Campus Ministry program. Chaplains of the Catholic, Islamic, Jewish and Protestant faiths are aligned with the University. Students wishing to contact a Chaplain can do so through the Campus Ministry Office located in Gill Chapel at 609-896-5372.

Location \_\_\_\_\_ Gill Chapel, Room 10

Contact \_\_\_\_\_ Rev. Katie Mulligan, 805-448-9641 or [kmulligan@rider.edu](mailto:kmulligan@rider.edu)

## Church Jobs

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The Sacred Music Department office maintains a listing of full- and part-time church positions in the tri-state area and around the country. Positions outside the immediate metropolitan area are also referred to Career Development and Success. Organ substitute and singing positions are posted above the mail boxes in the Scheide Student Center. *See also: Career Development and Success, page 137.*

Location \_\_\_\_\_ Lower level, Bristol Chapel

Contact \_\_\_\_\_ Kevin Radtke, Coordinator of Sacred Music, ext. 8277

## College Catalog

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The College Catalog contains the curricular requirements which students must meet in order to graduate, including degree requirements, performance expectations, course descriptions, adding and dropping courses, grading policies, academic standing policies, withdrawal from the college, leaves of absence, and readmission to Westminster Choir College of Rider University.

Location \_\_\_\_\_ First floor, Williamson Hall

Contact \_\_\_\_\_ Office of the Academic Coordinator, ext. 8230

## Commuter Student Services

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### Campus Mailboxes

All students, whether commuter or campus residents, are issued a campus box upon arrival at Westminster. The boxes are located in the lobby of the Scheide Student Center, and all students should be sure to check their box regularly for campus mailings, whether or not it serves as their primary mailing address. *See also: Mail Services, page 143.*

### Dining Facilities

Commuting students can purchase a variety of meal plans for the Dining Commons (located in the Student Center) through the Bursar's office. The Pub, located in the basement of the Student Center, offers an assortment of soups, salads, grab-and-go sandwiches, juices and soft drinks. The bookstore (also in the Student Center) sells snacks and beverages. In addition, there are varied restaurants and shops within close proximity to the College. *See also: Food Services, page 143 and Lounge Facilities, below.*

### Lockers

On-campus lockers are available for commuting students. Such students may arrange to store books, coats and other items in on-campus lockers. There are large and small lockers available in the basement of Talbott Library. The lockers must be signed out in the Associate Dean of Students office. Students provide their own locks for these lockers. If lockers remain locked after commencement in the spring, the locks will be cut and the lockers' contents removed and donated to a charitable organization.

### Lounge Facilities

The Commuter Lounge in the lower level of the Scheide Student Center provides an area for commuters to relax. The lounge also features a microwave and refrigerator to help commuters prepare on-campus lunches or dinners, as well as computer stations with Internet access. Commuting students are also welcome to use the Student Center's Thayer Lounge area. Commuter Lounge hours are from 7 a.m. to 11 p.m. daily.

### Parking:

*See Parking Policy, page 147.*

### Snow Days/Closings

*See Cancellation of Classes, page 12.*

### Other useful information:

- Bulletin boards in the Scheide Student Center can keep commuting students abreast of campus activities.
- *The Rider News*, the University's student newspaper, is published weekly and can be picked up at the bottom of the stairs leading to the Dining Commons.

## Job/Competition Board

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Competitions, apprenticeships and off-campus employment are excellent ways for students to supplement their finances and gain experience and recognition in their chosen field. Students are encouraged to visit the Career Development and Success website at [www.rider.edu/careerservices](http://www.rider.edu/careerservices) and register on the Broncs Career Link. Some jobs, events and music festivals may also be posted on the bulletin board in the Student Center near the Associate Dean of Students Suite. Students may contact Career Development and Success for additional information.

Location..... Associate Dean of Students Suite, William Scheide Student Center

Contact..... Career Development and Success, ext. 8217

## Computers

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There are numerous places on campus that provide computers for student use. Each provides specific programs for students' needs. Students are encouraged to familiarize themselves with all the computer offerings on campus. By utilizing all that is available, students will increase their computer literacy, thus increasing their effectiveness in the working world.

### Arts and Sciences Computer Center

The Arts and Sciences Computer Center has 28 Dell computers with CD and CD-RW drives and a laser printer. Computer applications include word-processing, database, spreadsheet, desktop publishing, communications, draw, paint, photo imaging, interactive presentation, interactive multi-media authoring, various discipline specific programs, and audio and video tapes of specific disciplines.

Hours..... Call for current hours

Location..... Library Room 6/7

Contact..... ext. 8276

### Music Computing Center

- Is used for composing and arranging, ear training and basic music skills.
- Has Macintosh computers with Kurzweil keyboards, laser printer, drum machine, sound modules and effects processor.
- Has major composition and sequencing software.
- Has facilities for multimedia presentation.

Location..... Talbott Learning Center Lobby

Contact..... Dr. Ron Hemmel, ext. 8295

## Copy and Digital Print Service

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(see page 48)

## Conservatory: Westminster Conservatory

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Westminster Conservatory of Music is the community music school of Westminster College of the Arts of Rider University. It provides private and group music instruction, classes and performing ensembles. Lessons are available in keyboard, strings, woodwinds, brass, percussion, harp and voice. Classes are offered in music literature, theory, and musicianship. Performing ensembles include choral and instrumental options. Non-credit instruction is open for all ages and levels of ability for both the serious and amateur musician. Westminster Choir College and Rider students have the opportunity to observe lessons, study privately those instruments not offered as part of the collegiate curriculum, and earn extra money by working as Conservatory student workers. In addition, Westminster Choir College piano students have the opportunity to teach as the junior faculty of the Conservatory.

Location.....Princeton Hall

Contact.....Elizabeth Susswein, Administrative Associate, ext. 8260

## Westminster Office of Continuing Education

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The Westminster Office of Continuing Education plans and administers Westminster's summer offerings for adults and youth, as well as special online courses. Summer session runs from late June through early August, consisting of one and two week-long workshops and seminars. Classes are taught by renowned faculty members and professionals in the fields of music education, choral conducting, church music, organ, piano and voice. Graduate credit is available for most adult courses. Full-time Westminster and Rider students may enroll as non-participant auditors for a discounted fee. Continuing Education also offers summer residential programs for middle school and high school students. Special seminars are offered periodically in the areas of music education, choral conducting, church music, organ, piano and voice. Continuing Education hires students during the summer to work in the office and as counselors for the middle and high school programs.

Location.....Scheide Student Center

Contact.....Scott Hoerl, Executive Director, ext. 8227

## Counseling Services

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(see page 48)

## Associate Dean of Students Office (ADOS)

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The staff in the Associate Dean of Students office works with students in all aspects of their lives outside the classroom. The Associate Dean of Students is a member of the University's student affairs leadership team, as well as a liaison with other Student Affairs staff and offices throughout the University. To facilitate the total development of the Westminster student, the programs and services offered by ADOS supplement and complement the academic mission of the College and include:

- Advising student government and coordinating student leadership activities.
- Planning and coordinating Orientation and Family Weekend.
- Providing recreational resources.
- Collaborating with the offices of Residence Life, Community Standards, Career Development and Success and Center for International Education.
- Administering student withdrawals and readmissions.
- Coordinating student employment contracts.
- Administering University identification (ID) cards.
- Updating student name and address changes.

Location \_\_\_\_\_ Scheide Student Center

Contact \_\_\_\_\_ Associate Dean of Students, ext. 8263

## Educational Opportunity Program (EOP)

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The Educational Opportunity Program (EOP) is designed to provide access to higher education for New Jersey residents from historically disadvantaged backgrounds who may not be able to attend college without the financial assistance and academic support services the program provides.

The objective of EOP at Westminster Choir College is to aid students as they endeavor to be successful in college and as musicians. In addition to financial support, the program also offers individual counseling, academic advising and peer tutoring.

Location \_\_\_\_\_ Taylor Hall, Room B 2/3

Contact \_\_\_\_\_ Evelyn Thomas, Coordinator, ext. 8220

## Fax Machine Usage

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The College and University fax machines are for the exclusive use of faculty and staff for official College business. Students may not send or receive faxes at the College. Domestic faxes may be sent from Westminster Music and Books at an affordable price.

## Food Services

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*(see page 49)*

## Graduate Studies

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The Graduate Committee is responsible for implementation and oversight of all master's degree policies set by the Westminster Academic Policy Committee (WAPC). It serves as the Academic Standing Committee for graduate students.

Location..... Erdman Hall, Room 16

Contact..... Thomas Faracco, Director of Graduate Studies, ext. 8257, [tfaracco@rider.edu](mailto:tfaracco@rider.edu)

## Health Services

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*(see page 54)*

## Information Technology

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*(see page 50)*

## International Student Services

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*(see page 61)*

## Libraries

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*(see page 64)*

## Mail Services

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Upon arrival at Westminster, each student receives a mailbox which may be used as his or her mailing address until leaving the school. The student mailboxes are located in the Student Center and are assigned by the Mail Center in Williamson Hall. Please note that all students, including special and commuter, must have a campus mailbox in order to facilitate communication with faculty and administration.

### **Administration of the Williamson Hall Mail Center**

*U.S. mail and packages directed to students at the College should be addressed as follows:*

Student's name  
Westminster Choir College of Rider University  
SBN # (student box number)  
101 Walnut Lane  
Princeton, NJ 08540-3899

*(Note: The use of the ZIP +4 is extremely important.)*

All mail is delivered to the Mail Center where it is then sorted and distributed to the Student Center mailboxes.

Notification of special mail such as certified, insured, regular USPS, or special delivery is sent to students via email primarily, though in some cases, voicemail, or a notification slip through campus mail. Students may pick up these packages and special mail at the Williamson Hall Mail Center. Students must show a photo ID and sign for the article.

### **Administration of the Student Center Mail Room**

Incoming U.S. mail is received and sent out once a day. Campus mail is received and sent out throughout the day. Student mail is sorted and distributed to the Student Center mailboxes.

Outgoing mail may be dropped in the appropriate slot next to the mailboxes or through the door slot of the Williamson Hall Mail Center. All mail must be stamped (stamps are sold in limited numbers at Westminster Music and Books in the Student Center).

In order to balance the needs of the Westminster community with the expectations for confidentiality regarding student mail, the following policy of administration will be in effect:

The Student Center mail room may be entered only by authorized personnel of the Associate Dean of Students staff and the staff of the Mail Center. As a general rule, faculty, staff and students wishing to distribute mail items to students should leave these items with the Williamson Hall Mail Center.

Williamson Hall Mail Center.....921-7100, ext. 8317

Hours of operation .....Monday to Friday, 8 a.m. to 4 p.m.

### **Campus Mail**

Campus mailings may be dropped off at the Williamson Hall Mail Center. A student mailbox list is available on site.

Any campus mailing consisting of more than 10 items must be sorted by box-number-order before submission for distribution. Mail that is not presorted will be returned to the sender.

It should be noted that U.S. mail, once it has arrived on campus, has priority of delivery over campus mail. Stamps are available at the college bookstore.

## Forwarding

1. Leaving permanently: If a student leaves Westminster due to graduation, leave of absence, dismissal or withdrawal, his or her box will be reassigned to another student. Departing students must supply their forwarding address to the Mail Center for forwarding of first-class mail. Packages and third-class mail (catalogs and magazines) cannot be forwarded, but students may supply self-addressed pre-paid envelopes. These items will be sent as long as the supply of envelopes lasts. If a forwarding address is not supplied by a departing student, all of his or her mail will be returned to the sender.
2. Summer break: During the summer, returning students may choose to have their first-class mail forwarded by supplying their forwarding address to the Mail Center. If the student decides not to have this mail forwarded, it will be held in his or her mailbox until the student returns to campus, as will everyone's third-class mail. Forms will be provided in the spring for all students to indicate their preferences regarding the forwarding of their mail.
3. Forwarding addresses outside the United States: Please note that the U.S. Postal Service will not forward any mail outside of the United States. All foreign students, including Canadians, must either supply the Williamson Hall Mail Center with a U.S. forwarding address or self-addressed envelopes together with sufficient postage to have their mail sent to them at home. Mail will be sent only as long as postage lasts.

For information about other services, contact the Williamson Hall Mail Center. Stamps are available at the college bookstore (limit five per person per day).

## Newspapers

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Local newspapers do NOT deliver on campus, but they are available at the Talbott Library. The library carries *The Times of Trenton*, *The New York Times*, *The Princeton Packet*, published twice weekly (Tuesday and Friday), and *Town Topics*, which is another local town paper published once a week. These newspapers can also be purchased in local stores within walking distance of the campus.

### ***The Rider News (Student Newspaper)***

Published weekly during the academic year (except during student vacations or holiday periods) by a student staff on the Lawrenceville campus, *The Rider News* is the student newspaper for both campuses. This is a valuable source of information regarding upcoming events, campus issues and official notices. This free publication is normally distributed each Friday and is available in the Scheide Student Center. Students on either campus interested in writing for the paper should contact the Associate Dean of Students office or the paper's Lawrenceville office at 896-5256.

## Off-Campus Housing

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Information regarding off-campus housing is available on the Rider University Website at [www.rider.edu/offcampushousing](http://www.rider.edu/offcampushousing). *The Princeton Packet* and *Town Topics* newspapers are also resources for housing information.

Contact: ..... Office of Campus Life, ext. 5327

## Office of Performance Management

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- Functions as a liaison between students, university and college personnel, orchestras, and the general public with regard to all choirs.
- Provides administrative assistance for the Director of Choral Activities.

Contact \_\_\_\_\_ Jim Moore, ext. 8111 Performance Management, Williamson Hall 7

Students enrolled in the following choirs must purchase official ensemble concert attire: Westminster Concert Bell Choir; Westminster Choir; Westminster Schola Cantorum; Westminster Williamson Voices; Westminster Symphonic Choir; and Westminster Chapel Choir.

For details of dress code requirements, see Performing Groups and Attire. Information regarding costs and purchasing will be distributed at the beginning of the academic year.

- Westminster Chapel Choir performs both sacred and secular repertoire for performances on campus and in the Princeton community. Required for freshmen and first-year transfer students. Attire: Must be purchased. Oak Hall scarlet choir robe. The student account will be charged the cost of the robe.
- Westminster Schola Cantorum is required for sophomores and performs a wide range of repertoire and choral genres for performances on campus, run outs and tours, as well as in the Princeton community. Attire: Must be purchased. Women: Stage Accents black dress and pin. Men: Tuxedo.
- Westminster Symphonic Choir performs with major symphony orchestras, American and European (New York Philharmonic, Philadelphia Orchestra, New Jersey Symphony Orchestra, Berlin and Vienna Philharmonic Orchestras). Members of the choir include upperclass and graduate students. Attire: Must be purchased. Women: Stage Accents black dress. Men: Tuxedo.
- Westminster Choir is the premier ensemble that, in addition to performing throughout the United States, records and is the choir in residence for the Spoleto Festival USA in Charleston SC. Attire: Must be purchased. Women: Black dress, pearls. Men: Tails.
- Westminster Concert Bell Choir is an auditioned choir that performs a variety of repertoire during yearly tours and in area performances. Attire: Must be purchased. Women: Formal dress (style details at beginning of academic year). Men: Tuxedo.
- Westminster Jubilee Singers is an ensemble for the performance of repertoire from the rich body of sacred music from the African-American tradition. The choir sings at venues on and off campus. Attire: Purple robes and kente cloths.
- Master Singers is a graduate class ensemble comprising conducting students (majors and concentrations) and functions as the performing choir for graduate student conducting recitals. Attire: Black clothing.
- Westminster Williamson Voices is an auditioned choir that focuses upon the performance of a wide range of choral literature, including commissions of music of our time. Attire: Must be purchased. Women: Stage Accents two-piece black dress and earrings. Men: Tails

- Kantorei is an auditioned chamber choir of 20-30 voices specializing in Renaissance and Baroque music, with occasional forays into more contemporary literature. Kantorei will perform both works for ensemble and for solo voices and will collaborate regularly with the region's leading early music instrumental ensembles. Attire: Must be purchased. Women: Formal dress (style details at beginning of academic year). Men: Tuxedo.

Location.....Office 7, Third floor, Williamson Hall

Contact.....ext. 8111

## Performance Management

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*See also: Student Recitals, page 157*

### Functions of the Performance Management office include:

- Reserving space on campus.
- Listing space reservations for events by College and outside individuals or groups.
- Booking events on/off campus.
- Coordinating arrangements for tours and run-outs for all choirs.
- Organizing dates and programs for College and conservatory faculty concerts.
- Selling tickets for on-campus and some off-campus ticketed events.
- Commencement, including programs, tickets, music, recordings and disbursement of commencement items (i.e., announcements, tickets).
- Hiring students to assist as ushers and stage managers for on-campus concerts and some off-campus performances.
- In conjunction with the assistant dean's office, organize academic calendar.
- Maintain Web calendar for Princeton.

Location.....Williamson Hall 7

Contact.....Jim Moore, Director, ext. 8111

## Policies

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*(See also: University Policies, 75)*

### Parking

At Westminster Choir College and Conservatory, a careful balance in the allocation of campus parking is essential to preserve the integrity of day-to-day campus life. Diverse user groups of faculty, students, administration, staff and visitors, each with different concerns and requirements, collectively create a parking demand. Consequently, on-campus parking is viewed as a privilege which necessitates a defined plan to successfully work. No plan will be successful without the consistent cooperation of all affected parties. To that end, time limits and usage restrictions for certain parking areas will be diligently enforced.

Parking is prohibited in fire zones and on campus roadways except as otherwise designated. The Department of Public Safety may limit or alter on-campus parking and traffic flow in the event of an incident, emergency or campus event.

## Vehicle Hang Tags

A valid hang tag is required for each vehicle parked in campus lots. Preregistration is required and a single rear-view mirror hang tag is issued to each eligible Princeton-based faculty, staff or student. The hang tag is color-coded to identify the lot where parking is permitted and the university status of the individual (faculty, staff, or student).

- The single hang tag issued per person (NOT per vehicle) is to be used for each appropriately registered vehicle from the same household.
- Hang tags may not be transferred or lent to another person.
- The hang tag must be visibly and prominently displayed for Public Safety personnel viewing, hung from the rear-view mirror without any obstructions.
- Hang tags are issued free of charge.

**Please note:** As per New Jersey statute, hang tags must be removed from the mirror while driving.

Any hang tag holder may obtain a temporary parking permit from the Public Safety Office for an unregistered vehicle when the registered vehicle is unavailable due to repairs or for another valid reason.

## Who Will Receive Hang Tags

Faculty, staff, and students who primarily work or study on the Princeton campus, as outlined below, and Conservatory families will be issued vehicle hang tags. Upon registering a vehicle with Public Safety, each individual will receive a single hang tag that can be transferred among his/her registered vehicles. The following people receive a hang tag:

- Faculty and staff whose home department or office is located on the Princeton campus.
- Eligible students who reside on or whose academic program is based on the Princeton campus.

Freshman resident students, with the exception of those who have off-campus church jobs and are Sacred Music majors, are not permitted to have cars on campus.

## Types of Hang Tags

Permanent and annual hang tags will be issued as follows:

- Full-time faculty and staff, including priority adjuncts, will be issued permanent hang tags that do not require annual renewal.
- Students and Conservatory families will be issued hang tags on an annual basis, meaning that they must register their vehicles every academic year as they have done previously with parking decals.

- All non-priority adjunct faculty and part-time staff will be issued annual hang tags that require renewal every year.

### **Recognition of Hang Tags and Parking Decals on the Two Campuses**

Hang tags are recognized on the Lawrenceville campus for faculty, staff and students who work or study on both campuses. Likewise, parking decals for those who work or study primarily on the Lawrenceville campus are recognized at the Princeton campus. There is no need for anyone to have both a hang tag and parking decal.

### **Parking Assignments**

#### ***Faculty and staff parking:***

- C lot near Talbott Library and the Playhouse (accessed via your Rider ID)
- A lot near Erdman Hall
- B lot along Williamson Hall drive (except for four marked visitor spaces)

Faculty and staff may also park in lots D and E, as well as F lot after 1 p.m. until 3 a.m., as necessary. Please note that lots D and E are primarily for students and Conservatory families.

Conservatory faculty and staff, depending on whether they are full-time or part time, have access to lots C, D and E, as well as F lot after 1 p.m. until 3 a.m.

#### ***Resident student parking (non-freshman):***

- D lot off Franklin Avenue
- C lot from 5 p.m. to 3 a.m.

Resident students taking ME 581 or ME 582 park in D Lot, not in F lot.

#### ***Commuting student parking:***

- E lot near Talbott Library and Princeton Hall (except from 3 a.m. to 7 a.m.)
- D lot (except from 3 a.m. to 7 a.m.)
- C lot from 5 p.m. to 3 a.m.

Commuting students taking ME 581 or ME 582: F lot (between lots C and D alongside Talbott Library) from 7 a.m. to 3 a.m.

(Resident students taking these courses park in D lot.)

F lot becomes available to faculty and staff only after 1 p.m. until 3 a.m.

Conservatory student and family parking: D lot and E lot.

### **Conservatory Pickup/Drop-off**

Four designated short term parking spaces are provided to Conservatory students. Only 15-minute parking is permitted in these pick-up/drop-off spaces. A hang tag is not required to use these spaces.

## **Visitor Parking**

Spaces are available for visitors as marked along Talbott Library and Seabrook Hall and along Williamson Hall Drive closest to the entrance of the building. Only visitors may use these spaces. All visitors must obtain and display a temporary permit from Public Safety, valid for the day of the visit. Hosts (departments or individuals) are responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance.

## **Handicapped-Accessible Spaces**

Designated handicapped-accessible spaces are interspersed throughout the on-campus parking lots.

The applicable license plate or placard (i.e. hang tag) issued by a state Department of Motor Vehicles is required for these spaces and must be displayed while parked in a designated handicapped-accessible space.

Temporary state placard applications are available at the Services for Students with Disabilities Office, located in the Vona Academic Annex Room 8 on the Lawrenceville campus, the Services for Students with Disabilities in Taylor Hall, B2 on the Princeton campus, or at your municipal police department. The application requires a doctor's signature and a small fee, and should be submitted to the nearby Princeton Police Department. If you are a resident student, please use your Westminster Choir College address. Keep in mind that temporary placards are only valid until their date of expiration.

Faculty, staff and students with handicapped license plates or state-issued handicapped hang tags must register their cars with the Campus Public Safety Office.

Enforcement and penalties will be assessed by Public Safety in accordance with State law.

Please note that overnight parking (3 a.m. to 7 a.m.) is only allowed for resident students in D lot, and for faculty, staff and students with a special pass from Public Safety in C lot.

## **Temporary Permits**

Public Safety will issue temporary permits for single-use daily parking needs.

## **Issuance/Replacement of Hang Tags**

Lost or stolen hang tags must be reported to Public Safety for the issuance of a replacement hang tag. The previous tag will be voided in the system, making it ineligible for future use. Public Safety officers will have a record of voided tags.

## **Speed Limit**

The speed limit on all campus roadways is 15 miles per hour.

## **Violations**

Tickets will be issued by the Department of Public Safety. Violations and fines will be listed on the ticket face and are payable to Rider University. Payments will be made in the Bursar's office. No grades or transcripts will be issued nor will course registration be permitted until all parking fines are satisfied.

## **Outstanding Violations, Loss of Parking Privileges**

Any person with three unpaid parking violations will be subject to having parking privileges suspended until payment is made. Vehicles thus suspended will be wheel-locked (as outlined in the “Repeat Offenders” section below) if found in campus lots. Unless arrangements for payment are made within two weeks of receiving notification of outstanding violations, that person may lose his/her campus parking privileges for the balance of the semester. Parking privileges can be regained only by paying all outstanding violations and by displaying a current parking hang tag.

## **Repeat Offenders**

Any person with three or more tickets within an academic year will be deemed a repeat offender. Such a person's vehicle will be subject to towing or the application of a wheel lock upon any further offenses. The wheel lock will be removed only upon payment of the current ticket together with any other previous fines assessed against the vehicle and a \$15 removal fee. Subsequent violations of the parking policy could result in revocation of driving privileges for not less than 30 days and possible disciplinary action. Parking privileges will be reinstated only upon approval of the Associate Dean of Students or Director of the Department of Public Safety.

## **Abandoned Vehicles**

Any motor vehicle that has not been driven for 10 consecutive days may be determined an “abandoned” vehicle. The vehicle is subject to towing at the owner's expense.

## **Towing Policy**

Rider University reserves the right to regulate the use of its vehicle parking lots, including the authority to impound vehicles. The responsibility of locating a legal and appropriate parking space rests with the operator of the vehicle. The most effective way to avoid having a vehicle towed is to adhere to all posted regulations; and in the event of receiving a citation, is to pay or appeal the citation in a timely manner.

Vehicles may be towed for violations of the State of New Jersey Department of Transportation Code, Rider University Parking and Traffic Regulations, or in emergency situations. All towing expenses will be the responsibility of the vehicle operator or owner. A vehicle may be towed for, but not limited to, the following reasons:

- Vehicle is blocking or partially blocking a service drive or roadway.
- Vehicle is non-operable.
- Vehicle has been deemed abandoned.
- Vehicle without handicap permit or license plate is parked in a handicapped space; and the owner cannot be located within a reasonable amount of time.
- Vehicle is blocking an area which creates a danger to safety and welfare of persons and property (fire lanes, traffic lanes, walkways or posted areas).
- Vehicle without authorization is parked in a designated reserved space.
- Emergency situations.

## Vehicle Violations

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### Vehicle violations include the following

- Failure to register or improper hang tag display \$10
- Improper parking in visitors spaces, reserved spaces or lot \$45
- Improper parking or standing in fire zone or handicap space \$75
- Improper parking by blocking walkway, roadway or thoroughfare \$15
- Improper parking or driving on grass or walk (damage cost may also be assessed) \$25
- Parking outside the lines of a space \$10
- Driving too fast for conditions or exceeding the speed limit \$40
- Other (as indicated on the ticket)

### Appeal of Violations

In those circumstances where one believes that a ticket may have been inappropriately issued, they may seek to have it administratively reviewed.

This review is initiated by completing a **Traffic Ticket Appeal Form** found on-line at [www.rider.edu/ticketappeals](http://www.rider.edu/ticketappeals). This form must be submitted within 15 days of the issuing of the citation.

All reviews will be performed by a Traffic Appeals Review Board comprising representatives of the student body and staff. The decision of the Board will be communicated back by regular mail to the person making the appeal and is considered to be final.

A vehicle may be ticketed for the same violation only once per shift (midnight to 8 a.m., 8 a.m. to 4 p.m., 4 p.m. to midnight). Bear in mind that it is illegal to park on adjacent non-campus streets after 2 a.m.

The University assumes no responsibility for the care of, protection of, or damage to any motor vehicle or its contents at any time it is operated on, parked on, or removed from University property

## Practice Facilities

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### Where?

- The residence halls have practice rooms in the basement. These are usually on a first-come, first-served basis; however, piano majors and principals will receive first priority for piano practice rooms. The piano department administers the signups for piano practice.

### When?

- Within residence halls, 8 a.m. until 11 p.m. during weekdays and 10 a.m. until 11 p.m. on weekends.

### How?

- In organ practice rooms (Ithaca and Dayton, Bristol Chapel):

- Sign up through the organ department at the beginning of each semester.
- Organ majors are given first preference.
- Sign-ups are posted on each door.
- Practice rooms are held for 15 minutes, then open to any qualified practitioner.
- For after hours, see next section.
- In piano practice rooms (Princeton and Ithaca):
  - Sign up through the piano department at the beginning of each semester.
  - Piano majors and principals are given first preference.
  - For after hours, see next section.
- In other locations (Seabrook):
  - First-come, first-served basis.
- To practice in a classroom or recital venue, request the space by completing the Event Request Form ([www.rider.edu/eventrequest](http://www.rider.edu/eventrequest)) online. Students may reserve a classroom for two hours of practice time per day based on availability. Reservations for recital venues are limited to two hours per week per student. See also: Room Reservations, page 155.

### **After Hours**

Most campus buildings are locked by Public Safety at or about 11 p.m. (Bristol Chapel, Talbott Library and the Student Center are open until 2 a.m. when the college is in session.) Classrooms and studios are not available for practice after the building has been locked for the night.

## **Public Bus Service**

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*(See page 54 for additional transportation information, including the Campus Shuttle.)*

Daily bus service is available on NJ Transit. Connecting bus service allows for access to transportation centers throughout New Jersey, as well as to New York City and Philadelphia. Travel between the Westminster and Lawrenceville campuses utilizes the 606 line. Students having classes or appointments on the Lawrenceville campus may request free bus fares in the Associate Dean of Students office.

## **Department of Public Safety**

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*(see page 53)*

## **Recreational Opportunities**

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*(See page 25 for additional recreational opportunities on the Lawrenceville campus that are available to all students.)*

### **YMCA/YWCA**

Located on Paul Robeson Place (about six blocks west on Hamilton Avenue), the Princeton Y pool offers lap and other recreational swimming.

The Y also offers a wide range of other facilities and activities (weight-training, racquetball courts, basketball courts, adult intramural volleyball, basketball, life-saving and scuba-diving classes) for which students are eligible by purchasing a Y month-to-month membership.

Special student discount memberships are available for Westminster undergraduate and graduate students. Call 609-497-2100 for more information on programs and membership.

## Residence Life

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Westminster offers housing in three residence halls, each of which provides a unique living environment for its residents. Seabrook Hall, the largest residence hall on campus, is a traditional collegiate hall with rooms located along long corridors. Common bathroom facilities are centrally located on each floor. The first and third floors are women's housing, while the second floor houses men.

Dayton and Ithaca Halls are two semi-detached buildings that are connected to Princeton Hall, which is Westminster's Conservatory. Dayton and Ithaca are usually co-ed by floor. All floors are arranged in three-room groupings (suites), with two suites sharing a common bathroom.

All halls have practice rooms and free laundry facilities available on the basement level. All rooms are double-occupancy; however, some rooms may be deemed as triple-occupancy based upon enrollment numbers. Lounge/common spaces are available on each floor of Dayton and Ithaca and on the first floor of Seabrook. These lounges are used for programming, as well as a space for students to come together and socialize.

All full-time first- and second-year students at Westminster, are required to live on campus unless they live within a 20-mile radius and have received permission to commute from the Residence Life Office. On-campus housing is guaranteed for the first two years. Room assignments are made for returning students via a lottery system at the end of the spring semester for the following fall.

An Area Director and two Graduate Residence Directors assist in the coordination of housing on the Princeton campus and live-in staff members are on-call each night and all weekend in case of an emergency or crisis. These staff members supervise the Resident Advisor (RA) staff and oversee the daily operations of Residence Life.

There are seven RAs residing on the Princeton campus. The RAs serve many roles and are wonderful resources to residents. Some of the services they offer are: peer advising, crisis intervention, policy enforcement, roommate mediations, and educational/social programming. One RA is on-call every evening beginning at 7 p.m. to address student concerns.

### Break Housing

The residence halls and dining facilities are closed during recess periods. They are also closed between all terms. If a student needs to remain in on-campus housing during breaks (e.g., winter break, spring break), the student must make a formal request by submitting a break housing application to Residence Life. Students are responsible for their own meals during

breaks. In an effort to provide additional residence hall security during break periods, the consumption of alcohol is not permitted, regardless of age. **The campus is dry during all break periods.** All other social code regulations remain in effect during breaks.

## Room Reservations

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Space for individual practice, meetings and special events may be requested by submitting the online event request form or by emailing [wcevents@rider.edu](mailto:wcevents@rider.edu). Additional conditions may need to be met before some requests are confirmed.

## Student Life/Student Government Association (SGA)

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### Membership and Mission Statement

All students of the Princeton (Westminster) campus of Rider University are governed by the Student Government Association (“SGA”) as resolved by the Rider University Board of Trustees. Full-time undergraduates and graduate students who pay the Student Activities Fee (SAF) are given general assembly membership into the SGA and are given full rights as granted by the SGA Constitution and Bylaws.

The mission of the SGA is three-fold: programming, student representation, and permanent improvements. Social and educational programming is done through the student organizations. The social activities chair and committee are responsible for large scale campus events, like Homecoming and Spring Fling. Student representation is accomplished through the Student Senate and the Executive Board. Permanent improvement projects are designed to improve the campus’ facilities and, therefore, increase the quality of life for all students.

The Preamble to the Unified Student Governments Constitution is as follows: “We, the students of Rider University on its Lawrenceville and Princeton Campuses, in order to serve as the representative body of the students to the faculty, staff, and administration; to uphold a system of responsible leadership in order to maintain the rights and privileges of the student body; to positively contribute to the well-being and growth of the Rider University community; and to foster a community that values a social and cultural environment do hereby establish the Student Government Associations of the Lawrenceville and Princeton Campuses, respectively.”

### Executive Board (Executive Branch)

The Executive Board consists of the President, Vice President, Secretary, Treasurer, and two Co-Advisors. The Board serves the operating backbone of the SGA and meets frequently to plan programs, projects, training sessions, and other tasks outlined through officer job descriptions in the Bylaws. The following are brief excerpts from those descriptions: The President is charged with being an envoy to the student body by meeting frequently with administration both on the Westminster campus and the Lawrenceville campus. The Vice President serves as the chair of the Senate, running the weekly meetings and aiding them in the legislative process. The Secretary is in charge of taking minutes at all SGA meetings (including the Exec Board, Senate, General Assembly, and SFC) and keeping accurate records. The Treasurer is responsible for the maintenance and organization of the financial dealings of the SGA.

## **Student Senate (Legislative Branch)**

The Student Senate serves as the official voice of the student body and the highest voting body within the SGA. The Senate meets weekly and consists of Senators elected by their representative category. The Senate is employed by a 1 representative per 20 student ratio when achievable. Through the use of legislation (bills and resolutions), the Senate brings student issues to a public forum by presentation, discussion, and action.

## **Judicial Branch – Community Standards Board**

The Community Standards Board handles violations of the Code of Conduct in *The Source*. Nominees to the board are made by the Associate Dean of Students Office and confirmed by the Senate. The Office of Community Standards is responsible for the administration of the judicial process as outlined in *The Source*.

## **Student Finance Committee**

The SFC is made up of representatives from the Senate and student body at large if deemed necessary and ultimately responsible for the allocation of the Student Activities Fee (SAF). The SFC meets frequently in order to discuss organizational budgets and approve/deny requests for discretionary moneys from any student or department within the University.

## **General Assembly**

The General Assembly membership is granted to all students of the campus who pay the SAF. The Assembly meets occasionally and all executive level officers of each student organization are required to attend and report their respective organization's progress at these meetings. Also, the Assembly often features a guest speaker from the University.

## **Class Governments**

Each academic class is governed by an elected four-member council. Each class is listed as an official Student Organization by its graduating year (i.e. Class of 20xx) with the exception of the Graduate Student Association (GSA). The Class Governments are responsible for representing their class, as well as holding programming/fundraising events. Each senior class council typically spends their fundraised money on their Senior Banquet and Scholarships through the Development Office.

## **Student Organizations**

The SGA has several Recognized Student Organizations (RSOs) that program and fundraise throughout the academic year. In order for an organization to be eligible for SFC funds, that organization must go through a recognition process by the Senate.

*The following organizations are recognized:*

- Black and Hispanic Alliance (BHA)
- Phi Mu Alpha Sinfonia
- Circle K
- Sigma Alpha Iota
- The Warblers
- Vitamin D
- American Choral Directors Association (ACDA)
- National Association of Musical Education (Nafme)

- Canticum Novum
- Christian Fellowship
- RHA
- Deaftones
- Soulfege
- Mannerchor
- Women's Choir
- Vox Musai
- Akun Project

### **President's Cabinet**

Each year, the president appoints a president's Cabinet in order to assist with the operations of the SGA. The positions can be as follows: Technology and Web Development, Dining Services, Community and Outreach, Facilities Management, Recruitment, Social Activities, and Historian and Traditions, Energy & Sustainability, Health and Wellness, and Graduate Relations.

### **Elections**

Elections are held both in the spring and fall semesters. In April of the spring semester, elections for the Executive Board and rising sophomore, junior, and senior class governments are held. In September of the fall semester, elections for the Senate, incoming Freshmen Class Government, and the Graduate Student Association are held. All students may vote for the Executive Board and for their respective representation in the Senate and Class Governments.

### **Academic Representation**

The President of the SGA serves as the student representative on the Westminster Academic Policy Committee as dictated by the Agreement between the AAUP and the Faculty of the University. The WAPC discusses and votes on academic issues, including curriculum changes, course proposals, and policies outlined in the academic catalogues.

### **Contact Us/For More Information**

The SGA office is located in the Student Leadership Suite in the basement of the Scheide Student Center. The Executive Board can be reached via email at [wccsgapresident@rider.edu](mailto:wccsgapresident@rider.edu) or by phone at ext. 8110. Also, visit the Princeton campus Student Life web page to learn more.

## **Student Recitals**

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### **Scheduling**

A lottery system is used to schedule student recitals. The lottery is held at the end of each semester for the following semester's recital dates. Students should contact the Performance Management Office for more information.

Location..... Performance Management, Williamson Hall 7

Contact..... Carren Klenke, ext. 8308

## Recital Receptions

Many students arrange to hold on-campus receptions after their recitals. Arrangements for these can be made through the Performance Management Office (space), Food Services (catering), Facilities Office (furniture), Media Services (recording) and the ADOS office. No alcohol may be served at any on-campus reception (see Drug & Alcohol Policy in the Addendum).

## Recital Programs

Printed programs and recording arrangements for the recital performance are the responsibility of the performer.

Six archive copies of the recital program formatted according to the Archive Program Guideline, (sent with student's recital confirmation and available online), must be submitted to the Academic Coordinator no later than two weeks after the recital.

The recital documentation form bearing the student's applied teacher's signature must be submitted to the Academic Coordinator no later than two weeks after the recital. Failure to submit the programs could affect the student's eligibility to graduate. Copies of the recital program guidelines are available from the Performance Management Office.

Location.....Performance Management, Williamson Hall 7

Contact .....Carren Klenke, ext. 8308

## University Advancement

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University Advancement is responsible for coordinating all fund-raising initiatives including the annual fund; major gifts; corporate, foundation, and government relations; current-use and endowed scholarships and awards; and capital projects. Each year, students seeking employment on campus are encouraged to apply for one of several Westminster Phonathon student-caller positions to help raise funds for The Westminster Fund and The Westminster Scholarship Fund, and to promote and grow alumni participation. Please contact the Assistant Director of Annual Giving if you are interested in participating in the fall and/or spring Phonathon.

Location.....Second floor, Williamson Hall, Room 3

Contact(s).....Assistant Director, Annual Giving, ext. 8216  
Associate Director, Major Gifts, ext. 8213

## Westminster Music and Books

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*The Campus bookstore offers numerous services to the College community, including:*

- All required textbooks, sheet music, music supplies for your classes.
- Choice through rental, digital and traditional textbook sales.
- A large selection of vocal and piano music, as well as choral and organ music, and accepts special orders for sheet music.

- Stocks necessary school supplies, health and beauty aids, drinks, snacks, and other convenience items, as well as school music CDs, college-imprinted gifts and clothing. Barnes & Noble gift cards sold and accepted!
- Sale of books of U.S. stamps and provides fax service.
- Acceptance of all major credit, debit cards, personal checks, and financial aid directly from your school ID and Barnes and Noble gift cards.

Normal store hours are Monday through Thursday, 8:30 a.m. to 4:30 p.m. and Friday 8 a.m. to 4 p.m., with additional hours for Continuing Education Department seminars.

Location.....Scheide Student Center

Contact..... Millie Richardson, 609-921-1656 or ext. 8344

Email..... [SM8173@bncollege.com](mailto:SM8173@bncollege.com)

Online..... [www.RiderWCCbookstore.com](http://www.RiderWCCbookstore.com)

[www.facebook.com/WCCMusicAndBooks](http://www.facebook.com/WCCMusicAndBooks)

## Withdrawal/Readmission

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Withdrawals and readmissions are processed through the Associate Dean of Students office where withdrawal and readmission forms may be obtained. Information regarding withdrawal and readmission processes are also found in *The Source* and the Academic Catalog.

## Yearbook: The Shadow

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*The Shadow*, the University yearbook, is published each year by a student staff. It reflects the major people and events on both campuses from the previous academic year. Students on both campuses interested in being writers, editors, photographers, or layout artists should contact the yearbook office, located on the Lawrenceville campus (ext. 7143).

## Westminster Problem Solver

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### Student Services (Non-academic)

#### *How can I be a part of student government?*

Student Government Association; Assistant Dean of Students; Associate Dean of Students

#### *How do I use facilities at the Princeton YMCA?*

Assistant Dean of Students; Associate Dean of Students

#### *How do I put something in The Rider News?*

Rider News (ext. 5256)

#### *Where is the lost and found?*

Associate Dean of Students Office, Talbott Library, Public Safety

#### *What if I lost my money in the vending machine?*

Auxiliary Services

***What if I have a question about the mail?***

Williamson Hall Mail Center

***What if I need a locker?***

Associate Dean of Students Office

***What do I do if I lose my ID card?***

Associate Dean of Students Office

***Is there a copy machine I can use?***

Talbott Library

***How can I send a fax?***

Bookstore

***How can I get an email account?***

Office of Information Technology  
(896-5196)

***Where can I access email?***

Talbott Library, Computer Lab in Talbott basement, or any computer connected to the University network

**Money and Business Matters**

***What if I have a question about my Westminster bill?***

Bursar's Office (ext. 8219)

***What do I do if I need financial aid?***

Office of Financial Aid (ext. 8211)

***Is it possible to have a job on campus?***

Associate Dean of Students Office, Student Employment Office (Lawrenceville campus)

***How can I find a...***

***Part-time church job?***

Coordinator of Sacred Music (ext. 8277)

***Miscellaneous part-time job?***

Career Development and Success Office, job board,  
(inside Associate Dean of Students suite, Scheide Student Center)

***College Work Study job?***

Individual offices and departments on campus

***Graduate assistantship?***

Assistant Director of Admissions (ext. 8221)

**Performance Activities**

***How do I reserve a time and place for my recital?***

Performance Management Office

***Who can record my recital?***

Audio/Visual Services, Talbott Library

***How do I reserve a room for my recital reception?***

Performance Management Office

***How can my friends/family get tickets for Westminster concerts?***

Westminster Box Office, 609-921-2663. Located in the Marian Buckelew Cullen Center

***What if I have a question about my choir schedule?***

Production Coordinator, Performance Management

***What if I need help producing my recital program?***

Arts & Sciences Lab, Public Relations Office



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# Fire Emergency Procedures

# Fire Emergency Plan

## Westminster Residence Halls

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1. **WHAT TO DO WHEN A SMOKE OR FIRE ALARM SOUNDS:**
  - A. Proceed to the nearest EXIT. Leave the building immediately. DO NOT use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible.
  - B. Report to the building's designated assembly point. **Stay at the assembly point** to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."
  - C. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch DO NOT open the door. If the door is not hot, brace yourself behind the door, and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further. Close the door and stay inside the room or use another stairwell.
  - D. If you are unable to evacuate your room, seal the bottom edge of the door with clothing, towels, bedding, etc. (wet if possible). If possible, hang an object (e.g. coat, towel, sheet, shirt, etc.) out the window to attract attention. **DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES FOR ASSISTANCE.** Follow any instructions given by the Emergency Response Team.
  
2. **WHAT TO DO WHEN SMOKE OR FIRE IS SEEN:**
  - A. Initiate a Fire Alarm by activating the nearest FIRE ALARM PULL STATION. Pull stations are generally located at the ends of hallways by EXIT doors, entrances into stairwells, or doors leading directly to the outside. DO NOT attempt to extinguish the fire. If possible, confine the fire by closing the door to the room.
  - B. Evacuate the building, then DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES to report a fire and give the following information:
    1. Your name, telephone number and the location you are calling from.
    2. The location of the emergency (e.g. Dayton Hall, room #225, etc).
    3. Describe the situation (e.g. smell of smoke, open flames, etc.)
    4. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
    5. Hang up only after the Emergency Operator has done so, or told you to.
  - C. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building's designated assembly point. *Before leaving your room or if unable to evacuate your room follow the procedure listed in Section 1 C and D.*
  - D. **Stay at the assembly point** to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."

**FOR WESTMINSTER RESIDENTS,  
THE DESIGNATED ASSEMBLY POINT IS:**

**The Great Plains**

# Fire Emergency Plan

## Lawrenceville Residence Halls

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### 1. WHAT TO DO WHEN A SMOKE OR FIRE ALARM SOUNDS:

- A. Proceed to the nearest EXIT. Leave the building immediately. **DO NOT** use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible.
- B. Report to the building's designated assembly point. Stay at the assembly point to be accounted for and given further instructions. **DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."**
- C. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch **DO NOT** open the door. If the door is not hot, brace yourself behind the door, and open the door slightly. If intense heat or smoke is present, **DO NOT** open the door any further, close the door and stay inside the room or use another stairwell.
- D. If you are unable to evacuate your room, seal the bottom edge of the door with clothing, towels, bedding, etc. (wet if possible). If possible, hang an object (e.g. coat, towel, sheet, shirt, etc.) out of the window to attract attention. **DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES FOR ASSISTANCE.** Follow any instructions given by the Emergency Response Team.

### 2. WHAT TO DO WHEN SMOKE OR FIRE IS SEEN:

- A. Initiate a Fire Alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells, or by doors leading directly to the outside. **DO NOT** attempt to extinguish the fire. If possible, confine the fire by closing the door to the room.
- B. Evacuate the building, then **DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES** to report a fire and give the following information:
  1. Your name, telephone number and the location you are calling from.
  2. The location of the emergency (e.g. Gee Hall, room #A225, etc).
  3. Describe the situation (e.g. smell of smoke, open flames, etc.)
  4. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
  5. Hang up only after the Emergency Operator has done so, or told you to.
- C. Proceed to the nearest EXIT. **DO NOT** use the elevators. If smoke or fire is present use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building's designated assembly point. *Before leaving your room or if unable to evacuate your room follow the procedure listed in Section 1 C and D.*
- D. **Stay at the assembly point** to be accounted for and given further instructions. **DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."**

**CHECK THE BACK OF RESIDENCE HALL DOORS  
FOR YOUR DESIGNATED ASSEMBLY POINT**



Rider University  
2083 Lawrenceville Road, Lawrenceville, NJ 08648  
[www.rider.edu](http://www.rider.edu)

Westminster Choir College  
101 Walnut Lane, Princeton, NJ 08540  
[www.rider.edu/westminster](http://www.rider.edu/westminster)