

WILLIAM PATERSON UNIVERSITY

SCHOOL OF CONTINUING AND PROFESSIONAL EDUCATION

1600 VALLEY ROAD • WAYNE, NEW JERSEY 07470

Resident Student Information

Welcome to the **Pre-College 2016 Summer Youth Programs** at William Paterson University.

The below information applies to the following

Sunday Move-In Dates:

- July 10, 2016 (2pm-4pm)
- July 17, 2016 (2pm-4pm)

Sample Activities Schedule

Sunday Move-In	Registration and Check-In at High Mountain West	
	Orientation	4:00-5:00 p.m.
	Dinner	5:00-6:00 p.m.
	Campus Tour	6:00-7:00 p.m.
	Ice Breaker/Group Activities	7:00-9:00 p.m.
	Students in Dorms/Rooms	9:00-10:30p.m.
	Lights Out	10:30p.m.
Mon.-Fri.	Breakfast on Campus	8:00-9:00a.m.
	Academic Workshop	9:00-12:00p.m
	Lunch	12:00-1:00p.m
	Academic Workshops	1:00-4:00p.m.
	Break for Study or Personal Time	4:00-5:00p.m.
	Dinner	5:00-6:00p.m.
	Indoor and outdoor Group Activities	6:00-7:30p.m.
	Team building Activities (Residence Hall)	7:30-9:00p.m
	Students in Dorms/Rooms	9:00-10:30p.m.
	Lights Out	10:30p.m.

Friday Check-Out:

- July 15, 2016 (2pm-4pm)
- July 22, 2016 (2pm-4pm)

***Same location as Check-In (High Mountain West)**

(Note: If CPE Pre-College Youth Programs must cancel any camp due to low enrollment, you will receive a full refund. If you need to withdraw from a camp, *written notice* is required at least 5 business days before your camp begins to receive a full refund, minus a \$25 processing fee.

Recommended Resident Packing List

BRING With You

- Clothes/Shoes (bathing suit, active wear, etc.)
- Extra Long Bed Sheets and Pillow (Standard fitted twin size sheets will not fit extra-long beds.)
- Towels
- Toothpaste and tooth brush
- Bath and face soap
- Other Personal Toiletries (Lotion, hairstyling products, comb/brush, Shampoo and Conditioner ETC.)
- Flip Flops (optional for Shower)
- Clothes Hangers (optional)
- Alarm Clock
- School Supplies (notebook, pens, pencils)
- Medicines (if needed)
- Snacks (**highly encouraged**)
- Case of water (**highly encouraged**)
- Lamp (optional)
- Laptop (optional)
- Laundry Detergent (optional)

DO NOT BRING With You

- Television sets
- Stereo systems
- Microwave
- Refrigerator

Summer Youth Programs Rules and Regulations

1. All students must have completed a registration form and *Emergency Health Form and Emergency Phone Numbers* must be on file at the Center for Continuing and Professional Education.
2. William Paterson University enforces a “**Zero Tolerance Act**” for commuter and resident students:
 - a. Any act of teasing, name calling or taunting will result in a phone call to their parent/guardian for the first offense, a one day suspension or can result in automatic dismissal from the program. Students will follow a “hands off” policy and may be expelled for fighting. A parent or guardian must pick up the student at the time of the incident.
 - b. Students may not leave the campus for any reason unless they receive special permission from one of the counselors. They must always sign out and in with the Counselor on duty. Students found leaving camp without permission or without a parent or guardian will automatically be dismissed from the program.
 - c. Respect others belongings. Do not touch what does not belong to you. Please bring found items to the attention of your instructor. Any student stealing will be dismissed from program.
 - d. All students must respect other campers, counselors and staff members, and treat others as you expect to be treated.
 - e. No foul language will be tolerated.
 - f. Any student in possession of intoxicants, narcotics, drugs or a weapon of any kind will be dismissed from the program.
3. **WPUNJ Computing Policies & Guidelines: Misuse of Information Technology Resource Privileges**
 - a. The University characterizes misuse of computing and information resources and privileges as unethical and unacceptable and as just cause for taking disciplinary action.
 - b. Users must not engage in activity outside the limits of access that have been authorized for them.
 - c. Using the University's computer resources including Internet presence to submit, publish, display, transmit, or intentionally receive information, which violates the University's network security requirements and standards, is not permitted.
 - d. If students are found engaging in any misuse computer activities, they will be dismissed from the program. To view William Paterson University's full Information Technology Policies and Guidelines, please visit the following website: <http://cms.wpunj.edu/global/documents/is/policies.pdf>
4. **Residence Halls Rule and Regulations:**
 - a. Upon entrance the Residence Hall, students must present their numbered key tag to the guard at the desk. Failure to do so will result in difficulty in gaining access into the building.
 - b. Students must be in the dorm and in their rooms by 10:30 p.m.
 - c. Whenever males and females occupy a room, the door must remain open.
 - d. There will be no running in the halls and students must abide by the following rule

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- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the residence facilities or on campus grounds.
 - Animals are not allowed in any location in the residence facilities.
 - Electric skillets, immersion coils, toaster ovens, broilers and hot plates are not permitted in rooms nor is any type of cooking allowed.
 - Remodeling or renovation of rooms or furniture, tampering with the electrical or mechanical fixtures in the rooms, placement of antennas outside windows or removal of or bringing additional furniture is not permitted.
 - Attaching any object to any dormitory premise by nail, screw, or alteration of the premises in any manner whatsoever is not permitted.
 - Parking in the fire lanes or grounds adjacent to the residence facilities is not allowed.
 - Tampering with or removal of windows or window screens from any part of any building is not allowed.
 - All external door locks are to be locked at all times.
 - Gambling or solicitation in any form is not permitted.
- e. All individuals will abide by New Jersey law, federal law and regulations regarding intoxicants, narcotics and drugs.*
- f. Summer Youth Program student residents are NOT ALLOWED to have visitors during their stay at the Residence Halls. In case of emergency, family members can visit the students; however, it is required for the parents/guardian to notify the Center for Continuing and Professional Education who will be visiting the student at what date and time. Any resident student letting visitors in their room without authorization will be dismissed from program.
- g. Rooms should be left in original condition: e.g. free of garbage and personal belongings. Linens should be left in room upon check out.
- h. Counselors will do room inspection of each room before check-out.
- i. Students are subject to the discretion of the housing staff in the absence of specific disciplinary procedures mandated by the program.

IMPORTANT CHECK OUT PROCEDURES: All residents must check out individually during the check-out scheduled time (students must hand in the key, key tag, meal card and sign out on their check out card.)

5. The University reserves the right to:

- Enter any room for the purpose of inspection, repair or emergency
- Reassign residents within residence facilities, after timely notification, in order to accomplish necessary repairs and renovation to the building.
- Revoke campus privilege, including residency in or utilization of any of its building, of any occupant whose conduct, solely in the University's opinion, becomes injurious or potentially injurious to the academic community.
- The charge for unreturned or lost room keys is **seventy-five dollars (\$75.00)** per incident and includes the cost of an automatic lock change.
- The replacement cost for lost meal cards will be announced at a later date.

Please make sure that your child is aware of these rules to ensure an enjoyable summer program for everyone.

CODE OF CONDUCT

1. Students are expected to attend all classes, workshops and activities.
2. Tardiness or absenteeism will not be tolerated.
3. No use of profanity.
4. Hats, hair rollers, sunglasses, bandannas, head scarves, etc. are not permitted to be worn in classes or during workshops and activities.
5. Electronic equipment, to including but not limited to, cellular phones, iPods and personal gaming systems are not to be used in classes, workshops or activities. Staff members may confiscate these items.
6. Baggy/loose fitting pants, "short" shorts (skirts and dresses included), and overly revealing clothing may not be worn.
7. Appropriate personal appearance and hygiene is expected at all times.
8. Treat yourself, fellow students and all Staff with respect.

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DIRECTIONS TO WILLIAM PATERSON UNIVERSITY

Resident Drop-Off is located in 300 Pompton Road, Wayne, NJ 07474 in High Mountain West.

1. FROM ROUTE 23:

Take Alps Road exit (Wayne). (From Route 23 North: exit directly onto Alps Road. From Route 23 South: proceed to stop sign; make a right onto Alps Road.) Proceed approximately 2 miles to the traffic light at intersection of Alps and Ratzler Roads. Turn extreme right onto Ratzler and proceed approximately 2 miles to the traffic light at the intersection of Ratzler Road and Hamburg Turnpike. After crossing intersection, Ratzler becomes Pompton Road. Proceed about 200 yards. University entry gates 4 through 1 are on left along Pompton Road.

2. FROM NORTHERN NEW JERSEY VIA GARDEN STATE PARKWAY:

Take the Garden State Parkway South to exit 159, Route 80 West. Proceed to Route 23 North. *See directions from Route 23.

3. FROM NEW YORK CITY VIA GEORGE WASHINGTON BRIDGE OR LINCOLN TUNNEL, OR FROM EASTERN NEW JERSEY:

Take either Route 46 West, 80 West or 3 West. Proceed to Route 23 North. *See directions from Route 23.

4. FROM SOUTHERN AND CENTRAL NEW JERSEY VIA GARDEN STATE PARKWAY:

Take Garden State Parkway North to Exit 153B (on left), marked Route 3 and 46, West Paterson. Take Route 3 to Route 46 West. Proceed to Route 23 North. *See directions from Route 23.

5. FROM WESTERN NEW JERSEY: Take Route 46 East to Route 23 North. Or, take Route 80 East to Exit 54 (Minnisink Road). Turn right to access Route 46 West. Proceed to Route 23 North. *See directions from Route 23.

6. FROM ROUTE 208:

Take Ewing Ave./Franklin Lakes exit. (From 208 North: proceed to stop sign, make a left onto Ewing. From 208 South: proceed to stop sign, make a right onto Ewing.) Proceed to end of Ewing Avenue. Turn left onto High Mountain Road. Continue approximately one mile to fork. Take right fork onto Belmont Avenue and proceed approximately two miles to second traffic light. Turn right onto Pompton Road. Proceed uphill approximately one-half mile. University entry gates 1 through 4 are on right along Pompton Road.

7. PUBLIC TRANSPORTATION:

Public transportation to the University is available from surrounding areas. NJ Transit buses 746 and 744 run directly to the University. For further information on bus service, call 1-800-626-7433.

Directions to High Mountain West from Entry 4

1. Enter main campus through entry 4
2. Continue straight to Lot 5
3. Park at the end of lot 5
4. High Mountain West will be on top of a hill