
Hawks at the Shore

Your Guide to Off-Campus Living & Monmouth County



MONMOUTH
UNIVERSITY

RESIDENTIAL
LIFE



Welcome to the Neighborhood!

On behalf of the Office of Residential Life & Campus Living, I am truly excited to have you as part of our local community. Living off-campus is a great experience and I look forward to how you will enhance your college experience.

While you are living off-campus, you are still a Monmouth University student and enjoy all the benefits that the Monmouth campus and the support of the Residential Life & Campus Living Staff. As the Area Coordinator for Apartments & Campus Living, I will serve as your liaison to the Monmouth University administration. The Residential Life & Campus Living Office is located in the 600 Building, near the Student Center and is staffed Monday through Friday, 8:45am-5:00pm. You can also reach out to at aconard@monmouth.edu or 732-571-3465.

I invite you to make the most of your time living close to campus, but please be mindful of your neighbors, next to, behind and across the street. I encourage you to introduce yourself and get to know your neighbors – this can avoid many conflicts if they arise. Please keep in mind that your choices and the behavior of you and your guests is a reflection of our entire community and that you are a representative of Monmouth University.

I hope that you enjoy the upcoming year off-campus and that we can work together to create a vibrant community for the tenure of your time here at Monmouth!

-Tony Conard
Area Coordinator for Apartments & Campus Living
Office of Residential Life & Campus Living



How to Properly Use this Guide

This guide has been specially created to ensure you have an easy transition to college life while living off-campus. We encourage you to use this guide as a workbook and to take notes and use it as a reference.

This guide is divided into two sections. The first is how to budget, find an apartment, create successful roommate and landlord relationships. The second portion of this guide is about community relations, getting involved and important safety information.

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Renting & Budgeting



Why budget? You can't find the right place to live until you know how much you are able to spend. This budget spreadsheet is a good reference. Keep in mind all of the extra expenses that go hand in hand with paying rent, such as utilities, transportation, and insurance. Using a credit card monthly to pay your electric bill is not debt management; it is simply building debt.

Budget

Monthly Income \$ _____
 Scholarships \$ _____
 Loans \$ _____

Monthly Expenses

Tuition \$ _____
 Books/Supplies \$ _____
 Rent \$ _____

Utilities

Electric \$ _____
 Gas \$ _____
 Water \$ _____
 Waste Management/Recycling \$ _____
 Telephone \$ _____
 Cable/Internet \$ _____
 Food \$ _____
 Groceries \$ _____
 Dining Out \$ _____

Transportation

Car Payment \$ _____
 Gas \$ _____
 Car Maintenance \$ _____

Insurance

Car \$ _____
 Renter's \$ _____
 Health \$ _____
 Life \$ _____

Personal Maintenance

Clothing \$ _____
 Laundry/Dry Cleaning \$ _____
 Haircut/Manicure, etc. \$ _____

Debt/Savings

Credit card payments \$ _____
 Loans \$ _____
 Savings \$ _____

Entertainment

Vacations \$ _____
 Pets/Pet Care \$ _____
 Books, Streaming, Games \$ _____
 Gym Membership \$ _____

Other \$ _____
 Other \$ _____
 Other \$ _____
 Other \$ _____
 Other \$ _____
 Other \$ _____

Total Monthly Expenses \$ _____

Keep in mind that it costs money before you can even move in. This includes a security deposit, redecoration fee, pet deposit, sometimes two month's rent, and moving expenses... you didn't think you could fit that big screen TV in the back of a Toyota did you? Check out the moving budget below so you know how much money you will need before you begin your big move.

Moving Expenses

First Month's Rent \$ _____
 Security Deposit \$ _____
 Pet Deposit \$ _____
 Painting/Redecorating Deposit \$ _____
 Last Month's Rent \$ _____
 Application Fee \$ _____
 Utilities Deposit (Water, Electric, etc.) \$ _____
 Phone/Cable Deposit \$ _____
 Movers \$ _____
 Truck Rental \$ _____
 Gas for Rental \$ _____
 Boxes/Moving materials \$ _____
 Storage \$ _____
 Shipping \$ _____
 Pet Travel/Boarding Fees \$ _____
 Furniture \$ _____
 Other \$ _____
 Other \$ _____

Total \$ _____

Have you thought about other costs? Do you need to buy furniture, TV, bedding, kitchen utensils, a shower curtain, or food for your new apartment?

Finding the Right Apartment



Don't just sign a lease at the first apartment you tour. Shop around and get the best value for your money. Find a landlord/management that you like and trust, find a place that is safe, and try to find a place where you will want to live for your time at Monmouth.

Tips

- For crime information in specific areas visit Monmouth.edu/mupd, the Monmouth University Police Department website.
- Know your budget and live within your means.
- Location – how close to campus is it? Do you need to drive or can you walk or bike to campus? Drive around to get a feel for the neighborhood.
- Create a list of wants/needs before you start your search: your own room, washer/dryer, backyard, gym, close to local businesses, etc.

Things to Consider & Questions to Ask When Searching for Housing

- Is the rental unit in a location I would feel comfortable living in?
 - Make sure you visit the place during the day, at night, in the rain, and on the weekend to get a full perspective.
- Does the rental unit contain most, if not all, of the amenities I desire?
 - Make a list of all the amenities you would like to have before going to look at rental properties.
- Would I feel comfortable renting from this landlord?
 - Talk with current tenants to discover what their experience with the landlord is like.
- Is the unit in a condition I am willing to live in?
 - If any promises are made about repairing any part of the rental property, make sure you get that promise in writing.

Choosing the Right Lease

Once you've made the decision to move off-campus, you'll have to sign a lease for an apartment or house. Signing a lease may be one of the most important things you do when moving off-campus. Make sure you read and understand the FULL lease agreement before signing. Remember that leases are a binding legal contract.

- A lease is a contract between you and your landlord that spells out specific details of your living arrangement. Leases often involve policies about pets, deposits, legal entry, and other important information. There are two major types of leases: Joint Leases and Individual Leases.
- A joint lease means a landlord will hold all roommates responsible for the lease. If one person breaks the lease, the other roommates are held responsible for paying the total rent. A joint lease is most common when renting a house.
- In an individual lease, a landlord holds each person responsible for his or her own actions. For instance, if one roommate breaks the lease, that person is still responsible for paying his or her own rent and the other roommates are not held responsible if they don't.
- For most college students, individual leases are the best choice. Each person in the lease is responsible for his or her own actions and not the actions of a roommate/housemate.
- Most landlords or apartment managers have the option of providing you with a joint or individual lease. Be prepared to pay more for an individual lease.

Roommates & Housemates



Finding a Roommate

There are many places to look for potential roommates and housemates. First, look in your circle of friends or outside your immediate social circle to find a roommate.

The University is partnered with Places4Students, a rental and roommate listing website. Students can search for apartments, and create free sublet or roommate wanted listings. Places4Students is affiliated with over 160 colleges and universities in north America and Monmouth students will be able to access multiple listings locally and nationally.



Things to discuss with your potential roommate(s)

- Study habits and the expected study environment.
- Friends/family visiting and staying overnight.
- Cleaning the common spaces (e.g., bathroom, kitchen), including sweeping, dusting, etc.
- Will you share food and shopping responsibilities?
- What are the expectations in a roommate relationship?
 - Are you looking for a friend, someone to do things with, or just someone to share your space and expenses?
 - How similar or different are your roommate's expectations?
- Is your roommate financially secure? Ask to see a credit report if you are not sure.
- Is it possible to sign separate leases? This way, each roommate is responsible for his or her share of the rent.

Staying "Perfect Roommates"

- Communication is key! If problems arise, talk about them. Sometimes it takes a while to talk calmly, but make sure the situation is resolved in a timely manner.
- Respect each others space and property.
- Set up a schedule for taking out the trash, doing the dishes, cleaning, etc.
- Get a furnished apartment to avoid furniture confusion.

What to do when you can't resolve issues that arise...

- You have signed a lease and that is a binding contract – you can't just move out.
- Try mediation first. Contact the Office of Residential Life at 732-571-3465 for help mediating roommate issues.
- Talk with your apartment management or landlord to see if a transfer is possible.
- Tough it out – sometimes this is the only option. If so, act maturely.
- Finding someone to sublease your apartment is an option, but make sure that your lease allows you to sublet.

Utilities



Now that you have chosen your roommates/housemates and found the perfect apartment, you may have to set up all your utilities depending on the arrangement you set with your landlord. Utilities can include everything from electricity, water, and waste management, to phone, internet and cable.

Step 1: Start Sooner Rather Than Later

While the process itself is pretty simple, you'll want to provide enough notice so that everything can be set up smoothly. It is suggested that you contact all of your utility companies a minimum of two weeks in advance of your move-in date to avoid any interruptions in services.

Step 2: Start Your New Services

After you've closed your existing accounts, you'll want to start services at your new house or apartment. The easiest way to do this is by calling your realtor or landlord to find which services you need to set up and have them recommend a few companies in the area. Depending on where you live, your landlord could already take care of the heat and hot water bills, so you won't need to set those up. Typically, you'll need the below information to set up a new account. If you're a new customer, some companies may require a security deposit, which will be returned after one year of paying on time.

- Your name, phone number, and email address
- Your address
- Date of the start of service (typically most people start their utilities the day before their move, to ensure everything is set up on their moving day)
- Your social security number (if you don't have a SSN, some utilities accept a driver or non-driver license ID, a passport, or an alien ID number)

Step 3: Write Everything Down

With the chaos of moving, it's easy to forget even signing up for your utility services in the first place, never mind your account number and password. Be sure to keep a note in your phone or write everything down upon signing up so that you have everything in one place when you need to pay your next bill.

Step 4: Sign Up

For Electric & Gas Services:

- Jersey Central Power & Light
 - 1-800-662-3115
- New Jersey Natural Gas
 - 1-800-221-0051

For Water Services:

Water service in New Jersey is managed by your local municipal utility.

For Phone, Internet & Cable Services

You can shop around for the best deal for your phone, internet and cable provider in New Jersey. Below are a few providers, but do your research to find what's the best and most cost-efficient decision for you and your house.

- Xfinity (Comcast): www.xfinity.com
 - 1-800-XFINITY (1-800-934-6489)
- Verizon: www.verizon.com
 - 1-800 Verizon (1-800-837-4966)
- T-Mobile Home Internet: www.t-mobile.com
 - 1-844-839-5057
- Optimum: www.optimum.net
 - 1-866-347-4784

Renter's Insurance



If you live in an apartment or a rented house, renter's insurance provides important coverage for both you and your possessions.

A standard renter's policy contains four separate sections:

1. Protection of your personal property in case of theft or damage.
2. Shields you from personal liability.
3. Loss of apartment usage due to damages.
4. Medical payments of others.

Your personal property is not the responsibility of your apartment management or landlord unless you can prove negligence. Proving negligence in court may be extremely difficult. That is why it is VERY important to have renter's insurance.

There are several types of residential insurance policies. Read your policy information carefully and ensure you have full coverage.

Policies should cover the following events/conditions:

- Fire or lightning
- Windstorm or hail
- Explosion
- Riot or civil commotion
- Vehicles
- Smoke
- Vandalism or malicious mischief
- Theft
- Damage by glass or safety-glazing material that is part of a building
- Falling objects

As you can see, floods, earthquakes, and hurricanes are not on the list. If you live in an area prone to one or more of the three, you'll need to buy a separate policy or a rider. Ask your insurance provider for specific coverage and insurance discounts.

Let your agent know about any particularly valuable items you have. Jewelry or electronics might be covered up to a certain amount. If you have some items that are unusually expensive, such as a laptop, you'll probably want to purchase a separate rider or floater.

Make sure you read ALL the literature provided by an insurance agency and ask LOTS of questions before agreeing to any policy. Shop around! Premiums are different from company to company, but make sure your policy covers your needs. Some students can be covered under their parents/guardians' insurance policy for a small additional fee. Talk about whether this is an option for you. If not, check into a policy of your own. A small monthly fee can protect you and your belongings in case the unspeakable happens.

Don't forget to speak with your insurance agent to see if there are any discounts available to you for protective devices (smoke alarms, security systems, fire extinguishers) or multi-policy discounts. 7

Before you Move in



You have found the right place to live, you've signed your lease, and paid a hefty deposit... how do you move in and make sure you get your deposit back?

First thing to do is make an appointment with management or the landlord for a date and time to pick up your keys. This is very important because you don't want to show up and no one is available to give you your keys.

Once you've gotten your keys, follow the checklist below. It will help you to have a smooth move in and help you when it's time to move out to get your deposit back.

Move-In Checklist

- Take pictures of the apartment before you move in. This will verify any damages present upon moving in.
- Complete a thorough written inventory of the apartment's condition and have the landlord sign the inventory. This helps protect you from the landlord claiming you caused pre-existing damage.
- Try to figure out a time that you and your roommates can move in together. This helps when making decisions about furniture or storage.
- Do not leave your doors unlocked in your car or apartment. This is prime time for theft.
- Take your time and remember to stay hydrated.
- Be careful – don't put the table leg through the wall. Damages cost you money.
- Enlist the help of friends or family.
- Bring some cleaning products with you to clean the kitchen or bathroom before putting your belongings away.
- Find out from your landlord or management the proper place to dispose of boxes.
- Don't forget to return that rental truck on time or you could have to pay for another day.
- Make sure you park legally when moving in and out to avoid tickets or towing.
- You don't have to unpack in one day.
- Unpack one room at a time to avoid confusion and clutter.
- Introduce yourself to your neighbors. Exchange contact information for any issues.
- Get to know the area. This is the best way to help you become aware of your surroundings.
- Find out where the closest supermarket, gas station, or restaurant is located – these are great questions to ask your new neighbors.
- Have fun getting to know your community and the people who are living next door.

Apartment/House Inventory

Resident(s): _____

Address: _____

Complex Manager/Landlord: _____

Move in date: _____ Move out date: _____

	Good	Fair	Poor	N/A	#	Comments
Bedroom						
Walls						
Floor/Carpet						
Ceiling						
Ceiling Light						
Mattress/Frame						
Dresser						
Lamps						
Table/Chairs						
Bathroom						
Walls						
Floor						
Ceiling						
Ceiling Light						
Sink/Faucet						
Toilet						
Tub/Shower head						
Towel Racks						
Medicine Cabinet						
Living Room						
Walls						
Floor/Carpet						
Ceiling						
Ceiling Light						
Couch/Chairs						
Tables/Lamps						
Dining Room						
Walls						
Floor/Carpet						
Ceiling						
Table/Chairs						
Kitchen						
Walls						
Floor/Tile						
Ceiling						
Ceiling Light						
Counter						
Cabinets						
Stove/Oven						
Microwave						
Refrigerator						
Dishwasher						
Garbage Disposal						

	Good	Fair	Poor	N/A	#	Comments
Other						
Drapes/Curtains						
Blinds						
Window/Locks						
Doors/Locks						
Window Screens						
Screened Door						
Exterior Entrance						
A/C Heat Unit						
Water Heater						
Smoke Detector						
Alarm System						
Garbage Bin						
Garage Door						
Keys						

Resident Signatures:

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

Manager/Landlord _____

Date _____

_____ Additional documentation attached i.e. photos, video, repair bills/notifications.

Communicating with your Landlord

Just like it is important to communicate with your roommate, it is equally as important to talk with your landlord or whomever you are renting your apartment or home from. Tell your landlord if something is broken and needs repair, that you have damaged something, or that you are having trouble paying your rent. These are all good things to discuss in a timely manner with them.

What Are My Duties as a Tenant?



1. Pay rent
2. Comply with all parking and zoning restrictions
3. Keep the outdoor premises clean and orderly
4. Keep all the rooms, especially the kitchen and bathroom, clean and sanitary
5. Comply with all other lease terms
6. Comply with all municipal rules and regulations
7. Comply with county house and health codes

Tips for Positive Interactions

- Do a thorough search when looking for an apartment. If you take the time you will be happier with the place you choose.
- Come prepared with the necessary information when going to sign a lease. (ID, social security card, proof of being a Monmouth student, references, etc; call and ask what you will need).
- Read the lease or rental agreement - know what will be expected of you as a tenant. Make sure you get a copy of your signed lease.
- Get it in writing! If your landlord has told you verbally that they will have an exterminator spray monthly make sure it is in the lease. If it isn't, make sure this or any agreement is placed in writing, dated and signed by both parties.
- Pay your rent on time!
- For maintenance issues, follow up with management or landlord quickly.
- If you damage any part of your rental unit including rugs, walls, furniture or yard, notify your landlord immediately.
- Maintain the rental unit and any exterior grounds according to your lease.
- Remember to dispose of your garbage properly; don't let it pile up and follow town guidelines.
- You are responsible for guests and any damages they might cause.
- Be responsible! This includes not having gatherings with people you don't know and allowing guest noise or music to disturb neighbors.
- Follow your lease guidelines or apartment complex standards.
- If you have questions, ask! Your landlord would rather you be informed about their policies.

Tenant's Rights



Understanding Your Rights and Responsibilities

Monmouth University believes that being an informed consumer plays an important part in renting an apartment and living off-campus. When Monmouth University students begin the search for an off-campus rental, they need to be familiar with state and federal guidelines that cover fair housing. These laws generally prohibit discrimination in the sale and/or rental of housing on the basis of:

- race
- color
- religion
- sex
- disability
- familial status
- national origin
- marital status
- sexual orientation

Furthermore, local municipalities may impose additional restrictions (e.g. a Certificate of Occupancy or CO) on the sale or rental of properties within their jurisdictions. Additionally, tenants should familiarize themselves with the laws, ordinances and statutes that will impact their tenancy in a given property

In New Jersey, federal and state fair housing laws are enforced by the U.S. Department of Housing and Urban Development (HUD), the New Jersey Department of Community Affairs (DCA) and the Monmouth County Planning Board.

Resources

Learn more about your rights and responsibilities under these laws by visiting these sites:

- U.S Department of Housing & Urban Development (HUD)
- New Jersey Department of Community Affairs (DCA)
 - Truth in Renting - A guide to the rights and responsibilities of residential tenants and landlords in New Jersey
- Monmouth County Planning Board – Community Development
- Tenants' Rights in New Jersey: A Legal Handbook for NJ Tenants
 - The Tenants' Rights in New Jersey: A Legal Handbook for NJ Tenants provides tenants with step-by-step procedures for addressing tenant/landlord questions, and spells out tenants' rights and responsibilities as defined by the State of New Jersey

For questions regarding local laws and ordinances regarding the sale or rental of a property, students should contact the town hall or municipal office (e.g. the code enforcement official or fire prevention office) where the property is located.

Community Relations



Now that you are officially a part of the Monmouth University community, it is a good idea to familiarize yourself with the local town and municipality ordinances and codes. Also, to ensure that you have a good relationship with those around you, it is a good idea to follow some of the good neighbor tips that will make your time there more enjoyable.

Good Neighbor Tips

- When you move in, introduce yourself to your neighbors (at least the ones on either side and across the street).
- Learn your neighbors' names and wave or say hello to them when you see them. If your neighbor has a problem, see if you can help.
- Keep your yard neat and picked up. Mow your grass often, or if the landlord is responsible, make sure they get it done regularly.
- Exchange phone numbers with your neighbors. Encourage them to call you first if there are any problems at your house, such as loud music, litter, etc. Be respectful and responsive to their concerns.
- Attend neighborhood association meetings and get involved with neighborhood activities.
- Don't allow your pets to run around unattended.
- Learn the acceptable and legal places for parking at your house or apartment.

Certificate of Occupancy

The landlord or owner must have a Certificate of Occupancy before a new tenant is legally permitted to move in. A Certificate of Occupancy is an inspection conducted by local code enforcement or fire prevention office that makes sure the property is safe for people to occupy. It is important for tenants to confirm that a property has a Certificate of Occupancy so they know that the landlord is properly taking care of the property. A Certificate of Occupancy also determines the legal occupancy of the unit or house and how many people are legally permitted to live there. It is the landlord's responsibility to have a valid Certificate of Occupancy before tenants move in and it is strongly recommended that you request a copy of the Certificate of Occupancy when you move in. Tenants can also contact their community officials to find out if the rental has run into any Certificate of Occupancy problems in the past.

Parking on the Street

In many areas, residents and guests park on the street as necessary to accommodate overflow from the driveway. Make sure you are not parked in a "no parking" zone, blocking driveways, parking on sidewalks, in drainage ditches or easements, or on adjacent private properties. The towing laws will be strictly enforced. Before you and your roommates rent a home or apartment, make sure there is enough parking available to accommodate each resident's vehicle as well as those of any guests.

Responsibilities



Garbage

Garbage and recyclables are collected on a weekly basis at the curb. Make sure your containers are at the curb by the scheduled day in your community. The containers used for garbage and recycling collection tend to clutter the right of way and are not aesthetically pleasing. Please remember to pull your bins back from the street the evening of your service day.

Pets

Check with your local town or municipality for any pet ordinances. Usually, all dogs must be kept in an enclosed area or on a leash. The leash must be long enough to allow the dog sufficient freedom to gain access to food and water and to gain protection from the weather. Constant and loud barking, leaving pets with no food or water, cruelty to animals and abandonment are all prohibited. All of these actions are subject to escalating fines, and/or arrests.

Information on Social Gatherings

While local towns and boroughs do not prohibit parties, it is the responsibility of tenants to not adversely affect the neighborhood and those around them. Most town codes prohibits obscene, profane, or indecent language as well as drunken, noisy, or disorderly conduct on a city street or other public place within the city limits that disturbs public tranquility. This includes the use of amplifying devices such as speakers, car stereos, televisions, etc. Having any of these turned up to the point of disturbing the peace or annoying any person who owns or occupies property in the neighborhood is in violation of the law.

Noise complaints are often the result of loud or overcrowded parties. If you have a party, remember it is your responsibility to keep the event under control. The following tips are useful guidelines when hosting an off-campus party.

- Inform your neighbors that a party is going to take place.
- Create a guest list. Things can get out of hand if you have an open-door policy. Be responsible for all guests on the premises.
- Avoid parking problems and consider the parking needs of your neighbors.
- Monitor the level of noise coming from your party.
- Clean your house and yard promptly after the party.
- Do not sell alcohol or require a cover charge for your party.
- Do not serve alcohol to guests under the legal drinking age of 21.

Tips for Social Gatherings



- Remember not to let your social obligations get in the way of your academic success.
- Let your neighbors know in advance if you're planning a large social gathering or party. Tell them when it will start and when it will end. Give them your name and phone number so they can call you if there is a problem.
- Limit the number of people you invite, and only invite people you know. Large crowds can become unruly and hard to manage or control.
- Be familiar with the state and local laws regarding alcohol consumption and supplying alcohol to others.
- Read your lease carefully so you will be familiar with its requirements. Check with your landlord about policies regarding parties or gatherings. Know your rights and responsibilities.
- Establish a reasonable ending time for your event and have everyone leave at that time. Remember your neighbors may have to work, get up early the next morning, or have young children at home.
- Have plenty of trash cans and recycling bins available to dispose of cups, cans, and bottles. Place a trash can by the front door or at the sidewalk so guests can discard their litter as they leave.
- Tell your guests not to park on neighbors' lawns. Make sure your friends don't block driveways and roads with their vehicles. Roadways need to be kept open for emergency vehicles should someone need an ambulance or fire truck.
- Periodically, walk outside to check out the noise level and adjust it accordingly. Remember that voices carry and by moving the party indoors you can better avoid disturbing your neighbors.
- Limit the number of drinks served per person (one per hour is the safest pace, should you decide to drink and are of the legal drinking age of 21).
- Know the signs of alcohol poisoning and what to do to keep friends safe.
- Don't drink too much yourself. You should be able to stay in control of your party; otherwise, designate a sober party host.
- If you receive calls from neighbors or the police come to your party because of problems, cooperate with their requests.
- Do not allow drinking contests or drinking games that encourage the over-consumption of alcohol.
- Keep guests off all roofs and balconies that are crowded.
- Help people find rides home from a sober driver who has not consumed any alcohol. There are taxi companies, Ubers and Lyft available.

Safety & Law Enforcement



Taking safety precautions is an important part of living on your own off campus.

If you are a victim of a crime while a student at Monmouth University, regardless of location, the Monmouth University community is here to support you.

Below you will find safety tips, fire safety protection and ways to keep safe in severe weather and unexpected events.

Things you can do to deter crime and stay safe

- Report any suspicious persons or activities to the police immediately.
- Lock all doors and windows before you leave and at night while you're sleeping. Keep doors locked during the day, whether you're at home or not. Most break-ins occur because of unlocked doors and windows!
- Do not hide keys to your home outside.
- When you get home, check for signs of forced entry before going in. If there are signs of entry, don't go inside. Call the police immediately.
- Do not prop doors open.
- Don't allow strangers to enter your house or apartment.
- Be aware of your surroundings - who's out there and what's going on. Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name, number, or address on them.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Practice internet and phone safety. Do not release any personal or financial information to solicitors or vendors unless absolutely sure they are legitimate. Please be especially careful with offers of employment.

Interacting with Law Enforcement

Local law enforcement officers are here to keep our communities safe. If they show up to your house or apartment, remember to be polite and cooperative - they are just doing their jobs.

- Most interactions are a result of a complaint - usually noise late at night
- If police arrive during a social gathering, make sure a sober tenant speaks with them.
- Comply with any directives and try not to argue or "lawyer" with police.
- Be calm and respectful
- Keep your hands visible at all times
- Do not run off

Fire Safety & Weather Emergencies

For many students, moving off-campus is the first time they are living independently. Fire safety is often the last thing students think about. See below for helpful tips on fire safety and protection.

1. Don't tamper with smoke alarms.
2. Know how many doors there are from your bedroom to an exit, know alternate exits, and keep exit routes clear.
3. Sleep with your bedroom door closed; this helps to hold back heat and smoke.
4. Do not smoke in bed and be careful using portable heaters.
5. Take out the garbage or recycle old newspapers because they burn quickly.
6. Does the same fuse blow all the time? Call your landlord for an electrician and remove items from that outlet.
7. Do not store flammable liquids (i.e. propane gas, lighter fluid, etc.) in the home.
8. Check with the landlord before using a gas or charcoal grill on your patio or balcony.
9. Remember to respond to all alarms even if it is 4:00 A.M. in the morning. Get out of your bed and evacuate... it might save your life.
10. Designate a meeting place outside so you will know if anyone is still in the house or apartment. If you are missing a roommate, let police or fire rescue know. Do not go back into a burning building.
11. Plan a drill and see how long it takes you and your roommate to evacuate safely.

10 Steps to Prepare for a Weather Emergency

1. Prepare a Disaster Supplies Kit: 3-7 day supply.
 - a. Essential items to Include:
 - i. Food: Non-perishable items for you and your pet
 - ii. Water: 3 gallons per person and 1 gallon per pet
 - iii. Medications: for you and your pet
 - iv. Protective clothing: Rainwear, sleeping bag, pillow, shoes
 - v. Flashlight and batteries
 - vi. Cell phone charger
 - vii. Documents: insurance card, birth certificate, ID, Cash (use a water proof container)
 - viii. Misc: disposable silverware, plates, plastic bags
2. Prepare a Personal Evacuation Plan.
3. Make a communication plan with parents/guardians/family/friends.
4. Secure your personal items.
5. Listen to the radio or watch TV for evacuation instructions and updates on the storm path.
6. Fill your car's gas tank.
7. Money – have cash available.
8. When the storm arrives, listen to the advice of local officials.
9. Inspect your home for any damages & contact your landlord, family, & friends.
10. For more information, call the MU Emergency Weather Info Line 732-263-5900 or check with your local borough or municipality.



Health & Wellness



Counseling & Prevention Services

Counseling and Prevention Services (CPS) at Monmouth University offers mental health services for enrolled students at no additional cost. CPS supports students in achieving personal growth through confidential psychological counseling and educational programs.

Health Services

Health Services provides ambulatory healthcare for all Monmouth University students and eligible employees. Services range from interventional, therapeutic care for acute episodic illnesses to preventative health screening and education. It is the goal of Health Services to remove health-related barriers to learning so that the educational experience at Monmouth University is optimized. Their mission is to promote health, happiness, and well-being.

Nutrition

Are you interested in healthy eating or changing your diet? Visit the nutritionist with Gourmet Dining at Magill Commons Dining Hall. They have some great services to offer you about healthy living. Visit their website at www.monmouthdining.com.

Fitness

MU provides an opportunity for every student to participate in athletic or recreational activities for FREE! All you need is to show your campus ID. Facilities available on campus for all students:

- OceanFirst Bank Center
- Tennis Complex
- Ciniello Family Bowling Center
- Steadman Natatorium-Pool
- Boylan Gymnasium

Activities include Intramural Sports, Club Sports, Fitness Classes and Employment opportunities! The Intramurals and Recreation Program is directed by Jon Cascone. The Intramural office is located in Boylan Gymnasium (Room B111) . Please feel free to stop in and discuss ideas with the staff or call 732-263-5187.

Career Development

Career Development is a comprehensive resource center for students and alumni, providing services and information to assist them in meeting their career objectives. Free professional development tools include: resume and cover letter builders, LinkedIn profile optimization, interview skills, techniques, and sample questions, career path and industry exploration, internship and job opportunities and an alumni networking community. Visit monmouth.edu/career-development to discover all the resources available.

Getting Involved On-Campus



One of the most important things you can do when moving off-campus is to stay connected to the University. If you don't know where to start or you're not ready to join something, consider attending any of the many weekly activities or sporting events that are sponsored by Monmouth!

Clubs & Organizations

At Monmouth, your opportunities to learn, grow, and lead are not limited to the classroom. The Office of Student Engagement is located on the 2nd Floor of the Student Center and is home to over 100 recognized organizations including Clubs, Media & Communications, Honor Societies and Club Sports & Intramurals.

Fraternity & Sorority Life

Recognized chapters at Monmouth University provide connections and opportunities for growth to all members focusing on fellowship, personal development, opportunities for community impact and academic success.

Student Government Association

As the governing body for all student clubs and organizations, SGA advocates for the entire student body and provides campus leadership to students.

Student Employment

Getting a job on campus is a great way to stay connected and earn some money. Check out JobX on the student portal for job opportunities.

Academic Research

Your professors are amazing resources both inside and outside the classroom. Develop a connection and see what research opportunities are available in your field of study and build skills, as well as your resume, for success.

Monmouth Athletics

The Hawks compete in 23 sports in the NCAA Division-1 and are members of the Colonial Athletic Association (CAA). Check out www.monmouthathletics.com for all the sports' schedules and events.

Center for the Arts

The Center for the Arts at Monmouth University oversees the performing, visual, and literary arts to promote inspiration and cultural enrichment. Join them each semester as they offer more than 150 events on campus, including the Performing Arts Series; Ice House Galleries; Record & Book Clubs; and screenings from Metropolitan Opera, National Theatre of London, & Bolshoi Ballet.

Community Involvement



Volunteer Opportunities

Getting involved and giving back to your community is not limited to just the campus but also your local community. Find something you're passionate about, whether human advocacy, animals, education, health or technology, and there is a group near you that offers assistance to the community. Research your area and see how you can get involved! Below are some great places to get you started.

Monmouth County Park System

Monmouth County Parks has a robust activity year-round calendar of events that includes Arts & Crafts, Culinary experiences, Education & Nature and Sports leagues. Whether you want a nature walk, find new local friends or develop new skills, the Monmouth County Park system has many opportunities year-round.

Food Banks

Those who are food insecure in Monmouth County have assistance centers that need volunteers or donations. Look for centers near your house, but here are a few:

- Freehold Area Open Door
- FulFill in Neptune
- Lunch Break in Red Bank

Beach Clean Ups

We love the ocean and beaches and need to do our best to keep them clean! Many organizations offer beach cleanups throughout the year, so look to local groups and join!

First Aid Squads

Helping out those in need extends beyond your own house. Local first aid squads are always looking for volunteers and will help train in you in life-saving skills.

Senior Centers

There are many rewarding opportunities to volunteer and make a difference in the life of a Senior Citizen. With varied programs, local opportunities to meet new people and establish new friendships, volunteering at a Senior Center is a wonderful experience.

Monmouth County SPCA & other Animal Shelters

Animals need help too and local shelters always need volunteers. You can help in every area of a shelter, from working directly with animals to helping out behind the scenes. Find a shelter in your area and check out their volunteer opportunities.

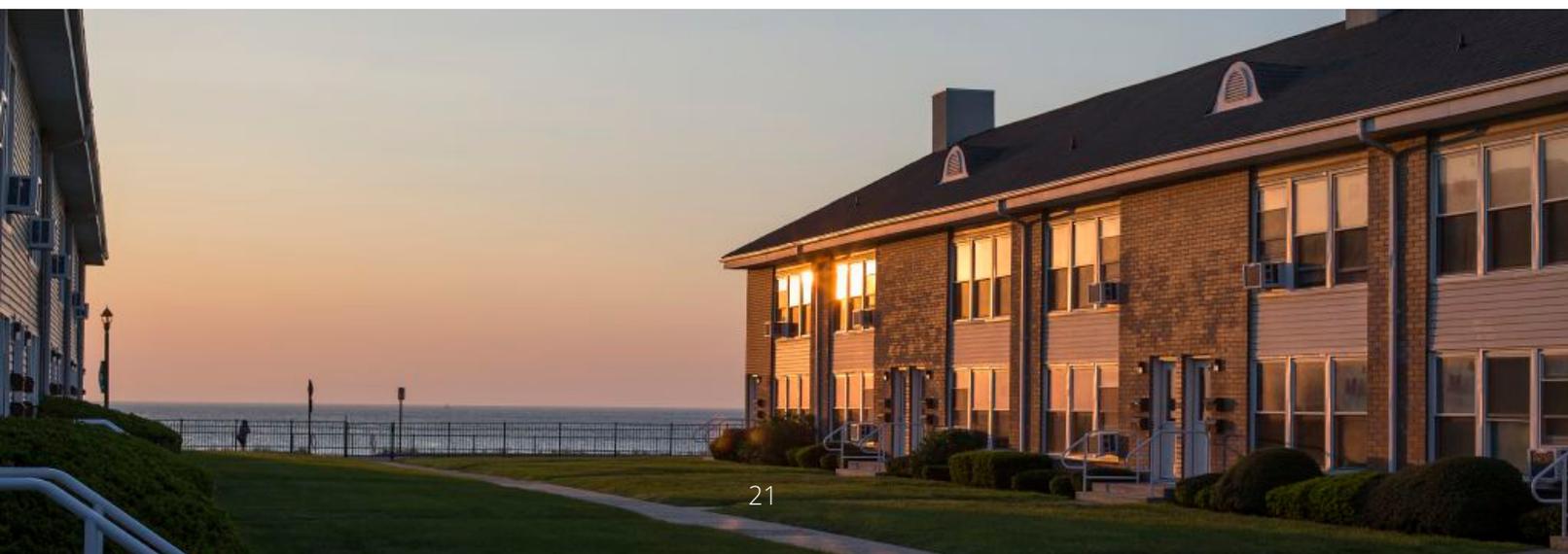
Important Numbers



Office of Residential Life & Campus Living		Phone	Email	Website
Main Office	600 Building	732-571-3465	reslife@monmouth.edu	monmouth.edu/reslife
AC Tony Conard		732-263-6015	aconard@monmouth.edu	

Emergency Numbers	Phone	Website
Monmouth University Police Department	732-571-4444	monmouth.edu/mupd
Police or Fire Emergency	911	
Deal Police Department	732-531-1113	
Ocean Township Police Department	732-531-1800	
West Long Branch Police Department	732-229-5000	
Long Branch Police Department	732-222-1000	
Allenhurst Police Department	732-531-2255	

University Offices	Location	Phone	Website
MUPD	MUPD HQ	732-571-4444	monmouth.edu/mupd
Facilities Management		732-571-3425	monmouth.edu/facilities
Health Services	Birch Hall	732-571-3464	monmouth.edu/health-services
Counseling & Prevention Services	Student Center, 3rd Floor	732-571-7517	monmouth.edu/counseling
Student Engagement	Student Center, 2nd Floor	732-571-3586	monmouth.edu/student-activities
Career Development	Student Center, 1st Floor	732-571-3471	monmouth.edu/career-development
Disability Services	Student Center, 1st Floor	732-571-3460	monmouth.edu/disability-services
Intercultural Center	Magill Commons	732-263-5505	monmouth.edu/intercultural
Intramurals & Recreation	Ocean First Bank Center	732-263-5187	monmouthhawks.com
Center for Student Success	Student Center, Lower Level	732-571-3487	monmouth.edu/css
Technology Support (Help Desk)		732-923-4357	monmouth.edu/technology
MU Emergency Weather Info Line		732-263-5900	
Gourmet Dining	Magill Dining Hall	732-263-5608	monmouth.edu/student-life



Commuter Parking Information



Commuter Lots

- Lot 13 - Near the Baseball Field
- Lot 14 - Near Pozycki & Bey Halls
- Lot 18 - Near Athletics & Facilities
- Lot 23 - Near MUPD & Woods Theatre
- Lot 25 - Behind the Ocean First Bank Center & Kessler Stadium
- Lot 2 - Near Health Center & Birch Hall on the Residential Side

Parking Tips

- Get to campus at least 20 minutes before your first class to find good parking.
- Only park in the designated commuter lots so you don't get a ticket.
- Contact MUPD if you lock your keys in your car, if your battery died or if you would like an escort to walk to your vehicle.
- Keep umbrellas and snow brushes in your car so you are ready for any and all weather!
- Keep your vehicle maintained - change the oil on a regular basis, properly inflate and rotate your tires, and check your battery and brakes as recommended.