



**MONTCLAIR STATE
UNIVERSITY**
Office of International
Academic Initiatives



INBOUND EXCHANGE STUDENT HANDBOOK

2023-2024

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MONTCLAIR STATE UNIVERSITY

OVERVIEW



Founded in 1908, Montclair State University (MSU) is a leading public research institution and offers over one hundred majors, minors, and programs to choose from.

Its 252 acre campus is located in Montclair, New Jersey which is approximately 13 miles away from New York City. This campus serves approximately 22,000 students each year as the second largest university in the state of New Jersey.

As an inbound exchange student, you will be living in a multi-cultural setting joined by exchange students from across the United States as well as other new Red Hawks visiting from international universities.

MEET THE TEAM

OFFICE OF INTERNATIONAL ACADEMIC INITIATIVES (IAI)

VISIT US IN COLE HALL 319



TIMOTHY WHITE

**DIRECTOR OF INTERNATIONAL
ACADEMIC INITIATIVES**

email: whitet@montclair.edu



JESSICA EPSTEIN

**COORDINATOR FOR
SEMESTER PROGRAMS**

Email: epsteinj@montclair.edu



JEFF BENDETT

**COORDINATOR FOR
FACULTY LED PROGRAMS**

EMAIL: bendettj@mail.montclair.edu



BROOKE KLINGER

**PROGRAM ASSOCIATE - INBOUND
EXCHANGE AND CAMPUS ENGAGEMENT**

EMAIL: klingerb@montclair.edu

COMMON

RESIDENCE LIFE QUESTIONS

Is the Campus Safe?

The University provides a safe environment for community members. Police Officers patrol the campus parking facilities, academic halls, and residential buildings 24 hours a day/7 days a week. In addition, there are 150 blue light emergency phones on campus which put callers in direct contact with University Police. They are tall blue poles that say “emergency,” and provide students, staff and visitors the ability to quickly alert authorities and campus officials in the event of an emergency.

Can I have overnight guests?

Yes. As long as you follow the guest policy and have your roommate(s) consent.

What happens if I don't like my roommate?

A major component of your daily living experience centers around your interaction with your roommate(s). We encourage you to discuss your likes and dislikes in order to set ground rules and reasonable expectations. Your Resident Assistant is a great source of mediation for any problems that may arise. We also encourage you to contact the Mediation Resource Center.

How much does it cost to do laundry?

Laundry machines are available in every residence hall, free-of-charge.

Am I allowed to smoke or drink in my room?

The University is **fully smoke-free, tobacco-free, vapor-free, and drug free** to sustain a healthy campus environment. Smoking and the use of tobacco, e-cigarettes, and marijuana products shall be prohibited outdoors on all campus property, including, but not limited to, parking lots, paths, fields, public areas, stairwells, elevators, and sports/recreational areas, as well as in all personal vehicles while on campus.

The University prohibits the possession, use and sale of illegal drugs. Illegal drugs or controlled substances refers to those defined as illegal under federal, state, and/or local laws and include, but are not limited to, all forms of narcotics, depressants, stimulants, hallucinogens, or other drugs whose use, possession, or transfer is restricted or prohibited by law.

The University prohibits the possession, use and sale of alcoholic beverages by persons under 21 years of age. The possession, use and sale of alcoholic beverages by persons under 21 years of age is a violation of University policy, the Student Code of Conduct, and New Jersey law.

Alcohol possession and consumption are permitted only in the Village apartments where all residents are of legal drinking age and where there are no guests who are not of legal drinking age and only inside the apartments.

COMMON

RESIDENCE LIFE QUESTIONS

Do I have to pack my room up at the end of the semester?

If you are not returning to the residence hall in the spring semester, you must remove all belongings prior to the break. For those students staying, however, they are encouraged to take an expensive property home with them. Clothes and other belongings can be left at the student's own risk.

What happens if I lose my keys?

If you lose your keys you must report it to your Community Director immediately. You must also meet with your Community Director to fill out the proper paperwork to request new keys and a lock change. There is a fee associated with losing your keys, no matter the circumstance.

What size are the beds?

All of the beds are 80" long twin size. You will need extra-long twin/twin XL sheets, which are available at retail stores or can be rented on a semester basis for free from the Office of International Academic Initiatives through [Global Belongings](#) while supplies last.

What am I not allowed to have in my room?

- Air conditioners
- Bed risers
- Candles and Incense or any kind of related paraphernalia
 - Any items will be confiscated and disposed of
- Candle/wax warmers
- Canopies that hang over beds
- Curtains
- Any herbs with the intention to burn (e.g: Sage)
- Non-approved power sources (extension cords, multi-plug adapters or anything without UL seal of approval)
- Flammable liquids, charcoal or fireworks
- Outside furniture (anything to replace furniture provided by the University)
- Gas, propane or grills
- Gasoline-powered items (mopeds, generators, motorized scooters)
- Hookahs
- Hoverboards
- Non-approved lighting (neon lights and signs, halogen lamps, lava lamps, torchiere lamps, plastic multi-headed octopus lamps)
- LED rope/stripe lights
- Live holiday decorations (trees, wreaths, corn stalks, hay)
- Lock, chain or other locking devices to install on room or bathroom doors
- Space heaters
- Subwoofer speakers
- Pets – only fish in aquariums 5 gallons or smaller permitted
- Portable washer and/or dryer machines
- Weapons and ammunition

PLACES TO EAT

WHILE YOU'RE ON CAMPUS

- **Student Center**

- **True Burger:** From early morning favorites like Breakfast Sandwiches, Pancakes, French Toast, Bacon, Sausage to lunch cravings like made to order Burgers, Chicken Tenders, French Fries, Onion Rings and more.
- **Panda Express:** Known for preparing American Chinese food fresh from the wok.
- **California Tortilla:** Known for delicious fresh burritos, tacos, fajitas and quesadillas.
- **Smoothie Lab:** Made fresh to order, these smoothies and bowls are crafted to perfection.
- **Wild Blue Sushi:** Fresh sushi is hand rolled daily and is also made to order.
- **Student Center Dining Room:** An All-You-Care-To-Eat buffet lunch with daily rotating menus.
- **The Pizzeria at The Student Center:** Personal pizzas, appetizers, and sides all made fresh.

- **Cole Hall**

- **Panera Bread:** A café that offers soup, salad, sandwiches, and more. It also offers a wide array of pastries and baked goods as well as coffee and other beverages.

- **Blanton Hall**

- **Chili's:** Offers a variety of Southwestern-inspired, classic American and International tastes.
- **Jersey Mike's:** Handcrafted sandwiches made with freshly made bread and ingredients daily.

- **Feliciano School of Business**

- **The Venture Cafe:** Enjoy freshly brewed coffee and espresso drinks, smoothies, freshly made to order sandwiches and wraps, daily soup offerings, grab and go sandwiches and snacks, sushi and bottled beverages.

- **Sprague Library**

- **Cafe Diem:** For those seeking grab and go food that is avoiding gluten and is vegan, vegetarian, kosher, and halal.

- **Machuga Heights**

- **Sam's Place:** All you can eat made to order dishes, allergen friendly station, vegan-plant based ingredients, and international cuisines.
- **Bistro 62 at Sam's Place:** Late night fast casual options like burgers, omelets, cheesesteaks, appetizers, and more.

- **Freeman Hall**

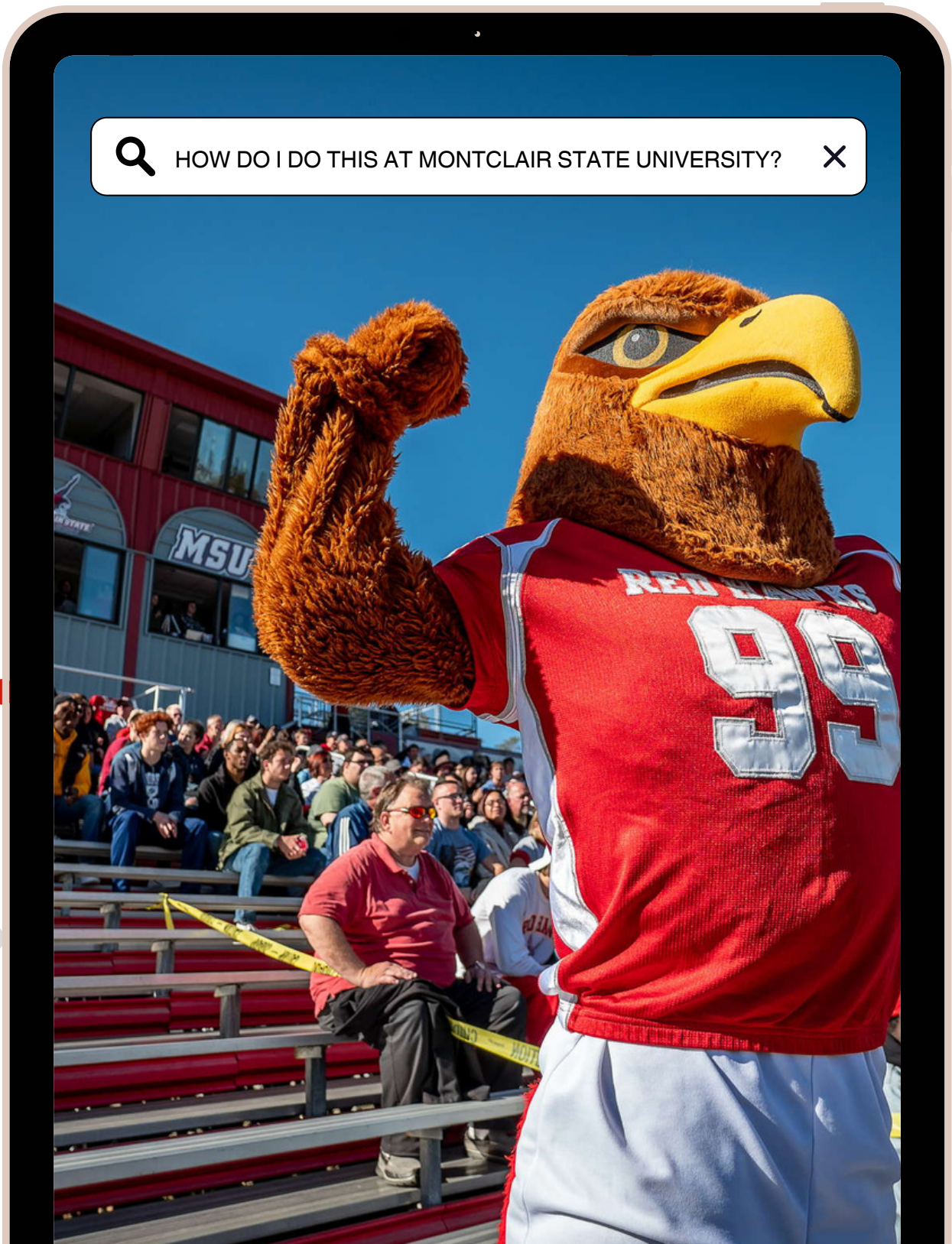
- **Freeman Dining Hall:** All-you-care-to-eat dining that focuses on a variety of fresh, local, sustainable and healthy options.

- **The Red Hawk Diner**

- Classic New Jersey Diner serving up breakfasts, lunch, and dinner on campus. It is located on the edge of the hill behind the student center.

FAQ

All of Your Frequently Asked Questions
about Montclair State University in One Place



HOW DO I GET INVOLVED ON CAMPUS?

Montclair State University has countless ways to get involved on campus.

The Student Government Association (SGA) represents the student body at Montclair State University and its organizations. There are over one hundred student organizations that are divided into four categories: **Cultural Organizations**, **Social Organizations**, **Academic Organizations**, and **Special Interest Organizations**. The SGA oversees all of these groups and every year a new executive board gets elected by current students. Together they work with administrators on campus to enhance the experience for our students and host your favorite concerts and comedians on campus during spring week!

The **Center for Student Involvement** (CSI) also has a variety of fun events and programs available for current students! From on campus organization fairs, to weekend movies, off campus trips to Broadway and your favorite game of bingo, there is something for everyone!

We encourage you to download the **Engage App** on your phone and select Montclair State University to learn about the different organizations and events that you can encounter during your time on campus. It will show you when and where events are happening at Montclair State University.



**ROCKY ENJOYING
CAMPUS LIFE**

HOW DO I GET ACTIVE ON CAMPUS?

We encourage you to explore the [Montclair Campus Recreation](#) website to learn about ways to be active and involved in our community and visit the Student Recreation Center.

They offer programs such as personal training, group exercise classes, Intramural and Club Sports, special events, outdoor adventures, co-sponsorships, Hawk On Wheels, outdoor recreation equipment lending, off-campus trips, movies, swim lessons, and birthday parties.

Club Sports are student-run sports teams that compete against other universities. Clubs can be competitive, instructional or recreational in nature. Current teams include Baseball, Basketball, Cheerleading, Dance, Esports, Equestrian, Field Hockey, Golf, Gymnastics, Ice Hockey, Lacrosse, Rugby, Soccer/Football, Softball, Swim, Table Tennis, Tennis, Volleyball, and Wrestling.

There is also the [Montclair State University Ice Skating Arena](#). There are free “MSU Student Only” skating sessions offered throughout the semester, but students may also attend public sessions free of charge.



RED HAWK RUN

HOW DO I GET AROUND ON CAMPUS?

Montclair State University Shuttle Service is available to all Montclair State University students, faculty and staff and visitors throughout campus. All shuttles are ADA accessible and available to visitors, students, faculty, and staff.

Campus Shuttles: These operate Monday through Friday from 6 a.m. until 1 a.m., with service every 8-15 minutes. On weekends, Shuttle Service operates from 8 a.m. until 1 a.m.

Saturday Shopper Shuttle: A shuttle bus will pick you up from the Red Hawk Deck and take you to Clifton Commons where there is Target, Burlington, Barnes & Noble, and an AMC Movie Theater.

Saturday Bay Street Station Service: This bus will take you from the Red Hawk Deck to the Bay Street Station in Montclair where you can enjoy local shops, restaurants, and more.

Wednesday ShopRite of Little Falls Shuttle Service: This bus will take you from the Red Hawk Deck to ShopRite of Little Falls. ShopRite is a local grocery retailer that will carry most items you need.

For specific schedules and availability, please visit the website for [Campus Shuttle Services](#).



SHUTTLE SERVICES

WHERE DO I GO

IF I CAN'T AFFORD EVERYDAY ITEMS?

According to the American Psychological Association, more than a 1/3 of college students in the United States lack enough to eat and stable housing. The Office of International Academic Initiatives understands that coming to Montclair State University might cause financial hardship and we want to support you. Our campus provides the following options:

- **Global Belongings**

- This is a collection of items for residents of the Global Village. It intends to lessen the burden of exchange students and those studying abroad by providing items for students to utilize.
 - This includes linens, bedding, decorations, kitchen appliances, and more that can be borrowed on a semester or annual basis. Other home items such as cleaning supplies are available on a limited basis.

- **Red Hawk Pantry**

- The Red Hawk Pantry is at Blanton Hall and is available to all Montclair State Community members. The following items are available: food items, health and personal care products, school supplies, tableware, and utensils.

- **Rocky's Closet**

- Rocky's Closet is an initiative to help our students at Montclair State University that are in need of professional clothing including: blazers, blouses, dress pants, dress shirts, dresses, etc.



**ROCKY DRESSES FOR SUCCESS
FROM HIS CLOSET**

HOW DO I GET HELP WITH MY CLASSES?

The [Center for Academic Success & Tutoring \(CAST\)](#) is located in Susan A. Cole Hall suite 149. CAST offers free Tutoring, Academic Coaching, Supplemental Instruction and Academic Workshops to all students on campus. Students should visit the CAST website to book an appointment.

Tutoring:

Receive direct, one-on-one tutoring help from one of the center for Academic Success and Tutoring qualified tutors online. You can schedule an online appointment in Navigate.

Supplemental Instruction:

Supplemental Instruction (SI) provides additional group instruction for students in especially difficult courses. Supplemental Instruction is free, voluntary, and open to all students enrolled in the course. SI leaders are students who have taken the course previously, been successful, and are dedicated to helping their peers succeed. SI session schedules can also be found in Navigate.

Workshops:

Workshops provide non-subject academic help, like advice on fostering good study habits, taking notes in class and de-stressing before finals. Workshops are offered both in person and virtually throughout the fall and spring semesters.

Disability Resource Center

The [Disability Resource Center \(DRC\)](#) will assist you in receiving the accommodations and services necessary to equalize access. The DRC provides assistance to students with physical, sensory, learning, psychological, neurological, and chronic medical disabilities.



ROCKY AT GRADUATION

WHERE DO I GO

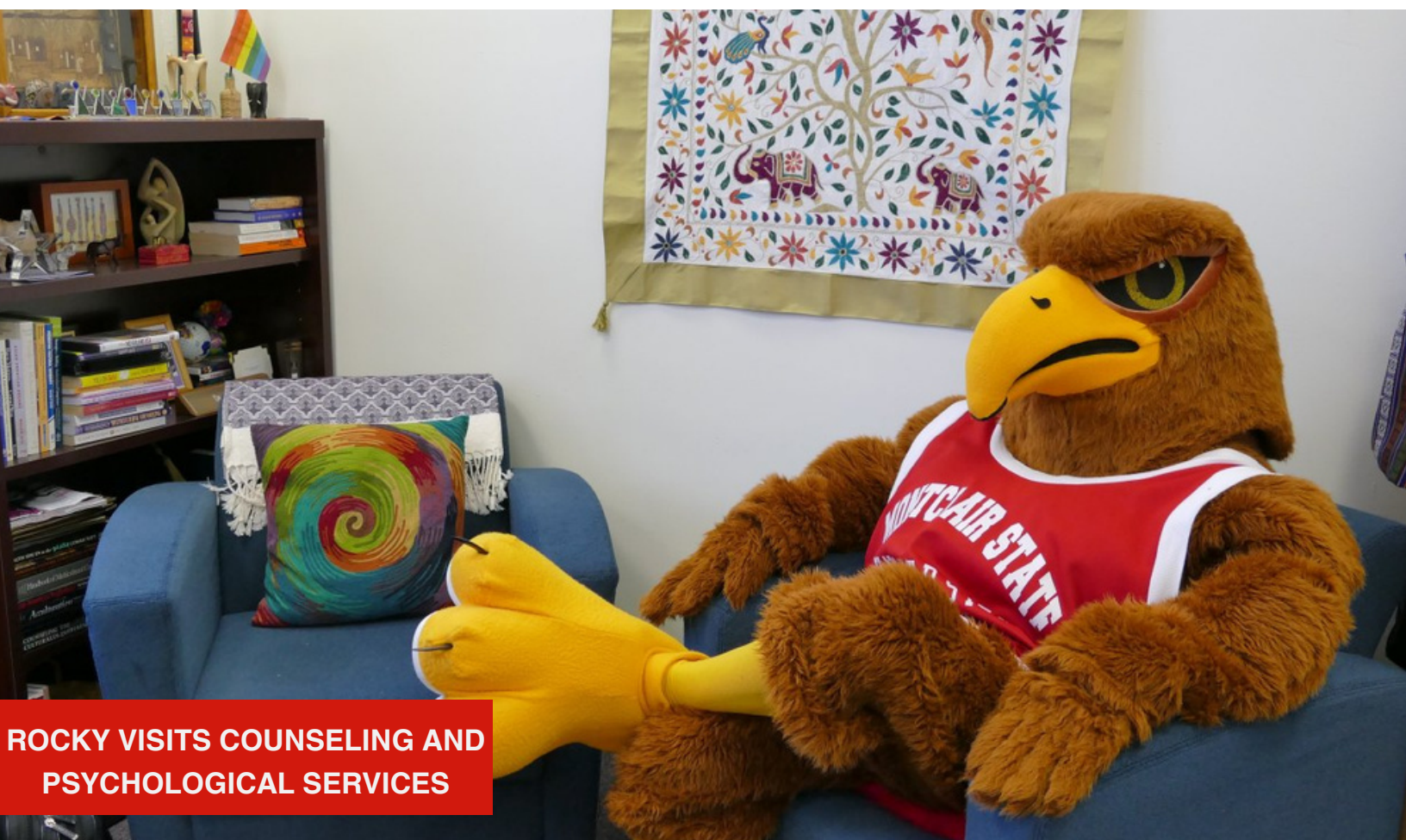
IF I NEED TO GET MENTAL HEALTH ASSISTANCE?

Counseling and Psychological Services (CAPS) services are free, voluntary, confidential and available to all Montclair State students. Though a brief wait for services might occur at busier times of the year, urgency of need is always taken into consideration when scheduling an appointment. Students are typically seen for an average of six individual sessions.

In some cases, after an initial appointment, a referral will be made to an off-campus agency or private practitioner. This would most likely be the case if the student's needs can be better met off-campus, or if longer-term services are deemed more appropriate.

Options include group therapy for a variety of topics, Red Hawk Recovery for drug and alcohol problems, Mental Health Screenings, and short term individual counseling. This is a wonderful resource if you are dealing with homesickness, cultural shock, and other issues with associated with semester exchanges at other institutions. If you prefer to remain anonymous, consider contacting one of the following lines if at a serious state:

- Suicide and Crisis Lifeline: Call, chat or text 988 if you or a loved one are in a suicidal or mental health-related crisis.
- Crisis Text Line: Text START to 741-741



WHERE DO I GO IF I DON'T FEEL WELL?

The [Student Health Center \(SHC\)](#) is a comprehensive outpatient health care facility serving all registered Montclair State students at Blanton Hall. No walk ins are welcome. Call [973-655-3459](tel:973-655-3459) and make an appointment in order to be seen in the Student Health Center for issues such as:

- Diagnosis/treatment of illness and injuries
- Employment and sports physicals
- Gynecological care
- STI and HIV screening
- Specialist referrals
- Men's health screening and consults
- LGBT health screening and consults
- Laboratory services: including testing (COVID, Strep, HIV, Mononucleosis, Pregnancy, etc.)
- Contraception
- On-site prescription medication
- Immunizations
- Emergency contraception
- Sexual assault services
- Medical advisement for travel abroad



ROCKY MASKS UP

HOW DO I TRAVEL TO NEW YORK CITY?

By Train:

On weekdays, catch the train from the Montclair Heights station on Normal Ave. or the Montclair State University train station on Clove Rd. These trains go directly to NYC and Hoboken, with stops at Newark Broad Street and Secaucus. The train arrives at Penn Station in NYC.

There is no weekend train service at Montclair State University or Montclair Heights, however, on Saturdays, you can take the Montclair State Bay Street Shuttle to the Bay Street Train station in downtown Montclair and take the train to Hoboken or New York from there.

By Bus:

On weekdays, take NJ Transit's 191 from the Red Hawk Deck bust stop into NYC's Port Authority Bus Terminal.

Port Authority Bus Terminal has direct underground passageways connect the terminal with NYC Transit subway A, C, E, N, Q, R, W, 1, 2, 3, and 7 trains, as well as the shuttle to Grand Central Terminal.



ROCKY IN NYC

HOW DO I SEND MAIL TO AND FROM MSU?

All students living on campus should use the following address formats to help aid in more timely and efficient delivery of USPS mail and all other shipments (UPS, FedEx, etc):

Your Name
Montclair State University
1 Normal Avenue
Alice Paul Hall, The Village & Room Number
Montclair, NJ 07043

If you order from Amazon, you have an option to pick up from a locker. The Amazon Lockers are located in:

- Machuga Heights (2nd floor adjacent to front desk) – Verse
- Freeman Hall (Rear hallway past the dining hall) – Soulmate
- Sinatra Hall (1st floor adjacent to front desk) – Julia
- Hawk Crossings (Outside next to the laundry room) – Corvus
- Bohn Hall (Outside in patio area) – Pigtail

You will be able to retrieve your package whenever the building is open. To access the indoor lockers, you will need to present your University ID to the building front desk staff.



MAIL ON CAMPUS

HOW DO I RESOLVE A CONFLICT?

Conflict is natural; it can be as simple as not agreeing with someone or as complex as an all-out, long-lasting dispute. Conflict can occur between coworkers, roommates, family, friends, and more, even if you do agree on most things. So how can you resolve it in your everyday life?

- Talk about it with the other person — calmly.
- Focus on the behavior and events that are impacting you, not making judgements. You should be specific about the cause of the conflict and how it is impacting you. ("You're such a slob!" vs "I find myself getting overwhelmed when I come back to a messy kitchen.")
- Listen to the other person's point of view and remain empathetic; they might be facing their own struggles that you are unaware of. You might also be causing a conflict for them in a way that you are unaware of.
- Once you have both explained your sides to the situation, you should identify any points that you can agree on and come up with a plan with realistic goals to address the situation.
- Agree to revisit later to see if the solution you came up with is working. If you find that the goals aren't being met or are unrealistic, you should adjust your plan and try again.

If you are having issues that cannot be solved easily, think about bringing in a neutral third party. This can be a Resident Assistant, a staff member, and someone from the [Mediation Resource Center](mailto:mrc@montclair.edu) (email mrc@montclair.edu)



ROCKY AND FRIENDS

HOW DO I REPORT HARRASSMENT?

Title IX (Policies Associated with Gender, Sex, and Relationships)

Title IX is a federal law which prohibits discrimination on the basis of gender or sex. Sexual harassment and sexual violence are forms of discrimination under Title IX. Along with several other federal and state laws, Title IX Montclair State University's policies and procedures in preventing and addressing these forms of misconduct.

Gender-Based Misconduct is the term Montclair State University uses to describe the range of behaviors that are prohibited under our policies relating to gender, sex, and relationships. It includes non-consensual sex and sexual contact, sexual harassment, sexual exploitation, dating and domestic violence, and stalking.

- If you have a complaint against a Montclair State University employee for gender-based misconduct, you can contact Ashante Connor (connora@montclair.edu).
- If you have a complaint against a Montclair State University student for gender-based misconduct, you can contact Yolanda Alvarez (alvarezyo@montclair.edu).

You can also visit the [Title IX website](#) to report online.



**YOU HAVE THE RIGHT TO A
HARRASSMENT FREE CAMPUS.**

HOW DO I REPORT HARRASSMENT?

Bias or Hate Speech based on Race/Religion/Ethnicity/Appearance

Free speech, or Freedom of Speech, refers to the First Amendment of the United States Constitution that keeps the United States Congress from creating laws that prohibit free exercise of religion, freedom of speech, freedom of the press, freedom to assemble, or the right to petition the government about grievances.

While free speech includes the right to symbolic speech or even to not speak, it does not include language that is aimed at achieving results of violence or criminal acts and is likely to achieve it. Students who have witnessed or have been a target of a hate or bias motivated act/incident/speech on campus or while participating in a University-sponsored activity should report it promptly. You can report harassment in the following ways

1. Complete the form at <https://rb.gy/3mwxd>
2. In the case of a physical confrontation or injury resulting from a bias-related incident, contact University Police immediately at [973-655-5222](tel:973-655-5222).
3. For all other bias-related incidents, call the [Dean of Students Office](#) and/or the Office of Residence Life at [973-655-4118](tel:973-655-4118). The matter may be referred to University Police.



**YOU HAVE THE RIGHT TO A
HARRASSMENT FREE CAMPUS.**

HOW DO I CONTACT EMERGENCY SERVICES?

University Police:

Call 973-655-5222 or 911 for all emergency calls

What Services does Montclair State University Provide?:

University Police, Fire Safety, Emergency Medical Services

What if I am having a Mental Health Crisis?

- **Counseling and Psychological Services** are free, voluntary, confidential and available to all Montclair State students. Though a brief wait for services might occur at busier times of the year, urgency of need is always taken into consideration when scheduling an appointment
- **Suicide and Crisis Lifeline:** Call, chat or text 988 if you or a loved one are in a suicidal or mental health-related crisis.
- **NJ Hopeline** (New Jersey Suicide Prevention Hopeline): 1-855-654-6735
- **Crisis Text Line:** Text START to 741-741
- **Trevor Lifeline**(provides 24/7 crisis support services to LGBTQ+ youth): 1-866-488-7386
- **2nd Floor** (confidential and anonymous helpline for New Jersey's youth and young adults.): 1-888-222-2228
- **Your Life Your Voice** (Boys Town Hotlines): 1-800-448-3000



**ROCKY VISITING EMERGENCY
MEDICAL SERVICES**

IN CASE OF EMERGENCY

ON CAMPUS CALL 973-655-5222

OFF CAMPUS CALL 911

MEDICAL EMERGENCY

- If a person is injured, in a life threatening situation, can't breathe, or is found or falls unconscious, it is urgent that you contact emergency services.
- Explain the situation to the best of your knowledge and give details about location, time incident began, and knowledge if anything was consumed (allergens, drugs, alcohol, etc.)
- Listen to the instructions given to you by emergency professionals.
- Students who seek emergency medical attention for themselves or for whom medical assistance was sought related to consumption of alcohol and/or drug overdose will not be held responsible violations of the Montclair State University Code of Conduct associated with that action

SEVERE WEATHER EMERGENCY

- If you are experiencing severe weather such as hail/tornados/severe thunderstorms, please follow these guidelines:
 - Listen for updates from University and Government Officials
 - Move into the nearest building you can find as quickly as possible. If you cannot find safety indoors, hide beneath any outdoor structures or find a low area where you can cover your head.
 - If indoors, go to the lowest floor away from windows and glass to wait out weather.
 - Wait until you are instructed to evacuate or when told the severe weather is over.
- If there is severe winter weather, please follow these guidelines:
 - Listen for updates from University and Government Officials
 - Stay off roads if at all possible. If trapped in your car, then stay inside.
 - Limit your time outside. If you need to go outside, then wear layers of warm clothing. Watch for signs of frostbite and hypothermia (Shivering, Exhaustion, Confusion).
 - If you are stuck outside, try to stay dry and cover all exposed body parts.
 - Wait until you are instructed to evacuate or when told the severe weather is over.

ACTIVE SHOOTER OR VIOLENT CRIME

- Call 911 or Campus Police at the first sign of violence.
- In a situation of violence, you can run, fight or hide.
 - If there is a way you can run away safely, RUN. Leave your belongings behind and get away from the danger zone.
 - If you cannot leave, find a place to HIDE. Lock doors, turn off lights, and be quiet.
 - As a last resort and your life is in danger, FIGHT. Do not hold back and commit to keeping yourself alive regardless if it is hurting the offender.
- Listen to all law enforcement upon arrival. Follow instructions, cooperate, and remain calm.

ANY OTHER CRIME

- If you are a witness or victim of any other crime including but not limited to assault, harassment, theft, etc. please report it to the Montclair State University as soon as possible.

MENTAL HEALTH EMERGENCY: CALL 988
NATIONAL SEXUAL ASSAULT HOTLINE: 1-800-656-4673
LGBTQI+ TREVOR PROJECT HOTLINE: 1-866-488-7386