



INBOUND EXCHANGE HANDBOOK

Montclair State University
2024-2025



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 12 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 a member of our Global Village, 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.

COMMON

EXCHANGE STUDENT QUESTIONS

Who should I contact about changing my classes?

Please contact the Program Associate for Inbound Exchange who helped you sign up for classes.

Who do I contact with questions about campus?

Contact Brooke Klinger, the Program Associate for Inbound Exchange.

When should I pay my bill?

Bills will be finalized approximately one month prior to your arrival and you can begin payment at that time. Students will have the opportunity to set up a payment plan if they would like with Red Hawk Central or use PayMyTuition for international payment.

Who should I contact if I have questions about my bill?

After the cost of tuition is manually dropped and you still have questions, you should contact Red Hawk Central. You can email them at redhawkcentral@montclair.edu, by visiting them on the second floor of Cole Hall, or call 973-655-7600.

Who should I contact if I have questions about my DS-2019 or my visa?

You should contact the Office of Global Engagement. Your primary contact is Adrienne Gigantino gigantinoa@montclair.edu who can answer any of your questions regarding your status, where you are allowed to travel, employment, and more.

Who should I contact if I have questions about a meal plan?

Students living in the Global Village at Alice Paul Hall are not required to have meal plans, however, they are eligible to sign up if they would like to.

The University offers two all-you-care-to-eat (AYCTE) dining halls — Sam's Place and Freeman Hall Dining – as well as many retail dining establishments where meal plan block equivalency swipes can also be used. All meal swipes within each plan can be enjoyed at venues across campus (each meal/block is assigned a certain dollar value for use in the retail venues). Any cost above the block value can be paid with Flex Dollars, Red Hawk Dollars, cash or credit.

For specific questions relating to various meal plans, cost and/or fines, please contact [Dining Services](#) at 973-655-3375 for complete information about dining options and services.

Who should I contact if I have questions about immunizations?

All questions regarding your immunization requirements, please contact the Student Health Center: call 973-655-3459, email askanurse@montclair.edu. When you are contacting, please include your CWID and use your Montclair State University email to send your message.

COMMON

EXCHANGE STUDENT QUESTIONS

Am I required to have health insurance?

Montclair State University is committed to ensuring all full-time students have access to adequate health insurance coverage. All students will automatically be enrolled in insurance.

Domestic exchange students have the opportunity to waive/opt out of the Student Health Insurance Plan by providing evidence of a comprehensive Affordable Care Act (ACA) compliant health insurance plan online to University Health Plans.

If you are an international exchange student who has health insurance in your home country, please communicate with the Office of Global Engagement regarding the requirements for your insurance. You will need to be compliant per the terms of your visa and health insurance waivers will likely not work.

Who should I contact if I have questions about my health insurance?

Montclair State University partnered with University Health Plans (UHP) to administer our insurance process. UHP will help with completing your waiver or enrollment information. They will also be available to assist you with benefit-related questions. University Health Plans can be reached at (833) 251-1705 or info@univhealthplans.com.

How do I get my transcripts after my program at Montclair?

You can receive your transcript via the National Student Clearing House. A certified PDF will be sent to you for \$3.90 and it will take 72 Hours. You can also have a physical copy sent via mail through the National Student Clearing House for \$5.75

Who should I contact if I want to stay at Montclair for a second semester?

We are always excited to learn that students want to extend their exchange program another at Montclair State University. Our exchange programs operate on balances, which means that there are a certain number of placements allowed per semester. That being said, while we want you to stay there are certain procedures you need to follow:

- 1) Contact your home study abroad advisor to see if it is possible with your academic plan.
- 2) Speak to the Office of International Academic Initiatives if it is possible for campus space.
- 3) If you are an international exchange student, you will then need to speak to the Office of Global Engagement in order to ensure you are compliant. They have firmer deadlines in order to process your documentation.

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.

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

When do I have to move in/out?

Students move in one week prior to the semester beginning per the agreements of the Office of International Academic Initiatives and Residence Life. Those dates will be sent to you by the Program Associate for Inbound Exchange. You will need to move out with 24 hours of your last exam.

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. Students staying for the academic year may leave their items in their room during the winter break.

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 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

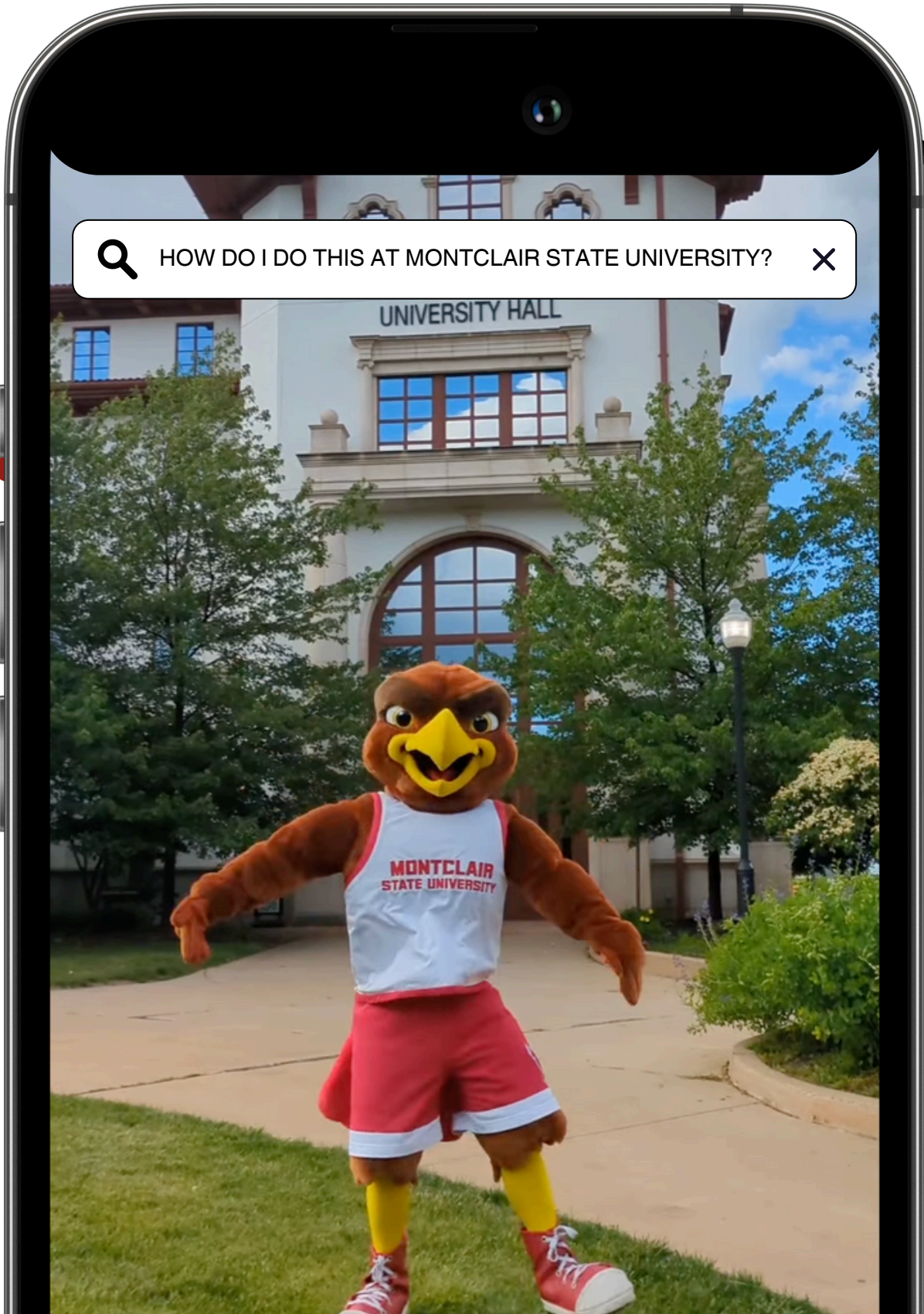
PLACES TO EAT

WHILE YOU'RE ON CAMPUS

- **Student Center**
 - **1908:** Pub food and Pizza
 - **Amazon Go:** Convenience Store
 - **Freshens:** Fresh casual food including smoothies
 - **Java Love:** Speciality Local Coffee
 - **Panda Express:** American Chinese cuisine
 - **Social Grill:** Burgers, chicken, fries, and more.
 - **Student Center Dining Room:** All you can eat buffet with rotating menus
 - **The Halal Shack:** Halal cuisine
 - **Wild Blue Sushi:** Sushi
- **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 in their Sip Club.
- **Blanton Hall**
 - **Amazon Go:** Convenience store
 - **Chick-N-Bap:** Korean American street food
 - **Dunkin':** Coffee and baked goods
 - **Jersey Mike's:** Handcrafted sandwiches made with freshly made bread and ingredients daily.
 - **La Cantina:** Latin Cuisine
 - **Virtual Kitchen:** Variety of rotating meals.
- **Feliciano School of Business**
 - **Saxby's:** Sandwiches, cold brew, and more.
- **Sprague Library**
 - **Starbucks:** Global cafe offering coffee and baked goods.
- **Machuga Heights**
 - **Sam's Place:** All you can eat made to order dishes, allergen friendly station, vegan-plant based ingredients, and international cuisines.
 - **Yella's:** Comfort food.
- **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 visit the [Engage Website](#) or 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 AND FRIENDS AT
HIS BIRTHDAY PARTY**

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 also [Outdoor Adventures](#), which includes trips including canoeing, hiking, camping and tubing. Space is limited and registration begins the first day of classes each semester.

All students will use their [Fusion](#) account to register for Campus Recreation Trips/Events. To access your account, login through the link above using your NETID.



**OUTDOOR
ADVENTURE**

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:

- **Food Champion Program**
 - The Food Champion Program is intended assist Montclair Students making food left over from catered events available for pickup free of charge.
 - [Click on this link](#) and “Opt In!”
 - When food is available, you will get an alert and have thirty minutes to pick up the food.
- **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.



FREE ITEMS AVAILABLE
FOR ALL STUDENTS

HOW DO I USE THE CAMPUS SHUTTLE?

Montclair State University offers a free shuttle for students to utilize as the campus is approximately 250 acres in size. Students should download the [Tripshop App](#).

Regular Shuttle Operations:

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. It will loop around campus visiting a handful of set locations near residence halls, parking lots, and academic buildings.

Regular Shuttle Route Operations

- Monday – Friday: 6 a.m. until 1 a.m., with service, on average, every 8-15 minutes.
- Saturdays – Sundays: Shuttle Service operates from 8 a.m. until 1 a.m.

Night Hawk:

fNight Hawk, the new on-demand shuttle service designed to get you where you need to go safely and quickly between 10 p.m. and 2 a.m. No more waiting around at night! Just request a ride through the [Tripshot app](#), where you can also get around-the-clock live updates on shuttle locations, ETAs, routes and more.



CAMPUS SHUTTLE

HOW DO I GO TO THE GROCERY STORE?

Montclair State University recognizes that students will need to get groceries during the duration of their programs. Students living on campus have two different options for complimentary shuttle service:

Saturday Shopper/Bay Street Shuttle:

These shuttles will transport you to and from the Clifton Commons shopping mall which includes Target and Stop & Shop, plus the Bay Street Station. The shuttle picks up at the Red Hawk Deck starting at 11 a.m. on Saturday.

Wednesday ShopRite Shuttle:

These shuttles will transport you to and from the Red Hawk Deck to the ShopRite in Little Falls, 12 p.m. to 3 p.m., running every hour. The final return shuttle will leave ShopRite at 4 p.m.

Other Options:

Students can utilize ride share applications such as Uber or Lyft in order to access local grocery stores including Kings Food Markets, ACME Markets, Shoprite, Whole Foods, Trader Joe's, Stop & Shop, etc.

Students can also utilize NJ Transit Bus Route 11 or Route 28 to go to the Willowbrook Mall. That mall has standard shopping stores but also BJ's Wholesale Club and is near Costco Wholesale.



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 [this 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.



HOW DO I

ACCESS INFORMATION ABOUT MY CLASSES?

Canvas is the University's Learning Management System. It is used by instructors to share course materials, post assignments, activities, and much more. It can be accessed [through this link](#) or the Canvas app.

You will log in using your University NETID and Password. Your classes are added automatically when you register for the courses within 4-6 hours.

Announcements and Discussions

Canvas is the primary method of communication for instructors to get in touch with students. You can communicate with professors, group members, or fellow students in your course.

Assignments and Grades:

Assignments are any online activity submission that are graded by the instructor. Assignments include quizzes, graded discussions, and online submissions. This is where you will submit your assignments.

Support

The [IT Service Desk](#) can be reached for general Canvas support by phone at (973) 655-7971, option 3 or email itservicedesk@montclair.edu.

The screenshot displays the Canvas LMS dashboard. On the left is a dark sidebar with navigation icons for Dashboard, Courses, Admin, Grades, Calendar, Inbox (with a '3' notification), and Account. The main area is titled 'Dashboard' and features a grid of six course tiles. Each tile includes the course name, course ID, and icons for announcements, assignments, discussions, and grades. The tiles are: American Literature (AMERICAN 207), English 103 (ENGLISH 103), Algebra (MATH 101), French Conversation (FRENCH 311), Geology 212 (GEOLOGY 212), and Music Theory 337 (MUSIC 337). On the right side, there is a 'Coming Up' section with 'Introduce Yourself' and 'Elements of the...' scheduled for Tuesday, and a 'Start a New Course' button.

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](tel:988) if you or a loved one are in a suicidal or mental health-related crisis.
- [Crisis Text Line](#): Text START to 741-741
- [Make an appointment](#) here.



ROCKY AND ROXY VISITS
CAPS AT MONTCLAIR

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



**ON CAMPUS HEALTH
SUPPORT IS AVAILABLE**

HOW DO I TRAVEL TO NEW YORK CITY?

By Train:

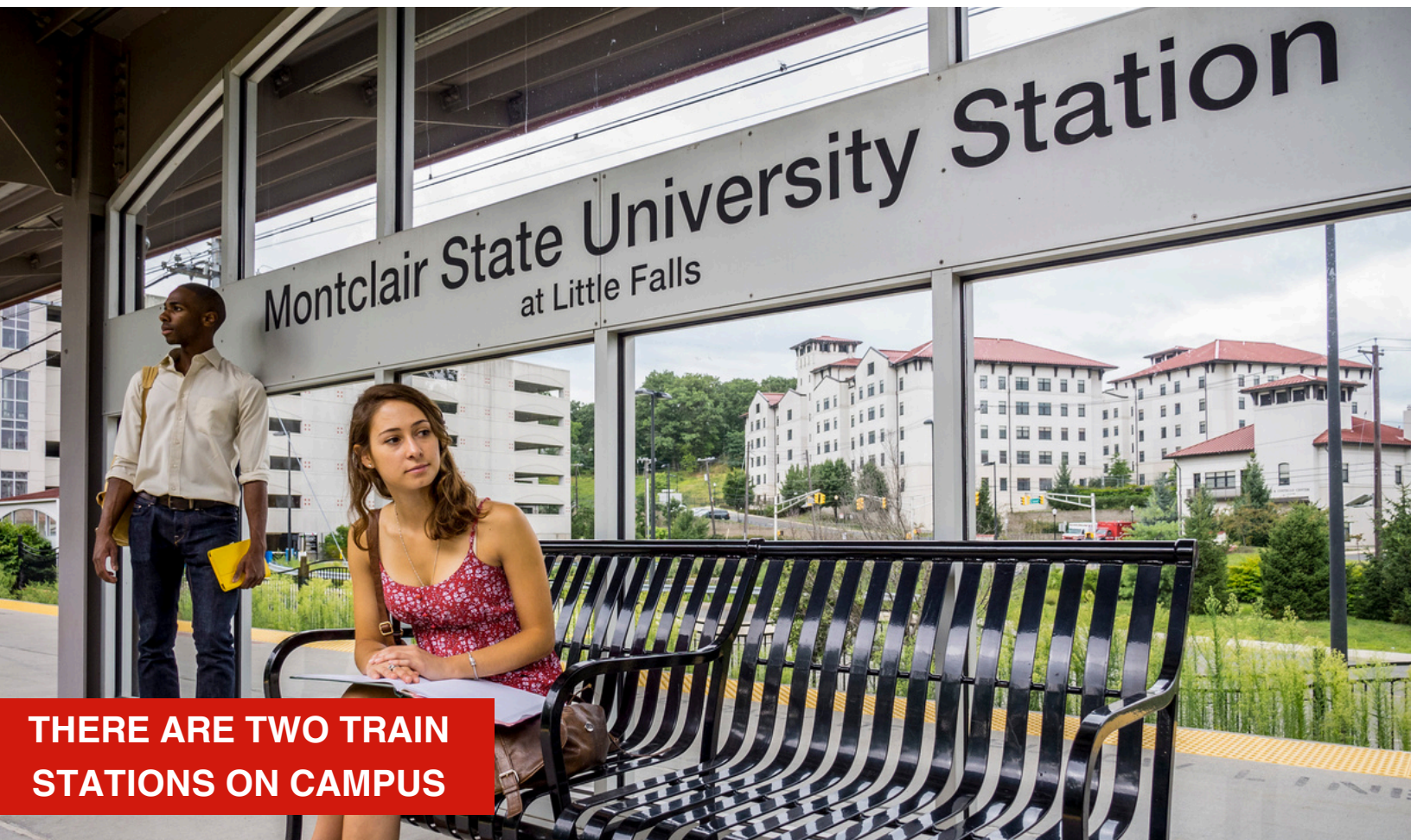
On weekdays, catch the train from the Montclair Heights station on Normal Ave. or the Montclair State University train station on Clove Rd. These trains go directly to NYC and Hoboken, with stops at Newark Broad Street and Secaucus. The train arrives at Penn Station in NYC.

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 bus 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.



**THERE ARE TWO TRAIN
STATIONS ON CAMPUS**

HOW DO I GET MAIL SENT TO ME?

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):

**Student Campus Address
(Except Hawk Crossing):**
Your Name
Montclair State University
1 Normal Avenue
Your Residential Building Name
& Room Number
Montclair, NJ 07043

**Student Campus Address
in Hawk Crossing:**
Your Name
Montclair State University
65 Clove Road, Apt. #
Little Falls, NJ 07424

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

- 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 REPORT HARRASSMENT?

[Title IX \(Policies Associated with Gender, Sex, and Relationships\)](#)

Montclair State University is committed to eliminating sexual assault, forms of domestic violence, and sexual harassment. The University's Title IX Sexual Harassment/Sexual Assault Policy and Procedures are adopted to comply with state and federal laws

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.

You should 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 Spech 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 here.](#)
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



**EMERGENCY MEDICAL SERVICES
ON CAMPUS**

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