

SUITE. VIEW.

2018-19 RESIDENCE HANDBOOK



Algoma
UNIVERSITY



Welcome!

Dear Resident,

Welcome to Algoma University! You will find your academic pursuits and residency surrounded with history, tradition, and memorable experiences.

The Housing & Residence Life staff seek to provide you with an environment that is conducive to community living while recognizing the rights and responsibilities of the individual.

This handbook is designed to assist you with your residence living experiences. Please familiarize yourself with the information and contact us if you have further questions.

Our staff will do everything possible to ensure that you are safe, happy, and healthy while living in residence.

We look forward to welcoming you onto Algoma U's campus.

Sincerely,

Housing & Residence Life Staff

ALCOHOL POLICY

Underage drinking on Algoma University property is not permitted. Residents must abide by the laws and policies governing the use and consumption of alcohol. The brewing of alcoholic beverages and drinking games and paraphernalia used in unsafe drinking practices are not permitted. The Residence Life staff and security reserve the right to address issues involving underage drinking and excessive alcohol use. Alcohol is not tolerated in the residence quad or in any common area, and alcohol bans can be placed on residence buildings or townhouses at anytime when there is continuous violation.

ROOM ASSIGNMENT AND CHANGE REQUESTS

The University makes all residence assignments and may adjust housing conditions as needs arise. Your preferences are considered according to the date the University receives your campus residence application and your room deposit. First year students will be placed in our dormitory units. Returning or mature students, college transfers, and students out of high school for more than 24 months will be assigned to the townhouses unless they specifically request a dorm room. The University reserves the right to determine how many residents will be assigned to any unit. There may also be occasions on which the University needs to move residents, and this right is reserved. Your room deposit is due by the first Monday in June and you will not be considered for a room in residence until the Housing Office receives your deposit payment. Algoma University is committed to a policy of non-discrimination in all its operations and facilities. Assignments to residence accommodations are not based upon race, creed, colour, or national origin.

CONSOLIDATION AND REASSIGNMENT

There are several reasons why the University may need to consolidate rooms. These reasons may include, but are not limited to, space needed to house additional students, to solve problems, to better utilize the facilities, and for the safety of the students.

We regret any inconveniences that consolidation may cause, and are willing to help in any way that we can. However, the Housing & Residence Life (H&RL) office must reserve the absolute right to change room assignments, require a student to move to a different room, or to assign or reassign rooms in any way that will best utilize the facilities available.

ROOM CHANGE REQUESTS

Room changes will be considered during the third and fourth weeks of the semester unless you are on a waiting list for other accommodations. If you are on a waiting list, you will be moved during the first week of classes should a room become available. Because frequent room changes break down community in the residence, they will only be considered at other times in

the semester for extraordinary reasons. We need to know where all resident students are living at all times, so no moves are to be made until your Residence Advisor (RA) and the Coordinator of Housing are notified and have approved the room change. If you want to change your room, you need to follow these procedures:

1. Obtain a Room Change Request Form from your RA or Coordinator of Housing.
2. Complete the form with the required information. Pay the \$25.00 Change Fee.
3. Obtain the necessary signatures on the form.
4. Return the completed form to your RA or the H&RL office
5. If the Coordinator of Housing approves the change, you will be issued new keys. You then need to officially check out of your old room.
6. Return the old key to the H&RL office within two (2) business days after you receive approval to move.

All room change requests are at the discretion of the Coordinator of Housing.

CABLE TV

Televisions with cable are located in the living room of the town houses, and in the common rooms of the dorms. Students will not splice cables or damage equipment in any way. If this does occur, the shared television will be removed and students will be fined accordingly.

CLEANING POLICY

The residence cleaning policy ensures occupants of the Algoma University residence buildings keep all living areas clean and free from potential hazards. The policy is aimed to provide a healthy living arrangement for all occupants and to ensure respect for property owned by the University. As a member of the Algoma University residence community, all permitted occupants are expected to contribute positively to the living environment according to the Residence Student Handbook. This policy addresses the area of cleanliness by providing a measurement standards and identifying supporting resources. Cleaning inspections can be announced or unannounced and are completed by the Coordinator of Housing, Director of Ancillary Services, Physical Plant Staff, Residence Don and Residence Advisors. Failure to comply with the cleaning policy will result in warnings and fines. A copy of the policy is available in the Housing Office and posted in the units.

COMBUSTIBLES

Fire safety is of great concern to the University. Fire regulations in residence are designed for everyone's safety. Propane, air gas cylinders, candles, oil lamps, burning incense, or any other open flame devices or combustible materials are not allowed. The use or possession of

fireworks, other explosives, and potentially harmful chemicals are also prohibited in the residences and the immediate vicinity.

Individuals who violate this policy may also be subject to disciplinary and/or legal action under the University Student Code of Conduct, which may result in dismissal from Algoma University.

COMMON KITCHEN USE

Students using the common kitchen (if available in their residence only) are responsible for cleaning up after each use, which involves wiping the stove, washing dishes, removing garbage, and all cooking items. Items left in the fridge, freezer or cupboards must be clearly labelled with the resident's name. If there is no name, they will be thrown out once the items have expired or upon residence move out. Dirty pots, pans, and dishes will be placed in the garbage if they are left in the kitchen unattended.

The kitchen is to be used for residence students only. Disregard for the kitchen and the residence students who require the use of the kitchen, can result in privileges being removed. The University is not responsible for items left in the kitchen; this includes food and cooking items.

COMMUNITY STANDARDS

Community standards have been established in order to create a safe, comfortable, and effective living and studying environment, to ensure your physical and emotional well-being, and to ensure the protection of personal items and University property. The following principles apply to all residents:

- Respect the physical and emotional rights of fellow residents;
- Respect the educational mission of the University, helping to maintain an environment conducive to academic achievement;
- Exercise care and consideration when using University facilities;
- Be concerned with your own personal development and purpose for residing in this community; and
- Accept responsibility for your behaviour and that of your guest(s) at all times.

Discipline is viewed by Residence Housing as an acceptance of one's responsibility within a community with respect for the rights of others, and as an educational means of correcting inappropriate behaviour.

DAMAGE CONTROL/DEPOSITS

It is everyone's responsibility to keep all areas of residence in the best condition possible. In order to be fair to everyone, anyone responsible for damage to a room or a common room should make financial restitution.

Every attempt is made to be fair in the assessment of damages and in discovering the person(s) responsible. All rooms and common areas are inspected regularly by the Housing & Residence Life staff, and the initial condition of the room is officially noted when students move in. All residents are responsible for maintaining their rooms and common areas in a clean and orderly manner.

If there are any fees owed to the University at the end of an academic term/year, your damage deposit will be applied to the fees owing first and any remaining damage deposit balance will be refunded when you leave. If damage costs exceed the amount of the damage deposit students will be billed directly for the balance and academic marks, and/or degrees will be withheld and students will be unable to registrar for courses until all outstanding balances are paid.

Maintenance and housekeeping deficiencies, charges for broken fixtures, and damages to rooms and common areas are noted during inspections and fines may be levied. Charges for common area damages, such as vandalism or theft of hall fixtures, will be equally assessed to all residents of the living unit unless the person(s) responsible assume full responsibility.

If you know who is responsible for residence damages, it is your responsibility to tell your RA or the H&RL office staff. We would rather charge only the individual(s) responsible for the damage, and we need your information in order to do so.

Students who are guilty of deliberate damage are subject to disciplinary action and will be charged under the Student Code of Conduct.

DECORATING

We encourage you to add personal touches to your room, but we do ask that you keep in mind good taste, safety, and the rights and sensibilities of other residents. Each student is responsible for the condition of the furniture, walls, windows, and floors in their assigned room. Nails, hooks, tack, and tape can all mar or damage walls or furniture; therefore, none of these are allowed except on bulletin boards. You will be charged for any damage that you cause in your room.

The use of water furniture is not allowed due to the damage potential involved. Live Christmas trees and other flammable materials are not permitted because they are fire hazards. Mini indoor Christmas lights must be CSA approved for indoor use.

RESIDENCE DISCIPLINE SYSTEM

You are responsible for observing the terms and conditions of the Residence Handbook and the Residence Contract. The Residence Handbook and the Residence Contract outline behavioural expectations and the types of actions levied for offences.

The Discipline System applies to residence students and guests and is in addition to but not exclusive from the Algoma University Student Code of Conduct (Non-Academic) and the Algoma

University Human Rights Policy. The RAs and University staff report incidents of misconduct to the Housing Office. Misconduct by residence students or guests in the townhouses, dormitory, or anywhere on the grounds of Algoma University, will result in discipline against the individual(s) involved in the incident. If the University deems the violations to be of a more serious nature the University will evict the individual(s) from residence within 24 hours notice, and/or take further steps if deemed necessary.

Any behaviour, which adversely affects a student or staff's rights or adversely affects the University or personal property, is subject to disciplinary procedures. Any first time abuse of the listed Community Standards can result in a verbal or written warning. Further abuse of Community Standards following a verbal or written warning may result in a monetary fine against those involved. Algoma University retains the right to issue a fine without previous warning depending on the severity of the violation. Residence students and guests are to respect the spirit and letter of this system and Community Standards.

Possible Sanctions:

1. VERBAL WARNING

May be issued by any member of the Student Housing Staff and will be recorded for future reference.

2. WRITTEN WARNING

May be issued if a verbal warning has been given and ignored or when the seriousness of the incident warrants a written warning. The Coordinator of Housing will issue a written warning.

3. FINES

May be issued when one written warning has been ignored or when the seriousness of the incident warrants a monetary fine. The Coordinator of Housing will issue fines. Should you receive a fine, you must report to the Coordinator of Housing in room NW307 prior to 4:00 pm the following workday. If you agree to the charge made against you, the case will conclude with the decisions communicated to you and those involved in the decision. If fines exceed the amount of the student's damage deposit, the student will be billed directly for the balance and academic marks, and/or degrees will be withheld and the student will be unable to registrar for courses until all outstanding balances are paid.

4. PROBATION

Following an incident of a serious nature or an accumulation of minor offences, you may be placed on a Behavioural Contract. This probation means that if you are involved in any future incidents in which you or your guest(s) violate Community Standards or the Student Code of Conduct, it can result in your eviction from residence. Depending on the time of year and behaviour, if you wish to return to residence for a subsequent year, you may be placed on probation as a condition of acceptance to residence.

5. EVICTION

Eviction may occur if you violate the conditions of probation, display extreme behaviour, tamper with safety equipment, fail to maintain status as a student, break the law, or other similar incidents of a serious nature.

6. DENIAL OF RE-ADMISSION

If you apply to live in residence for a subsequent year, you can be rejected based on previous behaviour, damages, and/or lack of cleaning during the year and/or time of move out. Late or non-payment of fees or fines may also influence future acceptance into residence.

7. RESIDENCE BANS

When you are banned, you cannot return to residence or any residence functions. Residence bans can apply to both residence students and their guests. Violation of this ban could result in trespassing charges being laid by the Sault Ste. Marie Police Services.

8. PRIVILEGES REVOKED

The University reserves the right to permanently or temporarily revoke privileges, access, or permissions to space or said privileges.

Residence students have the right to appeal any sanctions given by the University. Please refer to the appeal process.

DRUGS AND ILLEGAL SUBSTANCES

The possession, use, sale, distribution or manufacture of any illegal substance is prohibited in any building or on any property owned and/or controlled by the University. Violators will be subject to disciplinary and/or legal action, which may result in dismissal from Algoma University. Authorities will be contacted at the discretion of the University.

ELECTRICAL APPLIANCES

The electrical system is not designed to carry heavy loads of electrical equipment. Electrical appliances such as hot plates, electric frying pans, rice cookers, toaster ovens, toasters, etc. **cannot be used** in either of the dormitory residences for electrical and safety reasons. The townhouses, which are furnished with fridges and stoves are properly equipped to handle electrical kitchen appliances. Air conditioners, sun lamps, dishwashers, freezers, and space heaters are not permitted in any residence areas. All lights and appliances must be CSA approved for indoor use. You can direct any questions you have about whether an appliance is appropriate to the H&RL office. A power bar with surge protection is recommended if additional plug-ins are needed. Extension cords and multiple outlet adaptors can be dangerous and cannot be used in residence. A surge protector is recommended if you will have a computer in your room.

ELECTRICAL SYSTEMS

Changing or otherwise tampering with University-owned electrical, telephone or fire detecting systems is not allowed. Any abuse is subject to fines or damage repayment.

ENTRY AND SEARCH PROCEDURES

Algoma University recognizes and respects the rights of its students to have privacy with respect to their personal belongings. The University also recognizes its responsibility to provide a wholesome environment, to protect public property, and to protect the health and safety of all members of the University community. The University (represented by any of the following: Director of Physical Plant, Director of Ancillary Operations, Coordinator of Housing, Residence Don, Residence Advisors, Physical Plant Staff, and Security) reserves the right to enter University dormitory rooms, and townhouses rooms under any of the following circumstances:

- When there is an immediate threat to the health and safety of the occupants or to University property;
- With permission of a resident;
- With a search warrant;
- By University personnel in the course of utilizing recognized legal authority or their responsibilities as University employees;
- By residence life staff or security staff when there is a probable cause to believe that a University regulation had been broken or where there is a specific indication of danger in a student room or unit;
- By University personnel and their designated agents for repair, replacement or inspection of University property;
- By a Residence Advisor to complete closing and checkout procedures;
- To conduct announced and unannounced inspections as per the Cleaning Policy; and
- During non-residency, and over extended time when the resident is away (i.e. Christmas Break)

Rooms are the sole property of the University and not the resident's. University staff will conduct routine inspections and maintenance activities from time to time. The University reserves the right to remove from the room, without the resident's permission, any objects or materials, which constitute a health or safety risk, illegal appliances, hazards, and property of the University. The University does not assume responsibility for items of a personal nature that are damaged, lost or stolen. Where possible and if deemed necessary, the University will provide advance notice for maintenance purposes.

FINANCIAL AID

If you have questions about student loans, awards, and bursaries available at Algoma University, visit the Registrar's Office and talk to our Financial Aid Officer or phone 705-949-2301, ext. 4219.

FIRE EQUIPMENT AND FIRE DRILL PROCEDURES

Fire alarms, extinguishers and smoke detectors are placed in the residences for your protection against fires. It is against the law to use them for any other purposes. If it is determined that tampering has occurred, disciplinary action will be taken. Inspections will be made on a regular basis.

Resident(s) discharging fire extinguishers needlessly, turning on false alarms, or tampering with smoke detectors and/or fire alarms will face serious disciplinary action. Violations of this nature could result in termination of campus residence and/or expulsion from Algoma University or fines imposed.

When a fire extinguisher has been used, please report it immediately to your RA, a custodian, or security.

Fire drill evacuations are performed periodically in residence. At the sound of the fire alarm, you need to close your windows, open the door and vacate the room/building immediately. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the door.

All main campus residence students must go to the George Leach Centre entrance and wait for instructions from the H&RL office staff and/or Physical Plant staff.

The building should not be re-opened until an authorized all-clear signal is given. You can then re-enter the building. This process is easiest if everyone moves quietly and orderly back through the same door which they left the building.

For your own safety and that of everyone else in the building, you are required to comply with all fire drills. Fines may be imposed to residents who do not leave their room during drills. Mandatory fire evacuation training will be provided during orientation.

FIREARMS, EXPLOSIVES AND WEAPONS

Firearms and explosives of any kind are not permitted on campus. It is illegal to possess a weapon of any sort on the property of Algoma University. Authorities will be contacted immediately if any of these items are found.

GARBAGE DISPOSAL

Students are to package all garbage and trash in plastic bags tie securely and place them outside in the dumpsters provided.

It is the responsibility of the student to dispose of all garbage from townhouses, dorm rooms, and bathrooms, including empty cardboard boxes, to the dumpsters. Garbage is not to be left in the lobbies or common areas. Recycling bins are available at all of the residence locations and should not be misused. Fines will be imposed to residence students and guests who leave their garbage in the common areas and recycling bins.

GUESTS

The Residence Guest Policy applies to all students in all residence buildings at Algoma University. All residents have the right to live in a safe and secure residence environment. **Algoma University reserves the right to permit or remove any guests.** As a resident, you have the responsibility to ensure that this standard is upheld, which includes the responsibility for your guest's behaviour. As such, hosting guests in residence is a privilege that will be lost if violations of the guest policy occur.

Overnight guests may not stay for a period longer than two (2) nights during a two-week period, nor may they stay in residence repeatedly.

Security staff and Residence Advisors reserve the right to ask residence and non-residence students to leave a residence building if they are not signed in as per the Residence Guest Policy.

Note: Residents are not permitted to allow a guest to stay in their room without the consent of their roommate(s). An explicit consent must be received by the Coordinator of Housing, either verbal or written, prior to the guest's arrival.

Overnight guest passes will **only be available from** the Coordinator of Housing and the Residence Don. They are **not available from** the Residence Advisors or Housing Assistant.

Students are not permitted to host guests during Orientation Week, after the end of classes each semester during the examination period, or any other time deemed in the best interest of the residence community by the H&RL office.

HEALTH SERVICES

Algoma University is pleased to provide on-campus student health services for all students. Students have access to a physician, counsellor, and dental hygienist. Providing health services is an important part of Algoma University's commitment to students' well-being as well as their academic success. All students must bring their health card and/or insurance information to each appointment. Students must also bring all of their medications to each appointment – even renewals – to ensure that the physician knows exactly what you are taking and how often.

To obtain a student counselling referral, please contact the Student Services Advisor in SH 206 or email studentlife@algomau.ca.

To book an appointment to see the Doctor, please email doctor@algomau.ca.

To book an appointment to see the dental hygienist, please email dentalhygienist@algomau.ca.

Health Plan Coverage

The Algoma University Students' Union (AUSU) administers the health and dental plan for all full-time Algoma University students. Those who are eligible can opt-in their dependents or opt-out of the plan during the allotted opt-out period found on the [Student VIP](#) website.

Drop by the AUSU office any time for any of these services or general questions:

- Pick up your health plan card
- Assistance with making a claim online
- Pick up forms
- Purchase coverage for your spouse and/or dependents
- Inquire about opt-out process

Please feel free to contact 705-949-2301, ext.4719, visit the AUSU office, or email generalmanager@ausu.algomau.ca.

HOLIDAY PERIODS AND BREAKS

All housing units will remain open during breaks and holidays except for the Christmas Break. Residents may occupy their residence unit only with the written permission of the Coordinator of Housing.

HOUSEKEEPING

You are responsible for the general orderliness and cleanliness of your room/townhouse. Daily custodial service is provided for general residence areas in the dorms and the laundry rooms. The University will only clean dormitory washrooms once weekly.

The following are cleaning guidelines designed to ensure that residence is a safe and healthy environment for everyone.

1. Remove all papers (including newspapers), magazines and garbage from all areas (bedrooms, bathrooms and living room areas).
2. Remove all empty beverage containers.
3. Sweep and/or vacuum floors and carpets. Remove all black/scuff marks.
4. Wash dirty dishes, cooking appliances, exhaust fan, and the stovetop.
5. Townhouses Units - thoroughly clean in and around toilets, sinks, shower areas, mirrors vacuum floors, and maintain the kitchen/living room area.
6. Clean the outside and the inside area of the stove/oven and refrigerator. The University accepts no responsibility for lost food should refrigerators get unplugged or cease to function due to abuse or damage.

Please refer to the Residence Cleaning Policy for more information.

Safety and cleanliness in residence is further ensured by regular room inspections. During these inspections, all maintenance and housekeeping deficiencies will be noted and followed up with appropriate actions.

HOUSING AND RESIDENCE LIFE OFFICE & RESIDENCE STAFF

The H&RL office is located in Spirit Village. The Director of Ancillary Operations is located in SH 209 and the Coordinator of Housing is located in the H&RL office, main campus residence. You can contact the H&RL office at 705-949-2301, ext. 4215 or at housing@algomau.ca.

The mission of the H&RL office is to provide a safe, clean, effective and convenient living community with services to meet the needs and interests of students. It is our goal to assist students in any way we can.

You can come to the H&RL office for assistance with key replacements, room changes, and guest check ins. Hours for the H&RL office will be posted. You can also email the Coordinator of Housing at housing@algomau.ca.

IMPORTANT DATES (SUBJECT TO CHANGE)

September 1, 2018	Residence Move-in
October 9 - 12, 2018	Fall Reading Week
December 6 – 19, 2018	Fall Exams
December 20, 2018 to January 9, 2019	Christmas Break
January 7, 2019	Classes Resume
February 19 – 22, 2019	Winter Study Week
March 22, 2019	Last Day to apply for Spring Residence
April 5, 2019	Last Day to apply for Residence 2019-2020 Year <i>(Application Fee Waived to this date)</i>
April 8 - 24, 2019	Winter Exams
April 19, 2019	Deadline for Deposit for all Returning Residence Students) <i>(Returning Students must apply by this date to hold a room)</i>
April 25, 2019	Residence Final Move Out (no extensions)
June 3, 2019	Deadline for Deposit for Residence Students

INTERNET CONNECTION

Wireless Internet is available in the residence rooms and common areas. Hard-wired connectivity is also available, however requires an Ethernet card and cable for your computer. Please read the Information Technology Acceptable Use Policy on the main University website.

KEYS

When you check in, you will be issued a room key and a mailbox key. The key will open the main lobby entrances and your assigned room. You are urged to be extremely careful in safeguarding your key and to carry it at all times. Your key is for your protection; it should not be given to anyone. It is a violation of University regulations to duplicate your keys. You should always keep your door locked when you are away from your room and when retiring in the evening. Lost keys should be reported to the H&RL office. **There will be a replacement fee of \$30.00 for each lost key, including the mailbox key.**

LAUNDRY FACILITIES

The laundry rooms are located as follows: off the mailroom in the townhouse complex for students who live in the townhouses and Global Village Dorm 1 and on the first floor for students who live in First Year Student Dorm 2. These laundry rooms are for the exclusive use of only the students in residence. Bringing a stash of coins for the laundry machines is a great way to avoid searching for change on laundry day. The washing machine costs \$2.00 per load and the dryer is \$2.00 per load. Please do not attempt to wash large items such as sleeping bags and comforters or overload the washers and/or dryers. The University is not responsible for damage to your personal belongings in the use of the laundry equipment or when it is left unattended in the laundry facilities. For repairs, email resmaint@algomau.ca or call the Coordinator of Housing at 705-949-2301, extension 4215.

LINEN

You must bring your own linens to campus. Beds are a standard twin size and an extra set of linen is always handy to have. Please note the First Year Dorm 2 has extra-long twin beds.

LOCKOUT

Excessive lockouts will not be tolerated. If you accidentally forget your key and lock yourself out you will be allotted one “freebie.” Second offence will be a \$5 charge, and every offence after that will be \$10.

MAIL SERVICE

Your mail will be delivered to your residence mailbox Monday through Friday. Packages can be picked up daily in the H&RL office located beside Townhouse 15, and the staff will notify you by email when packages arrive. Please note after business hours, students must contact the Residence Advisor on duty to pick up your packages, no later than 10 pm.

The H&RL office will forward mail for students who are no longer in residence. Students must change their address with the Registrar's Office, in order to ensure that they receive their mail. Mail will be forwarded for a period of one month only following the move out date.

MAINTENANCE

If you experience or observe a maintenance problem (i.e. something broken, wifi/Internet issues, heating problems, etc.), please report the problem to the H&RL office maintenance staff by emailing: resmaint@algonau.ca. For emergencies only and when the H&RL office is closed, please call security at (705) 949-2301 extension 4444.

MINI-REFRIGERATORS

You are welcome to have a small refrigerator in your room. If you decide to bring a mini-refrigerator, please remember that it must not exceed 5.0 cubic feet in size, draw over three amps of power or exceed 34 inches in height. All cords and appliances must have CSA approval.

All student-owned units must be removed from rooms and/or units at the end of the academic year. The University assumes no responsibility for small refrigerators and/or their contents during breaks. Mini fridges left after the move out date will be disposed of and a fee charged to the residence student. The University assumes no responsibility for any items within the fridge.

MOTORCYCLES

Motorcycles, mini bikes, motorbikes, vehicle tires, etc., pose a safety hazard in residence. Therefore, they cannot be stored or repaired in a student room, unit, or any of the common areas of residence. Security Office personnel will remove any that are found in residence. All motorized vehicles must be limited to the appropriate parking areas.

MOVING OF UNIVERSITY SUPPLIED EQUIPMENT OR FURNITURE

Removal of Algoma University furniture is prohibited. It increases the chances furniture will be damaged and/or lost. Special circumstances and permission may be granted from the Coordinator of Housing. Furniture must remain in student dorm rooms and townhouses rooms, and should not be moved. Common room furniture is not to be removed or placed in student residence rooms.

PERSONAL FURNITURE POLICY

Algoma University reserves the right to grant permission for personal furniture to enter Residence facilities. It is the responsibility of Algoma University to furnish and maintain all residence units. This policy will ensure that each student is provided equitable furnishings, which are acceptable to standards and code while satisfying insurance requirements. Furnishings and equipment for students with disabilities or medical conditions will be permitted.

Personal couches, beds, mattresses, chairs, tables, stoves, large fridges or freezers will not be allowed into any residence facilities. Students will be allowed to bring in Canadian Standards Association (CSA) approved personal microwaves and mini fridges. CSA approved electronics are permissible.

Nothing with a heating element, such as toasters, hot plates, or mini ovens will be permitted. CSA approved water kettles are permissible.

The Coordinator of Housing must approve furnishings or equipment for medicinal, religious, and cultural purposes.

Student in violation of the Personal Furniture Policy may be subject to fines and sanctions as per Student Residence Handbook.

PET POLICY

Pets are **not** allowed in residence. If pets are found in a living unit, the occupants will be given 24 hours to remove the pet.

PHONE NUMBERS (MAIN CAMPUS)

Services

Dial 705-949-2301, then

Housing Office	At residence (main campus)	Ext. 4234
Coordinator of Housing	Housing Office	Ext. 4215
Director of Ancillary Operations	GLC	Ext. 4729
Student Accounts Officer	Room SH 312	Ext. 4723
Co-ordinator, Learning Centre and Disability Services	Room SH 200A	Ext. 4221
Financial Aid Officer	Room SH 312	Ext. 4219
Registration	Room SH 312	Ext. 4216
Student Success Office	Room SH 206	Ext. 4212
RA Cell Phone (twn and dorm 1)	On Call	705-971-7750
RA Cell Phone (dorm 2)	On Call	705-971-7755
Security/Maintenance Desk	Main Campus	Ext. 4444

QUIET HOURS

Quiet hours are intended to promote a pleasant learning environment in residence in which students can sleep or study when they want. Quiet hours are in effect from September to August at all residence locations:

Sunday to Thursday 10:30 pm to 8:00 am

Friday to Saturday 2:30 am to 10:00 am

During quiet hours, the volume of noise should be low enough that neighbours cannot hear your television, stereo, or voice. Residents who fail to comply with quiet hour regulations are subject to disciplinary action.

**24 hour Quiet Hours are in effect from
December 6, 2018 – to December 19, 2018 and
From April 8, 2019 to the end of the semester.**

RESIDENCE COUNCIL

Residence Council will consist of a resident from each townhouse and two residents from each floor of the dorms. We ask that all major issues or concerns be brought forward to the attention of the Residence Council prior to presenting to University management.

Members of Residence Council meet with the Coordinator of Housing to discuss group activities, discipline issues, and offer input to help make residence a welcoming environment.

ROLLERBLADING, BIKING AND SKATEBOARDING

Rollerblading and skateboarding are not permitted in any University building. All skaters shall keep all wheels on the pavement at all times. All stunts or acrobats are prohibited due to the potential for injuries and property damage. Please walk your bike through the Residence quad.

ROOM CHECK-IN PROCEDURES

You can begin the check-in procedure by picking up your residence contract and residence key agreement form on residence move-in date. All documents must be signed before your keys can be issued and all fees must be paid. If you are on OSAP, a fee deferral is required.

A photo will be taken upon check-in to be kept on file for security issues.

ROOM CHECKOUT PROCEDURE

It is very important that you complete the checkout procedure below when you are leaving residence.

Here are the steps that you need to follow to check out:

1. Take all of your personal belongings out of the room. Anything that you leave in the room/unit on your last official date of occupancy will be considered abandoned and will be disposed of. There will be a charge for any items left.
2. Please ensure your room is left clean, any garbage left in the room or damage will be deducted from your damage deposit.
3. Drop off your room key and mailbox key in the Key Drop Box in your building.
Townhouse students: please use drop box in laundry room.
4. Give your forwarding address to the H&RL office so that they can forward you mail, and let the Registrar's Office know of any address change. Mail will be forwarded for only one month after departure.
5. If you are withdrawing from University, please refer to the Withdrawal Policy to complete all necessary procedures before your departure.

Students must vacate their residence accommodations 24 hours after their last exam.

ROOM FURNISHINGS

Residence bedrooms are furnished with a bed, study desk, desk chair, closet, blinds, and dresser space. You are responsible for your furnishings while you occupy your room, and will be held accountable for anything that is missing or damaged (beyond normal wear and tear) when you move out.

You are responsible for your own bedding, including pillows and blankets. The following are not allowed: wood structures, alterations to University furniture and equipment, personal Internet routers, and outdoor radio and television antennas.

ROOM PAINTING/POSTERS

While we encourage you to personalize your room as much as possible, painting of any room or University property is not allowed. Tacks or tape is not permitted on walls, doors or ceilings. Students must only use mounting foam provided by the H&RL office.

ROOM SECURITY

One of the best ways to prevent theft is to **keep your doors locked** when you are out of the room. Theft, no matter how trivial, should be reported immediately to Security and your RA. Notify Security and your RA immediately if you think that unauthorized people have entered your room, at any time. Record the serial numbers of any equipment to make it easier to identify. Please note that there are security cameras placed throughout the campus and in common areas of residence.

The **University is not liable for loss or damage to property of the student or guest.** The University strongly recommends that student property be insured against loss or theft. If you have any questions or concerns, please contact Security.

RESIDENT BILL OF RIGHTS

Your enjoyment of life in residence will depend, largely, on the thoughtful consideration that you have for your others.

Basic rights of residents include:

1. The right to read and study free from undue interference. Unreasonable noise and other distractions can keep you from enjoying this right.
2. The right to sleep without undue disturbance from noise, guests of other residents, etc.
3. The right to expect that others will respect your personal belongings.
4. The right to a clean environment in which we live.
5. The right to free access to your room and facilities without pressure from others.

6. The right to personal privacy.
7. The right to host guests, with the expectation that guests are to respect the rights of other residents.
8. The right for redress of grievances. Residence staff is available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of the unit's telephone, television, and other amenities.
11. The right to enjoy your stay in residence.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that others enjoy these rights. The Residence Council is the best available venue for all issues relating to your rights and privileges. Get involved.

SECURITY SERVICE

Security provides 24-hour service for the convenience of students. The security kiosk is located beside G door of the main building (next to NW200). Security staff may be reached at any time on campus by dialling (705) 949-2301 extension 4444. In case of extreme emergency, you should dial 911 for police, ambulance or fire services.

After 11:00 pm on the main campus, security will be in the security office of Dorm 2, beside the GLC for students to access.

During the fall/winter academic terms, the University also provides a Walk Safe Program, where a security officer will escort students in the evening to their residence rooms and/or vehicles.

SEXUAL MISCONDUCT

Sexual misconduct violates our institutional values, in particular, the right of all individuals to be treated with dignity and respect. Algoma University has zero tolerance for sexual misconduct and is therefore committed to:

- Ensuring that those who disclose experiences of sexual misconduct of any kind are treated with dignity and respect;
- Assisting those who have experienced sexual misconduct in obtaining counselling and medical care, whether on- or off-campus;
- Providing those who have experienced sexual misconduct with comprehensive information about reporting options;
- Ensuring on-campus (internal) investigation procedures are available in the case of sexual misconduct;

- Providing those who experience sexual misconduct with appropriate academic and other accommodation;
- Providing information to the University community about sexual assault complaints on campus;
- Educating and training the University community about responding to the disclosure of sexual misconduct;
- Providing education and information to students, faculty, and staff about how to identify situations that involve, or could progress into, sexual misconduct and about how to reduce and prevent these forms of violence and harassment; and
- Working closely with student groups on sexual misconduct prevention.

Algoma University Residence students will be required to attend Sexual Misconduct Training and take part in awareness campaigns throughout the year.

Any individual who requires **immediate** assistance or support is encouraged to contact any member of the residence staff team or campus Security 705-949-2301, ext. 4444.

At any time, to students may also report any past or prior incidents of sexual misconduct to any member of the Campus Response Team (CRT) outlined below. To report an incident, you can call, email, or visit whichever member of the CRT you are most comfortable speaking with.

Main Campus EMERGENCY:	For Immediate Assistance: INTERNAL PHONE: DIAL 8-911 EXTERNAL PHONE DIAL 911 CALL SECURITY AT EXT. 4444 (if reporting after the incident)
Campus Response Team	Coordinator of Housing (Ext. 4215) Health and Safety Officer (Ext. 4373) Residence Staff Student Services Advisor (Ext. 4212) Human Rights and Equity Office (Ext. 4112) Director of Ancillary and Student Services (Ext. 4729)

SMOKE-FREE ENVIRONMENT

All indoor areas of residence are smoke free. Smoking is allowed outdoors five metres away from the building, including entrances to the townhouses, windows, and both dorms. Cigarette butt receptacles are supplied. Residents violating the Smoking Policy will be subject to fines.

SOLICITATION

No one may solicit or engage in any kind of business venture in any residence building or University property.

STAFF

The H&RL office staff is responsible for the well-being of all residents. RAs and Dons are responsible for different areas within each residence unit. They have been trained by the University to assist you with whatever concerns you may have. The responsibility of the RA, as well as the Housing and Residential Life office staff, is to help residents maintain a pleasant atmosphere for study, recreation, social and educational development. In addition, the RA is an experienced resident, who has already spent considerable time “learning the ropes” of campus. Your RA can save you both time and effort in resolving problems or orientating yourself with the Algomau University community.

Even though the RAs in your area are full-time students, they will be stopping by to chat. Do not hesitate to seek the RA if you need assistance at any time.

The Residence Don provides additional support and helps students through crisis or emergency situations. The Don is a non-student with a great deal of experience dealing with residence life.

In addition to the responsibilities described above, RAs are responsible for enforcing residence regulations. These regulations, which are examined and revised periodically, are designed to provide students with the best possible living and learning environment. You are asked to cooperate with the RAs in protecting both your rights and those of your fellow students.

STORAGE (NOT AVAILABLE ON CAMPUS)

All personal belongings must be removed from the buildings by the residence move-out date at the end of your academic year. University staff will remove and dispose of anything left in the buildings after that date, deductions from the residence damage deposit will be taken for items left.

If you require storage during the summer months, please enquire with the Coordinator of Housing.

TELEPHONE SERVICE

Each townhouse unit and common room in the dorms are provided with a University-owned telephone. Individual residence rooms do not have phones. All local calls are free to residents. However, residents will need to purchase a calling card in order to make long distance calls. Calling cards can be purchased in the bookstore.

WITHDRAWALS

If you are withdrawing from the University, be sure to complete the checkout procedure with the H&RL office and check with the Registrar's Office for the procedure for dropping classes. We recommend any student who is considering a withdrawal, to speak with their Academic Advisor first to ensure you make the appropriate decisions.

The H&RL office handles all withdrawals from all residence housing separately in accordance with the Residence Withdraw Policy.

A Residence Withdrawal Form will need to be completed, available from the Coordinator of Housing.

RESIDENCE WITHDRAWAL POLICY

Any student living in residence is required to sign a contract for the fall/winter term (September to April) and the spring/summer term (May to August). This contract ensures students have made a commitment to the University for accommodations and that the University can plan accordingly for service and staffing needs. This policy applies to all dormitory rooms and townhouses rooms.


Any student wanting to withdraw from residence must complete a Request for Withdrawal Form with a \$200.00 Administrative Withdrawal Fee. Students must provide any documentation that supports the request. The Director of Ancillary Services will respond within 14 days of receiving the form.

The student will be released from this contract for the following approved reasons listed below with no penalty. Residence fees will be applied in full up to withdrawal date:

- Not attending the University (graduation, withdrawal, transfer);
- Significant and unforeseen health reason occurring during contract period; and
- Unplanned significant financial hardship (subject to review from Financial Aid Office).

Students withdrawing after move in date and **not** meeting the above criteria for withdrawal will be entitled to the following refund schedule: *(prorated at the cost per month of the residence fee of the building they are residing in)*

<u>Students Entering (Fall/Winter Term) September 2nd:</u>	
Aug 15 prior to move in (revised)	Refund less deposit, & application fee
Move in Date to Sept 30 th	50% Refund less one month occupancy
Oct 1 st to Final Exam, date in April	No Refund
<u>Students Entering (Winter Term) January 2nd</u>	
Up to Dec 20 th	Full Refund less application fee
Jan 1 st to 31 st	50% refund less one-month occupancy
Feb 1 st to April 30 th	No refund
Any student requesting withdrawal from the Spring-Summer Term will be assessed an exit fee of \$200.00 Dollars	



A student must vacate an assigned residence space within 24 hours after his/her withdrawal or eviction from the University/residence, or as directed by University housing personnel. Any belongings left in the residence will be discarded within 30 days of vacating the residence. Residence management may treat these belongings as abandoned and dispose of them without notice.

Students, in writing, may appeal the Algoma University Residence Withdrawal Policy to the Director of Physical Plant. A hearing will be called within 10 days, followed by a response within seven days following the hearing date.

Note: the H&RL office, based on the academic calendar for that particular year, will determine move-in dates.



Algonquin
UNIVERSITY

Housing and Residence Life Office
Sault Ste. Marie, Ontario
www.algomau.ca