2010-2011

Welcome to residence at Mount Saint Vincent University! Living in residence will add a whole new dimension to your university years. Apart from the convenience of living close to all campus resources (e.g., computer labs, language labs, science labs, library, pub and gym), you also have the opportunity to become more involved in campus life; investigate the possibilities, take advantage of residence leadership opportunities and make the most of your university experience!

We have put together some information we think will be helpful to you as you move into residence. The following guidelines are for everyone to follow. If there are some areas you feel are not clearly explained or any rules that seem ambiguous to you, they are subject to the interpretation of the RA, Don, or Housing Manager. The RAs and Dons are here to help you and make your year the best it can be. They will help you with anything you need!

Guaranteed, you will leave residence a different person with new friends (some of whom will be your friends for a lifetime!). You will also realise that you have the ability to do more and handle more situations than you ever thought possible.

Have a terrific year!

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A Note from Lynn, Frances and Cheryl

You are responsible to know the information contained in this handbook, which you receive accompanied by your Residence Lease Agreement. If you choose not to read it, you will not be excused from the policies contained within it.

The Housing Office reserves the right to change the policies outlined within this handbook at any time. Although every effort is made to ensure this book is thoroughly up-to-date at time of print, circumstances beyond our control may precipitate a policy review and/or change. In this case, all residents will be informed of these changes through their Resident Assistant and/or through direct communication from the Housing Office. If there is any discrepancy between the information contained in this handbook and Academic Calendar, the Academic Calendar will prevail.

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What is Expected of You?

You are expected to respect the needs of others as well as your surroundings. The "quality of life" in residence depends on each person contributing in some way to make this year the best ever for residents.

Mount Residence is not a sanctuary and students are reminded of their obligation to abide by the laws of the land (municipal, provincial and federal). Violations of these laws will result in residence and/or community code sanctions and/or criminal charges being levied.

Actions by an individual which interfere with the rights of another individual to the peaceful use of his or her space in residence are considered inappropriate.

Resident Assistants

A Resident Assistant is on duty in your area from 7:00 p.m. to 7:00 a.m. weeknights and weekends. A schedule of this duty is posted on your Resident Assistant's door. The Dons are experienced Housing Staff who are available in case of emergencies, serious problems, or just for conversation. They provide support to the Resident Assistants as well.

RA Names	Location	Payphone Numbers
Melanie Brister	Birch 1 Room 208	457-9821
Todd MacDonald	Birch 2 Room 208	457-9820
Joey LeBlanc	Birch 3 Room 208	457-9822
Abby MacIsaac	Birch 4 Room 308	457-9817
Keibren Robinson	Birch 5 Room 308	457-9818
	Assisi 309 Floors 3&4	457-9930
Tamara Rawlinson	Assisi 614 Floors 5&6	457-9812
Matt Morash	Assisi 814 Floors 7&8	457-9111
Joanna Swett	Assisi 1014 Floors 9&10	457-9807
Hillary MacEachern	Assisi 1214 Floors 11&12	457-9930
Mairibeth Reilly	Westwood 327 Floor 3	457-9811
Brandon Blenkarn	Westwood 206 Floors 1&2	n/a
Sarah Ali	Westwood 406 Floors 4&5	n/a

Don Names	Location	Payphone Numbers
Morgan Heussaff	Assisi 322	457-9930
Daniel McKenna	Birch 3 100	457-9822
Marcie Tracey	Westwood 506	457-2545

What you can expect from your RA

- To be friendly
- To be a resource - by answering your questions or helping you find the answers
- To be a helper
- To be accepting of others' differences
- To be good-natured and consistent
- To be a listener
- To be informative about campus activities and programs
- To hold floor meetings that inform you of floor events and rules
- To help resolve conflicts among the floors
- To hold monthly activities for the floor
- To hold you responsible for your own actions and behaviour

What you can't expect from your RA

- To constantly patrol halls for noise violations - YOU are responsible for asking people to keep things down. If the problem persists, THEN notify the RA on duty or your RA.
- To always be on the floor - Remember, RAs are regular people with studies and a social life.
- To solve your problems for you - They can offer support and guidance, but you are responsible for finding the solution.
- To ignore student conduct rules - You must be aware of the rules and regulations and are responsible to follow them, with any violation resulting in the appropriate consequence.

Alcohol

Consumption of alcohol in residence, or in any public area in or surrounding residence, is regulated by the Liquor Control Act of the Province of Nova Scotia and Mount Saint Vincent University's liquor regulations.

Underage Drinking:

The legal age for the consumption of alcohol in Nova Scotia is 19 years. Residents are reminded that it is illegal for a person to act as an agent for the liquor requirements of others. Alcohol procured for others will be confiscated and destroyed. The sale of alcohol in residence is prohibited.

Conduct:

Disorderly conduct resulting from drunkenness and/or failure to comply with liquor regulations will result in disciplinary action. Inebriation will not be accepted as an excuse for any misconduct. Students are responsible for knowing, understanding and complying with applicable provincial and University laws regarding alcohol. All alcohol violations will result in an Incident Report and a minimum $50 fine. If the inebriation results in more than one offence, the resident will be fined separately for all offences. Sanctions will increase depending on the nature of the violation including, but not limited to, loss of privileges.

Parties involving liquor (i.e., house/apartment parties, keg parties, etc.) will not be permitted. Also drinking games, funnels, "shot gunning" or any other activity that encourages the over consumption of alcohol are strictly prohibited in residence.

Each resident is permitted to have no more than five guests in their room.

Student Responsibilities:

Students are required to carry their University ID at all times and must comply with requests from the Housing Staff and/or other University officials to produce a valid ID. Residents who refuse to provide identification will be subject to disciplinary action. Residence students are responsible for the behaviour and actions of their guests. Guests are also required to carry valid ID.

New for 2010:

To decrease the potential risk of broken glass within the residence common areas, bottled beer will not be permitted in kitchens or lounges. All bottled beer brought into the residence community must be in consumed in students' rooms.

Residence students and their guests who are of legal drinking age (19) are permitted to have and consume alcoholic beverages under the following conditions:

Common Areas (Lounges and Kitchens):

Only one container per person is permitted. This must be a non-breakable, sealable container (i.e. plastic cup with a closed cover or cap).

The number of people in the lounge at any one time may not exceed the fire limit for that area.

Resident Assistants, Residence DONS, MSVU Security, or other persons in authority may terminate gatherings (formal or informal) at their discretion.

Drunken and disorderly conduct in these areas will not be permitted. Offenders will be subject to disciplinary action.

Transportation of Alcohol:

All alcoholic beverages must be transported in a non-breakable, sealable container, less than 22 ounces (i.e. plastic cup with a closed cover or cap).

Open cans of alcohol may NOT be transported from one floor to another as it is considered open alcohol.

Open alcohol is not permitted to leave the floor by any means and is prohibited in washrooms, stairwells or elevators.

Bottles and Cans:

Over the course of the year, liquor and wine bottles may tend to accumulate in the residences. Bottles and cans (for recycling purposes) may be temporarily stored (for a period not to exceed two weeks) in designated storage areas but MUST be removed on a regular basis. Bottles MUST be thoroughly drained and stored in boxes to prevent breakage and the attraction of bugs. If bottles are not removed by residents within this time frame, they will be taken away by the custodial staff.

It is important that residents are aware of the safety hazard posed by inappropriately stored bottles. Placing empty bottles/cans on window ledges, stairwells or in hallways is not permitted. Any wilfully destructive or negligent behaviour with regard to empty bottles will result in disciplinary action.

Housing Staff Responsibilities:

Housing Staff are Housing Office representatives in the residence. Above all, they are peer students. It is expected that Housing Staff will be shown the appropriate respect at all times. Inconsideration or rudeness shown to them in the performance of their duties will not be tolerated and will result in a fine.

1) All Housing Staff are required to obtain identification from those from whom alcohol is confiscated.
2) All persons who refuse to identify themselves or do not have a resident take responsibility for them will be reported by the Housing Staff to Security and removed (and in all likelihood banned) from campus.

3) Housing Staff will be provided with a complete list of residence students and their birth dates.
4) Housing staff are expected to model appropriate behaviour at all times, particularly while consuming alcohol.

No policy can anticipate all possible circumstances, or account for behaviour of any individual or group who would knowingly disregard these guidelines. For this reason, the Housing Office reserves the right to exercise discretion in response to any individual or collective circumstance or situation. Any clarification of a specific situation involving the scope or detail of this policy must be directed to the Housing Coordinator.

Babysitters' Club

We have a Babysitters' Club that consists of residence students who will be on call (to be contacted by the Housing Staff) as needed. The babysitter will sit with the inebriated student until any danger has passed. Our Health Services personnel will train all students who volunteer to participate as babysitters. They will be paid at a rate of $8/hour for a minimum of four hours. If an inebriated student vomits and it must be cleaned by a babysitter or a member of the Housing Staff, a clean-up charge of $25 per incident is levied. The inebriated student will be responsible for paying all charges.

It will be at the discretion of the Housing Staff as to whether or not you need someone to care for you. It is non-negotiable either at the time or after the fact. These charges are NOT optional for those who have chosen to reach such an inebriated state as to lose control. If, within a period of two weeks, the student has not paid the fee(s) for the babysitter and/or clean-up, an additional charge of $5/week will begin to accumulate until the babysitter is paid. As well, the charge will be added to their account with Financial Services and marks will not be released until all fees are paid.

Each episode will be reported to the Housing Office and recorded. Payment of charges will be made to the Housing Office (Evaristus 219B), matched up with the appropriate incident and paid to the appropriate babysitter/ Housing Staff member.

Please note that ANY student in residence who over imbibes will fall under these guidelines.

Bicycles

Stored in bicycle racks only!

Candles and Open Flame

Candles and any open flames, such as incense burners, tart burners, sparklers, etc, are NOT permitted in residence.

Cars

The University has a limited amount of space for residents' vehicles. Residence permits are required for these spaces. If you only have a car occasionally, remember all cars must have an MSVU Parking Permit (either permanent or temporary). Please inquire at Assisi Desk about parking permits.

Christmas Vacation

Residence rooms are rented for a specified number of days each term as outlined in the calendar (September 4-December 18, 2010 and January 4-April 17, 2011). It is not our expectation that students move their belongings out at Christmas time.

During Christmas break only one residence (Birch 5)remains open. Any student requesting to stay in residence over Christmas must do so well in advance to the Housing Office as arrangements must be made with the students in Birch 5. Students staying are required to move into Birch 5 during the break period. The University does not provide service for moving of belongings. Students remaining on campus over the Christmas break will be charged an additional fee subject to the daily rate.

Common Areas

Common areas (lounges, kitchens, hallways, bathrooms, etc.) are shared. In order to keep residences safe and enjoyable for everyone, they need to be respected. Tidying the area after you've used it, being conscious of others using the area, and respecting those who live around your area are all very important. Remember: there are rooms surrounding these areas and students in these rooms may be sleeping, studying, etc. Be respectful of their needs and try to avoid being disruptive.

Birches: The breaker boxes in the hallways are there for Facilities Management's use only. Turning off the power in another student's room is hazardous and a finable offence. If an RA or Don sees or hears of you tampering with a breaker box they will

issue a warning and (if the problem continues) issue you a fine. If the fuse for your room is blown, inform your RA or the RA on duty to fix the problem.

Computer Hook-up

Internet Services:

You will have wireless access to the Internet and the campus network from anywhere in residence. You will need your own computer and an Ethernet cord to connect to the Internet from a PC. Laptops must have a wireless card. New wireless locations on campus include all residences, all areas of EMF, Seton Café, the RBC link, Rosaria MPR, Rosaria 1st floor outside SU, Evaristus 4th floor and the Rosaria mezzanine. At all locations you will be attaching to Resnet Wireless. Due to the nature of wireless, these areas are the focal point of the wireless coverage. Actual locations where you can obtain wireless vary around these areas depending on structures and antenna orientation. Wireless access points on campus are either B or G type (B is 10Mbps, G is 54Mbps). B or G (they both work with the other) wireless card will work anywhere there is wireless access on campus. These wired and wireless connections are referred to as the "Resnet" or "WiFi Zones."

Check out the IT&S department's website for more updates and news at www.msuv.ca/it-services. Questions or concerns about the campus computer network should be directed to the IT&S department at
(902) 457-6538 or helpdesk@msvu.ca.

Please note: This connection process may change by September. If changes are made, the new information will be passed along to students through Housing and the IT&S Helpdesk.

Free Antivirus:

For people who do not have any antivirus on their PC it is highly recommended that they install antivirus. It is a free antivirus called Avast!
Home edition that works extremely well that can be downloaded from:
http://www.avast.com/eng/down_home.html.

Free Ad-Aware:

Another big threat to student PCs is ad-ware. You may already have an anti ad-ware product on your PC. If it is not up-to-date or the engine is old, it may not catch the latest threats.

A free anti ad-ware program you can download can be found at http://www.lavasoftusa.com.

When this handbook was written, the following link would take you right to the download: http://www.download.com/3000-2144-10045910.html?part=69274&subj=dlpage&tag=button

To download, choose “download now”, “save”, decide where to save it and click “ok”. Unclick the box labelled “Close this dialog box when download completes”. When the download completes, click on “open”. This installs the Ad-Aware program.

Also see:
Rules For Governing Computer Use under the *Specific Calendar Information* section of this handbook.

Conserve Energy

Please turn off TVs, stereos, computers and lights before leaving a room.

Cots

Assisi: If a student in Assisi Hall requires a cot for their guest, please contact the RA on duty to reserve and return a cot.

Birches: Cots are limited, so book in advance. Each Birch has a portable cot that can be reserved by contacting your RA.

Custodial Services

No linens (including sheets, pillows and blankets) are provided. Cleaning supplies are available in each residence and it is your responsibility to keep your room clean. If your room is not left in a clean condition (the condition in which you received it) at year-end, it will result in a minimum charge of $100 to your account.

Items the University will supply to Assisi Hall and the Birches:
- Broom/dustpan
- Pail
- Wet mop
- Vacuum
- General purpose cleaner
- Garbage bags
- Dry mop

Locations for the cleaning supplies in each residence are as follows:
- Birches: Closet in hallway near kitchens
- Assisi: Kitchen/lounge areas on floors 3, 5, 7, 9 and 11

It will be the students’ responsibility to place the cleaning materials back in the storage area when finished with them so they can be available to other students.

Students should dump any garbage from their rooms in the waste cans provided in the kitchen or hallways so it can be removed by the custodial staff. Garbage left outside the students' doors will not be picked up. It is important to remember that custodial staffs are not students' personal maids. They are employees of the University hired to keep our residences a healthy place to live. They should be treated with courtesy and respect at all times. Students are responsible for keeping kitchens and common areas clean, including sinks, countertops, microwaves and fridges. Any dirty dishes left in the sinks for over a 24-hour period may be thrown out by the RA in your building. Custodial staff has also advised that the cleaner being used is a disinfectant cleaner and only a small amount is required.

Personal belongings are not to be left in corridors or stairwells, as this is a violation of fire codes.

Decorations

Students are to use common sense when decorating rooms and/or hallways for special occasions and holidays. Please ensure that there is NOTHING attached to, or covering, sprinklers. Heaters are not to be covered or have items placed on/near them.

Mini lights are the only decorative lighting permitted. There are absolutely NO real Christmas trees of any kind permitted in any residence buildings.

Damages

Residence students are responsible for the conditions of their rooms and common areas. They are responsible to pay for any damage caused to their room or common areas by themselves or their guests. ***If no one comes forward to claim responsibility for damage in common areas, charges will be assessed to all residents of the house/floor.*** Damages will be assessed before final marks are issued. Marks will not be released to students who have damage charges outstanding.

Doorbells and Intercoms – Birches

Signs are posted outside the building asking guests to ring the doorbell the number of times that corresponds to the floor of the person they are coming to visit. Please make sure your guests are aware of this. Please be available to answer the door if you are expecting a guest.
Intercoms connect the floors of the Birch. If you are being paged, please answer.

Drugs

“The use, possession, or trafficking of illegal drugs is a criminal offence and as such will not be tolerated on residence premises, either indoors or out.” Any resident found to be in violation of this policy will be in violation of the Residence Agreement and required to leave residence within 72 hours or at the discretion of the Housing Office. Following normal withdrawal procedures residence fees will not be refunded unless an off-campus replacement is found.

If you would like to discuss a substance abuse problem we encourage you to speak with a Residence Staff member or consult with Health Services (457-6353) or Counselling Services (457-6567) for guidance and advice.

Electrical Appliances

Electrical appliances are only permitted in kitchen areas. These include, but are not limited to: hot pots, crock pots, electric frying pans, coffee makers, toasters, toaster ovens, microwaves and kettles. Please note that, because of safety reasons, halogen lamps are not permitted in residence.

NO ONE MAY MAKE AN EXCEPTION TO THESE RULES.

Fire Safety

1. If you see or smell smoke, investigate immediately. If you discover a fire, operate the nearest fire alarm pull station and warn other people in the nearby area.

2. If you hear the fire alarm sounding, proceed to the outside of the building using the nearest safe exit.

3. Those capable of using a portable fire extinguisher may do so if the fire is small and not located between you and the exit. If this is not possible, leave the building. At this time, if the fire alarm is not ringing, activate the nearest pull station on your way out of the building.

4. Keep clear from exterior doorways after exiting, to allow progress of those following you and to maintain a clear area for fire department operations.

5. Remain in the kitchen at all times when using cooking and/or heating appliances.

6. Make sure to empty the lint traps of the dryer after every use. A full lint trap is a fire hazard.

PLEASE SEE THE FIRE EVACUATION PROCEDURES MANUAL
POSTED ON YOUR BULLETIN BOARD (BRIGHT ORANGE)

In the Birches, Security will be patrolling the first floor only (including the kitchen, electrical room and common areas) of each Birch between 7:00 p.m. and 9:00 p.m. with respect to Fire Safety Policies.

Note: Early in September (date will be announced) the Chief of Security will be holding a “hands on” demonstration for all students on how to properly extinguish a fire. All students are encouraged to attend. It will be in Assisi parking lot.

Note: At NO point in time are alarms/detectors to be disconnected, covered, etc. A $100 fine will be levied against any student found tampering with ANY fire safety equipment of any kind.

Food Services

Rosaria Dining Hall Meal Hours

Monday to Friday	Breakfast	7:30 a.m. - 10:00 a.m.
	Lunch	11:00 a.m. - 2:00 p.m.
	Dinner	4:30p.m. - 7:00 p.m.
Saturday/Sunday	Continental	10:00 a.m. - 11:00 a.m.
	Brunch	11:00 a.m. - 2:00 p.m.
	Dinner	4:00 p.m. - 6:00 p.m.

Service Hours	
Monday to Friday	7:30 a.m. - 7:00 p.m.
Saturday/Sunday	8:30 a.m. - 6:00 p.m.

Seton Café Service Hours	
Monday to Thursday	7:30a.m. - 7:00 p.m.
Friday	7:30 a.m. - 3:00 p.m.
Weekends	Closed

*These hours are subject to change (i.e., holidays, etc.).

Meal Plan:

As a means of increasing communication between ARAMARK Campus Services and residence students, ARAMARK would like to outline its priorities and policies to all participating residence meal plan students.

If, at any time, a student has concerns regarding the food service at this University, does not understand a situation, regulations, etc., please contact the Food Services Director in Rosaria 303B, or any ARAMARK staff regarding the matter. Other avenues of communication involve comment cards set up in the Rosaria Dining Hall, monthly residence food committee meetings, and discussions with your RAs or Dons. Please note, comment cards need to be signed or they will not be acted upon.

"Service Excellence Guaranteed!"

What exactly does this slogan mean? If a customer is not satisfied with a product purchased in the Rosaria Dining Hall or the Seton Café, they may return the product and order a replacement item or get a refund for the cost of the product. This policy reinforces ARAMARK's customer driven focus and encourages customers to come forth with concerns.

Dress Code:

The Rosaria Dining Hall is used by the entire University community; therefore, the following dress code is in effect during regular Dining Hall hours:

1) All students are to be appropriately covered at all times. Nothing that is clearly nightwear (i.e., baby doll pyjamas, nighties, T-shirt nighties, flannelette pyjamas, bathrobes, etc.) is to be worn in the Dining Hall.

2) For sanitary reasons, footwear of some sort (with a sole) is to be worn at all times. No slipper socks of any kind are permitted.

Rules and Regulations:

1) Unless a residence student officially leaves residence during the school year, the monies paid for the meal plan are not refundable at the end of the school year (April). This is with the exception of the $300 refundable portion if you choose to purchase the premium plan.

2) If a residence student decides to leave residence during the school year, monies refunded for the meal plan will be determined by the date of the departure. Currently students will be billed until either the 15th of every month or the end of the month. PLEASE NOTE: There have been concerns expressed in the past with students leaving the task of dropping out of residence and the meal plan until the very last minute and thereby going into the next month of the meal plan. To ensure that this does not happen, please plan carefully. *This policy is currently under review.

3) If, at the end of the school year, students have meal plan points left on their meal cards, they may purchase non-perishable bulk items from ARAMARK. PLEASE NOTE: Do not leave this task until the very end. ARAMARK needs at least a one-week order period to obtain the product from suppliers. Please do not assume that the product is on hand. You will be disappointed and leave campus empty-handed.

4) Any time throughout the year students are able to put more money on their meal cards if they happen to run out. Simply stop by the ARAMARK office in Rosaria 303B and they can credit the money to your account.

5) There will be no selling of compulsory meal plan points between any students (resident or off-campus).

6) Please remember to bring your meal plan cards for food/beverage purchases. You may be turned away from purchasing items without it. The process of writing down a student's purchases by the cashiers slows down the food line and causes other students to wait.

7) Meal cards will not be processed without a proper picture ID and are NOT transferable.

8) Please do not remove cafeteria trays, china, glassware or cutlery from the Rosaria Dining Hall without permission from the Food Services Director or Manager. Take-out containers are available for this purpose. As more items are removed and have to be replaced, extra pressure is put on the efforts to keep pricing constant.

9) For sanitation purposes, there is to be no eating or drinking in the Rosaria Dining Hall while students are obtaining their purchases. You will be asked to stop if viewed.

10) Foul language or aggressive behaviour will not be tolerated toward any staff member. If a concern arises, please contact the Food Services Director.

11) If an item purchased from the Rosaria Dining Hall needs to be heated or re-heated, please advise any ARAMARK employee and they will accommodate your request.

Sick Tray Policy:

If a residence student is too sick to go to the cafeteria, an RA is able to bring them a sick tray. In order for this to be done, the student needs to complete the Sick Tray form and provide the RA with his/her student ID number.

Meal Plan for Non-Meal Plan Students:

Non-meal plan residence students can purchase a meal card from ARAMARK Services. Simply indicate to the Housing Office your wish to be on the meal plan. We will insure that your account is charged at Financial Services, and your name will be added to the list of students to be issued meal cards.

Fridges/Freezers/Microwaves

Fridges and microwaves are available to all students in the kitchen/lounge areas in Assisi. Fridges/freezers and microwaves are available to all students in the kitchen areas in the Birches.

Fridge use and storage of food items will be at the students' own risk. The Housing Office will not be responsible for loss or theft of food. Students are responsible for cleaning all appliances in their residences. Cleaning charges will result for students of a particular house/floor should the appliances not be left in a clean condition.

Due to electrical demands, fridges are not permitted in students' rooms in Assisi. An exception will be made for students who require one for a medical condition. The Housing Office requires a letter from a doctor to that effect.

Microwaves and kitchen areas should be cleaned after each use so they are ready for the next user.

Dishes are to be washed and put away after use. At the discretion of the RA, dishes may be thrown out if they're not cleaned. Appliances that are not maintained will be removed for the remainder of the term.

Frosh Week Visitors

Overnight visitors (same sex or otherwise) are NOT permitted during Frosh week. Overnight visitation will begin on Friday, September 10, 2010.

Incident Reports and Fines

If procedures are not followed appropriately or a policy has been violated a member of the Housing Staff will either issue a warning to discontinue the offending behaviour or (depending on the seriousness and/or the situation surrounding the violation or past misconduct) will issue an Incident Report and a fine as it is outlined in their job description.

Incident Reports and fines are issued as a result of violation of quiet rules, alcohol and drug infractions, failure to sign in overnight guests, etc. but are not limited to these. Behaviour will also determine whether fines are given (for example, inappropriate behaviour or use of language towards the to Dons or RAs in the

performance of their duties). Residence students are responsible for the actions and behaviours of their guests. Please Note: Incident Reports and fines are issued at the discretion of the RA or DON.

The process of fines is as follows:

1) A Housing Staff member (RA or Don) will identify the rule(s) and/or regulation(s) that you are have violated.
2) The Housing Staff member will write out the fine. If more than one rule or regulation is being broken, you will be fined for each. You will be given a copy of the ticket and the RA or Don will keep the other copies.
3) YOU DO NOT PAY THE RA OR DON. They will file an incident report that will be sent to the Housing Office. The Housing Office will then review the situation and mail you the fine accordingly.
4) Fines are to be paid within two weeks. Pay fines in cash at the Housing Office, Evaristus 219B.

Note: Your behaviour, when receiving the fine, will also impact the amount of the fine. Disrespect toward the Housing Staff member will result in a larger fine, while accepting the fine respectfully can lead to a smaller fine. Remember: the RA or Don is just doing their job; it is *your* behaviour that results in a fine.

The amount of the fines will escalate in accordance with the number of infractions (not necessarily for the same offence) and it will typically follow this structure:

1) The first Incident Report will result in a $25 fine.
2) The second Incident Report will result in a $50 fine.
3) The third Incident Report will result in a $100 fine, as well as a meeting with the Housing Coordinator to discuss the repeated breaches of residence policies.

Please note: Alcohol policy infractions will follow a different scale. Please see page 19 for more detail.

All fine monies collected are returned to the Residence Society and the Housing Office for use in residence. Fines not paid to the Housing Office will eventually be put on the students' accounts. This will make their marks and transcripts unavailable to them. Once this happens, the funds are no longer available to Residence Society for use in residence. Only cash will be accepted at the Housing Office, Evaristus 219B.

Alcohol Policy Infractions

The amount of the fines will escalate in accordance with the number of infractions (not necessarily for the same offence) and it will usually go as follows:

1) The first Alcohol Policy Infraction will result in a $50 fine, payable within two weeks.
2) The second Alcohol Policy Infraction will result in a $100 fine, payable within two weeks.
3) The third Alcohol Policy Infraction will result in a meeting with the Housing Manager to discuss the repeated breaches of residence policies.

Insurance

The Housing Office recommends that students insure all personal effects. MSVU is not responsible for the personal belongings of the residents (e.g., theft, damage or loss of any items left in students' rooms or stored at the University).

You should contact your family insurance agent to determine if you are covered under your parents' home insurance and if so, for what amount. You should also determine if additional insurance is required for more expensive items, such as a camera, PC, stereo, computer or jewellery.

Questions to ask your insurance agent:

1. Am I covered under my parents' policy while I am away at school?
2. For what amount?
3. Are there any restrictions?
4. Should I have additional coverage for any valuable items?

Keys

Contact your RA if keys are lost. There is a $10 replacement fee per missing item (including room key, mailbox key, front door key and key tag) for lost keys. Do not contact Housekeeping or Security. Fees will be charged to student accounts for residence keys not returned at year end.

RAs are not permitted to open rooms for anyone other than the occupant without the students' consent, unless deemed an emergency by a Housing staff member. Duplicating keys is absolutely not allowed.

Laundry

Each Birch has a coin-operated (quarters) washer/dryer (75 cents for wash, 50 cents for dry). Assisi Hall has a coin operated laundry room on the 2nd floor. Each residence is also equipped with an iron and ironing board.

Please report appliances which are not working properly to the RA.

Common Courtesy: Since the laundry facilities are shared, please respect your house/floor mates with a 15 minute grace period before you remove someone's belongings from a machine.

Leadership Opportunities

Residence provides leadership positions, such as: RA, Don, Residence Society, Programming, Volunteer Fire Warden, etc. Get involved; improve your "quality of life." Make residence a place to remember.

Don:

Responsible for direct supervision of the opening and closing of halls during all vacations; attends hall activities; remains until residences are closed each term. Is well organized in coordinating staff duties, meetings, room clearance, etc.; encourages student/staff initiated activities and educational programming; attends (and encourages RA attendance at) in-service training sessions and meetings; communicates the training needs of staff to the Housing Manager. Administers all housing policies including those outlined in the contract and student handbook; interprets and enforces university policies fairly and consistently; is informed about university structure and services available to students; keeps Housing Manager informed of what is happening in the hall; follows through on referrals to other campus services to see if the student has received the assistance she was seeking; is responsible for programming in the hall, as well as assisting the Housing Manager with programming.

The Don is in tune to student morale, needs and interests; and responsible for student concerns and complaints. Does weekend duty coverage and attends RA house meetings and housing meetings frequently.

Resident Assistant:

Communicating information and presenting Student Affairs in an objective form; interpreting and enforcing Residence and University policy; referring to other services and offices when appropriate; providing educational and social programs in the hall at least once per month; being in tune to the health and safety conditions in the hall; preparing reports on residence policy infractions, etc.; maintaining regular, open

communication with Don and/or Housing Coordinator of problems and potential problems in the residence halls.

Residence Society:
To promote the unity and welfare of the residence members. The Society will represent the students of the residences and plan activities for them. The Society consists of a President, Vice-President, Secretary and Treasurer as well as regular members. If you are interested in getting involved, inquire with your RA or Don.

Volunteer Fire Warden:
To ensure the safe evacuation of residents from their floor or townhouse to a location away from the building. You are required to thoroughly read the orange handbook for specific procedures and responsibilities, which will be posted on each floor or townhouse.

These are a few of the many ways that you as a student can get involved in residence. However, there are many other ways to get involved through Students' Union as well as Student Affairs. To learn more go to ***www.mountstudents.ca or www.msvu.ca/student_affairs.***

Mail

Assisi: Individual mailboxes on Assisi second floor.
Birches: Individual mailboxes in Evaristus Hall outside room 219.

Mail will be delivered to your mailboxes no later than 4:00 p.m. Monday to Friday (earlier if possible). You will be assigned a mailbox key when you pick up your room keys.

While living in residence your mailing address will be as follows:

Assisi: Name
Assisi floor & room number
Mailbox #
Mount Saint Vincent University
166 Bedford Highway
B3M 2J6

Birches: Name
Birch number and room number
Mailbox #
Mount Saint Vincent University
166 Bedford Highway
B3M 2J6

Mailboxes are assigned by room. Please do not switch mailboxes.

Receiving Parcels from Outside Canada:
New Canadian Postal regulations now require that a $5 fee plus HST and duty be paid to the Post Office on parcels from outside Canada before a parcel is released. If parcels are clearly marked "gift" there will be no additional charge and they will be delivered on campus. Due to the large volume of mail the University receives it is not

possible to handle the additional collection of the $5 fee. Therefore if parcels arrive from abroad with a fee owing, you will receive a card informing you that your parcel is at the Almon Street Post Office. It will then be your responsibility to collect your parcel personally.

Please ensure that your return address indicates your full name and address to ensure prompt delivery of your mail.

In April when residences close, ALL mail will be returned to sender unless you have made arrangements to change your address with Canada Post. Change of address cards will be available from the University Mail Room. The Mount is not permitted to hold any student's mail during the summer.

Maintenance

Please refer your maintenance requests to your RA and work orders will be issued for repairs. They will be completed as soon as possible. If a complaint has not been addressed in a reasonable length of time, please speak to your RA.

Pictures are to be secured to the wall with pins, thumbtacks, sticky tack, 3M poster tape or other adhesives that will not damage painted services. Duct tape, scotch tape, masking tape, etc., are not to be used. Damage to the walls will be charged to the residence student.

Move-in/Check-out Procedures

Residence will officially open on Sunday, September 5, 2010 at noon.
However, to alleviate long line-ups, we are allowing students to move in early on the following days:

- WESTWOOD APARTMENTS - Saturday, September 4, 2010 at noon. Check-in will take place in Westwood Lobby.

- ALL TRADITIONAL ROOMS (i.e. Assisi, Birches and Westwood 3rd) - Sunday, September 5, 2010 at noon. Check-in will take place on Rosaria Terrace.

Note: Limited food service will be available starting Sunday, September 5, 2010. The Cafeteria will officially open with full service Monday, September 6, 2010.

When you arrive, the Housing Coordinator, along with some of the Housing staff, will be available in the above locations to check you in. Once you have been issued your keys, you can head to your residence room and start to unpack. Your RA will be there

to greet you and fill out your Room Condition Sheet. If you are arriving after the check-in station has closed, you may pick up your keys at the Assisi front desk. If you are planning on a late arrival (i.e., several days), you should inform the Housing Office prior to the above move-in dates.

Residence will officially close on April 17, 2011 at noon. Before you leave residence you must review your Room Condition Sheet with your RA, and all keys must be returned to your RA.

Check-out Procedures:

When you move out of residence you must follow the check-out procedures listed below.

1) All your personal belongings and garbage must be removed from your room and you must thoroughly clean your room.

2) Your keys must be returned to your RA.

3) You should make arrangements with your RA to inspect your room and complete your room condition sheet.

4) If you installed a phone in your room, remember to cancel the service.

5) All floor surfaces must be swept.

6) The bathroom and sink area (Assisi) must be cleaned thoroughly.

7) The refrigerator, freezer and any other appliances in the common areas must be emptied and cleaned.

8) The ovens, stovetop and burners in Birch 5 must be thoroughly cleaned.

Noise

Please be advised that NO GATHERINGS of any kind will be permitted outside or around any residences after 11:00 pm. Students gathering and causing a disturbance will be subject to an Incident Report Fine.

All students have the right to study and sleep in the comfort of their own room. An individual's right to study and sleep supersedes another's right to make noise whenever they wish. There are also HRM (Halifax Regional Municipality) noise by-laws that must be complied with. The RA or Don will deal with noise complaints.

Stereo speakers any larger than 6" or sub-woofers are not permitted in any residence area.

The HRM (Halifax Regional Municipality) define noise (and guidelines) as follows:

"...activities that unreasonably disturb the peace and tranquility of a neighbourhood throughout the whole Municipality, and AT ALL TIMES, where the sound resulting there from is audible at a point of reception. This includes yelling, shouting, hooting, whistling or singing."

Overnight Visitation

The policies listed below apply to both Assisi and the Birches unless otherwise stated. Overnight visitation will begin this year on Friday, September 10, 2010.

There is no overnight visitation during Frosh Week.

The Mount is committed to providing a safe and secure living environment for all residence students. The purpose of having an overnight visitation policy is to protect the residence students by ensuring that all overnight visitors are known to the residents. In order to facilitate a uniform policy, the following procedures have been put in place:

1)All visitors in residence must be accompanied by a residence student. Invited visitors do not have the right to wander on their own throughout the building. If an unaccompanied visitor is discovered by a member of the Housing staff or Security, they will be asked to leave the campus. While your visitor is in residence, you will be wholly responsible for their actions. Any costs related to theft or damage done by a visitor will be charged to you.

2) Each student is permitted one overnight guest at any given time.

3) Resident students having overnight guests for two or more nights must complete an overnight sheet for their guests. Overnight sheets may be retrieved from your RA or the RA on duty and must be submitted no later than 12:30 am the night the guest is due to stay. If this is not done your guest will be asked to leave.

4) Any of the following infractions could result in a loss of privileges for you and your guest:

- Excessive noise which disturbs other students;
- Not taking roommate rights into consideration;
- Not showing consideration for other students in the residence;
- Not completing an overnight sheet for guests staying two or more days;
- Not informing your RA that you will be having a guest;
- Damage to University property;
- The presence of drugs or illegal alcohol;
- Guests wandering about unaccompanied;

- Any behaviour that in the opinion of Security, the RA, the Don or the Housing Coordinator is unbecoming and not what we allow in residence (e.g. not using the designated washroom, two people in a shower, etc.)

5) Guests can stay for a maximum of three consecutive nights. Guests will not be permitted to visit continually with short breaks in-between visits or by having different resident students sign them in. Overnight privileges for guests staying over a long weekend are extended one additional night.

6) If you have a guest that wishes to visit for an extended period of time (i.e., more than three consecutive nights) you are responsible to take the complete Overnight Visitation Form to the Housing Office and have it approved. It should first be signed by your RA.

Please understand that our facilities are not set up to have more than our residence students living here on a regular basis.

Pest Control

The Housing Office strives for a pest-free living environment. While living in residence, students are required to assist the Housing Office in keeping the residence a pest free living environment by keeping their rooms/apartments neat and clean. This will assist in ensuring that pests do not have a readily available food source or areas of harbourage. Students are prohibited from bringing any type of soft-covered furniture or mattresses into the residences. This is due to the potential for bringing pests into the building in the furniture.

In the event that pests are suspected, please report sightings immediately to your RA.

Pets

The ONLY pets allowed in Mount residences are fish in fish bowls. NO FISH TANKS ARE PERMITTED.

Pranks

Pranks are usually performed with no intent to harm the person involved. Pranks that do cause harm to another person will not be excused. Students are responsible for their own behaviour, and students who engage in pranks can expect to be disciplined for their disruptive behaviour.

Prohibited Items and Behaviour

- Animals/pets are not permitted in the residences. Students who are found to be keeping them in their room will be fined and asked to remove them. Failure to comply may result in dismissal from residence. Only fish in bowls are permitted.

- The use or possession of weapons (including but not exclusive to firearms, ammunition, hunting/exotic knives, swords, archery equipment, target pistols, machetes) and flammable or hazardous substances are not permitted in the residences.

- Drapes, furniture and/or personal items are not to be placed in a room in such a manner as to interfere with the heating system.

- Electrical kitchen appliances are not to be used in residence rooms. They are permitted in the kitchen of the Birches and the lounges of Assisi. This includes hot plates with elements of any kind and gas burning devices.

- The use of open flame is not permitted in residence.

- Activities and paraphernalia which encourage rapid or quantity consumption of alcohol (i.e., drinking games) are not permitted.

- Large sources or quantities of alcohol (i.e., kegs) are not permitted.

- Possession of drug paraphernalia of any kind (objects that aid in the injection, ingestion, and/or inhalation of illicit drugs) is not permitted.

Quiet Regulations

These are the regulations for those students living on a QUIET FLOOR/BUILDING: Quiet areas are designed to provide students with a choice of living in a section where quiet, or limits on noise, are important to themselves as well as others. All students (including the RA) who have been assigned to a quiet floor, must agree to the guidelines written below, thereby indicating their commitment to this type of lifestyle. At the beginning of the year, residents on the floor/in the building meet to discuss the commitment to living in a quiet section and vote on items they would like added to the regulations.

Quiet Section Guidelines:

1) Quiet floors/buildings shall have a minimum quiet period each week, Sunday through Thursday from 7:00 p.m. to 6:00 a.m. and consideration hours from 6:00 a.m. to 7:00 p.m. See definitions below.

2) Quiet floors/buildings may amend these regulations ONLY by a two/thirds secret ballot vote of the entire floor or building, not before November 1, 2010.

Quiet Hours Defined:

Quiet hours are those periods when the noise level is restricted to provide an acceptable atmosphere for study and rest for students. It is important students recognize that noise in a small confined area (such as a residence floor or building) amplifies and becomes exaggerated, therefore greater attention is required to ensure this does not happen. In keeping with the spirit of this objective, certain limitations on student activities are essential to protect their rights and the rights of others.

Noise of whatever nature that emanates from any student's room or from common areas in the residence hall must not exceed a low muffled sound in an adjacent room.

Stereos, TVs, radios, etc. may not be played so as to be disruptive to any other occupant (i.e., beyond a low muffled sound). Students who desire high volume for their listening must use headphones.

Note: Violations will result in the issuance of Incident Reports and fines which will increase with the number of violations (please refer to penalties on page 8 for more information).

Consideration Hours Defined:

For those not living in quiet houses/floors, consideration hours are in effect 24 hours a day.

Noise is to remain at a moderate, tolerable level. All residents have the right to request that others keep the volume or noise down when they are studying for an exam, not feeling well, etc. Simply ask your neighbour to reduce their noise level. There is no need to call an RA unless a situation continues.

During consideration hours, we ask you to respect what your neighbours below, above and around you are trying to do and think about what you would define as tolerable in the same situation.

Exam Period:

During exam periods (Reading day to last exam) all (Quiet or Non-Quiet) residences will maintain 22 hours of quiet and 2 hours of consideration every day. Actual consideration hours are to be determined by the house/floor.

Residence Furniture and Technology

Furniture – What's included?

All residence rooms are furnished.

A single room contains a single bed, a desk with shelving and desk chair, waste basket, closet or wardrobe and curtains for the windows.

A double room will contain two sets of the above furnishings. Students are responsible for providing their own linens (sheets, blankets, pillows).

Residence rooms also include access to network services at their desks (computer and patch cords are not provided).

Furniture must not be moved from the lounge or common areas to your room.

Furniture from your room must not be placed out in hallways. Bedroom furniture or another piece of furniture that is fixed to the wall cannot be moved.

Cable TV:

Cable TV service is provided in all lounges of Assisi and the Birches. A TV is provided for all of the common living areas of the residences (Assisi and Birch lounges and Assisi 2nd floor lounge). Students are responsible for bringing their own TV if they wish to have a television in the bedroom, although cable access is not available in any bedrooms.

Computer Hook-up:

See page 12

Telephones:

See page 45

Room Entry Policy

As a representative of the University, a University staff member may enter a student's room under the following circumstances:

- In response to an occupant's request to complete a lock change, repair or maintenance request.
- When ordered to do so by Halifax City Police or the Halifax Fire Department.

- In a life-threatening situation where there is reasonable belief that a resident is in danger or is a threat to him/herself or others.
- To conduct a room inspection, or to follow-up on a work order.
- To ascertain whether a bed space is occupied, or to clean/prepare space for a new occupant.
- To protect University property such as in the case of flooding, fire, etc.
- To enter an unoccupied room to turn off a stereo or alarm, or close a window that has been left open while away. This may be in response to a complaint from another resident.
- When there is reason to believe a residence/University policy violation or an indictable criminal offence is in progress.
- While evacuating a floor during a fire alarm or fire emergency (or to determine the origin of smoke).
- When invited into the room at the request of the occupant.

Room Transfers

Room transfers must be approved by the Housing Office. Please speak with your RA if there are problems between you and your roommate. Do not allow the problems to continue.

Students who transfer rooms during the year are responsible for transporting their own trunks and personal effects. The University does not provide transport.

Roofs

All roofs are intended to keep the elements out. They are not intended for any other purpose such as sunbathing, smoking, etc.

DO NOT GO OUT ON THE ROOFS.

Security

All Mount Security staff are trained with First Responders, which includes first aid and CPR training. Security staff members are on duty 24 hours a day, 7 days a week to deal with any problems or emergencies that arise on campus.

To help ensure the safety of our students the Security Department offers an Escort program. This service is offered to any student who needs to travel the campus alone at night, whether it is to the Library, bus stop, residence, etc., and wishes to be escorted by a member of the security staff, in a security vehicle. To further ensure our students safety, emergency phones have been placed at various locations throughout campus and offer a direct line to the Security Desk. These phones can be identified by square yellow boxes, with the telephone located inside. It is important to remember that these phones are to be used in emergency situations ONLY, and any sort of misuse is considered a serious offence.

Sexual Harassment Policy

Mount Saint Vincent University wishes to maintain a safe and equitable environment for all of those who work and live on campus. Sexual harassment will not be tolerated by the University. For the complete policy, visit *http://www.msvu.ca/FairTreatment/index.asp*.

Showers

Only one person per shower at any time. It takes two to tango, but only one to shower.

Smoking Policy

There is no smoking in ANY residence or common areas. Smokers MUST go outside more than 30 feet from the building.

In the Assisi area smoking is only allowed in the courtyard between Rosaria and Assisi. In the Birches area, there are 3 designated smoking benches around the pond. In Westwood there is one designated smoking bench across from the 3rd floor main entrance.

These are the only areas outside of the residence where smoking is permitted.

Spring Break

Students are permitted to remain in residence during the Spring Break. The Rosaria Dining Hall, however, will only be open for limited service and students will be made aware of the hours and service available.

Telephones

In Assisi, each floor has at least one payphone. In the Birches, there is one payphone on the main floor. Numbers are listed in the RA section. Each residence room has been equipped with a telephone jack. If you wish to have a private telephone, you must make arrangements directly with Aliant.

You are responsible to them for all charges incurred. Absolutely NO shared phones will be allowed in any residence areas (i.e., lines running from room to room). Students are responsible for bringing their own phone.

Trunks

Residence students who are returning to residence are eligible to store their trunks for the summer. Please note that storage space is limited. No student may leave more than two trunks.

Ensure your name and residence is clearly marked on your trunk. Trunks can be stored in the Assisi trunk room. Students in Assisi can bring their trunk to the trunk room in Assisi Hall. No cardboard boxes are allowed in the trunk room. Once trunks are stored, access to the trunk room in Assisi has to be arranged through the Housing Office (24 hours notice is required).

DO NOT ASK SECURITY OR ANY OTHER DEPARTMENT TO OPEN THE ROOM.

Trunks will be transported to the Birches from the Assisi trunk room on a specified day in September. Notice will be given of details. When emptied, Birch trunks can be left for pickup in the coat room across from the lounge in each Birch. Assisi students can transport the trunks to the trunk room located in Assisi Front Hall on their own.

Trunks not picked up when students return to school in September will continue to be stored, at a cost of $40 per month per trunk for the first term. Trunks not picked up by the end of the term will be thrown out.

Video/Digital Recording and Photography

No person is permitted to photograph, videotape or digitally record the Residence Staff or the common areas of residence without permission from the Housing Office, RA or Don. Students are permitted to photograph/record within their assigned rooms with the permission of all subjects.

Visitors

MSVU residence buildings are for MSVU residents. As such, they are for the sole use of residents. Persons not officially living in residence may not reside here.

Please understand that our facilities are not set up to have more than our residence students living here on a regular basis.

During certain periods throughout the year, (i.e. Charity Ball, Mardi Gras, Super pubs etc) visitors may be required to sign in to a particular residence.

Uninvited visitors are considered to be trespassing. All residents have the right and the responsibility to ask uninvited visitors to leave the premises (with assistance of an RA, DON and/or Security personnel, if necessary). Residents are held responsible (and accountable) for the behaviour of their guests, and for making their guests aware of all residence policies. A resident may have his or her privileges revoked if his or her guest(s) breaches residence policies.

Each resident student may have up to a maximum of five non-overnight visitors (male or female) at one time. All visitors with cars must have parking permits (refer to PARKING).

All residence regulations (i.e. alcohol policy) that apply to you, the resident, will also apply to your guests.

All residence students can move freely among residences, as long as they carry photo ID.

All visitors in residence must be accompanied by a residence student. Invited visitors do not have the right to wander on their own throughout the building. If an unaccompanied visitor is discovered by a member of the Housing staff or Security, they will be asked to leave the campus. While your visitor is in residence, you will be wholly responsible for their actions. Any costs related to theft or damage done by a visitor will be charged to you.

Residence students are responsible for the conditions of their rooms and common areas. They are responsible to pay for any damage caused to their room or common areas by themselves or their guests. If no one comes forward to claim responsibility for damage in common areas, charges will be assessed to all residents of the house/floor. Damages will be assessed before final marks are issued. Marks will not be released to students who have damage charges outstanding.

Weapons Policy

The use, possession or storage of weapons and flammable or hazardous substances are not permitted in residence. Weapons refers (but is not limited) to: firearms, hunting or exotic knives and swords, archery equipment, target pistols, machetes, etc. Flammable or hazardous substances refers (but are not limited) to: shells, ammunition, firecrackers
and/or other forms of explosives.

Windows

Screens in residence windows are not to be removed. Please note: each residence has a door – students are not permitted to access the building via windows.

Withdrawal from Residence

The following withdrawal policy applies to all residence students:
a) A student withdrawing from residence must notify the Housing Office in writing and have an exit interview with the housing office prior to leaving residence to complete withdrawal forms.

b) A student withdrawing from residence any time after he/she moves in will be required to pay for that room for the entire eight months of the academic year, unless an off-campus replacement can be found.

c) A student who has not registered for classes or who has dropped below full-time classes (below 60%) MUST withdraw from residence.

You have not withdrawn officially from residence until all steps have been completed.

A student may be asked to leave a University residence when, in the opinion of the Dean, the student is failing in his/her academic program and is missing an inordinate number of classes. Disregard or continued disregard by a student for residence

policies or regulations or behaviour resulting in regular disruption of the residence environment may result in suspension or termination of residence privileges. Students dismissed from residence have 72 hours to appeal their sanction. If they do not appeal within this timeframe, they waive their right to appeal. Fees will not be refunded unless an off-campus replacement is found.

The Housing Office reserves the right to make necessary changes in accordance with student needs or those of the University.

Year End/Staying On

Year End:

The condition of the room will be checked by the RA and the student at the end of the year before the student leaves residence. This will be checked against the Room Condition Sheet completed at the beginning of the year and any damage or excess cleaning will be charged to the student.

Property left in rooms longer than 48 hours after the room has been vacated is considered to be abandoned and will be removed at the cost of the student.

Staying On:

If you wish to remain in residence after it closes (and/or for summer school), you must make arrangements, in advance, with the Housing Office. You will not be permitted to remain in your own room but will be moved to the area chosen for summer school students. There will be an additional cost subject to the daily rate.

Graduating students who were in residence during the 2010-2011 academic year are permitted to remain in residence up to and including the night before Convocation free of charge. They must, however, relocate to Birch 5 for the duration.

Specific Calendar Information Relating to Residence Students

The following pages contain specific Residence and Meal plan information extracted from the 2010-2011 academic calendar. You are responsible for reading these pages.

Room and Board Fees (2010-2011 academic calendar):

Single Room

• Birches 1-4	$7,190
• International/Mature Birch	$4,800 plus $650 declining balance meal plan
• Assisi	$7,190
• Westwood (dorm style)	$8,150

Double Room

• Assisi	$6,530 –includes $2,500 declining balance meal plan

Apartment-Style

• Westwood-per occupant	$5,530 plus $650 declining balance meal plan

Lost Meal Cards Replaced	$5
• Residence Deposit	$300

Room Deposits:
New students may not apply to residence until they have been accepted to the University. A residence application will accompany the acceptance package from the Admissions Office. A $150 deposit must be included with each completed residence application submission. If a student is not assigned a room, $100 of this deposit will be refunded. Once a room has been assigned to the student, an additional $150 must be paid within two weeks of being assigned a room.

Returning students must pay a $300 deposit when selecting a room in the room draw. Returning students cannot participate in the room draw unless they have paid all fees owing to the University. All students withdrawing from their residence room who notify the University, in writing, by May 31, will receive a refund of $100. No deposit refunds will be granted after May 31.

For all residence students except for those living in Westwood, the deposit will be applied to the students account in September against the

fees owing for the room. For Westwood residents, the deposit will be held as a caution deposit until the end of the academic year to cover any assessed damages (see Residence Penalties of the 2010-2011 academic calendar). The remaining balance after assessment of any damages will be refunded to the student (2010-2011 academic calendar).

Students with unpaid accounts from a previous semester or year will not be permitted to enter residence until the account has been paid for in full. Cheques should be made payable in Canadian funds to Mount Saint Vincent University. A schedule of revised residence fees for 2010-2011 will be sent to you as part of your Residence Package. Those students beginning their studies in September can expect to receive their packages in June. Students arriving in January should expect their packages in December.

Withdrawal and Refund Schedule:
A Student who has completed registration and subsequently wishes to withdraw from a course must notify the Registrar's Office (delivered in person, by mail, by e-mail or by a fax or through "Drop a Section" in WebAdvisor). Refunds will be calculated based on the date on which the withdrawal is received or processed through WebAdvisor. Note: Nonattendance at classes does not constitute withdrawal.

Residence Withdrawal:
Students withdrawing from residence at any time after they move in will be required to pay for the entire eight months of the academic year, unless an off-campus replacement can be found. Please refer to the policy section on page 65 of the 2010-2011 academic calendar for details. All students withdrawing from residence are responsible to meet with the Housing Office before their withdrawal is official.

Cafeteria Refunds:
Students withdrawing from the University may receive a refund of the balance of meal charges on a proportional basis, at the discretion of the University. The refund will be determined after consideration of the amount of the debit card balance already used, the average anticipated usage by students and the total number of students on the meal plan. All students withdrawing from the University and/or residence are responsible for contacting Financial Services to ensure final settlement of their student accounts.

Residence Parking:
The University has a limited amount of space for resident's vehicles. Permits are required for these spaces.

Room and Board Policies:
Returning students will only be permitted to participate in room draws if

they have no overdue debts owing to the University. Students must pay a $300 deposit at the time of room draw. For residence regulations, please refer to the 2010-2011 academic calendar.

Residence Penalties - Residence students are responsible for the condition of their rooms. They are responsible to pay for any damage caused to their rooms or common areas. Students are also responsible for returning their keys intact at the end of the year. If keys are not returned, $10 per key/tag will be charged to them. Damages will be assessed before final marks are issued. Marks will not be released to students who have damage charges outstanding. If no one comes forward to claim responsibility for damage in common areas, charges will be assessed to all residents of the area.

Residence Waiting List - Students who are not assigned a room, but who wish to be put on a waiting list, must pay a $25 non-refundable application processing fee.

Room Withdrawal - A student withdrawing from residence must have an exit interview with the Housing Manager and complete a withdrawal questionnaire prior to leaving residence. A student will be responsible for the full cost of the room unless the University has no vacancies in residence and an off-campus replacement can be found.

Other Room and Board Information:

Residence Opening:	Noon Sunday, September 5, 2010
	Noon Tuesday, January 4, 2011
Residence Closing:	Noon Saturday, December 18, 2010
	Noon Saturday, April 17, 2011

The Rosaria Dining Hall will open for full service on Monday, September 6, 2010 and close on Saturday, December 18, 2010 at 10:00a.m. The Dining Hall will re-open on Tuesday, January 4, 2011 for continental breakfast and close for the academic year at 10:00 a.m. on Monday, April 17, 2011. The Dining Hall will remain open with limited service during the study break.

The Seton Café will open on Tuesday, September 7, 2010 and close on Thursday, December 17, 2010. The Seton Café will re-open on Wednesday, January 5, 2011. The Seton Café will be open for limited service during study break week.

Housing: (pages 189-190 of the 2010-2011 academic calendar)
The University provides on-campus housing for female and male students.

As well as providing accommodations, the Housing Office works with students to foster an environment favourable to intellectual, social and

personal growth. Residential living is an integral part of each resident's development, and it can be an enhancement and extension of his/her classroom education. Each year, selected residence space is designated for those students who require "quiet" atmosphere.

Briefly the various residence options available are:
Assisi Hall, a 12-storey high-rise building, accommodates 142 students in single and double rooms. Assisi contains lounges, kitchenettes and coin-operated laundry facilities.

The Birches are five recently renovated townhouses grouped in a natural setting of trees around a duck pond. Each house contains 21 single bedrooms, lounges, laundry and storage facilities and kitchens. The Birches offer residents the opportunity for more independent living in a co-operative environment.

Both residences are co-ed and students in both residences areas are required to be on the meal plan.

Postings relating to off-campus accommodations are available on the Housing Office website under the Student Affairs Department.

Residence Regulations

All students who choose to live in residence are expected to abide by the following University regulations (as well as those indicated in the Residence Handbook):

1) Overnight visitors are permitted in residence following the Overnight Visitation Policy distributed to students in the Residence Handbook.

2) Alcohol use is allowed in residences following the Alcohol Policy distributed to students in the Residence Handbook. All regulations stemming from the Nova Scotia Liquor Licensing Act govern the use of alcohol in residence.

3) No recreational drugs are permitted in residences. Students using drugs will be dismissed from residence following procedures in the Residence Handbook.

4) No pets of any kind are permitted in residence (only fish in bowls are permitted).

5) Residents, with the exception of those living in Westwood, must take the meal plan.

6) No cooking is allowed in bedrooms or lounges. Refrigerators,

hotplates and microwaves are not permitted in rooms.

7) Furniture is not to be moved from residence areas.

8) The University has limited storage space for bicycles.

9) Residence students are responsible for the condition of their rooms. They are responsible for paying any damage caused either by themselves or their guests to their rooms or common areas. Students are also responsible for returning their keys intact at the end of the year. If keys are not returned, $10 per key/tag will be charged to them. Damages will be assessed before final marks are issued. Marks will not be released to students who have outstanding damage charges.

If no one comes forward to claim responsibility for damage in common areas, charges will be assessed to all residents of the area.

10) All residence rooms are rented for the period of September 5-December 18, 2010 and January 4-April 17, 2011. At all other times, the University reserves the right to use the rooms as it sees fit.

11) The Housing Office reserves the right to make necessary room changes in accordance with student and/or University needs.

12) Quiet hours are Sunday to Thursday, with a minimum of three study (quiet) hours required per evening. The actual hours are set by the residents at a house meeting and supervised by the RA. Students wishing to extend study hours can negotiate additional quiet hours within each house/floor.

13) A student's room will be held until the first day of classes and then the Housing Office reserves the right to assign the room to another student if full payment has not been received for the room. The deposit paid to hold the room will not be refunded.

14) Students are encouraged to insure their personal effects. The University is not responsible for the personal effects of students.

15) A student may be asked to leave a University residence when:

- In the opinion of the Dean, the student is failing in his/her academic program and is missing an inordinate number of classes;
- There is continued disregard by a student for residence policy or regulations or behaviour resulting in regular disruption of the residence environment (this may result in suspension or termination of residence privileges);
- A student has been caught using illegal drugs. Residence fees will not be refunded unless an off-campus replacement is found to take the vacated space.

16) Students are expected to respect the role of the RAs and Dons. These people are simply students who have additional responsibilities on behalf of the University and the resident students. Disrespect will not be tolerated.

17) A complete academic year is defined as being from the first day of regular registration to the day following the last regularly scheduled examination.
18) Students who must remain on campus over the Christmas break will be required to pay the same daily rate charged for summer school. Arrangements must be made in advance with the Housing Office.

19) Students wishing to stay in residence after the last day of the semester to attend summer school and graduating students who wish to stay in residence until Convocation must apply to the Housing Office. Students will be charged the same daily rate established for summer school residents.

20) Students withdrawing from the University are expected to withdraw from residence as well. Students withdrawing from residence will be required to pay for their room for the duration of their lease unless an off-campus replacement is found. Please refer to residence withdrawal charges in the financial section on pages 65 and 66 in the 2010-2011 Academic Calendar.

21) In order to live in residence, a person must be a registered student of Mount Saint Vincent University.

22) When residence students withdraw from apartments, the University reserves the right to place male or female students in the vacated apartment bedrooms depending on availability

Regulations Governing Computer Usage

To promote the responsible and ethical use of Mount Saint Vincent University computing resources, all MSVU computer users will be expected to adhere to the computer regulations described here. In addition to these norms, users may also be subject to additional regulations set by those responsible for a particular computing facility. Such regulations must be publicized. With due regard for the right of the privacy of users and the confidentiality of their data, authorized University staff will routinely monitor computing activity in order to safeguard the security and smooth operation of the Mount's computing resources.

Individuals must respect the rights of other authorized users. The following activities are prohibited:

1) Using the computer access privileges of others or sharing one's username and password; interfering with the security or confidentiality of other users' files or maliciously destroying any computer-stored material including that in primary storage.

2) Impending others or interfering with their legitimate use of computing facilities (this includes but is not limited to sending obscene, threatening or repeated unnecessary messages or downloading pornographic material).

3) Illegally copying programs or data that are the property of the University or other users or putting unauthorized or forbidden software, data files, or other such computer-related material on University computers.

4) Interfering with the normal operations systems or attempting to subvert the restrictions associated with such facilities.

5) Using computing resources for purposes not in accordance with educational and/or research activity.

6) Failing to follow specific rules set out by the faculty member or department in charge of the course for classes, tests or exams held in a computer lab.

7) Using the Internet and other computing resources for purposes deemed to be "recreational" to detriment of curriculum-related uses.

Violations of the rules or procedures as published may result in withdrawal of computer access for the individual concerned and in all MSVU username/user-IDs owned by that individual being disabled.

Procedures for Dealing with Student Violations:
The specific procedures to be followed when a student allegedly violates the Computer Usage Regulations will depend upon the nature and severity of the violation. Infractions may also be dealt with under the provision of the Student Judicial Code, Fair Treatment Policy, Sexual Harassment Policy or departmental or other academic policies. Violations may also lead to referral to law enforcement authorities.

Level One:
The faculty or staff member and/or his/her chairperson or supervisor will speak to the student who has been accused of violating the Computer Use Agreement. A mutual resolution will be sought, followed by a short memo to the Director of Information Technology and Services (IT&S), and a copy to the student. The memo should simply outline the name of the student, indicating that he/she was spoken to about a computer usage issue and that a satisfactory resolution has been found. This will allow repeat offences of seemingly one time or innocent violations to be monitored, in case the same issue has come up with another faculty member.

Level Two:
Level Two offences will be defined as repeat offences of Level One. The Director of IT&S will forward the information to the Dean of Student Affairs

for appropriate action based on the nature of the offences. This could include the involvement of the Student Judicial Committee, the Registrar or the Sexual Harassment Advisor. Procedures of the specific policy or code will be followed.

Level Three:
Level Three offences are those that are more serious in nature and which pose an immediate threat to the campus network. In such cases, faculty should contact the Director of IT&S immediately to identify the issue. In these cases, IT&S network staff may be the first party to identify the issue. The Director of IT&S, in consultation with the University President or her designate, will immediately terminate the student's access to the Mount's computing facilities. The process will then continue in accordance with the guidelines noted for Level Two offences.

Who to Call

Emergency Numbers

Assisi Front Desk (24 hours)	457-6788
Emergencies	457-6111
Fire	911
Police	911
Ambulance	911

University Services

Bookstore	457-6157
Financial Services Office	457-6277
Counselling Services	457-6567
Financial Aid	457-6531
Food Services Office (ARAMARK)	457-6253
Health Office	457-6354
Housing	457-6356
Library	457-6525
Registrar	457-6117
Security (general inquiries)	457-6502
Student Affairs	457-6359
Students' Union	457-6123
Students' Union Information Services	457-6123

Academic Deans

Arts and Sciences	457-6138
Professional Studies	457-6124

We hope you will enjoy your time in residence at Mount Saint Vincent University and make wonderful friendships that last a lifetime. The Housing staff is at your disposal. If you have any needs that are not being met by your RA or Don, please feel free to come to the Housing Office (Evaristus 219B). Our door is always open to you.

Let us help you have a great year!
Lynn, Frances and Cheryl