



Caring Community Code

2021-2022

Welcome to our Caring Community

Our Caring Community is a modified residence life program that replaces the traditional Residence Life model at the Mount. Caring Community is a smaller community that is located on the upper campus in Assisi Hall, The Birches and Westwood. Each area will be a strong and engaged community led by a trained staff member (RA) assigned to each block and Dons overseeing and supporting the RAs during our phased approach to rebuilding our critical mass on campus.

The Caring Community program includes a Residence Life model that fosters an interactive and supportive network of students living on campus. We will build this community through new and innovative ways of programming and training of our student leaders to be virtual supports while offering in person functionality where possible. We are excited to welcome students back to campus and are eager to help new

students begin their journey! These are unique times, but we are committed to making this a memorable experience for you while maintaining a healthy and safe living environment.

It is imperative that you familiarize yourself with this new Code that has been developed as a guideline for living in our new community. These guidelines and principles are for everyone to follow. If there are some areas you feel are not clearly explained, or any rules that seem ambiguous to you, feel free to ask your DON or RA for clarification. The RAs and DONs are here to help you with anything that you need and to make your year the best it can be!

Please be patient as we all try to navigate these ever-changing times. In light of the current circumstances, our need to be adaptable is imperative and we aspire to keep you as up to date as possible with any revisions and/or changes as quickly as possible.

It is our sincere hope that you will leave residence a different person with new friends and a whole new set of experiences. You will also realize that

you can do more and can handle more situations than you ever thought possible.

We hope you will enjoy your time in residence at Mount Saint Vincent University during these difficult and unprecedented times and make wonderful friendships that last a lifetime. The Residence Life Staff is on hand to help you transition into our new environment. If you have any needs that are not being met by your RA or DON, please feel free to reach out to us by email or visit us in Evaristus 201A.

Have a terrific year!

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Caring Community





Remember, you are responsible to know the information contained in this Community Code, as well as all information in your Caring Community Rental Agreement. If you choose not to read it, you will not be excused from the policies contained within it.

The Residence Life Office reserves the right to change the policies outlined within this code at any time.

Although every effort is made to ensure this code is thoroughly up to date at time of publishing, ever changing circumstances and evolving public health protocols and directives 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 Residence Life Office. If there is any discrepancy between the information contained in this Code and Academic Calendar, the version of the Code found on the website will prevail.

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Pandemic Specific Guidelines

The Mount is committed to providing a healthy and safe living environment for all residence students. As such, we will always follow updates and directives from the NS Department of Health and Wellness.

We have a comprehensive pandemic plan that includes provisions for self-isolation and COVID-19 quarantine parameters.

All students living in the Caring Community are expected to abide by this Code and agree to follow all guidelines and directives from the MSVU Health Services Department.

The University reserves the right to relocate students to quarantine space as necessary, at the discretion of the Health Services Manager.

Should a student feel symptomatic, the student **MUST** contact the Health Office at 902-457-6354 immediately or contact 811 for assessment.

Symptoms of COVID-19 include:

- fever (chills, sweats)
- cough or worsening of a previous cough
- sore throat
- headache
- shortness of breath
- muscle aches
- sneezing
- nasal congestion or runny nose
- hoarse voice
- diarrhea
- unusual fatigue
- loss of sense of smell or taste
- red, purple or blueish lesions on the feet, toes or fingers without clear cause

The severity of COVID-19 symptoms can range from mild to severe, and in some cases, can lead to death. Current information suggests most people don't experience severe illness or need to be hospitalized.

If you think you have been exposed to COVID-19 or have travelled.

The Government of Nova Scotia, under the authority of the Health Protection Act, requires anyone who has travelled outside of the Atlantic provinces to self-isolate for 14 days from the day they get back to the province, even if they don't have symptoms. If you have travelled, please contact the Health Office immediately.

When to call 811

If you have any one of the COVID-19 symptoms, or any other symptoms that concern you, call 811 for assessment by a nurse.

Testing

Nova Scotia Health Authority has established [COVID-19 assessment centers](#). If you need in-person assessment, 811 will refer you to a center. Don't go to a COVID-19 assessment center unless 811 referred you.

When to self-isolate

You need to self-isolate for 14 days if you:
are waiting for your COVID-19 test results
have tested positive for COVID-19
have tested negative for COVID-19, but
had close contact with someone who has
or is suspected to have COVID-19
have been told by Public Health that you
may have been exposed and need to self-
isolate
are returning from travel outside Nova
Scotia, even if you don't have symptoms

Self-isolation means:

- ✚ avoid work, school or other public areas limit contact with people you live with
- ✚ use a separate bedroom and bathroom if you can
- ✚ take and record your temperature daily and avoid

- ✚ fever reducing medications (like acetaminophen and ibuprofen)
- ✚ have groceries and other supplies delivered
- ✚ avoid anyone with chronic conditions or a compromised immune system, and older adults
- ✚ have visitors to your home
- ✚ don't use public transit or taxis
- ✚ stay home (you can go on your deck or balcony or in your yard, but you need to avoid contact with other people)
- ✚ call 811 for assessment if you have any one of the symptoms

In our residence community:

- keep shared spaces (like kitchens and bathrooms) clean and well ventilated
- use soap and water to clean dishes and utensils after each use

- ✚ clean door handles, light switches, railings, remotes and other high-touch areas daily
- ✚ clean your home and household items with store bought disinfectant or diluted bleach solution—5 mL of bleach per 250 mL of water, or 20mL per liter
- ✚ wash clothes and linens using your regular laundry soap and water (60-90° C)
- ✚ don't share personal items, like toothbrushes, clothing, towels or drinks
- ✚ use disposable gloves and protective clothing (like plastic aprons) when cleaning anything soiled with bodily fluids, if available

Source:

<https://novascotia.ca/coronavirus>





Residence Life Team

The Residence Life Team is comprised of trained student leaders in various roles.

Residence Assistants

Each residence community block is represented by a Residence Assistant (RA). Your RA is your source of information and support. RA's are extensively trained to ensure a smooth residence experience. An RA is on duty in your community from 7:00 p.m. to 7:00 a.m. weeknights and weekends. A copy of this duty schedule will be posted on your RA's door and floor/area bulletin boards.

Academic and Community Resident Assistant

The Academic and Community Resident Assistant (ACRA) is a student dedicated to supporting the academic success of students in residence. The ACRA can support students one-on-one, in group programming or through other residence-based, virtual initiatives. Some areas where

the ACRA can support students are, study skills, time management or information on other university services. The ACRA will also facilitate leadership and guide the public health messaging through the Health Services department.

Residence DONs

Each residence community at the Mount is supported by a DON who in turn supervises the areas RA's. The DONs are experienced Residence Life Staff who are available in case of emergencies or serious issues. All DONs are available to support any students who are in need.

What is Expected of you?

Living on campus is a privilege and we are excited to have you on campus as a part of our residence community. As such, you are expected to respect the needs of others, be patient and kind and respect your surroundings. The “quality of life” in residence, especially during these post-pandemic times, depends on each person contributing in some way to make this year the best ever for all who are living in your community.

Our Caring Community is not a sanctuary and students are reminded of their obligation to abide by the Code as well as all laws pertaining to municipal, provincial and federal jurisdictions. This is especially important with regards to all NS Department of Public Health Directives. Violations of these laws will result in residence and/or community code sanctions and/or criminal charges being levied.

All members of our Caring Community are expected to actively reduce the spread of COVID-19

Protect yourself and help reduce the spread of COVID-19 in our community by:

- ✚ wearing a non-medical mask or face covering when travelling throughout residence and campus buildings
- ✚ staying home (only going out for essentials like groceries, medical appointments, prescriptions and exercise on campus)
- ✚ keeping your hands clean (wash your hands with soap and water regularly or use hand sanitizer)
- ✚ coughing and sneezing into a tissue or your elbow (not your hand)
- ✚ not touching your eyes, nose or mouth
- ✚ cleaning your shared and personal living spaces (like countertops, tables and bathrooms) every day

- ✚ practicing social distancing (limiting your contact with other people and staying 2 meters or 6 feet away from them)
- ✚ If social distancing is not possible, please wear a mask.
- ✚ Disclose all travel outside of NS to your RA
- ✚ Seek medical attention immediately once 1 or more symptoms of COVID-19 are present and inform the MSVU Health Office 902-457-6354

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 and will NOT be tolerated.

Any violation to these Covid-19 policies can and will result in dismissal from residence.

You are supported by a [non-academic judicial](#) policy found on [The Mount website](#).

What you can expect from your RA

What you can expect from your RA	What you can't expect from your RA
To be friendly, to be a helper, to be a listener, To be good natured and consistent	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 be a resource – by answering your questions or helping you find the answers	To always be on the floor – remember, we will be operating in a primarily virtual environment. RAs are regular people who are students too.
To be informative about campus activities and programs	To solve your problems for you – They can offer support and guidance, but you are responsible for finding the solution
To be accepting of others' differences	<i>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.</i>
To host virtual floor meetings that inform you of floor events and rules	To be the COVID police – this is a community environment and everyone has a role to ensure that community members adhere to the code and respect one another.
<ul style="list-style-type: none"> • To help resolve conflicts among the floors • To hold monthly virtual activities for the floor • To hold you responsible for your own actions and behavior 	

Residence Life Fees

- [Residence Life Fees](#)

Withdrawal from Residence

- [Withdrawal from Residence](#)

Chartwells Food Service

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 Chartwells staff member regarding the matter. Other avenues of communication involve comment cards set up in the Rosaria Dining Hall, and discussions with your RAs or DONs. Please note, comment cards need to be signed or they will not be acted upon.

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:

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

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.

If a residence student decides to leave during the year, monies refunded for the meal plan will be determined by the date of the departure Financial Services makes all decisions regarding refunds. If a refund is approved, it will be prorated. Any time throughout the year students are able to purchase additional convenience dollars on their meal cards if they happen to run out. Simply stop by the Chartwells office in Rosaria 303B and they can credit the money to your account. There will be no selling of compulsory meal plans between any students (resident or off-campus).

It is the student's responsibility to bring your meal plan cards for access to the Rosaria Dining Hall. You will be turned away from entering without it. Meal cards will not be processed without a proper student ID and are NOT transferable. Please do not remove china, glassware or cutlery from the Rosaria Dining Hall

without permission from the Food Services Director or Manager. Foul language or aggressive behavior will not be tolerated toward any staff member. If a concern arises, please contact the Food Services Director.

Sick Tray Policy:

If a residence student is too sick to go to the cafeteria, the student should notify the RA so that they can inform the Health Office and arrange for a sick tray to be delivered to their room.

In the event that self-isolation is required, all students, including Westwood Apartment students, will have meal coverage included in the POD 7 and any flex plans will use swipes for each meal. Should an apartment student not have additional swipes available, a nominal cost may be incurred to cover any additional meals that are required.

Please note, that once you arrive on campus, there are no meal plan changes during the academic year.

Residence Life Policies

Residence Life staff are Residence Life Office representatives in the residence. They too are students. It is expected that Residence Life Staff and security will be shown the appropriate respect at all times. Any disrespectful behavior shown towards them in the performance of their duties will not be tolerated and will result in education sanctions and possible fines.

All Residence Life Staff are required to obtain identification from those anyone involved in alcohol related incidents.

Residence Life Staff will be provided with a complete list of residence students and their birth dates.

Residence Life staff are expected to model appropriate behavior at all times, particularly while consuming alcohol.

Please note that any incident involving alcohol could result in Residence Life Staff requiring it be disposed of immediately (i.e. poured out). Fines resulting from alcohol begin at \$100 and increase with each subsequent violation by the student.

No policy can anticipate all possible circumstances, or account for behavior of any individual or group who would knowingly disregard these guidelines. For this reason, the Residence Life 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 Residence Life Manager and are subject to sanctions under the Non-Academic Discipline Policy



Alcohol Policy

**** All residence areas will be alcohol and substance free the first two weeks of residence to allow for an appropriate settling in period The Alcohol Policy will come into effect on Sunday September 19th**

Consumption of alcohol in residence, 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. MSVU Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of alcohol as set out in Canada's Low- Risk Alcohol Drinking Guidelines (<https://novascotia.ca/dhw/addictions/alcohol-drinking-guidelines.asp>).

Underage Drinking

The legal age for the consumption of alcohol in Nova Scotia is 19 years. Residence are reminded that it is illegal to purchase for or sell alcohol to a minor. Alcohol procured for others will be confiscated and destroyed, and fines will result. The sale of alcohol in residence is prohibited.

Any room leased to a student under the age of 19 is considered an "alcohol free room" and alcohol is not permitted in that

area. Anyone who chooses to drink in an alcohol-free room is in violation of the MSVU Alcohol Policy and will be fined for consumption in an alcohol-free area, regardless of age.

Conduct

Disorderly conduct resulting from drunkenness and/or failure to comply with liquor regulations will result in disciplinary action.

Intoxication on its own is not a violation of the Residence Life policies.

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.

Alcohol policy violations will result in an Incident Report and a minimum \$100 fine.

If the inebriation results in more than one offence, the resident could 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 event that has drinking as its focus or intoxication as the main purpose are prohibited in residence.

Each resident is permitted to have no more than THREE residents in their room at any point in time.

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Student Responsibilities

Students are required to carry their University ID at all times and must comply with requests from the Residence Life Staff and/or other University officials to produce a valid ID. Residents who refuse to provide identification will be subject to disciplinary action.

Glass Bottles

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

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

Alcohol in lounges (common areas)

Lounges in residence are an important part of our community and are for the enjoyment of all residence students. As such, alcohol is permitted only in **designated common areas** under the following guidelines:

- Students must be of legal drinking age in Nova Scotia, 19 years of age. All

students are responsible for having an ID to confirm age if requested to do so.

- Students must have their student IDs on their person.
- Students must follow the policies for the transportation of alcohol within residences (hallways, elevators, stairwells, etc.)
- One standard sized drink/container per person is permitted in a covered and non-breakable container. Standard sized drink is defined as:

1 ounce = 29.57 mL

- Beer : 10 - 12 ounces/ 295.74 - 354.88 mL
- Wine : 5 ounces/ 147.87 mL
- Shot : 1.5 ounces/ 44.36 mL
- Mixed drink : only 1.5 ounces/ 44.36 mL of alcohol

Non-breakable containers is defined as:

- holding 16 ounces/ 475 mL or less
- plastic cups with a cover or cap
- re-sealable tumbler cup
- cans of alcohol with a can topper
- Glass bottles
- kegs (mini or large)
- large volume containers

- growlers
- funnels
- open cans without a can topper

Activities/actions that promote excessive and dangerous consumption of alcohol, including but not limited to drinking games, speed drinking, and challenges, floor/house crawls, or any event that has drinking as its focus or intoxication as the main purpose are prohibited.

Over-intoxication in the lounge is not permitted. If this occurs, please call an RA or DON to obtain MSVU Crew support.

The number of persons in the lounge may not exceed Public Health directives for gatherings.

Residence Life staff, MSVU Security and other persons in authority may terminate gatherings (formal or informal) at their discretion and will intervene if there is a concern for the health and safety of the student(s) consuming alcohol and/or the surrounding residence student experience being negatively impacted.

Floor Lounge Capacities

- ✚ Assisi Hall Main Lounge – Max 10
- ✚ Assisi Hall Floor Lounges - Max 5
- ✚ Westwood 3rd - Max 5
- ✚ The Birches – Max 5

Please note: Consumption of alcohol in **alcohol-free spaces is prohibited**. Storage of alcohol in fridges permitted, at your own risk.

Transportation of Alcohol:

- ✚ All alcoholic beverages must be transported in a non-breakable, covered container, less than 16 ounces.
- ✚ Non-breakable container is defined as:
 - ✚ holding 16 (475 mL) ounces or less
 - ✚ plastic cups with a cover or cap
 - ✚ re-sealable tumbler cup
 - ✚ cans of alcohol with a can topper

Not allowed:

- ✚ Glass bottles
- ✚ kegs (mini or large)
- ✚ large volume containers
- ✚ growlers
- ✚ funnels

- ✚ open cans without a can topper

Open alcohol is defined as:

- ✚ cans of alcohol without a can topper
- ✚ plastic cups (i.e. red solo cups)
- ✚ original container that is open and contains alcohol and
- ✚ any container that is open with alcohol

Please note the following locations have limitations:

- ✚ Hallways, stairwells, elevators: Follow the above rules for transport, consumption prohibited.
- ✚ Common area bathrooms: no alcohol, closed or open is permitted in the common area bathrooms at any time

Common area fridges: Students are permitted to store alcohol in common area fridge.

Neither Residence Life staff, nor Security will investigate theft in loss of alcohol from common areas.

Empty 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 pests.

If residents do not remove bottles within this period, the custodial staff will take them away. The Manager of Custodial Services must approve any collection of recyclables for fundraising.

It is important that residents are aware of the safety hazard posed by inappropriately stored bottles.

Retaining/placing empty bottle/cans on window ledges, stairwells or in hallways is not permitted.

Any willfully destructive or negligent behavior with regard to empty bottles will result in disciplinary action.

Students are prohibited from the display of empty, partially empty or full containers of alcohol in their residence room.

Cannabis

**** All residence areas will be alcohol and substance free the first two weeks of residence to allow for an appropriate settling in period The Alcohol Policy will come into effect on Sunday September 19th.**

Residence Life is committed to offering ongoing education and promoting awareness initiatives about cannabis to students. We are committed to developing, implementing and supporting ongoing education initiatives utilizing an awareness, prevention and harm reduction approach.

The legal age for the consumption, possession and use of cannabis is 19 years. Residence students are required to follow all legally binding restriction and laws with regards to cannabis, as well as all applicable University polices, municipal and provincial regulations.

Residence students are encouraged to familiarize themselves with the Lower-Risk Cannabis Use Guidelines (<https://www.camh.ca/-/media/files/pdfs--reports-and-books--research/canadas-lower-risk-guidelines->

[cannabis-pdf.pdf](#)) as well as the Nova Scotia Cannabis Control Act (www.novascotia.ca/cannabis).

In addition to the federal and provincial regulations, the following cannabis related activities are **prohibited** in residence:

- ✚ Possession and consumption under the age of 19;
- ✚ Sale and/or distribution of cannabis;
- ✚ Cooking with cannabis in residence;
- ✚ Possession and consumption in any common areas, lounges, bathrooms or hallways;
- ✚ Smoking (or vaping) cannabis in residence or within 10 m of any building, window or door;
- ✚ Cultivation of cannabis. Students cannot grow or possess cannabis plants in residence;
- ✚ Improper storage of cannabis and cannabis accessories (i.e. rolling

papers or wrappers, pipes, etc.). It is highly recommended that cannabis be stored in locked, opaque, storage units/ containers that contain the smell and ensure cannabis cannot be visually identified. If there are issues or complaints pertaining to odor made by roommates, floormates or members of the residence community, they will be treated as a violation of this policy;

- ✚ The consumption and/or preparation of highly potent forms of cannabis (including but not limited to budder and shatter);
- ✚ Cannabis that has not been legally obtained;

Any other activities that are contrary to Federal and/or Provincial legislation.

Medicinal Cannabis

Any accommodation for medicinal use of cannabis in residence must be granted in conjunction with the Accessibility Services Office prior to engaging in the use of cannabis for this purpose. Accessibility Services and Residence Life Offices will work collaboratively to devise a specific accommodation plan on a case-by-case basis.

Please note:

Any concerns regarding your use, consumption or the behaviors or impacts of another's use of cannabis should be discussed with your RA or DON, who can direct you to the appropriate education or harm-reduction resources.







Drug Policy

**** All residence areas will be alcohol and substance free the first two weeks of residence to allow for an appropriate settling in period The Alcohol Policy will come into effect on Sunday September 19th**

The use, possession, or trafficking of illegal drugs is a criminal offense and as such ***will not be tolerated on residence premises, either indoors or out.***

Reasonable belief of either use or possession of illegal drugs (or any unsafe practice involving prescription medications/drugs) in our residence community will result in disciplinary outcomes. For the purpose of this policy, a distinct odor of drugs or the presence of drug paraphernalia is considered sufficient proof that a violation of the policy has occurred.

Possible outcomes include, but are not limited to:

-  behavioral contract
-  fines
-  residence transfers
-  removal from residence

The minimum outcome related to drugs & illegal substance violation will be a behavioral contract and a \$250 fine. The maximum outcome will result in a removal from residence within 24- hours and may include a ban from all of the Mount's residence areas for a period of up to one year.

If illegal drugs are determined to be present in a residence room or apartment

(and no one takes ownership), all occupants of the rented premises at the time of the offense are subject to disciplinary outcomes in accordance with the outcomes listed above. As with all our residence policies, individuals are responsible for the behavior of their guest(s). If a guest is found to be in violation of this policy, their host(s) will be deemed accountable. Any unsafe practice involving prescription medications/drugs is also prohibited.

If you would like to discuss a substance abuse problem, we encourage you to speak with a Residence Life Staff member or consult with Health Services (457-6354) or Counseling Services (457-6567) for guidance and advice.

Noise & Consideration Policy

The Caring Community has a **24-hour consideration policy**.

Please be advised that no gatherings of any kind will be permitted outside or around any residences after 11:00 pm.

Students gatherings cannot exceed the current Public Health recommendations at the time. 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 procedure for dealing with noise is as follows:

1. If you have an issue with someone(s) noise level, talk to them and ask them to control their noise level
2. If in time the noise is still at a disturbing level, contact the RA on duty, who will talk to the student(s) about their noise level
3. If this does not resolve the issue, residence life staff and security staff will resolve the situation

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 neighborhood 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."

Consideration Hours Defined:

- 🚦 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 neighbor to reduce their noise level. There is no need to call an RA unless a situation continues.

Physical Violence Policy

Physical Violence is not tolerated in any of our residence areas or on MSVU campus. Physical Violence WILL result in immediate termination of your residence rental agreement.

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.

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 maintenance request. Maintenance will leave a note behind to let you know they entered and the status of your repair 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.

Students are not to enter rooms without authorization.

Should access to a room be necessary while a student is present, MASKS must be worn.



Smoking Policy

There is no smoking in **ANY** residence or common areas. Smokers **MUST** go outside and must be more than 30 feet from all windows.

Please refer to the Smoke-Free Areas found on the Security website.

The Provincial Smoke-Free Public Places Act states

that that “no person shall smoke in any enclosed place... that is or includes a school, community college or university” (among other places). Violators can be fined up to \$2000.00. As such, there will be a **minimum \$250.00 fine**, per incident, if an occupant is found to be in violation of this policy.

Visitation/Guest Policy

Due to social distancing, all residence areas will be restricted to residents & essential staff only at the start of the Fall term.

NO visitation or overnight guests will be permitted.

It is our sincere hope that as provincial restrictions are lifted we will be able to reinstate a visitation policy at some point in the Fall term.

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

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, airsoft guns, machetes, etc. Flammable or hazardous substances refers (but are not limited) to shells, ammunition, firecrackers and/or other forms of explosives. The definition of weapon from the Criminal Code in your definition is:

“Weapon” means anything used, designed to be used or intended for use

- a) In causing death or injury to any person, or
- b) For the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm.



Breaks

Fall Reading Week

Students are permitted to remain in residence during the Fall Reading Week. Students are permitted to remain in residence during the Fall Reading Week and 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.



Holiday Break - Winter

Residence rooms are rented for a specified number of days each term as outlined in the calendar (September 4th - December 19th, 2021 and January 4th - April 23rd 2022). It is not our expectation that students move their belongings out at the Holiday break.

During the Holiday break limited residence spaces will remain open. Any student requesting to stay in residence over the holidays must do so before the deadline, to the Residence Life 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 Holiday break will be charged an additional fee subject to the daily rate and may be eligible for a discount.

Students staying on campus over the Holiday break must be returning for the

winter semester. Failure to move back to your assigned room by the set date, will result in additional fees being charged to your account. If you decide that you will not be coming back to the Mount during the winter semester and drop your courses, the full cost at a non-discounted rate will be added to your account.

On the date's residence is closing (i.e. December 19th 2021 & April 23rd 2022) all students must be out of their room by 10am.

Residence will open on September 4th 2021 and January 4th 2022 at 10am.

These times are inflexible due to staffing. Please plan your travel arrangements accordingly.

Fire Safety Policy & Open Flame

Candles and any open flames, such as incense burners, tart burners, sparklers, etc., are NOT permitted in residence. There is an automatic fine of \$250.

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.

Note: At NO point in time are alarms/detectors or sprinklers to be disconnected, covered, etc. There should be nothing attached or near any sprinkler heads (within a 2ft. radius). A **\$250 fine** will be levied against any student found tampering with ANY fire safety equipment.

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. Failure to comply with Fire evacuation/fire drill could result in a fine up to \$250.



Residence Life Procedures

Cars and Bicycles

Parking passes can be purchased online and pick up the Security Desk in Assisi.

Bicycles are to be stored in bicycle racks.

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 and cleaned after every use. Tidying the area after you've used it, **wiping all surfaces with disinfectant 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.

Common Lounge Area Capacity

To ensure proper social distancing:

- ✚ The Assisi residence floor lounges (Floors 5, 7, 9,11) have a maximum capacity of 4 students.
- ✚ The Assisi 3rd floor lounge has a maximum capacity of 10 students.
- ✚ The Westwood 3rd floor main lounge has a maximum capacity of 8 students.
- ✚ The Westwood 3rd floor kitchenette lounge and mini lounge (off the main lounge) have maximum capacities of 4 students.

Students are expected to practice proper hand washing prior to entering any common spaces in residence.

Personal items are not to be left in bathrooms, stairwells or hallways (including footwear).

It is not recommended that items are left in

lounges (laptops, gaming systems, etc.) as the university takes no liability for lost or stolen items.

Please keep all food sealed or in refrigerators to avoid animals, bugs and smells.



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 Westwood:

- Disinfectant cleaner
- Broom/dustpan
- Vacuum
- Pail
- Garbage bags
- Wet mop /Dry mop
- Hand soap and paper towel

Locations for the cleaning supplies in each residence are as follows:

- *Assisi: Kitchen Areas 3, 9, 11 & all shared bathrooms*
- *Westwood: 3rd floor kitchenette and 3rd floor shared bathrooms*

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.

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 (common rooms, hallways, bathrooms, etc.), residents living in the house/on the floor will share the cost of repair and fine.**

Damages will be assessed before final marks are issued. Marks will not be released to students who have damage charges outstanding.

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.

Dismissal

The Residence Life Office reserves the right to dismiss a student for breach of The Community Code in accordance with the [non-academic discipline policy](#). Misconduct, illegal activity or any other breach of the student contract. A student who has been dismissed must vacate residence within 24 hours.

Electrical Appliances

Electrical appliances with heating elements are only permitted in kitchen areas. These include, but are not limited to hot pots, crock pots, electric frying pans, toasters, toaster ovens.

Microwaves, kettles and coffee makers will be permitted in individual rooms.

Fridges/Freezers/Microwaves

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

Fridge use and storage of food items will be at the students' own risk. The Residence Life 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.

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

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



Incident Reports & Fines

ZERO TOLERANCE – Due to the public health restrictions, any violation of the NO GUEST POLICY will result in the immediate termination of the rental agreement.

If overall code procedures are not followed appropriately or a policy has been violated a member of the Residence Life Staff will either issue a warning to discontinue the offending behavior or (depending on the seriousness and/or the situation surrounding the violation or past misconduct) will issue a fine. In either scenario an incident report will be generated outlining the violation.

Incident Reports and fines are issued as a result of violation of quiet rules, alcohol and drug infractions, etc. but are not limited to these. Behavior will also determine whether fines are given (for example, inappropriate behavior or use of language towards the DONs or RAs in the performance of their duties). 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 Residence Life Staff member (RA or DON) will identify the rule(s) and/or regulation(s) that you have violated.
2. The Residence Life 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 Residence Life Office Administrator. The Residence Life Office will then review the situation and confirm the fine accordingly.
4. **Fines will go on the students accounts and are to be paid within 10 days.** If, within a period of 10 days, the student has not paid the fine(s), an additional charge of \$10/week will begin to accumulate until the fine(s) are 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.

Note: Your behavior, when receiving the fine, will also impact the amount of the fine. Disrespect toward the Residence Life or Security 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* behavior 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 Residence Life Manager to discuss the repeated breaches of residence policies.

Please note: Alcohol, Drug and Fire policy infractions follow a different scale. Please see below for more detail.

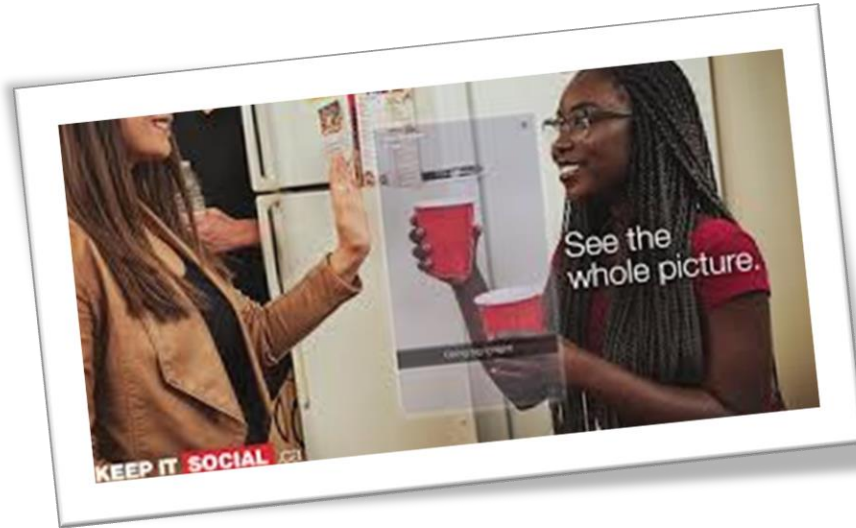
All fine monies collected are returned to the Residence Society and the Residence Life Office for use in residence. Fines not paid will eventually be put on the students' accounts. This will make their marks and transcripts unavailable to them. Once this happens, the funds are

no longer available to Residence Society for use in residence.

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 \$100 fine, payable within two weeks.
2. The second Alcohol Policy Infraction will result in a \$150 fine, payable within two weeks.
3. The third Alcohol Policy Infraction will result in a meeting with the Residence Life Manager to discuss the repeated breaches of residence policies.



Insurance

The Residence Life 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 jewelry.

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 all sets of residence keys not returned at year end at a fee of \$100.

Under no circumstances is anyone permitted to switch, lend or copy residence room keys. Duplicating keys is absolutely not allowed. RAs are **not** permitted to open rooms for anyone other than the occupant without the students' consent, unless deemed an emergency by a Residence Life staff member.

Lamps

Please note that, because of safety reasons, halogen lamps are not permitted in residence.

Laundry

All residences are equipped with loonie operated washer & dryers. The cost is \$1.00 for a wash and \$1.00 for a dry. Assisi has 5 washers and 5 dryers located on the 2nd floor.

Each floor in Westwood has a dedicated laundry room with two washers and two dryers. 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 and wipe machines after each use.

Leadership Opportunities

Residence provides leadership positions, such as: RA, DON, Residence Society, MSVU Crew, Volunteer Fire Warden, etc. Get involved; improve your “quality of life.” Make residence a place to remember.

Residence Society:

To promote the unity and welfare of the residence members. The Society will represent the students in residence and plan activities for them; including one of MSVU's premiere events, Charity Ball. 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. Volunteer Fire Wardens will complete a two-hour training session with MSVU's coordinator of security and safety. Training will include proper evacuation

procedure, and fire extinguisher training. Talk to your RA in September for training dates.

MSVU Crew:

The MSVU Crew consists of residence students who will be trained in alcohol education and intervention and may be contacted by the Residence Life Staff as needed. Signup sheets and training dates will be set up in September.

The crew member will sit with the inebriated student until any danger has passed. Residence Life and Health Services personnel will train all students who volunteer to participate as crew members. If sitting with an overly intoxicated student is deemed necessary, the crew member will be paid at a rate of **\$12/hour** for a minimum of four hours. If an inebriated student vomits and it must be cleaned by a crew member or a member of the Residence Life Staff, a clean-up charge of **\$30** per incident is levied. The inebriated student will be responsible for paying all charges.

It will be at the discretion of the Residence Life staff, Health Services or Security as to whether or not you need someone to care for you. It is non-negotiable either at the time or after the fact.

If, within a period of 10 days, the student has not paid the sitting fee(s) and/or clean-up, an additional charge of **\$5/week** will begin to accumulate until the fees are 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 Residence Life office and recorded. Payment of charges will be made to financial services. Cash, debit or credit may be used for this charge and will be matched up with the appropriate incident and paid to the appropriate crew member/Residence Life staff member. Please note that any student in residence who indulges will fall under these guidelines.

Resident Assistant:

Responsible for communicating information and presenting Student Experience 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 Residence Life Coordinator of problems and potential problems in the residence halls. Look for Residence Life applications in January.



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 virtual activities and educational programming; attends (and encourages RA attendance at) online-service training sessions and meetings; communicates the training needs of staff to the Residence Life Manager. Administers all Residence Life policies including those outlined in the rental agreement and Community Code; interprets and enforces university policies fairly and consistently; is informed about university structure and services available to students; keeps Residence Life 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 they were seeking; is responsible for virtual programming in the hall, as well as assisting the Residence Life Manager with programming.

Members of the Caring Community will have bi-monthly check-ins with their Dons to ensure a general sense of wellbeing. These check-ins may be followed by a virtual visit by the Residence Life Manager and/or the Health Services Manager

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 Residence Life meetings frequently.

Mail

Assisi: Individual mailboxes on Assisi second floor.

Birches: Individual mailboxes on Evaristus second floor across from the Residence Life Office.

Westwood: Individual mailboxes on Westwood third floor.

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:

Student's Name
Assisi/Westwood floor & room number
Mailbox #
Mount Saint Vincent University
166 Bedford Highway
B3M 2J6

Maintenance & Repairs

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.

If a maintenance worker comes to your room to complete requested work, they will enter to complete the work. The maintenance person will leave a note on your door informing you they had been there, and what work was completed.

Move-in/Check-out Procedures

Move-In Day 2021

Residence will officially open on the weekend of September 4th – 5th, 2021

For 2021, the check-in procedure will be a staggered move in over several days and made by appointment ONLY.

Emails will be sent to students.

When you arrive, the Residence Life Manager, Office Administrator, along with the DONs, will be available to check you in.

Please note traffic is heavy on move in day. Please plan to unload your car by your residence, and then move to a parking lot away from the area. Security will be on hand to help coordinate.

Residence will officially close on April 23rd, 2022 at 12:00 noon. Before you leave residence, you must follow the Check-out procedures

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.Seal your keys in the envelope provided by your RA (*all keys plus tag and fob (if applicable) must be put in the envelope*) and deposit in the secure key return box
- 3.If you installed a phone in your room, remember to cancel the service and remove the phone.

- 4.All floor surfaces must be swept.
- 5.The sink area (Assisi/Westwood 3rd) must be cleaned thoroughly.
- 6.The refrigerator, freezer and any other appliances in the common areas must be emptied and cleaned.
- 7.The ovens, stovetop and burners in Westwood apartment units must be thoroughly cleaned.
- 8.Room inspections will be completed by Facilities Management within 2 weeks of residence closure**
- 9.In cases where students fail to follow the check-out procedures, the cleaning will be done by the University custodians and the student will be billed a minimum \$100 for cleaning cost.

Pest Control

The Residence Life Office strives for a pest-free living environment. While living in residence, students are required to assist the Residence Life Office in keeping the residence a pest free living environment by keeping their rooms/apartments neat and clean. **A messy room will attract pests, as well as open food, please avoid these things.** This will assist in ensuring that pests do not have a readily available food source or areas of harborage. 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.

Pictures

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.

Portable Air Conditioners

Are **NOT** permitted in residence rooms.

Security

All Mount Security staff are trained as Medical 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. Please note this is not a taxi service. 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.

Showers

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

Please respect that these are common areas and shared by everyone. Do not leave a mess or any personal effects in the shower area. Anything left behind will be thrown out by custodial staff. Please report any issues with showers to a residence life staff member immediately.

Computer Usage

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. At all locations you will need to connect to 'Mount WiFi', using your MSVU username and password.

Check out the IT&S department's website for more updates and news at www.msvu.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.

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 adware. You may already have an anti-adware 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>.

Also see:

Rules for Governing Computer Use under the *Specific Calendar Information* section of this handbook.

Regulations Governing Computer

Use

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 use 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 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 Mount computing resources.

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

- ✚ 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.
 - ✚ Impeding others or interfering with their legitimate use of computing facilities (this includes but is not limited to sending obscene, threatening, or repeated unnecessary mail messages or accessing pornographic material);
 - ✚ 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;
 - ✚ Interfering with the normal operation of computing systems or attempting to subvert the restrictions associated with such facilities;
1. Using computing resources for purposes not in accordance with educational and/or research activity;

2. 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;
3. Using the Internet and other computing resources for purposes deemed to be recreational to the 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 usernames/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.

Conserve Energy

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

Pets

The only pets allowed in Mount residences are fish in fishbowls. No fish tanks are permitted.

Pranks

Pranks are usually performed with no intent to harm the person involved. However, pranks can have unforeseen consequence, and are not permitted in residence. Students are responsible for their own behavior, and students who engage in pranks can expect to be disciplined for their disruptive behavior.

Residence Furniture

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 or blinds for the windows.

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.

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.**

Saint Joseph's Pond

Please note that the pond does not fully freeze enough for winter use. **As such, the use/access to the pond is prohibited.**

Recording & Photography

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 Residence Life Office, RA or DON. Students are permitted to photograph/record within their assigned rooms with the permission of all subjects.

Trunks and Storage

Residence students who are returning to residence are eligible to store their lockable trunk(s) for the summer. Please note that storage space is limited. No student may leave more than two trunks. There is a \$40 charge per trunk. If you wish to store a trunk, please go to Evaristus 201A to complete and application and pay your fee at Financial Services.

A trunk day will be designated in the spring to move packed trunks. Trunks are

defined as lockable solid cases whose dimensions do not exceed 30 x 16 x 16.

Ensure your name and residence is clearly marked on your trunk. Trunks will be stored in the area the student is returning too. Students are responsible for the transportation of trunks.

DO NOT ASK SECURITY OR ANY OTHER DEPARTMENT FOR ACCESS TO THE LOCKED TRUNK AREA.s

Upon return to school, trunks will be transported to the students' rooms in September. Notice will be given of details.

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 discarded.

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. A fine will be issued to the owner of a room with a removed screen, and an additional fine

will be levied if the screen has been damaged. Any student caught throwing things from a window will also receive a fine



Who to Call

Emergency Numbers

- | | |
|--------------------------------|------------|
| ▪ Assisi Front Desk (24 hours) | ▪ 457-6788 |
| ▪ DON Cell | ▪ 452-3855 |
| ▪ Emergencies | ▪ 457-6111 |
| ▪ Fire | ▪ 911 |
| ▪ Police | ▪ 911 |
| ▪ Ambulance | ▪ 911 |

University Services

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| ▪ Academic Advising | ▪ 457-6400 |
| ▪ Bookstore | ▪ 457-6157 |
| ▪ Class Cancellation | ▪ 457-6566 |
| ▪ Counseling Services | ▪ 457-6567 |
| ▪ Facilities Mgmt. | ▪ 457-6502 |
| ▪ Financial Aid | ▪ 457-6351 |
| ▪ Financial Services Office | ▪ 457-5277 |
| ▪ Food Services Office (Chartwells) | ▪ 457-6254 |
| ▪ IT&S Helpdesk | ▪ 457-6538 |
| ▪ Health Office | ▪ 457-6354 |
| ▪ Residence Life | ▪ 457-6356 |
| ▪ Library | ▪ 457-6525 |
| ▪ Office of Student Experience | ▪ 457-6567 |
| ▪ Registrar | ▪ 457-6117 |
| ▪ Security (non-emergency / general inquiries) | ▪ 457-6412 |
| ▪ Students' Union | ▪ 457-6123 |
| ▪ Students' Union UTEXT | ▪ 809-6788 |

Academic Deans

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|------------------------|------------|
| ▪ Arts and Sciences | ▪ 457-6138 |
| ▪ Professional Studies | ▪ 457-6124 |

APPENDIX A – Residence Rental Agreement – to be updated

APPENDIX B – Student Plan for Success and Wellbeing – to be updated