



 MSVU RezLife

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2018-2019

A Note from Lynn, and Cheryl

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., library, dining hall, campus security 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 that 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, 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!

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

We hope you will enjoy your time in residence at Mount Saint Vincent University and make wonderful friendships that last a lifetime. The Residence Life 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 Residence life Office (Evaristus 201A). Our door is always open to you.

Have a terrific year!

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Please remember, you are responsible to know the information contained in this handbook, as well as all information in your Residence Lease 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 handbook at any time. Although every effort is made to ensure this book is thoroughly up-to-date at time of publishing, 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 Residence Life Office. If there is any discrepancy between the information contained in this handbook and Academic Calendar, the version of the handbook found on the website will prevail.

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Residence Life Team

The Residence Life Team is made up of 18 students in various rolls.

Residence Assistants

Every floor/area 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 area from 7:00 p.m. to 7:00 a.m. weeknights and weekends. A copy of this duty schedule is posted on your RA's door and floor/area bulletin boards.

RA NAMES	Location (Area)
Chris Garagan	Assisi 309 (A3/4)
Taylor Mosher	Assisi 614 (A5/6)
Daynisha Paynter	Assisi 814 (A7/8)
Shayne Breen	Assisi 1014 (A9/10)
Brittney Wall	Assisi 1214 (A11/12)
Brooke Dauphinee	Birch 208 (B1)
Kendra Weir	Birch 208 (B2)
Jamie Wilson	Birch 208 (B3)
Megan MacNeil	Birch 208 (B4)
Templeton Sawyer	Birch 308 (B5)
Ellen Murray	Westwood 206 (W1/2)
Rex Charlton	Westwood 327 (W3)
Jenna MacQueen	Westwood 406 (W4/6)

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 initiatives. Some areas where the ACRA can support students are, study skills, time management or information on other university services. Please contact the ACRA.

Daniele Beaudoin Westwood 107 acra@msvu.ca

Crossed Trained Residence Assistant

The Cross trained Resident Assistant (CTRA) is a student dedicated to supporting all students on residence. This student is there in case to help others on the team.

Mya McHugh Birch 2 206

Residence Dons

Every residence 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.

DON Names	Location
Tia Wamboldt	Assisi 322
Ksenia Kholina	Birch 3 Rm. 100
Samantha Nickerson	Westwood 506

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.

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, RAs are regular people with studies and a social life
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 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 behavior	

Residence Life Fees

Please refer to the following website on information related to residence:

- www.msvu.ca
- Click on “Tuition & Fees”
- Click on “How much is tuition and other fees?”

Residence Life Fees - 2018-2019			
Residence Fees	Full Term	Half Term	Mandatory Meal Plans
Assisi Single	\$5,735.00	\$2,867.50	Pod 5 or Pod 7
Assisi Double	\$4,939.00	\$2,469.50	Pod 5 or Pod 7
Assisi Super Single	\$6,552.00	\$3,276.00	Pod 5 or Pod 7
Birches 1- 4	\$5,735.00	\$2,867.50	Pod 5 or Pod 7
Birch 5	\$5,975.00	\$2,987.00	Minimum Flex mandatory - up-grades available
Westwood Apartment	\$6,871.00	\$3,435.50	Minimum Flex mandatory - up-grades available
Westwood Single	\$6,552.00	\$3,276.00	Pod 5 or Pod 7
Meal Plan Fees	Full Term	Half Term	Flex Dollars
Pod5	\$3,919.00	\$1,959.50	\$290 (\$145 per term) NOTE - difference of \$128 between pod5-pod7
Pod 7	\$4,047.00	\$2,023.50	\$290 (\$145 per term)
Flex	\$908.00	\$454.00	Declining Balance
Flex 80	\$1,148.00	\$574.00	\$200 (\$100 per term)
Flex 80 Plus	\$1,530.00	\$765.00	\$600 (\$300 per term)
Flex 200	\$2,273.00	\$1,136.50	\$200 (\$100 per term)
Flex Dollar Locations			
Rosaria Dining Hall			
Seton Café			
McCain Café			

Withdrawal from Residence

The following policies apply to all residence students:



ROOM & MEAL PLAN REFUND POLICY – 2018-2019

WITHDRAWING		
	ROOM DEPOSIT	MEAL PLAN
Prior to September 2 nd , 2018 - Check-in	Deposit Forfeited Refund	Refund
On or before September 9, 2018	Charged a daily rate	Prorated
After September 9, 2018 but before <i>November 30th, 2018</i> <i>(\$150 Withdrawal Fee)</i>	Fall term – Responsible Winter term - Refund	Fall term – Prorated Winter term - Refund
COOP - winter term - must provide proof of placement outside HRM EXCHANGE - winter term must provide proof of exchange TRANSFERRING - winter term to another university DEADLINE - Email by <i>November 30th, 2018</i> to <i>(liveoncampus@msvu.ca)</i> <i>(\$150 Withdrawal Fee)</i>	Winter term - Refund	Winter term - Refund
DISMISSED - Dismissed from residence or University, for any reason <i>(i.e., behavioral, non-payment of fees, academics, etc.)</i> DISTANCE EDUCATION - changing program from in-course to distance education <i>(\$150 Withdrawal Fee)</i> OFF CAMPUS - students deciding to move off-campus <i>(\$150 Withdrawal Fee)</i>	No refund	Prorated
FALL TERM – Deadline <i>September 12, 2018</i>	\$150 change fee	\$25 change fee
WINTER TERM – Deadline <i>January 14, 2019</i>	\$150 change fee	\$25 change fee
<i>Full year residence students living in traditional rooms are not permitted to change their meal plan in the winter term. All changes must be requested in writing to liveoncampus@msvu.ca</i>		
FEE PAYMENT DEADLINES (to Financial Services)		
FALL TERM	September 12, 2018	
WINTER TERM	January 14, 2019	
Contact the Residence Life Office at liveoncampus@msvu.ca to book an appointment to complete a room withdrawal or change. <i>(Refunds will not be processed without the completion of withdrawal forms)</i>		
All students must provide proof of withdrawal from courses. All residence charges, refunds and adjustments must be reconciled by the closing date of residence for the academic year. Visa, MasterCard and American Express card payments will be accepted for Residence Deposits but not for the balance of residence and meal plan fees.		

I have read and agree to all the room and meal plan policies for 2018 - 2019

Chartwells Food Services

Meal Plan:

As a means of increasing communication between Chartwells and residence students, Chartwells 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 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.

Rosaria Dining Hall Meal Hours	
Monday to Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 8:00 p.m.
Saturday and Holidays	8:00 a.m. – 8:00 p.m.
Sunday	8:00 a.m. – 9:00 p.m.
Seton Café Service Hours	
Monday to Thursday	7:30 a.m. - 7:00 p.m.
Friday	7:30 a.m. - 3:00 p.m.
McCain Café Service Hours	
Monday to Thursday	8:00 a.m. – 10 p.m.
Friday	8:00 a.m. – 3 p.m.
Saturday	11 a.m. – 4 p.m.
Sunday	11 a.m. – 6 p.m.

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 pajamas, nighties, T-shirt nighties, flannelette pajamas, 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. 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. Financial Services makes all decisions regarding refunds. If a refund is approved, it will be prorated.
2. 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.
3. There will be no selling of compulsory meal plans between any students (resident or off-campus).
4. 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.
5. Please do not remove china, glassware or cutlery from the Rosaria Dining Hall without permission from the Food Services Director or Manager.
6. 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, 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 residence meal plan from Chartwells. Simply indicate to the Residence Life Office your wish to be on either the 5-day or 7-day 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.

Room/Meal Plan Change Policy

If you want to change any aspect of your residence accommodations, the following fees will apply:

ROOM CHANGE FEE - A **\$150** fee will apply to all room change or withdrawal requests after September 9th, 2018. Room transfers must be approved by the Residence Life Office. Please speak with your RA if there are problems between you and your roommate. Do not allow the problems to continue or escalate.

MEAL PLAN CHANGE FEE - A **\$25** fee will apply to change your meal plan after your Lease Agreement has been signed. All meal plan changes must be made by September 9th 2018. Students arriving in January for Winter term only will have until January 14th, 2019 to change their meal plan.

There are no room changes during the term. All room change requests must be received by the Residence Life Manager, no later than November 30th for end of term moves. Students are responsible for a \$150 Room Change Fee and any additional charges that may apply. Students who transfer rooms during the year are responsible for transporting their own trunks and personal effects.

Students may not request a room transfer to reduce their meal plan. If they move to a lower meal plan space, their meal plan remains the same.

Residence Life Policies and Procedures

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 Sexual Harassment is covered under the Fair Treatment Policy (currently waiting for the Board of Governors to approve an amended policy) under Article 2.03 which states that:

Sexual harassment is unwanted sexual attention which adversely affects the working or learning environment. Sexual harassment may include, but is not limited to:

- (a) Conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any member of the MSVU community to whom such conduct, comment, gesture or contact is directed; or
- (b) Conduct, comment, gesture or contact of a sexual nature that may, on reasonable grounds, be perceived by a MSVU community member as placing a condition of a sexual nature on employment, or opportunity for training, promotion, advancement or other reward; or retaliation for refusal to comply with a request of a sexual nature; or
- (c) Behavior and remarks of a sexual nature, when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Alcohol Policy

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 has a harm-reduction approach and endorses the lower-risk consumption of alcohol as set out in Canada's Lower-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. Residents 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 \$50 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 five guests in their room at any point in time.

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. Residence students are responsible for the behavior and actions of their guests. Guests are also required to carry valid ID

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 and their guests 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 students and their guests. As such, alcohol is permitted only in designated common areas under the following guidelines:

1. 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.

2. Students must have their student IDs on their person. Guests must have valid IDs at all times.
3. Students must follow the policies for the transportation of alcohol within residences (hallways, elevators, stairwells, etc.)
4. **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

Prohibited Containers:

- Glass bottles
 - kegs (mini or large)
 - large volume containers
 - growlers
 - funnels
 - open cans without a can topper
5. 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.
 6. Over-intoxication in the lounge is not permitted. If this occurs, please call an RA or DON to obtain MSVU Crew support.
 7. The number of persons in the lounge may not exceed the fire limits (posted on the back of doors).
 8. 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.

Any violations to the above stated guidelines will result in disciplinary actions.

Common Areas

Area	Alcohol-Free	Alcohol Permitted
Assisi	5 th floor lounge	Lounges on floors 2,3,7,9,11
Birches	Birch kitchens	Birch lounges
Westwood	Westwood 3 rd floor small lounge (with kitchenette)	

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 containers 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 fridges
 - 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.

Good Samaritan Policy

The MSVU community focuses on a harm-reduction approach. As such, in the event of a medical emergency or crisis, MSVU students are expected to care for others in the MSVU community by seeking help from appropriate university staff members. The Good Samaritan Policy is in place to ease concerns and eliminate any reason for hesitation that students may have in seeking help for others should an emergency or crisis arise.

In any situation involving danger to the health or safety of others, students are expected to take immediate action, regardless of the potential of being found responsible for violations of student standards or conduct involving alcohol or drugs. This means that if a student requires assistance, the student who reports this will not face disciplinary action for their own use of alcohol or drug use, (i.e. if an underage student has over-indulged, anyone (underage) who has consumed alcohol) will not be fined, nor will the person requiring medical attention.

Residence Life Staff Responsibilities:

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.

1. All Residence Life Staff are required to obtain identification from those anyone involved in alcohol related incidents
2. All persons, who refuse to identify themselves or do not have a resident take responsibility for them, will be reported by the Residence Life Staff to Security and removed from campus.
3. Residence Life Staff will be provided with a complete list of residence students and their birth dates.
4. 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 \$50 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.

Drug Policy

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 \$100 fine. The maximum outcome will result in a removal from residence within 72 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 (457-6353) or Counseling Services (457-6567) for guidance and advice.

Cannabis

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.

This policy will be in effect when the Federal Cannabis Act is enacted (at the time of printing, it is scheduled for October 17th, 2018). Until that time, cannabis will be considered a "Drug and Illegal Substances" (p. 13).

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;
- Possession and/or consumption of edibles or cooking with cannabis in residence;
- Possession and consumption in any common areas, lounges, bathrooms or hallways;
- Smoking (or vaping) cannabis in residence or within 30m of any residence 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 it cannot be visually identified. Any issues or complaints pertaining to odor for roommates, floormates or members of the residence community will be deemed a violation of this policy;

- Highly potent forms of cannabis (including but not limited to budder and shatter) and their preparation increase the risk of over consumption of cannabis and are prohibited;
- Cannabis brought to residence 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.

Edited August 1st, 2018

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.

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. 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.”

Incident Reports and Fines

If 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, failure to sign in overnight guests, 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). Residence students are responsible for the actions and behaviors 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 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. The Residence Life Office will then review the situation and mail you the fine accordingly.
4. **Fines are to be paid within 10 days. Fines will go on the students account.** If, within a period of 10 days, the student has not paid the fine(s), an additional charge of \$5/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 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 policy infractions will 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 to the Residence Life 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 Residence Life Office, Evaristus 201A.

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 Residence Life Manager to discuss the repeated breaches of residence policies.

Move-in / Check-out Procedures

Residence will officially open on Sunday, September 2nd 2018 at 10am.

- **Check-in will take place on the first floor of Rosaria by the Student Union Offices.**

Note: The Cafeteria will officially open with full service Monday, September 3rd, 2017 at 5 pm.

When you arrive, the Residence Life Manager, Office Administrator, along with the Dons, will be available 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 Inspection Form. 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 Residence Life Office in writing to liveoncampus@msvu.ca prior to the above move-in dates.

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 26th, 2019 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 and Birch 5 must be thoroughly cleaned.
8. **Room inspections will be completed by Facilities Management within 2 weeks of residence closure**
9. **Damage deposits for apartments and Birch 5: we will contact you regarding your deposit via email**
10. 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.

Physical Violence

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

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.

Fire Safety & 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 \$100.

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.

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: *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. It will be in Assisi parking lot.

Guests

The Mount is committed to providing a safe and secure living environment for all residence students. The purpose of having a visitation policy is to protect the residence students by ensuring that all 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 Residence Life staff or Security, they will be asked to leave residence. 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. Any guest coming into Assisi after 10:00 pm will need to acquire a guest pass from the security desk. A valid government picture ID is required to obtain a guest pass.
3. Any Assisi student may only sign in a maximum of **five** guest at any one time, only one may remain after midnight (12am). When multiple guests are present, please bear in mind the room capacity posted on the back of the door.
4. Where Birches and Westwood can only be accessed by students, guest do not require guest passes for these areas, **however**, the same rules as above apply:
 - a. Only one overnight guest per student
 - b. Maximum of five guests per student
 - c. All guests must be accompanied by a student, otherwise they will be asked to leave.
 - d. Any damages caused by a guest not accompanied by a student will result in a house fine.
5. Residence Life and Security Staff reserve the right to ask a guest to leave.
6. All guests must obtain MSVU Parking Permits for their vehicles
7. Any of the following infractions could result in a loss of privileges for you and your guest:
 - a. Excessive noise which disturbs other students;
 - b. Not taking roommate rights into consideration;
 - c. Not showing consideration for other students in the residence;
 - d. Not completing an overnight sheet for guests staying three or more days;
 - e. Not informing your RA that you will be having a guest;
 - f. Damage to University property;
 - g. The presence of drugs or illegal alcohol;
 - h. Guests wandering about unaccompanied;
 - i. Any behavior that in the opinion of Security, the RA, the Don or the Residence Life Coordinator is unbecoming and not what we allow in residence (e.g. not using the designated washroom, two people in a shower, etc.)

Overnight Guests

Overnight visitors are not permitted during orientation week. Overnight visitation will begin on Monday, **September 10th**, 2018.

All policies for visitation listed above apply to overnight visitors, as well as the following policies.

1. Only one overnight visitor may be signed in at any given time.
2. No overnight guest passes will be issued after midnight (12am). No exceptions.
3. Residence Life and Security Staff reserve the right to turn away an overnight guest at any time.
4. 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.
5. Signing in an overnight visitor **does not** guarantee a cot, please book in advance.

If you need a cot for your overnight visitor, please see below:

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.

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

Extended Stay Guests

There will be no extended stay visitors allowed during Orientation week.

The residence life office and the rest of the university community works hard to create the best environment and experience in residence for students. This does not leave us with the resources to accommodate non-residence students spending extended periods of time in residence. However, we do realize that some circumstances require students to have guests stay longer than 3 nights. An extended stay **may** be permitted at the discretion of the Residence Life Office, depending on the student's current standing, and history in residence. If a student finds them self in a situation with no other option, and is in good standing with the Residence Life Office they may request an extended stay by:

1. Talking to their RA or the RA on duty before 12:30am on the day the guest is to arrive.
2. Completing an "Extended Stay" form.
3. Ensuring all other students on their floor are comfortable with an extended stay guest.

If your extended stay is approved the RA who you talked to will inform you. An extended stay guest must follow all the rules outlined above, including receiving and carrying a guest pass. Please note the following.

- If a guest is staying over a long weekend, they do not require an extended stay form, as long as they are only staying four nights.
- Completing an Extended Stay form **does not** reserve or guarantee a cot. Please reserve a cot in advance to ensure one as numbers are limited.
- Guests will not be permitted to visit continually with short breaks in between visits or by having different resident students sign them in

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

Noise & Quiet Regulations

Residence Life has developed a policy for noise. Quiet hours are in effect from 11pm until 7am. The remainder of the day (from 7am until 11pm) are consideration hours.

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 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.”

Quiet areas for the 2018/19 year are Assisi floors 3, 6, 8, 9, 10, 12 and Birches 1, 2, and 4. 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 increased quiet hours from 7:00 p.m. to 7:00 a.m. and consideration hours from 7:00 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.

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 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 neighbor 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 neighbors 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 final exam day) **all** (Quiet and 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 Life Information

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 full 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.

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?

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.

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

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.

Showers

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

Every area is provided with enough showers for the number of students living there. 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.

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. The Birches have a washer and dryer in each kitchen area. 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.

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.

Cars and Bicycles

The University has a limited amount of parking spaces. Parking permits are required to park on campus. If you only have a car occasionally, remember all cars must have an MSVU Parking Permit (either permanent or temporary). Please inquire at Assisi Security Desk about parking permits.

Bicycles are to be stored in bicycle racks only.

Mail

Assisi: Individual mailboxes on Assisi second floor.

Birches: Individual mailboxes in Evaristus Hall outside 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/Birch number & room number

Mailbox #

Mount Saint Vincent University

166 Bedford Highway

B3M 2J6

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, hall ways, 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.

Dismissal

The Residence Life Office reserves the right to dismiss a student for breach of Residence Policy 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.

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
- Vacuum
- Pail
- Garbage bags
- Wet mop
- 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.

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.

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.

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.

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.

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.

Fall Reading Week / Spring Break

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

Residence rooms are rented for a specified number of days each term as outlined in the calendar (September 2nd -December 16th, 2018 and January 6th – April 26th, 2019). 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 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 Christmas 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 Christmas vacation 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 dates residence is closing (i.e. December 16th & April 26th) all students must be out of their room by noon. Residence will open on September 2nd and January 6th at 10am. These times are inflexible due to staffing. Please plan your travel arrangements accordingly.

Year End / Summer Stay

Year End:

The condition of the room will be checked Facilities management within two weeks of residence closure. This will be checked against the condition of the room 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.

Summer Stay:

If you wish to remain in residence after it closes (and/or for summer school), you must make arrangements, in advance, with the Residence Life 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 2018-2019 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.

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.

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 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 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 in a timely manner. Appliances that are not maintained will be removed for the remainder of the term.

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 over indulges will fall under these guidelines.

Resident Assistant:

Responsible for 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 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 activities and educational programming; attends (and encourages RA attendance at) in-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 contract and student handbook; 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 programming in the hall, as well as assisting the Residence Life 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 Residence Life meetings frequently.

These are a few of the many ways that you as a student can get involved in residence. There are however, many other ways to get involved through Students' Union. To learn more go to www.mountstudents.ca.

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 or blinds 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, as well the 3rd floor of westwood. A TV is provided for all of the common living areas of the residences (Assisi and Birch lounges, Assisi lounges, and Westwood Apartment Living Rooms.). Students are responsible for bringing their own TV if they wish to have a television in the bedroom.

Video Games: Residence Life has been working on providing video game systems to all areas in residence. Currently Assisi 2nd floor and two Birches (the systems rotate through the Birches) have a WiiU and games available to students. Westwood has a games room located on the third floor with a WiiU, Xbox One, games and accessories. These systems are the responsibility of the area where they reside. Please feel free to bring additional games and controllers.

Telephones: In Assisi, each floor has at least one payphone. In the Birches, there is one payphone on the main floor. 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.

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.

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 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>.

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:

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. 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);
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 operation of computing 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 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 fish bowls. 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.

Puppy Love

In the 2012/2013 school year, a new program was added to residence life. Once a week trained and licensed therapy dogs from St. Johns Ambulance are brought into residences across campus. The dogs are brought into common areas of each residence (not into rooms) and help students deal with stress or home sickness. To learn more about the St. Johns Ambulance's Therapy Dog program visit: <http://goo.gl/7InN8l>

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.**

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 an 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

Academic Advising	457-6400
Bookstore	457-6157
Class Cancelation	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 (general inquiries)	457-6412
Students' Union	457-6123
Students' Union UTEXT	809-6788

Academic Deans

Arts and Sciences	457-6138
Professional Studies	457-6124