



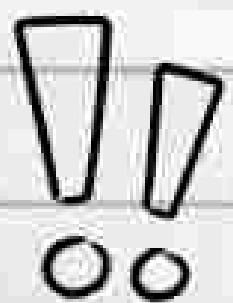
RESIDENCE LIFE

DECLASSIFIED

**SURVIVAL
GUIDE**



Welcome to the Residence
Life declassified Survival
Guide!

This guide was created to
help students navigate
living away from home for
the first time so, if that is
you, keep on reading!! 

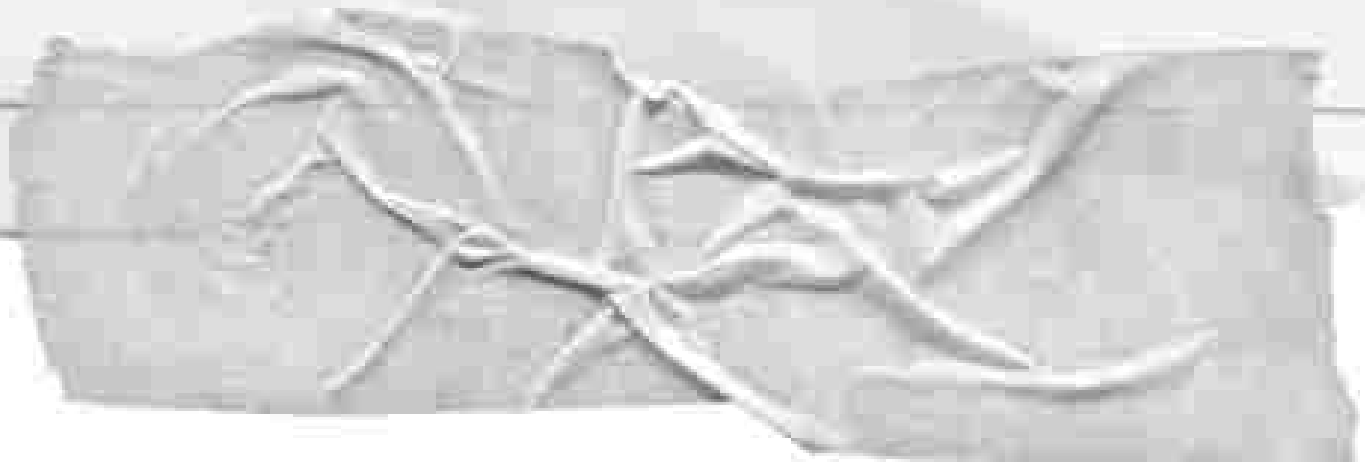


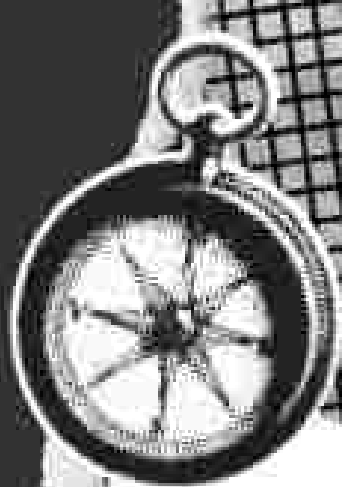
Table of Contents

1	<u>The Basics</u>
2	<u>Check List</u>
3	<u>What to Bring</u>
4-6	<u>Laundry</u>
7-9	<u>Mail</u>
10-12	<u>Living in a Community</u>
13	<u>Before Classes Start</u>
14	<u>Walk Around Campus</u>
15	<u>Create a Schedule</u>
16	<u>Create a Checklist</u>
17-23	<u>Garbage Disposal</u>
24-25	<u>Support Systems</u>
26-27	<u>Caring Community</u>
28	<u>End Message</u>



THE BASICS





CHECK LIST BEFORE MOVE IN

If you started reading this (declassified) survival guide before move in, this section is for you! Here is a checklist of what you need to ensure you have done prior to move in:

- ☐ Pay your Residence Life Deposit
- ☐ Sign your Residence Life Contract
- ☐ Book a residence tour by emailing residence@msvu.ca*
- ☐ Read the Caring Community Code
- ☐ Check out the Ultimate Packing List *
- ☐ Read the Move In Guide *

*Optional



WHAT TO BRING

We know that it can be overwhelming to start thinking about what to pack. Breaking it down into steps can help you better prepare.

Step 1: Get to know your space

Watch tour videos of the residence you will be living in.

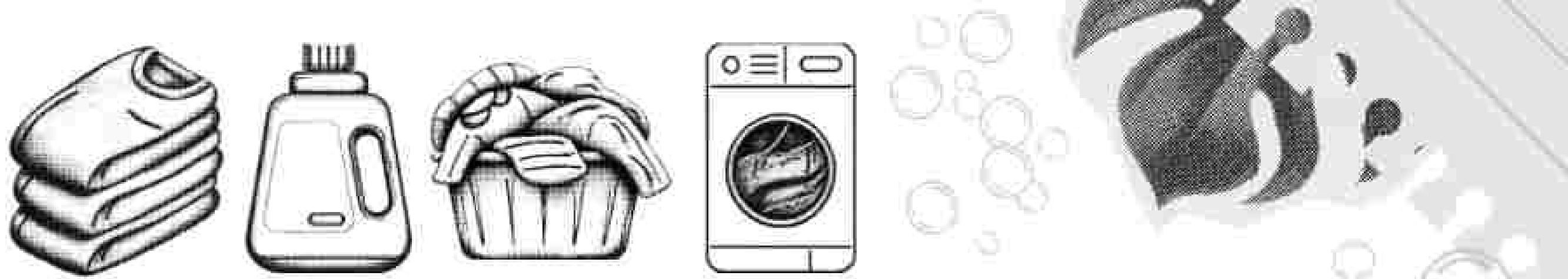
- [Click here for Assisi Room Tours](#)
- [Click here for Student Assisi Room Tours](#)
- [Click here for Birches Room Tours](#)
- [Click here for Student Birches Room Tours](#)
- [Click here for Westwood Room Tours](#)
- [Click here for Student Westwood Room Tours](#)

Step 2: Read the Ultimate Packing List

Click [HERE](#) to look at our guides. This should give a better idea of the essential items to bring as well as what is not allowed in residence. This should be your starting point so you do not forget items that students are expected to bring.

Step 3: Get inspired!

Looking at videos of other people decorating their room and think about items that are important in your routine to make it more efficient!



HOW TO DO LAUNDRY

Good news: laundry in Residence is free in all buildings!

Bad news: you will now have to do your own laundry if you have not done that before.

To start, laundry products will not be provided. We recommend buying laundry pods or laundry detergent. Anything else (such as scent boosters and fabric softners) is optional.

Laundry rooms are located:

- **Assisi: 2nd Floor**
- **Birches: Next to the kitchen in every Birch**
- **Westwood: At the end of the hallway in every floor**

We recommend sepparating your laundry into 2 piles: clothes and bedding/towels. If you wish, you can also separate your white items and do that on a separate load.

To do laundry, please add your items into the washer. Make sure your items are not overflowing. Add either one laundry detergent pod or use the cup measurements on the laundry detergent cap and pour that on top before closing the lid.



Choose your cycle option after. 'Eco' or 'Normal' is usually is a universally good option to use for all items; however, you can choose other options, such as 'delicates' if you are washing specific items.

Water temperature is very important! Items of clothing can shrink if you use hot water. We recommend using warm water for bedding and towels, and cool or cold water for your clothes.

Once that is done, you can push the coin slot and then hit the start button. You do not have to stay in the laundry room waiting, but you must add a timer.

Your washer timer should be 30 minutes.

Please note we have a 15 minute grace period so be patient and wait at least 15 minutes before moving someone else's laundry.

This rule also applies to your own laundry so please ensure you are not more than 15 minutes late to move your laundry. Be attentive to your timer!

You do not have to stay in the laundry room waiting for your laundry to be done, but staying in your building for the duration of the washer cycle is a good idea. Once your washer timer goes off, move your clothes to the dryer.



Dryers have a lint trap at the front of the machine when the door is open. Lint traps are made to catch any dryer lint, which is a flammable hazard made of tiny fabric fibers shed from clothes during a laundry cycle. You must lift the lint trap and remove any dryer lint that might be left in that compartment prior to starting your dryer cycle.

If you wish, you can add dryer balls (a more ecological option) or drying sheets to the dryer. They are not needed, but are often used to make laundry softer and less static-filled. Dryer sheets use chemicals and scents to coat fabrics with the smell of your choice while dryer balls are reusable and made of wool or plastic. They bounce around to physically separate clothes, which also helps them dry faster.

Make sure to select the correct load type (light, medium, heavy) depending on the amount of clothes you have in the dryer. Make sure you push the coin slot before pressing start.

Your dryer timer should be 45 minutes.

Just like the washer, we have a 15 minute grace period for the dryer. Make sure you never leave your clothes sitting in the dryer for a long time, and only move someone else's laundry to use the dryer after the 15 minute grace period.

Happy Laundry Time!



HOW TO RECEIVE MAIL

All residence students can have mail delivered to them while living in residence.

Mail Template

Student Given Name

Building Name

Room Number

Mailbox Number

15 Lumpkin Road

Halifax, Nova Scotia

B3M 2J6

Mail Example

Captain's Crow

Assisi 322

Mailbox 132

15 Lumpkin Road

Halifax, NS

B3M 2J6

If there is space, please add a note at the end: Attention EMF Receiving

Amazon Packages

If you are ordering directly from Amazon, we have an Amazon locker named Vincent on campus! He is located in the Rosaria Student Center by the Campus Pub.

When adding your delivery location, choose Amazon Locker - Vincent - 131 Lumpkin Rd.

You will get a confirmation number along with a code once your package has arrived and is ready to be collected.



COLLECTING PACKAGES

Mail

Any smaller mail items (such as letters) will be placed inside your mail box!

The location of student mailboxes depends on where you live:

Assisi: 2nd Floor of Assisi in front of the elevators

Birches: In front of the Residence Life Office in Evaristus 201

Westwood: 3rd Floor Westwood Lounge across the entrance

Packages

Any large mail items will be available to be picked up at the Security Desk at Assisi Hall entrance. Make sure you bring your Student ID with you so Security staff can check your identity before releasing your package to you.

Amazon Packages

When your item is ready to be picked up, Amazon will send you a code and a barcode.

Scan or punch in your code at the locker and the door will open automatically. Please ensure that the door is closed after receiving your package.



MAILROOM PROCESSING TIMES

**Please note the hours of operation are:
Monday through Friday 8:30am-3pm**

**Once a package is delivered to receiving, please wait 24 hours
for packages to be made available at the security desk.**

**If the package is delivered on a Friday, it will be available for
pick up at security or your mail box by the next business day.**

**Please note that these processing times do not include the Amazon
Locker (Vincent), and it is only for packages delivered directly to the
mail room (EMF Receiving)**

Questions?

You can email the mailroom with your mail-related questions!

receiving@msvu.ca



LIVING IN A COMMUNITY

Every student arriving in residence comes from a different background, and this can be a big transition to many! This section focuses on quick tips to ensure a smoother transition to this new communal living environment.

Tip #1: Be Mindful!

Respecting both your personal and shared spaces is the best way to contribute to a caring community. Living with others means being a team player, not only because sometimes we have to compromise but also because we must think about how our actions impact our community. Residence is a great place to start thinking about how we can have fun, make new friends and enjoy this new chapter in our lives while our community does the same.

Here are a few ways you can be mindful:

- Letting your roommate know before inviting friends over
- Using headphones when watching shows, gaming, or listening to music late at night
- Asking before borrowing someone's belongings
- Understanding that not everyone has the same schedule, habits, or comfort level
- Cleaning up after yourself in the kitchen/lounge



LIVING IN A COMMUNITY

Tip #2: Know your Resources

Do you know about our visitor policy? What about the noise policy? Do you know how RAs support students living in residence? These are just some of the questions students have when they move in that can be quickly answered by checking out specific sections in the Caring Community Code. Being informed while living on your own is important to ensure you know where to find support, and how everyone plays a role in contributing to a safe, respectful, and caring residence community. Think of the Caring Community Code as a resource, not just a list of rules. Taking a few minutes to find the right section can help you know what to expect and what to do next!

- Knowing the visitor policy can help you understand when and how you can have friends or family visit.
- Understanding the noise policy can help you enjoy your space while being considerate of students who may be sleeping or studying.
- Knowing how RAs support students can make it easier to reach out when you need help with a question, concern, or conflict.
- Understanding residence expectations can help prevent misunderstandings and make it easier to resolve issues when they come up.



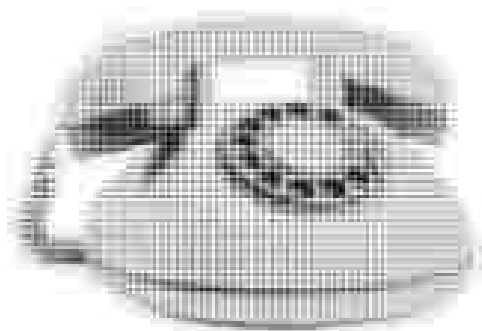
LIVING IN A COMMUNITY

Tip #3: Go To Events!

Orientation and Residence Life events are perfect to get to know the people you are going to be living with for the next 8 months. Creating friendships and getting to know familiar faces can make residence feel more like home, especially when you are adjusting to a new environment. You never know who might become a close friend, study buddy, classmate, or someone you can count on when you need a little extra support.

- Grab food together! Invite someone from your floor to go to Meal Hall for a meal or Seton Cafe for a quick snack
- Try something new! Join a society or go to a Residence Life event, even if you normally wouldn't
- Talk to your floormates! A quick conversation in the hallway or the lounge can turn into a familiar face
- Don't be afraid to go alone! Lots of students arrive not knowing anyone. Going to an event by yourself can actually be a great way to meet others.

And remember: you don't have to become best friends with everyone you live with. Building a welcoming community can be as simple as saying hello, joining an activity, or making an effort to recognize the people around you. Small interactions can make a big difference!



BEFORE CLASSES START



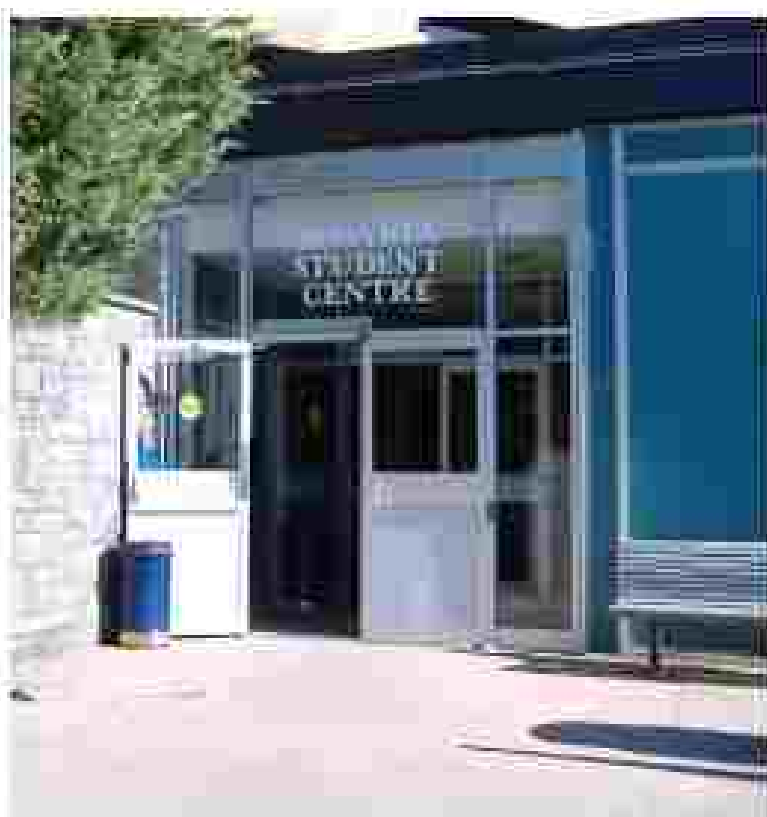
BEFORE CLASSES START

The days before classes start should not be overlooked! Here are a few key things to do before the beginning of classes so you are ready to start your academic year right!

Know Your Way Around

Campus won't be as busy so take an hour to write down your classroom numbers and do a 'scavenger hunt' around campus to find your classrooms! Here are a few quick tips about location:

**Classes in Rosaria
will be labelled ROS**



**Classes in Evaristus
will be labelled EVR**



**Classes in Seton will
be labelled SAC**





BEFORE CLASSES START

Create a Schedule

Balance is everything and our schedule should reflect that! Think about what you need to clearly have labelled on your schedule (such as time for exercise, classes, meals, etc). We don't have to control every hour of our lives, but giving yourself guidance for what you want to accomplish is helpful to ensure school work won't either consume all of your hours or be completely left to the side.

- Schedule the non-negotiables: Put classes, meals, sleep, exercise, work, and other regular commitments on your calendar first.
- Break schoolwork into smaller blocks: Instead of writing "study" for five hours, set aside specific times for readings, assignments, and studying.
- Schedule time to recharge: Free time isn't wasted time! Leave room for relaxing, socializing, hobbies, or simply doing nothing!
- Avoid the "I'll do it later" trap: Give yourself a general time to start assignments so they don't pile up at the end of the week.
- Set 2–3 priorities each day: You don't need a perfect schedule. Knowing the few things you really want to accomplish can keep you on track.
- Leave room for flexibility: Plans change! Don't fill every minute of your day so that one unexpected event throws everything off.
- Protect your sleep: Staying up all night to catch up on work can make the next day much harder. Try to build a consistent sleep routine.
- Make room for your community: Residence is also about meeting people and participating in events. Don't let schoolwork completely isolate you from the people around you.



BEFORE CLASSES START

Create a Checklist

Whether you are living withouth roommates in a single room or in an apartment in Westwood, ensuring that your personal space is taken care becomes simpler when the task is done consistently.

- Do a little every day! A few minutes of tidying is much easier than tackling a huge mess at the end of the week
- Keep your personal space organized! Put things back where they belong so your room stays functional and comfortable. It's not about perfection, it's ensuring you have a space that works for you!
- Don't let garbage pile up! Take it out regularly, especially food waste. Fortunately, trash cans and recycling bins are widely available throughout residence. Make sure you know where they are or ask your RA if you are ever unsure
- Stay on top of laundry! Having a regular laundry day can prevent clothes from becoming an overwhelming task that requires multiple hours of your day to get done
- Make cleaning part of your routine: Pick a day each week (or every other week) for vacuuming, dusting, changing bedding, and doing a deeper clean.

Make it enjoyable and try the 10-minute rule! Put on music, a podcast, or your favourite playlist while you clean or set a timer for 10 minutes and tidy as much as you can. Small efforts add up!



BEFORE CLASSES START

Know How to Dispose of Garbage

We know recycling and composting might not be the most easy task to do, especially if this is your first time having to divide your garbage. We hope this guide helps you to go over the basics of recycling and provides you with resources that can make recycling easier than before reading this guide.

Don't know where to dispose of your item?

Download the Halifax Recycles app!

You can simply search the item you want to dispose of and the app tells you exactly where to go!

[Click here to download on the Apple Store](#)

[Click here to download on Google Play](#)



Green Bin is for Organics

Put food waste and other accepted organic materials in the green cart.



Goes in the Green Bin

- **Food scraps and leftovers**
- **Fruit and vegetable peels**
- **Coffee filters and tea bags**
- **Soiled napkins and kitchen paper towels**
- **Parchment paper**
- **Cooking oil and fat**



Not Green Bin Items

- **No plastic bags**
- **No "compostable" plastic products**
- **No "biodegradable" plastic products**
- **No coffee cups**
- **No glass or metal**
- **No milk cartons**



Recycling is for Plastic, Glass and Metal

Put accepted plastic, glass and metal containers in the recycling bin.



Goes in the Recycling Bin

- **Plastic food containers**
- **Plastic toiletry containers**
- **Shampoo and conditioner bottles**
- **Toothpaste plastic tubes**
- **Glass bottles and jars**
- **Tin and aluminum food cans**
- **Pop cans**
- **Milk and juice containers**



Not Recycling Bin Items

- **Styrofoam**
- **Paper**
- **Plastic cutlery**
- **Broken glass**



Paper Recycling

Keep paper and paper-based packaging clean and dry.



Is Considered Paper Recycling

- **Paper**
- **Newspapers and flyers**
- **Magazines and catalogues**
- **Envelopes**
- **Paper egg cartons**
- **Paper drink trays**
- **Boxboard packaging**
- **Frozen pizza boxes and other paperboard packaging**



Cardboard Recycling

Have a big box from moving in, an online order, or a delivery? Break down corrugated cardboard boxes and put them in the designated cardboard collection area.



Is Considered Cardboard Recycling

- **Moving boxes**
- **Amazon/online shopping boxes**
- **Large delivery boxes**
- **Pizza boxes made from corrugated cardboard**

Cardboard must be flattened or broken down and kept separate from paper recycling.

What does corrugated mean?

It is a cardboard type that has a wavy middle layer between two flat paper sheets.





Garbage Bin for the Rest

Garbage is for items that don't belong in the recycling or organics streams.



Should go in the trash

- **Chip bags and snack wrappers**
- **Items that cannot be recycled or composted**
- **Contaminated materials that aren't accepted in the other streams**

What does 'contaminated' mean?

They are items that are too dirty or have too much food/liquid residue to be accepted in a recycling stream. Remember that just because something is made of recyclable material, it doesn't necessarily mean it belongs in recycling (if it is too dirty)!

Think of it as "recyclable material that is no longer clean enough to recycle."



Garbage Bin Example Items

- **A cardboard pizza box with lots of food or grease**
- **A paper takeout container covered in food or sauce**
- **Cardboard soaked with food or liquid**

Be aware: "Contaminated" doesn't mean "anything that has ever been used."

- An empty, reasonably clean plastic drink container should be recycled
- A plastic food container with some residue should be emptied/scraped and be thrown out according to the container-recycling rules
- A food-soiled paper towel should go into the organics bin
- A clean piece of paper should go to paper recycling



SUPPORT SYSTEMS





WE ARE HERE FOR YOU

Don't wait until you need it to look for it! Make sure you have the phone number for the RA on Duty of your area and Security saved on your phone.

When to Call

Between 7pm-7am:
Contact the RA on Duty
for any: lockouts, health
or building emergencies

Between 7am-7pm: Contact security!

When to Email the RA on Duty

Non-sensitive issues
(response time can take
around 24 hours)

Assisi Hall

782-640-4768



assisira@msvu.ca

The Birches

902-943-5760



birchra@msvu.ca

Westwood

902-471-8981



westwoodra@msvu.ca

MSVU Security



902-457-6412 ➡ Non-emergency line



902-457-6111 ➡ Emergency line



CARING COMMUNITY

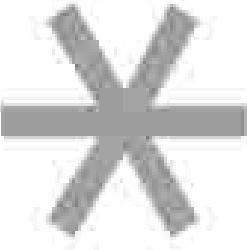
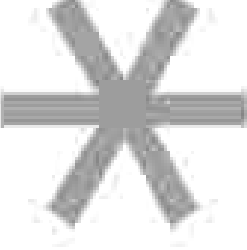
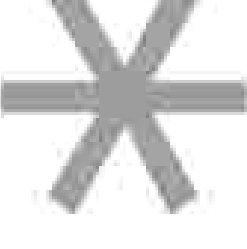
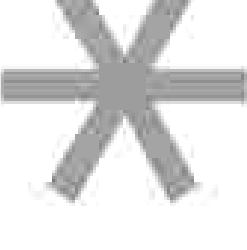
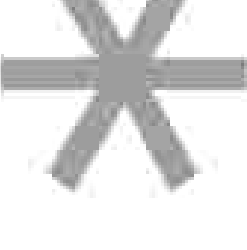
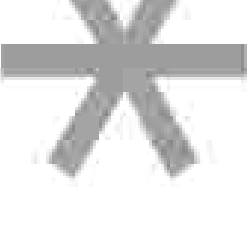
101

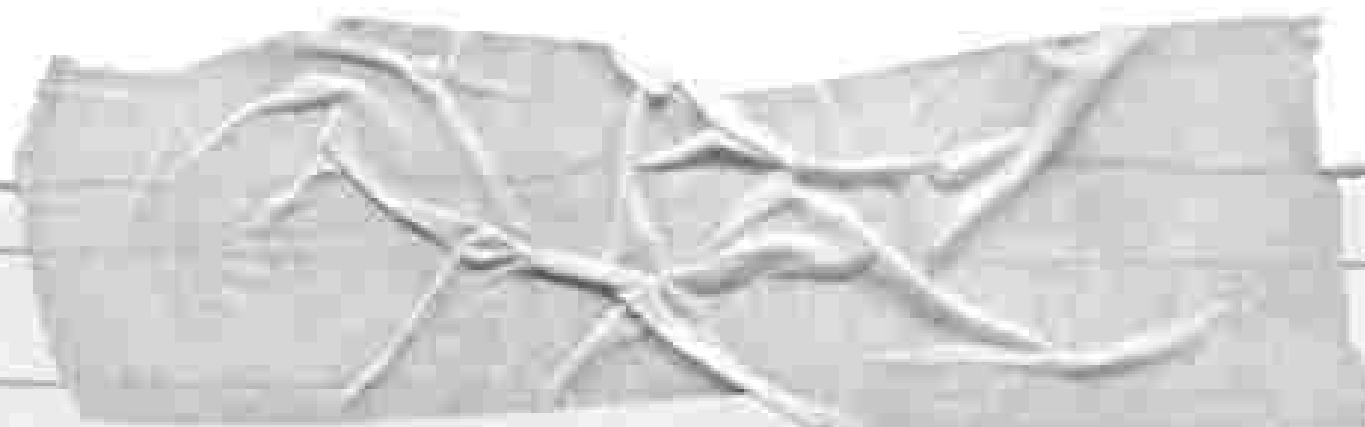


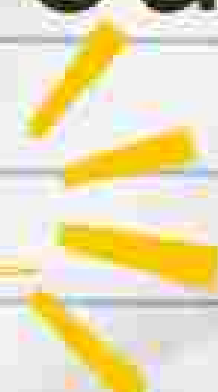


READY, SET, GO!

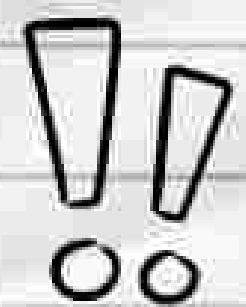
Here are the most common rules we refer back to during the year from the Caring Community Code:

-  If you see an infraction happening and have concern for the safety or security of a student, you can report this incident without fear or repercussions
-  The first two weeks of residence are alcohol and substance free to allow for an appropriate settling period
-  Any student may only sign in a maximum of three guests at any one time and only one may remain after midnight (12am) for a maximum of 3 consecutive nights
-  All alcoholic beverages must be transported in a non-breakable, covered container, less than 16oz.
-  There is no smoking in ANY residence or common areas. Smokers **MUST** go outside and must be more than 30 feet from all windows
-  Common prohibited items includes: bongos, microwaves, kettles, candles, wax melts, portable heaters and air conditioners



And this is the end of our
declassified guide! 

We hope this was an
insightful guide to help
you start your Residence
Life journey



-An Old Residence Student :)



**If you need help, feel
free to contact us at:**



902-457-6356

residence@msvu.ca

www.msvu.ca/residence