

Residence Life Handbook

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Part A – Residence Options

1. Single Student Housing

Loyola Residence

Loyola Residence is a 22-story high-rise building containing both dormitory and apartment style residences. (The apartments are reserved for senior students, graduate students and students with families). The dormitory style residence floors are available to all single students. Each of the 19 residence floors is comprised of single and double rooms** arranged in 4 suites, attached to the floor's central hallway. Each suite has its own shared, but private washroom facilities consisting of one room containing a toilet and sink, as well as a second room consisting of a tub, shower and sink. 23 students live on each floor.

Each floor also has a furnished common lounge with cable TV hook-up and a small kitchenette (including microwave, refrigerator and sink) for preparing snacks. All students residing in single and double rooms must purchase one of the University's four mandatory meal plans.

Vanier House Residence

Vanier House is comprised of all-female residence and co-ed floors. It is a low-rise 4-story building with 4 separate units (A, B, C, & D House). Between 54 and 61 students live in each house. Each floor is comprised of single and double rooms** arranged in three suites, which converge on a central foyer. Each suite has its own shared, but private washroom facilities.

Each floor also has a furnished common lounge with cable TV hook-up. All students residing in single and double rooms must purchase one of the University's four mandatory meal plans.

**See below for details regarding room furnishings.

Edmund Rice Residence

Rice Residence is a 17-story high-rise residence containing apartment style accommodations for 328 new and returning residence students.

Half of the 16 co-ed floors house 24 students in 6 apartment units. Each of these apartments contain two double bedrooms** (generally shared by 4 students), a common kitchen and living/dining area and a full bath. The kitchen contains a full-size fridge and stove/oven, as well as sink, cabinets and counter space. The living/dining area contains a table with four chairs, a sofa with 2 matching chairs and a coffee table.

The other 8 newly renovated floors house 18 students in 6 apartment units. These apartments contain 3 private, carpeted bedrooms. Also in each of these apartments there is a kitchen containing a full-size fridge and stove/oven, as well as sink, cabinets and counter space. There is no living/dining area in these apartments.

In all apartments occupants must provide their own pots, pans, cutlery, glassware, cleaning supplies and small appliances. Basic cable television service is included (TV and Coaxial cable are not included).

Within each apartment the gender is generally either all-male or all-female. Co-ed apartments do exist but only at the request and/or agreement of all potential roommates and each bedroom would still be either all-male or all-female.

Rice Residents may purchase voluntary meal plans to supplement their own cooking.

2. Family and Graduate Housing (Apartment Style)

Family and Graduate Housing consist of 1 and 2 unfurnished bedroom apartments in Loyola Residence. These accommodations are available to students with spouses and/or children and graduate students. Students who are interested in these accommodations should contact the Family and Graduate Housing Office at 902.420.5589 or email: family.housing@smu.ca for more information.

3. Senior Suites

Senior Suites are residence options for 3rd and 4th year single students. These are apartment style, furnished suites with cooking facilities. Students interested in Senior Suites should contact the Coordinator, Off Campus Housing at 902.491.8606 or email: offcampus.housing@smu.ca for more information.

4. Off-Campus Housing

The Saint Mary's Off-Campus Housing Office can assist you in finding temporary or long-term housing. For more information please call 902.491.8606, email: offcampus.housing@smu.ca or check out the website at www.smu.ca/och/ for more information

The Off-Campus Housing Office does not inspect, arrange or guarantee housing for students.

5. Summer Housing

Summer Residence is available at Saint Mary's University from May to August. Please contact the Director's Office at 902.420.5589 or summer.residence@smu.ca for more information.

6. Residence Fees per Semester (4 months)

Last Updated 2010/May - (subject to change)

Rates include:

Electricity, heat, hot water, janitorial service, washer & dryer (coin), telephone set, local telephone service, voicemail, access to the campus wide network, unlimited internet access, cable TV service. Parking and long distance fees are extra. TV, coaxial cable, computer and patch cords are not provided. Apartment-style housing also includes range and refrigerator.

- Single Student Housing
- *Meal Plans are mandatory for all Single and Double Rooms.
- Vanier and Loyola (Single Rooms): Including Meal Plan*

Single Student Housing

**Meal Plans are mandatory for all Single and Double Rooms.*

Vanier and Loyola (Single Rooms): Including Meal Plan* 2010-2011

Meal Plan:	Per Semester	Per Academic Year
10 Meal Plan	\$4,220.00	\$8,440.00
400 Block Meal Plan	\$4,325.00	\$8,650.00
14 meal Plan	\$4,427.50	\$8,855.00
7-Day Freedom Plan	\$4,525.00	\$9,050.00

Vanier and Loyola (Double Rooms): Including Meal Plan* 2010-2011

Meal Plan:	Per Semester	Per Academic Year
10 Meal Plan	\$3,770.00	\$7,540.00
400 Block Meal Plan	\$3,875.00	\$7,750.00
14 Meal Plan	\$3,977.50	\$7,955.00
7-Day Freedom Plan	\$4,075.00	\$8,150.00

Rice (Apartment Style Residence): 2010-2011

A meal plan is not mandatory, however, Rice residents may purchase voluntary meal plans to supplement their own cooking. The rates below are per student.

Rice	Per Semester	Per Academic Year
Apartment (Shared Room)	\$2,250.00	\$4,500.00
Apartment (Single Room)	\$2,750.00	\$5,500.00
Apartment (Private Room)	\$2,862.50	\$5,725.00

The above rates are subject to change.

Senior Suites

Loyola: 2010-2011

Residence accommodation for 3rd and 4th year or graduate students. A meal plan is not mandatory.

Room Type:	Per Semester	Per Academic Year
Senior Suite (Shared Bath with kitchen)	\$2,862.50	\$5,725.00
Senior Suite (Private Bath with mini fridge & microwave))	\$2,775.00	\$5,550.00

Family & Graduate Housing

Monthly Rates for 2010-2011

Apartment Style:	Monthly Rates
1 bedroom	\$845.00/month
Small 2 bedroom	\$990.00/month
Large 2 bedroom	\$1,095.00/month

Parking Rates

Please contact Facilities Management for the 2010-2011 parking rates: Phone 420-5572

www.smu.ca/administration/facman/parking.html

7. Choosing a Meal Plan

- **7-Day Freedom Plan** - \$3550.00 (no taxes) this plan offers maximum flexibility for dining at Saint Mary's. With other plans, you purchase a set number of meals per week, or per academic session. With the Freedom Plan you enjoy unlimited access to the dining hall during regular hours of operation. Eat breakfast, lunch, dinner; drop in for a coffee or afternoon snacks and it includes \$150 flex dollars that you may spend at food outlets operated across campus. All available in one convenient plan!
- **14 Meal Plan**- \$3355.00 (no taxes) with this plan you enjoy up to 14 All-You-Care-To-Eat meals per week. Plan-holders may enter the dining hall once during any meal period. With this plan, you also have \$150 flex dollars that you may spend at food outlets operated across campus. The 14 Plan is the most economical (after the Freedom Plan!), but you do not have unlimited access to the dining hall, as with the Freedom Plan.
- **400 Block Plan** – \$3150.00 (no taxes) The 400 Plan enables entry into the dining hall for All-You-Care-To-Eat during regular hours/days of operation 400 times during the school year. The 400 Plan does not include flex dollars but these can be purchased directly from the Food Service Office and are tax exempt.
- **10 Meal Plan**- \$2940.00 (no taxes) with this plan you enjoy up to 10 All-You-Care-To-Eat meals per week. Plan-holders may enter the dining hall once during any meal period. You also have \$500 flex dollars that you may spend at food outlets operated across campus.

8. Payment of Fees

All Residence fees are paid directly to the Financial Services Office, except the \$500 Residence Confirmation Deposit, which is collected by the Residence Department and applied towards second semester fees.

Fees must be paid, or arrangements for payment made with the Financial Services Office, before a student is permitted to enter residence. Provision is made for payment in two installments, the first before entering Residence in September, and the second on or before the 15th of January. See Residence Fees for each payment amount.

Students with unpaid accounts from a previous semester or year will not be permitted to enter residence until the account has been paid for in full. Cheques or money orders should be made payable in Canadian funds to Saint Mary's University. A schedule of revised residence fees for the upcoming academic year, along with notification of room assignment will be sent to you as part of your Room Placement Package. Those students beginning their studies in September can expect to receive their package in late July. Students arriving in January should expect their packages in December.

9. Residence Lifestyle Options

Co-ed Living

Co-ed floors are available in the Rice, Loyola and Vanier Residences. In Vanier and Loyola generally three female students and three male students are assigned to each of the suites on the floor. They share the same washroom facility, which consists of an individual shower/tub room and individual two-piece washroom.

Quiet Floor Option

All three residences have designated floors as quiet areas. On these floors, quiet hours are in effect 24 hours a day. Stereo equipment may only be used with earphones or at a level contained within the room.

In order to live on a Quiet Floor, students must agree to conditions/ community standards set down to ensure the comfort of all floor members. These floors are designed for the student who needs extra quiet throughout the day.

International Floor

If enough demand exists, the University will establish an International Floor option. This floor will be ideal for all students, including Canadian students, who want a very diverse and enriching residence (and cultural) experience.

10. Furniture and Technology

All Residence rooms (with the exception of Family and Graduate Housing) are furnished.

A single room contains a single, wooden, captain style bed; a desk with built in hutch, shelves, a light, vertical CPU sling and a slide-out computer keyboard tray; a desk chair; telephone; waste basket; closet or wardrobe; and curtains for the windows. The private bedrooms on newly renovated floors in Rice Residence also include a lounge chair and floor lamp.

A double room contains two sets of the above furnishings. Linen is available and consists of a pillow, pillowcase, two sheets and a blanket. Extra pillows or blankets are the student's responsibility and will not be provided by the University. Students are encouraged to bring extra linen from home.

Students living in all 3 residences have local telephone, voice-mail and data network services at their desks (included in their residence fees). For more information on the telephone service please contact the Billing Clerk/ Customer Service Representative at 902.420.5001.

Cable is provided to each bedroom (TV and Coaxial cable not included). Students need to bring their own television, computer with an installed, brand name Ethernet card and all connecting/ patch cords. A RJ45 patch cord is required to connect to the internet at your desk in your room. Wireless internet will also be available for students whose computers have wireless capability. Students must agree to abide by the

Saint Mary's code of computer conduct or face disconnection. Questions or concerns with campus computer network should be directed to the ITSS Service Centre at 902.496.8111.

11. Accessibility

Students with special needs or concerns about accessibility should contact the Residence Life Office (902.420.5598) or the Family Housing Office (902.420.5589) for more information.

12. Scents in Residence

Although the University strives to promote a scent-free environment in classrooms, students must be aware that the University cannot provide a scent-free environment within the residence. However, students are encouraged to be respectful when using scented products.

Part B – Application Procedure

1. Application for Residence

Students attending Saint Mary's for the first time, whom are interested in living in residence, must complete the residence application attached to the application for admission to the University.

Applications for the current academic year are accepted continuously throughout the year, provided spaces are available.

Completed applications, along with a \$25 application processing fee, must be sent to the Admissions Office, if you are a first year student. Applications are not considered without the fees, or fees without the application. Application fees are non-refundable.

If paying by mail, the application processing fee should be in the form of a cheque or money order, in Canadian funds, payable to Saint Mary's University.

Visa, Master Card and debit card payments are permitted when paying in person.

Returning students, who are continuing in programs at the University, should apply directly to the Residence Life Office starting February 1st.

Summary:

1. Student Completes application form and sends it in with \$25 application fee.
2. University processes application and sends out application package or waitlist package.
3. Student submits \$500 confirmation deposit and applicable contract (Wait-List, or Residence Agreement forms).
4. University assigns either a room or position on wait-list.

2. Confirming Residence Offers

Once you have been accepted for residence, you will receive written notice that the University has made a commitment to provide you a bed in residence for the upcoming academic year. In return, you must confirm your intention to accept the University's offer by sending a Residence Confirmation Deposit of \$500, and a signed "Residence Agreement" (contract) to the Residence Life Office by May 15th *.

*** Deadline for Senior Suites is also May 15th.**

Please take steps to ensure that your deposit and residence agreement are both received on time. The University does not accept responsibility for late mail or delayed wire transfers of deposits. Posting a payment to your student account does not constitute confirmation the residence offer. Students accepted after May 15th will be given a specific period of time after their acceptance in which to send their deposit. If the deposit and signed residence agreement are not received by the required date, your residence application is automatically withdrawn. Students are encouraged to contact the Residence Life Office, prior to the deadline, to ensure their deposit and contract has arrived.

Upon receipt, the \$500.00 Residence Confirmation Deposit is held by the University and will be applied towards the second semester residence fees in January. Students who withdraw from the University during the first semester forfeit the deposit.

The University will refund \$250 of your deposit if you cancel the room reservation in writing to the Residence Life Office by August 1st **. The balance of your deposit (\$250) is neither refundable nor transferable, and is absorbed by the University. There are no refunds after August 1st **.

**** Deadline for Senior Suites is July 15th.**

3. Wait-List Procedure

Each year the University receives more Residence Applications than there are available beds. Once the residences are full, students are offered an opportunity to be added to the Residence Wait-List. There are two steps to be completed in order to confirm your acceptance of the Wait-List offer: (1) Provide a \$500 Residence Confirmation Deposit (payable to Saint Mary's University) and (2) Return the white copy of the "Wait-List Agreement" to the Residence Life Office.

Your position on the wait-list will be determined by the date and time the University receives both your \$500 deposit and your signed Wait-List Agreement.

Once you have been placed on the wait-list there are two ways in which your position/number could improve:

1. If someone currently assigned a room/bed space withdraws academically from the University, or
2. If someone ahead of you on the wait-list withdraws their residence application.

If offered a bed space, you must acknowledge the acceptance of the offer within the specified deadline (determined when the offer is made). At this point you will be officially assigned to your bed space.

On the second day of classes all students still on the wait-list are required to contact the Residence Life Office (as per the conditions in the Wait-List Agreement).

4. Residence Agreement

The Residence Agreement is a rental contract between the student and the University outlining the student's obligations with regard to the terms of occupancy, conduct, payment of fees, etc. Students under 19 years of age must have the Agreement signed by a parent or guardian. Students may not be permitted to move into residence until they have completed and signed the Agreement. If a student fails to sign a Residence Agreement, for whatever reason, prior to taking up residency, the terms and conditions as outlined in the Residence Handbook will be the basis of the rental contract between the University and the student.

"Student" for the purpose of the Agreement, refers to anyone attending an educational institution, whether it is Saint Mary's University or another institution.

5. Residence Privileges

The University reserves the right to refuse an application for residence accommodation, to cancel/suspend residence privileges at any time and to reassign students to other rooms for reasons it deems appropriate.

6. Eligibility

Students must be in full-time attendance at Saint Mary's University in order to be eligible for residence accommodation. Students who are registered as part-time may be considered for residence at the discretion of the Director's Office. Students whose status changes from full-time to part-time, during the academic year must notify the Residence Life Office.

7. Room Assignments

Students are required to occupy the specific room/apartment and bed space assigned to them by the Residence Department. Rooms in residence are assigned on a priority basis taking into consideration, but not guaranteeing, the specific requests of applicants. Room assignments for the September session are completed after the May 15th confirmation deadline, and are mailed out in early July. Room assignments for students starting in the January session are sent out in December.

8. Requesting Roommates

Students applying for double rooms or apartments are encouraged to apply in pairs or groups of three/four, respectively. Roommates must request each other before the Residence Life Office will place them together. The Residence Life Office will assign roommates to those without specific roommate requests, taking into consideration the profile information presented on their residence application.

9. Priority for Residence Rooms*

First preference for residence rooms goes to those returning students who take part in the "Room Draw" (see section 10), and pay their \$500 deposit before the May 15th deadline. If either of these conditions is not met, a returning student forfeits his/her seniority for room preference. Applications from returning students received after March 1st will only be considered, if there are still spaces available, and priority is then based on date of application.

After the returning students' requests have been accommodated, room assignments are completed for off-campus and new students. Priority for specific room assignments is based on the date their residence application, with \$25 fee, is received in the Residence Life Office.

Priority for a particular room/apartment goes to the student who lived there the previous year. Otherwise, when more than one student has requested the same room, it will be assigned to the student with the greatest seniority (number of years living in residence at Saint Mary's University). If these students have equal seniority, then the student who draws the lowest room draw number will be assigned the room. The room draw number is only used when breaking a tie for seniority.

* May vary for Senior Suites

10. Room Draw Procedure (Returning Students Only)*

The Room Draw is conducted from February 1st (9:00 AM) until March 1st (4:30 PM) in the Residence Life Office.

1. Upon submission of their completed Residence Application, Placement Card and \$25 processing fee, students will be asked to draw one number from the official room draw bag.
2. The numbers in the bag range from 1 – 600 with #1 having the most priority.
3. The student's name is added to the Room Draw List, beside the corresponding number.
4. All students who take part in the room draw will be offered a room for September. The Residence Life Office will send a "Residence Acceptance Package" to each student's residence room before they depart in April.
5. A student must then confirm their acceptance of this offer by paying the \$500 Residence Confirmation Deposit, and submitting the signed Residence Agreement, before May 15th. This can also be completed before a student departs in April.
6. Room placements are conducted in early July, and students are assigned rooms based on their seniority (and room draw number if necessary).

* May vary for Senior Suites

11. Room Change Requests

Residence students are expected to occupy the room and bed assigned to them by the Residence Life Office. However, if students are experiencing problems with their particular room assignment they can apply for a room change. All room changes must be pre-authorized by the Residence Life Office. "Room Change Request Forms" are available in the Residence Life Office two weeks after classes begin. Requests for room changes will not be considered before this time. Students may be required to participate in a mediation session with their roommate (if applicable) before a room change is approved. Room changes are prioritized at the discretion of the Residence Life Office, based on the need of all those who apply (not on a first come, first served basis). All room changes are also subject to the availability of the alternate accommodation.

12. Bed Swaps

All room changes between rooms and apartments must be pre-authorized by the Residence Life Office. However, within an assigned room, you and your roommate may agree to swap beds. Bed swaps can be completed at any point during the academic year (after your arrival) with the consent of both roommates. You must immediately inform the Residence Life Office of all bed swaps by completing an official "Bed Swap Notification" form.

13. Withdrawing From Residence

If a student withdraws from the University at any point during the first semester, the student will be assessed room fees for the entire first semester and will also forfeit the \$500 residence confirmation deposit. If a student withdraws from the University during the second semester, the student will be assessed room fees for the entire academic year*. If a student withdraws from residence and does not simultaneously withdraw from the University, or if a student is dismissed by the University from residence, the student is not eligible for an adjustment of room fees and will be assessed fees for the entire academic year.

A student who intends to withdraw from residence must officially notify the Residence Life Office and complete the appropriate procedures and forms. The student must also confirm that they have withdrawn

academically from all of their classes. Students withdrawing from residence during the academic year must follow the "Checkout Procedures" outlined in this handbook, which includes returning their keys and access card to the Residence Department. Failure to follow the above outlined procedures will result in the student being charged, where applicable, the appropriate room and board fees for the entire academic year. A student who withdraws from residence is eligible for a refund of the mandatory board plan in accordance with the Meal Plan Addition and Withdrawal Schedule.

**Note: If a student begins occupancy of residence in the second semester (January to April), and then subsequently withdraws within the same semester, the student will be assessed second semester residence fees only.*

Part C - Terms of Occupancy

1. Move in Schedule

Students who have been accepted for residence accommodation will be sent a schedule of move-in dates and times and they must plan to arrive according to this schedule. The University will not accept responsibility for students who arrive outside the scheduled dates and times and it is the student's responsibility to find and pay for temporary accommodations until the next scheduled move-in time. Residence move-in usually takes place early in September (2-3 days before classes begin). Residence move-in for the second semester takes place in early January.

2. Occupancy Period

The occupancy period for each semester begins with the scheduled date and time for residence move-in and concludes 24 hours after each student's last examination according to the formal examination schedule prepared by the Registrar. Therefore, the occupancy period may be different for each individual student. The occupancy period extends for the entire academic year as per the 8-month Residence Agreement.

3. Christmas Break

The occupancy period does not include the Christmas break. Students who are granted permission to remain in residence during this period are charged a user fee of \$200 that must be paid in advance. They may be required to temporarily move into a room other than the one assigned to them for the academic year. Students who apply to stay for Christmas break after the posted deadline will be charged \$400. All students who are continuing their studies at the University, in the 2nd semester, are permitted to leave their belongings in their room over the holiday period. Please note that the University Services are very limited over the Christmas break/holiday and the offices and cafeterias are closed.

4. Extra Days

Under normal circumstances, students are not permitted to arrive earlier, or stay later, than the period described in Section 2, Occupancy Period. All requests for additional time must be made in writing to the Director's Office. If extensions are granted, a fee of \$30-60 per day is applied.

Part D - Moving In, Moving Out

1. Moving In

You may move into residence anytime after the residences officially open, prior to classes beginning. The scheduled move-in dates in September are generally two to three days before classes begin. In January the move-in date is one day before the start of classes. More details about moving into Residence will be mailed with your room placement package.

2. Late Arrival

If you do not arrive and register for your residence room by 5:00 pm on the first day of classes (when starting in either September or January), your residence room reservation will be cancelled and your \$500 deposit will be forfeited. If you know that you will be arriving late you must contact the Residence Life Office and provide written notification (prior to the first day of classes) that you will be arriving late for residence.

3. Bringing Personal Items

Your residence room will be your home for the academic year; please bring whatever you need to make it comfortable. You are advised not to bring valuable possessions into residence. All personal belongings must be insured (See Part D, Section 4).

Please be aware that the University does not provide:

- Towels and face-cloths
- Soap and toiletry items for personal use
- Detergent for washing clothes and laundry bag/basket
- Coat Hangers

Note: In the interest of public safety, Saint Mary's, like most universities, has prohibited certain items from use in single student housing. Please refer to list of prohibited items in Part G, Section 4, and the Pest Control policy (Part F, Section 11) for specific details.

4. Personal Property

Saint Mary's University assumes no responsibility for personal property including abandoned property within the Residence complex.

Property/items left in a residence room/apartment after check out will be considered abandoned property. Property/items left in designated residence storage areas after the residence closure date will be considered abandoned property. Abandoned property will be disposed of by the Residence Department.

5. Tenant Insurance

You are responsible for arranging adequate insurance coverage for all of your belongings. The University's insurance policy does not cover damage to or loss of your personal property, however caused. You should contact your family insurance agent to determine if you are covered under your parent's 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, TV, stereo's, computer or jewelry etc. The

University will not assume responsibility for loss or damage to any possessions, however caused. You are responsible for reporting stolen personal items to the Halifax Regional Police.

Questions to ask your insurance agent:

1. Am I covered under my parent's 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?

6. Sending Luggage Ahead?

The University cannot assume responsibility for luggage or trunks shipped in advance of your arrival. Trunks or luggage that arrives early are not accepted. The University will not accept any COD (Cash on Delivery) luggage or parcels for any student at any time during the year.

7. Decorating and Caring for your Room/ Apartment

No part of the premises may be painted, wall-papered, or permanently decorated without the written consent of the Residence Department. Using nails, tacks, hooks, spikes, tape or other items to hang pictures, posters and other material on the walls in your room will result in damage and is not permitted. In instances where the aforementioned items are applied to painted surfaces within a room or apartment, a \$2 assessment will result for each item found to be used. Failure to remove these items will result in additional \$2 fines. This assessment is over and above any damage to the room caused by the use of the prohibited item.

The following 3 adhesives have been approved by the University:

- Magic-Mounts: A double-sided adhesive mounting square which can easily be removed from walls, doors and other painted surfaces without damaging the paint. Available at the SMU bookstore.
- 3M 'Command' Adhesive products: Mounting hooks of various sizes with a special adhesive, which can be removed from the wall without leaving damage/residue (please follow the directions exactly). The hooks are reusable with the purchase of addition adhesives strips. 3M products can be purchased at bookstores, hardware and department stores.
- Poster Putty: Reusable adhesive putty available at most department stores (various brand names).

Note: This is not an endorsement by the University as to the efficacy of any of these products and students are encouraged to read and follow the manufacturer's instructions.

8. Check out Procedures

When you move out of residence you must follow the check out procedures listed below. (In rooms/apartments with more than one occupant each student must follow this procedure, not just the last student to leave.)

1. All your personal belongings and garbage must be removed from your room/apartment and you must thoroughly clean your room.
2. Linen should be left folded neatly on your bed.
3. All floor surfaces must be swept clean and washed.
4. All wall surfaces must be washed (kitchen, hallways, bathrooms, and bedrooms)

5. The bathroom sink, tub, tiles, and toilet must be scrubbed.
6. The refrigerator must be emptied and wiped out. The freezer must be defrosted and cleaned.
7. The oven, stovetop and burners must be thoroughly cleaned.
8. You must make arrangements for the Residence Department to thoroughly inspect your room.
9. The residence room door should be closed and locked and keys returned to the Loyola Residence Desk.

In cases where students fail to follow the check out procedures, the cleaning will be done by University custodians and the student will be billed an appropriate amount for labour and materials.

Part E - Residence Department

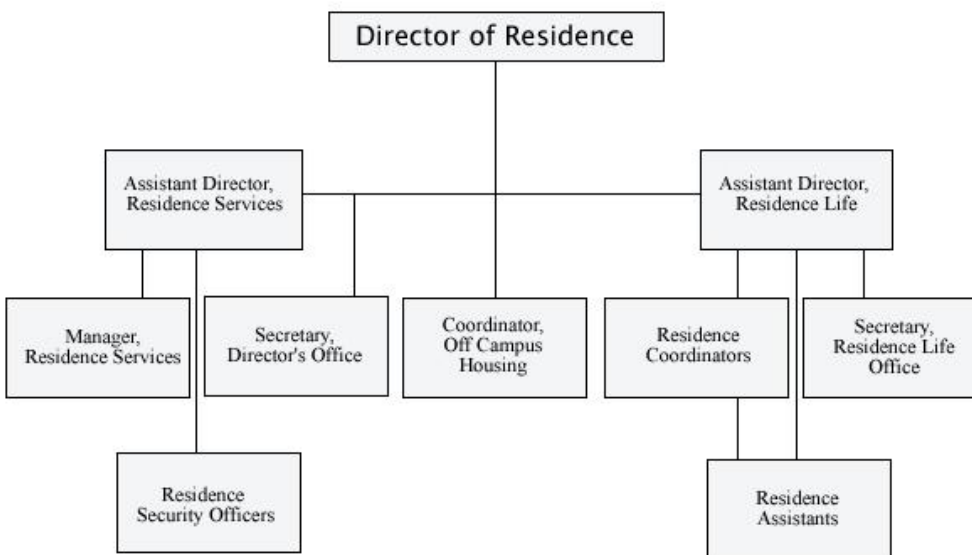
1. Objectives of the Residence Department

Students can learn and develop in residence, just as in the classroom. The Residence Department is committed to the development of personal growth of residence students through programming in accordance with their interests and developmental needs. Programs that create interaction among residence students on topics related to students' common interests help build acceptance, understanding and respect for each other, which enhances residence life.

Residence Staff strive to instill a sense of community, floor spirit and a mature attitude towards residence life within the residents. Residence Assistants (RAs) are required to provide both social and educational programs for their floor members. Social programming may include such activities as movie nights, bowling, dinners, attending varsity events, intramural sports and Christmas parties. The possibilities are endless and the RAs are always looking for new ideas from their floor members.

Educational programming allows the students to develop new skills, clarify their values and improve interpersonal skills. The objective of these educational programs is to increase awareness, provoke discussion and educate residents. The Residence Coordinators (RCs) and RAs both have a role in presenting educational programs. If you have a particular area of interest that you would like addressed, please discuss this topic with your RA, RC or the Residence Life Office.

2. Organizational Chart



3. Residence Staff

Residence Assistants (RA)

Each residence floor at Saint Mary's has a Residence Assistant (RA) who is a senior student employed by the Residence Department to help make your life in residence productive, fun and worthwhile. RAs provide personal assistance to students, co-ordinate social and educational programs, explain and enforce policies and regulations, carry out various administrative tasks, and act as liaison between you and the Residence Department. They aim to promote an atmosphere in residence that is fun, friendly, and fulfilling, while maintaining a degree of order and discipline. They also try to maintain a balance between a reasonably quiet environment for studying and sleep, and an atmosphere where students can relax and socialize. You will meet your RA shortly after you move in. He/she will be delivering your mail, distributing supplies, and posting information on the floor. Regular floor meetings will be held to keep you informed, hear your concerns and help you meet your floor mates. You will find that your RA will become a friend and confidante.

Residence Coordinators (RC)

Each of the three residences has one Residence Coordinator (RC) who is employed by the Residence Department as a live-in Residence Life Staff representative. RCs assist with the supervision of the student staff (RAs) and also have a role as an administrator, disciplinarian, and helper. They work with the RAs to identify the students' needs and develop programs designed to meet those needs, encourage an atmosphere conducive to the academic goals of the university and promote responsible behavior among the residents. Each week there is a RC on-call to respond to situations as they arise (in conjunction with the RAs, Residence Security Staff and the Assistant Director, Residence Services). The primary role of the RC is to provide support and guidance for the RAs, as well as all residence students. If you are experiencing a problem with residence living, please do not hesitate to see your Residence Coordinator.

Residence Security Officers/Customer Service Reps (RSO/CSRs)

A student security team under the supervision of the Assistant Director, Residence Security, provides residence security at Saint Mary's. The Residence Security Officers (RSOs) are students working for students, ensuring that residence life is a safe and enjoyable experience for everyone. A security and information desk is provided 24 hours a day, 7 days a week. The Residence Department believes that the security of all its students, their belongings and the University's property is a shared responsibility. To this end RSOs are trained to educate students about rules and regulations, enforce university policies and procedures, and respond to emergency situations.

Residence Security can be contacted by calling the Residence Desk at 420.5591.

4. Residence Coordinator Office Hours

As an extension to the Residence Life Office, Residence Coordinators hold office hours in the evenings for students with concerns or questions about residence who do not find it convenient to go to the Residence Life Office during the day. (Their hours are posted outside the office door LR108).

Part F - Residence Facilities and Services

1. Food Service

All students living in Loyola and Vanier residences must purchase one of the University's meal plans (except for those residing in the "Senior Suites"). Saint Mary's has a flexible dining plan featuring a computerized system. Meal plan information is stored in the magnetic strip of a student's ID card. For each entry to the Dockside, cashiers process the meal cards through a terminal and the appropriate deduction is made from the selected meal plan. Flex dollars (where appropriate) can be used to purchase items at the other food establishments on campus. Voluntary meal plans are used as a debit system. A meal card is issued in the amount originally purchased. Cashiers at each establishment will swipe the meal card, which will have a declining balance as items are purchased. Treat your meal card like cash; do not lose it! If you do, contact Food Services at once.

Features of Our Dining Plan:

- Flex dollars and voluntary meal plans are accepted at all food service outlets on campus. These include two cafeterias, the "To Go" store, Tim Horton's, Coffee House and Grub in the Pub.
- You can obtain an update of the balance in your account at all cashier outlets.
- All purchases made on the flexible-dining plan are exempt from Provincial Sales Tax and GST.
- You may carry over your balance from Term 1 to Term 2. With Plan 2, Plan 3 and Plan 4 any balance left after the base amount (equivalent of Meal Plan 1) is used, is refundable. Applications for refund must be completed as soon as possible following the end of the second semester and returned to the Food Service Office.

If you use up your meal plan, additional value may be purchased and added to your account at the main Food Services Office (Loyola 207) or call 420.5599.

2. Cleaning Services

The University's cleaning staff maintains all stair areas, common hallways, the general cleaning of all floor lounges, and the weekly scouring of the bathrooms (with the exception of apartment units in the Edmund Rice Building and the Senior Suites in Vanier and Loyola, which are self-contained). Students are responsible for their own rooms, and in the suites the occupants are responsible for the day-to-day tidiness of the hall and bathroom.

3. Maintenance Services

The Facilities Management department maintains the University's buildings. If you experience a maintenance problem with your residence room or apartment, you report the problem at the Loyola Residence Desk, either in person or by phone at 420.5591. The Loyola Residence Desk will submit a work order to Facilities Management. If you are not satisfied with the quality of service, please report to the Manager, Residence Services, 496.8734 or the Director's Office, 420.5589.

4. Laundry Facilities

There are two Laundromats in the residence complex (one is located on the 2nd floor of Loyola Residence, and the other is on the ground level close to the Rice Residence). These Laundromats are operated using laundry cards which will be issued to you upon check-in. Money can be placed on the laundry card by using credit or debit card at the terminal located across from the Loyola Residence Desk. Additional cards may also be purchased from the terminal should a replacement be required. The University is not responsible for damages to, or loss of, personal items no matter how caused.

5. Room and Telephone Numbers

The Residence Department will not provide confidential information about our residents, such as the room numbers of students, to persons making inquiries (except to University officials). It is the student's responsibility to provide their room and telephone extension numbers to friends and family members. All student extensions can be accessed by first calling 902.491.8668.

6. Mail Service

- In Loyola and Vanier, the RA's distributes students' mail.
- In Rice, students pick up their mail from the Residence mailroom.
- A mail clerk is available Monday-Friday between 12 - 3 pm to distribute packages which do not fit into the mailboxes.

The mailing address for students in all three residences is:

- Name,
- Room#
- Residence Name,
- Saint Mary's University, Halifax, NS, B3H 3C3



7. Parking

A limited number of parking spaces are available on a first-come first-served basis for residents in the underground parking lot located in the Loyola building. All spaces are sold for the 8 month period from September to April. Due to the limited number of spaces the Residence Department is unable to provide visitor or temporary parking. For more information please contact Facilities Management at 420.5572.

8. Cable TV

Cable service is provided in all rooms, lounges and apartments. However, the University does not provide TVs (or connecting cables) within residence rooms or apartments. Televisions and appropriate cables are provided within Loyola and Vanier lounges for use by residents of the floor.

9. Internet Services

Students have access to the campus computer network and the Internet from the comfort of the desk in your bedroom. You will need your own computer, either desktop or laptop, and a brand name Ethernet card installed in your computer including a RJ45 patch cord. You will need to register your computer's Ethernet card MAC address with the University's Information Technology Support and Services Department (ITSS). Wireless internet will also be available to students who have a laptop with wireless card. To obtain internet access on campus, register your computer, or get information on wireless internet access, please visit ITSS website at:

http://www.smu.ca/administration/itss/students/documents/Internet_Access.pdf. Students must agree to abide by the Saint Mary's code of computer conduct or face possible disconnection. Questions or concerns with the campus computer network should be directed to the ITSS Service Centre at 902-496-8111.

10. Voice Mail Services

In all three Residences there is private, local telephone & voice mail services are provided at each student's desk, and are included in their residence fees. Service is provided with a local switching system rather than "Direct in Dial" (DID) so people calling you from outside will dial 902.491.8668 and then enter your 4-digit extension number. The phone is the property of Saint Mary's University and you will be responsible for its care. For more information on the telephone services please contact ITSS at 496-8111

You have a private voicemail-box included in your telephone service. Each bed is assigned a unique extension number and it is the resident's responsibility to give that number out to their family and/or friends.

Under no circumstances should you plug or insert anything other than a SMU provided telephone into the telephone jack. (If for any reason, anything other than our telephone is plugged into any jack in residence that extension will lose service.)

Once you activate your telephone service, you must record your personal verification (your name and extension number). This is imperative as it lets others know that it was you who called. You must also record internal and external greetings. These are messages played to on-campus and off-campus callers respectively. Please remember that these messages will be played to all callers, not just your friends, so please use appropriate language.

11. Pest Control

The Residence Department strives for a pest-free living environment and we are proud of our proactive approach to pest control management. Saint Mary's University retains a professional pest control company on contract.

While living in residence, students are required to assist the Residence Department in keeping the residence a pest free living environment by keeping their rooms/apartments neat and clean. This will assist in ensuring that pests do not have a readily available food source or areas of harborage. On the advice of our professional pest controller, students are prohibited from bringing any type of soft-covered furniture 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. Sightings should be reported to the Loyola Residence Desk at any time. Once a request has been made, the Residence Department will schedule an appropriate inspection time with our pest control contractor. Upon receiving the results of the inspection a treatment time for your room/apartment will be arranged with you.

12. Recreation Facilities

The Tower, the University's modern fitness and recreation centre, offers squash and racquetball courts, a weight room and a multi-court gymnasium. There is also an ice arena and an artificial turf stadium. A wide range of intramural athletic activities, such as basketball, volleyball, hockey, touch football, table tennis plus many others are available.

Part G - Policies and Regulations

Preamble

The primary goal of Saint Mary's University is to foster the intellectual growth of its students, in order that they may make the maximum contribution to the society in which they live. To that end, the University has established a community based on high, yet reasonable, codes of conduct and dedicated to serious academic pursuits.

The University strives to maintain a residence environment that is friendly and enjoyable, but embodies a coordinated program of discipline, recreation and study. Therefore, the University looks upon its residences not as temporary accommodations for students, but as an integral component of the total academic community. For that reason, Saint Mary's University expects its students to show a high degree of maturity in conduct, attitude, dress and language.

These policies and regulations are concerned with standards in residence. Students should display courtesy, consideration and respect for the rights of others. They are expected to maintain a standard of behaviour that reflects membership of the academic community. Breaking the law will not be condoned and residence students have no privileges above the law.

The University is for students - past, present and future. Each student should accept responsibility for the care and proper use of all University property and should also respect the personal property and rights of other students.

The University operates its residences on the premise that they should supplement the general academic atmosphere. Students whose academic standing indicates little or no progress may be required to withdraw from residence.

1. Residence Policies

The University and Residence Policies described in this document, the Residence Application, the Residence Lease Agreement and the Student Discipline Code should be interpreted broadly. These documents are not meant to fix the limits of misbehavior. Students are expected to familiarize themselves with the information in these documents and are expected to abide by standards of acceptable behavior. Selected residence and University policies are summarized here for your convenience. For more information please contact your RA or the Residence Life Office.

2. Acceptable Standards Policy

Residence Life is a lifestyle that encompasses both scholarly pursuit as well as extracurricular events. It is the responsibility of the University to ensure that these extracurricular events, and their related materials, are within safe and reasonable parameters. When t-shirts, clothes, banners, posters, audio/visual, etc. are associated with Saint Mary's University, the University reserves the sole right to determine which slogans, symbols, or depictions are acceptable. It will be considered unacceptable if any such materials should have content that could be considered pornographic, racist, homophobic, and/or degrading to men or women, or which a reasonable person may find offensive. Further, the University reserves the right to refuse such materials on other grounds, should administrators determine the content offensive. Residence floor clothing and other materials must be approved through the offices of the Director, Housing and Conference Services or a delegate. Unauthorized production of such items may result in disciplinary action through the Student Discipline System and may result in dismissal from residence.

The University also reserves the right to determine the acceptability of signs, posters and/or markings shown on residence room doors, apartment doors, lounges, common hallways, residence floor bulletin boards and in rooms if it can be seen from public or common areas. Any signs, posters and/or markings which are pornographic, racist, homophobic, degrading to men or women or which a reasonable person may find offensive are not acceptable. These signs must be removed immediately at the request of the University or a representative of the University.

3. Room Entry Policy

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

- In response to an occupant's request to complete a lock change, repair or maintenance request.
- When ordered to do so by Halifax City Police or the Halifax Fire Department.
- In a life threatening situation where there is reasonable belief that a resident is in danger or is a threat to him/herself or others.
- To conduct a room inspection (student to be given 24 hours written notice), or to follow-up to a work order resulting from an inspection.
- To ascertain whether a bed space is occupied, or to clean/prepare a bed space for a new occupant.
- To protect University property such as in the case of flooding, fire, etc.
- To enter an unoccupied room/apartment to turn off a stereo or alarm, or close a window that has been left open while away. This would be in response to a complaint from another tenant.
- When there is reason to believe a Residence/University Policy violation, or an indictable criminal offense, 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.

4. Prohibited Items & Behavior

- Animals/pets (including fish) are not permitted in the residences and students who are found to be keeping them in their room/apartment will be asked to remove them. Failure to comply may result in dismissal from residence.
- 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 substance are not permitted in the residences.
- Use or possession of any weapon capable of firing a projectile and/or using an explosive charge as a propellant including, but not limited to, firearms, paintball guns, pellet guns, and airsoft guns is strictly prohibited in residence. Furthermore replicas of any type of firearms/guns are not permitted in residence.
- Drapes, furniture and/or personal items are not to be placed in a room/apartment in such a manner as to interfere with the heating system.
- Waterbeds, dishwashers, clothes washers and dryers and similar items are strictly prohibited in residence.
- The use of electrical kitchen appliances (i.e. hot plates, toasters, electric frying pans, toaster ovens, grills, etc) is prohibited in rooms without cooking facilities. However, kettles with automatic shut-off switches and microwave ovens are permitted. The use of electric (or any) heaters is not permitted in any of the residences. Refrigerators of more than 5 cubic feet are not permitted in Vanier and Loyola. Halogen lamps are not permitted.
- Real/live Christmas trees and large tree lights are prohibited in the residences. Fire retardant, artificial trees and mini-lights are acceptable.
- Electrical kitchen appliances, other than those provided by the University, are prohibited in all floor lounges (including those with kitchenettes).
- Rugs and Carpets may not be brought into residence.
- Candles, lanterns and other incendiary materials or sources of open flame may not be brought into residence. Candles are permitted for decorative purposes only, provided they are not lighted nor show evidence of having been lighted (burnt wick or melted wax).
- Installing aerials and/or other devices on the exterior of the building is not permitted.
- Activities which encourage rapid consumption of alcohol (i.e. drinking games) are not permitted.
- Common sources of alcohol (i.e. kegs, or large quantities of alcohol).
- Paraphernalia for drinking games or quantity consumption (i.e. funnels).
- Possession of drug Paraphernalia of any kind. Drug paraphernalia is any object that aids in the injection, ingestion, and/or inhalation of illicit drugs.
- Students are not permitted to raise university beds off the floor by any means (i.e. wooden blocks, milk crates etc), nor remove them from the bedroom.
- Amplified musical instruments and drums cannot be played within residence. Acoustic instruments are permitted provided they are not heard outside of a student's room.
- For the safety of all residents, roller-blading, skate-boarding, cycling, scooters, and shopping carts are not permitted within residence.

5. Cleanliness

The general cleaning and tidiness of the room/apartment is the responsibility of the occupant(s). Refuse, scraps and garbage are to be properly bound/ bagged and deposited in the garbage chute provided on each floor. To make sure that a proper standard of cleanliness is maintained, room checks can be

expected without prior warning to the occupants. Disciplinary action may ensue from an unsatisfactory report being received by the Director, Housing and Conference Services. Students will be assessed cleaning charges when University staff must clean rooms left in an unsatisfactory condition.

Common Areas

The University's cleaning staff is responsible for the cleaning of all common areas; however, it is the responsibility of each student to co-operate with these services by minimizing the amount of mess made by:

- Using toilets and sinks for their intended purpose only
- Placing all litter and garbage in available receptacles and not in stairwells, storage areas and suite hallways, etc.
- Not leaving personal items in the washrooms or in the common areas of suite/floor hallways.
- Items left in the bathroom pose health and liability risks for both residents and cleaning staff. Such items will be disposed of by University staff. Only three exceptions will be permitted (on sink or shelf exclusively):
 - ✓ Hand soap (in an enclosed bottle, with a pump)
 - ✓ Hand Sanitizer (in an enclosed bottle)
 - ✓ Air Freshener

6. Recycling

It is expected that residents will familiarize themselves with the recycling and composting facilities and procedures within residence. Saint Mary's is committed to waste reduction, and compliance with applicable provincial and municipal regulations, and expects residents to share this commitment.

7. Phone/Cable Outlets

Alterations of any description to phone connections, cable outlets and electrical installations are not permitted.

8. Damage Assessment

Damage and discipline infractions (e.g. water fights, zoning, bottle smashing, graffiti, etc.) that occur in common areas are the responsibility of the occupants of the floor on which the damage or infraction occurs. The cost of repair and/or possible fine will be levied equally against all floor members. If, however, the floor members are able to identify the person(s) responsible it will become a personal assessment against that student.

9. Room Inspections

Prior to your arrival on campus, Residence Staff give your room a thorough inspection and any deficiencies are noted on a comprehensive inspection form. This form notes the content and conditions of your room, furniture and linen. Upon your arrival at residence, you are required to review the inspection form, note any discrepancies and return the signed form to your RA. The inspection form is kept on file within the Residence Department and is used as a reference for all future inspections during the year and at year end.

Periodically throughout each term and at the conclusion of each semester a thorough room check will be undertaken. The cost of damages beyond normal wear and tear or replacement of an item will be billed to the student. In rooms/apartments with more than one occupant, all occupants will be held equally responsible for damage.

10. Windows and Screens

Under no circumstances are screens to be removed from room windows. It is automatically a residence offense by the occupant(s) of a room if the screen(s) is removed. A minimum fine of \$150 will be levied against the occupant(s). This is a serious offense and could result in immediate suspension from residence.

Throwing objects from windows will result in automatic dismissal from residence.

Part H - Community Life

1. Respect

The key to successful living in residence lies in co-operation with and consideration for our neighbors. To ensure that people with different study habits can live together in harmony, the following guidelines should be noted. It is important that students who wish to study in residence should be able to do so.

2. Sign-In procedure

There are occasions during the academic year when the University may implement "sign-in procedures" at the entrances of the residences. During these times, visitors/guests and their resident host, are both required to show photo identification and sign their names at the sign-in desk; students who violate the visitor policy can expect to be fined.

3. Overnight Guest Policy

For the purpose of definition, "guest" refers to someone the student has invited to stay overnight (for example: past 2:00 am). A residence student may invite one guest overnight providing the following conditions are met:

The Residence Department and/or the RAs have the right to deny overnight guests or ask them to leave if they might be expected to cause trouble. The maximum consecutive length of stay is two nights. The Residence Department must approve requests for an extension beyond two nights. Regardless of the circumstances, the housing of an additional roommate or subletter will not be permitted.

Guests found unaccompanied by their resident host may be asked to leave residence.

Guests may only stay overnight in your room. Guests may not sleep in hallways or lounges. Students sharing a double room or an apartment must mutually agree to any arrangements with respect to overnight guests. The facilities used are to be only those of the student host. Under no circumstances may another student's privacy or property be violated.

The Residence Department reserves the right to limit the number of visitors or overnight guests in residence in situations where there is security or safety concerns. Students who violate the guest policy can expect to be fined.

4. Private Property

The Residence Department retains the right to refuse entry to visitors, guests and non-residents who are intoxicated or might reasonably be considered a safety or security concern to the residence community. The Residence Department also reserves the right to limit the number of visitors and/or guests. Everyone within the Residence complex is required to provide valid photo identification upon request of Residence Staff.

5. Noise (Quiet Hour) Policy

The key to successful living in residence lies in cooperation with, and respect for your neighboring students. The volume of voices, TV's, stereos/ radios must be contained within your room at all times. Amplified instruments and drums are not to be played within the residence complex. Acoustic instruments are permitted provided they are not heard outside of a student's room. Students who violate the quiet hour policy can expect to be fined. A residence floor can also decide upon community standards to enforce quiet hours in addition to the regular quiet hours. During quiet hours the noise policy is more vigilantly enforced by the residence department.

Additional Quiet Hours for study are in effect as follows:

- Sunday to Thursday 10:00 pm – 8:00 am
- Friday to Saturday 12:00 am – 8:00 am
- During Exam period - 24 hours

6. Noise Complaints

Excessive noise is an infringement on the rights of other students and is not acceptable within residence, even during the day when quiet hours may not be in effect. Excessive noise is defined as any voice, music, or sound which can be heard outside of the room of origin. Controlling noise in residence is a shared responsibility between the residents and the residence staff. It is the responsibility of students affected by noise to contact the offending party and request the problem be eliminated. It is then expected that the individual who is asked to cease the activities causing the noise to abide by the request. If this approach is not effective, contact a RA or Residence Security, who have the authority to issue Notice of Violations (NOVs) or Notice of Fines (NOFs), if necessary.

7. Visitor Policy

For the purpose of definition, "visitor" refers to someone that is visiting a resident for a short period of time (not overnight). Residence students are also considered visitors while in a residence other than the one in which they reside. The University Residences are considered private property. Visitors may only enter a residence by invitation of a resident of that particular building. Residents are required to meet their visitors in the lobby of the residence and escort them into the building. All visitors must be accompanied by a resident "host" at all times within residence. Visitors found unaccompanied by their resident host may be asked to leave. Residents are responsible for the behavior of their visitors, including responsibility for damages or theft caused by visitors. Visitors may be required to leave the residence if they violate residence policies or if there is a safety or security concern. Residents are not permitted to give or lend their residence keys or access card to visitors or guests.

It is each residence student's responsibility to educate their visitors and guests about the residence policies, rules and regulations.

8. 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 the expressed permission of the Director, Housing and Conference Services or his/her designate. Students are permitted to photograph/record within their assigned rooms with the expressed permission of all subjects.

9. Sexual Harassment Policy

Saint Mary's University wishes to maintain an equitable environment for work and study on campus. Therefore, sexual harassment will not be tolerated at Saint Mary's University. The complete Sexual Harassment Policy is available for your perusal at <http://www.smu.ca/policy/documents/6-2013Harassment.pdf>.

Part I - Personal Behavior

1. Respecting Residence Staff

Residence Staff aim to protect the rights of everyone in the residence community. Inappropriate behavior, including failure to cooperate with a staff person, verbal or physical abuse, threats, or harassing language toward a staff person will not be tolerated and will result in disciplinary action.

2. Student Behavior Off-Campus

As a student of Saint Mary's University you are expected to behave responsibly while on campus, as well as off campus in accordance with the Student Disciplinary Code. You can and will be held responsible for your behavior at all times.

3. Pranks

Pranks ("zooing" etc.) are usually performed by persons with no intent to harm another person or property. However, pranks can cause harm to persons or property and cannot be excused. You are responsible for your own behavior no matter what your purpose. Students who engage in pranks can expect to be disciplined for mischief and disruptive behavior.

4. Residence Alcohol Policy

Throughout this policy, the term "liquor" will be used to describe all beverages that contain alcohol. "Open liquor" is any alcoholic beverage not sealed in its closed original container. Even a sealed beer bottle is considered to be open liquor unless it is in its original sealed box/case.

Underage drinking (consuming liquor while under 19 years of age) is prohibited at Saint Mary's University and is unlawful in the province of Nova Scotia. Nova Scotia liquor laws are applicable in the residence complex. Disorderly conduct resulting from the use of alcohol will result in disciplinary action. The University reserves the right to restrict the liquor consumption of any student while on University property.

- Students may consume liquor in their rooms/apartments and in floor common lounges.
- Open liquor may be transported through floor common hallways from room to room and from lounge to room or vice versa providing that individuals not consume liquor while in the floor common hallways. All open liquor must be transported in a non-glass container.
- Open liquor is **not** permitted to leave the floor by any means and is prohibited in elevators, elevator lobbies and stairwells.
- Liquor that **can** be transported off of the floor includes:
 - Liquor sealed in its closed original container and carried in an unopened case/box.
 - Liquor sealed in its closed original container and carried in a non-transparent bag (i.e. reusable grocery bag, backpack, paper bag, etc).
- No drinking games or activities which encourage the consumption of liquor (i.e.: funnels, century club, caps, purple Jesus, etc) kegs or other "common sources" of liquor are permitted in residence.
- Residence staff will immediately stop activities of this type found taking place in floor lounges, or other common areas of the floor. Participants and organizers will face disciplinary action.

The university does not endorse pub crawls, and such events are not permitted to be organized within residence. Pub Crawls cannot be advertised within residence, nor can tickets or related clothing be sold. Liquor cannot be sold on campus or within residence unless a special premises license is obtained through the University's Liquor Services.

Students who violate the liquor policy can expect to be fined. A more detailed version of the Residence Liquor Policy is available upon request.

5. Drug Enforcement

Possession and/or trafficking in illicit drugs is a criminal offense and will not be tolerated in the University. Where drug use is suspected in progress:

- Rooms will be subject to entry without warning.
- Halifax Police will be invited into residence.
- Cases will be prosecuted where applicable through criminal court
- In cases of suspected drug use/trafficking the floor Residence Assistant is required to report this to Residence Security.
- In addition, students are not permitted to be under the influence of illicit drugs while in the residence, or on University property.

Students who violate the Drug Policy will face disciplinary action, which could include:

1. Expulsion from residence
2. Report to Halifax Regional Police
3. Recommendation for expulsion or suspension from the University.

6. Law Enforcement

In situations where criminal activity, which places University property and the personal safety of students and staff at risk, is alleged to have taken place in residence, or when it is taking place in residence, the Residence Department may invite the Halifax Regional Police Department into residence to investigate the matter and to detain suspects.

The Residence Department, on behalf of the University, will reserve the right to prosecute cases in either a criminal court of law or through the University's Student Discipline system, or both at the same time. The choice remains with the Residence Department and its Director or an appointed delegate.

Incident Reports completed by students may be provided to the Halifax Regional Police and/or the Student Discipline Committee at the discretion of the Director. Once a student submits a confidential statement/incident report to a residence official it becomes the property of Saint Mary's University and will not be returned to the student. Copies of original will not be provided and it is incumbent upon the report writer to ensure they have a copy before handing in their report.

7. Smoking Policy

Saint Mary's University is entirely smoke-free. In Residence, all floors are considered non-smoking. This policy reflects the University's commitment to provide a smoke-free environment for all students, faculty and staff. Violations of the smoking policy are fineable offenses. A minimum fine of \$100 will be issued per each offense. Smoking is also prohibited within 10 meters of any building on the University campus.

Part J - Safety and Security

- In case of an emergency call Residence Security at 902.420.5591, 24 hours a day or University Security: 5000 Emergency Line 24 hours.

1. Fire Alarm

The Residence has a two-stage fire alarm. The first stage sounds an alarm that has a slow bell tone (20 beats per minute). At this time you should be preparing to evacuate the building. If the second stage alarm sounds, the bell tone will speed up, (120 beats per minute). This stage of the alarm indicates that immediate evacuation of the building is required. In this situation, promptly exit the building via the nearest and safest stairwell.

Note: Within the Residence Complex, all individuals are required to evacuate the buildings during all fire alarms.

2. Fire Regulations

Interference with or misuse of fire protection equipment of any type is strictly forbidden. Tampering with fire prevention equipment of any kind is an offense under the Criminal Code of Canada and will result in a

student's immediate dismissal from residence and a recommendation for suspension from the University. Charges may be laid with the Halifax Fire Department.

1. Fines of \$150 are issued against apartments (Edmund Rice, Senior Suites and Family Housing) that set off an alarm while cooking.
2. Students who cause false fire alarms (excluding tampering/ vandalism) will be fined \$150, and can expect disciplinary action.
3. Students who cause fires can expect disciplinary action.

Each floor receives a common assessment fine of \$150 every time an alarm originates from the floor due to vandalism (intentional tampering) or unknown causes. When the alarm is determined to be accidental, or an individual is determined to be responsible, common assessments are not made. Students are given a period of time to report responsibility for an alarm and thus avoid any common assessment against the students on that floor.

Tampering with a smoke detector within an apartment, room, or senior suite will result in a sanction by the University, which may include a \$150 common assessment and/or expulsion from residence. Tampering includes disconnection of a smoke detector, or covering it with any material in an attempt to limit its function. Never insert any object in, through, or over a sprinkler head in residence. This action could cause activation or malfunction of the sprinkler head. Never prop open security doors or fire doors within residence.

3. What to do in Case of Fire

In Case of Fire in your apartment/room:

1. Close the door of the room where the fire is located
2. Leave the apartment/room
3. Close the door between the apartment/room and the corridor
4. Sound the nearest internal fire alarm
5. Evacuate

If you discover a fire anywhere in the building:

1. Activate the nearest fire alarm pull station
2. Alert everyone in the area
3. Evacuate

Remember: You are in a fire-resistant building. If the corridor is filled with smoke, you are safer to remain in your apartment. Use your telephone to call the Fire Department. (Dial 911).

When you leave the Floor:

1. Use the stair tower, it is fire safe.
2. Do not use the elevator
3. Remember the Fire Department Number, 911

Your building fire alarm is connected directly to the Fire Department. They will receive the call of the fire as soon as you pull the internal fire alarm box (pull station).

4. Evacuation

You and your visitors/guests must evacuate each instance the fire/alarm annunciation broadcasts a second-stage alarm. If you refuse/fail to evacuate during a second-stage fire alarm you will face disciplinary action such as a fine or a student disciplinary complaint.

You are responsible to become acquainted with all fire regulations and evacuation procedures, and to inform your guests/visitors. During a second stage fire alarm, you are required to leave the building completely and, once outside, stand away from doorways and fire lanes. You will not be allowed to re-enter the building until the "all clear" has been given by the Fire Department. You must cooperate with instructions provided by Residence Staff.

5. Theft and Loss

Students are reminded not to leave large sums of money or valuables in their rooms. The University cannot assume responsibility for lost, stolen or damaged possessions. Report immediately, any theft or loss to the Residence Security Desk and/or the Halifax Police.

6. Locked out?

Residence Security will unlock the door to your room/apartment as staff and time allows. You must be registered to that room/apartment and you must be able to provide ID to prove your identity. You must also complete the "Occupant Access Request" form.

The first time you request Residence Security to unlock your room/apartment will be without charge but on all subsequent occasions you will be charged a \$10 fee. The Assistant Director, Residence Services, will control this practice.

7. Keys and Access Cards

Upon arrival in residence, you will be issued a security access card to the main door of your residence and a room key. Suite keys are also issued in Loyola Residence. You should take extra care not to lose your keys and should never lend them to another person.

8. Lost or Unreturned Keys

Lost keys will be replaced at a cost of \$10 per key or key set and \$20 per security access card (non-refundable).

When a key is reported lost or stolen, the room/apartment lock will be changed as a matter of policy and not at the discretion of the student. A fee of \$20 will be charged for the service in addition to the cost of replacing the lost/stolen keys.

Students are not permitted to change or manipulate door locks, or install additional locking mechanisms or deadbolts on any University door.

9. Security

The Residence Department has a security team staffed by student Residence Security Officers (RSOs) and a full-time administrator. Students share in the responsibility for the security of the residences, the

people living in them and their personal belongings. The best defense against property loss is to keep your door locked at all times.

10. Identification

Students are encouraged to carry photo Identification Cards (ID) and are required to show ID upon request by all levels of residence staff.

Part K- Student Discipline Code

Preamble

At Saint Mary's University non-academic standards of behavior on the University campus are as important as academic standards. The Student Discipline Code is directed towards non-academic standards of behavior and seeks to define the rights and responsibilities of students as members of the University community.

All Saint Mary's students, whether or not they live in residence, are responsible for their behaviour and must accept the consequences for choices made. All students who reside in University housing must abide by the Saint Mary's University Student Discipline Code (SDC), as well as the policies and regulations set out in this Handbook, the Residence Agreement, the University Calendar and updated policies and regulations as distributed (Life in Residence, memos etc.).

1. Misconduct

Below are examples of misconduct, which will result in disciplinary actions. This list of negative behaviour is not exhaustive and must be interpreted broadly.

1. Behavior which threatens any member of the University community on or off campus
2. Offensive or abusive language and/or gestures at a University function
3. Theft
4. Violations of published rules and/or policies
5. Dishonesty
6. Use or consumption of intoxicants, including alcohol, except where specifically authorized under lawful conditions
7. Unauthorized use of University corporate name, crest or logo
8. Intentional obstruction or disruption of any University sponsored event
9. Unlawful entry or attempted entry of any University building, facility or dwelling
10. Failing to comply with the directions of a University official, acting in his/her official role
11. Violation of any law of Canada
12. Unauthorized alteration or misuse of fire safety equipment, fire fighting equipment, safety equipment or emergency devices
13. Solicitation or canvassing for commercial purposes with prior written consent
14. Deliberate assault on a security officer

2. Notice of Fines [NOF] (and Notices of Violation)

Residence Assistants, Residence Coordinators and Residence Security Officers are authorized to issue fines to students for misconduct not normally dealt with by the Student Discipline Code. Examples of such behaviour include but are not limited to:

- Non-evacuation during a fire alarm/ emergency
- Violation of Quiet Hours or excessive noise
- Mischief/ disruptive behaviour
- Violation of Liquor Policy
- Playing hallway games
- Violation of Smoking Policy
- Violation of Guest/Visitor Policy
- Violation of a Community Standard
- Violation of Liquor Policy

As an alternative to an NOF a residence staff member may issue a Notice of Violation (NOV) in cases of minor infractions. An NOV is a formal, written notification that a residence policy or community standard has been violated. Although NOV's do not carry an actual monetary fine, students who are issued multiple NOV's can expect further disciplinary action.

NOV's and NOF's may be issued at the discretion of the staff (i.e. an NOV does not always precede a \$50 NOF). A \$50 NOF becomes payable within five (5) business days of the NOF being issued.

One copy of the fine will be given to the student.

3. Filing a Complaint

Under the Student Discipline Code (SDC) any member of the University community (for example: students, faculty, administrators or employees) may file a complaint alleging that a student has engaged in misconduct. Within residence, complaints should be made in writing to the Director's Office within five (5) days of the misconduct.

Upon receipt of the complaint a formal disciplinary hearing will be convened (usually within ten business days). The procedures for the disciplinary hearing, the decision, the disciplinary penalties, and the appeal process are all outlined in the SDC. Copies are available upon request from the Residence Department, or on-line on the residence website: <http://www.smu.ca/administration/resoffic/SDC/index.html>.

4. Disciplinary Sanctions

Failure to abide by the policies published in this Handbook, The Student Discipline Code, and Residence Agreement, University Calendar and updated policies and regulations as distributed will result in one or more of the following:

1. Verbal Warning
2. Formal Notice of Violation
3. Notice of Fine (\$50 standard, \$100 for smoking)
4. Meeting with RA, RC and/or Assistant Director
5. Administrative Fine
6. Residence Probation
7. Complaint to the Student Disciplinary Board
8. Eviction from Residence
9. Expulsion from the University

* This list is not all inclusive and the University reserves the right to invoke additional disciplinary sanctions or action.

5. Addendum to the Handbook

Revisions, changes and addendum to this handbook will be duly promulgated to students and added to the official residence website. Students are required to keep themselves informed by regularly monitoring the official residence bulletin boards on the ground floor of each residence.

Residence Handbook - Who to Call

Emergency Numbers

- Loyola Residence Desk (24 Hours): 420.5591
- Emergency: University Security: 5000
- Fire: 911
- Police: 911
- Ambulance: 911

University Services

- Bookstore: 420.5562
- Financial Services Office (Fees): 420.5473
- Counseling Services: 420.5615
- Academic Deans
- Arts: 420.5437
- Commerce: 420.5422
- Education: 420.5651
- Science: 420.5661
- Family Housing Office: 420.5589
- Financial Aid & Awards: 420.5609
- Food Services Office (Aramark): 420.5599
- Health Services: 420.5611
- Husky Patrol: 420.5577
- Library: 420.5534
- Career Development Centre: 420-5615
- Registrar: 420.5582
- Residence Cafeteria: 420.5158
- Residence Life Office: 420.5598
- Student Association (SMUSA): 496.8700
- SMUSA Information Desk: 496.8713
- Student Services: 420.5615
- The Tower: 420.5555
- University Switchboard: 420.5400