



2016-2017 RESIDENCE HANDBOOK



UNIVERSITY OF
SASKATCHEWAN

usask.ca/residence



Why should I read this handbook?

Because, you will want to know about...

- how to make yourself at home in residence and get ready for classes, whether you're new to the U of S or a returning resident;
- the community standards and important expectations we have of each other in our residence community;
- the consequences that can and will follow unacceptable behaviours by residents and/ or their guests;
- the range of amenities and services you have access to, where to find them and how to use them; and
- particulars about your building within the residence community.

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Welcome

Make Yourself at Home

In this section, we introduce ourselves. ■ ■ ■

Message from the Associate Director, Consumer Services

I would like to take this opportunity to extend a warm welcome to our Fall 2016-2017 residents. I am always fortunate to have the opportunity to meet so many new faces at the onset of the term and I'm confident that you will all enjoy a comfortable stay in Residence this year. Residence Services staff have been working hard to provide our residents with new and exciting programs, features and informative materials in the hopes of enriching your Residence experience. I'm also pleased to share that the Culinary Services Department has been working on creating new menu items and delicious meal options for the Marquis Culinary Centre and for a variety of food outlets around campus. I wish you all the best in your studies this year and continued success in your new home on campus at the University of Saskatchewan.

George Foufas, Associate Director
Consumer Services

Welcome

Welcome to the University of Saskatchewan residence community and your student life program. We are happy you chose to live here and have prepared this handbook to give you valuable information that will equip you with what you need to be personally and academically successful. This will ensure you know what to do, where to go and how to live in residence.

Purpose

Our purpose is to support and encourage the growth of students and collectively strive to create a positive, welcoming, accepting and equitable experience for all. We strive to support and encourage the development of a balanced, supportive community that fosters self-exploration through curricular and co-curricular pursuits.

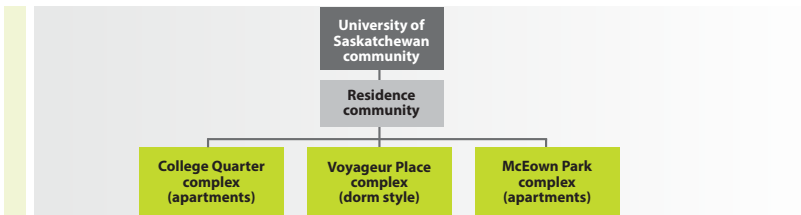
YOUR RESIDENCE

COMMUNITY

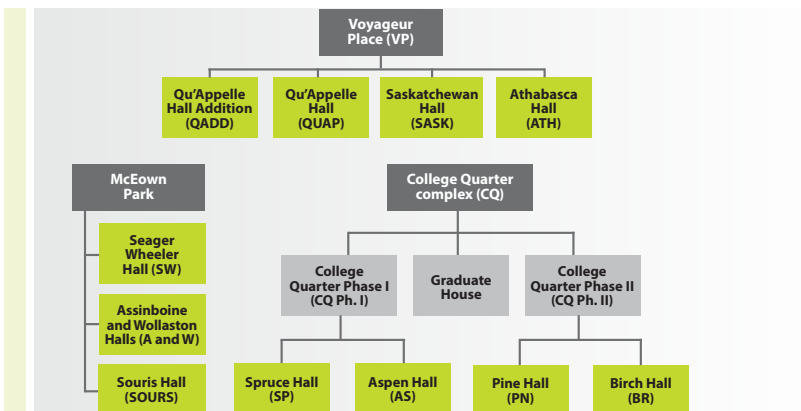
In this section, we introduce the community.

At the U of S, you are a resident living in one of six residence communities, within a wider residence community, within the broad campus community. Below, we have created charts to help you get to know us.

Below is a chart showing all of our residences and complexes.



Below are charts showing the breakdown of buildings in our complexes and multi-building residences. Abbreviations for each building are also included.

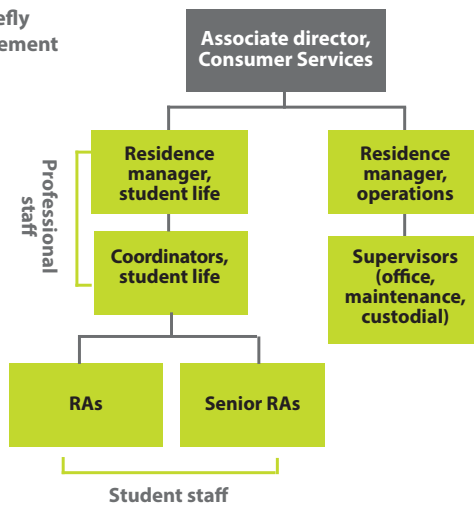


RESIDENCE STAFF

AND THEIR ROLES

In this section, we outline the organization of residence staff and tell you what they do, who they are, how they can help you and how to contact them.

Breakdown of staff chiefly responsible for management of residence life:



Student staff

Resident assistants (called 'RA' for short) are found in the following residences: College Quarter, Voyageur Place, Seager Wheeler Hall and Assiniboine and Wollaston Halls. In many ways, they are the most important student life staff that you will come to know. They are trained student employees who live in your residence and are your first point of contact for support and questions.

- **Resident assistant (RA):**

Each student staff member has a hall or floor and is responsible for establishing relationships with residents in that area and working with the RA team to support their residence community as a whole. RAs are generally the first link in the chain of support and response. Contact an RA for anything from personal to academic concerns and with residence issues from roommate conflicts to maintenance questions. If an RA cannot help you, they will direct you to someone who can.



- **Senior resident assistant (SRA):**

SRAs are student staff who have previously held the RA role and now offer leadership to fellow student staff. They are members of the RA team who act as a point of contact between and support for the RA and the RAs. SRAs can sometimes be found helping RAs, meeting with students, overseeing events and responding to student questions.

What is NOT the job of an RA?

While RAs work hard to make sure residents are supported in a safe, comfortable environment, **it is important to remember that an RA is a student too**, and cannot be expected to provide everything you might need.

- **An RA is not a counsellor**—we encourage you to share your successes and challenges with your RA, who will make sure you find the right channels for support, but an RA is not a trained professional and cannot provide professional advice.
- **An RA is not a parent**—RAs are expected to act as role models, assist you when appropriate and help you to learn, but cannot take care of you full-time.
- **An RA is not a police officer**—every night, an RA will go on rounds to ensure everyone is safe and secure, enforce rules and respond to any requests for assistance, but an RA is not a law enforcer and cannot fix every situation, even if rules are being broken.
- **An RA is not a professional staff member**—perhaps the most important thing to remember about RAs is that, while it is their job to abide by and enforce the rules, protocols and policies of residence and the university, they are student staff acting under the direction of professional staff, meaning they did not create the rules and cannot change them.

What qualities do we look for in an RA?

- Role model
- Approachable
- Assertive
- Committed
- Enthusiastic
- Organized

What do RAs do with information brought to them?

You can always trust your RA to keep information private, which means they will not discuss information you bring to them with friends, neighbours, other students, professors, etc. But RAs are expected to share what they learn with their coordinator, student life, within reason, to make sure the coordinator can support the community and ensure that information is being handled appropriately.

When will an RA direct me to someone else for help or assistance?

RAs are trained to know the answers to many questions and what supports are available on-campus. You are welcome to ask an RA a question or to ask them to help you find a resource or support. If an RA does not have an answer, they will refer you to someone who does. In addition, a conversation with an RA may be followed by a conversation with your coordinator. Sometimes, your coordinator will suggest or request that you use another campus support, just to make sure your needs are being met.

How do I contact my RA?

RAs can be contacted in-person, or by note at their rooms, or by phone (while on-duty). RAs live in private spaces to ensure your privacy and their rooms are marked to make it easy for you to find them. Your RA on-duty can be found at the RA office after 7 pm each evening (except in A and W) or through calling or texting the RA cell phone (numbers below).

BUILDING	RA ON-DUTY PHONE NUMBER	ON-DUTY HOURS
Voyageur Place	306-281-4496	7:00 pm–7:00 am
Assiniboine and Wollaston	306-291-5007	7:00 pm–7:00 am
Seager Wheeler	306-361-7656	7:00 pm–7:00 am
College Quarter Phase I	306-290-4470	7:00 pm–7:00 am
College Quarter Phase II	306-291-9967	7:00 pm–7:00 am



PROFESSIONAL

STAFF

The professional staff in residence is made up of the student life and operations teams. While each oversees different aspects of the residence experience, they work together to support a safe, inclusive, equitable experience for all. Below you will find detailed descriptions of the professional staff positions in the residence department and their contact information.

STUDENT LIFE:

- **Residence manager, student life (RM-SL)**

The residence manager, student life is responsible for the oversight of an innovative student life program that supports students, encourages a healthy and inclusive community, and promotes holistic development. The RM-SL oversees and stays in close communication with the coordinators of student life in addressing student conflict, conduct and concerns. Leading the student life staff in working with campus partners to ensure students receive high levels of support, the RM-SL works in direct collaboration with the RM-O.

- **Coordinators, student life (coordinator)**

Coordinators of student life are full-time professional staff who provide student support and promote community engagement. This includes meeting and following-up with students in times of conflict or personal challenge and addressing conduct concerns. Also responsible for supervising student staff (RAs) and programming, coordinators live within their areas of residence to facilitate a high level of support and emergency response. Coordinators maintain regular office hours every Monday to Friday from 8:30 am–4:30 pm. The best way to make sure you connect with your coordinator is to set up a meeting by email or phone (but see if your RA can help you first!).

OPERATIONS:

- **Residence manager, operations (RM-O)**

The residence manager, operations is responsible for the oversight of all administrative and operational aspects of residence, including agreements, accounts, registration and handling any operational concerns. The RM-O works with the residence services staff, including in direct collaboration with the RM-SL.

- **Residence services office supervisor**

The residence services office supervisor is responsible for the daily functioning of the residence services office. This includes overseeing and working with the office staff to address administrative concerns and operational procedures.

- **Residence services office**

The residence services office is open 8:30 am–4:30 pm, Monday–Friday. You may visit the residence services office anytime to ask questions of the following staff:

receptionists, who are found at the front desk and will help you with daily inquiries, including redirecting you to other staff; conference and/or Administrative Support Assistants. The residence services office is located at 128 Saskatchewan Hall in Voyageur Place and can be reached by emailing residence@usask.ca or calling 306-966-6775.

CONTACT INFORMATION

Student Life:

RESIDENCE MANAGER, STUDENT LIFE	OFFICE	EMAIL	PHONE
Sarah Sotvedt	SASK 102	sarah.sotvedt@usask.ca	306-966-2698
COORDINATOR, STUDENT LIFE (RESIDENCE AREA)	OFFICE	EMAIL	PHONE
Richelle Lubin Voyageur Place	SASK 136 (in VP)	richelle.lubin@usask.ca	306-966-6565
Annie Johnson College Quarter Phase I	AS 113 (in CQ)	annie.johnson@usask.ca	306-966-6562
David Greaves College Quarter Phase II	BR 114 (in CQ)	david.greaves@usask.ca	306-966-6536
Evan Potts Assiniboine and Wollaston	SASK 131 (in VP)	evan.potts@usask.ca	306-966-6524
Rhema Ferguson Seager Wheeler	SASK 131 (in VP)	rhema.ferguson@usask.ca	306-966-1420

Operations:

RESIDENCE MANAGER, OPERATIONS	OFFICE	EMAIL	PHONE
Jaclyn Smith	SASK 103	jaclyn.smith@usask.ca	306-966-6801
RESIDENCE SERVICES OFFICE SUPERVISOR	OFFICE	EMAIL	PHONE
Alana Wolfe	SASK 127	alana.wolfe@usask.ca	306-966-2816

SAFETY AND SECURITY

IN RESIDENCE

In this section, we outline the building features, university staff and campus partners we work with to provide an inclusive and safe environment for all.



BUILDING FEATURES

- **Secure key access** is required for all entrances in residence buildings, apartments and private bedrooms
- **Surveillance cameras** are in place at the building entrances and a variety of other areas throughout residence
- **Alertus emergency system** (available as yellow alert boxes, on the free, downloadable mobile app, and as campus desktop warnings) is used to warn and direct the campus community if an emergency situation requires immediate action, through loud sounds

UNIVERSITY STAFF

- RAs perform **nightly rounds** from 7:00 pm to midnight (2 am on weekends) and are available by cell phone until 7:00 am. RAs are available to respond to student concerns and can access professional staff as needed
- **Safewalk** provides a free service on Sundays through Thursdays, from 8:30 pm to 11:30 pm. They are available to walk people safely to destinations on or near campus (after these hours, Protective Services provides safe transit options)
- **Protective Services** officers are available 24 hours/day, 7 days/week including holidays, to assist with emergency/urgent situations in residence



A Note about Privacy to Parents and Supporters

The University of Saskatchewan and all residence staff are committed to the well-being of our students. In accordance with *The Freedom of Information and Protection of Privacy* legislation, we cannot discuss details about a student or inform of their activities without the student's informed consent.

This legislation includes speaking with parents, guardians and family members meaning residence staff are unable to share information such as a student's roommate concerns, application status, Community Standards breaches and sanctions, and health concerns.

A student may choose to sign consent allowing for the sharing of information with specific parties, and may revoke consent at any time. In extreme circumstances such as serious safety concerns, information may be shared on a case-by-case basis.

These measures not only meet our legal requirements but also protect the safety of our residents.

COMMUNITY STANDARDS

RULES 101

Each member of our community has agreed to abide by our Community Standards and we advise you to review the Handbook in its entirety and become familiar with these expectations. However here are some highlights to get you started:

QUIET HOURS

SUNDAY – THURSDAY 10:00pm – 8:00am

FRIDAY AND SATURDAY 12:00am – 10:00am

- Noise should be reduced to a level that takes into consideration the need of other community members to sleep and/or study.

GUESTS IN RESIDENCE

- You are responsible for the actions and behaviour of any guests you let into or host in Residence.
- Should a guest violate the Community Standards, you as the resident will be held accountable and may face consequences.

SAFETY & SECURITY

- Doors are to remain closed at all times to ensure the safety of the community, keeping unwanted persons out and containing fire in case of an emergency.
- It is a serious offence to tamper with safety equipment including fire extinguishers, smoke detectors and fire alarms.

ALCOHOL IN RESIDENCE

- Drinking games or any activities which promote or facilitate the mass consumption of alcohol are prohibited in Residence.
- Residents of legal drinking age (19+) are encouraged to consume responsibly but may not consume or possess open alcohol in any public space in Residence.

RESPECT

- Residents are expected to comply with any reasonable request from a member of University Staff.
- Students are expected to respect differences between community members to help foster a positive and inclusive community
- Residence does not tolerate abusive or aggressive behaviour, either verbal or physical, towards students or staff.

RULES 101

DO'S AND DON'TS

DOs	DON'Ts
Respect and follow quiet hours	Engage in behaviours disruptive to the pursuit of academic goals
Cooperate with and respect the rights of all members of University Staff and/or residents	Engage in behaviours which are harassing or discriminatory to staff and/or residents
Keep all open alcohol within your unit and respect the legal drinking age (19+)	Play drinking games or facilitate the mass consumption of alcohol
Respect the buildings, property and common spaces	Damage, deface or otherwise diminish the functionality and/or appearance of Residence
Evacuate immediately in the event of a fire alarm	Leave cooking unattended
Be responsible for the actions of your guests	Prop open doors or let strangers into the building
Refrain from tampering with safety equipment (including fire extinguishers, fire alarms and smoke detectors)	Possess or engage in illegal activities or substances
Smoke (including e-cigarettes) outside at least 3 metres (10 feet) away from the building	Have open flames (including birthday candles or incense) in Residence

Did you know?

Your residence runs a welcome week program with events taking place every day throughout your first week, starting on move-in day! It's a great way to meet new people and make friends!

LIVING WITH

ROOMMATES

In this section, we explain roommate responsibilities, how to live well together, and the steps you should take if you have concerns with your living arrangements.



Living with roommates can be scary, fun, challenging and a rewarding experience. Living in a double-room or apartment means learning how to co-operate and make compromises to ensure a positive living space for everyone. Successful roommate relationships are often the result of open and honest communication. This is the best way to create a healthy roommate relationship, and allows living concerns to be addressed directly. Remember that understanding and appreciating individual differences (i.e. study, gender, race, sexual orientation, food, dress, language and friends) is an important part of a living community as they allow us to express ourselves and learn about each other.

WHAT ARE MY RESPONSIBILITIES AS A ROOMMATE?

Below are a set of expectations regarding how you are expected to behave when living with a roommate:

- **Set guidelines** to determine what is expected of each other
- **Communicate** openly and honestly to create a comfortable environment
- **Accept and celebrate diversity** in differences, backgrounds, and choices
- **Compromise and co-operate** to ensure safe and positive living spaces
- **Address issues** face-to-face when they arise
- **Respect privacy** and personal belongings

WHAT IS THE ROOMMATE AGREEMENT, AND HOW DOES IT WORK?

When you move in, you will be provided with a roommate agreement form. Your RA may host an apartment meeting to fill out the form with you, or leave the form with you and your roommate to fill out together. It is your responsibility to identify differences in living preferences, make compromises and establish expectations. The roommate agreement can be re-visited as needed during the year, and is an excellent resource that you, your roommate(s) and residence staff can use for working through challenges.

Be prepared to share your perspectives on the following topics with your roommate(s):

Cleanliness	<ul style="list-style-type: none"> – Do we leave personal items out in the common spaces? – What are our standards of cleanliness?
Noise	<ul style="list-style-type: none"> – What are acceptable noise levels for our living space? – When does everyone go to bed?
Guests & Parties	<ul style="list-style-type: none"> – How do we feel about guests in our space? – Can guests come over? Spend the night?
Safety & Security	<ul style="list-style-type: none"> – Are there any serious allergies to be aware of? – How will we respect each other’s privacy?
Physical Properties	<ul style="list-style-type: none"> – Do we divide the cost of common items or purchase our own? – How will we divide common spaces?
Other Information	<ul style="list-style-type: none"> – Information about yourself; personal values, ideas and beliefs – What is your preferred style of communication?

WHO CAN I TALK TO IF MY ROOMMATE RELATIONSHIP IS NOT GOING WELL?

We have listed the appropriate steps you should take when you need extra help:

1

Talk to your roommate(s) – the first step in resolving conflict of any kind is to address it as soon as possible. As roommates, it is your responsibility to work through challenges together. Upon move in, you will receive a roommate guide, which you can refer to for information on how to effectively address conflict with your roommate(s). Start by setting up a time to communicate openly and respectfully. Be patient – sometimes working through conflict takes time.

2

Contact your RA – RAs are available to support you in preparing to discuss a concern with your roommate or when these discussions have been unsuccessful for you. The RA will listen and plan to assist you with discussions by attending, or involving the appropriate resource. Additionally, the RA may initiate the next step in the process in the event that the concern is unresolvable. Please note that while your RA may assist you by facilitating conversation, you are ultimately responsible for your roommate relationship. RAs cannot enforce Community Standards within individual units.

3

Connect with your coordinator – if the roommate resolution process has been unsuccessful or the situation has become more challenging, you may contact your coordinator to discuss other options including applying for transfer. In the event that you are feeling unsafe and/or in distress, your coordinator, student life will assist in providing alternate living arrangements, when possible.

MAY I HAVE A ROOM OR ROOMMATE CHANGE?

When it comes to room transfers, the process is different depending on the reason for the request. Please note: submitting a request for a room transfer does not guarantee approval. In cases where a room change is granted, it is subject to the availability of your desired accommodation style and a \$100 administration fee.

The processes are as follows:

Roommate Concerns	<ul style="list-style-type: none">• Complete steps from the previous section (demonstrate reasonable effort toward resolution)• Seek approval from your coordinator, student life to apply for a transfer	<i>The following is applicable to all transfer requests (including roommate conflicts):</i> <ul style="list-style-type: none">• Transfers are subject to availability• Transfer requests can be made after the first three weeks of September• A fee of \$100.00 is applied
Room Concerns	<ul style="list-style-type: none">• Access and complete the transfer form available online• Contact the Residence Services Office at residence@usask.ca or 306-966-6775 for more information	

In the case of extenuating circumstances such as finding yourself in an unsafe or distressing situation, please contact Residence Staff or Protective Services immediately. We will do our best to assess and make alternate temporary and/or permanent arrangements when availability permits. We will make every effort to work with you to create a safe environment, and your co-operation is imperative to making these efforts successful.

ACADEMIC

LIFE

In this section, we emphasize the importance of students having access to spaces and services that will enhance their academic experience.



QUIET HOURS

It is important that quiet hours are followed out of respect for your neighbours and community. Every building and hall/floor in residence has standardized quiet hours. They are as follows:

SUNDAY – THURSDAY: begin at 10:00 pm, end at 8:00 am

FRIDAY – SATURDAY: begin at 12:00 am, end at 10:00 am

Please note: It is important to understand that while staff do their best to encourage and promote quiet and quiet hours, they cannot control the volume of your roommates and neighbors or enforce quiet hours within your room or apartment. Please contact your RA or coordinator for guidance to help you address noise-related conflict.

EXAM PERIOD

Exam periods take place through the majority of December and April. During these periods, all halls and buildings will abide by exam quiet, in place to ensure students can study without distractions. Exam quiet begins on the last day of classes and remains in place until the last day of final exams for exam periods. Quiet hours will take place for the duration of this period, with the exception of a relaxed period from 5-7 pm every day.

STUDY SPACES

There are study lounges located in every building. Lounges are spaces where quiet talking and working in a group is acceptable. Study lounges are spaces where residents are expected to engage in quiet, individual study. These lounges are provided for students so they have a distraction-free area to complete homework and study.

FACULTY-IN-RESIDENCE PROGRAM

The faculty-in-residence (FIR) program is one of the many advantages to choosing residence. The FIR is a professor who lives in residence and co-ordinates the provision of a number of academic supports and services. Through this program students receive:

- the opportunity to connect with a faculty member outside of the classroom for consultation on a range of academic concerns;
- high quality tutoring in major undergraduate subject areas (provided by graduate students); and
- access to academic events, workshops and seminars within the residence community.

Talk to your RA and check the signage in your area for further details on the program.

LINKS TO ACADEMIC SUPPORTS

The residence community is not only in close proximity to on-campus academic supports such as the Student Learning Services (SLS), but also works with them to ensure residents receive as many academic advantages as possible. Academic advisors from a variety of colleges regularly visit residence, and the SLS works with residence to provide special programming. For more information on the programs available in residence, ask your RA.





LIVING IN

GRADUATE HOUSE AND SOURIS HALL

In this section, we outline life and amenities in Graduate House and Souris Hall. As Graduate and family housing, these areas offer independent living in a secure environment, with access to Residence professional staff.



Graduate House

Graduate House is a building dedicated to Graduate, professional (non-direct entry), and post-doctoral residents, providing access to the following services, spaces, and programs:

- **Faculty in Residence (FIR) Program:** The Residence community FIR lives in Graduate House to facilitate a high level of availability and support to graduate students. The FIR is available for private consultations and regularly runs other academic-oriented programming.
- **Coordinator, Student Life:** The Graduate House Coordinator, Student Life is available in GH 136 every Friday from 8:30 am – noon, or by e-mail or phone. You may drop-in or schedule an appointment to access this support.
- **Classroom and Music Room:** A large classroom space equipped with tables, chairs and a whiteboard is available for your use. In addition, there is a basement space dedicated for playing musical instruments.
- **Programming:** Throughout the year, programs occur in Graduate House or other Graduate areas. You are encouraged to attend these events or use Graduate House's many common spaces to socialize.

Did you know?

Residence offers a parent/guardian/supporter newsletter once per term via email to anyone who wishes to sign up. It includes information regarding move-ins, important dates, payment and fee options, and events in Residence. Visit the Residence website for more information!



Souris Hall

Souris Hall is a family housing building, offering access to the following services, spaces, and programs:

- **Residence Liaison:** This role, unique to Souris Hall, offers support to residents through monitoring the Souris Hall Playroom (Lounge) and hosting events for the Souris community.
- **Coordinator, Student Life:** The Souris Hall Coordinator, Student Life is available from 8:30 am – 4:30 pm, Monday to Friday and has an office in Voyageur Place. You may drop-in or schedule an appointment to access this support.
- **Programming:** The Residence Liaison will plan and host at least two events per semester, with other events occurring in and around the community. Both adult-only and family-oriented programs are offered.
- **Family Member Rules:** You are permitted to live in Souris Hall if you are a student with children who are under the age of 18. You may have up to a maximum of four people living in your apartment. Children must be accompanied by a parent when attending events or using common spaces.

RESIDENCE

POLICIES

In this section we outline the expectations we hold for living together in residence, and describe community standards and how they will be handled.

WHAT IS UNACCEPTABLE IN RESIDENCE?

It is unacceptable to breach the policies of the University of Saskatchewan. In particular, whether you live in residence or not, University of Saskatchewan students are pointed to the *Standard of Student Conduct in Non-Academic Matters*. This policy can be viewed on the website of the Office of the University Secretary at www.usask.ca/secretariat/student-conduct-appeals/StudentNon-AcademicMisconduct.pdf.

Our rules about violations of the community standards in residence align with the standard of student conduct that is breached when a student behaves in a manner that:

- harms or threatens to harm members of the university community, including students, faculty or other staff of the university;
- disrupts or threatens to disrupt any of the activities of the university;
- harms or threatens to harm the property of the university;
- violates the policies, procedures or rules of the university; or
- abuses or shows disrespect for the processes of the standard of student conduct.

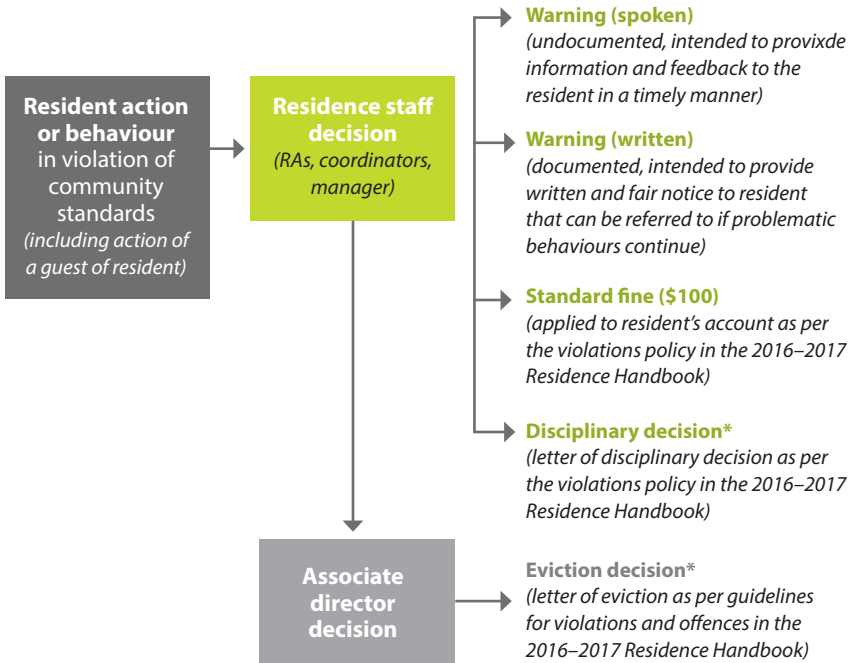
Consistent with the standard of student conduct and fine-tuned to the context where over 2,000 students live on campus, the following behaviours are determined to be unacceptable in residence, and **apply to the guests of residents** as well. It is the job of the student life team to follow up on and respond appropriately to violations in order to maintain the community standards and the living-learning environment for everyone. Your student life team can and will use their discretion with respect to these matters and will always seek to be consistent, transparent and fair in their dealings with residents.

Note: *Questions of accommodation related to health conditions, disabilities, religious practices or other rights protected under the Saskatchewan Human Rights Code should be directed to your coordinator as soon as possible so that accommodation options may be explored.*

WHAT IS THE DISCIPLINARY PROCESS IN RESIDENCE?

The following figure demonstrates the overall process and range of responses to actions or behaviours by a resident or by the guest of a resident who violates the community standards.

DISCIPLINARY PROCESS



**Because of the potential seriousness for residents of disciplinary decisions and eviction decisions, processes exist on specific grounds only, to have a disciplinary decision reconsidered and an eviction decision appeal heard by a panel external to residence.*

Students who live in residence are expected to understand that this community is different in important ways from a private rental property and therefore from a typical landlord-tenant relationship. Here, you are offered a living-learning environment on a university campus with community standards that are upheld. When students are in breach of the community standards, they can and will be held accountable as members of the residence community and as members of the broader campus community. It is the job of the student life staff to uphold the community standards and to hold residents accountable for violations of the community standards.

Since unacceptable behaviour can range from minor, one-time infractions (most common) to blatant disregard of the community standards that threatens the safety of others (rare), the student life team has guidelines that they rely on to ensure they respond to similar offenses in similar ways. At the same time, the student life team members in residence reserve the right to use their judgment as housing and student support professionals to determine the level of offense in each case, and to determine the most appropriate consequences (or sanctions), **including eviction**. In the table on the following page, you will see the guidelines used to determine the level of seriousness of violations and the types of sanctions that are generally applied. An offense may have characteristics that cross these guidelines.

REMOVAL

FROM RESIDENCE

In this section, we explain when and how a person may be required to leave Residence.



Residence regularly works with students through difficult situations, aiming to support them and prevent disruptions to their living situation. Unfortunately, sometimes circumstances require us to consider removal from residence. This action only occurs in circumstances in which a student's behaviour has negatively impacted the community, created an unsafe environment, refused to engage in appropriate behaviour or be accountable for their actions, or otherwise shown disregard for Community Standards. Additionally, financial evictions may occur should a student fail to meet financial obligations. Please note that all evictions are subject to a \$100 eviction processing fee, and we always reserve the right to evict.

FINANCIAL EVICTION

Residence units are in continual high demand. As such, it is important that all students meet their financial obligations. If students neglect to meet financial obligations, or do not adhere to payment plan arrangements, they may be subject to a financial eviction as outlined below:

1. The student is informed of their financial obligation, and invited to contact the Residence Services Office to make payment arrangements in the form of a 15 Day Outstanding Rent Letter;
2. Following the 15th day of the month, if no payment arrangements have been made with the Residence Services Office, the student is provided a financial Notice of Eviction by email - and an eviction processing fee in the amount of \$100.00 is charged to the student's account in addition to their outstanding balance;
3. Following the date of eviction, if the student still has not contacted the Residence Services Office, the student is provided a hand delivered Notice that their key/lock will be deactivated within a short timeframe.

If you are contacted by Residence Services staff about finances, you should contact the Residence Services Office immediately at 306-966-6775.

CONDUCT EVICTION

Residence should be a safe and supportive living environment. The conduct eviction process (outlined below) is considered when a student compromises this atmosphere:

1. The student is invited to a meeting to discuss the situation;
2. If it is determined that the student's actions or behaviours warrant departing from Residence, an eviction decision letter will be considered;
3. The student is called to a meeting to receive the eviction decision letter and discuss moving out.

Additionally, students may be banned or excluded, as follows:

- **BANNED:** Prohibited from being on residence property, as resident or guest.
- **EXCLUDED:** Future applications for residence will be declined.

COMMUNITY

LIVING EXPECTATIONS

We have presented this statement of community standards using six guiding principles: learning, safety, lawfulness, respect, fairness and comfort, and accompanying these are the rights and responsibilities that flow from them.

The table below should be regarded as your guide to living well in residence.

RESIDENTS' RIGHTS AND RESPONSIBILITIES

	RIGHTS
Learning	<ul style="list-style-type: none">• Residents have the right to pursue their academic goals while living in residence• Residents have the right to learn how to live successfully and happily in residence
Safety	<ul style="list-style-type: none">• Residents have the right to be safe from physical and psychological harm• Residents have the right to the security of their belongings• Residents have the right to feel safe from threat to their person or their belongings
Lawfulness	<ul style="list-style-type: none">• Residents have the right to expect that the law is respected and followed in residence• Residents have the right to expect that those with responsibility for residence will respond appropriately to illegal activities
Respect	<ul style="list-style-type: none">• Residents have the right to feel respected as unique individuals• Residents have the right to feel respected as members of any groups with which they identify• Residents have the right to be treated with respect by all members of the university community
Fairness	<ul style="list-style-type: none">• Residents have the right to consideration of their circumstances and to responses that are consistent, transparent and fair
Comfort	<ul style="list-style-type: none">• Residents have the right to clean surroundings, suitable furniture and functioning equipment



RESPONSIBILITIES AND SPECIFIC EXPECTATIONS

- Residents have the responsibility to respect the pursuit of academic goals by other students
- Residents are expected to honour the noise guidelines of their hall and buildings, and the noise guidelines during exam periods
- Residents are expected to learn from the resources, information and advice provided by residence about successful living in a community of peers
- Residents have the responsibility to respect the safety of others
- Residents are expected to use the facilities, equipment and furniture of residence buildings in a safe manner
- Residents are expected to follow the safety practices and protocols of residence
- Residents are expected to respect the private premises and property of others
- Residents are expected to take responsibility for their own behaviour, including how they behave when they have chosen to consume alcohol
- Residents have the responsibility to comply with bylaws and laws of Saskatoon, of Saskatchewan and of Canada and have the responsibility to encourage their peers to do the same
- Residents have the responsibility to report illegal activities to authorities
- Residents have the responsibility to behave respectfully towards all members of the university community (including all residents, student staff and professional staff)
- Residents are expected to learn from others with diverse perspectives and backgrounds
- Residents are expected to use respectful and inclusive language when interacting with others
- Residents are expected to pursue positive roommate relationships
- Residents have the responsibility to understand and respect the rules of residence and to be truthful about and accountable for their behaviour
- Residents have the responsibility to honour their financial obligations to residence
- Residents are expected to respond to the reasonable requests (including e-mailed meeting requests) of residence staff and university officials in a timely, respectful and co-operative manner
- Residents have the responsibility not to diminish or damage the cleanliness and functionality of the spaces, furniture and equipment in residence
- Residents are expected to report any damage to property, problems with air quality, infestations and other situations that compromise their own comfort in residence buildings or the comfort of their peers

VIOLATION ASSESSMENT GUIDE

LEVEL ONE VIOLATIONS

- A small or relatively minor infringement on the rights of any number of residents or residence staff or university official has occurred
- It is reasonable to believe the violating resident did not understand the rule and/or the resident can learn from the mistake
- The behaviour does not reasonably suggest a safety concern for the resident or the community

LEVEL TWO VIOLATIONS

- Repeat of a level one offense despite previous sanctions
- Failure to comply with a level one sanction
- A direct or indirect significant infringement on the rights of any number of residents
- Failure to respond to reasonable requests by a residence staff member or other university official
- Behaviour presents a safety concern for the resident or the community
- Behaviour is illegal
- Behaviour contravenes an existing university policy such as the non-academic misconduct policy of the university, the academic integrity policy, the computer use policy or the discrimination and harassment prevention policy

LEVEL THREE VIOLATIONS

- Repeat of a level two offense despite previous sanctions
- Failure to comply with a level two sanction
- A severe infringement on the rights of any number of residents
- The behaviour presents an immediate safety or security threat

LEVEL ONE SANCTIONS

- Spoken warning
- Immediate restrictions imposed or associated items confiscated
- Standardized financial fines meant to deter problematic behaviour *
- Corrective actions that reimburse or recover losses
- Restorative actions that aim to restore relationships and/or good standing in the community
- Educational actions that aim to encourage and enable learning from mistakes

LEVEL TWO SANCTIONS

- Any level one sanction or combination of sanctions
- Written warning
- Restrictive actions that limit residents access to specific areas of residence in their entirety or during specific time frames
- Demonstration of help-seeking requirement to show that support has been sought from family, community or campus supports
- Escalation of complaint to relevant university-level policies

LEVEL THREE SANCTIONS

- Any level one or level two sanction or combination of sanctions
- Final warning and probation, meaning the resident can and will be evicted upon the next specified offense
- Eviction with notice (weeks or months)
- Eviction without notice (24 or 48 hours)
- Bans from residence for specified time periods

Did you know?

Academic advisors and career counsellors from various colleges visit residence once a month to help students with any questions they may have regarding their classes, major/minor, degree, etc!

COMMUNITY STANDARDS (VIOLATIONS AND ASSOCIATED SANCTIONS)

VIOLATION

1. Safety: Safety violations occur when students or their guests show disregard for the safety equipment, protocols and practices of residence and the University of Saskatchewan.

Violations may include, but are not limited to, the following:

- a. Use of fire hazards: smoking, e-cigarettes, candles and incense and door propping*
- b. Tampering with any form of safety equipment (including all fire extinguishers and alarms), video surveillance cameras and locking mechanisms*
- c. Misuse of alarms or emergency response systems*
- d. Removal of window screens, exiting windows or accessing residence roofs*
- e. Misuse of windows, doors and elevators*
- f. Failure to offer or seek help for a student in unsafe circumstances
- g. Unauthorized use, lending or duplication of residence keys

2. Harm or threat of harm: Harm or threat of harm violations occur when students or their guests compromise the physical or psychological wellbeing of any member of the university.

Violations may include, but are not limited to, the following:

- a. Assault
- b. Verbal and non-verbal aggression
- c. Physical abuse, verbal abuse, intimidation or bullying
- d. Harassment or sexual harassment (see also violation six of this table)
- e. Sexual assault
- f. Stalking or cyber-stalking
- g. Hazing or initiation rites
- h. Possession or use of firearms or other weapons (including replica weapons), explosives (including fireworks) or incendiary devices

3. Alcohol use: Alcohol violations occur when students or their guests fail to consume alcohol responsibly. Violations may include, but are not limited to, the following:

- a. Consumption of alcohol in public spaces of the residence including lounges, hallways and bathrooms
- b. Possession of glass beer bottles
- c. Production of alcohol
- d. Promotion of the mass consumption of alcohol through such means as drinking games, equipment designed for mass consumption (e.g., funnels), common source alcohol (e.g., kegs)

LEVEL OF VIOLATION (INITIAL)	TYPICAL SANCTION(S) (INITIAL)
<ul style="list-style-type: none"> a. Level one b. Level two c. Level two d. Level one e. Level one f. Level three g. Level one 	<ul style="list-style-type: none"> a. Fine b. Written warning c. Written warning d. Spoken warning/fine e. Spoken warning f. Final warning/probation g. Fine
<p>All: Level three</p>	<p>All: Final warning/probation; eviction; ban(s)</p>
<ul style="list-style-type: none"> a. Level one b. Level one c. Level two d. Level one 	<ul style="list-style-type: none"> a. Spoken warning/fine b. Fine c. Restriction/confiscation d. Written warning

COMMUNITY STANDARDS (VIOLATIONS AND ASSOCIATED SANCTIONS)

VIOLATION

4. Drug use: Drug violations occur when students or their guests are not in compliance with the Criminal Code of Canada with respect to illegal drug use, including:

- a. Possession or use of drug paraphernalia
- b. Indications of personal use of illegal (non-prescription) drugs
- c. Indications of trafficking illegal drugs in residence

5. Damage to university property or property of others: Property violations occur when students or their guests cause damage or threaten to cause damage to the property of others or of the university. Violations may include but are not limited to the following:

- a. Cleanliness violations in public spaces of residence*
- b. Damage to any room (including the door), furnishings or equipment beyond normal wear and tear*
- c. Gaining entry into any premises for which you are not the agreement holder, or any space that is not available to the public or residence community
- d. Theft of the personal property of others or the property of the university
- e. Uttering of threats toward the personal property of others or the property of the university

6. Discrimination and harassment: Discrimination and harassment violations occur when students or their guests engage in behaviours as identified by the following:

- a. Discrimination is the differential treatment of or behaviour towards individuals on the basis of religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, and receipt of public assistance. This treatment may occur in direct or indirect manners, in person, in writing, in social media or via other electronic means and includes non-inclusive language, discriminatory remarks, actions of a discriminatory nature or promotion of discrimination. Such behaviours are prohibited in residence.
- b. Harassment is the unwelcome comments or actions, either of a personal or sexual nature, that an individual ought to reasonably know would cause psychological concern. This treatment may occur in direct or indirect manners, in person, in writing, in social media or via other electronic means and includes direct, indirect or implied threats, unreasonable physical contact without permission, and intimidation or bullying. Such behaviours are prohibited in residence.

LEVEL OF VIOLATION (INITIAL)	TYPICAL SANCTION(S) (INITIAL)
<ul style="list-style-type: none"> a. Level two b. Level two c. Level three 	<ul style="list-style-type: none"> a. Written warning b. Written warning c. Eviction
<ul style="list-style-type: none"> a. Level one b. Level two c. Level three d. Level two e. Level three 	<ul style="list-style-type: none"> a. Fine b. Fine or cost of repair c. Probation d. Written warning e. Probation
<p>All: Level one; two; three</p>	<p>All: Spoken warning; written warning; disciplinary decision; or eviction</p>

COMMUNITY STANDARDS (VIOLATIONS AND ASSOCIATED SANCTIONS)

VIOLATION

- 7. Disruption to the living-learning environment:** Disruption violations occur when students or their guests make it difficult or impossible for the normal activities of their peers, residence and the university to proceed.
- Causing a substantial disorder
 - Making or causing excessive noise
 - Failure to report infestations within 48 hours and failure to respond to concerns for infestations*
 - Removal or tampering with furniture in public spaces of residence*
 - Continuous pattern of offences—similar, varied or progressive

Standard Fines (\$100) may be automatic or may follow verbal warnings, depending on the circumstances

- Open alcohol in public spaces of residence
- Glass beer bottles anywhere in residence*
- Removal of window screens in residence*
- Use of fire hazards, including candles or smoking of any kind in residence*
- Cleanliness violations in public spaces of residence*
- Removal or tampering with furniture in public spaces of residence*
- Excessive noise violations or lockouts
- Advertising in residence without approval

**Asterisks indicate there may be a charge associated with the cost to repair, restore, recover or replace the damage caused to residence or your residence unit.*

WHAT DO I DO IF I RECEIVE A WARNING, A STANDARD FINE, A DISCIPLINARY DECISION OR AN EVICTION DECISION?

If you receive a spoken warning, all you need to do is listen, seek to understand and accept it, and make sure you stay aware of the community standards.

If you receive a written warning, you should read the warning and the section of the handbook that it refers to carefully. Any questions at all should be directed to your coordinator, student life. If you repeat the behaviour you can expect the coordinator to make a disciplinary decision that will require a sanction.

If you receive a standard fine, you will have \$100 automatically added to your account in residence.

If you receive a disciplinary decision, you will receive a formal letter outlining the behaviour or action that was in violation of the community standards and the sanctions that are to be applied to you or requirements that have been placed

	LEVEL OF VIOLATION (INITIAL)	TYPICAL SANCTION(S) (INITIAL)
	<ul style="list-style-type: none"> a. Level two b. Level one c. Level one d. Level one e. Level one, two or three 	<ul style="list-style-type: none"> a. Written warning b. Spoken warning c. Spoken/written warning d. Fine e. Written warning/fine
		<p style="text-align: center;">\$100 applied to your account in residence</p>

on you. The letters are detailed. It is possible to seek reconsideration of a disciplinary decision on certain grounds and details of this process will be provided in the letter.

If you receive an eviction decision, this will come directly from the associate director, consumer services (culinary services, residence). An eviction is a very serious matter and the letter will outline the decision in detail. It is possible to apply for an appeal hearing on certain grounds and details of this process will be provided in the letter.

Any questions should be directed to your coordinator.

Did you know?

Each week, graduate students can be found in residence providing tutoring for major undergraduate subjects! These subjects include math, writing, chemistry, stats and physics.

SOCIAL GATHERINGS

IN RESIDENCE



In this section, we define what a party is, outline expectations for hosting and attending a party, and explain why university staff may approach you regarding a party.

WHAT IS CONSIDERED A PARTY?

Residence defines a party as any social gathering that meets two or more of the following criteria:

- I. There are eight or more people present (including hosts and guests)
- II. Alcohol is being consumed
- III. There is enough noise to attract attention or disrupt the surrounding community

The determination of what is considered a party will be made at the discretion of university staff (Resident Assistants; Protective Services).

WHO IS CONSIDERED A GUEST?

A guest is any person at a party who does not reside in the room/unit. Hosts and roommates are not considered guests. Please note: only students who reside in the room/unit may be the designated host(s).

MEETING WITH UNIVERSITY STAFF

Students planning to host a party will speak with university staff at the start of the evening to register a party (see 'Planning and hosting a gathering' section). University staff will work with the host(s) to ensure all parties follow Community Standards, do not exceed the occupant limit, and that the host(s) will be responsible for their guests.

Failure to do so will result in warnings to address the problem and/or a request to end the party without warning. In addition to shutting down a party (as outlined below), Protective Services may:

- ID guests at a party and ask all non-university students to leave
- Deliver a warning and/or fine students who are in violation of Saskatchewan Provincial Laws relating to alcohol, including:
 - Drinking under the age of 19
 - Consuming alcohol in a public space
 - Providing liquor to a minor (person under the age of 19)

WHAT IS AGAINST THE RULES IN RESIDENCE?

The following are forbidden in Residence:

- | | |
|---|---|
| <ul style="list-style-type: none">• Assault, abuse (physical or verbal), intimidation and bullying• Aggression or threats (whether verbal or non-verbal)• Open alcohol in public spaces (hallways, lounges, entrances)• Kegs, mini-kegs and beer funnels• Illegal drugs or drug paraphernalia• Exceeding the occupant limit of any room/unit | <ul style="list-style-type: none">• Vandalism or theft• Drinking games• Glass beer bottles• Underage drinking• Smoking• Tampering with/misuse of fire extinguishing/prevention equipment |
|---|---|

WHEN WILL A PARTY BE SHUT DOWN?

If a party is shut down, all guests must leave and any music must be turned off. No guests may return to the room/unit and no audible music may be played for the rest of the night. A party will be shut down if any of the rules agreed to in the Handbook, on the party pass, or party form are broken, including:

- If it is Quiet Hours or in preparation for the start of Quiet Hours
- If any incident is reported at the party (any assault, fight, theft, etc.)
- If there is a repeat violation following a warning (i.e. noise or drinking games, etc.)
- If there is an excessive number of guests (see occupant limit)
- If the party is excessively noisy or disruptive to the Residence community
- If the party is not contained to the room/unit
- If the host(s) fails to follow instructions given by university staff or is uncooperative, rude, or disrespectful towards staff
- If a party fails to answer the door or ignores a reasonable request from University staff

Please note that a responsible party does not require continued staff presence to ensure expectations are being met. If a party requires continued monitoring, it will be shut down and all guests will be asked to leave. Failure to follow and abide by rules and regulations in this section may result in further disciplinary action being taken as per Residence disciplinary process.

WHAT ARE MY RESPONSIBILITIES WHEN IT COMES TO PARTIES?

Who is responsible?

Responsibilities:

**Everyone
(includes hosts
and guests)**

- Abide by all Community Standards
 - Know the whereabouts of and be responsible for your non-resident visitors at all times
 - Refrain from playing drinking games or promoting the mass consumption of alcohol
 - Keep all open alcohol inside the room/unit (no transporting or consuming in common spaces)
 - Respectfully follow and cooperate with all instructions from university staff
 - Respect the safety, security, and property of the building and its residents
-

**As the host
of a party:**

- Be present for duration of party
 - Ensure drinking games are not played in the room/unit
 - Be responsible for ALL guests who are let into your room/unit
 - Maintain guest list on door of your room/unit
 - Ensure the occupant limit is not exceeded
 - Inform all roommates of plans to host a party before the start of the party
 - Ensure the party is confined to the room/unit
 - Be proactive in shutting down the party by Quiet Hours
 - Contact the RA on duty or Protective Services if assistance is required enforcing the rules, handling unruly guests, shutting down the party, or if an incident occurs.
 - Be responsible for covering all financial charges as a result of any damage or harm done to the building
-

**As a guest attending
a party (Residence
students and non-
resident visitors):**

- Follow all responsibilities listed under 'Everyone' (please see top section)
 - Follow any guidelines set in place by host(s)
 - Respectfully exit the room/unit when Quiet Hours begin or if the party is shut down and exit/clear hallways
-

**As a roommate or
neighbour in the
proximity of a party:**

- Speak to host(s) directly if the party is disruptive or getting out of hand and request they address the problem or shut down the party
- As a roommate, remind the host(s) of guidelines agreed to in the Roommate Agreement
- Inform university staff immediately if party is disruptive beyond expectations and assistance is required
- Inform University staff immediately if Community Standards are being violated

PLANNING AND HOSTING A GATHERING

Party Pass

For a party to be held in Residence, it must be registered with the Resident Assistants (RAs) at the start of the night. Students planning to host a party must agree to all expectations and register their party in order to receive a party pass. These steps outline how to get a party pass:

- Approach your RA office between 7:00–7:30 pm. No party passes will be signed out after 7:30 pm. Please note: any party without a party pass will be shut down by university staff
- Complete the form, review responsibilities with the RA, and receive your party pass
- Meet all expectations as host (outlined on party pass, party registration form, and Handbook)
- Return party pass to the RAs at the end of your party

Improper use of or failure to meet expectations of the party pass may result in party pass privileges being revoked in the future for that student or room/unit.

The party expectations form, party registration form, and party pass are viewable on the Residence website www.usask.ca/residence under 'Student Life Experience' -> 'Social gatherings in Residence'.

Guest List

In addition to signing out a party pass, the host(s) must keep an up-to-date list (guest list) of all guests present at their party. The guest list is to be written on the unit whiteboard (College Quarter) or on a piece of paper (non-College Quarter residences) taped to the door of the room/unit for visibility. The host(s) of a party is required to:

- Keep a close watch on entrance of your room/unit
- Do not prop open the door of your room/unit
- Do not let guests open the door for other guests (remember, you are responsible for all guests in your room/unit)
- Keep a dry erase marker or pen available to write on whiteboard/guest list page

If the guest list is not up to date, the RA(s) will request it be updated. If the list is not updated after one warning, the party will be shut down and all guests will be asked to leave. Should the occupant limit be exceeded, the RAs will ask the host(s) to reduce their numbers or the party will be shut down and all guests will be asked to leave.

Did you know?

You are responsible for your guests and their actions, including when you host a gathering (so choose your guests carefully and make sure to explain the Community Standards).

SEXUAL ASSAULT AND MISCONDUCT

In this section, we explain expectations around sexual conduct and what to do if you are the victim of assault or misconduct.

WHAT IS IT?

Sexual Harassment: unwanted and/or unreasonable behaviours of a sexual nature. This can include words or actions of a direct or indirect demeanor through verbal, physical, visual or other forms.

Sexual Assault: any form of unwanted sexual activity that is performed by one person onto another through the use of any object or body part without consent.

WHAT IS RESIDENCE'S PROCESS?

If residence staff become aware of a situation that has taken place in or involves students from residence, student life staff will reach out to those involved. Our main priority is the safety and well-being of survivors and our staff can assist in connecting with supports and resources, as well as offering alternate temporary or permanent living arrangements. It is important to note that while we are bound to privacy, staff will take all such situations seriously and in consultation with involved and appropriate resources, ensure that safety precautions are taken and the residence disciplinary process is followed.

WHAT IS CONSENT?

Consent is a voluntary, unimpaired, and conscious choice and agreement between adults to engage in sexual activity. Consent is present if it is:

- **Clear:** consent is communicated through words that are easily understood as signs of permission
- **Coherent:** consent cannot be given by people who are under the influence of alcohol or illegal substances. If a person lacks the ability to make a rational and reasonable decision, they are not able to give consent
- **Willing:** consent is never obtained through manipulation, physical violence or threat, or through an unbalanced power situation
- **Ongoing:** consent must be gained at each stage of sexual engagement through verbal communication

SAFETY INFORMATION

- **Be an upstander:** if you see someone in trouble or at risk, call 911 or Protective Services immediately and tell your RA, SRA and/or coordinator.
- **Travel safely:** when walking at night, take paths that are lit, travel with a buddy or use Safewalk (306-966-7233).
- **For women,** Rape Aggression Defense (R.A.D.) training is available for a small cost through Protective Services and the USSU Women's Centre welcomes visitors.

WHAT ARE MY OPTIONS IF THIS HAPPENS TO ME?

In the event of an emergency:

- Find a safe place and seek medical attention as soon as possible.
- Contact any of the following emergency services:

EMERGENCY SERVICES	PHONE
Emergency Services	911
Saskatoon Police Service	306-975-8300
Protective Services	306-966-5555
Saskatoon Sexual Assault and Information Centre	306-244-2224
Mobile Crisis	306-933-6200

Consider reporting options:

- By reporting, you are taking steps towards safety for yourself and your community.
- You are encouraged to report the situation to any of the following services:

REPORTING OPTIONS	PHONE
Saskatoon Police Service	306-975-8300
Protective Services	306-966-5555
Discrimination and Harassment Prevention Services	306-966-4936

Accessing resources for support:

- The following resources offer free, confidential support:

RESOURCES FOR SUPPORT	PHONE
Student Counselling Services	306-966-4920
Student Health Services	306-966-5768
Saskatoon Sexual Assault and Information Centre	306-244-2224 (24 hour line)
Mobile Crisis	306-933-6200 (24 hour line)
USSU Women's Centre	306-966-6980
Student Life Staff	via RA on-duty cell phone



EMERGENCY

RESPONSE PROTOCOLS

In this section, we provide you with guidelines to follow, in the case of an emergency situation affecting your residence building.

For your safety, it is important to understand what you are expected to do in the event of an emergency. Each residence has a Local Emergency Response Plan (ERP). These documents are available in full on the residence website and posters are available in hallways or units.

The following information tells you how to proceed in the event of a building emergency:

BUILDING EVACUATION

If the fire alarm sounds for longer than 10 seconds, you must evacuate the building using designated routes. Once out, gather at the designated emergency marshalling area outside of the building.

If you have information about the alarm, you are expected to pass this on to emergency responders (Protective Services, Saskatoon Police Services, or Saskatoon Fire Department).

BUILDING LOCKDOWN

You are encouraged to sign up for Alertus, which will send a notification to your cell phone or email in the event of a lockdown (due to risk of severe weather or violence). Visit www.usask.ca/usafe for more information.

When a residence building is in lockdown, seek safe shelter within your room or current enclosed location immediately.

You must remain in lockdown until otherwise instructed by emergency personnel or a Alertus message.

MEDICAL EMERGENCY

Call 911 for assistance with medical emergencies. Protective Services are notified of 911 calls from university buildings and will also respond.

Make sure to know the building address and assist emergency personnel when possible (for example, meeting them at the building entrance).

SUSPICIOUS ACTIVITY

Call Protective Services at 306-966-5555 to report any suspicious activities.

STUDENTS WITH

CONCERNING BEHAVIOUR

In this section, we explain what happens when there is concern about how a student is behaving or feeling, including why we follow up, how we proceed and who else might be involved.

We are a community that believes in supporting each other to pursue our learning goals, remain safe, behave lawfully, demonstrate respect and fairness, and live in comfortable conditions. Our expectations of this kind are evident throughout this handbook.

We are also prepared to assist students who demonstrate concerning behaviours. By this we mean that it can happen that a student behaves in a way that causes their peers or staff in residence to feel concerned for that student's wellbeing or the wellbeing of those around him or her. While we expect students to be autonomous in their management of their own health concerns and respect their rights to privacy, circumstances do occur where students' threats of harm or actual harm to themselves compel our staff and campus community to intervene in a caring, compassionate and immediate fashion.

The university's (and residence's) first approach to such cases will be, where appropriate, to provide students with the appropriate professional support and treatment they require to resolve the situation. In rare cases, however, a student may be unwilling to seek or accept professional assistance, or to comply with a prescribed treatment plan. In such cases, threats of self-harm or actual self-harm may be considered violations of the community standards and can be dealt with as violations.

While residence staff are not held to the same high standard of privacy legislation as health and mental health professionals, we recognize our staff can become privy to information students regard as highly sensitive and private.

Some of the campus professionals with whom we may consult about concerning behaviour are:

Student Counselling Services
Protective Services

Student Health Services
Student Affairs Case Manager

In the case of an emergency, we may contact your emergency contacts provided on your application to residence. We may also ask you to demonstrate that you have advised your parents, families, roommates or others with whom you have close relationships of your situation so that they are aware and may be of assistance or support to you.

OPERATIONAL

GUIDELINES

In this section, we provide you with information that will help you become familiar with operational guidelines and procedures, important to ensuring you experience a smooth transition into the residence community.



BEFORE YOU MOVE IN

Before moving into residence, there are a few steps that you need to complete to hold your place and prepare for move in.

- **Pay all residence fees:** Be aware of the payment requirements for your specific building. Voyageur Place, College Quarter and Seager Wheeler residents are required to pay rent for the entire academic year by the set deadline. Graduate House, Assiniboine, Wollaston and Souris Hall residents are required to pay rent monthly.
- **Purchase tenant insurance:** It is the resident's responsibility to obtain tenant insurance to protect one's belongings against theft, fire and other damage.

MOVE-IN DAY

Moving into residence is a very busy day—these guidelines will help you plan and co-ordinate a successful move-in.

- **Residence payment:** The residence services office will be open on move-in day; however, no payments or payment arrangements plans will be accepted at this time. The office staff will be available to answer any of your residence-related questions or concerns. The payment deadline is **Thursday, September 15, 2016**.

- **Checking in:** You will be required to have your University of Saskatchewan student ID to check-in to residence and receive your residence keys. If you do not already have a student ID, you are required to obtain one. Further information about One Card pick up will be communicated to you prior to move-in day. Once you have your ID, follow the signs in Voyageur Place to arrive at the designated check-in location.
- **Move-in inspection:** A unit condition report (UCR) is a form you fill out to describe the condition of your room upon arrival. **A UCR must be submitted online within seven days of moving in** or a late fee will be charged and applied to your residence account. This form prevents you from being charged for pre-existing damage. You can find the UCR online at usask.ca/residence under Current Residents > Forms and Requests.

LIVING IN RESIDENCE

In addition to community standards that inform expected behavior in residence, there are operational guidelines that are important to understand and follow:

- **Financial responsibilities:** It is your responsibility to pay all fees associated with your residence account. Payments must be made in a timely manner to avoid late fees and possible eviction. If you are having difficulty paying your rent fees please submit a payment plan form and supporting documents to the residence services office before the payment is due. You can find a payment plan form online at usask.ca/residence under Incoming Residents > Payment > Make an Online Payment > Payment Plan Form.
- **Roommates and subletting:** As the agreement holder, only you are permitted to live in the room/unit assigned to you. Renting your accommodation to those who are not lawful residents of the room/unit is not acceptable and will lead to repercussions and possible eviction.
- **Guests:** As outlined in your residence agreement, guests are permitted to stay in your unit for a maximum of three consecutive nights, with the permission of your roommate(s).
- **Pets:** Only small fish are permitted in residence.
- **Lock outs:** There is a short grace period at the beginning of the school year. Following this, every lockout will result in a charge. You must present your student ID to be let into your unit.
- **Pests:** If there is ever a case or a suspected case of pests or any other animal infestation, it is important to notify residence services by submitting a maintenance request immediately. Failure to notify the residence services office could result in a fine.
- **Couples and families:** Residents with children may only live in Souris Hall, while only Assiniboine and Wollaston Halls accommodate couples without children. Residents must notify the Residence Services Office immediately of any anticipated change in living circumstances, including the addition of a spouse and/or any expected children. Residents in such circumstances may have to move units or move out (paying applicable fees). Residence transfers are based on availability and not guaranteed.
- **Windows:** You are expected to close your windows anytime you leave your unit. If they are left open for an extended period of time, the water pipes may burst. If the pipes burst in your residence unit, you will be charged for the cost of repairs.

MOVING IN

AND MOVING OUT

In this section, we explain how to move in and out of Residence and what to expect.

MOVING IN: PREPARING FOR ARRIVAL

Preparing yourself for move-in will help your experience to be as smooth as possible:

- **Review Important Dates:** There are several dates and deadlines that occur before moving in. Be sure to check your email account and the Residence website regularly to be sure that you're up-to-date on what is expected of you.
- **Know Your Move-In Day:** Students move in on different days, depending on where they will be living. Please check our website to find yours. Move-in information is also emailed to all residents along with their Residence Agreement. Residence move-in times are scheduled and residents cannot move-in earlier than these scheduled dates and times without special permission obtained from the Residence Services Office.
- **Pre-Order Supplies:** You can arrange for several items to be ready for you on or before move-in day:
 - *Student ID cards* (required for the move-in process) can be ordered in advance through PAWS.
 - *Textbooks* can be ordered ahead of time from the Bookstore. Please refer to the Bookstore website for information about ordering textbooks.
 - *Residence Linens*, through a partnership with the Residence Services Office, can deliver bedding packages and other living essentials to the Residence Services Office for you to pick up on move-in day. Visit www.residencelinens.com for more information.
- **Packing List for Residence:** A list of items of what to bring to Residence and what not to bring can be found on our website at: livewithus.usask.ca/incomingresidents/movein.php.

MOVING IN: RESIDENCE MOVE-IN DAY

Upon arrival on your specified move-in day, your first step will be to check-in at Saskatchewan Hall regardless of which building you're moving into.

- To avoid clutter, we ask that you leave your belongings in your car until you've completed the check-in process (if possible).
- All accompanying supporters (i.e. parents, friends, etc.) will be asked to wait in a designated hospitality area while students check-in.

After checking in, you will proceed to your building – welcome home!

- RAs in green vests are available in and around the buildings to answer questions and welcome you into your new community.
- Maintenance and caretaking staff will be available to assist as needed.
- Parking is limited due to move-in traffic, so please pay attention to all parking directions and we ask that you please avoid parking in accessibility stalls and on Residence lawn areas.

When you first meet your RA, they will introduce themselves, give you a welcome letter and inform you when and where your first community meeting will be. There, you will get to meet your neighbours, learn about Residence and ask questions.

MOVING IN: AFTER MOVE-IN DAY

Please keep in mind your responsibilities following move-in:

- **Unit Condition Reports (UCRs):** Each resident must complete a UCR within 7 days after moving in to record the condition of their unit. Students may be subject to a \$100 fee if the UCR is not completed by the deadline.
- **Welcome Week:** RAs offer a variety of activities the week after move-in day to ensure everyone can get to know each other.
- **Roommate Meetings:** If you have a roommate, your RA will arrange a meeting or provide a form to set agreed upon expectations amongst your unit.
- **Residence Handbook:** It is important to familiarize yourself with the Handbook you're given on move-in day to ensure that you are familiar with the policies and expectations of living in Residence.

MOVING OUT

Students must move out of Residence by the date and time indicated on their Residence Agreement. If you would like to move out earlier than the date indicated in your Agreement, please contact the Residence Services Office in order to learn about vacating procedures. The four steps to moving out are:

1. Submit a Notice to Vacate form found on the Residence Services Website
2. Sign up for a move-out inspection (as per the instructions that will be emailed to you)
3. Clean and empty your room(s)
4. Return your keys in a key envelope to the Residence Services Office

Regardless of when you move out, it is important that your spaces (including the common area) are cleaned prior to leaving Residence. More information about move-out, including a detailed list of areas that should be cleaned and checked, is available at livewithus.usask.ca/currentstudents/moveout.php



Did you know?

You can play many different intramural sports such as basketball, inner tube water polo and curling by joining Campus Recreation. This is a great way to meet people and stay active and, fortunately, residence is close to all playing facilities!

AMENITIES

AND SERVICES

In this section, we list some of the amenities and services most relevant to your time in residence and explain how they work or can be accessed.

Services

MAIL

Mail will be delivered to your mailbox or room, depending on your building (VP, CQ and SW residents are assigned mailboxes upon moving in). See below for your mailing address.

Voyageur Place only: *Express post package slips will be delivered to your mailbox. You must take this slip to the main residence services office (SK 128) Monday–Friday between 8:30 am–4:30 pm to pick up your package.*

Voyageur Place

Jane Doe
(Box #) – 91 Campus Dr
Saskatoon, SK S7N 5E8

CQ (Aspen Hall)

Jane Doe
(Box #) – 1601 Aird St
Saskatoon, SK S7N 1Z7

CQ (Spruce Hall)

Jane Doe
(Box #) – 1611 Aird St
Saskatoon, SK S7N 1Z8

CQ (Pine Hall)

Jane Doe
(Box #) – 1602 Osler St
Saskatoon, SK S7N 2K3

CQ (Birch Hall)

Jane Doe
(Box #) – 1612 Osler St
Saskatoon, SK S7N 2K7

Seager Wheeler

Jane Doe
(Box #) – 103 Cumberland Ave S
Saskatoon, SK S7N 1L6

Assiniboine Hall

Jane Doe
(Room #) – 101 Cumberland Ave S
Saskatoon, SK S7N 1L5

Wollaston Hall

Jane Doe
(Room #) – 107 Cumberland Ave S
Saskatoon, SK S7N 2R6

Souris Hall

Jane Doe
(Room #) – 105 Cumberland Ave S
Saskatoon, SK S7N 1L7

Graduate House

Jane Doe
(Box #) – 1593 Aird St.
Saskatoon, SK S7N 2Z3



MAINTENANCE

Each complex has a system to allow you to report maintenance concerns within your room, apartment, floor or building. See below for your maintenance reporting (for all areas). Residents will report their maintenance issues online at rezweb.usask.ca/portal by using this process:

1. Log in
2. Click maintenance button
3. Click the new job tab
4. Click the drop down list for category/item and select the description that best identifies your problem
5. Complete the description field with a brief explanation of the problem
6. Complete cause field. If unknown, indicate this by typing "unknown" in the field
7. Check the "I agree to allow a staff member into my room while I'm not there" or complete the comment box to arrange for a time when you like the work to be done
8. Once you have completed these steps, click save and close

Residence Facilities

FURNISHINGS AND CLEANING

Furnishings vary from building to building. **All rooms and common spaces are furnished** (with the exception of those in Souris, Assiniboine and Wollaston Halls). Please visit usask.ca/residence for more details. While residence custodial staff keep your building clean, **you are responsible for cleaning your own room/apartment**, as well to help keep building common areas tidy. *Please note: You are not permitted to bring outside furniture into residence (with the exception of Souris, Assiniboine and Wollaston Halls).*



For cleaning details specific to your building, please see below:

- **All residences (excluding Voyageur Place):** Cleaning inspections are conducted each term and you will be notified in advance.
- **Voyageur Place:** Vacuum cleaners are available for your use.

LOUNGES AND KITCHENETTES

Social lounges are available in every residence. These are a great place to meet new people and socialize. Each building contains at least one TV lounge with a full cable package. Kitchenettes are also available to Voyageur Place residents. Vending machines are also found in lounges throughout the residence.

LAUNDRY ROOMS

Laundry rooms are available in every residence. All machines are free of charge.

GAMES ROOM AND GYM – VOYAGEUR PLACE ONLY

The VP gym is located in Saskatchewan Hall. This gym is available for use by VP residents for physical activities during social hours. There is a minimal variety of equipment available. You are also welcome to bring your own.

The games room, also located in Saskatchewan Hall, is available for use by VP residents and is equipped for a variety of games including ping pong and pool.

STUDY LOUNGES

There are study lounges located in Voyageur Place and College Quarter. These include spaces that are designated quiet rooms where residents are expected to keep noise to a minimum in order to maintain an atmosphere conducive to quiet study.

STORAGE SPACES

Types of additional storage spaces available vary from building to building, as specified below:

- **Voyageur Place:** Bicycle and hockey equipment storage rooms are located in Saskatchewan Hall and open to all VP residents. Bicycles and hockey equipment may be stored here at your own risk.
 - **College Quarter:** Bicycle storage is available in the basements of Birch and Aspen Halls and is open to all CQ residents. Bicycles may be stored here at your own risk. Additional storage can be rented at a minimal cost. Contact the residence services office for more information.
 - **Seager Wheeler, Assiniboine and Wollaston Halls:** Storage closets are provided for each apartment and are located in the hallway. Storing food items in these closets is prohibited. Storage room floors must be kept clear.
 - **Souris Hall:** A storage closet is available for each apartment on the main floor.
-

Residence Dining

MARQUIS HALL

Marquis Hall welcomes students, staff and faculty to come for an unlimited dining style meal. Here, anyone may enjoy a one-time cash purchase or take part in a variety of meal plan options. While dietary restrictions cannot be accommodated on an individual basis, Marquis offers a wide selection of foods, accommodating many dietary needs.

Contact Information:

306-966-6789 or visit usask.ca/culinaryservices

MEAL PLANS AND RESIDENT CASH CARDS (RCC)

Meal plans for students living in Voyageur Place are **mandatory**. Students in Voyageur Place, College Quarter and Seager Wheeler also receive an RCC amount. This money, placed on student cards, is non-refundable and can be used at any Culinary Services outlet including Marquis Hall.

HOURS OF OPERATION

WEEKDAYS

Breakfast: 7:30–9:30 am
Lunch: 11:00 am–4:00 pm
Supper: 5:00–8:00 pm

WEEKENDS AND HOLIDAYS

Brunch: 11:00 am–1:30 pm
Supper: 5:00–8:00 pm

MEAL CARDS

Your student card acts as your meal and RCC card. You must present your card for all meals at Marquis Hall or to pay with RCC at participating food services outlets on campus.

BAG LUNCHES AND SICK TRAYS – VOYAGEUR PLACE ONLY

If you are unable to eat lunch at Marquis Hall because of academic conflict, a bagged lunch may be arranged. One working day's notice must be given at Marquis Hall. The bagged lunch will be available at breakfast on the day for which it is ordered.

If you are unable to come to Marquis Hall for a meal because of illness, you may arrange for a fellow resident to bring a meal to you. This person will be required to fill out a sick tray request form on your behalf, available from the cashier at Marquis Hall.



Did you know?

Marquis Hall is an all-you-can-eat, buffet-style dining hall that offers a wide variety of food at all times including pizza, main entrees, salad bar, soup, pasta, etc!

Campus Services

➤ International Student and Study Abroad Centre (ISSAC)

The International Student and Study Abroad Centre provides support to international students through services, programs and activities, while promoting cross-cultural understanding within the university and its surrounding community.

Location: Room 80 Lower Place Riel

Phone number: 306-966-4925

Email: international.students@usask.ca

Drop-in hours: Monday–Friday, 8:30 am–4:30 pm

➤ Help Centre

The Help Centre has a student loans advisor who can assist students with Canada or Saskatchewan loans and a student affairs officer who can assist with personal problems, conflicts with professors, class withdrawals, etc.

Location: Room 27 Place Riel Tunnel

Phone number: 306-966-6981

Email: help.centre@ussu.ca

Hours: Monday–Friday, 9:00 am–4:30 pm

➤ Student Counselling Services

Counselling services are available to all students and prospective students free of charge. The services provided include personal counselling, couples counselling, family therapy, support groups and career counselling.

Location: Third Floor Place Riel

Phone number: 306-966-4920

Website: students.usask.ca/wellness

Drop-in hours: Monday–Friday, 9:00–11:00 am; 1:00–3:00 pm

➤ Student Health Services

The Student Health Centre is located in Place Riel and provides health care for all students, their spouses, partners and dependents. The centre offers a wide variety of services such as general medical treatment, minor emergency/first aid care, massage and chiropractic services, etc.

Location: Fourth Floor Place Riel

Phone number: 306-966-5768

Website: students.usask.ca/current/life/health/healthservices

Drop-in hours: Monday–Friday, 8:30 am–4:30 pm

❖ **Disability Services for Students (DSS)**

Disability Services for Students (DSS) assists students by offering programs and advocacy services in order to foster an accessible campus. Any student with a diagnosed physical, intellectual or learning disability or impairment, or a mental disorder may register with DSS. Services available include exam accommodation, note taking, etc.

Location: E1 Administration Building

Phone number: 306-966-7273

Email: dss@usask.ca

Drop-in hours: Monday–Friday, 9:00–10:00 am; 1:00–2:00 pm

❖ **Aboriginal Students' Centre (ASC)**

The Aboriginal Students' Centre offers a variety of programs, events and support services to current and prospective Aboriginal students and supports Aboriginal achievement.

Location: 5 Campus Drive, Gordon Oakes Centre

Phone number: 306-966-5790

Email: asc@usask.ca

Drop-in hours: Monday–Friday, 8:30 am–4:30 pm

❖ **Pride Centre**

The USSU Pride Centre is a welcoming and celebratory campus community, providing a friendly, inclusive environment for those of all sexual orientations and gender identities.

Location: 104 Memorial Union Building

Phone number: 306-966-6615

Email: pride.centre@ussu.ca

Hours: Monday–Friday, 9:00 am–4:30 pm

❖ **Women's Centre**

The Women's Centre is a safe, comfortable and positive space that strives to celebrate feminism and activism and provide a supportive environment.

Location: 105 Memorial Union Building

Phone number: 306-966-6980

Email: womens.centre@ussu.ca

Hours: Monday–Friday, 9:00 am–4:30 pm

➤ Protective Services

Peace Officers are trained to assist the campus community through emergency response, crime prevention, community policing and educational programs. Protective Services provides 24-hour service and may be called anytime.

Location: 129, 72 Campus Drive

Phone number: 306-966-5555

Email: protective.services@usask.ca (non-emergency only)

Website: usask.ca/safety

➤ Safewalk

Safewalk volunteers are available to walk people safely to their destination on or near campus - Sunday to Thursday from 8:30 pm to 11:30 pm. After these hours, Protective Service officers will take over the duties of the student volunteers. This service is free and available to students, staff, and faculty.

Requesting Safewalk volunteers to walk with you is easy:

- Call 306-966-7233 (SAFE)
- Approach an on-duty Safewalker and request a walk
- Use the Safewalk button (green) on all Sasktel payphones located on campus
- For recurring walk requests, fill out the form available at the website listed below

Location: Room 82, Lower Place Riel

Phone number: 306-966-7233 (SAFE)

Hours: Sunday–Thursday, 24 hours a day

Did you know?

There are many different supports available to you in residence. The peer staff (RAs, senior RAs) and professional staff (coordinators, faculty-in-residence and managers) are all here to ensure you have the best possible year. Please seek out your RA any time you are looking for assistance!

Phone Numbers

Emergency contacts

Emergency 9-1-1 (call for fire, ambulance)	911
Protective Services	306-966-5555
Mobile Crisis Service	306-933-6200

Residence contacts

Residence Services Office	306-966-6775
Residence Services Office Supervisor	306-966-2816
Residence Manager, Student Life	306-966-2698
Residence Manager, Operations	306-966-6801
Coordinator – Voyageur Place	306-966-6565
Coordinator – Seager Wheeler	306-966-1420
Coordinator – Assiniboine and Wollaston	306-966-6524
Coordinator – College Quarter Phase I	306-966-6562
Coordinator – College Quarter Phase II	306-966-6536

Campus services

Help Centre	306-966-6981
Pride Centre	306-966-6615
Women’s Centre	306-966-6980
Aboriginal Students’ Centre (ASC)	306-966-5790
Safewalk	306-966-7233 (SAFE)
University Chaplain’s Office	306-966-8500
Student Health Services	306-966-5768
Student Counselling Services	306-966-4920
Disability Services for Students (DSS)	306-966-7273
International Student and Study Abroad Centre (ISSAC)	306-966-4925
Student’s Union (USSU)	306-966-6960
Graduate Student Association (GSA)	306-966-8547

Community services

Saskatchewan 24-Hour Health Line	811
Open Door Society	306-653-4464
Saskatoon Sexual Assault and Information Centre	306-244-2224
Canadian Mental Health Association	306-384-9333

Notes:

Contacts:

