

# WELCOME



# RESIDENCE HANDBOOK



[usask.ca/residence](https://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 USask 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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## MAKE YOURSELF AT HOME

Let us introduce ourselves

### Message from the Director, Consumer Services

I would like to take this opportunity to extend a warm welcome to our 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**  
**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.

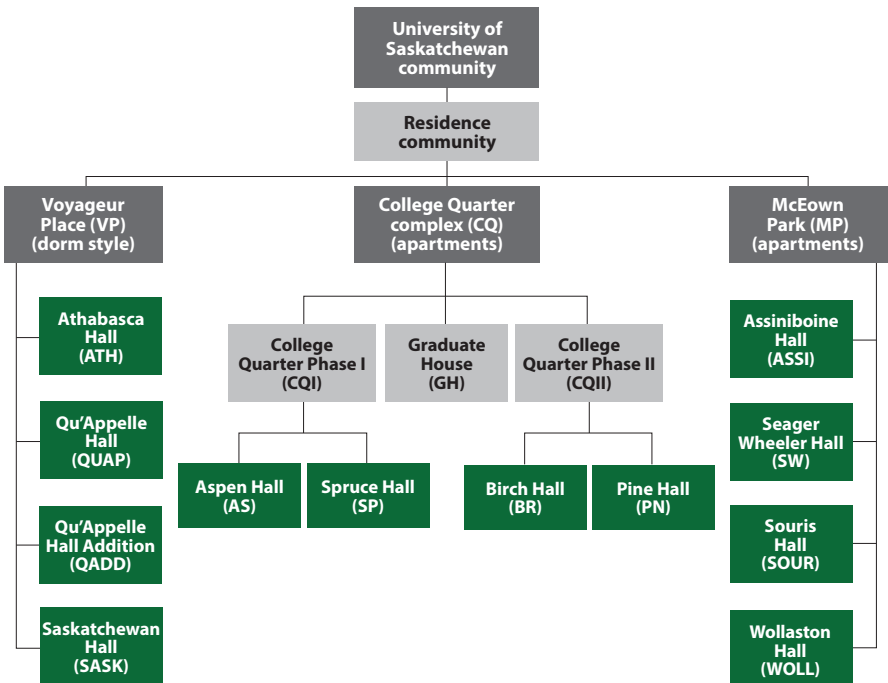
# YOUR RESIDENCE COMMUNITY

In this section, we introduce the community.

At USask, you are a resident living in one of six residence communities, within a wider residence community, within the broad campus community.

**Below is a chart to help you get to know us by showing all the breakdown of our residence complexes and their respective buildings.**

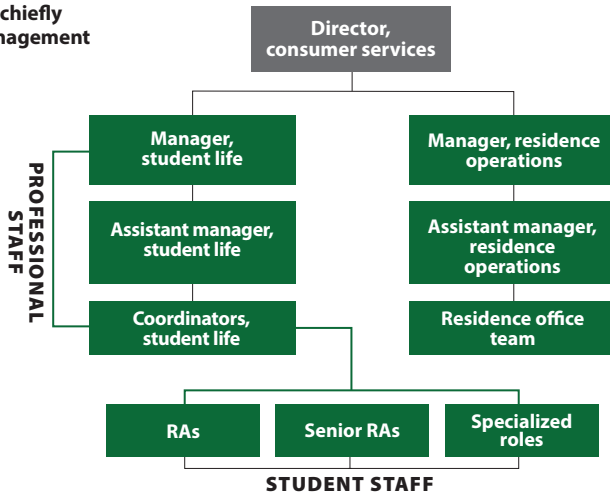
***Abbreviations for each building are included.***



# 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, Graduate House, 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 coordinator and the RAs. SRAs can sometimes be found helping RAs, meeting with students, overseeing events and responding to student questions.



- **Specialized student roles (PA, RL, SLSA, tutors)**

Residence is home to a variety of non-RA student staff who help to enhance the student experience. The student life student assistant (SLSA) helps the Student Life team to function. Programming assistants (PA) help build community through outreach and activities while residence liaisons (RL) serve communities without RA Teams, connecting with students, programming, and helping students to access social spaces. More about these roles and in-house tutors can be found throughout this Handbook and students should stay tuned for poster about their services.

## 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. However 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, 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 or through calling or texting the RA duty phone (numbers below).

BUILDING	RA ON-DUTY PHONE NUMBER	ON-DUTY HOURS
Voyageur Place	306-281-4496	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
Assiniboine and Wollaston, Graduate House	306-291-5007	7:00 pm - 7:00 am
Seager Wheeler	306-361-7656	7:00 pm - 7:00 am

## HOW DO I BECOME PART OF THE RA TEAM?

The RA team is conformed of a combination of new and returning RAs. The RA hiring process for all positions takes place during term 2 (January - March). To apply for the RA position, you will need to submit an application and then go through a selection process. You can approach your RA, the RA on-duty, or your Coordinator if you have any questions at any stage of the hiring process.

The hiring process consists of several stages, which are:

- **Application:** you will need to complete a comprehensive application form which can be found in residence offices and online. Applications are typically due late January/ early February.
- **Group interviews:** candidates who pass the initial screening are invited to a group interview, where they complete different tasks in a team environment.
- **Individual interviews:** chosen candidates attend an interview with staff members from student life.
- **Position offers:** successful candidates will be notified in late March.

## WHAT HAPPENS AFTER IF I AM A SUCCESSFUL CANDIDATE?

For all successful candidates, there are subsequent steps that you will need to complete in order to become an RA for the academic year. These steps are:

- 1 Team meeting:** after offers are made, there is a mandatory meeting for introductions with teammates, discuss specifics about the job, and meeting the professional staff.
- 2 Summer:** several communications will be sent over the summer months to give you updates, ask for information, and remind you of training requirements and necessary paperwork.
- 3 RA training:** candidates are required to attend training in its entirety. Training runs from mid- to late August and consists of several sessions, both informative and entertaining.



# PROFESSIONAL STAFF

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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:

- **Manager, student life (MSL)**

The 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 MSL 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 MSL works in direct collaboration with the MRO.

- **Assistant manager, student life (AMSL)**

The assistant manager, student life (AMSL) is a senior member of the student life team who is responsible for multiple administrative and managerial functions. The AMSL works closely with the manager, student life (MSL) to support professional and student staff, facilitate and coordinate work on projects, and assist in designing or implementing plans of the department and university (among many other tasks).

- **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!).

- **Counsellor-in-residence (CIR)**

The Counsellor-in-residence is a dedicated mental health professional that is available only to students living in residence. Students might choose to see or be referred to the CIR if they are having challenges such as stress surrounding university life, relationships, or other. The CIR offers drop-in counselling on Tuesdays and Fridays in Saskatchewan Hall 133.

## RESIDENCE OPERATIONS:

- **Manager, residence operations (MRO)**

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

- **Assistant manager, residence operations (AMRO)**

The assistant manager, residence operations 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.

- **Operational Support Specialist**

The Operational Support Specialist is responsible for day-to-day support in the Residence Services Office. This includes taking care of various administrative tasks and supporting students during their time in Residence. They also work closely with Conference operations during the Spring/Summer term to support the many groups and events that take place at the University of Saskatchewan.

- **Residence services office**

The residence services office is open Monday to Friday from 8:30 am–4:30 pm. 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 at 104 Seager Wheeler Hall. They can also be reached by emailing [residence@usask.ca](mailto:residence@usask.ca) or calling 306-966-6775.

## CONTACT INFORMATION:

	OFFICE	EMAIL	PHONE
<b>RESIDENCE MANAGER, STUDENT LIFE</b>			
<b>Madi Biollo</b>	SASK 102	<a href="mailto:madi.biollo@usask.ca">madi.biollo@usask.ca</a>	306-966-1650
<b>ASSISTANT MANAGER, STUDENT LIFE</b>			
<b>Zewen He</b>	SASK 101	<a href="mailto:zewen.he@usask.ca">zewen.he@usask.ca</a>	306-966-6524
<b>ASSISTANT MANAGER, STUDENT LIFE</b>			
<b>M. C.</b>	SASK 131	<a href="mailto:oah561@usask.ca">oah561@usask.ca</a>	306-966-6536
<b>COORDINATOR, STUDENT LIFE</b>			
<b>Ali McPhee</b> College Quarter Phase I	SASK 71	<a href="mailto:ali.mcphee@usask.ca">ali.mcphee@usask.ca</a>	306-966-2926
<b>Michael Dada</b> College Quarter Phase II	SASK 131	<a href="mailto:michael.dada@usask.ca">michael.dada@usask.ca</a>	306-966-1420
<b>Alexa Thompson</b> McEwon Park, Graduate House	SASK 72	<a href="mailto:alexa.thompson@usask.ca">alexa.thompson@usask.ca</a>	306-966-6562
<b>Jolee Akins</b> Voyageur Place	SASK 71	<a href="mailto:jolee.akers@usask.ca">jolee.akers@usask.ca</a>	306-966-8460
<b>MANAGER, RESIDENCE OPERATIONS</b>			
<b>Alana Wolfe</b>	SASK 103	<a href="mailto:alana.wolfe@usask.ca">alana.wolfe@usask.ca</a>	306-966-6801
<b>ASSISTANT MANAGER, RESIDENCE OPERATIONS</b>			
<b>Leanne Twordik</b>	SASK 127	<a href="mailto:leanne.twordik@usak.ca">leanne.twordik@usak.ca</a>	306-966-2816

# SAFETY AND SECURITY

## IN RESIDENCE

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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 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

**USask and all residence staff are committed to the well-being of our students. In accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*, 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. Parents and supporters can sign up to our parent's newsletter to stay involved and up to date with residence.

# COMMUNITY STANDARDS

## RULES 101

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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 our standards. Here are some highlights to get you started:

### **QUIET HOURS:**

**SUNDAY – THURSDAY** 10 pm – 8 am

**FRIDAY AND SATURDAY** 12 am – 10 am

- 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 AND 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 AND CANNABIS IN RESIDENCE:**

- Residents of legal drinking age (19+) may responsibly consume (but may not make, grow, distribute or sell) alcohol and cannabis, as permissible on-campus and by law.
- Residents must be safe and responsible (i.e. no mass consumption, games or fire hazards including smoking indoors) and must always follow rules while under the influence.

### **FIRE HAZARDS IN RESIDENCE:**

- The use of any fire hazards, smoking, e-cigarettes, vaping, candles, incense, and open elements inside or within 10 meters of any residence building is prohibited.
- Fire hazards compromise the health, safety, and well-being of all community members. If you notice a hazard please contact the RA on-duty or protective services.

### **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

DO's	DON'Ts
Respect and follow quiet hours	Engage in behaviours disruptive to the pursuit of academic goals
Co-operate 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
Follow all legal, campus, and residence policies around cannabis and other substance use	Smoke (including e-cigarettes, vaping and cannabis) inside or within 10 metres of any building
Refrain from tampering with safety equipment (including fire extinguishers, fire alarms and smoke detectors)	Have open flames (including birthday candles or incense) in residence

## DID YOU KNOW?

You are allowed to host social gatherings in your room. You will need to get a party pass from the RA on-duty and commit to follow all Community Standards and party expectations.

# LIVING WITH ROOMMATES

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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):**

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

## 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. Your RA will listen and plan to assist you with discussions by attending, or involving the appropriate resource. Additionally, your 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:

<b>Roommate Concerns</b>	<ul style="list-style-type: none"><li>• Complete steps from the previous section (demonstrate reasonable effort toward resolution)</li><li>• Seek approval from your coordinator, student life to apply for a transfer</li></ul>	<p><i>The following is applicable to <b>all transfer requests</b> (including roommate conflicts):</i></p> <ul style="list-style-type: none"><li>• Transfers are subject to availability</li><li>• Transfer requests can be made starting in October</li><li>• A fee of \$100 is applied</li></ul>
<b>Room Concerns</b>	<ul style="list-style-type: none"><li>• Access and complete the transfer form available online</li><li>• Contact the Residence Services Office at <a href="mailto:residence@usask.ca">residence@usask.ca</a> or 306-966-6775 for more information</li></ul>	

*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.*

# QUEER HOUSING IN RESIDENCE

In this section, we outline residence's commitment to creating and providing safe spaces, and building a sense of community for our 2SLGBTQ+\* residents. We strive to build a safe, healthy community for all who choose to be a part of it.

Residence recognizes and supports students of any identity, and is committed to ensuring a welcome, comfortable experience for all who choose to call this home. Students will be addressed by their preferred pronouns and will be assigned to a space they feel most comfortable in, taking in to account types of housing, gender identity, and other requests or needs.

## **ABOUT QUEER HOUSING:**

Queer housing is a safe space within the residence community where students that self-identify as 2SLGBTQ+ can live with other residents who identify on this spectrum. This initiative is new to residence, and our aim is to build a safe supportive queer-focused community within our larger residence community. Queer housing is currently available in College Quarter and is a designated section of one hall.

Students in queer housing receive customized support, service offerings and programming while also integrating into, and benefiting from, all services and supports offered to members of the larger residence community.

## **HOW TO LIVE LIVE IN QUEER HOUSING:**

Any student that identifies as 2SLGBTQ+ is welcome to consider participating in queer housing. For more information on how to get involved, contact Annie Johnson by email at [annie.johnson@usask.ca](mailto:annie.johnson@usask.ca).

## **DIVERSITY AND INCLUSION IN RESIDENCE:**

Discrimination will not be tolerated in residence. It is expected that residents will not use language that causes, or could cause, others to feel unsafe or unwelcome. All members of the community have a part to play in ensuring that our communities are safe, healthy, and free of discrimination.

## **DID YOU KNOW?**

The counsellor-in-residence (CIR) offers drop-in counselling on Tuesdays and Fridays in Saskatchewan Hall 133. Ask your RA or coordinator for more information about drop-ins.

# ACADEMIC LIFE

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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 to Thursday: 10 pm – 8 am**
- **Friday and Saturday: 12 am – 10 am**

*Please note:* It is important to understand that while staff do their best to encourage and promote quiet hours, they cannot control the volume of your roommates and neighbours 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 QUIET HOURS:

Exam quiet hours 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:

Residence is equipped with over 30 lounges dispersed across its buildings. 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 work.





### **FACULTY-IN-RESIDENCE PROGRAM (FIR):**

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 coordinates 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
- access to academic events (such as Cram Jam), workshops, and seminars within the residence community
- high quality and free tutoring as well as FIR drop-in sessions

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

### **TUTORING:**

Students who live in residence have access to our free tutoring program. Tutoring is offered in major undergraduate subject areas (such as Engineering, Statistics, Humanities Writing, Chemistry, etc.) on a weekly basis. For more information see the scheduled posted in your building, or ask your RA.

### **LINKS TO ACADEMIC SUPPORTS:**

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

# ANIMALS IN RESIDENCE

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In this section, we explain the rules and policies surrounding animals in residence. We categorize animals in four different ways in residence. Below we explain each category of animal, and outline if and when they are permitted in residence.

## **Pets:**

A pet has no specialized training and could be any type of animal that a person owns and keeps for companionship. Other than small, non-dangerous fish, residents are not allowed to bring any pets into residence.

## **Therapy animals:**

A therapy animal is an animal which has taken some training and/or passed a test that qualifies it as a certified therapy animal. Therapy animals are only permitted to visit residents with permission from a Coordinator, Student Life or Manager, Student Life but may not live in residence. When no permission has been given for a therapy animal to enter residence, the animal is considered a pet and is not allowed in residence.

## **Emotional support animals:**

An emotional support animal (ESA) is an animal that has no specialized training, but can help alleviate the symptoms of a person's psychiatric illness or disorder. ESAs are permitted in residence when approved in advance. Our general criteria is below. Please contact your coordinator if you have further questions. In order to have an animal recognized as an ESA by residence, you must:

- Have a diagnosed psychiatric illness or disorder
- Have documentation from a mental health or medical professional confirming a diagnosis and giving their recommendation of an ESA
- Be registered with Access and Equity Services (AES)
- Complete an ESA application and all paperwork required by both AES and residence
- Go through the ESA approval process with AES and residence

ESA applications will be assessed on a case-by-case basis and require approval from both residence and AES before the animal is permitted in residence.

## **Service animals:**

A service animal, typically a dog, is an animal with extensive training to assist a person with a disability with their everyday living, and which has been certified and trained to perform specific tasks. Service animals are permitted to live in residence and accompany their handler anywhere within residence.

# LIVING IN SOURIS HALL

In this section, we outline life and amenities in Souris Hall. As family housing, this area offers independent living in a secure environment, with access to residence professional staff and student life programming.



## Souris Hall

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

- **Residence liaison (RL):** This role, unique to Souris Hall, offers support to residents by hosting events for the Souris community and monitoring the use of the Souris Hall Playroom (Lounge).
- **Coordinator, student life:** The Souris Hall coordinator is available Monday to Friday from 8:30 am–4:30 pm and has an office in Voyageur Place. You may drop-in or schedule an appointment to access this support.
- **Programming and amenities:** Residents are welcome to use the communal playroom when open or through bookings via the residence liaison, and the playground and day care besides the building. 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.

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

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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](http://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.

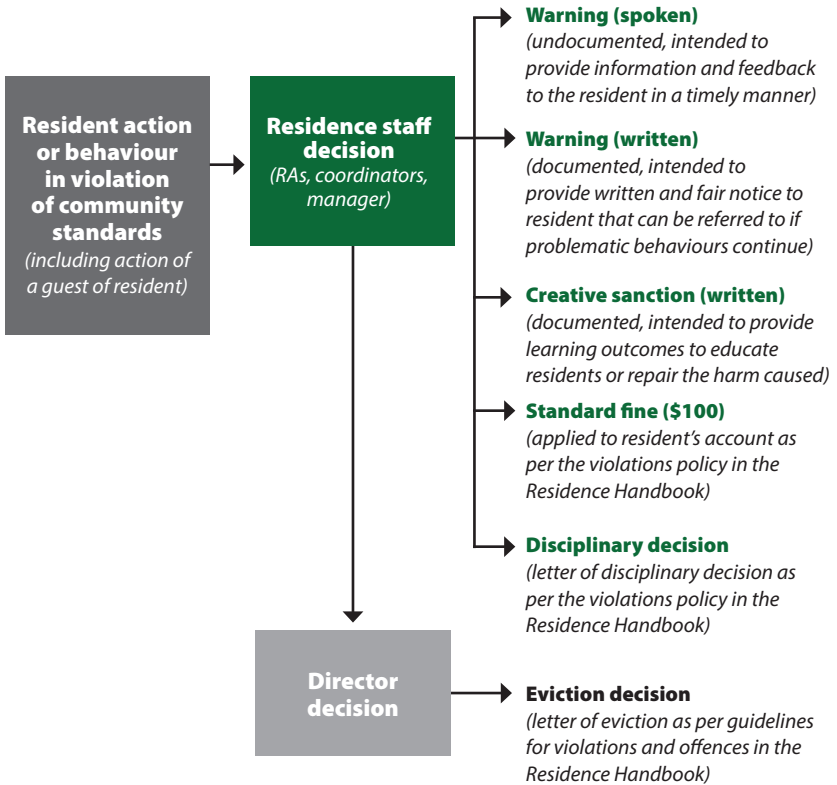
Consistent with the standard of student conduct and fine-tuned to the context where over 2,000 students live on campus, the following behaviours are determined to be unacceptable in residence, and **apply to the guests of residents** as well. It is the job of the student life team to follow up on and 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:



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 tables on pages 27-33, 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.

# 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

- 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

- 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

- 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

- 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

- Residents have the right to consideration of their circumstances and to responses that are consistent, transparent and fair

##### COMFORT

- 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 in a safe manner and to utilize all security measures (i.e. door locks)
- Residents are expected to follow the safety practices and protocols of residence
- Residents are expected to respect the private premises, property and security measures of others
- Residents are expected to take responsibility for their own behaviour, including how they behave when they have chosen to consume alcohol and cannabis
- 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, pest activity 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
- Any behaviour warranting removal including significant disturbance to the community, unreasonable reactions and responses to roommates, staff and fellow students, or unreasonable demand of resources
- Failure to comply with financial obligations as per the financial eviction process

## 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 and/or creative sanction
- 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 and/or removal with notice (weeks or months)
- Eviction and/or removal without notice (24 or 48 hours)
- Bans from residence for specified time periods

## 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 or the University of Saskatchewan, regardless of reason (i.e. religious, medical and or other considerations) .  
Violations may include, but are not limited to, the following:

  - a. Use of fire hazards, smoking, e-cigarettes, vaping, candles, incense and open elements (in Voyageur Place)\*
  - 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 (i.e. door propping/deadbolting) and elevators\*
  - f. Failure to offer or seek help for a student in unsafe circumstances
  - g. Unauthorized use, lending or duplication of residence keys
  - h. Giving building access to guests other than your own, neglecting to accompany guests, or any situation in which your own or guest behaviour impact community
  
- 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 or any misconduct
  - b. Verbal and non-verbal aggression
  - c. Physical abuse, verbal abuse, intimidation or bullying through direct or indirect manners, in person, in writing, in social media or via other electronic means
  - d. Harassment or sexual harassment (see also violation six of this table)
  - e. Sexual assault or related misconduct (refer to page 39 and 40)
  - 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 consumption:** Alcohol violations occur when students or their guests fail to consume responsibly. Violations may include, but are not limited to, the following:

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

**LEVEL OF VIOLATION (INITIAL)****TYPICAL SANCTION(S) (INITIAL)**

a. Level one

a. Written warning/creative sanction/fine

b. Level two

b. Written warning

c. Level two

c. Written warning

d. Level one

d. Spoken warning/fine

e. Level one

e. Spoken warning

f. Level three

f. Final warning/probation

g. Level one

g. Fine

h. Level one

h. Spoken warning

All: Level three

All: Final warning/probation;  
eviction; ban(s)

a. Level one

a. Spoken warning/fine

b. Level two

b. Fine

c. Level one

c. Restriction/confiscation

d. Level three

d. Written warning

## COMMUNITY STANDARDS (VIOLATIONS AND ASSOCIATED SANCTIONS) \*

### VIOLATION \*\*

**4. Cannabis use:** Cannabis violations occur when students or their guests fail to responsibly consume or fail to uphold the university's smoking, alcohol, and substance abuse policy. Violations may include, but are not limited to, the following:

- a. Consumption of cannabis in public spaces of residence (including lounges, hallways, bathrooms)
- b. Growth of cannabis or the production of edibles or other cannabis products
- c. Promotion of the mass consumption of cannabis through such means as equipment designed for mass consumption, or a common source (e.g. hotboxing)
- d. Distributing, selling, or advertising cannabis (or related activities) or any cannabis products
- e. Smoking or vaping cannabis, or any cannabis product, inside of residence buildings or within less than ten metres from any residence building

**5. 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

**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, gender identity, 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)**

a. Level one

a. Spoken warning/fine

b. Level two

b. Written warning/fine

c. Level one

c. Restriction/confiscation

d. Level three

d. Written warning

e. Level one

e. Written warning/fine

a. Level two

a. Written warning

b. Level two

b. Written warning

c. Level three

c. Eviction

All: Level one; two; three

All: Spoken warning;  
written warning; creative sanction;  
disciplinary decision;  
or eviction

## COMMUNITY STANDARDS (VIOLATIONS AND ASSOCIATED SANCTIONS) \*

### VIOLATION \*\*

**7. 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

**8. 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. Violations may include but are not limited to the following:

- a. Causing a substantial disorder
- b. Making or causing excessive noise
- c. Failure to report infestations within 48 hours and failure to respond to concerns for infestations\*
- d. Removal or tampering with furniture in public spaces of residence\*
- e. Failure to be properly clothed in shared spaces
- f. Pranking and acts of insolence
- g. Continuous pattern of offence—similar, varied or progressive

**Standard Fines (\$100)** may be automatic or may follow verbal and/or written warnings, depending on the circumstances.

- Inappropriate language in public forums (i.e. Wi-Fi network names, unit door, etc.)\*
- 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
- Failure to respond to reasonable request or cooperate with University staff
- Insolence to University staff
- Inappropriate language/images
- Unregistered roommate(s) in unit
- Cleanliness violations/failed cleaning inspections, or failure to report pests (or to prepare for treatment)

**LEVEL OF VIOLATION (INITIAL)****TYPICAL SANCTION(S) (INITIAL)**

- a. Level one
- b. Level two
  
- c. Level three
  
- d. Level two
- e. Level three

- a. Fine
- b. Creative Sanction/fine or cost of repair
- c. Probation
  
- d. Written warning
- e. Probation

- a. Level two
- b. Level one
- c. Level one
  
- d. Level one
- e. Level two
- f. Level two or three
- g. Level one, two or three

- a. Written warning/creative sanction
- b. Spoken warning/creative sanction
- c. Spoken/written warning
  
- d. Fine
- e. Written warning/creative sanction
- f. Written warning/creative sanction/fine
- g. Written warning/creative sanction/fine

\$100 applied to your account in residence

## 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. It is possible to apply for an appeal on standard fines provided you did not choose the fine over another sanction option when given a choice.

**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 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 director, consumer services. 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.

*\*Asterisks indicate there may be a recovery fee associated with the cost to repair, restore, recover or replace the damage caused to residence or your residence unit; fines may apply as an alternative*

*\*\*Please Note: The listed set of violations is not exhaustive; all residents agree to abide by a expectations outlined in this section, Resident's Rights and Responsibilities, the Standard of Student Conduct in Non-Academic Matters, and any other reasonable expectation of a student of the University of Saskatchewan; neglecting to follow any such expectations may result in a sanction or other action.*





## **DID YOU KNOW?**

RAs are on-duty every night starting at 7pm. You can find them in the RA office or doing rounds in your building. You can also reach them by calling the on-duty phone for your area from 7pm-7am if you need help.

# REMOVAL FROM RESIDENCE

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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. Unfortunately, circumstances sometimes require us to consider requiring a student to leave residence. This action only occurs when necessary for community safety or residence functioning, such as when a student's behaviour is disruptive or unsafe, when accountability or co-operation is lacking, or when defined obligations and expectations are not met.



## CONDUCT RELATED:

**Removal** from residence involves a mandated request to leave, occurring when a student has, in a significant way:

- demonstrated an unwillingness or inability to be a positive and productive community member, such as through patterns of disruptive behaviours;
- caused significant and repeated resource use to address continual conflict, lack of cooperation, neglect of responsibility, or community disruption;
- neglected to fully participate in the roommate conflict process and/or are unwilling to utilize the room transfer process in appropriate circumstances; or
- shown that they, their dependents, or their registered roommates require support over and above what the residence community is able to provide.

**Eviction** is a behaviour-related termination of a student's Residence Agreement, requiring them to leave residence by a specific time and date. Typically a student will meet with staff before their reported behaviours, demonstrated accountability, and any risk to community are considered. The notice period for an eviction can range from 1-14 days, at the discretion of the staff and given the details of the case.

## FINANCIALLY RELATED:

**Financial eviction** is the fee-related termination of a student's Residence Agreement. Financial eviction typically occurs only when a student has neglected to make or meet a payment plan, or attend and follow-through on arrangements within the financial eviction process. Students who fail to meet their financial obligations and/or comply with this process and associated communication, will be subject to immediate removal by way of Financial Eviction. All applicable fees and charges, new and/or outstanding, will be sent to a third party collection agency following the term end date, in addition to a hold being placed against the Student Account, preventing the student from accessing their grades and/or registering for any new courses until the outstanding balance is fully paid. The full process and all payment options may be found online, including supports for students struggling to meet financial obligations.

### Eviction process:

	RENT DUE	LATE PAYMENT NOTIFICATION	NOTICE OF EVICTION	EVICTION DATE	STUDENT ACCOUNT HOLD
<b>TERM 1</b>	<b>SEPT. 8</b>	<b>SEPT. 9</b>	<b>SEPT. 16</b>	<b>SEPT. 23</b>	<b>SEPT. 24</b>
<b>TERM 2</b>	<b>JAN. 8</b>	<b>JAN. 10</b>	<b>JAN. 17</b>	<b>JAN. 24</b>	<b>JAN. 25</b>
<b>MONTHLY</b>	<b>1ST BUSINESS DAY</b>	<b>2ND BUSINESS DAY</b> \$25 late fee is charged	<b>ONE WEEK AFTER LATE FEE IS CHARGED</b> \$250 eviction fee is charged	<b>ONE WEEK AFTER EVICTION FEE IS CHARGED</b> locks changed at 12 pm	<b>THE FOLLOWING BUSINESS DAY</b> access revoked to grades and class registration

## OTHER MEASURES:

**Exclusion** prevents a student from living in residence in one or all future academic years. Unlike removal and eviction, exclusion occurs after a student has moved out and may be communicated at time of application. Reasons for exclusion vary, and may include but are not limited to a pattern of disruptive behaviour or risk, concern to the community, or repeated failure to meet financial obligations.

**Ban** prohibits a person from entering residence, including all areas or only specific sections. Bans typically address possible or reported safety concerns, and may be issued to anyone, including current residents or non-students. A ban may accompany an eviction or exclusion, or may require a current resident to stay away from selected floors or buildings.

# 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:

 **More than 8 people present**

 **Alcohol is being consumed**

 **Noise that disrupts the 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?

**Guest:** any person who does not reside in the room/unit (including residence students and non-resident visitors)

**Designated host(s):** only students who reside in the room/unit

## 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).

## 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) in any of the following ways:

### RESIDENT ASSISTANTS

- Offer assistance to host(s)
- Remind you of quiet hours and enforce rules
- Address party expectations and violations:



**Drinking games**



**Guest list not updated**



**Excessive noise**



**Door propped open**



**Room capacity exceeded**

### PROTECTIVE SERVICES

- ID guests at the party
- Ask non-residents to leave
- Fine students who violate alcohol laws:



**Drinking under the age of 19**



**Consuming alcohol in public spaces**



**Providing liquor to a minor**

## WHAT IS AGAINST THE RULES IN RESIDENCE?

**The following are forbidden in residence:**

- 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
- 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 for the rest of the night. A party will be shut down if any of the rules agreed to in the handbook, party pass, or party form are broken, including:



**Past quiet hours**



**Repeated violations**



**Excessive noise**



**Not contained to room/unit**



**Any assault, fight, theft**



**Exceeded guest limit**



**Failure to cooperate**



**Ignoring staff instructions**

*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?

During a party, your responsibilities will be the following:

### HOSTS AND GUESTS

- Follow all community standards
- Keep all open alcohol inside the room
- No drinking games or mass consumption
- Respect staff, residents, and the building

### HOST

- Be present at all times
- Inform all roommates
- Contact the RA for assistance
- Maintain the guest list
- Supervise all guests
- Absorb any damage costs

### GUEST

- Follow all rules set by residence and the host(s)
- Exit the room when asked to do so

### NEIGHBOURS AND ROOMMATES

- Follow rules set by residence and host(s)
- Contact the RA for assistance
- Remind host(s) of roommate agreement

## PLANNING AND HOSTING A GATHERING:

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 in order to register their party and get the following documents:



### How to sign out your party pass:

- At the RA Office
- The day of your party
- Between 7 pm and 7:30 pm



### The host is required to create a guest list:

- Place the guest list on the room/unit door
- Update the guest list throughout the night
- Follow the occupant limit (6 people/bed)

## DID YOU KNOW?

During December and April in all residence building, exam quiet hours are in effect at all times with a relaxed period from 5–7pm every day.

# GUESTS IN RESIDENCE

In this section, we explain what it means to host or be a guest in residence, including the expectations of having visitors.

## WHO IS A GUEST?

The term guest refers to anyone who does not live in the space they are attending. In residence, you can be considered a guest if:

- You are a resident but are in a room/unit other than your own.
- You are a resident and in a residence building/community in which you do not reside.
- You are not a resident and are in residence with a current resident (without an agreement holder you are trespassing).

## GUESTS AND ROOMMATES:

- Roommates agree on guests rules when creating Roommate Agreements at the start of the year, and are expected to talk with each other when deciding who to have over and when.
- Disputes about guests may be solved through conversation or with the guidance of an RA, though room changes may be approved if reasonable compromise cannot be reached.

## PROBLEMS WITH GUESTS:

- Students are asked to report any unsafe guest or host activity immediately.
- Failure to comply with guest expectations and/or any breach of Community Standards may result in the immediate and/or permanent removal of a guest and disciplinary action for the host.
- Residents attending other units/areas as guests will be held accountable for their actions as guests.
- Guest privileges may be revoked if the resident and/or their guest(s) engage in disruptive dangerous behaviours (such as substance overuse or illegal use, damage, etc).

## WHAT IS EXPECTED OF ME?

### AS A GUEST:

- Abide by all Community Standards and University Policies
- Co-operate with all members of University staff (e.g. Protective Services, RAs)
- Act on any reasonable requests by staff or your host, including requests to leave residence

### AS A HOST:

- Only bring people you know personally into residence and stay with all guests at all times
- Make sure the person you bring in is permitted in residence (i.e. is not on a ban list)
- Accept responsibility for your guest's actions, including but not limited to any associated fees and/or fines (such as in the case of damage)
- Abide by all Community Standards and Social Gathering expectations regarding guest

# WELCOME WEEK

In this section, we inform you of the support and opportunities Welcome Week provides to all residents.

## WHAT IS WELCOME WEEK?

One week-long series of programming that is planned and implanted by the professional and student staff working in residence. Welcome Week is designed to:



**Smooth your transition into residence and university life**



**Familiarize yourself with your new home and community**

## WHAT, WHEN AND WHERE?



**Programs offered daily**



**Starts on move-in day**



**In all residence areas**

The locations and times of your area's events can be found on the posters around your building and at move-in, or by asking your RA. Examples of past events include:



**Toga run**



**Campus tours**



**Capture the flag**



**Social activities**

## WHY SHOULD I ATTEND WELCOME WEEK?



**Get to know your new home**



**Meet your community**



**Learn about supports**



**Meet your residence staff**





## **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!

# 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 Misconduct:** a broad term that describes any misconduct of a sexual nature, physical or psychological, carried out through sexual means. This misconduct takes different forms including, but not limited to sexual assault, coercion, stalking, and sexual harassment.

**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 the people who are under the influence of alcohol, cannabis, or illegal substances

### WILLING:

Consent is never obtained through manipulation, physical violence or threat, or through unbalanced power situations

### 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,** 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 Wellness Centre	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

FIND A  
SAFE  
SPACE

CONTACT  
EMERGENCY  
SERVICES

CONSIDER  
REPORTING  
OPTIONS

ACCESS  
RESOURCES  
FOR  
SUPPORT

- **USAFE:** The university has created a safety app to help simplify the process for anyone affected by crime or to use during an emergency. It features emergency contact information, safety tips, and many other features. It is available for all smart-phone users to download.
- **Educate yourself:** Everyone plays a part in community safety. *Bringing in the Bystander* is offered regularly in-house to help you learn how to build a safe and respectful community. You can also take the *Sexual Violence Prevention and Response Online Course* from the USask website.

# STUDENTS

## IN DISTRESS

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In this section, we outline what our follow-up process and support can look like when working with a student in distress, including who else might become involved during the process, and available resources for students to access.

Within residence, we have a variety of trained staff and supports available to students to help them be successful both personally and academically, as a residence community member, and as a member of the larger university community. Never hesitate to reach out if you have questions, are in distress, or notice someone else in distress.

When a student behaves in a way that suggests they may be in distress (including verbally, physically, through their online or social media presence, or in any other manner that causes their peers or staff to feel concerned for the student's wellbeing and safety, and/or the wellbeing and safety of those around them), our staff will reach out to the student to begin working with and supporting them.

Residence's first approach to such cases will be, when appropriate, to provide students with resources and information so that they can access professional supports and treatments to assist them in resolving the situation. In rare cases, 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 followed up with as such.

While residence staff are not held to the same standard of privacy legislation as health and mental health professionals, we recognize that our staff can become privy to information that students regard as highly sensitive and private. While we respect all students' rights to privacy and expect students to be autonomous in the management of their own health and wellness concerns, circumstances involving a student threatening harm, or causing actual harm to themselves or others, will compel our staff and campus community to intervene in a caring, compassionate, and immediate fashion.

Some of the campus professionals with whom we may consult about students who are in distress or students with concerning behaviour, are the Student Wellness Centre, Student Affairs and Outreach, and Protective Services. In the case of an emergency, we may also contact a student's emergency contacts that they provided on their Residence application.

### RESOURCES AND SUPPORTS:

- RA on-duty (see page 5 for contact information)
- Coordinator, student life (see page 8 for contact information)
- Coordinator on-call (available 24/7 and can be accessed through an RA)
- Protective Services 24/7 at 306-966-5555
- Counsellor-in-residence (see page 8 for more information)

# EMERGENCY RESPONSE PROTOCOLS

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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 [usask.ca/usafe](https://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 an Alertus message.

## **DISPLACEMENT:**

In the unfortunate event that students are unable to return to their rooms after an incident (i.e. flood), residence staff will work with students to find temporary accommodations. This may include arranging alternate residence spaces (wherever possible), off-campus accommodations, or other suitable arrangements.

## **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.

# OPERATIONAL GUIDELINES

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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 and 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 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 will be communicated to you via email.

- **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.** If a UCR is not submitted by the deadline, a \$100 charge is 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](http://usask.ca/residence) under Current Residents > Requests and Forms.

## 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](http://usask.ca/residence) under Current Students > Requests and Forms > Residence Payment Plan link.
- **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.
- **Lockouts:** 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.
- **Cleaning inspections:** For the comfort of residents, regular cleaning inspections are performed in common areas and bedrooms in order to maintain a high level of cleanliness. You will be notified when these will take place. Those who do not pass will be required to clean their units for a re-inspection. You may be subject to cleaning and/or maintenance charges as applicable.
- **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 of pest activity or to comply with scheduled treatments will 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

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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.
- **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](http://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 Marquis Culinary Centre regardless of which building you're moving into. You are required to present your student card at this time (student cards are obtained by pre-ordering prior to move-in). If you are returning resident, you must bring your current student card.

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

### **After picking up your keys, 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 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 are 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 on keytags provided by 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](http://livewithus.usask.ca/currentstudents/moveout.php)

# AMENITIES AND SERVICES

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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

All residents are assigned mailboxes upon moving in. Mail is delivered by Canada Post and residence staff are unable to assist if there are problems with delivery. Please contact Canada Post if you have questions or concerns about your mail. If you receive unaddressed mail cross out the address, write "moved" on the envelope, and drop the item into a Canada Post mail box.

*Voyageur Place only: The residence services office will send you an email if you receive a package. You must visit the office during business hours (Monday to Friday from 8:30 am to 4:30 pm) to pick it up.*

*College Quarter and Graduate House: Canada Post parcel boxes are located in the lobby of your building, where you can retrieve packages delivered by Canada Post.*

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#### **Voyageur Place**

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

#### **CQ (Aspen Hall)**

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

#### **CQ (Spruce Hall)**

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

#### **CQ (Pine Hall)**

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

#### **CQ (Birch Hall)**

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

#### **Seager Wheeler**

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

#### **Assiniboine Hall**

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

#### **Wollaston Hall**

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

#### **Souris Hall**

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

#### **Graduate House**

Jane Doe  
(Unit #) – 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 <https://rez1.usask.ca/StarRezPortalX/> 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

## ADMINISTRATIVE AND OPERATIONAL SERVICES

For any questions about residence fees, payments, lease agreements, or any other operational concerns, students are welcome to visit the residence services office.

### Residence services office

Saskatchewan Hall 128  
Monday to Friday, 8:30am – 4:30pm

### McEown Park residence services office

Seager Wheeler Hall 104  
Monday to Friday, 8:30am – 4:30pm

## COUNSELLING

The CIR is available to all residents who wish to seek support from a mental health professional. You can visit the CIR by scheduling an appointment or using drop-ins.

**Office:** Saskatchewan Hall 133

**Drop-in hours:** Tuesdays and Fridays, 8:30am – 4:30pm

## PEER SUPPORT

Each residence area has a team of RAs available to residents. You can approach the RAs if you have any concerns such as roommate conflicts, personal struggles, or academics. RAs can be found in the RA office during duty hours or in their rooms.

### College Quarter-I RA office

Spruce Hall Lobby

### College Quarter-II RA office

Pine Hall 113

### Seager Wheeler RA office

Seager Wheeler Hall 104

### Graduate House, Assiniboine and Wollaston Halls RA office

Graduate House front desk

### Voyageur Place RA office

Saskatchewan Hall 151



## Residence Amenities

### 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](http://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:** Cleaning inspections are conducted each term and you will be notified in advance
- **All residents:** Are required to bring their own cleaning items including a mop and vacuum. (Please note: Voyageur Place residents are not required to bring a vacuum as one may be provided)

### LOUNGES AND KITCHENETTES

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 residence.

### ACADEMIC LOUNGES

There are study lounges located in Voyageur Place, College Quarter, and Graduate House. 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.

### CARDIO LAB AND GYM – GRADUATE HOUSE AND VOYAGEUR PLACE ONLY

The VP gym is located in Saskathewan Hall and the cardio lab is located in Graduate House. Both of these spaces are available for residents living in VP and GH, respectively, for physical activities during social hours. There is a minimal variety of equipment available. You are welcome to bring your own.

### GAMES AND MUSIC ROOMS – GRADUATE HOUSE AND VOYAGEUR PLACE ONLY

The games room, located in Athabasca Hall, is available for use by VP residents and is equipped for a variety of games including ping pong and pool. The music room is located in Graduate House and is available for GH residents to practice and play music.



## LAUNDRY ROOMS

Laundry rooms are available in every residence. All machines are free of charge (*some machines might require a coin to start*).

## 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.
- **Graduate House:** Bicycle storage is available in the basement of Graduate House. 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.

## WELLNESS SPACE

As part of our wellness initiative, the wellness space is a specialized lounge created to be a safe space for all residents. Various wellness programs are offered in this lounge for the residence community; also, it is a space students can reach out for support from staff.

## QUEER HOUSING LOUNGE

The Queer housing lounge, which is located in Saskatchewan Hall, is an open, safe, and inclusive space for all queer students living in Residence. This lounge provides a space in residence for queer residents to access 2SLGBTQ+\* literature, interact with other students, and connect with campus and community resources.

## MCEOWN PARK COMMUNITY GARDEN

In partnership with the Office of Sustainability, the McEown Park community garden is an outdoors space that provides residents the opportunity to grow nutritious food, learn about sustainability, and engage in a healthy recreational activity.

# Residence Dining

## MARQUIS CULINARY CENTRE

Marquis Culinary Centre 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. Marquis offers a wide selection of foods, accommodating many dietary needs. For more information visit [usask.ca/culinaryservices](http://usask.ca/culinaryservices).

## MEAL PLANS AND RESIDENT CASH CARDS (RCC)

Meal plans for students living in Voyageur Place are mandatory. The meal plan provides unlimited meals. Students in other areas receive RCC and can purchase a meal plan if they wish. RCC is placed on your student card. It is non-refundable and can be used at any Culinary Services outlet including Marquis Culinary Centre. Students may check their RCC balance online through PAWS.

## HOURS OF OPERATION

### WEEKDAYS

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

### WEEKENDS AND HOLIDAYS

Brunch: 11 am – 1:30 pm  
Dinner: 5 – 8 pm

## MEAL CARDS

Your student card acts as your meal and RCC card. You must present your card for all meals at Marquis Culinary Centre 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 Culinary Centre because of academic conflict, a bagged lunch may be arranged. One working day's notice must be given at Marquis Culinary Centre. The bagged lunch will be available at breakfast on the day for which it is ordered.

If you are unable to come to Marquis Culinary Centre 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.

## DID YOU KNOW?

Marquis Culinary Centre 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

## **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.

**5 Campus Drive, Gordon Oakes Centre**

**306-966-5790**

**asc@usask.ca**

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

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## **ACCESS AND EQUITY SERVICES (AES)**

Access and Equity Services (AES) 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 AES. Services available include exam accommodation, note taking, etc.

**E1 Administration Building**

**306-966-7273**

**aes@usask.ca**

**Drop-in hours: Monday and Thursday, 9:30 am – 12:30 pm**

**Tuesday and Wednesday, 2 pm – 4:30 pm**

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## **CAREER SERVICES**

Career Services core purpose is to empower students to achieve career success by leading, guiding, and partnering to advance career education.

**G50 Lower Marquis Hall**

**306-966-5003**

**career.services@usask.ca**

**Monday to Friday, 8:30 am - 4:30 pm**

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## **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.

**105 Memorial Union Building**

**306-966-6982**

**help.centre@ussu.ca**

**Drop-in hours: Monday to Friday, 9 am – 4:30 pm**

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## 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.

**Room 80 Lower Place Riel**

**306-966-4925**

**international.students@usask.ca**

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

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## 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.

**104 Memorial Union Building**

**306-966-6615**

**pridecentre@ussu.ca**

**Drop-in hours: Monday to Friday, 9 am – 4:30 pm**

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## 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.

**129, 72 Campus Drive**

**306-966-5555**

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

**usask.ca/protectiveservices**

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## 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

**Room 27, Arts Tunnel**

**306-966-7233 (SAFE)**

**Sunday to Thursday, 24 hours a day**

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## STUDENT AFFAIRS AND OUTREACH

Student Affairs and Outreach is responsible for mental health intake, student outreach, crisis response, psycho-educational groups, and consultation to faculty, staff, and students who are concerned about a student at risk and/or experiencing complicated and/or complex problems.

**Third Floor (Rm. 310) and Fourth Floor, Place Riel**

**306-966-5757**

**Monday to Friday, 8:30 am – 4:30 pm**

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## STUDENT WELLNESS CENTRE

The Student Wellness 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. The Student Wellness Centre also offers counselling services to all registered students free of charge.

**Third (Room 310) and Fourth Floor Place Riel**

**306-966-5768**

**[students.usask.ca/health/centres/wellness-centre](https://students.usask.ca/health/centres/wellness-centre)**

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

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## USSU CHILDCARE CENTRE

The USSU Childcare Centre offers childcare to students and staff/faculty at USask and is committed to ensuring the safety and wellbeing of every child in their care and providing a warm, loving and inviting environment.

**109 Cumberland Avenue South**

**306-966-2777**

**[williams@ussuchildcarecentre.ca](mailto:williams@ussuchildcarecentre.ca), [mceown@ussuchildcarecentre.ca](mailto:mceown@ussuchildcarecentre.ca)**

**Drop-in hours: Monday to Friday, 7:45 am – 5:45 pm**

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## 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.

**103 Memorial Union Building**

**306-966-6980**

**[womens.centre@ussu.ca](mailto:womens.centre@ussu.ca)**

**Drop-in hours: Monday to Friday, 9 am – 4:30 pm**

## DID YOU KNOW?

There are many different supports available to you in residence. The peer staff (RAs, senior RAs) and professional staff (coordinators, counsellor-in-residence, 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) .....	<b>911</b>
Protective Services .....	<b>306-966-5555</b>
Mobile Crisis Service .....	<b>306-933-6200</b>

## RESIDENCE CONTACTS:

Residence Services Office .....	<b>306-966-6775</b>
Manager, Residence Operations .....	<b>306-966-6801</b>
Manager, Student Life .....	<b>306-966-1650</b>
Assistant Manager, Residence Operations .....	<b>306-966-2816</b>
Assistant Manager, Student Life (M.C.) .....	<b>306-966-6536</b>
Assistant Manager, Student Life (Zewen) .....	<b>306-966-6524</b>
Coordinator – College Quarter Phase I .....	<b>306-966-2926</b>
Coordinator – College Quarter Phase II .....	<b>306-966-1420</b>
Coordinator – Graduate Team (A&W, SW, GH) .....	<b>306-966-6562</b>
Coordinator – Voyageur Place .....	<b>306-966-8460</b>

## CAMPUS SERVICES:

Aboriginal Students' Centre (ASC) .....	<b>306-966-5790</b>
Access and Equity Services (AES) .....	<b>306-966-7273</b>
Career Services .....	<b>306-966-5003</b>
Graduate Student Association (GSA) .....	<b>306-966-8471</b>
Help Centre .....	<b>306-966-6982</b>
International Student and Study Abroad Centre (ISSAC) .....	<b>306-966-4925</b>
Pride Centre .....	<b>306-966-6615</b>
Safewalk .....	<b>306-966-7273 (SAFE)</b>
Student Affairs and Outreach .....	<b>306-966-5757</b>
Student Wellness Centre .....	<b>306-966-5768</b>
Student's Union (USSU) .....	<b>306-966-6960</b>
Women's Centre .....	<b>306-966-6980</b>

## COMMUNITY SERVICES:

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

BE WHAT THE WORLD NEEDS

### **Contact**

**Residence Services Office  
128 Saskatchewan Hall  
91 Campus Drive  
Saskatoon, SK S7N 5E8**

**[residence@usask.ca](mailto:residence@usask.ca)**

**Ph: 306-966-6775 Fax: 306-966-6911**

[usask.ca/residence](http://usask.ca/residence)



**UNIVERSITY OF  
SASKATCHEWAN**