



# Residence Student Handbook

&

Residence Community Living Standards

2010 - 2011

[www.housing.uoguelph.ca](http://www.housing.uoguelph.ca)

UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Part One: Student Housing Services

## Welcome to Residence

The Residence Student Handbook is designed to provide you with all the information you need to get your semester off to a good start. It includes details about Student Housing Services, who we are and where to find us. It also provides you with a list of your rights and responsibilities as a member of our community and the rules to which you must adhere so that everyone has a good experience living on campus. For more information check out the Housing Services website at: [www.housing.uoguelph.ca](http://www.housing.uoguelph.ca)

## Our Mission

Student Housing Services is committed to providing residential environments and services that promote student success.

*For our students we do this by:*

- Providing safe, secure, comfortable and well maintained living spaces
- Fostering the development of dynamic living communities
- Understanding and being responsive to student needs
- Actively supporting academic learning
- Involving students in shaping their communities
- Providing a competent and well-trained staff team

*For our staff on behalf of our students, we will do this by:*

- Maintaining a safe and professional work environment
- Communicating frequently, honestly and openly
- Promoting a client-centred service philosophy
- Working as a team with clearly defined roles and responsibilities
- Providing on-going professional development and training opportunities
- Acknowledging staff efforts
- Involving staff in decision-making

## Commitment to Equality

- Our residence communities are composed of individuals from diverse ethnic and class backgrounds, and national origins
- Bigotry has no place within our community, and no one has the right to degrade another human being
- We are responsible and accountable for our own behaviour
- Together we must all be committed to maintaining and promoting a healthy and diverse community

## Residence Desks

**Lennox-Addington** 58122 24-hours  
(Servicing Lennox-Addington, Macdonald, Mills, Johnston, Maids, Lambton and Watson students. After-hours service to East Residence and Village students.)

**Prairie** 58123 24-hours  
(Servicing Maritime, Prairie and Mountain students. After-hours service to East Residence and Village students.)

**East** 58124 8am-midnight  
(Servicing East Residence and East Village students.)

**West** 56884 8:30am-Noon  
1:15-4:30pm  
(Located at #132 - 78 College Ave., West - Side Entrance. Open Monday through Friday)

Desks may close for rounds, lunches and operational needs.  
After hours / emergency services - call Campus Police x 2000



UNIVERSITY OF GUELPH

# Contact Information

Director	Irene Thompson	53468
Associate Director, Facilities and Desk Services	Brent Harwood	54361
Associate Director, Residence Life	George Cole	52238
Manager, Academic Programmes	Mildred Eisenbach	52374
Residence Programme Coordinator	Pat Kelly	52350
Community Standards Officer	Lara Hof	53478
West Residence and Family Housing	Barb Robbins	54708
Area Coordinator South Residence	Emily Ahlgren	52716

## ASSISTANT RESIDENCE LIFE MANAGERS

Maritime Hall	Amanda Kalbfleisch / Brianna Sadler	54885 / 58237
Prairie Hall	Cassandra Wever / Neil Prince	54882 / 58218
Mountain Hall	Zach Dadson / Amanda Reda	54894 / 58236

## RESIDENCE LIFE MANAGERS

East Residence & East Village	Melissa Steadman	54884
Lambton & Macdonald Halls	Ashley Wall	54883
Lennox-Addington Hall	Amir Solowiejczyk	54892
Johnston & Mills Halls	Lindsay Williams	54895

## Where to find us?

Student Housing Services (SHS) central offices are located in Maritime Hall, South Residence. Our business hours are from 8:30 a.m. to 4:45 p.m. Monday to Friday.

Residence Life Management offices are located in their respective buildings. Office hours are posted by each manager.

## Emergency Services

- Campus Community Police is the University police force, call **x52245** for general inquiries or **x2000** for emergencies
- Emergency Poles with a blue light and an emergency telephone are located around campus
- Safewalk is an after-hours walk-home program, call **x53200**
- Crimestoppers 1-800-222-TIPS

## Part Two: Safety Features

### Photo Identification Badges

- All Student Housing Services staff and other university department staff working in the residences are required to display photo identification badges while in the residence buildings
- All individuals acting suspiciously or soliciting should be reported to the Residence Desk or Residence Life Staff immediately



### Evacuation Procedures

- In the event of a fire or other emergency, all residents must evacuate the building immediately
- If you detect smoke, activate the alarm and evacuate immediately using the nearest exit
- Fire alarm pull-stations are typically located next to exits and stairwells



## Damages & Repairs

- Please report damages/vandalism to the Residence Desk
- Should something need repair, login to myHousing and complete a work order
- If you are responsible for causing damage see your manager as soon as possible
- Do not attempt to perform repairs yourself
- For West Residence & Family Housing, email maintenance requests to [famhous@uoguelph.ca](mailto:famhous@uoguelph.ca) or complete a work order at: [www.housing.uoguelph.ca/fh/workorders](http://www.housing.uoguelph.ca/fh/workorders)

## Keys & Checkout

- At any point in the year, students may sign out a key three times per semester without penalty. Each subsequent occasion incurs a \$2.00 fee
- Residents are expected to checkout of residence as per guidelines outlined by Student Housing Services via their website and correspondence
- An improper checkout could result in a fine of \$125.00 and an additional \$75.00 if you do not return your keys
- You are required to checkout of residence at the end of each semester within 24 hours of your last exam or by noon the day after the conclusion of the exam period, whichever comes first
- Property left in a residence room longer than 48 hours after vacating is considered abandoned and will be removed at a cost of \$25.00 and may be destroyed or otherwise disposed of thereafter
- Abandoned property is turned over to the Campus Community Police. We do not accept responsibility for the storage or safekeeping of property abandoned in residence rooms
- If you are returning to residence in the Winter semester, you may leave your belongings in your room. You will not have access to your room during the break

# Part Three: Residence Community Living Standards

## Introduction

The Residence Community Living Standards (RCLS) clearly outline the standards of appropriate conduct expected within our residence communities and serve as guidelines to the creation of a residence community where residents can live and learn in a conducive atmosphere.

## Objectives

The Residence Community Living Standards (RCLS) strive to:

- further student development and enhance the academic experience
- educate students around community standards and the effect that their choices may have on others around them
- evaluate both the intent of an action and its impact
- hold residents accountable for behaviour
- provide students with an opportunity to learn from their behaviour

## Rights of a Resident

Within the residence community, you, as a resident, have the right to:

1. study, work, read and sleep free from undue interference from others
2. expect that a roommate will respect one's personal belongings
3. a clean environment in which to live
4. free access to one's room and facilities during the contract period
5. privacy
6. host guests with the expectation that guests are to respect the rights of the host's roommate, other residents and abide by the RCLS
7. have your concerns considered by the Residence Life Staff and for them to be available for assistance in settling conflicts
8. have all reported offences investigated in a reasonable amount of time and efficient manner
9. be free from fear of intimidation, threats, discrimination (verbal, written or otherwise) physical and/or emotional in nature.

Continued on next page . . .



## DID ya KNOW!

The Residence Community Living Standards is a condensed version of the policies that residents are expected to uphold. Copies of complete policies can be obtained at:



Students are encouraged to view the complete policies online.

10. enjoy an atmosphere free from behaviour that can reasonably be interpreted as unwelcomed including actions or words that demean another person or deny them their dignity and respect
11. expect privacy of information from Student Housing Services personnel with regard to all personal and student conduct related information

## Responsibilities of a Resident

Within the residence community, you, as a resident, have the responsibility to:

1. read, understand and abide by the Residence Contract, the RCLS and the Student Rights and Responsibilities of the University
2. abide by all relevant municipal, provincial and federal laws and statutes
3. act in a responsible manner that does not compromise your own safety or endanger the health and safety of others. Student Housing Services, on behalf of the University, reserves the right to determine what constitutes unsafe practices
4. treat all members of the residence community with respect
5. check the University of Guelph email account, given to you as a student, on a regular basis for emails from Student Housing Services
6. cooperate with all Student Housing Services' personnel
7. obtain content insurance to ensure the contents of your room are safeguarded
8. ensure your guests are familiar with the RCLS and abide by all policies
9. be accountable for all behaviour and/or damages that take place in your residence room
10. report violations of the RCLS, damages and safety concerns to the Residence Life Staff, Desk Staff or the Campus Community Police
11. carry photo identification with you at all times

## Responsible Behaviour

Student Housing Services defines “responsible behaviour” as the following:

- Responsible behaviour is that which is consistent with the above objectives and rights & responsibilities
- Responsible behaviour is an understanding that ignorance, anger, alcohol or substance abuse will not be accepted as an excuse, reason or rationale for unacceptable behaviour
- Responsible behaviour is an understanding to be proactive in preventing problems from occurring in residence and to assist Student Housing Services' personnel at their discretion, in a time of need

## Policies and Offences

- An offence is defined as any breach or failure to comply with any of the Residence Community Living Standards or the Residence Contract. There are three levels of offences
- The following pages outline examples of offences and the possible range of sanctions
- Sanctions are given to residents found in violation of the Residence Community Living Standards.



# The Judicial Process

The following procedures, independently or collectively, can occur as a result of incidents or reported violations of the Residence Community Living Standards. Depending on the nature of an incident, different pathways of resolution may be determined.

## **VERBAL WARNING**

- A verbal warning is given by the Residence Life Staff to inform students that a specific behaviour does not meet community expectations
- Occasionally given as a courtesy to draw awareness to a situation such as the level of noise

## **INCIDENT REPORT (IR)**

- An Incident Report refers to the standard form used to describe a situation, time, date, location and person(s) involved
- The purpose is to document the incident and ensure students are informed of their behaviour
- Residence Life Staff complete Incident Reports and residents are required to sign the IR once completed
- Sanctions may be placed on an individual as a result of this documented behaviour
- Every student has the right to express his or her views in writing to their Residence Life Manager within 3 business days of signing the Incident Report
- Residents may request a copy of the Incident Report
- RLS will make several attempts to contact students involved to obtain a signature before forwarding to a manager.

## **STUDENT CONDUCT MEETING**

- A student conduct meeting refers to the meeting typically between a Student Housing Services representative and the resident who has been reported to have violated the Residence Community Living Standards
- Student Housing Services Staff or the resident involved may request a student conduct meeting to discuss the details of an Incident Report. The resident is entitled to information regarding the nature, time and date of the reported offence
- The resident involved will be given the opportunity to speak on their own behalf and share their account of the incident
- Residents are expected to be present for meetings as requested by Student Housing Services' Staff. Should a resident fail to appear for their scheduled meeting, the staff member may proceed to process the case in their absence
- Following a student conduct meeting, a resident will receive a decision letter

## Important

The Residence Contract serves as the overarching document that defines the relationship between the student and Student Housing Services. When completing the residence application you agreed to abide by the Residence Contract.

Any behaviour not consistent with the RCLS or the Student Rights & Responsibilities document, but is deemed unsafe or of concern by Student Housing Services personnel will be processed through the RCLS by using the definition of the offence to assess any necessary sanctions.

Any residence student found guilty by the University Judicial Committee on any charge will have their residence history presented for consideration during sanctioning.

### **Jurisdiction**

Student Housing Services may follow up on any incident that occurs within any residence building and in the immediate proximity of the residence hall exterior.

### **Multiple Offences**

Each level of offence is associated with a possible range of sanctions. Multiple offences can escalate to a higher range of sanctioning. The number and nature of the offences may impact the outcome of the decision making process. For example, residents who commit three (3) or more Level 1 Offences will warrant, at minimum, the range of sanctions for Level 2 Offences.

## DECISION LETTER

- A decision letter is a formal letter outlining whether or not the resident has been found in violation of the Residence Community Living Standards. If the resident is in violation of the Standards, the letter will highlight the details of the incident and offence as well as the assigned sanctions. If the resident is not in violation of the Standards, the letter will reflect this outcome
- Decision letters will be written by a designated Student Housing Services representative.
- Any resident has the right to appeal a decision. Please refer to the appeal section of the handbook or the Frequently Asked Questions-Appeals, found online at [www.housing.uoguelph.ca](http://www.housing.uoguelph.ca)

## Standard of Proof

- The information necessary to prove that an offence has occurred is referred to as the standard of proof
- The model used in the Residence Community Living Standards, similar to the Student Rights & Responsibilities document of the University, is the balance of probabilities
- The standard of proof has been met if at the conclusion of a student conduct meeting, based on all the credible information, the Student Housing Services' personnel involved believes that the incident reported probably occurred (i.e. the information shows it is more likely than not to have occurred)

## Peer Conduct Advisors

Peer Conduct Advisors (PCAs) are peers who volunteer to speak with students involved in the conduct process. PCAs are available for one-on-one support and guidance on policies and procedures. Simply email [rezrules@uoguelph.ca](mailto:rezrules@uoguelph.ca) to speak with one.

## Sanctions

The Residence Community Living Standards attempt to provide the resident with an example of what the sanction might be for a particular behaviour under normal circumstances; however alternative or higher than minimum sanctions may be levied if warranted by the offence. All monetary sanctions will be charged to a student's financial account.

### WARNING LETTER

- A warning letter is given to inform students that a specific behaviour does not meet the minimum expectations
- Generally given for isolated and less serious incidents
- The letter outlines the incident and that further behaviour may lead to greater consequences

### COMMUNITY & EDUCATIONAL SANCTIONS

- Any listed sanction may be accompanied by a community or educational sanction.
- Sanctions include but are not limited to: community service, seminars, online workshops, or written assignments

### PROBATION

- Probation is a formal status imposed for a specific time. During this probationary period, any subsequent offences may result in further consequences including eviction
- Probation periods may extend to the end of the academic year and can extend to subsequent contract periods
- There are three types of probation: Alcohol, Guest, and Residence Probation
- Guest and Alcohol Probation include a loss of privileges
- Residence Probation is an all encompassing probation period

### REFERRAL

- Residents will be directed to an alternative resource such as the Wellness Centre & Student Health Services, Campus Community Police, Counselling Services, the Human Rights & Equity Office, or community service providers.



## LOSS OF PRIVILEGES

- Specific privileges may be suspended or revoked for a given time period or until behaviour has improved. This includes access to lounges and other common spaces.

## BEHAVIOUR BOND

- A behaviour bond is a sum of money placed on a student's financial account to ensure compliance to the Residence Community Living Standards
- The amount of the behaviour bond is determined by a manager/Community Assistant/Area Coordinator/Associate Director
- If no further offences occur, the bond is retracted from to the student's financial account
- If there are subsequent offences, the bond is forfeited and further consequences may be assigned to the student
- Failure to pay a behaviour bond on time can result in the student's account being put on sanction

## FINES

- Fines are charges billed to a student to ensure compliance to the Residence Community Living Standards

## RESTITUTION

- Restitution is a monetary reimbursement for actual damages to, destruction of, or misappropriation of University property
- Labour costs will be included and vary by day/hour

## COMMUNITY BILLING

- Community billing occurs when vandalism has been done or messes have been made to a residence common area and cannot be attributed to any specific individual(s). The incurred damage costs are then split among the residents of the floor / building where the incident occurred.

## BEHAVIOUR CONTRACT

- A set of behaviour expectations and conditions, laid out in a contract, that is determined with the student by the Residence Life Manager or Community Assistant
- With his/her signature, the student agrees to the terms and is aware that any breach of this contract constitutes further consequences

**To dispose of broken or used light bulbs and batteries bring them to your residence desk.**



# DID ya KNOW!

Any time you see one of these symbols, it indicates a Green Tip!



The University of Guelph supports community living that has less of an impact on our environment. Look out for the Green Tips and do your part in making a difference.

# DID ya KNOW!

Diabetic Syringe disposal is available through Student Health Services. Call x52131 to obtain an approved biomedical waste container.

## POSTINGS

- Students may be posted (i.e. banned) from residence(s) or an area of residence and not allowed to return
- University Police will be notified if posted students are found in the building(s) and students may be charged under the Trespass to Property Act or through the University Judicial Committee

## TRANSFER

- It may be deemed appropriate to relocate a student from one residence to another
- The intent of a transfer is to allow the student a fresh start in a new environment
- The student may also be posted from his/her original building
- If there is an immediate safety concern, or a need to separate parties, a student may be transferred temporarily until the matter is resolved
- There may be costs associated with being transferred

## SUSPENSION

- A suspension is defined as a period of time where a student is temporarily prohibited from residing in residence.
- Throughout the suspension period, a student is responsible for the full cost of the residence space in addition to being banned from entering all other residence halls.
- A deferred suspension from residence is a period of review during which the student must demonstrate an ability to comply with the rules of residence. If, during the period of the deferred suspension, the student is again found responsible for violating any residence rule, the student will be immediately suspended/evicted from the residence.
- The nature of the offence dictates a deferred suspension, suspension or immediate eviction.

## RESIDENCE ELIGIBILITY

- Student Housing Services may deem it appropriate for a student to lose the right to return to residence for the following year or to have certain conditions placed on their residency
- Any student with Level 3 Offences on file will automatically have their file reviewed and this sanction considered

## EVICTION

- When warranted, a student may be required to vacate residence
- The student will also be posted from his/her original building
- A student can be immediately removed from residence
- The Associate Director of Residence Life is responsible for making this decision at his/her discretion and/or on the recommendation of a Residence Life Manager or Area Coordinator

## CHARGE THROUGH THE UNIVERSITY JUDICIAL COMMITTEE

- Student Housing Services may decide to forward an incident to the University Judicial Committee
- The University Judicial Committee is comprised of both faculty and students who hear reported incidents of student behaviour that represent alleged offences
- Sanctions given can include fines, probationary periods, warnings and in extreme cases suspension and expulsion
- Students have the right to be represented by an advisor, including legal counsel

## ACADEMIC SANCTION

- An academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their university accounts. Outstanding fines, behaviour bonds and administrative charges can result in academic sanction. Being on academic sanction does not allow students to access their academic records and can affect course registration

**Stay connected!**  
**Calling cards are available at**  
**Residence Desks. Need Help?**  
**Make the Call**  
**x 52275**  
**Hook into the internet.**  
**[www.uoguelph.ca/ccs](http://www.uoguelph.ca/ccs)**



# Appeal Process

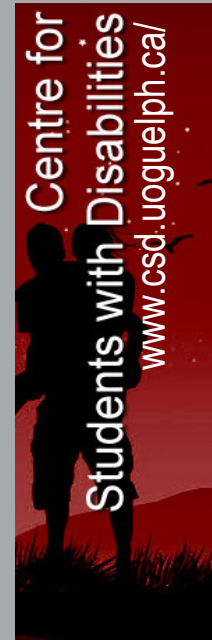
**Any residence student found in violation of the Residence Community Living Standards or the Residence Contract may complete an Appeal Request Form.**

- Appeal Request Forms can be picked up from Student Housing Services or downloaded from the Student Housing Services website and should be submitted to the Community Standards Officer in Student Housing Services located in Maritime Hall.
- A resident has 3 business days from the date they receive their residence sanction letter to submit an Appeal Request Form.
- Residents are responsible for ensuring that the reason(s) for appealing a decision meets one or more of the following grounds:
  1. A lack of procedural fairness which impacted the outcome of the decision. For example; bias, improper investigation or process, unfair treatment, and/or discrimination.
  2. The given sanction does not suit the behaviour/ offence involved.
  3. New information has come to light rendering the original decision unreasonable in light of the original evidence presented.
- Once an appeal request is granted, residents have the option depending on the nature of their violation to choose their appeal route.
- The outcome of an appeal will either uphold the original decision or will overturn the decision while making a recommendation for a new sanction, if any. Please note that a new recommendation could include increasing the original sanction assigned.
- All financial sanctions will be put on hold pending the result of your appeal conference, however all other sanctions will remain in effect, including transfers, suspensions and evictions.
- Residents are encouraged to read the FAQs located online or to speak with a Peer Conduct Advisor or the Community Standards Officer.

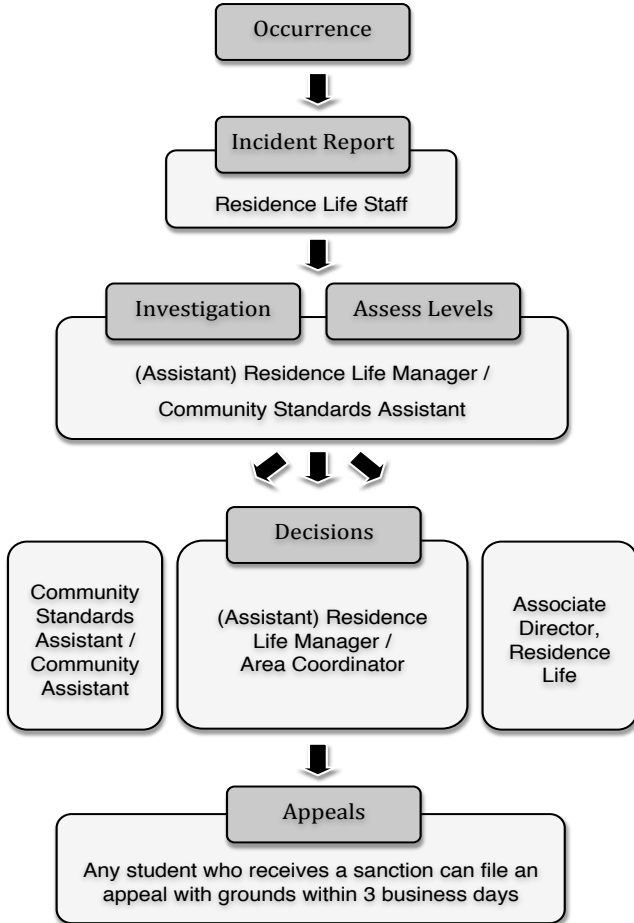
## DID ya KNOW!

A resident's prior discipline record is considered when sanctions are issued. Sanctions are progressive as offences occur and will progress throughout the academic year in addition to residence contract periods

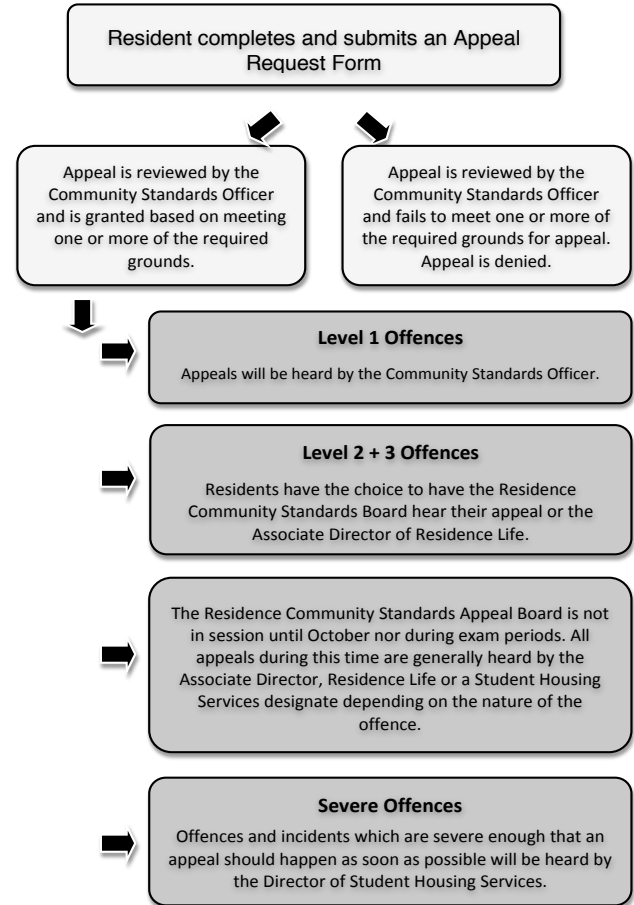
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# Decision Process



# Appeal Process



All appeals are final. Students can not appeal an appeal decision.

# Level 1 Offences

## **ALCOHOL CONSUMPTION - ORIENTATION WEEK**

Residence is considered to be dry throughout Orientation Week. Students are expected to not bring alcohol into residence nor be under the influence.

## **ALCOHOL PARAPHERNALIA**

Alcohol paraphernalia such as funnels, brewing equipment and drinking hats are not permitted in residence and can be confiscated by Residence Life Staff.

## **BEER BOTTLES**

Bottles have proven to be a safety hazard in residence due to broken glass. Consequently, Student Housing Services maintains a “no beer bottle” policy. A glass beer bottle is defined as a glass container to contain any alcoholic beverage considered to be a ‘beer’, ‘lager’, ‘malt liquor’, ‘cider beer’, or ‘ale’. Beer bottles can be confiscated by Residence Life Staff.

## **DOOR PROPPING**

Propping doors that lead into a building compromises the safety and security of the community. Any attempt to prop doors so they remain open is not permitted.

## **DRUG PARAPHERNALIA**

Drug paraphernalia is not permitted in residence and can be confiscated by the Residence Life Staff. Drug paraphernalia is defined as equipment or materials that are used to produce, conceal and consume illegal drugs or substances. Examples of drug paraphernalia include bongs, pipes, scales, and roach clips.

## **EQUIPMENT STORAGE**

Students are not to store any personal belongings or room property in any common or shared living areas. Equipment may include, but is not limited to bicycles, hockey equipment, musical instruments, or items of furniture.

**DID ya  
KNOW!**

**Keep your stuff to yourself.**

Storing any personal belongings or property in any common or shared living areas is not permitted. Contact your residence desk for equipment storage information.

## What is a Level 1 offence?

Actions by an individual(s) that interfere with the rights of another individual(s) to the peaceful use and enjoyment of his or her space in residence.

## Possible Sanctions

on First Level 1 Offence:

Warning Letter,  
\$25-\$75 Fine, \$25- \$100  
Behaviour Bond,  
Community/Educational  
Sanction, Probation,  
Restitution, Community  
Billing

# Level 1 Offences

## GUESTS

- Students are not permitted to host guests during Orientation Week, Homecoming or any time after the end of classes each semester.
- Each resident is permitted to host up to two (2) guests at any one time in their own residence building.
- Overnight guests may not stay for a period longer than three (3) nights in the same week, nor may they stay in residence repeatedly.
- Residents are not permitted to allow a guest to stay in their room without the consent of roommate(s).
- Residents must sign in their guests at residence desks by completing the Guest Sign-in form. All Guests must wear the wristband issued by the Desk Staff throughout their stay in residence.
- A Guest is any non-resident of a residence building, including residents of other University of Guelph residence buildings and individuals residing off-campus. Anyone who is invited to, accompanied on, accepted or admitted to the residence property is deemed to be a guest of that resident. An Overnight Guest is anyone staying in residence after 1:00 am (this includes residents from other buildings). An On-Campus Guest is a resident visiting a building they are not assigned to.
- Residents must inform their guest of all policies and be present as hosts to their guests at all times. Failure to be present does not mitigate or relieve the host's responsibility for their guest's behaviour. Residents are responsible for their guest's behaviour (including on-campus guests) whether they participated in, condoned or were aware of that guest's behaviour or not.
- Residents visiting another residence building as an on-campus guest are still responsible for their own behaviour in that building.
- The specific sanction(s) will be determined by the list of possible sanctions for the offence(s) committed by the guest.
- Note: Under this policy South Residence is considered one building.



**DID ya  
KNOW!** Need a wristband?

**Help keep our communities safe,  
don't let strangers into residence.**

Guest Sign-in forms are available online.

[www.housing.uoguelph.ca](http://www.housing.uoguelph.ca)

## NOISE

Noise levels at any time should not detract from any resident's ability to pursue academic endeavours or to enjoy their living environment. Consideration hours, an individual's right to reasonable quiet supersedes another's right to make noise, are in effect 24 hours a day, 7 days a week.

The following quiet hours are observed in residence:  
Sunday to Thursday: 11:00 p.m. to 8:00 a.m. Friday & Saturday Evenings: 1:00 a.m. to 8:00 a.m. Residents are expected to be mindful of other community members and in some cases to modify use of an area during quiet hours. These areas may include but are not limited to, indoor or outdoor basketball courts, music rooms and lounges. These guidelines are meant to act as a minimum standard and may be enhanced through consultations with the community, Hall Council and Residence Life Staff.

Student Housing Services will, during examination periods, extend quiet hours in residence. Examination Quiet Hours will begin at 11:00 p.m. on Fridays preceding Saturday midterms for large first year classes.

Students should note that a high level of bass from stereos, sub-woofers or computers is prohibited at all times. Such bass has proven to be a nuisance for community members regardless of the stereo/computer volume.



### **OPEN ALCOHOL**

Residence students of legal age may consume alcohol in private and designated areas only. Alcohol consumption is prohibited on street level, residence desk areas, lobbies, foyers, elevators, stairwells, washrooms and common rooms/lounges. Students found with open alcohol in public spaces will be asked to pour it out. Alcohol must be transported in a closed (original or sealed) container.

### **PHYSICALLY ACTIVE GAMES IN RESIDENCE COMMON AREAS**

Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to, indoor sports, using inline skates/bicycles within residence or running in hallways.

### **POSTERING/DECORATING**

In accordance with the online Poster Policy students may poster within designated areas and must clean up at the conclusion of the event.

Posters may not be affixed to any painted or glass surfaces. Residents are not permitted to place items that promote alcohol, illegal activities, or other offensive messages in or out of their windows. This includes beer cans or alcohol bottles. Student Housing Services reserves the right to determine what is considered offensive.



### **PROPERTY DAMAGE**

Students are encouraged to come forward when an accident/incident occurs in residence involving damage to property. Accidental or unintentional damages to property will be addressed by a manager and are likely to result only in restitution.

### **REMOVAL OF RESIDENCE PROPERTY**

Removing and/or relocating furniture or other items from lounges, residence rooms, dining areas, and other common living areas is not permitted.

### **SOLICITATION**

Residents are not permitted to use any space or service in residence for commercial purposes. Commercial purposes are described as any profit-driven activities. This may include promoting goods or services and/or hosting events which are intended to promote/sell goods. If you notice solicitors, contact the Residence Desk.

### **USE OF PROHIBITED APPLIANCES**

Electrical or other cooking appliances, including but not limited to toasters, toaster ovens, hot plates and microwave ovens are permitted only in areas with approved kitchen facilities.

## **How and When to Call in a Noise Complaint**

When you feel that noise in or around your community is too loud, you have several options. If you feel comfortable, we encourage you to go to the student and politely ask them to quiet down. Alternatively, if you need some help in dealing with the matter, call your residence desk which is open 24 hours and let them know where the noise is coming from. This is referred to as calling in a noise complaint. It's confidential.

The desk will send the Residence Assistants (RAs) on call to address it. The Residence Assistants need your help to keep the building safe and moderately quiet, especially during quiet hours. Don't hesitate to call in when you think it's necessary.

Lennox-Addington x58122  
Prairie x58123  
East x58124  
West x2000

If noise is a consistent problem, let your RA know about it.

# Level 2 Offences

## CLEANLINESS STANDARDS

Students are expected to keep their rooms/units and shared living areas clean. For health reasons, food is to be stored in suitable containers and garbage/recycling are to be removed appropriately and in a timely fashion to avoid odours, pests and contamination. Residents must clean or remove dirty dishes in a timely fashion. Residents may be charged to have University personnel clean a space if the condition is judged to be unsatisfactory after an inspection by University personnel.

## COOPERATION WITH STAFF

Residents and guests are expected to cooperate with all University employees acting in the scope of their position. Interactions with all members of the University community are expected to demonstrate respect. This includes compliance with all verbal and/or written instructions and requests, providing proper identification/information to staff, and assisting with Student Housing Services' investigations.

## DISRUPTION

Creating, interfering, or permitting behaviour in the residence or during an authorized residence event which is a nuisance to residents, Student Housing Services or the surrounding community is not permitted.

## GAMBLING

Participating in and/or running gaming-related events (when there is an exchange of money) is not permitted in residence. This includes but is not limited to, poker nights, hockey pools, and raffles/draws/bingo.

## GUESTS

Acting as a host for an individual who has been banned and/or whose visiting privileges have been revoked is prohibited.

## INAPPROPRIATE PRANKS

Initiating, supporting, or participating in pranks that are disruptive and/or offensive, to any resident or community is prohibited. These pranks include, but are not limited to dismantling, removing, and/or relocating residence/personal property.

## PETS

Students are only permitted to have nondangerous fish in aquariums while residing in residence.

## RESPONSIBLE BEHAVIOUR

Students are expected to demonstrate responsible behaviour. Responsible behaviour is an understanding to be proactive in preventing problems from occurring in residence. Supporting behaviour which is deemed an offence by the Residence Community Living Standards through encouragement, peer pressure or other means is prohibited. Students witnessing such behaviour are urged to contact the Residence Life Staff or the Campus Community Police.

**Recyclables need to be clean and uncompactd or they end up in the garbage system. To find out more about recycling call x58129 or email [recycle@pr.uoguelph.ca](mailto:recycle@pr.uoguelph.ca)**





## SMOKING

All areas in residence are non-smoking. Smoking in areas where second-hand smoke affects the community is also prohibited. Such areas may include but are not limited to doorways, patios, balconies, near windows or air intake vents. We require that students do not smoke within nine (9) meters of any residence building.

## TELECOMMUNICATIONS

Students are to comply with the University's and Resnet's Acceptable Use Policy. Students are prohibited from using their telephone or data service, or permitting them to be used, for the purposes of relaying annoying or offensive messages. Students are responsible for ensuring that others do not have access to their phone or data service. Students will be held responsible for their telephone/computer equipment and messages sent from their room whether they were present or not.



## UNAUTHORIZED ACCESS / ENTRY / RESIDENCY

Residents are expected to safeguard their keys / FOBs at all times and not lend them to guests or strangers.

Entering another student's room/unit or disturbing another resident's property without the permission of the resident is not permitted. Students must have written permission to enter another student's room and may do so only while being escorted by Student Housing Services personnel.

Residents are expected to vacate residence 24 hours after the completion of their final exam (or 12 noon on the day after the last exam time slot) and not return until residence re-opens as per the academic calendar. Students found in residence after this time are subject to a charge under the Trespass to Property Act and improper checkout penalties.

## UNREGISTERED FUNCTIONS

All 'functions' must be registered and approved by a manager. A Residence Function Request form must be submitted at least 14 days in advance of any event above the maximum capacity of a residence room or more than seven individuals in a designated area that meets one or both of the following criteria: alcohol is being consumed as one of the primary activities of the gathering and/or music is a major part of the atmosphere.

# What is a Level 2 offence?

Actions by an individual(s) that create a significant nuisance and/or disturbance to an individual or community

## Possible Sanctions

On First Level 2 Offence:

Warning Letter,  
\$50- \$150 Fine,  
\$50- \$200 Behaviour Bond,  
Behaviour Contract,  
Community/Educational Sanction,  
Probation, Referral,  
Restitution,  
Community Billing

# Level 3 Offences

## **CIVILITY**

Students have the responsibility not to intimidate, interfere with, threaten or otherwise obstruct any person including Residence Life Staff.

## **DANGEROUS PRANKS**

Initiating, encouraging, supporting, or participating in pranks that are not consistent with the laws of the land, damage University/personal property or compromise fire/health regulations are prohibited.

## **DISCRIMINATION**

Every individual has the right to an environment characterized by equal opportunity and equitable access to University goods and services. Every individual has the responsibility to treat all members of the University community without discrimination. Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, record of offences or receipt of public assistance.

## **DRUG SUSPICION**

Drug suspicion is defined as specific and direct observations regarding the physical surroundings or the behaviour, speech, or odour of an individual. Circumstances that bring suspicion, dependency, recreational or other inappropriate use of illegal drugs and substances to the attention of the Residence Life Staff or Campus Community Police will prompt an investigation and/or sanctions.



## **FAILURE TO EVACUATE**

The University of Guelph requires all students to evacuate the building at the time of a fire alarm. All residents must have evacuated prior to the fire department's arrival with the exception of those who require assistance to do so. Residents are not to return inside until directed otherwise by the authorized personnel.

## **FIRE SAFETY EQUIPMENT & FIRES**

Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited. Such equipment includes fire extinguishers, pull stations, alarms and smoke detectors. Individuals are to exercise the utmost care while living in residence. Any negligent or intentional fires started by any person can lead to a resident's immediate eviction. Individuals in violation of any fire related policy can face severe consequences.

## **FLAMMABLE MATERIALS**

The use or possession of explosive or flammable material is not permitted in residence buildings. This may include, but is not limited to, firecrackers, fireworks and barbecue propane/gasoline tanks. Proper storage of flammable material such as oil paints and barbecue propane tanks is required. These materials can be confiscated.

## **GRAPHIC MATERIAL**

Displaying or making available for viewing pornographic/graphic material in the hallways, common rooms, lobbies, stairwells, bathrooms, exterior room doors, or any interior area of a room that can be seen from an open door is prohibited.

## **HARASSMENT**

Every individual has a right to an environment consistent with the laws of the land as well as a responsibility to ensure that the safety and security of any individual is free from attacks on their dignity/integrity. Harassment is defined as any attention or conduct (verbal, written, graphic, electronic or physical) by an individual or group who knows, or ought to reasonably know, that such attention or conduct is unwelcome, unwanted, offensive or intimidating. This can include physical, verbal or sexual abuse, demeaning name-calling, racial slurs or other behaviours. Sexual harassment can include, but is not limited to: sexual advances, requests for sexual favours, sexual flirtation, and sexual comments that are unwanted. Bullying and hazing will also be considered harassment under this policy.



**Interested in composting?**

**Join or volunteer with the composting program by calling  
x58129 or email [compost@pr.uoguelph.ca](mailto:compost@pr.uoguelph.ca)**



# What is a Level 3 offence?

Actions by an individual(s) that:  
endanger the safety and security of themselves or another individual(s); and/  
or compromise personal or University property;  
and/or attack the dignity/integrity of an individual;  
and/or contravene the laws of the land.

## Possible Sanctions

On First Level 3 Offence:  
Warning letter, \$50-  
\$500 Fine, \$100- \$300  
Behaviour Bond,  
Behaviour Contract,  
Community/Educational  
Sanction, Probation,  
Referral, Restitution,  
Transfer, Residence  
Eligibility, Suspension,  
Eviction, Charges through  
the University's  
Judicial Committee

# Level 3 Offences

## ILLEGAL DRUGS

Students are prohibited from possessing and/or using any illegal drug substance in residence. Individuals involved with trafficking illegal drug substances may be evicted from residence. Sanctioning will vary depending on the nature of the situation.



## ILLEGAL ENTRY / THEFT

Students are not to be in possession of unauthorized keys/fobs or to enter any area by manipulating the lock, door, or window. Unauthorized entry for the purpose of wrong doing, causing damage or stealing, itself, is prohibited.

## MASS CONSUMPTION OF ALCOHOL

The swift or high volume consumption of alcohol, including drinking games is prohibited in residence.



Possession or consumption from 'common source' alcohol or large volume containers is also prohibited. A large volume container is defined as a container holding more than 500mL of beer in a single container or 750mL/26 ounces of any other type of alcohol, including but not limited to wines and spirits. Some examples of 'common source' alcohol include bubbas, kegs of any size and Texas Mickies.



**Have something to say?  
We want to hear from you.**

**Tell us what's on your mind.  
[www.housing.uoguelph.ca](http://www.housing.uoguelph.ca)**

## PIRACY

Residents shall not run wires, cables or other electronic connections between rooms, in hallways or outside buildings between windows.

## PROHIBITED ARTICLES

The following items are not permitted in residence: lit candles, incense, water beds, hot tubs, and halogen lamps. Students who require the use of candles/incense for religious purposes need to contact their manager. These materials can be confiscated.

## RESTRICTED AREAS

Students are prohibited from being in any restricted areas; these include, but are not limited to, the roof of any residence (except in emergencies), restricted balconies, window ledges, tunnels, attics, storage rooms and residence desks. Individuals in violation may be evicted.

## THROWING MATERIAL

Throwing, dropping, hanging or ejecting material from or at residence buildings, windows, balconies, or down stairwells is prohibited.

## UNDERAGE DRINKING

Students must abide by all Federal, Provincial and University laws and policies. The legal drinking age is 19 years of age. Supplying minors or selling alcohol without the proper license are violations of the laws of the land.

## VANDALISM

Vandalism is defined as the intentional or malicious destruction or defacement of public or private property. Any vandalism directed toward another individual or group of individuals may also constitute harassment. Students are encouraged to come forward with any information regarding vandalism or in the event of an accident.

## VIOLENCE

Violent behaviour or physical aggression, consensual or not, in residence will not be tolerated. Physical aggression is defined as any offensive action or attack that results in an individual being compromised. These behaviours include, but are not limited to, hitting, punching, slapping, kicking, pushing, pulling, fighting, retaliation, sexual assault, and threats of violence. Residents are strongly encouraged to vacate the premises and call for assistance in violent situations. Sexual violence is non-consensual sexual behaviour. Any student who engages in violent behaviour regardless of the intention can face severe consequences such as eviction.

## WEAPONS

Firearms and any other weapon or item that is created or intended to cause harm, could be seen as intimidating or mistaken for a weapon and are strictly prohibited. Examples include, but are not limited to, restricted weapons, fencing foils, ceremonial or decorative swords and paintball guns.



# DID ya KNOW!

## Insure your Stuff!

The University is not responsible for theft or damaged property, plus you may be liable for damages caused in residence facilities.

*Thinking  
Food?*


Hospitality Services



Food For Thought

[www.hospitality.uoguelph.ca](http://www.hospitality.uoguelph.ca)

Contrary to popular  
belief,  
disposable  
coffee  
CUPS  
are **NOT** recyclable!  
Don't contaminate  
a recyclable bag by  
putting them in the  
recycling. Other  
things you can not  
recycle include food  
waste, polystyrene  
(styrofoam), paper  
towels, plastic bags  
and snack wrappers.



# Sexual Assault and Sexual Harassment

**Sexual assault** is any unwanted act of a sexual nature imposed by one person upon another. Some examples of sexual assault are:

- unwanted touching, kissing, oral or anal sex, intercourse or other forms of penetration;
- coercing or pressuring someone to have sex;
- getting someone drunk or giving them drugs in order to have sexual contact with them;
- sexual contact with someone who is sleeping or incapacitated

**Sexual harassment** is any sexual comment, sexualized attention, or behaviour that is known or should reasonably be known to be inappropriate or unwelcome. Some examples of sexual harassment:

- Saying “no,” and having another resident continually ask you out, email, text and follow you around;
- displaying pornographic or sexually graphic images
- continually receiving X-rated e-mail messages, causing you to be reluctant to login to your account;
- students in residence (or class, or club, etc.) tease and hassle you about being gay (or lesbian, or bisexual, or transgender or queer, etc.).

## WHAT CAN I DO IF SOMEONE SEXUALLY ASSAULTS ME?

- Talk to someone you trust (a friend, relative or roommate)
- Tell a **Residence Assistant** or talk to your **manager** about your options
- Contact the local police or **Campus Community Police** ext. 2000
- Contact the local crisis line anonymously for support and information: **Guelph-Wellington Women In Crisis** (519) 836-5710 or (1-800) 265-SAFE (24hours/7days)
- Speak to someone at On-Campus **Counselling Services** ext. 53244
- Speak to someone at On-Campus **Student Health Services** ext. 52131/**The Wellness Centre** ext.56046
- Go to your local hospital, even if you don't want to report to the police, you will be put in contact with the specialized services (separate from the Emergency Room) of the **Sexual Assault Care & Treatment Centre** located at **Guelph General Hospital** - 24 hour service for Guelph and Wellington County: 519-837-6440 ext. 2210
- It is important that, if possible, you do not shower, eat or drink, douche, or change your clothes in case you may decide to prosecute your assailant. Important evidence could be destroyed! Evidence can be collected (and stored anonymously for up to 6 months) through the hospital-based program
- REMEMBER, the assault was not your fault

## WHAT ACTIONS CAN I TAKE IF I WANT TO PURSUE A COMPLAINT?

- Initiate criminal proceedings through notification to the Police
- Initiate Campus Judicial Proceedings through the Judicial Officer
  - Initiate complaint through Student Housing Services
- Initiate sexual and gender harassment proceedings through the Human Rights and Equity Office
  - Seek informal guidance from all of the above without initiating any actions

# Roommate Success Guide

Sharing a room can be a very positive experience and lots of fun, but also requires work. To have a successful relationship, it is important that you invest the time and energy to resolve issues that arise.

## Keys To Success:

- Keep an open mind
- Be truthful about your needs
- Don't expect to be immediate best friends
- Ask for help from RLS
- Don't make assumptions
- When in doubt, ask
- Talk to each other
- Listen
- Remember that your roommate is nervous too
- Complete a roommate contract

## Conflict Happens !

If you are experiencing difficulties in your relationship with your roommate, there are certain steps that are important for you to take toward resolving your differences.

- Try talking to your roommate
- Involve a member of the Residence Life Staff. Your Residence Life Staff member can assist you in identifying feasible communication strategies and will support you and your roommate as you work together to resolve the problem.

## Consider this . . . .

If you haven't discussed these topics with your roommate, you've missed something important that might come back and affect you later

- Cleanliness/tidiness of the room
- Study times in the room
- Use of stereo, TV, telephone, computer and/or refrigerator
- What personal belongings can be (are not to be) shared?
- What if one of you stays out at night?
- Are overnight guests in the room ok?
  - How often?
  - How much advance warning is necessary?
- How will you resolve disagreements?



**COUNSELLING  
SERVICES**

University Centre

Level 3 South x 53244

# DID ya KNOW!

To protect your personal possessions, SHS advises you to lock your doors when leaving your room.

Lost keys/fobs should be reported immediately to the residence desk. If you lose your key/fob, please see the Residence Desk to assign out a spare key. There is a \$20 late fee for late returns of spare keys. Lock changes cost \$75.00



[www.stoptheft.com](http://www.stoptheft.com)

Protect your valuables with a "Stop Security Plate" from Campus Community Police.

Call x 52245

[www.police.uoguelph.ca](http://www.police.uoguelph.ca)

# Important Dates

## Fall Semester

September 4	Residence Open (1st year students)
September 5	Residences Open (all other students)
September 9	Class Schedule Commences
September 17	Course Add Period Ends
October 11	Thanksgiving (No Classes)
October 12 - November 3	Course Selection for Winter Semester
November 4	Fortieth Class Day
November 5	Winter Semester Residence Contract Cancellation Deadline
December 1	Return to Residence application available
December 2	Classes Conclude
December 6-17	Final Examinations
December 18	Residences Closes (Noon)

## Winter Semester

January 8	Residences Open (All Students)
January 7	Deadline for Academic Consideration (1st Meeting)
January 10	Regular Classes Commence
January 14	Course Add Period Ends
February 4	Deadline for Academic Consideration (2nd Meeting)
February 7-11	Deferred Examinations
February 21-25	Winter Break (No Classes)
March 11	Fortieth Class Day
April 8	Classes Conclude
April 11-25	Final Examinations
April 26	Residences Close (Noon)

## University of Guelph

### Student Housing Services

Maritime Hall

Guelph, ON Canada N1G 2W1

(519) 824 - 4120 x 58700      [www.housing.uoguelph.ca](http://www.housing.uoguelph.ca)

**Disclaimer:** If there is a discrepancy between this published document and the electronic information posted on the Student Housing Services' website, the website prevails. Student Housing Services reserves the right to amend information and policies as necessary for the safety, security and well-being of University students and University assets.