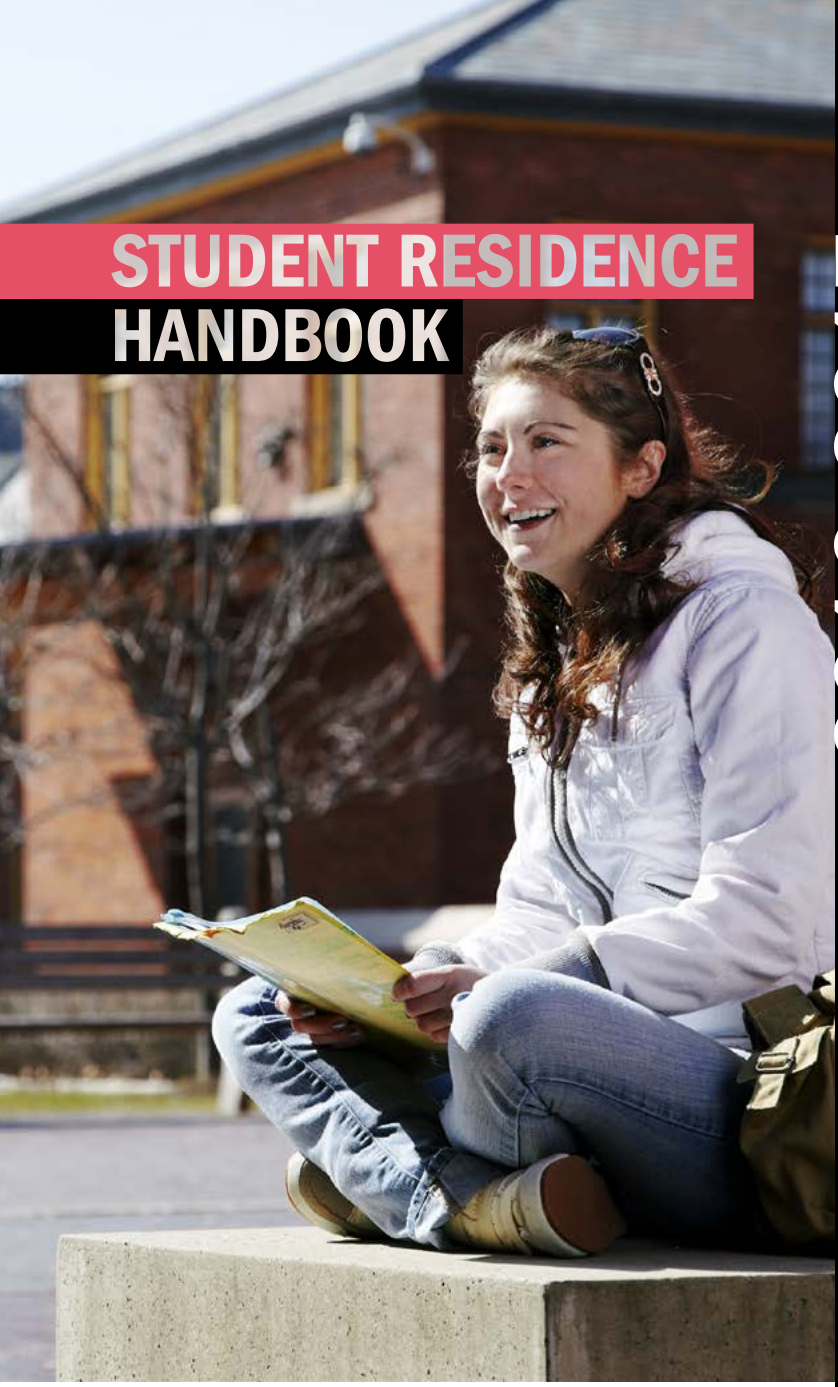
STUDENT RESIDENCE HANDBOOK

2016-2017



HUMBER

UNIVERSITY OF GUELPH HUMBER

updated August 2016

WE ARE HUMBER

YOUR NEW ADDRESS

Humber North Residence
Your Name, Your Room Number,
203 Humber College Blvd.,
Toronto, Ontario M9W 6V3

Humber Lakeshore Residence
Your Name, Your Room Number,
3199 Lake Shore Blvd. West,
Toronto, Ontario M8V 1K8

Emergency Services (Police, Fire, Ambulance) 911

Emergency Line for Campus Security: 416-675-6622, Ext. 4000

Emergency Line for North Front Desk: 416-675-6622, Ext. 77000

Emergency Line for Lakeshore Front Desk: 416-675-6622, Ext. 73000

WELCOME TO RESIDENCE!

There is an exciting year ahead of you in residence. Living in residence will undoubtedly be one of the most memorable and rewarding times of your life. It will provide you with the opportunity to learn, grow and challenge yourself outside the classroom.

READ THIS

This handbook contains some of the information you need to know about living in residence – the Residence Life Program, information about the Residence Code of Conduct, Facilities and Services available, security tips and other important information. Read it carefully and share it with your parents/guardians, so they can feel comfortable about where you will be living.

This handbook applies to both the North and Lakeshore Residences.

STUDENT RESIDENCE HANDBOOK

TABLE OF CONTENTS

MAPS OF THE CAMPUS 4

RESIDENCE LIFE 6

GETTING INVOLVED 8

LIVING IN RESIDENCE
Communication 10
Building Access and Res Card 11
Residence Services 12
Cleaning and Housekeeping 15
Repairs and Maintenance 15
Food Services 16
Cable TV 17
Internet 17
Heat/Air Conditioning 17
Pest Control in Residence 17
Facilities 18
Greening of Residences 19

MOVING AROUND, MOVING OUT, AND RE-APPLYING 21
Residence Damage Charges 24

SAFETY AND SECURITY
Residence Security Guidelines 25
Emergency Contact Information 26
Emergency Phones 26
Late Night Walking 26
Fire Evacuation Procedures 27
Medical Emergencies 27
Fire and Life Safety Equipment in your Room 28

ABOUT THE RESIDENCE CODE OF CONDUCT
Residence Code of Conduct 31
Why a Code? 31
What is it? 31
Residence Rights and Responsibilities 31
Section 1: Responsible Behaviour 32
Section 2: Perdonal Safety 32
Section 3: Harrassment & Discrimination 32
Section 4: Sexual Assault & Sexual Violence 32
Section 5: Fire Safety 33
Section 6: Residence Facilities & Property 33
Section 7: Illegal Drugs & Controlled Substances 33
Section 8: Alcohol 33
Section 9:Excessive Noise/Quiet Hours 33
Section 10: Guests 33
Did You Know? 34
Other Campus Policies 35
Guelph-Humber Services 35

IMPORTANT DATES
2016-2017

AUGUST 28
First year residents' Move-in Day

AUGUST 28 - SEPTEMBER 2
Orientation Week for first year residents

SEPTEMBER 2
Returning residents may begin moving in

SEPTEMBER 6
Classes begin

NOVEMBER 14
Second (final) payment due for residence fees

DECEMBER 17
Residents must leave for the Mid-Year break by 12:00p.m.

DECEMBER
Residence Life Staff recruitment begins

JANUARY 7
Residence re-opens after Mid-Year break at 10:00a.m.

JANUARY 9-12
Frost Week

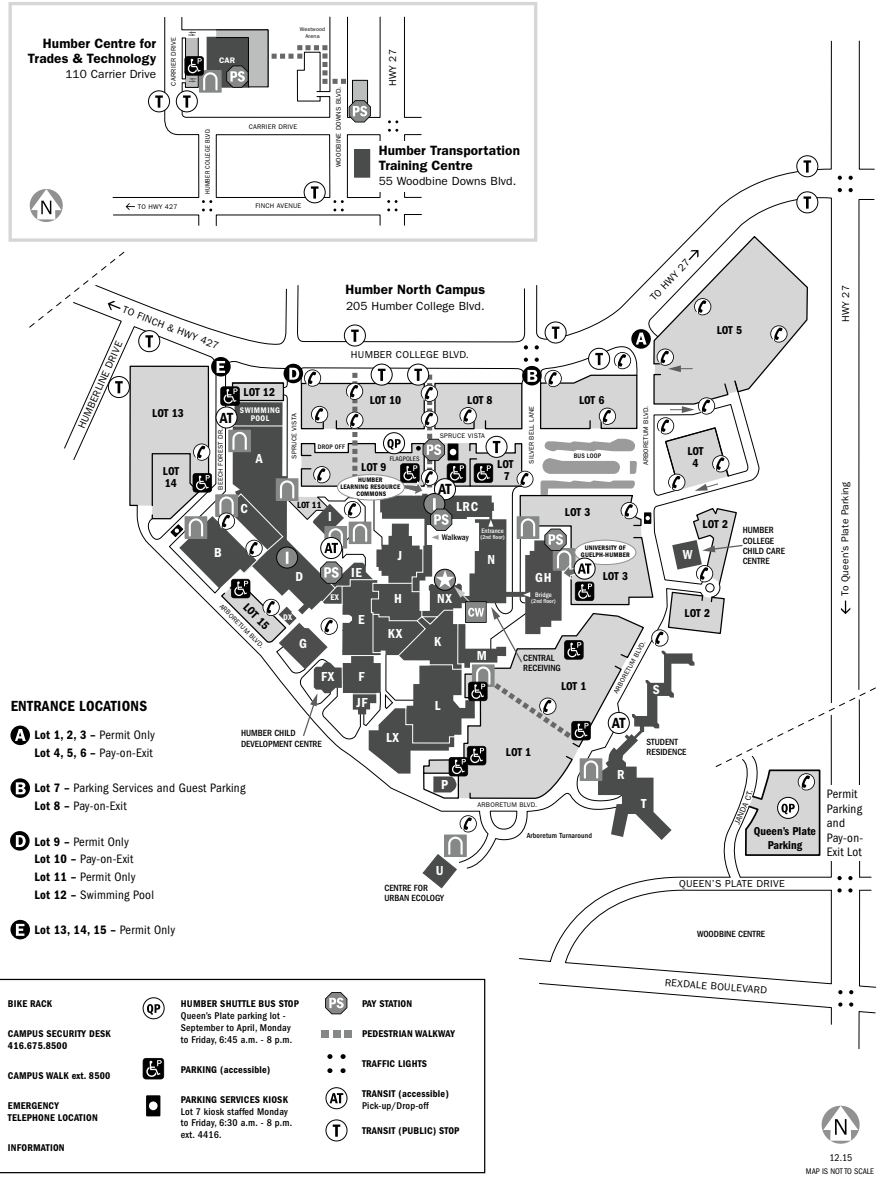
FEBRUARY
Returning Resident Application process begins

APRIL 22
Last day to move out for Humber Degree and Guelph-Humber residents (by 12:00p.m.)

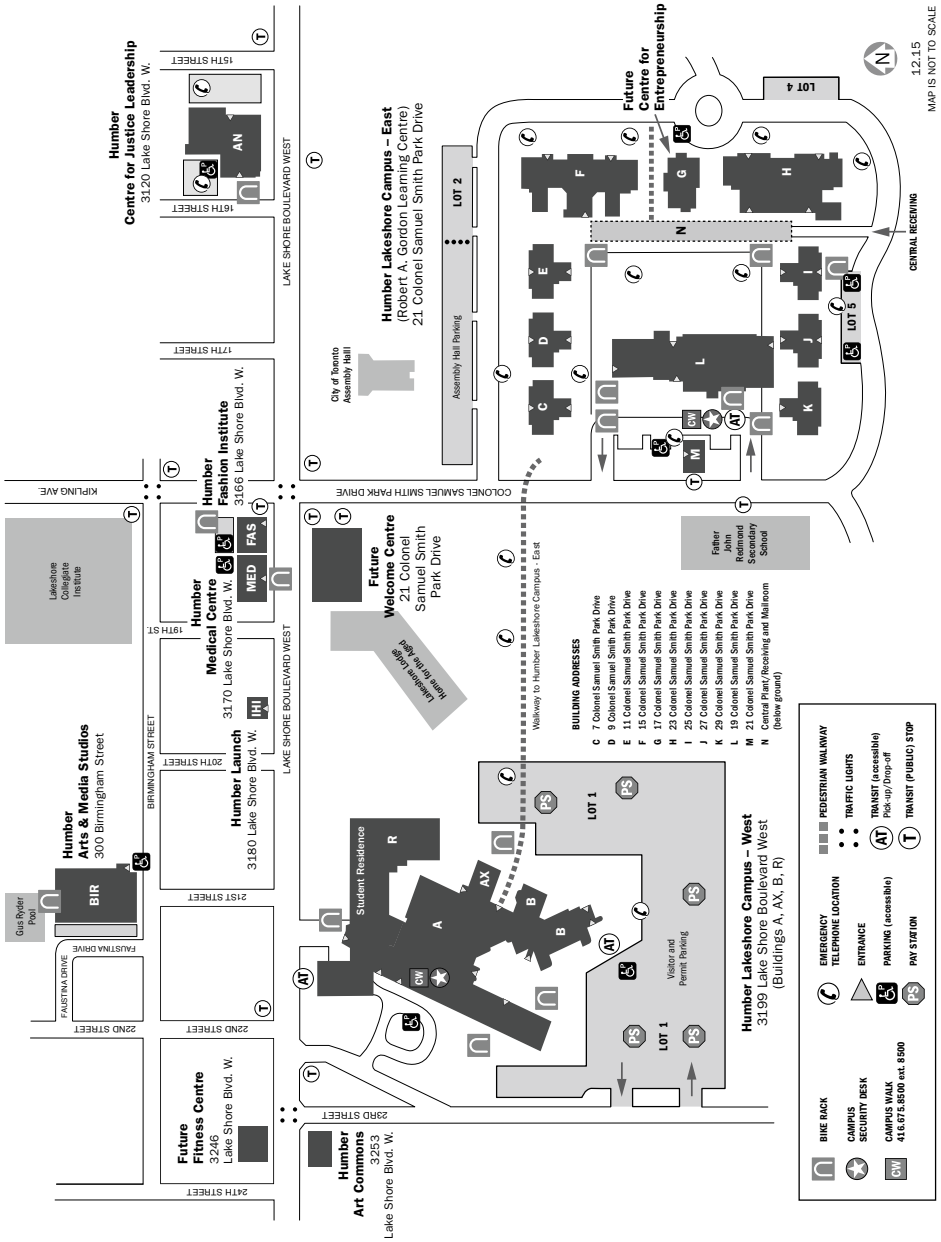
APRIL 29
Last day to move out for Humber Certificate, Diploma and Graduate Certificate residents (by 12:00p.m.)

HUMBER

North Campus



Lakeshore Campus



RESIDENCE LIFE

THE RESIDENCE LIFE STAFF

Resident Assistants

Resident Assistants (RAs) are a very important aspect of our Residence Life program. RAs are upper year student leaders who live in residence and are trained in a variety of areas including, but not limited to: leadership, coaching, crisis management, responding to behavioural issues, and conflict mediation. They provide a supportive "mentor-like" role on their floors, while working to increase school and community spirit through various community building activities. There are 28 RAs for the North Residence and 10 at the Lakeshore Residence. RAs are also responsible for being on-call on a regular basis at night, and assist with incidents such as medical emergencies, conflicts, and also help enforce the Residence Code of Conduct policies http://www.humber.ca/policies/. All RAs are trained in First Aid and CPR. RAs work hard to develop lasting relationships with their residents, provide ongoing and individualized support, and ensure that residents benefit from their Residence Life experience.

Residence Community Assistants

Residence Community Assistants (RCAs) are senior student staff members who provide mentorship to RAs, and offer administrative support to the Residence Life Coordinator. The RCAs are not assigned to a specific community. Rather, the RCA position is primarily an administrative support role, with the core responsibilities being in the areas of team development, programming, student conduct, and administrative support. RCAs work in conjunction with the Residence Life Coordinator in supporting and implementing the mission, goals, and initiatives of the department of Student Success and Engagement and Humber College.

Living Learning Community Programmers

Living Learning Community (LLC) Programmers are senior students that are expected to act as mentors and provide community specific programming throughout each Living Learning Community. The LLC Programmer position is primarily an administrative role with the core responsibilities being in the areas of programming, facilitation of the LLC program, collaboration with RAs, and other administrative duties as assigned. Our LLC Programmers are passionate about enhancing the learning environment, and we are excited for you to meet them!

Residence Life Coordinators

The Residence Life Coordinator (RLC) supervises and provides additional support to each building community in a variety of ways, such as event support, program development, assessment, student conduct administration, and more. They are also responsible for providing guidance and support to all Residence Life Staff (RAs, RCAs, and LLC Programmers). RLCs are full time, live-in professionals, and are here to help enhance the Residence Life experience. Make sure you take some time in September to meet the RLC for your building community.

THE RESIDENCE LIFE PROGRAM

Supporting Your Transition at Multiple Points! As part of the Residence Life program, we believe that all students can benefit from having a consistent point of contact and mentorship within their community, throughout the year. However, we know that it can be difficult for students to reach out for help at times when they may truly need it. With the intention of making it easier for students to get support, the RAs have one-on-one conversations with each of the residents who live in their assigned community. These conversations take place several times throughout the year, and serve as an opportunity for residents to ask questions, explore current issues they may be experiencing, and learn about important resources available to them in the campus community.

Get Engaged and Get Involved!

It is important to get involved, as it will allow you to make friends, build relationships, gain valuable work experience, develop leadership skills, and enhance your resume. Throughout the year, Residence Life Staff offer many leadership opportunities for students. Watch for postings about opportunities to join groups, organizations, and programs both in Residence, and on-campus – especially early in September and January. You can also ask your RA for more information on all the involvement opportunities offered, so don't miss out! Here is a peek at some of the ways you can get involved this upcoming year:

Residence Orientation Week

Kick-off your first few days living in residence with a variety of exciting planned programs for the week! Past students will admit that this week was a highlight in their residence experience; it's events like these where friendships begin and memories are made. In the past Residence Life has hosted ice cream socials, talent shows, sports games and more!

GETTING INVOLVED

LIVING LEARNING COMMUNITIES

Living Learning Communities (LLCs) are communities within residence that allow students to learn where they live. LLCs are interest based, meaning students living in these communities share similar interests. Within each LLC experience is individualized community programming facilitated by LLC Programmers, RAs, and students within the community. Each LLC has an assigned RA. LLCs provide the incredible opportunity for students, staff, and faculty to come together towards the creation of a rich learning environment. Check out our website for more details and up-to-date information.

Humber Residence Council

Humber Residence Council (HRC) is a group of elected residents that work to provide opportunities and information to students living within residence. A primary role of HRC members is to create and implement events for the entire residence building. There are two councils; one for North campus and one for Lakeshore. If you're interested in leadership positions within residence, HRC is comprised of multiple executive and floor/building representative positions!

Leadership Positions within the Humber Residence Council

You can get involved right away in your first year of residence, by campaigning to be an HRC floor/building representative! These positions are elected only, with elections being held in the first few weeks of September. As a representative of the HRC, you will have the privilege to further influence the residence experience by attending the Food and Residence Forum. Think you might return to residence for another year? Executive positions are typically elected in March for the subsequent year.

Food and Residence Forum

The Food and Residence Forum is an advisory committee that meets regularly to discuss food and residence service ideas and feedback. One responsibility of this committee is to take feedback from residents on how to improve residence and food operations, such as residence facilities, food quality, hospitality and more. Food and Residence Forum members also participate in special events provided by Chartwells, our food service provider in residence.

Harm Reduction Committee

Have you ever felt passionate about empowering positive change in others? In our residence, a cluster of motivated students get together and tackle relevant and current issues, such as alcohol and drug misuse, mental health awareness, stress/anxiety-related issues and more! Join us in the conversation and work towards making our residence and campus community a more positive community.

Student Leadership Academy

If you're looking for ways to build your resume, learn your leadership style, and meet like-minded individuals like yourself, the Student Leadership Academy is great place to begin your leadership journey. It has something for everyone, including a one day leadership conference, monthly workshops, volunteer opportunities, and an annual retreat. To learn more, visit: http://humber.ca/studentleadership

LIVING IN RESIDENCE

OUR CODE

Each year, the residence becomes a place where many individuals come together to live in a shared community. Everyone in residence has different lived experiences, personal values, interests and lifestyles. Because of this, residence places importance on inclusivity, common courtesy, safety, respect and accessibility. To maintain these ideals, the Residence Code of Conduct (RCC) was created to provide a formal structure for resolving disputes when respect for the rights of others breaks down and informal resolutions are not possible. Thus, the RCC both responsible behaviour and prohibited conduct, essentially; behaviour that is deemed acceptable for living in residence, and the behaviour that violates the RCC respectively.

All residents (and their guests) are required to adhere to the RCC expectations. To review the RCC, please visit **www.humber.ca/policies**. There is also additional information about the RCC provided further in this handbook.

Please note that if you are living in residence already, you have already signed indicating that you have read, understand, and will abide by the expectations outlined in the RCC!

COMMUNICATION

Residence Updates

The Residence will contact you regularly with important information on things happening in and around the Residence. This includes maintenance notices, security updates, important dates and upcoming events. The email address you provide upon move-in is the address we will use to contact you. Email the North Residence to update your address at: resmail@humber.ca. Email the Lakeshore Residence to update your address at: lakeresmail@humber.ca.

BUILDING ACCESS

In order to help maintain a safe and secure living environment, residence staff require the ability to identify all individuals within the building at all times. Please help our team out by ensuring you show your res card every time you enter the building.

North Residence: The front door of the North Residence is locked daily from 8:00 p.m. until 7:00 a.m. A Res Card is required to access Residence during these hours. For safety reasons, we ask that you do not let anyone in through the front doors who you do not personally know.

Lakeshore Residence: The main front door of the Lakeshore Residence is locked at 10:00 p.m. and opens at 6:00 a.m. A Res Card is required to access Residence during these hours. A telephone is located in the foyer between the two sets of doors - it has a direct dial to an attendant for admittance to the building.

RESIDENCE "RES" CARD

As a student living in Residence, you will receive a Res Card which acts as a form of student identification, your room access card and your dining plan card. There are specific conditions and guidelines regarding this card.

1. The Res Card is used for security purposes. It must be presented to the Front Desk Attendant every time you enter the building.
2. You must show your Res Card any time a Security Officer, RA or any other Humber employee asks.
3. Between the hours of 8:00 p.m. and 7:00 a.m. (North), and 10:00 p.m. and 6:00 a.m. (Lakeshore) you must swipe your Res Card to enter the front doors.
4. You must not alter the card or in any way use the card to give any misrepresentation.
5. You are responsible for your Res Card. Under no circumstances should you lend or give your key card out to guests or other students. Anyone found to have done so will be followed up with as outlined in the Residence Code of Conduct.

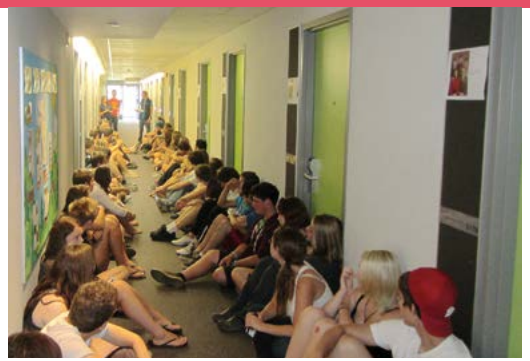
Lost/Damaged Cards

1. Report a lost card immediately to Front Desk at 416-675-6622, Ext. 77201 R & S Building, Ext. 77500 T Building, or Ext. 73001 Lakeshore. (You will be held responsible for all meal plan charges on your card until your meal plan is suspended.)
2. If you lose your card, a replacement card will be issued through the Residence Office. For the first replacement card, a $25.00 replacement fee will apply to the first lost card, and a $50 replacement fee will apply to any subsequent lost cards. Damaged cards will be replaced at a fee of $10, provided the damaged card is returned to the Residence Office.
3. Should a resident have multiple lost or damaged Res Cards, additional sanctions may apply and the resident may be subject to an increased fee for replacement cards.

Care for your Res Card

It is important to care for your Res Card to avoid unnecessary replacement cards. It is recommended that you do not keep the card in your pocket where it could be bent or keep it close to a cell phone as this may de-magnetize your card.

RESIDENCE SERVICES



Front Desk Services and Hours

North Residence
416-675-6622
R&S Building, Ext. 77201
T Building, Ext. 77500
or Emergency Line Ext. 77000

Lakeshore Residence
416-675-6622
Ext. 73001 or Emergency Line Ext. 73000

The Residence Front Desk is staffed 24 hours a day, 7 days a week. Front Desk employees are able to answer any questions you may have, monitor entry to the building, sign in guests, and deal with any issues that may arise. Residence Staff and security complete rounds of the building from 9:00 p.m. until 5:00 a.m. nightly.

FRONT DESK SERVICES

Guests

As outlined in the Residence Code of Conduct (http://www.humber.ca/policies/), residents have the privilege of signing guests into the Residence. Residents are expected to familiarize themselves fully with this policy and ensure that know the expectations that accompany signing in guests to residence.

Lost Guest Cards

As mentioned in the Residence Code of Conduct (http://www.humber.ca/policies/), all guests receive a Guest Card, which they must carry with them at all times, and show to Residence Staff and/or Department of Public Safety as requested. Should a Guest Card be lost or not returned:

- Residents will only be able to sign in a guest based on the number of cards (i.e. if one card remains only one guest can be signed in).
- Residents wishing to replace their lost guest card(s) must request a replacement card via the residence website.
- A replacement fee of $10 will be applied to the first lost guest card. Should a resident have multiple cards that need replacing, a fee of $25/subsequent card will be applied and guest privileges will be suspended for longer periods of time.

Guest Restriction Notes

Due to historical issues and concerns, the residence feels strongly that residence is not a space that is conducive to minors overnight. Because of this, hosting minors (individuals who are 17 years of age and younger) as overnight guests in residence is not permitted. Minors are permitted to be signed in before the overnight period, but will be required to sign-out and vacate the premises prior to this period commencing.

Additionally from past concerns, residence also restricts the number of guests allowed to be signed in at certain planned times of the year. These dates are communicated to residents at least one week prior to the restriction period. Please note the following restriction dates:

- From 5:00p.m. on August 28, 2016 - 8:00am on September 12, 2016 (i.e. Orientation & Frosh Week), and on January 7-8, 2017, no guests may be signed in, with the exception of parents, friends and family members who may temporarily enter the Residence to help Residents with their move.
- Only one guest per resident will be permitted after on dates surrounding St. Patrick's Day and Halloween. Specific details will be posted in advance.
- HSF Gala - no guests are allowed to be present within the residence after 5pm.

Locked yourself out of your room?
You may obtain a temporary key card from the Front Desk. A new room key will not be made until your temporary key has been returned. A $10 fine will be issued for every third lock out/use of a temporary key card. (This means that the third, sixth, ninth, etc. lock out will result in a fine.) At the beginning of each new semester, all student lock out counts will be reset to zero.

Emergency Calls – if you need an ambulance, you can call 911 directly, but please alert the front desk as well so we can re-direct emergency services to your exact location.

Please report any safety or security issues to the Front Desk. They will dispatch a staff member to respond, such as a Resident Assistant, or Campus security.

Cleaning Supplies - Borrow a vacuum, general cleansers, window cleaner and paper towels, or pick up a garbage bag. We also supply light bulbs; please do not use your own as we only use energy efficient light bulbs.

Maintenance Reporting –Any maintenance issues can be entered online on myresidence.humber.ca/StarRezPortal. If you are having any problems with entering your work order, OR if you need immediate assistance (i.e. no power to your room, a leak), please advise the front desk right away so they can dispatch someone to your room. If elevators do not work, please report to the front desk so they can call our contractors for service.

Pest issues – If you suspect any pest issue (i.e. mice, bed bugs (see page 16 for more details) – please report immediately to the front desk and we will have our pest control company investigate the problem.

Guest Parking Passes Short-term parking passes can be purchased from the ticket kiosk inside the R building lobby of the North Residence or in the parking lot at Lakeshore.

Faxes – At North Residence may be sent or received at 416-675-3437. Faxes at the Lakeshore Residence may be sent or received at 416-252-0950. The cost is $1.00 per page plus tax.

Mail – Mail is picked up and delivered to the Front Desk daily Monday through Friday. Outgoing mail can be left at the Front Desk. If you receive any mail, you will be notified by email that there is mail waiting for you at the Front Desk. Please note that we can only release your mail to you. Once you have vacated your room, any mail sent to you will be returned to sender. The residence will not forward mail. It is advised that you use the Post Office change of address card to have your mail forwarded at the end of the term.

CLEANING AND HOUSEKEEPING

All residents are ultimately responsible for the cleanliness of their rooms. Residents who are unable to meet this requirement must speak with their Residence Life Coordinator. R & S buildings at the North Residence (single style rooms) have the common washrooms and lounges cleaned daily by our contract housekeeping staff. At night a student staff member will do a quick tidying of these areas.

Residents in suite style accommodation have the kitchenettes and washrooms cleaned twice a month by our full time housekeeper, but suites must be prepared in advance by removing all personal items. If these areas are not prepared, the housekeeper will not clean and residents may be charged for a return visit. Notices will be posted indicating when your suite is scheduled for cleaning.

Suite style residents are encouraged to clean once a week including bathrooms and kitchenette areas. If you are living in a shared suite we encourage you to work out a cleaning schedule with your suitemate. Any dirty dishes should be cleaned immediately after use.

Regular cleaning inspections will occur, with a 24 hour prior notice. If the unit is found to be in poor condition, the Resident will have 24 hours to remedy the situation. Should the room fail reinspection, Residence Staff will be dispatched to clean the room and the Resident will be charged a minimum $100 cleaning fee. Multiple failed inspections may affect residency.

Housekeeping staff regularly clean common areas such as lounges and hallways. However, it is the responsibility of all Residents to clean up after their personal use of common areas in Residence. If areas are left excessively messy or if there is vandalism, the individuals responsible will receive individual damage charges. Should Residence Staff be unable to determine the person(s) responsible, community damage billing will be used to recover the costs of the damage/cleaning. Residents are expected to take shared responsibility in encouraging those responsible for damages or messes to come forward.

REPAIRS AND MAINTENANCE

Enter all work order requests on the residence portal at myresidence.humber.ca/StarRez-Portal and click on “maintenance”.

We will respond to the request as soon as possible. If you are not in your room when we arrive, you will receive at least 24 hours notice that we will be entering your room to complete the requested work, unless it is an emergency situation. Access cannot be denied in an emergency.

On occasion, Residence Staff may require access to a room to conduct routine maintenance. Similarly, you will receive at least 24 hours notice that we will be entering your room unless it is an emergency situation.

In rare situations, residents may be required to temporarily relocate if their room requires significant maintenance.

OTHER SERVICES

Food Services

All residents must purchase a Dining Plan. The Dining Plan is incorporated onto your Residence Card. Your Residence Card works like a debit card, the value of your purchase is deducted from your Dining Plan account. To view transactions, temporarily disable your meal plan if you've lost your card or to add funds to your Dining Plan account, please visit www.dineoncampus.ca/humber. Residents should note that Dining Plan options are not guaranteed to last the entire academic year or semester (if one semester option is selected). Your Dining Plan account is comprised of two account balances: a Main Meal Account for "tax exempt" meal purchases; and a Confectionery Account for taxable purchases including single carbonated beverages, chips and chocolate bars and for use at selected beverage vending machines across campus. Residents can always find something to satisfy their appetites as there are a wide variety of food choices readily available in the food service outlets located on campus. The Dining Plan Card can be used at the following locations: North: Residence Dining Hall, Food Emporium, LinX Lounge (food only), Java Jazz, Starbucks, Gourmet Express, Humber Room (food only), Ackee Tree, Hawk's Nest and Tim Hortons. Lakeshore: Lake Cafe, Lakeshore Commons Eatery, Booster Juice, On the Go, Media Buzz, Tim Hortons and the Arena Cafe. Popular brands on campus include: Pizza Pizza, Subway, Starbucks, Tim Hortons and Extreme Pita. All information on hours and locations of our food outlets can be found at http://dineoncampus.ca/humber.

PLEASE NOTE During the Mid-Year December break until the start of classes in January, there will be no food services available as the College closes.

Cable TV

To activate the cable TV connection in your room, take advantage of signing up immediately with Rogers Cable, who will be on site on move-in day or you may call Rogers Cable at (416) 448-7354. You can select the specific cable package you would like, including the movie channels. In early September, Rogers may offer students a special discounted connection fee. When moving out, the resident must return the cable box to Rogers. Residence is not responsible for lost or stolen boxes, or for arranging their return. Residents are not permitted to run cables outside of their rooms.

Internet Access

Humber Resnet provides wireless internet access in all lounges and studies in the residence and wired internet (an ethernet cord is required) in residence rooms. Resnet is a shared resource with weekly usage capped at 10GB per resident on external sites. High volume users are encouraged to set up a personal internet account with Rogers, who will be on site at move-in (if a Resident moves in after the August move-in, a contact number will be given) to provide internet at competitive rates.

The Resident acknowledges and agrees that Humber shall not be responsible for any loss, cost or liability resulting from any interruption in delivery of telecommunication services to the Resident. The Resident acknowledges and agrees to abide by the HCnet Acceptable Use Policy (https://its.humber.ca/aboutus/aup/). Residents are responsible for any damage caused by a third party cable or internet provider.

Heat/Air Conditioning

The residence has a two-pipe heating/air conditioning system. The system will be turned to heating in the winter months and air conditioning in the summer months, however both cannot be available at the same time. Each unit has its own controls for temperature and fan speed.

Air filters in the heating/air conditioning units are scheduled to be replaced in December and May, or more frequently depending on what is required. (You will be notified of the exact date and time.) We ask you to leave approximately two feet of space in front of the unit in order for the maintenance staff to replace the filter. Maintenance staff is not permitted to move your personal property in order to replace the filters. If there is not adequate room, the Contractor will have to return at another time and you may be charged a service fee.

When leaving in December for the holidays please ensure that your windows are closed and that the heat is on low. This will help prevent broken pipes and water damage from occurring in your room.

Pest Control in Residence

We have not had many issues with bed bugs in the residence but there is a resurgence of bed bugs throughout North America. People are travelling more than ever and these bugs can easily be transported on clothing and luggage. They can now be found wherever there is a high turnover of people, from five star hotels to residences. Bed bugs do not indicate a lack of cleanliness. We do have a very pro-active program. We have the residences

inspected by pest control experts twice each year. If you suspect you may have a pest issue, please inform the front desk staff immediately and our protocols will commence. See our website for more details: http://humber.ca/residence/pest-control. Please note that should bed bugs be confirmed in your unit, no refund or reduction of residence fees will occur and you will not be relocated due to the increased risk of spreading the pest.

FACILITIES

Lounges

R & S Residence (single style) - Every floor has at least one lounge equipped with cable TV, microwave, sink, lounge furniture, kettle and toaster.

Suite Style Residences - Every floor has a lounge that is equipped with cable TV and lounge furniture. All lounges are locked to keep items secure. Your Res Card opens the lounge on your floor. Please do your part and close the door after each use. Lounges are for all residents, please ensure you tidy up after yourself and do not remove the lounge furniture from its assigned area!

Study Rooms – There are many study areas available at each campus residence. These studies are to be used for quiet academic studying or group work. For the enjoyment of all please leave furniture in the Study. Please ask the front desk for locations and to sign rooms out.

Residence Fitness Room – The North Residence has a fitness room located in room T116. This room provides the Residents with access to fitness equipment right in their own home. Please be respectful of the equipment and follow posted guidelines of use. The Fitness Room is open 24 hours. Lakeshore Residents can access Humber's athletic facility located just to the right of the Residence Front Desk.

Common Kitchen – There is one common kitchen located at each campus residence. Each has an oven, fridge, microwave and sink. Kitchen supplies can be signed out at the front desk. Hours are from 7:00a.m. - 12:00a.m. (midnight) Monday to Friday, and 9:00a.m. - 12:00a.m. (midnight) Saturday and Sunday.

Laundry Rooms – Each building has laundry facilities with washers and dryers. Each load for either a wash or a dry is $1.65. Residents purchase a laundry card ($5.00) at the Coinamatic card machine and can add money to their cards at any time. North Residence: S Building Laundry room is located in the basement on level SB; R Building Laundry room is located on the first floor. T Building Laundry room is located beside T226. Lakeshore Residence: Laundry is located on the second floor, beside the elevators. If money is lost from machines please call Coinamatic at 1-800-561-1972

Bicycle Storage Room – An indoor bicycle room is available to residents on a first come first serve basis. Residents may gain access from the front desk staff. Storage facilities for items other than bicycles are not available. Do not keep any items in the hallway, as items will be removed and disposed. There is no storage for hockey bags.

Garbage & Recycling Centres – Keeping excess empty bottles or cans, creating monuments to alcohol, and infrequent garbage removal create unwanted odors and attract bugs and pests to the entire floor. So please pitch in and do your part! Single style residents have garbage rooms and centres that are emptied daily by our contract Housekeeping Staff.

Suite style residents are to dispose of garbage in the garbage chutes. Please ensure that you put garbage inside the appropriate bins/chutes. Cardboard boxes are to be broken down prior to going into a chute.

North Residence: S Building Garbage rooms are located in SB102, S102, and on floors 2-5 in the S_92 and S_55 rooms. R Building Garbage centres are located directly across from the elevators. T Building Garbage rooms are located behind the elevator in T_24.

Lakeshore Residence: Garbage rooms are located on each floor, across from the rear service elevator, in the R_01 rooms.

THE GREENING OF THE RESIDENCES

We have a number of initiatives to promote a sustainable environment in the residences including:

1. Water saving low flow flush toilets
2. Energy efficient shower heads (please do not replace yours in the suites)
3. Recycle bins in each room - please separate your garbage. Bins are properly marked for recyclables and regular garbage
4. Recycle bins in each lounge

5. Energy efficient compact fluorescent bulbs - do NOT replace your bulbs - go to the front desk to get proper replacements

6. We use green cleaning products.

7. We use 100% post consumer recycled toilet paper where possible.

8. Reusable plates and cutlery, etc. are available in the cafeteria. Please use these and if you take your meals into your suite, put the dirty plates and cutlery in the designated areas on your floor.

Help us and the environment out

- Turn off your lights, computers and sound systems, when you're not in your room or lounges.
- Be conscious of recycling.
- Only do laundry when you have a full load. Use the cold water setting on the washing machine.
- Take short showers. Monitor your time in the shower by creating a playlist that is about 7 minutes long.
- Don't keep the heat on and open the windows at the same time.
- Opt to use the dishware rather than disposable dishes.
- Unplug your gadgets when you don't need them. They still use energy when plugged in!
- To keep the heating/cooling units in your room running efficiently, don't block them with furniture or clothing.

MOVING AROUND, MOVING OUT & REAPPLYING

Room Transfers

We understand that there are times that students may be unhappy in their current room assignment, and we always do our best to ensure that residents enjoy (or are happy with) their living arrangements. However, with very few (if any) vacancies, we are unable to accommodate everyone's requests. It is important that residents realize there will be no room changes before Thanksgiving, (except in extraordinary situations) and for January intake, room changes will not be allowed before the end of January. In the rare cases where students need to change rooms, this must be done in consultation and coordination with the Residence Life Coordinators. To request a room transfer, residents must complete a Room Transfer Request form online at http://humber.ca/residence/room-transfer-request-form. Approved transfers are subject to at $100 room transfer fee. (Note that additional cleaning and damage charges will apply to rooms left in disarray.) Below are guidelines for room transfer requests.

Most transfer requests occur because of conflicts with floor mates or suite mates. When considering a room transfer because of a conflict with another resident, residents should try to resolve these differences informally. Once you have completed the informal stage, then you can move onto the formal stage, however most conflicts are resolved at the informal stage.

Informal Stage

1. Complete Roommate Agreement package with your suite mate if you live in a suite.

2. Discuss issues with your floor mate/ suite mate and try to work out your differences.

3. Meet with the RA on your floor. The RA may provide tips on how to overcome the conflict and may meet with you and your floor mate/suite mate.

4. If necessary the RA may conduct a mediation session with you and your floor mate/suite mate.

Formal Stage

4. Complete a Room Transfer Request Form online at humber.ca/residence/room-transfer-request-form.

5. Meet with the Residence Life Coordinator who will investigate your request.

6. The Residence Life Coordinator may conduct a mediation session with the parties involved to assist in the situation.

7. A transfer may be granted if the conflict is not able to be resolved and only if space in the Residence permits.

MOVING OUT

Move Out Process

Remember that withdrawing from residence early does not necessarily mean you will receive a refund. Residents are held responsible for up to 60 residence nights, or until the room can be rented again to someone not currently living in residence, whichever comes first, plus a $500 withdrawal fee.

All residents must complete a Withdrawal Form as soon as they are aware they will be moving out. Withdraw online at http://humber.ca/residence/withdrawal-form.

Your move-out will only be processed after you have physically moved out of residence and the Withdrawal Form has been completed. Upon move out you must hand in your residence card to the Front Desk. Your room will be inspected for cleanliness and damages. After your room inspection and withdrawal paperwork are completed, any refund (i.e., dining plan) will be processed. Should you be eligible for a refund, it will be refunded the way you paid (i.e. credit card payments will be refunded to the credit card used). Please refer to your copy of the Residence Dining Plan Agreement for more details about refund eligibility.

Notify Humber via MyHumber or Guelph-Humber via WebAdvisor, Coldex, your friends, family, and any subscriptions, of your new or home address as the Residence does not forward or hold mail at the front desk for you. Return any Rogers equipment you have rented.

Helpful Hints:

- Submit a Withdrawal Form online as soon as you know the date you are planning on moving out.
- To avoid extra room charges, make sure your fridge is clean, move furniture back to its original position, remove all of your personal belongings and dispose of any garbage. There can be very large charges associated with leaving your room in poor condition.
- Return your Res Card. There will be a $25 fee for unreturned cards.
- Make sure you have disposed of all garbage in your room (and common area).

Meal Plan Refunds

Requests for meal plan refunds are initiated when residents complete an online Residence Withdrawal Form on the Residence website (www.residence.humber.ca, under Documents and Forms).

When a student moves out of residence for any reason, prior to the end of their Agreement, any unused meal plan balance of $75.00 or more is refundable* less a $50.00 administration fee and any fees owing to Humber. At the end of the agreement, any unused meal plan balance of $25.00 or more is refundable, less any fees owing to Humber. Residents who qualify for a meal plan refund can expect to receive a refund from the College, 4-6 weeks after the withdrawal form and move out are complete. For Humber students, meal plan refunds are issued in the same format as the original payment. For Guelph-Humber students, refunds will be issued by cheque.

*If a student is staying in residence for the summer and wishes to continue using their meal plan account, they must notify the residence by April 15 in order for their account to remain active after the first week in May. When the student moves out of residence during the summer, the refund process will apply.

Reapplying to Residence

The process to reapply to Residence for next year starts at the beginning of February. Watch for signs around Residence informing you about the process and when applications are due. Space for returning Residents is capped for both Lakeshore and North Campuses. Readmission to Humber Residence in subsequent semesters or following academic years will be contingent upon the following: number of years you have been in residence, distance from residence, your previous and cumulative term GPA, your student conduct history, and level of positive involvement in the residence community. The more you have given back to the community, the better your chances! Your application will be scored on these factors.

Potential Damage Charges and Fines

Whether accidental or intentional, the individual(s) accountable for any damages will be financially responsible. This includes the hosts of guests who create these damages.

The following lists itemize potential fines and the typical replacement costs associated with some of the more common items in each room in the event that the items are damaged beyond what can be considered reasonable or normal wear.

These lists are not exclusive. Any damages not listed will be charged at material costs plus applicable labour rate.

POTENTIAL FINES	FINE AMOUNT
Exiting fire doors	$100
Tampering with fire safety equipment	$250 + up
Clean up of bodily fluids	Labour + materials
Smoking outdoors outside designated area	$50
Smoking indoors	$50 - $250
Burning candles/incense	$50 - $250
Lockouts	$10/every 3rd lockout
Temporary keycard kept more than 24 hours	$5/day
Lost temporary keycard	$10
Lost guest card	$10/$25
Replacement keycard (when original is returned)	$10
Replacement keycard (when original is not returned)	$25/$50
Lending out keycard	$50
Late return of front desk items (i.e. vacuum)	$5
Lost front desk items (i.e. Xbox controller)	Replacement cost

POTENTIAL DAMAGES CHARGES

ITEM	R BUILDING (North)	S BUILDING (North)	SUITES (North & Lake)
Bed frame SEE BELOW	$225	$225	$190
Mattress	$150	$150	$200
Mattress Encasement	$20	$20	$25
Bed Drawers	n/a	n/a	$100 each
Desk Chair	$150	$150	$150
Wardrobe (R); or Dresser (S)	$390	$300	n/a
Millwork (time and material)	n/a	n/a	Built in wardrobe $100-$500
Fridge	n/a	n/a	$600
Microwave	n/a	n/a	$80
Desk	$225	$225	$225
Kitchen Table	n/a	n/a	$275
Kitchen Chairs	n/a	n/a	$150
Blinds/Curtains	$200	$200	$200
Window Safety Latches (removal/repair)	$25	$25	$25
Window Glass Repair (in room)	$500+	$500+	$500+
Window Glass Repair (common areas)	$700+	$700+	$700+
Screens	$40	$75	$50
Lamp	n/a	n/a	$20
Overhead Lights/R & T only	$20	n/a	$20
Clip Lamp	n/a	$25	n/a
Smoke/Heat Detectors	$75	$75	$75
Tampering /Smoke Detector	$250	$250	$250
Carpet/Flooring	$100	$100	$100-$250
Mirror	$50 (medicine cabinet)	$50 (medicine cabinet)	$500 (bathroom)
Toilet	n/a	n/a	$50-400
Sink	n/a	n/a	$100
Shower Head	n/a	n/a	$25-50
Painting	$40/wall	$40/wall	$80-$250/room
Door Viewing Piece	$25	$25	$25
Window Pull Handle	n/a	n/a	$55
Fire Sprinklers (Tampering)	$500 + labour	$500 + labour	$500 + labour
Door Lock	$325	$325	$325
Outside Door Bulletin Board	$150	$150	$150
Cleaning excessive mess	$25-$150	$25-$150	$25 -$150 per room

PLEASE NOTE:

- Furniture must be moved back to original position in rooms or $50 fine;
- All non-Humber items/furniture must be removed at move out or $50 dumping fee per item
- All damages not listed will be charged at material costs plus applicable labour rate
- charge for leaving fridge/microwave dirty upon move out $25 each
- Students MAY NOT repair damages themselves, this must be done by accredited Humber staff

SAFETY AND SECURITY

Residence Safety & Security

Humber Residences provides safe and secure accommodation but we always encourage residents to be alert and aware of their environment at all times. Both North and Lakeshore Residences have 24-hour front desk services and staff or security staff patrol each night. The Resident Assistants provide a presence on every floor and the Residence Life Coordinators are live-in professional staff that deals with emergency situations. Security cameras are located on all floors and all exits on the main floor.

Residence Security Guidelines

The safety of our residents is our number one priority. The guidelines and tips in this handbook will help ensure everyone's safety. Compromising security measures in the Residence is not acceptable and will be dealt with according to the Residence Code of Conduct.

1. Residence rooms should be locked at all times. Residents are encouraged to ensure their doors are secure when they are not present within their unit.

2. Do not lend out key cards or leave them lying around. If you lose your key card, you should notify the Front Desk immediately. There is a $25 replacement fee for a lost card. There will be a $50 fee for subsequent lost cards. Lending out your keys will result in a $50 fine and may result in additional sanctions.

3. Do not leave valuables in a visible location. Identify all personal belongings. The Humber insurance policy does not cover personal possessions or contents. We recommend that you purchase content insurance or check if your parents' home insurance policy includes coverage of your possessions while living in Residence.

4. You should not open doors or sign guests into the Residence unless you personally know the individual and are willing to take responsibility for them while they are in Residence.

5. Report any suspicious person(s) or behavior to a Resident Assistant or the Residence Emergency Line by calling: 416-675-6622 and the appropriate extension below:

   a. Public Safety: 416-675-6622, Ext. 4000

   b. North Residence: 416-675-6622, Ext. 77000

   c. Lakeshore Residence: 416-675-6622, Ext. 73000

6. You should not store large amounts of cash in your wallet or room.

7. Always use the Campus Walk Program when walking on campus at night. Note at North Campus: We recommend that you take the sidewalk along Highway 27 to the Woodbine Centre at all times rather than using the shortcut through the Arboretum. It is always best to walk in groups.

8. Report all damaged locks, lights, and other safety hazards on the Residence portal at https://myhousing.humber.ca/StarRezPortal/. Emergency situations may be reported to the Residence Front Desk for immediate attention at 416-675-6622, Ext. 77201 North Residence, 73001 Lakeshore Residence.

9. Program the following emergency contacts into your cell phone, and post them where they can easily be found in your room.

Emergency Phone Numbers:

a. Fire, Police, Ambulance: 911

b. Public Safety: 416-675-6622, Ext. 4000

c. North Residence: 416-675-6622, Ext. 77000

d. Lakeshore Residence: 416-675-6622, Ext. 73000

Emergency Phones
Emergency phones are available in residence and on campus to provide immediate access to Campus Security 24 hours a day, 7 days a week.

Residence emergency phones can be found in the hallway on every floor of the residence. Outdoor emergency phones can be easily identified at night by a blue light at the top of the post. To use the phone, push the red or black button and Security will answer and automatically know your location. They will ask you to provide vital information. Remain at the phone location to wait for their arrival. Also, it's a free call to security by using Humber pay phones and cell phones using 416-675-8500.

Emergency Notification System (Humber Alert)
To keep the Humber community informed in emergency situations, Public Safety has introduced a new Emergency Mass Notification System, Humber Alert. Students can stay informed about critical campus information by registering to receive Humber Alert messages. In order to receive emergency messages, create your notification profile at https://humber.bbcportal.com

Late Night Walking
The walkway from Campus to the Residence is lit in the evenings. However, we recommend that you walk with a partner or utilize the Campus Walk Program when walking on Campus at night. Campus Walk is free service for all staff and students and runs 24 hours a day, 7 days a week. Campus Walk can be accessed on the first floor of NX, the Registration Information Desk, the Front Desk of the Residence or call 416-675-8500. If you know you will require this service ahead of time, schedule an appointment by calling Campus Walk at 416-675-8500

Safe Use of Electrical Outlets
Residents must turn off all electronic devices when the room is unoccupied. Laptops and other electronics may overheat and cause a fire. Fire regulations prohibit overloading of electrical outlets. Do not plug extension cords into other extension cords. Use only CSA approved power bars with surge protection. Keep combustible materials away from items which have the potential to overheat, and do not put furniture tightly against an outlet while it is in use.

Appliances
Appliances such as toaster ovens, grills and space heaters etc. are not permitted for use in residence rooms or lounges. A microwave (provided), toaster, kettle (with automatic shutoff) and coffee maker (with automatic shutoff) may only be used in a suite style kitchenette.

All appliances must be CSA approved and in good working order.

Furnishings

Additional furnishings outside of what's provided upon move-in become the responsibility of the resident and are used at their own risk. Please also note the following expectations:

- Upholstered furniture such as couches, recliners, love seats, and futons are not permitted.
- Furnishings must be self-standing (do not require fastening to walls/ceiling) and have sturdy construction (i.e. are not easily tipped over potentially causing harm to an individual).
- Furnishings must be free from odours and bugs/pests.
- Your suitemate must approve furnishings that are placed in the common areas of a suite.
- Unusual furnishings must be verified/approved by Residence Staff upon move-in to ensure that they are acceptable. Unacceptable pieces of furniture must be removed from Residence as directed.
- Any moved furnishings within the unit must be returned to original placement, and any personal/additional furnishings must be removed from residence upon move out. Failure to remove additional furnishings will result in disposal fees.

Smoking
Smoking is only permitted outside the residence buildings in designated areas.

Medical Emergency
In the event of a medical emergency, call 911 and the Residence Emergency Line at 416-675-6622 Ext.77000 (North) or Ext. 73000 (Lakeshore). They will contact the appropriate medical help and dispatch Security. All Residence Life staff are trained in First Aid and CPR.

Fire Evacuation Procedures

PULLING A FIRE ALARM, WITHOUT REASONABLE CAUSE IS A CRIMINAL OFFENCE AND WILL BE TREATED AS SUCH.

You must be aware of Residence's evacuation procedures. Familiarize yourself with the location of all emergency exits; stairwells, and fire pull stations. If you discover fire: sound the alarm. If you hear the alarm: evacuate the building immediately. Fire drills are conducted twice a year.

Upon Discovery of Fire
If you discover a fire:

1. Leave fire area immediately
2. Close doors behind you
3. Sound the fire alarm: pull manual station
4. Call the fire department from a safe location: 911
5. Leave the building by the nearest exit
6. DO NOT USE THE ELEVATORS

Upon Hearing a Fire Alarm
When the building fire alarm is activated, you will hear loud tones for one minute, followed by verbal instructions informing you that a fire emergency has been detected and that you must evacuate.

1. Leave building by the nearest exit
2. Close doors behind you
3. In an orderly manner, leave through the closest exit or stairwell and proceed to your floor's designated meeting area outside as quickly as possible. If a particular exit is blocked, or you see fire or smoke, use an alternate exit/meeting place. Each floor will have a designated spot and the RAs will have signs so you are aware of where you should meet.

a. North Residence - Residents are to meet in Parking Lot 1.

b. Lakeshore Residence - Residents are to meet on the East side of the residence towards Kipling Ave away from Lakeshore.

4. Remain outside and away from the building until an announcement is made for you to re-occupy the building.
5. Mobility impaired students who are unable to exit the building are to stay in their room/suite and/or, if necessary, ask for assistance. Should you encounter smoke, place a towel at the base of the door to prevent smoke from entering the room and wave a bed sheet out of the window to indicate to the Fire Department that you require assistance. If you are not in your room, call the Front Desk to notify them of your location.

Fire and Life Safety Equipment in Your Room
Each single room and suite common area has a smoke detector and a carbon monoxide detector on the ceiling. These detectors are extremely sensitive and a small change in the environment can cause them to go into alarm. Steam, smoking, burning food, aerosol sprays, incense, portable heaters, and talcum powder can all cause the detector to go into alarm. Hair dryers or straighteners that burn hair or hair products can also cause an alarm.

Fire/Smoke Detection - Lakeshore:
The alarm/voice pattern is four seconds of alarm beeps followed by the verbal message: "Fire, Feu".

1. the detector announces "Fire, Feu" and fire is present, leave your room immediately.
2. If fire is not present, notify the Front Desk and open a window to allow any smoke to dissipate. The alarm/voice pattern will stop once the smoke has dissipated.
3. If fire is present, alert others by pulling the alarm at the fire pull station (located near the stairs) and evacuate the building.
4. Inform /notify the Lakeshore Residence Front Desk by calling 416-675-6622 Ext. 73001.

Fire/Smoke Detection - North Residences
R & S Building: 416-675-6622 Ext. 77201
T Building: 416-675-6622 Ext. 77500

When a smoke detector is activated in your room/suite, the surrounding detectors in your neighbor's rooms/suites will also be activated for five minutes. This includes detectors in the room/suite on either side of you and the three rooms/suites immediately across the hall. Remember that if your detector goes into alarm, it could be because someone or something next door or across the hall has caused a smoke detector to go into alarm. The detector alarm in your room will be a loud, continuous tone.

1. If the detector alarm sounds and there is a fire present, leave your room immediately. Alert others by pulling the alarm at the pull station (located near the stairs) and evacuate the building. Once you are safe, inform the Residence Front Desk.
2. If fire is not present, notify/inform the Front Desk

If you have smoke/steam in your room (ie. from burned popcorn) but no fire, open a window to allow the air to clear. Do not prop open your door to clear the air, as this could cause the building fire alarm to be activated.

Carbon Monoxide Detection
The alarm/voice pattern is four short alarm beeps followed by the verbal warning "Carbon Monoxide, Monoxyde de Carbone" this pattern continues until the carbon monoxide is eliminated.

1. If the detector announces "Carbon Monoxide, Monoxyde de Carbone" leave your room immediately.
2. Inform the Residence Front Desk immediately that a carbon monoxide detector alarm has sounded either in person at the Front Desk, or by calling 416-675-6622 and your respective building extension below:

   · R & S Building - Ext. 77201 · T Building - Ext. 77500 · Lakeshore - Ext. 73001

The detector also announces, "Caution, Attention" when the unit has detected carbon monoxide concentrations of 100 ppm or higher.

1. If the detector announces “Caution, Attention” leave your room immediately.

2. Inform the Residence Front Desk that a “Caution” alarm has sounded by calling 416-675-6622 and your respective building extension below:

· R & S Building - Ext. 77201 · T Building - Ext. 77500 · Lakeshore - Ext. 73001

Low Battery

When the detector’s battery is low and needs replacing, the LED light will flash and the unit will “chirp” one time followed by the warning message “Low Battery, Pile Faible”. This occurs once every minute. Please report this to the Front Desk.

Fire Safety Sprinklers

Do not disturb or hang things from the fire safety sprinkler heads in your room, hallways, lounges, studies etc. If they are accidentally activated, the resulting damage will be extensive and expensive for you. You will have significant water accumulation in your room in less than 5 minutes.

By signing your Residence Contract, you have agreed to abide by the Residence Code of Conduct and other information in this handbook. It is your responsibility to become familiar with all the rules, regulations and other information contained herein.

Advertising

Only organizations or individuals who are affiliated with the Humber community will be allowed to advertise within the residence. All advertisements, posters, and banners must be approved by the Residence Life Coordinator. Those that are not will be removed, and any non-resident individuals involved may also be asked to leave Residence. Residents may not place anything on their doors and may only use the cork board located adjacent to their respective doors

THE RESIDENCE CODE OF CONDUCT

The Residence Code of Conduct (RCC) is a Humber policy, and can be reviewed at www.humber.ca/policies. Please note that this document, the Student Residence Handbook, is only a supplement to the RCC policy.

Why a Code?

As mentioned, residence is comprised of many individuals living together as part of a shared community, where each individual has their own set of rights and responsibilities. The RCC provides a structure for resolving disputes when respect for the rights of others breaks down and informal resolutions are not possible.

What’s in it?

The RCC essentially outlines the following expectations: behaviour that is deemed acceptable for living in residence (responsible behaviour, or expectations), and behaviour that Residence has indicated is not acceptable based on its values (prohibited conduct). The RCC is violated when a resident (or their guest) engages in prohibited conduct, and/or does not meet the expectations outlined.

Residence Rights & Responsibilities

When you live in residence, you have specific rights and responsibilities. Here’s a summary from the RCC of what they are:

- A responsibility to contribute towards a safe, inclusive, positive, and welcoming living and learning environment (and the right to make a complaint when this is violated).
- A responsibility to make complaints and/or report incidents that are knowingly true.
- A responsibility to report incidents of prohibited conduct when there may be a risk of harm, a possible violation of the RCC, or an impact to the dignity of any resident or community member.
- A responsibility to engage in responsible behaviour, and conduct yourself in a manner that is consistent with the core values embraced by this handbook, the RCC, the Residence, as well as the College, including its various policies and procedures.
- A responsibility to be aware of policies, codes, and laws of the land that guide expectations of conduct (and a responsibility to ensure your guests adhere to this too!).
- A responsibility to provide identification to residence staff when requested and upon entrance to the Residence. All residents are encouraged to supply the Residence with up to date (preferred) contact information.

- A right to procedural fairness, the process that ensures that an individual who is alleged to be in violation of the RCC is given fair consideration in the investigation and determination of responsibility as it relates to the RCC.

The Code's Expectations

When you look at that RCC policy online, you will notice that it contains ten (10) sections which outline the expectations and prohibited conduct for residence. The following summaries will give you a sense of what's included in each section of the RCC. Remember, this is not the full RCC policy! To view the full Residence Code of Conduct, please visit: www.humber.ca/policies.

Section 1: Responsible Behaviour

This section discusses a requirement for residents to personally contribute to the development and maintenance of safe, inclusive, and welcoming environments in Residence. This entails a requirement to be proactive in preventing problems from occurring in Residence. Check out this section of the RCC to learn more, and to also see how you can be a prosocial bystander!

Section 2: Personal Safety

In this section, the RCC shares that residents are encouraged to assist in the provision of a safe, secure, and comfortable living environment. It's important to note that residents are required to respond and follow the directives of Humber and residence employees.

Section 3: Harassment & Discrimination

The College, and thus the Residence, has the right, as well as the moral and legal responsibility, to ensure that all its members are treated fairly, equitably, and respectfully, in order to provide a learning, living and working environment that is free from discrimination, harassment, and intimidation. To this end, the College's Human Rights Policy (www.humber.ca/policies/human-rights-policy) outlines acceptable and unacceptable expectations and behaviour) with respect to human rights and the responsibilities of the College, residents, and employees.

Section 4: Sexual Assault & Sexual Violence

Similar to section 3 above, this section shares that all members of the College, and thus the Residence, have a right to live, work, and study in an environment that is free from any form of sexual violence. If you don't know yet, sexual violence is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes a range of behaviours such as sexual harassment, assault, and violence.

The College's Sexual Assault and Sexual Violence (www.humber.ca/policies/sexual-assault-and-sexual-violence-policy) policy sets out the policy and response protocol to sexual violence, and ensures that those who experience sexual violence are believed and that their rights are respected.

Section 5: Fire Safety

This section of the RCC shares that fire has a significant impact on the Residence community and first responders, and that residents are encouraged to promote fire safety within their communities, and promote positive behaviours with respect to policy adherence and safe living. Because of this, this section of the RCC discusses important expectations about fire safety and evacuations, tampering with life/fire safety devices, approved appliances for residence, and more.

Section 6: Residence Facilities & Property

In this section, the RCC states that residents are encouraged to take pride in the building and communities that they live in, and assist in the provision of a clean, safe, and welcoming living experience for all residents. Check out this section to learn more about the expectations for your personal belongings (including your room), additional furnishings, common spaces in residence, and more.

Section 7: Illegal Drugs & Controlled Substances

This section outlines the Residence's policy with respect to drug use and/or misuse. Along with information on various drug-related expectations, the RCC also shares that individuals or residents involved with trafficking, or who are in possession of a quantity of an illegal/prohibited substance that the Department of Public Safety would deem excessive for recreational use, may be evicted from residence and also risk prosecution under the Criminal Code.

Section 8: Alcohol

The RCC shares that Residence promotes the responsible and sensible consumption of alcohol. In this section, you will find information on Residence expectations related to underage drinking, where alcohol can be consumed, transporting alcohol, drinking games, acceptable container sizes, large social gatherings and more.

Section 9: Excessive Noise/Quiet Hours

Excessive noise has a significant impact on the learning environment in residence. Because of this, we say that "one individual or group's right to quiet, always supersedes another individual or group's right to create an excessive level of noise." To aid with this, the RCC discusses quiet hours in residence, and what to expect. When hanging out in groups, residents are encouraged to utilize the cafeterias and lounges during quiet hours, in order to minimize disruptions in the community. Check out this section of the RCC to learn more!

Section 10: Guests

If you didn't know it yet, residents have the privilege of signing guests into the Residence. When a resident student registers a guest, they become the individual's host. In this section, the RCC outlines important information about host responsibilities when they have guests signed into residence. This handbook also discusses important information and front desk procedures regarding guest cards and restriction dates – check it out!

Why is that a Policy?

- The RCC prohibits "Large Social Gatherings," a term that refers to eight (8) or more people within a unit, in addition to either the presence of alcohol, and/or an excessive level of noise. Unfortunately, large social gatherings have often had a significant impact to the residence community in the past.
- The RCC does not permit glass beer and malt liquor bottles, but permits glass cooler/cocktail beverages. How come? Through experience, the residence has noticed that glass beer and malt liquor bottles result in breakage, and thus, safety hazards. Because of this, residents are encouraged to purchase canned beer to help maintain a safe and clean residence. Glass cooler/cocktail beverage containers are permitted as they have not been associated with breakage.

Did You Know?

- The RCC includes everything you need to know about how investigations are conducted in residence!
- Not sure when quiet hours are? Want to know what a "sanction" is? The RCC provides specific definitions for many different and important terms. Check it out!
- We're sorry that you can't play your tuba in residence. Not to worry - practice rooms are available at the Lakeshore campus for students requiring the use of their instrument for their program!
- Worried your beverage may be considered a "large volume container?" Here's a quick guide. For beer, malt liquor, or coolers/cocktail beverages, as long as your container is equal to, or smaller than 750 milliliters (mL), then you're ok! For wine, your container must be 1 liter (L) or less. Lastly, for liquor/spirits, your container must be 800mL milliliters (mL) or less!
- Empty bottles may be confiscated by Residence Life Staff or the Department of Public Safety and disposed of, whereas, bottles that aren't empty may be confiscated until they can be removed from the residence by the individual at a later date.
- In Section 2 of the RCC, it talks about types of weapons, projectiles, and/or devices that are prohibited in residence, but discusses these broadly. Need a few more specific examples? Other examples of devices that aren't permitted include, but are not limited to: fireworks, firecrackers, explosives, highly flammable materials, air guns, paintball guns, water pistols, target toys, slingshots, knives, swords and martial arts equipment.

OTHER CAMPUS POLICIES

Residence Code of Conduct -
www.humber.ca/knowthecode/codes-conduct

Code of Sudent Conduct -
Humber College
www.humber.ca/knowthecode

Student Responsibilities & Rights - University of Guelph-Humber
http://guelphhumber.ca/registrar/policies

Human Rights Policy -
http://hrs.humber.ca/downloads/Humber_Human_Rights_Policy.pdf

Gender Diversity Policy -
http://www.humber.ca/policies/gender-diversity-policy

Sexual Assault & Sexual Violence Support -
www.humber.ca/student-life/sexual-assault

Academic Regulations/Appeals: http://www.humber.ca/admissions/academic-regulations

University of Guelph-Humber Students should contact their Admissions & Programs Advisor for the academic appeals process.

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