



# WELCOME

## Welcome to Residence Life at St. Thomas University!

We are so excited that you have joined our community, and we want you to know that you matter here. It is our hope that your stay in residence becomes one of the most rewarding experiences of your university journey. Our goal is to provide you with a safe and comfortable living and learning environment in which you may grow as an individual and develop long lasting relationships within residence and the greater STU community. Our team is committed to providing you with learning opportunities outside of the classroom that will offer personal and academic growth, all while ensuring your safety and wellness.

The Residence Guide provides a brief introduction of what you can expect from living in residence and more extensive expectations of you as a residence community member. You will find valuable information about living with roommates

# THE RESIDENCE LIFE TEAM

## THE RESIDENCE LIFE OFFICE (RLO)

The RLO is located on the third floor of George Martin Hall, Room 303. The Residence Life professional staff team oversee the operation and management of the residence community, and directly support both student staff and all residence students.

If you have any questions or concerns about your residence experience, please do not hesitate to contact the Residence Life Office. You are welcome to drop in with questions or make an appointment to speak with a member of the team.

The Residence Life Office is open Monday to Friday from 8:30 am – 4:30 pm and can be reached at:

[residencelife@stu.ca](mailto:residencelife@stu.ca) • 506-452-0578

## RESIDENCE LIFE PROFESSIONAL STAFF

The Residence Life staff is available to assist you with questions or concerns about Residence Life. The Residence Life staff team works hard to create a student focused residence community. We strive to provide high quality service to all residents and are committed to providing opportunities for personal growth and development. Here is a list of

## RESIDENCE

## ROOMMATE AGREEMENTS

Whether you have known your roommate for years, or they are someone you just met, living with someone can be a challenging and rewarding experience. A roommate agreement can be helpful to start conversations with your roommate(s) around your personal habits, needs, and wants related to your shared space. **All double occupied rooms will be asked to complete a roommate agreement during their first week in residence.** All parties should respect the terms of the agreement; should changes need to be made, both roommates should sit down again and renegotiate the agreement. The needs of each roommate should be considered and addressed. In most situations,



## RESIDENCE SPACES AND USE

11. Residents must not hang posters, flags, or any items that may obstruct the sprinkler or smoke detector systems. (C2)
12. Residents and their guests must not remove, alter, or relocate any furniture or property from their bedrooms, lounges, and other communal areas. (C1)
13. Residents agree to maintain their assigned accommodations, including furniture and furnishing in a clean, hygienic, and working condition. In addition to further sanctions, residents may be charged an extra cleaning fee if deemed necessary by the Residence Life Office or Facilities Management. (C1)
14. Residents and their guest must use the appropriate containers to dispose of all garbage and recycling. Room garbage is not to be left in

**NOTE:**

**Passive Bystander (Failure to Remove Oneself)**

It is the responsibility of an individual to remove oneself from a situation that is contrary to the Community Standards and Guidelines



**NOTE:**

It is important to note that just because an incident has been reported, Residence Life Staff does not assume fault. Interim measures may be taken while we investigate, depending on the severity of the reported incident. The Residence Life Office will make these decisions, with the best interest of all students being considered. For more information, please see the Temporary Relocation, Limits and Eviction section.

## CONSEQUENCE BASED

- ❖ Types of Consequence Based Sanctions
  - Loss of Privileges – Can result in loss of guest privileges, restricting access to residence areas, or communication with individual(s).
  - Fine – A monetary sanction charged to the resident’s student account.

Category <small>*(Based on Full Academic Year)</small>	1 <sup>st</sup> Fine*	2 <sup>nd</sup> Fine*	3 <sup>rd</sup> Fine*
(C1)	\$10	\$25	\$50
(C2)	\$25	\$50	\$100
(C3)	\$50	\$75	\$150
(C4)	\$100	\$200	\$300

- Bond – A charge on a resident’s account that will be removed if the resident is no longer involved in future incidents. Bonds range in the range of \$100-\$300.
- Alcohol Probation: A period (determined by the Residence Life Office) where a resident must refrain from possessing, consuming, or being under the influence of alcohol while inside a residence building.
- Relocation: The mandatory relocation of a resident to another room, floor, or building indefinitely or for a specified time.
- Exclusion – A loss or limitation of access to all, or part, of the residence community or residence events.
- Eviction – Students can be evicted from residence for conduct-related issues as deemed necessary by the Associate Director of Student Services and Residence Life. Examples include, but are not limited to,

## APPEALS PROCESS

Residents whose actions are found to be in violation of the Community Standards have the right to appeal the outcomes and/or administrative decisions taken against them by Residence Life staff through its enforcement of the **Community Standards**

## DISCLOSURE OF INFORMATION

The Residence Life staff are restricted from providing any information regarding residents to third parties (including parents and/or guardians). Room numbers, addresses, phone numbers, account balances, student conduct history, grades, etc., are all considered confidential information under the [Right to Information and Protection of Privacy Act \(RTIPPA\)](#) and cannot be released without the resident's written permission. RTIPPA applies to all students, regardless of their age or status as a minor.

Under RTIPPA it should be noted that in circumstances where the Residence Life Staff have extraordinary concern(s) about a student's wellness and where the student is unable to make informed decisions and/or there is a legitimate concern about a student's safety or the safety of the broader community, staff can elect to contact a student's parents/guardian/emergency contact without their consent. Support in making the appropriate decisions regarding when to contact a third party without a student's consent will typically be done in consultation with the University's Risk Assessment Protocol (RAP).

## PERSONAL SAFETY

Keep your door and windows locked, especially when you are sleeping or not occupying the room. Carry your keys with you and do not lend them to others. Be mindful of whom you are allowing to enter the building. Report any suspicious activities, persons or hazards to your RA or Campus Security.

## PREVENTING THEFTS

Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card or PIN. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the

## **SAFERIDE**

SafeRide is a free taxi/shuttle service that operates from Sir James Dunn Hall and the Student Union Building to most areas in the city. Running times are Monday - Friday from 5:30 pm - 11:30 pm and Sunday from 2:00 pm - 11:00 pm. For more information go to: <https://www.unbsu.ca/saferide>

## **CAMPUS SECURITY**

All St. Thomas residences are patrolled by campus security daily. Security staff patrol all the buildings on campus both inside the buildings and surrounding areas. The RA on duty will report any suspicious or suspected incidents or behavior to the Security Officer on duty or security headquarters. Also, security contact information is posted outside each RA's room door. Security can be contacted at (506) 453-4830. Campus Security has also developed a mobile app called "STU Safe and UNB Safe" that includes features like weather alerts, friend walk (which allows you to send your location to a friend in real-time so they can watch as you make your way to your destination), Mobile BlueLight (which simultaneously send your location to Campus Security and call them) and many other tools in the Safety Toolbox. STU Safe and UNB Safe are available for iOS and Android.

## **EMERGENCY PROCEDURES**

### **FIRE/EVACUATION INFORMATION**

- ❖ Failure to leave the building during a fire alarm can result in the conduct process. House meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures.
- ❖ Manually activate fire alarm system if you discover fire/smoke.
- ❖ Immediately exit the building, closing doors behind you if safe to do so and make

## RESIDENCE SAFETY TIPS

Safety and security are everyone's responsibility — for you and for your residence community. Follow these guidelines to keep our space as safe as possible:

- ❖ Keep your room locked at all times.
- ❖ Do not lend keys to anyone. Do not leave them anywhere public, and report lost or immediately
- ❖ Use Safewalk or walk with a friend at night and use well-travelled and well-lit sidewalks and roads.
- ❖ Do not prop open any exterior doors.
- ❖ Do not let people into the residence if you do not know them.
- ❖ Report all damaged locks, lights, smoke detectors, electrical outlets, and other safety hazards immediately.
- ❖ No incense, candles, cigarettes, e-cigarettes — anything with a flame or that smokes is a prohibited item.
- ❖ Report any suspicious activity or concerns to Campus Security

# REPAIRS, CLEANING, & LOCKOUTS

## REPORTING REPAIRS

Please report any damages, new or pre-existing to [workrequest@stu.ca](mailto:workrequest@stu.ca)

Repairs are completed by Facilities Management staff, or by contractors hired by St Thomas University. Facilities management staff and/or contractors may need to access your room to complete the necessary repairs. These repairs will be completed during the workday, 8:30am-4:00pm Monday-Friday whenever possible. Please do not make any repairs yourself, as work must be completed by a facilities management staff member or contractor. By submitting a repairs request, you are consenting for facilities to enter your room. A Facilities Management staff member will leave a note in your room indicating they have been in your room.

## CLEANING GUIDELINES

For health and safety reasons, residents are expected to keep their rooms in a clean and tidy fashion. Failure to comply with this standard will be reported and the conduct process will follow. Room garbage is to be taken to outside dumpsters and is not to be put in communal areas, washrooms, and lounges. The custodial staff are responsible for the general cleaning of the residences during the week. Common residence areas will be cleaned daily, but the residents are responsible for cleaning any communal areas or appliances they use. (Ex. Stoves & Microwaves after cooking)

## REGULAR CLEANING OF RESIDENCE ROOMS

Custodial Staff will clean your room's floor regularly. Your room will be swept and mopped once per week. Custodial staff will report room numbers when they have not cleaned for extended periods. You are reminded that you are responsible for laundering your personal belongings and removing all garbage in the designated area outside your residence. It is the job of the custodial staff to help keep the residences clean, but it is not their job to clean up excessive garbage or clutter. Students can be charged extra cleaning costs when necessary. Residence is your home;

95 0 19 (009207 (0) 100 (0) 200 (0) 300 (0) 400 (0) 500 (0) 600 (0) 700 (0) 800 (0) 900 (0) 1000 (0)

## ACCESS TO ROOMS

In general, your room is considered a personal, private space. This privacy will be respected provided that the rights of your fellow residents are not violated (and no illegal activity is committed or suspected).

The Director of Student Services & Residence Life, Associate Director of Student Services and Residence Life, Residence Supervisors, Residence





# MAIL DELIVERY

Your mail will be delivered to your room by a Residence Advisor. If a parcel has arriv -0.3v504 516 50.64 Tm 516 50.64 Tm 516305 Tcras

A few key reminders:

- ❖ Bring photo ID with you and have it easily accessible.
- ❖ Know your building and room number.
- ❖ Pack your items in boxes or luggage so it is easy to move.
- ❖ Do not bring any prohibited items.

## MOVING OUT

Before vacating your Residence Hall, you must make an appointment to officially check out with a member of the Residence Life Team. Failure to do so will result in a fine of \$100. Your keys must be returned to the Residence Life Office

## WITHDRAWING FROM RESIDENCE

When you sign the Residence Agreement and accept a residence placement, you are committing to remain in residence for the entirety of the academic year. If you decide to withdraw from residence during the academic year, you will still be financially responsible for residence and meal plan fees. You may not rent the room out to anyone else.

Students wishing to withdraw from residence before the end of their residence agreement must begin the process with a Residence Life Office staff member, located in George Martin Hall 303. A withdrawal request form must be completed, you can request this form from a member of the Residence Life Office. The withdrawal is not effective until the Associate Director of Student Services and Residence Life or delegate has approved the withdrawal request. The date of the withdrawal for the purpose of fee administration will be the date the student has checked out of residence and returned their keys. In the case of a withdrawal prior to end of residence agreement a student's house dues, confirmation fee, fridge fee, and laundry fee will be forfeited.

## ELIGIBILITY FOR READMISSION AND ELIGIBILITY TO REAPPLY TO RESIDENCE

Students are eligible to reapply for residence early in the second semester. For your application toor-5.sE4918 BDC 0 0.48 (3w07-0.003)0

# RELATED POLICIES

We encourage all members of the Residence community to become familiar with the related policies outlined below. Please do not hesitate to reach out to a member of the Residence Life Staff who can assist in clarifying the relationship between these policies, the Residence Agreement and Residence Guide.

All related policies can be found here. Please do not hesitate to reach out to a member of the Residence thebE.J0 Tc a .