



# Residence Guide



The Carroll Residence

**2018-2019**

Proudly smoke-free and alcohol-free!



Updated May 16<sup>th</sup>, 2018 by Natalie & Laurie

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**Welcome to Carroll Residence**  
**University College of the North**

We hope you will find the residence convenient, comfortable and reasonably priced. We also believe you will find that living in a residence environment is an enjoyable learning experience.

**Please ensure you review the Residence Guide in detail at the time of admission.**

- The Residence Guide will provide you with valuable information on living in a residence environment.
- An understanding of and respect for the rights of others is necessary to make your stay meaningful and enjoyable.
- University College of the North (UCN) seeks to provide an orderly environment that is respectful of all people. We work to ensure no actions endanger the health, safety, rights or property of staff, students and visitors, or adversely affect University College of the North or government property.

**Contact Information:**

**The Pas Campus** ..... **Residence Manager**  
Carroll Residence, Box 3000, 436 7<sup>th</sup> Street, The Pas, MB, R9A 1M7  
Phone: (204) 627-8518  
Call Free: 1-866-627-8500, ext. 8518

**Thompson Campus**.....**Residence Director**  
Phone: (204) 677-0694

**Important Telephone Numbers**

Residence Office: (204) 627-8518  
Security: Daytime (204) 620-1795  
After-hours (204) 620-3266

**The Carroll Residence  
Representative Cell Phone  
620-8499**

**Residence Admission**

A Residence Application must be completed and returned to the residence office prior to admission. **Incomplete applications will not be processed.** Although you may have lived in the residence previously, please ensure that you review the Residence Guide for possible changes in policies and procedures. *The institution reserves the right to refuse readmission to former residence students who have repeatedly violated the Residence Policy or whose accounts are in arrears. This includes housing.*

The application asks for medical information and Manitoba Health Registration Number only so we may facilitate emergency care. Providing the information is optional. You are required to put your student number on the application. **Please check for weekend check-in times.** Students who arrive prior to current check in times may wait in the main floor T.V. lounge situated near the residence office.

Upon admission and/or room reassignment, you will be given a Residence Checklist to complete to ensure all furnishings are present, operative and in good repair. If not, please notify the residence staff within 48 hours of admission to residence.

*Students are liable if they fail to report damages and/or missing furniture at the time of admission. This rule also applies in case you are moved to another room, when you must complete a new checklist.*

***The removal or altering of assigned furniture to other areas of the residence is prohibited. Students are not permitted to bring in their own furniture as there is no storage space to keep unused furniture. Also, due to safety concerns we do not allow students to bring personal furniture.***

## **What to Bring/ What Not to Bring**

### ***PLEASE LABEL ALL OF YOUR PERSONAL BELONGINGS***

We recommend you bring the following items:

Cooking and eating utensils and appliances for use in the kitchenette only

Dishcloths, tea towels, detergent, laundry soap, etc.

Plastic containers to store non-perishable food items

Alarm clock

Fan

Clothes hamper and hangers

Posters and pictures

Stereo, radio and television

Iron, Sport clothing and equipment

Pillow and personal bed linens for twin-size bed, blankets and bedspreads (bedding is not supplied)

Humidifier

Mattress pad: for sanitary reasons our mattresses are vinyl covered. If you prefer a softer bed please bring a foam pad or thick mattress cover.

Small storage unit for storing food.

**Not permitted** - microwaves, fridges, coffee machines, toaster, or hotplates. A mini fridge is provided, no extra fridges are permitted. Dangerous items, combustible items and outside furniture

are not permitted. Pets, satellite dishes, anything combustible are also not permitted. Sunflower seeds are not permitted on campus.

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## Safety

We will report to the RCMP students who are suspected to be missing for more than 48 hours, to ensure safety. If you plan to be away for more than 48 hours please let one of the residence staff know.

University College of the North staff (including Security) has the authority to enter residence rooms at any time they feel that the health and safety of residence students is in question or if they believe infractions are taking place.

**Allergies:** If you have an allergy it is the responsibility of the student to make their roommate aware. Those who have roommates with allergies are obligated to make accommodations for health and safety reasons.

### **Residence or security staff will admit students locked out of their rooms.**

UCN strives to provide its students with a safe and secure atmosphere conducive to the academic and social life of each student. The following provides some basic information about some of the most common safety and security issues.

Always lock your room when you leave, even for a short duration.

Do not leave money or valuables in open view.

It is recommended that you obtain contents insurance coverage and engrave your personal belongings.

Do not permit non-residents to enter the residence unless signed in by a residence student.

Report any damage that may jeopardize security.

***A Visitor Registry Book is available on the counter outside the residence office. ALL VISITORS MUST SIGN IN AND SIGN OUT. Complete and legible signatures are required or the visitor may be asked to leave.***

Carroll Residence is **not responsible** for theft or loss of personal property. The institution assumes no liability for fire, theft or water damage.

Students are encouraged to practice safe precautions at all time.

Please read Fire safety section.

## Elevator

Any students who misuse the elevator will be evicted from the residence.

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## Orientation

Attendance is mandatory for all residence students. Notices of dates and times will be posted mid-September. It is important to attend the orientation for health and safety reasons. Failure to complete the orientation may result in a re-evaluation of your application.

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## Fees

To book a room in residence, forward a completed application and a postdated cheque to cover the cost of four weeks rent, application fee, and student life fee. Cheque or money orders should be made payable to University College of the North (rates are subject to change). To make a payment by MasterCard or Visa, please call the cashier at (204) 627-8568.

### **To guarantee a room the following is required:**

- A completed application
- Payment of the first four weeks of rent
- All other residence fees: student life fee, application fee (please call for current costs)
- Parents or guardians of students under the age of 18 must sign a consent form.

### **Note: rooms can be held with an authorization to invoice**

Rent is payable on Fridays and covers a weekly period of Saturday to Friday. Rent must be paid in advance.

Residence students who leave residence for periods of up to four consecutive weeks due to work placements, field training, etc. are required to maintain the rent payment schedule if they want to continue to live in residence.

Students vacating residence for more than four consecutive weeks regardless of the reason will be required to reapply unless the rent payment schedule is maintained. Re-admission depends upon available space.

Any student who fails to notify the residence office when they are leaving will be charged from the date the residence office is informed.

*Accounts in arrears may result in eviction from residence.*

**Fobs/Keys- A replacement/processing fee will be automatically charged to your account.**

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## Mail Service

Students pick up their mail at the residence office in the evening. A mail slot for pre-stamped outgoing mail is located across from the main office. The residence attendant will distribute residence students' incoming mail.

The mailing address for residence students' mail is as follows:

**Student Name c/o Carroll Residence**  
University College of the North  
P.O. Box 3000  
The Pas, MB R9A 1M7

Students are required to advise residence staff of a change in address or forwarding address before leaving the residence. Students' mail will be forwarded for a period of 30 days following their departure date if they provide a self-addressed, stamped envelope. Any mail arriving more than 30 days from departure will be returned to the sender.

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### **The Residence Complex**

Carroll Residence is a non-smoking alcohol free facility.

Each of the residential floors contains the following:

A common washroom with separate shower stalls. Doors are to be kept closed except when opened by cleaning staff for cleaning purposes. Doors are also to be kept closed to prevent odors and steam from going into the halls and rooms.

A cafeteria is located on at The Pas campus. (Closed on weekends)

Smoke-free lounges and TV rooms are equipped with couches and study tables. DVDs and DVD players are available to sign out.

The residence complex facility is reserved for those students who pay residence life fees and reside in residence. This includes laundry facilities, lounges, kitchen and equipment including entertainment systems. Any exceptions must be approved through management in advance and approvals will be based on availability and if there are any students currently residing in the residence.

### **Residence Services**

- *Services to residence including appliances, Wi-Fi, internet, cable, T.V, water, electricity and heat are offered however there may be down times and students may be without services beyond our control. This may include cable T.V. disconnections, computer offline periods, appliance breakdown, and repairing water lines and heaters. We will do our best to accommodate students in these unforeseen circumstances but we cannot guarantee services will be fully operational 100% of the time. Being student centered we do our best to ensure services are up and running as quickly as possible. Rent is not reduced during these times as they are not in our control.*

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## What's in the Residence Room?

The residence complex is attached to the university college and provides spacious double rooms, plus three single rooms designated for physically-challenged students. Each residence room is furnished with:

- Twin-size bed and mattress (pillow and linens are *not* supplied)
- Occasional table and two chairs
- Wardrobe closets and cupboards
- Wastebaskets
- Dressers
- Study table and bookcases

In addition to the above-listed furniture, the residence rooms for physically-challenged students and guests are also equipped with a sink and toilet.

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### **Room Allocation – All regular rooms are double occupancy.**

The general practice is to allocate rooms on a first-come, first-served basis. The following factors are taken into consideration regarding room allocation:

Priority is given to students enrolled in a program 10 months in length or longer.

Students residing within The Pas and immediate area are not normally eligible for residence accommodations. However, we will consider it under certain circumstances and with prior authorization from the residence manager or designate.

Physically-challenged students will be assigned to those rooms equipped to meet their needs dependent upon the number of rooms available. A medical certificate is required to reserve rooms for the physically-challenged. Applicants who have sleep issues are not considered for these rooms.

The third floor is assigned to male and female students who reside in residence for the full year. The second floor is assigned to male students only.

Those students who are on their last year of school or last level of apprenticeship are not entitled to their own room.

### **Roommates and Reassignments**

Whenever possible, students are paired with friends and also with students enrolled in a similar course. If you and your roommate are not compatible, we urge you to discuss the situation with your roommate first. If you are unable to resolve the situation, please contact the residence staff. Room reassignments may take place if space is available and if the residence staff authorized the room change.

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## **Room Priority, Cleaning and Room Maintenance**

Students enrolled in post-secondary studies at University College of the North will be given priority for rooms in residence.

External student applications (students attending other post-secondary training) will be accepted based on the availability of rooms. Applicants will be admitted with the condition that should a room be required for a University College of the North student, the occupant external to the institution will be asked to move out. The University College of the North will submit written notice to the occupant granting a one-week period in which to leave.

Students living in residence are expected to:

Ensure that their rooms and furniture are kept in good condition. This includes keeping the rooms in a neat and sanitary condition. Students are responsible for their own cleaning supplies.

Leave the hallways, lounge, washrooms and kitchenette clean and attractive. Any problems with heating, lighting, plumbing and furnishings should be reported immediately to the residence staff.

Allow for residence staff to conduct any counts required.

Head counts are conducted on an as-needed basis to ensure that our numbers match the number of students residing in the room. This action is for the health and safety of all students. Room inspections are done as required.

Place garbage cans outside your door before 9:00 a.m., Monday through Friday.

### **Important Information for Students:**

If there is any maintenance or janitorial issues, the student will be notified when staff will be entering their room unless it's an emergency or a health and safety concern. Students have the opportunity to be there however, if staff are not informed of the decision to be present it is assumed the student gives permission to have staff in their room. If the student is unavailable, a notice is required the day before and the student needs to forward to residence staff an alternate time and date.

Residence staff will be allowed to enter your room for residence departure, room inspections, or any time the health and safety of a student is at risk or if there are suspicions of residence violations. Residence staff reserves the right to inspect rooms should concerns arise. The resident will be notified prior to inspection.

Cleaning and maintaining the washrooms in the evenings and on weekends is the responsibility of the students.

***A cleaning charge will be charged to students whose room is left in poor condition at the time they vacate residence.***

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## Additional Restrictions

Pets of any type, species or description are not permitted in residence. If the animal is required for medical reasons approval from the residence manager is required.

Satellite dishes are prohibited.

Bikes are not permitted in residence rooms. Students are allowed to store their bikes in the bike stands situated in the basement under the residence stairwell. Students must provide their own lock.

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## Dangerous Items

The following items are prohibited (even for display purposes) in residence: firearms, paintball guns, squirt guns that resemble real guns, martial arts weapons, swords, bows, folding knives or knives more than two inches in length and/or any other dangerous items. Natural Resources Management Technology and Commercial Cooking students will have to find an alternate place to store any dangerous items they may be using for their programs. Any items that are combustible, including BBQ tanks, are prohibited.

## Room Decorations

Students are encouraged to personalize their rooms with posters, plants or additional lighting.

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## Room Damage

Carefully survey your room for previous damage. Note wall/paint marks and damaged furniture. Be very specific as to location and size of irregularities. Defacing of walls is prohibited.

We encourage you to use the furnishings provided by University College of the North. If however you decide to disassemble your bed, it must be correctly assembled to avoid a charge.

Lounge furniture is supplied by University College of the North so students may enjoy group settings and be comfortable in common areas. Furniture may not be removed from common areas. If common area furniture is found in your room, disciplinary action may be taken.

You are held financially responsible for damage to the room, its furniture and fixtures, as well as any missing furniture. Do not leave furniture belonging to University College of the North in another room or you may be charged replacement fees. The checklist will be used to determine what, if any damage has occurred and the amount of the charge for repair/replacement. Students will be charged the replacement value plus applicable taxes.

Rooms will be inspected after your departure. If preferred, please contact residence staff to survey the room before your departure to determine what, if any damage has been done during your stay in the room.

For security purposes, students are expected to shut and lock their door upon departure. Students are responsible for any damages, missing furniture and picking up any items left behind. When leaving, students are not to give room keys to anyone other than residence personnel.

Students must give the office advance notice of their departure date. If students use the express check-out, the residence office must be notified in advance or charges will apply from the day of notification of departure.

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## **Residence Operation**

### **Departure**

Students must let residence staff know when they are leaving in advance. If students leave prior to their expected departure date, the residence office must be notified to avoid being charged residence fees.

If students fail to notify residence staff of their departure, they will be charged until the day the office is notified, as opposed to the date when the student left.

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### **Christmas**

Residence is closed during the Christmas break. Students are required to find alternate accommodations for the Christmas break. Students will not be charged for rent during the time UCN is in “lockdown” (1 week) for Christmas. Waived fees do not start from the day students leave for Christmas break. Classes starting after the 1<sup>st</sup> of January will still be charged residence fees, even if the classes don’t start till the second week.

The cafeteria is closed during the Christmas break.

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### **Quiet Time**

All students have the right to sleep and to study in residence.

Quiet Time at Carroll Residence is **11:00 p.m. to 8:00 a.m.**

“Quiet” means the noise level must not interfere with the residents’ ability to sleep or to study in their rooms.

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## Visiting Hours

Visiting Hours for non-residents is **8:00 a.m. to 11:00 p.m.**

### Visiting Privileges

All guests must be signed in. A maximum of two guests allowed per student at a time, with the exception of visiting family during the day. All guests must sign out by 11:00 pm. Students are permitted to have other Carroll Residence students visit their room after hours for studying or quiet visiting only. Students who have other Carroll Residence students in their room after hours must have permission from their roommate.

If your roommate is out of town and you wish to have another resident visit in your room, you must have written permission before the after-hours visiting can occur. If your roommate is not available to give permission, then after-hour visitors are not permitted.

Other residence students are not permitted to sleep in other residence rooms.

Visiting policies apply to everyone including those who do not have a roommate.

**Residence students are responsible and liable for any act or damage caused by their visitors. Students will be evicted if their guests cause damage to UCN property.**

**Absolutely no overnight guests.**

**Students who have been evicted from residence are not allowed to visit unless the residence manager or designate gives prior written authorization.**

**If the visitors who damage a room cannot be identified, all occupants of the room will be held responsible for the payment of damages.**

Students who abuse visiting privileges are subject to discipline.

Discipline may range from removal of visiting privileges to eviction from residence.

*Carroll Residence is a place to sleep, study, and relax, and UCN has a legal obligation to protect the rights of its residents. Please have respect for your roommate and others' personal belongings and space.*

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## Residence Staff

### Residence Attendants

Residence attendants are responsible to assist with the enforcement of policies and procedures, admission to residence, and discuss residence problems or concerns with students. If a more serious personal problem exists, they can make a referral to the appropriate agency with the

students' permission. The residence attendants' major duties are the enforcement of residence policies and procedures, provide admission/departures, and ensure that the health and safety of students are not at risk. The residence staff is responsible for the promotion of a clean, comfortable and friendly environment complementary to student life.

Residence Attendant's work modified weekly hours with varied lunches/breaks Monday through Sunday (holidays included with the exception of Christmas break, when the residence is closed).

### **The Residence Manager**

The Residence Manager is responsible for the overall function of the residence. The manager's responsibility is to ensure that all concerns or issues are addressed. Other duties include assisting with student retention, policy development and enforcement, evictions, and taking student discipline measures.

Hours of Work: 9:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays). The residence office may be closed during the day due to unforeseen circumstances such as illness or being short staffed. Also the residence manager may not be available during the day due to scheduled meetings or attending to other duties off campus. The office may be closed at times during the day. If you would like to see the residence manager, please feel free to leave a message with the night attendant and or make an appointment.

*The residence office may be closed during the day. If you need assistance with getting into your room then please contact security. You may also leave a message or drop off papers in the hanging folder on the residence door. Please check the "return" sign to take note as to when the office will be re-open.*

### **Residence Representatives**

**RR cell phone: 620-8499**

RRs are selected because of their desire and ability to be of service to others within the residence. RRs provide the proper level of discipline in the residence so that the rights and needs of all students to study, learn, rest, socialize and grow through the experience of community living are respected.

RR's receive a list of duties and conditions of their employment. RR's must maintain a full course load and be a good role model with University College of the North in order to continue in the position of student residence floor rep. There are two positions available: **one male and one female**. Applicants can apply anytime and duties will start on September 1<sup>st</sup>.

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### **Residence Services and Facilities**

There are other facilities available to residence students within UCN, such as:

Gymnasium and weight room (at extra cost. Please pay at main office)

Washers and dryers  
Main dining room  
Kitchenette equipped with two stoves, a refrigerator and a microwave  
Student lounge

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## Kitchen Facilities

Cleaning of game and/or fish will not be permitted on the premises unless staff designates a suitable place in the residence.

Due to fire safety concerns, cooking in the residence rooms is not permitted.

The residence staff will confiscate cooking appliances used in the rooms, including microwaves.

Storing food in UCN dresser drawers is not permitted.

Cleaning and use of cooking utensils, dishes and cutlery are to take place only in the kitchenette.

Students are not to leave food unattended when cooking for any reason.

### Kitchenette

A kitchenette is available with stoves, a microwave oven, a freezer and refrigerator.

Students are required to provide their own cooking utensils, dishes and cutlery.

Students are required to help maintain the condition of the kitchen area and appliances.

Cooking utensils, dishes and cutlery are to be stored in your room or cubby space.

Students are allowed two small items in the deep freeze. Food is to be labeled with your name and date and placed in a plastic bag. Coolers, boxes or large storage containers are not permitted.

**Dirty dishes left unattended will be tossed. No exceptions. Students are not to leave dishes until after class.** Students using the facilities are required to leave them in a clean, tidy and sanitary condition.

**For the health and safety of students the kitchen is locked after 11:00 p.m.** Students may request entry for cold food items or to use the toaster or microwave. The stove is not to be used after it's locked at 11:00 p.m. – No exceptions.

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## Accident and Illness

All accidents, illnesses or injuries are to be reported to residence personnel. Residence staff need to complete and process the appropriate forms immediately following the accident or injury.

A first aid kit is available from the residence attendant, or residence rep. The first aid room is located in the residence in room 101.

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## TELEPHONE AND INTERNET SERVICES

### Private

Some rooms are equipped with telephone outlets. If you wish private telephone service, it will be necessary to make arrangements with the local MTS business office. The student is responsible for arranging hook-up service, monthly service costs, and long-distance charges.

If roommates are sharing services and costs, it is essential that there is a clear understanding of each other's responsibility at the time of telephone installation. The residence will have no involvement in arranging for service or assume any responsibility for financial costs associated with such service.

**Note:** In your absence and with your written authorization, residence staff will allow access to your room for installation or repair.

### Public

Pay telephones are located in the hallway next to the residence office and on the second and third floors of the residence.

**Messages – Please check your messages on the student board outside the office. Checking messages is the student's responsibility.**

Outside callers may leave messages at the residence desk. Due to privacy legislation, messages are limited to a name and phone number of the individual calling. Leaving personal or lengthy messages is prohibited.

Note: It is our policy to follow privacy guidelines, and staff are not allowed to give out any student information, including residence room's numbers. Students are responsible for sharing this information with those people who may leave them messages.

Students who receive emergency calls will be contacted immediately. In the event of an emergency when the residence attendant is not on duty, you should contact security. An answering service will take messages when the residence office is closed.

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## Bedding

Students must provide and launder their own bedding and linens.

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## Laundry Facilities

The laundry room is locked for security. Your room card will open the laundry rooms. UCN is not responsible for any stolen items. It is the student's responsibility to watch your items while they are washing or drying. Please be prepared to show security or staff identification when you are doing laundry. Residence laundry facilities are reserved for students who pay the residence life fee.

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## Laundry Room Regulations

Laundry room facilities are for Carroll Residence students only. **Students must be prepared to show their student identification card.**

Washers and dryers are available to residence students on a first-come, first served basis. Any damage or mechanical problems should be reported to the residence office immediately.

Students must provide their own laundry soap.

The laundry doors must be locked at all times.

Please refrain from touching other students' laundry.

Any student who violates the laundry policy may lose their laundry privileges.

**University College of the North assumes no responsibility for lost or damaged clothing and/or items.**

*Carroll Residence laundry facility has a limited number of clothes washers and dryers. Those who do not comply with the laundry regulations may have to find an alternate place to do laundry.*

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## Student Storage

Currently, the residence does not have any available space for storage.

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## Food Services

Cafeteria services are available in the University College of the North cafeteria. The hours of operation may vary due to the level of student participation. Glassware, dishes and cutlery **are not to be removed** from the cafeteria.

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## Residence Policies and Procedures

Students living in residence have an opportunity to live in a community environment and accept the responsibility of being a member of a diverse group of people.

To help ensure students can exercise their rights as individuals while at the same time ensuring the rights of those around them, we have established basic policies to facilitate mutual respect and consideration.

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## **Disciplinary Procedures**

If the residence manager believes the continued presence of the resident constitutes a threat of danger to health, life or property and/or affects the institution adversely, the manager may take immediate disciplinary action.

All disciplinary action shall be conducted in a manner consistent with the procedures set out in the Residence Guide.

Students involved with a minor infraction will receive a verbal or written warning. Serious infraction will result in eviction from residence. **Evictions are not appealable.**

***Students who claim they were intoxicated and “can’t remember” the incident will be considered unreliable to base outcomes on and disciplinary decisions will be made solely by management. This is non-negotiable.***

### **Intolerable actions that will result in verbal and/or written warnings include:**

Rental arrears

After-hours noise violations

After-hours guests

Not signing in visitors

Disrespectful behavior towards staff, fellow-residents and students

Pranks will not be tolerated

Bringing in anything dangerous such as items that are combustible. Including but not limited to BBQ tanks, engines and fire- works.

Fire pits on UCN grounds

Not following the “Common Area In-House Guidelines”

***Repeated violations may result in an eviction from the residence***

### **Actions that will result in eviction from residence include:**

Physical altercations.

Physical acts of violence, threats of violence, coercion, intimidation or any other form of harassment towards fellow-residents, staff or students.

Damage, destruction or theft of residence/UCN property.

Tampering with fire equipment, door alarms or any other UCN safety feature may also be punishable by fine as per municipal by-laws, and will result in immediate eviction.

Setting fires.

Dangerous pranks that result in damage to University College of the North property or rooms.

Possessing dangerous weapons.

Discrimination or racial acts of any kind towards a staff member or fellow student.

Discrimination towards another gender or sexual orientation will not be tolerated.

### **Disturbance**

If the RCMP is called in regards to student(s) behavior, it will result in an immediate eviction from the residence.

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## **ZERO TOLERANCE**

**► Alcohol, Drugs (including marijuana), Violence and any behavior in which the RCMP are called on to assist. \*If marijuana is used to treat a medical condition a note from a Dr. to verify must be on file in advance.**

Possession or consumption of alcohol or drugs on university college property will not be tolerated. University college staff and/or security personnel will confiscate and dispose of alcohol.

*Contravention of this regulation will result in eviction from residence. Suspected possession of illegal drugs on university college property will be referred to the R.C.M.P.*

### **NO SECOND CHANCES**

- Evictions are not appealable
- Zero tolerance when tampering with fire/door alarms or any safety feature of University College of the North
- Any dangerous or harmful activity to staff, students or university college property

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## **Common Area In-House Guidelines**

**The Common Area is for socializing (not sleeping).**

*Why – We have a limited amount of seating in the common area and students need to keep others in mind. If you are tired, please rest in the comfort of your room. The common area is for all students and is not good for visitors and or potential students to see residents sleeping on the couches. We also do not permit sleeping on the couches for various security reasons.*

**Furniture stays in its current configuration.**

*Why – The furniture is set up in the common areas with everyone's comfort in mind, and if students start moving the furniture it may cause others to complain. If you have a suggestion please speak to the residence manager. Moving the furniture around causes wear and tear and/or damage, and students can be charged for damages. We also don't want students risking injury.*

**Please eat at the tables (not on couches).**

*Why – This is to prevent stains and to keep the couches clean for all students. This guideline is also to show others common courtesy when eating. You may have snacks and drinks on the couch, but anything that requires a plate and or utensils must be eaten in the kitchen or at the study tables. Final decisions will be made by the residence manager or attendant.*

**Care of the coffee table.**

*Why - The coffee table will only take so much before it breaks. The coffee table must not be moved for any reason. Please eat in the kitchen or at the study tables and not on the coffee table. For your comfort there are ottomans to put your feet on. If they are being used please wait until one is free.*

**Please tidy up after yourself.**

*Why – The common area is for all students, and it is inconsiderate to leave dirty dishes and/or personal belongings laying around for others to smell and look at. Please clean and pick up after yourself so others can enjoy the common area. This includes doing your dishes, cleaning the kitchen and respecting others’ property. Residence staff does not want to throw out dirty dishes at the end of the night, so please take care of your belongings.*

**Please label and date your food in the kitchen fridge and freezer.**

*Why – Labeling your food will allow others to know whose food belongs to whom and when it needs to be thrown away. If food starts to go bad, the entire refrigerator starts to stink and it is hard to get rid of the odor that can ruin the fridge completely. It is also common courtesy to keep the fridge free of bad odors and rotting food. Food is thrown out every Friday night. If your food is not labeled, it will be removed.*

**Please sign in and out all after-hours guests.**

*Why – For security and safety reasons, all guests must sign in after school hours (4:00 p.m.) and on weekends. You are solely responsible for whomever you bring into residence and will be subject to discipline and/or eviction if they do not comply with the rules and policies of Carroll Residence.*

**REMINDER: CARROLL RESIDENCE HAS ZERO TOLERANCE FOR DRUGS AND/OR ALCOHOL. THESE SUBSTANCES ARE NOT PERMITTED AT ANY TIME.**

Initial



**WINTER – IMPORTANT NOTICE**

Please keep your windows closed during the extreme cold weather!  
In temperatures of -25 Celsius and colder - The pipes will freeze and cause the heating to stop working. It is costly to fix, and you will be responsible for the cost.

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## Parking

Personnel who have the authority to enforce all traffic regulations including illegally parked vehicles patrol the parking lots. Payment for parking takes place at the main office. Please see fee schedule for costs.

A student must have valid registration and insurance on all vehicles parked on University College of the North property, and when requesting a parking stall. Assigned parking for residence students is in effect for 24 hours per day for the duration of weeks paid. Free parking is available without electrical service in the overflow area. The overflow area is situated at the east end of the parking lot.

All vehicles including motorcycles, snow machines, four-wheelers and any other motorized vehicle must have and display a valid registration sticker. Students are asked to obey all traffic regulations and signs. There are signs indicating one-way traffic and speed limits on university college property.

**Illegally parked vehicles will be towed away at the owner's expense.**

**PARKING TICKETS** – Once a parking ticket has been issued UCN has no control over reversing the ticket.

*Initial*



## **THE BUILDING ALARMS ALERT THE FIRE DEPARTMENT**



All residence students should familiarize themselves with the residence fire plan and evacuation routes, which are permanently posted on all floors of the residence.

## **Fire Procedures**

When the fire alarm sounds, all students are required to vacate their rooms and are to proceed directly out of the residence. If fire or smoke blocks designated routes, students are to follow the alternate route.

Students should leave the residence immediately without stopping to pick up personal items.

Students should keep to the right on the stairways.

The first student to the door should hold it open for others so that it could speed up the evacuation of the building.

Students must not use elevators.

Students will remain in the main floor hallway safe area or outside until directed to return to residence.

Students are advised that the residence staff member is their spokesperson and supervisor. The fire chief will give instructions to the staff member.

Students shall not leave the designated area in an attempt to talk to either the fire chief or the fire personnel. All referrals to the fire chief must be through the residence staff. In the event that no residence staff member is available, the security guard may be the contact for the fire department.

It is unlawful to alter or remove:

- a) fire extinguishers
- b) smoke detectors
- c) or tamper with door alarms

Fire extinguishers are to be used in case of emergency only. Any infraction of the fire regulations will result in immediate eviction from the residence. Tampering with life-saving equipment is against the law.

Periodic checks of the fire alarm system will take place throughout the academic year.

*Initial*

### **Lockdown Procedure**

When in residence the lockdown procedures are as follows:

The yellow Alertus boxes will have an audible alarm which will flash red and a message will be displayed across it will instructions. Please go to your room or nearest room, shut the door, lock it, shut off the lights, and turn your phone off. Do not answer the door for any reason. If you hear the fire alarm do not leave the building unless you see and smell smoke. The RCMP will secure the area.

**For further instructions please go to the UCN website at [ucn.ca](http://ucn.ca) and refer to the safety procedures.**

*Initial*

### **RESIDENCE EVICTION RETURN**

Evicted students can submit their application to come back into residence after the appropriate allotted time has passed. Students reapplying after an eviction are only considered and not guaranteed to be accepted. Approval is dependent on management.

#### Verbal abuse towards staff

Two years - at the discretion of the residence management or designate

#### Disturbance

Two years – at the discretion of the residence management or designate

Verbal abuse towards students

Two years - at the discretion of the residence management or designate

Zero Tolerance violations (Alcohol only)

Two years - at the discretion of the residence management or designate

Property Damage

Two years - at the discretion of the residence management or designate

Unpaid rent

One year – at the discretion of the residence management or designate

Physical altercation with Staff and/or Students

No opportunity to return to residence

Threats of violence

No opportunity to return to residence

The time starts from the date of eviction letter. All students returning after residence eviction must get approval from the Residence Manager or Director.

Discipline measures and/or evictions apply to all campus locations. This means all occurrences on one campus are applied to the other UCN campuses. For example; if you are evicted from one residence you are evicted from all other UCN residences including housing.

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## Part 2 of Residence Guide

What to report	
1.	Upon check in if there is anything wrong with your room it must be reported when you are admitted and it must be noted on the admission check in form.
2.	Please report any damages, uncleanliness to the residence staff immediately.
3.	If you are aware of any violations including roommates bring in alcohol or drugs it is important to report it immediately to residence staff.
4.	Reports of any nature can also be forwarded to a residence representative.
	Initial <input style="width: 50px; height: 20px;" type="text"/>

<b>Fees and Charges – Automatically Applied to Account</b>		
Rent	\$106.95	Per week
Residence Life Fee	\$63.00/\$31.50 (short)	Per term
Application Fee	\$30.00	Each stay
Replacement Fobs	\$63.00	Lost or stolen fob replacement
<b>Card Revision</b>	<b>\$5.00 each time</b>	<b>Re-programming, re-replacements, one shots, damages etc.</b>
Damages	Replacement Cost	Management discretion
Fridge Cleaning	\$50.00 + and up	Upon departure, Management discretion
Room Cleaning	\$50.00 + and up	Upon departure, Management discretion
<b>Parking Fees (Plug-in Parking)</b> <b>*Free parking in gravel area.</b>		
Parking	\$134.55 + GST/Term	\$12.30 + GST/Week

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<b>Refrigerator Usage</b>	
1.	If the refrigerator is damaged, the student will pay for the cost of a replacement fridge.
2.	The refrigerator will be returned to UCN clean and in working order when the student vacates the Student Residence.
3.	Failure to clean the refrigerator throughout the stay and or departure will result in a \$50.00 and up cleaning fee being charged to the students account.
4.	If spoiled food is left in the refrigerator and causes permanent odor the student will be charged the replacement cost of the fridge.
5.	Students are responsible for notifying residence staff if their fridge is not working
6.	Only those students who have signed this agreement are permitted to use the fridge.
7.	The fridge is equally shared between roommates.
8.	Each month the fridge will be inspected for cleanliness and to ensure it's in good working order. The inspection will be done by UCN staff or Residence Reps.



9.	Removal of the refrigerator from UCN property constitutes theft, and as such this theft will be reported to the RCMP and turned over to them for recovery.
10.	<b>UCN College personnel reserves the right to inspect the refrigerator at any time to ensure it is being kept in good repair and state of cleanliness.</b>

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### Residence Model Release

I do hereby consent to all images (photographs, digital/security images, and/or video) taken of me by representatives for the University College of the North and/or others with its consent, for the purposes of illustrating, advertising, publication and electronic media in any reasonable manner. \*I agree and understand that the picture taken today is for security purposes only.

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### Video Surveillance

I acknowledge and understand that the residence is under video surveillance and the footage is used for security purposes and may be used in disciplinary matters.

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*Your thoughts and ideas are important to us. If you have any suggestions, comments, or are in need of clarification on any policies, please do not hesitate to speak to a residence attendant or the residence manager.*

***I have read the Residence Guide and fully understand and agree to its terms and conditions. I understand that breaching any of these terms violates the agreement and I may be subject to an eviction. I agree to pay any outstanding charges that I may incur during my tenancy. I have been informed of all aspects of the guide, and have been given an opportunity to ask questions. I understand that a copy of this guide will be placed in my file for future reference. In addition, I understand and accept that any requests to receive a copy of the signed guided may take up to 24 hours.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Number