



Thompson Campus

# THOMPSON RESIDENCE

## GUIDE

**2012-2013**

**Belongs To:** \_\_\_\_\_

**SMOKE-FREE AND ALCOHOL-FREE**

**Updated June 2012**

## Table of Contents

<b>Welcome</b> .....	2
<b>Residence Admission</b> .....	2
General .....	2
Orientation .....	4
Access Cards .....	5
Mail Service .....	4
<b>The Residence Complex</b> .....	4
Room Allocation .....	6
Room Re-assignments .....	7
Cleaning & Room Maintenance .....	7
Additional Restrictions .....	8
Dangerous Items .....	9
Room Decorations .....	9
Room Damage .....	9
<b>Items to Bring</b> .....	10
<b>Residence Operation</b> .....	11
Christmas .....	11
Security and Safety .....	11
Security Services .....	12
<i>Video Surveillance</i> .....	12
<b>Student Comfort</b> .....	12
Quiet Time .....	12
Visiting Hours .....	12
Visiting Privileges .....	12
Overnight Guests .....	13
<b>Residence Staff</b> .....	13
Residence Attendants .....	13
Residence Reps. ....	14
<b>Residence Services &amp; Facilities</b> .....	14
Kitchen Facilities .....	15
Lounge Areas .....	15
Linen Change .....	15
Laundry Facilities .....	15
Storage Area .....	16
Food Services .....	16
Telephone and Internet Service .....	16
Emergency Messages .....	16
Accident and Illness .....	16
<b>Residence Policies &amp; Procedures</b> .....	16
Disciplinary Procedures .....	17
Actions not tolerated .....	17
Actions that will result in eviction .....	17
Disturbance .....	18
Alcohol and Drugs .....	18
Residence Return Policy After Eviction .....	19
<b>Common Area in House Guidelines</b> .....	20
<b>Fire Safety</b> .....	21
<b>Parking</b> .....	22
<b>Alarms</b> .....	22

## Welcome to University College of the North

We hope you will find the Residence convenient, comfortable and at reasonable cost. We also believe you will find that living in a residence environment is an enjoyable and 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 seeks to increase an environment of good order and respect for all people. Take care that 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 Thompson Campus .....Darlene Crampton, Residence Attendant**

The Residence Complex  
474 Princeton Drive  
Thompson, MB R8N 0A4  
(204) 677-6739 Toll Free: (866) 677-6450

### Important Telephone Numbers

Residence Office: (204) 677-6739  
Security: (24 hours) (204) 677-6531  
(204) 679-2108 (cell)

**Your responsible actions help to sustain the well-being of the educational community.**

## RESIDENCE ADMISSION

### General

A **Residence Application** must be completed and returned to the Residence Office prior to admission. Once your Residence Application has been processed, you will be given a copy of the *Residence Guide*. **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.

- The application asks for medical information & Health Insurance Number only so we may facilitate emergency health care. Providing the information is optional.
- Student UCN numbers are required to be filled out on the application.

•**Normal weekend check-in times will be on a Sunday at 8:00 p.m.** Students that arrive prior to 8:00 p.m. may wait on the main floor.

•Upon admission and/or room re-assignment, you will be given a **Residence Room Condition Checklist** to complete to ensure that all furnishings are present, operative and in good repair. The checklist must be returned and signed by **both** the student and the Residence Attendant within 24 hours of admission to Residence.

*Students who fail to report damages and/or missing furniture at the time of admission will be held liable. This rule also applies in case you are moved to another room in which case, a new checklist must be completed.*

**Furniture - 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. Due to safety concerns we do not permit students to move in personal furniture.**

- Smoking is not permitted anywhere in the Residence building.
- Students may bring their own compact fridge and microwave.
- Students are required to furnish their own bedding and towels in Thompson.
- Any complaints related to unsatisfactory living conditions are to be reported promptly to Residence personnel.
- University College of the North has the right to refuse re-admission to former Residence students who have repeatedly violated the Residence Policy or are in rental arrears.
- 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. Staff personnel are required to knock prior to entry.
- 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 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 re-apply unless the rent payment schedule is maintained. Re-admission will be dependent upon available space.

•Students who have been reported missing for more than 48 hours will be reported to the RCMP to ensure safety. **If you are leaving for more than 48 hours please let one of the Residence staff know.**

**•If a student leaves the residence without booking out they will be charged from the date the residence office is notified.**

**The Residence is committed to working with students and other community members for retention purposes.**

**ORIENTATION**: is mandatory for all Residence students. Notices of dates and times will be posted a week before classes start. It is important to attend the orientation for health and safety reasons. Failure to complete the orientation may result in re-evaluating your application.

### **Fees**

- **Upon admission to Residence your are required** to pay four weeks rent and all other fees in advance no later than the Friday before you come in. Please ask for current fees as they are subject to change.
- To book a room in Residence, forward a completed application and a post-dated 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 go to the Thompson Bookstore for payment.
- To guarantee a room the following is required:
  - A completed application.**
  - Payment of the first four weeks of rent.**
  - Payment of all other Residence fees: student life fee, application fee (please call for current costs).**

**\*\*\*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.
- Charges do not follow the school calendar or scheduled classes. Students are charged for the time they occupy the room. Students are charged over Spring Break. Charges are only waived during Christmas (1 week). A waived fee during Christmas does not start the day classes end.
- Students staying in Residence during Christmas will be charged rent.
- Any student who failed to notify the residence office when they are leaving will be charged from the date the residence office is informed.

- **Those who are in serious arrears may be subject to eviction from Residence.**
- Keys - \$50.00 replacement fee.

### **Room Access Cards**

Upon admission to Residence, each student will be issued a room access card. IF keys are lost, you will be charged a fee for replacement. Charges can add up with the interest and you may not receive your diploma/certificate until all fees are paid.

### **Access Cards for Building Entry**

Each student residing in the Thompson Campus Residence will be issued a numbered access card to gain entry to the building outside of normal business hours. Residence Attendant or Security staff will demonstrate the use of the card when it is issued. There will be a fee charged for replacement keys.

### **Residence or Security staff will admit students locked out of the rooms.**

### **UCN Student ID Card**

UCN Student ID Cards can be obtained from the Library with your picture on it.

**All students living in Residence are required to have a card.** This is for security reasons and for entry into residence after 6 p.m.

**Residence ID Photos: Upon entering residence, all students will be photographed by the Residence Attendant.** A photograph of each student in residence along with student ID and Room assignment will be recorded. Security will have a copy for reference of identification of students entering residence.

### **Mail Service**

•The Residence Attendant will distribute Residence student's incoming mail.

•Resident student's mail should be addressed to:

**Student Name** c/o Thompson Campus Residence  
University College of the North  
504 Princeton Drive  
Thompson, MB R8N 0A5

•Students are required to advise the staff of a change of address or forwarding address prior to leaving the Residence. Student's mail will be forwarded for a period of 30 days from departure, if a self-addressed, stamped envelope is provided.

All mail arriving after 30 days will be returned to the sender.

### **The Residence Complex**

There are two residential floors. Where possible one floor is assigned to female students and one floor is assigned to male students.

- There are some single rooms with washrooms.
- There are some double rooms with washrooms.
- There are some single rooms where occupants share a common washroom.
- UCN cafeteria operates in the Residence Complex from Monday to Friday – 7:00 a.m. to 3:00 p.m. Arrangements for meal plans need to be made directly with the cafeteria. **The cafeteria phone number is 677-6367.**
- Students may prepare their own meals in the **smoke-free** Student Residence kitchen which is **available between 7 am and 11 pm.**
- Smoke-free** Recreation and Lounge area holds games, weights and Satellite TV and a DVD player for student use.

### **Residence Rooms**

- Each residence room is furnished with the following for each resident student:
  - Beds (Pillow and bedding **are not** supplied) (Single and Double beds)
  - Dresser or Chest of Drawers and closet
  - Study desk and chair.
  - Wastebaskets.
  - Thompson Residence has one room for physically-challenged and is equipped with a bathroom.

### **Room Allocation**

The general practice is rooms are allocated on a first-come, first-serve basis. Factors considered are outlined below:

- Priority is given to students enrolled in a 10-month course or greater. Whenever possible, students are paired with friends and also with students enrolled in a similar course.
- Students residing within the Thompson and immediate area are not normally eligible for Residence accommodations. However, consideration will be given under certain circumstances and with prior authorization from Residence attendant or Associate Residence Director.
- One room is equipped to meet the needs of physically challenged students.
- A doctor certificate is required to reserve the room for a person with a physical disability that impedes his/her ability to climb stairs.
- Students enrolled in post-secondary studies at University College of the North will be given priority for rooms in Residence.

- External students applications (students attending other post-secondary training) will be accepted based on the availability of rooms. Applicants will be admitted on the expressed 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 vacate the premises. The University College of the North will submit written notice to the occupant granting a one-week period in which to vacate the premises.

### **Room Re-assignments**

Room re-assignments may take place if space is available and if the Residence Staff authorizes the room change. If you find you and your roommate are not compatible, we urge you to discuss the situation with your roommate. If you are unable to resolve the situation, please contact the Residence staff.

By mutual agreement, students may choose to be roommates thereby altering an existing arrangement. Changing rooms may not be possible due to space constraints.

Room re-assignments may take place if space is available and if the Residence Staff authorized the room change.

**Changing rooms may not be possible due to space constraints.**

### **Check-Out**

A room inspection by the Residence Attendant is given at the time of check-out. **Access keys must be turned in the day of final room inspection.**

### **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 on the express 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 vacate the premises. The University College of the North will submit written notice to the occupant granting a one-week period in which to vacate the premises.

### **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. Mops, brooms, vacuums and dustpans and cleaning supplies are available.
- Students are expected to keep 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.



- Residence staff will be admitted to your room with prior approval for Residence Departure Room Inspections.
- The Residence staff will reserve the right to inspect rooms should concerns arise. The resident will be notified prior to inspection.
- Residence students are responsible for the disposal of their garbage. The garbage bin is located outside the Residence lobby exit (Polaris #6)
- Allow for Residence staff to conduct any counts required. Head counts are conducted on an as-needed basis. **What is a Head count?** A head count is simply to ensure our charts match the students residing in the room. This is for the health and safety of all students. Room inspections are done as required. **What is a room inspection?** Residence staff may enter a student's room at any time they feel the health and safety of a student is at risk or if there is any suspicion that the rules of the residence are being violated.
- Students are responsible for their own cleaning supplies.

#### **Important information for students:**

- If there are any maintenance/janitorial needs the student will be notified of when staff will be entering their room. Students have the opportunity to be there. If staff are not informed of the decision to be present, it is assumed the student gives permission to have staff in their room unsupervised. If the student is unavailable a notice is required the day before and an alternate time and date should be forwarded to residence staff by the student.
- Residence staff will be allowed to enter into 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 reserve 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 of \$50 – \$100.00 may be levied to students who room is left in a very unsanitary condition at the time the Residence is vacated.**

#### **Additional Restrictions**

- Pets of any type, species or descriptions **are not permitted** in Residence.

- Storing engines, including but not restricted to anything that has a component part of a combustion engine is prohibited.
- Satellite dishes are prohibited.
- Bikes are not permitted in Residence rooms. Students are allowed to store their bikes outside with their own locks.

### **Dangerous Items**

Firearms, paint-ball guns, squirt guns that resemble real guns, martial arts weapons, swords, folding knives or knives over two-inches or dangerous items, even for display purposes are prohibited.

### **Room Decorations**

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

### **Room Damage**

Upon admission and/or room reassignment, you will be given a Residence Checklist to complete to ensure that all furnishings are present, operative and in good repair. This form must be completed during the check-in process and returned signed within 48 hours of check-in.

Students who fail to report damages and/or missing furniture at the time of admission will be held liable. This rule applies in case that you are moved to another room. A new checklist must be completed when you move to another Residence room.

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 the University College of the North. If however you decide to disassemble your bed, it must be correctly assembled to avoid a reassembling charge.

Students are responsible to ensuring that their refrigerators are plugged in, windows are shut, and lights are turned off before leaving the residence. Damage to rooms including water damage and frozen pipes may be assessed against the student for failure to close windows in their absence.

The removal or altering of assigned furniture to other areas of the Residence is **prohibited.**

You are held financially responsible for damage to the room, its furniture and fixtures, as well as any missing furniture. 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 prior to your departure. **Please contact Residence staff to survey the room to determine what, if any damage has been done during your tenure in the room.**

Students are expected to lock their door for security purposes after room inspection.

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.)**

### **Items to Bring**

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

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

Dish towels, 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, small refrigerator and microwave oven

Bathing suit, skates, sport clothing, cross-country ski equipment etc.

Pillow and personal bed lines, blanket, bedspread, towels

(\* Check with the Residence Attendant prior to arrival to see if you have a twin or double-sized bed.)

Small storage unit for storing food.

## Residence Operation

### Departure:

Students must let Residence staff know when they are leaving in advance. If a student leaves prior to their expected departure date the Residence Office must be notified to avoid being charged residence fees.

### Christmas

Residence is closed during the Christmas break. Students who have no alternative accommodations for the Christmas break must contact the Residence Manager or designate.

Students will be charged 1 week rent for Christmas break. Students who choose to stay for the break will be charged the regular rental rate.

The cafeteria is closed during the Christmas break.

## Security and Safety

University College of the North 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.

Obtain 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.

The Thompson 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 and to obtain tenant insurance both for loss of personal belongings and to insure against liability.

**A Visitor Registry Book is available inside the entry door to Polaris 6 across from the Security Office. ALL VISITORS MUST SIGN IN AND SIGN OUT. Complete and legible signature are required.**

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

**All students are encouraged to practice safe precautions at all times.**

## **Security Services**

The security guards hired by University College of the North work closely with the Residence Personnel to ensure policies and procedures are followed so that students are provided a safe and secure home.

## **Video Surveillance**

The UCN Residence is under video surveillance in many common areas including stairwells, hallways, and entrances. All activity is recorded and available for replay when and if necessary.

## **Student Comfort**

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

## **Quiet Time**

“Quiet” means the noise level **must not** interfere with the Resident’s ability to sleep or to study in his/her room.

<b>Sunday – Thursday</b>	<b>11:00 pm – 8:00 a.m.</b>
<b>Friday and Saturday</b>	<b>11:00 p.m. – 8:00 a.m.</b>
<b>(Monday is Statutory Holiday)</b>	

## **Visiting Hours**

Visiting Hours for non-residents are:

8:00 a.m. to 11:00 p.m.	Sunday-Thursday inclusive
8:00 a.m. to 11:00 p.m.	Friday & Saturday (Sunday if Monday is a Statutory Holiday)

## **Visiting Privileges**

The facilities have been established to provide such basic rights as a place to sleep, study, and relax. UCN has a legal obligation to protect these rights; therefore, some basic regulations related to visitor privileges are outlined below:

Residence students are responsible and liable for any act or damage caused by their visitors.

A Visitor Registry Book is situated in the entrance to Polaris 6 of the Residence Building. All visitors must “sign in” and “sign out”. Complete and legible signatures are required.

All guests must sign out by 11:00 p.m. Sunday to Thursday and at 11:00 p.m. on Friday and Saturday nights. (Sunday if Monday is a statutory holiday)

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 under any circumstances to be sleeping in other residence rooms.

**Overnight quests:**

**Absolutely NO Overnight quests or visitors are permitted in the Residence with the exception of quests whose stay has been pre-arranged as follows:**

We do recognize that students are in Residence from outlying communities and may from time to time have visitors in from out of town who would like to stay at the UCN Residence. to address this issue, we have created the **Application for Overnight Guests**. This application must be made at least 24 hours prior to the arrival of a guest, and the cost for an overnight guest must be pre-paid. The guest must abide by all the rules of UCN Residence, and the student must accept responsibility for this guest while in Residence. Failure to abide by rules will result in immediate eviction without reimbursement of money paid. Guests must be 18 years of age or older.

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 violate the rights of visiting privileges are subject to discipline

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

Residence students are responsible and liable for any act or damage caused by their visitors.

**Residence Staff**

The Residence Staff is responsible for the promotion of a clean, comfortable and friendly environment complimentary to student life. The Staff consists of a Residence Manager and Residence Attendant. Residencer Reps provide a support for students.

The Thompson Residence Staff is under the supervision of the Associate Residence Director. The Associate Residence Director has overall responsibility for the Residence, maintenance of budget, scheduling of supervision of Residence Attendants and assistance with any problems or questions Residence students may have.

**Residence Attendants**

Residence Attendants' are responsible to assist with the enforcement of policies and

procedures, admission to Residence, collection of Residence fees and discuss Residence problems or concerns with students. If a more serious personal problem exists, a referral can be made to the appropriate agency with the students' permission. The Residence Attendants' major duties are the enforcement of Residence Policies and Procedures, admission to Residence and distribute letters of outstanding rent. The Residence Attendants' are also responsible to ensure a clean, healthy, and safe environment for students in Residence. They are responsible to keep common areas clean and sanitary and to provide supplied to students to keep their rooms and kitchen area clean.

### **Residence Representatives (Floor Reps)**

Residence Representatives may be selected dependent on the level of occupancy in the Residence. They are selected because of their desire and ability to be of service to others within the Residence. Floor Reps provide the proper level of discipline in the Residence Complex so that the rights and needs of all students to study, learn, rest, socialize and grow through the experience of community living are respected. Residence Reps must maintain a full course load with UCN in order to continue in the position of Student Residence Rep.

### **Residence Staff**

The Residence Committee consists of the Associate Residence Director, Residence Attendants, Residence Reps and interested volunteer Residence students. Please meet with these individuals if you are interested in being a part of a diverse group of people sharing activities and ideas to promote Residence environment.

#### **Associate Residence Director**

Laurie Hibbs – Phone 677-0694

#### **Residence Attendants**

Darlene Crampton and

Trevor Constant

Phone 677-6739 or Cell 679-2422

#### **Security Guards**

Phone 677-6531; 679-2108 (cell)

### **Residence Services & Facilities**

There are other facilities available to Residence students within the College such as:

Kitchenette equipped with stove, a refrigerator and a microwave

Recreation room with games and books

Residence Lounges with Cable TV

Washers and dryers

### **Kitchen Facilities**

A shared facility is available to all residence students so they may store and prepare their own meals

Stove, refrigerator, freezer, microwave, toaster, dishwasher, and some cooking utensils are supplied

Respect your fellow students must be shown by cleaning up after use and by maintaining the condition of the kitchen and appliances

Game and/or fish may be cleaned if arrangements are made for sanitary disposal of remains (dumpster or garbage dump) and a thorough clean-up of the area used is done

Cooking is allowed in the kitchen only. Due to fire safety regulations, Residence staff will confiscate cooking appliances except a microwave being used in residence rooms

Dishes or cooking utensils removed from the kitchen must be returned immediately after use.

**Any dirty utensils, dishes and cutlery left in the student kitchen will be disposed of.**

Small refrigerators are allowed in the residence rooms.

### **Lounge Areas**

Three lounges are equipped with Cable TV for residence student use. One is located in the Recreation room and the others on the second and third floors.

Lounge furniture is supplied by UCN so that 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.

A DVD Player and games are available for use in the Recreation area.

### **Linen Charge**

Students must supply and launder their own bedding, clothes and towels. Short-term residents can rent bedding from the Residence Attendant at a cost of \$37.80.

### **Laundry Facilities**

Laundry facilities are provided in the Residence for Residence students **only**. Washers and dryers are available to Residence students on a first-come, first-served basis. Laundry Facilities are open from 7:00 a.m. to 11:00 p.m. daily.. Any mechanical problems should be reported to the Residence Office immediately. Students must provide their own laundry soap. **UCN assumes no responsibility for lost or damaged clothing.**



### **Storage Area**

Limited storage area is available to students. Storage is available for the duration of the course and during the summer months for students returning in September. Unclaimed storage items will be held for six months and then disposed. **UCN will not assume any liability for lost, stolen or damaged personal articles.**

### **Food Services**

Cafeteria services are available in the UCN cafeteria. Meals and short order items are available Monday to Friday. Cafeteria Services are not available evenings and weekends. A drink vending machine is available in the Residence lobby.

### **Telephone and Internet Service**

#### **Public**

Pay telephone is located in the lobby

“local calls only” telephone is located in the student lounge (677-4809)

“local calls only” telephone is located in 5-207, 2<sup>nd</sup> floor lounge (677-5935)

“local calls only” telephone is located in 5-307, 3<sup>rd</sup> floor lounge (677-4855)

All UCN students have internet access through computer lab computers using their UCN student ID's that will be set up following registration.

### **Emergency Messages**

Students who receive emergency calls will be contacted immediately when possible. Emergency messages can be left with the Residence Attendants at 677-6739. In the evenings and on weekends messages should be left for students with Security at 677-6531. An answering service will take the messages when the Residence Staff or Security staff is not available, and the message will be delivered to you as soon as possible.

### **Accident & Illness**

All accidents, illnesses or injuries are to be reported to the Residence personnel. In case of accident or injury, the appropriate forms are to be completed and processed by the Residence office immediately following the accident or injury.

First aid equipment is available from the Resident Attendant in Thompson (Polaris 6-210) or from Security (Polaris 6, lobby).

## **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 that students can exercise their rights as individuals while at the same time insuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration.

## **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 NON-APPEALABLE.**

### **Actions that will not be tolerated and will result in verbal and/or written warning includes:**

- Rental arrears
- After-hour noise violations
- After-hour guest violations
- Not signing in visitors
- Disrespectful behavior toward staff, fellow residents and students
- Pranks will not be tolerated
- Not following the "COMMON AREA IN-HOUSE GUIDELINES"

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

- Possession and/or consumption of alcohol or drugs on college property
- Smoking in an area of the residence building, including residence rooms.
- Physical altercations
- Physical acts of violence, threats of violence, coercion, intimidation or any other form of harassment toward fellow residents, staff or students
- Repeated violations
- Damage, destruction or theft of Residence/UCN Property
- Tampering with fire equipment, door alarms or any other UCN safety feature, may also be liable to a fine as per Municipal by-laws and will result in immediate eviction
- Setting fires

- Dangerous pranks which result in damage to UCN property or rooms
- Dangerous weapons not allowed
- Storing engines, including but not restricted to anything that has a component part of a combustion engine is prohibited
- Rent arrears still not paid after verbal/written warnings

### **Disturbance**

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

## **Alcohol and Drugs**

### **ZERO TOLERANCE**

Possession or consumption of alcohol or drugs on UCN property will NOT be tolerated. UCN staff and/or Security will confiscate and dispose of alcohol.

### **NO SECOND CHANCES**

Contravention of this regulation will result in eviction from Residence.

Suspected possession of illegal drugs on UCN property WILL be referred to the R.C.M.P.

Evictions are non-appealable

Zero tolerance when tampering with fire/door alarms or any safety feature of UCN

Any dangerous or harmful activity to staff, students or UCN property

# RESIDENCE RETURN POLICY **AFTER AN EVICTION**

<u>Reason for Eviction</u>	<u>Time Period before One Can Reapply for Residency</u>
Verbal Abuse Towards	2 years with the Discretion of the Resident Management or Designate.
Disturbance	2 years with the Discretion of the Resident Management or Designate.
Verbal Abuse Towards Students	2 years with the Discretion of the Resident Management or Designate.
“O” Tolerance Violations (Alcohol only)	2 years with the Discretion of the Resident Management or Designate.
Property Damage	2 years with the Discretion of the Resident Management or Designate.
Unpaid rent	1 year with the Discretion of the Resident Management or Designate.
Physical Altercation With Staff/Students	NO opportunity to return to Residence
Threats of Violence	NO opportunity to return to Residence

**Time starts from date of eviction letter.-All students returning after being evicted from Residence must be approved by Residence Manager.**

**Discipline/Evictions apply to all campus locations.**

## **COMMON AREA IN HOUSE GUIDELINES**

### **The Common Area is for Socializing (not sleeping)**

Why – We have a limited amount of seating the 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 residence sleeping on the couches. Also, we 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 and if students start moving the furniture it may cause others to complain. If you have a suggestion please speak to the Residence Manager. Students moving the furniture around causes wear and tear and/or damages and students can be charged for damages. UCN doesn't want students to be injured.

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

Why – This is to prevent stains and to keep the couches clean for all students. This is also to show others common courtesy when eating. You may have snacks and drinks on the couch but anything that required a plate and or utensils must be eaten in the kitchen or on 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 on the study tables and not on the coffee table.

### **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 smell and it is hard to get rid of the smell which can ruin the fridge completely. It is also common courtesy to keep the fridge free of bad smells and rotting food. Food is thrown out every Friday night and if your food is not labeled it will be removed.

## **Please sign in and out all after hour 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 Thompson Residence. **REMINDER: THOMPSON RESIDENCE HAS A “ZERO” TOLERANCE FOR DRUGS AND/OR ALCOHOL AND THESE SUBSTANCES ARE NOT PERMITTED AT ANY TIME!**

## **PLEASE READ WINTER – IMPORTANT NOTICE**

**Please keep your windows closed during the extreme cold weather!** (-25) and extreme. The pipes will freeze and cause the heating to stop working. It is costly to fix and you will be responsible for the cost.

## **The Building Alarms Alert the Fire Department**

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

- When the fire alarm rings, all students are required to vacate their rooms and are to go directly out of the Residence; if fire or smoke blocks designate routes, students are to follow the alternative route.
- Students should leave the Residence immediately without stopping to pick up personal items.
- Students should keep right on the stairways.
- The first student to the door should hold it open for others so that it could speed up the evacuation.
- Students will remain in the main floor hallway safe area/or outside until directed to return to Residence.
- Students are advised that the Residence or Maintenance staff person is their spokesperson and supervisor. The Fire Chief will give instructions to the staff person.
- 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 or Maintenance staff person is available, the security guard may be used as the spokesperson to the fire department.

- It is unlawful to alter or remove: Fire extinguishers and smoke detectors and 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 will be done to the fire alarm system throughout the academic year.

## **Parking**

Policies and Procedures that are related to parking are as follows:

- Free parking is available with electrical service on a scramble basis in an area not assigned.
- Free parking is available without electrical service located at the end of the staff parking lot and in front of the Trailers at the far end.
- All vehicles including motorcycles, snow machines, four-wheelers and any other motorized vehicle must have and display a valid registration sticker.
- The parking lot is intermittently patrolled. Students park at UCN at their own risk.

**Please read the residence guide to ensure your stay is safe and enjoyable. 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 Resident Attendant or the Residence Manager.**

**Upon signing your Residence Application, you are agreeing to the terms and conditions of this Residence Guide. All Residence Housing Policies including those now in force and those enacted or modified during the term of this guide.**

## **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 rings, all students are required to vacate their rooms and are to proceed directly out of the Residence; if fire or smoke blocks designate routes, students are to follow the alternative route.
- Students should leave the Residence immediately without stopping to pick up personal items.
- Students should keep right on the stairways.

- The first student to the door should hold it open for others so that it could speed up the evacuation.
- Students will remain in outside or go to one of the other buildings on campus until directed to return to Residence.
- Students are advised that the Residence staff person is their spokesperson and supervisor. The Fire Chief will give instructions to the staff person.
- Students shall not leave the designated area in an attempt to talk to 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 person is available, the security guard may be used as the spokesperson to the fire department.

**It is unlawful to alter or remove:**

- Fire extinguishers
- Smoke detectors
- Tampering 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 will be done to the fire alarm system throughout the academic year.

***Please read the residence guide to ensure your stay is safe and enjoyable. 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 Resident Attendant or the Residence Manager.***

***UPON SIGNING YOUR RESIDENCE APPLICATION, YOU ARE AGREEING TO THE TERMS AND CONDITIONS OF THIS RESIDENCE GUIDE. ALL RESIDENCE HOUSING POLICIES INCLUDING THOSE NOW IN FORCE AND THOSE ENACTED OR MODIFIED DURING THE TERM OF THIS GUIDE.***