



RESIDENCE LIFE HANDBOOK 2018-2019



REDEEMER
UNIVERSITY COLLEGE

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Welcome!

Welcome to residence life at Redeemer University College!

Living in residence is, for most, a once in a lifetime experience. You have an amazing opportunity to learn and to grow with each other and I encourage you to make the most of that opportunity. Get to know the people around you, connect with your RA/HA, get involved in campus activities/ groups, and explore Hamilton.

This handbook is packed with useful information. Reading it at the beginning of the semester will help you transition to your new home. It will answer questions you have now, or that you may have in the future.

This year we will be embracing the theme of "Here I Am" taken from Exodus 3:4 and the posture of radical vulnerability to God's presence and calling in our lives.

In saying and living "Here I am," we offer ourselves wholeheartedly to God and choose to be tenderly present to the presence of God in this moment, this place, with these people and respond to His invitation. It is a bold "yes" and a humble "at your service."

The good news is that God also says "Here I am." In fact, He says it first, and it's the refrain of Scripture - Do not be afraid, for I'm with you - Here I AM!" We are able to offer ourselves without reservation, because God did so, most vulnerably in Jesus Christ.

What an amazing gift! We hope this year is a time of seeing where God is at work around you as well as seeing where He is calling you to join him in this work. We encourage you to ask questions, dive deep into conversations, and take advantage of the many opportunities to grow in faith.

Peace to you,

Hendrika (Hennie) Schoon
Dean of Students

Student Life Mission Statement

As Christ's servants and as educators, in partnership with our university colleagues, the Student Life staff invites students to develop a vital relationship with God, grow in genuine self-understanding, and actively engage the world of which they are a part. Through our services and programs we seek to weave learning into life, and to instil in our students the desire and courage to live redemptively, address injustice, discern culture, serve others, and offer leadership so that God may be honoured.

What do I need to know before I move into Residence?

1. Who lives on campus?

Living on campus is intended to be an amazing experience that expands the opportunities for growth. Because of the intentional programming and support available in 1st and 2nd year housing, students born after January 1, 1999 are required to live in on campus university residences and have a guaranteed placement in housing. Exceptions to this requirement would be students who want to live at home with their parents or married students.

2. When will I find out where and with whom I am living in the fall?

Incoming students will receive a letter from the Residence Life staff regarding their housing placement sometime in July. In addition, students will also receive information from their Residence Advisor (RA) or Housing Advisor (HA) via letter or email during August. These letters will also let you know how to contact us should you have a question anywhere along the way.

3. When can I move in? And are the residences ever closed?

Move in Day: For First year students: Saturday, September 1 from noon-4pm (If you are a first year student athlete, you may be asked to arrive on campus earlier due to training/try-outs).

Returning students: Move in on either Monday, September 3 or Tuesday, September 4 from noon-4pm.

Moving in before your designated move in day is not permitted.

Christmas Break: The residences will close for Christmas break on Wednesday, December 19, 2018 at 5pm and reopen on Saturday, January 5, 2019 at 9am. There is no access to the residences during this time.

Since residences are not open during Christmas break, students will need to make arrangements for rides/alternate accommodations well in advance.

Check out Day: The residences will close for the academic year on Saturday, April 27, 2019 at 2:00 p.m.

Due to staffing limitations, opening and closing times are strictly enforced.

4. What is already supplied in the residence?

Bedroom Furnishing: Each bedroom in the residence is fully furnished with a bed, desk, chair, wire rack for clothing, closet space, and bookcase for each resident.

Living Room Furnishing: The living room of the residence has a three person couch, a two person couch, a one person arm chair, TV stand, coffee table and a long dining room table with dining room chairs.

Kitchen Supplies: The kitchen has a fridge, stove, and microwave. All residences participating in the meal plan (1st and 2nd year housing) are also equipped with a large roasting pan, frying pan, kettle, teapot, Pyrex baking dish, set of four pots and pans, plastic bowls (set of three), colander, stainless steel bowl, cutting board, muffin tin, 9x13 lasagne pan (large Pyrex), cookie sheet, dish rack, cutlery tray, juice jug, and measuring cups. Utensils included are: serving spoon, wooden spoons, potato masher, large fork, slotted spoon, spatula & rubber spatula, grater, can opener, whisk, soup ladle, paring knife, large knife, and tongs.

Cleaning Supplies: Cleaning supplies that are included are: Vacuum, broom, dust pan, kitchen garbage can, bathroom garbage can and toilet brush.

Since Residences are fully furnished, additional furniture such as couches are not permitted in the residences

5. What should I bring and not bring?

Please Bring	Possibly Bring	Not Permitted in the residences
Alarm clock	BBQ	Halogen Lamps or 5 bulb floor lamps
Bedding (extra long twin sheets), blankets, comforter, pillow	Bike & Bike Lock	Additional furniture (couches, chairs, mattresses)
Clothing for warm/cold weather	Desk Lamp	Pets (Except Fish)
Room Decorations	Outdoor Sports Equipment	Live Christmas Trees
Microwave safe "personal dishes" such as plates, bowls, glasses, mug, and silverware	Small Appliances (Coffee maker, Toaster) Note: Deep Fryers are not allowed	Alcohol or alcoholic beverage containers or decorative items with alcohol logos
Desk supplies including surge protector	Laptop/Printer	Mini-fridges* or Air conditioners (residences are air conditioned)
Lock (key or combination) for your desk drawer	TV/DVDs/CDs players/movie/music	Firearms or any kind of weapon including paintball or air-soft guns
Hangers, Laundry detergent, basket	Plants	Candles/Incense
Toiletries and Towels (Hand & Bath)	Camping chair for the porch	

It is recommended that you talk to your future dormmates and RA about what you will be bringing so you don't have too many duplicates!

**** If a student has need of a personal mini-fridge for medical reasons, they can request a fridge and if approved, one will be supplied by Campus Services.***

6. How am I allowed to decorate my room?

- It's important to make your room feel like home!
- Please personalize your room while keeping in mind that your room should be in the same condition at checkout as it was when it arrived. Please be considerate of your roommate in decorating, and refrain from displaying décor that is offensive or inappropriate.
- A damage assessment will be completed at the beginning and end of the year. You may not nail or drill holes in the wall, add room accessories with permanent hardware or stick anything to your outside door. Windows and glass must be left free of obstructions.

NOTE: Illegal property will be confiscated immediately by Redeemer Staff

Please do not:

- ***Tape or otherwise fasten electrical cords through any doorway or place under any rug.***
- ***Paint any portion of your residence***
- ***Write on the interior or exterior walls of your residence***
- ***Direct stereo speakers out of windows***
- ***Remove or replace window treatments***
- ***Remove any cupboard doors***
- ***Use your kitchen countertops as cutting boards (these are provided)***

7. What is Renter's Insurance and do I need to get some for my personal belongings?

Renters insurance is insurance that will cover your personal belongings in the event that they are stolen or damaged (each policy will state how and what they will cover).

The university does not have insurance which covers the property of students on or off campus. Talk to your parents' insurance broker in order to obtain information on out-of-home coverage. Most policies include this as a standard clause. However, for some it is an added feature. Coverage can often be obtained through a "rider" on your family's tenant or home owner's insurance policy, which should include liability coverage for injury or damage.

I just arrived on campus. What do I need to know?

1. What are the different types of Residences at Redeemer?

- **Townhouse:** A townhouse consists of four bedrooms, two full bathrooms, living room, dining room and kitchen. Some townhouses also have a basement for additional storage. Eight students are usually assigned to each townhouse. First or second years typically live in a townhouse.
- **Augustine Hall:** Augustine Hall is the large, three story building on the north end of campus. Augustine Hall has four three-bedroom apartments on every floor, in addition to a two-bedroom apartment, typically where Residence Life Student staff live. Up to six students are assigned to Augustine Hall apartments and they are typically returning students. Augustine Hall also has its own laundry facility and community room.

2. What Amenities Are There On Campus?

Athletic Centre/Sports Complex: The athletic centre facilities are available to all Redeemer University College students. The Athletics Department offers recreational programs at the Sports Complex and in the Athletic Center. Please visit their website (redeemer.ca/athletics) for additional information. Access is granted only upon presentation of a valid student, staff, alumni or membership card. Friends and visitors to the University's Athletic centre must purchase a day pass.

The Sports Complex, which includes two fields, can be used for a variety of different sports and recreation. Times will be made available for students throughout the year.

Automatic Teller Machine: An ATM is located beside the bookstore in the Academic Building.

Basement Storage: Residences #1-36 and 43 have basements that can be used for storage for the students in that residence. Students using the basement should keep in mind, however, that the campus is located on land with a high water table and that basements do become damp and wet sometimes after a heavy rainfall. Each basement is equipped with a sump pump, but Redeemer cannot be held responsible for any items stored in the basement.

Bicycle Racks/Storage: There are several bike racks located on campus for securing your bicycle. For longer-term storage bikes can be stored in the bike shed at the back of the maintenance shop in front of Augustine Hall.

Bicycles may be stored at the Academic Building, the dorms or at Augustine Hall in the available bike racks.

Beds- Bunking: If students in residences choose to assemble the bunk beds, the RA/HA needs to request four pegs for each set of beds from Campus Services. A safety guard rail for the upper bunk is also provided

ID Card: When you arrive on check in day, campus services will issue you an R/UC Express Card [Redeemer University College Express Card]. This card will allow you to access athletic events, be used for food services, at the bookstore, at the box office, at the library, to photocopy and print, in the athletic centre and serves as your Redeemer ID. Please keep this card with you as you may be asked by staff or faculty to identify yourself.

Laundry Facilities: Coin-operated washers and dryers are available in the residence complex for on-campus students only.

Laundry Facilities are open from 7am until midnight every day. The Laundry Facility in Augustine Hall is always open. Any difficulties with these machines should be reported to campusservices@redeemer.ca. Note: No clothes lines are permitted on campus.

Life Safety Systems: Each residence has been provided with life safety systems for the resident's protection. These systems may include a fire alarm system, smoke alarms, carbon monoxide detectors and/or fire extinguishers. Some units are also equipped with self-closing devices on the entry doors. These devices are for your protection and are not to be tampered with (by order of the Fire Prevention Office of the City of Hamilton). Upon discovery of any problem with a life safety system please notify your RA/HA and/or Security immediately at ext 4444 or 905-961-4444 so that the problem can be addressed.

Light Bulbs: Maintenance provides and replaces energy efficient compact fluorescent light bulbs. Due to the increased cost and the mercury content of these light bulbs, burned out bulbs must be reported to maintenance staff for replacement and proper disposal. Only if the old bulb is not available will there be a charge for the new bulb

Network Access: Wireless access is available throughout the academic building, dorms, apartments and the outside areas between Augustine Hall and the academic building. Regular network access for all students is available on computers located in computer labs and in the Library. Lab computers are provisioned with CD burners and USB ports which support USB memory sticks.

Students living on campus and who have a computer with a built-in Ethernet Adapter may connect to the university network from the residences. Students' network properties should be configured to accept a DHCP address. Students must also have antivirus software installed on their computer. Links to downloadable anti-virus packages are available on the support website <http://www.redeemer.ca/support>.

Note: students are not permitted to have a static IP address. Any unapproved network device is strictly prohibited.

Parking on Campus: Parking is available on campus. All vehicles parked on campus must clearly display a valid parking permit. Yearly permits are valid from September 1 to August 31, and are available through the Security Office for \$75.00 by applying online at www.redeemer.ca/parking-permit. Single term permits are available if registered for only one term of school. The yearly permits are marked with the parking lot(s) for which they are valid. For additional parking regulations visit <https://www.redeemer.ca/campus-life/residence-life/parking/>

A limited number of permits are available for the residential parking lots at Calvin Court, Luther Court (including the independent apartments), Cranmer Court, Augustine Hall and 723 Garner Road. These permits are distributed in the following order:

1. Resident and Housing Advisors (if required – one per dorm).
2. 1st dorm occupant if above do not have a car.
3. Balance on a first come, first served basis.

Please note that a number of the parking spaces in each lot are kept free for visitors. These spaces are not to be used except for visitors of students living in the residences or independent apartments. Parking is not permitted at the President's Guest House except by registered guests.

Recreation (Rec) Centre: Open to both on and off campus students, the recently renovated Rec Centre provides a place for recreation and relaxation. If you prefer friendly competition and the occasional tournament, air hockey, ping pong and billiard tables can be found here as well. Cafe-style tables and chairs create a relaxing atmosphere for long chats with friends over coffee, tea, or hot chocolate.

- The Rec Centre is open 24 hours a day for Redeemer students.
- Non-Redeemer students must be accompanied by a Redeemer student at all times.
- Unless it is part of a Redeemer program, sleeping in the Rec Centre is not permitted.

Recycling/Garbage Removal: Every Thursday, there is a garbage and recycling collection. Each residence will be given one blue box for recycling plastic and glass. Newspaper and cardboard should be placed in the Progressive Waste Services bin labelled Newspaper & Cardboard across from Luther Court or near the academic building. Augustine Hall has its own Blue Boxes and garbage bin. Blue Boxes may not be kept in any hallway or lobby. To help keep the campus and your dorm free of rodents please ensure all garbage is placed in the large bins, all recycling is clean and compost pails are covered and clean.

Summer Storage of Belongings: Students living outside of Ontario may make arrangements with the Residence Life Staff to store their personal belongings on campus during the summer months. All belongings left on campus are left at the students own risk. Priority is given to students who have lived in residence during the Academic Year and off campus students may be permitted to store belongings depending on space. Any belongings not claimed by the beginning of the next academic year will be donated or disposed of.

Telephones and Telephone Numbers: There is one intra-campus phone line in each residence. This phone is used for intra-campus calls, as well as local and long distance calls (within North America).

Anyone can phone in directly to any intra-campus phone by dialling 905-648-2139. At the prompt, the caller must enter the residence extension which is 3 + residence number + 0 for 2-digit residences (i.e. residence 24 = ext. 3240, residence 7 = 3070), or 3 + residence number for 3-digit residences (i.e. Augustine Hall 101 = 3101).

3. What are the Rhythms of Life at Redeemer?

Residence Life Rhythms:

1. **Meals:** One of the unique things about residence life living at Redeemer is the meal structure. The meal plan money that each student receives goes toward four different things:
 - **Market Card:** Students in residence are expected to eat the evening meal together during the week. Part of the money from the meal plan from each resident goes toward a market card. This market card is used by residents to purchase ingredients/products at the market to make meals. The money on the market card is also used toward purchasing food for breakfast and lunches, but students are free to eat breakfast and lunch on their own schedule. Students may opt to eat together on weekends but may also opt to eat on their own schedule. Snack items can be purchased on an individual basis with Dining Dollars (see below) or with cash.
 - **Dining Dollars:RUC Express Card:** Based on your selected meal plan, a predetermined amount of Dining Dollars is placed on your R/UC Express Card (ID card). With these Dining Dollars, students can purchase snacks or meals in ReFresh, the Market and Williams Coffee Pub. Dining Dollars expire at the end of the academic year, when a student moves out of Residence, or in case of academic withdrawal.

- **Communal Events:** Every Wednesday, all students on a qualifying meal plan* attend an event called Communal Meal, which is where they eat supper together in the dining hall. The hours of the supper are given in the daily student newsletter, Time Out. Communal meal must be eaten in the dining hall and no food is allowed to be removed from the dining hall during communal meal.
For students on a qualifying meal plan, this event is already paid for as part of the meal plan. Commuters and guests pay a set fee at the door.
- **Special Events Nights:** Midnight breakfast is served twice a year along with other special events such as exam treat nights and Labour Day Pizza Party. These are also included in the cost of the meal plan.

****Qualifying Meal Plans include: Bronze, Silver, and Gold***

2. **Chores:** Every resident is expected to participate in communal living by assisting with daily and weekly chores. The RA/HA will create a schedule of who will be cooking and cleaning (typically one night a week) and assigns the weekly chores. Please be considerate of the health and comfort level of those you live with by taking your chore seriously and completing it in a timely and thorough manner. Students who repeatedly do not complete their chore may be required to complete a form of community service.
3. **Devotions:** Each residence is expected to have a weekly time of devotions together. Residences may opt to have devotions with each other more frequently, but a set time once a week is expected. Devotions are often led by the RA/HA, but residences may also opt to share the leading of devotions with other resident members who are also willing to lead.

University Life Rhythms at Redeemer

1. **Activity Periods:** Activity periods are held on Monday and Fridays from 11:00-11:50 a.m. There are no classes scheduled during this time. This is a time that is usually used for information sessions or when certain clubs hold their meetings.
2. **Chapel:** Every Wednesday morning at 11:00 a.m., students, faculty and staff gather in the auditorium for a time of worship. Chapel provides an opportunity for the Redeemer community to gather together as an academic body to refocus our vision in worship of the triune God and His kingdom as the source, goal, and standard of our community. In nourishing our faith life, chapel reflects the diversity of the Redeemer community by drawing on a variety of gifts and resources.

Who do I need to know?

Student Leadership:

Resident and Housing Advisors:

A Resident Advisor (RA) is a 3rd or 4th year student who lives in residence with first-year students to provide guidance and support. Resident Advisors connect with incoming students throughout the summer to welcome them and answer any questions they might have. A Housing Advisor (HA) is typically a third or fourth year student who lives on campus.

Residence Life Facilitators:

A Residence Life Facilitator (RLF) is an upper year student who lives on campus and serves as a support and resource for students in housing. They are available to respond to urgent situations, plan events and lead RA/HA Small Groups.

Student Senate:

Student Senate is the student government organization at Redeemer. In addition to organizing events throughout the year, Senate provides a forum for student's concerns and ideas. Student Senate also grants funding for a variety of clubs and volunteer organizations, as well as for the student newspaper The Crown, and yearbook, Anno Domini.

Staff Leadership:

Residence Directors: Matthew Wensink (x4246) and Gabriella Meleca (x4219)

The Residence Directors provide guidance and leadership for the Residence Life staff (RA/HA/RLF) and on campus students.

Dean of Students: Hendrika (Hennie) Schoon (x4466)

The Dean of Students addresses student concerns and provides counselling and spiritual leadership for students and the Student Life department. They advise Student Senate and are a spokesperson for student perspectives with administration in institutional planning and decision-making.

What are the Residence Policies & Expectations?

1. Every Redeemer student, whether on or off-campus is expected to adhere to the Student Accountability and Conduct Code as found on line on Redeemer's portal (DASH).
2. Every student living in residence on campus must sign a housing agreement. If the student is a returning student, these agreements are signed when re-applying for housing in the spring. Incoming students will sign a housing agreement in the fall when they arrive.

As part of Residence living on Redeemer's campus, every student agrees to the following Community Agreement:

Part of being a member of community is to demonstrate through day to day actions that one is able to assure one's own welfare and meet residence expectations.

This essentially means that students must agree to care for themselves and behave in ways that will neither cause problems for themselves, for those around them nor negatively impact the welfare, safety and success of other community members. Examples would include, but are not limited to, caring adequately for one's physical and emotional health, dealing appropriately with life challenges, getting along with others successfully, and making adequate academic progress.

It is also expected that students will seek out and/or accept professional assistance for those situations which they are unable to resolve on their own. If these self-care expectations are not met, students will be held accountable for their behaviour and the negative impact on the community. Accountability may include being removed from campus housing and/or suspension from the university.

3. The following expectations are specific to those living in or visiting the on-campus residences. Fines, loss of privileges or additional disciplinary procedures will apply in the event of Residence Policy infractions. For a complete list of student expectations and processes, please see the Student Accountability and Conduct Handbook.

Abuse/Assault: Please see the Student Accountability and Conduct Code on DASH (Redeemer's portal) for a full description of this policy.

Attendance: Your Residence Advisor or Housing Advisor will let you know in advance what activities/events are required as part of community living. This will include dinners, devotions and participation in chores. In addition, your RA or HA will suggest other great ways of being involved in campus life at Redeemer.

Attendance - First Week Dorm Meetings: In order to promote the growth of relationships between residents, there is a transition for the first week of the fall term. This policy is for all first-term students in R.A. supervised housing. First Week: Saturday through Thursday night, students are expected to attend meetings in their residence at 10:00 p.m.

Alcohol: Redeemer, as an institution, recognizes different Christian perspectives regarding alcohol use. In recognizing the differences, Redeemer is an alcohol free campus. Students may choose to drink alcohol so long as they are doing so legally, in moderation, and off-campus.

Redeemer also recognizes provincial and federal law regarding alcohol use and will respond to legal violations even if no provincial or federal charges have been laid. The following actions will be considered a violation of the alcohol policy and will be subject to disciplinary action:

- Consumption or possession of alcoholic beverages on campus (including personal vehicles) and at university-sanctioned activities. The presence of alcoholic containers, including empty containers, will be considered possession.
- Consuming alcohol under the age of 19
- Providing alcohol to anyone under the age of 19
- Irresponsible use of alcohol including drinking to excess

Audio/Video/DVD Equipment: Students are reminded to be sensitive to the listening/watching preferences of others.

Beds - All Residences: At the end of the academic year, all beds must be put in the position they were initially found and pegs returned to Campus Services. Beds may not be modified or removed (lofts, etc).

Bicycles: They are not permitted in the Academic building.

To prevent theft, bicycles should be parked in bicycle racks and securely locked. The Fire Prevention Office of the City of Hamilton has deemed that the area in front of the residences, the lobby in Augustine Hall and the stairwells and basement (other than inside the storage units) of the independent apartments are not storage areas for bicycles.

Redeemer University College cannot be held responsible for lost or stolen bicycles.

Cooking Grease: Cooking grease must not be poured down the drain or outside the residences. Students are asked to collect their grease in a tin can(s) under the sink and allow it to harden before disposing it in the trash.

Cooperation with University Officials: All residents, guests and Redeemer students are expected to cooperate with university officials.

Damage to Property/Vandalism: Respect of personal, communal and institutional property is expected. In the event maintenance is required due to damage done by residents, the cost of the repair will be assessed and charged to the individuals responsible. Deliberate damage to property will be treated as vandalism and result in disciplinary action. Any do-it-yourself repairs attempted will likely result in increased fines.

Doors & Windows: Townhouse or dorm front and patio doors are not to be left open. For security reasons, students are not permitted to tape locks, leave a key in the lock, leave a key out for others to use, or block the door in any way to prevent it from closing.

Windows must not be tampered with to gain access to the roof or to throw things from the window. Please do not remove screens.

Disruption of Residence: If the daily functioning of the residence is hindered by the behaviour of a particular resident, depending on the need of that resident, they may be subject to accountability and/or supportive measures which may include temporary or permanent removal from residence.

Dress: Although Redeemer does not have a formal dress code, a student's dress should give evidence of a gracious Christian lifestyle. One must be neat, modest, and not offensive to others or contrary to Christian norms for decency.

Drugs- illegal/legal misuse: Please see the Student Accountability and Conduct Code on DASH (Redeemer's portal) for a full description of this policy.

Firearms and Weapons: Weapons of any kind, including but not limited to, firearms, ammunition, replica firearms including paintball markers, hunting knives and other blades, BB guns, pellet (soft

and hard, including airsoft) guns, sling shots, potato guns/cannons, swords, archery equipment such as bows, crossbows, compound bows and arrows etc., are not permitted on campus or at university sponsored activities.

If permission has been obtained to have such items on campus they must be stored with the Security Department. Contact the Security Department with questions regarding storage of such items.

Fire Safety

- **Barbecues:** Students may barbecue on the patios only. Barbecues should not be chained to the front porch columns for safety reasons. Under no circumstances may propane tanks be stored in residences or apartments; they should be kept outside on the patios. The front door must remain closed when barbecuing on the front porch; failure to do so may result in the smoke alarm going off, requiring evacuation of the dorm. During the winter, the Maintenance Dept. will store your tank in the maintenance shed provided you have given it proper identification.
- **Deep fryers** are banned from the Student Residences for safety reasons.
- **Bonfire Regulations:** Redeemer University College is designated as an urban zone within the City of Hamilton. Bonfires (or any exterior open fires) are prohibited on campus.
- **Candles and Incense:** Candles, incense, oil lamps or other items requiring an open flame are not to be used, displayed or stored in residences and apartments.
- **Exits, Hallways and Attics:** In accordance with fire safety code, all exits and hallways are to remain clear of obstructions. Entrances to attics must also not be breached to ensure firewalls between townhouses are not compromised..
- **Fire-Crackers and Fire-Works:** Fire-Crackers, Fire-works and similar explosives are prohibited on campus.
- **Tampering** - with smoke or CO alarms, including the removal of a unit or batteries from a unit is subject to a \$100 fine.
- **Live Trees in the Residence:** Due to fire concerns, no live trees (eg. Christmas trees) are permitted in the residences.

Furniture: Residences come fully furnished. Students are not permitted to disassemble/remove furniture from the residence (including to the porches). Additional furniture such as couches, mattresses or chairs is not necessary and therefore not permitted.

Guests - Overnight: An overnight guest is defined as an individual who plans to stay overnight but has not been assigned to live in the residence they are visiting, whether a Redeemer student or not.

- Guests may stay overnight in the residences when space is available only if registered with the appropriate RA/HA.
- Guests are allowed to visit free of charge for a maximum of two nights on campus each month. Students wanting to have a guest stay longer than two nights a month must ask for Residence Director approval. A fee may apply for guests who stay more than two nights per month.
- A female student who wishes to have a male guest stay on campus may ask a male residence to host her guest and vice-versa (males over the age of 10 should stay in a male residence and females over the age of 10 should stay in a female residence). Guests using a room must have permission of the resident whose bed they use.
- A guest failing to comply with campus regulations will be asked to leave. It is the responsibility of the host to ensure that guests are aware of and in compliance with Residence Life Policies

and the host may be held responsible for damages or infractions that occur.

- Additional accommodations in the President's Guest House are available for parents and campus guests. Contact Campus Services (ext. 4124) for information regarding rates and availability.

Guest Parking: If you are having a guest on campus that has a vehicle, please obtain a free visitors parking permit from the Security Office. Your guest will then be allowed to park in the Academic North parking lot overnight. Visitors are not to park in another resident's parking spot.

Inspection of the Residence: Periodic inspection of residences for cleanliness, safety and decor will take place. Notification of an upcoming inspection will be to the RA or HA, whose responsibility it is to notify the residents. Students are responsible for cleaning common areas and the area surrounding the residence.

The university reserves the right to have authorized personnel enter any unit for the purpose of periodic inspection, repair, or any other official business without notice.

Keys: All students living on campus will be given a residence key. Keys will be issued on Check-In Day. A \$50.00 deposit will be charged directly to your account and will be refunded after the key is returned to Student Life/Security at the end of the academic year.

If you lose your residence key, you forfeit the initial \$50.00 deposit. You must also contact Security and an additional fee of \$50.00 will be charged to their account as a deposit for a mandatory replacement key.

For your security, lending, sharing or copying of keys is not permitted.

Language: The language used in the residences should reflect the values of our Christian community. Profane expressions or obscene expressions including, but not limited to written or oral expression, which violate accepted standards of decency and Christian conduct are not permitted.

Leaving Overnight or for the Weekend: Whenever a residential student leaves overnight or for a weekend they must let the RA/HA know where they will be and how they can be contacted. This is a courtesy to one's dormmates and is also extremely important if an emergency should arise.

Noise: In order to facilitate a learning community that is conducive to sleep and quiet study, campus quiet hours are between 11pm and 7am, with additional quiet hours during exams. Excessive noise is not permitted at any time.

Open Residence Hours – 1st and 2nd year residences: A visitor is defined as people who have not been assigned to live in that residence, whether they are Redeemer students or not. Visiting is permitted under the following conditions:

Main Area of Residence:

10am – 1am: Sunday through Thursday.

10am – 2am: Friday and Saturday.

Bedroom: Everyday: from 10am until 11:00 p.m.

- The roommate of the person with the visitor must also be asked for approval.
- At all times during these visits the bedroom door must be open.
- The RA or HA of a residence has the right to limit these hours in the interest of their resident's desire to study or sleep.

Open Residence (Visiting) Hours – Senior Student Housing:

Main Area of Residence: In all residences, visitors are permitted in the main areas (living room and kitchen) any time of day so long as all members of the apartment are in agreement.

- Visitors are not permitted to sleep in the residence.

Bedroom: Everyday: from 10am until 11:00 p.m.

- The roommate of the person with the visitor must also be asked for approval.
- At all times during these visits the bedroom door must be open.

See Guests-Overnight policy for non-residents/visitors staying in a residence overnight.

Pets: No pets, with the exception of fish, are permitted in the residences.

Pranking: Initiating, encouraging, supporting, or participating in pranks or raids that are inappropriate, disruptive, offensive, or hostile toward residents and/or staff or that jeopardize the safety and security of others is prohibited.

Refrigerators: Additional appliances (fridges, mini-fridges, freezer, etc.) may not be brought into the residence. In the case of extreme allergies, where food needs to be kept separate, students may request a mini-fridge and if approved, it will be provided by Campus Services.

Roofs: Students are not allowed on the roof of any building on campus. No games involving the roof or that may cause damage to the residence are permitted.

Rooming Arrangements: The university reserves the right to make room and roommate assignments, while allowing the students as much choice in this matter as possible. Although we do try to accommodate requests for roommates, the Student Life Department encourages individuals to meet new people and cautions that roommate requests can only be met if the requested person has also completed a form and submitted a deposit.

The university also reserves the right to change room assignments or terminate a housing placement whenever this seems in the best interest of the individual or residential community.

Moving to a new room or residence may only occur with the Resident Director or Community Life Director's approval.

Satellite Dishes: No satellite dishes may be installed on campus in student residences. Satellite television is available in the Rec Centre and in Augustine Hall.

Search Policy (Residences): The courts have acknowledged the educative function of discipline in higher education and do not require that institutions utilize a criminal justice model of adjudication. As a private university, Redeemer University College is not bound to uphold the legal search warrant.

University officials are allowed by law to enter, inspect, and in some cases seize evidence without a search warrant. Under normal circumstances this would include room entry in case of emergency, health and safety inspections announced in advance, maintenance, and for rule enforcement if there is "reasonable cause" to believe that a violation of university regulations is occurring.

Search procedures will be done by two staff people and when possible, the student whose room is involved. Computer files are considered as possible areas subject to search when plagiarism, illegal copying of software programs, and a computer virus are suspected.

(Legal resource: Barr, M.J. Student Services and the Law)

Smoking: For the health and well-being of those who live, work and study at the school, the Redeemer University College campus will become smoke-free on September 1, 2018. Staff, faculty, students and guests will be asked not to use tobacco and related products, including chewing tobacco, e-cigarettes and vaporizers, while on the university's campus. For more information, see <https://www.redeemer.ca/resound/redeemer-campus-go-smoke-free/>

Sports/Outdoor Equipment on Campus: Due to risk of injury or property damage, Golfing is not permitted on campus. Rollerblading and ball hockey are not permitted on the tennis courts to protect the playing surface. No tenting is permitted on Redeemer property unless it is a Student Life Program.

Theft: Unauthorized use of any person's belongings without permission is not permitted. The loss of property must be reported immediately to the Security Department, either at the Security Desk or in the General Office. The university will make every effort to recover lost or stolen property, but will not be responsible for replacing it. Please consult your insurance agent regarding the coverage of your personal possessions.

Unattended Cooking: Many residence fires begin when the stove, oven or microwave is left unattended. Students are expected to remain present and vigilant at all times when using heating elements to prepare food. Deep frying food in oil is not permitted in residence buildings.

Unauthorized Entry: Students are not permitted to enter another student's residence without prior permission for any reason, including pranking. As in any home, a guest, or someone from another residence, must respect another's home, and enter only if invited. If anyone enters a residence without invitation, the residents are encouraged to report the unwelcome intruder(s) to security and/or Residence Life Staff.

In addition, no entry or storage is permitted in the furnace rooms of 37-42. All vents on these furnaces rooms must remain uncovered to prevent potential furnace and water heater issues and for every student's safety.

What do I need to know about Campus Safety and Security?

Basic Rules of Safety: Redeemer students are not exempt from threats to their personal safety and should use precautionary measures to minimize existing dangers and hazards in the environment. Although living with constant fear is unnecessary and unhealthy, students should be aware of safeguards that deter possible victimization. Here are a few basic suggestions:

1. BE ALERT! Rely on your neighbours and have them rely on you to be alert to suspicious persons and/or unusual events.
2. Keep the door of your residence closed at all times. This will help conserve energy and prevent unwanted guests (of the human and animal kinds).
3. When you leave your car unattended, make sure to lock the doors. Also, do not leave valuables in your car while it is unattended.
4. Unsecured bicycles invite theft. Purchase a bike lock and secure your bike to a stationary object, preferably a bike rack.
5. Identify expensive and/or important belongings with some type of permanent identification.

Emergencies: In the event of an emergency, a student should assess the situation. Depending on the time of day and type of situation, the main switch board (ext. 0), the Security Office (ext. 4444) or the security cell phone (905-961-4444) should be contacted and then your RA/HA. If there is a doubt in your mind, it is best to call 911 (9-911 from a campus phone) immediately to get emergency help. Then call Security at x4444 or 905-961-4444 so they can assist in directing emergency vehicles to your location as quickly as possible, and provide other assistance as well.

Fire Alarms: When the fire alarm sounds all occupants must leave the building using the nearest exit. A Fire Warden for the area will check to make sure that everyone has evacuated. Students, and/or faculty and staff will be notified when it is safe to return to the building.

Never try to call the Fire Department before you leave a building that is on fire. Make the call from a neighbour's phone or from your cell phone away from the location of the fire.

- **Smoke Alarms:** Be certain everyone in the residence recognizes the sound of your smoke detector and carbon monoxide detectors. It is recommended that residential students test their smoke detectors and carbon monoxide detectors at least weekly. If any device is found not to be working, please contact your RA/HA and/or Security immediately.
- **Bedroom doors** should be kept closed while sleeping, to act as a heat and smoke barrier in case of fire. They will not stop the fire but will give you time after awakening to evacuate safely. Before opening the door, feel it for heat and check cracks for seepage of smoke. If either is present use an alternate escape route.
- If smoke is present in the escape route, keep close to the floor, take short breaths, and keep your mouth and nose covered with a cloth (wet if possible).
- **Meeting Place:** Have a pre-arranged meeting place organized.
- **Call the Fire Department:** The RA/HA will appoint another individual to call the Fire Department. It is important that he/she returns to verify that the call was made. While the call is being made, make sure everyone is accounted for. Call Security to provide assistance and appoint one representative from the group to stand at the end of the parking lot to direct the Fire Fighters when they arrive.
- **Once Out - Stay Out:** Don't be a hero - after warning others within your residence, evacuate your residence immediately. Be certain to warn your neighbours in case the fire spreads.

First Aid Supplies: During the day you may obtain basic first aid supplies from the athletic area desk, and every residence is supplied with basic first aid supplies. At night call security at ext. 4444 to obtain supplies.

Medical Emergencies: All RLF's, RA's, HA's, and Security personnel are trained in First Aid and CPR. In case of a medical emergency contact one of them, however, do not hesitate to call 911 if the situation warrants it.

Security: The Redeemer Security Department is committed to ensuring that our campus is a safe and orderly environment to live, work, and learn. The Security Captain oversees a team of student Security Guards, all of whom are trained in First Aid, CPR, security procedures and safe work practices. Security guards are on regular duty within the Academic building and perform scheduled patrols of the campus areas.

Walk Safe Program: The Walk-Safe service is a security service that promotes safe campus living by patrolling the campus and providing an escort service across campus. A Walk-Safe escort can be arranged by contacting the security desk at ext. 4444. Anyone who requests an escort will be accompanied by security personnel on their walk to their on-campus destination.

It's time to move out. Now What?

Check-Out (Mid-Year)

If a student moves out after the first semester, the deadline to be out is Wednesday, December 19 at 5pm. An inspection must take place to confirm the room condition and any damages for which charges will be made. It is the responsibility of the student to arrange a time with his or her RA/HA to do this. A general inspection of the residence will also be made to confirm any common area damage for which the student is responsible. If a remaining student wishes to move into the vacated space, arrangements must be made to have the inspection completed BEFORE such a move or the moving student will be responsible for any damages in the vacated bedroom. Any room switches must be authorized by Student Life.

Check-Out (Year-End)

Students living on campus must be moved out of their residences by Saturday, April 27, 2019 at 2pm. All furniture, including beds, must be left in the orientation in which it was found at the start of the year, and all items not present at the start of the year must be removed if the student is to receive a full damage deposit refund. Damage reports must be completed by students and checked and signed by their RA/HA before the RA/HA leaves.

Damage Reports and Deposits

- Each student in residence is required to pay a damage deposit of \$150 at the beginning of the year as part of their \$400 enrolment deposit.
- Damage reports are filled out in September when students arrive and again in April as students prepare to leave. Damage or excessive wear to the residence or its contents will be charged to the resident who damages the property. Where individual liability cannot be established, the residents of the unit will be held collectively responsible for the damage costs.
- All students are responsible to do their part to clean their residence before they leave at the end of the year. Details will be given by Residence life staff during the second term.
- Any damages and/or cleaning charges will be deducted from the student(s) damage deposit. Should the amount charged for cleaning and damages not be covered by the damage deposit, the extra will be charged to the student's account.
- Students must do their best to mitigate any damages by reporting them to maintenance as soon as possible. Any pranking (while prohibited) involving vandalism must be reported to ensure any damage can be repaired and messes/stains cleaned while they are fresh and easily clean-able. No do-it-yourself repairs should be attempted to prevent the damage from getting worse.

Residence Fines Appeal Committee (Appealing End-of-Year Residence Damage Assessments and Cleaning Fines)

Jurisdiction: An on-campus resident who has been issued a fine in excess of \$100 for damages to a residence or for cleaning at the end of the academic year may appeal to the Fines Appeal Committee in writing or via email normally within 10 working days of having received a fine assessment. The appeal is to be directed to the Dean of Students.

In the event that an entire residence has been assessed fines for damages or cleaning, the residence may appeal "en masse" whereby a single resident may appeal on behalf of all those in the residence affected by the fine(s). In such a case, the appeal letter or email must specify on whose behalf the appeal is made. All those listed as part of the appeal may appear in person at an appeal hearing, but this is not required. Should this not be possible, a telephone conference call may suffice. The appeal letter or email needs to be received by the first Tuesday in June.

If a student feels that s/he has received a charge in error (was not living in the room where the charge was assessed, was not responsible for the chore that was assessed as incomplete), s/he is encouraged to notify the Residence Life Office regardless of the amount of the charge.

Structure: In dealing with damage assessment appeals, the Fines Appeal Committee is comprised of the Director of Physical Plant & Security, the Community Life Director, the Director of Campus Services and one student who has lived in on-campus housing. The committee may request that resource individuals attend the meeting to provide further information.

Procedure: The Fines Appeal Committee will meet on 2 days in June to hear the appeals. All appellants, if present, and committee members will be provided with all documentation from those who have assessed the fine(s) and any subsequent documentation that may be of assistance in considering the case.

Outcome: A majority vote of the Fines Appeal Committee will be required to modify the original fine assessed. The Dean of Students will follow up in written form or email to the student who filed the appeal. The decision of the Fines Appeal Committee is binding.

Notes

HERE

I AM.

“God called to him
out of the bush,
“Moses, Moses!”

And he said,
“Here I am.””

—EXODUS 3:4B



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