

# St John's College

## Residence Handbook

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# St John's College Residence Handbook 2017-2018

## Welcome to St John's!

We believe that our Residence brings something unique to the world of campus housing. As a small residence, St John's fosters real community and real social interaction: it's small, but not too small. Our community enjoys a varied and active social life, yet also values and supports academic excellence. The College support and administrative staff are friendly and available, and our facility, though simple, is well-equipped and comfortable. We are sure that you will soon find yourself at home here.

## People to Know

### *The Residence Leadership Team*

This team is made up of the Dean of Residence, the Residence Dons, and the Co-Presidents of the Residence Students' Association. As the name implies, the Res Leadership Team provides leadership and guidance for the residence, promotes community life and helps to make the residence a great place to live and study.

### *The Dean of Residence*

The Dean is responsible for the overall operation of Residence, including admissions and recruitment, discipline, the oversight of Residence programming, and the supervision of Residence staff. The Dean works in conjunction with the Bursar in areas related to physical maintenance, housekeeping, food services, and finances.

### *The Dons of Residence*

The four Dons are full-time students employed by the College to provide leadership, supervision, and direction in the day-to-day life of the Residence. Under the direction of a Senior Don, and in close collaboration with the Dean, the Dons of Residence serve to enforce Residence policies, provide counsel and support, offer relevant student programming, and trouble-shoot in a wide variety of areas. A Don is on duty each weekday from 4:30 p.m. until 8:30 a.m. the following morning. On weekends, a Don is on duty from 4:30 p.m. Friday until 8:30 a.m. the following Monday. To contact the Don on duty, call the **Dons' Cell Phone: 204-291-5687 (204-291-LOVR)**.

### *Residence Council Co-Presidents*

A team of Co-Presidents is elected each spring to serve the Residence community for the following year. While not formally College *staff*, they do play a key role in the running of Residence life. Along with the Dean and Dons of Residence, the Co-Presidents serve on the Residence Leadership Team, which meets weekly to plan programming, make policy recommendations, troubleshoot problems, and consider disciplinary issues. The Co-Presidents play an active role in the Residence Disciplinary Procedures.

### *Residence Council*

The Co-Presidents do not work in a vacuum! The Director of Communications, the Director of Finance, Hall Representatives, and Co-Yearbook Editor all play key roles in the life of our Residence. Some Council positions are reserved for Returning Residents, many are open to New Residents, so please consider becoming involved.

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## Important Dates

### 2017-2018 Academic Year Residence Schedule

First Term	Fall 2017	Second Term	Winter 2018
Sat Sept 2	Move-In day	Tues Jan 2	University re-opens
Sat Sept 2	Meals begin with brunch	Tues Jan 2	Meals resume with breakfast
Mon Sept 4	Labour Day	Fri Feb 16	Meals end with supper
Sept 5 ( <i>tentative</i> )	JumpStart Orientation	Feb 17 – 24	Optional Meal Plan available
Sept 6 ( <i>tentative</i> )	JumpStart Orientation	Feb 19-23	No Classes - Reading Week
Sept 5-6	U1 Orientation	Sun Feb 25	Meals resume with brunch
Thurs Sept 7	Classes Begin	Apr 9-23	Exam Period
Dec 11-21	Exam Period	<b>Mon Apr 23</b>	<b>Meals end with supper</b>
<b>Thurs Dec 21</b>	<b>Meals end with supper</b>	Tues Apr 24	Move Out day ( <i>check out at noon</i> )

For a complete listing of important dates, please visit:

<http://umanitoba.ca/student/records/deadlines/index.html>

## Settling In

### JumpStart College Orientation

If you're new to the College and the U of M, we encourage you to take part in JumpStart, the College's 24-hour orientation for new members. JumpStart takes place in conjunction with the University of Manitoba Orientation the two days before classes each year. This is a great opportunity to get to know the College and meet other new students along with some seasoned College veterans before classes start.

If you are registered as a College member, you will receive information on JumpStart in the mail. Otherwise, you can contact the General Office for more information.

### Moving In

Move-in day is Saturday, September 2, 2017, between 10:00 AM and 3:00 PM. This is the Saturday of the Labour Day weekend. On move-in day, you should go the main Residence entrance on the north side of the building. See the map on the U of M website for details. You can park temporarily in the loading zone or in one of the metered parking spots in A Lot to the east of the Residence, where parking is free on weekends and holidays. The Don's team will be waiting at the front door to assist you. You will need to provide the name of your emergency contact person to the Don at that time and this will remain on file. Once you have been checked in, you can start moving into your room and unpacking.

**Please let the Dean of Residence know if you need to move in on a different date.**

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## Important Things to Know for Your First Night in Residence

Meet your neighbours: you never know when you'll need to borrow laundry soap, ask them to turn down their stereo, or share a pizza on your first evening in Residence.

### *First Week Activities*

Activities begin on move-in day, and run for the duration of the week. It's an excellent opportunity to make connections with the people you'll be living with for the coming year, and should not be missed!

### *Residence Fees*

By the time you have moved in, you will already have paid the \$1,000 non-refundable room deposit, which is applied to your April fees. The balance of your first-term fees is due in early September and the balance of your second-term fees is due in early January.

A detailed breakdown of your rates can be found online here:

[http://umanitoba.ca/colleges/st\\_johns/residence/Resident\\_Rates.html](http://umanitoba.ca/colleges/st_johns/residence/Resident_Rates.html)

### *Insurance*

You are solely responsible for providing insurance coverage for your personal property during the period of occupancy. Depending on your situation, you may still be covered under your family's home insurance policy. If you are not so covered, you are advised to arrange for a *tenant's package* through an insurance agent.

### *Parking*

Residence parking spots are located on the east side of Residence. All campus parking is controlled by the University's Parking Services, Welcome Centre, 423 University Crescent (474-9483). Yearly passes go on sale starting in June – check this website for updates: <http://umanitoba.ca/parking/student/>. If you've registered for a pass, you can pick it when you move in. For a temporary pass, visit Parking Services (located in the Welcome Center) in person. Parking at the meters and ticket-dispenser spots on campus is free on evenings and weekends (check the signs first!), but is never free in the Residence lot.

## Residence Facilities

### *Your Room*

St John's College has 95 single-occupancy Residence rooms on three floors, and three self-contained suites. Each single room is furnished, and measures 8' x 14' (about 112 sq ft). Each single room contains:

- a single bed (mattress is 80\*36 inches)
- a desk
- a desk chair
- an occasional chair
- closet with shelves
- a mirror
- a bulletin board
- a fan

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## *Keys*

You will be issued one key for the Residence entrances and one for your own room. You may not duplicate your keys or loan them. If you get locked out of your room, contact the Don on duty or the Receptionist for a pass-key. If you lose your keys, you will be issued a temporary set for a week. If your keys do not resurface during that week, your lock will be changed at your expense, and you will be charged for the lock change and new keys (\$100 per key).

## *Washrooms*

Washrooms are located in each hallway and have sinks, toilets, bathtubs, and showers.

## *Internet Service*

Every residence room is wired for Shaw high-speed internet. There is also wireless high speed internet provided by the University of Manitoba. Internet is provided is included in the residence fees.

## *Cable Service*

Since we have a cable connection in each room each student has the opportunity to sign up for Cable TV through Shaw. This added expense is covered by the student if they wish to have Cable TV.

## *Laundry Room*

A card operated laundry is located on the lower floor of Residence. Laundry credit cards may be purchased General Office. There is a \$10 deposit for the card.

## *TV Rooms*

The "large" and "small" TV Rooms can be found on the lower floor. Both televisions are provided with cable, and both have DVD players.

## *Games Room*

The Games Room is located on the lower level of Residence and equipped with a pool table. There is a foosball table in the big TV room. You can sign out equipment for tables or board games from Residence Council members.

## *Storage*

Limited storage space is available for Residents (the equivalent of two medium-sized boxes per person). There will be a fee of \$20/medium sized box if you need additional storage. Only boxes or suitcases are acceptable vessels for storage items – no garbage bags, laundry hampers, etc. Access to the storage room is arranged through the Residence Dons. Lost, stolen, or damaged items will not be covered by the College.

## *Things to Bring (\*important)*

- \* pillow
- \* sheets and blankets
- \* towels
- \* hangers
- \* toothbrush, toothpaste, soap, shampoo
- \* flip flops for the shower
- desk lamp or floor lamp
- plants
- bathing suit
- fancy clothes for Residence Banquets etc.

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- slippers
- pens, paper, etc.
- mittens, toque, long underwear, scarf (or buy a College scarf at the G.O.!)
- Band-aids
- nail clippers
- skates, baseball glove, Frisbee, etc.

***Candles and incense are not allowed in the building. Do not bring candles or incense, since you are not allowed to burn anything or use an open flame! This is a fire hazard and there is a fine of \$100 for this.***

## Services

### Meals

Meals are served in the Residence Dining Room on the lower floor. We offer breakfast, lunch, and supper every day (except weekends and statutory holidays, when there is a brunch and supper menu), and a complimentary snack on Sunday night and at night during exam period. Meal times are posted on the bulletin board by the Food Services area. If you have to miss a meal due to class scheduling, you can order a bagged lunch or saved supper in advance.

**Meals are not served during the Christmas vacation break. During the February Mid-Term break if you wish to be on a meal plan, you need to pay for this in advance.**

You cannot take food or dishes out of the Residence Dining Room and you do have to wear shoes or slippers in the Dining Room. There is a \$20 charge for taking food or dining hall related items from the food services area. If you wish to have a guest for a meal, you must purchase a meal ticket from the General Office during business hours or from the Don on duty on weekday evenings or on the weekend.

### Mail

Mail is delivered to the General Office on weekday mornings, where it is collected by the Don on duty and put under the door of your room. If you get a parcel, you will receive a notice, and can pick it up from the General Office. **Your new address is:**

*Your name*  
St John's College Residence  
(*Your Room Number*) – 92 Dysart Road  
Winnipeg, Manitoba  
R3T 2M5

### Housekeeping

Housekeeping Staff will vacuum and empty garbage in individual rooms weekly, while hallways and bathrooms will be cleaned and attended to daily. The staff needs to clean your room every week to prevent cleaning problems from building up. Housekeeping-related concerns should be reported to the Housekeeping Staff or the Dean of Residence.

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## Maintenance and Repairs

If anything in Residence or the College needs repairs, do not do it yourself! Please report issues to a Residence Don or to the General Office; Maintenance staff will take care of the problem for you.

## Building Security

The Residence is locked at all times for the safety and security of all Residents. Only Residents and authorized staff have keys for the exterior locks. For everyone's safety, never prop doors open or lend non-Residents your key (these are violations of the Residence Contract). Do not give access to unidentified or unaccompanied individuals.

## Policies and Procedures

This section gives a quick overview of important policies and procedures. Your Residence Contract provides more details.

### *Smoking*

The entire College, including the Residence, is a smoke-free facility. Use the designated smoking area outside the north entrance of the Residence. Smoking is not permitted within 8 metres (25 feet) of University building entrances.

### *Alcohol Policy*

In general terms, those who are of legal age to purchase and consume alcohol are entrusted with the responsibility for their own alcohol use. Under no circumstances are minors permitted to consume alcohol in Residence. Open liquor is not allowed in Residence outside of the individual rooms, which, under Manitoba liquor laws, are considered private apartments. If a student's use of alcohol appears to have become problematic, either for the student or for others in Residence, this will be addressed by the Dean of Residence.

### *Damages*

You are responsible for any damages to your room, except that which comes from normal wear and tear. At check-in time, a room inventory is done, listing among other things room condition. On move-out day, a similar inventory is done to assess damages.

### *Noise*

The Residence noise policy exists for the benefit of all Residents! During Study "Quiet" Hours listed below any noise you make should be kept inside your room (so your neighbour can not hear it), or within one of the common rooms. At all times, noise must be kept at a reasonable level. A fine can be levied at the Dean's discretion for repeated noise violations.

### **Study Hours (Quiet Hours)**

- Sunday to Thursday: 10:00 PM – 8:00 AM
- Friday and Saturday (and long weekend Sundays): 2:00 AM – 8:00 AM
- 20-hour quiet hours are in effect during December and April exam period
- Moderate noise is acceptable between 11:00 AM and 1:00 PM and between 5:00 and 7:00 PM

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## *Fire Alarms*

By law, all students are required to participate in any fire alarm or drill. For your own safety, if you hear the alarm, then leave the building immediately. We meet in the Cloister, which is the area between the Chapel and the College buildings.

## *Cooking in Residence*

Cooking (popcorn poppers, microwaves, etc) is not permitted in individual rooms. "The Buttery" on the lower floor is a kitchen facility equipped with microwave, fridge, toaster and dishwasher. The Residence Council provides cookware, plates, and utensils for the students to use. It is your responsibility to clean up after you use the kitchen.

## *Changing Rooms*

Rooms are assigned before Residents arrive in September. Under normal circumstances, students do not change rooms during the course of the year. Any changes in rooms must be based on very serious considerations, and meet the approval of the Dean of Residence.

## *Visitors*

You are welcome to have visitors in Residence, but be advised that your visitor is *your* responsibility. If you invite a guest to lunch, don't forget to buy a meal ticket!

## *Overnight Guests*

You are welcome to have an overnight guest, but you must sign in your guest with the Don on duty before the end of quiet hours, and you are considered responsible for your guest's behavior. If you wish to have an overnight guest for more than two consecutive nights, you must clear this with the Dean of Residence first. Long-term guests are not permitted (maximum of 7 nights per term).

## Disciplinary Procedures

The residence is an excellent living and learning environment, and the Residence Disciplinary Procedures ensure proper behaviour among Residents and guests. This helps keep the residence a great place to live. These procedures ensure the physical safety and emotional well-being of the residents, as well as the protection of personal, College, and University property.

## *Verbal Warnings*

For minor and isolated infractions of the Contract where the Resident is deemed amenable to change, a Residence Don may issue a Verbal Warning, which is documented and reported to the Dean of Residence.

## *Incident Reports*

For more serious contract violations, the Don will complete an Incident Report. The report will be delivered to the Dean. The Dean may deal directly with the issue (e.g. a fine for noise violations), or may call a hearing of the Peer Review Board. Repeated Incident Reports, or reports detailing infractions of a particularly serious nature, will normally result in a Peer Review Hearing.

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## *Peer Review Board*

The Peer Review Board is chaired by a College Fellow (who does not have a vote in the process), and includes the Dons of Residence (excepting the Don who filed the Incident Report) and one of the Residence Council Co-Presidents. The decision of the Peer Review Board is considered binding, subject to an appeal based on a) procedural grounds or b) a claim that the sanction is inappropriate in relation to the infraction. Details of the Peer Review and Appeals processes are contained in the document *St John's College Residence Disciplinary Procedures*, which is available in the office of the Dean of Residence (215 in the College).

## *Fines*

The Dean of Residence is entrusted with the authority to levy fines for specific Contract violations. For a complete listing please refer to your residence contract.

## *Dangerous Conduct – Summary Removal*

Where the conduct or threatened conduct of a student is of such a character that, in the judgment of the Dean of Residence, it poses a threat to the safety of other Residents or to College property, the Dean of Residence may remove the student from Residence either indefinitely or until the threat no longer exists, notwithstanding an appeal.

## Moving Out

It is generally understood that students will move out of Residence within 24 hours of completion of all College and University obligations. Unless special arrangements have been made to stay for summer session with the Dean of Residence, you must be completely moved out of Residence within 24 hours of completing your final exam.

## *Check-Out Procedure*

Proper check-out involves telling the Dons ahead of time when you plan to leave, and having the Don on duty check you out of your room. Check-out procedure includes completing a Room Inventory/Condition card with a Don, turning in your room key, and filling out an address form for the College. When you leave, make sure your room is clean, any garbage put in the shack outside Residence, and furniture has been returned to its original position. You must remove all belongings before check-out.

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## Summer Residence

Students may contact the Dean of Residence in the General Office for information about summer residency. If you want to reserve a room for the summer, apply early. We need to receive your application before we can reserve a room for you.

## St John's College Membership

Each Resident is required to become a member of St John's College. It is your responsibility to register using the University of Manitoba registration system. If you have not yet registered as a College member by two weeks after you have moved into the residence, the College Registrar will add the SJC membership to your U of M registration. The membership fee will be added to your U of M tuition fees. Normally, this will be \$10 per academic term.

### Benefits of Membership:

- **Facilities** – Right next door to Residence, you'll find classrooms, General Office, Fellows' Offices, Library, Computer Lab, Daily Bread Café, Student Lounge, Chapel, Students' Association Office, Study Carrel Rooms, Lockers
- **JumpStart** – Meet some of the folks you could be spending the next four years of your life with at the College's orientation for new Johnians. If you're a new student, and registered as a St John's member, you'll receive information about JumpStart in the mail.
- **Scholarships and Bursaries** – Over \$85,000 in scholarships, bursaries, and awards is available for St John's members. Applications are posted in September and February.
- **10% Discount** – for College members in the Daily Bread Café.
- **Study Carrels** – Johnians can apply to rent a carrel in one of the study carrel rooms. Applications are available from the Student Council Office at the beginning of the fall term.
- **More Study Space** – Members can also study in College classrooms when they are not in use, just display your student card with SJC sticker in the window of the door.
- **Lockers** – members can apply to rent a locker from the Student Council.
- **Student Government** – Positions on the College's Students' Association (SJCSA) include Senior and Vice-Sticks, Treasurer, Programming Directors, Literary Director, First-Year Representative, U of M Student Union (UMSU) & Assembly Representatives.
- **Events** – including the fall and spring barbeques, socials, glow bowling, movie Fridays in the student lounge, and a Grad dinner. Intramural teams for various sports are formed at the beginning of each term.
- **Student Lounge** – where you'll find some of the most comfortable couches on campus, a foosball table, a TV, a fridge and microwave.
- **The Anglican Connection** – St John's College is affiliated with the Anglican Church of Canada. Everybody is welcome to attend chapel services. Contact the Chaplain for more information.

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## Getting Around Winnipeg

### *Winnipeg Transit*

Winnipeg Transit is a relatively easy way to get around. The main bus stops on campus are located across from Speechly-Taché Residence and at the corner of Dysart Road and University Crescent. Some important routes are:

- **160 Pembina** runs between the University and downtown
- **161 Pembina Super Express** follows the regular '60' route, but does not stop at all between campus and Osborne St.
- **185 Osborne Village Express** is a Rapid Transit Route that gets you to Osborne Village
- **75 Crosstown East** runs from the University to St Vital Shopping Centre to Kildonan Place and back.
- **162 Richmond "University/Downtown"** runs from the University, through Fort Richmond, then downtown.
- **78 Crosstown West** runs between the University and Polo Park on weekdays.
- **36 Northwest Super Express** from the University to the Maples takes you north with few stops. This is a direct route to Corydon Avenue at the western end of little Italy.

Starting in September 2016, every student will receive a bus pass that is valid for the entire academic year (September-April). The U-Pass gives you unlimited rides on any Winnipeg Transit bus. If you know the 5-digit number for your stop (listed on the sign and in the Yellow Pages), you can call **Telebus (287-RIDE)** to find out when your bus will arrive. If you don't know the stop number, you can call Transit Information at **204-986-5700**, and tell them the location of the stop. Bus Schedules are also available on the Winnipeg Transit Website, [www.winnipegtransit.com](http://www.winnipegtransit.com).

### *Taxis*

Taxis are fairly expensive (about \$20 from downtown to the University), but they do run at night. When you call for a taxi, give the dispatcher your name and the address where you are. The more accurate this information is, the quicker you'll get home. Duffy's Taxi 204-775-0101, Unicity Taxi 204-925-3131

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## Useful Phone Numbers

### Emergency Numbers

U of M Security Services .....	474-9312
Emergency (from any phone) .....	911
Campus Safewalk .....	474-9312
Emergency (on campus) .....	555

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Dons' Cell Phone .....	291-5687
Dean of Residence .....	474-8363
General Office/Receptionist .....	474-8531
General Office Fax.....	204-474-7610
Registrar/Warden's Secretary .....	204-474-8520
Assistant Bursar .....	204-474-8532
Student Council Office .....	204-474-9357
Library .....	204-474-8542
Student Lounge .....	204-474-6959
Food Service Manager .....	204-474-6826

### University Services

University 1 Office .....	204-474-6209
Library Hours.....	204-474-9770
Answers Information Booth.....	204-474-8211
The Book Store.....	204-474-8321
Archives Book Exchange .....	204-474-6511
Digital Copy Centre .....	204-474-6533

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Student Records..... 204-474-9423

UMSU General Office..... 204-474-6822

University Health Service (24 hrs)..... 204-474-8411

Counselling Services..... 204-474-8592

Peer Advisors ..... 204-474-6696

Student Advocacy ..... 204-474-7423

If you arrived before meals begin, you can cook in the Buttery, find a restaurant off-campus, or order out. Check out <https://www.skipthedishes.com/> for a variety of delivery options.

### *Map of Campus*

A map of the university may be found at the following address: <http://www.umanitoba.ca/maps/>