



HURON

RESIDENCE
HANDBOOK



Table of Contents

Welcome	2
Our Mission	3
Purpose of Residence Living	4
Who's Who in Residence	5
Where You Can Find Residence Life Staff	7
Getting Involved in Residence Life	8
Culture of Respect	9
Commitment to Diversity	9
Packing for the Big Day	10
What to Bring	11
What NOT to Bring	11
The Big Day Arrives: Move-in at Huron	13
Room Assignment	15
Roommates and Suite mates	16
Getting Along is a Worthwhile Challenge	18
Roommate/Suite Mate Bill of Responsibilities	19
Meal Plan Information	20
ConnectIT and Email Access	22
Finding Your Way Around Huron	23
Safety Precautions	27
Decorations and Wall Hangings	30
Respect for the Residence and Its Students & Staff	31
Respect for the Facilities and Buildings	32
Damages and Liabilities	33
Personal Responsibilities	36
Keys/Access Cards	38
Noise	39
More Personal Responsibilities	41
Managing Behaviour	44
Endangering Behaviours	44
Fire Safety	48
Residence Fees and Regulations	50
Other Important Stuff	52
Student Counselling & Health Services Available	53
Important Dates	55
Important Numbers at Huron University College	56



Welcome!

The Housing Staff at Huron are thrilled that you have decided to spend this year in residence at Huron University College. We are committed to the educational mission of the University and we strive to foster an atmosphere which is conducive to your personal and academic development. The Housing Staff who live with you will provide support services and help you with your transition to university and residence living.

The purpose of this handbook is twofold. First, it will provide you with a resource of information about the services available in residence and on campus. The information in this handbook ranges from where to store your bicycle to how to deal with student conflicts. The second purpose of this handbook is to outline the policies and procedures which are necessary for community living.

We want you to feel at home here at Huron. Please don't hesitate to contact a Housing Staff member if you have any questions or concerns. In order to make this a comfortable place for you to live, we need your feedback. Please participate in floor/house and Huron University College Students' Council (HUCSC) activities and help create the type of residence life you desire.

We wish you the very best during the upcoming school year, and hope that you will take advantage of every opportunity to make your residence experience an integral part of your university education.

Huron Housing Staff

Our Mission

The mission of the Huron Housing Program is to provide opportunities for students to realize their intellectual and personal potential in a supportive, safe and secure environment for all members of the Huron University College community. This learning community will complement the mission of Huron University, cultivate an appreciation of diversity, and foster an environment of mutual respect and cooperation.

Our Vision

Every effort of the Housing Program will strive to enhance the overall educational experiences of our residents.

Our Objectives

- To challenge residents to accept responsibility for themselves as individuals and as members of the residence community through the policies outlined in the Residence Handbook.
- To provide and support well-trained Housing Staff to assist residents as they pursue successful experiences at Huron.
- To encourage an environment of mutual respect that promotes personal, social and academic development.
- To encourage campus involvement and active learning within a diverse community.
- To help students develop a sense of belonging in their residence community by supporting and promoting opportunities for involvement, leadership, and diversity.
- To offer residents programs and opportunities to engage in social and intellectual interactions.



Purpose of Residence Living

Huron offers students unique opportunities to grow, learn, expand their awareness and understanding of others, create friendships and develop their own potential, and that process begins with on-campus living. The residence experience at Huron is unique because the living environment is closely connected to the academic environment. The result is a feeling of home away from home, focused on academic success.

The goal of the Huron Residence Life Program is to provide opportunities for students to realize their intellectual and personal potential in an environment for all members of the Huron community. As a part of this goal, Huron requires that residents must be willing to accept the responsibilities set out in this handbook. As a result, each resident is part of an effectively functioning residence community. The sense of community which makes living in residence such a valuable experience is created by interacting with others.

This process of community living is facilitated by a trained Housing Staff consisting of Head Don, Lead Dons, Dons, Residence Support Coordinator, and our Residence Managers. These staff members work together with the Dean of Students to maintain the harmonious operation of the residences while providing programs to enhance residence life.

Moving into a new community and a new way of living can be a challenge, but the Housing Program at Huron has been set up to make that transition as smooth as possible. For one thing, there are people here to help. The members of Huron's Housing Staff live with you in the residence and are trained to maintain an environment conducive to sleep, study, and the well-being of the residents; ensure the enforcement of the residence regulations and guidelines; provide residents with advice and resources regarding all aspects of university life; and participate as full members of the residence community. What's more, they have all been, at one time or another, exactly where you are now: a little nervous, a little excited, and full of questions about university and living in residence.

Who's Who in Housing

Dons/Lead Dons

When you move into residence at Huron, one of the first people you will meet is your Don. Dons are experienced upper-year students who wish to live in residence in order to provide a leadership role on their floor or in their house. They are willing advisors and resource people, and are available to talk about any social, academic, or personal concerns you might have. Dons help to enforce the residence rules and Huron standards so that you can sleep, study and socialize comfortably. Under the direction of the Head Dons and with the support of the Residence Managers, Dons organize social and academic programs that will entertain you, give you the opportunity to meet new people, inform you on a range of student-related issues, help you manage your stress, and maximize your enjoyment of residence life.

What does a Don do?

In addition to being a student, a Don's responsibilities in the residence halls take top priority. Here are some of the roles assumed by our Dons:



Educator

A key part of the Don position is to get to know each and every resident on their floor in a meaningful way. In addition, a Don is asked to facilitate educational, social, and other types of programs for residents. It is important that the Don spends the time and energy necessary to build a community among the residents of their floor or building. One of the foundations of this community is the understanding that the living environment compliments academic pursuits.



Counselor

Many residents come to their Don with personal issues and academic concerns. Dons are caring individuals that receive training in order to respond with skill and sensitivity in a variety of counseling situations.



Resource person

As a representative of the Housing team, a Don plays a vital role in disseminating information about on-campus events, policies and procedures to residents. Posting flyers, writing newsletters, maintaining up-to-date bulletin boards, and hosting meetings are some of the more common ways a Don serves as a resource person.



Disciplinarian

A Don must uphold, follow, and enforce the policies of the residence and of the University. It is important for a Don to understand and be able to articulate the rationale of various policies in order to maintain a respectful community. Dons work collaboratively with the Residence Managers in dealing with disciplinary issues.



Role model

Dons are expected to follow all University and Housing policies. A Don must role model responsible, community-oriented behavior and is expected to encourage the development of these behaviors in other students.

Head Don

The Head Don lives in O'Neil/Ridley Residence. The Head Don is generally in the third or fourth year of their University degree and have had experience as a resident and as a member of the Housing Staff team. One of the keys to successful residence living is academic and social programming, for which the Head Dons are responsible. Because of their experience, the Head Don is able to provide support and leadership to the Dons and assist the Residence Managers with the day-to-day operation of the housing department and meet students' needs.

Residence Support Coordinator

Along with the Residence Managers, the Residence Support Coordinator assists with the day to day management of our Residence Life Program. This individual supports and mentors the Dons throughout the year. They are a member of the Residence Discipline Committee to review all incident reports outlining any behavioural or disciplinary issues. They are full-time employees of the University and a resource available to students at any time. They report directly to the Residence Managers.

Residence Managers

The day-to-day management of our Housing Program is handled by our Residence Managers. The Residence Managers are full-time employees of Huron University who have had experience with residence living and who are committed to ensuring that residents have exceptional on-campus living experiences. The Residence Managers are responsible for the supervision and training of the Dons, advising residents, and handling conduct and discipline issues. The Residence Managers report directly to the Dean of Students.





Where You Can Find Residence Life Staff

From 7:00 pm – 7:00 am every day, there are four Dons on duty and a Lead Don on call 24/7. You can contact a Duty Don by calling Huron Campus Security at ext. 555 or by visiting the Campus Security Desk in W building. Housing staff live with you in residence at the following locations:

Head Don

Room 124 O'Neil/Ridley

Residence Dons – Hellmuth

Ground floor – Rm 4

1st floor – Rm. 103

2nd floor – Rm. 203

3rd floor – Rm. 303

Residence Dons – O'Neil/Ridley

1st floor – Rm. 118 & 125 & 144

2nd floor – Rm. 218 & 243

3rd floor – Rm. 315 & 335

Residence Dons – Southwest Residence

2nd floor – Suite. 206

3rd floor – Suite. 306

Residence Dons – Brough House

Brough – Room 11

Getting Involved in Residence Life

Consider getting involved in residence life by taking advantage of the following opportunities:



Housing Council

First-Year Delegates are first year student leaders who assist with building

floor cohesiveness and helps the Don with floor programming. First-Year Delegates are enthusiastic volunteers who are eager to assist with programming, advocacy, and the implementation of residence life. The Delegates also act as liaisons between floor residents and staff members. In addition, the Delegates are members of our Housing Council Committee. First-Year Delegate applications are due mid-September – ask your Don for more information!



Residence Don (Upper Year Student)

Dons implement the Residence Life Program

and serve as peer advisors to other students in residence. A Don is a student who demonstrates maturity, integrity, academic success and interest in others. He/she/they promotes by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy of Huron University, and the goals of the residence life program. Dons ultimately look out for the safety, security and development of the students who live in our Residence Halls. Applications become available in January – ask your Don for more information!



Fire Warden (First Year Student)

Huron has Fire Wardens on each floor who help

to ensure the safety of residents during a fire alarm. Fire Wardens assist the Housing Staff to knock on residence doors to facilitate the rapid evacuation of the building during a fire alarm. Fire Wardens also notify the Head Dons or Residence Managers that the floor has been evacuated when the building is in an alarm situation. Fire Wardens are selected within the first few weeks of the year – let your Don know if you are interested!

Culture of Respect...

Members of a University Housing Community share certain goals, some of which include academic accomplishment, friendship, and a sense of belonging. While living in residence, it is essential that individuals respect the rights of their fellow residents, including the right to privacy, property, study, rest, and the equal opportunity to share facilities common to all. Only by respecting others' rights can you expect to have your own rights respected. It follows that the spirit of the residence is one of mutual respect and cooperation, with each resident having the right and the obligation not only to be responsible, but also to remind fellow residents of their responsibilities should their behaviour depart from reasonable standards.

In addition to this Residence Handbook, residents are expected to read, become familiar with, and abide by the Residence Discipline Code. This Code was discussed and drafted by the Residence Managers, and Dean of Students, and reviewed and approved by the Senior Leadership team of Huron University. This Discipline Code is only a guideline; it would be impossible to legislate every facet of residence life, therefore a spirit of common courtesy and respect for others should be maintained at all times. The laws of Canada and Ontario, the Human Rights codes for Canada and Ontario, and the regulations of Huron University will be respected and observed.

Commitment to Diversity

The students and staff of the on-campus community at Huron University are part of a multicultural community. We are of diverse racial and ethnic backgrounds, and national origins. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ. We are unique in that we strive to work and live together, and in the process, we can learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving, and expect others to behave, in ways which demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behaviour and are fully accountable for our actions. We take initiative and responsibility for our learning, and maintain an awareness of the differences which exist in our community in order to avoid actions which will diminish others. These concepts are embodied in the **Huron Promise** and all residents are held to this high standard in terms of expectations for behaviour and attitudes demonstrated within our Residences.

Bigotry has no place within our community, nor do acts of denigration of any other human being on the basis of age, physical challenge, national origin, sexual orientation, race, gender, or religious affiliation. We will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Likewise, we will not accept ignorance or the influence of any voluntarily consumed drugs (including alcohol) as an excuse, reason, or rationale for such behaviour. All of us who work and live in residence must be committed to these principles which are an integral part of our purpose, values and daily activities.

Packing for the Big Day

Long before you arrive on campus, you will begin planning what you might need for the year. You may already have compiled a list of necessities you will want to make your residence room feel like home. Just remember, the first time you walk into your room, it will look sparse – nothing at all like how you’ve envisioned it all these months. However, as you move your stuff in and get settled, it will quickly begin to look like home.

What does Huron provide?

Your room will come equipped with the following:

- bed frame and mattress (twin size)
- desk and chair
- closet/wardrobe
- dresser
- wastebasket and recycle bin
- corkboard, bookshelves
- mirror
- blinds

All Huron property must remain in your residence room.

May I use my own furniture in my room?

If you wish to bring your own furniture you must be able to fit it in your residence room without removing the existing furniture. As well, any furnishings you bring from home must be properly assembled and meet safety standards. Overstuffed, plastic or combustible furnishings may be a safety hazard or pose an increased risk of fire.

What about small appliances, like a refrigerator or kettle?



As there is a limited electrical capacity in each residence room, only the following electrical appliances are permitted (provided they are in excellent working condition and conform to all safety regulations): kettles with automatic shut off, hair dryers/curling irons, single serve coffee makers (i.e. Tassimo, Keurig), Magic bullet, small fan, stereos/TVs, lamps, computers, electric razors, refrigerators (3 cu. ft. or less – maximum dimensions: 19.25” deep x 18” wide x 25” high).



Microwave ovens, toasters/toaster ovens, hot pots, hot plates, rice cookers, indoor grills (ie. George Foreman), crock pots, coffee makers (ie. drip or percolator) or any other cooking equipment are strictly forbidden in residence rooms. Cooking and cooking equipment not only create sanitary problems but violate fire and safety standards.



Additional extension cords or power bars must be CSA approved. Overloading power outlets is a violation of our safety code and you may be asked to remove some of your equipment in such an occurrence. You will be held responsible for damage or threats to safety resulting from non-compliance with these regulations.



What to Bring

You will want to surround yourself with things that make you feel comfortable such as posters, family pictures, etc. However, it is not wise to bring everything you own, given the limitations of your room size. You may want to consider bringing some of the following:

- backpack/school bag
- computer/laptop (although Huron residents do have access to Huron's Computer Lab)
- Laptop anti-theft device/lock
- dishes – a couple of mugs/glasses, a plate and one set of cutlery is plenty
- small fan
- hair dryer/curling iron/straightener
- personal space cleaning supplies (including toilet paper for Southwest residence)
- necessary identification (Driver's License, Health Card, Health Insurance papers, etc.)
- insurance protection for personal property (see pg. 33)
- laundry basket/bag and detergent
- linens (sheets, pillow, comforter etc. for a single bed)
- push pins/tacks for your bulletin board
- recreation equipment
- school supplies (paper, pens, binders, calculator, etc.)
- cell phone
- toiletries and towels – you might want to bring a robe and plastic container/shower bag to transport your toiletries to and from the washrooms
- umbrella – London has its rainy season
- university documents – consider keeping a file folder of all your university publications and correspondence
- electrical power bar



What NOT to Bring

Prohibited/Contraband Items

- candles and incense (these are not permitted in residence lit or unlit), oil lamps or any item requiring a flame
- Cigars/pipes/hookas or shishas/bongs/e-cigarettes/vapes are only permitted for residents age 19+. Please see the smoking/vaping policy on pg. 41 for additional information.
- "large speakers" and "big" stereo systems that can vibrate walls
- subwoofers or base-bins for computers, stereos and musical equipment
- amplifiers
- lamps/lights with halogen bulbs
- black lights, lava lamps, spotlights or any colored bulb – become a fire hazard
- Appliances, including but not limited to: dishwashers, freezers, clothes washers and dryers, microwave ovens, toasters/toaster ovens, full size blenders, hot pots, hot plates, rice cookers, indoor grills (ie. George Foreman) crock pots, coffee makers (drip or percolator), or other cooking equipment are strictly forbidden in residence rooms. Cooking and cooking equipment not only create sanitary problems but violate fire and safety standards.
- draperies/blinds
- heaters or heat lamps

- pets – in consideration of health standards, and those residents with allergies, pets are not allowed in residence (this includes fish, turtles, lizards, birds, rodents, etc.)
- plug-in air fresheners (ie. Glade) – a build-up of scent will activate the smoke detectors
- waterbeds
- glass alcohol bottles
- drinking game paraphernalia
- Firearms and other weapons including paintball guns, B.B. guns, or replicas, or anything that could be considered a weapon
- poker chips, gambling equipment
- non-CSA approved appliances and electrical equipment
- water coolers
- hover boards, drones, or any motorized vehicles
- Illegal drugs, substances or drug paraphernalia.
- Firecrackers, gunpowder, flammable solvents, or other forms of explosive or volatile materials.
- Containers of alcoholic beverages made for mass consumption. i.e. kegs, swish barrels, four-liter cans, Texas mickeys, mini-kegs, etc. (large volume containers – any container over 26 oz. or 750 ml. is prohibited)
- Paraphernalia used in unsafe alcohol consumption, i.e. funnels, beer bong.

The aforementioned will be dealt with as offences under the appropriate sections of the Residence Discipline Code.

If you find that there simply isn't room to bring everything that you want, you may have large items shipped to your residence. Items you ship, however, should arrive only after you have moved into residence so that you may claim them immediately from the mail room. Please be aware that there are no storage facilities outside of a resident's room.

You can make move-in day a snap by bringing just the essentials including toiletries and clothes to last a couple weeks. After a couple of weeks, you can either pick up the rest of your things on a trip home, your parents can bring your belongings when they come to visit, or you can have items shipped to Huron's mail room. By that time, you'll have a good idea of what you really need from home, and what you can realistically fit into your room.



Responsibility for Contents

You will complete a room inventory form at check-in. Please complete it carefully with your Don. The completed form is retained by the Residence Managers as a check against loss of or damage to the room and/or its contents at the end of the year.

You will be held financially responsible for any damage or loss to your room or its contents, and also for the cleanliness of the room upon vacating.

If you are assigned to suite-style accommodations, you are jointly responsible, with the other occupants of the suite, for damage or losses to the shared lounge space in the suite.

The housekeeping staff will inspect the suite washrooms at various intervals, but you and your suite-mates are responsible for cleaning the washroom regularly as well as the common areas in the suite. Failure to keep washrooms or common areas clean, or to clean excessive waste or mess within a reasonable time frame, will result in cleaning fees and possibly disciplinary sanctions.

You will be invoiced for losses, damage, special cleaning, or maintenance required as a result of your period of residency.





Room Assignment

Residence rooms are assigned by the Residence Managers through the automated Residence Application system. Each student will indicate at least three choices on their applications and those will be entered into a computer program that will assign the rooms. Students' preferences are part of the process and the majority of students do get one of their three choices, however, the computer program is built to assign all of the residence rooms at Huron so inevitably some students will be given room assignments that they did not request. Please be aware that the number of requests received for Southwest suites exceeds their availability. Although you are given an option to tell us where you prefer to be placed, we are unable to guarantee that you will be placed in a building that is among your preferred choices.

All room assignments are final. There are no waiting lists for specific rooms or buildings. We cannot guarantee residents their choice of building or room.

We reserve the right to assign rooms based on availability, including assigning students to double rooms, within reasonable limits of safety and comfort, should situations of high demand arise.

Residents may not sublet their rooms or change rooms without the written permission of the Residence Manager.

Room Switches

Room switches will be granted by the Residence Managers in exceptional circumstances only! Students may submit a request for a room change to housing@huron.uwo.ca until the end of October. No room switch requests will be considered after October 31st. Room switches will only be granted in extraordinary circumstances. The Residence Managers are under no obligation to grant room switches simply because there are unoccupied residence rooms.

Room switch request forms are available in Residence Manager's office. The Residence Managers reserve the right to reassign residents to other rooms, floors, or buildings if conflicts or other considerations so warrant.

Roommates and Suitemates

Sharing a room or suite with someone is similar to other relationships; to be successful it requires openness, flexibility, and respect. From the beginning, it is very important to communicate openly with your roommate or suite mate. Learning to live with another person, to acknowledge and respect your differences, and to allow one another the space to grow is one of the most valuable parts of the residence experience. If you have a roommate or suite mate, your Don will assist you in completing a "roommate/suite mate agreement" form.

Should a conflict occur, your Don will meet with you and your roommate/suite mate. He/she/they will facilitate a discussion between you and your roommate/suite mate so that you may complete a mutually agreed upon roommate/suite mate contract outlining guidelines for your shared living space.

The following section, "A Guide to Roommate/Suite Mate Relations", give you some helpful information to read and consider. By keeping these guidelines in mind, you can pave the way to a happy and healthy relationship with your roommate/suite mate.

A Guide to Roommate/Suite Mate Relations

Your Room

It's a place to sleep, study and live and yet, it can be much more. Your room is a haven for intellectual thought, or a place to relax. In part, the quality of life in your room will depend on the relationship developed between you and your roommate/suite mate.

You

You are an individual possessing a wide range of characteristics and interests. You have your own habits, opinions, likes and dislikes. Your family background, career plans, cultural and ethnic identity, religious convictions, and personal abilities add up to your unique individuality.

Your Roommate/Suite Mate

Like you, your roommate/suite mate is a unique individual. The same elements that make you unique, apply to your roommate/suite mate. We all have our own opinions and attitudes. Some of your attributes and values may be challenged. Think about your own values and how they affect your behaviour. Your roommate/suite mate may have diverse values which impact differently on his/her behaviour.

Background

Huron is a place of great diversity. You must strive to understand the individual differences of those around you, especially your roommate/suite mate. As you engage in daily activities and interaction, you must be open to new ideas and experiences. Talk to each other about your backgrounds, so that you may understand where your roommate/suite mate is coming from. Some areas you might discuss:

Family: You may be from a large, boisterous family; your roommate/suite mate may be used to living in a quieter environment and may be from a small family.

Geographic Origin: You are either from a rural, urban, suburban, or international community and probably quite accustomed to that way of living; your roommate/suite mate may have grown up under very different circumstances.

Religious Views: Your religious faith may be an important part of your life; religion, however, may not play the same role in your roommate/suite mate's life.

Cultural/Ethnic Differences: You may be from a community with lots of ethnic diversity; your roommate/suite mate's hometown may have been very different.

Likes and Dislikes: You may have different tastes in music, posters, clothing, and food than your roommate/suite mate. You may not mind a little mess; he/she/they may like things tidy. You may prefer to study late into the evening and sleep in; your roommate/suite mate may be an early riser.

Getting Along With Your Roommate/Suite Mate

Most students are nervous when they hear they will be sharing space with a complete stranger – they expect the worst. The truth is, living with someone else has its own set of advantages and can be a very positive experience and lots of fun.

It is very important to remember that roommates/suite mates do not have to be best friends. There will be times when you and your roommate/suite mate will disagree on issues within your living environment. Experience has shown that the following issues need to be talked about by roommates/suite mates to prevent misunderstanding:

- use of personal items
- study time
- different sleep schedules
- visitation and guests
- cleanliness/tidiness of the room/suite
- use of stereo/TV/telephone/computer
- time for socializing
- space for clothes/luggage
- food in the room/suite



Getting Along is a Worthwhile Challenge

Some Basic Strategies for Conflict Management

Talking – Problems between people often occur because of a lack of communication. Work toward expressing yourself freely. Talking can help prevent differences from being blown out of proportion.

Listening – Learn to listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding by listening for words and identifying feelings without evaluating or reacting immediately.

Flexibility – The way you feel about a given situation today may differ a great deal from the way you feel tomorrow. Expect contradictions and work on being flexible with yourself and others.

Understanding – Do not assume or expect your suite mate to view things as you do. Understand and work to respect differences in attitudes and people.

Cooperation – This joint experience requires honesty and attempts to make the relationship work. When you work together, your chances of mutual satisfaction are increased greatly.

Compromise/Collaborate – Living with another person challenges you to find ways in which all involved can be winners. It does not mean that you have to be less than satisfied.

Communicate – Express yourself clearly (express your needs in a direct, assertive manner), and avoid sarcasm or exaggeration. Learn to deal with conflict so that minor issues or irritations do not escalate into major arguments. Approach concerns as soon as possible, preferably as they occur. Learn to identify and discuss issues while remaining pleasant. The key is to be assertive without being aggressive.

Parents – Parents are encouraged to assist residents in forming healthy relationships with their roommates/suitemates. However, it is the **resident's responsibility** to bring concerns to the attention of Residence Life Staff.

Staff Involvement – Occasionally, an agreement cannot be reached between roommates/suitemates. If you should need assistance in solving a problem involving your roommate/suite mate, you should call upon your Don. He/she/they will inquire as to what steps you have already taken in dealing with the matter, and assist you in finding a solution. If necessary, he/she/they will intervene when a conflict requires mediation. We encourage you to bring concerns to the attention of Residence Life Staff in a timely manner.



Roommate/Suite Mate Bill of Responsibilities

Your enjoyment of life in residence will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate/suite mate and your neighbors. Your basic responsibilities include the following:

- The responsibility to maintain a clean area in which to live.
- The responsibility to respect a roommate's/suite mate's belongings.
- The responsibility to resolve grievances. (Residence Life Staff may assist in resolving conflicts)
- The responsibility to allow roommates/suite mates to read and study, free from undue interference in one's room. Unreasonable noise and other distractions inhibit these activities.
- The responsibility to allow your roommate/suite mate to sleep without undue disturbance from noise, guests, etc.
- The responsibility to allow a roommate/suite mate free access to one's room and facilities.
- The responsibility to provide a roommate/suite mate with personal privacy.
- The responsibility to allow a roommate/suite mate to be free from fear of intimidation and physical or emotional harm.
- The responsibility to ensure that guests respect the rights and privacy of the host's roommate/suite mate and other residents.
- The responsibility to provide reasonable cooperation in use of shared amenities
- The responsibility for the actions of all guests.



Meal Plan Information

The Huron Dining Hall is located on the Huron campus, steps from Western. It offers a unique dining experience, varied cuisine and service in air-conditioned, smoke free, spacious dining rooms.

Students with **special dietary needs** (ie. medical or cultural reasons) are encouraged to contact the Huron Dining Hall in writing at: 1349 Western Road, London, ON N6G 1H3, or by email at huronmanager@browns.ca.

Meal Plan Overview

The plan is based on an "All You Care to Eat" model. Each meal plan holder has unlimited access to the food served in the dining hall, all day, and throughout the entire year, covered by the meal plan payment.

Labeling and Nutritional Information

Providing nutritious foods to maintain a balanced diet is important. At each location, an ingredient list and nutritional analysis of most items is available. Food labels will include price, best before dates and if the product has unique features such as vegan or contains nuts. If you have special dietary needs, you should speak to the Director of Food Services to make sure your needs are met as effectively as possible.

All You Care to Eat Pricing - \$5,790 Flat Rate

AYCTE Rate	\$5490	All meals, all day, throughout the school year (Move-In Day to Move-Out)
Huron Flex Dollars	\$100	For Grab and Go items in the retail section. Can be topped up throughout the year.
Western Flex Dollars	\$200	For certain restaurants and eateries on Western's campus. Can be topped up throughout the year.

When is the Huron Dining Hall open?

7:00 a.m. – 10:00 p.m. Monday to Friday

10:00 a.m. – 8:00 p.m. Saturday and Sunday

The Dining Hall opens its doors Move-In Day and will close for the summer after all students have moved out of residence. It is closed during the mid-year break in December and reduces its service during long weekends, exam periods and the Term 1 and 2 Reading Weeks. Advance notification of any changes in Dining Hall hours will be posted.

How can I use my meal plan?

Your meal plan account is loaded to your Western One student card. You swipe your card at any food service operation on Huron's campus.

Your meal plan also has Western flex dollars to use on Western's campus and partner locations. The alternate dining options can be found at:

www.residenceatwestern.ca/offcampus.cfm

What if I run out of Flex dollars?

Flex Dollars are funds that can be used at outlets on the Western campus and restaurants in the City who honour Western Flex Dollars. You can top up your Huron Flex dollars in the Dining Hall, and your Western flex dollars on Western's campus.

Can I lend my card, or borrow someone else's card?

The residence meal plan is non-transferable. Only you are entitled to use your card to purchase food items. Written authorization will not be accepted. Anyone willfully using another student's card or allowing his/her card to be used will be subject to disciplinary sanctions. The unauthorized use of another student's meal card constitutes theft.

Are there any rules of conduct for the Dining Hall?

The Huron Dining Hall should be a comfortable place for everyone. It is important to clean up after yourself when you are finished your meal. Please use the garbage and recycling receptacles available in the Dining Hall. To meet health and safety regulations, residents are expected to wear proper attire (shirt, shoes, etc.). The throwing of any food item or object in the Dining Hall may result in disciplinary action by the Residence Manager and/or Director, Community Safety.

Connect-IT and Email Access

All registered Huron and UWO students receive a FREE computer account, e-mail address and personal web space. You must activate your computer account by going to: [Western Technology Services - Western University \(uwo.ca\)](https://connect-it.uwo.ca/).

You will need your Western student # and Access Code (formerly called PIN). Follow the directions on the screen to obtain your one-time use password and then log in to Western Identity Manager using the one-time password and create your permanent password. Make sure you record your user name and password for future reference. You will need this information to check your email, get your timetable and marks online, and register your computer for Connect-IT and wireless access.

Can I get internet and email access in my own room?

Connect-IT which is your secure internet connection in your residence room. Connect-IT was initially a wired internet access but in September 2013 wireless service was added as well. Connect-IT is offered and supported through the Dept. of Housing at Western University. For further information about this service, visit: <https://connect-it.uwo.ca/>

What do I get with Connect-IT?

- No monthly bandwidth limits.
- Two ways to connect.
- On-campus technical support.

Computing at Western is a privilege

The use of Western's computing resources is a privilege, available if you honour the requirements and obligations set out in the University's Code of Behaviour for Use of Computing Resources and Corporate Data. As well, as a student in residence, you must follow the Residence Hall Network Connection Guidelines and the Connect-IT Conditions of Use. If you are found to have breached any of these policies, you are subject to the full range of university disciplinary procedures. Sanctions include the temporary or permanent loss of access privileges, financial restitution, termination of your residence contract, expulsion from the University, and/or legal sanctions. Commercial or criminal use is strictly prohibited, as is any use that may seriously impact the performance of the network. Use of software that is not legally licensed is an infringement of copyright. You are advised to read the University's policies and interpretation documents carefully: <https://connect-it.uwo.ca/>

Finding Your Way Around Huron

Silcox Memorial Library

(519) 438-7224 ext. 213

The Huron Library is an excellent liberal arts library. It's a great place to study and do research; further, you can use Huron's computers to check out other Western library holdings. If you really need to cram, try the stacks below.

Hours of Operation:

Monday to Friday: 8:00am – 9:00pm

Saturday & Sunday 12:00pm – 8:00pm

Chapel of St. John of Evangelist (Anglican)

Huron is not only a top-notch school, but it also has a parish church attached to it. The Collegiate Chapel of St. John the Evangelist is straight across from the Library in the Administration Wing, and is the Spiritual Centre of the College. It is available 24 hours a day for quiet, prayer, meditation or if you just need a place to sit and collect your thoughts. There are daily services during the School year and Sunday services through the summer as well. The Chapel serves the Faculty of Theology as well as the Faculty of Arts and is part of the College history and mission. Carol Services, Baptisms, Weddings, Funerals and memorials marking moments of triumph and tragedy have been and will continue to be held here. The Chapel is an Anglican parish in the Diocese of Huron, all persons are welcome to use the chapel for prayer, regardless of denomination or faith. You are welcome!



Huron University College Students' Council Office

(519) 438-7224 ext. 361

The offices of your elected representatives are located directly across from the SAC. Visit the office between 9:00 am and 4:00 pm weekdays to meet your student council and get involved! Times and locations of bi-weekly council meetings will be posted throughout the College. All are welcome to attend.

ATM Access

There is bank machine access available at the back entrance to the Student Activity Centre. It is provided by Scotiabank and is accessible with your bank card 24 hours a day. ATMs for Desjardins, CIBC, Royal Bank, Toronto-Dominion, and Bank of Montreal are located on the UWO campus.



Mail

How do I get my mail?

Except on holidays and during Winter break, mail is received by the Huron Mail Room located on the west end of the Dining Hall, and delivered to the mail boxes in the same area on a daily basis. Your room keys will have an additional smaller key which opens your mailbox. Mailbox numbers are random and not related to key or room number. Packages and large envelopes will be kept in the Mail Room office and you will be contacted at your UWO email directing you to pick up the item. The Mail Room will not accept nor deliver packages without a recipient name.

Mail Room Hours of Operation for Pick-up:

Drop-in hours are Monday through Friday, 10:00 am – 11:00 am and 3:00 pm – 4:00 pm

What is my mailing address?

All mail should be addressed in the following format:

Your name
c/o Huron University College
Room #, Residence Building (i.e: Rm#313, O'Neil/Ridley)
1349 Western Road
London, ON N6G 1H3

Where can I put my outgoing mail?

All outgoing mail can be dropped off at the Mail Room. If no one is in the office, there is an intercampus/outgoing drop box located in the mail box area, for outgoing, prepaid mail. Pick up from the intercampus/outgoing drop box occurs at 8:30 a.m. Monday through Friday. Outgoing mail from the Huron Mail Room goes out by 1:00 p.m. Monday through Friday. Parcels that do not fit in the intercampus/outgoing drop box, unpaid mail, or anything requiring courier service must be dealt with in person with the mailperson in the Huron Mail Room office. Outgoing mail and parcels must be paid for before they can be sent. Normal office hours are Monday through Friday, 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm.

Transportation



Bicycles

You may have a bicycle on campus, however the only storage available at Huron is bicycle racks outside the O'Neil/Ridley residence, or your own residence room. If you leave your bicycle outside, always lock it. If you keep your bike in your room, you may not use bike hooks in the walls or ceiling, and you will be billed for any damage to the room or furniture resulting from storing the bicycle. You may not chain your bicycle to stair railings, pipes or other fixtures inside or outside the College. If you store a bicycle in an unauthorized area, it may be removed.



Parking

If you plan on bringing a motorized vehicle with you to Huron, parking passes are available on a first-come first-served basis. A parking permit will be issued for your specific car valid only in Huron's student parking lot, from September 1 to August 31. Parking passes sell out quickly. It is a good idea to purchase your pass as soon as possible.

Some pay and display parking is available. Parking regulations are strictly enforced by Parking Services at Western University. Parking tickets must be paid or appealed within 14 days or you will be assessed additional penalty amounts. As with any outstanding University fee, your records may be sealed if parking fees are not paid.



Public Transportation

Public transportation is available on Western Road in front of Huron and on main campus in front of the University Community Center. To obtain schedule information, call (519) 451-1347 or visit their website at [London Transit Commission](#). The purchase of a London Transit Commission bus pass is included in your student fees. When you arrive, you will be given instructions on how to obtain your LTC bus pass. For further information about your student bus pass, contact the University Students' Council at (519) 661-3574.

Greyhound buses are an inexpensive way to make a trip home. Tickets can be purchased in Western's Community Centre (UCC). They do make stops on University campus Saturdays and Sundays to pick up or drop off students making weekend trips. Call (519) 434-3245 for prices or further information.

Huron Campus Security



Located at the entrance to the Classroom Wing, the Security Desk is staffed 24 hours a day. Security can field questions from residents and guests, and do regular patrols of the campus in the evenings. As well, Security Desk staff oversee the use of the pool tables available for student use in the Student Activity Centre (SAC) – (519) 521-9407.



Huron

Welcome Centre

Located at the entrance to the Frank Holmes Building, the Welcome Centre is staffed from 8:30AM to 4:00PM. Welcome Centre staff can field questions from residents and other students in regards to directions to campus locations, campus room bookings, the sale of Huron clothing and merchandise, general questions related to the various student services on campus.



Emergency Phones

There are 22 Campus Emergency Phones in place at Western, two of which are located at Huron: One in the Student Parking Lot and one by the Wellness Centre. These phones act as a direct link with the Campus Community Police Department which can immediately mobilize fire, police, and ambulance services to assist you. A map identifying the Emergency Phones can be obtained from University Parking Services at (519) 661-3973. As well, all pay phones on campus are equipped with free one-touch speed dialing to the University Police.



Huron

FootPatrol

Huron's Foot Patrol is a team of trained and driven students offering evening and night "safe walks" to your destination across Huron, Western, Brescia and Kings campuses. The hours of operation are 7 days a week, 6pm-12:00am. To arrange a safe walk, please call Huron security at 519-438-7224 ext 555. No one has to walk alone!



S.E.R.T.

The Western Student Emergency Response Team is a student run, volunteer organization providing emergency medical response to 9-1-1 calls on Western, Brescia, and Huron Campuses. They provide service 7 days a week with specific hours during the academic school year and 8:30 am to 4:30 pm weekday service from May to August. They are dispatched through the Campus Community Police Service (CCPS) to any medical emergency on-campus, responding in three-person co-ed teams.



Western Special Constable Service

Patrols of the approximately 1,000 acres at Western, and at Huron, King's and Brescia University Colleges as well as our Research Park, farm, observatories and other properties, are performed 24 hours a day, 7 days a week. While cruiser patrols are conducted at our outlying facilities, foot and bicycle patrols are added for the main campus. Response to calls for assistance are prompt and it is not unusual for Special Constables to arrive at a call for service within 2 minutes. (9-1-1 or 519-661-3300) WSCS is located in Lawson Hall on the Western Campus.

Safety Precautions

Safety is Everyone's Responsibility

How can I ensure the safety of my living area?

The safety and security of all residents is of paramount concern to Huron University. We have developed the following policies for your protection. Failure to comply with these guidelines violates the Residence Discipline Code and may result in disciplinary action up to and including the termination of your Residence Contract.

Living Areas

- Keep your door locked when you are not occupying the room. Each resident is responsible for loss or damage of any sort occurring in his or her room.
- Do not lend your keys/access card to anyone, including another resident or family member. Any resident who transfers their residence room keys/access card to another person, under any circumstances, will be subject to a fine.
- Residents are authorized to access only those buildings and rooms for which they have been assigned a working access card or key.
- Do not attempt to enter anyone else's living area without their expressed permission.
- Window screens must remain in place at all times. There is a \$40 fine for tampering with screens.
- Do not permit any open flame in your room for any reason. Candles, incense, etc. are strictly prohibited, and will result in a fine whether lit or unlit.
- Keep heating/air conditioning units clear of furnishings for maximum circulation.
- Keep your own room and shared bathrooms clean, and observe basic health standards.
- Refrigerate any perishable foods.
- Keep any food or snacks in air-tight containers.

Electrical Appliances

- Make sure electrical cords, plugs, and appliances are in good condition. Frayed cords and damaged or defective appliances are prohibited from use on Huron University property.
- Use only appliances that are CSA approved with the Underwriter's label or another recognized testing laboratory seal of approval.
- Have Residence Life Staff verify the safety of any personal property items which might pose a hazard.
- Exercise care in the proper use of lamps, radios, stereos, electric blankets, etc.
- Do not allow high intensity reading lamps to come in contact with combustible materials such as bedding, pillows, or paper.

- Be sure your refrigerator is a compact size (3 cubic feet or less). No household-size appliances are permitted in resident rooms.
- Plug your refrigerator into a permanently-installed wall outlet, not an extension cord.
- The use of black light bulbs, halogen bulbs and other colored bulbs is strictly prohibited as they are a fire hazard.

Electrical Service

- Do not overload wiring by using high voltage appliances, turning on too many electrical devices at one time, or using multiple outlet plugs or extension cords.
- Do not tamper with hall circuit breaker boxes, or attempt to trip a breaker yourself. Call Huron Campus Security at 519-438-7224 ext. 555 to assist you.
- Report repeated loss of power due to tripped circuit breakers or blown fuses to your Don and Huron Campus Security.
- Do not tamper with fire pull stations or fire safety equipment. Doing so will result in an immediate termination of your residence contract and notification of the London Fire Inspector and/or the London Police Department.
- Do not tamper with light switches/breakers for common areas.
- Do not tamper with window air-conditioners. They are only to be removed by Huron University maintenance staff.





Decorations and Wall Hangings

Can I hang anything on the wall?

You must use pushpins *only* to hang pictures or posters on the bulletin board provided. Do not use tape of any kind or sticky tac on walls. Command hooks may be used on walls for hanging items. Be sure that wall hangings do not obstruct smoke detectors, fire alarm bells or sprinkler systems. You may not use nails, screws, or brackets to mount decorations on walls, ceiling or furniture. All materials must be removed when you check out. You will be charged repair costs for any damage to the walls (i.e: holes made by nails/tacks, or paint peeled by tape).

Can I repaint my room?

No. When necessary, walls are repainted by maintenance staff in advance of your arrival. Students may NOT paint their own rooms partially (i.e: mural) or otherwise; this includes "glow in the dark" paint.

If I want more furniture, may I take it from a lounge, or a neighbour who doesn't want it?

Huron University residence rooms are well furnished with all of the necessary furniture to make your room comfortable and safe. For this reason, the taking of other campus or residence furniture for your residence room is not allowed. There will be a fine per piece of furniture found in your residence room which is not designated as belonging to that room. Your room must be left in the same condition at the end of the year as it was when you moved in. Any work to refinish the room will be at the resident's expense. It is your responsibility to ensure all furniture is returned to your suite/room at the end of the year, otherwise you will be charged for replacement.

Respect for the Residence and Its Students & Staff

Help create a positive residence community: respect yourself, respect others, respect your new home at Huron.

Fellow Residents

All residents are expected to respect their fellow residents at all times. Acts of Violence, Hazing, Sexual Assault, Harassment, Discrimination or inconsiderate behaviour are not acceptable, and will result in disciplinary action, up to and including termination of your Residence Contract.

Respect for your Residence Staff

Similarly, members of the Cleaning, Maintenance, Dining Hall, Housing and Campus Security desk staff as well as Housing Staff are to be treated with courtesy at all times. Failure to live up to this standard of behaviour, through the use of abusive language or non-compliance with staff requests for example, may bring about disciplinary action up to and including termination of Residence Contract.

Housekeeping Staff

Each resident is reminded that the Cleaning staff is responsible for cleaning communal facilities only. Room/Suite checks will be carried out by the Residence Life Staff at regular intervals. Charges for clean-up of extraordinary waste or mess will be billed to the resident(s) responsible if they have not completed it themselves within a reasonable length of time. Vacuum cleaners are available on every floor and may be signed out on a short-term basis. Residents are expected to empty their room garbage and recycling bins in the receptacles provided in common lounges or the laundry room in Hellmuth Hall and the garbage chutes in the O'Neil/Ridley and the Southwest residences. Residents living in Brough House are expected to dispose of the room garbage in the dumpster located beside Brough House. Students/Floors will be charged when there is extra cleaning required for cleanup of extraordinary waste.

Maintenance Staff

Huron has a Maintenance staff of qualified electricians, carpenters, trades workers, plumbers and painters who work to maintain a safe living environment for students. If you have a room maintenance request, complete a work order for the consideration of Maintenance personnel [here](#). Maintenance requests of a reasonable nature will be completed within 72 hours of the submission of a work order. Occasionally, it may be necessary for Maintenance personnel to enter your room to do the work whether or not you are present.

Dining Hall Staff

The Huron Dining Hall Staff are an integral part of the success of residence life here at Huron. All expectations regarding courteous conduct in residence apply within the Dining Hall. A violation of this standard of behaviour will result in disciplinary action.

Respect for the Facilities and Buildings

Common Areas

You share with other residents the responsibility for maintaining the common areas in a clean and sanitary manner. Consideration for others and the common courtesy of cleaning up after yourself are essential aspects of on-campus living. By properly disposing of your trash (in the lounge receptacles, garbage rooms, or garbage chutes) and actively participating in the recycling program, you help maintain a healthy environment. Failure to keep common areas clean violates the Residence Discipline Code and may result in disciplinary action.

Public Areas

Public areas are any areas in the residence that are not assigned to individual residents, staff, faculty or departments. In residence halls and houses, public space generally includes, but is not limited to, stairways, hallways, lounges or common areas, kitchens, eating areas, laundry rooms, lobbies and building entrances, elevators, as well as the grounds that surround the residences.

Bathrooms

Bathrooms at Huron are single gender or are accessible to only one student at any one time (gender neutral). Although communal bathrooms are cleaned on a daily basis (except holidays), you are responsible for cleaning up after yourself. This means not only taking personal items back to your room, but also placing trash in designated containers, and removing anything you may have washed in the sink.

Lounges

After using the lounge, clean up after yourself and make sure all your trash is disposed of in the appropriate receptacles. The Cleaning Staff will notify the Housing Staff of any particularly unclean conditions. Residents will have a limited time to clean up the area(s) in question. Any area which is not adequately tidied and cleaned will be closed and residents on the floor/in the house, will be billed for clean-up charges accordingly.

Laundry Facilities

Coinmatic laundry facilities are available in all Huron Residences. Any clothes left in a residence laundry room, beyond a reasonable time period, will be donated to Goodwill. If you need assistance operating the laundry machines or locating the laundry facilities, ask your Don. Proper use will help keep the machines running in good condition and will cost you less to use. You will be provided with a laundry card on move-in day. The Card Reload Centre is located in the small vestibule located at the back of the Old Student Activity Centre. For more information visit www.smartlaundry.ca.

Damages and Liabilities

Residents should have respect for residence furnishings, buildings, grounds and for the Huron University College Students' Council property. Responsibility for loss or damage to campus furnishings, buildings, grounds or HUCSC property will, wherever possible, be assessed as follows:

- a. The individuals responsible for the damage, will assume complete responsibility and be billed;
- b. Each resident is responsible for damage or loss occurring in his/her own room and be billed;
- c. When damage occurs in a designated area and the person(s) responsible cannot be found, the residents of the floor or house or building will be billed.

You should note that malicious damage will also bring about disciplinary sanctions against those involved.

Water damage is extremely costly. Thus, water and snow fights in residence are strictly forbidden.

What if something in my room was damaged before I moved in?

In advance of your arrival at Huron, we prepare a Room Inventory form indicating the number and condition of your residence room furnishings and the condition of the premises. You will sign off on this list with your Don when you move in. The Room Inventory form is completed again before you vacate the room. Please take the time to read over this Room Inventory form carefully before signing it. If you feel that there are more damages to your room than are presently recorded on the inventory, see your Don. You are financially responsible for any damages that occur during your occupancy.

What if my room or furniture is damaged after I move in?

Report any damage to your room or its furnishings to your Don immediately. When your report of damage is received, a work order is completed, and an assessment of damages and repair costs is made. Residents responsible for damaging Huron University property are billed for appropriate charges and may be subject to disciplinary action.

What can I leave in my room during vacations?

During Thanksgiving, mid-year break, and Reading Weeks, you may leave personal property in your room, unless Huron indicates in advance a need to have the room vacated. Because Huron cannot guarantee the security of personal belongings left in rooms during vacation periods, you should always take valuable items – jewelry, laptop computers, portable electronics etc., with you when you leave.

What about insurance?

Huron University will not be liable, directly or indirectly, for theft or loss of personal property by fire, water, or any other cause. All students will be required to sign up for insurance coverage provided by Marsh Canada, or may opt out if you are covered through a family insurance policy.

Room Inspections

All rooms are checked immediately after the residence halls close for the mid-year break, and at the end of the academic year for maintenance, safety and security reasons. These inspections do not involve intrusion into personal belongings. Prohibited items such as unauthorized appliances will be removed and you will be notified of the removal in writing. Huron University Officials are legally bound to report evidence of unlawful acts in plain view. If items such as drugs or weapons are found, the appropriate authorities will be notified. Residents are not allowed to install locking devices on any Huron property.

Huron University Right of Entry

Students residing in residence agree to the maintenance and support of a safe and healthy living environment. Huron University reserves the right for an authorized representative of Huron, at any time, to enter and inspect an accommodation:

- When there is probable cause to believe a violation of the Residence Discipline Code may have or is taking place in the room/suite
- To plan and perform maintenance
- When a clear and present danger requires such entry
- When there is due cause to believe that a resident in the room may a) be in danger b) require immediate assistance or c) have been missing for an extended period of time
- The protocol for any authorized representatives of Huron University entering residence rooms is as follows:
 - knock on the door, wait
 - knock on the door, wait
 - knock on the door while entering the room/suite
 - announce who they are as they enter the room/suite
 - lock the door when leaving (even if the door was unlocked).

Use of Evidence

If during the entrance or inspection of a residence room or suite, evidence of a violation of the Residence Discipline Code is found, Huron University may refer the resident(s) for disciplinary action. The University may use evidence obtained during the entrance and/or inspection for residence disciplinary proceedings. In addition, if otherwise permitted by law, evidence so obtained may be used in criminal proceedings.

How will I check out of my room?

At least two weeks prior to closing date for mid-year break and year end, you will be notified about closing procedures, closing times and reopening times. Guidelines concerning requests for extensions will be outlined in this notification, and must be submitted in writing to the Residence Manager. You must vacate your room within 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar, or by 11:00 am on the last scheduled day of exams, whichever comes first for mid-year break. Accordingly, you must vacate your room within 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar, or by 11:00 am on day after the last scheduled day of exams at the end of the academic year, whichever comes first at year end.

Year End Checkout Procedure

At year's end, you must remove your property from your room, complete the check-out process, and turn in your keys/access card. You must sign up for a checkout date by completing a form provided by the Housing department.

Please note that regardless of which process you chose, **your departure must be within 24 hours of your last exam.** Both the schedule for appointments and the waivers will be available to you via email. You must leave your room clean; you may be charged a cleaning fee if you fail to do so, and/or your damage deposit will be withheld. Complete the Room Inventory form with a staff member. If the Room Inventory form is not completed, you will be held financially accountable for the condition of your room and furnishings based on inventories conducted in your absence.

When you move out, you must turn in any and all keys/access cards that were assigned to you. Staff will sign for the returned keys/access cards and adjust the records accordingly. Your damage deposit will be withheld if you fail to turn in your key(s)/access card(s) upon check-out.





Personal Responsibilities

Your Living Area

- Keep your door locked, especially when you are sleeping or are not occupying the room, and carry your keys with you.
- At all times, be mindful of whom you are allowing to enter the building.
- Report any suspicious persons, activities or hazards to the Security Desk, the Housing Staff, the Residence Manager, the Dean of Students or Western Special Constable Services.
- Window screens must remain in place at all times. There is a fine for tampering with screens.
- Do not permit any open flame in your room for any reason. The lighting of candles, incense, and smoking materials in residence prohibited
- Secure computers with security cables, especially laptops. Most desks are equipped with a grommet hole.
- To avoid attracting insects and other pests, and to prevent food contamination, be sure not to leave food opened, and refrigerate any perishable food.



Building Security

Safety is of prime importance to us. The Security Desk is staffed 24 hours a day, seven days a week. You should feel comfortable knowing that we go to great lengths to provide a safe residence environment. The front doors of every residence hall and house are locked 24 hours a day, and only residents living in that area have access cards or keys. You should carry your keys/access card with you at all times for entry to the residence. Your guests are your responsibility and will not be granted access to the building unless they are accompanied by you.



Guests

For clarification, "guest" is defined as someone who is in the residence for the purpose of seeing the host resident or someone who has been allowed to enter a residence by a host resident (this definition includes residents from other Huron buildings). Guests must be accompanied by their host at all times. Thus, you are ultimately responsible for anyone who you admit through the main residence/house door.

Common sense and common courtesy apply when you want friends to visit your room. Before inviting guests, check with your suite mate; if your suite mate is writing a paper or studying for an exam, the distraction of others in the suite may not be welcome.

Having an overnight guest is a privilege and not a right. Overnight guests may only be accommodated for one night or a weekend visit and only with the permission of the suite mates who also occupies the suite in question. For safety reasons, each guest must be registered. Guest Forms will be shared with residents in September, and should be completed a minimum of 24 hours in advance.

Any guest in the residence after 8:00 p.m. must be registered. Only one guest per resident will be allowed. Abuse of the guest privilege will result in a revocation of the privilege. Special permission for more than one guest, or an extended stay, may be requested by contacting the Residence Manager in writing at least 48 hours in advance of the guest's arrival.

Each resident is responsible for any guest that he/she/they brings into residence, including responsibility for those damages or losses caused by guests. Residents are also responsible for ensuring that their guests comply with the Residence Discipline Code, including not possessing residence keys or access cards, and the Code of Student Conduct. Disciplinary sanctions may be taken against you for the behaviour of your guests. Your guest may be asked to leave at any time if it is deemed by the Residence Life Staff that the individual is not acting in accordance with the Residence Discipline Code or the Code of Student Conduct as outlined in this Handbook.

There is a "no guest" policy in effect for the following time periods: Orientation Week, Homecoming Weekend/FOCO, Halloween, St. Patrick's Day, etc. or any other weekends/dates as communicated by Huron.



Keys/Access Cards

You will receive your room keys and/or an access card when you arrive. This set will include an access card to your individual room, which also opens the main door of your building and a mail key. All official residence keys/access cards issued must be returned when occupancy ends (on withdrawal or at the end of the academic year, whichever comes first). If keys/access cards are not returned, your damage deposit will be withheld. Out of concern for the safety and security of all residents, the following regulations concerning keys/access cards will be enforced:

Can I lend my keys/access card?

You are not permitted to lend your keys/access card to anyone, including family members, guests or other residents. Any individual who transfers their residence room keys or access card to another person, under any circumstances, will be subject to the Residence Discipline Code. In addition, any unauthorized person who is in possession of a Huron University key/access card other than his/ her own will be subject to discipline.

What if I lock myself out?

On occasion, we all find ourselves locked outside of our rooms with our keys/access cards on the inside. If you find yourself in this situation, the following procedures have been designed to assist you:

The Security Desk staff member will let you into your room (519) 521-9407 or ext. 555.

If you are let into your room, you will be assessed a fee based on the following list each term:

- 1-4 lockouts/term: No fee
- 5 lockouts/term: \$25 fee
- 6-10 lockouts/term: \$45 fee
- 11-15 lockouts/term: \$65 fee

16+ lockouts/term: Results in a meeting with the Residence Manager or designate to discuss situation and assess fee.

What if I lose my keys/access card?

For the safety and security of your fellow residents, lost keys/access cards must be reported to your Don immediately. Failure to do so may result in disciplinary action. The Security Desk will request a new set of keys or an access card may be created by maintenance at a cost to the student.



Noise

You share relatively close quarters with many people in a residence hall or house. Consideration with regard to noise is vital to maintaining the quality of your environment. Excessive noise infringes upon the rights of other residents to study and sleep. Therefore, a reasonable level of quiet is expected. Standards for quiet hours are set out below. During these times, all residents have the right to request that unreasonable noise be terminated, whether the noise is originating from a room, hallway, common room, washroom, stairway, from outside the building, or from anywhere else on Huron grounds. If you would like to report an unacceptable level of noise in the form of a noise complaint you can do so by dispatching one through the Security Desk.

The operation of speakers, portable speakers, or other entertainment devices is a privilege and not a right. The playing of devices without regard for others at any time is not permitted. Abuse of the privilege to operate any entertainment devices in one's room may result in the removal of the equipment. Speakers and/or laptops and computers must be equipped with headphones so that their use will not disturb other residents.

Quiet Hours

Sunday to Thursday: 11:00 pm – 7:00 am

Friday and Saturday: 1:00 am – 9:00 am

During these hours there shall be as near to complete silence as possible. A resident has the unconditional right to ask and expect a guest(s) to leave during quiet hours.

During mid-year and year-end exam periods, extended quiet hours (24 hours a day) will be enforced. Extended quiet hours begin the last day of classes and continue until the residence closes after the last exam. During exam periods you may be required to withdraw from residence early if your behaviour is bothersome or distracting to others, or if there are any violations of the Residence Discipline Code.

Courtesy Hours

Sunday to Thursday: 7:00 am – 11:00 pm

Friday to Saturday: 9:00 am – 1:00 am

At times other than designated quiet hours, you should observe “courtesy hours” by showing consideration for your neighbors and responding positively to requests to reduce or minimize noise. A reasonable level of quiet is still expected and excessive noise will be dealt with accordingly.

It is your responsibility to request the termination of any unreasonable noise. It is then the responsibility of any resident who is asked to cease activities causing noise to abide by the request. If a disturbance persists, you should notify the Don on duty.

Noise Complaint Procedures:

1. Identify the area of the noise
2. Contact the Security Desk – 519-521-9407 or 519-438-7224 ext. 555
3. The Security Desk staff will send someone to respond to the noise complaint.





More Personal Responsibilities

Smoking/Vaping

In Canada, it is illegal to smoke in all enclosed public places and enclosed workplaces, which includes all Huron University buildings and any outside entrances which are enclosed or have an overhang. Huron University is a completely smoke-free campus. Smoking is prohibited anywhere on the property. Tobacco Enforcement Officers conduct inspections of the property and will issue fines of \$500.00 for infractions.

Smoking or vaping in any area of the residence is strictly prohibited, including rooms, hallways, suite entrances/common areas, bathrooms, public traffic areas, floor lounges, TV rooms, stairwells, and kitchenettes. This policy is strictly enforced and will result in a fine up to and including \$500.00.

Contraventions also include any signs of smoking or vaping in a residence, including, but not limited to, ashes, smell of smoke, and/or cigarette butts. Please note that smoking is not permitted around the front steps and front entrances of any of the residences. E-cigarettes/vapes are not to be smoked in residence.

Alcohol

Despite ongoing efforts in residence and in the community to educate young adults about the appropriate use of alcohol, and the difficulties that can arise from its abuse, alcohol still figures prominently in a broad range of residence life problems. It is easy to overlook the fact that alcohol is a drug and that it is associated with a broad range of harms and risks, particularly for young people. Huron University's alcohol policies have been formulated first and foremost to safeguard the well-being of its students. As an institution that prides itself on the quality of student life, Huron cannot, and should not, turn a blind eye to the risks that alcohol use poses to its students. Accordingly, at the discretion of the Residence Managers, a resident exhibiting excessive consumption of alcohol may be

disciplined accordingly; up to and including establishing a behavioural contract or alcohol probation. Should an alcohol related incident require the intervention of a member of the Housing Staff which results in Alcohol Probation, the Residence Managers will inform the Dean of Students. Alcohol will not be an acceptable rationale for inappropriate behaviour.

In accordance with the Liquor Laws of the Province of Ontario, the consumption of alcohol is restricted to the residents' rooms or licensed areas of Huron University, and is not permitted in hallways, lounges or other public areas, or anywhere by persons of legal or under the legal age.

Underage drinking is a violation of the Liquor License Act. If you are underage and are caught consuming or in possession of alcoholic beverages, you will be subject to disciplinary sanctions, including an Alcohol Behavioural Contract. Likewise, supplying or assisting in the purchase of alcohol for an underage student, will be subject to severe disciplinary sanctions. Floor crawls and any organized drinking games or activities, such as, but not limited to, beer pong or "funneling", are strictly prohibited. Anything used for these activities, such as a funnel, hose, cups and ping pong balls, may be confiscated by the Western Special Constable Service.

In the interest of resident safety, Huron University College requests that residents make a point of purchasing all beverages, in cans or plastic bottles; beer/coolers in glass bottles is prohibited. Kegs and other large-volume containers (i.e. any container over 26 oz. or 750 ml. is prohibited), as well as funnels, beer-bongs, etc. are strictly forbidden. Beer, liquor or wine making by any means is prohibited in all residence areas.

Substance Abuse and Illegal Drugs

Excessive use or reliance on over-the-counter substances or prescription drugs can create difficult social and behavioural problems that compromise residence life. Circumstances that bring addiction, dependency, recreational or other inappropriate use of substances to the attention of staff will prompt investigation and/or disciplinary sanctions.

Use or possession of illegal drugs anywhere on residence property is a violation of the residence contract. Evidence of drug traces or drug paraphernalia including hookahs, bongs and vaporizers (as they are commonly associated with illegal drug use), or the smell of prohibited substances (e.g. cannabis) on residence property, outside residence windows, in residence rooms or common/public areas will be assumed to be conclusive of use or possession. Delayed response in opening your door and/or attempts to remove or mask the smell will result in further suspicion of drug activity.

Huron University does not tolerate drug-related offences. Severe disciplinary sanctions may be imposed, and can include termination of your residence contract, as well as the involvement of Western's Special Constable Service, who will seize any drugs or drug paraphernalia. The inability to exercise care for one's own safety or the safety of others due in whole or part to being under the influence of a controlled substance is considered a violation of the Residence Contract.

Violation of any other policy while under the influence of a controlled substance is considered an additional violation.

Cannabis

Cannabis consumption (smoking or ingesting) is not permitted in residence or anywhere on the Huron University campus, regardless of age. This includes, but is not limited to, dried cannabis, cannabis oil, edibles, and cannabis plants. Any evidence of cannabis use in residence, or evidence to suggest the distribution of cannabis to others who are not of legal age, will result in disciplinary outcomes. The smell of cannabis in residence rooms or in common areas will be assumed to be conclusive of use and possession. Delayed response in opening your door and/ or attempts to remove or mask the smell will raise further suspicion of involvement in cannabis use.

Cannabis possession is permitted for students of legal age (19) provided it is stored in sealed containers and is not an amount greater than 30 grams. Paraphernalia (hookahs, Bongs, vaporizers, and grinders) is permitted for those students of legal age but must also be stored in a sealed container.

Objectionable or Obscene Material

Behaviour that erodes the spirit of diversity within the residence community will not be tolerated. Such behaviour includes communication of objectionable material to others. Objectionable material can include racist, homophobic or sexist jokes, hate literature, pornographic materials, or any other materials that may be offensive to others or that reflect negatively upon the reputation of Huron University, its employees or residences. This policy includes verbal communication or the posting or publishing of material, written or electronic, within the residence including your residence room. The file-sharing functions of your computer are considered to be in the public domain, therefore you will not use your network connection in the residence for file sharing of objectionable materials.

Please note that in accordance with those sections of the Criminal Code of Canada (e.g., section 163), the possession, creation, distribution and publication of obscene material and/or child pornography is a criminal offense.

Offenses involving objectionable or obscene material may result in disciplinary sanctions, including the termination of your residence contract, Non-Academic Student Code of Conduct sanctions, as well as the notification and intervention by the appropriate legal authorities.

Managing Behaviour

We investigate behaviour that is not consistent with the Residence Discipline Code. We may use multiple sources of information to assist in our investigation. We review the findings, the incident report, interview witnesses, and then meet with you to talk about what happened. An honest understanding of the facts and surrounding circumstances is the best guarantee of a good outcome.

Tell the truth and take responsibility. It is important to be upfront about what you know or what you have done. Falsifying the story or suppressing facts works against you and may result in further disciplinary action. You are obliged to report violations of the residence contract and to cooperate with the investigation of incidents. Dishonesty, collusion, or deliberate attempts to cover up the facts may result in disciplinary sanctions. Our contractual and social relationship is with you; that is why we emphasize community standards and the importance of these personal responsibilities. It all comes back to respect: respect yourself, respect others, and respect your new home in residence.

It is our practice to maintain the confidentiality of comments and observations provided to us during any phase of an investigation, including interviews. Disciplinary matters will be evaluated and the decision will be conveyed to you within a reasonable time. Each case is reviewed on an individual basis, taking the seriousness of the incident and its impact on the residence community into consideration when determining the appropriate sanction(s).

If you believe that there has been an error or inaccuracy in the information provided, please consult the Residence Manager. The residences are not a sanctuary separate and apart from the laws of the country or community standards. Norms that apply in the community at large also apply in the residence community.

Housing may share information about serious incidents, intimidating behaviour or drug-related activity with Western's Special Constable Service. If you commit a crime in residence, the Department of Housing will notify WSCS and/or London Police Services. The Department of Housing will impose disciplinary sanctions independent of proposed criminal charges. We also reserve the right to notify your parents about unlawful activity or any behaviour that threatens the safety or well-being of any resident regardless of what age you are.

Endangering Behaviours

Harmful Behaviour

If you exhibit behaviour that is harmful to yourself or disruptive to others (e.g. self-abuse, eating disorders, suicide attempts, underage drinking) you may be asked to pursue counselling. Where behaviour or health issues are of serious concern, the Residence Managers or the Dean of Students reserves the right to notify a parent or guardian and you may be required to complete a behavioural contract. A Behavioural Contract is a set of behavioural expectations, terms and conditions (including requirements for appropriate counselling and support) that are developed with the student and signed by the student with the Residence Managers. With his or her signature, the student agrees to follow the conditions of the contract and is aware that any breach of this contract may result in termination of the

residence contract. A student is not necessarily given this option as a means to stay in residence, depending on the severity or number of violations.

If you appear to demonstrate that you require a higher level of care and support, you will be asked to find alternate accommodations that best meet your specific needs.

For your safety, there are areas in every residence building or house in which you are not allowed. Restricted areas include but are not limited to locked areas, mechanical and electrical rooms, rooftops, offices, unsupervised storage areas housekeeping and maintenance areas etc. Breaches of residence security systems (ie: propping open exterior doors) will result in a minimum \$50-\$100 fine and possible termination of Residence Contract. Under no circumstances should you, or any guest throw or allow any object to drop from a window. Should this happen, Housing Staff will be obliged to take disciplinary actions against individuals involved. Furthermore, tampering with a window screen creates a safety hazard and will result in disciplinary action).

Gambling

Gambling is not permitted. Games of chance for money or other stakes will not be tolerated. Games involving monetary or numerical representation (ie. poker chips) will not be allowed.

Disruptive Behaviour

The playing of sports or games is not permitted in residence rooms, hallways, lobbies or common areas of the residence. Contravention of this rule will result in disciplinary action.

Disorderly Conduct

Disorderly conduct is contrary to the mission statement of the university and the residence discipline code. Disorderly conduct is defined as:

- Any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or their real or personal property; and/or
- Any behaviour by an individual or group that disrupts the peace or interferes with the normal operation of the university or university-sponsored activities.

Disorderly conduct includes, but is not limited to: reckless driving; interrupting or interfering with the carrying out of the duties of a university or public official including the Housing Staff; vomiting and/or urinating in public; indecent exposure; abusive language or other behaviour which is threatening and directed to professional or student staff.

Non-Compliance

Students are expected to respond to all reasonable directives, written or verbal, from University staff members and must not interfere with the performance of any duties of the Housing Staff. Non-compliance also includes but is not limited to the following:

- Interference with staff in the event of a medical emergency
- Interfering with the confiscation of items outlined in the residence discipline code and the residence handbook as contraband.

Weapons and Explosives

For your protection, firecrackers, knives, firearms or replicas, dangerous weapons, or any object considered dangerous to the health and well-being of fellow residents, will not be allowed in residence. Disciplinary action will be taken against those who contravene this understanding, up to and including: appropriation of the weapon by Housing Staff or Western Special Constable Service, termination of Residence Contract, and intervention by the appropriate legal authorities.

Social Networking Sites

Social Networking sites such as Facebook, Instagram, Snapchat, and Twitter are public spaces for sharing personal information, opinions, photos and video clips. Please be sure to activate your privacy settings on your personal online space (i.e., your Facebook page). We investigate concerns if they come to our attention and may review material contained in an online space. You may be held responsible for any hurtful words, statements or multi-media posted on an online forum that compromises the safety or integrity of the campus/residence community or one of its members.

For more information about privacy and your online identity please visit:

https://connect-it.uwo.ca/protecting_privacy.cfm

Harassment and/or Assault

Huron University will not tolerate verbal, electronic or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Incidents of harassment or assault should be reported to Housing Staff and to the Western Special Constable Service.

If you engage in harassment or physically assault another resident, the Residence Managers or the Dean of Students has the right to evict you from Residence and to terminate your Residence Contract. The matter may also be referred to the Vice-President, Finance and Administration at Huron University to be dealt with in accordance to the Harassment and Discrimination Policy or Non-Academic Student Code of Conduct. Huron University will not accept ignorance, anger, alcohol, or substance abuse as an excuse for such behaviour. You are advised that the foregoing activities may subject you to separate sanctions pursuant to any one of the of the following: Residence Discipline Code, Harassment and Discrimination Policy, Gender Based Sexual Violence Policy, the Non-Academic Student Code of Conduct, the Criminal Code of Canada, and various other statutory penalties under the laws of Canada and Ontario. In addition, any individual against whom such action is taken may have recourse to the civil courts of Ontario.

Sexual Violence

Huron University recognizes that the prevention of, and response to, sexual violence is of particular importance in the university environment. Sexual violence will not be tolerated. Any and all acts of sexual violence will be addressed and individuals who have committed an act of sexual violence will be held accountable. The Huron University Gender Based Sexual Violence Policy can be found at <https://huronuc.ca/about/policies-procedures>.

Sexual violence is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse, sexual assault, rape, incest, and child sexual abuse. It also includes but is not limited to sexual harassment, stalking, indecent or sexualized exposure, voyeurism, cyber harassment, trafficking and sexual exploitation.

Consent

Under section 273.1 of the Criminal Code of Canada, consent is the voluntary agreement to engage in the sexual activity in question. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely given and active. Consent or a “yes” that is obtained through pressure, coercion, force, or threats of force is not voluntary. The consumption of alcohol or drugs does not provide any relief from these necessary elements of consent. If a survivor/victim’s judgement is impaired, consent is not valid; similarly, impaired judgement that leads an assailant to think or believe there was consent is no excuse.

Privacy and Property

You must show respect for the privacy, property, and wellbeing of fellow residents and their right to quiet enjoyment of private and public spaces. Intrusive behaviour – failure to knock and wait for an invitation to enter, electronic eavesdropping or surveillance, or uncomfortable encroachment on personal space – can have a troubling impact on an individual’s sense of security and daily comfort. These violations are likely to result in severe disciplinary sanctions. Recording individuals in any format without their knowledge, even within your private personal space, is unacceptable behaviour and disciplinary sanctions may follow. You may not make recordings of or conduct surveillance on University employees, including residence staff, without their permission. Do not use unmanned aerial vehicles or drones on or near residence property, as their video and photography features intrude on the privacy of others.

Video monitoring cameras are located throughout the residence’s hallways and common areas to promote safety. They are used in accordance with Western’s video monitoring procedures.

You may not enter another student’s room or suite and/or disturb another resident’s property without his/her permission. You must ask for permission before you use another student’s belongings. Students must have written permission to enter another’s room when that resident is not present and may do so only in the presence of a Residence Staff member. Do not misrepresent yourself to gain access to other resident’s private spaces. Do not use emergency exits to gain access to buildings or allow others to do so.



Fire Safety

Huron University residences are governed by the laws and regulations of the Federal and Provincial governments and thus by the Office of the Fire Marshall. Any violation of these laws and regulations will result in criminal charges. The Department of Housing may employ additional in-house sanctions should they feel it is required.

Residents, and their guests, will not tamper with fire equipment, smoke detectors, heat detectors, exit signs, alarm pull stations, emergency exits, fire extinguishers, hoses, etc. They exist for the safety of all and are to be used only in case of emergency. Residents, and their guests, will not intentionally activate fire equipment, smoke detectors, or heat detectors without just cause. Any prank that involves the setting of objects on fire will be treated with swift disciplinary action. Any violation of these understandings may result in the termination of your Residence Contract within 48 hours' notification by the Residence Managers or designate, and notification of the London Fire Inspector or the London Police Department.

Due to the sensitive nature of the fire equipment at Huron University, and to reduce the risk of fire, any type of flame whether it be candles, wick lamps, incense, etc. are not permitted. To reduce the temptation of lighting the above, candles and incense, lit or unlit, are strictly prohibited from residence.

Fire Prevention

It is the duty of each resident to report any unsafe situation, such as a blocked fire exit or covered up heat or smoke alarm, to a Residence Life Staff member. Each resident has a duty to ensure that he/she/they knows all possible escape routes to be used in the event of an emergency. If you have any questions concerning fire safety in residence, please do not hesitate to ask your Don.

If you see a fire or smoke:

- Close the door to the fire area.
- Activate the building fire alarm system (i.e: pull station).
- Leave the building by the nearest exit. Do NOT use the elevator.
- Do not re-enter the residence until the signal has been given by the Fire Department, Residence Managers or designate, or Head Don.

If you are in an area where there is fire:

- Should the fire alarm sound, go to the door of your room. If you are in bed and there is any evidence of smoke in the room, roll out of bed and crawl to the door. Don't stand; smoke and deadly gases rise.
- Feel the door with the back of your hand. If the door or the knob is hot, leave it shut. Contact Western Special Constable Service at (519) 661-3300, and hang a sheet from your window to identify your room as occupied. If the door is not hot, open it slowly, but be ready to close it immediately if necessary. Check the hall. If you can leave safely, do so immediately, closing all doors as you exit. Do NOT stop to collect clothes, books, etc.
- Take a blanket for protection from flames or cold outside, put on your shoes and move quickly to the recommended exit. If you encounter smoke or fire while exiting, use an alternate exit. If an alternative exit cannot be reached safely, either return to your room, or seek refuge in a neighbour's room. You must decide which is the safest choice in

each situation.

- If you are not in your room at the time of the alarm, do NOT return to it. Leave immediately through the closest exit, closing doors behind you.
- DO NOT USE THE ELEVATOR. Proceed with caution to ground level. Hold onto the handrail for stability.
- Proceed to designated assembly area as directed by members of the Housing Staff and/or Fire Warden.
- Do not re-enter building until the signal has been given by the Fire Department and/or a Huron Staff Member.

Persons remaining in the building, endanger not only their own lives, but also the lives of first responders. Everyone is expected to cooperate by evacuating the building immediately upon hearing the alarm. Not doing so, will result in disciplinary action by the Housing Staff and the Fire Department.

Fire Drills

A fire drill will be conducted at least once in your residence building to help you become familiar with evacuation procedures. This drill will be treated as though it was a real emergency, and you MUST leave the residence during the drill. Residents who fail to evacuate will face disciplinary sanctions.

Heat/Smoke Detectors

A heat or smoke detector has been mounted in your residence room. These detectors are extremely sensitive and will sound if fire safety regulations are not followed. Please take the following precautions to ensure the proper operation of your smoke detector:

- If your smoke detector is working, the light should be on. If the red light is not on, contact your Don immediately.
- Do not use any type of plug in air freshener as a buildup of scent will activate the smoke detectors.
- Do not cover or obstruct your smoke detector in any way.
- Do not remove cover or detach wires within smoke detector.
- If your smoke detector activates and there is no fire or smoke, report it to your Don.

Fire Alarms

The floors of all residence buildings and houses are equipped with manual fire alarm systems consisting of pull stations and horns. Most are also equipped with automatic fire alarms consisting of heat and smoke detectors. Some residence halls or common areas are equipped with automatic sprinkler systems. For your safety, never tamper with these systems. False fire alarms are dangerous to residents and emergency personnel who must respond. Causing a false fire alarm is also illegal and will result in the termination of your Residence Contract within 48 hours notification by the Residence Managers, and possible fines or imprisonment by the London Police.

Fire Extinguishers

Fire extinguishers are located on each floor in each building. Use a portable fire extinguisher only in case of emergency, and only if you have been trained to do so. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property. Tampering with fire extinguishers or other fire equipment will

result in disciplinary action; up to and including termination of your Residence Contract on 48 hours' notification by the Residence Managers.

Residence Fees and Regulations

Refund Policies

- a) Acceptance of a place in residence constitutes a binding commitment by the student for the full academic year (September 3rd 2023 – April 30th 2024). Students who withdraw from residence during the academic year are required to complete a Residence Withdrawal form available in the Residence Managers' office. This form must be completed and submitted to the Residence Managers for a student to be considered for a refund.
- b) Students who withdraw from the residence shall continue to be liable for payment of his/her full residence fees until an acceptable replacement is found and the person replacing the withdrawing student has assumed financial responsibility for the remainder of the full residence fees. In this regard, Huron University shall be under no obligation to secure a replacement.
- c) Only full-time students are eligible for residence accommodation. Provision of residence accommodation is conditional on the student's registering and remaining as a full-time student during the academic year. A student who withdraws for any reason from Western University will be required to withdraw from residence and shall be liable for payment of residence fees, in full, until an acceptable replacement is found for the room. In this regard, Huron University shall be under no obligation to secure a replacement student. If a student is suspended for academic reasons, he or she is financially responsible for the balance of residence fees for the academic year.
- d) A list of students who have completed Residence Withdrawal forms is maintained by the Residence Managers in date order according to when forms are received. When an external replacement enters the residence, his/her name is placed beside the first withdrawal on the list who has not been matched with a replacement. Replacements are applied on a residence-wide basis, not by floor or by house.

** Damage Deposit

The Damage Deposit of **\$1000.00** is fully refundable upon return of room key/access card, mailbox key, key tag and satisfactory check-out (room is left clean and free of damage) from residence room. Any outstanding residence fines or assessed room/shared building damages will be applied against the Damage Deposit.

Outstanding Fees

All personal and residence accounts including any outstanding fines resulting from rule infractions with Huron University must be settled promptly, and if unpaid within 15 business days will result in the withholding of academic transcripts or other sanctions as recommended by the Residence Managers in consultation with the appropriate administrative and academic department.

Other Important Stuff

Something to Consider

Living in Residence is not for everyone. Each of our residence halls and houses accommodate a high-density population of diverse individuals. Some students find that the co-operation, consideration, compromise and respect for authority demanded by this high-density lifestyle are burdensome. We strongly encourage these individuals to consider alternate accommodation.

Residence Admission in Subsequent Years

This contract covers the 2023-2024 academic year only. Re-admission to residence for the following academic year, or subsequent years, is not guaranteed and very limited for upper year students. Residence admission will be determined by merit, academic standing, disciplinary record, lottery considerations or room availability. In addition, and without limitation, residence re-admissions may be denied as a result of any previous breach of the Residence Contract.

Emergency Closing

Any emergency or other unforeseen developments (severe weather conditions, fire, labor disruption, outbreak of illness) may make normal residence operations difficult or impossible to sustain. Huron University reserves the right to require students to vacate their rooms if residents' safety is compromised on 48 hours' notice. Should this happen, all residences will remain closed until further notice. No access is permitted when residences are closed. In the event accommodations assigned to the student are destroyed or otherwise made unavailable and Huron does not furnish other accommodations, the contract will terminate and all rights and liabilities of the parties will end.

Commercial Activity

Residents are not permitted to run a business or engage in any commercial activity in residence including residence rooms, lounges or common areas and public spaces.

Sales & Solicitation

Sales and solicitation, including political campaigning, are not permitted in residence halls or houses without written permission of the Residence Managers. Anyone in violation of this policy will be escorted from the residence.

Huron University reserves the right to terminate Residence Contracts, reassign residences or rooms, and to effect other steps for the safety, security, and conduct of the residence program.

The Department of Housing and the Senior Leadership team of Huron University reserve the right to make changes to the information contained in this Handbook without prior notice.

Student Counselling & Health Services Available

Counselling at Huron University

While many faculty and staff members are pleased to advise students, those students facing personal problems, academic difficulties, or simply seeking personal and academic counsel, are recommended to arrange appointments with one of the following individuals. All discussions of a personal nature are confidential.

Academic Advising

ext. 244

The Academic Advisor provides advice on several aspects of students' academic lives including: program choice, course selection, and general vocational choice. Frequently, conversations initiated ostensibly to discuss the above will touch on other aspects of students' lives including: relations with parents, relations with peers and friends, and general life circumstances. This is only natural and is certainly helpful in understanding a student's academic needs. However, it is important that counselling of this sort not be mistaken for psychological counselling.

Student Development Centre

Western Student Services Building –
main campus (519) 661-3031

Whether you need career counselling, learning skills services or information

about everything from employment opportunities to services for students with disabilities, the Student Development Centre on main campus can help. The SDC houses more than 30 trained staff each with his/her own area of expertise. Don't hesitate to ask your Don for a referral, or make an appointment by calling (519) 661-3031.

Counselling and Wellness

Wellness Centre (between Southwest and Brough House)

Maturing and growing emotionally can be complicated. Huron's wellness team is here to help you find solutions during times of confusion and stress. We encourage you to call for an appointment. Don't let a medical or emotional concern endanger either your academic success or your overall well-being while here on campus. To schedule an appointment, the self-referral form can be found [here](#).

Student Health Services

Room 11 UCC –
main campus (519) 661-3030

Huron students may participate fully in the Student Health Services located on the ground floor of the University Community Centre. Huron students have paid the same fee for this service as all other Western students. Student Health Services offers a comprehensive diagnostic and therapeutic facility to all students of Western University and its affiliated campuses. Full-time, qualified physicians, counsellors and nurses are present Monday to Friday. Student Health Services also provides service on a drop-in basis, Saturday and Sunday. Although dealing with the individual medical problems of students is our prime concern, we are also committed to preventive measures to ensure better health. Our staff is willing to lead or participate in group discussions in residences or elsewhere, on any number of health related topics. The nature of your visits to the clinic is strictly confidential and we respect your right to privacy. Medical records are only released if the patient provides explicit written authorization

Major Health Services

- Family Physician
- Nursing Care
- Health Teaching
- Counselling and Psychiatry
- Allergy Injections and Immunization
- Athletic Injuries Clinic

Additional Special Services

- Lab Services and X-rays
- Nutritional and Weight Counselling
- OHIP Information and Application Forms
- Dispensary of some types of medication

Medical Centre Appointment & Drop-In Services

Room 11 – UCC

Similar to your doctor's office, this service is available for all types of health problems. Those of an immediate nature, such as injuries or infections can usually receive same-day attention if you call or arrive at the Centre early in the day. Non-emergencies or long-term illnesses are handled through regularly scheduled appointments. At the Centre, you will also have access to a wide range of health information. To make an appointment or inquiry call (519) 661-3030 or visit https://www.uwo.ca/health/shs/shs_appointment.html



Important Dates

2023	
August 1	Fall Term fee is due (International Students)
August 15	Fall Term fee is due (Domestic Students)
September 3	Residence Move-In Day
September 7	First day of classes
September 15	Last day to add a full course, or first-term half course
October 31	Last day to request a room switch
October 9	Thanksgiving holiday
Oct 30-Nov 5	Fall Reading Week
November 13	Last day to drop a first-term half without academic penalty
November 30	Last day to drop a full course without academic penalty
December 1	Winter Term fee (balance of fees) due (All Students)
December 8	Classes end for mid-year break and 24 hour quiet hours begin
December 9	Study Break
December 10-22	Exam period
December 23	Residence closes for mid-year break at 11:00 am
2024	
January 7	Residence re-opens for Winter Term
January 8	Classes resume
January 16	Last day to add a second-term half course or a second-term full course
February 17-25	Spring Reading week
March 1-31	Intent to Register
March 7	Last day to drop a second-term half course or a second-term full course
March 29	Good Friday (University Closed)
March 31	Easter Monday
April 8	Classes end and 24-hour quiet hours begin
April 9 & 10	Study Day
April 11-30	Final exam period
May 1	Residence closes for summer break at 11:00 am

Important Numbers at Huron University

(519) 438-7224

Security Desk ext. 555
Welcome Desk ext. 200

Financial Aid (OSAP) & Scholarships
Jane Parker ext. 215

Residence Managers
Nazli Golshan - Student Development ext. 397
Sasha Tanner - Operations ext. 395

Student Support Services
Emily Mewett ext. 244

Academic Advisors
Lauren Hogg ext. 276

Betty Camarinha ext. 252

Katie Benko ext. 214

Erie Connors ext. 855

Laura Sedgwick ext. 270

Manager, Student Engagement
Aleesha Rehill ext. 337

Coordinator – International Student Engagement
Nicole Kristoff ext. 888

Coordinator – Orientation & Events
Brooke Minifie ext. 291

Wellness Centre
Heidi Braaksma, Director ext. 866

Parking Services / Mail Room
Kristina Lansbergen ext. 278

Huron University College Students' Council
General Office ext. 361

President ext. 342

Library & Learning Services ext. 213

