Welcome!

On behalf of the University of Regina and the wonderful staff in Housing Services, welcome to UR Housing Community! We are excited that you have chosen to live on campus this year as you pursue your studies.

I know from my own experience that living in residence is one of the best decisions you can make in your university career. For me, living in dormitories – first at York University during my Bachelor’s degree, and then at Carleton University during my Master’s degree – was transformational and helped make me a better student. I felt truly at home on campus, was more engaged with my studies and campus life, and met a diverse group of friends from around the world that I still have today.

Those of you who are returning for another year in residence are well aware of these benefits, and as senior members of UR Housing Community, you have a great deal of residence and other campus life experience. You may not realize it, but you are role models for others, so please take every opportunity to share your knowledge and experience with those who are in their first year.

And to those of you who are in your first year – you have a wonderful adventure ahead of you! The idea of living with new people in a new community can be overwhelming at first – but above all, it’s an exciting opportunity. Right away you’ll meet and make friends with people from here in Saskatchewan, across Canada, and dozens of countries around the world. UR Community is one of diversity, mutual respect, and mutual support. Other residents will enrich your university experience, and at the same time, you will enrich theirs – and Housing Services staff will always be there to support you along the way.

Over the next year, if you see me in the hallways, at events or performances, or at varsity sports games, please take the time to say hello and tell me about your experience at the University of Regina. In the meantime, thank you for choosing our University, and I wish you all the best in the coming year.

Yours sincerely,

Jeff Keshen
President and Vice-Chancellor
WHY SHOULD I READ THIS HANDBOOK?

The Housing Handbook contains important information about the resources and policies of our community. Please take time to read it so that you are familiar with and understand the following:

Make Yourself at Home
How to make yourself at home on campus, and how to get the most out of your resident experience

Community Expectations
Community expectations, including the expectations we have of all members of our community

Processes and Consequences
The processes and consequences that will follow a violation of our Community Standards by residents and/or their guests

Explore Your Options
The wide range of amenities, services and resources, how you can access them, where to find them, how to use them; and what is available in your specific Housing location.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pg 02</td>
<td>Welcome</td>
</tr>
<tr>
<td>Pg 05</td>
<td>Privacy and Your Information</td>
</tr>
<tr>
<td>Pg 06</td>
<td>Dates to Note</td>
</tr>
<tr>
<td>Pg 07</td>
<td>What to Bring</td>
</tr>
<tr>
<td>Pg 08</td>
<td>What to Leave Behind</td>
</tr>
<tr>
<td>Pg 09</td>
<td>UR Housing Office and Staff</td>
</tr>
<tr>
<td></td>
<td>Housing Office</td>
</tr>
<tr>
<td></td>
<td>Kiosks</td>
</tr>
<tr>
<td>Pg 10</td>
<td>Resident and Community Assistants</td>
</tr>
<tr>
<td>Pg 11</td>
<td>Your Contract</td>
</tr>
<tr>
<td></td>
<td>Occupancy Period</td>
</tr>
<tr>
<td></td>
<td>Rent</td>
</tr>
<tr>
<td>Pg 12</td>
<td>Housing Insurance Program</td>
</tr>
<tr>
<td>Pg 13</td>
<td>Security Deposit</td>
</tr>
<tr>
<td></td>
<td>Room Inspection</td>
</tr>
<tr>
<td></td>
<td>Termination of Contract by Resident</td>
</tr>
<tr>
<td>Pg 14</td>
<td>Termination of Contract by Housing Services</td>
</tr>
<tr>
<td></td>
<td>Financial Eviction</td>
</tr>
<tr>
<td></td>
<td>Conduct Eviction</td>
</tr>
<tr>
<td></td>
<td>Appeal Process</td>
</tr>
<tr>
<td>Pg 15</td>
<td>Amenities</td>
</tr>
<tr>
<td></td>
<td>Mail</td>
</tr>
<tr>
<td></td>
<td>Phones</td>
</tr>
<tr>
<td>Pg 16</td>
<td>Internet</td>
</tr>
<tr>
<td></td>
<td>U-Pass</td>
</tr>
<tr>
<td></td>
<td>Parking</td>
</tr>
<tr>
<td></td>
<td>Bike Storage</td>
</tr>
<tr>
<td>Pg 17</td>
<td>Student Storage</td>
</tr>
<tr>
<td></td>
<td>Activity Rooms</td>
</tr>
<tr>
<td></td>
<td>Equipment and Resources</td>
</tr>
<tr>
<td>Pg 18</td>
<td>Cooking</td>
</tr>
<tr>
<td></td>
<td>Dining Plan</td>
</tr>
<tr>
<td></td>
<td>Grocery Bus</td>
</tr>
<tr>
<td>Pg 19</td>
<td>Heating and Cooling</td>
</tr>
<tr>
<td></td>
<td>Repairs and Work Orders</td>
</tr>
<tr>
<td>Pg 20</td>
<td>Quick Reference</td>
</tr>
<tr>
<td>Pg 21</td>
<td>Cleaning</td>
</tr>
<tr>
<td></td>
<td>Common Spaces</td>
</tr>
<tr>
<td>Pg 22</td>
<td>Your Room and Apartment</td>
</tr>
<tr>
<td>Pg 23</td>
<td>Residence Life</td>
</tr>
<tr>
<td></td>
<td>Personal Well-Being</td>
</tr>
<tr>
<td>Pg 24</td>
<td>Your Room</td>
</tr>
<tr>
<td></td>
<td>Suite/Floor Meetings</td>
</tr>
<tr>
<td></td>
<td>Monthly Check-Ins</td>
</tr>
<tr>
<td>Pg 25</td>
<td>Roommate 101</td>
</tr>
<tr>
<td></td>
<td>Roommate Complications</td>
</tr>
<tr>
<td>Pg 26</td>
<td>Room Changes</td>
</tr>
<tr>
<td>Pg 27</td>
<td>UR Priority</td>
</tr>
<tr>
<td></td>
<td>Living Learning Communities (LLC)</td>
</tr>
<tr>
<td></td>
<td>Residence Community Council (RCC)</td>
</tr>
<tr>
<td>Pg 28</td>
<td>Housing Standards</td>
</tr>
<tr>
<td></td>
<td>Respectful Living Environment</td>
</tr>
<tr>
<td></td>
<td>Rights, Responsibilities, and Privileges</td>
</tr>
<tr>
<td>Pg 29</td>
<td>Noise and Quiet Hours</td>
</tr>
<tr>
<td>Pg 30</td>
<td>Visitors and Guests</td>
</tr>
<tr>
<td>Pg 31</td>
<td>Alcohol</td>
</tr>
<tr>
<td></td>
<td>Smoking, Vaporizers, and E-Cigarettes</td>
</tr>
<tr>
<td>Pg 32</td>
<td>Cannabis</td>
</tr>
<tr>
<td></td>
<td>Smoking and Cannabis Fines</td>
</tr>
<tr>
<td></td>
<td>Drugs</td>
</tr>
<tr>
<td>Pg 33</td>
<td>Hosting a Party</td>
</tr>
<tr>
<td>Pg 34</td>
<td>Sexual Assault and Violence Prevention</td>
</tr>
<tr>
<td>Pg 35</td>
<td>Safety and Security</td>
</tr>
<tr>
<td></td>
<td>Fire Safety</td>
</tr>
<tr>
<td>Pg 36</td>
<td>Housing Keys</td>
</tr>
<tr>
<td></td>
<td>Resident Identification</td>
</tr>
<tr>
<td></td>
<td>Lock-outs</td>
</tr>
<tr>
<td>Pg 37</td>
<td>Personal Safety, Security, and Privacy</td>
</tr>
<tr>
<td></td>
<td>Emergency Safety Information (ENS)</td>
</tr>
<tr>
<td></td>
<td>Campus Security</td>
</tr>
<tr>
<td>Pg 38</td>
<td>Incident Process</td>
</tr>
<tr>
<td>Pg 39</td>
<td>Fees and Charges</td>
</tr>
<tr>
<td>Pg 40</td>
<td>Moving Out</td>
</tr>
<tr>
<td></td>
<td>Student Jobs in Housing</td>
</tr>
<tr>
<td></td>
<td>Coming Back to Housing</td>
</tr>
<tr>
<td>Pg 40</td>
<td>Medical Assistance and Resources</td>
</tr>
<tr>
<td>Pg 42</td>
<td>Mental Health</td>
</tr>
<tr>
<td>Pg 43</td>
<td>UR Campus Resources</td>
</tr>
<tr>
<td>Pg 44</td>
<td>UR Campus Resources Continued</td>
</tr>
<tr>
<td>Pg 45</td>
<td>Infection Control and Prevention</td>
</tr>
<tr>
<td>Pg 46</td>
<td>Infection Control Continued</td>
</tr>
</tbody>
</table>
The University of Regina, including Housing Services, is governed by The Local Authority Freedom of Information and Protection of Privacy Act (FOIPP). As an institution we are obligated to protect the personal information of those who work and study here. As such, we are unable to provide private information to any third party, including parents and/or guardians, about our residents.

This includes, but is not limited to:

- Account information: balances, breakdowns or information regarding any additional charges incurred
- Names of, and/or other information pertaining to roommates
- Phone numbers or any other contact information
- Disciplinary issues

The FOIPP act applies to all residents. Private information will not be released without written consent from the resident. If a student wishes to authorize the release of information to a third party, they must do so in writing to the Housing Services office.

For more information on the Freedom of Information and Protection of Privacy Act, please visit: [https://www.uregina.ca/policy/browse-policy/policy-GOV-060-005.html](https://www.uregina.ca/policy/browse-policy/policy-GOV-060-005.html)
**DATES TO NOTE**

**FALL 2022**

**AUGUST**
- **26** First Year Resident move-in day
- **27-30** Returning Resident move-in day
- **31** First day of classes

**SEPTEMBER**
- **5** Labour Day - No classes
- **14** End of course-add period
- **28** End of 50% refund period
- **30** National Truth and Reconciliation Day - No classes

**OCTOBER**
- **1** Housing Application for Spring/Summer 2023 and Fall/Winter 2023-2024 opens on-line
- **10** Thanksgiving - No classes

**NOVEMBER**
- **7** Fall break starts (Monday)
- **11** Remembrance Day - No classes
- **12** Fall break ends (Saturday)

**DECEMBER**
- **6** Last day of classes
- **9** Start of exams
- **22** End of term

**WINTER 2023**

**JANUARY**
- **4** First day of classes
- **15** Final day to opt-out of Housing Tenant Insurance (New Winter Residents)
- **17** End of course-add period
- **31** Last day to apply for spring convocation

**FEBRUARY**
- **20** Family day - No classes
- **25** Winter break ends

**MARCH**
- **TBD** Current resident Room Selection for Fall 2023 opens on-line

**APRIL**
- **TBD** Housing Awards Gala
- **11** Last day of classes
- **14** Start of exams
- **27** End of term

**RESIDENCE LIFE CALENDAR**

One of the perks of living on campus is you’re always invited to our events! Often hosted by our Residence Life or Residence Community Council teams, these events include everything from karaoke to free smoothies! There’s something for everyone and it’s a great way to get to know people and be part of the Housing Community.

Check out our events calendar for information about all Residence Life activities, or download the Housing Services App!

![Google Play](GooglePlay.png) ![Download on the App Store](AppStore.png)
WHAT TO BRING

HIGHLY RECOMMENDED (PRIORITY ITEMS)

☐ Health card and other forms of identification

☐ Personal hygiene products
  (Toothbrush, soap, shampoo, hair brush, nail clippers, etc.)

☐ Towels and face cloths

☐ Toilet paper, tissue boxes, and plunger

☐ Laundry basket and detergent/dryer sheets etc.

☐ Pillows, blankets, bedding, sheets, etc.
  (All beds are twin extra long except for our 2 bedroom apartments in Kišik which are double. (You may bring a mattress topper, but not a mattress)

☐ Your school supplies
  (Pens, pencils, books, backpack etc.)

☐ Cleaning supplies
  (Brooms, mops and disinfectant wipes)

☐ Dishes, cutlery, mugs, water bottle
  (Make sure it’s microwave safe!)

These items are only permitted to be used in proper kitchen spaces - NOT in bedrooms/dorm-style rooms:

☐ Small cooking appliances
  (Rice cookers, mixers, slow cooker, toasters, etc.)

☐ Other cooking supplies

RECOMMENDED (OPTIONAL)

☐ Face Mask and hand sanitizer

☐ Headphones

☐ Clothing hangers

☐ Personal fan

☐ Power bar

☐ Storage bins/containers

☐ Snacks

☐ Pictures, posters, things to personalize your room
  (Please note: any cost associated with damages to walls EX: punctures, scratches, peeling paint, etc; will be charged to your account upon move out).

☐ Personal computer/laptop
  (USB sticks, and backups are also useful!)

☐ Personal First Aid kit

☐ Kettle
  (With an automatic shut-off feature)

☐ Mini fridge**

☐ Bicycle with bike lock
  (Be sure to register your bike and store it in the appropriate area)

☐ Small house plants
  (They’re good for the air and will make you happy!)

☐ Non-dangerous pet fish in a tank
  (No larger than 10 gallons)

☐ Water filter

**Private dorms already come equipped with a micro-mini fridge.
WHAT TO LEAVE BEHIND

- Candles or incense
- Personal heaters
- Large furniture
- Microwaves  
  (Provided in common spaces and kitchens)
- Mattresses  
  (Mattress toppers are allowed)
- Large speakers, sub-woofers, or amplifiers
- Routers, wifi boosters, extenders, etc.
- Satellite dishes
- Explosives
- Harmful chemicals and flammable liquids
- Firearms and weapons  
  (Including pellet guns, bb guns, bow and arrows, hunting/exotic knives, swords, or any other items considered by the Housing Services to be dangerous)
- Large appliances and gym equipment  
  (Treadmill, full sized fridges, deep freezers, dishwashers, washing machines etc.)
- Illegal drugs
- Pets  
  (Except non-dangerous pet fish in a tank no larger than 10 gallons)
- Vaporizers, vapes, e-cigarettes, hookahs, tobacco/marijuana products, bongs, etc.  
  (The University of Regina is a smoke-free campus. These products are not permitted for use in any of our Housing locations or the campus as a whole.)
- Propane tank/bunsen burners, hot plates
- Items or games that encourage binge drinking

Good to know:  
If you are unsure of whether or not an item you wish to bring into housing is permitted, please contact Housing Services prior to your arrival date.
The Housing Office in Kīšik Towers is where you will find staff to assist you with questions, accept rent payments, retrieve your mail, and provide you with any housing support that you might need.

Office Hours: Monday-Friday 8:15 AM- 4:30 PM with payments accepted from 8:15 AM- 4:00 PM *excluding holidays

Email: housing.services@uregina.ca
Website: www.uregina.ca/housing/
Tel: (306) 585-5450

HOUSING OFFICE

The Kiosks are staffed by Resident Assistants (RA) and Community Assistants (CA). They are happy to answer any questions that you may have, sign out equipment, or let you into your room if you’re locked out, etc. If the kiosk in your building is closed, please feel free to stop by another building’s kiosk or phone the RA or CA on call. Please note that the Kiosks may be temporarily closed when the CAs are conducting their rounds of the building or are assisting other residents or guests.
RESIDENCE LIFE TEAM

RESIDENT ASSISTANTS (RA)

RAs live in Housing and are students who are hired and trained to assist you! They have assigned floors and are on call after hours.

Your RA will stop by your suite once a month to check in. RAs are trained in conflict resolution and mediation; they run Housing events, act as building Fire Wardens, do nightly rounds of their assigned building, enforce Housing policies, respond to unauthorized guests or violations, and check in on parties.

RAs are also trained to respond to mental health concerns and much more! RAs can help connect you to the resources you need!

SOME THINGS TO KEEP IN MIND ABOUT RAS:

• **RAs are students too:** while they are expected to abide by and enforce Housing Services and university policies, they are student staff that are acting on behalf of professional staff. They do not create the rules and are not able to change them.

• **RAs are not counselors:** while we encourage you to share your successes and challenges with your RA, they are not able to provide professional advice and are only trained to help you find the right support.

• **RAs are not your parent:** RAs serve as role models within the Housing community and are expected to assist you when needed, but they are not responsible for taking care of you full-time.

• **RAs are not police officers:** RAs conduct nightly rounds of our Housing Buildings. They also enforce Housing Services policies and assist residents; however, they are not official law enforcement and are not always able to fix every situation, even if rules are being broken.

COMMUNITY ASSISTANTS (CA)

CAs are students who help keep our kiosks open after hours, and provide customer service for our Housing students and Hospitality guests.

During their shifts they conduct rounds of all Housing buildings, lock buildings so they are secure, help with lockouts, sign out equipment, and assist students and guests with any questions or concerns they may have.

CONTACT YOUR RA

1 (306) 530-5571
1 (306) 535-0676

Mon-Fri 4:15 PM - 8:15 AM
Sat-Sun 24/7

CONTACT YOUR CA

1 (306) 519-0547

Everyday 24/7
Housing Services

11

HOUSING CONTRACT

OCCUPANCY TERM

All students living in student housing are required to sign a Housing Contract for the full period of their accommodations. The term begins on your scheduled move-in date set out in the Letter of Offer, and concludes 24 hours after your last exam or academic commitment, or the final day stated in your Housing Contract, whichever comes first. You are financially responsible for the full term regardless of your checkout date.

EXTENDING YOUR STAY

If you need to arrive earlier than your scheduled move-in date, or, stay past your scheduled move-out date, please e-mail Housing.Services@uregina.ca detailing your request. Housing staff will respond to your email, letting you know if the request can be approved. All requests are subject to availability. Additional daily fees will apply to all early arrivals and extended stays, and you may be required to move to a temporary room for us to accommodate your request.

HOUSING FEES

Housing fees are calculated per semester. Residents may pay their fees in full on the first day of classes each semester or pay monthly installments, each due on the first business day of each month.

FIRST DAY OF CLASSES:

Fall - August 31st, 2022 and Winter - January 4th, 2023

Fees will not be re-calculated based on late arrivals. Any account with an outstanding balance as of October 1st, 2022, and February 1st, 2023, will be charged a $25 monthly late fee for each month the account is overdue*.

Payments are accepted between 8:15 AM and 4:00 PM, Monday through Friday, with the exception of statutory holidays. You can also pay on-line via UR Self-Service, via the Housing Services on-line portal, or, at Financial Services. If you make housing fee payments via UR Self-Service or at Financial Services, you must email Housing.Services@uregina.ca providing the following information each time you make a payment:

- First Name and Last Name
- Student Number
- Method of Payment
- Date of Payment
- Amount you want put towards your housing fees

If Housing Services is not made aware that an on-line payment was intended for housing fees, it may automatically be allocated to your tuition and/or other University of Regina fees.

*Residents wishing to pay their housing fees in installments must log into the Housing Portal and complete the Payment Plan section by September 15th in the Fall, and by January 15th in the Winter semester.

Please Note: An financial hold will be placed on student accounts with a balance owing of over $2000 as of November 9th, 2022. A financial hold prevents students from registering or obtaining an academic transcript at the University of Regina until amounts owing, including balances owed to Housing Services, are paid in full.
HOUSING TENANT INSURANCE PROGRAM

All residents living with us are required to maintain tenant insurance. Marsh Canada Limited is the University of Regina tenant Insurance provider. An insurance fee of $42.40 is placed on each resident’s account at the beginning of each semester.

Full information about coverage can be found here: Tenant Insurance

To report a claim, please call AIG Insurance Company of Canada at 1-866-724-8884

Should you have alternate tenant insurance coverage in place from another provider, and wish to opt out of the University recommended program, please click on the link below and submit the requested information to the program administrator, Marsh Canada Limited, by the deadline dates listed below. **Students who do not submit a request to opt out of the program by this date will be automatically enrolled in the program.**

Fall semester opt-out deadline date: September 15th, 2022
Winter semester opt out deadline date: January 15th, 2023

Opt-out link:* https://marsh.az1.qualtrics.com/jfe/form/SV_9TTyvdJefxQHJad
*By clicking this link you agree to be redirected to a Marsh Canada managed website to proceed with the Opt-Out request process.

By opting out of the tenant insurance program you are assuming full responsibility for content and liability insurance while under contract within Housing at University of Regina.

Marsh Canada is administering the opt-out process and is collecting the information on behalf of the University of Regina. The information provided will be sent to the University of Regina.

If you have any questions regarding the University’s requirement to maintain tenant insurance or the opt-out process, please contact University of Regina Housing Office by emailing Housing Services or by calling (306) 585-5450.

SPECIAL INTEREST FLOORS

Housing Services offers a number of special interest floors for students. Due to the nature of these floors, there are additional expectations and policies that need to be followed by occupants living in these spaces. If you are living on any of the special interest floors stated below, then it is important that you click on the links below and review the applicable policy provisions.

- Female Only Floor
- Colourful Campus House
- Grad & Mature Student Housing
SECURITY DEPOSIT

The $400 Security Deposit will be carried forward from year to year as long as you continue living on campus or apply to return. Should you choose not to return to on-campus Housing, your Security Deposit will be returned to your student account, providing there are no room damages upon move-out, and you do not have an outstanding balance owed to the University. (Please allow 6-8 weeks after departure for refunds to be processed)

If you cancel your contract at any time, for any reason, after having moved in, you will no longer be eligible to collect your Security Deposit. Students who are eligible for Security Deposit refund will have the amount credited to their student account approximately six weeks following their departure date. You will be notified via email once the credit has been applied. Please contact Financial Services for reimbursement once notified. International students with special banking requirements should contact Housing Services at least two weeks prior to moving out to discuss other refund options.

ROOM INSPECTIONS

Housing staff will inspect each room and suite prior to move-in, however, we ask that each resident complete an Inspection Report detailing the condition of your room upon your arrival. This report allows each resident the opportunity to document any damages that exist upon move-in, and report any maintenance issues that may have been overlooked. This report is designed to ensure that each resident is able to live in a comfortable and well-maintained space.

TERMINATION OF CONTRACT BY RESIDENT

Residents are financially responsible for the full term of their Housing Contract. If you need to cancel your Housing Contract prior to the contract end date, you must complete a Contract Cancellation Request Form (available at the Housing Services Office). This form must be submitted a minimum of 30 days in advance of the requested cancellation date. All Contract Cancellation Requests are subject to approval by Housing Services; only medical or academic reasons requiring withdrawal from courses will be considered.

If you are canceling your contract for medical reasons, and you are withdrawing from courses, medical documentation is not required. Please complete a contract cancellation form on-line. Proof of withdrawal may be requested. Acceptable documentation includes confirmation of graduation, proof of withdrawal from classes, confirmation of MW or RTD, etc.

If you are not withdrawing from courses and you are requesting to cancel your contract for medical reasons, you will be required to register with the Centre for Student Accessibility, and provide this office with supporting documentation from a licensed medical professional for the recommendation to withdraw from your housing contract. A decision regarding the approval of this request, and the assessment of any remaining or additional housing related charges, remains at the discretion of Housing Services

Any student who cancels their contract prior to the contract end date will forfeit their Security Deposit. Students who abandon their room or cancel their room prior to the contract end date without approval, will be assessed a departure fee of $1,750 or the contract remainder, whichever amount is less.

No adjustment to rent will be made for those vacating student housing after November 1st of the Fall semester, March 1st of the Winter semester and August 15th of the Spring & Summer semesters. In the Spring & Summer, requests must be submitted to the office with a minimum 30 days notice to cancel a Housing Contract without financial penalty.

Exceptions: Forfeiture of the Security Deposit may be waived for exchange students, graduating students, and students with documented medical reasons who complete a Contract Cancellation Request Form prior to October 11th, 2022.
HOUSING CONTRACT

TERMINATION OF CONTRACT BY HOUSING SERVICES

Housing Services staff regularly work with students through difficult situations, aiming to support them and prevent disruptions to the Housing Community whenever possible. Unfortunately, there are some circumstances where Housing Services may be required to terminate a student’s contract. The main circumstances are as follows:

TERMINATION OF CONTRACT BY HOUSING SERVICES

Housing fees are placed on student accounts at the beginning of each semester. Residents have the option to pay for each semester in full on the first day of classes, or, to pay monthly installments due on the first business day of each month. If payment deadlines are not met, a late fee of $25.00 will be assessed each month there is an overdue balance.

Housing Services reserves the right to issue a financial eviction. If you are contacted by Housing Services staff regarding an outstanding balance, please contact Housing Services immediately at (306) 585-5450 or by email at Housing.Services@uregina.ca

CONDUCT EVICTION

Housing Services strives to provide a positive experience for all students living on campus. In order to ensure that the housing community remains a safe and comfortable living environment, it is important that you follow the expectations and regulations as outlined in this Housing Handbook and your Housing Contract. A resident will be subject to conduct eviction if:

1. The continued presence of the resident constitutes a physical danger/threat to other students, staff or themselves.
2. The resident has withdrawn from studies at the University of Regina, or has been required to withdraw (MW, or RTD), or, is suspended from the University.
3. The resident is found to have seriously or continuously breached the Community Standards, as outlined in this Housing Handbook.

All conduct evictions include the following disciplinary action:

1. The continued presence of the resident constitutes a physical danger/threat to other students, staff or themselves.
2. The student is prohibited from being on Housing property after eviction is complete.
3. The student is not able to re-apply to Housing for future terms*.

*Students may be able to reapply after 1 year depending on the cause of the eviction. A written appeal must be submitted by the student to Housing management for review.

Please note that all evictions, conduct or financial, are subject to a $100 eviction processing fee.

APPEAL PROCESS:

Students who are evicted from Housing must vacate Housing property and return their keys to the Housing Office no later than the date listed in their eviction letter. They will be given two weeks to appeal the imposition or severity of the penalty for misconduct to the Director, Student Affairs Operations. The process to appeal is listed below:

1. The student will email the Director of Student Affairs Operations by the appeal deadline stated in their eviction letter. The appeal must be submitted electronically and must clearly outline why the student feels that the eviction decision was unjust.
2. If more information is required, the Director will arrange a meeting with the student to discuss the circumstances in person.
3. The Director will inform the student of their decision in writing via email. All appeal decisions made by the Director are final and cannot be appealed further.
MAIL ADDRESS

Each resident is assigned a mailbox key with their regular room keys. Your mailing address is stated on your move-in package. To ensure your mail is processed correctly, please have it addressed as follows:

First and Last Name
Mailbox Number
Housing Building
3737 Wascana Parkway,
University of Regina
Regina SK S4S 0A2

*Housing Buildings:
Kišik Towers, Paskwâw Tower,
Wakpâ Tower, College West,
La Residence

Reggie Reynoldson
Box 777
Kišik Towers
3737 Wascana Parkway,
University of Regina
Regina SK S4S 0A2

PARCEL ARRIVAL INFORMATION

If you are alerted by your postal delivery service that a parcel has arrived, please note that it has only arrived at the University of Regina’s central mail room, and not necessarily to the Housing Services office. Please allow an additional 1-2 business days for Housing Services to receive and process incoming mail. When a parcel or package arrives for you, an email will be sent to the address listed on your Housing portal account to notify you that you can now pick up your parcel at the Housing office during office hours. **No Cash on Delivery (COD) items will be accepted.**

OUTGOING MAIL

If you wish to send mail, simply bring your mail to the Kisik Housing office with the appropriate postage (stamps, prepaid envelopes) and it will be mailed the following business day.

**Please Note:** Housing Services will not forward your mail. It is your responsibility to update your mailing address when you move out. All mail received after you have moved out will be returned to the sender. The only exception is government mail which is held for 14 business days.

HOW TO USE YOUR LANDLINE PHONE

Each apartment is equipped with a landline telephone. Housing Services does not give out phone numbers, so make sure to tell your contacts how they can reach you! Your phone number can be found on your move-in package. The landline telephones are also important in an emergency; please do not disconnect the phones.

Internal campus calls to another person or department on campus only require you to dial the last four digits of the number.

To dial off campus, dial 9, followed by the area code and number. For long distance calls, use either a prepaid calling card or place collect calls. For international calls, dial 9-0 followed by the number. In the case of an emergency please dial 911.

Please note: Phones in College West, Kišik, Paskwâw, and Wakpâ Towers need to be plugged in using the ethernet cable and internet outlet.
USING A TV

Each suite and living room has a hook-up for basic cable, and Housing Services has coax cables available for residents to borrow for the duration of their stay. TVs are not provided in apartments or dorms but you’re welcome to bring your own. In addition, there are TV Lounges throughout each building that are open to all residents living there!

WIFI

Wireless internet is FREE and available everywhere on campus through eduroam. To connect:

- Enter credentials in the form of “username@uregina.ca”
- Use the same password as your uregina login
- You can use the same uregina credentials to connect anywhere you can find an eduroam network

Please be aware that personal wireless routers or signal enhancers are not permitted. They conflict with the university’s wireless coverage.

WIRED INTERNET CONNECTION

Wired internet connection is available in all student rooms. Ethernet cables are available for sign out from the Housing office, and must be returned at move-out.

U-PASS / BUS STOP

The Universal Bus Pass, also known as the U-Pass, is a campus-wide transit program designed for university students! This citywide transit pass will be valid for an entire semester. During the Fall 2022 semester, it will start running from August 31, 2022 and end January 4, 2023. The U-Pass costs the low price of $87.60 per semester and will be automatically added to your student financial account. Activating your U-Pass is easy! Simply take your student ID card to the Students’ Union (located on the 2nd floor of the Riddell Centre) at the start of the semester and they will activate your card.

For more information or to opt-out of this program, please visit: https://www.ursu.ca/upass/.

PARKING PASS

Parking is available for purchase on-line. Check out the Parking and Transportation Services web page for information regarding where to park on campus: https://www.uregina.ca/fm/parking. Please note that parking spaces are limited, so be sure to apply early!

BIKE STORAGE

If you want to bring a bike to campus, we have indoor bike storage! In order to access our bike storage, please register your bike at the Parking Services office. Bicycles must be locked at all times while in storage (locks not provided), and the University of Regina is not responsible for any stolen or damaged bicycles.
STUDENT STORAGE LOCKERS

Should you require extra storage space, Housing Services has lockers available for rent! Lockers can be rented at the Housing office for the cost of $25 per semester. Payment must be received upon rental of the locker. Only 1 locker is allowed per resident, and residents must use Housing-provided locks. Lockers must be in the building where you are living, and food cannot be stored within the locker. Items are stored at the resident’s own risk. All lockers expire at the end of the Winter semester unless renewed. All items must be removed at the end of the rental term, and any items left behind will be donated/disposed. Lockers are available over the Spring/Summer semester to students with a future term booking only, unless approved otherwise by a manager.

COMMON AREAS AND GAME ROOMS

Whether you want to de-stress with a game of pool, or challenge your roommates to a game of Smash Bros Brawl, Housing Services has loads of recreational options available! The equipment can be signed out from any of the Housing Kiosks FREE of charge! You simply have to show your student ID.

MUSIC ROOMS

Do you play piano or another musical instrument? Music rooms are located in Kīšik Towers, Paskwāw Towers and College West. Each music room contains a piano for student use, but rooms can be used to practice other musical instruments as well. Music rooms are more soundproof than your bedroom, so you can use them without disrupting other members of your community!

EQUIPMENT AND RESOURCES

Housing Services provides a variety of cleaning supplies and recreational equipment for Resident use FREE of charge! Supplies and equipment can be picked up or signed out from your building’s kiosk, or from the Housing office in Kīšik Towers at any time.

SUPPLIES
- Mops/Buckets
- Toilet Plungers
- Light Bulbs
- Garbage Bags
- Brooms
- Irons/Ironing Boards
- Vacuums
- Ethernet/TV Cables

ENTERTAINMENT
- Pool Table Equip.
- Tennis Table Equip.
- Board Games
- Video Games
COMMUNITY KITCHEN

While select apartment styles include kitchens, there are also community kitchens available for all residents use in College West, Paskwāw Tower, and in Kīšik Towers.

DINNING PLAN

Students who live in dorm-style rooms will not have a kitchen; these residents need to purchase a dining plan. The University of Regina offers a wide selection of dinning and beverage establishments on campus. Click below for a list of available options.

GROCERY BUS

The RCC (Residence Community Council) and Housing Services fund a bi-weekly Grocery Bus that transports residents directly to and from Southland Mall. The Grocery Bus picks up residents every other Saturday at 1:00 p.m. from Kīšik Towers, and departs Southland Mall at 2:30 p.m.

UNIVERSITY OF REGINA FOOD SERVICES

To learn more about the variety of venue choices available through University of Regina's Food Services, please click here.

LUTHER COLLEGE CAFETERIA

To learn more about the Luther College Cafeteria and meal plans, please click here.
HEATING AND COOLING

Campus heating and cooling is controlled at a central location. During the winter months, all buildings are heated; in the summer months, all buildings are cooled. Fan controls and thermostats located in the apartments can adjust how hot or cool your suite is by a few degrees.

Kīšik Towers has in-floor heating, while the rest of our buildings have a fan control, located in the apartment living room or bedroom. In shared dorms, the thermostat is located in one of the two rooms; please work with your neighbor to determine what temperature works best for both of you.

MAINTENANCE REQUEST

The Housing Portal is your go-to resource for any maintenance issues you experience during your stay. Under the “Maintenance” tab, you’ll be able to document the details of any issue and file it directly with the Facilities Management team. Once sent, the team will work to address your request. You can access the request form through the Housing Portal.

Please note: Housing Services and the University of Regina Facilities Management Team reserve the right to enter a resident’s room for the purpose of making repairs, as reported by the resident. For regular maintenance, residents will receive 24 hours advance notice of room entry. In the case of an emergency or health and safety concern, repairs will be done immediately without prior notice to the resident.

Maintenance issues of a non-urgent nature include, but are not limited to: clogged toilets and drains that are not actively overflowing, broken furniture and sticky or loose door knobs.

Maintenance issues of an urgent nature require immediate attention and must be reported to Housing Services as soon as they are identified. After hours please contact after-hours staff to report urgent maintenance concerns. These include, but are not limited to: water-related damage (such as actively overflowing toilets/sinks), sanitation issues, elevator breakdown, and electrical malfunction.
## AMENITIES

<table>
<thead>
<tr>
<th>Service &amp; Entertainment</th>
<th>Paskwāw and Wakpā Towers</th>
<th>Kīšik Towers</th>
<th>La Résidence</th>
<th>College West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart-Card Reload Machines</td>
<td>218</td>
<td>237W/274E</td>
<td>-</td>
<td>422</td>
</tr>
<tr>
<td>Laundry Room (Washer &amp; Dryers)</td>
<td>218</td>
<td>237W/274E</td>
<td>815</td>
<td>422</td>
</tr>
<tr>
<td>Garbage and Recycling</td>
<td>115</td>
<td>Main Floor (Elevators)</td>
<td>Loading Dock</td>
<td>1st Floor Loading Dock</td>
</tr>
<tr>
<td>Kiosk</td>
<td>Wakpā Main Floor</td>
<td>Housing Office</td>
<td>2nd Floor</td>
<td>451</td>
</tr>
<tr>
<td>Bike Storage</td>
<td>-</td>
<td>Parkade</td>
<td>Loading Dock</td>
<td>019.1</td>
</tr>
<tr>
<td>Game Room</td>
<td>2nd Floor Paskwāw</td>
<td>West 2nd, 3rd, &amp; 4th Floor</td>
<td>-</td>
<td>338</td>
</tr>
<tr>
<td>Mail Box</td>
<td>1st Floor</td>
<td>1st Floor</td>
<td>2nd Floor</td>
<td>450</td>
</tr>
<tr>
<td>Music Room</td>
<td>PA 201.1.1 Basement</td>
<td>West 4th Floor</td>
<td>-</td>
<td>424.3</td>
</tr>
<tr>
<td>Activity Room</td>
<td>PA013</td>
<td>1st &amp; 14th Floor</td>
<td>-</td>
<td>337 &amp; 421</td>
</tr>
<tr>
<td>Storage Room</td>
<td>Basement WA014</td>
<td>East 158.1</td>
<td>-</td>
<td>019.1</td>
</tr>
<tr>
<td>Study Lounge</td>
<td>419</td>
<td>2nd &amp; 3rd Floor</td>
<td>4th Floor</td>
<td>425</td>
</tr>
<tr>
<td>TV Lounge</td>
<td>2nd, 3rd, 5th &amp; 12th Floor</td>
<td>East 1st, 5th &amp; 14th Floor</td>
<td>5th, 6th, 7th &amp; 8th Floor</td>
<td>423</td>
</tr>
<tr>
<td>Shared Kitchen</td>
<td>Basement PA013</td>
<td>1st Floor</td>
<td>-</td>
<td>336</td>
</tr>
</tbody>
</table>
COMMON SPACES

Creating a positive community atmosphere in Housing is of the utmost importance. As such, each Housing building is equipped with a variety of common area spaces. Please feel free to use the common spaces in your building in order to study or gather with your friends. As these are shared spaces, we ask that all students using them keep them neat and tidy by removing all trash, cleaning up any spills, and not storing personal belongings in these spaces. If you notice any issues with the cleanliness of any common area space, please report it to Housing Services.

LAUNDRY ROOM

Housing Services has card-operated laundry machines located in the laundry rooms in each building. The machines operate using laundry cards called Smart-cards. There are two options available to pay for laundry, students can either download the Coinamatic CP mobile app or purchase a Smart-card from one of the machines in each building (please see the ‘Amenities’ section for locations). The card itself costs $5.00 and you can load additional funds onto the card for washing/drying. The cost per load is $1.75/ wash and $1.75/ dry. Students need to supply their own laundry soap and dryer sheets. Bringing in your own laundry appliances to Housing is not permitted.

GARBAGE AND RECYCLING

In order to reduce our ecological footprint and to contribute to our overall campus goal of sustainability, Housing Services offers an excellent recycling program! No need to search all over the city for a recycling center! Recycling bins for mixed recycling have been placed in every suite. Recyclable items can be brought to your building garbage room, please check the recycling sign in the garbage room to ensure your item is recyclable. We also provide garbage bags; just stop by your building kiosk or the Housing Services office and ask!

In order to ensure that your suite is kept in a clean and livable condition, please take the garbage/recycling out of your suite at least weekly and dispose of it properly in your building’s garbage room. Collecting garbage/recyclables in your suite or room, or disposing of it in common spaces/common space trash bins, poses a health and safety risk that may lead to disciplinary action. We also ask that empty bottles not be displayed in windows. All recycling can be placed into the metal blue bins in the recycling rooms and does not need to be sorted.
CLEANING AND HOUSEKEEPING

YOUR BEDROOMS AND APARTMENTS

Residents are responsible for cleaning their apartments and bedrooms. Keeping your suite clean contributes positively to your overall well-being, health and safety. Cleaning responsibilities are to be scheduled and divided among roommates. At the beginning of each semester, your RA will provide a blank cleaning schedule form, and it is the responsibility of you and your roommates to fill it out together prior to the first cleaning inspection. The completed schedule must then be posted on the back of your apartment/dorm room door or on the fridge, so that it can be easily viewed by Housing cleaning staff.

Note: If you did not receive a cleaning schedule form, please contact your RA!

CLEANING INSPECTIONS

Regular health and safety inspections, along with monthly cleaning inspections, are conducted to ensure cleanliness and to report any damages. Should you fail to meet the cleanliness standards at the time of the inspection, a written cleaning report itemizing the areas to be cleaned will be issued, along with the date for re-inspection. Should cleanliness fail to meet standards upon re-inspection, Housekeeping staff will clean the failed area(s) and a cleaning service fee will be applied to the account of the resident who was assigned the area on the posted cleaning schedule. If a cleaning schedule has not been completed for the apartment or suite, the cleaning fee will be divided amongst all occupants of the suite. Apartments/dorms struggling to meet Housing cleaning standards will be placed on a weekly cleaning inspection schedule. Any resident who fails 3 or more cleaning inspections will be required to sign a Cleaning Behavior Contract, and possibly attend an educational session.

CLEANING SERVICE

For a fee of $55.00/hour, Housing Services Housekeeping Staff will clean your assigned area for you! This service will be provided up to a maximum time of one hour during the week of the scheduled cleaning inspections. If you are interested in utilizing this service, simply complete our on-line cleaning request form.

Note: Payments for this service must be made in advance to the Kišik Towers Housing Office.

CLEANING EQUIPMENT

Housing Services provides some basic household equipment for you to keep your suite clean; however, you will still need to bring some of your own supplies.

SUPPLIES TO PURCHASE

- Washcloths
- Bath cleaner
- Oven/stove cleaner
- Toilet cleaner/brush
- Paper towels
- Glass cleaner
- Rubber gloves
- Disinfectant cleaner
- Laundry detergent

SUPPLIES PROVIDED

- Garbage bags
- Light bulbs
- Vacuum bags
- Burner foils

2 HOUR RENTALS

- Mops/buckets
- Brooms/ dustpans
- Toilet plunger
- Vacuum
MENTAL HEALTH

We understand that mental well-being is just as important as physical well-being. Should you ever find that you are struggling, Counsellors are available at Counselling Services in the Riddell Centre in room 251. See page 45 in the Housing Handbook for contact information. Appointments are free of charge for all students, and can be booked on-line: https://www.uregina.ca/student/counselling/contactusform.html

Furthermore, all Resident Assistants are trained in Mental Health First Aid, and can refer you to the appropriate contact on campus should you ever feel in need of help. The RAs also perform monthly check-ins to help ensure your wellbeing, and we offer a number of mental health centred programs throughout the year, which we encourage you attend!

HEALTH

The University of Regina strives to provide a safe and healthy environment for all students, faculty, staff, and visitors. Our Health and Safety webpage- https://www.uregina.ca/hr/hsw/ has more details on how to improve and maintain your health and wellness in all aspects of life.

In case of an emergency, call 911! In the case of non-emergencies, you can call Saskatchewan’s healthline by dialing 811. The healthline has registered nurses available to help determine if your case is an emergency, or, they can simply answer any medical questions you may have. The number 211 can also be called for connection to case specific community services.

If you have been diagnosed with an illness or disease, are unsure if you should keep attending classes or work, or, are concerned that a student is ill and at risk of spreading their illness, you can confidentially report it to health.safety@uregina.ca and/or by phoning (306) 585-4776. All advice and support is provided in consultation with Saskatchewan Health Authority medical professionals.

HYGIENE

Living on campus means that you are a part of a large community of students. Maintaining good personal hygiene is essential for everyone’s health and wellness. Wash your hands often! Use your own personal hygiene products, and dispose of them in a proper manner. Please do not flush any feminine hygiene products down the toilets, rather, dispose of them in the bathroom trash bin.
YOUR ROOM

We encourage you to make your room your own! We just ask that you do not puncture or hang anything from the walls, doors, or furniture to avoid causing any damage. **Remember: Never hang anything from the sprinklers under any circumstances!** Hanging items from sprinklers creates the potential for flooding.

Included in each bedroom is a desk, lamp, chair, closet space, bed frame, and mattress. Residents are responsible to provide their own bedding, pillows, and other decorative items.

If you want to customize your room with furniture, please be advised that larger pieces of furniture or any electrical/mechanical appliances (refrigerators, freezers, etc.) need to be pre-approved by a Housing Services Manager prior to being brought into the Housing buildings. We also ask that you please leave the furniture that is provided in your space in the room which it belongs. Removal of furniture from bedrooms/apartments without proper authorization is considered theft and may result in a financial charge.

SUITE AND FLOOR MEETINGS

At the beginning of each semester RAs will conduct suite meetings. Each meeting will be between 15-20 minutes long. RAs will hang posters informing residents of the time and date of these meetings, or Housing Services staff will send residents an email with the meeting information. It is mandatory for at least half of the residents of each suite to be in attendance at these meetings. If the scheduled time is not convenient for your suite, or, if you live in a dorm and are unable to attend the floor meeting, please contact your RA prior to the scheduled date to book an alternate time.

These meetings are very important for several reasons:

1. To meet your RA, learn how they can assist you, and learn how you can contact them
2. To ensure students are aware of all upcoming events
3. To remind residents of the Housing Community Standards
4. To assist roommates, and those who share dorm bathrooms, to work out a semester cleaning schedule
5. To help with any roommate issues within the suite

MONTHLY CHECK-INS

RAs will also conduct monthly check-ins for their assigned suites. Monthly check-ins are an opportunity for your RA to see how you are doing, inquire about any support you may need or questions you may have, as well as to provide you with information about upcoming events or activities in Housing.
ROOMMATE ETIQUETTE

Living on campus is a great way to expand your horizons and meet all kinds of people! Be sure to introduce yourself to your roommates the first chance you get! Take the time to get to know each other and you’ll be able to determine the best way to live effectively together. Communication is key, and friendly smiles and greetings can go a long way to creating a peaceful living environment!

Knowing your roommate’s living habits will give you insight into when they might need some support. Everyone can get homesick, stressed, or just need assistance sometimes; especially if it’s their first time away from home. If you or your roommates are ever feeling lonely, or in need of help, don’t hesitate to talk to an RA. RAs are trained to connect you to the many resources available on campus to help ensure that you get the care you need. We want everyone to have a great housing and university experience!

ROOMMATE COMPLICATIONS

Sometimes issues between roommates can arise. When this happens, please take the following steps to resolve things peacefully:

TALK TO YOUR ROOMMATE

Try talking to each other in person in a non-accusatory way. Explain your expectations, needs, and struggles calmly using “I” statements. So instead of “You never do your dishes! It’ll pile up all week and you can’t even see the sink!” (Accusatory) try, “I feel like I’ve been doing more than my fair share of the dishes lately, and I get frustrated when I can’t use the sink when they pile up.” Note that passive aggressive notes are rarely effective.

TALK TO YOUR RA

If you find that after speaking in-person about your concerns at least a few times, that there is still a disconnect between you and your roommate(s), then contact an RA for help. When talking to the RA, explain what the situation is and what measures you have taken to attempt to resolve the issue. Try not to wait until things escalate too much before contacting an RA. RAs are trained in conflict resolution and suite mediation! After speaking to the RA and explaining the situation, a suite meeting will be scheduled as soon as possible for your apartment. The RA will keep your conversation private, and will try their best to maintain anonymity.

HAVE A SUITE MEETING

A suite meeting is when all residents of the apartment sit down together with an RA acting as a facilitator. Zoom suite meetings may be utilized if face to face meetings cannot occur. The RA will encourage everyone to voice their concerns, and help negotiate potential solutions everyone would benefit from. Once a suitable course of action is decided, all residents of the apartment will be asked to sign an agreement form outlining the solution they agreed on. Note that sometimes suite meetings are done at random without the request of a roommate. Failing cleaning inspections, signing out a party pass, noise complaints from neighbours, or just a spontaneous check-in, are all reasons a suite meeting may be arranged.
FOLLOW-UP

If a suite meeting fails to be effective in resolving conflict, a follow up meeting may be called. Depending on the situation, students may be offered a room change. When a room change request is made after having gone through the conflict resolution process, the administration fee typically assessed may be waived at the discretion of Housing management.

ROOM CHANGES

We understand that there will be times when students are unhappy with their assigned room. Our goal is to provide all residents with a positive living environment, and as such, we do accept room change requests throughout the year. Room change request forms are available at the Housing Services office beginning on September 15th, 2022. The forms must be completed in full and submitted to management for review in order to initiate the room change process. Room change requests are subject to a $100 administration fee.

**Important:** Your Housing contract provides you access to, and responsibility for, a specific room on campus. In case of an emergency, in the event of room damage, and for Health and Safety reasons, it is important that our system accurately reflects the actual occupants of each room. As such, all room changes must be coordinated through the Housing Office. Organizing a room change independently, or switching keys/rooms with your roommate will create a number of challenges for you and for Housing Services. If you find your room unsatisfactory, please take the appropriate steps to complete a room change at the Housing Services office.

**Please Note:** All students who are requesting a room change due to roommate issues, and who have not yet spoken to their RA and gone through the mediation process, must first complete a “Request for Assistance with Resident Concerns” form (see below).

REQUEST FOR ASSISTANCE WITH HOUSING CONCERN

Our goal is to provide a comfortable, safe and secure living environment to all residents. If you are having issues with your roommates and/or living environment, please complete the Request for Assistance with Housing Concerns form.
UR PRIORITY

UR Priority is a community and program for first-year students. With UR Priority, first-year students are going to live together in either Kišik Towers or the fourth floor of College West, so you can make friends and form connections with students in the same shoes as you. One of the most exciting parts of UR Priority is the UR Priority Centre, located on the main floor of Kišik Towers. No more wandering around campus trying to find the services you need. The UR Priority Centre is a central hub of resources and supports designed specifically for you. The centre will have both office and common space, where you can work with academic advisors, career counselors, tutors, take a writing workshop, talk to a counselor, resolve conflict, volunteer on campus, find social events and a whole lot more!

LLC

Living-Learning Communities (LLCs) are an exciting Housing opportunity! LLC members have access to additional faculty-based programming and events alongside our regular Residence Life programming. Enjoy the advantages of living with like-minded people! Support each other, participate in LLC activities together, and be proud of your community! The Residence Life Team will be contacting all LLC members throughout the semester. If you have any questions regarding the LLCs, please contact housing.services@uregina.ca.

RESIDENCE COMMUNITY COUNCIL

Welcome to the Residence Community Council! We’re always accepting new members and your participation is very much appreciated!

Who are we?

The RCC is a student-run group composed of those who live on campus. If you are a resident, you’re invited to our weekly meetings! We would love to hear your ideas on what would make living here great for you!

CONNECT WITH US!

E-mail: uofr.res.rcc@gmail.com
On-Line: https://sites.google.com/view/uofr-rcc
RESPECTFUL LIVING ENVIRONMENT

THE UNIVERSITY OF REGINA'S RESPECTFUL UNIVERSITY POLICY

“The University of Regina is committed to creating and maintaining an environment in which University members can live, work, and learn in a collegial climate of mutual respect, free of harassment and discrimination.” Harassment and discrimination will not be tolerated, under any circumstances. The University of Regina and Housing Services will take all possible steps to ensure students, employees, and visitors are not subject to any form of harassment or discrimination. Please review the University’s Respectful University Policy for more details.

Should you ever feel threatened during your stay in Housing, please inform a Resident Assistant, Community Assistant, or speak with a manager about the situation.

RESIDENT RIGHTS, RESPONSIBILITIES AND PRIVILEGES

Students of the University are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all of the policies and regulations of the University. All University of Regina students must abide by the Student Code of Conduct, which can be found in the Undergraduate Calendar.

**RIGHTS**

- Freely access your living accommodations and common areas
- Live in a safe and secure environment
- Sleep and study in your room without undue interference
- Be free from intimidation or harassment
- Be treated with respect
- Enjoy freedoms without regard for race, gender, expression, sexual origin, national origin, physical or mental abilities, religion or political affiliation

**PRIVILEGES**

- Access to Residence Life programming and opportunities
- Host guests within the established guidelines
- Host parties within the established guidelines
- Use of Housing common spaces
- Borrow Housing equipment
- Approval to be placed on a payment plan
- Consume alcohol responsibly if age 19+

**RESPONSIBILITIES**

- Respect the rights, privileges, and property of fellow residents, guests, and staff
- Behave in a way that facilitates and promotes respect and equality toward all University staff, faculty, students and others
- Monitor and accept responsibility for yourself and your guests’ behaviour
- Refrain from letting unknown people into Housing
- Know and follow Housing policies & the University of Regina’s Student Code of Conduct
- Maintain an acceptable level of cleanliness
- Make all payments on schedule
- Report any violations or concerns to the appropriate staff
- Report any maintenance issues through the Housing portal
- Keep your apartment doors closed and locked
- Report suspicious behaviour to Housing Staff
- Refrain from lending out your keys
NOISE AND QUIET HOURS

Living on campus means that you are part of an academic community. As such, residents should be mindful of the expected community atmosphere. Please be considerate of others’ study and sleep habits. To help ensure a healthy environment, Housing Services enforces quiet hours. **Quiet hours are in effect during the following times:**

**SUNDAY - THURSDAY**
11:00 PM - 8:00 AM

**FRIDAY & SATURDAY**
1:00 AM - 8:00 AM

**24 HOUR QUIET PERIOD**

In order to ensure that residents have a quiet and comfortable place to rest and study during the Final Exam Period, Housing Services enforces a **24 hour quiet period**. The dates of this period are as follows:

Start of Fall 24 hour quiet period: **December 9th, 2022 at 11:00 PM**
End of Fall 24 hour quiet period: **December 22nd, 2022 at 8:00 AM**

Start of Winter 24 hour quiet period: **April 14th, 2023 at 11:00 PM**
End of Winter 24 hour quiet period: **April 27th, 2023 at 8:00 AM**

During the 24 hour quiet period, guests are permitted in housing between the hours of **8:00 a.m. and 11:00 p.m. daily**. Overnight guests are not permitted during this period, unless approved by a Housing manager.

**NOISY NEIGHBOURS?**

If your roommate or neighbour is being unreasonably loud, please take the following steps:

- Calmly try to resolve the issue by communicating your concerns directly to your roommate/neighbour. Explain how the noise levels are posing you difficulties, and discuss your needs in a friendly and respectful manner.
- Should the noise continue to be a problem, please contact the RA or CA on call. You will be asked for your name and room number for our records, as well you will be asked for permission to enter your room to observe the noise level. If Housing staff deems the noise level to be unreasonable, those responsible for the noise will be issued a warning.
- In the case of repeat violations, disciplinary action will follow.
VISITORS AND GUEST VISITS

Guests are welcome to visit you throughout your stay in Housing; however, there are a few procedures that need to be followed while they are here. First, when your guest arrives, you must meet them at the main entrance of your building to let them in. Second, you must accompany your guest at all times (including in all common spaces and recreational areas) throughout the duration of their stay. Residents who wish to host guests under the age of 17 must first register their guests at the Kiśik Housing office. Please do not give your access key to your guest at anytime, as doing so compromises the safety and security of the community, and, as such, could result in disciplinary action. Lastly, please ensure that your guests bring ID, as they must be able to present government or university issued identification if asked to by staff.

YOUR RESPONSIBILITY

Residents assume full responsibility for their guests’ actions. As such, please ensure that all of your guests are aware of the Housing Community Standards. Should a guest violate the Housing Community Standards, or otherwise pose a problem to other residents or staff, the guest will be asked to leave the Housing building immediately, and the resident will be held responsible and may be subject to disciplinary action. Furthermore, guests who engage in such behaviour may lose visitation privileges in Housing, and the responsible resident may have their guest privileges revoked.

Non-Resident students who violate the Housing Community Standards while in the Housing buildings may be required to meet with the Coordinator, Student Conduct, and may be subject to disciplinary action as outlined in the Student Code of Conduct and Right to Appeal section of the Undergraduate Calendar.

OVERNIGHT GUEST POLICY

You are welcome to host overnight guests. Just note that all bedrooms are single occupancy and as such, we ask that overnight guests stay for no longer than 2 consecutive nights in any given week. If you have a guest that requires accommodations for a period of more than 2 consecutive nights, please email the Housing Services office prior to their arrival to discuss short-term housing options.

Note: Please refer to the "Noise and Quiet Hours" section for information regarding hosting guests during the 24 Hour Quiet Period.

HOUSING GUESTS WHEN YOU HAVE A ROOMMATE

Anytime you will be hosting a guest, whether they are staying overnight or just for a few hours, please discuss it with all of your roommates prior to bringing anyone into your apartment. Not only is this common courtesy, but it also ensures that everyone feels safe and comfortable in their living space. We ask that you and your guest are mindful of Housing quiet hours, and that your guest does not use any of your roommates’ belongings without their explicit permission.
ALCOHOL

The University of Regina is committed to promoting safety and responsibility with the use of alcohol. Therefore, Housing Services observes the following policies:

- Items that promote binge drinking are not permitted in Housing, including, but not limited to kegs, mini kegs, alcohol funnels, drinking games, etc.
- Public intoxication of residents and/or guests will be subject to disciplinary action.
- The making of beer, wine or other alcohol in student housing is not permitted.

The provincial statutes regarding the possession of alcohol apply to all University of Regina Housing locations. In the province of Saskatchewan, a minor is a person who is under the age of 19. Minors found in possession of alcohol, or who are found to be under the influence of alcohol, may be subject to disciplinary action. Students found to be supplying alcohol to minors will be subject to a fine and disciplinary action. Housing staff may ask for ID with proof of age at any time.

If you are of legal age (19 years and over), you may consume alcohol responsibly in your apartment or dorm room. Alcoholic beverages are not permitted in common areas, which include, but are not limited to: hallways, computer rooms, lounges, game rooms, laundry rooms, elevators, etc. If you are transporting alcohol to another location, please do so in a properly sealed container.

Residents found in violation of this policy may lose their housing alcohol and party pass privileges. In addition, they may be fined and/or required to attend an alcohol awareness training course.

**Note:** In any case requiring emergency medical assistance, anyone reporting alcohol use will not be subject to disciplinary action. This includes the person making the report, the person needing emergency medical assistance*, and any other witnesses or bystanders present at the time of the medical emergency.

*While there will be no disciplinary action for the individual needing emergency medical assistance, the individual may be required to partake in an informational course on safe alcohol use.

SMOKING

“The University of Regina is a community that respects the importance of, and takes responsibility for, the quality of the air we breathe. We are committed to providing a safe and healthy place in which to study, work, and live. The University of Regina recognizes the hazards posed by exposure to second-hand smoke and the use of tobacco products.” Smoking anywhere on campus, including all Housing buildings, is strictly prohibited. Electronic cigarettes/vaporizers are also not permitted to be used on campus.

Smoking - To inhale, exhale, burn, carry, or possess lighted tobacco, cannabis (marijuana) or other herbal products, including cigarettes, electronic cigarettes (e-cigarettes), cigars, cigarillos, pipe tobacco, hookahs or other products capable of being smoked, or to burn, vaporize or atomize any products for inhalation including tobacco or illegal substances.

Smoking in Housing is considered a health and safety concern. Thus, where smoking is suspected and/or in progress, bedrooms and apartments will be searched without prior notice. Smoking, or any signs of smoking (this includes, but is not limited to: ashes, smell of smoke, and/or the presence of cigarette butts) in student housing will result in immediate disciplinary action.

Please refer to the University of Regina Smoke Free Campus Policy for full details.
CANNABIS

Housing Services abides by Provincial and Federal legislation as it relates to cannabis use, and enforces all University of Regina Cannabis policies as outlined in Appendix A of the Smoke-Free Campus Policy.

Areas of note from that Policy include the following:

- Growing cannabis plants is prohibited in all University buildings, including all housing buildings.
- Consumption of cannabis including but not limited to consumption via vaping, smoking, eating of edibles, and concentrates, is not permitted in all University buildings.
- Smoking cannabis is prohibited in all University buildings, including all Housing buildings.
- Advertising or sale of cannabis products is prohibited on all University of Regina campuses.
- When not in use, cannabis products on campus must be stored in sealed, scent proof containers. The container must be properly labeled with the product being stored. Additionally the product must be stored in the owners bedroom and not accessible within the apartment common area.
- Mail delivery of cannabis to Housing is prohibited.
- Providing cannabis to unwilling participants or those under the legal age of consumption will result in disciplinary action.

Note: The use of cannabis for medicinal purposes is recognized as a “duty to accommodate” under Saskatchewan Human Rights Legislation. Medical cannabis users must register with the Centre for Student Accessibility, in order to use medical cannabis in Housing. Please note that smoking cannabis, even with medical certification is not permitted in the University of Regina Housing buildings.

Where a cannabis policy violation is suspected and/or in progress, bedrooms and apartments will be searched without prior notice. All cannabis policy violations that occur in student Housing will result in immediate disciplinary action.

SMOKING/CANNABIS FINES

Violation of Housing cannabis and/or smoking policies will result in the following:

- 1st offence..............$300 fine
- 2nd offence.............$500 fine
- 3rd offence........... Eviction and termination of contract

Note: Failure to properly store cannabis or cannabis products, or causing a disturbance in the community due to the smell of cannabis or tobacco products in Housing will result in a $50 Offensive Odour fine.

DRUGS

The possession, use, distribution, cultivation, or sale of illicit drugs, or drug related products is illegal under the Criminal Code and is prohibited on campus. All drug related activities on campus are considered a health and safety concern, and the University of Regina considers illegal drug use as non-academic misconduct subject to discipline. Thus, where drug use is suspected and/or in progress the following procedure is followed:

- Campus Security/Regina City Police are contacted
- Bedrooms/apartments will be searched without prior notice
- The student who violated the policy will be subject to legal action and immediate eviction from Housing.

Students who are involved in activities which are considered illegal under the Criminal Code may also be subject to discipline as per the University of Regina Non-Academic Misconduct Policy. The full policy can be found on page 42 of the Undergraduate Calendar.

VAPORIZERS AND E-CIGARETTES

In addition to smoking, the use of vaporizers and e-cigarettes are strictly prohibited in and around all Housing facilities. Where a vaporizer or e-cigarette policy violation is suspected and/or in progress, bedrooms and apartments will be searched without prior notice. All vaporizer or e-cigarette policy violations that occur in student Housing will result in immediate disciplinary action. If caught using such a device, fines will be added to your financial account.

Violation of Housing vaporizer and/or e-cigarette policies will result in the following:

- First offence..................$100
- Second offence...............$300
- Third offence.................$500 (With a behavioral contract/eviction and termination of contract.)
HOSTING A PARTY

Housing Services defines a ‘party’ as a social gathering of 8 or more people with alcohol being present. Even if your social gathering does not meet the above criteria, it may still be considered a party at the discretion of Housing staff. Before having a party, please visit the Housing Kiosk and speak with an RA before 9:00 PM to register your party. Please note that, at their discretion, RAs reserve the right to shut down parties and ask guests to leave. We want you to have fun responsibly and ensure all residents are safe.

PLAN YOUR GATHERING

- Be of legal age! If you are hosting a party, you must be at least 19 years old.
- Discuss your plans with all of your roommates beforehand; give them a heads up, and make sure that all occupants of your suite are in agreement with your plans.
- Be aware of our alcohol policy.

REQUEST A PARTY PASS

- Stop by a Housing Kiosk prior to 9:00 pm to complete a Party Form.
- Have all roommates sign, indicating their approval of having a party hosted.

GET A PARTY PASS AND GUEST LIST

- The RA will go over the responsibilities and expectations with you.
- If the RA deems that you are responsible and ready to host a party, they will provide you with a valid Party Pass and you will complete a guest list.

HOSTING THE PARTY

When signing out a party pass, one resident will be required to act as the party “Host”. The Host is responsible for the following:

- To ensure that all party guests remain respectful at all times, and that everyone present is aware of, and abiding by, all Housing policies.
- To be respectful of the RAs, who may stop by the party occasionally to assess how the gathering is going. If an RA deems the noise level excessive, or notices any other issue, they can shut down the party at their discretion.
- To ensure that all guests are signed-in, and to keep the guest list updated
- To remain present for the duration of the party, and take responsibility for the party at all times
- To avoid excessively loud noise (EX: No amps and/or sub-woofers/ shouting etc.)
- To ensure that no students under the legal drinking age are consuming alcohol
- To prohibit games that encourage binge drinking from being played at the party
- To keep the party contained to the suite/unit with the valid pass
- To shut down the party before quiet hours
- To contact the RA on-call for help if the party is getting out of hand!

AFTER THE PARTY

- Return the Party Pass and guest sign-in sheet to your building’s Housing kiosk within 24 hours.
- 48 hours after your party, a cleaning inspection may be conducted. Failure to pass the cleaning inspection may result in revocation of your party pass privileges, and any cleaning fees will be applied to the host’s Housing account.

KEEP IN MIND

- Those under the influence of alcohol and/or drugs cannot consent to sexual activity.
- Failure to abide by Housing policies as outlined in this Handbook will result in Party Pass privileges being revoked and/or additional disciplinary action.
- Providing you and your guests remain respectful, kind and safe, there should be no concerns with hosting a social gathering responsibly.
SEXUAL ASSAULT AND VIOLENCE PREVENTION

All members of the University of Regina community have the right to work, teach and study in an environment that is free from any form of sexual assault, harassment, or violence. The University also recognizes that all persons have inherent right to exercise control over their own bodies, and to engage only in sexual activity in which they consent to engage.

WHAT IS CONSENT?

Consent is the active, ongoing, informed and voluntary agreement to engage in physical contact or sexual activity.

- Consent is not present when someone says or does something to show that they are not agreeing to an activity, including but not limited to, pushing away, silence, giving in, not removing one’s own clothing.
- Consent cannot be coerced through harassment, manipulation, threats or abuse of power.
- A person is unable to give consent when they are impaired and under the influence of alcohol and/or drugs. Impaired judgment that leads a person to think or believe that there is consent is not an excuse for sexual violence/misconduct.
- A person is incapable of giving consent if they are asleep, unconscious, drugged, or otherwise unable to communicate.
- The fact that consent to a sexual relationship was given in the past does not mean that consent is deemed to exist for all future sexual activity.
- Consent cannot be assumed in the context of relationships, including dating or marriage.
- A person can withdraw consent at any time during the course of a sexual encounter therefore consent must be on-going.

RESPONDING TO SEXUAL ASSAULT

IMPORTANT: In the event of an imminent threat of assault/violence occurring, or if an incident of assault/violence is in process, please call 911 immediately.

Housing Services operates in compliance with the University of Regina Sexual Violence/Misconduct Policy.

If you, or someone you know are subject to, witness to, or have knowledge of an incident of sexual assault and/or intimate partner violence, please know that there are staff available at the University who are trained and available to support you! The Office of the Sexual Violence Prevention and Response Coordinator (SVPR) is your best resource on campus, located in room 251 of the Riddell Centre. The Coordinator can be reached by phone at (306)337-3149 or via email at sexual.violence.response@uregina.ca. The Coordinator is available Monday through Friday from 8:30 a.m. to 4:30 p.m. The SVPR can assist either survivors or their supports in person, by telephone, Zoom Healthcare or via email. The office offers supports to students that have experienced recent or historic violence in a trauma informed, person-centred approach. Assistance can include listening and supporting, accompaniment to appointments; including legal or medical attention, referrals to both on and off campus resources, advocate for deferrals, extensions and/or other academic accommodations, as well as providing general information. You do not have to make a report to access University services offered through the SVPR, disclosures will remain confidential.

In Housing, Residence Life Coordinators, Resident Assistants and Community Assistants are all available to assist you after hours if you need support. They are trained to help keep you safe, maintain privacy and connect you to additional resources!

Note: In the event of a complaint of sexual assault wherein substances (alcohol or cannabis) were used in breach of the Housing Community Standards, neither the complainant nor the witnesses will be subject to disciplinary action for substance use under the incident process outlined in this Handbook.
FIRE SAFETY

Fire Safety is a serious matter. Please note the following:

CANDLES AND INCENSE ARE PROHIBITED
Violations are subject to fines and/or disciplinary action.

TAMPERING WITH FIRE DETECTION AND FIRE FIGHTING EQUIPMENT IS A FEDERAL OFFENSE
All apartments, dorms/bedrooms and common spaces are equipped with fire detection/fighting equipment. These include: heat/smoke detectors, fire sprinklers, fire alarms, and automatic door closers. It is important that you **do not tamper with the equipment**. If your detector is beeping, the battery may be low. Please contact Housing Services or a CA/RA if it is after office hours to report this issue. **Do not disconnect your smoke detector or obstruct/cover it in any way.**

VIOLATION OF FIRE RULES AND REGULATIONS
Residents must never hang objects from sprinkler heads. In addition, the playing of sports, etc. in common area spaces is prohibited. Such activity may result in false fire alarms and potential damage, as smoke and heat detectors and sprinkler heads are sensitive to impact.

FALSE ALARMS
Pulling a fire alarm in a non-emergency situation, tampering with fire detection or fire fighting equipment, or making a false bomb threat is a serious matter and will be subject to legal action, fines and disciplinary proceedings.

FIRE DRILLS AND EMERGENCY PROCEDURES
Residents are expected to know the location of all fire exits, alarms, and extinguishers. Fire doors, hallways, and stairways must be clear of obstruction at all times. A fire drill will take place once a year to familiarize residents and staff with proper evacuation procedures and escape routes.

NEVER LEAVE COOKING UNATTENDED
If your fire alarm goes off from cooking- **open WINDOWS and NOT the doors**. If you think your alarm is too sensitive, please fill out a [maintenance request form](#).

COOKING IS NOT ALLOWED IN SINGLE DORMS
Cooking in rooms or spaces without a proper kitchen poses a fire hazard as these spaces are not equipped with the proper fire safety detection systems or equipment.

---

### FIRE EVACUATION LOCATION

<table>
<thead>
<tr>
<th>Gathering Areas for Buildings</th>
<th>Kiisk Towers</th>
<th>College West</th>
<th>Paskwâw and Wapkâ Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Area</td>
<td>Lot 13 &amp; Lot 14</td>
<td>Academic Green</td>
<td>Academic Green</td>
<td>Lot 14</td>
</tr>
<tr>
<td>Redirected Area (Guided by Fire Wardens)</td>
<td>Campion College</td>
<td>Riddell Center</td>
<td>La Residence/ Education Building</td>
<td>Campion College</td>
</tr>
</tbody>
</table>

**IN THE CASE OF A FIRE ALARM**

- Close your bedroom door
- Alert the person in the nearest bedroom on your way out
- Leave the apartment door closed and unlocked
- Walk quickly to the nearest exit and take the stairs *(do not take the elevators)*
- Exit the building towards the gathering area and do not re-enter unless given the all clear
- If you require assistance to exit the building, please go to the nearest stairwell and wait there
- If you have any information about the cause of the alarm, or if you are aware of someone who may require assistance, please talk to a Fire Warden immediately
- Listen to and follow direction from Fire Wardens

Failure to evacuate the building during a fire alarm is a violation of Housing rules and regulations and may result in a fine and/or further disciplinary action.
HOUSING KEYS

Your move-in package includes:

- An Access Card (provides access to apartment or dorm as well as common spaces; no access card is issued to those living at La Résidence or College West)
- Metal Key (provides access to your individual bedroom if you live in an apartment)
- Mailbox Key (a smaller metal key to access your mailbox)
- Fob (small blue device scanned at entrances for access at College West, La Résidence, and Kīšik Towers)

DON’T LEND OUT YOUR KEYS!

The items provided in your move-in package are only to be used by you. Letting family, friends, or another resident use your keys or access card/fob is considered a breach of your Housing Contract and you may be subject to a fee and/or disciplinary action. Please also note that your keys give you access to your assigned building only. If you would like to visit other Housing buildings, you will need to enter as a guest of a resident in that building.

RETURN ALL KEYS/CARDS/FOBS TO THE HOUSING OFFICE WHEN YOU MOVE OUT.

Please do not mark or make alterations to your keys in any way. It is prohibited to make a copy of University-owned keys. Loss or failure to return keys will result in a replacement charge.

LOCK-OUTS

If you have locked yourself out of your room, please be prepared to present your student ID, and observe the following procedure:

**During Office Hours:** Call or Stop by the Housing office to have a staff member help you out.

**After Office Hours:** Stop by a Housing Kiosk to be let in by a CA or RA

*Note:* Frequent recurring lockouts (more than 3 times) will result in a lock out fee being applied to your account.
PERSONAL SAFETY, SECURITY AND PRIVACY

Housing Services strives to provide a positive living experience for all students living on campus. To ensure that everyone’s stay is enjoyable, RAs will stop by all suites periodically to check in on the wellbeing of students, and to promote community development programs.

Although Housing staff will stop by your suite from time to time, they will not enter your suite unless they were invited into the common areas by one of the residents of that suite, or you were provided with 24 hours notice. Notice can be provided by email, or via note placed on suite doors or bulletin boards by the elevators.

Exceptions to the 24 hour room entry policy

- In the case of a suspected or reported health & safety violation
- In the event of a noise violation (parties, an alarm clock going off when resident is away, excessive noise after quiet hours etc.)
- Any time Housing staff are asked or otherwise authorized by an occupant of that suite to enter (for suite meetings, unauthorized guest complaints, or damage assessment etc.)

To further protect your privacy, door-to-door soliciting, advertising, and canvassing are not permitted in Housing. If you notice this behaviour occurring, please notify Housing Staff.

EMERGENCY INFORMATION

The University of Regina’s enhanced Emergency Notification System (ENS) is designed to ensure effective and timely warnings to faculty, staff, students, and visitors in the event of a threatening situation when people must take immediate action to stay safe on campus.

Classrooms, common areas, dorms, and other occupant spaces are equipped with wall-mounted Emergency Mass Notification beacons with integrated flash sounder signaling and message display. These beacons will automatically push messages that explain the appropriate course of action to take for the given situation.

CAMPUS SECURITY

Campus Security, as part of Facilities Management, is responsible for the safety of the people, buildings, contents, and grounds of the University of Regina with primary focus on the prevention of crime. They are located on campus and respond to calls 24/7. Office: RIC 120 Phone: (306) 585-4999

WALK-A-LONG

This is a 24-hour, free service that offers staff and students a safe walk to your car or anywhere on campus or the surrounding area. Call 306-585-4999 or press the Walk-A- Long button on campus pay phones (no coins required).
HOUSING INCIDENT PROCESS

The Housing Incident Process is grounded in various restorative practices that aim to hold students accountable for their behaviour, help them understand the impact of their actions, and, wherever appropriate, gives them an opportunity to rebuild community trust after incidents occur. We promote responsible citizenship and as such, we expect students to conduct themselves in accordance with the guidelines established in this Handbook. In the event that a student violates a rule or regulation, the following incident process is followed:

LEVEL 1 OFFENSE

These are policy infractions that compromise the success of other resident students. Examples include: noise violations, giving out keys, not presenting student ID, failing to maintain room cleanliness etc. In first case offenses, a warning will be issued. In the case of repeat offenses, the resident may be issued a fine and/or be required to meet with management to discuss how the behaviour has impacted others, and how it will be prevented going forward; this may include implementation of a behavioural contract, or participation in a restorative or educational-based process.

LEVEL 2 OFFENSE

These are incidents that compromise the safety and security of other residents or student housing premises. Examples include: underage drinking, binge drinking, creating a fire hazard (using candles, unauthorized cooking appliances), disrespecting/harassing staff or other residents, etc. These offenses will result in a fine and possibly other disciplinary actions such as: behavioural contracts, restorative or educational-based processes, requirement to relocate to a different room in housing and/or loss of privileges. If you have three (3) level 2 offenses, you will be unable to apply as a resident the following year and you may be subject to eviction.

LEVEL 3 OFFENSE

These are serious infractions of the rules and will result in immediate contract termination (eviction), including all applicable administrative charges. Examples include: physical or threat of physical violence, vandalism, serious fire safety violations, illegal drugs, weapons, etc.

APPEAL PROCESS

1. The student will email the manager of Housing Services and Residence Life, no later than two weeks following the issue date of the disciplinary letter. The appeal should clearly state why they feel the disciplinary decision was unjust.
2. If more information is required, the manager of Housing Services and Residence Life, or designate, will arrange a meeting with the student to discuss the circumstances in person.
3. The manager of Housing Services and Residence Life, or designate, will respond in writing via email, outlining the outcome of the appeal.

Note: Students who are issued an eviction from housing should refer to the Handbook for information regarding conduct evictions and the appeal process.

CROSSROADS PROGRAM

The Crossroads program offers resident students an alternative to traditional sanctioning in cases where Housing policies have been violated. The program is grounded in a restorative and alternative resolution approach, which asks students to reflect on their actions, identify the harm done, and find ways to address the core driving factors which led to the policy violation. The goal of the program is to provide educational and reflective opportunities to participants, where they may find ways to address any harm that they have caused, restore damaged relationships that may have resulted from their violation, and rebuild community trust. In doing so, participants will gain the tools that they need to avoid further policy violations, and to become healthy and active members of the Housing and larger University community.
## FEES AND CHARGES

### OPERATIONAL FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>Housing Application</td>
</tr>
<tr>
<td>$400.00</td>
<td>Security Deposit</td>
</tr>
<tr>
<td>$25.00</td>
<td>Late Rent Payment</td>
</tr>
<tr>
<td>$100.00</td>
<td>Room Change</td>
</tr>
<tr>
<td>$1,750.00</td>
<td>Contract Termination</td>
</tr>
<tr>
<td>$100.00</td>
<td>Eviction Processing</td>
</tr>
<tr>
<td>$35.00/Day</td>
<td>Early Arrival/Late Departure</td>
</tr>
<tr>
<td>$100.00</td>
<td>Failure to Depart on Move-Out Date</td>
</tr>
<tr>
<td>$25.00/Semester</td>
<td>Locker Booking</td>
</tr>
<tr>
<td>FREE</td>
<td>Bike Storage</td>
</tr>
</tbody>
</table>

### LOCKS & KEYS

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>Lost Key Card</td>
</tr>
<tr>
<td>$25.00</td>
<td>FOB Replacement</td>
</tr>
<tr>
<td>$25.00</td>
<td>Metal Key Replacement</td>
</tr>
<tr>
<td>$5.00</td>
<td>Excessive Lock Out Fee</td>
</tr>
</tbody>
</table>

### POLICY FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300.00</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Fire Hazard Violation</td>
</tr>
<tr>
<td>$500.00</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Fire Hazard Violation</td>
</tr>
<tr>
<td>Eviction</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Fire Hazard Violation</td>
</tr>
<tr>
<td>$100.00</td>
<td>Failure to Evacuate During Alarm</td>
</tr>
<tr>
<td>$50.00</td>
<td>Giving Out Key cards/keys/FOBs</td>
</tr>
<tr>
<td>Warning</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Quiet Hour Violation</td>
</tr>
<tr>
<td>$50.00</td>
<td>Subsequent Quiet Hour Violation(s)</td>
</tr>
</tbody>
</table>

**Cost of Repair**: Equipment Damage  
**Fine + Repair**: Vandalism  
**$150.00**  
**$100.00**  
**$50.00**  

### CLEANING & REPAIRS

| Fee         | Description                                                           |
|-------------|                                                                     |
| $55/Hour    | Cleaning                                                              |
| $125.00/Hour| After Hours Trades Call Out Charge (min 2 hrs)                        |
| $300.00     | Call Out of Emergency Services (Fire Department)                      |
| $150.00     | Improperly Disposed Garbage/Recycling                                 |
| $50.00      | Offensive Odour Fine                                                  |
MOVE-OUT DATE

The contract term ends either 24 hours after your last exam or for-credit academic commitment OR the final day of the exam period stated, whichever occurs first.

Exam schedules are verified on the University of Regina course management system. If you have been given a project to complete in place of an exam, or you do not have a final exam for your class, please obtain proof of your end date from your faculty and provide a copy to the Housing office at least 1 week prior to the expected move out date.

If you require a later move out date due to exam or flight scheduling, you must get approval from Housing Services at least one week prior to your expected date of departure. To request a Late Move Out, please complete our late move-out form.

MOVE-OUT CLEANING

Upon departure, Housing facilities staff will inspect your space for damages, and to determine if you have cleaned appropriately. If your cleaning has not been completed, you may be assessed the time it takes for facilities to prepare the room for the next occupant.

Please see our move-out cleaning checklist for a detailed list of cleaning duties that should be performed when you move out. Please remember to remove all perishable food items from your bedroom and apartment fridge and/or freezer (if applicable).

STUDENT JOBS IN HOUSING

Each year, Housing Services offers a number of positions to students who would like to gain work experience, and earn some extra money throughout the year. If you are interested in working with Housing Services, please check the University of Regina Careers page for postings. Some of the positions that will be posted include:

- Fall 2023 Residents Assistant positions will be posted in February 2023
- Summer Housekeeper positions will be posted in the 2023 Winter semester
- Spring/Summer and Fall Community Assistant Positions will be posted in the Winter semester

COMING BACK

Our goal is to provide all Housing students with a safe, fun and comfortable space to Live and Learn through the entirety of their academics! We hope that you enjoyed your time as a member of the Housing community, and we look forward to seeing you back in future terms. Please Note:

- Applications for Fall 2023 will open in October 2022.
- Room self-selection will be offered to returning students who apply by January 31st, 2023.

If you have any comments about your stay, please email us. We are constantly striving to enhance the on-campus Housing experience for students, so we appreciate your feedback.
URGENT EMERGENCIES

If you are experiencing a medical emergency, please call 9-1-1. If an ambulance is required, the resident using the service will be responsible for the costs incurred.

REGINA GENERAL HOSPITAL

Location: 1440 14 Ave  Phone: (306) 337-2640

PASQUA HOSPITAL

Location: 4101 Dewdney Ave  Phone: (306) 766-2222

STUDENT WELLNESS CENTRE

The Student Wellness Centre is fully staffed by Nurse Practitioners that offer non-urgent physical and wellness care to Students of the University of Regina.

Location: Paskwâw Towers, RM 119  Phone: (306) 337-2200
E-mail: student.wellness@uregina.ca

HEALTHLINE 811

Healthline 811 is a free, confidential, 24-hour health information and support telephone line. It is staffed by experienced and specially trained client navigators, registered nurses, registered psychiatric nurses, and social workers. Services are offered in English, with translation in over 100 languages. Online services are also available. Check their website for more information.

211 SASKATCHEWAN

211 Saskatchewan is a free, confidential, 24/7 service that connects individuals to human services in the province by telephone, text, or web chat, plus a searchable website with over 5,000 listings of social, community, non-clinical health, and government services across the province.

In addition to searching on the 211 Saskatchewan website, individuals can now call 2-1-1, text 2-1-1 or go on-line to chat with trained professionals to help find and navigate services they need. This access to community, health and government services is available 24 hours a day, 7 days a week, 365 days a year. Over 175 languages, including 17 Indigenous languages, are available over the phone.

FIRST AID KITS

RAs, CAs, and Campus Security have access to First Aid Kits in the Housing kiosks and offices. If you need help with minor injuries, all Housing student staff are trained in First Aid.

AEDS (AUTOMATED EXTERNAL DEFIBRILLATORS)

AEDs are located all around campus and Campus Security also carries an AED in their mobile unit.
MENTAL HEALTH

As a university student, it’s especially important to keep your mental health in mind. Your emotional well-being is just as valid as physical well-being; it’s needed as you take the steps you need to make sure you’re doing well. There are many free resources on campus to help give you the boost you need!

Student life can sometimes be stressful. Like your physical health, fostering good mental well-being is imperative to having a positive learning experience. If you are struggling, or simply need a little extra support, please know that help is available! The resources listed below are accessible to all students. Also, don’t forget that Housing Services staff are available 24/7 to assist you if you need additional support and information.

COUNSELLING SERVICES

Counselling Services is our on campus support centre for students. You can book an appointment on-line. Hours: Monday - Friday 8:30 am - 4:30 pm

ONLINE CBT THERAPY

Online CBT Therapy is an on-line therapy tool that is run through the University of Regina and is free of charge to all Saskatchewan residents.

MOBILE CRISIS

Mobile Crisis is a city-wide service available to individuals in crisis after 4:30 pm, weekends and stat holidays. Phone: 306-757-0127

SUNLIFE PSYCHOLOGY TRAINING CLINIC

Sunlife Psychology Training Clinic is a clinic located in the basement of College West that offers:

- Individual cognitive behavioural therapy for adults with symptoms of anxiety/depression
- Cognitive behavioural therapy day-workshops

Hours: Monday - Friday 8:30 am - 4:30 pm    Phone: (306) 766-7800
TA-TAWÁW STUDENT CENTRE

The ta-tawâw Student Centre is a respectful and welcoming place that encourages student empowerment, identity, community connection and Indigenous ways of learning.

Location: Room 108 Research and Innovation Centre  Phone: 306-337-3153  E-mail: ascentre@uregina.ca

CAMPUS STORE

The Campus Store carries textbooks, school supplies, Cougars and Rams gear, Fair Trade goods, and funds go back into the student community! Visit their website here! [https://ebookstore.uregina.ca/](https://ebookstore.uregina.ca/)

Location: Room 139 College West  Phone: 306-585-4755

CAMPUS SECURITY

On campus 24/7, 365 days a year.

Location: Room 120 Research and Innovation Centre  Phone: 306-585-4999  E-mail: campus.security@uregina.ca

CENTRE FOR EXPERIENTIAL AND SERVICE LEARNING (CESL)

Whether you are trying to choose a career direction, or looking for full-time, summer, part-time, or co-op employment, visit the Career Centre!

Location: Room 163 Riddell Centre  Phone: 306-585-5595  E-mail: coop.office@uregina.ca or student.employment@uregina.ca

CENTRE FOR STUDENT ACCESSIBILITY

Supports all students in achieving academic success and enjoying a full and rewarding university experience. We are committed to a diverse and inclusive learning community by providing services and supports to enable students with disabilities to approach their studies in an equal and effective manner.

Location: Room Room 229 Riddell Centre  Phone: 306-585-4631  E-mail: accessibility.centre@uregina.ca

COUNSELLING SERVICES

Our on campus support for students. Book an appointment on-line here: [https://counselling.cc.uregina.ca/ClockWork/custom/misc/home.aspx](https://counselling.cc.uregina.ca/ClockWork/custom/misc/home.aspx)

Location: Room 251 Riddell Centre  Phone: 306-585-4491  E-mail: counselling.services@uregina.ca

SEXUAL VIOLENCE PREVENTION AND RESPONSE

The SVPR coordinator supports sexual violence prevention programming and workshops that educate and encourage a community of responsibility. The University also provides opportunities to share information on sexual violence, healthy relationships and consent.

Location: RSW Room 251 Riddell Centre  Phone: 306-337-3149  E-mail: ascentre@uregina.ca

LA CITÉ

La Cité embodies the heart of French-language secondary education in the province. It is the ideal place to live out an exceptional, authentic Francophone university experience, connected to the Fransaskois community and to the issues of the modern world around us.

Location: 2nd Floor La Cité  Phone: 306-585-4828  E-mail: cite@uregina.ca
PARKING AND TRANSPORTATION SERVICES

All parking on campus is paid parking. Several options are available to you, depending on your parking needs.

Location: Room 108 College West  Phone: 306-585-5555  E-mail: Parking.Services@uregina.ca  On-line: www.uregina.ca/parking/

RESPECTFUL UNIVERSITY SERVICES

They provide confidential consultations, offer a variety of resolution options ranging from informal approaches, mediation and formal investigations, as well as run customized workshops and presentations that promote respect and fair treatment for all.

Location: Room 251.14 Riddell Centre  Phone: 306-585-5400  E-mail: respect.matters@uregina.ca

STUDENT AWARDS & FINANCIAL AID

They are here to help with any questions you may have related to scholarship applications or financial aid programs.

Location: Room 108 AdHum  Phone: 306-585-4591  E-mail: saf@uregina.ca or scholarships@uregina.ca or student.loans@uregina.ca

STUDENT SUCCESS CENTRE

They provide personalized guidance and support to students working to achieve their university, professional development, and life goals! Free tutoring, academic workshops, the Ambassador program, and other opportunities are all found there!

Location: Room 230 Riddell Centre  Phone: 306-585-4076  E-mail: student.success@uregina.ca

UNIVERSITY OF REGINA STUDENT UNION (URSU)

The Students' Union strives to maintain a sense of social responsibility while allowing students to interact socially. They help keep students connected, and look out for their best interests. URSU provides Health and Dental plan coverage, U-PASS, student group/club funding.

Location: Room 221 Riddell Centre  Phone: 306-586-8811  E-mail: memberservices@ursu.ca  Online: www.ursu.ca

UR INTERNATIONAL (URI)

This department specialize in everything international. URI provides individualized assistance for international students on campus, as well as domestic students interested in study abroad opportunities!

Location: Room 127 College West  Phone: 306-585-6260  E-mail: internationalstudentservices@uregina.ca or internationaladmissions@uregina.ca

UR PRIDE CENTRE FOR SEXUALITY AND GENDER DIVERSITY

A non-profit 2LGBTQI+ service provider at the U of R. They provide a lounge with a multi-media library, confidential peer support & referrals, workshops & lectures, social events, a Positive Space Network, Youth Programming, safer sex supplies, publications, and much more!

Location: Room 225 Riddell Centre  Phone: 306-586-8811 ext. 207  E-mail: contactus@urpride.ca

WOMEN'S CENTRE

They provide a safe and supportive space for all students, regardless of gender, to access services or just come hang out and relax, read, study or visit. They also provide services such as: crisis counselling, referrals, and information about dating, violence, sexual assault, women's health and much more.

Location: Room 225 Riddell Centre  Phone: 306-584-1  E-mail: wc@ursu.ca
Staying healthy while enjoying the campus experience is important for participating in classes, labs, exams and other activities. A combination of both personal hygiene practices and some simple infection control practices will help lower the risk of catching an infectious disease.

Germs such as bacteria and viruses are everywhere in our environment including door knobs, elevator buttons and on sinks. When bacteria and viruses have the ability to cause diseases such as the common cold, influenza, COVID and other infections, these contaminated surfaces can pass illness from one person to another. This is referred to as the Chain of Infection.

Learning how germs move from person to person gives us a better understanding about how to break the chain of infection to prevent transmission of germs to others. If you have a cold, flu, vomiting or diarrhea, it is important to STAY HOME until you feel better or the symptoms improve. If you live in shared accommodations, contact Housing Services (306-585-5450) so you can be moved to an isolation room for the duration of your illness as you can spread a cold easily through droplets and close contact with other people. Stomach ailments can be spread by not performing hand hygiene and contaminating surfaces after using the washroom.

Infection Control practices such as hand washing, getting vaccinated and respiratory (use a tissue or your elbow for sneezing and coughing) are used to reduce the transmission of colds, flus and other communicable diseases. These measures are basic yet effective to stop the spread of germs to other students, faculty and staff.

**OH NO! I'M SICK!! NOW WHAT!**

*If you are experiencing a medical emergency please call 911 for immediate assistance.*

Inevitably people will catch a cold or another infectious disease; however the goal is to try to prevent transmission to other people. For the protection of the campus community please STAY HOME IF YOU ARE SICK and notify your instructor. There are various healthcare providers in the City of Regina who can advise you on a course of treatment and if you should seek care from a physician.
HEALTHLINE

Call Saskatchewan Health Authority HealthLine by dialing 811 for non-emergent care or healthcare advice. You will be connected with a licensed healthcare professional who will assess your symptoms and suggest treatment such as visiting the Emergency Department or scheduling an appointment with a physician.

Did You Know? HealthLine 811 is available 24 hours a day including holidays. Services are offered in English, with a translation available in over 100 languages.

There are various walk-in clinics in Regina where you can visit a physician without making an appointment; however, you will need a valid Saskatchewan Health Card. For more information about obtaining a Saskatchewan Health Card visit: [Apply for a Health Card](#)

A list of walk-in clinics in Regina are found on the Saskatchewan Health Authority website at: [Walk-in Clinic](#)

INFECTION CONTROL AND PREVENTION STRATEGIES FOR RESIDENCE OR AT HOME

There are things that you can do to protect your roommates, friends and family if you are sick:

- Practice social distancing as much as possible
- Clean often, especially high touch surfaces such as door knobs, light switches, toilets, counter tops
- Practice proper cough and sneezing etiquette (into a tissue or the bend of your elbow)
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands
- Maintain safe food practices to prevent food-borne illness
- DO NOT share toothbrushes, razors, nail files, nail clippers or personal grooming tools
- Change your toothbrush after an illness
- If contact lenses are disposable, open a new pair after an illness (e.g. IF wearing monthly contact lenses and you become ill, but you have only worn the lenses for 10 days, throw the lenses out).
- Keep all cuts and abrasions covered with a waterproof bandage. Be careful with badly chapped skin; it can crack and allow germs to enter
- Moisturize hands with lotion after washing to prevent skin from cracking
- Wash your hands when you get home and ask visitors to do the same!

When was the last time you disinfected your cell phone!

Remember to check with the manufacture how to clean your phone (Apple and Samsung recommend using Clorox wipes, 70% alcohol wipes or alcohol on a microfiber cloth). Don’t wash it with the dishes or use a disinfectant cleaning spray!!