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:

**How to make yourself at home on campus**, and how to get the most out of your resident experience;

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

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

**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.
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We are excited that you have chosen to live on-campus this year! Welcome to our Housing Community!

Choosing to live on-campus is an unforgettable life experience. For many of you, this will be your first time living away from home. The idea of living with new people in a new community may be both exhilarating and terrifying. Please, do not fear! There are many resources provided by Housing that will help to ensure your academic and personal success.

The Housing Community is exciting and diverse! It is made up of people from many different backgrounds that have come together with one common goal… to further their education! You will probably find other similarities and some interesting differences amongst all of the people that you will meet. We encourage you to remain open to the diversity around you by sharing your interests and thoughts with others and learning about them as well.

Throughout your stay you will be provided with many opportunities to get involved in the Housing community. Getting to know each other is very important to creating a community of mutual respect. Taking the initiative to become an active member of our community will help you to meet new people and gain new skills. Remember, your university experience is made up of more than just the classes you attend. So, get out of your room, get active in the community, and we promise you will have a great year!

University of Regina Housing Services
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 2019

<table>
<thead>
<tr>
<th>August</th>
</tr>
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<tbody>
<tr>
<td>30</td>
</tr>
</tbody>
</table>
| 31              | Returning Resident move-in day  
Welcome Weekend - All students |

<table>
<thead>
<tr>
<th>September</th>
</tr>
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</table>
| 4               | Student orientation  
First day of classes  
Tuition & rent payments due |
| 15              | Final day to opt out of Housing Tenant Insurance  
Room change requests open |
| 17              | End of course-add period;  
End of no-record drop period;  
End of 100% academic course refund period |

<table>
<thead>
<tr>
<th>October</th>
</tr>
</thead>
</table>
| 1               | Housing Application for Spring/Summer 2020  
and Fall/Winter 2020-2021 opens online |
| 1               | End of penalty free payment period  
$25 late rent fees applied |
| 14              | End of 50% academic course refund period  
Thanksgiving - no classes |

<table>
<thead>
<tr>
<th>November</th>
</tr>
</thead>
</table>
| 6               | Fall break starts  
9               | Fall break ends  
11              | Remembrance Day - no classes |

<table>
<thead>
<tr>
<th>December</th>
</tr>
</thead>
</table>
| 6               | Last day of classes  
9               | Start of exams  
21              | End of term |

#### WINTER 2020

<table>
<thead>
<tr>
<th>January</th>
</tr>
</thead>
</table>
| 4               | Move-in day for Winter only residents  
6               | First day of classes  
15              | Tuition & rent payments due |
| 17              | Final day to opt out of Housing Tenant Insurance (new Winter residents)  
End of course add period  
End of no record drop period |
| 31              | End of 100% academic course refund period |
| 31              | Last day to apply for spring convocation  
End of penalty free payment period  
End of 50% academic course refund period |

<table>
<thead>
<tr>
<th>February</th>
</tr>
</thead>
</table>
| 17              | Family day - no classes  
18              | Winter break starts |
| 22              | Winter break ends |

<table>
<thead>
<tr>
<th>March</th>
</tr>
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<tbody>
<tr>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
</tr>
</thead>
</table>
| TBD             | Housing Awards Gala  
9               | Last day of classes  
13              | Start of exams  
25              | End of term |

### Residence Life Events 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!
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
- **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 Kīšik which are double. (You may bring a mattress topper, but not a mattress)
- **Your school supplies** (pens, pencils, books, backpack etc.)
- **Cleaning supplies** (we only provide vacuums, brooms and mops.. see page 18 for details)
- **Dishes**, cutlery, mugs, water bottle (make sure it’s microwave safe!)

**Recommended/Optional**

- 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 [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- see page 19 for details)
- **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**
- **A television** (we provide a basic cable package)
- **Water filter**

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
What To Leave Behind

Candles or incense
Personal heaters
Large furniture
Microwaves (already provided in common spaces and kitchens)
Mattresses (but mattress toppers are allowed)
Large speakers/ subwoofers/ 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/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 Kišik 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)

housing.services@uregina.ca

www.uregina.ca/housing/

Kišik Office (KT-0149)........306-585-5450

Housing Services Kiosks

<table>
<thead>
<tr>
<th>Kiosk</th>
<th>Paskwāw and Wakpá Towers</th>
<th>Kišik Towers</th>
<th>La Cité</th>
<th>College West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Wakpá Main Floor</td>
<td>Housing Services Office</td>
<td>2nd Floor</td>
<td>4th Floor</td>
</tr>
<tr>
<td>Monday/Wednesday</td>
<td>6:00 pm - 9:00 pm</td>
<td></td>
<td>Closed</td>
<td>6:00 pm - 9:00 pm</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>6:00 pm - 9:00 pm</td>
<td></td>
<td>Closed</td>
<td>6:00 pm - 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 pm - 11:59 pm</td>
<td>Open 24/7</td>
<td>6:00 pm - 9:00 pm</td>
<td>6:00 pm - 9:00 pm</td>
</tr>
<tr>
<td>Saturday/Sunday</td>
<td>Open All Day</td>
<td></td>
<td>6:00 pm - 9:00 pm</td>
<td>6:00 pm - 9:00 pm</td>
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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.
Resident Assistants

RAs live in Housing and are students who have been 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, they act as building Fire Wardens, they do nightly rounds of their assigned building, they enforce Housing policies, they respond to unauthorized guests or violations, they check-in on parties, they’re 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 not counsellors:** 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 supports.
- **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.
- **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.

Community Assistants

CAs are students who help keep our kiosks open after hours, and provide customer service for our Housing students and Hospitality guests. They are stationed in the Kīšīk and Wakpā Kiosks after hours. 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. Stop by and say hi to them at the kiosks!

- **Kīšīk East RA**: (306) 519-5763
- **Kīšīk West RA**: (306) 519-9552
- **La Cité RA**: (306) 533-5593
- **Paskwāw RA**: (306) 530-5571
- **Wakpā RA**: (306) 530-5570
- **College West RA**: (306) 550-1247

- **Kīšīk CA**: (306) 519-0547
- **Wakpā CA**: (306) 535-0676
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: September 4th, 2019
Winter: January 6th, 2020

Fees will not be re-calculated based on late arrivals. Any account with an outstanding balance as of October 1st, 2019, and February 4th, 2020, 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 online via UR Self-Service, via the Housing Services online 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
- Date of Payment
- Method of Payment
- Amount you want put towards your Housing Fees

If Housing Services is not made aware that an online 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, full must log into the Housing Portal and complete the Payment Plan section by September 16th in the Fall, and by January 16th in the Winter semester.

Please Note: An academic hold will be placed on student accounts with a balance owing of over $499 as of November 18th, 2019. An academic 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.
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 $31.80 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 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, 2019  
**Winter semester opt out deadline date:** January 15th, 2019

*Opt out link*: [https://marsh.az1.qualtrics.com/jfe/form/SV_9TTyvdJefxQHJad](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 with in Housing at University of Regina.

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

- Family Housing  
- Female Only Floor  
- Colourful Campus House  
- Grad & Mature Student Housing
**Confirmation Fee**

When you received a room offer to live on campus, you were required to pay both a **Confirmation Fee** of $200 and a **Security Deposit** of $200. The Confirmation Fee will be applied to your first semester fees after you have moved in.

**Security Deposit**

The $200 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 Inspection**

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; generally, only medical or academic reasons requiring withdrawal from courses will be considered.

Documentation of medical or academic reason for withdrawal is required for cancellation. Acceptable documentation includes, but is not limited to: a doctors’ letter, confirmation of graduation, proof of withdrawal from classes, confirmation of MW or RTD, etc. Please note that all doctor’s letters must be printed on an official letterhead and notes written on prescription pads will not be accepted.

**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 Withdrawal Request prior to October 11th, 2019.
**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 wherein Housing Services may be required to terminate a student’s contract. The main circumstances are as follows:

**Financial Eviction:**

Housing fees are placed on student accounts at the beginning of each semester. If you are interested in dividing your rent into smaller payments, you have the option to discuss a plan with Housing Services. 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:**

- a) the continued presence of the resident constitutes a physical danger/threat to other students, staff or themselves
- b) 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
- c) 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:

- a) The student is required to vacate Housing property on twenty-four hours notice.
- b) The student is prohibited from being on Housing property after eviction is complete.
- c) 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, 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 Name 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 Cité

EXAMPLE:
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 Kišik 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 sender.

Phones

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.

How to Use the Phone

Internal campus calls (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!

Shaw is the Housing Services cable provider. If you wish to upgrade your cable package, please inform Housing Services prior to contacting Shaw. Installing cable services from other providers is not permitted. Additional costs associated with cable upgrades are at the expense of the student.

Internet
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
The Universal Bus Pass, also known as the U-PASS, is a campus-wide program designed for University students! You will be issued a citywide transit pass valid for the entire semester! The fee is automatically applied to your student account with your tuition fees.

Activating your U-PASS is easy! Simply take your student ID to the Student Union (2nd floor of the Riddell Center) at the start of the semester, and they will activate your pass.

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

Parking
Parking is available for purchase online. Check out the Parking and Transportation Services web page for information on 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 Housing 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.

Please note: Bicycles are not permitted to be stored outside of the designated bike storage areas.
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. 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.

Activity Rooms

Common Areas & 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 and Wakpá 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!

Computer Rooms

Our computer rooms offer internet, Microsoft Office, and printers for our residents to use. Using your University of Regina login, you’ll be able to print from your account. Standard printing fees will be applied to your student account. To setup printing on your account, you must enable printing. See page 20 for Computer Lab locations.

Equipment & 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.

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mops/Buckets</td>
<td>Pool Table Equipment</td>
</tr>
<tr>
<td>Toilet Plungers</td>
<td>Tennis Table Equipment</td>
</tr>
<tr>
<td>Light Bulbs</td>
<td>DVDs</td>
</tr>
<tr>
<td>Garbage Bags</td>
<td>Board Games</td>
</tr>
<tr>
<td>Brooms</td>
<td>Video Games</td>
</tr>
<tr>
<td>Irons/ Ironing Boards</td>
<td></td>
</tr>
<tr>
<td>Vacuums</td>
<td></td>
</tr>
<tr>
<td>Ethernet/ TV Cables</td>
<td></td>
</tr>
</tbody>
</table>
Cooking

While select apartment styles include kitchens, there are also community kitchens in College West, Paskwāw Tower, and in Kīšik Towers. See page 20 for community kitchen locations.

Dining Plan

Students living in dorms are required to purchase a dining plan. Information about Food Service locations and hours of operation are available at Dine on Campus.

Adding additional funds to your dining card can be done through the Food Services Office in College West. Please note that dining cards are non-refundable and expire April 30th. Funds remaining after April 30th can be transferred to a ‘swipe/save card’ by Food Services.

Food Services Office: College West Room 215
Food Services Phone: (306) 585-4660
Food Services Email: lynda.patterson@compass-canada.com

Grocery Bus

The RCC (Residence Community Council) and Housing Services fund a weekly Grocery Bus that transports residents directly to and from Superstore! The Grocery Bus picks up residents each Saturday at 1:00 p.m. from Wakpā Towers, and departs Superstore at 2:30 p.m.
Heating & 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</th>
<th>Paskwāw &amp; Wakpá Towers</th>
<th>Kīšik Towers</th>
<th>La Cité</th>
<th>College West</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Smart-Card Reload Machines</strong></td>
<td>Main Floor (next to mailboxes)</td>
<td>Main Floor, 2nd Floor</td>
<td>-</td>
<td>422</td>
</tr>
<tr>
<td><strong>Laundry Room (Washers/Dryers)</strong></td>
<td>218</td>
<td>237 W/ 274 E</td>
<td>815</td>
<td>422</td>
</tr>
<tr>
<td><strong>Garbage/ Recycling</strong></td>
<td>115</td>
<td>Main Floor (by elevators)</td>
<td>Loading Dock</td>
<td>1st Floor loading dock</td>
</tr>
<tr>
<td><strong>Kiosk</strong></td>
<td>Wakpá Main Floor</td>
<td>Housing Office</td>
<td>2nd Floor</td>
<td>451</td>
</tr>
<tr>
<td><strong>Bike Storage</strong></td>
<td>PA 014</td>
<td>Parkade</td>
<td>Loading Dock</td>
<td>O19.1</td>
</tr>
<tr>
<td><strong>Computer Labs</strong></td>
<td>319</td>
<td>4th Floor East</td>
<td>4th, 5th, &amp; 8th Floor</td>
<td></td>
</tr>
<tr>
<td><strong>Game Room</strong></td>
<td>2nd Floor Paskwāw</td>
<td>West 2nd, 3rd, &amp; 4th Floor</td>
<td>-</td>
<td>338</td>
</tr>
<tr>
<td><strong>Mailboxes</strong></td>
<td>1st Floor</td>
<td>1st Floor</td>
<td>2nd Floor</td>
<td>450</td>
</tr>
<tr>
<td><strong>Music Room</strong></td>
<td>201.4</td>
<td>West 4th Floor</td>
<td>-</td>
<td>424.3</td>
</tr>
<tr>
<td><strong>Activity Room</strong></td>
<td>Basement PA013</td>
<td>1st &amp; 14th Floor</td>
<td>-</td>
<td>337, 421</td>
</tr>
<tr>
<td><strong>Storage Room</strong></td>
<td>Basement WA014</td>
<td>East 158.1</td>
<td>-</td>
<td>O19.1</td>
</tr>
<tr>
<td><strong>Study Lounge</strong></td>
<td>419</td>
<td>2nd &amp; 3rd Floor</td>
<td>4th Floor</td>
<td>425</td>
</tr>
<tr>
<td><strong>TV Lounge</strong></td>
<td>2nd, 3rd, 4th, 5th and 12th Floor</td>
<td>East 1st, 2nd, 3rd, 4th, 5th &amp; 14th Floor</td>
<td>5th, 6th, 7th &amp; 8th Floor</td>
<td>423</td>
</tr>
<tr>
<td><strong>Shared Kitchen</strong></td>
<td>Basement PA014</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 when vacating the area, cleaning up any spills, and not storing personal belongings in these spaces. If you notice any issues with the cleanliness of a 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. Students will need to purchase a Smart-card from one of the machines in select buildings (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! Plus, 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 liveable 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. Please refer to page 20 of your handbook for the garbage disposal location in your building. 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 & Housekeeping

Your Room and Apartment

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 Behaviour Contract, and possibly attend an educational session.

Cleaning Service

For a fee of $55.00, 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 online cleaning request form.

Note: Payments for this service must be made in advance to the Kīšik 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.

<table>
<thead>
<tr>
<th>Suggested list of cleaning supplies to purchase</th>
<th>Household products provided by Housing Services</th>
<th>Equipment you can sign out for up to 2 hours at a time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washcloths</td>
<td>Garbage bags</td>
<td>Mops/buckets</td>
</tr>
<tr>
<td>Foaming bath cleaner</td>
<td>Light bulbs</td>
<td>Brooms/ dustpans</td>
</tr>
<tr>
<td>Oven/stove cleaner</td>
<td>Vacuum bags</td>
<td>Toilet plunger</td>
</tr>
<tr>
<td>Toilet bowl cleaner</td>
<td>Burner foils</td>
<td>Vacuum</td>
</tr>
<tr>
<td>Toilet bowl brush</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper towels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubber gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry detergent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. Appointments are free of charge for all students, and can be booked online: [https://counselling.cc.uregina.ca/ClockWork/user/misc/login.aspx#Clockwork#Clockwork](https://counselling.cc.uregina.ca/ClockWork/user/misc/login.aspx#Clockwork#Clockwork).

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/](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 healthine 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 Regina Qu’Appelle Health Region Public Health 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.
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/Floor Meetings

At the beginning of each semester RAs will conduct suite and floor 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 aforementioned information. It is mandatory for at least half of the occupants 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 cleaning schedule for the semester
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 101

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 an 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 things. 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. 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

Should a suite meeting fail 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 16th, 2019. The forms must be completed in full and submitted to management for review in order to initiate the room change process. All 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 Concerns

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.
**Residence Life**

**Your Community**

**Live.Learn.Lead**

Live.Learn.Lead is a commitment by Residence Life to focus programming on leadership and community development activities, with the goal of empowering a community in Housing of civic-minded leaders.

Throughout the semester there are Live.Learn.Lead seminar sessions, along with a number of volunteer-based campus and community development activities. Participating in this program with make students eligible to apply for a Housing Leadership Award.

**Housing Leadership Awards**

Housing Leadership awards are provided to outstanding Housing citizens at the end of each academic year. Each Leadership award has a value of $500, which can be used towards a future semester's Housing Fees in any of the University of Regina Housing Services buildings. A notation of “Housing Leadership Award” will also be placed on your University of Regina student transcript!

**UR Nutrition**

UR Nutrition is a Housing community group made up of dining plan students, a Housing Manager, and a representative of University Food Services. They meet approximately once per month to discuss what it’s like to have a dining plan, the positive aspects of the services, and what can be improved upon. Look for an email from Housing Services inviting you to join!

**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!

**Connect with us!!**

Email: uofr.res.rcc@gmail.com
Website: https://sites.google.com/view/uofr-rcc

**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!
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.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Freely access your living accommodations &amp; common areas</td>
<td>• Respect the rights, privileges, and property of fellow residents, guests, and</td>
<td>• Access to Residence Life programming and opportunities</td>
</tr>
<tr>
<td>• Live in a safe &amp; secure environment</td>
<td>• Behave in a way that facilitates and promotes respect and equality toward all</td>
<td>• Host guests within the established guidelines (page 30)</td>
</tr>
<tr>
<td>• Sleep and study in your room without undue interference</td>
<td>• University staff, faculty, students and others</td>
<td>• Host parties within the established guidelines (page 33)</td>
</tr>
<tr>
<td>• Be free from intimidation or harassment</td>
<td>• Monitor and accept responsibility for yourself and your guests’ behaviour]</td>
<td>• Use of Housing common spaces</td>
</tr>
<tr>
<td>• Be treated with respect</td>
<td>• Know and follow Housing policies &amp; the University of Regina’s Student Code of</td>
<td>• Borrow Housing equipment</td>
</tr>
<tr>
<td>• Enjoy freedoms without regard for race, gender expression, sexual</td>
<td>• Conduct</td>
<td>• Approval to be placed on a payment plan</td>
</tr>
<tr>
<td>• orientation, national origin, physical or mental abilities, religion,</td>
<td>• Maintain an acceptable level of cleanliness</td>
<td>• Consume alcohol responsibly if age 19+ (see page 31)</td>
</tr>
<tr>
<td>• political affiliation</td>
<td>• Make all payments on schedule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Report any violations or concerns to the appropriate staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Report any maintenance issues through the Housing portal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Keep your apartment doors closed and locked</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Refrain from letting unknown people into Housing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Report suspicious behaviour to Housing Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Refrain from lending out your keys</td>
<td></td>
</tr>
</tbody>
</table>
Why We Have 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:**

<table>
<thead>
<tr>
<th>Sunday-Thursday</th>
<th>Friday &amp; Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 PM- 8:00 AM</td>
<td>1:00 AM- 8:00 AM</td>
</tr>
</tbody>
</table>

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 7th, 2019 at 11:00 PM**
- End of Fall 24 hour quiet period: **December 22nd, 2019 at 8:00 AM**
- Start of Winter 24 hour quiet period: **April 11th 2020 at 11:00 PM**
- End of Winter 24 hour quiet period: **April 26th 2020 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/neighbor. 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 Guests

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. Please do not give your access key to your guest at anytime, as doing so could result in disciplinary action (see page 36 for details). 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.

Hosting 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.
Housing Community Standards

**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 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.
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.
- 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.

**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.
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. If you plan on hosting 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. (see page 31 for details)

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 & 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 (ie. no amps and/or subwoofers/ 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 will 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 judgement 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](https://www.uregina.ca/universityrelations/policies-and-procedures.html). If you, or someone you know are subject to, witness to, or have knowledge of an incident of sexual assault and/or 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](https://www.uregina.ca/sexualviolence/prevention/) (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 or via email. Supports can include listening, accompaniment to appointments or to seek 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.

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

<table>
<thead>
<tr>
<th>Gathering Areas for Buildings</th>
<th>Paskwāw and Wakpā Towers</th>
<th>Ktāik Towers</th>
<th>La Cité</th>
<th>College West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Area</td>
<td>Academic Green</td>
<td>Lot 13 &amp; Lot 14</td>
<td>Lot 14</td>
<td>Academic Green</td>
</tr>
<tr>
<td>Redirected Area (Guided by Fire Wardens)</td>
<td>La Cité/ Education Building</td>
<td>Campion College</td>
<td>Campion College</td>
<td>Riddell Center</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 will result in a fine.
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 Cité)
- 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 Cité, 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: Stop by the Housing office to sign out a temporary key set for 1 hour

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

Please note that frequent recurring lockouts (more than 3 times) will result in a lock out fee being applied to your account.
Safety & Security

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).
In order to ensure that student Housing remains a safe and comfortable environment for all students to live and learn, it is important that students adhere to the regulations and policies as outlined in this Handbook. If a violation occurs, 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 will be prevented going forward; this may include implementation of a behavioural contract.

**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, educational awareness sessions, requirement to be moved to a different room in housing and/or having certain privileges removed. 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**

Students who are disciplined under the incident process may appeal the imposition or severity of the penalty for misconduct to the Manager, Residence Life. The process to appeal is listed below:

1. The student will email the Manager, Residence Life no later than 2 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, Residence Life or designate will arrange a meeting with the student to discuss the circumstances in person.
3. The Manager, 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 page 14 of this Handbook for information regarding conduct evictions and the appeal process.
## Fees & Charges

### Operational Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Application</td>
<td>$50.00</td>
</tr>
<tr>
<td>Confirmation (is applied towards your first rent payment)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Late Rent Payment</td>
<td>$25.00</td>
</tr>
<tr>
<td>Room Change</td>
<td>$100.00</td>
</tr>
<tr>
<td>Contract Termination</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Eviction Processing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Early Arrival/Late Departure</td>
<td>$50.00</td>
</tr>
<tr>
<td>Locker Booking</td>
<td>$50.00</td>
</tr>
<tr>
<td>Bike Storage</td>
<td>FREE</td>
</tr>
</tbody>
</table>

### Locks & Keys

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

### Policy Fees

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Fire Hazard Violation</td>
<td>$300.00</td>
</tr>
<tr>
<td>2nd Fire Hazard Violation</td>
<td>$500.00</td>
</tr>
<tr>
<td>3rd Fire Hazard Violation</td>
<td>Eviction</td>
</tr>
<tr>
<td>Failure to Evacuate During Alarm</td>
<td>$100.00</td>
</tr>
<tr>
<td>Giving Out Key cards/keys/FOBs</td>
<td>$25.00</td>
</tr>
<tr>
<td>1st Quiet Hour Violation</td>
<td>Warning</td>
</tr>
<tr>
<td>Subsequent Quiet Hour Violation(s)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Equipment Damage</td>
<td>Cost of Repair</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Misconduct Fine + Cost of Repair</td>
</tr>
<tr>
<td>Possession of Restricted Item</td>
<td>$150.00</td>
</tr>
<tr>
<td>Misconduct Violation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to Complete Room Inspection Report</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Cleaning & Repairs

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning</td>
<td>$55/hour</td>
</tr>
<tr>
<td>After Hours Trades Call Out Charge (min 2 hrs)</td>
<td>$125.00/hour</td>
</tr>
<tr>
<td>Call Out of Emergency Services (Fire Department)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Improperly Disposed Garbage/Recycling</td>
<td>$150.00</td>
</tr>
<tr>
<td>Offensive Odour Fine</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
**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. Please refer to page 11 for more details.

**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 cash 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 2020 Residents Assistant positions will be posted in February 2020
- Summer Housekeeper positions will be posted in the 2020 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 2020 will open in October 2019.
- Room self-selection will be offered to returning students who apply by January 31st, 2020.

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
1440 14 Ave
Phone: (306) 337-2640

Pasqua Hospital
4101 Dewdney Ave
Phone: (306) 766-2222

Health Services

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.

Phone: 811

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.
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** is our on campus support centre for students. You can book an appointment [online](#).

**Hours:** Monday - Friday  8:30 am - 4:30 pm

**211 Saskatchewan** is a free, confidential, 24/7 service that connects individuals to human services in the province by telephone, text, or web chat. Individuals can call 2-1-1, text 2-1-1 or go online to chat with trained professionals to find and navigate services they need.

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

**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** 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**
# UR Campus Resources

## Campus Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Student Centre (ASC)</td>
<td>Room 108 Research and Innovation Centre</td>
<td>Room 108 Research and Innovation Centre 306-337-3153 <a href="mailto:ascentre@uregina.ca">ascentre@uregina.ca</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>Room 139 College West</td>
<td>Room 139 College West 306-585-4755</td>
</tr>
<tr>
<td>Campus Security</td>
<td>Room 120 Research and Innovation Centre</td>
<td>Room 120 Research and Innovation Centre 306-585-4999</td>
</tr>
<tr>
<td>Academic and Career Education (ACE)</td>
<td>Room 163 Riddell Centre</td>
<td>Room 163 Riddell Centre 306-585-5595</td>
</tr>
<tr>
<td>Centre for Student Accessibility</td>
<td>Room 251 Riddell Centre</td>
<td>Room 251 Riddell Centre 306-585-4631 <a href="mailto:accessibility@uregina.ca">accessibility@uregina.ca</a></td>
</tr>
<tr>
<td>Counselling Services</td>
<td>Room 251 Riddell Centre</td>
<td>Room 251 Riddell Centre 306-585-5172</td>
</tr>
<tr>
<td>Parking and Transportation Services</td>
<td>Room 108 College West</td>
<td>Room 108 College West 306-585-5555 <a href="https://www.uregina.ca/fm/parking/">https://www.uregina.ca/fm/parking/</a></td>
</tr>
<tr>
<td>Counselling Services</td>
<td>Room 251 Riddell Centre</td>
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<td>Room 108 College West</td>
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</tr>
</tbody>
</table>

## Aboriginal Student Centre (ASC)
Welcome to all students! The ASC strives to encourage, empower, and educate Aboriginal students to strengthen and realize their full potential.

## Bookstore
The Bookstore 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/)

## Campus Security
On campus 24/7, 365 days a year. (see page 37 for more)

## Academic and Career Education (ACE)
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!

## 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.

## Counselling Services
Our on campus support for students. Book an appointment online: [https://counselling.cc.uregina.ca/ClockWork/user/misc/login.aspx#Clockwork](https://counselling.cc.uregina.ca/ClockWork/user/misc/login.aspx#Clockwork)

## 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.

## Parking and Transportation Services
All parking on campus is paid parking. Several parking options are available to you, depending on your parking needs.
Campus Resources

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.

Room 251.14 Riddell Centre
306-585-5400
respect@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.

Room 108 AdHum 306-585-4591
scholarships@uregina.ca
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, UR Guarantee programs, academic workshops, the Ambassador program, and other opportunities are all found there!

Room 230 Riddell Centre
306-585-4076
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. Health and Dental plan coverage, U-PASS, student group/club funding- it’s URSU!

Room 221 Riddell Centre
306-586-8811
frontdesk@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!

Room 109 College West
306-585-4957
International.
studentservices@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!

Room 225 Riddell Centre
306-586-8811 ext. 207
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.

Room 226 Riddell Centre
306-584-1255
wc@ursu.ca
Live. Learn. UR HOME.

Housing Services
Kišik Towers Rm. 149
3737 Wascana Parkway
Regina, SK

Tel: (306) 585-5450 | Toll Free: 1 (866) 354-3394 | Fax: (306) 337-2903

Email: housing.services@uregina.ca
Website: www.uregina.ca/housing