WELCOME!

Choosing to live on campus is an unforgettable life experience! Our friendly staff is happy to answer any questions you may have and we provide you with endless opportunities to get involved with your new community!

Everyone on campus has varying backgrounds but share a common goal: to further their education! You will find similarities and interesting differences amongst all of the people you meet here. We encourage you to be open to the diversity around you by sharing your interests and thoughts with others and to listen and learn from those doing the same. Getting to know each other and communicating will make your experience more comfortable and enjoyable.

Whether this is your first or fifth time living on campus, please read through this handbook to familiarize yourself with the community expectations. We hope that you enjoy your stay and take full advantage of all the opportunities that come with living on campus!
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"Try to attend as many of the events that are hosted. They are a great way to meet new friends and most likely get some free food!"  
-Savanna B.

"I’m really glad I decided to live on campus. Being so close to the University has given me so many opportunities to make connections and form life-long friendships!"  
-Christina C.
Quick Guide

Be Respectful
- Communicate with your roommates! Use your words!
- You are responsible for your guest’s behaviour

Stay Safe!
- Don’t hang things on/tamper with sprinklers or smoke detectors
- Don’t burn anything indoors- candles, incense, smoking, etc.
- If you set off the fire alarm from cooking - OPEN windows, NOT doors!
- Keep your apartment doors closed & locked
- Don’t lend out your keys!
- Residents provide their own insurance for personal belongings
- Alcohol is not allowed in common areas & must be sealed if transporting

Quiet Hours are:
Sunday-Thursday
11:00 PM-8:00 AM
Friday & Saturday
1:00 AM-8:00 AM

All About RAs (Resident Assistants)
- RAs are students just like you! Go to the events they plan & visit them at kiosk!
- They know what it’s like to live on campus & are happy to show you the ropes!
- RAs are on call 4:15 PM-8:15 AM weekdays & all weekends/holidays
- They care about you, and are happy to help with any housing concerns, including:
  - Noise complaints
  - Anything roommate related
  - Maintenance issues
  - Unwelcome guests
  - Any other general questions about living on campus or housing concerns

Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
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<tbody>
<tr>
<td>Garbage/Recycling Room</td>
<td>115</td>
<td>115</td>
<td>East 158.2</td>
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</tr>
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<td>Laundry Room</td>
<td>218</td>
<td>218</td>
<td>West 144.2</td>
<td>(Inside for Garbage/</td>
</tr>
<tr>
<td>(Washers/Dryers)</td>
<td></td>
<td></td>
<td>Outside for Recycling)</td>
<td></td>
</tr>
</tbody>
</table>

Contacts

Kišik West RA: (306) 519-9552
Kišik East RA: (306) 519-5763
Paskwâw Tower RA: (306) 530-5571
Wakpá Tower RA: (306) 530-5570
La Résidence RA: (306) 535-5593

Wakpá Tower CA: (306) 585-5455
Kišik Tower CA: (306) 337-3200

Campus Security: (306) 585-4999

Read the Housing Handbook - Ignorance of the rules is inexcusable
Stop by a housing kiosk if you have any additional questions!
<table>
<thead>
<tr>
<th>FALL 2017</th>
<th>WINTER 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>5 Student orientation</td>
<td>2 Christmas break ends- University re-opens</td>
</tr>
<tr>
<td>6 Start of term</td>
<td>8 Start of term</td>
</tr>
<tr>
<td>Start of classes</td>
<td>Start of classes</td>
</tr>
<tr>
<td>Due date for tuition &amp; rent</td>
<td>Due date for tuition &amp; rent</td>
</tr>
<tr>
<td>19 End course-add period</td>
<td>19 End of course-add period</td>
</tr>
<tr>
<td>End of no-record drop period</td>
<td>End of no-record drop period</td>
</tr>
<tr>
<td>End of 100% refund period for tuition &amp; fees</td>
<td>End of 100% refund period for tuition &amp; fees</td>
</tr>
<tr>
<td>21 Room change requests are now accepted</td>
<td><strong>February</strong></td>
</tr>
<tr>
<td><strong>October</strong></td>
<td></td>
</tr>
<tr>
<td>1 Application for Fall/Winter 2018/2019 and Spring/Summer 2018 opens online</td>
<td>2 End of penalty-free payment period for tuition &amp; fees</td>
</tr>
<tr>
<td>3 End of penalty-free payment period for tuition &amp; fees</td>
<td>End of 50% refund period for tuition &amp; fees</td>
</tr>
<tr>
<td>9 Thanksgiving Day - no classes</td>
<td>19 Family Day- no classes</td>
</tr>
<tr>
<td>11 Final day for exchange &amp; graduating students to submit contract cancellation forms</td>
<td>Start of winter break (reading week)</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td><strong>March</strong></td>
</tr>
<tr>
<td>11 Rememberance Day weekend - no classes</td>
<td>15 End of grade-of-W period</td>
</tr>
<tr>
<td>15 End of grade-of-W drop period</td>
<td>30 Good Friday- no classes</td>
</tr>
<tr>
<td>18 Winter Formal (Housing Event)</td>
<td><strong>April</strong></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>TBA Housing Awards Banquet</td>
</tr>
<tr>
<td>5 End of classes</td>
<td>13 End of classes</td>
</tr>
<tr>
<td>7 Start of 24 hour quiet period in housing</td>
<td>16 Start of 24 hour quiet period in housing</td>
</tr>
<tr>
<td>8 Start of examination period</td>
<td>17 Start of examination period</td>
</tr>
<tr>
<td>21 End of examination period</td>
<td>30 End of examination period</td>
</tr>
<tr>
<td>End of fall term</td>
<td>End of fall term</td>
</tr>
<tr>
<td>22 Christmas break starts - University closes at 3:00 PM</td>
<td><strong>Events in Housing!</strong></td>
</tr>
</tbody>
</table>

One of the many benefits of living on campus is that you are invited to attend our resident events! They are often hosted by our RAs or our RCC and include everything from karaoke nights to Waffle Wednesdays! There’s something for everyone, and it’s a great way to get to know new people! Download our Housing App and keep an eye on our Facebook page for more details and updates!
Office & Staff

Our Kišik Office is **KI-0149**, which can be found immediately inside Kišik Towers

**Office Hours:**
8:15 AM - 4:30 PM Monday to Friday
Payments Accepted: 8:15 AM - 4:00 PM (excluding holidays)

*Should you need help outside of office hours, RAs and CAs are always available at the housing kiosks! Feel free to stop by and chat with them!*

**Front Desk**
Our front desk staff members are always happy to answer questions, accept rent payments, retrieve your mail, or fill out Housing Services forms depending on your needs. You can also e-mail for help at housing.services@uregina.ca

**Managers**
The managers are often behind the scenes; however, they love to hear from students! Whether it be a concern, question, comment, or compliment don’t be afraid to stop by and say hello!
Student Staff

RLCs - Residence Life Coordinators
Our Residence Life Coordinators (RLCs) live on campus with you! They are students who help create a supportive and comfortable environment for students to live and learn. RLCs manage the RA and CA teams, help coordinate Residence life activities, and assist students with concerns.

RAs - Resident Assistants
Resident Assistants are students just like you! They live on campus and are trained to assist you and the housing community. In addition to running events throughout the semester, they are your number one contact for any residence life concerns, such as: locking your keys in your apartment, roommate related matters, or after hour inquiries. RAs are always here to help!

Each housing building has an RA on call overnight and weekends. You can call them any time the office is closed (even at 3:00 AM). Or, you can stop by the kiosk at Wakpá or Kišik Towers between 5:00 PM and 9:00 PM. The kiosk in La Résidence is on the 2nd floor and is open two nights a week (the schedule will be posted within the first week of the semester).

Resident Assistants
Paskwáw Tower________ 306-530-5571
Wakpá Tower_________ 306-530-5570
Kišik West___________ 306-519-9552
Kišik East___________ 306-519-5763
La Résidence_________ 306-535-5593

Want to join the RA team? Get involved with the RCC to help your chances! RA applications are done online: https://www.uregina.ca/student/residence/current/involved/assistant.html
RCC Coordinator

- Residence Community Council Coordinator
  The RCC Coordinator works closely with an RLC to coordinate resident volunteers, plan events, increase event participation, lead meetings, and organize the RCC. Keep an eye out for posters with more information on how to participate! (See more on page 14)

CAs - Community Assistants
Community Assistants are students who are available to assist you and answer your questions outside of regular office hours. They can be found at the Kišik and Wakpá Kiosks after office hours.

<table>
<thead>
<tr>
<th>Community Assistants</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wakpá Tower</td>
<td>306-585-5455</td>
</tr>
<tr>
<td>Kišik Towers</td>
<td>306-337-3200</td>
</tr>
</tbody>
</table>
Your Contract

Rent
Housing fees are calculated per semester, not per calendar month. Each semester’s fees are due on the first day of classes for each semester. Please note the start and end date of your contract. Your move-out day will be 24 hours after your last exam or the final date on the Housing Contract (whichever comes first). Fees will not be recalculated based on late arrivals. Accommodation requested beyond your contract end date is subject to availability and will incur an additional cost.

Payments are accepted between 8:15 AM and 4:00 PM, Monday through Friday with the exception of holidays. You can also pay online via URSelf-Service or at Financial Services, but it is your responsibility to notify Housing Services via email so we can adjust your housing account accordingly.

Rent Payment *Due Dates:
- Fall Semester ___________ September 6th, 2017
- Winter Semester ___________ January 8th, 2018
- Spring/Summer semesters ___ The first day of classes

*Please note that late payments may be subject to a fee

Residents unable to pay in full may request a payment plan by sending an e-mail to housing.services@uregina.ca.

When you received a room offer after having applied to live on campus, you were required to pay a Confirmation Fee of $200 and a Security Deposit of $200. The Confirmation Fee will be applied to your first rent payment, while the Security Deposit will be carried forward from year to year as long as you continue living on campus or apply to return. At the end of your academic program (i.e., you are no longer returning as a resident next year) your Security Deposit will be returned to your student account providing your room had no cleanliness or damage issues, and you do not have an outstanding balance owed to the University.

If you cancel your reservation 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 to have their Security Deposit refunded will have the amount credited to their student account approximately 6 weeks following their departure date, and will be notified via e-mail once the credit has been made. Contact Financial Services for reimbursement once the credit has been transferred. International and exchange students with special banking requirements should contact Housing Services at least two weeks prior to moving out to discuss other refund options.
UPON ARRIVAL
Our staff inspects each room and suite prior to move-in, however, we ask each resident to complete an inspection report detailing your room’s move-in state upon your arrival. This report allows each resident the opportunity to document any damages that exist upon move-in and to report any maintenance issues that may have been overlooked.

EXTENDING YOUR STAY
Your move-out date is either:
(a) 24 hours after your last exam or academic commitment
(b) The final date on the Housing contract
It is whichever of those two options comes first. If you need to extend your stay past your move out date, please e-mail housing.services@uregina.ca with details surrounding your circumstances. We will e-mail you back to let you know if your request was approved (subject to availability & additional fees).

TERMINATION OF CONTRACT BY RESIDENT
If a student wishes to cancel their Housing Contract before the expiry date, they must complete a Contract Cancellation Form (available online). Managerial approval is needed to finalize the cancellation. Only medical and/or academic reasons for withdrawal will be considered for approval.

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

All students who cancel their contract prior to the expiry date will forfeit their Security Deposits. Students who abandon their room or cancel their room prior to the expiry date without approval will also receive a room abandonment fee equal to $1,750 or the contract remainder, whichever is less.

No adjustment to rent will be made for those vacating 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 related reasons who complete a Contract Cancellation Request prior to October 11th, 2017.
TERMINATION OF CONTRACT BY HOUSING

Housing Services reserves the right to terminate Housing contracts. Housing Staff regularly work with students through difficult situations, aiming to support them and prevent disruptions to the Housing community. Unfortunately, in some circumstances an individual may have their contract terminated. Reasons for excluding a student from housing only occurs when a student’s behaviour has negatively impacted the Housing community, created an unsafe environment for fellow students, and/or if the student refuses to follow the policies and guidelines of the housing handbook. Furthermore, financial evictions may occur should a student fail to comply with guidelines stated in the Housing Contract.

FINANCIAL EVICTION:

Housing Fees are placed on student accounts at the beginning of each semester. If a student is unable to pay the fees the first week of each semester, the student must set up a payment plan with the Manager of Housing and Hospitality. If payment deadlines are not met, Housing Services reserves the right to evict the student. If you are contacted by Housing Services Staff about an outstanding balance, you should contact Housing Services immediately at 306-585-5450 or by e-mail at housing.services@uregina.ca.

CONDUCT EVICTION:

Housing Services strives to provide a positive living experience on campus. In order to ensure that the housing community remains a safe and comfortable living environment, it is important that students follow the rules and regulations as outlined in the Housing Handbook. The conduct eviction process (outlined below) is considered when a student is negatively affecting rights and/or safety of others:

1. The student will meet with the Manager of Residence Life to discuss the situation.
2. After all information is collected a decision will be made whether or not the student will be evicted from housing. If it is determined that the actions conducted by the student warrant an eviction, a formal letter of eviction will be issued.
3. The student will meet with the Manager of Residence Life to receive the letter and to discuss the details of the eviction. All evictions include being banned and/or excluded from on-campus Housing.
   - BANNED: Prohibited from being on Housing property.
   - EXCLUDED: Future applications for Housing will be declined. Students may reapply after 1 year dependent on the cause of eviction.

Appeal Process:

Students who are evicted from campus Housing may appeal the imposition or severity of a penalty for misconduct to the Associate Director of Housing, Residence Life and Hospitality. The process to appeal is listed below:

1. The student will e-mail the Associate Director by the deadline stated in their eviction letter. The appeal should state why they feel they should not be evicted from on-campus housing.
2. If more information is required, the Associate Director will set up a meeting to meet with the student in person.
3. The Associate Director will inform the student of their decision by e-mail.

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

We encourage you to make your room your own! However, we do ask you do not attach anything to the walls, doors, or furniture to avoid causing any damage.

Note:
We provide mattresses, but you bring your own bedding/pillows.

If you want to customize your room with furniture, please be advised that larger pieces of furniture or any electrical or mechanical appliance (refrigerators, ovens, etc.) need to be approved by a Housing Manager prior to being brought into Housing. We also ask that you leave the furniture that is provided in the room in which it belongs. Removal of our furniture without proper authorization is considered theft, and may result in a financial charge.
UR Nutrition

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

LLC

Living-Learning Communities are an exciting Housing opportunity! If you are an LLC member, you will have access to additional programming and events, in addition to 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 members of your LLC throughout the semester. If you have any questions regarding the LLCs please contact housing.services@uregina.ca

Intramurals

To ensure our residents have a healthy and balanced lifestyle at the University of Regina, Housing Services and the RCC have spaces available for residents to sign up either as teams or individuals for intramurals. There are a variety of sports from which to choose! It’s an on-campus activity and it’s loads of fun!
Residence Community Council (RCC)
The Residence Community Council is an excellent opportunity to get involved! The RCC is a student-run group that plans events and activities for those living on campus. You are welcome to attend any number of the weekly meetings with no commitment required (though it is greatly appreciated)! From ski trips to game nights, the RCC’s event programming is entirely up to the student residents! See a movie coming out you want to watch? Feel like getting a bunch of friends together to play laser tag? Have any other amazing event ideas? Please come let us know and we can help provide funding, transportation, and invite all residents so that we can all have a blast! Keep an eye out for our posters for more info!
Cleaning & Health

Laundry

Housing Services has card-operated laundry rooms located in each building. The machines use laundry cards called Smart-Cards. Students will need to purchase a laundry card from one of the machines in select buildings. The cards themselves cost $5.00 (cash, debit, or credit) and you load the card with additional funds as needed. The cost per each washer/dryer load is $1.50.

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kišik Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart-Card Machines</td>
<td>Main Floor (Next to mailboxes)</td>
<td>Main Floor (Next to mailboxes)</td>
<td>Main Floor / 2nd floor (Next to mailboxes)/ (In West laundry room)</td>
<td>-</td>
</tr>
<tr>
<td>Laundry Room (Washers/Dryers)</td>
<td>218</td>
<td>218</td>
<td>2nd floor West and East</td>
<td>8th Floor</td>
</tr>
</tbody>
</table>

Garbage & Recycling

With the number of students we have living on campus, you can imagine that the waste can pile up. We offer an excellent recycling program to reduce our ecological footprint - no need to search all over the city for a recycling center! Plus we provide garbage bags- just stop by the kiosk and ask for some!

Please take the garbage/recycling out of your suite often and take it to the garbage/recycling room. Collecting garbage/recyclables in your suite or dorm room, or leaving it in housing common spaces, creates a health and safety risk that may lead to disciplinary action.

<table>
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<tbody>
<tr>
<td>Garbage/Recycling Room</td>
<td>115</td>
<td>115</td>
<td>East 158.2 West 144.2</td>
<td>Loading Dock (Inside for Garbage/ Outside for Recycling)</td>
</tr>
</tbody>
</table>
**Cleaning & Health**

**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 and cleaning products.

<table>
<thead>
<tr>
<th>Suggested list of supplies to purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Wash cloths</td>
</tr>
<tr>
<td>- Foaming bath cleaner</td>
</tr>
<tr>
<td>- Oven/stove cleaner</td>
</tr>
<tr>
<td>- Toilet bowl cleaner</td>
</tr>
<tr>
<td>- Toilet bowl brush</td>
</tr>
<tr>
<td>- Paper towels</td>
</tr>
<tr>
<td>- Glass cleaner</td>
</tr>
<tr>
<td>- Rubber gloves</td>
</tr>
<tr>
<td>- Disinfectant cleaner</td>
</tr>
<tr>
<td>- Laundry detergent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household products provided by Housing Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Garbage bags</td>
</tr>
<tr>
<td>- Light bulbs</td>
</tr>
<tr>
<td>- Vacuum bags</td>
</tr>
<tr>
<td>- Burner foils</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment you can sign out to borrow for 2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mops/ buckets</td>
</tr>
<tr>
<td>- Brooms/dustpans</td>
</tr>
<tr>
<td>- Toilet plunger</td>
</tr>
<tr>
<td>- Vacuum</td>
</tr>
</tbody>
</table>

**Cleaning Inspections**
Residents are responsible for cleaning their apartments and dorm rooms. 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 cleaning schedule sheet at the start of the semester. Once receiving the schedule, it is then your responsibility for you and your roommates to fill it out. The schedule should either be posted on the back of the main entrance door to your apartment or on the refrigerator so that it can be viewed by housekeeping staff.

Should you not have a cleaning schedule, contact your RA!

Regular health and safety inspections along with monthly cleaning inspections are done 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 will list the areas that need to be improved and will include a date for re-inspection. Should cleanliness fail to meet standards upon re-inspection, Housekeeping Services will clean the failed area(s) and a cleaning service charge will be issued to the account of the resident who was assigned the area on the posted cleaning schedule. Apartments or dorms struggling to meet our cleaning standards will be placed on a weekly cleaning inspection schedule. Any resident failing three cleaning inspections will be required to sign a cleaning contract.
Cleaning Service

Need a little extra help with cleaning? Housing Services is pleased to announce our new cleaning service program!

For a fee of $42.50, Housing Services housekeeping staff will clean the area that you are assigned to on the cleaning schedule! This service will be provided up to a maximum time of one hour during the week of the scheduled cleaning inspections. If this sounds like a program you are interested in, complete our online cleaning request form- https://www.uregina.ca/student/residence/current/services-forms/cleaning-request.html

Note that payments must be made in advance to the Kisik Towers Housing office.

Health and Wellness

When living on campus, you are surrounded by other students, so maintaining good personal hygiene is essential for everyone’s health and wellness. Wash your hands often! When sharing a common bathroom, use your own personal products and dispose of personal hygiene products in a proper manner. Note that feminine hygiene products are not to be flushed down toilets.

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

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 phone at 306-585-4776. All advice and support is provided in consultation with Regina Qu’-Appelle Health Region Public Health medical professionals.
# Quick Reference

<table>
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<tr>
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<tr>
<td><strong>Bike Storage</strong></td>
<td>Basement 014</td>
<td>-</td>
<td>East 158.1 West 144.1</td>
<td>Loading Dock (Inside)</td>
</tr>
<tr>
<td><strong>Computer Labs</strong></td>
<td>319</td>
<td>319</td>
<td>4th Floor East</td>
<td>4th, 5th, and 8th Floor</td>
</tr>
<tr>
<td><strong>Game Room</strong></td>
<td>2nd Floor</td>
<td>-</td>
<td>2nd, 3rd, and 4th Floor (West)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Mailboxes</strong></td>
<td>1st Floor</td>
<td>1st Floor</td>
<td>Beside Kiïk Housing Office</td>
<td>2nd Floor beside kiosk</td>
</tr>
<tr>
<td><strong>Music Room</strong></td>
<td>201.4</td>
<td>201.4</td>
<td>4th Floor West</td>
<td>-</td>
</tr>
<tr>
<td><strong>Party (Activity) Room</strong></td>
<td>Basement 013</td>
<td>-</td>
<td>1st and 14th Floor</td>
<td>-</td>
</tr>
<tr>
<td><strong>Storage Room</strong></td>
<td>Basement 014</td>
<td>Basement 014</td>
<td>East 158.1 West 144.1</td>
<td>422, 522, 622, 722, 822</td>
</tr>
<tr>
<td><strong>Study Lounge</strong></td>
<td>419</td>
<td>419</td>
<td>2nd and 3rd Floor</td>
<td>4th Floor</td>
</tr>
<tr>
<td><strong>TV Lounges</strong></td>
<td>2nd, 3rd, 4th, 5th and 12th Floor</td>
<td>3rd, 4th, 5th and 12th Floor</td>
<td>1st, 2nd, 3rd, 4th, 5th &amp; 14th Floor East and West</td>
<td>6th, 7th, and 8th Floor</td>
</tr>
</tbody>
</table>
Amenities

Mail

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 address it as follows:

First Name Last Name  Box Number  *Residence Abbreviation  Residence Building  University of Regina  Regina, SK  S4S 0A2

Example:  Terry Doe  Box 000  Kīšık Towers  University of Regina  Regina, SK  S4S 0A2

*Residence Abbreviations:  Kīšık Towers  KI  Paskwāw Tower  PA  Wakpā Tower  WA  La Résidence  LI

If you are alerted by your postage delivery service that your mail has arrived, please note that it has only arrived at the University of Regina’s central mail room. Please allow an additional 1-2 business days for Housing Services to process incoming mail. When a parcel or package arrives for you, a slip will be placed in your mailbox to notify you, and you can pick up your parcel at the Housing Office during office hours.

No Cash on Delivery (COD) items will be accepted.
If you wish to send mail, simply bring it to the Housing office prepared with the appropriate postage (stamps, or prepaid envelopes) and it will be mailed the following business day.
Housing Services does not forward mail. It is your responsibility to update your mailing address. All mail received after you have moved out will be returned to sender.
Amenities

Phones

Each apartment is equipped with a landline telephone. Housing Services does not give out phone numbers, so make sure to tell your loved ones how they can reach you! Your phone number can be found on your move-in package.

How to use the phone

Calls within campus require only the last four digits of the number
To dial off campus, dial 9, followed by the area code and number
To dial 911 in an emergency, you need only dial 9-1-1
For long distance calls, use either prepaid calling cards, or place collect calls
For international calls, dial 9-0 and then the number

Cable

Each suite and living room has a hook-up for basic cable, and Housing Services has cables available for residents to borrow for the duration of their stay. TVs are not provided in apartments or dorms, but the TV lounges are open to all residents!

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kîšik Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV lounges</td>
<td>2nd, 3rd, 4th, 5th and 12th floor</td>
<td>3rd, 4th, 5th and 12th floor</td>
<td>1st, 2nd, 3rd, 4th, 5th &amp; 14th Floor East and West</td>
<td>6th, 7th, and 8th Floor</td>
</tr>
</tbody>
</table>

Shaw is 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 allowed.
Internet

Wireless internet is FREE and available in all housing buildings (and everywhere on campus) through eduroam. To connect:

- Enter credentials in the form 'username@uregina.ca'
- Use the same credentials as your uregina login
- If you see this network while visiting remote institutions you can use your uregina.ca credentials to connect

Ethernet cables can also be signed out from Housing Services.

Rooms in Kīšik, Paskwāw and Wakpā Towers are equipped with Voice-Over IP phones. If you have a phone in your bedroom, you will need to plug in the ethernet cable from your computer into the bottom of the phone. The phone is then plugged into internet outlet in the wall.

Please be aware that personal wireless routers are not permitted in Housing, as they conflict with the University’s wireless coverage.
Amenities

Cooking

Our apartment-style rooms are equipped with microwaves and fridges. Apartment-style rooms (1-4 bedrooms) are equiped with full kitchens. 3 and 4 bedrooms include a deep freeze. 2 bedroom apartments in Kiisk Towers will have either a full stove/oven or cooktop option, depending on your 2 bedroom type.

Dorm-style rooms do not have cooking appliances for fire safety reasons. As such, only kettles with an automatic shut-off feature are permitted. When in doubt, please check with Housing Services.

Microwaves are available for use in common areas in each Housing building. Kiisk Towers’ Multi-Purpose Room also has a communal kitchen area that residents are welcome to use! Kitchen kits that include cooking equipment such as pots and pans can be signed out at our Housing Services Office. Do not leave cooking appliances that are turned on unattended!

Meal Plans

Students living in dorms are required to purchase a meal plan. Information about Food Services locations and hours of operation are available at: http://www.alheironcampus.ca/uofregina/?cmd=DiningPlans

Adding funds to your meal card can be done through the Food Services Office in CW148. Please note that meal cards are non-refundable, and expire April 30th. However, remaining funds can be transferred to a swipe/save card at Food Services prior moving out of residence.

Grocery Bus

The RCC and Housing Services fund a weekly grocery bus that transports residents directly to and from Superstore! Keep an eye out for posters or social media updates for more information and scheduling!
Amenities

U-PASS
The Universal Bus Pass, also known as the U-Pass, is a campus-wide program designed for University of Regina students! For $87.60, you will be issued a citywide transit pass valid for the entire semester. The U-Pass rate is much cheaper than the current discounted student rate of $72 a month. If you are a registered paratransit user, you can use the pass for that service as well. The fee is automatically applied to your student account with your tuition and fees.

Activating your U-Pass is easy, you simply take your student ID to the Student Union (2nd Floor of the Ridell Center) at the start of the semester, and they will activate your pass.

For more information, or should you want to opt-out please visit: ursu.ca/upass

Parking and Bike Storage
If you are ever wondering where to park on campus, check out the Parking and Transportation Services web page: https://www.uregina.ca/fm/parking/.

Parking passes are available for residents, but are limited so make sure to apply early!

If you are hoping to have a bike on campus, we have bike storage! There are bicycle racks outside, as well as indoor bicycle storage in Housing. Please note that bicycles are not permitted outside the designated areas. Please don’t store your bicycle anywhere in residence other than in the appropriate storage area. Bike tags are provided by the Housing Services Office, where upon bringing your bike, your bike will be issued an ID and you will be given access to the storage area. Unidentified bikes will be removed by Housing Services. Bicycles should be locked at all times and the University of Regina is not responsible for any stolen or damaged bicycles.

Unsecured bikes will be removed by Campus Security and relocated to their secure compound.
Amenities

Storage
Should you require extra storage space, Housing Services has lockers available! For a rental fee of $50, a locker will be reserved for you until the beginning of the following Fall semester. Housing supplies the combination lock as well as the key card to access the space. Please note that only one locker is permitted per resident.

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kîšik Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Room</td>
<td>Basement 014</td>
<td>Basement 014</td>
<td>East 158.1, West 144.1</td>
<td>422, 522, 622, 722, 822</td>
</tr>
</tbody>
</table>

Activity Rooms
If you are planning on having a social gathering of a larger nature, you can book an Activity Room. Please contact Housing Services for any inquiries!

Common Areas & Game Rooms
Whether you want to de-stress with a fun game of pool, or challenge your roommates to a Wii bowling game, University of Regina Housing has loads of recreational options available! Equipment just needs to be signed out from the Kiosk and you are good to go!

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kîšik Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game Room</td>
<td>2nd Floor</td>
<td>-</td>
<td>2nd, 3rd, and 4th Floors (West)</td>
<td>-</td>
</tr>
</tbody>
</table>
Amenities

Music Rooms
Are you musically inclined? Music Rooms offer a soundproof environment where you’re free to play our finely tuned pianos or bring another instrument to play.

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kišîk Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Room</td>
<td>201.4</td>
<td>201.4</td>
<td>4th Floor West</td>
<td>-</td>
</tr>
</tbody>
</table>

Computer Labs
Our Computer Labs offer internet, Microsoft Office, and printers for residents. Using your University of Regina log-in info, you’ll be able to print from your account. Standard printing fees will be applied to your student account.

<table>
<thead>
<tr>
<th>Service</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kišîk Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Labs</td>
<td>319</td>
<td>319</td>
<td>4th Floor East</td>
<td>4th, 5th, and 8th Floor</td>
</tr>
</tbody>
</table>

Equipment & Resources
Before you purchase extra equipment or entertainment, make sure to check out what Housing Services has to offer! Residents have free access to sign out all sorts of things – just stop by one of the Housing kiosks and ask!

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

Entertainment
- Pool Table Equipment
- Tennis Table Equipment
- DVDs
- Board Games
- Video Games
Amenities

Heating & Cooling
Campus heating and cooling is controlled at a central location. During the winter, all buildings are heated; in the summer, all buildings are cooled. Fan controls and thermostats located in the apartments cannot switch between heating and cooling, but they can adjust how hot or cool your suite is.

Paskwāw and Wakpā Towers have a fan control located in the apartment living room. In shared dorms, it is located in one of the two rooms. La Résidence also has fan controls in each room. Kišik Towers has in-floor heating and cooling in both the living room and in each individual bedroom.

Repairs/ Work Orders
Does something in your room require maintenance attention or replacement? Please log into our Housing Portal, go to the “Maintenance” tab, and report the problem with your room. Housing Services and Facilities Management work together on a daily basis to ensure your request gets the attention it needs.

Please note that Housing Services and University of Regina’s Facilities Management staff reserve the right to enter a resident’s room for the purpose of making repairs, as reported by the resident or Housing office staff. For regular maintenance, residents will receive a minimum 24 hours’ advance notice. Should there be a health and safety concern, or an emergency, repairs can be carried out without notice.

Non-emergency maintenance problems include, but are not limited to, plugged toilets and drains that are not actively overflowing, broken furniture and sticky or loose door knobs.

Emergency repairs require immediate assistance and must be reported to Housing Services as soon as possible. These include, but are not limited to, any water-related damage, sanitation issues, elevator breakdown, and electrical malfunction.
Roommate Etiquette

Campus housing welcomes students from all sorts of social, economic, cultural, and financial backgrounds. Living on campus is a great way to expand your horizons! 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 work out the best way to go about living together. Communication is key!

Keep in mind that friendly smiles and greetings can also go a long way!

Knowing your roommate’s 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. Our RAs are there to help connect you to the resources available on campus for you to get the proper care. We want everyone to have a great housing and university experience!

Roommate Complications

Sometimes issues between roommates can arise. When this happens, we ask that you first talk to each other to attempt to collectively solve the problem.

If further assistance is needed, contact your RA or the Housing Office to have a mediated suite meeting arranged.
Visitors and Guests

Guests are welcome to visit you! Just note that all bedrooms are single occupancy. When your guests arrive, you must meet them at the front door of your building to let them in. You must stay with your guest for the duration of their stay. Never lend your keys to anyone. Guests also must present university or government issued photo ID if asked by staff.

Check in with all of your roommates prior to bringing any guests in the apartment. Not only is this common courtesy, but it ensures that everyone feels safe and comfortable while living here. Communication is very important!

During final exams, Housing Services wishes to ensure that residents have a quiet and comfortable place to rest and study. In order to ensure this, a 24-hour quiet hour period is enforced. During this time, we ask that students cooperate in keeping guests to a minimum and noise levels down.

Residents assume full responsibility for their guests’ actions. Should a visitor engage in reckless behaviour, cause damage to the property, refuse to abide by housing policy, or otherwise pose as a problem to other residents and/or staff, the resident is held responsible and may be subject to disciplinary actions. A guest engaging in such behaviour may not be welcome in Housing buildings and the responsible resident may have their guest privileges suspended. Guests will be required to leave housing should staff deem they are violating any Respectful Living Environment policies.

Have family visiting? Please speak with the Housing Team before your guests’ arrival to discuss possible options for your family. We have hotel room accommodations available!
Hosting Parties

Housing defines parties as social gatherings of 8 or more people with alcohol being consumed. However, your social gathering may be considered as a party at the discretion of housing staff. If you are hosting a party, please visit the Housing kiosk and speak to an RA before 9:00 PM to register your party. Note that RAs reserve the right to end parties at their discretion. We want you to have fun and be safe.

Having a party in Housing:

- Discuss your plans with all of your roommates
- Visit the kiosk (before 9:00 PM) to get a party pass
- Have all roommates sign the party pass with their approval of having a party hosted
- Go over the responsibilities and expectations with an RA
- Have an RA sign the party pass confirming you are aware of the responsibilities and expectations
- Finish party pass form by 9:00 PM - party pass is now valid!
- As guests arrive, have them sign the attendance sheet
- Party! - (RAs may check in every now and then to make sure things don’t get out of hand and say hi!)
  - Be respectful and have your guests do the same - parties in housing are a privilege
  - Abide by the Community Standards
  - Prevent excessively loud noise - no amps and/or subwoofers
  - No one underage can consume alcohol (The legal drinking age is 19. RAs can ask for ID)
  - Games that encourage binge drinking are not allowed
  - Keep the party contained to the suite/unit in which it was registered - no propped open doors
  - Open alcohol is not allowed in communal areas - we don’t want you to get fined!
- Have the party wind down before quiet hours start - call an RA if you need any help!
- Return the Party Pass to an RA at the end of your party
- Clean up after - a cleaning inspection may be issued within a few days

**Claiming to be unaware of the Community Standards is not an excuse - it’s in your Housing contract!**
Roommate 101

Noise & Quiet Hours

Living on campus means you are part of an academic community. As such, our residents should be mindful of the accompanying community atmosphere. Please be considerate of other’s study and sleep habits. To help ensure a healthy environment, Housing enforces quiet hours. Quiet Hours are in effect in all Housing areas during the following times:

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

Should your roommate or neighbour be excessively noisy, please follow this procedure:

- Calmly try to resolve the issue one-on-one. Express how the noise levels are posing you difficulties and communicate your needs in a friendly and respectful manner.
- Should the noise continue to be a problem, contact the RA or CA on call. You will be asked for your name and room number for our records and for permission to enter your room to observe the noise level. If the RA or CA deems the noise level to be unreasonable, those responsible for the excessive noise levels will be given a warning and reminded of the Community Standards.
- In the case of repeat violations, disciplinary action will follow.
Suite Meetings
Throughout the semester, RAs conduct suite meetings as well as monthly check-ins. The first meeting is typically 15-20 minutes long, and the monthly check-ins will be roughly the same amount of time. These meetings are in place to aide in communication and to help all residents feel comfortable with their living space by going over a few things including:

- Who is your RA? How do you contact them?
- What do RAs do?
- Fire safety procedures
- Policy and Community Standards refreshers
- Cleaning schedule
- Roommate issues or concerns
- Reporting a breach of policy
- Upcoming events!

Room Change
Sometimes we receive room change requests. Housing Services opens the room change option as of September 21st, 2017 to give roommates the chance to go through transitioning phase and get the chance to know each other.

Room change request forms are available at the Housing Office. Residents initiating room changes are subject to a fee but this may be waived at the discretion of a housing manager. (Housing managers reserve the right to reassign residents to another room and/or deny room change requests.)
Respectful Living Environment

The University is committed to creating and maintaining an environment in which University members can live, work, and learn in a collegial climate of mutual respect.

Harassment and discrimination are a selective denial of the human right to be treated with dignity and respect. These injustices will not be tolerated by the University of Regina, and the University will take all possible steps to ensure students, employees, and visitors are not subject to harassment and/or discrimination.

Should you ever feel threatened during your stay with us, inform an RA, or speak with a manager about the situation. You might also seek guidance from the University's Coordinator of Harassment, Discrimination, and Conflict Resolution Services, or through the University of Regina's Counselling Services.

Resident Rights & Responsibilities

Know your rights!
As a resident you have the right to:
• Freely access your living accommodations & Housing common areas
• Live in a clean & secure environment
• Sleep, work, and study in your room without interference
• Be free from unreasonable noise, intimidation, or harassment
• Have access to housing staff for guidance and support
• Host guests within the established guidelines
• Be treated in an equitable manner when behaviour is in question
• Enjoy individual freedoms without regard to race, gender, national origin, physical and/or mental abilities, age, religion, sexual expression and/or orientation, or political affiliation.
• A reasonable amount of privacy
• Participate in Resident programming and opportunities available

Know your responsibilities!
As a resident you are responsible to:
• Respect the rights, privileges, and property of fellow residents, guests, staff, and the neighbouring community
• Monitor, and accept responsibility for you and your guests’ behaviour
• Recognize Housing staff’s authority
• Cooperate with and adhere to Housing policies, procedures, and investigations
• Abide by Housing and the University of Regina’s standards and code of conduct
• Maintain an acceptable level of cleanliness in all common and private areas of Housing
• Meet payments on schedule
• Report violations of rules and regulation to appropriate staff
• Report any maintenance issues to appropriate staff
Housing Community Standards

Alcohol

Having Alcohol in housing is a privilege. The University of Regina is committed to promoting safety and responsibility in the use of alcohol. Therefore, Housing Services has the following policies put in place:

- Events and/or programs that promote the consumption of alcohol will not be advertised, organized, or solicited by residents
- Any items that promote binge drinking are not permitted. Such items include but are not limited to: kegs, mini kegs, alcohol funnels, Texas mickeys, 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. 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 having consumed it, may be subject to disciplinary action.

Note: Students found to be supplying alcohol to minors will be subject to a fine and subsequent disciplinary action.

If you are of legal age, you may consume alcohol responsibly in an apartment or dorm room. Alcoholic beverages are not permitted in public areas, which include but are not limited to: hallways, computer rooms, lounges, game rooms, laundry rooms, etc. If you are transporting alcohol to another location, do so with a sealed opaque container.

Drugs

The possession, use, distribution, cultivation, or sale of drugs or drug paraphernalia is illegal under the Criminal Code and is prohibited on campus. All drug-related activites 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
Smoking

Smoking in Student Housing is strictly prohibited. Electronic cigarettes/vaporizers are also not permitted. Smoking, or any signs of smoking in our housing buildings will result in immediate disciplinary action. 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.

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

The University of Regina is committed to providing a safe and healthy living, learning and work environment. For the well-being of students, faculty and staff, smoking is confined to the outdoor designated smoking areas. When students, faculty, or staff smoke near doorways, windows or air intakes, others are subject to second-hand smoke.

For more information on the location of designated smoking areas, refer to the smoking policy or contact Housing Services.
Housing Community Standards

Incident Process

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 rules and policies as outlined in this guide. 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 your resident ID, failing to maintain room cleanliness, etc.

- **Level 2 Offense** - These are incidents that compromise the safety and security of other residents or the Housing building(s). Examples include underage or binge drinking, creating a fire hazard (smoking, using candles, unattended cooking appliances, or incense), etc. These offenses will result in a fine and possibly other action such as: behavior contracts, educational awareness sessions, etc. If you have three (3) Level 2 Offenses, you will not be welcome back as a resident for the period of one year, and you may face eviction.

- **Level 3 Offense** - These are serious infractions of the rules and will result in immediate contract termination (eviction), including all applicable administrative service charges. Examples include: physical or threat of physical violence, vandalism, serious fire safety violations, illegal drugs, etc.

Appeal Process

After the incident process is completed, residents have two (2) weeks to submit an appeal should they feel as though the decision was unjust. The appeal must be typed and a hard or electronic copy must be sent to the Housing Services Office or at housing.services@uregina.ca. Housing office will review the appeal within 2 weeks of receiving it, and will provide the result of the appeal via e-mail directly to the student.
Housing Community Standards

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 and violence. The University also recognizes that all persons have an inherent right to exercise control over their own bodies, and to engage only in sexual activity in which they consent to engage.

Sexual assault and violence is a criminal offence. It violates the integrity and dignity of a person and it can have a serious negative impacts on physical, mental, emotional and spiritual wellbeing. The University does not tolerate behaviour which contributes to a hostile, inequitable and/or unsafe living, learning or working environment. The University expects all members of the University community to abide by all laws, including those related to sexual assault and violence.

Consent - Consent is as defined in the Criminal Code:
"The voluntary agreement to engage in the sexual activity in question. No consent is obtained, where:

- the agreement is expressed by the words or conduct of a person other than the complainant;
- the complainant is incapable of consenting to the activity;
- the accused induces the complainant to engage in the activity by abusing a position of trust, power or authority;
- the complainant expresses, by words or conduct, a lack of agreement to engage in the activity; or
- the complainant, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity."

Reporting and Responding to Sexual Assault and Violence
Members of the University community should immediately (or at a time when they feel comfortable and safe to do so) report incidents of sexual assault and violence to a trusted University employee or to Campus Security when they are subject to, witness or have knowledge of a sexual assault and violence or have reason to believe that sexual assault and violence has occurred or may occur. See UR Safe for more:
https://www.uregina.ca/ursafe/
Medical Assistance

Urgent Emergencies
If an ambulance is required, the resident using the service will be responsible for the cost incurred. In an Emergency, it is important that you call 9-1-1.

Nearest Emergency Room - The Regina General Hospital is the hospital closest to the University of Regina, 1440 14 Ave, phone number: (306) 337-2640

Directions:
- Follow Wascana Parkway heading north
- Turn right on 14th Ave
- The Regina General Hospital is directly on 14th Ave

Health Services
The Alliance Medical Centre is located on the second floor of the Centre for Kinesiology, Health, and Sport. The Centre is available to all University students, faculty, and staff, as well as to the general public. Phone: (306) 337-2640

The Regina Qu’Appelle Health Region has many options available for primary care, including Emergency Departments, family physicians, medical clinics, and many other programs and services.

HealthLine 8-1-1 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 available in over 100 languages, and online services are also available.

First Aid Kits & AEDs (Automated External Defibrillators)
RAs, CAs, and Campus Security have access to First Aid Kits in the Housing kiosks and offices. If you need help with minor injuries, Housing staff are also trained in First Aid.

AEDs are located all around campus, and Campus Security also carries an AED in their mobile unit.
Personal Safety, Security, and Privacy

Housing Services strives to provide a positive living experience on campus. To ensure this, RA’s stop by the suites to check in on the well-being of students, promote community development programs, and ensure everyones’ stay in Housing is an enjoyable one.

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

Exceptions for when 24 hour notice is not required:
- In the case of a suspected or reported health & safety violation
- In the event of a noise violation (an alarm when student is not home, parties, etc.)
- Any time an RA is asked by a current occupant to enter (for suite meetings, unauthorized guest complaints, vandalism, or damage assessment, etc.)

To further protect your privacy, door-to-door soliciting, advertising, and canvassing are not permitted in Housing. If you notice any of these occurring during office hours notify the Housing office. For after hours reports, contact the RA/CA.

Resident Responsibility Reminders:
- Keep your apartment doors closed and locked
- Do not leave valuables in the open
- Do not let unknown people into Housing
- Report suspicious behaviour to Housing Services

Campus Security

Campus Security as a part of Facilities Management, is responsible for the safety of people, buildings, contents and grounds of the University of Regina with primary focus on the prevention of crime. They are on campus 24/7.

Campus Security can be contacted at ANY time at: 306-585-4999.

Campus Security also runs the Walk-Along Program. You can call to be safely walked by Campus Security to your car or anywhere on campus.
Safety & Security

Residence Keys

Your check-in package includes:

- Key card (access to apartment or dorm / Housing common areas of your building)
- Metal key (access to bedroom if in an apartment)
- Mailbox key (smaller metal key for mailbox access)
- FOB (small blue device scanned at entrances for access to Kišik Towers)

Don’t lend out your keys! These keys/ key cards/ FOBs are only to be used by the resident they were assigned to. If you let your friends, family, or another resident use your keys, you may be subject to a security breach fee in addition to disciplinary action.

Return all keys/cards/FOBs to the Housing Office when you move out!

Please do not mark or make alterations your keys in any way. Loss or failure to return keys will result in a replacement charge.

Resident Identification

You will receive a Resident ID card at, or shortly after move-in (check your mailbox!). These cards are different from the University Student ID cards; however, they use the same picture. Residents are expected to keep the card with them, and be able to present it when asked by Housing Staff. Your resident ID is used to:

- Sign out equipment
- Pick up mail parcels from the Housing Office
- Have your room unlocked in the case of a lockout

If you ever damage or lose your Resident ID, please contact Housing Services right away, and a new one will be issued. Note that an administrative fee may apply.
Safety & Security

Lock Outs

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

During office hours - Check in at the Housing Office and a temporary key/card will be issued. Please be sure to return it within an hour.

After office hours - RAs and CAs can open your suite dorm/room for you.

Note: Excessive lockouts (more than 3 in one semester) may result in a $10 service charge and/or disciplinary action.
Fire Safety

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

Candles/Incense are prohibited - Violations are subject to fines and/or disciplinary action.

Fire Detection/Fighting Equipment - All apartments, bedrooms, and hallways are equipped with fire detection/fighting equipment. These include heat/smoke detectors, fire sprinklers, fire alarms, and automatic door closers. Do not tamper with the equipment. If your detector is beeping consistently, the battery may be low. Please contact housing services or a CA/RA if it is after office hours. Do not disconnect your smoke detector.

Fire Drills and Emergency Procedures - Residents are expected to know the location of all fire exits, alarms, and extinguishers. Fire doors, hallways, and stairwells 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. Failure to evacuate the building during a fire alarm is a violation of Housing rules and regulations and will result in a health & safety fine.

Violation of Fire Rules and Regulations - Residents must never hang objects from sprinkler heads, or in any way threaten to set them off (i.e. rough-housing, playing sports around or near the sprinklers). Such activities may result in false fire alarms, or set off the sprinklers in the building.

False Alarms - Pulling a fire alarm in a non-emergency situation, tampering with fire detection/fighting equipment, or making a false bomb threat will be subject to legal and disciplinary action.

**If you set the alarm off in your apartment from cooking, open your windows, not the door to the main hallway. If the alarms go off in the hallway, the entire building will have to evacuate. If you feel that your detector is too sensitive, please report it to Housing Services.**
Fire Evacuation

Gathering Areas for each building are as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Paskwâw Tower</th>
<th>Wakpâ Tower</th>
<th>Kîshik Towers</th>
<th>La Résidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Area</td>
<td>Academic Green/ North-east Lawn</td>
<td>Academic Green/ South-east Lawn</td>
<td>Lot 3/ Lot 1</td>
<td>Lot 1</td>
</tr>
<tr>
<td>Redirected Area (weather dependent)</td>
<td>Language Institute</td>
<td>Education Building</td>
<td>Campion College</td>
<td>Campion College</td>
</tr>
</tbody>
</table>

When the Fire Alarm Sounds

- Close your bedroom door and windows
- Alert the person in the closest bedroom on your way out
- Leave apartment door closed and unlocked
- If there is smoke in the hallway, take a wet cloth with you to cover your face
- Walk quickly to the nearest exit and take the stairs - do not use the elevators
- Exit the building towards the gathering area and do not re-enter until given the all clear
- If you require assistance to exit the building, please go to the nearest stairwell and someone will assist you

Emergency Information

The University of Regina’s enhanced Emergency Notification System (ENS) is designed to ensure effective and timely warnings are issued 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.
# Fees and Charges

To ensure that our Housing Community Standards are met, some services charges and fees are in place. Should you have any questions regarding our charges and fees, please contact Housing Services.

## Operational Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Application Fee</td>
<td>$50 ($25 if re-applying)</td>
</tr>
<tr>
<td>Confirmation Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$200</td>
</tr>
<tr>
<td>Late Rent Payment</td>
<td>$25</td>
</tr>
<tr>
<td>Room Change</td>
<td>$100</td>
</tr>
<tr>
<td>Contract Termination Fee</td>
<td>$1,750 (or contract remainder)</td>
</tr>
<tr>
<td>Eviction Processing Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Early Arrival/Departure</td>
<td>$50</td>
</tr>
<tr>
<td>Locker Fee</td>
<td>$50/year</td>
</tr>
<tr>
<td>Fire Hazard (smoking, unattended cooking, incense, etc.)</td>
<td>$300/$500/eviction</td>
</tr>
<tr>
<td>Giving Out Keys/Key Cards/FOB</td>
<td>$50</td>
</tr>
<tr>
<td>Housing ID (not showing or lost)</td>
<td>$25</td>
</tr>
<tr>
<td>Noise &amp; Quiet Hour Violation</td>
<td>$50</td>
</tr>
<tr>
<td>Guest Disturbance</td>
<td>$50</td>
</tr>
<tr>
<td>Vandalism</td>
<td>$75 (or cost of repair)</td>
</tr>
<tr>
<td>Damaged Equipment</td>
<td>Cost of replacement</td>
</tr>
<tr>
<td>Possession of Restricted Item</td>
<td>$150</td>
</tr>
<tr>
<td>Misconduct Violation</td>
<td>$100</td>
</tr>
<tr>
<td>Non-Completion of Room Inspection Report</td>
<td>$50</td>
</tr>
<tr>
<td>Bike Storage</td>
<td>FREE</td>
</tr>
</tbody>
</table>

## Cleaning and Repairs

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning</td>
<td>$42.50/hour</td>
</tr>
<tr>
<td>Trades Callout Charge</td>
<td>*$5.00/hr</td>
</tr>
<tr>
<td>Repair/Replacement</td>
<td>Cost of repair/replacement</td>
</tr>
<tr>
<td>Call Out of Emergency Services (Fire Department)</td>
<td>$300</td>
</tr>
<tr>
<td>Improperly Disposed of Garbage/Recycling</td>
<td>$50</td>
</tr>
</tbody>
</table>

## Locks & Keys

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Card Replacement</td>
<td>$10</td>
</tr>
<tr>
<td>FOB Replacement</td>
<td>$25</td>
</tr>
<tr>
<td>Rekey of Door</td>
<td>$100</td>
</tr>
<tr>
<td>Metal Key Replacement</td>
<td>$25</td>
</tr>
<tr>
<td>Lockout After Midnight</td>
<td>$10</td>
</tr>
</tbody>
</table>
Campus Resources

Aboriginal Student Centre
Room 108 Research and Innovation Centre
306-337-3153
ascentre@uregina.ca

Whether you are new to campus, to Regina, or have been here for a while, the Aboriginal Student Centre is a great place to connect with other students, faculty and staff, and community members! Everyone is welcome in the centre, and we look forward to getting to know you! The ASC strives to Encourage, Empower, and Educate by assisting Aboriginal students to strengthen and realize their potential.

Alliance Medical Centre
2nd Floor Centre for Kinesiology and Health Studies
306-337-2640

The Alliance Medical Centre provides multidisciplinary services focused on providing full service health care. The Medical Centre has 43 healthcare providers who are dedicated to providing the best in patient care.

Bookstore
Room 139 College West
306-585-4755

The University of Regina Bookstore is pleased to serve the students, faculty and staff of the University of Regina, as well as the general public. They provide a wide range of merchandise, such as new and used textbooks, online textbook purchases, e-books, general interest books, clothing, giftware, and supplies.

Campus Security
Room 120 Research and Innovation Centre
306-585-4999 available ANY time

Campus Security staff are on campus 24 hours a day, 365 days a year. They patrol the entire main campus (including exteriors and interiors), as well as the College Avenue Campus and other "off campus" University properties. All Campus Security members are required to be experienced in various law enforcement/security areas and/or have a post secondary education in a related field. The security staff visibly stand out with their grey shirt and dark blue pants. They can be contacted at ANY time and are proud to offer UR Programs.
Campus Resources

Campus Sustainability
sustainability@uregina.ca
Want to volunteer, have a great idea, or have any questions or comments? Feel free to send your thoughts by email. Also, check out the Facilities Management web page to learn more about how the University of Regina helps create a more sustainable community with the Strategic Plan for Sustainability.

Career Centre
Room 163 Riddell Centre
306-585-5595
Whether you are trying to choose a career direction, are looking for full-time, summer, part-time, or co-op employment, or are an employer looking to hire a student to fulfill your business needs, the Career Centre is for you! At the Career Centre, they strive to give you the most current, valid, and comprehensive information for your prospective job-searching needs.

The Carillon
Room 227 Riddell Centre
306-586-8867
ditor@carillonregina.com
The Carillon has been the University of Regina student newspaper since 1962. It is published on Thursday no fewer than 11 times during both the fall and winter semesters and periodically throughout the spring and summer.

Centre for Student Accessibility
Room 251 Riddell Centre
306-585-4631
accessibility@uregina.ca
The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience. The Centre for Student Accessibility upholds the university’s commitment to a diverse and inclusive learning community by providing services and support to enable students with disabilities to approach their studies in an equal and effective manner.
La Cité
2nd floor Language Institute
306-585-4828
cite@uregina.ca
La Cité universitaire francophone is much more than a symbol of linguistic and cultural diversity on the campus: it is an added value for the University of Regina and for the Francophonie. A unique model in the Canadian university environment, La Cité embodies the heart and nerve centre of French-language university 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.

Counselling Services
Room 251 Riddell Centre
306-585-4076
Counselling.services@uregina.ca
We offer personal counselling for individuals experiencing problems, group counselling for students interested in improving study habits or working through personal issues in a group setting, and emergency counselling for individuals who suddenly find themselves in crisis.

Discrimination & Harassment Prevention Services
Room 251.14 Riddell Centre
306-585-5400
respect@uregina.ca
Discrimination & Harassment Prevention Services provides faculty, staff, and students with education to raise awareness of the need for a respectful workplace and learning environment, confidential consultations, a variety of resolution options ranging from informal approaches, mediation and formal investigations, customized workshops and presentations that promote a respectful workplace and learning environment, and promotion of due process and fair treatment.

IT Support Centre
Room 137 Education Building
306-585-4685
IT.Support@uregina.ca
The IT Support Centre is your single point of contact for all issues, problems or questions related to Information Services and computing at the University of Regina. They will ensure the concern is recorded, assigned, and addressed in a timely manner.
Campus Resources

Parking and Transportation Services
Room 108 College West
306-585-5555
All parking on campus is paid parking. Revenue generated from “user pay” fees provides the funding for parking operations, infrastructure construction and maintenance, and related parking infrastructure expenses. Several parking options are available to you, depending on your parking needs.

Recreational Services
Room 170 Centre for Kinesiology
306-585-4371
Ras.services@uregina.ca
Recreation Services provides an enjoyable way to spend your leisure time, improves your fitness level, helps you meet new people, and allows you to gain valuable work experience or leadership skills! From the wide variety of Intramural Sports Programs, the challenging fitness classes, numerous Aquatics Programs, open recreational opportunities in world class facilities, and the ever expanding sport club program, Recreation Services has something for everyone!

Religious Services
Campion College (room 103)
306-586-4242
Campion.college@uregina.ca
Luther College (floor 2)
306-585-5028
uchaplain@luthercollege.edu
Campion and Luther Colleges offer worship services in their chapels, and spiritual support for university students, faculty, and staff. They have full-time chaplains and student peer-chaplains to assist in religious and social events of their colleges.

Student Awards & Financial Aid
Room 108 Administration and Humanities
306-585-4591
scholarships@uregina.ca
student.loans@uregina.ca
There are many scholarships, awards and financial aid programs available to help you pay for school. We encourage you to apply for as many different programs as possible to maximize the funds you will receive. We are here to help with any questions you may have about various scholarship applications or which financial aid program is right for you!
Campus Resources

**Student Employment Services**
Room 163 Riddell Centre
306-585-5161
Student.employment@uregina.ca
Our goal is to help University of Regina students find part-time, summer and graduate employment by addressing the needs of both employers and students through the provision of comprehensive recruitment and job search services. Student Employment Services is where education and employment meet. The recruitment process should be a rewarding experience for university students and the employers who hire them.

**Student Success Centre**
Room 230 Riddell Centre
306-585-4076
Student.success@uregina.ca
The Student Success Centre provides personalized guidance and support to students in achieving their university, professional development, and life goals. Their services and programs are student-focused and provide students with the opportunity to achieve academic success, to get involved in student life activities, to gain leadership skills, and to give back to the community. Students are encouraged to participate in reflection and goal setting, which leads to them becoming independent learners. The Student Success Centre aids students with their transition into the University of Regina, support them during their time as a student, and help them prepare for life after university.

**University of Regina Students’ Union (URSU)**
Room 221 Riddell Centre
306-586-8811
fronntdesk@ursu.ca
URSU is the only organization that represents all students at the University of Regina. We help keep students connected with everything on campus - seminars, cabarets, awareness campaigns and events run by our many student clubs and societies. URSU is the place for all students to find a community on campus while sharing their culture with the rest of the world. Whether it’s coordinating social events or creating social enlightenment, URSU provides what our members ask for - giving students the services they seek and the support they need. In that tradition, the Students’ Union has strived to maintain a sense of social responsibility while still allowing students to interact socially.
Campus Resources

**UR International**
Room 109 College West
306-585-5082
International.studentservices@uregina.ca
We specialize in everything international. URI provides tailored assistance for international students here on campus, and domestic students looking for an adventure abroad, from beginning to end. We also support faculty members, staff and the community with many internationalization initiatives. The URI team is dedicated to working with you to enrich international engagement and promote the vibrant growth of the U of R here at home and around the world.

**UR Pride Centre for Sexuality and Gender Diversity**
Room 225 Riddell Centre
306-586-8811 ext. 207
contactus@urpride.ca
The UR Pride Centre for Sexuality and Gender Diversity is a non-profit LGBTQ service provider housed at the University of Regina. They provide a lounge with a multi-media library, confidential peer support and referrals, workshops and lectures, substance-free social events, a Positive Space Network, youth programming, safer sex supplies, publications, and much more.

**Women’s Centre**
Room 226 Riddell Centre
306-584-1255
wc@ursu.ca
The University of Regina Women’s Centre provides safe and supportive space for all students, regardless of gender, to access services or just come hang out and relax, read, study or visit. It also provides many services, such as crisis counselling, referrals and information about dating, violence, sexual assault, women’s health and many more issues. They also provide bursaries, practicum placements, a Women Mentoring Women Program, and a Parent Emergency Contact Program. The Women’s Centre also hosts several educational and fundraising events throughout the year that address global social issues. Watch for events through the year.