

# STUDENT RESIDENCE HANDBOOK

2016-2017



**WE ARE  
HUMBER**

## YOUR NEW ADDRESS

### Humber North Residence

Your Name, Your Room Number,  
203 Humber College Blvd.,  
Toronto, Ontario M9W 6V3

### Humber Lakeshore Residence

Your Name, Your Room Number,  
3199 Lake Shore Blvd. West,  
Toronto, Ontario M8V 1K8

**Emergency Services** (Police, Fire, Ambulance) 911

**Emergency Line for Campus Security:** 416-675-6622, Ext. 4000

**Emergency Line for North Front Desk:** 416-675-6622, Ext. 77000

**Emergency Line for Lakeshore Front Desk:** 416-675-6622, Ext. 73000



## WELCOME TO RESIDENCE!

There is an exciting year ahead of you in residence. Living in residence will undoubtedly be one of the most memorable and rewarding times of your life. It will provide you with the opportunity to learn, grow and challenge yourself outside the classroom.

## READ THIS

This handbook contains all the information you need to know about living in residence – the Residence Life Program, the Residence Code of Conduct, Facilities and Services available, security tips and other important information. Read it carefully and share it with your parents/guardians, so they can feel comfortable about where you will be living.

**This handbook applies to both the North and Lakeshore Residences.**

# STUDENT RESIDENCE HANDBOOK

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## IMPORTANT DATES

### 2016-2017

#### AUGUST 28

First year residents' Move-in Day

#### AUGUST 28 - SEPTEMBER 2

Orientation Week for first year residents

#### SEPTEMBER 2

Returning residents may begin moving in

#### SEPTEMBER 6

Classes begin

#### NOVEMBER 14

Second (final) payment due for residence fees

#### DECEMBER 17

Residents must leave for the Mid-Year break by 12:00p.m.

#### DECEMBER

Residence Life Staff recruitment begins

#### JANUARY 7

Residence re-opens after Mid-Year break at 10:00a.m.

#### JANUARY 9-12

Frost Week

#### FEBRUARY

Returning Resident Application process begins

#### APRIL 22

Last day to move out for Humber Degree and Guelph-Humber residents (by 12:00p.m.)

#### APRIL 29

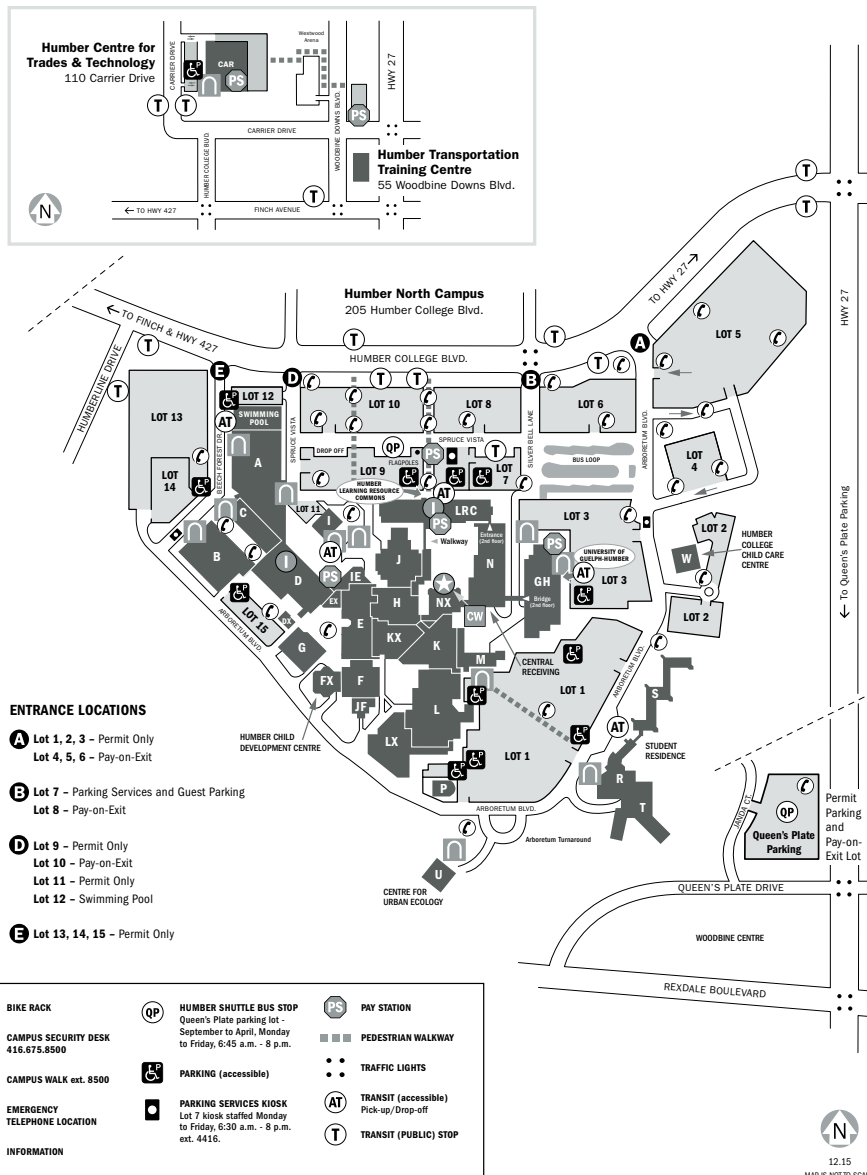
Last day to move out for Humber Certificate, Diploma and Graduate Certificate residents (by 12:00p.m.)



# CAMPUS MAPS

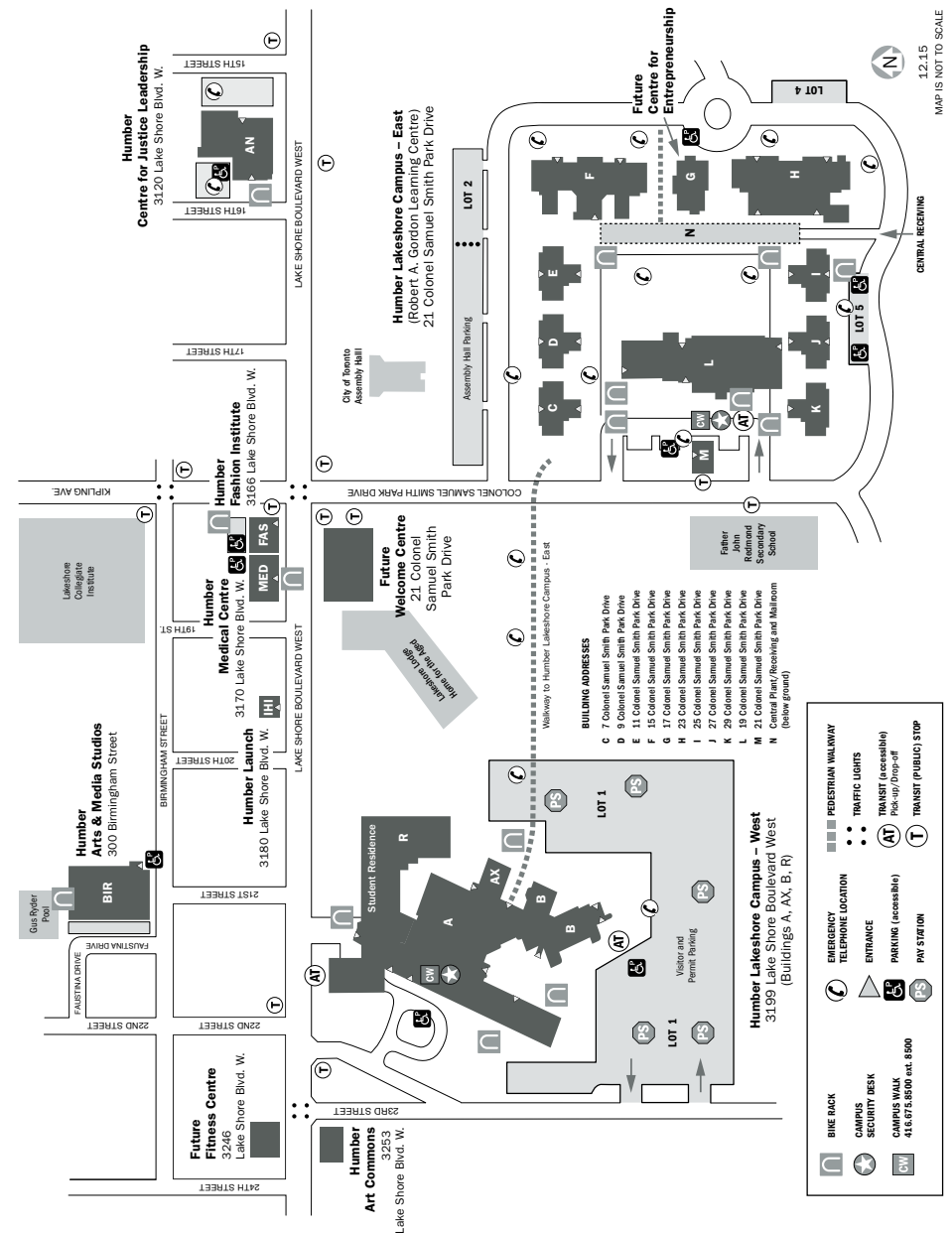


## North Campus



# CAMPUS MAPS

## Lakeshore Campus





# RESIDENCE LIFE

## THE RESIDENCE LIFE STAFF

### Resident Assistants

Resident Assistants (RAs) are a very important aspect of our Residence Life program. RAs are upper year student leaders who live in residence and are trained in a variety of areas including, but not limited to: leadership, coaching, crisis management, responding to behavioural issues, and conflict mediation. They provide a supportive “mentor-like” role on their floors, while working to increase school and community spirit through various community building activities. There are 28 RAs for the North Residence and 10 at the Lakeshore Residence. RAs are also responsible for being on-call on a regular basis at night, and assist with incidents such as medical emergencies, conflicts, and also help enforce the Residence Code of Conduct policies (See page 29 of this handbook). All RAs are trained in First Aid and CPR. RAs work hard to develop lasting relationships with their residents, provide ongoing and individualized support, and ensure that residents benefit from their Residence Life experience.



### Residence Community Assistants

Residence Community Assistants (RCAs) are senior student staff members who provide mentorship to RAs, and offer administrative support to the Residence Life Coordinator. The RCAs are not assigned to a specific community. Rather, the RCA position is primarily an administrative support role, with the core responsibilities being in the areas of team development, programming, student conduct, and administrative support. RCAs work in conjunction with the Residence Life Coordinator in supporting and implementing the mission, goals, and initiatives of the department of Student Success and Engagement and Humber College.

### Living Learning Community Programmers

Living Learning Community (LLC) Programmers are senior students that are expected to act as mentors and provide community specific programming throughout each Living Learning Community. The LLC Programmer position is primarily an administrative role with the core

responsibilities being in the areas of programming, facilitation of the LLC program, collaboration with RAs, and other administrative duties as assigned. Our LLC Programmers are passionate about enhancing the learning environment, and we are excited for you to meet them!

### Residence Life Coordinators

The Residence Life Coordinator (RLC) supervises and provides additional support to each building community in a variety of ways, such as event support, program development, assessment, student conduct administration, and more. They are also responsible for providing guidance and support to all Residence Life Staff (RAs, RCAs, and LLC Programmers). RLCs are full time, live-in professionals, and are here to help enhance the Residence Life experience. Make sure you take some time in September to meet the RLC for your building community.

## THE RESIDENCE LIFE PROGRAM

**Supporting Your Transition at Multiple Points!** As part of the Residence Life program, we believe that all students can benefit from having a consistent point of contact and mentorship within their community, throughout the year. However, we know that it can be difficult for students to reach out for help at times when they may truly need it. With the intention of making it easier for students to get support, the RAs have one-on-one conversations with each of the residents who live in their assigned community. These conversations take place several times throughout the year, and serve as an opportunity for residents to ask questions, explore current issues they may be experiencing, and learn about important resources available to them in the campus community.

### Get Engaged and Get Involved!

It is important to get involved, as it will allow you to make friends, build relationships, gain valuable work experience, develop leadership skills, and enhance your resume. Throughout the year, Residence Life Staff offer many leadership opportunities for students. Watch for postings about opportunities to join groups, organizations, and programs both in Residence, and on-campus – especially early in September and January. You can also ask your RA for more information on all the involvement opportunities offered, so don't miss out! Here is a peek at some of the ways you can get involved this upcoming year:

### Residence Orientation Week

Kick-off your first few days living in residence with a variety of exciting planned programs for the week! Past students will admit that this week was a highlight in their residence experience; it's events like these where friendships begin and memories are made. In the past Residence Life has hosted ice cream socials, talent shows, sports games and more!

# GETTING INVOLVED

## LIVING LEARNING COMMUNITIES

Living Learning Communities (LLCs) are communities within residence that allow students to learn where they live. LLCs are interest based, meaning students living in these communities share similar interests. Within each LLC experience is individualized community programming facilitated by LLC Programmers, RAs, and students within the community. Each LLC has an assigned RA. LLCs provide the incredible opportunity for students, staff, and faculty to come together towards the creation of a rich learning environment. Check out our website for more details and up-to-date information.

### Humber Residence Council

Humber Residence Council (HRC) is a group of elected residents that work to provide opportunities and information to students living within residence. A primary role of HRC members is to create and implement events for the entire residence building. There are two councils; one for North campus and one for Lakeshore. If you're interested in leadership positions within residence, HRC is comprised of multiple executive and floor/building representative positions!

### Leadership Positions within the Humber Residence Council

You can get involved right away in your first year of residence, by campaigning to be an HRC floor/building representative! These positions are elected only, with elections being held in the first few weeks of September. As a representative of the HRC, you will have the privilege to further influence the residence experience by attending the Food and Residence Forum. Think you might return to residence for another year? Executive positions are typically elected in March for the subsequent year.



### Food and Residence Forum

The Food and Residence Forum is an advisory committee that meets regularly to discuss food and residence service ideas and feedback. One responsibility of this committee is to take feedback from residents on how to improve residence and food operations, such as residence facilities, food quality, hospitality and more. Food and Residence Forum members also participate in special events provided by Chartwells, our food service provider in residence.

### Harm Reduction Committee

Have you ever felt passionate about empowering positive change in others? In our residence, a cluster of motivated students get together and tackle relevant and current issues, such as alcohol



and drug misuse, mental health awareness, stress/anxiety-related issues and more! Join us in the conversation and work towards making our residence and campus community a more positive community.

### Student Leadership Academy

If you're looking for ways to build your resume, learn your leadership style, and meet like-minded individuals like yourself, the Student Leadership Academy is great place to begin your leadership journey. It has something for everyone, including a one day leadership conference, monthly workshops, volunteer opportunities, and an annual retreat. To learn more, visit: <http://humber.ca/studentleadership>

# LIVING IN RESIDENCE

## COMMUNICATION

### Residence Updates

The Residence will contact you regularly with important information on things happening in and around the Residence. This includes maintenance notices, security updates, important dates and upcoming events. The email address you provide upon move-in is the address we will use to contact you. Email the North Residence to update your address at: [resmail@humber.ca](mailto:resmail@humber.ca).

Email the Lakeshore Residence to update your address at: [lakeresmail@humber.ca](mailto:lakeresmail@humber.ca).

## BUILDING ACCESS

**North Residence:** The front door of the North Residence is locked daily from 8:00 p.m. until 7:00 a.m. A Res Card is required to access Residence during these hours. For safety reasons, we ask that you do not let anyone in through the front doors who you do not personally know.

**Lakeshore Residence:** The main front door of the Lakeshore Residence is locked at 10:00 p.m. and opens at 6:00 a.m. A Res Card is required to access Residence during these hours. A telephone is located in the foyer between the two sets of doors - it has a direct dial to an attendant for admittance to the building.

## RESIDENCE “RES” CARD

As a student living in Residence, you will receive a Res Card which acts as a form of student identification, your room access card and your dining plan card. There are specific conditions and guidelines regarding this card.

1. The Res Card is used for security purposes. It must be presented to the Front Desk Attendant every time you enter the building.
2. You must show your Res Card any time a Security Officer, RA or any other Humber employee asks.
3. Between the hours of 8:00 p.m. and 7:00 a.m. (North), and 10:00 p.m. and 6:00 a.m. (Lakeshore) you must swipe your Res Card to enter the front doors.
4. You must not alter the card or in any way use the card to give any misrepresentation.
5. You are responsible for your Res Card. Under no circumstances should you lend or give your key card out to guests or other students. Anyone found to have done so faces possible disciplinary action.

### Lost/Damaged Cards

1. Report a lost card immediately to Front Desk at 416-675-6622, Ext. 77201 R & S Building, Ext. 77500 T Building, or Ext. 73001 Lakeshore. (You will be held responsible for all meal plan charges on your card until your meal plan is suspended.)

2. If you lose your card, a replacement card will be issued through the Residence Office. For the first replacement card, a \$25.00 replacement fee will apply to the first lost card, and a \$50 replacement fee will apply to any subsequent lost cards. Damaged cards will be replaced at a fee of \$10, provided the damaged card is returned to the Residence Office.
3. Should a resident have multiple lost or damaged Res Cards, additional sanctions may apply and the resident may be subject to an increased fee for replacement cards.

### Care for your Res Card

It is important to care for your Res Card to avoid unnecessary replacement cards. It is recommended that you do not keep the card in your pocket where it could be bent or keep it close to a cell phone as this may de-magnetize your card.

## RESIDENCE SERVICES

### Front Desk Services and Hours

#### North Residence

416-675-6622

R&S Building, Ext. 77201

T Building, Ext. 77500

or Emergency Line Ext. 77000

#### Lakeshore Residence

416-675-6622

Ext. 73001 or Emergency Line Ext. 73000

The Residence Front Desk is staffed 24 hours a day, 7 days a week. Front Desk employees are able to answer any questions you may have, monitor entry to the building, sign in guests, and deal with any issues that may arise. Residence Staff and security complete rounds of the building from 9:00 p.m. until 5:00 a.m. nightly.

## FRONT DESK SERVICES

### Locked yourself out of your room?

You may obtain a temporary key card from the Front Desk. A new room key will not be made until your temporary key has been returned. A \$10 fine will be issued for every third lock out/use of a temporary key card. (This means that the third, sixth, ninth, etc. lock out will result in a fine.) At the beginning of each new semester, all student lock out counts will be reset to zero.





**Emergency Calls** – if you need an ambulance, you can call 911 directly, but please alert the front desk as well so we can re-direct emergency services to your exact location.

Please report any safety or security issues to the Front Desk. They will dispatch a staff member to respond, such as a Resident Assistant, or Campus security.

**Cleaning Supplies** - Borrow a vacuum, general cleansers, window cleaner and paper towels, or pick up a garbage bag. We also supply light bulbs; please do not use your own as we only use energy efficient light bulbs.

**Maintenance Reporting** –Any maintenance issues can be entered online on myresidence.humber.ca/StarRezPortal. If you are having any problems with entering your work order, OR if you need immediate assistance (i.e. no power to your room, a leak), please advise the front desk right away so they can dispatch someone to your room. If elevators do not work, please report to the front desk so they can call our contractors for service.

**Pest issues** – If you suspect any pest issue (i.e. mice, bed bugs (see page 16 for more details) – please report immediately to the front desk and we will have our pest control company investigate the problem.

**Guest Parking Passes** Short-term parking passes can be purchased from the ticket kiosk inside the R building lobby of the North Residence or in the parking lot at Lakeshore.

**Faxes** – At North Residence may be sent or received at 416-675-3437. Faxes at the Lakeshore Residence may be sent or received at 416-252-0950. The cost is \$1.00 per page plus tax.



**Mail** – Mail is picked up and delivered to the Front Desk daily Monday through Friday. Outgoing mail can be left at the Front Desk. If you receive any mail, you will be notified by email that there is mail waiting for you at the Front Desk. Please note that we can only release your mail to you. Once you have vacated your room, any mail sent to you will be returned to sender. The residence will not forward mail. It is advised that you use the Post Office change of address card to have your mail forwarded at the end of the term.

## CLEANING AND HOUSEKEEPING

All residents are ultimately responsible for the cleanliness of their rooms. R & S buildings at the North Residence (single style rooms) have the common washrooms and lounges cleaned daily by our contract housekeeping staff. At night a student staff member will do a quick tidying of these areas.

Residents in suite style accommodation have the kitchenettes and washrooms cleaned twice a month by our full time housekeeper, but suites must be prepared in advance by removing all personal items. If these areas are not prepared, the housekeeper will not clean and residents may be charged for a return visit. Notices will be posted indicating when your suite is scheduled for cleaning.

Suite style residents are encouraged to clean once a week including bathrooms and kitchenette areas. If you are living in a shared suite we encourage you to work out a cleaning schedule with your suitemate. Any dirty dishes should be cleaned immediately after use.

The RAs will conduct regular inspections to review the condition of your room (see more details under Section 7 of the Code of Conduct).

## REPAIRS AND MAINTENANCE

Enter all work order requests on the residence portal at myresidence.humber.ca/StarRez-Portal and click on "maintenance".

We will respond to the request as soon as possible. If you are not in your room when we arrive, you will receive at least 24 hours notice that we will be entering your room to complete the requested work, unless it is an emergency situation. Access cannot be denied in an emergency.

On occasion, Residence Staff may require access to a room to conduct routine maintenance. Similarly, you will receive at least 24 hours notice that we will be entering your room unless it is an emergency situation.

In rare situations, residents may be required to temporarily relocate if their room requires significant maintenance.

## OTHER SERVICES

### Food Services

All residents must purchase a Dining Plan. The Dining Plan is incorporated onto your Residence Card. Your Residence Card works like a debit card, the value of your purchase is deducted from your Dining Plan account. To view transactions, temporarily disable your meal plan if you've lost your card or to add funds to your Dining Plan account, please visit [www.dineoncampus.ca/humber](http://www.dineoncampus.ca/humber). Residents should note that Dining Plan options are not guaranteed to last the entire academic year or semester (if one semester option is selected). Your Dining Plan account is comprised of two account balances: a Main Meal Account for "tax exempt" meal purchases; and a Confectionery Account for taxable purchases including single carbonated beverages, chips and chocolate bars and for use at selected beverage vending machines across campus. Residents can always find something to satisfy their appetites as there are a wide variety of food choices readily available in the food service outlets located on campus. The Dining Plan Card can be used at the following locations: North: Residence Dining Hall, Food Emporium, LinX Lounge (food only), Java Jazz, Starbucks, Gourmet Express, Humber Room (food only), Ackee Tree, Hawk's Nest and Tim Hortons. Lakeshore: Lake Cafe, Lakeshore Commons Eatery, Booster Juice, On the Go, Media Buzz, Tim Hortons and the Arena Cafe. Popular brands on campus include: Pizza Pizza, Subway, Starbucks, Tim Hortons and Extreme Pita. All information on hours and locations of our food outlets can be found at <http://dineoncampus.ca/humber>.

PLEASE NOTE During the Mid-Year December break until the start of classes in January, there will be no food services available as the College closes.



### Cable TV

To activate the cable TV connection in your room, take advantage of signing up immediately with Rogers Cable, who will be on site on move-in day or you may call Rogers Cable at (416) 448-7354. You can select the specific cable package you would like, including the movie channels. In early September, Rogers may offer students a special discounted connection fee. When moving out, the resident must return the cable box to Rogers. Residence is not responsible for lost or stolen boxes, or for arranging their return. Residents are not permitted to run cables outside of their rooms.

### Internet Access

Humber Resnet provides wireless internet access in all lounges and studies in the residence and wired internet (an ethernet cord is required) in residence rooms. Resnet is a shared resource with weekly usage capped at 10GB per resident on external sites. High volume users are encouraged to set up a personal internet account with Rogers, who will be on site at move-in (if a Resident moves in after the August move-in, a contact number will be given) to provide internet at competitive rates.

The Resident acknowledges and agrees that Humber shall not be responsible for any loss, cost or liability resulting from any interruption in delivery of telecommunication services to the Resident. The Resident acknowledges and agrees to abide by the HCnet Acceptable Use Policy (<https://its.humber.ca/aboutus/aup/>). Residents are responsible for any damage caused by a third party cable or internet provider.

### Heat/Air Conditioning

The residence has a two-pipe heating/air conditioning system. The system will be turned to heating in the winter months and air conditioning in the summer months, however both cannot be available at the same time. Each unit has its own controls for temperature and fan speed.

Air filters in the heating/air conditioning units are scheduled to be replaced in December and May, or more frequently depending on what is required. (You will be notified of the exact date and time.) We ask you to leave approximately two feet of space in front of the unit in order for the maintenance staff to replace the filter. Maintenance staff is not permitted to move your personal property in order to replace the filters. If there is not adequate room, the Contractor will have to return at another time and you may be charged a service fee.

When leaving in December for the holidays please ensure that your windows are closed and that the heat is on low. This will help prevent broken pipes and water damage from occurring in your room.

### Pest Control in Residence

We have not had many issues with bed bugs in the residence but there is a resurgence of bed bugs throughout North America. People are travelling more than ever and these bugs can easily be transported on clothing and luggage. They can now be found wherever there is a high turnover of people, from five star hotels to residences. Bed bugs do not indicate a lack of cleanliness. We do have a very pro-active program. We have the residences



inspected by pest control experts twice each year. If you suspect you may have a pest issue, please inform the front desk staff immediately and our protocols will commence. See our website for more details: <http://humber.ca/residence/pest-control>. Please note that should bed bugs be confirmed in your unit, no refund or reduction of residence fees will occur and you will not be relocated due to the increased risk of spreading the pest.

## FACILITIES

### Lounges

**R & S Residence** (single style) - Every floor has at least one lounge equipped with cable TV, microwave, sink, lounge furniture, kettle and toaster.

**Suite Style Residences** - Every floor has a lounge that is equipped with cable TV and lounge furniture. All lounges are locked to keep items secure. Your Res Card opens the lounge on your floor. Please do your part and close the door after each use. Lounges are for all residents, please ensure you tidy up after yourself and do not remove the lounge furniture from its assigned area!

**Study Rooms** - There are many study areas available at each campus residence. These studies are to be used for quiet academic studying or group work. For the enjoyment of all please leave furniture in the Study. Please ask the front desk for locations and to sign rooms out.

**Residence Fitness Room** - The North Residence has a fitness room located in room T116. This room provides the Residents with access to fitness equipment right in their own home. Please be respectful of the equipment and follow posted guidelines of use. The Fitness Room is open 24 hours. Lakeshore Residents can access Humber's athletic facility located just to the right of the Residence Front Desk.

**Common Kitchen** - There is one common kitchen located at each campus residence. Each has an oven, fridge, microwave and sink. Kitchen supplies can be signed out at the front desk. Hours are from 7:00a.m. - 12:00a.m. (midnight) Monday to Friday, and 9:00a.m. - 12:00a.m. (midnight) Saturday and Sunday.

**Laundry Rooms** - Each building has laundry facilities with washers and dryers. Each load for either a wash or a dry is \$1.65. Residents purchase a laundry card (\$5.00) at the Coinamatic card machine and can add money to their cards at any time. North Residence: S Building Laundry room is located in the basement on level SB; R Building Laundry room is located on the first floor. T Building Laundry room is located beside T226. Lakeshore Residence: Laundry is located on the second floor, beside the elevators. If money is lost from machines please call Coinamatic at 1-800-561-1972

**Bicycle Storage Room** - An indoor bicycle room is available to residents on a first come first serve basis. Residents may gain access from the front desk staff. Storage facilities for items other than bicycles are not available. Do not keep any items in the hallway, as items will be removed and disposed. There is no storage for hockey bags.

**Garbage & Recycling Centres** - Keeping excess empty bottles or cans, creating monuments to alcohol, and infrequent garbage removal create unwanted odors and attract bugs and pests to the entire floor. So please pitch in and do your part! Single style residents have garbage rooms and centres that are emptied daily by our contract Housekeeping Staff.

Suite style residents are to dispose of garbage in the garbage chutes. Please ensure that you put garbage inside the appropriate bins/chutes. Cardboard boxes are to be broken down prior to going into a chute.

**North Residence:** S Building Garbage rooms are located in SB102, S102, and on floors 2-5 in the S\_92 and S\_55 rooms. R Building Garbage centres are located directly across from the elevators. T Building Garbage rooms are located behind the elevator in T\_24.

**Lakeshore Residence:** Garbage rooms are located on each floor, across from the rear service elevator, in the R\_01 rooms.

## THE GREENING OF THE RESIDENCES

We have a number of initiatives to promote a sustainable environment in the residences including:

1. Water saving low flow flush toilets
2. Energy efficient shower heads (please do not replace yours in the suites)
3. Recycle bins in each room - please separate your garbage. Bins are properly marked for recyclables and regular garbage



# MOVING AROUND, MOVING OUT & REAPPLYING

4. Recycle bins in each lounge
5. Energy efficient compact fluorescent bulbs - do NOT replace your bulbs - go to the front desk to get proper replacements
6. We use green cleaning products.
7. We use 100% post consumer recycled toilet paper where possible.
8. Reusable plates and cutlery, etc. are available in the cafeteria. Please use these and if you take your meals into your suite, put the dirty plates and cutlery in the designated areas on your floor.

## Help us and the environment out

- Turn off your lights, computers and sound systems, when you're not in your room or lounges.
- Be conscious of recycling.
- Only do laundry when you have a full load. Use the cold water setting on the washing machine.
- Take short showers. Monitor your time in the shower by creating a playlist that is about 7 minutes long.
- Don't keep the heat on and open the windows at the same time.
- Opt to use the dishware rather than disposable dishes.
- Unplug your gadgets when you don't need them. They still use energy when plugged in!
- To keep the heating/cooling units in your room running efficiently, don't block them with furniture or clothing.



## Room Transfers

We understand that there are times that students may be unhappy in their current room assignment, and we always do our best to ensure that residents enjoy (or are happy with) their living arrangements. However, with very few (if any) vacancies, we are unable to accommodate everyone's requests. It is important that residents realize there will be no room changes before Thanksgiving, (except in extraordinary situations) and for January intake, room changes will not be allowed before the end of January. In the rare cases where students need to change rooms, this must be done in consultation and coordination with the Residence Life Coordinators. To request a room transfer, residents must complete a Room Transfer Request form online at <http://humber.ca/residence/room-transfer-request-form>. Approved transfers are subject to a \$100 room transfer fee. (Note that additional cleaning and damage charges will apply to rooms left in disarray.) Below are guidelines for room transfer requests.

Most transfer requests occur because of conflicts with floor mates or suite mates. When considering a room transfer because of a conflict with another resident, residents should try to resolve these differences informally. Once you have completed the informal stage, then you can move onto the formal stage, however most conflicts are resolved at the informal stage.

## Informal Stage

1. Complete Roommate Agreement package with your suite mate if you live in a suite.
2. Discuss issues with your floor mate/ suite mate and try to work out your differences.
3. Meet with the RA on your floor. The RA may provide tips on how to overcome the conflict and may meet with you and your floor mate/suite mate.
4. If necessary the RA may conduct a mediation session with you and your floor mate/suite mate.

## Formal Stage

4. Complete a Room Transfer Request Form online at [humber.ca/residence/room-transfer-request-form](http://humber.ca/residence/room-transfer-request-form).
5. Meet with the Residence Life Coordinator who will investigate your request.
6. The Residence Life Coordinator may conduct a mediation session with the parties involved to assist in the situation.
7. A transfer may be granted if the conflict is not able to be resolved and only if space in the Residence permits.

## MOVING OUT

### Move Out Process

Remember that withdrawing from residence early does not necessarily mean you will receive a refund. Residents are held responsible for up to 60 residence nights, or until the room can be rented again to someone not currently living in residence, whichever comes first, plus a \$500 withdrawal fee.

All residents must complete a Withdrawal Form as soon as they are aware they will be moving out. Withdraw online at <http://humber.ca/residence/withdrawal-form>.

Your move-out will only be processed after you have physically moved out of residence and the Withdrawal Form has been completed. Upon move out you must hand in your residence card to the Front Desk. Your room will be inspected for cleanliness and damages. After your room inspection and withdrawal paperwork are completed, any refund (i.e., dining plan) will be processed. Should you be eligible for a refund, it will be refunded the way you paid (i.e. credit card payments will be refunded to the credit card used). Please refer to your copy of the Residence Dining Plan Agreement for more details about refund eligibility.

Notify Humber via MyHumber or Guelph-Humber via WebAdvisor, Coldex, your friends, family, and any subscriptions, of your new or home address as the Residence does not forward or hold mail at the front desk for you. Return any Rogers equipment you have rented.

### Helpful Hints:

- Submit a Withdrawal Form online as soon as you know the date you are planning on moving out.
- To avoid extra room charges, make sure your fridge is clean, move furniture back to its original position, remove all of your personal belongings and dispose of any garbage. There can be very large charges associated with leaving your room in poor condition.
- Return your Res Card. There will be a \$25 fee for unreturned cards.
- Make sure you have disposed of all garbage in your room (and common area).

### Meal Plan Refunds

Requests for meal plan refunds are initiated when residents complete an online Residence Withdrawal Form on the Residence website ([www.residence.humber.ca](http://www.residence.humber.ca), under Documents and Forms).

When a student moves out of residence for any reason, prior to the end of their Agreement, any unused meal plan balance of \$75.00 or more is refundable\* less a \$50.00 administration fee and any fees owing to Humber. Residents who qualify for a meal plan

refund can expect to receive a refund from the College, 4-6 weeks after the withdrawal form and move out are complete. For Humber students, meal plan refunds are issued in the same format as the original payment. For Guelph-Humber students, refunds will be issued by cheque.

\*If a student is staying in residence for the summer and wishes to continue using their meal plan account, they must notify the residence by April 15 in order for their account to remain active after the first week in May. When the student moves out of residence during the summer, the refund process will apply.

### Reapplying to Residence

The process to reapply to Residence for next year starts at the beginning of February. Watch for signs around Residence informing you about the process and when applications are due. Space for returning Residents is capped for both Lakeshore and North Campuses. Readmission to Humber Residence in subsequent semesters or following academic years will be contingent upon the following: number of years you have been in residence, distance from residence, your previous and cumulative term GPA, your student conduct history, and level of positive involvement in the residence community. The more you have given back to the community, the better your chances! Your application will be scored on these factors.

### Potential Damage Charges and Fines

The following lists itemize potential fines and the typical replacement costs associated with some of the more common items in each room in the event that the items are damaged beyond what can be considered reasonable or normal wear.

These lists are not exclusive. Any damages not listed will be charged at material costs plus applicable labour rate.

POTENTIAL FINES	FINE AMOUNT
Exiting fire doors	\$100
Tampering with fire safety equipment	\$250 + up
Clean up of bodily fluids	Labour + materials
Smoking outdoors outside designated area	\$50
Smoking indoors	\$50 - \$250
Burning candles/incense	\$50 - \$250
Lockouts	\$10/every 3rd lockout
Temporary keycard kept more than 24 hours	\$5/day
Lost temporary keycard	\$10
Lost guest card	\$10/\$25
Replacement keycard (when original is returned)	\$10
Replacement keycard (when original is not returned)	\$25/\$50
Lending out keycard	\$50
Late return of front desk items (i.e. vacuum)	\$5
Lost front desk items (i.e. Xbox controller)	Replacement cost



## POTENTIAL DAMAGES CHARGES

ITEM	R BUILDING (North)	S BUILDING (North)	SUITES (North & Lake)
Bed frame SEE BELOW	\$225	\$225	\$190
Mattress	\$150	\$150	\$200
Mattress Encasement	\$20	\$20	\$25
Bed Drawers	n/a	n/a	\$100 each
Desk Chair	\$150	\$150	\$150
Wardrobe (R); or Dresser (S)	\$390	\$300	n/a
Millwork (time and material)	n/a	n/a	Built in wardrobe \$100-\$500
Fridge	n/a	n/a	\$600
Microwave	n/a	n/a	\$80
Desk	\$225	\$225	\$225
Kitchen Table	n/a	n/a	\$275
Kitchen Chairs	n/a	n/a	\$150
Blinds/Curtains	\$200	\$200	\$200
Window Safety Latches (removal/repair)	\$25	\$25	\$25
Window Glass Repair (in room)	\$500+	\$500+	\$500+
Window Glass Repair (common areas)	\$700+	\$700+	\$700+
Screens	\$40	\$75	\$50
Lamp	n/a	n/a	\$20
Overhead Lights/R & T only	\$20	n/a	\$20
Clip Lamp	n/a	\$25	n/a
Smoke/Heat Detectors	\$75	\$75	\$75
Tampering /Smoke Detector	\$250	\$250	\$250
Carpet/Flooring	\$100	\$100	\$100-\$250
Mirror	\$50	\$50	\$500
	(medicine cabinet)	(medicine cabinet)	(bathroom)
Toilet	n/a	n/a	\$50-400
Sink	n/a	n/a	\$100
Shower Head	n/a	n/a	\$25-50
Painting	\$40/wall	\$40/wall	\$80-\$250/room
Door Viewing Piece	\$25	\$25	\$25
Window Pull Handle	n/a	n/a	\$55
Fire Sprinklers (Tampering)	\$500 + labour	\$500 + labour	\$500 + labour
Door Lock	\$325	\$325	\$325
Outside Door Bulletin Board	\$150	\$150	\$150
Cleaning excessive mess	\$25-\$150	\$25-\$150	\$25 -\$150 per room

### PLEASE NOTE:

- Furniture must be moved back to original position in rooms or \$50 fine;
- All non-Humber items/furniture must be removed at move out or \$50 dumping fee per item
- All damages not listed will be charged at material costs plus applicable labour rate
- charge for leaving fridge/microwave dirty upon move out \$25 each
- Students MAY NOT repair damages themselves, this must be done by accredited Humber staff

## SAFETY AND SECURITY

### Residence Safety & Security

Humber Residences provides safe and secure accommodation but we always encourage residents to be alert and aware of their environment at all times. Both North and Lakeshore Residences have 24-hour front desk services and staff or security staff patrol each night. The Resident Assistants provide a presence on every floor and the Residence Life Coordinators are live-in professional staff that deals with emergency situations. Security cameras are located on all floors and all exits on the main floor.

### Residence Security Guidelines

The safety of our residents is our number one priority. The guidelines and tips in this handbook will help ensure everyone's safety. Compromising security measures in the Residence is not acceptable and will be dealt with according to the Residence Code of Conduct.

1. Residence rooms should be locked at all times.
2. Do not lend out key cards or leave them lying around. If you lose your key card, you should notify the Front Desk immediately. There is a \$25 replacement fee for a lost card. There will be a \$50 fee for subsequent lost cards. Lending out your keys will result in a \$50 fine and may result in additional sanctions.
3. Do not leave valuables in a visible location. Identify all personal belongings. The Humber insurance policy does not cover personal possessions or contents. We recommend that you purchase content insurance or check if your parents' home insurance policy includes coverage of your possessions while living in Residence.
4. You should not open doors or sign guests into the Residence unless you personally know the individual and are willing to take responsibility for them while they are in Residence.
5. Report any suspicious person(s) or behavior to a Resident Assistant or the Residence Emergency Line by calling: 416-675-6622 and the appropriate extension below:
  - a. Public Safety: 416-675-6622, Ext. 4000
  - b. North Residence: 416-675-6622, Ext. 77000
  - c. Lakeshore Residence: 416-675-6622, Ext. 73000
6. You should not store large amounts of cash in your wallet or room.
7. Always use the Campus Walk Program when walking on campus at night. Note at North Campus: We recommend that you take the sidewalk along Highway 27 to the Woodbine Centre at all times rather than using the shortcut through the Arboretum. It is always best to walk in groups.
8. Report all damaged locks, lights, and other safety hazards on the Residence portal at <https://myhousing.humber.ca/StarRezPortal/>. Emergency situations may be reported to the Residence Front Desk for immediate attention at 416-675-6622, Ext. 77201 North Residence, 73001 Lakeshore Residence.

9. Program the following emergency contacts into your cell phone, and post them where they can easily be found in your room.

#### **Emergency Phone Numbers:**

- a. Fire, Police, Ambulance: 911
- b. Public Safety: 416-675-6622, Ext. 4000
- c. North Residence: 416-675-6622, Ext. 77000
- d. Lakeshore Residence: 416-675-6622, Ext. 73000

#### **Emergency Phones**

Emergency phones are available in residence and on campus to provide immediate access to Campus Security 24 hours a day, 7 days a week.

Residence emergency phones can be found in the hallway on every floor of the residence. Outdoor emergency phones can be easily identified at night by a blue light at the top of the post. To use the phone, push the red or black button and Security will answer and automatically know your location. They will ask you to provide vital information. Remain at the phone location to wait for their arrival. Also, it's a free call to security by using Humber pay phones and cell phones using 416-675-8500.

#### **Emergency Notification System (Humber Alert)**

To keep the Humber community informed in emergency situations, Public Safety has introduced a new Emergency Mass Notification System, Humber Alert. Students can stay informed about critical campus information by registering to receive Humber Alert messages. In order to receive emergency messages, create your notification profile at <https://humber.bbcportal.com>

#### **Late Night Walking**

The walkway from Campus to the Residence is lit in the evenings. However, we recommend that you walk with a partner or utilize the Campus Walk Program when walking on Campus at night. Campus Walk is free service for all staff and students and runs 24 hours a day, 7 days a week. Campus Walk can be accessed on the first floor of NX, the Registration Information Desk, the Front Desk of the Residence or call 416-675-8500. If you know you will require this service ahead of time, schedule an appointment by calling Campus Walk at 416-675-8500

#### **Safe Use of Electrical Outlets**

Residents must turn off all electronic devices when the room is unoccupied. Laptops and other electronics may overheat and cause a fire. Fire regulations prohibit overloading of electrical outlets. Do not plug extension cords into other extension cords. Use only CSA approved power bars with surge protection. Keep combustible materials away from items which have the potential to overheat, and do not put furniture tightly against an outlet while it is in use.

#### **Appliances**

Appliances such as toaster ovens, grills and space heaters etc. are not permitted for use in residence rooms or lounges. A microwave (provided), toaster, kettle (with automatic shutoff) and coffee maker (with automatic shutoff) may only be used in a suite style kitchenette.

All appliances must be CSA approved and in good working order.

**Please Note:** Smoking and the use of candles/incense is strictly prohibited in the building. Please refer to the Code of Conduct page, 35.

#### **Medical Emergency**

In the event of a medical emergency, call 911 and the Residence Emergency Line at 416-675-6622 Ext.77000 (North) or Ext. 73000 (Lakeshore). They will contact the appropriate medical help and dispatch Security. All Residence Life staff are trained in First Aid and CPR.

#### **Fire Evacuation Procedures**

**PULLING A FIRE ALARM, WITHOUT REASONABLE CAUSE IS A CRIMINAL OFFENCE AND WILL BE TREATED AS SUCH.**

You must be aware of Residence's evacuation procedures. Familiarize yourself with the location of all emergency exits; stairwells, and fire pull stations. If you discover fire: sound the alarm. If you hear the alarm: evacuate the building immediately. Fire drills are conducted twice a year.

#### **Upon Discovery of Fire**

If you discover a fire:

1. Leave fire area immediately
2. Close doors behind you
3. Sound the fire alarm: pull manual station
4. Call the fire department from a safe location: 911
5. Leave the building by the nearest exit
6. DO NOT USE THE ELEVATORS

#### **Upon Hearing a Fire Alarm**

When the building fire alarm is activated, you will hear loud tones for one minute, followed by verbal instructions informing you that a fire emergency has been detected and that you must evacuate.

1. Leave building by the nearest exit
2. Close doors behind you
3. In an orderly manner, leave through the closest exit or stairwell and proceed to your floor's designated meeting area outside as quickly as possible. If a particular exit is blocked, or you see fire or smoke, use an alternate exit/meeting place. Each floor will have a designated spot and the RAs will have signs so you are aware of where you should meet.

- a. North Residence - Residents are to meet in Parking Lot 1.
  - b. Lakeshore Residence - Residents are to meet on the East side of the residence towards Kipling Ave away from Lakeshore.
4. Remain outside and away from the building until an announcement is made for you to re-occupy the building.
  5. Mobility impaired students who are unable to exit the building are to stay in their room/suite and/or, if necessary, ask for assistance. Should you encounter smoke, place a towel at the base of the door to prevent smoke from entering the room and wave a bed sheet out of the window to indicate to the Fire Department that you require assistance. If you are not in your room, call the Front Desk to notify them of your location.

#### **Fire and Life Safety Equipment in Your Room**

Each single room and suite common area has a smoke detector and a carbon monoxide detector on the ceiling. These detectors are extremely sensitive and a small change in the environment can cause them to go into alarm. Steam, smoking, burning food, aerosol sprays, incense, portable heaters, and talcum powder can all cause the detector to go into alarm. Hair dryers or straighteners that burn hair or hair products can also cause an alarm. Removing/covering any detector is prohibited and leads to disciplinary sanctions, which may include eviction.

#### **Fire/Smoke Detection - Lakeshore:**

The alarm/voice pattern is four seconds of alarm beeps followed by the verbal message: "Fire, Feu".

1. If the detector announces "Fire, Feu" and fire is present, leave your room immediately.
2. If fire is not present, notify the Front Desk and open a window to allow any smoke to dissipate. The alarm/voice pattern will stop once the smoke has dissipated.
3. If fire is present, alert others by pulling the alarm at the fire pull station (located near the stairs) and evacuate the building.
4. Inform /notify the Lakeshore Residence Front Desk by calling 416-675-6622 Ext. 73001.

#### **Fire/Smoke Detection - North Residences**

*R & S Building: 416-675-6622 Ext. 77201*

*T Building: 416-675-6622 Ext. 77500*

When a smoke detector is activated in your room/suite, the surrounding detectors in your neighbor's rooms/suites will also be activated for five minutes. This includes detectors in the room/suite on either side of you and the three rooms/suites immediately across the hall. Remember that if your detector goes into alarm, it could be because someone or something next door or across the hall has caused a smoke detector to go into alarm. The detector alarm in your room will be a loud, continuous tone.

1. If the detector alarm sounds and there is a fire present, leave your room immediately. Alert others by pulling the alarm at the pull station (located near the stairs) and evacuate the building. Once you are safe, inform the Residence Front Desk.

2. If fire is not present, notify/inform the Front Desk

If you have smoke/steam in your room (ie. from burned popcorn) but no fire, open a window to allow the air to clear. Do not prop open your door to clear the air, as this could cause the building fire alarm to be activated.

#### **Carbon Monoxide Detection**

The alarm/voice pattern is four short alarm beeps followed by the verbal warning "Carbon Monoxide, Monoxyde de Carbone" this pattern continues until the carbon monoxide is eliminated.

1. If the detector announces "Carbon Monoxide, Monoxyde de Carbone" leave your room immediately.
2. Inform the Residence Front Desk immediately that a carbon monoxide detector alarm has sounded either in person at the Front Desk, or by calling 416-675-6622 and your respective building extension below:

· R & S Building - Ext. 77201 · T Building - Ext. 77500 · Lakeshore - Ext. 73001

The detector also announces, "Caution, Attention" when the unit has detected carbon monoxide concentrations of 100 ppm or higher.

1. If the detector announces "Caution, Attention" leave your room immediately.
2. Inform the Residence Front Desk that a "Caution" alarm has sounded by calling 416-675-6622 and your respective building extension below:

· R & S Building - Ext. 77201 · T Building - Ext. 77500 · Lakeshore - Ext. 73001

#### **Low Battery**

When the detector's battery is low and needs replacing, the LED light will flash and the unit will "chirp" one time followed by the warning message "Low Battery, Pile Faible". This occurs once every minute. Please report this to the Front Desk.

#### **Fire Safety Sprinklers**

Do not disturb or hang things from the fire safety sprinkler heads in your room, hallways, lounges, studies etc. If they are accidentally activated, the resulting damage will be extensive and expensive for you. You will have significant water accumulation in your room in less than 5 minutes.

By signing your Residence Contract, you have agreed to abide by the Residence Code of Conduct and other information in this handbook. It is your responsibility to become familiar with all the rules, regulations and other information contained herein.



# RESIDENCE CODE OF CONDUCT

## A. COLLEGE CONDUCT REGULATIONS

The Residence Code of Conduct is bound by the Code of Student Conduct, the official document which explains acceptable behaviour related to Humber College and the University of Guelph-Humber activities. All sections of this document are fully applicable to residence living. The Code of Student Conduct is available in the Office of Student Conduct (North Campus: LRC, 2nd floor; Lakeshore Campus: Room A168), in the Student Handbook and on the Humber Web site at [www.humber.ca/code-student-conduct](http://www.humber.ca/code-student-conduct).

## B. RESIDENCE CODE OF CONDUCT (RCC)

Regulations for living in the Humber Residence have been established to protect the health (mental and physical), safety, and social welfare of the entire community. They help to provide a climate conducive to study; to discourage dishonesty, vandalism, and personal abuse; to avoid infringement on the rights of others; and to allow the pursuit of educational objectives.

Humber Residence is a community consisting of people from diverse backgrounds, which will result in differences in personal values, interests and lifestyles. In this context, the RCC defines acceptable behaviour within the Residence in order to ensure a cooperative atmosphere that is safe, secure, and conducive to academic pursuits. This code is based on the following ideals:

1. Every individual in residence is responsible for respecting the rights of every other individual in the community. Responsible behaviour is that which is consistent with the Residence Code of Conduct and demonstrates an understanding that ignorance, anger, alcohol or substance abuse will not be accepted as an excuse, reason, or rationale for unacceptable behaviour.
2. Every individual in residence has the right to live in an environment where their personal possessions and communal spaces, as well as their personal and academic needs are attainable.
3. Residence Life Staff are responsible for ensuring a safe environment for all. The policies outlined below will be enforced on Residence property including, but not limited to, the inside of the buildings, entranceways, roofs, walkways and surrounding areas immediately outside of the residences. Residence Staff may be required to enter a Resident's room in order to maintain safety and security or to uphold the code.
4. It is the intention of those who drafted the Residence Code of Conduct that it is reviewed annually by students, staff and the Humber Residence Council in order to maintain minimum standards and meet the needs of the Residence community. Residence Staff reserve the right to amend this document and make any additional policies for the immediate safety and security of the residence students. Students will always be informed in writing when such changes occur.

**The basic principles of the CODE OF CONDUCT are COMMON COURTESY, RESPONSIBLE FREEDOM, and RESPECT.**

EACH RESIDENT IS RESPONSIBLE FOR THEIR OWN ACTIONS AND WILL BE HELD ACCOUNTABLE FOR THEIR ACTIONS AND THOSE OF THEIR GUESTS.

## C. HOW THE RESIDENCE CODE OF CONDUCT IS ADMINISTERED

An Incident Report is typically generated when a potential violation of the Residence Code of Conduct is deemed to have occurred, and/or a student files a complaint with a Residence Life Staff member. For Incident Reports, a Residence Life Staff member, Security Guard, or other Residence Staff will complete an Incident Report detailing the occurrence. This report will include the names of the individual(s) involved, names of any witnesses and their contact information, and the details of the incident. This report is then submitted to the Residence Life Coordinator or designate.

### Filing a Complaint

Students have a right to make a complaint against anyone who violates their right to a safe and secure environment that is conducive to academic pursuits. A student complaint against another student will be considered based on all applicable codes and regulations including this Code and the Code of Student Conduct. A complaint against a non-student may be investigated by another party and/or individual at the institution, according to established policies and procedures of Humber.

The residence will seek to achieve procedural fairness in dealing with all complaints. As such, no sanction and/or disciplinary action will be taken against a person or group without their knowledge where there is an alleged breach of this Code. Respondents will be given reasonable notice, with details of the allegations and provided with an opportunity to answer to the allegations made against them.

Students should feel safe to make a complaint under this Code without fear of reprisal. Any action of reprisal against a student or community member for having sought to enforce their rights under this Code is itself a violation of the Code, and is subject to disciplinary action.

### Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process. However, the College may continue to act on the issue(s) identified in the complaint in order to ensure a safe and secure environment conducive to student's academic pursuits.

### Unsubstantiated or Vexatious Complaints

If a person, in good faith, discloses or files a complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed. Disclosures or complaints that are found following investigations to be frivolous, vexatious or in bad faith, that is, made

to purposely annoy, embarrass or harm the respondent, may result in sanctions and/or disciplinary action against the complainant.

### Confidentiality

The Residence will do its best to respect the confidentiality of all persons, including the complainant, respondent, and witnesses.

However, confidentiality cannot be assured in the following circumstances:

- An individual is at imminent risk of self-harm;
- An individual is at imminent risk of harming another; and/or
- There are reasonable grounds to believe that others in the Residence or wider campus and local community may be at risk of harm.

In such circumstances, information would only be shared with necessary service areas/ departments to prevent harm.

### Investigation & Next Steps

Within ten business days of the Incident Report or complaint being filed, the student(s) named for potentially violating the code may be required to meet a designated Residence Staff responsible for resolving the incident.

At this time, the following will occur:

- The Residence Staff will investigate the incident by speaking with the student(s)/ staff involved and any witnesses. The Residence Staff can provide a copy of the report to the student involved, if requested. This is to ensure a fair process while the understanding of the incident is clarified.  
  
Failure to return calls, respond to meeting requests or to meet at a scheduled time regarding an investigation will result in the decision (sanction) being made with the available information.
- The Residence Staff will review the report and findings and make a decision regarding an appropriate outcome. Some incidents may be referred to a more senior Residence Staff for further review and decision making.
- In some cases, other appropriate staff may be responsible for making a decision. Examples include but are not limited to: harassment, sexual violence and assault, physical aggression, and any situations where the balance of probability is likely to be critical to decision making, such as allegations of illegal drug-related incidents, and smoking.
- A decision will be made using the standard of proof known as the balance of probabilities. The standard of proof has been met if at the conclusion of the investigation, based on all credible information, the Residence Staff believe that the incident reported is more likely to be true than not true. Simply stated as "more probable than not" based on information available.
- A decision letter will be sent to the student.

**NOTE:** Residence Staff may follow up with any Incident that occurs within any residence building, (specifically any area within the R, S, T buildings at the North Campus) and in the immediate proximity of the residence hall exterior. Students involved in matters outside this jurisdiction may be investigated under the Code of Student Conduct.

## D. DEFINITIONS

**Acceptable Noise** - Noise that should be expected in a student living environment during the appropriate times of the day as a result of reasonable living activities.

**Excessive Noise** - Intentional or unintentional noise that disturbs others in residence. This includes but is not limited to: banging on multiple doors consecutively; directing stereo/ computer speaker(s) noise outside of a room through a window or door; bass from a stereo or computer that can be heard through a closed door or adjoining wall; and yelling or screaming.

**Common Floor** - Floors in residence, suited to residents who are respectful of others and have less need for quiet concentration when studying.

**Study Floor** - Floors with extended quiet hours for residents committed to maintaining a quieter residence community.

**Incident Report** - A document used to track behaviour that may be unacceptable or in breach of the Residence Code of Conduct.

**Sanction** - An outcome of a determination that a student is responsible for a violation.

**Residence Staff** - Residence Staff are persons employed by Humber College who work within Residence for the Department of Campus Services or Student Success & Engagement. The following Residence Staff have been given the authorization to manage incidents as outlined in the Residence Code of Conduct: the Residence Life Coordinator, the Residence Community Assistant, the Manager of Residence Life, the Residence Manager and the Front Desk Coordinator.

- The Manager of Residence Life, the Associate Director of Campus Services and their superiors are recognized as Senior Staff for the purposes of this document.

## E. SANCTIONING

The main purpose of sanctioning is to reinforce the principle of responsible freedom by teaching students self-discipline, to accept responsibility for their actions, and to accept the consequences of their actions. The following factors are considered when deciding upon any sanction:

1. The unique circumstances surrounding each incident and individual.
2. Prior sanctions assigned for similar and/or past incidents.

**Note:**

The severity of sanctions may increase for repeat offenders and/or the number of incidents, up to and including eviction from the Residence.

Any residence student found responsible for a violation under the Code of Student Conduct will have relevant residence code history presented for consideration during sanctioning of the student code.

## F. TYPES OF SANCTIONS

Sanctions will be determined by the Residence Staff responsible for the investigation and decision making.

1. **Written Warning:** A Resident may receive a written warning letter stating that their actions/choices have violated the Residence Code of Conduct or abused a residence policy. Written warnings will refer to the Residence Handbook to remind them of the rules. If the behaviour continues after receiving a written warning, the student may receive greater consequences.
2. **Loss of Privileges:** A Resident may lose privileges for a given period of time as a result of unacceptable behaviour which may include but is not limited to losing access to specific areas or a loss of guest privileges.
3. **Community & Educational Contribution:** Sanctions in this category can include but are not limited to a written assignment, a seminar, an online workshop or community service hours. Most often, any listed sanction will be accompanied by an educational outcome for first time offenders. In the event that a Resident fails to perform the assigned task, further sanctions may be imposed.
4. **Fines:** A monetary charge placed on a Resident's account for violations of the code. The minimum fine for a violation is \$25.00.
5. **Behaviour Bond:** A conditional monetary notation kept on file under the Resident's name and used as a tool to ensure compliance with the code. In the event of subsequent code violations, the notation will be forfeited and a charge will appear on the resident's financial account. Additional consequences may be assigned to the student.
6. **Behaviour Contract:** A set of behavioural expectations and conditions, laid out in a contract that is determined with agreement from the student. With their signature, the student agrees to the terms and is aware that any breach of this contract constitutes further consequences.
7. **Restitution:** A monetary reimbursement to recover the loss or damage of residence property/services/labour as a result of an accident or incident. Students are strongly encouraged to come forward in these instances. Generally, restitution is the sole sanction in the event of accidents. Labour costs vary by time/day. A minimum one hour labour charge will apply.
8. **Community Billing:** When common area damage/vandalism occurs and the responsible persons are not identified, repair and administration costs will be charged to every Resident, or a specific section of Residence.
9. **Probation:** Residence Staff may place a Resident on probation (residence, alcohol or guest). Probation is a formal status imposed for a specific period of time. During this time, any subsequent violations may result in further consequences, including eviction. Probation periods may extend to the end of the academic year and can extend to subsequent contract periods.
10. **Relocation:** Residence Staff reserve the right to remove a Resident from a particular room/floor if it is deemed necessary and in the best interests of the student and/or community. The intent of the relocation is to allow the student a fresh start in a new environment. A Resident may be relocated temporarily until an investigation is closed. There may be costs associated with being relocated.
11. **Restriction:** A Resident may be restricted from accessing a portion of the building or from entering the building for a period of time. The Department of Public Safety and/or the Office of Student Conduct can be notified if restricted students are found in or around the building and students risk being charged under the Code of Student Conduct.
12. **Suspension:** A suspension is defined as a period of time where a student is temporarily prohibited from residing in or otherwise being in residence. Throughout the suspension period, a student is responsible for the full cost of the residence space in addition to being restricted from entering all other residence buildings. A deferred suspension from residence is a period of review during which the student must demonstrate an ability to comply with the code. If, during the period of the deferred suspension, the student is again found responsible for violating the code, the student can be considered for an immediate suspension/eviction from the residence. The nature of the offence dictates a deferred suspension, suspension or eviction.
13. **Residence Eligibility:** Residence Staff may deem it appropriate for a student to lose the right to return to residence for the following year or to have certain conditions placed on their residency. Any student who wishes to reapply to Residence will have their student conduct file reviewed upon application to Residence.
14. **Referral via the Student Code:** Residence Staff may deem it appropriate to forward a complaint to the Office of Student Conduct for investigation under the Code of Student Conduct in addition to investigation under the Residence Code of Conduct. Students may be sanctioned under one or both Codes if found responsible.
15. **Eviction:** Senior Residence Staff reserve the right to cancel a Resident's Residence and Dining Agreement with cause. The decision letter will explain the reason(s) for this sanction and will include conditions of the eviction. Students who are evicted from residence may also;
  - I. Be restricted from the Residence property and/or Humber College properties.



II. Forfeit their Residence eligibility.

III. Risk forfeiting their residence fees.

IV. Be asked to leave Residence immediately.

There are several offences in residence that can lead to an eviction following an investigation whereby a student is found, based on the standard of proof, to have violated the Residence Code of Conduct. These offences include but are not limited to:

- Violence, assault, harassment and the possession and/or use of a weapon
- The use or possession of illegal substances, including marijuana.
- Starting a fire, tampering with life safety equipment, smoking or burning incense/ candles in Residence.
- Accessing a restricted area.

## G. APPEALS

As stated in the Student's decision letter, an appeal process is available to students and must be launched within five business days of the decision letter date. The Resident must complete an Appeal Request Form which contains the following information:

- A full statement of the grounds for the appeal;
- The outcome sought by the Student;
- Any relevant supporting documentation.

A Student who has been evicted must leave residence before they are permitted to commence an appeal, and may be asked to leave residence immediately. Typically, the timeline for vacating residence is within 48 hours of the letter date; however, this will be outlined fully in the Student's decision letter. If the appeal is successful, the Student will be considered for re-admission to residence in the first available space deemed appropriate for that Student, in coordination by both a member of the Office of Student Conduct. and Residence office.

### 1. Grounds for Appeal

**Grounds for an appeal may include but are not limited to:**

- The evidence did not warrant the finding of responsibility;
- The procedures in the Residence Code of Conduct were not properly followed;
- New evidence was found which could not reasonably have been presented earlier;
- The sanction(s) was/were not appropriate for the behaviour which occurred.

### 2. Appeal Reviewers

I. If the original decision maker is the Residence Community Assistant, the appellant will have the opportunity to have the Appeal Request Form reviewed by:

- The Residence Life Coordinator associated with the appellant's building community, or;
- A representative from the Office of Student Conduct.

II. If the original decision maker is the Residence Life Coordinator, or the Front Desk Coordinator, the appellant will have the opportunity to have the Appeal Request Form reviewed by:

- The Manager, Residence Life, or;
- A representative from the Office of Student Conduct.

III. If the original decision maker is the Manager of Residence Life, and the decision does not involve an eviction or a denial of readmission, the appellant will have the opportunity to have the Appeal Request Form reviewed by a representative from the Office of Student Conduct. The decision by the representative from the Office of Student Conduct is final.

IV. If the original decision maker is the Manager of Residence Life, and the decision does involve an eviction or a denial of readmission, the appellant will have the opportunity to have the Appeal Request Form reviewed by a Chair, an institutional representative appointed by the Office of Student Conduct. The Chair will review the Appeal Request Form, and will determine whether or not to grant an appeal. Granted appeals of this nature will be forwarded to an independent panel consisting of Humber College or University of Guelph-Humber representatives (Student government, Faculty, Staff).

### 3. Administration of Appeals

The appeal process shall be limited to a review of the file, the Appeal Request Form, and supporting documents from the original proceeding. The process may also consider any relevant, new evidence, as deemed necessary by the individual or body considering the appeal.

The individual or body considering the appeal may, after reviewing the case:

- I. uphold the findings and/or sanctions;
- II. reverse the findings;
- III. reverse or modify the sanctions;
- IV. Determine that there was a procedural error and ask the original individual or body to re-hear the case.

Filing for or receiving an appeal, does not defer the decision under appeal. When an appeal request is not granted, the conditions/sanctions outlined within the original decision letter will apply. All appeal decisions shall be communicated to the Student in writing and where appropriate, the Student shall be advised of any further right to appeal.

Revised deadlines for any previously imposed sanctions will be made at the discretion of the appeal review individual. All appeal decisions are final.

## SECTION 1: LIFE SAFETY/FIRE SAFETY

- Accidentally or intentional setting off the fire alarm, sprinklers or starting a fire is strictly prohibited. Tampering with, damaging, or removing fire extinguishers, or any part of the fire alarm system, or violating fire safety and fire protection procedures is also strictly prohibited.
- Tampering with, damaging, covering, disengaging, or altering smoke detectors, carbon monoxide detectors or heat/light sensors is strictly prohibited.
- Burning candles, incense, smoking or possession of any highly flammable material within the residence is strictly prohibited.
- No object(s), person(s), or substances are to be thrown, dropped, hung, or ejected through a window at any time. The use of windows as an entrance or exit is prohibited with the exception of emergency situations.

Residents who violate the policies above can be subject to a sanction, which may include fines, restitution, eviction and risk criminal prosecution.

- Humber policy states that all students must evacuate Residence during a fire alarm. All Residents must immediately evacuate prior to the Fire Department's arrival with the exception of those who require assistance to do so. Residents are not to return inside until directed otherwise by the authorized personnel.
- Tampering with the elevator (i.e. jumping, blocking doors, etc.), and inappropriate ringing of the emergency elevator alarm is not permitted.
- Storage of bikes, inline skates, beds, chairs, and other items are prohibited in all exits and hallways. Improperly stored material can become obstacles during an evacuation. Residence Staff will remove items left in these areas.
- Entering or exiting Residence, except during a fire alarm, through a non-designated entrance/exit or window, or allowing a person into the Residence through a door/window other than the main entrance is prohibited and can result in a \$100 fine.
- Fire Regulations restrict the posting of materials in common areas and on Residence room doors. Residents will be asked to remove excess material and any inappropriate or offensive items. Residents are also prohibited from writing on doors with markers or putting stickers on their doors.
- Fire Regulations also prohibit the overloading of electrical outlets. Please do not plug extension cords into other extension cords and only use power bars with surge protection. When not in use, electronics should be turned off to prevent overheating.

### Fire regulations restrict the use of appliances within Residence:

**Traditional Style Rooms (North Residence - R & S Building):** Appliances such as

microwaves, coffee makers, toasters, rice cookers, toaster ovens, grills, hot plates, and space heaters are not permitted for use in rooms. A microwave, toaster, and coffee maker/kettle/rice cooker (with automatic shutoff) may only be used in a lounge on a traditional style floor. All appliances must be CSA Approved and in good working order.

**Suite Style Rooms (North Residence - T Building & Lakeshore Residence):** Appliances such as toaster ovens, grills and space heaters are not permitted for use in suite style rooms or lounges. A microwave, toaster, and coffee maker/kettle/rice cooker (with automatic shutoff) may only be used in a suite style kitchenette. All appliances must be CSA Approved and in good working order.

**Kitchen areas are available for students in the buildings and may be booked through the Front Desk.**

**Residence Staff, as a temporary solution, will supply space heaters if the heating is in need of repair.**

## SECTION 2: SMOKING

Humber Residence is a smoke-free facility. Residents are strictly prohibited from smoking anywhere inside the building. Note that this includes electronic and smokeless cigarettes (i.e. e-cigarettes, vaporizers, etc.). Leaning or extending out of windows to smoke is a safety concern and as such is not permitted. Residents who violate this policy may be subject to a range of sanctions including but not limited to educational outcomes, a maximum fine of \$250, or eviction.

Smoking is only permitted outside the Residence in designated areas (beyond the yellow painted lines). Residents found smoking inside these identified boundaries may be subject to a \$50 fine. This rule applies to Residents, students, guests and staff regardless of weather conditions. Residents will be held responsible for the fine of their guests. Please dispose of your cigarettes responsibly and keep our Residence clean; use the containers provided.

Students who would like to request special considerations with respect to the smoking policy (i.e. medical marijuana, smudging, ceremonial/religious reasons, etc.) must arrange to meet with the Manager of Residence Life. Accommodations are not guaranteed, and may involve the need for documentation, and College stakeholder involvement. Accommodations must also consider a need to meet health and safety requirements, legal components, and community impact.

## SECTION 3: DRUGS

Federal, provincial and municipal law, and Humber policies, state that it is illegal to use, sell, or possess illegal drugs, controlled substances, non-prescription drugs and/or prescription drugs not prescribed to the person in possession of these drugs. A Resident who violates this policy may be evicted on their first offence, and may also be subject to additional sanctions, which may include, a referral to the Code of Student Conduct, and risk prosecution under the Criminal Code.

Drug suspicion is defined as specific and direct observations regarding the physical surroundings or the behaviour, speech, or odour of an individual. Circumstances that bring suspicion, dependency, recreational or other inappropriate use of illegal drugs or substances to the attention of the Residence Life Staff, Residence Staff or The Department of Public Safety will prompt an Incident Report, an investigation and possible sanctions.

Drug paraphernalia is also prohibited in residence and is defined as equipment or materials used to produce, conceal, or consume illegal drugs or substances. Paraphernalia can be confiscated by the Department of Public Safety.

Individuals involved with trafficking illegal drug substances or possessing more than the Department of Public Safety would deem for recreational use may be evicted from residence.

Sanctions for all drug related incidents may include any outcome described, up to and including eviction.

## SECTION 4: ALCOHOL

At Humber, we promote responsible and sensible drinking of alcoholic beverages. Humber strictly enforces guidelines under the Ontario Liquor Licence Act and the Alcohol Gaming Commission of Ontario which include prohibiting the consumption, possession, sale to, or giving away of alcohol to anyone under the age of nineteen (19). Students who consume an excessive amount of alcohol, who do not drink responsibly or who consume alcohol underage can face consequences including community and educational outcomes. Students who repeatedly consume alcohol while underage may be asked to leave Residence.

Alcohol may only be consumed in private rooms (including the common kitchen area of suite style rooms).

Further to the above, the following rules apply with regard to the consumption of alcohol in Humber Residence:

1. Beer Bottle Policy: The possession of glass beer and malt liquor bottles is prohibited in Residence. If a Resident is found with beer bottles (opened or unopened) they will be confiscated and/or disposed of by Residence Staff. A Resident may retrieve any unopened, confiscated beer bottles, if of legal drinking age, with the understanding that the Resident must remove the bottles from Residence immediately.
2. All containers must be closed with a proper lid. A closed container is defined by being able to turn it upside down without any spillage, such as a plastic water bottle with a sealed lid. Residence Life Staff and the Department of Public Safety reserve the right to inspect and dispose of improperly transported alcohol.
3. Alcohol delivery services are banned from Humber property. The procurement of alcohol from delivery services can result in a sanction.
4. Alcohol paraphernalia such as brewing equipment, funnels, and drinking hats are not permitted in residence and may be confiscated by Residence Life Staff or Public Safety.
5. Students and/or guests may not participate in room crawls or drinking games. The mass consumption, the swift or high volume consumption of alcohol is a safety concern to Humber College and as such is not permitted.
6. Large volume containers are not permitted in Residence. A large volume container is defined as a container holding more than 500ml of beer in a single container or 1L of wine, or 40 ounces of any other type of alcohol.
7. Residents are expected to uphold the cleanliness standards of Residence and as such are expected to dispose of their empty alcohol containers in a timely fashion.

## SECTION 5: WEAPONS AND OTHER OFFENSIVE DEVICES

Humber prohibits the possession of firearms, ammunition, explosive devices including but not limited to: fireworks, firecrackers, explosives, or highly flammable materials. The possession and/or discharge of BB or air guns, paintball guns, any object that emits any form of projectile, including but not limited to, water pistols, target toys, slingshots, knives, swords or other lethal weapons, including martial arts equipment are also prohibited. Replicas (including toys) of the above weapons, or any object that creates cause for alarm, are also prohibited. Residents who violate this policy will be subject to a sanction, which may include eviction. The Department of Public Safety and/or the police will be notified, and the offending weapon/object will be confiscated.

Accommodations (exceptions) for extenuating circumstances, professional sport or religious reasons must be arranged with the Manager of Residence Life and the Office of Public Safety prior to the object coming into Residence.

## SECTION 6: HARASSMENT/ACTS OF INTOLERANCE

Physical abuse, threats of violence, or conduct that threatens the mental or physical health or safety of any person will not be tolerated in the Humber Residences. Such conduct may lead to eviction from the Residence and, where appropriate, may lead to campus disciplinary action or legal prosecution.

### Harassment Policy

As stated in the Humber Human Rights Policy, "Humber is committed to providing an equitable working and learning environment that promotes and supports academic achievement. To this end, Humber will strive to ensure the applicability of the rules of natural justice to achieve fair treatment of all members of the Humber community and will endeavour to create an environment free of harassment and all forms of prohibited discrimination." Residence Staff are committed to providing a safe and respectful environment for all members of the community.

Harassment, as defined by Residence Staff, is any attention or conduct, by an individual or group who knows, or ought to reasonably know, that such behaviour is unwelcomed and/or has the effect of creating a hostile or intimidating living, working or educational environment. This can also include an attack on an individual's dignity/integrity, bullying, and hazing. Harassment of any kind will not be tolerated in Residence.



## **Sexual Harassment, Sexual Assault & Sexual Violence**

All members of Humber College Institute of Technology and Advanced Learning, and the University of Guelph-Humber community have a right to work and study in an environment that is free from any form of sexual violence. In cases of sexual harassment, sexual assault, and/or sexual violence, the Residence will refer to the institution's "Sexual Assault and Sexual Violence Policy" and "Sexual Assault and Sexual Violence Procedure" for guidance with respect to response protocol and process of investigation. Please note that Humber Residence may investigate a complaint or reported incident under the Residence Code of Conduct, the Code of Student Conduct, or both. These documents can be found on Humber's Sexual Assault & Sexual Violence Support website at:

<http://www.humber.ca/student-life/sexual-assault>

## **Acts of Intolerance**

Harassment in the form of physical aggression, whether consensual or not, will not be tolerated. Physical aggression is defined as any physical contact between two or more individuals, threats of violence or inciting violent acts. Residents are strongly encouraged to vacate the premises and call for assistance in violent situations.

In addition verbal, written, graphic or electronic harassment/discrimination will also not be tolerated.

Harassment and/or discrimination may be on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex/pregnancy, sexual orientation, gender identity, gender expression, family status, disability, age, marital status, record of offence or receipt of public assistance.

Humber College has zero tolerance for this type of behaviour. Sanctions vary depending on the nature of the situation, up to and including eviction and referrals to the Code of Student Conduct and the Office of Human Rights.

In addition, acts of intolerance also include the following:

1. Posting, sharing, and/or distributing graphic or offensive materials in any location within the Residence, including inside private rooms. Residence Staff are given the authority to deem material graphic or offensive.
2. Practical jokes, raids, and pranks of any sort are considered harmful and dangerous. Actions that are demeaning and/or offensive, or those that interfere with the rights of another Resident or group of students, are strictly prohibited. This includes, but is not limited to, repeatedly targeting one person or group of people, tampering with personal or Humber property, acts of vandalism, and any other act that may be considered, directly or indirectly, offensive or demeaning to any group or individual.
3. Engaging in responsible behaviour is an expectation of the Residence community. Responsible behaviour is an understanding to be proactive in preventing problems from

occurring in Residence. Supporting or inciting behaviour which is deemed a violation of the code through encouragement, peer pressure, or other means is not appropriate behaviour.

## **SECTION 7: PROPERTY DAMAGE & CLEANLINESS STANDARDS**

Residents are financially responsible for all accidental property damage and/or deliberate damage (vandalism) to private rooms/suites, furnishings, printed materials and all common areas on each floor. Residents who are responsible for significant vandalism and/or excessive cleaning may find their Residence Eligibility revoked for the following year and/or face other sanctions.

To minimize the risk of property damage, please note the following:

Furniture must not be removed from rooms/suites. Altering the room/suite in any way, including the removal of door closures, screens, windows or window screens is not permitted. All repairs to Residence must be completed by authorized Residence Staff.

Residents must not run or conduct athletic activities within Residence except in the designated workout room (North Residence). Inline skates must only be worn outside the buildings and must be removed before entering the building. Skateboarding is prohibited in and around the Residence property

### **Cleanliness Standards**

The Resident must maintain their unit in a clean and orderly condition in accordance with building, and health and safety standards and regulations. Residents who are unable to meet this requirement must speak with their Residence Life Coordinator. Regular cleaning inspections will occur, with a 24 hour prior notice. If the unit is found to be in poor condition, the Resident will have 24 hours to remedy the situation. Should the room fail reinspection, Residence Staff will be dispatched to clean the room and the Resident will be charged a minimum \$100 cleaning fee. Multiple failed inspections may affect residency.

Housekeeping staff regularly clean common areas such as lounges and hallways. However, it is the responsibility of all Residents to clean up after their personal use of common areas in Residence. If areas are left excessively messy or if there is vandalism, the individuals responsible will receive individual damage charges. Should Residence Staff be unable to determine the person(s) responsible, community damage billing will be used to recover the costs of the damage/cleaning. Residents are expected to take shared responsibility in encouraging those responsible for damages or messes to come forward.

## **SECTION 8: EXCESSIVE NOISE/QUIET HOURS**

Excessive or harassing noise has a significant impact on the Residence environment. Students must respect the rights of other students and maintain a reasonable level of noise. Humber Residence philosophy regarding noise: ONE PERSON'S RIGHT TO QUIET ALWAYS SUPERCEDES

ANOTHER'S RIGHT TO MAKE NOISE. Since the above definition can be vague under certain circumstances, defining a reasonable level of noise is ultimately at the discretion of the Residence Staff.

Courtesy hours are in effect 24 hours per day, 7 days a week. Quiet hours are in effect from Sunday through Thursday from 11:00p.m. to 9:00a.m. and Friday and Saturday evenings from 1:00a.m. to 9:00a.m. For floors where there are permanent "extended quiet hours" in place, quiet hours are in effect from Sunday through Thursday from 10:00p.m. to 9:00a.m. and Friday and Saturday from 12:00a.m. to 9:00a.m.

During the examination period, quiet hours are extended to a 21-hour period throughout the Residence. Relaxation hours take place between 5:00p.m. and 8:00p.m. each day.

To minimize the impact of noise on the Residence community, please note the following:

- Residents are only permitted to bring portable, bookshelf, or mini-sound systems into their rooms. Excessive noise from stereo systems, including subwoofers, guitar/instrument amplifiers, or computer speakers may result in Residence Staff requiring the Resident to remove the stereo system/computer speakers from Residence.
- Residence does not permit the playing of musical instruments on the floors. Practice rooms are available to students on campus to sign out (Lakeshore).
- Residents are also asked to turn off all noise making items such as televisions, computer speakers and alarm clocks when not in their room or away for the weekend/extended period of time. Residence Staff may enter a room to turn off the item causing the disturbance.
- During quiet hours, Residents are asked to utilize the lounges and private rooms for gatherings and activities to minimize disruptions in the community. In situations where gatherings are disruptive to community members, students may be asked to disperse.

## SECTION 9: NON-COOPERATION/NON-COMPLIANCE

All Residence Staff, including Resident Assistants, Public Safety, Front Desk Staff, and management, are employed to assist in the provision of a safe, secure, and comfortable living environment. Whether verbal or written requests are issued, compliance with the requests of Humber Staff is necessary. Failure to respond or follow the directive of a Humber employee, acting in the scope of their position, is a violation of the Residence Code of Conduct and the Code of Student Conduct. In situations where staff must speak to a student, room access may be denied until the meeting has taken place.

Failure to return calls, respond to meeting requests or to meet at a scheduled time regarding an investigation will result in the decision (sanction) being made with the available information.

## SECTION 10: GUEST POLICY

Residents have the privilege of signing guests into the Humber Residence. Residents are responsible for the behaviour of their guest at all times. If a guest violates a policy, the host will be held responsible as though the host violated that policy.

Residents are also responsible for any violations of the Residence Code of Conduct that take place in their respective residence room, whether or not they are present. Residents are encouraged to lock their residence room doors.

Residents must register all guests, including parents, siblings, guardians, and those visiting for a short period of time, at the Front Desk. Valid photo identification, excluding Health Cards and SIN numbers, must be presented when registering as a guest and for every visit thereafter. Note that original identification documents must be present; we cannot accept photos or photocopies as valid forms of ID.

1. A Resident may only sign in 2 registered guests at a time.
2. A Resident can host one (1) overnight guest in a night. A guest is considered overnight when they are in residence between 12:00a.m. (midnight) and 7:00a.m. for any length of time.
3. A Resident may sign in a guest for a maximum of three consecutive overnights, with no more than 9 overnight visits per month per resident.
4. A guest may not stay overnight more than 9 nights in a month. (i.e. Cannot be signed in by one Resident for 9 nights in a month and then be a guest of another Resident for 9 nights in the same month).
5. Minors (17 years of age and younger), are not the Age of Majority in Ontario, and thus are not permitted to stay as guests in residence during the overnight period of 12:00a.m. - 7:00a.m. Minors will be permitted to be signed in before the overnight period, but will be required to sign-out and vacate the premises prior to this period commencing.
6. Residents will be issued two "guest cards" that remain at the Front Desk. Each time a Registered Guest is signed in they will receive a card. Guests must carry this card with them at all times and show Residence Staff and/or Public Safety this card when requested. Residents must escort their guest out of the building and ensure the guest card has been returned to the Front Desk. Guest cards that are not returned will count toward the 9 night maximum.
7. Residents must accompany their guest(s) at all times and must not leave their guest in their room unaccompanied.
8. Residents must ensure that the guest(s) they are hosting follow the Residence Code of Conduct.
9. Residence Staff reserves the right to restrict the number of guests allowed to be signed in by a Resident during certain times of the year. Please take note of the following:

### Guest Policy Restrictions

- From 5:00p.m. on August 28, 2016 - 8:00a.m. on September 12, 2016 (ie. Residence and Academic Orientation and the first week of class), and on January 7-8, 2017, no guests may be signed in, with the exception of parents, friends and family members who may temporarily enter the Residence to help Residents with their move.
- Only one guest per resident will be permitted after 5p.m. on dates surrounding St. Patrick's Day and Halloween. Specific details will be posted in advance.
- HSF Gala - no guests are allowed to be signed in after 5p.m.
- Residence Staff will attempt to post notification about changes to the Guest Policy one week prior to the date of restriction. However, it may be necessary for Residence Staff to restrict guest registration without prior posted notice should there be extenuating circumstances or a concern for the safety and security of our residents.

### Should a Guest Card be lost or not returned:

- Residents will only be able to sign in a guest based on the number of cards (i.e. if one card remains only one guest can be signed in).
- Residents wishing to replace their lost guest card(s) must request a replacement card via the residence website.
- A replacement fee of \$10 will be applied to the first lost guest card. Should a resident have multiple cards that need replacing, a fee of \$25/subsequent card will be applied and guest privileges will be suspended for longer periods of time.

Residents wishing their guest to stay for an extended period of time can request permission in writing to the attention of the Residence Life Coordinator at least 48 hours in advance of the guest arriving. The Residence Life Coordinator will review the request for the extension and either approve or deny the request.

Residents who abuse or choose not to follow the Guest Policy may face sanctions. Sanctions will vary depending on the nature of the violation, including guest privileges being revoked.

Guests who violate the Residence code may be asked to leave Residence, in addition to being trespassed from residence property and if a student of Humber, referred to the Code of Student Conduct.

## SECTION 11: RESTRICTED AREAS/ENTRY

Residents are not permitted to enter/access unauthorized areas unless accompanied by a Residence Staff member. This includes areas not normally used by persons other than Staff including, but not limited to, restricted doorways/entrances, locked basement areas, roof tops, mechanical rooms, or any area marked "off limits to unauthorized personnel" or "staff only".

In addition, any littering, throwing, dropping or displacement of objects to or from roofs or windows is strictly prohibited.

For safety reasons, accessing these areas is strictly prohibited and may result in sanctions up to and including eviction.

Falsifying residence identification/key cards, using someone else's key card to gain access to the Residence or to a room other than your own, or using old residence ID to gain access is also prohibited and can be referred to the Code of Student Conduct.

## SECTION 12: FURNISHINGS

Removal or relocation of furniture, fixtures, chairs, dining hall china, exercise equipment, an appliance or other residence property is not permitted. Residents may not move Residence furniture in lounges/ banquet halls/studies into their private units. Sanctions will vary depending on the nature of the incident.

Residence Staff reserve the right to rearrange/relocate lounge furniture, microwaves, and other items based on the demands and needs of Residents.

Residents may bring in additional furnishings (book shelf, TV/computer stand, and desk chair) to their rooms or suites under the following guidelines:

- Furnishings that are provided in the room/suite may not be removed from a room/suite. Any furniture moved within the room/suite must be returned to original placement at the end of year or the Resident will be charged. Damages incurred will be charged.
- Furnishings must not block entrances/exits to a room and/or heating and air conditioning units/vents.
- Furnishings must be self-standing (do not require fastening to walls/ceiling) and have sturdy construction (not easily tipped over causing harm to an individual). Additional furnishings become the responsibility of the Resident and are used at your own risk.
- Furnishings must be free from odours and bugs/pests.
- Upholstered furniture such as couches, recliners, love seats, and futons are not permitted.
- Your suitemate must approve furnishings that are placed in the common areas of a suite.
- Unusual furnishings must be verified/approved by Residence Staff upon move-in to ensure that they are acceptable. Unacceptable pieces of furniture must be removed from Residence as directed. Shopping carts, street signs and other stolen items are not permitted in Residence.
- Additional furnishings must be removed from Residence upon move out. Failure to remove additional furnishings will result in disposal fees.

### Theft

Theft of property will not be tolerated; this includes taking furniture from lounges, failing to pay for an item from the cafeteria or being in possession of property that belongs to another individual. Residents who violate this policy can be subject to a sanction up to

and including eviction, and may be referred to the Code of Student Conduct or subject to criminal investigation.

## SECTION 13: OTHER VIOLATIONS & BUILDING POLICIES

**Advertising/Posters/Solicitations:** Only organizations or individuals who are affiliated with the Humber community will be allowed to advertise within the Residence. Advertisements, posters, banners or other means of soliciting must be approved by the Residence Life Coordinator (RLC)/Residence Manager (RM). All advertisements, posters, and banners not approved by the RLC/RM will be removed and/or persons involved may be asked to leave Residence.

All print material must include the organization's name/logo and contact information and be marked approved.

Posters and other advertising materials may only be placed on one of the designated bulletin boards available in each hallway in the Residences. Residents may not place anything on their doors and can only use the cork board located adjacent to their respective doors.

Residents are not permitted to post or paint anything on exterior windows.

Residents are not permitted to use any space or service in Residence for commercial purposes, unless for a special event which must be approved 14 days in advance by the Residence Life Coordinator. Commercial purposes are described as any profit-driven activities. This may include promoting goods or services and/or hosting events which are intended to promote/sell goods. If you notice solicitors, contact the Front Desk.

**Building Policies:** Residents shall not have pets, including fish, in Residence.

Masks are not permitted.

Participating in and/or running gaming-related events (when there is an exchange of money) is not permitted in Residence. This includes but is not limited to, poker nights, hockey pools, and raffles/draws/bingo.

**Delinquent Accounts:** Should a student's account become delinquent, the student will be prevented from further registration in academic courses and their transcripts and diploma will be withheld. The Residence Manager or their designate may take additional steps, including evicting students from the Residence and prohibiting them from signing in as a guest after eviction.

**Telecommunications:** Humber Residents must update the Residence Office if their cell number or email address change, in order to receive important Residence information. This is mandatory for all Residents. In addition, the running of cables/wires out of windows and use of satellite dishes is prohibited and will be removed at the expense of the student. Unauthorized access to cable is also prohibited.

## OTHER CAMPUS POLICIES

**Standards of Conduct** - see HSF handbook

**Code of Student Conduct** -

Humber College  
[www.humber.ca/knowthecode](http://www.humber.ca/knowthecode)

**Student Responsibilities & Rights** - University of Guelph-Humber  
<http://guelphhumber.ca/registrar/policies>

**Human Rights Policy** -

[http://hrs.humber.ca/downloads/Humber\\_Human\\_Rights\\_Policy.pdf](http://hrs.humber.ca/downloads/Humber_Human_Rights_Policy.pdf)

**Gender Diversity Policy** -

<http://www.humber.ca/policies/gender-diversity-policy>

**Sexual Assault & Sexual Violence Support** -

[www.humber.ca/student-life/sexual-assault](http://www.humber.ca/student-life/sexual-assault)

**Academic Regulations/Appeals:** <http://www.humber.ca/admissions/academic-regulations>

University of Guelph-Humber Students should contact their Admissions & Programs Advisor for the academic appeals process.

**HCnet Acceptable Use Policy**

<https://its.humber.ca/aboutus/aup/>

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## GUELPH-HUMBER SERVICES

**Career Services**

[www.guelphhumber.ca/career/](http://www.guelphhumber.ca/career/)

**Parking**

<http://guelphhumber.ca/parking>

**Registrarial Services**

<http://guelphhumber.ca/registrar>

**Workstudy**

[www.guelphhumber.ca/career/work-study-program](http://www.guelphhumber.ca/career/work-study-program)





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RESOURCE  
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