RESIDENCE STUDENT HANDBOOK 2018/2019

University of Windsor

Welcome Home to Residence!

This book belongs to: _____

www.uwindsor.ca/residence

WELCOME HOME

Welcome to our campus. We know this is a very exciting yet anxious time for you as you start your transition to University Life. Residence is more than just a place to live. Under our "roof" you will make connections and friendships that will last a life time and along the way, you will be offered activities/ programs which will help you become an independent adult, learn the value of community and be exposed to what the world has to offer. For those of you who have chosen to continue your life on campus or come to us in your 2nd, 3rd year or beyond, your experience will prepare you for life after graduation.

This student handbook contains residence procedures and community standards. We ask that you read it carefully as the information contained here forms part of the Residence and Meal Plan Agreement.

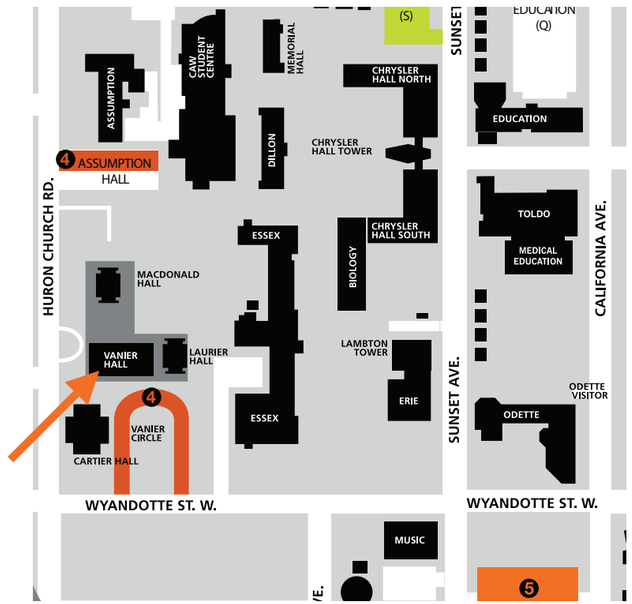
Looking forward to spending the year with you.

Diane Rawlings
Department Head - Residence Services
ext. 3280
rawlin1@uwindsor.ca

TABLE OF CONTENTS

Welcome to Residence....2
Residence Services....3
Our Responsibility....4
Residence Life....5
Residence Facilities....6
Living With a Roommate....7
Moving In & Out....8
Residence Procedures....9
Emergency Procedures....10
Fire Safety....11
UwinCARD Information....12
Meal Plan Information....13
Rights and Responsibilities....14
Residence Life Policies....15
Residence Community Standards....16
Violations And Sanctions....22

"Our mission is to provide a safe and comfortable living environment that promotes and supports resident engagement, growth and achievement."



THE RESIDENCE OFFICE

Location
Rm. 49 Vanier Hall
(519) 253-3000 ext. 3279
Fax: (519) 971-3631
resservices@uwindsor.ca
www.uwindsor.ca/residence

Hours of Operation

Monday - Friday	8:00am - 4:30pm
Saturday	Closed
Sunday	Closed

Your mailing address is:
(Your Name)
University of Windsor
Your building and room number
401 Sunset Ave
Windsor, ON N9B 3P4
CANADA

RESIDENCE SERVICES

STAFF DIRECTORY

RESIDENCE LIFE

Lynn Charron
Residence Life Team Lead
ext. 5067
lcharron@uwindsor.ca

Zoe Neale
Residence Life Coordinator
ext. 5610
zoe.neale@uwindsor.ca

Victoria Wert
Residence Life Coordinator
ext. 3415
victoria.wert@uwindsor.ca

RESIDENCE FACILITIES

James McGinlay
Residence Facilities Manager
ext. 3278
jamesmc@uwindsor.ca

Joanne Sabourin
Cartier & Laurier Hall FC
ext. 7052/7010
cartierfc@uwindsor.ca
laurierfc@uwindsor.ca

Katee Diemer
Alumni & Macdonald Hall FC
ext. 7008/5608
alumnifc@uwindsor.ca
macdonaldfc@uwindsor.ca

OFFICE STAFF

Gayle MacKenzie
Admissions Secretary
ext. 3416
gayle4@uwindsor.ca

Rosemarie Gignac
Residence Life Secretary
ext. 3411
rgignac@uwindsor.ca

Mena Lepera
Administration Secretary
ext. 3280
flepera@uwindsor.ca

OUR RESPONSIBILITY

WHO DOES WHAT?

Department Head - Residence Services
The Department Head is responsible for the overall operation of the University residence system including the Department's budget, staff, the assignment of residence students, residence life and the ongoing operation of the four residence buildings.

Residence Facilities Manager
The Residence Facilities Manager oversees the Facilities' Coordinators and is responsible for the day to day management of the four residence buildings. He is also involved in the planning and execution of building renovations.

Residence Life Team Lead
The Residence Life Team Lead is responsible for development and administration of the residence life program. She oversees the Residence Life Coordinators and the Residence Life Staff.

Residence Life Coordinators (RLC)
The Residence Life Coordinators are responsible for the day-to-day administration of residence life, creating an environment that promotes growth and achievement, addressing student concerns, training and overseeing the Residence Life Staff.

Facility Coordinators (FC)
The Facilities Coordinators are responsible for submitting and following up on work orders, mail delivery, replacement of keys and inventory control. The FCs serve as primary contact with students on facility related issues. The FC/Admissions is involved with admissions in the summer months.

Admissions Secretary
The Admissions Secretary is responsible for processing residence applications, room assignments and all other admission procedures.

Residence Life Secretary
The Residence Life Secretary assists with all aspects of the residence life program including staff selection, finances, staff support and program planning. She is also responsible for the departmental website.

Administration Secretary
The Administration Secretary coordinates marketing functions, is the main contact with service contractors and assists with the admissions function in the residence office.

RESIDENCE LIFE

Your stay in residence can be one of the most memorable & rewarding experiences of your life. Living in residence provides an opportunity to establish new and long lasting friendships with a diverse group of people. Experiences outside the classroom can enhance your classroom learning.

Going to University is a big step. It's understandable if you are a little nervous but we're here to help. We have live-in residence staff who are trained to help you make the transition to university. We hope that you enjoy your time with us and will take advantage of all the learning opportunities that living in residence will offer you!

RESIDENCE LIFE PROCEDURES

www.uwindsor.ca/residence/Student-Positions

Residence Safety
Resident Assistants are on duty each weeknight from 8pm-8am and 24 hours a day on the weekends. The emergency on-call phone number to reach the RA on duty is posted in the lobby of each building and in your room.

Desk staff are on duty every night starting at 9pm in the lobby of each building. Residents may be asked to show their ID/keys upon entering the building at any time.

Residence Security Cameras
All residence buildings are equipped with security cameras in common areas to protect the safety and security of all of our residents.

Please note that any footage captured on these security cameras can and may be used in a student conduct process or provided to Campus Community Police to assist when an investigation being conducted.

LEADERSHIP OPPORTUNITIES

Resident Assistant (RA)
Resident Assistants are student staff members who live in the residence halls. Maintaining an atmosphere with a desirable balance between academic and social activities is one of their main objectives. They are available to support students day or night.

Resident Assistant - Academic & Leadership (RA-A)
In addition to the RAs, there are RA Academics & Leaderhsip for students in residence. They focus on providing academic support and programs to assist with a student's transition to a new academic environment.

Residence & Food Services Advisory Board (R&FSAB)
The Residence & Food Services Advisory Board (R&FSAB) is the formal consultative body between the residence students and the administrative staff of both Residence and Food Services. The R&FSAB meets regularly and it is your chance to raise any issues affecting students in residences including residence rates, services, staffing, regulations and policies. The R&FSAB is composed of the Department Heads of Residence and Food Services, Residence Life Team Lead, the Executive Director of Campus Services, campus Food Service Managers and student volunteers. A representative of UWSA also serves on the board. Questions or suggestions regarding R&FSAB should be directed to your representative. Meetings are open and any interested student may attend as an observer even if they are not an elected representative.

Academic Peer Mentors
The Academic Peer Mentors provide academic support and host office hours on each of our Living Learning Communities.

Community Assistant (CA)
Community Assistants are student staff members who live in the Residence Halls. Their role is similar to the RAs and in their community. In addition, they organize residence- wide programs and initiatives.

RESIDENCE FACILITIES

Bicycle & Hockey Storage
Contact your FC to sign out a key to keep these items in storage for the academic year. Bicycles are not permitted to be stored in your room due to fire regulations.

Environmental Concerns
Residence Services, urge residents to do their share in helping to build and sustain a healthy environment.

Please help us:
1. Reduce the volume of solid wastes in residence.
2. Reduce consumption of water and electricity.
3. Enhance environmental awareness.

Remember to recycle and to conserve water whenever possible. Turn off lights, radios, computers, etc. when leaving a room and to keep your window closed so that the heat and air conditioning work more efficiently.

Maintenance Work Orders
Need something in your room/suite/unit repaired? Simply fill out a work order online and your building Facility Coordinator will follow up!

www.uwindsor.ca/residence/contact-us

Lost and Found
Any articles found in residence or the surrounding areas should be returned to the front desk of the building or to an RA. Anyone losing items may inquire at the front desk of each residence hall or through Campus Community Police.
Note: There are no lost and found items kept in the Residence Services Office in Vanier Hall.

Laundry
Energy efficient front loading laundry machines are located in the basement or 1st floor of every residence. Every time you do a wash/dry, the machine deducts the amount from your UwinCARD. If you run out of money on your UwinCARD, you can visit the UwinCARD Office in the basement of the CAW Centre using cash or debit.

There is also an Automatic Deposit Machine located in either the Leddy Library or the main floor of the CAW Student Centre if you want to add funds to your UwinCARD using cash or coin You can also use the following link: www.my.uwindsor.ca/portal/page/portal/myUwindsor/Guest to be directed to your student portal to add funds using a credit card. These funds are added to your UwinCARD. The fees for laundry are $1.50/wash and $1.25/dry

Clothing Donation Bins
There are large donations bins in the laundry room in each residence building to collect clothing donations. All donations are in support of St. Vincent De Paul who maintain and collect any donations in the bins. Food and/or clothing drives for other charities may also take place in the lobbies throughout the year.

Mail & Packages
Mail is delivered and can be picked up from your mailbox located centrally in each building. If you receive a parcel, you will be notified via email when and where to pick up. Stamped outgoing mail can be dropped off in the mailboxes of each building lobby and will be sent out daily.
NOTE: Alcohol deliveries will not be accepted.
To discuss Medical cannabis delivery contact ResLife Team Lead.

Your mailing address is:
(Your Name)
University of Windsor
Your building and room number
401 Sunset Ave
Windsor, ON N9B 3P4
CANADA

Extension Number:
(519) 253-3000 enter 4-digit extension which was provided to you in your room assignment letter.

Each resident has their own extension number. It is up to the student to bring their own analog phone to plug into the wall. Your extension number comes equipped with voicemail. Please be sure to activate and personalize your voicemail message and check your messages or you might miss critical information.

LIVING WITH A ROOMMATE

I HAVEN'T SHARED A ROOM BEFORE!

Sharing a room with someone is similar to other relationships. To be successful it requires open lines of communication, flexibility and mutual respect. Learning to live with another person, to acknowledge and respect each other's differences and to allow one another the space to grow are some of the most valuable parts of the residence experience.
It is not our expectation that roommates become best friends, however, it is important that students take this opportunity to learn new things and develop.

Roommates should be open to new ideas and experiences in order for this relationship to succeed! Living in residence can be a very positive experience and be lots of fun! It is important to embrace differences and be open to new ideas.

Experience has shown that discussing the following issues can help roommates prevent misunderstandings:
- Use of personal items
- Study time in the room
- Different sleep schedules
- Visitors and guests
- Cleanliness/tidiness of room
- Use of stereo/TV/computer
- Time for socializing
- Space for clothes/luggage
- Food in the room/fridge space
- Lifestyle

Important
It is highly advisable that you have a discussion with your roommate/unit mate/suite mate within 24 hours of moving in to establish the "house rules" around cleaning (which tends to be the #1 cause for problems). Ask your RA for guidance if you are having difficulty initiating this important conversation.

Roommate Conflicts
Roommate conflicts may occur within residence when two people live together in a double room. Should a roommate conflict occur, students are required to follow the process below:
- Speak directly to your roommate about your concerns.
- If the issue continues, approach your Residence Assistant (RA) who will sit down with both parties to do a mediation. This may take more than one meeting to find a resolution.
- In the event that mediation does not work, ask your Resident Assistant to speak to your Residence Life Coordinator about finding an alternative solution.
- If a move takes place it may be the student who voiced the complaint who will be the student moving.

Note: Students are assigned to the same room with the same roommate for the duration of their 8 month contract.

Roommate Mediation
Roommate mediation is an assisted dispute resolution process in which you and you roommate discuss your concerns in a controlled and respectful manner in the presence of the RA. For some individuals, communicating their feelings and their needs is somewhat of an uncomfortable process-especially in a dispute situation. With the help of a trained RLS member, residents can articulate their thoughts in a safe and neutral environment.

This process involves each roommate focusing on established expectations and the specific steps necessary to carry out the agreed upon solution so that you and your roommate continue to be supported as the solution is implemented in your daily interactions.

If your parents call about your roommate concern, we are unable to share information about your situation due to FIPPA Government Privacy Legislation.

Requests for a Room Change
Residence Services will only make room changes in extreme circumstances and based on the availability of alternate accommodations. Requests must be made to the student's Resident Assistant first, and/or Residence Life Coordinator of their building. Room change requests will be subject to a $100 processing fee in addition to card re-programming fees and associated housekeeping charges. Students who move without consent will be subject to a fine in addition to any disciplinary measures imposed by the RLC.

Moving to a Single Room
There are a limited number of single rooms available across the residence system. In most cases, these rooms are fully occupied so if students are interested in a single room, they can request their name be placed on a waiting list in the Residence Office. However, there is NO guarantee that single rooms will become available during the year. Assignments will depend on various circumstances and are at the sole discretion of the Residence Office.

MOVING IN & OUT

Fall/Winter Breaks and Extensions

1. Students are required to leave residence no later than 24 hours after their last exam at the end of the fall term (December) and winter term (April). If an extension is required, a Request for Extension form must be submitted on-line by the deadline date. Specific information regarding due dates and fees will be sent via email. Requests received after the deadline dates will be subject to a administrative fee. Request for extension forms are found online at: www.uwindsor.ca/residence. Although there are no additional fees to stay during December holiday break, the extension form has to be submitted and received on time and then approved. Otherwise, late fees may apply.
2. Students who remain in residence for dates not covered in the residence contract will be subject to extension fees of $50/night (unless other arrangements are made), except during the December holiday break.
3. Students who are still in residence without an APPROVED extension and after they have completed their exams will be subject to a $125 violation charge each time they are found in residence and will be required to vacate the premises immediately. Access to the building during the December holiday break will only be allowed for those students who have been granted permission.
4. Students whose academic programs require them to arrive in residence prior to the contract start date in September and/or stay past last Residence contract date in April will be required to pay extension fees at a discounted rate determined by Residence Services. Please refer to the Residence and Meal Plan Agreement for contract dates.

What can I leave in my room during vacations?

During exam holiday breaks, you may leave personal property in your room unless the University indicates in advance a need to have the room vacated. However, the University recommends that you take valuable items with you when you leave.

If you are going to be away from residence for a short period, please let your roommate and RA know (for fire and safety reasons) and be sure to lock your room when you leave.

Residence Withdrawals

The residence contract is in effect for the term(s) of the Residence License and Meal Plan Agreement (Meal Plan not mandatory for Inter/Summer). See Residence License and Meal Plan Agreement for specific contract dates.

Residents who wish to withdraw from Residence are subject to the terms and conditions as outlined in the Residence and Meal Plan Agreement.

A Resident may seek a release from the Residence contract only in the circumstance where the Resident finds a suitable replacement who is acceptable to Residence Services and who is not already living in, or made application to, Residence Services or if the Resident is not a registered student at the University of Windsor. Both the Resident and the replacement must go to the Residence Office to process the request. A release may be granted at the sole discretion of Residence Services. The Resident will be subject to a processing fee and compulsary fees will be prorated based on date of checkout.

Students must complete a withdrawal form available at www.uwindsor.ca/residence. A proper check-out must be completed with their Resident Assistant in order to avoid further charges.

There is a processing fee that will be charged to your account. You must notify Residence Services of your intention to withdraw or you forgo any refund.

Vacancy/Consolidation Policy

Residence Services reserves the right to move you to fill vacancies that may occur throughout the academic year. If a vacancy occurs in your double room or suite you must:

- Keep the unoccupied portion of the room in such condition that would enable a new roommate to move into the room on short notice
- Display a welcoming attitude of respect, cooperation and acceptance toward any new resident who is assigned to that space

Only when there is space available and when there is not a demand for housing by other students will you be given the opportunity to retain the room privately for the remainder of the academic year at a premium fee. The consolidation fee will be calculated on a pro-rated basis until the end of the term. You may be moved to an alternate residence room should you choose to not pay the premium.

Check Out/Moving Out

Specific information regarding check outs will be sent individually to students near the end of the Residence contract period. Students checking out of residence must complete a proper check out with a Resident Assistant or an employee of Residence Services. The blue inventory card must be completed, with your RA (front and back). The keys must be returned at the time of departure. Failure to return the keys will result in replacement costs charged to the resident's account. Students who fail to complete the check-out process with an RA or a staff member from Residence Services will be subject to a administrative fee and will automatically be charged for any damages found in their room by the Facilities Coordinator and/or Resident Assistant.

Should a student choose to check out of residence through an EXPRESS CHECK OUT, you are waiving the right to appeal any damage charges processed after room inspections are done.

RESIDENCE PROCEDURES

Your Privacy

To protect your privacy, we are unable to release any information on your whereabouts if we receive inquiries by phone or in person. We are unable to provide your extension number, room number or verify whether or not you live in the building. If someone does contact us (ie. family member), we will notify your RA to inform you to contact the person yourself.

FIPPA

Freedom of Information & Protection of Privacy Act
The Freedom of Information and Protection of Privacy Act (the "Act") is provincial legislation that applies to all Ontario Universities effective June 10, 2006.
The purposes of this Act are twofold:

- To provide the public the right to access to institutional records; and
- To protect the privacy of individuals with respect to personal information about themselves held by institution and to provide individuals with a right to access to that information

Parental Inquiries

Residence Services will not release any information to any third party (ie. parents or guardians) without written consent of the student except where authorized by law.

Emergency Contacts

Residence Services reserves the right to contact a student's designated "emergency contact" in the event of an emergency situation where the health and safety of the student are at risk.

Room Inspections

For purposes of safety, security and maintenance all rooms are checked once/semester and students will be given 24 hours advanced notice. These inspections do not involve intrusion into personal belongings. Any visible violations will be noted and you will receive follow up from your Residence Life Coordinator. Some items may be immediately removed if they pose a threat to the residence community.

Insurance

Personal property is NOT covered by University insurance against loss, theft or damage. Students are urged to obtain personal insurance coverage. As a precaution, all valuables should be secured and rooms locked when not occupied. All thefts must be reported to a Resident Assistant and Campus Community Police.

EMERGENCY PROCEDURES

Safety and Security
Residence students must share responsibility for their personal safety and security. Please follow the suggestions noted below to protect yourself, your belongings and your fellow residents.

1. Keep room/unit door, windows and patio door locked at all times.
2. Do not lend keys/swipe cards out or leave them where they may be taken. If keys/swipe cards are lost, report the loss immediately to your Facilities Coordinator.
3. Do not leave valuables in a visible location.
4. Identify/label all personal belongings.
5. Do not open doors to, or sign people into the residence that are not personally known to you.
6. Report any suspicious person or behaviour to a Resident Assistant or Campus Community Police immediately. Lock your door and phone for assistance.
7. Do not carry large amounts of cash or share P.I.N. numbers.
8. Do not prop doors open.
9. Walk with a friend at night and use well traveled and well lit routes. Take advantage of the Walk Safe program.
10. Please remember that smoking and open flames (i.e. candles, incense etc.) are not permitted in residence.
11. Do not leave messages saying no one is at home.
12. Secure all windows.
13. Report all damaged locks, lights and other safety hazards immediately.
14. Secure laptops to desks by using a lock. (If anchor bolt is attached to desk.)
15. Buy a high quality bicycle lock and laptop lock. We also recommend that you rent a personal safe, which may be installed in your residence room. Please visit the residence website for more information.
16. Keep a record (hard copy) of the make/model and serial number of any valuable equipment (computer, stereo, etc.) in case of theft.

Weather Emergency Procedures
In the event of a severe weather emergency Residence Services staff will make every effort to inform the residents and instruct them of the safety procedures.

1. Stay away from all windows, doors and outside walls. Be sure to protect your head.
2. Move yourself to an interior hallway on the lowest floor possible or take shelter under a desk or heavy table.
3. Avoid upper floors, large glasses areas, windows, outside walls, parking areas, gymnasiums and auditoriums.
4. Remain inside until the warning has passed and follow any further instructions from residence life staff.

IF INSTRUCTED, follow Emergency Evacuation Procedures as listed under Fire Evacuation Procedures.

State of Emergency
A state of emergency or other unforeseen developments (eg. severe weather conditions, fire, floor, labour disruption, outbreak of illness etc.) may make normal residence operations difficult or impossible to sustain. Utilities may not be available and food services may be limited. Residence Services reserves the right to require you to vacate your room if any such situation occurs. Should this happen, all residences (or sections thereof) will remain closed until further notice. No access is permitted when residences are closed. In the event accommodations assigned to the student are destroyed or otherwise made unavailable, the University will make every effort to provide temporary accommodations for the student.

Emergency Poles Located on Campus

FIRE SAFETY

Fire Safety
The residences are governed by the laws and regulations of the provincial government and are enforced by the Office of the Fire Marshal. Any action taken by you that is contrary to these laws and regulations will result in criminal charges. In addition, Residence Services will apply any applicable sanctions.

Each residence room has been fitted with an instructional floor plan and sticker on the back of the bedroom door indicating the closest fire route exit. Please review the evacuation route detailed for your room.

Fire Prevention:
It is your duty to report any unsafe situations, such as a blocked fire exit to the proper staff member. In addition please note the following:

- Smoking in all residences is prohibited
- Cooking is not allowed in bedrooms
- Eliminate unsafe electrical appliances, frayed extension cords, "octopus" plugs, and other hazardous conditions. We recommend CSA approved power bars with surge protectors and built in circuit breakers
- For your safety, natural Christmas trees or other natural decorations (ie: straw, corn husks) are not allowed in any part of our residence facilities
- Do not overload wiring by using high voltage appliances, turning on too may electrical devices at one time, or using multiple outlet plugs or extension cords
- Familiarize yourself with your residence, including exit locations, what to do in the event of a fire emergency, the fire alarm system and evacuation procedures
- If you have any questions regarding fire safety in your residence please contact a member of the Residence Life Staff
- If you remain in the building during a fire alarm, you endanger not only your life, but also the lives of the firefighters and fellow residents who may have to rescue you. As such, everyone is expected to co-operate by evacuating the building IMMEDIATELY upon hearing the alarm, or face disciplinary sanctions.

Fire Evacuation Procedures
All residents must vacate their rooms if it is safe to do so and leave the building immediately when the fire alarm sounds. Have appropriate shoes and clothing readily available for varying periods of time outdoors. The evacuation procedure is as follows:

On Discovering Fire: Activate/Sound the alarm

On Hearing the Alarm: Evacuate the building.

1. If possible, put on appropriate clothing and footwear for the weather.
2. Close and lock room door, if in common area, do not return to room prior to evacuation.
3. In an orderly manner, make way to the closest exit or stairwell and proceed to the outside area as quickly as possible, without running.
4. The elevator is NOT to be used during the evacuation.
5. If a particular evacuation exit is blocked use an alternate exit.
6. Upon evacuation, move away from the building. Do NOT block entrances.
7. The Resident Assistant on each floor will make a final check of all resident rooms by knocking on the doors.
8. Remain outside the building until the Fire Department, Campus Community Police or Residence Staff indicate that you can return.

Students who fail to evacuate the building when the fire alarm sounds will be subject to a fine and/or educational sanction in accordance to our Community Standards. All residents must have evacuated before the Fire Department arrives. If found in your room by the Fire Department, students may be subjected to a fine administered by the Fire Department.

Evacuation for Residents with Disabilities
Residents should inform their Residence Life Coordinator of any disability, whether temporary or permanent. The Residence Life Coordinator will work with the resident to develop a safe evacuation plan which should be followed in the case of an alarm.

If you cannot leave your room/suite due to a disability or any other reason:

- Keep door closed and unlocked
- Call 911 and let them know where you are
- Signal to people outside through your window
- Seal cracks in door with wet towel or sheets
- Stay low to the floor
- Await instructions

NOTE: During a fire alarm (real or drill) your room may be entered by Residence Life Staff, Campus Community Police or the Fire Department or other emergency personnel without knocking.

Fire Safety is everyone's responsibility and both communication and co-operation are critical to its success!

RIGHTS AND RESPONSIBILITIES

A residence hall is made up of people, living, and learning in a community where each person possesses certain rights and responsibilities.

As a residence student, it is expected that community standards will be followed at all times and that students take responsibility for their behaviours. The rights and responsibilities established here help maintain the community standards that are based on mutual respect and understanding.

Resident Rights and Responsibilities Include:

• You have the RIGHT to sleep and study free from undue interference, such as unreasonable noise and other distractions in one's room

• You have the RESPONSIBILITY to treat other residents with respect and consideration

• You have the RIGHT to host guests

• You have the RESPONSIBILITY not to engage in activities that could interfere with personal and community safety (e.g refrain from misusing safety equipment, losing keys, damaging property)

• You have the RIGHT to a safe and secure living space

• You have the RESPONSIBILITY to ensure your guests adhere to residence polices and respect the rights of your roommate and other residents.

• You have the RIGHT to a fair residence conduct process

• You have the RESPONSIBILITY to be responsive and cooperative in all dealing with the Residence Life Staff and University staff members, and to respond to their requests in a timely manner

• You have the RIGHT to privacy

• You have the RESPONSIBILTY not to infringe on the property of others

• You have the RIGHT to live in a clean environment

• You have the RESPONSIBILITY to clean up after yourself and shared communal living responsibilities

• You have the RIGHT to a voice within your community and to speak confidentially with Residence Life Staff (within the guidelines outlined in their training)

• You have the RESPONSIBILITY to read and understand all polices including the University of Windsor Code of Conduct and the standards outline on the website.

• You have the RIGHT to be free from, fear of intimidation, physical and or emotional harm

• You have the RESPONSIBILITY to contribute positively to the community through participation in programs and events

RESIDENCE LIFE POLICIES

Administration Policy

1. As per the procedures for checking out of residence outlined in this handbook, residents who are found in residence more than 24 hours after they have completed their last exam (without an approved extension) will be subject to a $125 per day violation charge, the appropriate extension fees and applicable Facilities Services charges. Residents in violation of this policy are required to vacate the premises immediately.
2. Failure to complete the check-out process with an RA or staff member from Residence Services will result in a $100 improper check out fee and any additional damage charges found by Residence Services (unless prior arrangements for an express check out have been made).
3. Residents who are found living in a room which is not the room they were assigned to by Residence Services will be required to move back to their assigned room and will be charged a $100 fine. Additional housekeeping charges may also apply.
4. Residents who are not registered for courses and are found to be living in residence will be required to leave residence.

Room Entry Policy

Residence Services and/or authorized personnel reserve the right to enter a student's room under the following conditions:

1. Inspect, repair or service the premises on a regular basis
2. Provide health and safety checks
3. Conduct fire inspection checks
4. When a student vacates a room for a break period
5. Complete room checks, a minimum of 24 hours notice will be provided
6. In an emergency or life threatening situation
7. When it is reasonable to believe that university/residence regulations and/or laws are being violated
8. Turn off radios, televisions and alarm clocks etc. left at disruptive volumes when the student(s) is not present
9. Conduct semester end wrap up duties

Members of the Residence Life Staff will follow the steps detailed below when entering a room:

1. Knock on the resident's door 3 times, each time announcing themselves as "Residence Life Staff"
2. If no response, Residence Life Staff will key into the room announcing themselves "Residence Life Staff keying in"

NOTE:

- If a member of the Residence Life Staff is accompanied by emergency personnel, the room entry policy is not applicable.
- Room checks are completed once a semester to ensure student safety and to facilitate regular maintenance. If a student is not at home for their scheduled room check, staff will enter the room following the room entry protocol to complete the room check. If a student has submitted a work order, they are giving implied consent that their room will be entered to perform repairs, even if they are not at home.

Building Damage Policy

Damage located in a common area of a building will be investigated by the Residence Life Coordinator (RLC) and/or the Facilities Coordinator (FC). If the RLC and/or FC can determine the person(s) responsible for the damage then the RLC will move forward with sanctioning. If the person(s) responsible cannot be identified the cost of the damage will be equally charged to all members of that community (i.e. building, floor).

Damage that exceeds $1000 will be further investigated by the Facilities Manager and may result in a referral to the University Non-Academic Misconduct Policy.

RESIDENCE COMMUNITY STANDARDS

OUR STANDARDS

Introduction
Residence Services is committed to providing a transitional environment where all members are able to live, study and work free from harassment and discrimination. We strive to provide you with an inclusive and respectful community.

The Residence Community Standards exist to protect the safety and security of residents, guests and staff and to clearly outline the standards of expected behaviour. These standards are applicable to all residents, on all residence property (which includes, but is not limited, to the Residence buildings and surrounding grounds), and during all residence related events, even if these events do not take place on Residence property. The Residence Community Standards are based on the principles of acceptance, understanding and education. and were created to complement municipal, provincial and federal legislation, and other institutional policies. The Standards are reviewed and adjusted annually by a group of student volunteers and Residence Life Staff through the Policy Review Committee.

Residents are expected to use reasonable foresight to choose actions that do not place the safety or well-being of themselves or others at risk. The Residence Community Standards and Residence and Meal Plan Agreement are an important part of your contractual agreement with the University of Windsor and when completing the residence application you agreed to abide by its terms and conditions. Any behaviour not consistent with the Residence License and Meal Plan Agreement and/or the Residence Student Handbook or deemed unsafe or of concern by Residence Services personnel will be processed through the residence student conduct process and/or forwarded through the University Non-Academic Misconduct Policy. Students living in campus residence buildings are not covered by the Residential Tenancies Act.

Residence Life Staff investigate behaviour that is not consistent with the Residence Procedures and the Residence Community Standards. Staff may use a variety of sources of information in the investigaqtion (eg. Meal Plan or Lock/key logs, guest records, online sources, surveillance tapes, etc.). Staff will review findings, the incident report(s), interview witnesses (if required) and typically meet with the student(s) in question to get a better understanding of the situation. Depending on the outcome of the investigation, the resident may face sanctions, referral to the Residence Student Conduct Board and/or referral through the University Non-Academic Misconduct Policy.

The objective of the residence student conduct system is to sanction unacceptable behaviour, and in doing so, to further the development of students inside and outside the classroom. Students will be held accountable for their behaviour and take responsibility for their actions. When it is necessary to sanction a resident we strive to provide educational components to these sanctions whenever possible (i.e. attending seminars, reflection papers) in order to reflect our commitment to the educational experience residence provides. A portion of revenues generated from fines and processing fees are used to enhance residence/student life in the buildings and a portion of all Smoking Policy & Alcohol and Drug Policy fines will be donated to campus initiatives dedicated to addressing these issues.

OFFENCES AND SANCTIONS - THE LEVEL SYSTEM

An offence is any unacceptable conduct, actions, or neglect that violates the Residence Community Standards, Residence Agreement or any Residence Policies. Offences are described and classified on three levels of increasing severity. Sanctions are the consequences for offences, which are detailed later in the Residence Community Standards. At each level of offence and/or repeated offences the severity of the sanctions will increase. For any incident being investigated, a resident's residence history may be presented for consideration during sanctioning.

Level One Offence
Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in residence or surrounding area and/or failure to cooperate with Residence administrative polices.

Level Two Offence
Actions that create a significant nuisance and/or disturbance to an individual or community and/or repeated level one offences.

Level Three Offence
Actions that endanger the safety and security of an individual; significantly compromise or damage personal, residence or University of Windsor property; attack the dignity/integrity of an individual ; contravene the laws of the land; and/or repeated level two offences.The primary purpose of the residence student conduct process is to:

- Educate students with regard to their actions and responsibilities.
- Protect the residence community from conduct violations.
- Maintain an environment that supports learning for all residents.
- Provide students with a learning opportunity that relates consequences to individual choices.

Consistent with that purpose, efforts are made to foster the personal and social development of those students who are held accountable for violations of the Residence Community Standards. This process is designed to:

- Promote self discipline
- Increase the capacity of residents to respect the rights of others
- Give students the opportunity to reflect on choices and identify alternative outcomes for subsequent situations

COMMUNITY STANDARDS CONT.

Residence Student Conduct Process
Residents who violate the Residence Community Standards will be held accountable for their actions through the Residence Student Conduct Process. This is an administrative process and decisions are based upon investigation, interviews and evidence presented.

All correspondence will be done via email to your UWindsor email so ensure to check it regularly. Not checking your email will not be accepted as an excuse for missing a meeting/ hearing and will not be accepted as a reason for an appeal of a decision.

University officials are legally bound to report evidence of unlawful acts. If illegal items or activity is evident, Campus Community Police will be notified immediately.

In the case of an exceptional circumstance (documented proof required), exceptions may be made to the timeline and/or process involved in the Residence Student Conduct process.

Standard of Proof
The Residence Student Conduct system is an administrative process and decisions are based on the preponderance of the evidence (i.e. the balance of probabilities). The standard of proof has been met if at the conclusion of an investigation, based on all credible information, the decision-maker believes that the incident reported probably occurred or that it more likely occurred than not. The Residence Student Conduct Process is an internal disciplinary process in Residence and it is not intended to mirror the criminal justice system.

ROLE AND RESPONSIBILITIES OF RESIDENCE STAFF IN THE STUDENT CONDUCT PROCESS

Resident Assistant (RA)
The RAs are responsible for documenting behaviours, actions or negligence that may be offences against the Residence Community Standards. RAs may be asked to participate in an investigation or Student Conduct Board hearing.

Residence Life Coordinator (RLC)
The RLC is responsible for facilitating and enforcing all discipline within the residence buildings. As a result, it is within his/her jurisdiction to process and follow up on any and all infractions of the Residence Community Standards. When a violation of the Residence Community Standards occurs, disciplinary sanctions are imposed. Depending on the level of the offence the resident may receive any or a combination of the following:

- Meeting with their RLC
- Decision letter from the RLC listing any sanctions
- Notification of Student Conduct Board Hearing

Residence Student Conduct Board Coordinator (SCBC)
The SCBC is a senior student who is responsible for facilitating the Student Conduct Board process including; scheduling hearings, notifying students and chairing the hearings. The SCBC may vote on a decision the Student Conduct Board is making in the case of a tie. The SCBC will communicate with residents regarding the decisions/outcomes of the Student Conduct Board.

Residence Student Conduct Board
The Residence Student Conduct Board is a group of residence students who hear most Level 1 and 2 Residence Community Standard violations. The Student Conduct Board is facilitated by the SCBC. The Residence Student Conduct Board has original and appellate (panels act in the capacity of original and appeal Boards hearing cases) jurisdiction. There are two boards which permit for this dual jurisdiction.

Residence Administrative Panel
The Residence Administrative Panel is a body associated with, but independent of, the Residence Student Conduct Board. It hears cases under special circumstances, as well as, appeals of a sensitive or time sensitive nature. Panel may be comprised of:

- Residence Life Team Leader (or departmental designate)
- Student Leader (UWSA, RLS, SCB)
- Community Campus Police Officer
- Student Affairs professional

ELEMENTS OF STUDENT CONDUCT PROCESS

Community Resolution
A Community Resolution is a conversation between a student and a Resident Assistant about breaking a community standard.

There are 3 guidelines to consider when deciding whether to complete a Community Resolution:

- The intent of the incident
- Does the student show genuine remorse
- What is the impact on the community

This conversation is to inform the student that they violated a residence community standard and to put the onus on the student to come up with a solution on how they are going to rectify the situation. The RA will then document the conversation in a Community Resolution and an email will be sent to the student discussing their communication and agreement. The hope is that by providing residents with a learning opportunity, this will discourage further violations of the Community Standards.

COMMUNITY STANDARDS CONT.

Elements of Student Conduct Process cont.

Level One and Level Two Infractions of the Residence Community Standards
The Student Conduct Board hears most Level One and Level Two offences committed in/around Residence that are not resolved through Community Resolution. The student will be invited to attend a meeting of the Student Conduct Board and the Board will determine whether the student is responsible for the infraction they are hearing based on input from the student, the Residence Life Staff and documentation submitted. The Board will then determine an appropriate sanction. If the student feels they want to appeal the sanction then the "alternate" Board will hear the appeal.

Level Three infractions of the Residence Community Standards
The Residence Life Coordinators (RLC's) for each residence will determine sanctions for these infractions and will typically meet with the students (s) involved while investigating each case. They will communicate directly with the student (s) involved notifying the parties of the sanction/outcome.

Appeals Board (Level 3)
The Appeals Board will oversee a hearing on a Level Three infraction where a student meets the criteria for an appeal as per the Appeal Process (criteria being procedural unfairness, new evidence, or bias). The panel will hear the case and determine if the sanction should be overturned or adjusted. This may end up with a lesser sanction, no sanction or the sanction staying the same.

Panel may be comprised of:
Chair - Residence Life Team Lead
Student Affairs Professional
Student Leader
Student at Large

Residence Student Conduct Hearing
A student conduct hearing is a part of our internal Residence administrative process where the details of the alleged infraction of the Residence Understandings is reviewed by either the Residence Student Conduct Board, the Residence Life Coordinators or by an Administrative Panel. Most Level 1 and 2 Offences are heard by the Residence Student Conduct Board, except when one or more of the following conditions are present, in which case the hearing is conducted by the Residence Life Coordinators or an Administrative Panel:

- The Residence Student Conduct Board is not in session
- The situation is of a serious nature requiring that it be handled in a fashion in which time is of the essence (e.g. physical assault, attempted physical harm, harassment, any such incident where the parties involved share common living space)
- The situation is of a sensitive nature and it is in the best interest of the student(s) involved to have it handled discreetly and confidentially (e.g. sexual assault or attempted sexual assault)
- The situation may be resolved through alternate methods of resolution such as mediation
- The Residence Student Conduct Board schedule is already full for the 2 weeks following the infraction
- Residence Services determines the need for the case to be reviewed by an Administrative Panel

Notice
Residents will be given 3 business days notice prior to a Residence Student Conduct Panel hearing via email using their University of Windsor email address. An information gathering meeting with a Residence Life Coordinators or an Administrative Panel hearing may be held with only 24 hours notice. Students alleged to have committed a Level Three Offence may be relocated in the interim between the alleged infraction and the Residence Student Conduct Hearing or Administrative Panel.

Before The Hearing
If another infraction is documented before the resident appears before the Board or Panel, the subsequent infraction will be investigated in addition to the original infraction but this may not be identified to the resident in writing prior to the Hearing depending on the time frame of the infraction.

Witnesses
Residents may bring any related witnesses to the hearing provided that 24 hours notice is given to the Student Conduct Board Coordinator (SCBC) via email. The number of witnesses may be limited by the SCBC in the interest to expedite the process. The Residence Student Conduct Board and/or the Administrative Panel has the right to limit the number of witnesses heard in any hearing. Members of the Residence Life Staff may only attend a meeting at the request of the Residence Life Coordinators unless they are required to attend by way of an invitation from the SCBC.

Witnesses can provide their testimony in formal written format which will be read aloud at the hearing no later than 24 hours prior to the hearing date/time if they are not comfortable being present in the meeting.

Closed Hearings
All hearings are private matters and only those persons directly related to the incident at hand will be permitted to attend. Residents, being investigated, will be permitted to attend the entire hearing process provided they respect the process and adhere to the SCBC's agenda.

Representation
Legal Counsel is not permitted at Residence Student Conduct Hearings.

COMMUNITY STANDARDS CONT.

Disclosure
Incident Reports may be obtained from the Residence Life Coordinators upon written request. Responses are typically provided within 48 hours, otherwise, a copy of the Incident Report will be provided to the resident at the time of conduct hearing.

Confidentiality
As a student living in residence is considered to be an adult, Residence Services will not discuss or release any information on the student to parents or guardians without written permission from the student.

Outcome
Decisions of the Hearing will be delivered via email to the resident from the SCBC, Residence Life Coordinator or the Residence Life Team Lead.

Any resident investigated by the Student Conduct Board may have their residence history presented for consideration during sanctioning. Any prior infractions may be presented to the Student Conduct Board or requested by said Board. Sanctions are cumulative and progressive as offences occur and may progress throughout the academic year (contract period).

Residence Student Conduct Process - Sanctions

LEVEL ONE SANCTIONS
Warning - a verbal or written citation of behaviour will constitute more serious sanctions in the future
Educational Sanction - resident is required to complete a given educational task or attend a related seminar or course. The seminar or course could be at the expense of the student
Referral - resident will be directed to an alternate office such as Counselling Services, or Campus Community Police, for further services
Apology - delivery of an appropriate letter of apology to the complainant and or the community
Loss of Privileges - specific privileges will be suspended or revoked for a given time period
Communication Ban - limits the privilege of a resident to communication freely with another resident
Restitution - Payment of an amount prescribed to provide restitution for any repairs or damages incurred as a result of student behaviour

COMMUNITY STANDARDS CONT.

Residence Student Conduct Process - Sanctions cont.

LEVEL TWO SANCTIONS
All Level One Sanctions
Probation - a trial period in which the resident is given time to correct or improve their behaviour
Relocation - Student may be required to move to a different room or building
Suspension of Contract - Suspension from residence for designated period of time
Denial of Re-Admission to Residence - lose the right to reside in a University of Windsor Residence in the future
Behavioural Contracts - an agreement with consequences attached. The Resident agrees to act appropriately according to the Behavioural Contract
Fine - A sum of money exacted as a penalty
Behavioural Bond - An agreement with financial consequences attached. The resident will agree to act appropriately according to the behaviour bond contract

LEVEL THREE SANCTIONS
All Level One and Level Two Sanctions
Banned or Trespassed from Residence - A Student or Resident may be formally banned from entering into one or more residence buildings or Residence property
Eviction From Residence - Termination of the residence contract leading to a student being evicted from residence. Evicted residents may also be banned from entering or being within 50 feet (15 metres) of any/all residence buildings

Evictable Offences
Residence Services strives to provide a safe, comfortable and secure living environment for its residents. As such, it is within the scope of authority of the Department of Residence Services to identify and act on behaviour and/or situations which compromise the integrity of our mandate. In most cases, when a student is evicted from residence, students will be trespassed from the residence halls by Campus Community Police. A student may be evicted from residence for any of the following infractions:

1. Failure to comply with the Fire Safety Policy
2. Failure to comply with the Drugs/Narcotics/Criminal Acts Policy
3. Failure to comply with the Harassment Policy
4. Multiple and/or significant infractions of the Residence Community Standards
5. Compromising resident(s) safety, security or comfort within their living environment
6. Violation of the Student Code of Conduct
7. Violation of the Criminal Code
8. Culmination of multiple infractions of varying nature or Level

*Other infractions may also result in termination of the residence contract, depending on the severity of the situation.

Evictions Process
The RLC and/or an Administrative Panel will recommend eviction, to the Residence Services Department Head, as an appropriate sanction after reviewing the history, incident (s) and previous sanctions/learning opportunities provided as well as the overall impact on the community at large.
Should the recommendation for eviction be upheld, students are responsible for their FULL residence and meal plan fees.

COMMUNITY STANDARDS CONT.

Appeal Process

- Both the resident and Residence Services may appeal any student conduct decision. "Request for an Appeal" form is available online www.uwindsor.ca/residence (under Procedures and Forms). Appeals must be submitted/received online within 5 business days of receiving the written decision.

Appeals for all infractions (except appeals for an eviction) must be based on one or more of the following grounds in order for the request for appeal to be granted:

- The information presented did not prove guilt
- There is new information regarding the incident which was not available at the time that the decision was made
- Procedural irregularity occurred
- Sanction does not fall within the "normal or acceptable" range of sanctions

Level One and Level Two Offences
A Representative from the UWSA executive will review the Request for an Appeal and any related information. The request for an appeal will be considered and either denied (process ends) or accepted and moved to the next hearing level.

If the appeal is granted the Student Conduct Board Coordinator will arrange for the "alternate" Student Conduct Board to hear the appeal. The "alternate" Student Conduct Board will review the appeal and decide to either devise new sanction, uphold the current sanction or overturn the sanction.

Level Three Offences
A Representative from the UWSA executive will review the Request for an Appeal and any related information. The request for an appeal will be considered and either denied (process ends) or accepted and moved to the next hearing level.
If the request for an appeal is approved, the Residence Life Team Lead will schedule a hearing with the Appeals Board.
The Appeals Board will review the appeal and decide to either devise a new sanction, uphold the current sanction or overturn the sanction.

If the resident is dissatisfied with the appeal decision they may appeal to the Residence Services Department Head within 48 hours of receiving the Appeal Decision Letter.

Any sanctions imposed must be adhered to and will apply until such time as the Appeal is heard and a decision regarding the appeal has been made.

Evictions
Students wishing to appeal an Eviction must make the request through the Non-Academic Misconduct Policy.

Please Note
Any student appealing the decision to relocate, suspend or eviction may be relocated or required to vacate his/her residence room in the interim pending the outcome of the appeal. The resident's room will not be reassigned until such time as the Appeal has been ruled on at the residence level. Depending on the nature of the infraction, students may be disciplined under the Non-Academic Misconduct Policy in addition to discipline proceedings within the residence community.

VIOLATIONS AND SANCTIONS

OFFENCE	LEVEL ONE Residents are prohibited from participating or executing any of the following acts:		LEVEL TWO Residents are prohibited from participating or executing any of the following acts:	LEVEL THREE Residents are prohibited from participating or executing any of the following acts:
Advertising/Posters Policy	a. Displaying in windows or other prominent places any activities or messages that promote alcohol, illegal substances, pornography, or other inappropriate visuals b. Advertising, soliciting, promoting, or selling products, events and services in Residence without the permission of Residence Services c. Campaigning in Residence without the written permission from Residence Services d. Displaying, hanging or waving of flags in windows or other prominent places e. Posting posters anywhere in Residence that have not received express written permission from Residence Services.			
Alcohol & Drug Policy NOTE: Should recreational cannabis become legal these standards will be reviewed. Any changes will be communicated by email. Residents requiring medical cannabis will be required to complete the Accessing Needs in Residence Form.	a. Transporting open alcohol in public spaces. Examples of public areas include, but are not limited to; stairwells, bathrooms, hallways, foyers, patio and/or verandas b. Consuming alcohol in study spaces (e.g. Lancer Lounge, Winston's Den, study rooms) and 1st floor community spaces (e.g. Atrium, lobby spaces) c. Consuming alcohol in Macdonald Theatre except for events preapproved by Residence Services. d. Possessing individual sized glass alcohol bottles within Residence. An individualized sized bottle is defined as a glass container that contains any alcoholic beverage including, but not limited to, beer, cider and coolers e. Creating displays in their Residence room and/or the storing/stacking of amounts of recyclables on their (e.g.: beer walls, monuments to alcohol) f. Possessing illegal drug paraphernalia (purchased or homemade)		a. Possessing and using tools, props and other materials that lead to the suspicion of drinking games (i.e. ping pong balls, game tables etc.) b. Producing any type of alcohol (i.e. home brewing) within residence c. Engaging in suspicious behaviours that imply a student is likely using or possessing/participating in illegal drugs/Narcotics and/or other criminal activity d. Using grinders and/or other drug paraphernalia within residence or on University property without expressed written permission of Residence Services	a. Possessing, distributing to and/ or consuming alcohol by individuals who are under 19 years of age b. Possessing "common source" and large volume alcohol containers. Examples of "common source" alcohol containers include kegs, mini kegs, and Texas mickeys c. Possessing drinking paraphernalia which includes, but not limited to, funnels, beer bongs, etc. d. Participation in, or present during, room crawls or any form of drinking games e. Participating and/or instigating activities that involve the consumption of alcohol and/or endanger the physical, and/or psychological wellbeing, safety and/or welfare of an individual and/or group of individuals (e.g. hazing, initiation, practical jokes, funneling) f. Consuming alcohol to the point of over-consumption which includes, but not is not limited to, the following signs and symptoms; vomiting, loss of motor control, unconsciousness and/or inappropriate behaviour g. Trafficking or distributing to others drugs (legal, illegal, prescription) within the residence buildings or on the grounds of the University h. Possessing excessive quantities, and/or misusing over the counter medications or prescription drugs in residence. i. Distributing prescribed medications to whom the medication is not prescribed, for profit or not for profit j. Possesing or using illegal drugs within a Residence Building or on the grounds of the University
Decorations Policy Decorations may be secured using non-damaging adhesive (e.g. white sticky tacky, removal adhesive hooks). Residents living in residences with poster rails must use the rails to secure all items to the wall.	a. Displaying or hanging anything including flags and banners in their windows, on exterior of their room/suite doors (with the exception of the laminated door tags made by Residence Life Staff, or with permission from Residence Services) and/or on exterior surfaces of buildings b. Attaching fabric on any walls or ceilings c. Using holiday lights that are not CSA approved or are frayed or damaged d. Displaying any decorations in a unsafe or inappropriate manner			

VIOLATIONS AND SANCTIONS

OFFENCE	LEVEL ONE Residents are prohibited from participating or executing any of the following acts:		LEVEL TWO Residents are prohibited from participating or executing any of the following acts:	LEVEL THREE Residents are prohibited from participating or executing any of the following acts:
Damages and Furniture Policy This policy refers to the individual bedrooms/suite. Residents are responsible for the activities and damages that occur within their own assigned room. A resident may be found responsible for the damage if: • The resident caused the damage • It is the guest of the resident who is responsible for the damages • The guest who is responsible for the damage is a resident of another residence hall (both residents may be held responsible)	a. Removing or adding window treatments b. Taking residence furniture apart without written permission from the Residence Facilities Manager or Residence Facilities Coordinator of their building. c. Removing closet doors d. Removing or damaging the screen in their window e. Repairing any damages to their room or lounge or other common space on their own. Taping carpets to the floor f. Failing to report issues in rooms/suites that are causing, or have the potential to cause damage (e.g. leaks), if known to the individuals.		a. Writing, carving, sticking anything into/onto Residence or University property, including but not limited to graffiti, using tacs on walls, using tape, marking up bulletin board b. Painting or wallpapering of suites, rooms or common room; excluding murals that have been approved and provided with express written permission by Residence Services c. Removal of existing light bulbs in corridors/rooms/lounges or common spaces d. Moving furniture from within residence areas for their personal or community use e. Moving furniture in, or out, of residence rooms/suites/lounges (e.g. couches, mattresses, freezers etc.) without permission from Residence Services f. Stacking furniture	a. Engaging in behaviours that cause, or has the potential to cause significant damage due to carelessness and/or negligence b. Causing willful damage, vandalism or graffiti or neglect that leads to serious damage to the Residence or University property
Criminal Acts Policy			a. Engaging in suspicious behaviours that imply a student is likely participating in criminal activity b. Gambling for money, monetary gain or possessions	c. Committing any acts contrary to the Criminal Laws of Canada within the residence buildings or on the grounds of the University d. Possessing stolen goods, including University signage, street signs, pylons and or materials of a similar nature. e. Vandalizing, stealing and willful or negligent damage of another person's or University of Windsor's property f. Possessing or using illegal drugs within a residence g. Using and/ or possessing firearms, ammunition, weapons (including but not limited to knives and swords), simulated weapons or replicas, fireworks and other dangerous devices
Fire Safety Policy We work very closely with the City of Windsor Fire Department and any violations of this policy may be dealt with by both the Fire Department and Residence Services. Residence Life Staff may complete room checks during any fire alarms in order to determine the cause of the alarm as well as to ensure the evacuation of the building. Room entry policy does not apply when searching rooms under instructions from Fire Department.	a. Blocking and/or obstructing and/or decorating fire safety equipment (i.e.: fire extinguishers, smoke detectors, heat detectors, sprinklers and fire doors) b. Overloading an electrical outlet c. Possessing or using halogen lamps and lava lamps d. Displaying or hanging anything in their windows, on their doors, ceilings or on the exterior surfaces of any residence buildings e. Possessing more than two small sized live/artificial plants or possesing large live/artificial plants in residence (artificial holiday trees are permitted during the holiday season). Residence Services may require the student to discard the plant(s) should there be an issue with pest control. f. Utilizing a light bulb that is not CSA approved and/or in an unsafe and/or inappropriate manner		a. Having more than four times the stated occupancy of the room or unit (e.g. double rooms may have maximum of 8 people in a room at any time, single rooms may have a maximum of 4 people) or exceeding the room capacity as per the Windsor Fire Marshall b. Possessing/using a traditonal hotplate in residence, a personal microwave, barbeque or any other appliance with an exposed element. NOTE: portable induction cooktops and personal microwaves are permitted in Alumni Hall as long as they are stored and used in the kitchenette within the suite c. Misusing microwaves within residence buildings, including but not limited to; not using microwave safe items and leaving microwave while in use d. Using fire doors during non-emergency situations e. Storing fuels (e.g. Gas, Propane) and/or improper use or storage of compressed air containers f. Misuing stoves including, but not limited to, leaving the stove unattened while cooking g. Materials may not be attached to or placed inside or over light fixtures h. Possessing and/or using candles and/or incense unless for pre-approved religious reasons (battery operated candles are permitted).	a. Setting off a false alarm, tampering with or misusing any fire equipment b. Risking the safety of others or blocking others from a safe and timely evacuation c. Failing to, or taking longer than deemed appropriate to, evacuate the building during a fire alarm d. Stealing fire safety equipment

UNIVERSITY OF WINDSOR **RESIDENCE**

VIOLATIONS AND SANCTIONS

OFFENCE	LEVEL ONE Residents are prohibited from participating or executing any of the following acts:		LEVEL TWO Residents are prohibited from participating or executing any of the following acts:	LEVEL THREE Residents are prohibited from participating or executing any of the following acts:
Guest Policy Guests are defined as persons who do not live in the residence hall in which they are visiting. This includes students who are residents of another building. All University of Windsor students and non-students/residents must show proper identification to gain access. Residents must be prepared to show their student UWin ID. Non-residents must provide either UWin ID or government issued photo ID. If proper ID is not shown, the guest may not enter the building. All non-University of Windsor guests will be given guest identification upon sign-in, which must be displayed at all times while in the residence hall. If guests arrive prior to Desk Staff arrival, they are required to be signed in by their host once Desk Staff hours begin. Guests must identify themselves when requested by a university officer, including the Residence Life Staff, Campus Community Police/Student Medical Response Service or Desk Staff. If a guest fails to do so or if at any time their conduct is unacceptable, they will be required to vacate the room or residence immediately. Residents are responsible for the behaviour and conduct of their guest(s) and must inform their guest(s) of Residence and University Policy. Exceptions may be made to the Guest Policy at the discretion of the Residence Life Coordinator on a "case by case" basis. The resident must have written permission from the Residence Life Coordinator to document the exception.	a. Failing to sign in guests with the front desk staff b. Exceeding the maximum amount of 2 guests at any given time c. Having an overnight visitation exceed three consecutive nights or twelve nights per semester d. Failing to obtain consent from roommate(s) prior to guest arrival e. Bringing or having guests present in residence during any of the following dates: Early Arrival period, Windsor Welcome Week, Winter Break, Reading Week, extension periods and/or after 9pm during exams without permission f. Allowing guests to sleep in public areas g. Allowing a guest to reuse a wristband for another day/night h. Signing yourself into a building that you lived in previously.		a. Leaving their guests unattended within a residence building	a. Subletting or allowing another individual to live in the room

VIOLATIONS AND SANCTIONS

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Harassment and Bullying Policy In keeping with the University of Windsor's Harassment Prevention Policy and Human Rights Policy, Residence Services is committed to providing a safe and tolerant environment for all members of the residence community. The University of Windsor is committed to providing a respectful learning and work environment and maintaining a workplace that is harassment free as required by the Occupational Health and Safety Act. Harassment based on a person's race, culture, creed, sexual orientation, gender, age or appearance will not be tolerated. To this end, the University will strive to ensure the applicability of the rules of natural justice to achieve fair treatment of all members if the University community and will endeavour to create an environment free of harassment and all forms of prohibited discrimination. All residents have the responsibility to act appropriately and respectfully, and to conduct themselves in a manner that does not place themselves or others at risk. If any resident is faced with an act defined as harassment, they are to immediately contact their Resident Assistant or Residence Life Coordinator and report the situation. Residents are encouraged to file a complaint or report any form of harassment either with Residence Services, through the Office of Human Rights, Equity and Accessibility on campus or through Campus Community Police.			a. Writing and or drawing graffiti anywhere in or on a residence building that may be intrusive to a person's race, culture, creed, sexual orientation, gender, or appearance b. Gossiping or spreading rumours which are malicious or intentionally hurtful and/or destructive in nature c. Behaviour that indicates or portrays an unwelcoming/un-inclusive attitude towards other residents or staff	a. Posting and/or distributing materials and/or creating petitions in residence that are discriminatory, offensive, inappropriate and or threating in nature b. Distributing and/or creating voicemail, telephone calls, email, pictures, web based social media (e.g. facebook, instragram) written messages or posters that are inappropriate, hostile, offensive, threatening, repetitive and/or persistent c. Engaging in unwanted contact; physical, verbal, sexual, written or otherwise d. Engaging in verbal or physical threats or actions against a person and or property e. Failing to abide by the University of Windsor Harassment Policy or related legislation or policies f. Engaging in behaviours that are physically, mentally and/or emotionally abusive, intimidating or threatening in nature towards any resident student, Residence Life Staff or other University Staff (e.g. bullying, blackmail)

VIOLATIONS AND SANCTIONS

OFFENCE	LEVEL ONE Residents are prohibited from participating or executing any of the following acts:		LEVEL TWO Residents are prohibited from participating or executing any of the following acts:	LEVEL THREE Residents are prohibited from participating or executing any of the following acts:
Housekeeping Policy Custodial staff provide general cleaning of common areas only. Room checks will be done prior to arrival, periodically throughout the year, upon check out and after departure. During room checks, if the room is determined to be extraordinarily dirty by a member of the Residence Services staff, the student will be responsible for cleaning the room within 3 days. If the room is not satisfactorily cleaned, it will be cleaned by the University's Custodial staff and the student's account will be charged for the associated costs. Residents are jointly responsible for the cleanliness and neatness of the common areas particularly; lounges, kitchens, washrooms, hallways and study rooms. Residents are responsible for the cleanliness of their room, bathroom and common areas (where applicable) and shall maintain their rooms in a manner which is sanitary and acceptable to their roommate (s), the Residence Life Coordinator and/or Residence Life Staff. Common areas which are damaged, dirty, or not kept to standards (determined by Residence Services) may result in additional housekeeping charges to the individual or floor responsible, and/or the closure of that lounge or common area for a specified amount of time. Residents may cook in designated kitchen areas and shall be responsible for the cleanliness of the appliances and the general area. Failure to keep the area clean may result in the kitchen being closed.	a. Littering b. Leaving dirty dishes in common spaces c. Improperly disposing of garbage (ie: leaving garbage bags outside your suite/unit/room) d. Collecting empty containers, and recyclables that Residence Services deems to be in excess of recycling purposes e. Not returning plates, silverware and/or trays to a food service outlet f. Flushing inappropriate materials down drain and toilets (e.g. paper towels)			

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Keys/Swipe Card/Access Policy Residents will be issued all appropriate keys/swipe cards without charge when they check-in. If a key/swipe card is lost, the loss is to be reported immediately to a Residence Facilities Coordinator (FC). If a resident finds keys that were not issued to him/her they must be returned to the Residence Office. Residents who lose their keys must pay the cost of having the cylinder replaced, having the appropriate number of keys made in addition to paying for a front door key, where applicable. Swipe cards will be replaced according to current University of Windsor charges at the UwinCARD Office. Residents who lock themselves out of their room will receive free lockouts for the month of September. From October on, each lock out (except in the case of technical difficulties with the lockset) will be $5. Charges will be posted after check out to a maximum semester charge of $50. Should a student remove the lock out sticker from their door, they will be charged the maximum semester lock out charge. If an Alumni Hall door is dead bolted then the roommate who dead bolted the lock on the door will be charged for the lockout.			a. Accessing a room that is not the student's room b. Propping doors and/or allowing people to follow you in the building c. Following students into a building that you do not reside in d. Creating duplicate keys or swipe cards e. Being in possession of another student's keys or swipe card f. Entering or assisting others in entering or exiting through windows or emergency doors g. Leaving items in rooms (e.g. study rooms, lounges) to "claim it as your own" so no one else uses this space. Items left for public use (e.g. video game consoles) are permitted to be left in rooms, however, the university does not take responsibility for any loss/theft. h. Tampering with the elevator (including jumping in the elevator) or ringing the emergency alarm in a non-emergency situation i. Stacking or propping up of the residence furniture j. Damaging or removing bulletin boards, posters or information booths/boards k. Relocating or being in possession of University or Residence property (e.g. including furniture from shared common areas). l. Operating a business venture of any kind from their residence room, without written permission from Residence Services m. Entering a bedroom or suite without permission at the time of entering	a. Entering restricted areas including, but not limited areas labeled "Authorized Personnel Only" (e.g. the tunnel, roofs, elevator shafts, staff offices and maintenance areas) without permission b. Entering, occupying and/or utilizing facilities, properties and vehicles belonging to the University of Windsor without authorization
Noise Policy Quiet Hours: Sunday to Friday morning: 11:00pm-8:00am, Saturday and Sundays: 1:00am-10:00am. During these periods residents shall not make noise on the floor, in their room or in common areas which may disturb the study o sleep of another resident. NOTE: Residence Services may permit "wake up calls" during Welcome Week and/or other special events by written permission. Courtesy Hours are in effect 24 hours a day, seven days a week. This means that residents are to be mindful of their noise impact on others at all times. We encourage residents to speak directly to the student who is responsible for the disruptive noise. This includes, but is not limited to; the volume of computer speakers, stereos, amplifiers, TV's and musical instruments Exam Quiet Hours: all residences will adhere to a 23 hour quiet policy. A break of 1 hour per day (typically 9:00pm-10:00pm) will be determined by the Residence Life Staff in which quiet hours may be relaxed, however, courtesy hours will still be in effect.	a. Failing to comply with Courtesy Hours or Quiet Hours		a. Failing to comply with Exam Quiet Hours b. Repeatedly failing to comply with courtesy or quiet hours during the same day/night	a. Creating/causing excessive noise that interferes with the academic work of residents and /or significantly disturbs the residence community

VIOLATIONS AND SANCTIONS

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Pet Policy Residents are permitted to have a maximum of 2 fish in a fish tank/bowl no larger than 3 gallons. It is up to the resident to ensure that the fish are treated humanely and receive proper care. Any damage caused by a fish tank/bowl will be the responsibly of the resident. If Residence Services suspects a fish is being treated inhumanely the actions will be reported to our local animal protection agency.			a. Pets are not permitted in residence as visitors	a. Having any animals, other than the maximum number of fish, including but not limited to, reptiles, rodents, cats or dogs. Service animals permitted with appropriate documentation
Respect And Co-Operation Policy	a. Failing to follow signage with posted hours for room and game/activity usage		a. Failing to respond to the written or verbal direction of the Residence or University Staff b. Engaging in behaviours that indicate a lack of respect, civility, courtesy, or cooperation with a member of the residence community, including residents, guests, Residence Staff, and University Staff c. Failing to provide identification when asked by Residence Staff and/or University of Windsor personnel d. Providing a misleading and/or false report of an incident with intent	a. Engaging in any conduct or act which is deemed to be inappropriate and/ or unbecoming as per Residence staff or peers
Smoking Policy Residence Services adheres to the University of Windsor Smoking Policy. Please refer to the Campus Smoking Policy guidelines and the maps posted in each residence location indicating the DSA's (Designated Smoking Areas). Visit the "Share the Air" website to review the University of Windsor Smoking Policy and for more information. (www.uwindsor.ca/sharetheair)			a. Engaging in suspicious behaviours that imply a student is likely smoking within residence (e.g. presence of cigarette butts/ashes)	a. Smoking (including e-cigarettes and vaporizers) within a 9 meter range of the building or under any overhang of the Residence Buildings b. Smoking (including e-cigarettes and vaporizers) within a residence building c. Possessing unregistered smoking paraphernalia (e.g. Hookahs) without the express written permission of Residence Services
Technology Policy			a. Destroying, removing and/or modifying any electronic equipment within their room or in any other residence building relating to receiving data, telephone or television transmission. b. Connecting wires, cables or other electronic between rooms hallways or outside buildings through windows (residents are permitted to plug in laptops in the plugs located just outside of Laurier and Macdonald study rooms) c. Setting up a wireless access point that is drawn from the University of Windsor internet	
Unacceptable Behaviour Policy	a. Throwing, dropping, kicking any object or substance from a window, staircase, balconies, railings, roofs onto any University of Windsor Property b. Conducting athletic activities in the Residence Buildings or Vanier patios including, but not limited to; inline skating, skateboarding, soccer, etc.		a. Partaking in water fights, water sports, within Residence. b. Displaying or playing with a standard dart board c. Engaging in actions that are deemed to be a nuisance or annoyance to residents, Residence Life Staff and/or University Staff, especially behaviours that could be damaging to personnel, residence property or the University of Windsor's reputation.(i.e. pranks/raids) d. Sleeping in community spaces	a. Repelling, throwing objects out of balconies or windows or jumping off balconies and windows or railings causing damage to self or others or the Residence Building/ University Property b. Forging, altering, misusing or damaging of University documents c. Impersonating, either in person or in written from, a Resident Assistant, Residence Staff, or any other University personnel.

IMPORTANT DATES

FALL 2018

Sept 2	Move-in
Sept 3	Labour Day (statutory holiday)
Sept 6	First day of classes
Oct 8	Thanksgiving Day (statutory holiday) Offices closed
Oct 6-14	Reading Week
Oct 13	Fall Convocation
Nov 12	Holiday Break Extension Due at 8:00am
Dec 5	Last day of classes
Dec 8-19	Fall term final exams
Dec 20	Alternate final exam date
Dec 22	Residence buildings close
Dec 22-Jan 1	University closed

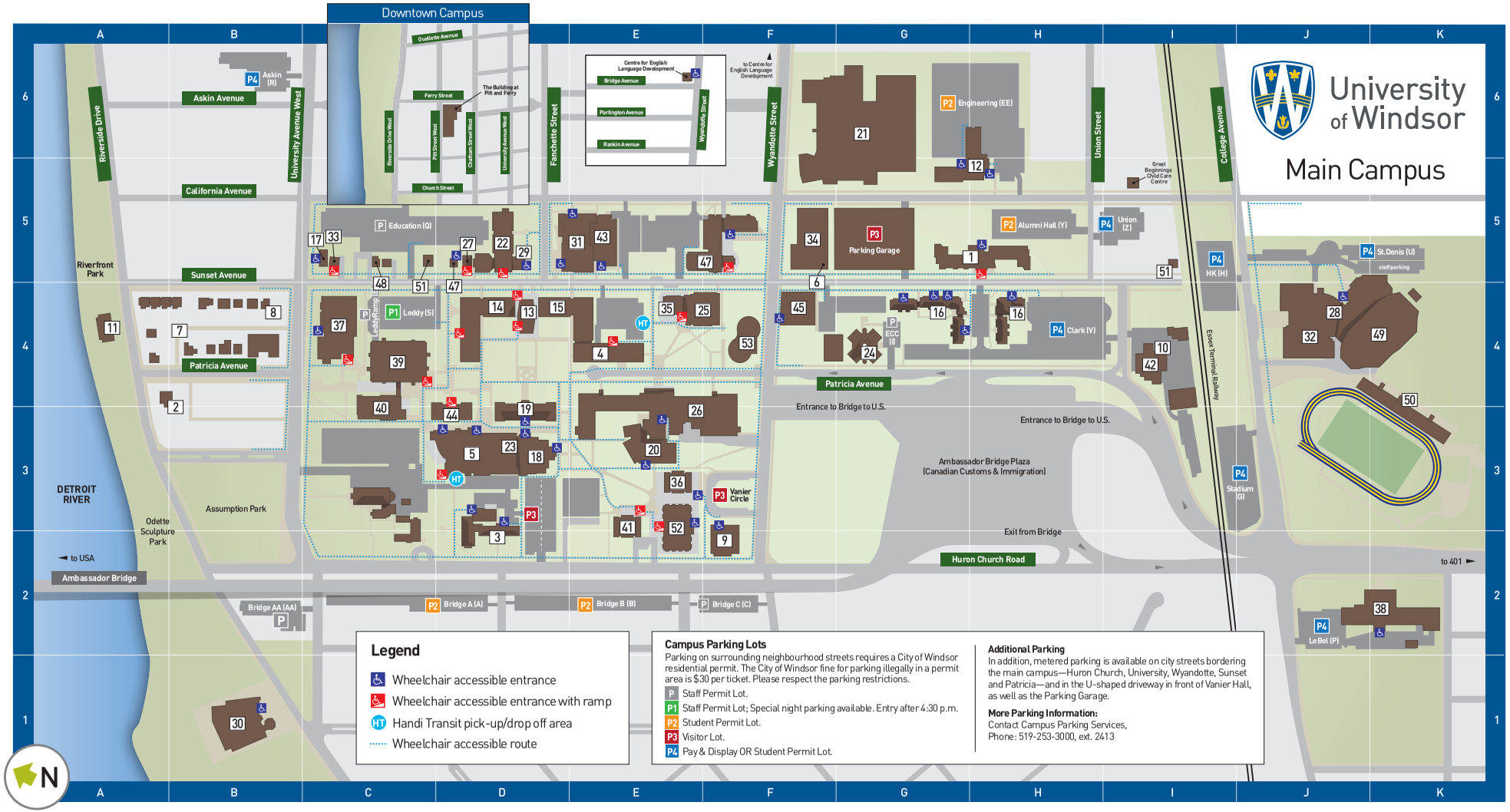
WINTER 2019

Jan 3	University office re-open
Jan 3	New Students for Winter term move in
Jan 3	Winter term classes begin
Feb 16-24	Reading week for Winter Term
Feb 18	Family Day (University closed)
Feb 23	University offices closed
Mar 11	Extension due date 8:00 am
Apr 3	Last day of classes
Apr 6-17	Winter term final exams
Apr 18	Alternate final exam day
Apr 19	Residence buildings close*

* Students must move out of residence 24 hours after their last exam or by 4:00 pm on April 19, 2018, whichever comes first.

NOTE: Dates published or changed by the Registrars Office supersede the dates listed above. All dates listed are taken from the University of Windsor Undergraduate Calendar.

NOTES



Legend

- Wheelchair accessible entrance
- Wheelchair accessible entrance with ramp
- Handi Transit pick-up/drop off area
- Wheelchair accessible route

Campus Parking Lots

Parking on surrounding neighbourhood streets requires a City of Windsor residential permit. The City of Windsor fine for parking illegally in a permit area is $30 per ticket. Please respect the parking restrictions.

- P Staff Permit Lot.
- P1 Staff Permit Lot; Special night parking available. Entry after 4:30 p.m.
- P2 Student Permit Lot.
- P3 Visitor Lot.
- P4 Pay & Display OR Student Permit Lot.

Additional Parking

In addition, metered parking is available on city streets bordering the main campus—Huron Church, University, Wyandotte, Sunset and Patricia—and in the U-shaped driveway in front of Vanier Hall, as well as the Parking Garage.

More Parking Information:
Contact Campus Parking Services,
Phone: 519-253-3000, ext. 2413

Campus Buildings

Accessible washrooms: Men's washroom or stall; Women's washroom or stall; Universal washroom; B/1+ Floor number(s); B - Basement

1 Alumni Hall and Conference Centre . . . G5/H5 — 1, 1
2 Assumption University Riverside Campus . . . A4
3 Assumption Hall . . . D2/D3
4 Biology . . . E4 — B, 3
5 CAW Student Centre . . . D3 — 1/2, 1/2
6 Campus Community Police Services . . . F5
7 Canterbury College . . . A4/B4
8 Canterbury College Administration . . . B4
9 Cartier Hall . . . F2 — 1, 1
10 Central Receiving . . . I4
11 Central Refrigeration Plant . . . A4
12 Centre for Automotive Research & Education (CARE) . . . G5/H6 — 1, 1
13 Chrysler Hall Tower . . . D4 — B/5
14 Chrysler Hall North . . . D4 — B
15 Chrysler Hall South . . . D4/E4 — B
16 Clark Residence . . . G4/H4 — 1
17 Community Legal Aid . . . C5 — B/1/2
18 Computer Centre/IT Services . . . D3 — 1, 1
19 Dillon Hall . . . D3
20 Dramatic Art Centre . . . E3 — 1, 2, 2
21 Ed Lumley Centre for Engineering Innovation . . . F5/F6/G5/G6 — 1/2/3, 1/2/3, 1/2/3
22 Education . . . D5 — 1, 1
23 Education Gym . . . D3 — B, B, B
24 Energy Conversion Centre . . . G4
25 Erie Hall . . . E4/F4
26 Essex Hall . . . E3/F3 — 1
27 Faculty Association (Kerr House) . . . D5
28 Forge Fitness Centre . . . J4 — 1
29 Graduate Student Society . . . E5
30 Great Lakes Institute for Environmental Research . . . B1 — 1/2/3, 1/2/3
31 Health Education Centre . . . D5/E5 — 1/2, 1/2
32 Human Kinetics . . . J4 — B/1/2, B/1/2, B
33 Office of Human Rights, Equity and Accessibility . . . I2
34 The Joyce Entrepreneurship Centre . . . F5
35 Lambton Tower . . . E4
36 Laurier Hall . . . E3
37 Law . . . C4 — B/2, B
38 LeBel/Visual Arts . . . J2/K2
39 Leddy Library Main . . . C4 — B, B
40 Leddy Library West . . . C3/C4 — B
41 Macdonald Hall . . . E2/E3
42 Maintenance Services . . . I4
43 Medical Education Building/Schulich School of Medicine & Dentistry . . . E5 — 2, 1/2, 1/2
44 Memorial Hall . . . D3/D4
45 Music . . . F4 — 1
46 Odette School of Business . . . E5/F5 — 1/2/3/4/5, 1/2/3/4/5
47 Odette House - Entrepreneurial Services . . . D5
48 Psychological Services Centre . . . C5
49 St. Denis Athletic & Community Centre . . . J4/K4 — 1, 1, 1
50 Stadium . . . J3/K3 — 1, 1, 1
51 Union House . . . I5
52 Vanier Hall . . . E2/E3 — B, B
53 Welcome Centre . . . F3

Campus Services

Aboriginal Education Centre - Turtle Island - CAW Student Centre, main floor . . . D3
Bookstore - CAW Student Centre, basement . . . D3
Career Services - Dillon Hall, ground floor . . . D3
Cashiers - Chrysler Hall North, 1st floor . . . D4
Educational Development Centre - Dillon Hall . . . D3
Liaison and Student Recruitment (Campus Tours) - Odette School of Business, 2nd floor . . . E5/F5
International Student Centre - Laurier Hall, 2nd floor . . . E3
Registrar's Office - Chrysler Hall North, 1st floor . . . D4
Student Awards and Financial Aid - Education, 1st floor . . . D5
Student Disability Services - Dillon Hall, ground floor . . . D3
Student Health Services - CAW Student Centre, 2nd floor D3