



**SEAGER WHEELER HALL**

**Residents' Handbook**

**2011/2012**

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## WELCOME TO SEAGER WHEELER HALL

This will be your home and home for some 300 others for the next eight months!

The purpose of this handbook is to tell you something about Seager Wheeler Hall and how it functions. Please read it carefully as it will answer many of your questions. If you lived here before, it will inform you of changes that have taken place since you were last here.

Seager Wheeler Hall is one of the four apartment buildings located at McEown Park. It is unique from the other buildings in that six people share the apartments and in addition to the full time residence staff, Seager Wheeler has six Resident Assistants (RAs), one Advisor and a Residence Life Coordinator (RLC).

Seager Wheeler Hall, like all the Residences, is a complex places which is expansive to operate and maintain. All of the operating costs such as staff salaries, mortgage payments, utility charges and maintenance costs must be recovered from your rent money. It is therefore in your best interest to take care of the buildings and furnishings, and to adopt practices to conserve energy and keep housekeeping costs at a minimum.

## **RESIDENCE DEPARTMENT**

The University Residence Staff are here to assist you, to resolve problems and help make your stay enjoyable. Do not hesitate to talk to us.

There are two Residence offices:

### **MAIN OFFICE**

128 Saskatchewan Hall 966-6775

Monday – Friday 8:30 – 4:30 pm

Come to this office to deal with:

- applications
- apartment/room assignments
- rent payments
- lease issues

### **SEAGER OFFICE**

104 Seager Wheeler Hall 374-4432

Monday – Friday 12:30pm – 1:00pm and 3:30pm – 4:00pm

Come to this office to

- report routine maintenance problems
- key problems
- ask for lightbulbs/cleaning supplies
- to ask general questions

### **RESIDENCE ADMINISTRATIVE STAFF**

Sylvia Cholodnuik	Manager
Gord Snell	Assistant Manager, Facilities
Mark Charmbury	Assistant Manager, Student Life
Sarah Sotvedt	Residence Life Coordinator (Voyageur Place)
Vicky Parohl	Residence Life Coordinator (Seager Wheeler)
Jonathan Adams	Residence Life Coordinator (College Quarter)
Emily Spek	Residence Life Coordinator (Assiniboine/Wollaston Hall)
Audrey Agarand	McEown Park, Clerical Services
Jennifer Dyvbig	Voyageur Place, College Quarter, Clerical Services
Nataliya Morgun	Voyageur Place, Accounts, Clerical Services
Rita Mouly	Reception
Boris Holowaty	Maintenance/Caretaker Head Supervisor

### **MCEOWN PARK STAFF**

Donna	Caretaker Supervisor
Mariana	Caretaker
Darlene	Caretaker
Dorothy	Caretaker
Eric	Maintenance Worker

## **BUSINESS ISSUES**

### **SEAGER CONTRACT**

You are required to sign a contract for the full school year, September 1 – April 30 inclusive. Should you wish to extend your contract through the summer, you must reapply online; watch for posted notices in February. Further details will be given in early spring. Each school session (winter and summer) requires a separate application. If you have any questions drop by the Main Office.

### **PAYMENTS**

The total charges for the winter session less deposit is payable on arrival. *If you are unable to meet the deadlines or pay the full installment, please make arrangements at the Residence Office.*

If the tenant neglects or fails to pay the rent (as per the lease agreement or following “special” arrangements which they have agreed to with the Manager) or other outstanding amounts, the tenant will be responsible for paying a penalty of \$25.00 per month or partial month that any such amount remains in arrears.

### **INCOMING CLEARANCE FORM**

You will find an Incoming Clearance Form in your room. It is essential that you fill out, noting anything wrong with your room. The condition of your room when you vacate will be compared to your Incoming Clearance Form and you will be charged for any differences beyond regular wear and tear. Return your form to an RA or the Seager Office by September 15. If you do not find an Incoming Clearance Form in your room, talk to your RA and he/she will get you one.

### **RESIDENCE CORRESPONDENCE**

Please check your USASK email account daily. The Residence department will send important information regarding accommodation, maintenance work, health issues etc to this account. Failure to check email will not be considered a valid excuse for being unaware of information sent to your USASK email address. If you have provided a non-USASK email account during the application process it is your responsibility to notify the Residence department of your USASK email immediately.

### **INSURANCE**

The University insurance does not cover your belongings against damage or theft. You must arrange your own insurance coverage, to cover personal property as well as liability for your accommodations.

### **POSTAL SERVICES**

#### **IMPORTANT NOTICE**

Please note that delivery of personal shipments from outside Canada to University addresses is not permissible, with the exception of University Students living in residence. To differentiate, these shipments from regular University shipments, the shipping documents must state that the goods are for **PERSONAL USE** and must include the students’ name, address, and phone number. It is imperative that ‘University of Saskatchewan’ does not appear anywhere on the shipment or corresponding documents. Please advise those individuals shipping goods to you, to use the following label format:

Mr. John Smith (PERSONAL)  
(BOX) (This is not your apartment number)  
103 Cumberland Ave. N.  
Saskatoon SK S7N 1L6  
CANADA

***What does this mean to you?***

- Couriers handling University addressed shipments from outside of Canada are instructed to give the paperwork to the University customs broker – Livingston International Inc. Livingston is contracted by the University to handle valid University business transactions only. Brokerage fees are assessed for all University shipments, in addition to applicable duty and taxes. Avoid higher customer clearance charges by using postal services.
- Shipments addressed with the University’s name are viewed as University shipments by Canada Customs and Revenue Agency (CCRA). Valid University shipments are generally associated with a purchase order. If a parcel is determined to be for personal use, the shipment will be refused by the University customs broker.
- If the shipment is cleared in the University’s name, the University becomes legally responsible. The student will be required to reimburse the University for time and charges incurred.
- Any problems with personal shipments could result in financial penalties and ultimately suspension of the University’s import privileges by CCRA. **The student will be responsible for reimbursement of any penalties related to the shipment.**

**Proper labeling will ensure that you receive your personal shipments without delay and additional costs!**

\*\*\* **NOTE-DO NOT** write in the word “box”, just indicate your assigned box number. For example, if you were assigned Box 89 your address will be:

Name  
89 – 103 Cumberland Ave. S.  
University of Saskatchewan  
Saskatoon, SK S7N 1L6

Please ensure to change your address at the Post Office when you leave. The charge will be the standard Canada Post rate.



## **LIVING IN SEAGER WHEELER HALL**

### **WHAT IS A RESIDENT ASSISTANT (RA)?**

Resident Assistants (RA's) are your guides to an informed and enjoyable life in residence. They are familiar with the day to day operation of the residence, and have a general knowledge of the campus community. Essentially, the role of the RA is to help make residence an environment that you can call home and that is conducive to your learning endeavours.

The main responsibilities of the RA's are:

- To welcome and orient students to residence
- To offer basic peer leadership to residents on issues of academic or personal concern and to make referrals when necessary
- To relay information on student issues back to the Residence Office
- To facilitate programming and opportunities for residents to become more involved in residence and/or university life
- To ensure that the rights and needs of all residents are respected and upheld
- To assist with emergencies
- To reflect residents' concerns to the Residence Office
- To provide leadership in areas relevant to community living, such as human relations, conflict management and mutual respect
- To enforce the rules and regulations of Residence whether they are on or off duty. If any rules or regulations are being broken, the RA's are required to report the situation and individuals involved in their logs. It is important to cooperate with the RA's as they are simply doing their job. If you do not agree with how a situation was handled talk to the Assistant Residence Manager or Residence Life Coordinator.

Your RA's are students who have enjoyed their time in residence, appreciated the efforts of their own RA's and wish to give back to the student life program. We hope you'll feel the same and we encourage you to apply for an RA position for 2011-2012.

### **To Contact RA on Duty**

RA's will be on duty on a roster basis every evening and on weekends (Sun – Thu 6:30 pm – 10:30 pm; Fri and Sat 6:30 pm – 3:30 am). A security officer is also on duty each night in the Residences.

When an RA is on duty, they are required to be in or around the RA Booth (located on the main floor, by the entrance doors), unless they are on their rounds.

If you should need the RA during the above scheduled hours and they are not in the booth, please follow this procedure:

*Call Campus Safety (966-5555) and say: "Please call the Sask Hall Resident Assistant on the radio and ask him/her to call me at (number), my name is \_\_\_\_\_."*

During the times when no RA is on duty, contact that Campus Safety Constables as above and ask for the Seager Wheeler Security Person rather than that Resident Assistant.

### **RESIDENCE LIFE COORDINATOR (RLC)**

The Residence Life Coordinator, in conjunction with other student life staff, is responsible for creating a caring, student-focused, residential environment that supports a balance between academic success and the broader student life experience. They are professional residence life staff members who live amongst the student body in Residence. The RLC for the 11/12 academic year is Vicky Parohl. The RLC has office hours to meet the needs of students and is available to address any of your concerns. These hours can be found posted on the door of the RLC Office. If you have any questions, concerns or problems please feel free to visit the RLC to discuss your situation. The RLC Office is located in Sask Hall 105 and can be reached at vicky.parohl@usask.ca or 966-1420.

### **WHY CALL CAMPUS SAFETY?**

Any time when your personal safety or the safety of others is in danger call Campus Safety at **966-5555**.

Campus Safety can unlock your door. You will be required to show ID. Simply call 966-5555 and tell dispatch your room number.

Campus Safety will patrol all residence halls including Seager Wheeler every night. Campus Safety will also check on parties, act on any noise-related problems and deal with other security-related issues.

Campus Safety will help to ensure the rules and regulations of Seager Wheeler Hall and University of Saskatchewan are followed. They are instructed not to allow people into the building unless they are tenants or guests of tenants and report interactions with students to the residence office.

## **SECURITY AT MCEOWN PARK**

Security at McEown Park is the concern and responsibility of every resident. You can actively participate in creating a safe community by:

- Keeping your door locked at all times.
- Not propping doors open.
- Not letting people you do not know into Residence.
- Reporting all suspicious persons/activity to Campus Safety. (966-5555)
- Reporting all damages or thefts to Campus Safety and/or the Residence Office immediately.
- Any time that you feel your personal safety or the safety of others is in danger call Campus Safety at 966-5555.

If a door is not closing or locking properly write it on the maintenance sheet located on the first floor of your building and/or report it to the Residence Office.

Safety Alert Signs are located in all the Residence Halls and around the University. Campus Safety uses these signs to communicate information to the Students on Campus. If you see a posting in the “yellow encasement” please take the time to read it and follow the instructions.

In the event critical information needs to be disclosed to Residents, please refer to your USASK email account for updates.

You may also sign up for text alerts from the university as well through PAWS. PAWS text messaging is used for information that is urgent -- both of a high priority and immediate or time sensitive.

Some examples are:

- a short-notice change (class cancellation, room change, etc.)
- a campus hazard (spill, fire, accident, etc.)
- a significant campus closure (severe weather, utility outage, etc.)
- other unpredictable events that may affect groups of people at the university

NOTE—The Residence Office reserves the right to use video surveillance equipment to monitor public/common areas of the Residence.

## **ROOMMATE SURVIVAL**

Some of you will be sharing an apartment for the first time, and there is plenty of opportunity for conflict. There is only one effective way to solve concerns and reach an understanding with housemates and that is through frank and open discussions about your lifestyle.

Some issues to discuss

- study habits
- cleaning schedule
- guests in general
- drinking/parties in common areas
- absence on weekends
- playing stereos
- times of going to bed and waking up
- borrowing clothing/food appliances/dishes
- telephone usage
- telephone/internet/cable bills

If you are unable to resolve a conflict, see your RA. They will be able to help by mediating the conflict. If you need help communicating your lifestyle with your roommates, talk to your RA and he/she will help.

### **APARTMENT MEETINGS**

If an apartment meeting is called by your RA or the RLC or the Residence Management, it is expected that you attend this meeting as important matters will be discussed. If you are unable to attend such a meeting, communicate that with the person calling the meeting. It is important to attend these meetings as there might be issues in your apartment or in residence that will be addressed.

### **CLEANING**

Residence Caretakers clean corridors, lounges and other common areas. You are responsible for keeping your room and apartment clean and tidy, as well as helping to keep the common areas tidy-remember that housekeeping costs must be paid for out of your rent money! Please do NOT use abrasive cleaners such as Ajax, Comet or Old Dutch for any cleaning.

### **CLEANING INSPECTIONS**

The Residence Department conducts cleaning inspections of all the common areas inside the Seager Wheeler apartments. Notices will announce the dates for these inspections and if your apartment gets a failing grade, you will be given a chance to clean up for a re-inspection and if the cleaning is still not satisfactory, cleaning charges will apply. Students who consistently fail to do their share of cleaning will be subject to community standards procedures, which may lead to eviction.

### **Bed Bugs**

The bed bugs are small, flattened, oval-shaped insects. The adults are 4-5 millimeters long, brownish in colour and feed on warm-blooded animals. After feeding they may become elongated, plump and rusty-red or mahogany colour.

The bed bug is able to crawl into very small crevices in and around the human environment. These include between mattresses, seams in bed linens, upholstery, behind wood trim, inside electrical boxes, in floors, behind wallpaper, and in any other area near a blood meal that will hide a very thin insect. While bed bugs may move far distances at night for a blood meal, infestations most commonly occur in beds. However, merely washing bed linens or other infested areas might not eliminate the source. Bed bugs are also excellent at relocating by hitching rides in luggage, boxes, shoes, and other mobile material. Because bed bugs and other pests may spread through cracks and holes in walls, ceilings and floors, trained technicians will inspect adjoining apartments (suites or rooms) on the same floor as well as those above and below, even if there has been no complaint raised by the tenant in those apartments.

An infestation of bed bugs is not evidence of unclean or unsanitary living areas. World class hotels have reported bed bug infestations in recent years, perhaps due to the increased domestic and international mobility of society in the past few decades.

Commonly, the first sign of bed bug infestation is the appearance of small brownish or reddish spots on linens. These are fecal spots or droppings on the surface of linens from the bugs. Occupants may also notice swelling and sometimes localized itching where they have been bitten.

### **Treatment**

There are two types of treatment currently being used at the UofS; heat and chemical treatments. The preparation required by the tenant before treatment occurs depends on the type of treatment your apartment will be receiving. If your apartment has been identified for treatment, extermination or preventative, you will receive a notice under your door specifying both the type of treatment you will be receiving and the

required preparations that you will be required to do before the treatment date. **It is very important that you follow the instructions given to ensure that the treatment is effective and complete.** Treatment prep sheets are posted at [http://www.usask.ca/residence/life\\_in\\_residence/infestations.php](http://www.usask.ca/residence/life_in_residence/infestations.php). By following the preparations for treatment closely it will decrease the chances of your apartment needing to be retreated. **If prep work for treatment is not completed, tenants may be charged the cost of that treatment, as well as for subsequent treatments if necessary.**

On the day of treatment you will be required to vacate your apartment from approximately 9am-6pm. Exact times will be given on the notice of treatment. If you have any questions about treatment or bedbugs in general please call the residence office.

It is important to note that discarding the mattress will **not** solve the problem, as a new mattress can quickly become infested if bed bugs are still on the premises. Do not dump mattresses and/or furniture in the hallways or outside of the building. **Do not take found furniture and/or mattresses into you're your apartment.** This has been the number one reason for the spread of bed bugs throughout Assiniboine, Wollaston and Souris Halls.

**If you have and/or suspect bed bugs or any infestation, immediately report it to the Residence office residence@usask.ca**

## RECYCLING

Recycling services are available Friday afternoons from 4:30 – 5:30 in the lobby of Seager Wheeler. All general recyclables, with the exception of paper will be accepted there during this time. Please ensure that your items are sorted or they will not be accepted. Paper can be taken to the large green bin on the east side of Seager Wheeler. This bin is for paper only. Please do not place any cardboard or other materials in the bin as it will contaminate the whole load. Instructions on proper bin use are located on the bin so please consult them before placing your paper inside.

## MAINTENANCE

McEown Park has its own maintenance staff. Requests for service need to be brought to their attention in one of two ways:

- 1) On one of the Notice Boards on the first floor you will find a form on which you can detail your maintenance requests (for example lights not working or loose door handles). These will be attended to on a routine basis. If it is an urgent matter, please report it to the office (966-6775).
- 2) ***If it is an urgent matter and the office is closed, report it to campus safety by dialing 966-5555.*** Explain the problem and s/he will take whatever action is necessary. After hours maintenance requires a callout – with overtime charges at “double time”.

Unreported maintenance repairs will be considered as damages and will be treated as such.

## LOCKOUTS/LOST KEYS

If you are locked out of your apartment or room you can call the appropriate person at the appropriate time, illustrated below.

Find an RA or caretaker to unlock your doors.

If you cannot find an RA or caretaker, call 966-6775.

As a general rule, call Campus Safety 966-5555 as a last resort, or if it is late at night or early morning.

\*You will be required to produce identification before your door is unlocked.

If you lose your keys, a charge of \$50.00 for room keys, \$25.00 for mail keys and \$5.00 for building entrance keys will be issued.

Your keys are for your use only. Any person who is in the possession of an unauthorized key, which can open any lock in the Residences, is subject to University discipline process. If you are found buying keys for any residence lock, distributing keys to others, or found in possession of copied keys, you will be subject to disciplinary action and charged for re-keying the door(s).

## **LOUNGE**

There is a lounge on the 14<sup>th</sup> floor of Seager Wheeler Hall. The lounge has cable TV for Resident's use. The lounge may be booked for specific events, such as movie nights, birthday parties, board games nights or other gatherings but the event must be preapproved by the Residence Life Coordinator or the Assistant Residence Manager and must be open to resident in the building who wishes to participate.

**The consumption of alcohol is strictly prohibited in the lounge.** If you plan on having a function you must contact the Residence Life Coordinator located in Sask Hall 105/SW105. You will be required to complete a form outlining the use of the facility. This must be completed 7 days prior to your event.

You must have written permission from a Residence Life Coordinator in order to use the Lounge for larger gatherings. The purpose of booking a lounge for an event is to ensure you can use the space or equipment for your intended activity, however, the activity must be open to all residents if they want to participate as it is a community space. See the Residence Life Coordinator for more details.

Guests and residents are not allowed to sleep in the lounge.

## **COMMUNITY GARDEN**

Every summer (May – September) the Community Garden Project in McEown Park is launched. Residents who are interested sign up for a plot of land and plant vegetables or flowers for the summer months. This is a popular community project that consists of working together, regular meetings, educational presentations, and a gardening committee group. If you are interested in participating in the Community Garden Project, contact your RLC or look for notices for Community Garden sign up in April.

## **LAUNDRY**

The coin-operated laundry rooms are located on the 14<sup>th</sup> floor of the building. The laundry equipment is provided on a contract basis by Carney's Laundry Services. If a washer or dryer is not working report it directly to Carney's (222-5991) and if service is not restored within a day or two please report the matter to the Residence Office, the RLC or your RA.

## **ICE MACHINE/VENDING MACHINES**

An ice machine and vending machines are located on the 14<sup>th</sup> floor.

## **STORAGE LOCKERS**

A storage locker for storage of off-season sports equipment and other items is provided for each room located in the hallways or inside the apartments of each floor. Keep the storage areas neat and clean and it is your responsibility to lock the storage area for your room. All items must be removed when your lease ends.

## **HEATING**

The apartments are heated by hot water heating system controlled by a thermostat located in the living room and one of the bedrooms. If you require adjusting the thermostat in the bedroom that is not yours and your roommate is away, talk to your RA and they will help you adjust the thermostat.

There are two major sources of heat loss

- 1) open windows – lead to frozen and burst radiators causing significant water damage
- 2) Articles too close to register – the heating system can only be effective if there is good air flow to the register.

***Please do not place any articles within 18" of the register.***

If you leave your window open and damages occur to the apartment as a result, you will be financially responsible. Please arrange for tenant insurance with an Insurance Provider. If you have any questions, talk to Residence Management.

## **TELEPHONE**

The apartments are equipped with one telephone line. It is very important that all people in the apartment discuss and agree on telephone usage, particularly for long distance calls and payment for telephone charges. We recommend that application for telephone service be done by the person who is likely to make the most long distance calls.

To avoid potential telephone issues we encourage you to:

- a) get a cell phone
- b) use calling cards for long distance calls
- c) clearly communicate before setting up the phone line

If you hook up internet, you can add a personal phone to avoid potential conflicts.

## **ENTERPHONE OPERATION**

In order to use the Enterphone System, all you need is a phone hooked to the outlet in the living room. You **DO NOT** have to have a land line in order to use the Enterphone System.

Two short rings of the phone indicate a visitor requests entrance to the apartment.

If talking on the phone – two overtones indicate a visitor requests entrance.

If talking to foyer entrance – a tone on the line indicates a telephone call.

### ***To permit entrance***

Lift telephone receiver – request identification ...Dial 6

To permit entrance while on a telephone conversation ...Dial 3

Telephone conversation is automatically put on hold and the telephone is connected to the foyer entrance.

### ***To deny entrance***

To deny entrance while in conversation with foyer...Dial 3

This will terminate conversation with foyer and connect your telephone with telephone line.

**NOTE**—Dial 6-unlocks door lock – A tone signal indicates visitor is entering apartment building. When keying digits “3” or “6”, keep the digits pressed for approximately two seconds. This feature is designed into the Enterphone system for your protection. It ensures you will not accidentally unlock the entrance door, or unintentionally refuse entry.



## **RULES**

Our rules and regulations have been developed over the years and are designed for the sole purpose of making Seager Wheeler Hall a safe and enjoyable place to live in. If you have any comments or questions about any information in this handbook or about Residence in general, please consult any of the Residence Life staff. Rules have been established so the rights of the individual are not infringed upon. The basic rule is common courtesy. Other rules are based on this principle, problems in the past, and Legal Statutes.

The rules of Residence are taken seriously by all Residence Staff. Rules that are being broken will be addressed according to the assessed severity of the situation or in accordance with the number of violations a resident has committed. *Varying levels of discipline include: formal warning from Residence staff, paying for damages, probation, eviction, or even a requirement to discontinue studies at the University.*

### **PARTIES OR GATHERINGS IN SEAGER WHEELER**

- **Hosting a party is a privilege, not a right.** This privilege may be taken away at the discretion of Residence Life Staff.
- You are responsible for the actions of all the guests in attendance at your party and to inform them of the rules in residence.
- Quiet hours are at 12:00am on weekends and 10:30pm on weekdays and you must have the party shut down by then and the hall cleared out.
- The consumption of alcohol by persons under 19 years of age is not permitted.
- The consumption or transfer of open alcohol in the hallways is not permitted.
- You are responsible for any damages incurred in your room, the hall or residence from your party including but not limited to tile, damage, bathroom damage and the tampering with fire safety equipment.

- You are not permitted to advertise parties in residence on Facebook, MySpace, Twitter, or other social networking sites.
- The hallways must be kept clear at all times. If the hallway becomes too congested or too many people show up to your party, it will be shut down as it becomes a fire hazard.
- Please cooperate with the RAs and Campus Safety at all times.
- Your party may be shut down anytime at the discretion of Residence Life Staff.
- You are responsible for the clean up of the hall and bathrooms.
- The use of PA system in your bedroom is strictly prohibited. A PA system will be defined at the discretion of Residence Life Staff. You cannot hire or book DJs for parties in residence, professional or amateur.

If you are unsure of what is permitted or not permitted in regards to hosting parties or gatherings, please talk to a Residence Life Coordinator (Sask. Hall 105) or the Assistant Residence Manager (Sask. Hall 103). As a host you will be subject to the Residence discipline process in the event you do not cooperate with Residence Life Staff and Residence rules are not followed.

## **GUESTS**

You are responsible for any guest you invite in to the building and all guests are subject to the same rules and regulations you are. It is your responsibility to inform them of residence rules and policies. An overnight guest may stay with you for up to three days. Always ask permission of your roommates if you are having guests.

You are allowed to have several guests at a time in your apartment for day visits. However, please keep in mind that large social gatherings infringe on the rights of others to sleep and study. Noise must be kept to levels that do not disturb those who live in your apartment or those around you. If noise gets out of hand, the gathering will be shut down. Likewise, if there is a problem with open alcohol in the hallways coming from your gathering, it will be shut down.

## **ALCOHOL POLICY**

The consumption of alcohol in residence is **a privilege not a right**. Students who abuse this privilege will be subject to the Residence Discipline process.

The provincial Statutes regarding the consumption of alcohol apply in and out of the Residence complex. If you are 19 years and over you may consume alcohol responsibly in your room but not in any common areas such as a lounge or hallway. Open liquor is not to be carried between apartments.

Students under the age of 19 are not permitted to consume alcohol and will be subject at minimum, to the Residence Discipline process.

You are responsible for your guests at all times. It is your responsibility to inform all of your guests about the rules of Residence. Anytime you have guest drinking in your room, you must ensure all alcohol is kept in the room. Anytime alcohol is not kept in the room, the alcohol will be confiscated by Residence Life Staff or Campus Safety, your party/gathering may be shut down and your friends/guests may be asked to leave. Public Intoxication that is disrupting to the community will be subject to disciplinary action.

Kegs are NOT permitted in Residence.

Alcohol Funnels are NOT permitted in Residence.

Beer Bottles are NOT permitted in Residence.

Drinking Games are NOT permitted in Residence.

The making of beer, wine or any other alcohol is not permitted in Residence.

Drinking Games are defined as any activity that promotes the mass consumption of alcohol in a finite or infinite allotted time period or any activity deemed to be a drinking game at the discretion of any Residence Life Staff.

Within Residence you are not permitted to organize, advertise or sell tickets for beer nights, token nights, pub crawls, keg parties, bladder bursts or any other activity that promotes the consumption of alcohol.

If a student vomits or creates a mess in any common area (hallway, bathroom, lounge, etc.) they will be charged a minimum \$30.00 cleanup fee. If the person was your guest you will receive the charge on their behalf.

The Residence Department works with the Student Health Centre and their Student Health Initiatives Program to raise awareness about issues regarding alcohol. Students who find themselves in breach of Community Standards involving alcohol will be required to meet with a Health Education Coordinator.

All RA events are non-alcohol events. You are not to drink during or show up to an RA event intoxicated. Failure to comply may result in your being removed from the event (and giving up any fees associated with the event) and you will be subject to the process for violations of community standards.

## **SMOKING**

Smoking is prohibited in all University buildings, parts of buildings, enclosed spaces, leased spaces, University owned or leased vehicles and outdoor seating areas that are part of a restaurant or licensed facility. Smoking is also prohibited at Griffiths Stadium except in designated areas. Smoking is prohibited within a ten meter perimeter of any University building or ventilation air intake and other outdoor areas where posted. This policy applies to all University employees, students and visitors.

Smoking is strictly prohibited in all Residence buildings. If you are caught or suspected of smoking in your room/apartment you will be subject to Residence Discipline and or evicted.

The use of Hookah pipes or other water based pipes traditionally used for smoking tobaccos and fruits are not permitted in Residence. If you have any concerns or questions regarding this please see a Residence Life Coordinator.

## **GAMBLING POLICY**

Participating in and/or running an illegal gaming or gambling operation is prohibited. You may get permission from the RLC to run charity-based gambling events (ie casino nights).

## **BBQS**

Use of personal BBQ's are permitted 30 ft or 10 m from the building. However, storage of briquettes, propane tanks and other highly flammable materials are not permitted in the building.

## **DRUG POLICY**

### **(From your Lease Agreement)**

Alcohol and Drugs: Open liquor is not permitted in corridors, lounges or other Common Areas of Seager Wheeler Hall. Minors are not permitted to drink in the Room or any other part of Seager Wheeler Hall. Use of drugs illegally or possession of drug paraphernalia or illegal drugs is not permitted either at the Room, Voyageur Place or any other property of the University. NOTE: A Resident who violates this provision, or any other obligation of this Agreement, may be evicted pursuant to Part III section 11(d).

Zero Tolerance: The Resident agrees that any violation of the laws, regulations, codes, ordinances, policies, conditions and/or rules respecting or relating to the possession, use, distribution, growth or manufacture of any non-prescription drugs or other controlled substances as defined by the Criminal Code of Canada or the Controlled Drugs and Substances Act, or the possession, storage or use of any related paraphernalia, including the first such violation, will result in immediate discipline, including the immediate cancellation and termination of this Agreement and the immediate barring of the Resident from the use of the Room, other parts of Seager Wheeler Hall.

### **DANGEROUS MATERIALS**

Fireworks, knives (hunting, exotic, ceremonial), firearms, ammunition, paintball guns, air soft guns, propane tanks, any type of explosive materials, any type of weapons, or other items considered dangerous by Residence Life Staff are NOT permitted in Seager Wheeler Hall.

### **DAMAGES**

You are responsible for damages that occur in your bedroom beyond “normal wear and tear”, including damages to both sides of your bedroom door. Any damages not account for in the room will be charged to each roommate on an equal basis. You are also responsible for any damage that your guest may cause.

When damage or theft occurs to rooms, halls, bathrooms, furniture, equipment or common areas, we all end up paying the cost one way or another. When persons responsible for damage or theft are not discovered or disclosed, the cost is absorbed by all students. In some cases when damages occur and the individuals are not identified or discovered, a particular hall or community can be subject to charges. If you are aware of individuals causing damages or theft please call Campus Safety (966-5555) or talk to your RA to avoid your community paying for the bill and Residence fees increasing.

Removal of closet doors (where provided), window screens or disassembly of beds is prohibited and will result in an minimal automatic reinstallation charge of \$25.00. Additional charges will apply if there are damages.

Door Posters: writing on doors (unless a “memo” board is used) will result in an immediate \$25.00 cleaning charge. If you wish to have a door poster, the entire door must be covered with a clear Mack track which has a light weight adhesive. Door/window posters deemed inappropriate will be removed.

### **PERSONAL SAFETY**

Any activity that has the potential to harm residents or facilities (including play fighting, pranking, sports indoors, water fights, etc.) is not permitted in residence. Harassment, discrimination and violence are not permitted and will be dealt with seriously. Report all such incidents to Residence Staff or Campus Safety immediately.

### **QUIET HOURS**

Quiet hours are:  
Academic Floors (6-13)  
24 hours a day, 7 days a week

Social floors (1-5)  
Sunday – Thursday  
10:30pm – 7:00am  
Friday & Saturday  
Midnight to 10:00am

Floors 6-10 have been designated Academic. When on these floors, please keep your activities at low noise levels at all times.

Quiet hours will be in effect 24 hours per day the week before, and during exams. You will be notified of these dates via a memo or posters. Notwithstanding the particular restrictions during Quiet Hours, the intentional disruption of another resident's right to sleep or study will not be tolerated.

You can speak to an RA or call Campus Safety to make a noise complaint.

### **CANDLES**

The burning of candles, incense, oil burners or other scented burning devices is not permitted in residence. Violators of this policy will be subject to the Residence Discipline Process. If the use of candles, incense, oil burners or other scented burning devices in your room creates smoke damage you will be assessed a minimum cleaning fee of \$100.00.

\*Deep fat fryers or other oil based cookers are not permitted to be used in Residence as they are a significant fire and smoke hazard.

### **STEREO, TV, GAMING, MUSICAL INSTRUMENTS**

The use of these items is permitted so long as you respect those who live around you. Please consider using headsets whenever you listen to your stereo. If noise is excessive; you may lose the privilege of having that item in your room. Practicing/playing of other musical instruments should be done only with the approval of your roommates, neighbours and RAs. Drums are not allowed in Residence.

### **PETS**

Pets or animals are not permitted in any of our residences; however, upon a written letter of request to the Residence Office, small fish may be permitted.

### **ADDITIONAL FURNITURE/EQUIPMENT**

Rooms are furnished with a bed, desk, chair, study lamp, clothes closet and dresser storage. The common areas are furnished with basic furnishings and three major appliances. We discourage students from bringing additional furniture into their rooms as oftentimes outside furniture brings undesirable insects and rodents into the building. Water-filled furniture or equipment is not to be brought into the building.

### **FACILITIES RULES**

Use only masking tape on walls; do not make any holes (that is do not use pins, screws, nails or staples). Do not use scotch, packing, or duct tape. Windows or window screens must not be removed. You will be charged for repair/replacement if they are removed.

Approximately 20% of your accommodation costs go to pay for utilities. Turn off lights, radios, stereos, and TV's when you leave your room.

Do not tamper with any electrical, mechanical or fire fighting equipment. You will be charged and face disciplinary action.

## **WINTER WINDOW OPERATION**

During the winter months, do NOT leave windows open or the radiator valve in the CLOSED position. The radiator could freeze and burst; we class this as “damage” and you will bear the cost of repair.

## **WINDOWS**

You are not permitted to remove your screens from your windows. Your window is not a garbage chute. Items are not to be thrown out your window. You are not to throw or fire projectiles at person outside of your window. Any student in violation of this policy may be subjected to monetary charges from the Maintenance Department and subject to the Residence Discipline Process.

## **SOLICITATION**

Solicitation from external groups is not permitted in Residence. Residents of Seager may be permitted to solicit within residence with written permission from the Residence Office.



## **FIRE SAFETY**

### **FIRE ALARMS**

The hallway and each apartment are equipped with smoke detectors. The smoke detectors in your apartment are local only (they will sound only in your apartment). Corridor smoke detectors are connected to the building alarm system and when they are set off the entire building alarm system will sound and automatically send a signal to the Fire Dept.

If you discover a fire, and the alarms are not already sounding, pull the alarm and shout "FIRE!" The alarm will ring in the fire station.

For your safety, you should locate the exit nearest your room, as well as an alternate escape route in case the first one should be blocked. Do this now; it may save your life!

If it is found that the building fire alarm has been triggered due to the negligence of a resident, then that resident will be eligible to disciplinary action under the Residence Community Standards.

**Students who trigger a building alarm due to their own negligence will be required to pay for an electrician call out and may be subject to further fines and the residence discipline process.**

### **WHEN YOU HEAR THE ALARM**

1. Get up, wake up your roommates and put on shoes and a warm coat.
2. Feel the door – if it is hot, do not open it. Open the window and call for help.
3. If the door is not hot, go to the nearest exit.
4. If there is dense smoke, cover your nose and mouth. Do not panic, but crawl or walk to the exit. Do not take the elevator, use the stairs instead. In a fire, the elevators could be death traps. **KEEP OUT OF THEM**
5. Go outside and wait for instructions from the Fire Department, Campus Safety or Residence staff. If it is cold outside go to the closest building to keep warm and wait for further instruction.

**Students who do not vacate during fire alarms or fire drills will be fined \$100.00.**

### **FIRE EXTINGUISHERS**

Dry chemical fire extinguishers are provided in each apartment. It is the responsibility of each tenant to check the extinguisher to ensure that it is fully charged (needle should be in the green zone). If you are uncertain whether the extinguisher requires servicing notify the maintenance staff. Please familiarize yourself with the operating instructions detailed on the extinguisher.

### **TAMPERING WITH FIRE EQUIPMENT**

The fire equipment located in Souris Hall is there for a purpose. Tampering with this equipment or setting false alarms are serious offences and will be treated as such. Residents must also realize that it is a serious act of negligence to ignore a fire alarm. Anyone that acts in this manner will be disciplined and/or evicted.

**Students who are found to have tampered with their fire safety equipment will be fined a minimum of \$100.00.**

### **HEAT AND SMOKE DETECTORS**

There are two detectors in your bedroom – the detector with a constant flashing red light is the heat detector. Please do not touch the heat detector!

Secondly there is also a flashing red light on the smoke detector (flashes once approximately every minute). There is also a green light on the smoke detector. If the green light is flashing, push the test button. This will reset your smoke detector so that the green light is on steady (no longer flashing).

Please test your smoke detector periodically (once per week is recommended) to ensure proper operation. If the detector fails to sound, please contact the Residence Office.

The smoke detectors also have a silencing feature that can be used when nuisance alarms occur:

#### **Using the silence feature**

The silence feature on your new smoke detector can temporarily quiet an unwanted alarm for up to 10 minutes.

#### **WARNING!**

The Silence feature does not disable the unit - it makes it less sensitive to smoke. For your safety, if smoke around the unit is dense enough to suggest a potentially dangerous situation, the unit will stay in alarm or may re-alarm quickly. If you do not know the source of the smoke, do not assume it is an unwanted alarm. Not responding to an alarm can result in property loss, injury, or death. If the unit will not silence and no heavy smoke is present, or if stays in silence mode continuously, it should be replaced immediately – please contact the Residence Office.

#### **IMPORTANT!**

##### **To silence your smoke detector:**

1. To silence your smoke detector, you must press the test/silence button on the unit.  
**NOTE:** The red LED on the detector will be flashing rapidly. No audible sound will be heard. The unit will exit “silence mode” in approximately 10 minutes.
2. While the unit is in “silence mode” pressing and holding the test/silence button for approximately 10 seconds will test the unit. After testing, the unit will re-enter “silence mode” and the 10 minute timer is reset.

## **VACATING RESIDENCE**

#### **DAMAGES**

You are responsible for damages in your bedroom beyond normal wear and tear, including damages to both sides of your bedroom door. You and your roommates are also collectively responsible for all damages in the common areas of your apartment, including both sides of the apartment entry and back doors. Any damages not accounted for by tenants of the apartment will be charged to all tenants of the apartment on an equal basis.

#### **CLEANING**

When vacating you must leave your room and apartment clean. You must make arrange with the Seager Office or a Resident Assistant to have your room inspected and complete an “**OUTGOING CLEARANCE FORM**”. You will be charged for cleaning services by the hour. A complimentary bottle of oven cleaner will be distributed to each apartment – please use it according to the directions on the container. On vacating, clean shall be interpreted to mean:

- a) All personal belongings including garbage, posters, etc. must be removed from the apartment and storage lockers prior to inspection.

- b) All tape, nails, hooks, brackets, holders, etc. installed by the tenant must be removed from all walls and cupboards prior to inspection.
- c) The bedroom and common areas must be cleaned to the state that existed at the time of taking occupancy of the apartment, and specifically the following items must be cleaned prior to inspection: (Please do not use abrasive cleaners such as Ajax, Comet or Old Dutch for cleaning.)
  - i) Refrigerators and freezers must be defrosted, washed inside and out.
  - ii) Stove must be cleaned inside and outside and free from all grease – coil elements must be left in upright position after cleaning for inspection purposes only.
  - iii) Fume hood must be washed and free of all grease – aluminum filter must be cleaned and left on countertop for inspection purposes only.
  - iv) Refrigerator, freezer and stove must be pulled out from wall for inspection purposes only.
  - v) Kitchen sink must be washed and rinsed.
  - vi) Toilets must be cleaned inside and out and surrounding walls cleaned.
  - vii) Bathtub and surrounding walls must be clean and free from dirt & soap.
  - viii) Bathroom and bedroom sinks must be clean and free from dirt and soap.
  - ix) All walls, cupboards, closets, doors, etc. are to be washed.
  - x) Hard-surfaced floors must be swept/vacuumed and washed thoroughly.
  - xi) Carpeted floors are to be thoroughly vacuumed.

## **CHECK-OUTS**

Prior to leaving residence you must check out with an RA or Caretaker. Together you will review your room and document any damages or cleaning issues. You will also be responsible for cleaning a share of the common areas. After your checkout is complete, you will give your three keys to the residence staff member. There will be a memo in April further explaining this procedure.

- At the time of inspection all keys are to be handed directly to the R.A./Caretaker conducting the inspection. A charge of \$50.00 for room key(s), \$25.00 for mail key(s) and \$5.00 for building entrance key(s) not returned will be assessed.

## **DETAILS**

- Complete a change of address card at the Post Office in order to avoid delays and possible loss of mail.
- Ensure to settle your telephone account with your roommate and SaskTel.



## U OF S SERVICES

### PARKING

- a) PARKING IS ADMINISTERED THROUGH THE PARKING OFFICE LOCATED AT 72 CAMPUS DRIVE. (966-4502).  
Office hours are 8:30 am – 4:15 pm Monday to Friday, holidays excepted. Parking spaces are sold in a first come first serve basis.
- b) **VISITOR PARKING.** Visitors must park in the metered parking stalls only. Visitor parking permits are available from the Parking Office. Permits must be purchased in advance and during regular office hours.

### MCEOWN PARK RESIDENTS

In order to park a vehicle on “University of Saskatchewan” property, the vehicle must have valid plates and registration. The regulations of the University state:

“6.6.11 No operator shall park a motor vehicle upon university property without displaying valid license plates, with current and valid validation stickers attached to each license plate, in the manner prescribed in The Vehicle Administration Act, or a registration permit, displayed in the

manner prescribed in section 29 or The Highway Traffic Act, or a valid license plate or registration permit from any other lawful jurisdiction.”

It is therefore not legal to park a vehicle without plates at McEown Park for “storage” purposes: eg leaving the country for several months and leaving an unplatd vehicle parked in your stall (even though it is paid for or even if insurance is in effect.) If leaving an unplatd vehicle, it must be parked off University property. Vehicle maintenance including oil change is not permitted on University property.

Failure to comply with the above regulations could result in violations and or seizure of the vehicle. All charges (including storage fees) related to said action would be the sole responsibility of the registered owner.

## **FOOD SERVICES**

The main Food Service Building is Marquis Hall. In addition to the main Food Service Building, there are Buffeterias (food outlets) in the following buildings: Arts, Education, Agriculture, Kinesiology, Geology, Vet Med and Place Riel.

Meal contracts for students living in Assiniboine and Wollaston Halls are available. More information about mean plans can be obtained from the Food Service Department in Marquis Hall (966-6789).

## **INTERNATIONAL STUDENTS AND STUDY ABROAD CENTRE (ISSAC)**

International Students studying at the U of S and Canadian students planning on a foreign exchange are invited to make use of the ISSAC for assistance with problems that may be of concern to them. (966-4923).

The International Students and Study Abroad Centre provides support to international students and their families through services, programs and activities, while promoting cross-cultural understanding within the University and its surrounding community. Whether you want to practice your English skills, showcase your country during International Week, or simply take a break in the International Students’ Lounge, the ISSAC offers all this and more.

## **HELP CENTRE**

Located in (Room 27 Place Riel – In the Arts tunnel) The USSU funds two positions in this office:

1. A student Loans Advisor who can assist you with Canada/Saskatchewan Student Loan problems or questions.
2. Student Affairs Officer who can assist with personal problems, conflicts with professors, class withdrawals, scholarships, internships, appeals, general confusion, crisis intervention and much more.

The Help centre is a warm, friendly environment that is open to everyone. We have comfy couches and friendly people always willing to chat. We’re here to help students with whatever they may need. Our volunteers are extensively trained in many situations. Whether you need a shoulder to lean on, a free phone, access to the exam file, or any other assistance just stop by and check us out.

## **STUDENT COUNSELLING SERVICES**

Counseling services are available to all students and prospective students free of charge.

The services provided include personal counseling, couples’ counseling, family therapy, support groups and career counseling. The counseling office also offers seminars in such areas as communication skills,

study habits and personal development. Counsellors work with students who are experiencing distress or emotional discomfort in a variety of areas.

The Student Counselling Office is located on the main floor of Qu'Appelle Hall Addition. (966-4920).

### **STUDENT HEALTH CENTRE**

The Student Health Centre is a health care centre located on the first floor of Saskatchewan Hall and is open to provide health care for all registered University of Saskatchewan students, their spouses or partners, and dependents. The outside entrance is located beside the Memorial Union Building (MUB), but can be reached from Place Riel without stepping a foot outside, just follow the signs. The Health Centre offers a wide variety services including: general medical treatment (male & female physicians), psychiatric consultation, sports medicine, obstetrical/gynecological service, annual & university entrance physicals, minor emergency & first aid care, employment/athletic/ SGI/childcare physicals, nutrition counseling, social work (counseling), nurse practitioner, massage and chiropractic services, immunizations, nursing and health education. Please note that all services are confidential. Your health information will not be released to anyone without your permission unless required by law. Our hours of operation are as follows:

#### **September to April:**

Monday 8:30am to 12:00 noon;  
1:00pm to 4:30pm

Tuesday, Wednesday & Friday  
8:30am to 4:30pm

Thursday  
9:30am to 4:30pm.

- When possible make appointments by calling 966-5768. We provide walk-in medical services for minor emergencies and problems that cannot wait for an appointment.
- For a serious or life threatening emergency or one that cannot wait go directly to Royal University Hospital.

### **DISABILITY SERVICES FOR STUDENTS (DSS)**

Disability Services for Students (DSS) is an office on campus that assists students by offering programs and advocacy services—fostering an accessible and welcoming campus. All students with disabilities are encouraged to register with the office. Access to most services and programs provided by the Disability Services for Students is restricted to students who have registered with DSS. 966-7273

#### Eligibility:

- Add, ADHD
- Mobility Impairments
- Hearing Impairments
- Head Injuries
- Learning Disabilities
- Visual Impairments
- Chronic Health Problems
- Psychological Disorders

#### Services available:

- exam accommodation
- note taking
- orientation
- information on grants, scholarships, Awards and Student Loan Programs

- accessible classroom scheduling
- referrals to disability agencies

### **ABORIGINAL STUDENT CENTRE**

The Aboriginal Students' Centre offers a variety of programs, events and support services to current and prospective Aboriginal Students.  
110 Marquis Hall (Across from the Bookstore)  
966-5790

### **GRADUATE STUDENT ASSOCIATION (GSA)**

The mandate of the Graduate Students' Association is to cultivate a positive experience for graduate students, to advocate for unique needs and concerns of graduate students, to foster a cohesive graduate student community and to build positive relationships with other organizations.

Room 103 Memorial Union Building  
966-8471

### **UNIVERSITY OF SASKATCHEWAN STUDENTS' UNION (USSU)**

The University of Saskatchewan Students' Union strives to be recognized leader in enhancing the student experience. The USSU operates many services and operations around campus including Browsers, Information Centre, Louis', XL Design and Reproductions, LGBTA, Women's Centre, Food Centre, Victim's Advocate, Childcare Centre, Help Centre, Academic Advocacy and Safewalk. Check out [www.ussu.ca](http://www.ussu.ca) or stop by Lower Place Riel for more info.

### **PRIDE CENTRE**

The USSU Pride Centre is a welcoming, vivacious, and celebratory campus community. They provide a friendly environment with a diverse group of people of all sexual orientations and gender identities.

### **WOMEN'S CENTRE**

The Women's Centre is a safe, dynamic, comfortable, positive space to organize around feminism and activism. It serves as a resource and information centre, with a large library of feminist titles. There's a lounge to hang out in and meet like-minded people. It is a place of inspiration, enlightenment, and encouragement. It recognizes the strength of the diverse and vibrant community at the U of S and Saskatoon.

### **FOOD CENTRE**

The USSU Food Centre was established in 2003 by the University of Saskatchewan Students' Union in conjunction with the Saskatoon Food Bank in response to hunger on campus. This is a growing concern due to increases in tuition and insufficiencies of student loans.

**PHONE NUMBERS**

Campus Safety.....	966-5555
Emergency 9-1-1 (call for fire, ambulance).....	911
Crisis/Suicide Info Line.....	933-6200
Open Door Society.....	6534464
Poison Control Centre.....	1-866-454-1212
Problem Gambling Help Line.....	1-800-306-6789
Saskatchewan Drug Info Centre.....	975-3784
Saskatoon Crime Stoppers.....	931-8477
Saskatoon Sexual Assault and Info Centre.....	244-2224

**AIRLINES**

Air Canada.....	1-888-247-2262
Westjet.....	1-800-538-5696

**BUS INFORMATION**

(STC, Greyhound).....	933-8000
Saskatoon Transit Service.....	975-3100

**CAB**

United.....	652-2222
Radio Cab.....	242-1221
Blueline.....	653-3333

**TRAVEL**

Highway Hotline (Road Information).....	933-8333
Travel Cuts.....	975-3722
Time of Day.....	244-6411

**CAMPUS OFFICES**

Campus Bookstore.....	966-4468
Campus Rec.....	966-1040
Food Services.....	966-6789
<b>Residence Office.....</b>	<b>966-6775</b>
Campus Safety.....	966-5555
Campus Parking.....	966-4502

**CAMPUS STUDENT SERVICES**

Counselling Services.....	966-4920
International Student Office.....	966-4925
Student Health Centre.....	966-5768
University Chaplains.....	966-8500
USSU.....	966-5768
Women's Centre.....	966-6980
Pride Centre.....	966-6615
Safewalk.....	966-7233(SAFE)
Help Centre.....	966-6981
Food Centre.....	966-1792
Graduate Student Association.....	966-85471
Disability Student Association.....	966-7273
Aboriginal Student Association.....	966-5790
SCSS (Student Crisis Support Service).....	966-2984