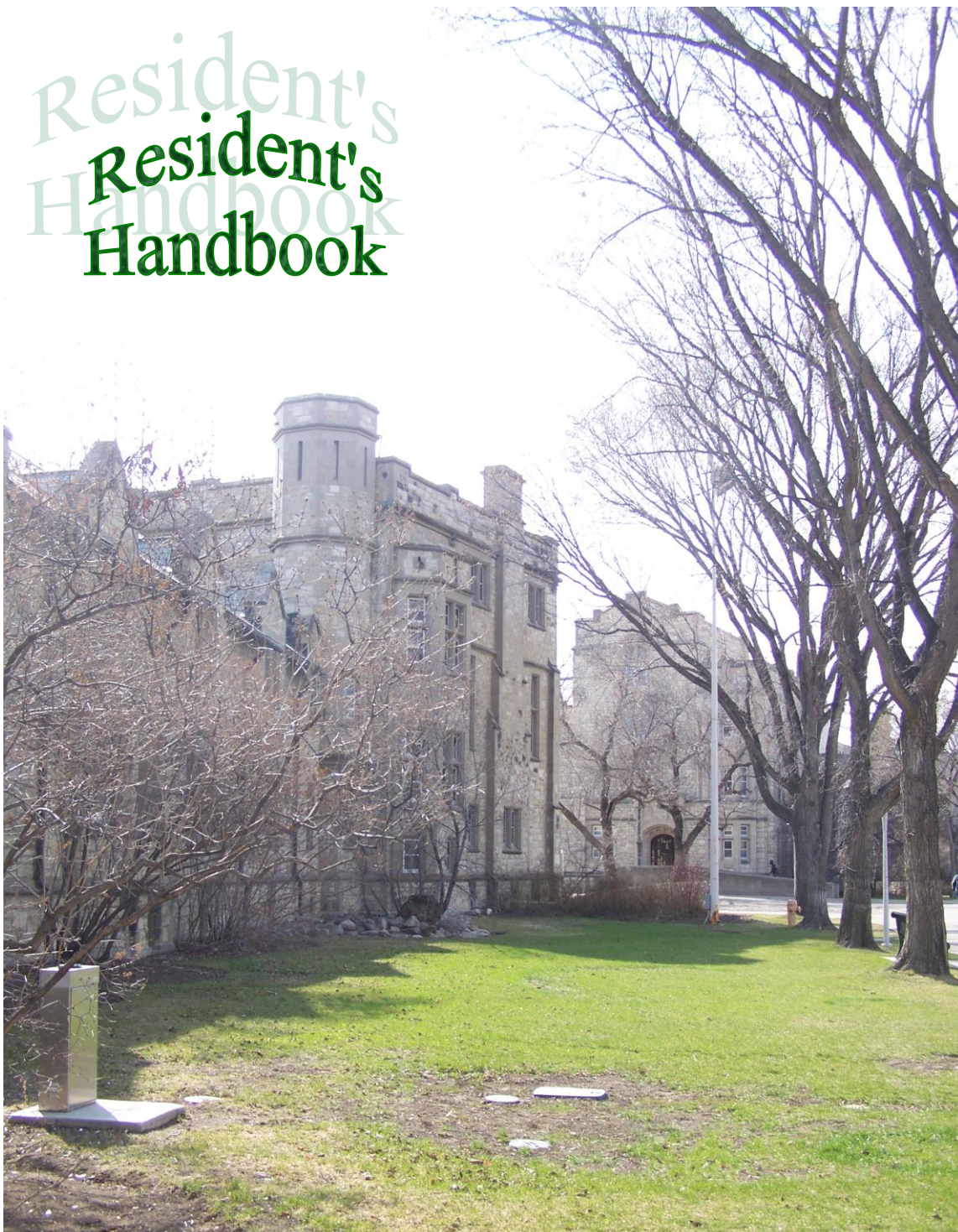


VOYAGEUR PLACE

Resident's
Resident's
Handbook



UNIVERSITY OF SASKATCHEWAN

RESIDENCE 2011-2012



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Welcome to Voyageur Place!

This will be your “home” and “home” for some 550 others for the next eight months!

The purpose of this handbook is to tell you some things about Voyageur Place 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.

Voyageur Place has four Halls (buildings): Saskatchewan, Qu’Appelle, Qu’Appelle Hall Addition, and Athabasca Hall. In addition to the full time Residence staff Voyageur Place has Resident Assistants, who are full time students, and a Residence Life Coordinator.

The Residence complex is expensive to operate. All of its 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 Office

Sylvia Choloduik	<i>Residence Manager</i>
Gord Snell	<i>Residence Assistant Manager, Facilities</i>
Mark Charmbury	<i>Assistant Manager, Student Life</i>
Sarah Sotvedt	<i>Residence Life Coordinator (Voyageur)</i>
Vicky Parohl	<i>Residence Life Coordinator (McEown Park)</i>
Jonathan Adams	<i>Residence Life Coordinator (College Quarter)</i>
Emily Spek	<i>Residence Life Coordinator (McEown Park)</i>
Brad Wuetherick	<i>Faculty in Residence, Voyageur Place</i>
Angela Ward	<i>Faculty in Residence, College Quarter</i>
Audrey Agarand	<i>McEown Park Secretary</i>
Jennifer Dybvig	<i>Voyageur Place Secretary</i>
Nataliya Morgun	<i>Accounts Secretary</i>
Boris Holowaty	<i>Caretaker & General Maintenance Supervisor</i>
Sitti Osman	<i>Caretaker III</i>
Eric	<i>Maintenance Worker</i>
Mesfin	<i>Maintenance Worker</i>
Alice	<i>Caretaker I</i>
Tadesse	<i>Caretaker I</i>
Akbert	<i>Caretaker I</i>
Maria	<i>Caretaker I</i>
Roxanne	<i>Caretaker I</i>
?	<i>Caretaker I</i>
?	<i>Caretaker I</i>
Shelly	<i>Caretaker I</i>

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 student's 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) 91 Campus Drive Saskatoon SK S7N 5E8 CANADA
--

What does this mean to you?

- Couriers handling University addressed shipments from outside 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 customs 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 delays and additional costs!**

If you receive an **Express Post** package you will get a slip in your mail box indicating that it has arrived. You may then pick up your package at the Residence Office (SK 128) Monday – Friday, 8:30 – 4:30.

*** **NOTE** – **DO NOT** write in the word "box", just indicate your assigned box number. For example, if you were assigned Box 89 your address would be:

89 – 91 Campus Drive
University of Saskatchewan
Saskatoon SK S7N 5E8

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

FINANCIAL RESPONSIBILITIES

Residence Contract

You are required to sign a contract which is legally binding for the full school year, September-April inclusive, and you are financially responsible for the full period of your contract. Details are found in Annex A of the contract. You cannot change this obligation without the approval of the Residence Manager.

Under the following special circumstances, subject to the Residence Manager's approval, your contract may be terminated early:

1. A student withdraws from University.
2. A resident has certified medical reasons.
3. You or the Residence Department can find a replacement who will accept double room accommodation.

Your request for cancellation must be in writing and submitted to the Residence Office. Before making plans to leave residence, you must meet with the Assistant Residence Manager. Refer to your lease agreement.

Payments

The total charge (less deposit) for the school year is payable on arrival. *If you are unable to pay the full amount on arrival, please make arrangements with the Residence Manager.*

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.

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.

Deposit

You were required to pay a \$600.00 deposit prior to registration. The deposit is applied to your Residence account.

Moving In

In your room is an “INCOMING CLEARANCE FORM”. Please ensure you fill this out and return it to an RA as soon as possible.

Vacating

When vacating, you must leave your room “clean” and make arrangements with the Residence Office or RA to have your room inspected and complete an “OUTGOING CLEARANCE FORM”. The cost of missing items or furniture and furnishings, damage beyond “fair wear and tear”, and cleaning service will be charged at the going residence hourly rate. On vacating, “clean” shall be interpreted to mean:

- (a) Wash and clean the mirror.
- (b) Wash and clean desk and desk drawers.
- (c) Remove all pictures, posters, etc. from all surfaces in the room and wash all walls.
- (d) Wash all light fixtures and replace all burnt out bulbs (contact your caretaker for bulbs).
- (e) Clean inside of windows including window tracks; replace dismantled drapery tracks and hooks.
- (f) Clean heat radiator cover.
- (g) All carpeted areas must be vacuumed.
- (h) Make sure bookshelves are cleared of all material and cleaned.
- (i) Remove all garbage from the room and wash garbage can.
- (j) All bedding is to be left folded on the bed.
- (k) All material is removed from the clothes closet.
- (l) Room door is cleaned of all messages and/or graffiti (inside and out).
- (m) Room is left in the same state of cleanliness as upon taking occupancy.

Make any necessary arrangements with your roommate to ensure that your share of cleaning responsibilities has been fulfilled. Failure to clean your room to the residence department standards will result in cleaning fees starting at \$25 per hour.

Your keys must be turned in to your RA or the main office at the time you move out. A charge of \$25.00 for mail box key(s) not returned will be assessed.

LINEN EXCHANGE

An exchange of bed linen (two sheets and one pillow case) is provided weekly on Thursdays at 102 Qu'Appelle Hall from 12:30 – 1:15 pm.

In an emergency, please see your building caretaker or your RA for an exchange of bedding.

MAINTENANCE

Maintenance Service

Requests for maintenance service should be brought to our attention in one of two ways:

- (1) On one of the Notice Boards in your Hall you will find a form on which you can detail your maintenance requirements such as: “light switch on study lamp not working”, “loose handle on desk drawer”, etc. These will be attended to on a routine basis. If your requests are not being met, please talk to the Assistant Residence Manager.
- (2) If it is an urgent matter, please report it to the office (phone 966-6775). *If it is an urgent matter and the office is closed, report it to an RA or directly to Campus Safety (966-5555)* Identify yourself and explain the problem to the security person and s/he will take whatever action is necessary. Please limit “after hours” maintenance requests to a minimum because callouts involve overtime charges at “double time” and unnecessary callouts may be charged back to you.

Several times throughout the year a maintenance check and cleaning inspection is done to ensure that everything is working properly in the room and that your room is being kept in an acceptable condition. You will be given several days notice before these inspections are carried out. If at any time you notice something that needs repair, please report it.

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

Rules and Regulations

General

Voyageur Place Residence is “home” to approximately 550 students. In order to ensure the safety and well-being of the residents, many guidelines and standards need to be adhered to. Our rules and regulations have been developed over the years and are designed for the purpose of making Voyageur Place a safe and enjoyable place to live. If you have any comments or questions regarding any information in this handbook or about Residence in general please consult any of the Residence Life Staff.

Please help us keep your “home” well maintained by observing the following rules:

- (a) Please do not use pins, screws, nails, or staples for hanging pictures and posters. (*Use masking tape only.*) If you live in Qu’Appelle Hall Addition (Laverendrye House), please restrict the pictures and posters to the concrete block wall: in all other houses, use the walls that have vinyl covering.
- (b) Windows or window screens must **not** be removed. *You will be charged for re-installation.*
- (c) **Climbing on the roof.** This activity is considered dangerous and damaging to the roof, (particularly roof canopies) and is not allowed. Anyone involved in this activity will be fined \$50.00 plus damages and you will be subject to the process for violations of community standards.
- (d) Please keep furniture, boxes and other material away from the heat radiators.
- (e) Please turn off lights, radios, stereos and TV’s when you leave your room. Conserving energy is in everyone’s best interest.
- (f) 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.
- (g) ***Do not tamper with any electrical, mechanical or fire fighting equipment.***
- (h) Anyone caught accessing the residence buildings without the use of their keys will be subject to a minimum fine of \$100.00 as well as the process for violations of community standards and/or University non-academic discipline process.

Insurance

The University insurance does not cover your belongings against damage or theft. **Tenants are advised to make arrangements for adequate insurance coverage for personal property and personal liability.**

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 damage not accounted for in the room will be charged to each roommate on an equal basis. You are responsible for any damage that your guests 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 your RA to avoid your community paying the bill and residence fees increasing. **All damages and fines are to be paid at the Residence Office.**

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

Bunk beds are not permitted. Any student found having bunk beds will be fined \$100.00.

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 mactack which has a light weight adhesive. Door/window posters deemed inappropriate will be removed.

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 process for violations of community standards. 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.

LIVING (SURVIVAL) IN THE RESIDENCE

When over five hundred people live in close proximity, it is obvious that they can do so comfortably only as long as it is acknowledged that all have individual rights, and that these must be respected. Harassment or discrimination with respect to any resident by reasons of ancestry, race, creed, colour, national origin, political or religious affiliation or belief, sex, sexual orientation, physical disability or age will not be tolerated.

Roommates

Some of you will be sharing a room for the first time, and we know from experience that “roommate problems” are of major concern. If you have been assigned to a double room with a roommate of your choice, we assume that roommate problems will be minimal.

It is important to communicate with your roommate upon arrival to residence as well as throughout the year. Your roommate needs to know your general personal background, your attitude and emotions, your values, and personal preferences. If a problem arises at some point during the year discuss the issue right away rather than waiting. Not saying anything the first time it happens will only make your roommate think you don’t have a problem and the behavior will continue. Open and honest communication usually ensures a satisfactory roommate relationship. If you are living with a roommate you are encouraged to fill out the roommate contract provided for you at the beginning of the year.

It is important to get to know your roommate upon arrival. Some conversation starters could be:

- Where are you from?
- What is your family like?
- What are your favorite things to do?
- What is your major? What led you to choose that?
- Why did you choose UofS?

It is also a good idea to set some common expectations. A few things to discuss could be:

- Will you spend most of your time in the room? Will it bother you if I do/don’t?
- Are you looking for a friend or just a roommate?
- Study habits (Where/when do you plan to study? What are your expectations if you are studying in the room?)
- When do you typically wake up/go to bed?
- Is it OK to have alcohol in our room?
- What are your expectations when it comes to cleaning?
- Is it OK to share items/what is it OK to share?
- How do you feel about having guests (male or female) stay in the room?

These are just a few conversation starters to get the ball rolling so hopefully if an issue arises you have already talked about it. It is important to keep an open line of communication with your roommate during your stay in residence.

If you have been assigned a roommate by us, we appreciate that you may have to resolve some concerns and reach an understanding with the person who will be sharing a room with you for the next eight months. There is only one way to do this effectively and that is by frank and open discussions about your lifestyles and habits. Use the above suggestions to get started and go through the roommate contract at the beginning of the year to set some guidelines. Where you have similar views about a particular item, a problem should not exist; where you have differing views, some compromise must be arrived at. We suggest you go a bit more than half-way. The key to all this is communication. Be honest and open and respect the views of your roommate.

Room Changes

We believe that most roommate problems can be resolved by the two persons involved and to that end, we do not wish to consider “room changes” before the end of September, unless an error has been made.

We encourage you to allow a one month period of adjustment. During that time we suggest you go through the following steps to try and work things out:

- Talk to your roommate. It is always best when roommates first speak with each other directly and tactfully, before getting other people involved. More often than not roommate conflicts stem from a simple misunderstanding.
- Talk to your RA or Advisor. Depending on your issues and their severity, your RA or Advisor will suggest some reasonable and typical compromises that have often proven effective depending on the situation at hand.

- If, after a reasonable trial period, you and your roommate cannot resolve your differences, speak with the RLC or ARM. They will begin by asking you if you have discussed things with your roommate and have gone to your RA, so **make sure you go through the above steps first**. If problems persist, a room change may be necessary. There is a \$25.00 fee for the first room change and a minimum charge of \$50.00 for subsequent changes.

Room Consolidation

All students who are living in a double room and do not have a roommate will be required to move in with another student or have another student move in with them on Oct 1 (term 1) or Feb 1 (term 2) or at a later date at the discretion of Residence Life Staff.

ALCOHOL POLICY

Drinking in Residence is a privilege, not a right. Students who abuse this privilege will be subject to the process for violations of community standards.

The Provincial statutes regarding the possession and consumption of alcohol apply in and out of the residence complex. If you are over the age of 19 years you may consume alcohol responsibly in a bedroom but NOT in any common area such as a lounge or hallway. Opened liquor is not to be carried between bedrooms.

Students under the age of 19 are NOT permitted to drink and will be subject, at minimum, to the process for violations of community standards.

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 guests drinking in your room, **you must ensure that 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 will be subject to being shut down and your friends may be asked to leave. *Public intoxication that is disrupting the community will be subject to the process for violations of community standards.*

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.

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.

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.

NOTE: If a student vomits or creates a mess in any common area (ie. 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.

SMOKING

Smoking is **NOT** permitted in Residence or any University Building. Smoking is not permitted within 30 feet of any University building entrance including Residence Buildings as per the Department of Health, Safety and Environment (DHSE). Smoking right outside the doors or under windows results in smoke entering the building which affects fellow students. Students will be asked once to move, repeat offences will result in the student being subject to the process for violations of community standards.

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 concerns or questions regarding this see the Residence Life Coordinator.

DRUG POLICY

Non-prescription drugs classified under the Criminal Code of Canada are not permitted in Residence. This includes prescription medication that is not prescribed to the individual or medication that is not being used as per its instructions. **Anyone found distributing, selling, using, growing, or manufacturing such drugs anywhere in or on University property will be evicted from residence and subject to the University Non-Academic Discipline Process.**

The possession, storage, or use of any type of drug paraphernalia is strictly prohibited within Residence. You are responsible for you and your guest's action. If either of you or your guests are found with or to be doing any of the above mentioned things you will be evicted.

GAMBLING

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).

WEAPONS AND DANGEROUS ITEMS

The following items are not permitted in, to be stored in or brought into residence at any time:

Fire Arms	Air Soft Guns
Pellet and BB Guns	Paint Ball Guns
Sling Shots	Potato Cannons
Ammunition	Fireworks
Firecrackers	Knives (ie. Hunting, exotic or ceremonial)
Inflammables	Explosives of any type
Any item that may be deemed dangerous by Residence Life Staff	

PERSONAL SAFETY

Any activity that has the potential to harm residence or facilities (including play fighting, pranking, sports indoors, water fights) 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.**

The University's Policy on Discrimination & Harassment

Discrimination and harassment are prohibited by law and will not be tolerated. The University will respond promptly and effectively to reports of discrimination and harassment and will take appropriate action to prevent and correct behavior that violates this Policy. Report any incidents of discrimination or harassment to Residence Life Staff or Campus Safety.

Harassment is a form of discrimination, which is prohibited under the Saskatchewan Human Rights Code and the Occupational Health and Safety Act when it is based on:

- color, race or perceived race, creed, religion, nationality, ancestry, place of origin;
- sex (including sexual harassment and gender identity), sexual orientation;
- marital or family status;
- age, disability, physical size or weight;
- or the receipt of public assistance.

Harassment usually involves a series of incidents that create a hostile, intimidating environment.

For more information on what is harassment and what to do if you feel you are being harassed, go to the Discrimination & Harassment Prevention Services website at www.usask.ca/dhps/.

If you ever feel your safety is at risk contact Campus Safety immediately at 966-5555.

VEHICLES

You are not permitted to operate, store, conduct maintenance/service and or bring any motorized vehicle into Residence at any time. This includes but is not limited to Pocket Bikes, Scooters or any other item deemed to be a vehicle by Residence Life Staff.

Bicycles are not permitted to be stored in your residence room or operated in residence at any time. There is bicycle storage in the basement of Saskatchewan Hall. Please inquire with your RA if you wish to store your bike there.

GUESTS

You may have visitors in your room, and overnight guests may stay with you for up to three days. If you live in a double room, your roommate must give permission for your guest to stay. If your guest is causing problems or violating Residence Policies, your guest will be required to leave residence immediately. **You are responsible for any guest you invite into residence and the friends of that guest and will be subject to the process for violations of community standards if they violate any rules or policies. It is your responsibility to inform them of residence rules and policies.** Every guest is subject to all rules and policies while they are your guests. You must also direct your guests to the appropriately designated washroom.

You are allowed to have several guests, at the same time, for day visits in your room. However, please keep in mind that large social gatherings and parties infringe on the rights of others to sleep, and/or study. Noise must be kept to levels that do not disturb those who live around you; otherwise the gathering will be shut down. Likewise, if there is a problem with open alcohol in the hallway coming from your gathering, it will be shut down. If you plan on hosting a party or gathering talk to your RA about the rules to ensure a successful event. It is prohibited to advertise parties within Residence.

PARTIES OR GATHERINGS IN RESIDENCE

If you choose to host a party or gathering in residence please be advised of the following:

- **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 of residence.
- Quiet hours are at 12:00am 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 hallway 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, or on Facebook, MySpace, Twitter, or other social networks.
- The hallway 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 shutdown as it becomes a fire hazard.
- Please cooperate with RA's 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 systems 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 process for violations of community standards in the event you do not cooperate with Residence Life Staff and Residence rules are not followed.

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 also not to throw or fire projectiles at any person through your window.

Any student in violation of this policy will be subject to a minimum monetary charge of \$25.00 from the Maintenance Department and subject to the process for violations of community standards.

QUIET AREAS AND QUIET HOURS

Some areas of the Residence have been designated as **ACADEMIC AREAS**, where a lower level of activity is the norm. Living there is a privilege. If a student living in an Academic Area cannot adhere to the community standards of a quiet hall, s/he will be either moved to a social hall where the noise tolerance is greater or may be evicted.

Social halls are more active but during "**Quiet Hours**" all activities which may disturb those trying to sleep or study shall be suspended.

QUIET HOURS ARE AS FOLLOWS

In Academic Area – 24 hours per day – seven days a week

Social Areas – Fridays & Saturdays – Midnight to 10:00 am

Sundays thru Thursdays – 10:30 pm – 7:00 am

Quiet Hours will be in effect 24 hours per day in all areas for certain periods prior to and during examinations. You will be notified of this when the examination schedule is known. Notwithstanding the particular restrictions during Quiet Hours, the intentional disruption of another resident's right to sleep or study AT ANY TIME WILL NOT BE TOLERATED.

Second Floor Qu'Appelle Hall Addition is a quiet floor during office hours 8:30 am – 4:30 pm Monday thru Friday as Student Counseling is below.

The "Gold Lounge" (ATH 145) is a quiet study lounge.

STEREOS, TV's AND COMPUTER GAMES

The use of these items is permitted but they need to be used with respect to those who live around you. Please use headphones whenever you listen to your stereo. If stereo, TV, or computer game noise is excessive, you may lose the privilege of having that item in your room.

WATER FIGHTS

Water fights in Residence will not be tolerated. Water can damage Residence property (floor covering particularly) and can result in injury to the persons involved.

ACTIVITIES IN COMMON AREAS

Sports & equipment such as roller blades, hockey sticks, Frisbees, hacky sacks, bikes, footballs, etc. are not to be permitted in the hallways or other common areas. In addition to being dangerous to your fellow residents, they may cause physical damages to the building.

All movie nights in common areas must be cleared through the Residence office. XXX Rated movies are not permitted in these areas.

Confetti is banned from Residence.

PETS

Pets or animals are **NOT** permitted in Residences. Upon a written letter of request to the Residence Office, small aquariums with fish may be permitted.

ADDITIONAL FURNITURE AND EQUIPMENT

We discourage students from bringing additional furniture into their rooms; standard bar fridges of 3.5 cubic feet capacity excepted. Water filled furniture or equipment is **not** to be brought into Residence.

Due to the limited capacity of the electrical circuits in the bedrooms, **do not** use any electrical equipment that has a heating element, ie. toaster, iron, kettle, etc. **except** a hair dryer and curling iron. Use popcorn makers, kettles, and toasters in kitchenettes only. 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.

INTERNET, CABLE & TELEPHONE

Internet is provided to you as part of your rent. Should you have any problems, contact the service provider (Shaw) directly at 664-2121.

Should you wish to connect cable or telephone in your room Shaw will be available at the beginning of the year during move in or you may contact them at a later time.

If you are sharing a room it is important that you have a clear understanding/contract with your roommate re: payments, usage, etc.

STUDENT LOUNGES

Student Lounges are for the use of all Residents of Voyageur Place. The TV lounges in Sask Hall, Kelsey, Athabasca, and LAV may be reserved for birthday parties, movie nights, board game nights or other gatherings, with permission. At no point is the reservation for exclusive use of the lounge. The consumption of alcohol is strictly prohibited in all lounges. If you plan on having a function you must contact a Residence Life Coordinator located in Sask Hall 105. 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 large gatherings. There must also be a "reserved" sign posted on the door outlining the date and time of your event. 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.

LOUNGE FURNITURE

Lounge furniture is for the use of all Residents and **is not to be removed**. Any student who takes lounge furniture into their room will be charged \$25.00/day/piece and other charges as deemed appropriate. Repeat violations may result in eviction.

VACUUMS

To get a vacuum, speak with your RA or Residence Life Staff. You must sign the vacuum out on the sheet and it is your responsibility to return the vacuum. Failure to do so will result in a \$25.00 fine. This means do not lend the vacuum to your friends or neighbors. Return the vacuum **ASAP to staff** to ensure that someone else does not take it and you do not get fined.

SOLICITATION

Solicitation from external groups is not permitted in Residence. If people come to your room soliciting call Campus Safety 966-5555.

POSTERS

All posters must be approved by the Residence Office. Any posters that do not have approval stamp will be removed. Any posters contradicting any of the rules outlined in the handbook will not be approved.

COMMUNITY REVIEW BOARD

The Community Review Board (CRB) is composed of approximately 15 Voyageur Place students who review incidents and complaints associated with violations of the rules of Residence. Students volunteer to sit as board members on an eight month term and enjoy the opportunity to develop leadership skills, teamwork skills, and develop analytical skills in a non-biased, impartial environment. The CRB has a coordinator position that performs the administrative duties associated with the Board.

The Board works in conjunction with the Residence Advisors and Assistants to address alleged violations of residence policies, community standards, and/or disturbances in the residence community. Upon notice of an alleged violation of residence policy, the student responsible will be summoned to a hearing. The CRB will then review relevant evidence, strive to include all parties affected, and may collectively impose sanctions to address the incident. Sanctions may include, but are not limited to fines, community service, or an education-based program. The Board strives to make a sanction relevant to the violation in an effort to strengthen the community. The Board has the power to recommend eviction if sanctions are not completed.

For more information concerning the CRB, please contact your Resident Assistant, Resident Life Coordinator or the Assistant Resident Manager.

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 – 11:00 pm; Fri and Sat 6:30 pm – 4:00 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 in Sask Hall by the Residence Office), 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 Voyageur Place 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 Sarah Sotvedt. 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 is located in Sask Hall 105 and can be reached at sarah.sotvedt@usask.ca or 966-1420.

FACULTY-IN-RESIDENCE (FIR) PROGRAM

This program was initiated in 2000. The program now includes 4-5 graduate student tutors and has the following components:

- Assistance with *academic issues* such as admission to professional programs
- Help with locating *learning resources* on campus
- Help with *summer research job* placement
- *Tutoring* in chemistry, physics, mathematics, biology and English
- Invite *speakers* and organize *discussion groups* and *movie series*
- Work with the students to create a better learning environment in Voyageur Place

THE ACADEMIC MENTORSHIP PROGRAM (AMP)

This program is available to students living in Voyageur Place free of charge. The AMP is here to help you with academic issues such as admission to professional programs, to find summer research job placements, and to locate learning resources on campus. They also offer mentoring in Mathematics, Physics, English, Biology, Chemistry, and other subjects. Posters will be displayed around Residence with times and locations.

CAMPUS SAFETY

Campus Safety can be contacted by dialing 966-5555. Every night from 11:00 pm – 7:00 am, a Security person will patrol the Residence halls. Security will also check on parties, act on any noise related problems, and deal with other security-related issues. Security personnel are agents of the landlord and have the right to enter a students room if they deem it necessary. On Fridays and Saturdays an RA will work with the Security person.

WHY CALL AN RA OR CAMPUS SAFETY CONSTABLE

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

Campus Safety and the RA's 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 Voyageur Place 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 Voyageur Place and the University of Saskatchewan are followed. They are instructed not to allow people into the buildings unless they are tenants or are guests of tenants.

RESIDENCE HALL SECURITY

Safety and Security in the Residence Halls is a concern and responsibility of all residents.

- Keep your **door locked** at all times
- Do not prop doors open
- Do not let people you do not know into Residence
- Report all suspicious persons/activity to Campus Safety or your RA
- Report all damages or thefts to your RA immediately and/or Campus Safety
- If a door is not closing or locking properly report it to an RA immediately or write it on the maintenance sheet located on the hallway bulletin board

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 encasements please take the time to read it and follow the instructions. In the event critical information needs to be disclosed to Residents, an RA will call an Emergency Hall Meeting. Attendance at these meetings is mandatory as they contain information that pertains to your safety.

In the event of an emergency building lock down:

- Cooperate with Residence Life Staff
- Stay in your room away from windows (close your curtains) unless otherwise instructed
- Keep your room door shut and locked
- Updates will be given out via email and PAWS
- Do not leave your room or residence unless otherwise instructed to

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

BUILDING ENTRANCE DOORS

Monday through Thursday – The doors are open and locked at various times. **Ensure that you carry your Student Card at all times.** On weekends the doors remain locked from 9:00 pm Friday to 7:30 am Monday. Anyone caught accessing the residence buildings without the use of their keys will be subject to a minimum fine of \$100.00 as well as the process for violations of community standards and/or University non-academic discipline process.

COMMUNITY STANDARDS OF BEHAVIOUR

The rules in Residence have been established in order to help ensure the rights and protection of individuals. With the rights of residents also comes the responsibility for individuals to ensure that they are not infringing upon the rights of others. For example, an individual's right to study. The basic rule to remember is common courtesy. Other rules are based on this principle, and legal structures. The rules of Residence are taken seriously by all Residence staff. Rules on standards of behaviour that are 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 addressing violations of community standards include a formal warning by RA's, Advisors, RLC or Manager(s); paying for damages, probation, eviction, or even a requirement to discontinue studies at the University.

If your rights are being infringed upon, or if you are aware of rules being broken, you are encouraged to speak to your RA, RLC, or the Assistant Resident Manager (Student Life)

Process for Violations of Community Standards

If you are found to be doing something that contravenes community standards, the handbook, or the lease, you may be subject to the process for violations of community standards. This is a varied process and every situation is treated individually depending on a variety of factors. The process is not all about "getting in trouble", the number one concern is looking out for the safety and well-being of all students.

Any combination of the following may occur if you contravene the rules:

- **An RA may talk to you**, asking you to stop the behavior and inform you of the rules.
- **An Advisor may talk to you**, informing you of the rules and what future consequences may be.
- **You may receive a letter from the RLC or ARM**, requesting a meeting with you. If you receive a letter, it does not mean that you are in trouble. Often these meetings are about getting your side of the story and making sure everyone understands the rules and what future consequences may be.
- **You may be asked to go to a CRB hearing**, where a variety of sanctions may be assessed. For more information, see the CRB section above.
- **You may be placed on probation.** Probation is a response to actions/and or behaviors that contravene the handbook and/or lease. The document outlines expectations and may include sanctions. Failure to comply with probation may result in further action including, but not limited to, eviction or the University's Non-Academic Discipline Process.
- **Eviction.** You may be evicted for violations to the Lease Agreement or the Handbook. If you choose to appeal this process you must put the basis of your appeal in writing and submit within one week of this notice to:
 - Greg Fowler - Director of Consumer Services
Room 133 Saskatchewan Hall, 91 Campus Drive S7N 5E8
- **University's Non-Academic Discipline.** See Student Judicial Process http://www.usask.ca/university_secretary/pdf/SJP_handout_presentation_summary.pdf for more information.

IDENTIFICATION CARDS

Your student card is also your Residence ID, meal card, room key, and building entrance key.

Lost Room Keys/ID Cards

If you lose your key a charge of \$25.00 for a mail key will be assessed. During a student's University career they can get four free replacement ID cards. After these four there will be a charge. The Card Office can be found in the University Book Store.

If you lock yourself out of your room during office hours and a Resident Assistant is not around, come to the Residence Office. Contact Security if the Residence Office is closed. You will be required to produce ID. **Excessive use of this service by an individual will result in a service charge.**

Your keys are for your use only. Any person who is in the possession of an unauthorized key or card which can open any locks in the Residences is subject to discipline by the University. If you are found copying keys, you may be subject to paying for rekeying of the locks and other disciplinary action.

THE RESIDENCE FACILITIES AND SERVICES

Furnishings and Cleaning

Rooms are furnished with a bed, desk, chair, study lamp, clothes closet and dresser storage. Bedding is supplied and a weekly exchange of linen is provided (see Linen Exchange). While the Residence housekeeping staff cleans corridors, lounges, bathrooms, and other common areas, you are responsible for keeping your room 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! Cleaning materials and vacuum cleaners are available in storage closets near your room. *Please do not use abrasive cleaners such as Comet, Old Dutch, or Ajax to clean your room.*

Lounges and Kitchenettes

There is a lounge and/or kitchenette area in each building. Cooking and use of coil resistance appliances are permitted only when such appliances are provided by the Residence Department in kitchenettes and some lounges. The lounges all have cable television.

Laundry Rooms

Laundry rooms are located in the basements of Athabasca, Saskatchewan and Qu'Appelle Halls. Please use your respective laundry areas. Irons are provided by your Association and the laundry equipment is provided on a contract basis by **Carney's Laundry Service**. *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 (weekends excepted), please report the matter to the Residence Office. The laundry equipment is coin-operated. (Sorry, the Residence Office cannot supply change for use in the laundry or vending machines).*

Games Room and Pool Room

There is a Gym on the second floor in Sask Hall (227). Talk to an RA if you would like to utilize the gym. The Pool Room is located in Room 132 Sask Hall. Ask an on duty RA for equipment. The equipment must be returned by the time they are off duty for the night.

Study Rooms

There are study rooms throughout the Residence: first floor Qu'Appelle, and throughout Athabasca Hall. The "Gold Lounge" in Athabasca Hall is a 24/7 quiet study lounge.

Storage Rooms

As of the 2010/2011 school year **there is no summer storage available in Voyageur Place**. Storage will be available during the school year for things such as boxes and suitcases only. Talk to your RA to get into storage. Please clearly mark your items with your name and ensure you collect them when you vacate Residence. **Any items left in storage after April 30, 2011 will be disposed of.**

Ice Machine

An ice machine is located in each of the buildings.

FOOD SERVICES

Marquis Hall 966-6789

Please see the Food Services website at www.usask.ca/foodservices/residence_dining for complete Residence Dining information.

General

Food Services is located in Marquis Hall. There are two large dining rooms (Garry Room and Exeter Room) on the second floor of the building.

Special Diets

Each meal is designed to provide meal plan holders with a variety of healthy choices each day. The menu cycle is based on Canada's Food Guide, and a vegetarian entrée is also available at every meal. You are expected to make your food selection from the varied menu offered at meal times, but if you have a short term requirement for some special food, please discuss the matter with the Food Services Assistant Director.

Meal Cards

Your student card acts as your meal card, residence room key, library card, fitness pass, and is used for setting up your University Computer account. Your meal card is swiped at the till for all your meals. You must present your meal card for all meals at Marquis Hall or at any of the Retail Outlets.

Lost Cards

In the event that your card is lost or stolen please inform Food Services immediately and fill out a Lost Card Form. Items that are charged to your account before your card is reported lost will not be refunded. Replacement cards can be acquired at the Card Office (see www.usask.ca/cardoffice for details). You may use photo ID to obtain meals for two business days following a lost card report. If you have not obtained a replacement card after two business days, you will not be allowed entrance to the Dining Room.

Hours of Operation

Marquis Hall hours of operation are as follows:

Weekdays:

Breakfast: 7:30 am – 9:30 am

Lunch: 11:00 am – 3:00 pm (station hours vary)

Supper: 5:00 pm – 7:00 pm (station hours vary)

Weekends and Holidays:

Brunch: 11:00 am – 1:00 pm

Supper: 5:00 pm – 7:00 pm (station hours vary)

Bag Lunches

If, due to academic conflict, you are not able to eat lunch at Marquis Hall, you may arrange for a bagged lunch. Bag lunches are available Monday through Friday, holidays excepted. One working day's notice is required for a bag lunch. For example, notification for a lunch required on a Monday is required Friday morning. Notification of a bagged lunch requirement may be submitted to the cashier at Marquis Hall. The bagged lunch will be available at breakfast on the day for which it is ordered. If a bagged lunch is not picked up, bagged lunch privileges will be suspended.

Late Lunches

Late Lunches (\$6.25 maximum value) may be taken at any of the following retail outlets: A&W, Arts Cafeteria, and Agriculture Cafeteria. This service is available 3:00 pm to 4:30 pm Monday to Friday. To obtain this service, you must present your meal card at point of purchase. **(SOME RESTRICTIONS APPLY)**

Sick Trays

If you are unable to come to Marquis Hall for a meal because of illness, you may arrange for a fellow Resident to bring a meal to you. This person will need your meal card and be required to fill out a sick tray request form on your behalf, available from the cashier at Marquis Hall.

Food Meetings

Meetings are open to all residence students and are held at 4:00 pm on the first Monday of the month in the Garry Room in Marquis Hall. If you have a

concern or suggestion, please feel free to approach any of the managers. Feedback is extremely important for a successful meal program. We will conduct two surveys, in Term 1 and Term 2 to gather information about your satisfaction with Residence Dining. Please watch your email for notification to fill out the surveys.

STUDENT COUNSELING SERVICES

Main Floor, Qu'Appelle Hall Addition Residence

(to the right of Place Riel)

Phone: 966-4920

Hours: 8:30 am – 12:00 pm ; 1:00 pm – 4:00 pm

The psychologists and social workers at Student Counseling Services offer a full range of psychological services to registered students whose problems are interfering with academic and/or personal functioning. Students access counseling services to help them deal with a wide range of issues such as depression, anxiety, relationship problems, loss and grief, eating and body image concerns, experiences of trauma, rape, abuse, and difficulty adjusting to university. More details on our services and self help information are available online at www.students.usask.ca/scs/. To arrange for counseling services please speak with our secretary.

INTERNATIONAL STUDENTS OFFICE

105 Admin Place 966-4932

Students from other countries are invited to make use of the International Students' Office for assistance with problems that may be of concern to them. An advisor may be contacted at 966-4932.

STUDENT HELP CENTRE

Rm 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 you with personal problems, conflicts with professors, landlord-tenant relations, class withdrawals, scholarships, internships, appeals, general confusion, crisis intervention and much more.....

The Help Centre also has an extensive exam file available to you.

STUDENT HEALTH CENTRE

Saskatchewan Hall 966-5768
<http://students.usask.ca/wellness/>

Don't wait to be sick before checking out the location and services offered by the Student Health Centre here on Campus.

Where are we?

You can find us on the ground floor in Saskatchewan Hall. Our outside entrance is beside the Memorial Union Building but we can be reached from Place Riel without stepping a foot outside... just follow the signs.

Who can come?

We offer health care to all registered University of Saskatchewan students, their spouses or partners, and dependents.

Services include...

General medical treatment (male & female physicians)	Employment, athletic, SGI & childcare physicals
Psychiatric consultation	Nutrition counseling
Sports medicine	Social work (counseling)
Obstetrical/gynecological services	Nurse practitioner
Annual & university entrance physicals	Massage & chiropractic
Minor emergency & first aid care	Immunizations
	Nursing
	Health education

All services are confidential. Your health information will not be released to anyone without your permission unless required by law.

What are our hours?

September to April

Monday	8:30 am to 12:00 noon; 1:00 pm to 4:30 pm
Tuesday, Wednesday & Friday	8:30 am to 4:30 pm
Thursday	9:30 am to 4:30 pm

- 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

105 Admin Place, Room E1 966-7273

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 DSS is restricted to students who have registered with DSS.

ABORIGINAL STUDENT CENTRE

110 Marquis Hall 966-5790

The Aboriginal Students' Centre offers a variety of programs, events and support services to current and prospective Aboriginal students.

GRADUATE STUDENTS ASSOCIATION

Trailer 4, Room 3, 72 Campus Drive 966-8741

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.

USSU

Memorial Union Building 966-6960

The University of Saskatchewan Students' Union strives to be the 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 and Safewalk. Check out www.ussu.ca for more information.

PRIDE CENTRE

Room 42, Lower Sask Hall 966-6615

The USSU Lesbian, Gay, Bisexual, Transgender and Ally 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

Room 43, Lower Sask Hall 966-6980

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 strengths of the diverse and vibrant community at the U of S and Saskatoon.

FOOD CENTRE

Room 45, Lower Sask Hall 966-1792

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.

STUDENT CRISIS SUPPORT SERVICE

Room 44, Lower Sask Hall 966-2984

The USSU Student Crisis Support Service (SCSS) is a free and confidential support service for survivors of sexual assault, rape, gender related violence, sexual harassment, emotional, verbal or physical abuse, stalking and relationship violence at the University of Saskatchewan. The SCSS is a confidential contact point on campus for support, information, or referrals for survivors and their friends or family. The SCSS also promotes awareness of gender related violence, and provides training and education for students, staff and faculty. Students requiring immediate assistance should call the Saskatoon Sexual Assault Centre 24-hour Crisis Line at 244-2224 or the Saskatoon Mobile Crisis Intervention 24-hour Crisis Line at 933-6200.

RESIDENT'S ASSOCIATION

Any student group or association operating within the Residences must be pre-approved by Residence Management. (Operating within the Residences is defined as organizing events for students living in Voyageur Place).

Activities involving alcohol are not permitted. This includes, but is not limited to, rez-wide parties, pub-crawls, beer/keg nights, token nights, and booze-and-bowls. You must run your event ideas by the RLC for approval and support.

Talk to the Residence Life Coordinator if you would like to get involved in Residence or if you have any questions.

FIRE ALARMS

Voyageur Place is equipped with a fire detection system. All bedrooms are equipped with heat sensors and smoke detection alarms. All common areas are equipped with smoke detectors. The smoke detectors in the bedrooms will sound an alarm whenever there is a considerable amount of smoke in the room, but it will not send a fire alarm signal to the Fire Department. The smoke detectors in the common areas and **ALL** heat sensors will automatically send a signal to the Fire Department.

*If your smoke detector is ringing unnecessarily call campus security.

What to Do In Case of Fire

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. When you hear the alarm:

1. Get up. Wake your roommate 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, open it and 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.
5. Go at once to Marquis Hall, which will be opened for you. If it is not open when you arrive, wait there and a Security Officer will come to open it shortly.
6. In a fire, the tunnel and elevators could be death traps. **Keep out of them!**

7. 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!

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

False Alarm and Tampering with Fire Equipment

All Residents must realize that the fire equipment located in Voyageur Place is there for a purpose. Tampering with this equipment or setting false alarms are serious offenses 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 subject to the Residence Discipline Process and/or evicted.

PHONE NUMBERS

Campus Safety.....	966-5555
Emergency 9-1-1.....	911
Crisis/Suicide Info Line.....	933-6200
Open Door Society.....	653-4464
Poison Control Centre.....	665-1010
Problem Gambling Help Line.....	1-800-206-6789
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

CABS

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 Bookstore.....	966-4468
Campus Rec.....	966-1040
Food Services.....	966-6789
Residence Office.....	966-6775
Security.....	966-5555
Campus Safety.....	966-5555
Campus Parking.....	966-5555

CAMPUS STUDENT SERVICES

Counseling Services.....	966-4920
International Student Office.....	966-4925
Student Health Centre.....	966-5768
University Chaplains.....	966-8500
USSU.....	966-6960
Women's Centre.....	966-6980
Pride Centre.....	966-6615
Safewalk.....	966-7233 (SAFE)
Help Centre.....	966-6981
Food Centre.....	966-1792
Graduate Student Association.....	966-8471
Disability Student Services.....	966-7273
Aboriginal Student Services.....	966-5790