

Residence Life Handbook

Acadia University

Revised June 2018

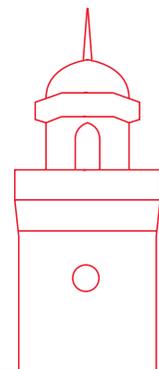
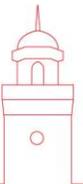


Table of Contents

Residence Life Handbook	1
Residence: More than just a bed	2
Your Community Supports	3
Resident Rights & Responsibilities	5
Residence Life Rules and Procedures	6
Residence Alcohol Rules and Procedures	7
Residence Cannabis Rules and Procedures	10
Residence Life Guest Rules and Procedures	11
Residence Noise Rules and Procedures	14
General Rules and Procedures	15
Sustainability	16
Non-Academic Judicial Process	18
Residence Rooms and Common Areas	19
Requesting Maintenance	21
Safety and Emergencies	22
Communication and Technology	26
Room Assignments	28
Summer & Winter Break	30
Living with Roommates	32
Dining on Campus	34



Residence: More than just a bed

Acadia's strategic plan – *Personalized Education for a Complex World* – calls for the provision of a “Dynamic Residence Life Program that supports engaged learning, academic achievement, intellectual development, and respectful personal relationships”. The residence experience is carefully designed to challenge students to succeed academically and develop personally.

Through community development initiatives, residence staff members and house councils develop intentional opportunities for residents to learn skills, gain experience, acquire knowledge, understand themselves. The Residence Life Program seeks to integrate students' academic and residence experience to provide an environment that facilitates transformational learning.

Residents in each section and building are part of a unique living and learning community. As members of that community, students are responsible for developing community living expectations, actively contributing to a culture of self-governance, and building ownership. Through their residential communities, students develop study groups, share common interests and begin lifelong friendships.

Diversity is an important element of the Residence Life Program. Acadia's international students come from over 60 different countries, many of which make up a significant proportion of the residence population. The residence program embraces cultural and ethnic differences, and works to develop an understanding and appreciation of these differences with residents.

The residences are where students' academic, personal and social experiences converge upon each other to create a seamless learning environment. Residence is a focal point of the Acadia experience.



Your Community Supports

Resident Assistants

Resident Assistants (RAs) are peer role models responsible for developing a community within a residence. To accomplish this task, RAs specialize in understanding the unique needs of each student in their section, and have an appreciation of diversity and understand that residents' needs vary. RAs address those diverse needs through personalized interaction with each resident, creating inclusive programming and empowering residents to be engaged citizens within their larger residence community by getting involved in residence events and House Council meetings. They also act as an academic resource for students. RAs are aware of campus resources and intentionally involve faculty and staff to provide expertise to help students succeed academically and personally.

Senior Resident Assistants

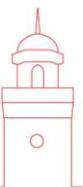
Senior Resident Assistants (SRAs) are students with previous RA experience who lead a residence staff team of their peers. The SRA plans staff meetings and training sessions, and communicates the needs of the residence staff team to the Residence Life Coordinators and Department of Residence Life. The SRA also collaborates with the House Council to develop the unique identity of the residence, and craft an environment of self-governance within the house.

House Council

The House Councils are comprised of three students who have been hired by a Student Representative Council panel to assume leadership positions within residence buildings. The executive members are hired towards the end of the previous academic year, and floor or section representatives are elected in September. The House Council members work parallel to and in collaboration with the Acadia Students' Union (ASU) Vice President Student Life as well as with Resident Assistants to provide programming, develop house identity, and build a culture of ownership, self-governance and spirit. The House Councils have access to funds from the ASU to purchase capital items for the house and fund community development initiatives. Additionally, the House Council Presidents are members of the ASU House Council Presidents Committee, chaired by the Vice President Student Life, of which meets weekly to discuss events and ideas, to promote activities, and to raise concerns from residents.

Welcome Week Leaders

Welcome Week Leaders are volunteers who are recruited and trained by the Department of Residence Life to assist new students with their transition in to university life at Acadia. To this end, these leaders' primary responsibility occurs during Welcome Week. The leaders are here to help new students in all capacities with their move in and preparation to university life. Residents will see them actively involved, full of energy and ready to help them get involved.



Residence Life Coordinators

TBD SUB 634 | 902-585-1415 |

TBD SUB 633 | 902-585-1662 |

Ryan Moul SUB 632 | 902-585-2170 | ryan.moul@acadiau.ca

Residence Life Coordinators (RLCs) are professional staff with experience in university residence life and student services. The RLCs directly supervise the student RA staff in residence, and provide oversight and guidance to the management of each residence team. Residence Life Coordinators operate an on-call service for Resident Assistants to ensure professional staff can be available outside of regular business hours. The RLCs also play a key role in student engagement and follow-up. Residence Life Coordinators also provide professional customer service to current and prospective students, parents, summer conference/groups and guests, and other staff and faculty.

Manager, Residence Life

Kelton Thomason SUB 629 | 902-585-1861 | kelton.thomason@acadiau.ca

The Manager of Residence Life works directly in the Residence Life department to ensure cohesion of the Acadia Residence Life program and facilitate learning opportunities for students, student staff, and residence life staff. Through a strong dedication to both the structural integrity and the social, intellectual, and developmental aspects of residence life on campus, the manager employs a full campus view of learning. Both in the classroom and experiential learning are values at the core of the Acadia experience and our Residence Life program. Through maintaining our residence spaces and upgrading our offerings, the manager ensures safe, comfortable, and exciting communities for our students to live and grow in.

Executive Director, Student Services

James Sanford UNH 312 | 902-585-1460 | james.sanford@acadiau.ca

The Executive Director of Student Services oversees all the departments within the Student Services sector (Department of Residence Life, Student Resource Centre, Non-Academic Judicial, Student Health Centre and Campus Programs). The Executive Director is charged with the vision and mission of the sector and is the liaison to the Vice President Enrolment and Student Services.



Resident Rights & Responsibilities

Each member of the Acadia residence community has certain rights and responsibilities, as described below. The embodiment of these rights and responsibilities within the individual and the residence culture is critical to a positive experience for all members of the residential community. The policies and procedures outlined in the following sections of this handbook are designed to provide structure to these values, while encouraging an atmosphere of self-governance and ownership within the residence.

Residents have the **right** to:

- Live in a clean and secure environment
- Facilities and programs that support the pursuit of academic success
- Have access to written copies of university housing rules and procedures that govern individual and group behavior
- The respect and safety of personal property
- Study without interruption or interference
- Be free from unreasonable noise
- Be free from intimidation or harassment
- Express themselves freely within established guidelines
- Expect enforcement of housing agreement/contract
- Have direct access to staff that provide assistance, guidance, and support as needed
- Host guests within established rules and procedures
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms regardless of skin color, ethnicity, gender identity, national origin, disability, age, religion, sexual orientation, or political affiliation
- Have access to individual and group social, educational, and developmental opportunities in their living communities

Residents have a **responsibility** to:

- Adhere to rules and procedures, regulations, and policies
- Comply with reasonable requests made by staff, university officials, or neighbors in residence
- Meet payment schedules for room, meal, and other required housing fees
- Monitor and accept responsibility for the behavior of guests
- Report violations of rules and procedures to appropriate staff
- Respect the rights of others, as stated above
- Respect diverse backgrounds and interests of others who are different than them
- Treat others in a civil manner and manage conflict in a mature manner
- Be serious in their academic pursuits
- Participate actively in self-governance
- Participate in judicial proceedings to determine appropriate standards of behavior
- Contribute positively to the community by participating in educational and developmental activities



Residence Life Rules and Procedures

The following sections outline the rules and procedures of the Residence Life Program. The policies are designed to reflect the values of the Residence Life Program, and to ensure each resident's comfort and safety. Each resident has the responsibility to adhere to these procedures, and the larger policies governing the Acadia community. Any questions regarding the procedures outlined in this handbook should be directed to the Department of Residence Life.

The rules and procedures in this handbook are reviewed annually. Residents interested in making recommendations on any of the procedures should contact the Department of Residence Life. Acadia University and the Department of Residence Life reserve the right to adjust these policies as needed to better match the values of the University and Department of Residence Life. Any policy changes will be communicated to the residence population through electronic messages.

The Residence Life program is also governed by Acadia University's Non-Academic Judicial Program. The policies of this program are outlined in the Non-Academic Judicial Handbook, available through the Student Services Office, or online at: http://studentservices.acadiau.ca/non-academic_judicial.html

Community Living & Self-Governance

The Residence Life Program's value of self-governance calls each resident to participate in creating a positive community atmosphere. Residents are encouraged to adopt a sense of ownership over their residence, and honor the policies and expectations governing residence life. Each resident is encouraged to remind other community members of the residence life policies and section expectations when necessary. The Resident Assistants and Residence Life Coordinators are available to facilitate this atmosphere, and assist residents in understanding the values of the Residence Life Program.

Each resident has the responsibility to actively contribute to the community of their residence section and residence. An important part of this contribution is attendance at regular section meetings where important information is shared, event ideas are discussed and a sense of community is developed. Section meetings are also an appropriate time for residents to share concerns about their residential community, and to discuss and reach solutions as a section. Through section meetings residents will develop and agree on section expectations for which all members of the community are responsible.

Damages

To address common area damages, each residence building assumes collective responsibility for damage repair. The cost to repair unacknowledged damage to common areas is shared by each student in the residence building, with the understanding that every resident shares accountability to care for their residence.

Wherever possible, the Department of Residence Life seeks to hold the individual(s) responsible for damages accountable, in which case the said individual(s) will be charged for repair or clean-up costs. Additionally, damages will be assessed after every month, to ensure that residence buildings are repaired as quickly as possible.



Residence Alcohol Rules and Procedures

The Acadia Residence Life Alcohol Management Rules are written with the intention of crafting an environment in which individuals who choose to consume alcohol and are of legal age (19 years and older), can do so safely and responsibly, and those who choose not to consume alcohol can do so without penalty or pressure. The Acadia University Alcohol Management Policy has been established to ensure that the health and safety of all members of the Acadia University community, students, faculty, staff, and other campus guests is our priority.

Acadia University recognizes that the use of alcohol in an appropriate manner is ultimately the responsibility of the individual. It is important to understand that intoxication in no way releases any individual from full and complete responsibility for his or her behavior and its consequences.

The terms of the Acadia University Alcohol Management Policy identify the responsibility of the Department of Residence Life in managing alcohol use in all residence buildings. The Department of Residence Life will be responsible for enforcing rules, procedures, and guidelines associated with approved areas for consumption of alcohol, all event management in residence, all advertising and promotion of events, alcohol consumption by guests, transport of alcohol, behaviors associated with the consumption of alcohol, and acceptability of containers and disposal of containers used for the consumption of alcohol.

Violations of these rules and regulations will be addressed through the Non-Academic Judicial procedures.

Definitions

1. **Underage Drinking** is defined as the consumption of alcohol by an individual who is less than the legal age for alcohol consumption in the province of Nova Scotia (19 years of age).
2. A **Bulk Container** is defined as a container, such as a keg, designed to contain a large quantity of alcohol and serve to multiple individuals.
3. **Stockpiling** of alcohol is defined as the possession of either Bulk Containers or a large quantity of containers for individual consumption.
4. **Drinking Games** are defined as games, tests, or challenges involving alcohol in any way.
5. **Trophies** are defined as displays of full, partially full, or empty alcohol containers.
6. **Open Alcohol** is defined as any alcoholic beverage or container that is no longer in the state it was in when purchased. This includes but is not limited to: open cans or bottles, alcohol that has been poured into a personal container, opened boxes containing unopened cans or bottles, or partially consumed containers that have been re-sealed.
7. A **Closed Container** is defined as an alcoholic beverage container that will not spill if tipped upside down. This may include but is not limited to a resealable personal container, or an otherwise unopened container.
8. A **Fragile Container** is defined as any beverage container that has the potential to break or smash if dropped. This would include but is not limited to glass and ceramic containers.



General Alcohol Rules and Regulations

1. Individuals who are nineteen (19) years of age may possess and consume alcohol in residence rooms (under conditions approved by Acadia University).
2. The use, sale, and/or service of alcohol in any other residence area or at any residence event is governed by the Nova Scotia Liquor Control Act, and the following:
 - a. Alcohol possession and consumption is permitted only in areas designated by the Department of Residence Life
 - b. Alcohol possession and consumption is permitted only for individuals who are nineteen (19) years of age and older. No underage drinking is permitted.
3. Paraphernalia used for the production of alcohol or drugs is not permitted in residence. This includes any brewing or distilling equipment.
4. **Bulk alcohol containers** (such as kegs, 3000mL “Texas mickey” liquor bottles, or 60oz liquor bottles) are not permitted in residence.
5. **Drinking games** (games, tests, or challenges) are not permitted in residence.
 - a. Paraphernalia related to games, tests or challenges is also not permitted in residence. This includes but is not limited to funnels, and modified or unmodified games (e.g. “drenga”, playing cards). Any paraphernalia will be confiscated.
6. **Stockpiling of alcohol** is not permitted in residence.
 - a. Parents and guardians of residents are advised that the stockpiling of alcohol is not permitted.
7. Parents and guardians of residents are advised to not bring alcohol into residence at any time during the academic year.
8. **Trophies** are not permitted at any time.
 - a. Display of any quantity of full, partially full, or empty alcohol containers in a window or elsewhere is not permitted.
 - b. Empty alcohol containers must be placed in the appropriate recycling container and may not be stored in residence rooms.
9. Individuals in residence must be prepared to produce identification for campus staff at any time.



Transport of Alcohol

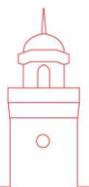
1. **Fragile Containers** are not permitted in any public common area in residence, including lounge areas where alcohol consumption is otherwise permitted.
 - a. Fragile containers are permitted for use in residence rooms.
 - b. Partially consumed fragile containers are not permitted to be transported from one area where their use is permitted to another.
2. Alcohol must be in a **Closed Container** in order to be transported from one area where consumption is permitted to another. Open cups, cans, or other containers are not permitted in residence hallways, elevators, stairwells, or bathrooms.
 - a. Fragile containers must remain unopened, and in a bag or box in order to be transported.
 - b. **Exception:** Alcohol may be in an open container when in transport from one location where consumption is permitted to another area where consumption is **permitted if those two areas are on the same floor in residence** (e.g. Room to same floor lounge, room to room). **No alcohol may be consumed in the hallways while in transit.**
3. Consumption of alcohol outside of residence rooms is permitted only in designated residence lounges.
 - a. Alcohol that is being consumed in a lounge must not be in a fragile container.
 - b. Residents are permitted one open container (one serving of beer, mixed drink, cooler, etc) at a time in a lounge where alcohol consumption is approved.
 - c. Bottles of liquor and/or packs/cases of beer or coolers are not permitted in lounges.
4. **No Open Alcohol** is permitted outside of any residence building on campus grounds or in the Town of Wolfville.
 - a. Alcohol must remain unopened in order to be transported between residence buildings.

Approved Areas for Alcohol Consumption

1. Alcohol may be consumed in private residence rooms or suite lounges.
 - a. **Fragile Containers** are acceptable in these areas; however, they must not be transported to other approved locations (e.g. another private room or lounge area)
2. Alcohol may be consumed in designated lounge areas in residences.
 - a. **Fragile Containers** are not acceptable in these areas.
 - b. Any gathering or event must remain within the occupancy limits for each respective room.

Specific Procedures for Welcome Week

1. **From August 28 (or a student's arrival on campus) to Monday, September 10 at 8:00am**
 - a. Consumption of alcohol in residence rooms by individuals of any age is not permitted
 - b. Individuals who are nineteen (19) years of age and over may consume alcohol in the designated supervised lounge space in each residence
2. **Beginning Monday September 10 at 8:00am**, individuals nineteen (19) years of age and older are permitted to consume alcohol in their residence rooms *and* the designated lounge space as per the rules outlined in previous sections, unless otherwise noted.



Residence Cannabis Rules and Procedures

The Acadia University Cannabis Management Policy has been established to ensure that the health, comfort, and safety of all members of the Acadia University community, students, faculty, staff, and other campus guests is our priority.

Acadia University recognizes that the use of cannabis in an appropriate manner is ultimately the responsibility of the individual. It is important to understand that intoxication in no way releases any individual from full and complete responsibility for his or her behaviour and its consequences.

The terms of the Acadia University Alcohol Management Policy identify the responsibility of the Department of Residence Life in managing cannabis use in all residence buildings. The Department of Residence Life will be responsible for enforcing rules, procedures, and guidelines associated with cannabis consumption.

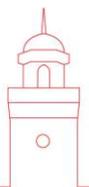
Violations of these rules and regulations will be addressed through the Non-Academic Judicial procedures.

Definitions

1. **Underage Consumption** is defined as the consumption of cannabis by an individual who is less than the legal age for cannabis consumption in the province of Nova Scotia (19 years of age).
2. **Underage Possession** is defined as the possession of cannabis by an individual who is less than the legal age for cannabis possession in the province of Nova Scotia (19 years of age).
3. **Stockpiling of Cannabis** is defined as the possession of more than 30 grams of cannabis for individual consumption or distribution.
4. **Drug Paraphernalia** are defined as any item used to facilitate the consumption of cannabis.
5. **Edibles** are defined as any food item containing cannabis that is intended to be consumed.
6. **Dealing** is defined as illegally providing others with cannabis in exchange for financial profit.

General Rules and Regulations

1. Individuals who are nineteen (19) years of age may possess cannabis in residence rooms and on their person (under conditions approved by Acadia University).
 - a. Cannabis must be stored in a sealed, airtight container so that a discernable odor is not noticeable outside of a student's room.
2. The use, sale, and/or service of cannabis in any other residence area or at any residence event is governed by the Nova Scotia Liquor Control Act, and the following:
 - a. Consumption of cannabis via smoking is not permitted anywhere in residence.
 - b. Cannabis possession is permitted only for individuals who are nineteen (19) years of age and older. No underage consumption is permitted.
3. **Edibles** are not permitted to be cooked/baked/boiled/etc. within residence due to their smell.
 - a. **Edibles** may be consumed within residence by individuals who are nineteen (19) years of age and older.
4. Cannabis plants may not be grown or kept in residence.



Residence Life Guest Rules and Procedures

Acadia University' Residence Life Guest Rules and Procedures have been created in order to ensure 1) a measure of safety and security for on-campus residence communities; 2) a consistent approach to guest management across all residence buildings; and 3) an environment that allows residents to host guests in their rooms while respecting the needs of their surrounding community.

Residence safety and respect for the community is a shared responsibility. While hosting a guest is a privilege afforded to all residents, Acadia reserves the right to revoke this privilege and/or modify these procedures at any time and for any reason.

Definitions

1. An **Acadia Student Guest** is defined as any registered student at Acadia who is not assigned a room in the residence building they are visiting.
2. A **Non-Acadia Guest** is defined as any person visiting a student in residence who is not themselves a registered student at Acadia.
3. An **Overnight Guest** (Acadia or Non-Acadia) is defined as a guest who is visiting a resident with the intention of staying in the residence building overnight.
4. A **Host** is defined as a resident of an Acadia residence building who is hosting either an Acadia Student Guest or Non-Acadia Guest. The Host must agree to take responsibilities for their guest's actions (as defined in this policy).
5. A **Residence Event Period** is defined as the time surrounding an event located in residence, during which restrictions on the usual guest procedures are in place. An Event Period typically begins at 4:00pm on the day of the event and ends at 8:00am on the day following the event, however these hours may be adjusted for specific events by the Department of Residence Life.
6. An **Event Area** is defined as the room, location, or area within a residence where an event may be located. Event areas must be properly staffed and secured.
7. A **Guest List** is defined as a list of names of pre-approved guests and their hosts, for use during Event Periods.
8. A **Residence Guest Ban** is defined as a period in which guests of any type are not permitted to visit a residence.
9. A **Non-Acadia Guest Ban** is defined as a period in which residents are not permitted to host guests who fall into the Non-Acadia Guest category above.
10. A **Sign-In Period** is defined as a set time when guests of any sort must sign-in with residence staff and note their name and host's name on the specified sign-in form.

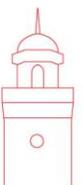


General Guest Rules, Regulations, Responsibilities

1. All Guests are expected to follow all residence and University rules and regulations. This includes (but is not limited to) the Acadia University Code of Ethics and the Residence Life Alcohol Management Rules and Procedures.
2. Hosts must accompany guests at all times while in their residence building.
3. Hosts will be held accountable for the actions of their guests during their stay. This includes any code or rule violations, damages, or disruptions.
4. Guests must be prepared to present their government or student identification cards to campus staff at any time during their stay. Refusal to present ID, or presentation of a false ID will result in removal from Acadia Campus.
5. Any violations of the policies outlined in this document may result in a Non-Academic Judicial charge.

Overnight Guests

1. Hosts must inform their Resident Assistant if they plan on hosting a Non-Acadia Overnight Guest two (2) days in advance of their arrival.
2. Hosts must seek permission from their roommate or suitemate(s) to host a guest two (2) days in advance of their guest's arrival.
3. Each host is permitted no more than one (1) Overnight Guest per person, per night.
4. Hosts must seek permission from the Department of Residence Life if they are planning on hosting an Overnight Guest for longer than three (3) consecutive nights.
5. Hosts who are hosting a Non-Acadia Guest who is under the age of 18 are required to provide their guest's emergency contact information for a parent or legal guardian to their Resident Assistant. This contact information will be used in the event of an emergency.
6. Guests are not permitted to sleep in any common areas (e.g. lounges, hallways, bathrooms, study areas, stairwells, etc.). Guests must be accommodated in their host's residence room.
7. Guests are not permitted to sleep in a room other than the one belonging to their host.



Residence Event Periods

1. A limited number of guests will be permitted depending on the residence in which the event is being held.
2. Residents may request to host a guest on a first-come, first-served basis. Requests will be added to the guest list until the maximum number of guests has been reached.
3. The guest list will be closed five business days prior to the event. Hosts must submit a request before the list is closed.
4. Each resident is permitted to request approval for one (1) guest.
5. A Residence Life Coordinator will review the list of requested guests and compare to Residence, Axe Lounge, and Campus Ban Lists. Hosts will be notified of the approval or non-approval of their request two business days prior to the event.
6. All Guests must be registered on the guest list in order to attend the event. Approved guests will be provided with event bracelets.
7. Unregistered Non-Acadia Guests will not be permitted to enter the residence during the Event Period.
8. Unregistered Acadia Guests will not be permitted to enter the Event Area, but may be permitted to visit other areas of the residence (e.g. to study or visit a friend who is not participating in the event).

Campus Event Periods

Particular events in residence and on Acadia campus necessitate additional guest regulations and restrictions. The Department of Residence Life will determine when these additional regulations are required, and publicize them among residents prior to the event taking place. Examples of typical Campus Event Periods requiring additional regulations would be Welcome Week or Homecoming Weekend.

1. Residence Life may implement a Campus-wide Non-Acadia Guest Limitation
 - a. Residents must request permission to host a non-Acadia guest.
 - b. A limited number of non-Acadia guests will be permitted per residence (as per the guest list procedure above). Approved guests will be provided bracelets.
2. Residence Life may implement a Campus-wide Non-Acadia Guest Ban
 - a. Non-Acadia guests are not permitted in residence.
 - b. This may be used in conjunction with a full Residence Guest Ban for any particular building.



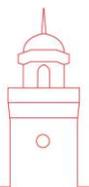
Residence Noise Rules and Procedures

Residents are expected to respect each other's right to be free from unreasonable noise, and to sleep or study without interference or interruption. As such, time in residence is divided into quiet hours and courtesy hours.

	Sunday to Thursday	Friday and Saturday	Exam Period and Quiet Sections
Courtesy Hours	9:00am – 11:00pm	10:00am – 2:00am	9:00pm – 10:00pm
Quiet Hours	11:00pm – 9:00am	2:00am – 10:00am	10:00pm – 9:00pm

1. During **quiet hours**, sound should not exceed a level that penetrates the walls, floors, ceilings, or doorways into another room in residence.
2. During **courtesy hours**, residents are expected to respect each other's right to be free from unreasonable noise and to sleep and study without interruption or interference.
3. **Sports** are not permitted inside residence buildings, and should be played outside.
4. **Amplified sound equipment** is not permitted in residence. This includes but is not limited to guitar or bass amps, sub-woofers, or high-powered stereos. This equipment may be confiscated in the event of noise violations.
5. **Musical instrument practice** is permitted only during courtesy hours. Residence staff may ask residents to refrain from practicing if other residents express concerns with the noise level. Practice rooms are available in Denton Hall for practice outside of acceptable hours.
6. **23-Hour Quiet Hours** are in effect in designated Quiet Sections throughout the year, and in all residences from two weeks prior to the start of exam periods to closure of residence in December and April.

In the spirit of self-governance, when one's ability to sleep or study is impeded by the sound of another resident, residents are encouraged to address the concern politely but directly with the other resident. If the resident does not adjust their sound level appropriately, the situation should be brought to the attention of the Resident Assistant on duty.



General Rules and Procedures

Tobacco-Free

Acadia University is a tobacco-free environment. Use of tobacco products (such as cigarettes, chewing tobacco, cigars, hookahs, e-cigarettes, vaporizers, etc.) is only permitted in the smoking stations located along the perimeter of campus. **The use of tobacco products is not permitted in residence.**

Illegal Substances

In accordance with provincial and federal legislation, illegal drugs and substances are prohibited from residence and Acadia campus. Paraphernalia related to the consumption, use, or production of illegal substances are also prohibited and will be confiscated by campus staff if found in residence.

Scents

In consideration of the difficulties that exposure to scented products causes individuals with sensitivities and allergies; all employees, students and visitors present on campus are encouraged to refrain from wearing scented personal care products such as perfumes/aftershave, lotions, hair spray and deodorant. In addition, Acadia cleaning staff have agreed to use products that do not leave residual odors.

Pets and Animals

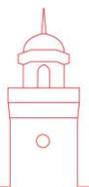
To ensure each resident's comfort and safety and to prevent residence damage, pets of any kind are not permitted in the residence, **including fish**. The only exceptions to this rule are University Professional Staff living in apartments on campus, and individuals with a medically documented requirement for a support animal. Exceptions are determined at the discretion of the Manager, Residence Life.

Businesses and Solicitation

Residents are not permitted to operate a business, or conduct business from their residence room. In addition, solicitation, advertising or campaigning is prohibited in the residences, except for campus events and Acadia Students' Union and house council elections. Students participating in house council or ASU elections are governed by the election policies of the Acadia Students' Union.

Harassment and Discrimination

Each member of the Acadia community has the right to learn, work, live, and play in an environment free of discrimination and harassment. Participants in the Residence Life Program are responsible to uphold the principles of Acadia's Policy Against Harassment and Discrimination, located online at: http://hr.acadiau.ca/tl_files/sites/hr/Policies%20and%20Procedures/Harassment%20&%20Discrimination.pdf



Sustainability

Acadia believes that universities have a responsibility to protect the environment and is committed to environmental and social sustainability on campus and in our community. There are many programs and services in residence. Students play an important role in helping make Acadia a sustainable campus.

Acadia Sustainability Office

The Acadia Sustainability Office is responsible for working with all Acadia departments and the ASU to advance sustainability on campus in the areas of water, waste, food and energy. Visit sustainability.acadiau.ca to learn more about sustainability initiatives at Acadia.

ASU Sustainability Officer

A student sustainability officer is elected each year to work with students and the Acadia Sustainability Office on a variety of campus projects. Residence Eco-Reps report to the ASU Sustainability Officer. Contact the ASU to learn more.

Residence Eco-Reps

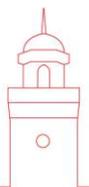
Eco-Reps work the Acadia Sustainability Office, the ASU Sustainability Officer and Residence Life to raise awareness about environmental services and implement programs in residence. The positions are open to any interested student living in residence and elections are held in September. Ask your RA or House Council about this program.

Waste

Acadia has a multi-stream waste system on campus, which is one of the most advanced in the world. Numerous items are banned from landfills in Nova Scotia, such as organics and recyclable plastics, and staff, faculty and students are all required to sort waste correctly on campus. Please sort your waste into the following streams in the waste stations provided: **Paper, Recyclables, Refundables, Organics, Garbage and broken glass. Battery recycling** is also available in various locations around campus. If you have any questions about *what goes where* ask your custodian or your Residence Eco-Rep. You can also help reduce waste at Acadia by using a **reusable water bottle and coffee mug**. Ask for a mug discount at retail locations on campus and in the community.

Heating and Electricity

The campus is heated mainly with natural gas, which helps lower our air pollution and greenhouse gas emissions (GHG). Electricity is provided by Nova Scotia Power Inc. with a mix of fuel sources including coal, wind, hydro and biomass. You can help reduce energy and emissions at Acadia with a few simple actions. Lower your thermostat to 65 degrees Fahrenheit/18 degrees Celsius when your room is unoccupied for long periods, close windows when heating is turned on, turn off lights when you leave a room, turn off printers when



not in use and unplug electronics when fully charged. Also, look for *Energy Star* appliances and electronics, which use less energy.

Water

Water on campus is supplied by the Town of Wolfville from a groundwater source. We have reduced our water consumption on campus by 40% over the last 10 years by installing low-flow showers and toilets and other water conservation measures. You can help too. Have shorter showers, run full loads of laundry, and turn off the tap when you brush.

Trayless Dining

You'll notice there are no trays available in the dining hall. This program started by students in 2009 helps reduce energy, water, food waste and pollution on campus.

Share the Air

Acadia is a scent-free, tobacco-free and **idle-free** campus. Vehicle idling, which pollutes the environment and contributes to climate change, is not permitted for longer than 2 minutes on campus.

Book-A-Bike

If you don't have a bicycle, you can borrow a bike for free at the library, just like you borrow a book. Stop by the circulation desk to learn more or visit sustainability.acadia.ca.



Non-Academic Judicial Process

Violations of the of these rules and procedures (and any other campus policies or laws) may be addressed through the Acadia University Non-Academic Judicial Process.

Discipline is used with the goal of education and to help a person understand that further infractions are unnecessary – not because he or she is afraid of the punitive consequences, but because of the realization that such actions are not acceptable in that community.

Individuals may disregard a regulation or policy of a university for specific reasons. The primary purpose of education through the Non-Academic Judicial Process is to uncover this reason, and demonstrate why it is inconsistent with the university community. We also aid in coming to the realization that certain regulations are necessary and that as a member of the society s/he must abide by them, take what consequences may result from not doing so, or find necessary channels through which to change them. In other words, we are attempting to assist in the process of reorienting attitude with respect to students' social, ethical, personal or religious development.

The sanction chosen is one which is balanced and appropriate when an individual is determined to be responsible for violating a campus regulation. The sanction is rarely solely that of punishment for the offense, but is chosen because that sanction is believed to be educational in its impact on the offender. The emphasis is of a dual nature, both to punish and to educate. Sanctioning through the judicial process also reaffirms the values of the campus community while encouraging everyone to internalize the disciplinary process.

If you have any further questions about the discipline process, ask your RA or contact the Coordinator, Student Development.

Coordinator, Student Community Development

Steve Hassapis

SUB 627A | 902-585-1825 | steve.hassapis@acadiu.ca



Residence Rooms and Common Areas

Student Rooms

Residents are expected to maintain the physical condition of their residence room and furnishings. Upon arrival on campus, each resident will complete a residence room inspection with their RA to evaluate the condition of the room and its furnishings. No aspect of a residence living environment should interfere or diminish the quality of another's experience (i.e. excessive cologne, room cleanliness, or personal grooming). Upon departure, the residence room will be inspected by residence staff again. The cost of repair for any new damage, over and above expected 'wear and tear', will be applied to the resident's student account. To maintain a safe environment, residents are not permitted to suspend any item of furniture above the ground of their residence room. This includes lofts/bunk beds, which can be created by raising residence beds, but excludes the use of bed risers, which are permitted provided they meet proper safety requirements.

Tenants Insurance

While the residence buildings are insured by the University, residents' personal belongings are not. Residents are advised to secure their own contents' insurance either through an extension of their parents'/guardians' policy or through their own policy.

Cleaning

The Residence Life Program values a clean living environment. The residence common spaces (hallways, washrooms, kitchens, lounges, etc.) are cleaned regularly by university custodial staff. Respect for the next user, and custodial staff who are maintaining the space should guide residents' use of residence common areas. Residents are responsible for maintaining the cleanliness of their own residence room. Basic cleaning supplies and access to a vacuum are provided, when necessary.

Common Spaces

Common spaces in the residences (i.e. lounges, study rooms, game rooms, kitchen spaces, etc) are provided for the use and enjoyment of all residents. Each resident should self-monitor their use of the spaces accordingly. To respect the next users and custodial staff these spaces should always be left in the condition in which they were found. Students wishing to reserve a common space for a meeting, event, program, etc. should make arrangements with their Senior Resident Assistant. To maintain a safe environment within and outside the residences, residents are not permitted to drop or throw any item through any common space, down stairwells, or out of residence windows.

Bicycle and Hockey Equipment Rooms

Most residences have space for residents to store bicycles and hockey equipment. Residents requiring use of these rooms can arrange for access to be added to their key-card by contacting Residence Life.



Hallways and Stairways

It is important that hallways and stairways be kept clear of items to ensure safe passage by all users, especially in the event of an emergency evacuation when navigation may be impaired by smoke or darkness. Residents are asked to store hockey gear, bicycles, drying racks, shoes, etc. either in their residence room or the appropriate storage room in their residence.

Elevators

Elevators are provided to facilitate transportation between floors in the residence for users with disabilities. Elevators are easily rendered unusable by misuse and horseplay and repairs to elevators are very costly and can take some time to complete. As such, elevators should be treated with respect. Additionally, elevator alarms and stop buttons are for emergency situations only, and should only be used appropriately.

Kitchens

Kitchen facilities are provided for the use of all residents in the residences and their use should be guided by respect for the next user. Residents are responsible for cleaning their own dishes, as well as general cleaning of the kitchen space after use (wiping counters, stoves, microwaves, etc.). Residents are also responsible for removing expired food items from the fridge.

Washrooms

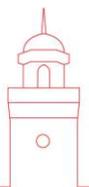
It is important that washroom facilities are kept in a state that ensures the safety and hygiene of all residents. Clean-up of excessive mess is not expected of the custodial staff as part of their regular duties and will be treated as damage to the residence. Residents should remove all personal items from the washrooms after their use, to be considerate of the next user and to facilitate the work of the custodial staff.

Furniture

Common room furnishings are provided for use by all residents, and belong in the space that they were originally placed. Students wishing to temporarily move furnishings to facilitate an event, program, etc. should seek permission from their Senior Resident Assistant, and are responsible for replacing all items upon completion of the use for which permission was given. In addition, the furniture designated to each student room must remain in that room.

Alcohol Free and Quiet Sections

Some sections are designated as alcohol free or quiet sections. Students living in these sections have agreed to the conditions of these living environments, and they (as well as other residents) should be respectful of the other students in that environment. Lounges attached to Alcohol Free or Quiet sections are also treated with these restrictions.



Requesting Maintenance

Day-to-day Maintenance

In the event of required maintenance to a student room or common area, residents may request maintenance using the following form:

<https://survey-system.acadiau.ca/index.php/545969>

The following items are common issues that may be submitted on the maintenance request form:

- Burnt-out lightbulbs
- Missing or damaged window screens
- Heating issues
- Minor problems with windows (drafts, etc.)
- Clogged toilet or shower drains
- Problems with appliances in kitchens or kitchenettes (microwave, fridge, stove, etc.)
- Problems with washers and dryers in laundry area
- Issues with paper towel, toilet paper, and soap dispensers
- Issues with student room furniture (broken drawer, etc.)
- Leaky faucets
- Other non-urgent items

Emergency Maintenance

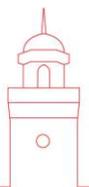
In the event of a serious maintenance problem requiring immediate repair, residents should call Safety and Security at 902-585-1103 so after-hours and weekend repair can be arranged. Some examples of problems requiring immediate repair:

- Malfunctioning lock function on front door of building
- Plumbing issues causing flooding
- Issues with fire suppression sprinkler system
- Elevator entrapment
- Broken window glass
- Other items posing a risk to the security and integrity of the residence building

Technology Issues

Problems with residence technology or communications devices should be reported to Technology Services by calling 902-585-4357 or submitting a ticket on the Hub Service Portal at <https://hub.acadiau.ca/>. This includes issues with cable and landline telephone service, as well as wired and wireless internet.

Residents experiencing problems with a weak Wi-Fi signal can report their concern directly here: <https://hub.acadiau.ca/TDClient/Requests/ServiceDet?ID=89>



Safety and Emergencies

Appliances

All electrical appliances being used in the residence must be CSA approved. In addition, it is prohibited to use any appliance or device with a heating element or that draws more than 500 watts of power in residence room. Such appliances and devices should only be used in the common kitchen area. These items include (but are not limited to) microwaves, coffee machines, irons, toasters, frying pans, toaster ovens, hotpots, kettles, etc.

Fire Safety Equipment and Systems

In accordance with provincial and federal building codes, and to ensure residents' safety, all residences are outfitted with fire safety equipment, sprinkler systems, and alarms (i.e. sprinklers, smoke detectors, exit signs, emergency exits, fire extinguishers, etc.). Residents must not tamper with or misuse any of this equipment, and should notify their RA, Residence Life, or Safety and Security of any malfunctioning equipment as soon as possible.

Fire Sprinkler

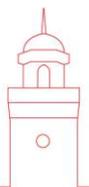
Residents must not hang items from the sprinkler heads or pipes. The water released from fire sprinklers is normally blocked by a thin glass tube (smaller than the width of a pencil) that melts under heat. This tube is fragile and can be easily broken if items are placed on the sprinkler head, causing the sprinkler system to activate and cause extensive water damage. Additionally, items hanging from the sprinkler system will block the normal flow of water and reduce the system's effectiveness at suppressing a fire.

Spring-loaded Door Hinges

Some doors in residence are spring-loaded for fire safety. This is done to ensure that rooms are secure and to stop a fire from spreading rapidly through open doors. Residents must not tamper with these hinges – those that do may face charges under the non-academic judicial process.

Fire Alarms and Evacuations

In the event of a fire alarm or residence evacuation, all residents are to evacuate the residence as quickly as possible, following the posted evacuation procedures. Residents should feel their doors for heat before entering the hallway to exit the building. Once residents have exited the building, they should proceed directly to the designated meeting place and check-in with their Resident Assistant or Senior Resident Assistant. If a resident is unable to exit their room for any reason (smoke, flames, obstruction, etc.) they should close the room door (sealing the base with an article of clothing or a towel), open their window to ensure fresh air supply, and alert Safety and Security.



Decorations

Residents are encouraged to make their rooms feel like home! However, to maintain the physical quality of the walls residents are required to use 'paint-friendly' adhesives (i.e. sticky tack, 3M Command Strips/hooks) to hang items from the walls. In addition, to ensure the proper operation of life safety systems (lights, smoke detector and sprinklers) residents should ensure that no decoration directly covers, or indirectly affects the proper functioning of these systems.

String Lights and Extension Cords

LED decorative lights are permitted only in common areas where they can be inspected by residence and facilities staff for signs of cord damage. Extension cords are not to permitted unless used for temporary purposes. CSA approved power bars are an acceptable alternative.

Open Flames and Combustible Gases

Open flames are prohibited in residence buildings. This includes (but is not limited to) candles, incense, camp stoves and lanterns, lit cigarettes, barbecues, and Bunsen burners.

Emergency Exits

Emergency exits are to be used only in the event of an emergency or evacuation. These exits are both clearly indicated by an exit sign and alarmed. If an alarm is activated, residents should notify a residence life student staff member who will reset the alarm and investigate the situation. Residents are responsible for ensuring that these doors are secured at all times.

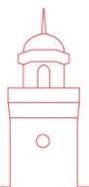
Building Access and Cameras

The front doors of each residence are secured and monitored by a live security feed to ensure the safety and comfort of all residents. Guests must contact the resident they are visiting, who will then must come to the door to admit them to the building. Residents are responsible to assist in maintaining the security of the residence by ensuring security cameras remain unobstructed and doors remain secured and are not propped open.

Keys and Access Cards

Keys cards are issued to residents by Safety and Security. To maintain security of the residence and all student rooms, residents should always know where their key and/or access card is. If a resident loses their key or access card, they should report it to Safety and Security as soon as possible and have the card replaced. Residents are responsible for the costs associated with replacing lost and/or unreturned keys and access cards.

Key and/or swipe card access is intended only for the person to whom it was provided by Safety and Security. Misuse of keys or access cards may result in a Non-Academic Judicial charge.



Building or Room Lockouts

Residents who are locked out of their room may ask an RA to let them back into their room. If a resident who is locked out is unable to find an RA during the day (as RAs are also students, they will be in class and may not be available) they should contact Safety and Security at 902-585-1103. If a resident is locked-out during quiet hours, they should contact the RA on-duty or Safety and Security to regain access to their room. If issued a temporary card by Security, the resident must return the card to Safety and Security and have their permanent card recoded.

Room Security and Theft Prevention

Each resident's room is equipped with a lock to provide residents with security and privacy. Residents are responsible to protect their belongings from theft and damage by ensuring they close and lock their room door when they are not in their room or able to effectively monitor their room. For additional privacy, residents with swipe-card locks can deploy a deadbolt by lifting their interior door handle upward, or their exterior door handle upward after inserting and removing their key card. Residents should report all thefts to Safety and Security as soon as possible. To aid in the identification of stolen goods, residents are advised to record and store in a safe place the serial numbers of all valuable items. Such items include, but are not limited to, cameras, any computer equipment, stereo equipment, televisions, bicycles and watches. To avoid theft, residents are advised to lock their doors as per the above section.

Room Entry by University Staff

Acadia University reserves the right for authorized officials to enter resident rooms without resident consent for the purpose of attending to an emergency (health, fire, safety or mechanical) situation, assessing a potential policy violation, and routine maintenance and safety inspections.

Balconies and Rooftops

Residence balconies and rooftops have not been designed for safe student use. Students are not permitted to access them from inside or outside of a building. Students requiring assistance to hang banners, retrieve items, or access a balcony or rooftop for any other reason should contact the Department of Residence Life.

Windows and Screens

Windows and screens are provided to protect residents and their belongings from falls, weather conditions, insects, intruders, etc. Windows on lower floors are equipped with blocks to prevent them opening wide enough to allow a person to enter through the window. Residents are not permitted to remove or tamper with any element of their window or screen or frame. Windows must be shut and secured when residents leave their room for extended periods of time such as, overnight. This is to prevent theft, unauthorized entry and weather damage. This is especially during the winter season to protect the pipes located next to windows from freezing.



Mechanical Rooms, Service Areas, Attics

Residents are not permitted to enter mechanical & service rooms or attics for any reason. The doors leading to these spaces should be secured. Residents noticing an unsecured door should bring it to the attention of their Resident Assistant as soon as possible.

Prohibited items

There should be no item in the residence that compromises the safety of any resident or can be used (by design) to injure, discomfort, or disturb any resident. This includes, but is not limited to, weapons or imitation weapons of any type; flammable or explosive liquids, gases, and solids; or hazardous materials. Students who wish to hunt and require an area to store firearms, knives, or other hunting weapons must make arrangements through Safety and Security to store any prohibited items outside of their residence.

Acadia Identification Card

Your Acadia student identification card is the property of Acadia University and card abuse will be treated through the non-academic judicial process. The following infractions are not permitted: lending your ID card to another person, including the purpose of obtaining access to your residence/room as well as for obtaining meals from meal hall.

Students in Crisis, Medical Emergencies, and Over-intoxication

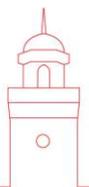
As Acadia is a caring community, we ask that you help our staff identify students in distress, especially when mental health and physical health are at risk. If you encounter a student who is showing signs of panic, distress, or heavy intoxication: whether you are on or off campus, please alert Residence Life Staff (during duty hours) or Safety and Security (902-585-1103), so that these students can be provided help and medical assistance.

Heavily intoxicated students must not be “put to bed” under any circumstances, and must be checked by an RA prior to being left alone to ensure their safety.

Release of Information Permission Form

The information that Acadia University collects during your time as a student is confidential and is not available beyond the campus community without your consent. This includes communication with parents or guardians.

By completing the **Release of Information Permission Form**, you can approve the release of certain information to others. The Release of Information will be in effect at Acadia from the Effective Date you provide until you graduate, or indicate otherwise. Approvals can be revoked at any time. The form can be found online at <https://hub.acadiau.ca/TDClient/Requests/ServiceDet?ID=110>.



Communication and Technology

Landline Telephone Service

Residents are provided with telephones and local telephone service. Calling instructions:

- For emergency, dial 911
- Local calling: dial 7 and then the number (e.g. 7-902-585-1417)
- On-Campus calling: from a campus landline dial the last four digits of the number (e.g. 1417)
- Acadia Operator: dial 0 (available 8:30am – 4:30pm M-F)
- Operator: dial 7 and then 0
- Collect calls: dial 7 + 0 and then then number
- Long distance calling: can be provided by using any compatible pre-paid calling card. Calling cards may be purchased from the ASU Union Market/Information Desk or other businesses in Wolfville.

Residents should log-in on Acadia Central <https://central.acadiau.ca/my> to find their telephone extension, voicemail box number, and temporary password. Voicemail service is by request only, please visit the service desk in the Beveridge Arts Centre or call 902-585-4357.

Fax Service

Residents can send and receive fax via the Information Desk in the Students' Union Building, for a nominal fee. Local, long distance, and international faxes can be sent and received. Faxes must be clearly labelled, and students must present ID to pick up a fax. Please contact the information desk for up to date pricing. The information desk fax number is 902-542-3901.

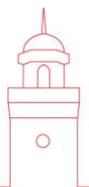
Internet Service

Internet access is available through both wired network jacks in residence rooms and common areas and the campus wireless network. Residents should connect to the "Acadia" network – your username is the last six digits of your student number and the first letter of your last name, and password is the same one that would be used for online registration on the Registrar's website.

Residents experiencing problems with a weak Wi-Fi signal can report their concern directly here: <https://hub.acadiau.ca/TDClient/Requests/ServiceDet?ID=89>

Student Email

All students are provided with email accounts, and are encouraged to check their account regularly for important communications regarding residence. Email can be accessed by most devices on the Office 365 website at <http://office365.acadiau.ca>. You can also access your email through an app such as Outlook or Mac Mail. To set up your preferred app go to <https://ts.acadiau.ca/email.html> for more details.



Office 365

As an Acadia student, you can download the full Microsoft Office suite (Word, PowerPoint, Excel, Outlook, etc.) for free at <http://office365.acadiau.ca/>. For more information visit <http://ts.acadiau.ca/Office365>.

Network Printing

There are three public printers on campus that are available to all students. There is a black and white printer located in the Vaughan Memorial Library, as well as a black and white and a colour printer located at the Service Desk in the Beveridge Arts Centre. Black and white print jobs cost \$0.10/page; colour print jobs cost \$0.50/page. To manage your print credit, go to <http://papercut.acadiau.ca/>.

Visit <https://hub.acadiau.ca/TDClient/KB/ArticleDet?!D=42> for instructions on how to connect to network printers and install drivers.

Cable Television

Cable TV service is provided to a lounge in each residence. Residents who desire cable service in their room should contact Eastlink Cable (<https://www.eastlink.ca/>) to subscribe.

Snail Mail

Students can opt-in to obtain a mailbox from the Acadia Students' Union. There is a cost of \$45/year to rent a mailbox. All student mailboxes are located in the Students' Union Building. Mail is only delivered to the Students' Union Building and not to residence buildings.

Outgoing mail leaves the Information Desk Post Office at 3:00 pm daily and incoming mail is sorted by 5:00 pm in the mail room. Parcels are kept for a maximum of two weeks. To register for a mailbox, please contact the Information Desk at 902-585-2110 or register online at <http://acadiagear.com/asu-mailbox/>.



Room Assignments

Assignment Process

For incoming first year students, rooms are assigned based on the date the \$200 residence confirmation deposit is paid. In order to be assigned a room, one must accept their offer of admission and pay their admissions deposit, pay their residence confirmation deposit, and submit an application to live in residence (can be found at <https://central2.acadiau.ca/my/>). Room assignments are released to incoming students in the spring, and can be viewed on Acadia Central. Students who are unsatisfied with their assignment may contact Residence Life to be added to a waitlist for a different room type or residence.

Arrival

Students are permitted to move in to their room as of 9am on the designated arrival date. Dates of arrival will be posted on our website, and sent out via email and social media accounts. When moving into their residence room, each resident must contact their Resident Assistant to review their room inspection form and sign the check-in portion. The room will be checked again during check-out procedures.

Room Changes

Room change requests can be directed to the Department of Residence Life. Room changes cannot be made until after the September Room Freeze period, which is generally the first two weeks after arrival. Room changes after the Room Freeze period are processed on a first-come, first-served basis. Rooms cannot be held by phone or email, residents must visit the office in the Old SUB to arrange a room change.

Room Draw: Choosing a Room for Next Year

Residents wishing to return to residence the following academic year can participate in **Room Draw**; a process allowing them to select their preferred room in a lottery format. Room Draw will be held in early November, and consists of Same-Room Buy-out, In-House Room Draws and General Room Draw.

Same-Room Buyout allows students to select their current room for next year. Students in double rooms may only select their room as a double for the next year, not as a single room. Both students must agree to buyout the double. Residents selecting Same-Room Buyout receive a priority choice over those participating in the In-House and General Draws.

The **In-House Room Draws** allow returning students to select a room in their current residence for the following academic year. Residents are drawn by year of study (starting with 4th years and above) but otherwise randomly. Residents selecting the In-House Draw receive a priority choice over those participating in the General Draw.



Students interested in drawing a room in a different residence building, or moving into residence from off-campus may participate in the **General Room Draw**. All rooms not reserved during Same-Room Buyout and the In-House Room Draws are available for selection in General Room Draw, and are assigned in the same manner as the In-House Room Draw. Residents who are unable to participate in the room draw process may have another student select a room for them when their name is called by filling out a proxy form.

Departure

Each resident should notify their Resident Assistant of their departure date for winter break and at the end of the academic year. Once their room is empty in April, each resident will complete a room check-out form with their RA to assess the condition of their room and its contents. It is the responsibility of every student to sign up in advance with their RA for a room inspection.

Before a RA can inspect a room, all personal belongings must be removed and the room should be clean. Failure to leave the room in a clean and damage-free condition will result in a charge that will be applied to a resident's student account. Residents must leave the building in April within 24 hours of their last exam.

Room Cancellations

Room cancellations must be submitted in writing or in person to the Department of Residence Life. Students withdrawing from University are responsible for notifying Residence Life. Students are also responsible for any cancellation or withdrawal fees outlined in the Academic Calendar.

Withdrawing from Residence

Residents may withdraw from residence at any time by notifying the Department of Residence Life in writing or in person. At the time of notice, Residence Life will provide a date by which the resident must vacate their room and complete the check-out process. After any damage charges, refunds will be made on a sliding-scale basis, dependent on the date of withdrawal. If you wish to withdraw from your meal plan as well, please let our staff know.



Summer & Winter Break

Winter Break

Residents are permitted to stay on campus for the winter break in December for an additional charge as outlined in the University Calendar. One residence will remain open for the winter break, pending availability, to accommodate students needing to stay. Students will be required to temporarily move to the winter break residence. Wheelock Dining Hall is not in operation over the Winter Break, however residents will be able to use the kitchen in residence, and in the Wong International Centre. Meals, events, and activities will be planned for residents staying for the winter break, and an RA will be available for support.

Summer Intersession

Residence accommodation is available to students participating in intersession courses over the summer months. Students wishing to stay for intersession can register with Residence Life. Due to the variability of the operating hours of Wheelock Dining Hall, student dining plans are not available during the summer, however residence kitchen facilities are still available to residents.

Graduation

Residence accommodation is available for graduating students from the date the residences close to the date of their Convocation. Arrangements are made with Residence Life early in the winter semester. Residents must pay the established room-rate in advance. As only one residence will remain open for graduation stay-over, residents will have to move to a room in the selected residence, unless they are already living in the selected residence.

Guests of graduates are also permitted to stay in residence during Convocation. Guests are permitted to stay for a maximum of four nights prior to the graduation date, and one day after the graduation date. Students must register through the Box Office, and pay the appropriate room-rate before their guests arrive.



Trunk Room Storage

Trunk room storage is available to all students living in residence to store items during the academic year, and to students returning to residence for the next academic year to store items over the summer months. Due to space limitations, residents are permitted to store a maximum of:

- 3 items weighing no more than 50 pounds each if they reside in the Maritimes;
- 5 items weighing no more than 50 pounds each if they reside in Newfoundland and Labrador, Quebec, Ontario or New England;
- 8 items weighing no more than 50 pounds each if they reside anywhere else.

Residence Life Staff members are not responsible for lifting students' items onto storage shelves.

Storage is not available for carpeting or furniture, and refrigerators can only be stored if they are defrosted and cleaned. Items must be sealed in storage containers, and each item must be clearly identified with the student's name, home address, Acadia ID number, a brief description of the contents, and their room assignment. Any item that could result in the growth of fungus or bacteria, and any item capable of starting a fire cannot be stored.

Trunk room access will be provided by appointment with a Resident Assistant. Acadia University is not responsible for the theft, damage or loss of any stored items; residents must make their own arrangements to insure their belongings. Items not claimed by the end of September of each academic year will be disposed of at the discretion of the University.



Living with Roommates

For most students, living in residence is the first time a student will share a room. Living with a roommate can be one of the most challenging and rewarding experiences residents will have while at Acadia. Living successfully with another person involves ongoing communication, trust, courtesy, willingness to share, mutual respect, and genuine concern for that person. Residents need to consider the impact of the decisions they make on the person(s) they live with.

Roommate Agreements

All residents living in double rooms will complete a roommate agreement with the assistance of a Residence Life staff member after their arrival on campus. The roommate agreement process is important because it allows residents to discuss and establish expectations, and consider potential areas of conflict at the beginning of the year before they occur. Some areas of discussion include:

- Room cleanliness
- Study time
- Shared items
- Music
- Noise levels
- Sleeping and bedtime hours
- Guests
- Phone use
- Private time
- Room temperature

Roommates or Best Friends?

Many residents make the error of thinking they and their roommate are sure to become best friends. While in some cases roommates do become close, in other cases they do not. Residents who try to force a friendship with their roommate may make their roommate feel uncomfortable; lasting friendships occur naturally over time. On the other hand, a best friend from home might not be the best choice as a roommate, if sharing a space will uncover new conflicts with that person. Being friends is not required to live successfully with a roommate; although respect, trust, and communication are.

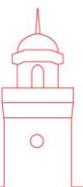


Addressing Roommate Conflicts

Learning how to positively resolve conflict is an important life skill that will benefit residents in countless situations. Residents experiencing conflict with their roommate are encouraged to follow the three-step conflict resolution process outlined below. Residents who approach a Resident Assistant or the Department of Residence Life without completing the prior step(s) in the process may be directed to the appropriate step.

Conflict Resolution Process

1. When conflict begins to occur, it is important that residents speak up and raise the issue for discussion early on, before it becomes a larger problem. It is much easier to work through conflicts early before they grow. When discussing problems, it is important that roommates exercise empathy and honesty, and respect, however they should also be assertive and specific in their requests.
2. After roommates have tried without success to work through the problems themselves, their Resident Assistant can assist in mediating conflict. The Resident Assistants will only mediate after residents have attempted to resolve dispute on their own. The RA may establish a meeting time in a neutral area, lay the ground rules for the mediation, and ask the residents to prepare a list of items they wish to discuss. It is important that residents approach the mediation process with an open mind, and are prepared to listen to their roommate and communicate their issues openly and honestly.
3. If mediation fails, the Resident Assistant will refer the residents to the Residence Life Coordinator who will explore other options with them, including reassignment.



Dining on Campus

Acadia recognizes that food service is a critical component of the Residence Life Program, and seeks to provide residence students with quality dining options marked by flexibility and value. This section discusses the student dining options, plans, and other aspects of the residence life food service program.

Unlimited Dining plans are compulsory for all students living in residence. Students may choose between the 5-day plan, the 7-day plan, the 7-day plus plan (includes \$325 dining dollars) and the 7-day max plan (includes \$650 dining dollars).

Wheelock Hall

Wheelock Dining Hall has become a versatile and personalized space for Acadia students to enjoy. Enjoy Wheelock Dining Hall and make it your destination for meals, group meetings, casual coffee or study. Specifically, students can look forward to:

- A diverse seating plan, which includes booths, smaller round tables and raised, bar-like seating.
- An Unlimited Dining Plan that allows students to eat and visit as often as they like during operational hours.
- Living room-like areas, which feature sofa seating and televisions.

Special Dietary Needs

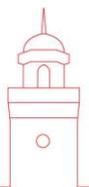
Special dietary needs are accommodated by the university's dining service provider. Residents requiring assistance coordinating their special dietary needs should contact the Residential Dining Manager at (902) 542-3049.

Sick Trays

Sick trays can be prepared for students unable to make it to meals. Residents requiring a sick tray must first have their SRA or RA prepare a 'Sick Tray Request Form.' After the form has been prepared, the resident must arrange for somebody to take the completed form to the Wheelock Dining Hall staff, and bring the tray back to them.

Bag Lunches

Bag lunches are available to residence students through the food service program. The lunches are prepared by custom order first thing in the morning, and are available for pick-up at Wheelock Dining Hall. Bag lunches must be ordered in advance through the Residential Dining Manager at (902) 542-3049.



Other Locations

Aside from Wheelock, residents may use their dining dollars at three café locations in the Beveridge Arts Centre, Huggins Science Hall, and the Athletics Complex. These locations provide a modest selection of sandwiches, soup, drinks, and snack foods.

Acadia Student Union Outlets

The ASU offers several food service locations in the Student Union building. Dining dollars cannot be used to purchase food at these locations.

Perkin's

Perkin's café offers a bright seating area and coffee shop atmosphere. Perkin's serves soups, sandwiches, muffins, drinks and smoothies.

Union Market

Union Market is located on the main level of the Student Union Building. Union Market offers a selection of beverages, candy, pre-packaged food items, basic household supplies, a small selection of hygiene items, and basic groceries.

The Axe Lounge

Located in the Student Union Building, the Axe features a variety of grill and healthy items. The restaurant and bar is a common student and Acadia staff spot for an affordable and tasty lunch or supper.

