

 SJC
RESIDENT
HANDBOOK

2025-26

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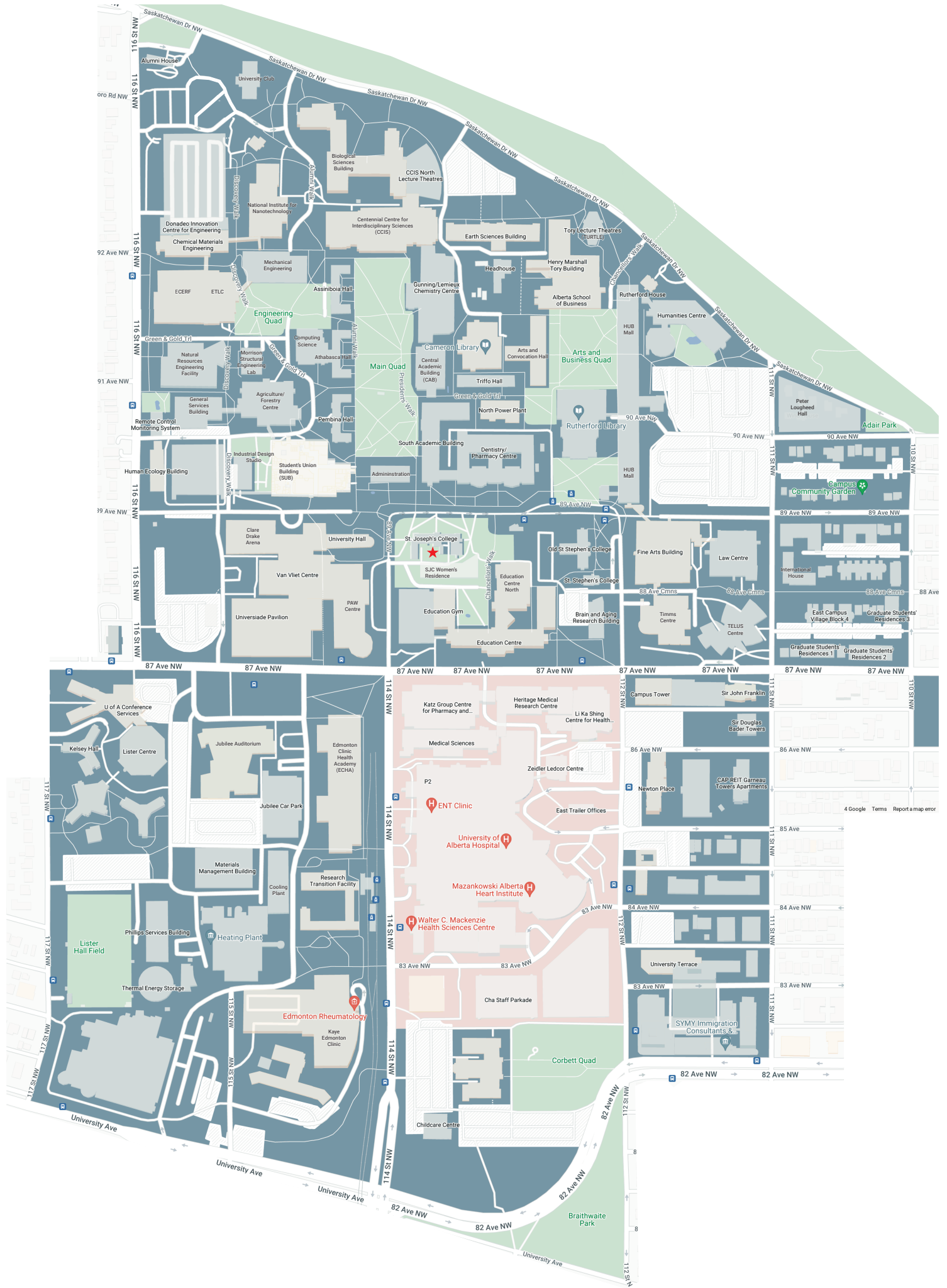
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Welcome To St. Joseph's College!

Welcome, residents!

St. Joseph's College is a vibrant community, composed of students, residents, parishioners, faculty, staff, and board members, all engaged in a journey of transformation. As residents of the college, you are a valuable part of a community deeply rooted in the heart of the University of Alberta campus. Since 1926, St. Joseph's College has served as a residence for students, continuing to provide a supportive and inclusive place for those who wish to live on campus.

As the Roman Catholic College at the University of Alberta, St. Joseph's College maintains a close working relationship with the university's academic, religious, and student affairs. In all their activities, residents of St. Joseph's College uphold the reputations of both St. Joseph's College and the University of Alberta.

With both women's and men's residences, St. Joseph's College aims to offer a safe environment for learning and growth, both inside and outside the classroom, preparing residents for real-world living experiences. The college provides numerous resources to foster student success, healthy relationships, and engagement throughout the community.

Please read this handbook thoroughly, as you are accountable for the policies outlined within it. St. Joseph's College reserves the right to interpret, apply, and enforce the provisions of this handbook, using its discretion to determine any violations. Additionally, St. Joseph's reserves the right to modify, revise, delete, add, or make exceptions to the provisions of this handbook at any time. Any changes will be communicated to residents via their UAlberta email.

Important Contact Information

Main Residence Office
8:30am - 4:00pm (Mon - Fri)

sjcres@ualberta.ca
780.492.9026

Residence Services On Call Staff
8am - 10pm

780.940.3726

U of A Campus Security
10pm - 8am

780.974.8006

Finance Office

sjcpay@ualberta.ca
780.492.9240

Campus Protective Service

780.492.5050

Jeff Quirk
Manager of Residence Operations

jlquirk@ualberta.ca

Ann Isaac
Residence Services Liason

aisaac1@ualberta.ca

Campus Ministry

cmsjc@ualberta.ca
780.492.9979

**In case of an
Emergency**

**Dial 911
Immediately**

Scan here for the
Maintenance Request
form



Questions?

email
sjcres@ualberta.ca

Community Caretakers

Alongside the Residence services team, SJC has student leaders that have been selected and trained to be a resource of information and assistance for residents. These individuals are known as our Community Caretakers (or CCs)

The Men's Residence has 2 CCs, while the Women's Residence has at least 1 CC on each floor.

Community Caretakers are also responsible for planning events for residents. Make sure to find out who your CC is and say hello!

Student Resources

Academic Services

St. Joseph's College offers a variety of courses in Applied Ethics, Philosophy, Religious Education, and Theology at the undergraduate level. There are specific courses in Religious Education for Faculty of Education students who intend to teach in the Catholic School System. Our courses are offered in person, online, and blended learning formats.

St. Joseph's College courses are open to all students at the University of Alberta as 3- credit electives through the Faculty of Arts. If you choose to take a course through St. Joseph's College you will enjoy small classes led by knowledgeable instructors who deliver courses in a variety of accessible formats. Check out our website for more information on courses and certificates awarded by the college.

Chapel Services

Weekday Mass - St. Kateri Chapel (Women's Residence)

Mondays and Wednesdays - 12:10pm

Tuesdays and Thursdays - 12:30pm

Weekend Mass - St. Joseph's Chapel (Men's Residence)

Saturdays - 4:30pm

*Sundays - 9:30am, 11:00am and 7:00pm**

*Student Mass

The celebration of the Liturgy of the Roman Catholic Church is central to our life at St. Joseph's College, and everyone is welcome. Our worshipping community is friendly, diverse, and inclusive.

If you feel called to serve as a musician, Eucharistic minister, lector, acolyte, Sunday School minister, or greeter, we offer training in these ministries and you can contact Fr. Jim at jstenber@ualberta.ca

Campus Ministry

The Campus Ministry team provides spiritual guidance - an invitation to explore your spiritual nature more deeply. Available to all University of Alberta students, a spiritual guide offers support and guidance in the quest to encounter God in your daily life. Do you have questions, doubts, or perhaps a hunger for something which you are unable to name? Are you wondering what direction your life should take? If you have these or similar questions, then spiritual guidance is for you.

Email one of our Campus ministers at cmsjc@ualberta.ca for more information. They also provide a free, non-judgmental listening ear to all our residents. We encourage all our SJC residents to examine the UofA website as well for a robust list of support services available to them, including counselling and health services.

SJC works closely with the Catholic Students' Association (**CSA**) to provide students with opportunities to connect in small groups, retreat settings, lectures, and social gatherings based on the tenants of the Catholic faith. CSA is open and inclusive to all students regardless of religious practice.

St. Joseph's College Library

Weekdays 12pm - 8pm

The St. Joseph's Library is located on two levels in the basement of the east wing of the college and contains approximately 25,000 books, along with DVDs and periodicals. The collection is rather eclectic, with a focus on Christian Theology, Philosophy, Ethics, the Bible, and Catholic Studies.

All holdings are searchable using the University of Alberta Libraries search engine.

The Library is open to all and items can be signed out using your **ONEcard**.

*External library cards are also available free of charge
and can be acquired at the service desk.*

A **ONEcard printer/scanner/photocopier** is available for University staff and students. Public work stations, study space, and after-hours book drop are also available. Services for persons with disabilities are available upon request.

All services and hours are subject to change.

Parking

Students need to arrange for parking permits for the term through the U of A's parking services (U-PARK).

<https://www.ualberta.ca/en/parking-services/permits/student-permits/index.html>

There is a small lot located on the South side of the Women's Residence. This lot is reserved for staff with parking passes. Residents and Guests of Residents are not allowed to park in this lot.

Vehicles parked in the SJC parking lot without a pass will be ticketed and towed.

Bike Storage

We encourage all residents with bikes to store them in one of three covered and secure bicycle storage facilities provided by U of A's Parking Service.

The Education Car Park is the closest of these facilities.

Permits for storage in these facilities are provided at an affordable rate. Visit the University of Alberta Parking Services online or call 780.492.7275 for more information on the permit.

Bikes are not allowed to be stored in the hallways or storage areas of either building at St. Joseph's College. Bike racks are located near both the Men's and Women's Residences.

Dining Services

Gold

Breakfast/Brunch Lunch and
Dinner 7 days a week

Silver

120 meals / term

Bronze

20 meals / term

Women Residents may change their meal plan until **Friday, September 5th**. After that time, the meal plans will be locked in until the Winter Term.

For residents with the Bronze or Silver Plan, if you require additional meals before the end of the term, they can be purchased through the OneCard website!

Please note that unused meals will **NO LONGER** carry over from the previous term and will expire at the end of the semester.

Meal Plans

As detailed in your **Lease Agreement** there are minimum requirements for Men's and Women's residents in regard to meal plans.

The three meal plan options available are listed to the left.

Tap your ONEcard prior to entering the serving line.



If you cannot produce your ONEcard you will be asked to pay for your meal. Students who do not pay for a meal are subject to disciplinary action.

If your ONEcard is lost, notify the residence office immediately.

If students have conflicts with meal times, they can pre-arrange with the dining hall team for a "late meal" by emailing sjcdine@ualberta.ca
Requests must be submitted with **AT LEAST 24 HOURS** notice.

Except for these 'late meals' or "to go" meals using the SJC Bento Boxes, food is not to be removed from the Dining Hall area without permission from the Dining Hall Staff.

Dining Hall Guidelines

1. No Alcohol or smoking is allowed in the Dining Room.
2. Proper footwear and clothing are required; residents not properly dressed may be refused service and asked to leave until properly dressed.
3. Dishes, cutlery and serving utensils are not to be removed from the dining room; residents who remove these items may be subject to disciplinary action.
4. Any theft (including food, beverages, and dishes), will be considered a violation of the Code of Conduct.
5. Residents are expected to keep the dining area in clean and working order. Bring all dirty dishes to the dish washing station.
6. Be respectful of other residents, students, staff, faculty and guests in the Dining Hall. Loud, inappropriate, offensive, abusive, or vulgar behaviour or language will not be tolerated.
7. Please avoid food waste by only taking portion sizes that you can consume. You are welcome to seconds if you are still hungry.
8. Use clean dishes and cutlery each time you go through the serving line.
9. Be conscious and respectful of other diners who may have food allergies or dietary restrictions.
10. Show the Dining Hall staff the utmost respect. Residents are not permitted to enter the kitchen or food prep area.
11. You can either choose to take your meals to go in the appropriate container, or eat in the dining hall, not both.

All residents will be receiving a **SJC Bento Box** in their welcome bags.

Please use these for any to - go meals from the Dining Hall. Other containers will not be accepted.

If you have lost your Bento Box or need a replacement, there are a handful of extras for sale in the Dining Hall while quantities last.

Mail Services

PLEASE NOTE: Often when your package says it has been delivered, it has actually just arrived at the U of A's distribution centre. It will usually take an additional 2-4 days to arrive, as their distribution centre is often backed up.

MEN'S RESIDENCE

(Your Name) MR (Your Room #)
11325 89 Avenue NW
St. Joseph's College
University of Alberta
Edmonton, AB T6G 2J5

FOOD DELIVERY + RIDE HAILING

Use the College's Street address:

11325 89 Avenue NW
Edmonton, AB T6G 2J5

WOMEN'S RESIDENCE

(Your Name)
WR (Apartment #)(Room #)
11325 89 Avenue NW
St. Joseph's College
University of Alberta
Edmonton, AB T6G 2J5

**MEET YOUR
DELIVERY DRIVER AT
THE DOOR!**

Any mail will be placed in the mailbox of the respective residences.

If an oversized package is delivered, the resident will **receive a card** in their mailbox to pick up the package in the office.

Men can get packages during regular business hours in the MR mail room.

Women can get packages in the WR office.

SJC does have an **Amazon Hub box** as well. When ordering from Amazon, choose the amazon hub box "**Palanqueta**" when you put in the college address. This will speed up the delivery as the package will be delivered directly to the residence instead of distribution at the UofA.

If your package has arrived at distribution and you need it RIGHT AWAY, you can call them to confirm it has arrived at: 780-492-3228 or email at receiving@ualberta.ca.

The distribution centre is located just south of the Jubilee Auditorium at 116 St & 85th Avenue.

Laundry Services

There are four laundry rooms in the Women's Residence.
They are on the odd numbered floors (1st, 3rd, 5th, 7th)

The Men's Residence has one laundry room on the 2nd floor.

The washing machines
are pay-per-load, which can be
connected via the Laundry Cat app.

**Please be courteous and
take all of your
belongings when you
finish to free up space for
other residence.**

Storage

Pending space availability, a reasonable amount
of luggage/items may be stored for
current residents

Access to those items is restricted to the start
and end of the term.

Residents may also store items over the summer
at SJC for \$250 if they are returning to
live here the following fall term.

Hallways in both residences need to be free and
clear of all belongings (boxes, bikes, drying racks,
shoe racks, personal items, etc.) due to fire code
and custodial needs.

The College assumes no responsibility for lost or
damaged items that are placed in storage.
Valuable items such as computers or electronics
should not be placed into storage. At no time can
any item that is deemed unsafe such as
flammables, weapons or similar items be placed
into general storage.

Items left beyond 30 days either in storage or in
rooms are subject to disposal and fees.

Lockouts + Keys/FOB

Upon arrival you will receive your
keys and FOB.

Security is a top priority of SJC. Should a
resident lose keys/FOBs
you are to **report this immediately**
to the Residence Office or Security.

Failure to do so when the loss is realized
may result in disciplinary action in
addition to paying for their replacements.

Replacement fees are **\$150** for
each lost room/suite key.

A lost FOB or mail key is **\$25**.

Additional fees are charged if locks need
to be changed.

Should a resident get locked out
a **\$10** fee is applied, per each unlock and will
be taken off your damage deposit.

Guests

St. Joseph's College residents who host guests are responsible for their guests' behaviour and well-being while visiting the College premises.

This policy also applies to residents visiting one residence from the other and former residents of St. Joseph's College.

Alumni or former residents of the College are considered guests.

Residence Staff reserves the right to ask any guest to leave if they believe that the person is an endangerment to St. Joseph's College.

All guests are to be out of the building by :
Midnight
(Sunday-Thursday)
+
2:00am
(Friday-Saturday).

Overnight Guests of the opposite gender are not permitted.

All guests must be signed in if they are in the building after 10pm, **no exceptions.**

A resident may request special permission for overnight guests of the same gender only, which will be reviewed and approved or rejected by the **Residence Office.**

All overnight guest requests must be submitted at least 48 hours before the guest arrives.

All overnight guests require the permission of ALL applicable roommates.

Guests are welcome to stay for up to 72 hours. Longer durations are not permitted without permission from the Residence Office

ALL GUESTS MUST BE ACCOMPANIED IN THE RESIDENCE AT ALL TIMES.

PLEASE MEET THEM AT THE ENTRANCE AND WALK THEM OUT.

PLEASE DO NOT LEND ANYONE YOUR KEYS - IF ANY NON-RESIDENT IS CAUGHT WITH A SET OF KEYS, THEY WILL BE CONFISCATED AND TREATED AS A LOCK-OUT.

Quiet Hours

Please be courteous to your neighbours by following the quiet hours for both buildings

**Sunday - Thursday
11PM - 8AM**

**Friday + Saturday
1AM - 9AM**

General St. Joseph's College Guidelines

The College is a public and professional workplace, in addition to being a residence. Any disruptive, discriminatory, vulgar, or insensitive language will not be tolerated.

Do not disrupt classes, masses, or meetings. At times SJC is used as a place of prayer, so noise should always be at a minimum volume when possible.

Please keep noise levels down during the workday. We adhere to 24 hour courtesy hours, so please be respectful of others.

Remember that you are an SJC ambassador wherever you go. Cultivate a positive image for the College with your actions and behaviour.

Keep your rooms, hallways, lounges, and common areas clean. Be sure to remove trash and recycling to the nearby bins.

Always keep an eye on your fellow students. If you see something, say something.

Read, understand, and abide by rules, regulations, policies, procedures and guidelines. Failure to do so could result in disciplinary action.

Any changes to this handbook will be communicated via your UAlberta email so please check it regularly.

We are very excited to have you here!

**Please read on for a more in-depth guide
of our rules and regulations in
our *Code of Conduct*.**

**Please direct any questions you
have to the Residence Office.**

St. Joseph's College

Residence Code of Conduct

This Code of Conduct has five sections:

- (1) Introduction**
- (2) General Terms**
- (3) Alcohol/Cannabis/Illegal Substances Policy**
- (4) Additional Expectations, and**
- (5) Disciplinary System**

SECTION 1: INTRODUCTION

St. Joseph's College Residences

University of Alberta

The men's and women's residences at St. Joseph's College are part of the larger SJC community that is located in the heart of the University of Alberta campus. The women's residence houses 284 students (single, two-bedroom, and four-bedroom options) and the men's residence houses 63 students (single rooms only). Any resident of St. Joseph's College has the opportunity to grow and develop their spiritual, intellectual, social, community, physical, and emotional well being.

Catholic thought begins and ends in God's relationship with us as individuals and as members of a community. Each and every individual is created in the image of God and therefore possesses inherent goodness and dignity (Gen 1:27). Thus, every resident and member of the community is welcome at St. Joseph's College regardless of their cultural, spiritual, or academic backgrounds.

The St. Joseph's College Residence community strives to provide opportunities for individuals to experience the richness of university life while residing in a supportive, single gender environment.

SECTION 2: GENERAL TERMS

1. Authorities

A. *St. Joseph's College*

St. Joseph's College is a Catholic College and corporate body established by an act of the provincial Legislature of Alberta on April 8, 1926. The College affiliated itself with the University of Alberta on April 28, 1926 (see statutes of St. Joseph's College 4.1.)

B. *The Code of Conduct*

The "Code of Conduct" describes the culture and rules pertaining to the residents of St. Joseph's College. Also known as "the Code," it is based on four principles: respect for oneself, respect for others, respect for the College's mission and identity, and respect for religious faith.

C. *The President*

The President is the Chief Executive Officer of the College (see Statutes of St. Joseph's College E.5). The President has full authority to make changes to this Code of Conduct as seen fit.

D. *The name "St. Joseph's College"*

The name "St. Joseph's College" belongs to the College and the Board of Governors of the College; and no one may use the name of the College or any name associated with the College or the residence (e.g., St. Joe's, the Rangers, etc.) without the express permission of the President of St. Joseph's College. No one may represent or negotiate on behalf of the College to an external organization.

E. *"St. Joseph's College Residence," "The Residence," "College Building," "Men's Residence," and "Women's Residence."*

St. Joseph's College operates a residence community known as "St. Joseph's College Residence" or "The Residence." The residence community consists of a men's residence (in operation since 1927) and a women's residence (in operation since 2006).

The men's residence is located in the College Building at 11325-89 Avenue, in the centre of the University of Alberta, in Edmonton. Its residents are commonly known as the Rangers.

The women's residence is located directly south of the College, also in the centre of the University of Alberta. The residents of the women's residence are commonly referred to as Kateri House or the Islanders.

F. *Residence Office Staff*

Manager of Residence Operations

The Manager of Residence Operations is responsible for the spiritual, physical, emotional, and social well-being of University of Alberta (UofA) students who live at St. Joseph's College.

The Residence Services Liaison

The Residence Services Liaison is a support person for the Manager of Residence operations and the Residence Life Staff. They are also responsible for facilitating collaboration between the different departments within the college as it pertains to student life.

The Residence Administrative Assistant

The Residence Administrative Assistant is responsible for processing and upkeep of all matters that pertain to residence information.

The Residence Staff team provides support and supervision to the Community Caretakers (CCs) in managing crisis situations including:

- Being on call to assist with crises.
- Development of safety plans for students reported on critical incident reports (CIRs).
- Follow-up with students, staff and other related people named on CIRs.
- Complete and file all necessary documentation related to CIRs.
- Debrief with relevant College personnel.
- Assist students with conflicts and roommate change requests
- Review and supervise student employee training programs.
- Provides administrative support during peak periods such as times of move in and move out.

G. Residence Life Staff / Student Leadership Team

The College will hire a number of Residence Life Staff each year called Community Caretakers (CCs). They are responsible for the supervision of student life within the residence. These staff members - in addition to advising the Manager of Residence Operations on disciplinary matters - are available for on-site supervision in both of the residences. Their duties include, but are not limited to, ensuring that the:

1. Residents elected to leadership are supported;
2. Academic needs of the residents are being met;
3. Developmental needs of the residents are met; and
4. Security of the residence is upheld.

H. University of Alberta Code of Student Behaviour

St. Joseph's College is the Roman Catholic College at the University of Alberta and it strives to maintain a close working relationship with the academic, religious, and student affairs of

the University of Alberta. In all their activities, residents of St. Joseph's College carry with them both the reputation of St. Joseph's College and the University of Alberta.

As such, they are subject to both the St. Joseph's College Residence Code of Conduct and the University of Alberta's Code of Student Behaviour. The University's Code of Student Behaviour expresses a fundamental concern for personal safety and respect for personal property. If a student violates the University of Alberta Student Behaviour while at St. Joseph's College, the College may report them to the University. The University Code of Student Behaviour can be viewed through the link:

<https://www.ualberta.ca/en/governance/resources/policies-standards-and-codes-of-conduct/index.html>

2. Definitions

A. Resident

A resident of St. Joseph's College is a student (University of Alberta or pre-approved institution) living in the residence. It is understood that University of Alberta students are given preference for rooms in the residence. The St. Joseph's College Residence Code of Conduct and the University of Alberta Code of Student Behaviour bind all residents while they live in the residences of St. Joseph's College.

B. Guests

Anyone other than a current resident or employee of the College who is invited to the residence by a current resident is a guest of that resident. The resident who invites the guest assumes all responsibility for their behaviour while visiting the residence. Please view Section 4 for further explanation on the guest policy of the St. Joseph's College residence.

C. Floor Meeting

A floor meeting can be called to discuss matters concerning residence life. There will be at least two floor meetings throughout the fall and winter terms. The Residence Staff will give at least 48 hours notice of any meeting. In exceptional circumstances, the Manager of Residence Operations or College President may call a floor meeting for the entire residence to discuss urgent matters.

D. Residence Appeals Board

The Residence Office is responsible for ensuring that residents are aware of their rights and responsibilities within the community, enabling them to abide by the Code of Conduct specified in this document and any other relevant document promulgated by the University or the College. If a resident decides to appeal a disciplinary decision made by the Residence Office, they may bring it to the appeals committee to be heard. This committee consists of the VP (Finance & Administration), One Campus Minister and the Student Rep of the SJC Board of Governors.

E. Unit Condition Report

The Unit Condition Report will be posted in the Residence Portal when they move-in. Unit Condition Reports are used to review the condition of the resident's unit and report any pre-existing damage to their unit. Residents are responsible to fill out their own unit condition report within the first week of move in. Any residents who do not fill out their Unit Condition Report within this time frame will be responsible for any and all damages to the unit when they move out.

F. Disciplinary Actions

Depending on the severity of the infraction, a written warning might be levied against a resident for a violation of the residence code of conduct. The resident and the Residence Office will create a behavioral contract following the offense to ensure the safety of residents and the College. Following a written warning and behavioural contract, the resident will be expected to correct their behaviour and make amends (including financial reparations when necessary) for their irresponsible actions against the College. Further violations by the same resident will result in increasing disciplinary penalties, including but not limited to removal from the building without financial refund.

The breach of a behavioral contract by a resident who violates the Code of Conduct outlining the behaviour required for their continued residence at St. Joseph's College may be grounds for eviction. Depending on the severity of the offense, the Residence Office will decide if a behavioral contract will be modified or if the student will be evicted from residence, even on a first offense violation (without a warning).

The College may assign a community service activity, as determined by the responsible party in cooperation with the Residence Office as part of a behavioral contract. This is meant for the resident to repair harm and reestablish trust with the community. Both the resident and the Residence Office must agree to the restorative justice project and its terms of completion.

A financial measure levied against a resident, which is determined by the severity of an action resulting in damage to the College. The Residence Office, in consultation with the affected parties, shall determine the appropriate fine for the resident and damage in question.

These fines will be paid directly to St. Joseph's College and or will be taken off the resident's damage deposit. The resident will have 30 days from receiving their fine to pay it to the Residence Office. In the case of an incident where a resident does not take responsibility for their actions or there is an incident where the entire residence is deemed responsible, all residents may share in the fine.

G. Encumbrance

The Residence Office, through the College's connection with the University of Alberta, may request to encumber the grades of any resident that are delinquent in the payment of their fees or fines. Encumbrance means that residents will not receive their grades or transcripts from the University Registrar until all fees or fines are paid.

H. Termination of Rental Agreement/Eviction

When a resident is a repeat offender or commits a major violation, their rental agreement will be terminated and they will be required to leave the residence without any financial refund. An evicted resident cannot return to the residence or participate in any College-related activities unless granted permission by the Residence Office.

This resident will have no right to financial compensation following eviction from the College and will be liable for any rent/damages owing under the rental agreement.

I. Involvement of Authorities Outside the College

The Residence Office may decide that a disciplinary matter should be referred to authorities outside of the College. When appropriate, disciplinary matters will be handled internally; however, the University of Alberta Code of Student Behaviour and all relevant jurisdictional laws bind all College residents.

Any disciplinary action taken by the College will not exempt the resident from further disciplinary action undertaken by the University of Alberta, the City of Edmonton, the Province of Alberta, or the Country of Canada. Also, if any of these organizations take disciplinary action against a resident of St. Joseph's College, it does not exempt them from further discipline at SJC.

3. Jurisdiction

The St. Joseph's College Residence Code of Conduct applies to all current residents of St. Joseph's College, all previous residents approved to participate in activities at the residence, and, to the extent it is practical and possible, to all those who set foot on the property of St. Joseph's College or its residences. Therefore, persons who meet these requirements are subject to discipline from St. Joseph's College and any other relevant authorities if they violate the St. Joseph's College Residence Code of Conduct.

4. Requirements for Admission

A. Adherence to the mission and values of the College

It is a condition of residing at St. Joseph's College that all residents respect the mission and identity of the College. The residence is part of the larger St. Joseph's College community and, as such, the men and women who live in this community are expected to share in and enhance the College's mission to form the whole person in light of human reason and the gift of supernatural faith.

B. Payment of fees required to live at St. Joseph's College

All residents who reside at St. Joseph's College are to pay their rent, meal plans, and student involvement fees in full at the start of each term to continue residing at St. Joseph's College. If a resident does not pay the required fees, they will not be allowed to reside in the College moving forward and will face discipline where as outlined in this Code of Conduct.

C. Student Status

All residents at St. Joseph's College Residence must maintain University of Alberta student status. If at any time a resident is no longer a University of Alberta student, he or she must inform the Residence Office. Once their student status at the University of Alberta is revoked, the resident will be required to leave the residence unless the Residence Office, in conjunction with College Administration, deems the student's situation exceptional.

All residents of St. Joseph's College should be students at the University of Alberta. In exceptional circumstances, the Residence Office may permit full-time students enrolled in other post-secondary institutions to live in the residence. However, priority placement will go to University of Alberta students.

SECTION 3: ALCOHOL/CANNABIS/ILLEGAL SUBSTANCES POLICY

Preamble

St. Joseph's College is a social place, where men and women congregate to form strong bonds that will last them a lifetime. As part of this social formation, we acknowledge that alcohol can play a role in residence life. However, unsafe and excessive consumption of alcohol can lead to unfortunate and potentially dangerous consequences.

With this in mind, SJC believes in the importance of a formal alcohol/cannabis/illegal substances policy. This policy is intended to protect the safety of residents and guests, promote responsible alcohol consumption, and foster a healthy social atmosphere for the SJC community.

1. Drinking within the College

A. Consumption of alcohol by residents is allowed only in private areas.

a. These private areas are limited to one's own room, 3rd and 4th Floor lounges in the MR, and the common lounges in the WR, with the exception of the main lobby.

b. No alcohol shall be consumed in the following areas: bathrooms, stairwells, elevators, hallways, dining hall, classrooms, meeting rooms, library, chapels, main lobby, student lounge. If someone is found with alcohol in these areas, their drink will be disposed of and the resident will be subject to disciplinary consequences.

B. If drinking exceeds acceptable limits, the residents will be warned to cease their activities. This judgment is at the discretion of the Residence Staff and a failure to comply with the Residence Staff's warning will result in further discipline.

C. All residents must be of legal age to drink in Alberta (18). If a resident is caught drinking underage, their alcohol will be confiscated and they will be subject to disciplinary consequences.

D. If a resident is caught distributing alcohol to underage residents or guests, they will be subject to disciplinary consequences.

E. Residents are not allowed to participate in any activity or game that promotes the mass consumption of alcohol. This includes beer pong and any other games where drinking is the focus.

F. Residents are responsible for their own recycling and trash.

G. No resident of St. Joseph's College will organize, promote or facilitate the organization of a pub-crawl or mass drinking event.

H. The manufacturing of any alcoholic beverage in the residence is strictly prohibited

I. No kegs are allowed in either residence.

J. At certain times (finals or other designated time periods) SJC reserves the right to restrict alcohol in the residences.

K. Residents are requested to exercise discretion when transporting alcohol. Open containers and alcohol consumption are prohibited during transportation of alcoholic beverages. Containers may be transported outside of a private area if it is still factory sealed.

L. No resident may peer pressure or bully another resident to drink.

M. All SJC residents are subject to the alcohol policies at the University of Alberta, as well as federal and provincial laws and local bylaws.

N. Upon leaving the campus of SJC, you are an extension of the SJC community. As a representative of the College, you are expected to behave respectfully and responsibly, which includes at the bar.

O. Excessive alcohol use (either in amount or frequency) that results in a health concern (e.g. vomiting, passing out, etc.) could result in future restrictions and/or eviction without financial refunds.

P. Areas in which you are drinking (ie. Lounges) must be cleaned fully by the morning.

2. Alcohol Policy Regarding Guests

A. St. Joseph's College residents who host guests are responsible for their guests' behaviour and well being while visiting the College premises.

B. If any guest is drinking it is the responsibility of their host to inform them of the rules contained with this alcohol policy.

C. If a guest is unruly, they will be asked to leave immediately and UAPS might be called.

D. While hosting a guest, any resident must ensure their guest's safety. This includes:

- i. Accompanying them to their place of residence;
- ii. Ensuring someone is there that can check in on him or her;
- iii. Report any concerns to Residence Staff;
- iv. Providing a responsible sober companion if the host is not fit to ensure their guest's safety; and
- v. Ensuring appropriate medical attention is provided when necessary.

E. Adhere to the SJC Guest Policy found in the **Additional Expectations** section.

3. Cannabis and Other Illegal Substances Policy

A. Smoking or vaping of cannabis products will be permitted only in designated areas as determined by the University of Alberta. SJC is *not* one of those areas.

B. Smoking and vaping of cannabis products inside residence buildings is not permitted, nor is smoking or vaping any substance.

C. Growing cannabis plants is not permitted on college property, nor at college events, including student group events.

D. Sales, advertising, branding, and sponsorship of cannabis products at SJC or at events is not permitted.

E. Cannabis must not be stored in a shared fridge, freezer, or cupboard.

F. Cannabis products (bongs, equipment, etc.) must be stored in sealed containers that do not allow the odours to be detected outside the residence room.

G. Possession, use, or distribution of illegal drugs or other illegal substances in SJC residences will result in the termination of the resident's Lease Agreement. Evidence of drug use and/or paraphernalia in residence rooms or common areas will be conclusive evidence of use or possession. A member of the Residence Staff is allowed to enter a resident's room if there is any suspicion of illegal substances or violation of any of SJC policies/guidelines.

Failure to comply with the Cannabis Policy could result in future restrictions and/or eviction without financial refunds.

SECTION 4: ADDITIONAL EXPECTATIONS

1. General

A. Violations of the Code of Conduct

Penalties for violating the St. Joseph's College Residence Code of Conduct can include anything from a warning to the termination of a resident's rental agreement, depending on the offense(s) the resident commits.

B. Reckless Endangerment

No resident shall engage in reckless behaviour that endangers themselves or others. This behaviour shall be deemed reckless at the behest of St. Joseph's College and its Residence Office.

C. Violation of Behavioural Contract

Any resident who violates a behavioural contract levied against them will face disciplinary measures for the action the behavioural contract was created for and the action that broke the behavioral contract and could be at risk for eviction.

D. Changes to the Code of Conduct

The St. Joseph's College Code of Conduct is subject to change at any time during the year. If changes are made during the year, residents will be made aware of the changes within 24 hours of them taking effect.

2. Residence

A. Entering Private Rooms

The College reserves the right to enter a private room and take possession of items that act in violation of the Code of Conduct. Authorized personnel include individuals hired by the College to enforce College policies and ensure the health and safety of all residents. Authorized personnel include Prefects, CCs, Residence Staff, facilities staff, Paladin Security, and/or anyone designated by the aforementioned staff.

Authorized personnel may enter a room for emergency purposes. An emergency is a situation in which an individual poses danger to themselves or others in the residence hall and action needs to be taken to ensure the health and safety of residents.

Authorized personnel may enter for non-emergency if there is a reasonable cause, violation of policy, regular maintenance, and there is prior approval from other authorized personnel from the College. In a non-emergency instance, there will be an attempt to make sure the resident is there at the time of entry in addition to trying to give them 24 hours notice.

B. Keys

Upon arrival students receive keys. Depending on the building, it will be a combination of room keys, laundry cards, FOBs, and mail keys. Security is a top priority of SJC. Should a resident lose

keys/FOBs, you are to report this immediately to the Residence Office or Security. Failure to do so when the loss is realized may result in disciplinary action. Replacement fees are \$150 for each lost room/suite key. A lost FOB or mail key is \$25. Additional fees are charged if locks need to be changed. Should a resident get locked out, a \$10 fee is applied

If another resident or guest steals the keys of a resident they will face discipline from the College. Under no circumstance should a resident take another resident's keys without their knowledge.

The keys belonging to St. Joseph's College residents are for their exclusive and personal use and are not to be loaned to other residents/guests or copied. Residents are the ones solely responsible for their keys when they receive them.

C. Fire Safety

- a. Any action that damages the College or residences' fire safety systems is considered a threat towards the overall safety of the residents, staff, and guests of the College.
- b. No resident will tamper with or misuse the fire safety equipment in the College or residences (e.g., fire extinguishers, fire alarms, etc.).
- c. For safety reasons, no doors are to be propped open or damaged by residents.
- d. If a college-wide fire alarm goes off, all residents are required to leave the building even if it is a false alarm.
- e. If a resident is the cause of a fire alarm being set off, they may be required to pay the cost of the authorities coming to the building.
- f. Hallways in both residences need to be free and clear of all belongings (boxes, bikes, drying racks, shoe racks, personal items, etc.) at all times due to fire code and custodial needs.
- g. Failure to follow any of the above will result in disciplinary actions.

D. Windows of the College

- a. Residents must not throw, drop, or otherwise dispose of objects out the windows of their residence.
- b. Residents must not remove a window or screen except for an emergency or maintenance concern.
- c. Residents must not yell out of their windows unless they are in an emergency situation. d. Residents cannot broadcast music outside their windows.
- e. Residents are not allowed to smoke out of their windows.
- f. Failure to follow any of the above will result in disciplinary actions.

E. Room Safety

- a. Cooking and cooking appliances are strictly forbidden in the men's residence rooms.

- b. Appliances with open elements (e.g., space heaters, toasters, and grills) are forbidden in the individual rooms of both residences.
- c. Candles or any other item that emits an open flame are forbidden in both residences.
- d. Residents must not alter any plumbing in their room/suite (e.g., faucets, sinks, toilets).
- e. Residents must not burn, puncture, rip or otherwise damage the carpets/floors.
- f. Residents must not damage, remove, or otherwise alter their doors without permission from the Residence Office.
- g. When moving out, residents are responsible for leaving their rooms in a clean and well-maintained state. Any damage to rooms/suites will result in the loss of the resident's damage deposit (the amount lost will depend upon the work it takes to repair the damage).
- h. Any resident who causes extraordinary damage to their room/suite will face a termination of their rental agreement.
- i. No resident may enter another resident's room without permission.
- j. Removal of another resident's furniture or personal belongings is against the code of conduct and is not permitted. Any damage incurred in moving someone's belongings, the resident responsible will face a fine. This includes furniture in common areas.
- k. Residents may not rearrange other resident's furniture or move belongings.
- l. Residents are not allowed to tamper with nor hang anything with the sprinkler system.
- m. Furniture in common areas or individual rooms is not allowed to be modified or moved without permission from the Manager of Residence Operations or facilities team.
- n. Failure to follow any of the above will result in disciplinary actions.

F. Room Cleanliness

- a. Residents are responsible for supplying/cleaning their own linens and sheets.
- b. Residents are responsible for the cleanliness of their rooms, as well as any bathrooms or kitchenettes in their room/suite.
- c. Residents are required to report the presence of pests to Residence Staff immediately.
- d. Residence Staff may enter a suite without prior notice or without the resident(s) present to conduct a search for maintenance or pest concerns.
- e. If a resident has left the room in disrepair or vulnerable to pests, they will be charged for the costs incurred by the College for the necessary maintenance or extermination.
- f. A resident's application to St. Joseph's College can be reviewed due to cleanliness issues.
- g. Room checks will be completed by residence staff at least once per term.

G. Room Decoration

- a. Residents are allowed to personalize their rooms with decorations to help them feel at home. Sticky tack or putty are the only options for hanging things in residence rooms/suites. Tape, command hooks, nails, etc are not permitted, as these all can cause paint to chip and fall off the wall. Green Painters Tape is acceptable.
- b. Residents are not allowed to alter their rooms in significant ways. This includes – but is not limited to – changing the paint in the room, knocking out walls, putting nails in the walls or removing doors/windows. If a resident has a question regarding room alterations, they should bring it to the attention of the Residence Office.
- c. Door exteriors and windows are considered property of St. Joseph's College and any inappropriate or offensive material posted on them will be removed. Any material posted inside the room that is deemed offensive may be removed as well.
- d. Residents cannot remove furniture from their rooms without the permission of the Residence Office. Residents can add furniture to their room if permission from the Residence Office is given.
- e. Any decorations must not interfere with any safety equipment in the room. Tampering with safety equipment puts the residence in danger and will not be tolerated.

H. Noise Policy

- a. As a matter of courtesy and respect, SJC has 24 hour courtesy hours where residents are expected to keep noise in the residence to a minimum.
- b. Evening quiet hours run from midnight to 8:00am for Sunday through Thursday. On Friday and Saturday nights, quiet hours will start at 2:00am and run till 8:00am.
- c. Residents must exercise moderation when listening to music, playing games, or watching tv to avoid disturbing other residents.
- d. Residents are expected to respect the wishes of another resident who asks them to turn down their music/television. A resident failing to respect another will face disciplinary measures.

I. Weapons and Explosives

The possession, use, or display of weapons (including, but not limited to, firearms, stun guns, BB guns, ammunition for weapons, knives, switchblades, hatchets, axes, swords, incendiary devices, explosives, chemicals, fireworks, etc.) and non-weapon objects to be used for causing harm (including, but not limited to, fire extinguishers, bats, dumbbells, golf clubs, bottles, pipes, rocks, etc.) is strictly prohibited on campus or while conducting college business off campus. Each member of the SJC community has the duty and responsibility to immediately report any knowledge they may have regarding the possession, use, or display of weapons, ammunition, or non-weapons intended to cause harm on campus. We also reserve the right to enforce the UofA's weapon policy.

J. Animals

St. Joseph's College has a strict policy of no animals of any kind within the residence areas.

K. Pornography

- a. Pornography is not consistent with the values and teachings of the Catholic Church and St. Joseph's College.
- b. The display or dissemination of pornography is not tolerated in the residences. Residents who participate in such activities will be disciplined according to the seriousness of their offense.
- c. Public nudity is not tolerated in the residences or as part of residence activities.

L. Sports

- a. Sports are a key part of the St. Joseph's College tradition and residents are encouraged to contribute to the sporting atmosphere of the College.
- b. As part of their participation in intramural sports at the University of Alberta, residents are expected to display sportsmanship and maturity while representing St. Joseph's College.
- c. If residents do not represent the College in a positive manner while participating in campus intramurals, they will be disciplined under this Code of Conduct.

M. Harassment/Abuse of Others

Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community will not be tolerated. Conduct that is disorderly, lewd, or indecent, breach of peace; or aiding, abetting, or procuring another person to breach the peace of college premises is prohibited. The College will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

There is zero tolerance for any sort of sexual harassment in the St. Joseph's College residence community. Sexual harassment includes but is not limited to:

- suggestive remarks, sexual jokes or compromising invitations;
- verbal abuse;
- visual display of suggestive sexual images;
- leering or whistling;
- patting, rubbing or other unwanted physical contact;
- outright demands for sexual favors;
- speaking about another person's sexuality or sexual life to others; and
- physical assault.

You may face eviction without warning or refund for any type of harassment as well as possible notification of any necessary authorities.

N. Objectionable Material

No objectionable material shall be disseminated throughout the residence community. Objectionable material can include – but is not limited to - racist, homophobic, or sexist jokes; hate literature; pornographic materials; or any other materials that may be offensive to others. Offenses involving objectionable material may result in disciplinary sanctions from the College, as well as the notification of any necessary authorities.

O. Hazing

There is zero tolerance for any hazing or hazing-related activities in the St. Joseph's College residence community. Those who run hazing or hazing-related activities in the College will have their rental agreement terminated immediately, without refund.

P. Social Media

The College reserves the right to review anything posted on social media. Residents may be held responsible for any hurtful words, statements, or multimedia posted on an online forum that compromises the safety or integrity of the College/residence community or one of its members. Residents will also be held responsible for promoting a breach of this Code of Conduct using social media.

Q. St. Joseph's College Rent, Meal Plans, and Student Involvement Fees

By moving into St. Joseph's College and signing their lease agreement, the residents accepted a responsibility to pay for rent, meal plans, and student involvement fees.

If a resident is delinquent in paying this, they will be charged interest for the rent they owe the College and their rental agreement will be terminated. Additionally, their marks may be encumbered until fees are paid in full. Security deposit will also be forfeited if these fees are not paid in full.

3. St. Joseph's College Guest Policy

St. Joseph's College residents who host guests are responsible for their guests' behaviour and well-being while visiting the College premises. This policy also applies to residents visiting one residence from the other and former residents of St. Joseph's College. Alumni or former residents of the College are considered guests.

Residence Staff reserves the right to ask any guest to leave if they believe that the person is an endangerment to St. Joseph's College. All guests are to be out of the building by midnight (Sunday-Thursday) and 2:00am (Friday-Saturday).

All guests must be signed in if they are in the building after 10pm, **no exceptions**.

A resident may request special permission for overnight guests of the same gender only, which will be reviewed and approved or rejected by the Residence Office. All overnight guest requests must be submitted at **least 48 hours** before the guest arrives. All overnight guests require the permission of all applicable roommates. Guests may stay up to a maximum of 72 hours.

Any violation of these rules will result in disciplinary measures appropriate to the violation that has been committed. The residents of St. Joseph's College are responsible for the actions of their guests while they are visiting St. Joseph's College. If a guest violates the St. Joseph's College Residence Code of Conduct or the University of Alberta Code of Student Behaviour while in St. Joseph's College, they will be disciplined in line with both the College and University systems of discipline. Concurrent with this, the resident who hosted the guest in question will also be disciplined in line with both the College and University systems of discipline.

Overnight guests of the opposite gender are not permitted.

4. College

A. Respect for College Staff

A resident who disrespects any St. Joseph's College staff member will be disciplined according to the severity of their offence.

B. Anti-Discrimination Policy

Discrimination is any act or omission based on race, religious beliefs, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation or political belief when that act or omission results in loss of or limit on opportunities to work or to fully participate in campus life or which offend the dignity of the person. St. Joseph's College is dedicated to encouraging that no such discrimination takes place in the College as long as it is not in direct contradiction to the rules set out in this Code of Conduct. Any form of discrimination will not be tolerated.

C. Dining Hall

Residents of St. Joseph's College are expected to keep the dining hall clean and in working order. Food and dishes are not allowed to be removed from the dining hall unless a prearranged take-out meal is provided.

D. Roof/Veranda Access

Residents are forbidden access to any areas of the roof/veranda of the College buildings. Venturing onto the roof or veranda is considered a major safety risk and as such, residents are not allowed out onto these areas. If residents are caught in these areas, they will face discipline from the College and UAPS may be called.

E. Respectful Language

Out of respect for everyone at St. Joseph's College, residents are expected to monitor their language and the content of their conversations in public areas of the College and beyond.

F. Doors of the College

Entry doors should not be propped open for any reason unless approved by the Manager of Residence Operations. This includes stairwell doors.

G. St. Joseph's College Common Areas

Common areas of the College (Student Lounge, Kitchen/Dining Room, hallways, etc.) must be kept tidy and accessible to anyone entering St. Joseph's College. Residents using common areas are responsible for cleaning up after themselves or assisting others cleaning up. Failure to do so will result in disciplinary actions against the individual or group.

If a resident notices that an outside group is not respecting the College and its common areas, they should report their behaviour to the Residence Life Staff and/or the Residence Office.

H. St. Joseph's College Parking Lots

Any residents or their guests who park in the St. Joseph's College parking lot without an appropriate pass will be subject to a fine from the University of Alberta and a possible towing of their vehicle. Exceptions are made for moving days and all residents will be made aware of these arrangements.

I. Elevator Misuse

Residents and guests of St. Joseph's College must not misuse the elevators at any time. If a resident or guest damages or gets stuck in an elevator due to misuse, they will be expected to pay for any bills that result from their actions.

J. Responsibility for Damages Within Residence, Dining Hall, Lounges, etc.

If no individual(s) are deemed responsible for damage or graffiti to common areas of the College (hallways, stairwells, furniture, elevator corridors, dining hall, lounges, etc.), the cost of maintenance in these areas will be split amongst the residents living in the College at the time.

K. Internet

Internet for both residences comes from the Shaw. Residents are expected to follow the regulations set forth by the University of Alberta regarding Internet usage. If a resident violates these regulations, they will be subject to disciplinary action from both St. Joseph's College and the University of Alberta. Residents will log in to the internet using their CCID.

L. Smoking

St. Joseph's College has a strict no smoking policy. Residents must exit the building to smoke and must adhere to the smoking regulations laid out by the University of Alberta (i.e., no smoking within 5 meters of an entrance, window, or air intake of any building). Upon a first offense, the resident will be charged a \$50 fine and a warning and any further offenses will face further discipline.

5. University

A. University Property Damage

No resident of St. Joseph's College shall vandalize or misuse the property of the University of Alberta. Any resident who does so will be subject to sanctions from both St. Joseph's College and the University of Alberta.

B. University Protective Services

The University of Alberta Campus Protective Services has the responsibility to protect every student and staff member at the University of Alberta, including St. Joseph's College residents. Therefore, they have the right to enter St. Joseph's College to pursue an investigation.

If a resident of the College disrespects officers of Protective Services, the resident will be subject to discipline by the University and the College. The Residence Office will not hesitate to report an incident warranting investigation to the attention of Campus Protective Services. This same policy applies to Paladin Security, employed by SJC.

C. Emergency Situations

If a resident is in need of immediate medical attention, they should call 911. In the case of a minor medical issue (e.g., sports injury, cut, etc.) residents can use the First Aid kits throughout the building. The on-call Residence Life Staff member will assist the injured resident in getting any medical/emergency assistance they might need. Only residents who are properly trained in First Aid are permitted to administer First Aid.

If emergency care is needed, a member of the residence community may accompany the resident in need to the emergency department of the University of Alberta Hospital. If the situation demands that the resident go alone, they must inform the Residence Life Staff of their situation as soon as possible.

SECTION 5: DISCIPLINARY SYSTEM

Preamble

The purpose of the St. Joseph's College disciplinary system is to educate students about their responsibilities, protect the community from conduct violations, maintain a supportive learning environment, and encourage the repair of any harm done to the community.

1. Penalties

A. Penalties for violating St. Joseph's College Residence Code of Conduct include, but are not limited to, a behavioural contract, fines, restorative justice, probation, and eviction.

B. If this Code of Conduct does not identify a particular act as miscreant, the President of St. Joseph's College and/or the Residence Office reserve the right to respond to the act in question as they see fit.

2. Judicial Process

A. The following is the judicial process for St. Joseph's College and its discipline under the Code of Conduct:

1st Infraction	Educational Discussion with possible penalty and Behavioural Contract
2nd Infraction	Review of Behavioural Contract with Possible Termination of Lease or additional penalty
3rd Infraction	Lease Agreement Termination

B. These steps may be altered depending on the severity of the violation.

C. The final decision in all matters of discipline involving the residence will stand with the Residence Office.

D. If the violation/offense causes damage to the residence or the surrounding College, the Residence Office will consult with the Director of Facilities and fine the resident the cost of repairs.

E. Any discipline that a resident receives will be noted in their residence file. F. Other authorities may be contacted if necessary.

3. Discipline Table

Disciplinary Act	What it Entails
Warning	A verbal or written warning levied against a resident for a modest or first-time violation.
Fine	A financial measure levied against a resident.
Restorative Justice Project	A community service activity, meant for the resident to give back to the residence community to atone for the damage they caused.
Behavioural Contract	A contract signed between the Residence Office and the resident in violation, outlining the required behaviour for their continued residence at St. Joseph's College.
Rental Agreement Termination	When a resident's rental agreement is terminated and they will be required to leave the residence immediately, without financial refund.
Referral to Other Authorities	The referral of a resident's action to UofA and/or City of Edmonton when said action extends beyond the College's ordinary disciplinary measures.

Other disciplinary measures may be levied against a resident at the discretion of the Residence Office in accord with the violation committed by that resident.

4. Disciplinary Appeal Process

A. Residents of St. Joseph's College have the right to file a formal appeal. This appeal must be filed within 48 hours of the decision made by the Residence Office.

B. Appeals will only be considered on the following grounds:

- There is new information available potentially rendering the original decision unreasonable in light of new information presented;
- There is clear evidence of lack of procedural fairness and/or bias or unfair treatment in the process.

- C. The resident's appeal will be heard by the VP (Academics) and Chaplain of St. Joseph's College, and two students (one from each residence) appointed to this committee.
- D. The decisions that may result from an appeal include upholding the discipline, changing the discipline or altering the discipline.
- E. All decisions after one appeal are final and are not subject to further appeal.

5. Damage and Liabilities

- A. Residents of St. Joseph's College are expected to have individual and collective concern for the protection and preservation of the residence and its grounds – not just their individual rooms/suites. Responsibility for loss or damage is based on the understanding that the individual(s) responsible for the damage, when known, will assume complete responsibility.
- B. At the Residence Office's discretion, a fine may be transformed into a restorative justice project.
- C. In the case of an incident where a resident does not take responsibility for their actions or there is an incident or damage where the entire community is deemed responsible, all residents will be fined.

