

St. Joseph's College

Residence Handbook

2019-2020

St. Joseph's College

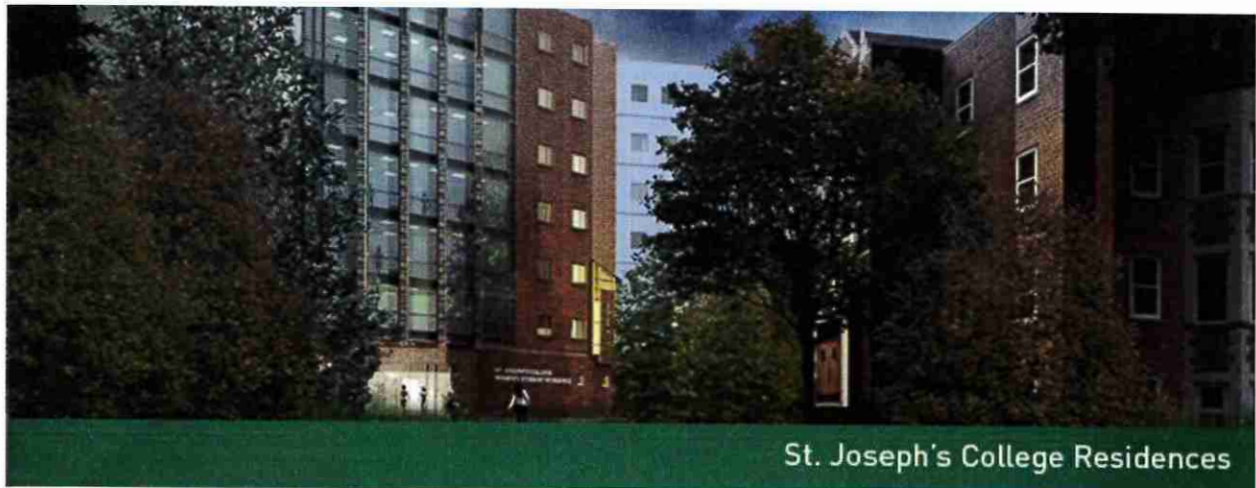


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A MESSAGE FROM ST. JOSEPH'S COLLEGE

Welcome to St. Joseph's College! To all of our new residents please take the time to enjoy everything that both the University of Alberta and St. Joseph's College (St. Joe's) has to offer. To our returnees, we hope that the new academic year continues to deliver and expand upon the experience you have already had living at St Joe's. St. Joseph's College endeavors to offer a well-balanced atmosphere for its residents to thrive while completing their respective degrees.

Although the classes that you will take through the University of Alberta will give you the skills needed to work in your future profession, it is the social activities you will engage in while residing at St Joe's that will give you the skills to enjoy your everyday life. The multitude of social gatherings that the House Committees and College organize - theme parties, games nights, intramural sports, BBQ's, etc - will gather everyone together to celebrate being in each other's company. However, many of the social events are often those that come unexpectedly - like studying with friends for that midterm, watching a movie together or sitting down for meals.

At the same time you are enjoying your residence life experience, remember to enjoy all that the rest of the College, University, and City of Edmonton has to offer. The University of Alberta provides many opportunities to not only develop your mind through academics, but also through social events such as varsity sports, concerts, performances, student clubs and volunteer programs. The City of Edmonton also has a great deal to offer whether watching an Oilers game, taking in a concert at Rogers Place, visiting West Edmonton Mall, or one of the many available activities in the city. One of the main lessons is to take full advantage of these opportunities, experiences and adventures while living at St. Joe's and in the City of Edmonton.

Throughout the year, please refer to this handbook as a guide for living at the College. This handbook holds the answers to many important questions - from lockup times and the after hours phone number to how to have pizza delivered to the College.

Welcome to or welcome back to St. Joe's. We wish you every success and hope you will cherish every minute of this experience.

GENERAL INFORMATION ABOUT ST. JOSEPH'S COLLEGE

1. ACADEMIC SERVICES

In addition to its residences, St. Joseph's College also offers an engaging academic program. The courses we offer cover diverse subject areas including -- but not limited to -- Catholic Education, bioethics, science and religion, scripture, environmental ethics, sport and religion, moral theology, history, philosophy, and social justice. You can also join an international field education class and journey together with your fellow students as you travel to foreign lands for credit.

Our courses are open to all students at the University of Alberta as electives through the Faculty of Arts. If you choose to take a course through St. Joseph's College, you will also enjoy small classes taught by knowledgeable instructors who deliver courses in a variety of accessible formats. Check out our website for more information and course listings.

2. CHAPEL SERVICES

St. Joseph's College is the Roman Catholic presence at the University of Alberta. As such, it is an integral part of the Roman Catholic community among those who reside/study at the University of Alberta. The focal points of this community are our chapels, which are located on the west side of the main College building and the north side of the women's residence. The mass schedule at the College during the year is:

Monday, Wednesday	12:10 pm (WR)
Tuesday, Thursday	12:30 pm (WR)
Saturday	4:30 pm (MR)
Sunday	9:30 am & 11:00 am (MR)
Sunday (Student Mass)	7:00 pm (MR)
Public Holidays	No Mass

* These times are subject to change throughout the year.

The chapel also offers the Sacrament of Reconciliation on Tuesdays from 11:30 am to 12:20 pm. Please note that these times and related closures are subject to change at any time during the year. Any changes will be posted outside the chapels and on our website.

Our chaplain is always looking for assistance at the masses from students that are interested in volunteering their time. Serving the chapel as an altar server, Eucharistic minister, reader or musician are just some of the ways that a resident/student can assist in a mass at St. Joseph's College. If interested in helping out in the chapel, contact the St. Joseph's College Chaplain in office 1-20.

Although St. Joseph's College is a Roman Catholic College, people from all faiths are welcome to live in our residences. In fact, non-Catholics are welcome to attend Mass.

3. CAMPUS MINISTRY

St. Joseph's College provides an inclusive environment open to all residents and students at the University of Alberta, which is rooted in the Catholic faith. As such, SJC forms a sacred space open to all, where dialogue, learning, support, and worship unify our community.

St. Joseph's College provides free counselling with a Registered Provisional Psychologist. This service is offered to all SJC residents, SJC students, and U of A students, regardless of their religious background with a referral from Campus Ministry.

St. Joseph's College provides free counselling with our campus ministers. This service is offered to all SJC residents, SJC students, and U of A students, regardless of their religious background. St. Joseph's College also provides free Spiritual Direction through our Spiritual Direction team. This service is available to residents/students, worshipping community members, and other members of the University of Alberta Community.

St. Joseph's College partners 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. The CSA is open and inclusive to all students regardless of religious practice.

St. Joseph's College offers students the opportunity to lead their own worshipping service Sundays at 7:00PM throughout the academic year.

4. RESIDENCE LIFE ASSISTANTS

Residence Life Assistants (RLAs) are integral members of student life within the residences. As employees of the College, the 20 RLAs work under the guidance of the College's student services, and are responsible for creating a welcoming, supportive and positive student life environment. In addition to their specific training to respond to incidents and emergency situations, they function as positive role models, provide guidance and mentorship relating to your academic studies and life at St. Joe's and can advise on volunteer and leadership opportunities. While reflecting the values of the College, RLAs are responsible for promoting a

residence environment where the educational, social, emotional and security needs of all residents are met.

Two RLAs are on duty from 4:00pm to midnight weekdays and 8:00am to midnight weekends and holidays. While on duty, the RLAs are responsible for both residences. Each RLA carries a cell phone (see Section 6) or you can arrange to see an RLA at a mutually agreed upon time. Between the hours of Midnight and 8:00am, if you require assistance you should first contact the Paladin Security officer. If they cannot assist you, they will contact the RLA on call. **In the case of any fire, life or police emergency call 911 first.**

Resident Life Assistants are a tremendous resource to all residents and we encourage you to get to know all of your RLAs.

5. RESIDENCE ADDRESS AND MAIL

When having mail sent to the residence, please send it to the addresses below:

Men's Residence Address

(Your Name)

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

Women's Residence Address

(Your Name)

WR (Apartment Number#)(Room #) St. Joseph's College
University of Alberta
Edmonton, AB
T6G 2J5

Any mail that a resident receives will be put in the mailboxes of the respective residences. If an oversized package is delivered, the resident will be emailed to pick up the package. If you are ordering pizza to the residences, the street address for deliveries is 11325-89 Avenue.

6. IMPORTANT PHONE NUMBERS

The number for the Residence Office is (780) 492-9026. To send a fax, the College's fax number is (780) 492-8145. When the fax is received, the Residence Office will deliver it to your mailbox. If you wish to send a fax, the Residence Office can assist you with the fax when appropriate.

Please note that the fax machine is only available during regular business hours. If the offices are closed for other reasons, notices will be put on the office doors indicating whom to contact.

For after-hours assistance, from 10:00pm to 8:00am, the number to call is:

Paladin Security Guard Cell Phone(780) 940-1544

Additionally you may also contact the RLA on call from 4:00pm to 10:00pm (Monday to Friday) and Saturday/Sunday/Holidays from 8:00am-10:00pm:

RLA On Call Cell Phone (780) 940-3726

In the case of an emergency, Campus Protective Services (780-492-5050) or 911 should be called immediately.

7. STUDENT LOUNGES

There are three student lounges in the main building of St. Joseph's College. The public student lounge is on the main floor of the College. This space is not just for residents, as the public is allowed to use it during the hours that the College is open. But after lockup, this space becomes a quiet space strictly for the residents of St. Joseph's College and all other students from the University will be asked to leave unless they are approved guests of our residents.

The "Ranger Room" on 4th floor is the male residence's social lounge, where there is a television, pool table, and bathroom. It is primarily a social lounge that the residents can use to unwind from a long day of University courses. Another common room is located in the center of third floor, which has traditionally been used for studying but it is also a popular place to hang out and socialize after a long day of classes. It is the responsibility of our male residents to keep these two areas clean for everyone to continually enjoy.

In the women's residence, there are two lounges per floor on floors 2 to 5, and one lounge per floor on floors 1, 6, and 7. There is also a large public lounge area on the main floor, which can be used as a student lounge and event space. As with the common areas in the men's residence, it is the responsibility of the women's residents these areas clean for everyone to enjoy in these areas.

8. LAUNDRY ROOMS

Both residences have laundry rooms. The women's residence has four laundry rooms located on the 1st, 3rd, 5th, and 7th floors of the residence. All the washers and dryers in the women's residence are card operated. Each resident in the women's residence will receive a laundry card

at the beginning of the year. If a female resident loses her laundry card, she will be charged \$25 to replace them. A resident who withholds having lost their laundry card will face further discipline in addition to paying the fine for their lost laundry card. To recharge their laundry card, residents can use the re-loader machine in the first floor laundry room. The laundry room in the men's residence is located in the 2-west hallway and is coin operated.

9. ST. JOSEPH'S COLLEGE LIBRARY

The 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. Our collection focuses on Christian Theology, Philosophy, Ethics, the Bible, and Religious Studies, and is an excellent resource for the courses being taught at St. Joseph's College.

The library offers a quiet and convenient place to study in the middle of the University of Alberta campus. All of our holdings are searchable using the University of Alberta Libraries search engine, and St. Joseph's College is also a member of NEOS – a consortium of government, health, and university libraries that cooperate to share collections. Our librarian is available to help you find resources, search the catalogue, and answer any questions you might have about library materials and services.

The library has four computer workstations. An after-hours book drop is also available. Please see the St. Joseph's College website for a complete list of hours.

10. PARKING

There is a small parking lot south of the women's residence. This lot is reserved for staff and residents who have parking passes. If spots open up for residents, the residents will be given notice. Otherwise, they must apply to University of Alberta Parking Services for a spot on campus or find other spaces to park their vehicle. Accommodations will be made for move-in and move-out days and all residents will be made aware of these accommodations before they move in.

If someone parks in the St. Joseph's College parking lot without a parking pass or with a parking pass for another lot on campus, their vehicle will be ticketed and possibly towed. Residents with a parking pass will be required to fill out the paperwork and pay for the parking pass on a term basis at the front desk of the College before they receive the parking pass. If they are delinquent in paying for their pass, the parking pass will be discontinued through parking services and the resident will be subject to fines or further discipline from the College.

11. BIKE STORAGE

Unfortunately, St. Joseph's College does not have proper bike storage facilities in its buildings. We encourage all residents who want to have bikes to store them through the University Parking Service at one of their three covered and secured bike-parking facilities (the closest is the Education Carpark). Use of these bike cages requires registration and purchase of a permit. You can contact parking services at (780) 492-7275 for more information.

12. ELEVATOR

The men's residence has an elevator on the east side of the building, which is for individuals with mobility issues or for emergency situations only. Currently the elevator is out of service. Residents will be advised once the elevator is returned into service. The women's residence has two elevators on the east side of the building.

Any damage of an elevator caused by a resident may be subject to disciplinary action including the cost of repairs. Please note, in the event of a fire or regular maintenance, the elevators will automatically shut down.

13. BUILDING ACCESS

The men's residence building is locked at 10:00 PM each evening. After hours access is through the back entrance located in the centre of the building on the Southside of the College. The building key is required for access. If a situation arises where this door is unavailable for residents to access the building, they will be informed about the change through email and posters placed throughout the residence. The stairwell doors and the 4th floor lounge door are locked at all times. The building key is required for access. If one of the doors or your keys are not working or a door is unlocked, please contact the RLA or Paladin Security immediately.

The women's residence building is locked all day with the exception of the weekday mass. A FOB is required to access the residence and operate the elevators. If one of the doors, elevators, FOB or room key is not working or a door is left unlocked, please contact the RLA or Paladin Security immediately.

14. KEY/FOB LOSS

When you arrive at the College you will receive your building and room keys or FOB and room key. Security is the top priority of the College. If a resident loses their keys or FOB they are to report this immediately to the Residence Office or if after hours, the RLA on duty or Security. A resident who fails to report a lost FOB or keys when they become aware or should have been

aware, may face disciplinary action in addition to paying for the cost of replacing the keys/Fob. The College may withhold the issuing of new keys/FOB until the costs associated with replacing the lost keys/FOBs has been paid. A lanyard to help keep track of your keys is recommended. However, do not use a lanyard that identifies St. Joseph's College residences, to prevent thieves from easily locating the residence.

There is a \$150 fee for each key lost or not returned. For example, a male resident who loses a set of two keys will be charged \$300 to have them replaced. For a female resident there will be a charge of \$150 for the lost key and \$25 for the lost FOB. The resident will also be charged for any necessary lock changes. This includes – but is not limited to – changing the suite's locks and any other related costs the College may incur.

Places to look for lost keys include University of Alberta Protective Services or Residence Life Services at the University of Alberta, as your keys may have been turned in to these offices. It is the resident's responsibility to keep track of their keys/FOB. If a resident shows that they cannot manage their keys/Fob responsibly, their status in residence may be reviewed.

15. RESIDENCE SECURITY

St. Joseph's College is committed to providing a safe and supportive environment for all members of the College community. Residents are responsible for abiding by all Provincial health, fire, and safety regulations and co-operating with Residence staff and other members of the College community to ensure that the residence is safe and protected from breaches of security. Residents should abide by the following safety and security guidelines:

Residence Buildings

- Do not let unknown persons into Residence buildings;
- Guests should be escorted at all times;
- Do not prop open any doors to Residence buildings;
- Do not throw or drop anything from balconies, windows or rooftops;
- Do not interfere with the normal operation of doors, locks, security cameras, fire alarms, access control systems, electrical or mechanical services, telecommunications equipment, or laundry machines;
- Do not participate in dangerous or destructive activities that may cause personal injuries or property damage, including, but not limited to, pranks, water fights, skateboarding, bicycling, or hallway sports in Residence buildings;
- Do not keep valuables or large sums of money in their Suite/Unit;
- Do not leave their Suite/Unit open or unlocked while sleeping or away from their Suite/Unit;
- Do not lend his or her keys to anyone; and
- Do not let anyone up the elevator with you if you do not know him or her.

Personal Safety

- Report any personal safety concerns to the Residence Office, Residence Life Staff or Security;
- If you notice any suspicious activity in or around the public areas of the College, please inform a member of Residence Life Staff, security or Campus Protective Services;
- Do not provide personal information about other residents to anyone without their permission;
- Let someone know when you are leaving residence, where you are going, and your expected return time;
- Carry extra money with you for phone calls, bus fare or cabs;
- When leaving the building to consume alcohol, adhere to the buddy system and keep account of your fellow residents; and
- Keep an eye out for one another.

16. FIRE SAFETY

There are two kinds of smoke detectors in the building. The one in your room is not connected to the College's main alarm system. Therefore, a fire in your room will not activate the building's alarm system unless it spreads to the hallway. The smoke detector may occasionally malfunction, if so notify residence staff, an RLA or Security immediately. Do not attempt to repair or deactivate a smoke detector, as you will be responsible for any damage and subsequent cost. If you have a troublesome detector, please fill out a maintenance report through the College website.

If the smoke detector goes off in your room due to cooking and there is no fire, open the doors and windows in your suite to vent the smoke. This should clear the smoke. If you open your hallway door to vent the room and the hallway smoke detectors are activated the alarm will sound and you will need to evacuate the building.

The primary alarm system is based in the hallway and is connected to Emergency Services. If engaged, this system will signal the fire department regardless of whether it is a false alarm or not. If a resident triggers a false alarm, they may be responsible to pay the associated fine levied as a result of the false alarm. When the system is activated, the elevator will shut down. The fire doors will then activate, impeding the free movement of air inside a building. This helps keep smoke from spreading and may slow the rate at which a fire spreads. Do not prop open fire doors for any reason and close them if they are open.

Be aware of the nearest fire exit or alternate exit. If the fire alarm is activated, exit the building via the closest stairwell or emergency exit. You **MUST** exit the building if the alarm is activated. In the case of a fire drill, residents will be given a 24-hour warning of the drill. Upon exiting the

building, leave all doors closed but unlocked. Do not waste valuable time gathering your belongings. Once outside the building, all residents will meet at the closest muster points that are located next to the LRT station (east stairwells) and Van Vliet Centre (west stairwells).

On the occasion of a fire, Staff/Marshals must account for everyone's exit from the building. To prevent additional risk of life due to re-entry in an effort to search for a missing resident, please ensure you exit the building and move to the designated muster point. If a resident has overnight guests, they must ensure that the guest exits the building at the same time.

The women's residence is equipped with sprinkler heads throughout the suites, hallways and lounges. The sprinkler heads are extremely sensitive. Under no circumstances should you make contact with or hang anything from a sprinkler head. If a sprinkler head is released it will activate the fire alarm and immediately release water. Extensive damage can be caused to personal items and the building if a sprinkler head is released. If it is determined you caused the damage to the sprinkler head, you may be subject to the subsequent clean up and restoration costs.

17. STORAGE

During the academic year and summer months, limited storage is available in both the men's and women's residence for current residents or residents that have signed contracts for the upcoming academic year. **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. Storage is only available while living in residence or if returning to residence in the fall. Any items that are unclaimed and left in storage for more than 180 days are subject to disposal. Nominal storage fees may be charged. Contact the Residence Office for more information.

18. FOOD SERVICES

The College has introduced a number of significant changes in its dining room operations including a new look to the dining room, a completely redesigned menu, new healthy eating options, new electronic information boards, the implementation of a Point of Sale (POS) system and the introduction of a block meal plan for the women. All of these changes are supported by the College's incredible food services team lead the College's head chef and Director of Food Services.

Meal Plans

Then men's room and board charges include an all you can eat meal plan offered seven days a week. New for 2019-20 is the introduction of a block meal plan for the women. This includes access to 20 meals per term (lunches, dinners or Sunday brunch). The women can also purchase additional meals or meal plans if desired. Please check with the Residence Office. The dining room will be introducing one special theme dinner per month. All residents are encouraged to attend the theme dinners as an opportunity to socialize and build community.

Point of Sale (POS) System

The College has introduced the OneCard POS system to assist with meal planning, support the introduction of the block meal plan and facilitate payments from public members or guests. You do not need to take any action to set up your OneCard for the meal plan. The Residence Office will ensure that your OneCard is properly programmed.

The POS system is located just outside the serving area. All residents **must** tap their OneCard prior to entering the serving line. For the men, there is no balance on the OneCard, but it will enable the dining room to track when residents are coming for meals to assist in meal planning and in reducing food costs. For the women, at the start of each term, \$200 will be added to their OneCard account. Each time you go down for lunch, dinner or brunch you must tap or swipe your card. A \$10 balance will be removed from your card during each meal. Any unused balance in the Fall term will be carried forward to the Winter term. Any meal plan balance on the OneCard at the end of April will expire. If any women resident wishes to purchase additional meal plans, by adding money to their OneCard account, they can do so online through the OneCard office at <https://www.myOneCard.ualberta.ca/OneWeb/Account/LogOn>.

OneCard Process

1. Residents can gain entry to the dining room for breakfast, lunch, dinner, and Sunday brunch during the assigned meal times. There will be only one entry per meal period (men - breakfast, lunch, dinner and brunch) (women- lunch, dinner and brunch)
2. Residents must tap/swipe their OneCard prior to entering the serving line.
3. If a resident signs up for a late lunch or dinner, they can tap/swipe their OneCard when then pick their meals up at 10:00 AM (lunches) or 4:00 PM (dinners) from the dining room staff. For those unable to pick up their meals, they will be available in the dining room fridge identified with their name.
4. If your OneCard is lost, notify the Residence Office immediately. The Residence Office will issue a temporary meal card until your OneCard is replaced.

All members of the public or guests of the residents must pay for their meals. Payment can be made through the POS system using the OneCard, debit or credit.

Dining Room Hours, Food Safety and General Guidelines

The following guidelines have been implemented to promote good hygiene practices, healthy eating, safe food handling and to provide a pleasant dining experience for all residents and guests.

Dining Room Hours

Generally, the dining room operates under the following hours:

Breakfast:	7:00 AM to 9:00 AM
Lunch:	11:00 AM to 2:00 PM
Dinner:	5:00 PM to 7:00 PM
Sunday Brunch	10:15 AM to 2:00 PM

Dining room hours are subject to change due to special events or holidays and will be posted in the dining room and communicated to all residents in advance of any change.

Food Safety

1. Follow good hygiene practices and use the hand sanitizers prior to entering the serving line.
2. When going back through the serving line, use the hand sanitizers and only use clean plates and cutlery
3. Always use the serving utensils when going through the serving line.
4. Be cautious and respectful of residents who may have food allergies or dietary restrictions.
5. With the exception of pre-prepared bagged meals or residents who are ill, no meals, dishes, cutlery or serving utensils can be removed from the dining room.
6. Removing dishes and cutlery from the dining room and leaving used dishes or cutlery in your room will attract rodents and bugs and therefore is prohibited. Residents who remove dishes and cutlery may be subject to disciplinary action.
7. Other than dropping off dirty dishes and cutlery, for safety reasons, entrance into the kitchen/cooking area is strictly prohibited.

General Guidelines

1. If you are on a meal plan you must tap your OneCard prior to proceeding through the serving line. If you cannot produce your OneCard you may be asked to pay for your meal.
2. If you proceed through the severing line without a OneCard or fail to pay for your meal, you may be subject to disciplinary action.
3. The social atmosphere of the College, in part, is built in the dining room; so sit down enjoy your meal and the company of your fellow residents.
4. For the women on the block meal plan, if your balance is deleted prior to the end of the term and you wish further access to the dining room, you can go to the OneCard website to add additional value to your OneCard or pay per meal via debit or credit

card. If you wish to expand your meal plan beyond the 20-meal allocation, please contact the Residence Office.

5. To assist dining room staff with the planning of meals, if you are going to be away for an extended period of time, (i.e. Thanksgiving, Fall or Winter term break) please notify dining room staff one week in advance.
6. Please avoid food wastage by only taking portion sizes that you can consume. You are welcome to a second serving if you are still hungry.
7. You must be appropriately attired including proper footwear and tops. Sleepwear is not considered appropriate attire.
8. It is your responsibility to clean up after yourself and bring all dirty dishes to the dishwashing station.
9. Please be respectful and courteous of other residents and guests using the dining room. Loud behavior and inappropriate, offensive, abusive or vulgar behaviors or language will not be tolerated.
10. No alcohol or smoking is allowed in the dining room.
11. The College encourages and welcomes guests and other students from outside the College to visit the dining room, subject to available space. Please feel free to invite your friends to enjoy a meal with you. All members of the public or guests of the residents must pay for their meals. Payment can be made through the POS system using a OneCard, debit or credit.

19. GENERAL BEHAVIOURAL TIPS

Please respect the following etiquette tips to help in your adjustment to St. Joseph's College. These guidelines are in place to ensure that all College community members enjoy their experience.

1. The College is a public and professional work place, along with a residence. Therefore, any disruptive, discriminatory, vulgar, or insensitive language will not be tolerated.
2. Be aware and respectful of the wider St. Joseph's College community.
 - a. Greet all persons with respect. If you are unsure how to address someone, please ask.
 - b. Do not disrupt classes, masses, or meetings.
 - c. Keep noise levels down during the workday (Monday – Friday until 5:00pm) and during mass times (daily, weekends). This includes but is not limited to stereos, running/shouting in the hallways, and loud music.
 - d. If you are asked to turn your music down outside of these hours by a St. Joseph's College staff member, you are expected to do so.
3. Outside of the College, you are its ambassadors. Cultivate a positive image for the College with your actions.
 - a. Respect all University officials and employees both within and outside the residence.

- b. If Campus Protective Services are at the residence, respect them and their job.
- 4. Take responsibility for your own room/suite and other areas of the College.
 - a. Keep rooms/hallways/common areas/bathrooms as clean as possible. Respect the other people living with you.
 - b. Take time to clean your room regularly and take the garbage out to the bins in between the residences.
- 5. Leave the dining room/student lounges neat and clean; these are public areas open to non-resident members of the community and we want to keep them presentable.
- 6. Ensure that fellow residents and others do not abuse the College. Keep vigilant for theft or vandalism.
- 7. Always keep an eye on and for fellow residents, as members of the same community.

20. RESPONSIBILITIES OF RESIDENTS

As residents of the College, the residents have a responsibility to represent the College in the best way possible both within and outside the residence. Residents should:

- 1. Read, understand, and abide by the codes, policies, house rules, guidelines and procedures in the Residence Rental Agreements, St. Joseph's College Residence Code of Conduct, and University of Alberta Code of Student Behaviour;
- 2. Respect the privacy and human rights of other residents, guests and staff by demonstrating respectful behaviour at all times;
- 3. Work cooperatively with College, Residence, and Security staff members in the performance of their duties.

21. COMMUNICATION OF RESIDENCE INFORMATION

St. Joseph's College and their residence staff will do their best to keep residents aware and up to date on important information regarding their residence. Residents are asked to provide the Residence Office with a University of Alberta email when they sign their residence rental agreement. Residents should check this email regularly as this will be the primary method in which the Residence Office will communicate with their residents. If a resident chooses not to read their email, it is not the College's fault if they miss important information that is being sent to them through their email.

22. COLLEGE AWARDS

St. Joseph's College gives out awards to students who exemplify the values of the College. Members of the St. Joseph's College staff nominate recipients. The award descriptions are as follows:

Justice Kevin Feehan Award

The Justice Kevin Feehan Award is awarded annually to full time students at the University of Alberta who show a commitment to promoting and living Catholic Education values. Recipients must maintain a good academic standing (GPA of 2.5 or higher) for the previous academic year. Preference will be given to those who are enrolled in or have completed the SJC Certificate in Catholic Education. The award amount is \$1500.

William Hsu Memorial Award

The William Hsu Memorial Award is presented annually to full-time students who have demonstrated outstanding participation and volunteer efforts that enhanced the St. Joseph's College community. Recipients must have maintained a good academic standing (GPA of 2.5 or higher) during the previous academic year. The award amount is \$1000.

ST. JOSEPH'S COLLEGE RESIDENCE CODE OF CONDUCT

This Code of Conduct has five sections: (1) Introduction, (2) General Terms, (3) Alcohol Policy, (4) House Rules, 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 College community that is located in the heart of the University of Alberta campus. The women's residence houses 284 students (single, double, 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 are 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 young people to experience the richness of university life while residing in a supportive, single gender environment.

SECTION 2: GENERAL TERMS

OVERVIEW

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.

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 for male students at the University of Alberta, especially undergraduate students. 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 for female students at the University of Alberta, especially undergraduate students. It 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

Vice President (Student Services)

The Vice President (Student Services) is responsible for the Spiritual, Physical, and Social, well-being of University of Alberta (UofA) students who live at St. Joseph's College.

The Vice President (Student Services) provides support and supervision to the Manager of Residence Operations and Residence Life Assistants (RLAs) in managing crisis situations including:

- Being on call to assist with crises.
- Development of safety plans for students reported on the critical incident reports.
- 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 RLA training program in coordination with residence manager.
- Provides administrative support during peak periods such as times of move in and move out.

Manager of Residence Operations

The Manager of Residence Operations is responsible for the daily administrative tasks of the residence. They will assist the Vice President of Student Services with any duties they deem fit in helping the students adjust to residence life at St. Joseph's College.

G. RESIDENCE LIFE STAFF

The College will hire 20-22 Residence Life Staff each year. The number of RLA positions may change each year depending on the needs of the College.

Residence Life Staff are responsible for the supervision of student life within the residence. These staff members - in addition to advising the Vice President (Student Affairs) 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 (which is outlined in the House Rules) 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 will report them to the University. The University Code of Student Behaviour can be viewed through the link:

<https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/code-of-student-behaviour>.

I. THE HOUSE COMMITTEES

Women's Residence

The St. Joseph's College Women's Residence is home to the Kateri Islander social community. This social community is a tight-knit sisterhood whose community activities are led by the Kateri Islanders House Committee. The House Committee aims to deliver programs to the residents that build the Kateri community and provides opportunities for growth and wellness. Overall, the House Committee aims to create a welcoming environment in order to foster relationships within the women's residence.

Members of the Kateri House Committee are selected through an interview process conducted by two members of the current House Committee and one staff member at St. Joseph's College. The presence of a St. Joseph's College staff member is required to ensure the selection process remains fair and unbiased.

The Kateri House Committee consists of a:

- a. President;
- b. Vice-President;
- c. Treasurer/Secretary;
- d. Sports Representatives (2);
- e. Social Coordinators (2); and
- f. Volunteer/Spiritual Coordinator.

If a member of the executive at any point throughout the year does not uphold their duties or needs to step down from their position, a meeting will be held with the remaining House Committee and the Residence office to enact the process for the selection of an appropriate replacement.

Members of the House Committee are held to the rules and regulations of the College and the University. Any members of House Committee that exhibit behaviour that goes against any rules and regulations put in place will be removed from their position on House Committee. The vacant position will be filled by another valid member of the House in consultation with the Residence Office.

The members of the House Committee are to maintain the constitution and fulfill their duties as expected by the House or they will be subject to assessment by the Residence Office.

Men's Residence

The Men's House Committee is comprised of residents who are elected to represent the House and its affairs. The House Committee is responsible for activities in the residence, consistent with the mission and identity of the College, and the wellness of its residents. Only male residents can vote for the men's residence House Committee.

The Men's House Committee consists of a:

- a. President;
- b. Treasurer;
- c. Sports Representatives (2);
- d. Social Coordinators (2); and
- e. House Managers (2).

Members of the House Committee are held to the rules and regulations of the College and the University. Any members of House Committee that exhibit behaviour that goes against any rules and regulations put in place will be removed from their position on House Committee. The vacant position will be filled by another valid member of the House in consultation with the Residence Office.

The members of the House Committee are to maintain the constitution and fulfill their duties as expected by the House or they will be subject to assessment by the Residence Office.

J. 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.

K. GUESTS

Anyone other than a resident or employee of the College who is invited to the residence by a current resident is a guest of that resident. For the purposes of this document, former residents are considered guests at the College. 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.

L. "THE HOUSE"

"The House" refers to all the residents of St. Joseph's College. In the case of St. Joseph's College, the "House" includes two residences: St Joseph's College Men's Residence and Women's Residence.

M. GENERAL HOUSE/FLOOR MEETING

A general house/floor meeting can be called to discuss matters concerning residence life. There will be at least two general house/floor meetings in each of the fall and winter terms. The Residence Life Staff and/or House Committee will give at least 48 hours notice of any meeting. In exceptional circumstances, the Residence Office or the College President may call a General House Meeting for the entire residence to discuss urgent matters.

N. 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 Academic Dean, Chaplain and one student from each residence.

O. UNIT CONDITION REPORT

A link to the Unit Condition Report will be provided to each resident 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 72 hours through an online version of the report. 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.

P. WARNING

A written warning can 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 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.

Q. VIOLATION OF A BEHAVIORAL CONTRACT

The breach of a behavioral contract by a resident who continues to violate the Code of Conduct outlining the behaviour required for their continued residence at St. Joseph's College, will 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.

R. RESTORATIVE JUSTICE PROJECT

It is the preference of the college that a community service activity, as determined by the responsible party in cooperation with the Residence Office is completed 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.

S. FINE

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 will not be taken off the resident's damage deposit unless otherwise specified. The resident will have 30 days from receiving their fine to pay it to the Residence Office or an appropriate representative. In the case of an incident where a resident does not take responsibility for their actions or there is an incident where the entire House is deemed responsible, the entire House may be fined.

T. ENCUMBRANCE

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

U. 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. 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. A resident may appeal the termination of their rental agreement.

V. 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 the hands of the College.

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.

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 and student group fees in full 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.

D. Enrollment at the University of Alberta

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 POLICY

PREAMBLE

St. Joseph's College is a social place, where young men and women congregate to form strong bonds that will last them a lifetime. As part of this social formation, we acknowledge that alcohol plays a role in residence life. However, unsafe and excessive consumption of alcohol can lead to unfortunate and potentially dangerous consequences. As a residence, we have experienced this all too often in the past, especially in the case of Dean Mortensen, a Ranger who disappeared over 20 years ago. With this in mind, the College administration and Residence Life Staff believe in the importance of a formal alcohol policy. This policy is intended to protect the safety of residents and guests, promote responsible alcohol consumption, and foster a healthy social atmosphere for all the residents and guests of St. Joseph's College, drinkers and non-drinkers alike, to enjoy for years to come.

1. DRINKING WITHIN THE COLLEGE

A. Consumption of alcohol by residents is allowed only in private areas. Private areas in the college residences are defined as:

- a. One's own room
- b. 3rd and 4th Floor Lounges in the men's residence;
- c. Common Lounges in the women's residence with the exception of the main floor

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

C. No alcohol shall be consumed in the following restricted areas:

- a. Bathrooms;
- b. Stairwells/Elevators/Hallways;
- c. Public Lounge Areas/Lower Floor Common Areas;
- d. Cafeteria – men's residence;
- e. Classrooms/Meeting Rooms;
- f. Library; and
- g. Chapels.

If someone is caught with alcohol in these areas, their drink will be seized and disposed of and the resident will be put on a behavioral contract. If residents/guests are consuming alcohol in public areas during a house committee event, house committee will lose the ability to host event(s) during a pre-determined time period.

D. Empty alcohol containers are to be placed in the designated recycling bins.

E. 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.

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

G. No resident of St. Joseph's College will organize, promote or facilitate the organization of a pub-crawl or mass drinking event (drink the town dry, beer gardens, etc).

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

I. No drinking paraphernalia or games that promote excessive drinking will be tolerated inside the residence (e.g., flip cup, keg stands, drinking tubes, beer pong etc.).

J. No kegs are allowed in either residence unless they are part of an approved event planning form. Kegs are only allowed in common lounges.

K. Residents are requested to exercise discretion when transporting alcohol. Open containers and alcohol consumption are prohibited during transportation of alcoholic beverages through the College.

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

2. GUEST POLICY

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 in someone's private room, 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 given a warning from the Residence Life Staff. If they do not respond appropriately to this warning, they will be removed from the building, with the help of Campus Protective Services if necessary.

D. While hosting a guest, any resident must:

- a. Inform their guest of the alcohol policy of the College and make sure they respect the rules and staff while visiting.
- b. Take appropriate actions to optimize their guest's safety.
- c. Ensure their guest's safe return home. This includes:
 - i. Accompanying them to their place of residence;
 - ii. Ensuring someone is there that can check in on him or her;
 - iii. Providing a responsible sober companion if the host is not fit to ensure their guest's safety; and
 - iv. Ensuring appropriate medical attention is provided when necessary.
- d. Report any concerns to the Residence Life Staff.

E. For general questions about the St. Joseph's College guest policy, please refer to the Section 4 of the St. Joseph's College Code of Conduct.

F. When signing in a guest, the resident must sign in the guest at the pre-determined sign in area for each residence.

G. A resident may request special permission for overnight guests, which will be reviewed and approved or rejected by the Residence Office and/or President of St. Joseph's College. All overnight guest requests must be submitted at least 48 hours before the guest arrives. All overnight guests require the permission of any applicable roommates. Non-compliance with this rule will result in a written warning

3. HOUSE COMMITTEE EVENTS

To host an event with alcohol, the St. Joseph's College men's and women's House Committee will adhere to the following rules:

1. The House Committee will complete a written event planning form and present it to The Vice President (Student Affairs) for approval.
2. The necessary forms must be handed in at least two weeks prior to the event.
3. The event can only take place once the event planning form is approved.
4. If the House Committee is purposefully misleading with their risk assessment/event plan, the Residence Life Office and/or Residence Life Staff reserves the right to shut down the event and pursue disciplinary measures against the House Committee.
5. The House Committee must have appropriate permits in place to host an event with alcohol.

The Residence Office or College administrative staff has the ability to revoke an approved event planning form at any time.

4. BLACKOUT PERIODS

- A. Blackout periods are when drinking in the residence is prohibited.
- B. Common Blackout Period: The day after the last day of classes to the day after the final examination period ends each term.
- C. Other designated alcohol blackout periods can be invoked at the discretion of the President, or Residence Office.
- D. Failure to comply with these blackout periods will result in disciplinary measures based upon on the St. Joseph's College infractions system.

5. COMMON LOUNGE RULES

- A. Common Lounges are private spaces where alcohol may be consumed.
- B. To maintain the privilege of these spaces, residents must:
 - A. Respect the Alcohol Policy;
 - B. Monitor the noise level and practice common courtesy with regard to noise traveling from that space;
 - C. Refrain from having unapproved kegs in that space;
 - D. Refrain from engaging in drinking games that promote excessive alcohol consumption;
 - E. Refrain from consuming alcohol during blackout hours; and
 - F. Keep the room in a clean and orderly state.
- C. Upon abuse of this space, it will become subject to a no-alcohol policy along with other common lounges. Residents will be informed of this decision by a written notice posted on the door.

6. GUIDELINES WHEN LEAVING THE RESIDENCE

- A. When leaving the building to consume alcohol, adhere to the buddy system.
- B. When out of the building, keep account of your fellow residents.

C. Keep in mind that when a resident leaves the residence for an event involving alcohol, they are considered representatives of St. Joseph's College and their behaviour should respect the College's expectations.

SECTION 4: HOUSE RULES

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. Please refer to Section 5 for information on the disciplinary system of St. Joseph's College.

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 affect.

2. RESIDENCE

A. ILLEGAL DRUGS

Possession, use or distribution of illegal drugs in St. Joseph's College residences will result in the termination of the resident's rental agreement. Evidence of drug use and/or paraphernalia, including hookahs and bongs (as they are commonly associated with illegal drug use) in residence rooms or common areas will be conclusive evidence of use or possession. A member of the Residence Life Staff is allowed to enter a resident's room if they suspect them of using illegal drugs. Please note our Cannabis Policy, found section 4 part M.

B. 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 RLAs, Residence Admin Staff, facilities staff 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 dangers 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, regular maintenance, and there is prior approval from other authorized personnel from the College. If a non-emergency instance, there will be an attempt to make sure the resident is there at the time of entry.

C. KEYS

- a. If a resident loses their keys, they will face a fine of \$150/key. Subsequent losses will result in the same fine. After the third lost set, the resident will lose the right to hold keys and will have their application status reviewed by the Residence Office.
- b. If a female resident loses her FOB, mail key, or laundry card, she will face a fine of \$25.
- c. If any resident loses their key and it is determined that the door lock(s) must be changed for safety reasons, the resident who lost their key will be responsible to pay the cost of replacing the door lock(s).

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

e. 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.

D. 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 fire 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.

f. If a resident is the cause of a fire alarm being set off, they will be required to pay the cost of the authorities coming to the building.

E. 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 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. 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 the women's residence.
- 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 their 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 well-maintained state. Any damage to rooms/suites beyond reasonable wear and tear 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 behavioral code of conduct and is not permitted. Any damage incurred in moving someone's belongings, the resident responsible will face a fine.
- k. Residents may not rearrange other resident's furniture or move belongings.

G. ROOM CLEANLINESS

- a. Residents are responsible for supplying/cleaning their own linens and sheets.
- b. Residents are responsible for the general cleanliness of their room and all bathrooms/kitchenettes present within their room.
- c. Residents are required to report the presence of pests to Residence Life Staff.

- d. Residence Life 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.

H. ROOM DECORATION

- a. Residents are allowed to personalize their rooms with decorations to help them feel at home.
- 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.

I. NOISE POLICY

- a. As a matter of courtesy and respect, residents are expected to keep noise in the residence hallways 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 video games, or watching movies, to avoid disturbing other residents and their academic pursuits.

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.

e. During the final exam period, a 23-hour quiet period, with one hour set by the House Committee and the Residence Office for noise during this time.

J. WEAPONS AND EXPLOSIVES

For the resident's protection, dangerous weapons or any object considered dangerous to the health and/or well being of fellow residents, are not allowed in residence. Disciplinary measures for those who contravene this policy may include appropriation of the weapon, in-house sanctions, and/or intervention by the appropriate legal authorities.

- a. St. Joseph's College believes in the safety of all students residing in residence. As such, although knives are not illegal, they are considered prohibited weapons in both residences. Cutlery is exempt from this policy.
- b. Other weapons that are considered dangerous but not illegal and are used for recreational use, such as but not limited to, air soft guns, swords, archery and fencing equipment must be stored in a locked area as directed by the Residence Office.

K. ANIMALS

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

L. 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.

M. 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.

N. HOUSE COMMITTEE EVENTS

- a. Any events run by the residence House Committees are subject to review at the discretion of the Vice President (Student Services).
- b. All events that House Committees book in College rooms (classrooms, Newman Centre, Boardroom, etc.) must be booked through the Residence Office.

O. HARASSMENT/ABUSE OF FELLOW RESIDENTS

Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community will not be tolerated. The College will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behaviour. You may face eviction without warning.

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 in a public setting; and
- physical assault.

P. 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.

Q. 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.

R. ILLEGAL GAMBLING

Illegal gambling is prohibited in residence.

S. 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.

T. ST. JOSEPH'S COLLEGE RENT AND STUDENT GROUP FEES

By moving into St. Joseph's College and signing their rental agreement, the residents accepted a responsibility to pay for the amount of rent and student group fees indicated in that rental agreement.

If a resident is delinquent in paying their rent, they will be charged interest for the rent they owe the College, their rental agreement will be terminated, and their marks encumbered until fees are paid in full.

If a resident is delinquent in paying their student group fees, they will lose their membership within the residence community and the privileges that go along with it. They will also forfeit their damage deposit to the College and will not be granted re-acceptance.

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 Life 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). No guests are permitted to sleep in the common areas. When signing in a guest before these times, the resident must sign in the guest at the pre-determined sign in area for each residence.

A resident may request special permission for overnight guests, which will be reviewed and approved or rejected by the Residence Office and/or President of St. Joseph's College. All overnight guest requests must be submitted at least 48 hours before the guest arrives. All overnight guests require the permission of any applicable roommates.

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.

4. COLLEGE

A. RESPECT FOR COLLEGE STAFF

A resident who disrespects St. Joseph's College staff will be disciplined according to the severity of their offence. Respect required includes - but is not limited to - residence maintenance, kitchen services, administrative, and academic staff.

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.

C. KITCHEN AND DINING ROOM

Residents of St. Joseph's College are expected to keep the kitchen and dining room clean and in working order. The kitchen and dining room is an important facet of St. Joseph's College and it is the privilege of all residents to eat there. Therefore, residents of the College are expected to maintain this privilege and to protect the integrity of this area. Dishes from the dining hall are not allowed within resident's rooms and residents will be subject to discipline if they do.

Only residents and paying customers on the meal plan are allowed to have food from the kitchen. Any guests of the residents are not allowed to eat downstairs unless they pay for it. If a guest refuses to pay for their food, Campus Protective Services will be called.

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 venturing onto these spaces, they will face discipline from the College.

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

All entry doors should not be propped open for any reason unless approved by a senior member of the College. Anyone who gets permission to prop open these doors will be held responsible for closing the doors when done.

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

Residents must go through University Parking Services to get one from the University of Alberta. 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 the their vehicle. Exceptions are made for moving days and all residents will be made aware of these arrangements.

Residents with a parking pass at St. Joseph's College will be required to fill out the paperwork and pay for the parking pass on a term basis at the front desk of the College before they receive the parking pass. If they are delinquent in paying for their pass, the parking pass will be discontinued through parking services and the resident will be subject to fines or further discipline from the College and fines from the University for using a discontinued pass.

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, they will be expected to pay for any bills that result from their actions.

J. RESPONSIBILITY FOR DAMAGES WITHIN RESIDENCE AND CAFETERIA

If no individual(s) are deemed responsibility for damage to common areas of the College, hallways, stairwells, elevator corridors, or the cafeteria; 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 University Wireless System (UWS). 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.

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.

M. CANNABIS USE

For the purposes of this policy, St. Joseph's College includes all of its buildings, grounds and property. Students and staff of the College must adhere to the City of Edmonton bylaw(s) and the University of Alberta policy on cannabis use. Students and staff may smoke or vape cannabis in designated areas on campus once approved by the University of Alberta. St. Joseph's College is not a designated area.

- Cannabis use in all forms, including edible cannabis, is restricted to personal use only and may not be shared within the College.
- No cannabis plants may be grown within the College.
- No cannabis can be cooked within the College.
- One must not be publically impaired as a result of consuming cannabis.

N. ILLEGAL SUBSTANCES

St. Joseph's College has a no tolerance policy for illegal substances of any kind. Any resident caught in possession of an illegal substance with intent to use or distribute will face an immediate termination of their rental agreement. A resident's rental agreement will also be terminated if they are determined to be producing illegal substances in the residence.

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.

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 will 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, fine, restorative justice, encumbrance, and eviction. All of these penalties are described in Section 2 of the Code of Conduct and the disciplinary table in Part 3 of this section.

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	Written Warning with Behavioral Contract
2nd Infraction	Review of Contract with Possible Termination
3rd Infraction	Rental Agreement Termination

B. These steps may be changed around depending on the severity of the violation and whether it is considered minor, moderate or major.

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.

3. DISCIPLINE TABLE

Please refer to Section 2 of this Code of Conduct and the following table for an explanation of disciplinary acts that can be taken against a resident of the College.

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.
Referral to Other Authorities	The referral of a resident's action to external authorities 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 Residences who have entered the disciplinary process may choose to file a formal appeal to the Academic Dean who was not involved in the original judicial process. This appeal must be filed within 48 hours of the discipline being levied against the resident in question.

B. In the absence of the Academic Dean, the appeal process will go through the Chaplain and/or President of St. Joseph's College.

C. 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;
- An alternative sanction is being suggested; or
- There is clear evidence of lack of procedural fairness and/or bias or unfair treatment in the process.

D. The resident's appeal will be heard by the Academic Dean and Chaplain of St. Joseph's College, and two students (one from each residence) appointed to the Residence Appeals Committee .

E. The decisions that may result from an appeal include upholding the discipline, changing the discipline or altering the discipline.

F. 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 House is deemed responsible, the entire House will be fined.
- D. Residents who receive damage charge assessments have the right to appeal damage charges.
- E. Please keep in mind that, appeals will not be reviewed against:
- The principle of charging for damages. Normal wear and tear to residence facilities is expected, and is covered by residence fees. However, damage due to negligence or vandalism require additional charges to be paid by those responsible.
 - The cost of material and the cost of labor (rate or hours charged). All damage charges are based on an established list of rates documented by the College's maintenance department and our established contractors.

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