

2023-2024

On-Campus Residence Program Handbook



THE UNIVERSITY OF WINNIPEG

Collegiate

150
YEARS



THE UNIVERSITY OF
WINNIPEG

**Thank you
for choosing
the UWC
On-Campus
Residence
as your home
in Canada.**

You have made an excellent choice of joining a community of students who share similar goals and ambitions, and thrive to become mature individuals with a sense of responsibility. Your on-campus experience will be memorable and engaging and your environment will make you feel safe, supported and connected. Living together within a campus community will provide you with many opportunities to build lifelong friendships, learn about new cultures, enhance your leadership skills and encourage you to get involved by participating in campus activities. After your year of living on campus, we hope that you feel confident, accomplished and ready to start your university journey.



UWC On-Campus Residence Program

The UWC On-Campus Residence Program allows for robust monitoring of international student wellness and academic success, and the ability to provide enhanced student life programming and cultural experiences.

Benefits of this program includes:

- › Close proximity to the University of Winnipeg
- › Privacy & security
- › A dedicated Student Care Monitor
- › Private amenities
- › Shared spaces for student activities
- › Meal plan and alternative food options
- › Comprehensive policies and procedures to ensure safety and well-being
- › Orientations and mentoring
- › A cross-cultural experience
- › Additional services such as homework sessions and planned activities.

On-Campus Residence Handbook

This handbook provides Collegiate residents and parents/guardians with a summary of daily guidelines, rules, expectations and progressive discipline processes to ensure a safe, supportive and inclusive environment for Collegiate residents. Every effort has been made to ensure the accuracy of the information provided in this handbook. As details may change from time to time, further clarification and communication will be provided to Collegiate residents and parents on an ongoing basis. In addition to the information provided in this handbook, summaries of the signed UWinnipeg Campus Living Contract (and addendum) are also included within this handbook. Collegiate residents and/or parents should contact the Collegiate directly with any questions or concerns.

Campus Living Contract

The Campus Living Contract is an agreement a resident enters into with Campus Living that outlines the rights and responsibilities of each. Collegiate residents and parents/guardians are responsible to read and review the contract in detail. Summaries of some policies may be included in this handbook; however, students should always refer to the contract for further details and explanations.

Should there be a discrepancy, the signed Campus Living Contract will supersede the On Campus Residence Program Handbook.

On - Campus Residence Staff

Student Care Monitor

The Student Care Monitor provides a positive living and learning environment for Collegiate residents by developing strong and meaningful relationships between the Student Care Monitor and Collegiate residents, creating a warm and welcoming environment.

The Student Care Monitor is responsible for:

- › Assisting the International Program Coordinator in the planning, organizing and supervision of socio-cultural activities, orientation and daily events at residence.
- › Assisting with transporting residents to and from activities (including airport pickups) via school bus, walking, ride share, university transportation, and public transportation.
- › Monitoring residents during residence activities and during shifts, and reporting immediately any problems, emergencies, or concerns (including physical and/or mental wellness) to the International Program Coordinator / Collegiate administration.
- › Monitoring and enforcing safety regulations and policies as outlined in the On-Campus Residence Handbook and Campus Living Contract (with Collegiate Addendum).
- › Serving as a positive role model by providing mentorship to residents and developing meaningful and approachable relationships.
- › Building and fostering cohesion among Collegiate residents by encouraging a sense of community.
- › Interacting with residents to facilitate English language development.
- › Acting as an ambassador of the University of Winnipeg Collegiate as well as Canadian culture.
- › Supporting residents in developing and enhancing various living skills, such as cleanliness, hygiene and self-care, time-management, budgeting, grocery shopping, etc.
- › Following up with resident inquires within a reasonable timeframe and assist residents with completing the Campus Living maintenance form when service is required.

Collegiate International Program Coordinator

Kristine Khan
kr.khan@uwinnipeg.ca

The Collegiate International Program Coordinator is responsible for:

- › Planning of program activities.
- › First person of contact for students and parents with concerns, questions and/or emergency situations.
- › First person of contact for a Campus Manager on call that requires support relating to a Collegiate resident.
- › Meeting with the Student Care Monitor on a bi-weekly basis to monitor program success.
- › Mental health and wellness checks with all Collegiate residents.
- › Ordering supplies and managing program budget.
- › Administrative support for program.
- › Reviews incident reports received from Campus Living and determine next steps.

Dean of Collegiate

Kevin Clace
k.clace@uwinnipeg.ca

The Dean of the Collegiate is responsible for:

- › Overseeing the On-Campus Residence Program.
- › Enforcing a progressive discipline process for matters relating to behavioral and/or financial violations.
- › Providing support for the overall success of the On-Campus Residence Program.
- › Legal custodian of all minors in the On-Campus Residence Program and second person of contact in case of emergency.

Custodianship

The Collegiate Dean, Kevin Clace is the legal custodian for all students in the On-Campus Residence Program. A custodian is a responsible adult who will take care of and support a minor while they are a student in Canada, and are reachable should an emergency situation arise in which their presence is required.

Manager, Campus Living

Kelly Giddings
k.giddings@uwinnipeg.ca

The Manager of Campus Living is responsible for:

- › Supervisor of the Resident Advisors (RA).
- › Reviews incident reports and liaises with Collegiate team for further steps.
- › Involved in progressive discipline process.
- › Supporting Campus Living programming.

Campus Living Contacts

Campus Living inquiries

Email: housing@uwinnipeg.ca
 Phone: 204.786.9900
 Student Services Centre
 1st Floor of The Rice Centre, 489 Portage Ave
 Monday-Friday, 8:30 a.m. to 4:30 p.m.

Campus Security

Email: security@uwinnipeg.ca
 Phone: 204.786.6666

Residence Advisor

Phone: 204.782.6076
 After 9:00 p.m. Monday - Fridays, and all weekends and holidays

Collegiate Student Care Monitor

Phone: 204.890.2946
 Monday - Friday, 5:00 p.m. to 9:00 p.m.

McFeetors Hall - Facilities

Location and Access

The UWC On-Campus Residence Program is located on the 6th floor of McFeetors Hall (370 Langside Street, Winnipeg, MB, R3B 0M2). McFeetors Hall is a 3-minute walk to the Collegiate. A salto card is required to access the 2nd, 5th and 6th floor and individual private rooms. Salto cards are provided to residents when moving in.

Students must re-charge their card every 24 hours.

Security & Privacy

The building is secured by security 24/7, which is located on the main floor of McFeetors Hall. Only Collegiate residents and staff, and other assigned students from University programs have access to the Collegiate's private 6th floor. Areas are designated by gender and non-binary persons. Private dorm rooms are accessible to the assigned student only. Collegiate residents may invite another 6th floor resident (of the same gender) as a guest into their room. Non-residents of the 6th floor are not permitted as guests.

Private Dorm and Amenities

There are 40 single rooms/dorms on the 6th floor. Each room includes wi-fi, air-conditioning, a single bed, desk, desk chair, wardrobe, mini-fridge, and a private bathroom. (Bed linens are not included.)

Availability

Dorms will be available for the Fall/Winter and Spring Terms, including the Winter break (December) and Reading Week (February). Students must apply for the Fall/Winter term (8 months) and then apply again for the Spring term (2 months) if required.

Deposit

Collegiate residents must pay a deposit of \$450 to reserve their room and is held by Campus Living throughout the resident's occupancy. Deposits are refundable except in the following situations: resident cancels room offer, residency is terminated, resident abandons the room, move out procedures are not followed or if there are any unpaid charges.

Room Allocation

Collegiate residents may not request a room change. Campus Living and the Collegiate reserve the right to reassign residence rooms, without notice to the resident, in order to assign or change roommates, consolidate vacancies, resolve booking conflicts, and/or accommodate room closures and facilities maintenance. Room assignments may require a resident to move to a different floor during their occupancy.

Suggested items to pack or purchase in Winnipeg

Residents can pre-order their items at residencelinens.com OR purchase their items in Winnipeg upon arrival.

- › Alarm clock
- › Bed linens (sheets, blankets, pillow)
- › Electric fan
- › First aid kit
- › Flashlight
- › Laundry detergent
- › Power bar (3-prong)
- › Medication
- › Storage containers
- › Toiletries
- › Towels
- › Fall, Winter and Spring outer clothing and footwear
- › Personal clothing
- › Housecoat (robe) and slippers
- › Laptop and cell phone
- › Stick tack to hang items on wall (tape, nails or pushpins are NOT permitted)
- › Facemasks
- › Personal photos of family & friends
- › Lunch/storage containers
- › Tissues/paper towels/toilet paper
- › Hangers
- › Laundry bag/basket/detergent
- › School supplies (notebook, pens, pencils and calculator)
- › Hair dry, curling iron, etc.
- › Backpack
- › Umbrella
- › Converter
- › Slippers

Shared items that are provided for Collegiate residence include:

- › Cleaning supplies
- › Limited kitchen utensils and cookware
- › Toaster, kettle and rice cooker
- › Shower curtain

Room Insurance

Collegiate residents pay for tenant insurance as part of their residence fee. Residents should refer to the tenant insurance policy for further information on coverage.

Kitchenette Area 6th Floor/ Kitchen 5th floor

A kitchen area (including microwaves and rice cookers) is located on the 5th and 6th floor. Residents can cook their own meals, however must clean up their space after using the kitchen. Some kitchen appliances and utensils are included. The kitchen area will be closed by 10 pm daily.

Food Storage

Collegiate residents are responsible for proper food storage and labelling of stored food. This includes storing food items in sealed plastic or glass containers when not in use. Proper storage is crucial to avoid contaminate, pests and odors.

Garbage/Recycling

Collegiate residents are responsible to take out their garbage and recycling daily. A designate garbage/recycling area is located outside of McFeetors Hall. Residents should not use the kitchen garbage for disposal of personal items.

Student Lounge

The student lounge is equipped with a kitchen area, couches, tables, foosball table, and a TV with Wi-Fi. This space has been provided to create a safe space for students to hang out. Students are allowed to use the kitchen area to make shared meals, tea, coffee, snacks. Students using this area must clean up after their use.

The lounge is available for students :

Monday to Sunday: 8:00 a.m.-9:30 p.m. (Before curfew)

University students may also share this space.

Non-resident Collegiate students may be allowed to attend scheduled events held in the student lounge upon approval by the Student Care Monitor. No other guests are permitted.

Laundry

Collegiate residents are encouraged to wash their personal items once a week, including linens and towels. Residents must purchase their own detergent. The hours of operation for the Laundry Room are:

Monday to Sunday: 8:00 a.m.-9:30 p.m. (Before curfew)

Cost: \$1.50 to wash and \$1.50 to dry

Lights

A key card is required to turn on the lights in each room. Please turn off lights by 11:00 pm each night. A room lamp may be used at any time.

Windows

Windows are not to be opened at any time, including during the summer as this affects the heating/cooling system of the building.

Thermostat

A thermostat is located in each room to control the temperature. In Winter months, residents can turn the heat 'ON'. In Summer months residents can turn the air condition 'ON'.

Fan

Collegiate residents are permitted to purchase a fan for use in their room or can borrow a fan from Campus Living.

Water Usage

Please conserve water by not running your faucet or shower for extended periods of time. Collegiate residents are responsible for immediate clean-up of excess water after showering. Any damages caused by excess water will be charged to the resident.

Toilet Usage

Residents are to flush their toilet after each use. Do not flush anything except toilet paper. This includes sanitary products, food, garbage, etc. Residents are required to purchase their own toiletries including toilet paper and sanitary products.

Furniture

Campus living furniture is not to be removed. Collegiate residents are not permitted to bring additional furniture into the suite without pre-approval from Campus Living.

Damage & Destruction to Property

Damage or defacement to the personal property of other residents, residence building or residence-associated property is not permitted and may result in financial restitution.

Maintenance Issues

Collegiate residents are responsible to report immediately any maintenance issues affecting their room (i.e., plumbing, windows, lock issues) to the Campus Living Office during day hours or RA after hours. A maintenance form is also required and submitted through the Star Rez Portal.

Mail Delivery

Mail addressed to residents must include their full name, building address, room number and postal code. Campus Living staff will distribute mail to a resident's mailbox. Items delivered by FedEx, UPS, DHL or Canada Post that require a signature will receive a delivery notice and students are responsible to pick up their items from the respective company.

John Doe
6MF25 - 370 Langside Street
Winnipeg, Manitoba, R3B 0M

Posters

Wall decorations should be appropriate and only posted on walls with 'fun tack'.

McFeetors Hall - Rules

Quiet Time

Quiet time is from 11:00 pm (lights out) to 7:00 am daily. During this time, residents must be in their rooms. Loud music, excessive gaming, or exercising is not permitted. An acceptable noise level must be maintained at all times.

Guests/Visitors

Collegiate residents may invite another 6th floor resident (of the same gender) as a guest into their room. Non-residents of the 6th floor are not permitted as guests.

Residents are allowed to socialize and study together in the student lounge area or at the Collegiate. Should a parent/guardian be in Winnipeg and wish to visit their child in their room, advance notice must be provided to Campus Living Management and the Collegiate. Parent/guardians/relatives/friends are not permitted to spend the night in the resident's room. Collegiate residents cannot be considered as a 'guest' of a university resident and are not permitted inside a University resident's dorm/room. Collegiate residents may socialize with university residents on the 5th floor lounge during the assigned times for Collegiate residents.

Pets

No pets allowed.

Cleaning

Collegiate residents are responsible for maintaining the cleanliness of their room. This includes and is not limited to:

- › Making their beds
- › Putting clothes away
- › Organizing belongings
- › Ensuring food is disposed of in the garbage/recycling
- › Weekly laundry
- › Weekly sweeping
- › Weekly cleaning of bathroom area and fridge.
- › Bi-weekly mopping
- › Bi-weekly laundry for linens/towels

Cleaning supplies will be available for Collegiate residents. A cleaning supply basket will need to be signed out and returned. A mop/bucket is also available to be signed out. The Student Care Monitor on call will facilitate a monthly community cleanup in which dedicated time is reserved for residents to clean their room.

Alcohol, Substance Abuse and Illegal Drugs, Cannabis/Marijuana

Collegiate residents are not permitted to possess or use alcohol, tobacco, smokeless tobacco, cannabis, drugs, drug paraphernalia or illegally obtained prescription medications within their designated substance free space (6th Floor McFeetors Hall). Collegiate residents who have reached the legal age of majority (eighteen (alcohol), nineteen (cannabis) in Manitoba) who have consumed alcohol off campus may return to their residence room.

Smoking/Vaping

Smoking/vaping is not permitted inside of McFeetors Hall. Collegiate residents who are under 18 years old are not permitted to smoke/vaping.

Electronics & Fire Prevention

To minimize the risk of fire, Collegiate residents should unplug their electronic items before leaving the room, including hair straighteners, curling irons, dryers, fans, etc. Open candles, incenses sticks, smoking or fireworks are prohibited in McFeetors. Residents caught smoking or using prohibited items in their room will face disciplinary action.

Liability

The University is not responsible for loss of, damage to, or theft of residents' personal belonging. Collegiate residents are solely responsible for any damages to their room. Fines will apply. Failure to pay associated fines may result in holds on your account and further disciplinary action.

Collegiate residents should review their check-in report upon arrival for any discrepancies.

Community Standards

Collegiate residents are required to understand the rights and responsibilities of a resident (see 2.0 - Community Standards of Campus Living Contract). The well-being of all members in residence depends on the balance of the community's ability to meet the needs of every individual and vice versa (including having respect and understanding for other residents). This balance is best achieved when everyone is aware of their rights and accompany responsibilities to themselves, others and the community.

Rights and responsibilities include:

- › The right to privacy and confidentiality.
- › The right to have all reported residence violations or concerns addressed.
- › The right to a living environment that is free from unwelcoming, discriminatory or threatening behaviors that is physical, verbal or emotional in nature.
- › The right to expect Campus Living and the Collegiate to abide by the terms and conditions outlined in the Campus Living Contract.
- › The responsibility to read, understand and abide by the Campus Living Contract.
- › The responsibility to treat all members of the residence community with respect and consideration.
- › To behave in a responsible manner.
- › To accept the responsibility of personal and community health and safety.
- › To report violations, damages or safety concerns to the CRA.
- › To contribute positively to the residence community and cooperate with all members.

Discrimination, Harassment & Bullying

The University does not condone discrimination, harassment and bullying. Collegiate residents are responsible for establishing and maintaining a climate of respect within the On-Campus Residence Program. Online harassment via social media platforms and harassment based on a person's race, culture, creed, sexual orientation, gender, age, abilities or appearance will not be tolerated. Campus Living and the Collegiate will levy residence-related sanctions for residents who are found violating this process and will enact the residence disciplinary process.

Dangerous Materials & Weapons

Residents and visitors are not permitted, at any time to possess any items that are created, intended or used to cause harm or that could be viewed as threatening to others in residence. This includes the possession and/or use of any of the following:

- › Real or replica projectile weapons, including but not limited to firearms, air/water/paintball guns (ie BB guns), cross bows, sling shots and ammunition.
- › Blades of any kind including but not limited to bayonets, swords, knives not used for food preparation, and martial art related blades
- › Any other weapons, whether used for martial arts or other forms of combat training such as tactical gear, or otherwise.
- › Explosive or flammable materials, including but not limited to fireworks, pepper spray, hazardous chemicals, gasoline, propane tanks, or other such materials

Dangerous or Violent Behaviour

Collegiate residents who are involved in acts of physical and/or verbal aggression may face consequences regardless of who initiated the behavior.

Sexual Violence

Sexual violence towards staff or residents is not tolerated in residence. Sexual violence may include behaviours such as sexual harassment, stalking, sexual assault and the threat of sexual assault.

Gambling

Participating in, running an illegal gaming, or gambling operation in residence are prohibited.

Theft & Removal

Theft or possession of another person's property without permission is prohibited and may result in restitution and/or referral to the police.

Scents/Smells

Collegiate residents are not permitted to use scented products that are detectable outside of their room.

COVID 19

Collegiate residents must comply with all government and Manitoba Public Health regulations, directives and orders in order to maintain the health and safety of themselves and the residence community. Students who fail to comply will face disciplinary actions, which include termination of On-Campus Residence and Collegiate academic program.

On-Campus Residence Program Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 - 8:30	Breakfast available on Campus	Breakfast available on Campus	Breakfast available on Campus	Breakfast available on Campus	Breakfast available on Campus	Breakfast available on Campus	Breakfast available on Campus
8:30 - 12:00	Collegiate classes	Collegiate classes	Collegiate classes	Collegiate classes	Collegiate classes	Free day	Free day
12:00 - 1:00	Lunch available on Campus	Lunch available on Campus	Lunch available on Campus	Lunch available on Campus	Lunch available on Campus	Laundry	Clean Up
1:00 - 4:00	Collegiate classes	Collegiate classes	Collegiate classes	Collegiate classes	Collegiate classes	Volunteer at 9am or 1pm	Homework
4:00 - 5:00	Flex time / Dinner						
5:00 - 9:00	On Campus Residence Programming - including, but not limited to: communal dining, cooking together, mentorship and lounge activities, off-campus activities, and shopping trips.						
10:00	Curfew checks						
11:00	Lights out						

*Programming may be subject to change.
Some programming may be mandatory.

Flextime

Collegiate residents are permitted to explore Winnipeg during free time. Collegiate residents are advised to travel in pairs or small groups and provide their destination, method of transportation, cell phone number and return time to either the Student Care Monitor (if on duty) or another resident.

Resident Advisors (RA)

Campus Residence Advisors (RA) are on call during the evenings and weekends for emergency contact. RAs are also responsible for daily curfew check-ins at 10:00 p.m. each night.

Lounge Time

Collegiate residents are welcome to socialize in the student lounge during the scheduled time. This is a good opportunity for students to study together, work on school projects, play games, watch movies and participate in scheduled campus activities.

Curfew

There is a daily 10:00 p.m. curfew. All Collegiate residents must be in their room by the 10:00 p.m. curfew. Residents who do not check in for the 10 pm curfew, will face progressive disciplinary action:

1. 1st warning
2. 2nd warning
3. Probation
4. Removal from On-Campus Program and Collegiate

Planned Activities

Collegiate residents are encouraged to participate in planned activities in the student lounge. Collegiate students that do not reside in residence (international or domestic) may join a planned activity upon the approval of the Student Care Monitor. After the event has ended, the Collegiate guest must return home.

Mandatory Activities

Collegiate residents are required to attend mandatory activities as determined by the Student Care Monitor. A monthly calendar is available for residents and parents.

Food Services

Diversity Food

Collegiate residents should use their meal plans daily. Instructions on how to order food via the Diversity App is provided to residents upon arrival. Collegiate residents should note the time of operation and budget wisely on their daily/weekly spending. Should a student require a 'top-up' on Diversity funds, they can contact Campus Living.

Elements

Collegiate residents can order breakfast from Elements before the start of their first class. There is also a food delivery service available.

Tony's Cafeteria

Tony's Cafeteria is located on the 2nd floor of Leatherdale Hall (attached to Wesley Hall). Students can order their breakfast (after 10 am) and lunch from Tony's cafeteria.

Pangea's Kitchen

Pangea's Kitchen is located in Riddell Hall (main campus). Students can order breakfast, lunch and dinner from Pangea's Kitchen. There are many food options available.

Meal delivery services

Students who wish to try an alternative meal service can order meals from Skip the Dish, Uber Eats, or Door Dash. Meals will be at the student's expense. Please ensure that your meals are delivered to McFeetor's Hall, main lobby. Students are to meet the delivery driver inside the lobby. Do not arrange for delivery outside of McFeetor's Hall. Students must order food before 10:00 pm.

Shopping trips

Shopping trips will be arranged for students to shopping centers in Winnipeg. Students can purchase their food items (including snacks), cleaning items and personal items such as clothing, hygiene products, etc. Students are to sign up with the Student Care Monitor. Students may budget between \$100 - \$150 dollars per month for additional food items, and essential or non-essential expenses including clothing, bus tickets, entertainment, etc.

Transportation

Public Transit

Students are encouraged to use Winnipeg Transit (city buses). For fees and schedules, please download the Navigo App or visit: winnipegtransit.com/en/navigo

Taxi Services

Collegiate residents are encouraged to use Uber, a safe, reliable and convenient way to travel around Winnipeg. Residents can download the app and ask a Student Care Monitor for a tutorial.

Collegiate residents are also permitted to use other taxi services such as Duffy and Unicity.

Students are NOT permitted to accept rides from anyone outside of the UW/Collegiate/Campus Living community.

Personal Safety

Cell phone

All Collegiate residents must have a local cell phone number to ensure safety and direct communication when WIFI is NOT available.

Sim Card: PhoneBox is a telecommunication provider in Canada whose products are tailored to the needs for international students. PhoneBox offers Canadian local cell phone numbers with affordable monthly plans, starting at just \$40/month, with no contracts. For more information, prepaid.gophonebox.com/

FIDO, Rogers, Bell MTS, Virgin are also available.

Curfew

All Collegiate residents must be in their rooms by 10:00 p.m. A daily curfew ensures the safety of each resident.

Private Rooms

All rooms/dorms are considered private. Other University residents/guests are not permitted in a Collegiate resident's room.

Street Smart and Sexual Violence Prevention Training

A Street Smart and Sexual Violence Prevention training will be offered to all residents during the On-Campus Residence Orientation.

UWinnipeg Safe App

The University of Winnipeg has a free mobile safety app for students, staff, and faculty – available for iPhone and Android devices.

UW Safe is an essential tool that sends important safety alerts and provide instant access to campus safety resources.

Features include:

- › Safety notifications – get instant alerts and instructions when on-campus emergencies occur.
- › Emergency help – easily connect with campus security staff for help when needed.
- › Campus resources – access important safety resources in one convenient place.

To download and install the UW Safe app, just visit the Apple app store or the Google Play store.

Room Keys

Collegiate residents can contact the Campus Living Office during office hours or a RA on call should they misplace their key or require a replacement.

Valuables/Cash

Residents are advised to not keep large sums of cash in their room but rather in a Canadian bank account. It is also advised not to keep valuables in your room, such as expensive jewelry, family heirloom, etc. Do not carry your passport on you, but rather leave your passport in your room.

Travel outside of Winnipeg

Collegiate residents are permitted to travel outside of Winnipeg during Collegiate holiday breaks such as the Winter break, Reading Week and Summer Session. If you are under 18 you must have written permission from your parents, along with a copy of their ID and a copy of your flight information. The information is to be provided to the Collegiate and Campus living well in advance to your trip. If you do not have permission you cannot travel.

Emergency Procedures

Fire alarms

Collegiate residents are to evacuate McFeetors Hall and meet at the muster point which is outside the Elements doors.

Fire alarm testing is conducted on a monthly basis and email notifications are sent to residents in advance. Tampering with smoke detectors or fire alarms is a serious offense. Fire doors are for emergency exit only, including the stairwell area located at the back of McFeetors Hall.

911

In case of emergency, residents should call 911 followed by contact with the RA on-call. The resident should report to the security area if they are capable.

Health & Safety, Mental Health & Support

Monthly Check -In's

Monthly check-ins with the Collegiate International Program Coordinator will be conducted via Zoom Sessions, email, WhatsApp or in-person.

Feeling Homesick

Collegiate residents that may be experiencing homesickness should reach out to a RA or the Collegiate International Program Coordinator. Counselling services are available via the Collegiate should a resident wish to talk to someone about their concerns and feelings. Staying in touch with family and friends, and continuing with cultural practices is very important. There are many cultural associations in Winnipeg that students can get involved with. Collegiate residents are also encouraged to volunteer, participate in school and/or On Campus Residence activities, stay active and socialize as much as possible.

Keep.meSAFE

keep.meSAFE's innovative Student Support Program (SSP) helps students by promoting early intervention and 24/7 access to mental health support. Keep.meSAFE helps students to manage their mental health so that they can fully participate in academic life and complete their studies. keep.meSAFE is the first support program to use linguistically and culturally matched licensed clinicians, providing your students a welcoming place where they are comfortable to seek help.

To access the Keep.meSAFE program, residents should download the MySSP app.

If you require immediate help please call 911.

Health Insurance

All Collegiate residents have medical insurance issued by Guard.Me.

Nurse

A campus nurse is available during the Fall/Winter session. Clinic hours will be provided to students in September.

Physical Activity

Collegiate residents are encouraged to use their free gym membership at Bill Wedlake Fitness Centre daily/weekly.

Participation

Residents are encouraged to part take in all socio-cultural activities offered by On-Campus Residence and/or the Collegiate. There will be mandatory activities per month.

Medication

Collegiate residents under the custodianship of the Collegiate Dean must report all medical condition, including a list of current medications. All medicines in the dorm must be labeled in English and stored safely in their dorm.

Illness & Doctor Visits

Collegiate residents who are ill and unable to attend classes or need to return to residence during the day, must email the Collegiate International Program Coordinator and check in with the Student Care Monitor at the 5pm check in. Should residents require assistance with non-urgent medical care, they should contact the Collegiate International Program Coordinator. For all medical emergencies, call 911 and the RA on call.

Discipline Process for Violations of Community Standards, Inappropriate Behavior, and Campus Living Policies.

Discipline Process

STEP 1:

When a suspected incident occurs, an incident report is provided for review to Campus Living Management and the Collegiate Dean’s Office is informed.

STEP 2:

Campus Living and the Collegiate Dean’s Office will review the report and investigate. Collegiate residents are expected to cooperate in the investigation process. Collegiate residents are given the opportunity to provide a statement regarding the incident.

STEP 3:

Campus Living will determine if there was a violation of Campus Living policies.

STEP 4:

Discipline/consequences for the violation of policy and inappropriate behaviour will be determined by Campus Living.

STEP 5:

For on-going incidents, a progressive discipline process will be enacted such as:

1. 1st warning and consequence. Communication to student.
2. 2nd warning and consequence. Communication to student.
3. Probation and behavior contract. Communication to student and parent(s).
4. Removal from On-Campus Program and Collegiate. Communication to student and parent(s).

Any consequences that result in a financial fine will be communicated to parent(s) of the Collegiate resident.

Rights of a Resident

Collegiate residents have the right to be accompanied by a guardian/advocate during disciplinary action.

Residence Program Fees

Application Fee	\$450.00 CAD
Deposit (refundable if no damages or withdrawals)	\$50.00 CAD
8-Month Residence Fee (Sept. - April) (includes meal plan 1)	\$11,110.00 CAD
10-Month Residence Fee (Sept. - June) (includes meal plan 1)	\$13,993.00 CAD
Laundry Fee (pre-paid laundry card, card can be re-loaded as needed)	Pay Per Use
Recommend monthly budget for personal expenses	\$100.00 CAD
Student Care & Residence Activity Fee	\$800.00 CAS

The residence program fees listed are the 2023-24 rates and will be subject to change. All fees are quoted in Canadian dollars (CAD).

Financial Violations

Level 1

A Level 1 Financial Violation occurs whenever a resident fails to pay according to a payment deadline. This can be because no payment was made, an incomplete payment was made, or an attempted payment failed (e.g.e.g., a cheque is returned NSF).

Consequences of Level 1 Violations may include any combination of the following:

- › Late Fee: A \$75 charge added at each instance of a Level 1 violation
- › NSF Fee: (non-sufficient-funds): A \$45 charge added for each failed cheque payment returned by the bank due to insufficient funds in the bank account.
- › Level 1 Violation Notice: An email and/or printed letter indicating the overdue balance, including any late and/or NSF fee added. The letter includes a deadline by which to pay the balance, after which Level 2 consequences will apply.

Level 2

A Level 2 Financial Violation occurs when a resident fails to meet the conditions outlined in a Level 1 Violation Notice.

Consequences of Level 2 Violations may include any combination of the following:

- › Academic Hold: Added to the residents Collegiate Account, this hold prevents the resident from registering at the University of Winnipeg and receiving a copy of his/her high school diploma.
- › Level 2 Violation Notice: An email and/or printed letter indicating the overdue balance, the deadline to pay, the Level 2 consequences that have been applied and the Level 3 consequences (e.g. Eviction) that will apply if the deadline is not met.
- › Meeting with Campus Living Management and Collegiate Dean's Office: The resident will have to meet with Campus Living Management and the Collegiate Dean's Office to discuss the violation and applicable consequences.

Level 2

A Level 3 Financial Violation Occurs either after the conditions in Level 2 have not been met or after multiple Level 1 violations have occurred.

Consequences of Level 3 Violations may include any combination of the following:

- › Eviction Notice: Specifies a date by which the resident's occupancy is terminated and must move out of residence.
- › Payment Plan Cancellation: If a student is on a monthly payment plan, the plan is cancelled and the resident must pay their full-term balance by the deadline specified by Campus Living and the Collegiate.
- › Non-Renewal: The resident is not allowed to continue living in residence after the end of the current term.
- › Collections: Overdue charges still outstanding at the end of a term may be sent to a collections agency, affecting the credit rating and student status of the resident.
- › Withdrawal from Residence: Collegiate resident may be fully withdrawn from their Collegiate program, with no tuition refund.

Move-Out Process

All Collegiate resident move outs will be planned in collaboration with Collegiate staff. If a Collegiate resident wishes to move out early, approval from Campus Living Management and the Collegiate Dean's Office must be obtained. Collegiate residents (including minors and over 18) are not eligible to terminate their residence agreement without approval by the Collegiate Dean's Office. Residents are to refer to the Campus Contract for the move out process details.

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