YOUR CONTRACT WITH US

RESIDENCE
residenceatwestern.ca

2014/2015 RESIDENCE HANDBOOK AND UNDERSTANDINGS
WELCOME HOME

BRING THIS HANDBOOK WITH YOU TO RESIDENCE!
It contains important information that you may need to reference during the school year.
July 31 .............................................. Deadline for cancellation of residence and receive half of pre-payment ($400)
Deadline for first-term instalment of residence fees (minimum $6,000; $4,000 for Alumni House & London Hall)
Deadline to submit request for early arrival
August 1 .......................................................... Deadline for upper-year students to be academically admissible
August 28 – 29 ........................................ International Student Move-in Days
August 30 .................................................. International Student Residence Welcome Day
August 31 .................................................. Move-in day (Delaware, Perth, Medway-Sydenham, Essex, Saugeen-Maitland last names A–K)*
September 1 ................................................ Move-in day (Alumni, Elgin, Ontario, Saugeen-Maitland last names L–Z)*
August 31 – September 7 ................................ Orientation Week
September 2 – 3 ........................................ Move-in days for London Hall
September 4 ................................................ Classes begin
October 13 ................................................ Thanksgiving (holiday)
October 30 – 31 ......................................... Fall study break
December 3 .............................................. Last day of classes – first semester
December 4 – 5 .......................................... Study Days
December 6 – 17 ......................................... Mid-year exam period
December 18 ............................................. Residences close at noon for the holiday period
January 4 ................................................ Residences reopen at noon
January 5 ................................................ Classes resume
January 13 ................................................ Second instalment of residence fees due
February 16 ............................................... Family Day (holiday)
February 16 – 20 ...................................... Reading Week
April 3 ......................................................... Good Friday (holiday)
April 8 ........................................................ Last day of classes – second semester
April 9 – 10 ................................................. Study Days
April 11 – 30 .............................................. Final exam period
May 1 ........................................................ Residences close at noon

*Please see move-in day schedule on page 15

You’re required to move out within 24 hours of your last exam for each term. Residences are closed at noon on December 18 and May 1.
**Important Numbers**

Emergencies ............................................. 911
Campus Community Police
Service (non-emergencies) ........ 519-661-3300
Equity & Human Rights Services ... 519-661-3334
Financial Aid (OSAP) ....................... 519-661-2100
Mustang Central, UCC ...................... 519-661-3722
International & Exchange
Student Centre ...................... 519-661-3031
Liaison Services ..................... 519-661-2100
Off-Campus Housing .................. 519-661-3550
Office of Residence
Education & Programs ........... 519-661-3719
Ombudsperson ......................... 519-661-3573
Parking Services ..................... 519-661-3973
Registrar’s Office/Admissions ...... 519-661-2100
Residence Fees/Admissions ........ 519-661-3547
Scholarships ......................... 519-661-3991
Student Development Centre ...... 519-661-3031
Student Health Services ............. 519-661-3030
Student Success Centre ............. 519-661-3559
Summer Academic Orientation
Program .......................... 519-661-3070
Tuition Fees .......................... 519-661-2100
University Students’ Council ....... 519-661-3574
Western Connections ................. 519-661-2573
Western Switchboard .............. 519-661-2111

**CITY RESOURCES ONLINE**

London Transit Commission
www.ltconline.ca
London Tourism
www.londontourism.ca
City of London
www.london.ca
Why Live In London:
London Economic Development Corporation
www.ledc.com/why-london

**DISTRESS CENTRES/RESOURCES**

Please note that Residence Staff members are available to help you with any distress or emergency situation, and we encourage you to seek their support at any time.

Residence Counselling ........ needtotalk@uwo.ca
London and District Distress Centre
Distress Line ............................ 519-667-6711
CMHA Crisis Services ................. 519-433-2023
Good2Talk
(24-hour Student Helpline) .... 1-866-925-5454
Poison Information Centre .......... 1-800-268-9017
Regional Sexual Assault and Domestic Violence
Treatment Centre .......... 519-646-6100 ext 64224
Hope’s Garden
(disordered eating support) ...... 519-434-7721
Addiction Services of Thames Valley
(gambling, drugs & alcohol) ...... 519-673-3242
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The Board of Governors of Western University and the Division of Housing and Ancillary Services reserve the right to make changes to the information contained in this handbook without prior notice.
YOUR TIME IN RESIDENCE will be one of the most memorable and rewarding experiences of your life. Living in residence makes it easy to make lifelong friends, find academic support, and adjust to being a Western student. You’ll be living in an environment where you’ll grow as an individual. It’s a big step, so it’s understandable if you’re a little nervous. Don’t worry! We’re here to help. The Residence Staff members and Sophs on your floor and in your building are knowledgeable about campus resources and are happy to answer any questions that you might have.

We hope that you enjoy your stay and take full advantage of all of the opportunities that living in residence provides.

Adapting to a new way of living in a new community can be challenging, but Western’s residences are designed to make this transition as smooth and successful as possible. This is your home away from home while you’re at Western. Take advantage of all that residence has to offer and make the most of your residence experience!
RESIDENCE MANAGERS

Residence Managers have extensive residence life experience and training. All Residence Managers are full-time employees of the University who live and work in each residence. They’re responsible for promoting an atmosphere of academic achievement and community and enhancing student learning outside of the classroom. They oversee the Residence Staff members in your building and also help guide Residence Sophs and the Residents’ Council. Contact information for each Residence Manager can be found on page 61.

RESIDENCE STAFF

Student staff members, under the direction of the Residence Life Management Team, are here to help! Your Residence Staff member will be one of the first people you’ll meet on move-in day. Staff members are undergraduate students who live and work on a residence floor or wing. Your Residence Staff member will get to know and support you and the other students living on your floor. Together, they’ll help everyone build a positive living environment. They’ll help you get acquainted with others, answer your questions, post information, assist you with problems, and uphold residence policies and your residence contract.

RESIDENCE SOPHS

Sophs are upper-year student volunteers who welcome first-year students to Western and serve as leaders and friends throughout the year. Sophs work with your Residence Staff member to build your floor into a community and enhance your residence experience. Faculty Sophs live off campus but are aligned with residence buildings to provide academic supports to students.

RESIDENTS’ COUNCILS

Residents are selected each spring to form a Residents’ Council. These groups develop and maintain self-government and provide programming to build a positive community. They represent residents’ needs and interests by providing input on residence issues and acting as a liaison with other student councils.

ACADEMIC AND LEADERSHIP PROGRAMMERS

Academic and Leadership Programmers (ALPs) are Residence Staff members who are trained to help you with everything related to your academic and campus involvement. They offer programs and workshops, answer your academic questions, and connect you with campus resources. They’ll also help you develop your leadership skills by linking you with involvement opportunities in residence, on campus, and in the London community. ALPs take a special role in supporting international students in transitioning to life on Western campus and in Canada.

FRONT DESK STAFF

Residence Secretaries and Clerks look after the front desk with the support of the Manager of Front Desk Operations. They handle administrative functions, call for emergency assistance when needed, answer the front desk phone, take maintenance requests, and sort mail. They also dispatch on-call Residence Staff to address student concerns. Support is always just a call away, day or night.

FACILITIES MANAGEMENT STAFF

Western’s Facilities Management staff work during the day to maintain a clean and safe living environment. They’re also responsible for repairs and maintenance work.

OFFICE OF RESIDENCE EDUCATION & PROGRAMS

Staff in the Office of Residence Education & Programs make it easy for you to stay engaged with your residence and campus communities. They provide residents with social, academic, and leadership programs that make it easier to adjust to university life, build connections with other students, and grow as a person. Learning happens outside of the classroom, too, and it’s just as important. These programs and events help you to build the kinds of social and leadership skills that employers are looking for!
Commitment To Diversity

We’re all part of Western’s diverse community. Residence Life embraces, appreciates, and celebrates people of all races, nationalities, sexes, gender identities, affectional or sexual orientations, socioeconomic statuses, spiritual practices, abilities, and any other dimension of personal lifestyle. Society is strengthened by human diversity and the growth fostered by an inclusive community. Every person has equal worth and deserves to be treated with dignity and respect accordingly.

We work and live together, maintaining an environment of mutual respect, interpersonal curiosity, and striving to have positive interactions with one another. We can learn from one another and gain a greater understanding of and appreciation for our fellow people.

We’re responsible for our actions and our behaviour will model our values: we’ll treat others with respect and we expect them to do the same to us. We won’t subscribe to attitudes or actions which hurt or degrade another person because of their age, ability, nationality, race, sexual orientation, gender, religious affiliation, or any other reason. Any form of abuse, harassment, threat, or violence is incompatible with our philosophy and will not be tolerated. We won’t accept ignorance, anger, alcohol, or substance abuse as a valid excuse, reason, or rationale for negative behaviour.
This handbook is filled with the Residence Understandings, your contract with us. These Understandings are crucial to ensuring a safe, comfortable, and enjoyable residence experience for everyone. It’s impossible to have a rule on every possible situation that may arise in residence, but we can define a general understanding of maintaining common courtesy and respect for others at all times. Familiarize yourself with the policies throughout this handbook and with Western’s Code of Student Conduct at uwo.ca/univsec/board/code.pdf

LIVING IN RESIDENCE means that you have rights.
You also have responsibilities. It’s essential that you respect the rights of your fellow residents, including the rights to privacy, property, study, rest, and equal opportunity to access common facilities. Respecting the rights of others will make them more likely to respect your rights in turn. Residence living requires a spirit of mutual respect and cooperation.

The laws of Canada and Ontario, the Human Rights Codes for Canada and Ontario, the regulations of Western University and other applicable regulations, bylaws, and statutes will be respected and observed.

Create a positive residence community:

TAKE CARE OF YOURSELF.
TAKE CARE OF EACH OTHER.
TAKE CARE OF THIS PLACE.
WHERE TO TURN FOR HELP

Everyone needs help on the road to academic success and Western is here for you. Residence Staff and Sophs are well trained and eager to be caring friends who can connect you with the personal, social, and academic support that you may need. Academic and Leadership Programmers (ALPs) are in residence to help guide you through Western’s academic policies and standards and can be contacted through your residence staff member.

RESIDENTS’ HEALTH AND WELLNESS

Your health and well-being are important to us. To complement the counselling services available on main campus, Housing offers counselling services. E-mail needtotalk@uwo.ca to make an appointment.

RESIDENCE COUNSELLING

NEEDTOTALK@UWO.CA

The Residence Counsellor provides professional, confidential counselling services on a wide variety of issues free of charge to students living in residence. The Residence Counsellor facilitates students’ personal development, self awareness, problem solving and communication, and assists to support students with mental health issues who may demonstrate safety concerns for themselves and/or others. Collaboration and coordination with the Student Development Centre and Student Health Services is a priority.

STUDENT DEVELOPMENT CENTRE

ROOM 4100
WESTERN STUDENT SERVICES BUILDING
519-661-3031 • WWW.SDC.UWO.CA

Western’s Student Development Centre offers a broad range of programs designed to assist students to deal with career, learning, social and personal concerns in an academic environment. They address students’ needs for empowerment, information, skilled intervention, advocacy, community and employment. Services offered include Employment Services/Internet Employment Café, Career Services, Resource Centre, Services for Students with Disabilities, First Nations Services, Psychological Services, International Student Services, Learning Skills Services, Effective Writing Program, and Volunteers-in-Progress Program. Drop-in services include the Job Search Clinic, the Learning Skills Clinic, the Effective Writing Centre, the International Student Centre and the First Nations Learning Resource Centre.

STUDENT HEALTH SERVICES

ROOM 11, UNIVERSITY COMMUNITY CENTRE
MEDICAL AND/OR COUNSELLING APPOINTMENTS 519-661-3030

SHS offers a wide range of health and medical services on-campus to students. SHS provides all of the same services as your family doctor, and more: medical care and treatment, counselling, psychiatry, birth control counselling, allergy injections, immunizations, STI testing, laboratory, physiotherapy, and massage therapy. SHS offers medical, counselling, and health education centers that are open year-round. Bring your student card and health card with you when you visit SHS. The medical and counselling centres schedule meetings by appointment only.
INTERNATIONAL AND EXCHANGE STUDENT CENTRE
ROOM 2021, WESTERN STUDENT SERVICES BUILDING
519-661-3031 • WWW.UWO.CA/INTERNATIONAL/IESC

If you are a student coming from outside of Canada, our International Student Centre office provides valuable information on visas, health care, and special programs and services designed for your particular needs. For information on the City of London, maps or weather-related information, please visit www.london.ca or www.ledc.com/why-london

CHAPLAINS AT WESTERN
ROOM 256, UNIVERSITY COMMUNITY CENTRE
519-661-2111 EXT. 85929 • WWW.UWO.CA/CHAPLAIN

You are welcome to visit, meet with friends, use one of the rooms for prayer or meetings, or join in on a discussion or event. A number of faith groups are represented and multi-faith chaplains from the London area are available through this office.

STUDENT SUCCESS CENTRE
ROOM 210, UNIVERSITY COMMUNITY CENTRE
519-661-3559 • WWW.SUCCESS.UWO.CA

The Student Success Centre is a short walk from all residences. You can get further academic support, information and referrals to the many student support services available on campus. The Student Success Centre organizes study groups as well as the Leadership and Mentorship Program (LAMP).

EQUITY & HUMAN RIGHTS SERVICES
ROOM 2319, SOMERVILLE HOUSE
519-661-3334 • WWW.UWO.CA/EQUITY

The Division of Housing and Ancillary Services is committed to promoting diversity within all of Western’s residences, and respect for all its residents. However, if you are confronted with harassment, discrimination, or related human-rights issues, this office provides confidential consultation and mediation services.

OFFICE OF THE OMBUDSPERSON
ROOM 3135, WESTERN STUDENT SERVICES BUILDING
519-661-3573 • WWW.UWO.CA/OMBUDS

If you have any concerns and need some assistance in understanding your rights and responsibilities as a student, the Office of the Ombudsperson can assist in providing information and support about any aspect of university life. This service is available to all students and confidentiality is assured.

CAMPUS RECREATION
WESTERN STUDENT RECREATION CENTRE
519-661-3090 • WWW.WESTERNMUSTANGS.CA

The Campus Recreation Centre is a great way to take advantage of a number of recreational activities, including aerobics, aquatics, racquet sports and more! Plus, a campus recreation pass is included in your student fees.
WHAT SHOULD I BRING?

- Alarm clock
- Backpack
- Clothes hangers
- Computer, network cable and power bar
- Headphones
- Health card
- Insurance protection for your property (see page 13)
- Laptop anti-theft device/lock
- Laundry bag/basket and detergent
- Linens, pillows, and mattress cover
- Personal identification
- Toiletries and towels (you may wish to bring a container/"caddy" to transport your toiletries to and from the washrooms)
- Shower shoes/flip-flops
- Residence Handbook
- University documents (consider keeping all of your University publications and correspondence in one file folder)
- Kitchen supplies (for suite-style residents)
  - Dishes and cutlery
  - Garbage and recycling bags
  - Toilet paper
  - Cleaning supplies for kitchen and bathroom

WHAT COULD I BRING?

- Additional reading/desk lamp (halogen lamps are not permitted)
- Mattress pad
- Bicycle and a high-quality U-lock, as bicycles sometimes get stolen (bike racks are located outside each residence)
- Hair dryer/straightener
- Recreation equipment (please note storage is very limited)
- Umbrella
- Mugs or cups
- Pots and pans (for suite-style residents)
- Personal safe or lock box

GOOD IDEA!

- Check out Residence Linens at www.residencelinens.com for a great selection of quality bedding, kitchen kits, and more!
- Residence Linens delivers to your residence room before your arrival! International and Exchange students can also purchase linens and other supplies on International Student Residence Welcome Day.

WHAT DOES THE UNIVERSITY PROVIDE IN A RESIDENCE ROOM?

- Closet or wardrobe
- Desk and chair
- Dresser
- Wastebasket and recycling bin
- Corkboard
- Bookshelves or desk hutch
- Bed frame and mattress – approximate mattress size is 203 cm (80") long by 91 cm (36") wide – average underbed storage height minimum 25.5 cm (10”). London Hall has standard double beds 189 cm (74.5") long by 135 cm (53") wide

Want to see a residence room? Check out our virtual tours at www.residenceatwestern.ca

Check out our virtual tours at www.residenceatwestern.ca.
**WHAT NOT TO BRING?**

Don’t bring any of the following items into residence. Keeping these items out of residences enhances the safety, comfort, and convenience of both yourself and other residents.

- Alcohol during Orientation Week, August 31 – September 7, 2014 (regardless of your age)
- Beer bottles
- Large-volume alcohol containers (kegs, mini-kegs, or liquor bottles greater than 40 fluid ounces)
- Funnels, beer-pong tables, and any other high-risk drinking paraphernalia
- Pipes, hookahs, vapourizers, and bongs (due to their common association with illegal and illicit drug use)
- Candles and incense
- Heaters and heat lamps
- Pets (any type of animals, including but not limited to fish, turtles, reptiles, and birds)
- Appliances of all kinds, including but not limited to: dishwashers, microwaves, freezer, washers, dryers, hot plates, sandwich makers, and indoor grills. Toaster ovens, cooking grills and coffee makers are permitted in suite-style residences only.
- Furniture of any kind (including but not limited to desks, chairs, mattresses, beds, waterbeds, tables, and office chairs)
- Water coolers
- Halogen lamps
- Exercise machines (for example: step machines, treadmills, and stationary bikes)
- Drum sets and pianos
- Speaker systems
- Draperies

**GO GREEN: SUSTAINABLE PACKING FOR RESIDENCE**

- Pack fragile items with clothes, towels, or old newspapers that can be recycled or reused after you’ve unpacked. Styrofoam packing peanuts are dangerous to the environment and a pain to throw away!
- Pack items in bags you will need during the year, like your backpack or suitcases. This can stop unnecessary waste from being produced during the moving process. Be creative!
- For heavier items, use large plastic containers that can be reused later for storage. Some residence beds have storage room underneath... great for items you don’t need every day! Remember to check local businesses for used cardboard boxes – many will offer them free of charge!
- Once you’re moved in, remember to recycle any cardboard boxes or packaging waste that you may have.

**BE SAFE AND SECURE**

The University will not be liable, directly or indirectly, for theft or loss of personal property by fire, water or any other cause, whether the items are placed in your room, in storage or other areas of the residence. The University reserves the right to reassign you to an alternate residence space should facilities require repair work. **You are strongly advised to carry insurance protection against loss or damage of your personal property.** Check your existing policy, which should confirm that the definition of “dwelling” found in that policy can be extended to include your room in residence. Where no coverage is provided for possessions housed at an off-site location, it may be possible to add a rider to the existing policy. The best protection may be achieved through a standard tenant’s policy.

Please do not bring any appliances or cooking equipment into the residence, as their use may jeopardize your safety and the safety of others. Burning candles or incense, or smoking is prohibited in residence. If you are bringing computers or other high-wattage electrical equipment, such as musical equipment or stereos, you must also bring a power bar and circuit breaker approved by the Canadian Standards Association (CSA). Any other electrical devices and extension cords must also be CSA approved and have an automatic shut off (e.g., iron, kettle, coffee maker). Overloading the power outlets is a violation of our building safety code and you may face disciplinary sanctions for doing so. You may also be asked to remove some of your equipment, and are reminded that you will be held responsible for damage or threat to safety resulting from non-compliance with these regulations.

Residence at Western
**MOVE-IN INSTRUCTIONS**

- If you live within a few hours driving distance of London you can make your move-in day easier by bringing only the essentials (such as toiletries and clothes) to last a few weeks. You can bring the rest of your belongings on a trip home or have them brought to you. You’ll know what you actually need and what you can fit in your room by then!

- You’re free to have belongings shipped to your residence. However, they will only be received if they arrive after you have already moved into residence. You can claim shipped luggage from the front desk.

- Move-in directions and maps specific for each residence can be found at residenceatwestern.ca and on the following pages. These directions are designed to ensure your move-in is as fast and as smooth as possible. Certain directions may require you to take a slightly longer route around the city and through campus to account for the heavy traffic of move-in day.

- Arrive on campus during your assigned time, which you can determine from the move-in schedule on the following page.

- Your vehicle will be directed to a marshalling area when you arrive on campus where you’ll wait for your turn for your vehicle to be unloaded.

- With your permission, volunteers (Sophs) will assist you in unloading your vehicle and moving your belongings with the aid of a limited number of trolleys.

- Let our volunteers know if you’d prefer to move your things in yourself. The University will not be responsible for any loss or damage occurring to your belongings during the move-in process regardless of whether they were moved in by a volunteer or not. Medway-Sydenham Hall does not have elevators.

- Your driver will be directed to a nearby parking lot for long-term parking once your vehicle has been completely unloaded. Your vehicle will be ticketed by Parking Services if it’s abandoned in the unloading zone!

- Residents: Follow signs and volunteer instructions to the residence check-in room to receive your room key. If you’ve been assigned to a double room you’ve also been assigned to a specific side (left or right) for RezNet purposes.

**MOVING OUT IN APRIL**

In September, there are hundreds of students volunteers who are available to assist you with the move-in process. Please note that in April, all of these volunteers will be writing exams themselves, and will be unable to assist you during this time. Please plan ahead and consider moving a few items home prior to the closure period, such as during the long statutory holiday weekend in the spring. Once your room is empty, please allow an hour for the check-out process.
ARE EARLY ARRIVALS POSSIBLE?

Residence Staff are not in place and dining halls are not yet open before move-in day. Please do not plan to arrive before your scheduled move-in date and time. Early arrivals will be turned away and will have to find accommodations, at their own expense, until their scheduled move-in time.

Certain students (Residence Staff, Sophs, and Council members, some varsity athletes, and students with academic programs that begin early, for example) may be required to arrive on campus before their scheduled move-in day. No early arrival request is necessary for students in these situations: they will receive an e-mail in mid-August that outlines their early-arrival information.

For international and out-of-province students who could not make alternate travel arrangements, you are required to submit an online early arrival request. Please submit your early arrival request via myResidence at www.residenceatwestern.ca by July 31, 2014. Should your request be granted, please note that there is a charge of $50 for each extra day of accommodation. Moving belongings into a residence room, regardless of whether the resident has moved in or not, constitutes moving in, and is subject to the per diem rate.

2014 MOVE-IN DAY SCHEDULE

<table>
<thead>
<tr>
<th>RESIDENCE</th>
<th>MOVE-IN DAY</th>
<th>SCHEDULED TIME</th>
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<tbody>
<tr>
<td>Perth Hall</td>
<td>Sunday, August 31, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with L-Z</td>
</tr>
<tr>
<td>Essex Hall</td>
<td>Sunday, August 31, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-K</td>
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<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with L-Z</td>
</tr>
<tr>
<td>Medway-Sydenham Hall</td>
<td>Sunday, August 31, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-K</td>
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<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with L-Z</td>
</tr>
<tr>
<td>Saugeen-Maitland Hall</td>
<td>Sunday, August 31, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-D</td>
</tr>
<tr>
<td></td>
<td>Monday, September 1, 2014</td>
<td>1 p.m. – 4 p.m. Surnames beginning with E-K</td>
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<td></td>
<td>8 a.m. – 12 p.m. Surnames beginning with L-R</td>
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<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with S-Z</td>
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<tr>
<td>Alumni House</td>
<td>Monday, September 1, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-K</td>
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<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with L-Z</td>
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<tr>
<td>Elgin Hall</td>
<td>Monday, September 1, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-K</td>
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<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with L-Z</td>
</tr>
<tr>
<td>Ontario Hall</td>
<td>Monday, September 1, 2014</td>
<td>8 a.m. – 12 p.m. Surnames beginning with A-K</td>
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<tr>
<td></td>
<td></td>
<td>1 p.m. – 4 p.m. Surnames beginning with L-Z</td>
</tr>
<tr>
<td>London Hall</td>
<td>Tuesday, September 2, 2014 and Wednesday, September 3, 2014</td>
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Directions to Campus

**Eastbound or Westbound (on 401)**

- Exit Highway 401 at Wellington Road north
- Follow Wellington Road downtown until it ends at Pall Mall Street
- Turn left onto Pall Mall Street and follow for one block
- Turn right onto Richmond Street
- Follow Richmond Street for approximately two kilometres until you see Western’s main entrance on the left

**Eastbound or Westbound on the 401 (entering campus from the west)**

- Exit Highway 401 at Highbury Avenue north
- Follow Highbury Avenue until Oxford Street
- Turn left onto Oxford Street and follow until Richmond Street
- Turn right onto Richmond Street
- Follow Richmond Street until you see Western’s main entrance on the left

**Eastbound or Westbound on the 401 (entering campus from the east)**

- Exit Highway 401 at Wellington Road north
- Follow Wellington Road until Southdale Road
- Turn left onto Southdale Road and follow until Wharncliffe Road
- Turn right onto Wharncliffe Road. Note that Wharncliffe Road at Oxford Street becomes Western Road
- Follow Wharncliffe/Western Road until you see Western’s main entrance on the right

**Northbound**

- Follow Wellington Road north into London until it ends at Pall Mall Street
- Turn left onto Pall Mall Street and follow for one block
- Turn right onto Richmond Street
- Follow Richmond Street for approximately two kilometres until you see Western’s main entrance on the left

**Southbound**

- Follow Highway 4 (which becomes Richmond Street) until you see Western’s main entrance on the right

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**Residence at Western**
WE’VE ESTABLISHED THE MOST EFFECTIVE WAY FOR YOU TO ARRIVE at your residence during what is generally the busiest time on campus. Although you may be more familiar with other ways of entering the campus, the online directions that we provide present the greatest opportunity for the most efficient traffic flow. For example, the Saugeen-Maitland Hall main entrance will not be accessible during move-in. Before leaving home, please print and refer to the online directions provided on our website.

We’ve established the most effective way for you to arrive at your residence during what is generally the busiest time on campus. Although you may be more familiar with other ways of entering the campus, the online directions that we provide present the greatest opportunity for the most efficient traffic flow. For example, the Saugeen-Maitland Hall main entrance will not be accessible during move-in. Before leaving home, please print and refer to the online directions provided on our website.

Once you have received your building assignment in late July, please visit your new residence’s webpage for further information on move-in day, including detailed maps of where to unload and park. Vehicles will be marshalled to avoid blocking high-traffic areas, simply follow the ORANGE arrows on your building-specific map.
TIPS FOR MOVE-IN

- You’ll be assigned a move-in time in either the morning or the afternoon of a designated move-in day. Most formal orientation activities begin the evening of Monday, September 1, 2014.
- Contact your Residence Manager in advance of your move-in day if you are a student with physical challenges who requires assistance with move-in.
- Make arrangements in advance at local hotels for family members staying overnight in London.
- Ensure that your items are packed securely. Well-packed items allow volunteers to move all of your items quickly and efficiently to your room.
- Clearly mark all of your items with your first and last name to ensure your belongings are directed properly.
- Do not pack your belongings in garbage bags.
- Don’t pack things in alcohol or liquor boxes. Student volunteers cannot handle these boxes (even if there’s no alcohol in them) because Orientation Week is dry.
- Do not bring family pets with you.
- Manage how many personal belongings you bring on move-in day. Most students only bring enough items to fit into one standard-sized shopping cart.
- Visit residenceatwestern.ca to print move-in day maps and instructions for your easy reference.
- Follow the instructions of the Residence Staff directing traffic throughout the day. They’ll direct you to the appropriate vehicle marshalling area for your residence.
- Our unloading spaces cannot accommodate hitched trailers due to limited maneuverability.
- Respect our limit of one vehicle per resident. Parking is extremely limited during the move-in weekend. Your car will be directed to the nearest parking space as soon as it has been unloaded.
- Orientation Week is dry and alcohol is banned in all University residences. Do not bring alcohol of any kind with you to campus, even if you are of age.

If you are a first-year student who will be arriving later than noon on Wednesday, September 3, you must inform your residence front desk or we cannot guarantee that we will hold your residence space. All late arrivals are to check in with their residence front desk. See page 61 for contact information.
ROOMMATE BILL OF RESPONSIBILITIES

AS A ROOMMATE, I HAVE THE RESPONSIBILITY TO:

- Maintain a clean living area
- Respect my roommate and my roommate’s belongings
- Respectfully communicate face-to-face with my roommate
- Take an active role in resolving conflicts, with or without the aid of Residence Staff
- Allow my roommate to live and learn in our room free from undue interference (unreasonable noise or other distractions) that inhibit these activities
- Allow my roommate to sleep without undue disturbance from noise, guests, or other disruptions
- Allow my roommate free access to our room and our shared facilities
- Provide my roommate with privacy
- Allow my roommate to be free from fear, intimidation, and physical and emotional harm
- Ensure that my guests respect the privacy and rights of my roommate
- Be private and discreet, especially with intimate relationships

PREVENT ROOMMATE MISUNDERSTANDINGS BY DISCUSSING THE FOLLOWING AS SOON AS POSSIBLE:

- Using one another’s belongings
- Studying in the room
- Your sleep schedule
- Your cleanliness and neatness preferences
- How comfortable you are with guests and visitors
- Room temperature preferences
- Noise levels from stereos, TVs, telephones, and computers
- Using the room for socializing
- Storage space use
- Lifestyle
- Disposing of food, recyclables and garbage
- Appropriate hours for Skype/online video calling with family or friends

All residents will be provided a link to the online “Living Together” guide, which assists with the creation of a Roommate/Suite Agreement. Throughout September, Residence Staff will be meeting with each room or suite on the floor to help facilitate this process.
Residence at Western

RESOLVING DIFFERENCES

I HAVE NEVER SHARED A ROOM WITH ANYONE BEFORE!

Sharing a room is just like any other relationship: it requires openness, flexibility, and respect to be effective. It’s important to communicate openly with your roommate right from the start. Learning to live with other people, to acknowledge and respect each other’s differences, and allow one another the space to grow are some of the most valuable parts of the residence experience.

Roommates don’t have to be best friends: there will be times when you and your roommate disagree. Here’s a guide on how to constructively work through these disagreements.

YOU TAKE AN ACTIVE ROLE IN RESOLVING YOUR DIFFERENCES!

It’s important to communicate your needs clearly and openly because your roommate probably doesn’t realize that their behaviour is bothering you. Show your roommate respect by speaking with them in person, not by leaving notes, via text messages, or through social media. Focus exclusively on how their behaviour is impacting you, not on their character.

It’s crucial to speak with your Residence Staff member promptly if speaking with your roommate doesn’t improve the situation. Your Staff member can coach you on effectively communicating with your roommate and will follow up to monitor how your discussion with your roommate goes. Let your roommate know that you’re getting advice from your Staff member, particularly if you’d like your Staff member to speak with your roommate. Your Staff member will speak with your roommate to gain more insight into your relationship with your roommate.

ROOMMATE MEDIATION

Your Staff member will recommend a roommate mediation if your roommate difficulties persist after you’ve followed the steps outlined above. A roommate mediation is an assisted dispute-resolution process where you and your roommate can discuss your needs and concerns respectfully and openly. A Residence Staff member will act as a mediator to ensure that there’s a safe and neutral environment for you to speak about your feelings, thoughts, and needs. Residence Staff are trained to work with disputing residents to create a mutually satisfactory solution. Needs may not be negotiable but solutions certainly are. This process will help you create clear expectations and specific steps necessary to carry out the agreed-upon solution. We’re committed to resolving roommate disputes through mediation and we expect residents to make an honest and sincere attempt to reach a resolution.

ROOM CHANGES

Room changes are arranged by Residence Managers only as a last resort after all other options have been exhausted. There is little to no room availability to make switches for the first several weeks of the academic year. However, room changes create a dilemma: neither roommate may wish to continue living together but both may wish to stay in the room. Living apart requires one or both residents to leave their friends and floor community. The Residence Manager may force one or both roommates to move in exceptional circumstances. Thankfully, mediation is successful in the majority of roommate disputes. While getting along may not always be easy, it’s certainly worthwhile.
WHAT MAY I PUT ON MY WALLS?

Use discretion and respect when decorating your room. Don’t post anything on either side of your hallway door, interior doors, or walls that may be offensive or upsetting to others. Residence Staff may require you to remove any material that is deemed to contribute to a poisonous environment, promotes unwanted comments, and/or contributes to a negative community atmosphere. This includes public displays of discipline letters.

Ensure that decorations don’t obstruct smoke detectors, fire alarms, or sprinklers to avoid violating safety codes. We take fire prevention seriously and residents whose decorations have interfered with heat, smoke, or fire detection equipment will receive severe disciplinary sanctions.

Use tacks to hang things from the poster rails that line your room’s walls. All types of tape damage paint and drywall when they’ve been left in place for several months. You may not paint any part of your room, place stickers and/or use nails, screws, or brackets on the walls, furniture, or fixtures. All materials must be removed from your room when you check out at the end of the year and you will be charged to repair any damages that have been incurred to the walls, furniture, or fixtures in your room.

CAN I USE COMMON-AREA FURNITURE IN MY ROOM?

Do not take any furnishings for your room from common areas, such as lounges, computer labs, kitchenettes and study rooms. All furniture in the residences is assigned to a specific room and may not be moved from one room to another, including shelving, chairs, and any other common-area furniture or fixtures. You will be billed for the labour cost of relocating any common-area furniture found in your room, and may also be subject to disciplinary sanctions.

WHAT FURNITURE MAY I USE IN MY ROOM?

Only University-issued furniture is permitted in student rooms (including desk chairs). This ensures that it’s properly assembled and meets safety standards. Personal mattresses, tables, and chairs, and other types of furniture are not allowed because they may create a safety hazard and/or increase the risk of fire.

MAY I CUSTOMIZE UNIVERSITY FURNITURE OR FIXTURES?

For safety reasons, furniture, including closet doors and bed boards, are not to be disassembled or reassembled in a manner for which it was not originally designed. Any furniture that is disassembled or otherwise augmented will be reassembled by a University-employed professional at your cost. You may also face disciplinary sanctions.

MAY I DECORATE MY WINDOW?

Window dressings are provided in all of our residences. Flags, banners, bed sheets, posters, or signs (electric or otherwise) are not to be hung in or out of windows or around residence property except with permission of the Residence Manager upon special request. Alcohol containers cannot be displayed in windows for any reason and doing so will result in disciplinary sanctions.
May I bring a small refrigerator?

Refrigerators brought into residence must be in excellent working condition and conform to all safety, health, and size regulations. The maximum size allowed for personal refrigerators is 53 cm × 55 cm × 84 cm (21” × 21.5” × 33”).

May I make snacks?

Common area kitchenettes are provided for preparing light snacks in traditional- and hybrid-style buildings. These kitchenettes are not designed for food storage or meal preparation. Cooking or preparing meals in traditional- and hybrid-style buildings is strictly prohibited due to problems of sanitation and the increased danger of fire. Residents of suite-style residences are welcome to prepare meals in the kitchens of their suites.
To help keep costs down, keep dishes in the dining hall! Consider taking part in the Xchange4change to-go program by purchasing an ‘ecotainer,’ available in the dining hall.

WHAT KIND OF FOOD IS SERVED IN THE DINING HALLS?

Western is proud to operate its own residence food service unit within Hospitality Services. Students living in residence have a vast variety of foods available to them. The menu operates on a six-week menu cycle. Lunch and dinner feature an average of six hot entrées including vegetarian, vegan, gluten-free and “FRESH APPROVED” healthier options. In addition, students can make daily selections from a soup/chili, deli, yogurt/parfait or fruit/salad bar. Interactive cooking and a carvery station are also featured during several dinners throughout the week. FRESH 4 U grab-and-go fridges offer yet another option for those students on the run.

The residence menu provides varied culinary options. Students can experience the flavours and cuisine of Asia, Europe and North America, as well as different cooking techniques to create a wide selection of dishes. To help make sound and independent choices, ingredients are listed for most items on daily menus, which can be viewed online at www.uwo.ca/hfs/food/resfood/

For students with food allergies/intolerances, it is strongly recommended to make arrangements to speak with either the Unit Manager in their residence or the Nutrition Manager (azok@housing.uwo.ca). Residence dining has safely accommodated countless students over the years with food allergies, as a system is in place to help make their stay both safe and enjoyable.

WHEN ARE THE DINING HALLS OPEN?

The dining halls (except dining facilities in Elgin Hall) are open seven days a week, from 7:30 a.m. to 7:30 p.m.

Elgin Hall closes for the weekend after dinner on Friday and reopens for breakfast on Monday morning. Please note that on statutory holiday weekends, the dining hall closure for Elgin is extended to include the holiday.

Ontario, Medway-Sydenham and Saugeen-Maitland dining halls feature evening dining services until 11 p.m. or midnight. Offerings include pizza, salad bar, deli items such as subs, wraps, sandwiches with grill-to-order features, FRESH 4 U grab-and-go items, beverages and selected hot entrées.

If your night class, game or practice schedules do not allow you sufficient time to eat, we encourage you to meet with your Hospitality Services unit manager to discuss alternate arrangements. You could opt to visit the dining halls offering evening services, or order in home delivery.

For further information, please visit Hospitality Services online at: www.has.uwo.ca/hospitality/residencedining
HOW IS MY MEAL PLAN SET UP?

The residence meal plan is comprised of two main components: the overhead fee and the food credit.

OVERHEAD

The overhead fee is used to maintain and operate the dining halls. This includes labour, capital costs, equipment, etc. There is no food credit value to the overhead fee and it is non-refundable.

FOOD CREDIT

The food credit portion of the meal plan works like a debit card with a declining balance. There are two types of food credit: Residence Dollars and Flex Dollars.

Residence Dollars are used at on-campus eateries and residence dining halls. The cost of food purchased in the residence dining halls is reduced and tax-exempt to reflect that the overhead has been paid.

Flex Dollars can be used to purchase on-campus confection purchases (such as at vending machines) and at our meal plan partner restaurants found both on- and off-campus. Many take-out/delivery options are available. Off-campus flex purchases are subject to full retail price plus applicable taxes.

HOW DO I USE MY MEAL CARD?

Your Western ONECard functions as both your student identification and your meal card. Your account will be credited with your full year’s residence meal plan and flex dollars prior to your arrival. You must present your Western ONECard every time you make a purchase or you will be required to pay cash. Protect it as you would any credit card. You may purchase food immediately upon your arrival provided you have your Western ONECard, which you should receive upon moving into residence.

WHERE CAN I USE MY RESIDENCE MEAL PLAN?

- ANY Western Residence Dining Hall
- Bento Sushi
- Booster Juice
- Crazy Noodles
- Freshens
- Harvey’s
- Made in Japan
- Manchu Wok
- Mucho Burrito
- The Pita Pit
- Pizza Pizza
- Quiznos
- Starbucks Coffee
- Subway
- Tim Hortons

WHERE CAN I USE MY FLEX DOLLARS

- The Spoke (on-campus)
- The Wave (on-campus)
- Barakat
- Domino’s Pizza
- East Side Mario’s
- Jack Astor’s
- Lone Star Texas Grill
- McGinnis Landing
- Mongolian Grill
- Moxie’s
- Papa John’s
- Pizza Pizza
- Subway
- Swiss Chalet
- Tony Roma’s
- The Windermere Manor
- Wok Box
- YoYo’s Yogurt Café

*Please note that alternate dining options are based on student interest and demand, and as such, are subject to change.

Note: Your meal plan will last much longer if you make the majority of your meal purchases in the residence dining halls.
NETWORK CONNECTION

RezNet is the primary Internet Service Provider for all campus residences. We provide convenient access to online academic resources. With a 97% subscription rate, most students find RezNet to be a valuable tool for their academic and web browsing needs. RezNet service for the 2014-2015 academic year (September to April) is $360.

WHAT IF I HAVEN’T SIGNED UP YET?

Check your residence invoice. If you indicated “yes” to RezNet on your online Residence Placement Questionnaire, you will note a charge of $360 for the RezNet service. You may still sign up for RezNet service by following the myResidence link at www.residenceatwestern.ca and making changes to the information that you provided on the online Residence Placement Questionnaire. All RezNet cancellations must be submitted through the myResidence website and will only be accepted until September 30, 2014.

WHAT TYPE OF COMPUTER DO I NEED TO CONNECT TO REZNET?

Almost any computer can connect to RezNet. We currently support computers with Windows 7, 8, and Vista and all current versions of Mac OS X.

REZNET WIRELESS!

RezNet offers wireless access throughout our residence buildings, to complement our high speed wired service. Please also bring a network cable as some devices will only work on our wired network and the wired network provides the highest quality of service!

PROTECT YOUR COMPUTER

To protect the health of the network, all computers must arrive in residence with up-to-date antivirus software installed and configured to update automatically on a daily basis. You can purchase a copy of Trend Micro Internet Security (for PC and Mac) at a discounted rate from the Campus Computer Store, located on the lower-level of the University Community Centre.

A NOTE ABOUT E-MAIL FORWARDING

The Division of Housing and Ancillary Services, along with most University departments, uses your Western e-mail account (@uwo.ca) as the primary point of student contact. This is especially true in emergency situations, where important and timely information may be disseminated to students’ Western e-mail accounts. As such, you are cautioned against forwarding your Western e-mail to an alternate provider (e.g., Hotmail, Yahoo, Gmail), as messages can be lost in the forwarding process. Please ensure that you check your Western e-mail account on a regular basis.

NEED A NEW COMPUTER?

The University owns and operates a computer store that offers a full line of computers, accessories and software – often at special pricing. Just contact the Campus Computer Store for more information!

Tel: 519-661-3520
Fax: 519-661-3989
E-mail: computer.store@uwo.ca
www.computerstore.uwo.ca

Or visit the store at the University Community Centre, Lower Level.
BRING A NETWORK CABLE

You must bring an Ethernet network cable with you to residence. The length of the cable needed depends on the residence building to which you are assigned. Please visit the RezNet website at reznet.uwo.ca for a list of suggested cable lengths.

WHAT HAPPENS ON MOVE-IN DAY?

You should be able to get your computer connected to RezNet by following the instructions in the RezNet handbook that will be in your residence room when you arrive.

We also have an excellent student support team available to assist you with configuration issues. The RezNet Hotline will be open on both move-in days to provide assistance to students. RezNet staff will also be available to visit you in your residence room. Hours of operation will be posted on the RezNet website, in the RezNet handbook, and RezNet’s Facebook page.

REZNET SUMMER HOTLINE

The RezNet Summer hotline number is 519-661-4225. The hotline is open during the summer to answer questions related to wired versus wireless internet access, installing anti-virus software, connection speed or bandwidth limits, and any other RezNet related questions. The RezNet summer hotline is open Monday to Friday, 9 a.m. to 4 p.m., from May 5 to August 15, 2014.

RESIDENCE COMPUTER LABS

Each residence has at least one computer lab that provides access to software including Microsoft Office, e-mail, internet, and more!

QUESTIONS?

Have Questions? Check out our online Frequently Asked Questions page at reznet.uwo.ca

CHECK US OUT AT REZNET.UWO.CA
COMPUTING AT WESTERN IS A PRIVILEGE!

The use of Western’s computing resources is a privilege, available if you honour the requirements and obligations set out in the Residence Understandings and the Acceptable Use Policy. As well, you must follow the Residence Hall Network Connection Guidelines. If you are found to have breached these policies, you are subject to the full range of University disciplinary procedures. Sanctions include the temporary or permanent loss of access privileges, financial restitution, termination of your Residence Contract, expulsion from the University, and/or legal sanctions.

Commercial or criminal use of Western computing resources is strictly prohibited, as is any use that may seriously impact the performance of the network. You are expected to comply fully with both the letter and the spirit of the law with respect to copyright and patents and thereby honour intellectual property rights. Electronic mischief, mischief in relation to data, inappropriate or unauthorized use of computer equipment or electronic devices (including surveillance equipment) is prohibited and subject to prosecution. Users are encouraged to review the Criminal Code of Canada (ss. 342.1 and 430), and the University’s policies and interpretation documents carefully. Visit our website at reznet.uwo.ca for further details.

The primary purpose of RezNet is to provide you with access to academic resources. Network and internet resources are shared and must not be abused. To ensure fair access for all RezNet subscribers, RezNet enforces daily bandwidth guidelines. RezNet users who download or upload excessive amounts of material will be quarantined from the network without notice. For more information on network bandwidth please visit reznet.uwo.ca

We will not tolerate any verbal or written abuse, electronic or otherwise, of any member of our community. Please keep in mind that communication of objectionable material to others constitutes violation of the Residence Understandings, and includes the electronic communication of material, as well as the file-sharing functions of your computer. Electronic eavesdropping or surveillance, or uncomfortable encroachment on personal space, can have a troubling impact on an individual’s sense of security and will result in disciplinary sanctions.
MAIL

Mail is delivered and collected at every residence (except on holidays and over the winter break). Packages and larger envelopes will be kept at the front desk and a package delivery notice will be sent with your mail directing you to pick them up. You must show photo identification and the package delivery notice to retrieve your delivery. All mail and packages will be returned to sender if not picked up within 30 days. Remember to forward your mail upon moving out of residence.

Floors in traditional-style residences are assigned floor mailboxes at the beginning of the year and a floor representative will pick up the mail daily.

Residents of Alumni House and Essex, Elgin, London, Ontario and Perth Halls have suite mailboxes located near the front desk.

TELEPHONE SERVICE

Landline telephone service must be arranged through your independent service provider.

CELL PHONES

Please provide us with your personal cell phone number during the online residence acceptance process or via the Residence Inventory Condition Check. We may need to contact you directly in the event of an emergency or for business purposes.

FOR TELEPHONE SERVICE HELP

- Visit the Campus Phones at Western website: www.uwo.ca/its/telecom/
- Call the Telecom help line at 519-661-2521
- Visit the ITS Help Desk in the Support Services Building For Telephone Service Help
TELEVISION CABLE SERVICE

Cable service is provided in all traditional-style and hybrid-style residence lounges. Suite lounges in suite-style residences are equipped with basic cable. Suite bedrooms are also cable-ready but you must make arrangements with an outside service provider once you arrive. You are responsible for providing your own television. You will need to provide your own digital adaptor or box if you wish to access digital channels. Cable is not provided in traditional-style residence bedrooms. Splicing TV cables is not permitted in residence and will result in disciplinary sanctions.

WESTERN PARKING & VISITOR SERVICES

The availability of Western parking permits is limited so purchase a parking permit as soon as possible. Undergraduate students with a permit may park in any parking lot designated by a green perimeter zone, most of which are close to residence buildings. Green perimeter parking zones include: Springett Green, Medway, Althouse and Huron Flats. All permit holders also have access to most other parking lots and zones after 4 p.m. on weekdays and weekends at no extra charge. Visit uwo.ca/parking for more information about parking on campus, tickets, and purchasing your parking permit.

Do not endanger the safety of others by parking in fire routes or residence traffic circles. Never leave your vehicle unattended in these areas. Doing so will result in a minimum fine of $100 from Western’s Parking Services. Access routes must always be open for emergency vehicles. Traffic circles are designated fire routes and can only be used for passenger drop-off and pick-up. Never park on roadways, aisles, corners, walkways, hash-marked or other non-parking areas. Improper or unauthorized parking will result in your vehicle being ticketed and/or towed by Western’s Parking Services at the owner’s expense and liability. Residence front desks have no authority over parking tickets.

BICYCLES

All residences have nearby bike racks and some offer covered bicycle storage. Please be aware that bike thefts sometimes happen! Always lock your bike with a high-quality U-lock and register it with Campus Community Police Service. You may not put bike hooks in the walls or ceiling of your room to store your bicycle and you will be billed for any damage to the room or furniture resulting from storing your bicycle. Do not secure your bicycle to railings, pipes, or other fixtures in common areas of the residence. Your bicycle will be removed if it’s stored in an unauthorized area.

PUBLIC TRANSPORTATION

London Transit Commission (LTC) bus passes are provided to full-time undergraduate students through the University Students’ Council. Visit the Western Connections booth in the University Community Centre for more information.

LAUNDRY FACILITIES

Card-activated laundry facilities are available throughout the residence system. To add to your laundry account, please see the card reload centre list posted in your laundry room. Irons and ironing boards are also available for your use. Unauthorized use of another person’s laundry card constitutes theft and will result in disciplinary sanctions.

LOST AND FOUND

The Campus Community Police office maintains storage of lost and found items, located in Room 57, Lawson Hall. Residence front desks also store lost and found items for a short period of time.
COMMERCIAL TRANSACTIONS

Commercial business or soliciting not authorized by the Division of Housing and Ancillary Services or by Western University is not permitted in residence. Please notify the front desk if you notice any commercial activity taking place in your residence.

POSTING NOTICES IN RESIDENCE

All posters must receive approval from the Residence Manager at the residence front desk in which they are to be displayed prior to their display. This includes all Residents’ Council publications. Approval by the University Students’ Council Poster Patrol does not apply to residence postings.

NOTICE TO VACATE

The University reserves the right to refuse residents admission or readmission to University housing or to cancel the contract during the academic year for the student’s failure to meet University requirements, policies, or regulations, or in the event of criminal conviction by civil authorities. In such cases, you will be held financially responsible for your full residence fees. Further, the Division reserves the right to collect payment for any remaining residence room and meal plan overhead charges.

STATE OF EMERGENCY

A state of emergency or other unforeseen developments (e.g., severe weather conditions, fire, flood, labour disruption, outbreak of illness) may make normal residence operations difficult or impossible to sustain. Utilities may not be available, and food services may be limited. The Division of Housing and Ancillary Services reserves the right to require you to vacate your room if any such situation occurs. Should this happen, all residences (or sections thereof) will remain closed until further notice. No access is permitted when residences are closed. In the event accommodations assigned to the student are destroyed or otherwise made unavailable and the University does not furnish other accommodations, the contract will terminate; all rights and liabilities of the parties will end.

RESIDENCE TOURS

Elgin and Medway-Sydenham will be hosting tours for incoming residence students. Consider applying for part-time employment as a residence tour guide if you are a resident of either building. Tours are an important way for potential students and their parents to get a feel for the residence life experience. You can be a part of one of Western’s most important recruitment initiatives! Visit residenceatwestern.ca/tours.cfm for more information.

YOUR PRIVACY

Your privacy is important to Western and we protect you in the following ways: we’re unable to release any information about your whereabouts should we receive inquiries, by phone or in person, at our residence front desks. We are unable to provide your room number, intercom extension, or verify whether or not you live in the building.

Visit residenceatwestern.ca/housing_privacy.cfm for more information about the use and protection of your personal information for residence purposes.
Western’s Orientation program is designed to smooth the transition to university and residence life and to welcome you to the Western Community.

Orientation Week is planned and overseen by Western’s administration, University Students’ Council, faculty, staff, students, and volunteers. Events range from campus-wide concerts, faculty-specific orientation, to residence socials. These activities are designed to help you meet people, adjust to life at Western, and integrate you into the Western community.

Please be aware that your name, room number and faculty will be used to assign you to groups for orientation activities and to invite you to programs and events related to your academic program throughout the year. You may choose to opt out of the contact list at any time. For detailed information on Orientation Week activities, please visit www.usc.uwo.ca

**ORIENTATION WEEK ALCOHOL POLICY**

Do not bring alcohol into residence. Western’s Orientation Week has been dry for several years: alcohol is not permitted nor made available during Orientation events or in residence. Alcohol is banned from the first move-in day until September 8, 2014 regardless of your age. We have the right to inform your parents, send you home, and/or suspend you from residence for the remainder of Orientation Week should you come to our attention during Orientation Week for alcohol-related behaviour. Alcohol-related infractions will elicit severe sanctions during Orientation Week.

**GOALS OF ORIENTATION WEEK**

- Welcome students to Western.
- Facilitate student’s transitions to a new social, learning, and cultural environment within Western University and the London community.
- Use a mixture of different events, including peer support from Residence Staff and Sophs, small group activities, faculty involvement, and larger organized events.
- Provide a variety of effective and enjoyable events that recognize the changing demographics of our incoming students.
- Enhance academics by recognizing learning opportunities both in and outside of the classroom that contribute to personal growth and advancement in learning environments.
All activities are voluntary; you should feel free to come and go as you wish and to decide which events you want to attend.

- All first-year students are treated as equal to other students – hazing activities are not a part of the orientation experience and are strictly prohibited.

- All differences in gender identity, race, ethnic origin, sexual orientation, religion, and abilities are to be celebrated and treated with respect.

- There are no planned orientation activities after 1 a.m. or before 8 a.m. on any day to ensure adequate sleep.

- For your own safety, make sure you lock your doors and windows at night or whenever you leave your room.

- The rights and property of residents in the community around Western are to be respected.

- Disturbances, pranks and lewd or obscene behaviour are not acceptable.

- Local noise bylaws prohibit noise 24 hours a day.

- If, in the course of Orientation Week, you feel that any of the principles of orientation are not being met, please talk to your Residence Staff member or your Residence Manager.

There is a no-guest policy in effect during Orientation Week, the weekend of September 11 – 14 and Homecoming, to assist with the settling-in period. Please see page 47 for guest policies in full.
The primary purpose of our residence behavioural management process is to:

- Educate students with regard to their actions and responsibilities
- Protect the residence community from conduct violations
- Maintain an environment that supports learning
- Repair any harm that is done to the community

Consistent with that purpose, efforts are made to foster the personal and social development of those students who are held accountable for violations of the Residence Understandings. The behavioural management system is designed to promote self-discipline and increase your capacity to respect the rights of others.

Whenever possible, we emphasize appropriate conflict resolution methods and educational opportunities before punitive measures are considered.

We investigate behaviour that is not consistent with the Residence Understandings. We may use other sources of information (e.g., meal plan or lock/key logs, guest records, online forums, surveillance tapes, etc.) to assist in our investigation. We review these findings, the incident report, interview witnesses, and then meet with you to talk about what happened. Outcomes are based on a balance of probabilities given the information we are provided. An honest understanding of the facts and surrounding circumstances is the best guarantee of a good outcome. Please be aware that behaviour consistent with the Residence Understandings is expected at University-sanctioned events, including formals, etc. outside of residence.

**TELL THE TRUTH AND TAKE RESPONSIBILITY**

It is important to be upfront about what you know or what you’ve done. Falsifying the story or suppressing facts works against you. You are obliged to report violations of the residence contract and to cooperate with the investigation of incidents. Dishonesty, collusion or deliberate attempts to cover up the facts may result in disciplinary sanctions. It is our practice to maintain the confidentiality of comments and observations provided to us during any phase of an investigation, including interviews.

Disciplinary matters will be evaluated and the decision will be conveyed to you within a reasonable time.

Each case is reviewed on an individual basis, taking the seriousness of the incident and its impact on the residence community into consideration when determining the appropriate sanction(s). We are determined to ensure the thoroughness of our investigations. If we are unable to contact a student through a Western-provided e-mail address or room phone extension, all efforts will be made to contact those involved, including placing a hold on meal plans.

Violations of the Residence Understandings during examination periods may warrant a more severe disciplinary response.

**BEHAVIOUR MANAGEMENT LADDER**

<table>
<thead>
<tr>
<th>Behaviour Stream</th>
<th>Discretionary Sanctions</th>
<th>Alcohol Stream</th>
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<tbody>
<tr>
<td>Termination</td>
<td>Suspension</td>
<td>Alcohol Behaviour Contract</td>
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<td>Probation</td>
<td>Educational Sanction</td>
<td>Alcohol Notice Letter</td>
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<td>On Notice</td>
<td>Loss of Privileges</td>
<td>Alcohol Concern Letter</td>
</tr>
<tr>
<td>Letter Of Warning</td>
<td></td>
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</tr>
</tbody>
</table>

**CONDUCT**

While in or about the residence, you will contribute to maintaining an atmosphere conducive to community, study and sleep. Consideration for other residents will be shown at all times, or you will face disciplinary sanctions.
**DISCIPLINARY CONSEQUENCES**

If your status reaches “On Probation” or “Termination,” you will be denied the opportunity to become a student leader in residence or to run for elected office within the residence system (e.g., Residence Staff, Soph, Council member). Eligibility to live in any on-campus housing operated by the Division of Housing and Ancillary Services will be suspended for the following specified terms:

- **On Probation** – two academic years
- **Termination** – five academic years

Termination of Contract may be automatically supplemented by a one-year Notice of Trespass, prohibiting access to all residences. Your parents will be notified of contract termination if you are under the age of majority (currently, 18 years of age). You should be aware that, in addition to residence sanctions, you may also be subject to disciplinary sanctions based on the University’s Code of Student Conduct. It is expected that you will make yourself familiar with the code, knowing that there will be consequences for any violations. The code can be found at [www.uwo.ca/univsec/pdf/board/code.pdf](http://www.uwo.ca/univsec/pdf/board/code.pdf). In the most severe cases, Housing may refer to Campus Community Police Service and/or the Associate Vice Provost (Academic Programs and Students) for disciplinary consultation.

The residences are not a sanctuary separate and apart from the laws of our country or from community standards. Norms that apply in the community at large also apply in the residence community.

Housing may share information about serious incidents, intimidating behaviour or drug-related activity with Campus Community Police. If you commit a crime in residence, the Division of Housing and Ancillary Services will notify Campus Community Police and/or the London Police Service. The Division of Housing and Ancillary Services will impose disciplinary sanctions independent of proposed criminal charges.

We also reserve the right to notify your parents about unlawful activity or any behaviour that threatens the safety or well-being of any resident or yourself.

**MANDATORY ROOM REASSIGNMENT**

In the best interests of the community, the University reserves the right to relocate residents to another room or building within the residence system as a response to violations of the Residence Understandings. Residents are responsible for any additional fee increase resulting from a room or building change and are responsible for transporting all of their belongings to their new room or building.

**SUSPENSIONS**

In certain circumstances, the University may impose a residence suspension, in which you are temporarily banned from the residences for a defined period of time, after which you may be eligible to return. Conditions for readmission may be specified. You will be denied access to any of the residences and their grounds during the suspension. If you violate the suspension, you will be charged under the Trespass to Property Act. All regular residence fees and charges will apply throughout the suspension period.

A suspension may be imposed for one or more of the following reasons:

1. To ensure the safety and well-being of members of the University community or the preservation of University property
2. If you have violated a behavioural contract
3. If you pose a definite threat of disruption of or interference with the normal operations of the University
4. If we believe you were involved in a serious incident and the investigation is currently ongoing.

**TERMINATIONS**

Persistent disregard for Residence Understandings, a repetitive course of improper conduct, or failure to honour prior conditions may trigger incremental discipline, including termination of your residence contract.

If your residence contract is terminated, you will be held financially responsible for your full residence fees and the Division reserves the right to collect such payment for any outstanding residence room and meal plan overhead charges. The Division of Housing and Ancillary Services reserves the right to terminate a residence contract for a single violation which, in the view of the Division, represents a significant departure from the behaviour expected of residents or which endangers the safety or well-being of the community (e.g., physical and/or sexual aggression, display of a weapon, theft, misuse of fire-safety equipment, use/possession/trafficking of illegal drugs). Such violations will result in the forfeiture of your residence fees.
BEHAVIOUR AND MENTAL HEALTH

The impact of behavioural and mental health issues on a student can be very challenging both socially and academically and the implications can be far-reaching within a residence community.

Western offers a number of services in support of student well-being and the residence life team works in close collaboration with these services to facilitate a healthy and successful residence experience. In instances where it appears that mental health issues might jeopardize the safety or well-being of a student, the residences or the campus community, you may be required to be assessed by a University physician and/or a University counsellor in order to determine if you are able to live safely and independently in an unsupervised environment.

In situations where these issues exceed our capacity to support an individual student, you may be required to take a “leave” from residence until your health is restored. You may be asked to find alternate accommodations off campus that best suit your needs, or Housing may be required to hire a professional personal support worker (at your expense) to provide increased supervision and support. Where your behaviour and/or health issues are of serious concern or have exceeded our capacity to support you, the Division of Housing and Ancillary Services reserves the right to notify your parent or guardian, and to review your suitability for residence occupancy in future academic years.

Please be sure to access Mental Health @ Western http://www.health.uwo.ca/mental_health/ – a web page that brings together all of Western’s mental health resources to one location. This site provides information to students and parents with links to our campus and London community resources. The Residence Counsellor provides professional, confidential counselling services, free of charge, to residence students dealing with a wide variety of issues. Refer to page 10 for more information.

ALCOHOL AND OTHER HARMFUL SUBSTANCES

Despite ongoing efforts in residence and the community to educate young adults about alcohol and other harmful substances, and the kinds of difficulties that can arise from their abuse, alcohol and drugs continue to figure prominently in a broad range of residence life problems. Consumption of alcohol will not be an excuse for inappropriate behaviour or activity.

When it is clear that a violation of the Residence Understandings has resulted from the excessive use of alcohol, you may be placed on an alcohol behavioural contract. As a condition of this contract you will refrain from all consumption of alcohol, from attending functions at which alcohol may be served (including formals), or from returning to residence intoxicated or apparently intoxicated. We reserve the right to notify your parents if your underage drinking results in disciplinary sanctions.

Violations of Ontario’s Liquor Licence Act and/or inappropriate behaviour resulting from alcohol use can trigger contact with your parents and/or severe disciplinary measures (including termination of your residence contract). As a student of Western University, you are also subject to the conditions of the Campus Alcohol Policy. We encourage you to familiarize yourself with the policy at www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf

Underage drinking is a violation of the Liquor Licence Act. If you are underage and consume alcoholic beverages, you will be subject to disciplinary sanctions, including an alcohol behavioural contract. Likewise, if you supply or assist in the purchase of alcohol for an underage student, you will be subject to severe disciplinary sanctions.

The consumption of alcohol is restricted to your room, provided you are of age. No open alcohol (i.e., if seal is broken) is permitted in hallways, stairwells, lounges and other common areas. Floor crawls and any organized drinking games or activities, such as, but not limited to, “funneling,” are strictly prohibited. Anything used for these activities, such as a funnel or hose, may be confiscated by the Campus Community Police, and an accompanying sanction will be imposed.

In order to ensure the safety of our residents, beer of any kind may only be brought into residence in single-serving aluminum cans, and consumed by those who are of legal drinking age. You will be fined $30 if found in possession of beer bottles. Kegs, 3.8 litre liquor bottles (i.e., “Texas Mics”), mini-kegs, cylinders, “bubbas,” and other large-volume containers (e.g., larger than 40 oz./1183 mL for spirits or wine, or containers of 5L or more) are not permitted in residence, and you will be required to remove them if found. The making of beer, wine or any other alcoholic beverage by any means in residence is prohibited.
SMOKING

Each residence is non-smoking. The use of smoking materials in ALL areas of the residences, including bedrooms and stairwells, is strictly prohibited. Contraventions also include any signs of smoking in a residence, including, but not limited to, ashes, smell of smoke, and/or cigarette butts. You are required to use designated exterior areas or smoking shelters, which are located near many of the residences. Please note that smoking is not permitted around the front steps and front entrances of any of the residences. E-cigarettes are not to be smoked in residence. Disciplinary sanctions and fines will be levied to you for contraventions of this policy.

SUBSTANCE ABUSE AND ILLEGAL DRUGS

Excessive use of or reliance on over-the-counter substances or prescription drugs can create difficult social and behavioural problems that compromise residence life. Circumstances that bring addiction, dependency, recreation or other inappropriate use of substances to the attention of staff will prompt investigation and/or disciplinary sanctions. While on residence property, the use or possession of illegal drugs, salvia, or prescription drugs not in possession of the prescribed user is a violation of the residence contract. Evidence of drug traces or drug paraphernalia, including hookahs, bongs and vapourizers (as they are commonly associated with illegal drug use) or the smell of prohibited substances (e.g., marijuana) on residence property, outside of residence windows, in residence rooms or in common areas will be assumed to be conclusive of use or possession. Delayed response in opening your door and/or attempts to remove or mask the smell will raise further suspicion of involvement in drug activity. Western does not tolerate drug-related activity. Severe disciplinary sanctions will be imposed, and will include termination of your residence contract, as well as the involvement of Campus Community Police, who will seize any drugs or drug paraphernalia. The inability to exercise care for one’s own safety or the safety of others due in whole or in part to being under the influence of a controlled substance is considered a violation of the Residence Understandings. The violation of any other policy while under the influence of a controlled substance is considered an additional violation.

DANGEROUS BEHAVIOUR

For your safety, every residence building has areas where access is restricted. Restricted areas include, but are not limited to, mechanical and electrical rooms, balconies, rooftops, kitchens, and maintenance rooms.

Under no circumstances should you (or any guest) throw or allow any object(s) to drop from a window. Should this happen, disciplinary sanctions will be imposed. Furthermore, tampering with a window screen creates a safety hazard and will result in a $50 fine, plus any associated damage costs. The University reserves the right to confiscate any item(s) that are deemed unsafe.

EDUCATIONAL OR DISCRETIONARY SANCTIONS

Other educational sanctions or learning opportunities may form part of a disciplinary sanction. These conditions may include work assignments, service to the University, or other related assignments including, but not limited to, an apology, educational seminars addressing drug and alcohol use/abuse, restriction of privileges, research and a written assignment, counselling or anger management therapy, awareness programs for harassment or equity-related issues, evaluation for alcohol/drug abuse, psychiatric evaluation, or any other sanction deemed appropriate. A behavioural contract may be imposed to ensure your safety and well-being or that of other residents, or the preservation of University property.

APPEALS

APPEALS PROCESS
If you believe that you have grounds to appeal your disciplinary sanction, please contact your Residence Manager for appeal information within 24 hours of receipt of your disciplinary outcome.
PRANKS AND BOISTEROUS BEHAVIOUR

Boisterous behaviour and/or horseplay are not acceptable in residence. The playing of sports or games including, but not limited to, playing pranks, basketball, soccer, bicycle riding, frisbee playing or throwing, roller-blading, skateboarding, football throwing, riding a scooter, running, playing floor hockey and engaging in squirt gun/water fights/slip and slides, is not permitted in the hallways, lobbies, common areas or suites/bedrooms, or anywhere inside the residences.

OBJECTIONABLE AND OBSCENE MATERIAL/BEHAVIOUR

Behaviour that erodes the spirit of diversity within the residence community will not be tolerated. Such behaviour includes communication of objectionable material to others. Objectionable material can include racist, homophobic or sexist jokes, hate literature, pornographic materials, or any other materials that may be offensive to others or that reflect negatively upon the reputation of Western, its employees or residences. This policy includes verbal communication or the posting or publishing of material, written or electronic, within the residence, including in your residence room. No objectionable or obscene material can be in view of others. The file-sharing functions of your computer are considered to be in the public domain, therefore you will not use your network connection in residence for file sharing of objectionable materials. Please note that in accordance with those sections of the Criminal Code of Canada (e.g., section 163), the possession, creation, distribution and publication of obscene material and/or child pornography is a criminal offense.

Offenses involving objectionable or obscene material may result in disciplinary sanctions, including the termination of your residence contract, Code of Student Conduct sanctions, as well as the notification and intervention by the appropriate legal authorities.

SOCIAL MEDIA

Social media are public spaces for sharing personal information, opinions, photos and video clips. Please be sure to activate your privacy settings on your personal online space (i.e., your Facebook page or Twitter account). We investigate concerns if they come to our attention and may review material contained in an online space. You may be held responsible for any hurtful words, statements or multi-media posted on an online forum that compromises the safety or integrity of the campus/residence community or one of its members. You will also be held responsible if using social media to promote parties in residence, including any building damages that Housing deems to coincide with such events and for the behaviour of guests in attendance.

WEAPONS AND EXPLOSIVES

For your protection, pellet guns, paintball guns, firecrackers, knives, firearms, capguns, dangerous weapons or any objects considered dangerous to the health and/or well-being of fellow residents are not allowed in residence or anywhere on residence property. Disciplinary sanctions may include appropriation of the item(s), intervention by the appropriate legal authorities, and/or termination of your residence contract, depending on the severity of the incident(s).

GAMBLING

Gambling and games of chance are prohibited in residence.
The chart below is a guideline of inappropriate behaviour and possible sanctions. The list of examples given here is only a guideline. This list is not extensive and some exceptions may occur.

Each incident is evaluated individually and may result in a sanction that falls outside of the normal range listed here. The normal range of sanctions reflects the consequences of a first-time offense. Repeated behaviour or further breaches of the Residence Understandings will result in escalated disciplinary sanctions.

Other educational or discretionary conditions may form part of a disciplinary sanction or behavioural contract. See page 36 for more information.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Description</th>
<th>Range of Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Items</td>
<td>Possession of restricted items including: appliances, beer bottles, funnels, hookahs, pipes, vapourizers, lounge furniture, pets, etc. (see page 13)</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Removal of Residence Property</td>
<td>Removing closet doors and/or relocating furniture from lounges, dining areas, or other common living areas is not permitted.</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Pets</td>
<td>Students are not permitted to have any pets in residence.</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Noise</td>
<td>Unacceptable and excessive noise is not permitted in residence. Residents are expected to abide by the rules regarding acceptable noise levels.</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Removal of Window Screen and/or Window Security Bars</td>
<td>Students may not remove screens or bars from any residence window.</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Smoking</td>
<td>All residences are non-smoking. Smoking is permitted only in designated areas.</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Candles and Incense</td>
<td>Open flames are not permitted in residence, including attended lit candles or incense. Students who require the use of candles for religious purposes should contact their Residence Life Coordinator.</td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Fire</td>
<td>Unattended cooking that leads to the creation of a fire hazard.</td>
<td>On Notice</td>
</tr>
<tr>
<td>Lending Keys</td>
<td>Residents must abide by all relevant building guest policies. Hosts are directly responsible for their guest’s behaviour while in residence and must accompany them at all times whether signed in or not.</td>
<td>On Notice or On Probation</td>
</tr>
<tr>
<td>Guests</td>
<td></td>
<td>Letter of Warning or On Notice</td>
</tr>
<tr>
<td>Alcohol Use in Residence or on Residence Property</td>
<td>Alcohol may only be consumed by students of legal drinking age within student rooms. Alcohol consumption is prohibited in residence hallways, outside on residence property, lounges, front desk areas, lobbies, foyers, elevators, stairwells, washrooms, or any other common area. Beer bottles are not permitted. Underage drinking may result in disciplinary action.</td>
<td>Letter of Warning or On Notice or Alcohol Sanction Applicable Fine</td>
</tr>
<tr>
<td>Hall Sports/Horseplay</td>
<td>Students are not permitted to participate in potentially destructive activities that may cause personal injury and/or property damage.</td>
<td>Letter of Warning or On Notice or Alcohol Sanction Applicable Fine</td>
</tr>
<tr>
<td>Alcohol Use in Residence</td>
<td>Suppling or assisting in the purchase of alcohol for an underage student or behaviours resulting from the excessive consumption of alcohol will result in disciplinary action, as will possession of a funnel or other drinking paraphernalia.</td>
<td>On Notice or On Probation and Alcohol Sanction</td>
</tr>
<tr>
<td>Throwing Material</td>
<td>Throwing, dropping, or ejecting material from residence buildings, windows, balconies, rooftops, or stairwells is prohibited. Throwing material at residence is also prohibited.</td>
<td>On Notice or On Probation and Alcohol Sanction</td>
</tr>
<tr>
<td>Pranks</td>
<td>Initiating, encouraging, supporting, or participating in pranks that are disruptive, offensive, or bothersome to residents and/or staff is prohibited.</td>
<td>On Notice or On Probation and Alcohol Sanction</td>
</tr>
<tr>
<td>Inappropriate and/or Illegal Entry, Misrepresentation of Self</td>
<td>Misrepresenting oneself, entering another student’s room/suite through a door or window, disturbing or using another resident’s property without the permission of the resident is not permitted. Students must have written permission to enter another’s room when that resident is not present and do so only with authorized use of the prescribed key. Inappropriately allowing others access into the building through windows or emergency exits is prohibited.</td>
<td>On Notice or On Probation and Alcohol Sanction</td>
</tr>
<tr>
<td>Violation</td>
<td>Description</td>
<td>Range of Sanctions</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Disrespectful Behaviour &amp; Treatment of Others</td>
<td>Actions that interfere with the rights of others to the peaceful use and enjoyment of their space in residence.</td>
<td>Letter of Warning</td>
</tr>
<tr>
<td></td>
<td>Disrespectful treatment of fellow residents or staff, such as using inappropriate language or displaying intimidating behaviour.</td>
<td>Letter of Warning Notice</td>
</tr>
<tr>
<td></td>
<td>Actions that create a significant nuisance and/or disturbance to an individual or community.</td>
<td>On Notice On Probation Applicable Fine</td>
</tr>
<tr>
<td></td>
<td>Actions that compromise or endanger the safety and security of themselves or others, personal or University property, attack the dignity/integrity of an individual, and/or contravene the laws of the land.</td>
<td>On Probation Termination Damages Restitution</td>
</tr>
<tr>
<td></td>
<td>Verbal or written abuse, bullying, threats, assaults, intimidation, violence, or other forms of harassment against any member of the residence community.</td>
<td>On Probation Termination</td>
</tr>
<tr>
<td>Explicit/Hurtful/Objectionable/Pornographic Material</td>
<td>The display, posting or publishing of any hurtful, objectionable or pornographic material, written or electronic, including via RezNet networking sites, within the residence, in the hallways, common rooms, lobbies, stairwells, bathrooms, exterior room doors, or any interior area of a room that can be seen from an open door is prohibited.</td>
<td>On Notice On Probation Loss of RezNet Privileges</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Any vandalism directed toward another individual or group of individuals may also constitute harassment.</td>
<td>On Notice On Probation Damages Restitution</td>
</tr>
<tr>
<td>Gambling</td>
<td>Participating in and/or running an illegal gaming or gambling operation is prohibited.</td>
<td>On Probation</td>
</tr>
<tr>
<td>Mass Consumption of Alcohol</td>
<td>Possession and/or consumption of “common source” alcohol (e.g., kegs, mini-kegs, Texas mickeys, and other large containers of alcohol, etc.) and/or participating in “drinking games” (e.g., century club, funneling, beer pong, etc.) within residence is prohibited.</td>
<td>On Probation and Alcohol Sanction or Termination</td>
</tr>
<tr>
<td>Hosting Parties</td>
<td>Residents are not permitted to host or promote parties, including advertising on social networking sites. Residents will be held liable for any building damages that coincide with such parties.</td>
<td>On Probation Damages Restitution Termination</td>
</tr>
<tr>
<td>Harmful Behaviour</td>
<td>Behaviour that is harmful to yourself or others may trigger disciplinary sanctions in addition to the recommendation of support services.</td>
<td>On Probation Behavioural Contract Termination</td>
</tr>
<tr>
<td>Harmful Behaviour - Alcohol or Substance Abuse</td>
<td>Repeated occurrences or serious incidents involving alcohol or substance abuse may trigger disciplinary sanctions in addition to the recommendation of support services.</td>
<td>On Probation and Alcohol Sanction or Termination</td>
</tr>
<tr>
<td>Restricted Areas</td>
<td>Students are prohibited from being in any restricted areas, including but not limited to, rooftops, mechanical and electrical rooms, kitchens and maintenance rooms.</td>
<td>On Probation Termination</td>
</tr>
<tr>
<td>Explosives</td>
<td>Explosive or flammable material including but not limited to, firecrackers, barbecue propane, dynamite or gasoline is not permitted in residence buildings.</td>
<td>On Probation Termination</td>
</tr>
<tr>
<td>Weapons</td>
<td>Firearms, pellet guns, paintball guns and any other weapons or items (real or imitation) that are created/ intended to cause harm, or could be seen as intimidating, are prohibited.</td>
<td>On Probation Termination</td>
</tr>
<tr>
<td>Theft/Fraud</td>
<td>Theft of University or personal property will not be tolerated. This includes the fraudulent use of another student’s Western ONECard, laundry card, or theft from the dining hall or theft of any personal belonging.</td>
<td>On Probation Termination Damages Restitution</td>
</tr>
<tr>
<td>Illegal/Recreational Drug Use</td>
<td>Evidence of drug traces or drug paraphernalia (including hookahs, bongs, vapourizers, baggies, grinders, or scales) will result in disciplinary sanctions. Evidence of residents being involved with trafficking, possessing, cultivating, using and/or consuming any illegal drug substance; salvia, or any prescription drug not prescribed to the user in residence or anywhere on residence property, or suspicion of such behaviours, will result in severe disciplinary sanctions.</td>
<td>On Probation Termination Applicable Fine</td>
</tr>
<tr>
<td>Drug Trafficking</td>
<td>Drug trafficking includes: selling, administering, giving, transporting, sending, or delivering any illegal drug substance or any prescription drug not prescribed to the user, or offering to do any of the above. Supplying drugs to others in residence, regardless of whether they are your friends, is considered drug trafficking and will result in the termination of your residence contract.</td>
<td>On Probation Termination</td>
</tr>
<tr>
<td>Fire Equipment</td>
<td>Wilful or accidental discharging, tampering with or operation of any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited.</td>
<td>On Probation Termination</td>
</tr>
</tbody>
</table>
RESPECTFUL TREATMENT OF OTHERS

We will not tolerate verbal, written or online abuse, threats, intimidation, violence, or other forms of harassment against any member of our community for any reason including, but not limited to, culture, race, religion, or sexual orientation. Incidents of harassment should be reported to Residence Staff and to the Campus Community Police.

- If you make sexist, racist or homophobic comments or jokes, you will be subject to disciplinary sanctions.
- If you engage in harassment, threaten or physically assault another resident, your residence contract may be terminated.
- The University will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason or rationale for such behaviour.
- The University has a responsibility to protect Residence Staff, both on evening duty and off. Behaviour that is disrespectful to Residence Staff, including intimidation, threatening, directed expletives, bullying and other forms of harassment will not be tolerated and will result in disciplinary sanctions, including termination of your residence contract.

Members of the residence, kitchen, caretaking, maintenance and front desk staff are to be treated with courtesy at all times. Failure to do so, such as by using abusive, profane or threatening language, will bring about disciplinary action, including termination of your residence contract.

Even though you may not be here when incidents occur, you are accountable for what takes place in your room, and financially responsible for any damage or loss occurring in your room. You should keep your windows and door locked at all times.
WHAT IS DISCRIMINATION?

Discrimination is treating someone unfairly based on what the Ontario Human Rights Code defines as ‘prohibited grounds.’ These include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity/expression, age, record of offences, marital status, family status or disability.

WHAT ARE HARASSMENT AND CRIMINAL HARASSMENT?

Harassment is typically repeated, unwanted comment or conduct by a person (or persons) against another. A single, egregious incident may also qualify as harassment. Harassment can be related to a prohibited ground and/or can be behaviours that make an environment feel intimidating, demeaning or hostile (e.g., bullying). Criminal harassment includes unwanted behaviours that would make a reasonable person feel threatened or afraid, such as watching or following someone; repeated phone calls, emails or internet posts; or threatening harm to a person or their friends and family. If harassment is physical in nature, it could be assault.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment includes comment or conduct based on sex, gender identity/expression, or sexual orientation. It can include insulting comments, sexual jokes, posting pornography, spreading sexual gossip, commenting on physical appearance or sex-role stereotype, offering or demanding sex in exchange for a required service or a favour, or unwanted physical touching.

WHAT IS CONSENT?

Consent is when people voluntarily agree to engage in a sexual activity. Consent cannot be assumed, but must be given freely. Asking for consent, and then respecting the response you receive, ensures that everyone involved feels safe and wants to proceed.

Consent is not:

- given by someone else
- obtained through pressure, abuse of power, trust, authority
- obtained through coercion, force or threat of force
- obtained if the person is unconscious, stoned, sleeping, intoxicated, or simply after a couple of drinks: a drunk yes means no!
- obtained if the person does not say yes, says no, or through words or behaviour implies no
- obtained when the person changes their mind: consent can be revoked at any time

If you do not gain consent before engaging in a sexual activity or moving from one sexual activity to another, you may be committing sexual assault.

BE AN UPSTANDER.

Upstander behaviour means taking action when you see another person in harm’s way. If you witness harassment, sexual harassment or assault (or the potential for), intervene indirectly by calling Equity & Human Rights Services, Campus Police or a Residence Staff member, or if it is safe to do so, intervene directly by warning or removing the recipient from the situation, or saying something to the perpetrator. At Western and in residence, we take care of each other. If you or someone you know has experienced any of the behaviour listed above, talk to a Residence Staff member or your Residence Manager, or access the supports on page 4 or 10 – 11.
COMMUNITY STANDARDS MEETINGS

We’ve found that there are less problems and more open communication within a floor community when the residents on that floor are able to provide input on what they expect to achieve from their residence life experience. As a result, Residence Staff and Sophs facilitate “community standards” meetings, where you help design a standard for your floor and discuss how you can work together as a community if any problems in residence arise, such as excessive noise or untidy common areas.

PRIVACY AND PROPERTY

You must show respect for the property and well-being of fellow residents and their right to quiet enjoyment of private and public spaces. Intrusive behaviour – failure to knock and wait for an invitation to enter, electronic eavesdropping or surveillance, or uncomfortable encroachment on personal space – can have a troubling impact on an individual’s sense of security and daily comfort, and is likely to result in disciplinary sanctions. Recording individuals in any format without their knowledge, even within your private personal space, is not acceptable behaviour and disciplinary sanctions may follow.

Building security is equally important. During the December holiday period, buildings are secured and residents are not permitted access. There is an evening sign-in system for guests on weekends. In addition, please be mindful of whom you are allowing to enter the building and do not let in people whom you do not know.

In order to promote building safety, video monitoring cameras may be located throughout a residence’s common areas, and are used in accordance with Western’s video monitoring procedures. The location of these cameras is reviewed on a regular basis.

UNTIDINESS AND DAMAGES IN RESIDENCE

You and other residents are expected to have individual and collective concern for the protection and preservation of the residence and its grounds. Responsibility for loss or damage is based on the understanding that the individual(s) responsible for the damage, when known, will assume complete responsibility. Failure to make payment in full or arrange a deferment by the due date on the residence damage invoice may result in a further assessment of academic penalties, along with the applicable financial penalties. This condition will prevent further registration and will not allow you to obtain a grade report, an Intent to Register form, a transcript, or degree/diploma until the account is paid in full.

If you cause damage to residence property in conjunction with others and Housing is unable to determine who is specifically responsible for each damage, all individuals will be held equally responsible for the total cost of the damage.
DAMAGE CHARGES

We care about our facilities and the way bedrooms and common areas look. Rowdiness, hall sports and deliberate vandalism can cause damage that detracts from the safety and appearance of our residences. We actively investigate damage to University property and repair fixtures and facilities at the earliest possible date.

Please note that you will be liable financially for any damages caused by or incurred from your negligence (or those of your guests) whether done maliciously or not.

Disciplinary sanctions may be applied, in addition to repair costs. (You are not permitted to undertake do-it-yourself repairs because of the many regulation and building-code requirements imposed on the University.) Costs and consequences will apply to intentional and accidental damage (e.g., if you engage in horseplay and damage occurs as a result of your behaviour). When damage occurs in your room and the person(s) responsible cannot be found, you, as the resident responsible for that area, whether present or absent when the damage occurred, will be held responsible.

All residents on your floor will share the costs of repairs if a common area of your floor is damaged and the person(s) responsible cannot be identified. Every area of your residence has been designated as a public, private, or semi-private space and damage charges are billed accordingly. You will be billed if you organize or plan an event and common areas are damaged as a result. Residence Staff members will direct you to the front desk to pay for your portion of shared residence damages when you check out of residence at the end of the school year. Uncollected damages will be deducted from Residents’ Council funds, which limits the scale, scope, and number of programs offered by your Residents’ Council. Paying for your portion of common damages will benefit everyone in the building.

WHAT IF SOMETHING IN MY ROOM IS DAMAGED BEFORE I MOVE IN?

Before you move into your room, the University prepares a Room Inventory Condition Checklist (RICC) indicating the number and condition of furnishings and the condition of the premises. You complete this online checklist when you move in. The RICC is completed again before you vacate the room. You are responsible financially for any damages that occur during your occupancy. The University may ask you to complete an interim checklist if it has reason to believe substantial damage has occurred. (For more information on checking out and the inventory checklist, please see page 46.)

DAMAGES DURING THE ACADEMIC YEAR

Report any damage to your room or its furnishings to your residence front desk immediately. When your damage report is received, an assessment of damages and repair costs is made. If you are responsible for damaging University property, you will be billed for appropriate charges and may be subject to disciplinary action. To initiate an appeal proceeding, please visit our website at www.residenceatwestern.ca

SAMPLE COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling tile</td>
<td>$30.75</td>
</tr>
<tr>
<td>Replacing window</td>
<td>$181.40</td>
</tr>
<tr>
<td>Drywall repair</td>
<td>$44.78</td>
</tr>
<tr>
<td>Extra Cleaning Required</td>
<td>$32.75</td>
</tr>
</tbody>
</table>

*All material and labour costs are subject to change

REPAIRS

Western’s Facilities Management has a maintenance staff of electricians, carpenters, trades workers, plumbers and painters, who work to maintain a safe living environment for students. If you have a room maintenance request, including concerns with extreme heat or cold, please contact your Front Desk Clerk. He/she will direct your request to the appropriate maintenance personnel. We will do our best to try to contact you to arrange a suitable time to complete any necessary repairs. Occasionally, it may be necessary for maintenance personnel to enter your room to do the work, whether you are present or not.

For health, sanitary or safety reasons, the University reserves the right to permanently reassign you to more suitable accommodation if the University believes the situation cannot be rectified or if repairs are extensive or unable to be completed in a timely manner.
UNIVERSITY RIGHT OF ENTRY

Students residing in residence agree to the maintenance and support of a safe and healthy living environment. The University reserves the right for authorized representatives of the University, at any time, to enter and inspect an accommodation:

- to plan or perform maintenance,
- when there is probable cause to believe a violation of the Residence Understandings may have or is taking place in the room/suite, or
- when a clear and present danger requires such entry.

Maintenance and caretaking staff members enter rooms on a regular basis to provide cleaning service. This service is required to ensure cleaning standards are maintained. Our caretaking staff and trades personnel support the following room entry procedure and are supplied with identification badges, which are visible at all times.

The protocol for any authorized representatives of the University entering residence rooms is as follows:
1. Knock on the door, wait.
2. Knock on the door, wait.
3. Knock on the door while entering the unit.
4. Announce who they are as they enter the unit.
5. Lock the door when leaving (even if the door was unlocked).

USE OF EVIDENCE

If during the entrance or inspection of a residence room or suite, evidence of a violation of the Residence Understandings is found, the University may refer the resident(s) for disciplinary action. The University may use evidence obtained during the entrance and/or inspection for residence disciplinary proceedings. In addition, if otherwise permitted by law, evidence so obtained may be used in criminal proceedings.

ROOM INSPECTIONS

For purposes of safety, security and maintenance all rooms are checked immediately after the residences close for winter break, and again at the end of the academic year. These inspections do not involve intrusion into personal belongings. Any visible dishes, cutlery or trays belonging to the University and any lounge furniture will be removed. You will be notified of the removal in writing and will be subject to applicable removal charges and/or fines. Evidence of burning candles or cigarette smoking in the room, such as ashes, smell of smoke or cigarette butts, will be reported to the Residence Manager and may result in disciplinary action. Prohibited items such as pets, weapons, and unauthorized appliances will be removed.

CLEANING AND MAINTENANCE

You are reminded that the caretaking staff is responsible for general maintenance only. Responsibility for the neatness and cleanliness of the residence is shared by all residents. Charges for cleaning up extraordinary waste or mess will be billed to you if you have not cleaned the affected area(s) within a reasonable length of time. Caretaking staff has the right to remove items that have been taken from the residence common, including furniture, dining hall dishes, trays or utensils, or other items that are the property of the Division of Housing and Ancillary Services, without prior permission. Vacuum cleaners are available at the residence Front Desk and may be signed out by students on a short-term basis.

In all residences, caretaking staff will provide light housekeeping (e.g., dusting, vacuuming, emptying garbage), provided they can do so without having to move a resident’s personal belongings. Floors will not be vacuumed if personal items are not picked up. You are required to maintain at least a minimum standard of cleanliness for health and safety reasons. Please note that cleaning schedules are subject to change without notice.

Please note

University officials are legally bound to report evidence of unlawful acts. If items such as illegal drugs, drug paraphernalia, weapons or stolen property are found, the appropriate authorities will be notified and the items may be confiscated by Campus Community Police.
SUSTAINABILITY

Western University is committed to embedding sustainability into every facet of daily life. Housing has a significant role in a number of campus sustainability initiatives. All members of the residence community are expected to take an active role in these initiatives by helping to reduce waste, recycle, and conserve natural resources and energy. As early as move-in day, you will be introduced to a number of programs that you can participate in, both within your building and the campus community. Through active citizenship, teaching and research, we hope to ensure the health of our planet and its people for the long term.

BEDBUGS

Unfortunately, high density populations are occasionally subject to pest outbreaks including bedbugs. With the declining use of pesticides coupled with increased exposure due to travel, outbreaks of bedbug infestation have been occurring at fine hotels, college/university residences and hostels across Canada and the U.S. Sometimes bedbugs are unknowingly brought to the residence by a student in their luggage. If you suspect your room has bedbugs, please contact your residence front desk right away. We will take actions to investigate and if the presence of bedbugs is confirmed, we will involve a professionally licensed pest control company to treat the problem. To reduce the likelihood of further infestation, we will check adjacent rooms as well. As a resident, your cooperation and active participation in dealing with the treatment will also be required including, but not limited to, laundering your linen and clothing using as hot a washing/drying cycle as possible. We will steam clean the carpet in your room which will require you to move your personal belongings in order to provide access. Please note that should bedbugs be confirmed, no refund or reduction of residence fees will occur and you will not be relocated due to the increased risk of spreading the pest. Bedbug eradication is often a lengthy process and it may take repeated actions to treat the bedbug problem in your room.

COMMON AREAS

You share with other residents the responsibility of maintaining the common areas in a clean and sanitary manner. Consideration for others and the common courtesy of cleaning up after yourself are essential aspects of residence life. Properly disposing of your trash and actively participating in the recycling program by taking your recycling materials to designated areas are important to maintaining a healthy environment. Failure to keep kitchen areas, bathrooms, hallways and other common residence areas clean may result in disciplinary action.

BATHROOMS

In traditional-style residences, every floor has single-gender washrooms. Some also offer gender-free washrooms alongside single-gender facilities. Each washroom includes private stalls with toilet or shower. Although the common bathrooms in the traditional-style residences are cleaned on a daily basis, you are responsible for cleaning up after yourself. This clean-up means not only taking personal items back to your room, but also placing trash in designated containers.
USE OF FACILITIES

Use of the residences and their facilities is restricted to you and your guests. Any use by a large group requires the prior approval of the Residence Manager. You are reminded that you are charged with leaving any facilities or equipment that you use in the same condition as you receive them.

WHAT CAN I LEAVE IN MY ROOM DURING VACATIONS?

During statutory holidays, the winter break or Reading Week you may leave personal property in your room, unless the University indicates in advance a need to have the room vacated. Because the University cannot guarantee the security of personal belongings in your room, you should always take valuable items (e.g., jewelry, stereos, computers, TVs and the like) with you when you leave.

WHAT IF I’M AWAY FROM RESIDENCE FOR A SHORT WHILE?

If you are going to be away from residence, please let your roommate, Staff member, or Front Desk know. Be sure to lock your room and close your windows when you leave.

HOW DO I CHECK OUT?

- At least two weeks prior to any closing date, you will be notified about closing procedures, closing times, and reopening times.
- In December and April you must vacate your room within 24 hours following the date of your final examination, test or class, as recorded by the Office of the Registrar.
- In April, you must go through the check-out process with a Staff member, remove your property from your room, complete the inventory checklist, and turn in your keys. Please allow one hour for this process.

Under exceptional circumstances, you may request written permission from your Residence Manager to stay later than 24 hours after your last exam. If permission is granted, you will be subject to an additional charge of $50 per day for each extra day of accommodation. There is a $100 fine for each night spent in residence beyond your official move-out date if you have not received the written permission outlined above.

You must leave your room clean (including stoves and fridges in suites). You may be charged a cleaning fee if you fail to do so. It is your responsibility to complete the inventory checklist with a Residence Staff member. If the checklist is not completed, not only will you be held financially accountable for the condition of your room and furnishings, based on inventories conducted in your absence, you will be unable to appeal any damage charges. An uncompleted list will suggest that your room is in flawless condition, and any damage will be your financial responsibility at the end of the year. No appeals against the principle of invoicing for damages or the established rate of charges will be heard. Damage appeals may be submitted in writing and must be received on or before the due date.

When you move out, you must turn in all keys that were assigned to you. Residence Staff will sign for the returned keys and adjust the records accordingly. You will be billed for a lost key if you fail to turn in your key(s) before leaving campus.

CAN I STAY IN RESIDENCE AFTER MY FINAL EXAMS ARE OVER?

All students are expected to vacate their residence rooms and building, including all belongings, within 24 hours following their final examination or class assignment (whichever is last), as recorded by the Office of the Registrar at the end of each term, or by noon on closing day (December 18 and May 1). In addition to fulfilling institutional needs, this ensures that the residences remain quiet and conducive to sleep and study during the final exam period. If your behaviour is called to Housing’s attention during the exam period, you may be asked to vacate the residence before your 24-hour move-out timeline.
GUESTS IN RESIDENCE

A guest is defined as a non-resident of the building. Anyone visiting you whether signed in under your name or not, is considered to be your guest even if they live in a different Western residence on campus. During weekends and certain times of the week, when higher than normal guest volumes are anticipated, you will be required to pre-register your guests prior to their arrival. This can be done online at residenceatwestern.ca and following the links for Guest Registration.

After 7:00 p.m., and for those residents who did not pre-register their guests, residents are allowed to register one guest at the door. For safety and security, each residence building has a set capacity that will not be exceeded. When the capacity is not reached through pre-registration, residents may choose to register a guest at the door, as long as they do not have other pre-registered guests, until the capacity is reached. The privilege of having two guests is extended only to those who pre-register otherwise, you’re limited to one guest. In order to ensure your guest is able to visit, we strongly encourage you to pre-register your guest(s) in advance.

Guests are required to show valid government-issued photo identification when entering the residence. As well, guests will not be granted access to the building unless you meet them on arrival and accompany them at all times during their stay. You may face sanctions and your guest may be required to leave should your guest be left unattended. The identification of your guest must match the name given on the pre-registration form. All last-minute guests are still required to register at the door with their host present and show photo identification to gain access.

Overnight guests may stay at your discretion; however, your roommate’s/suitemates’ consent is required prior to inviting anyone for an overnight stay. You must limit the stay of your guest to no more than eight days per semester and no more than two nights in the same week. Out of consideration for your roommate, suitemates, and residence community, parents/guardians are not permitted to stay overnight in residence.

Wristbands are required to be worn by guests at ALL times during their visit. Guests without a valid wristband will be asked to leave and risk having their visitation privileges revoked. Residence Staff have the right to refuse or revoke a wristband to a guest whose behaviour or level of intoxication is disruptive or whose behaviour is deemed inappropriate.

We strongly discourage the practice of signing in guests whom you do not know as you accept full responsibility for their actions while they are in residence. You will not lend your personal identification to anyone, as this practice constitutes fraud and may result in disciplinary sanctions including loss of guest privileges.

Having guests in residence is a privilege that may be removed should a student or their guest violate the resident guest policy or the Residence Understandings. You assume full responsibility for any visitors you bring into the residence, including disciplinary sanctions for behaviour or damages caused by your guest(s). Poor behaviour of your guest will result in disciplinary sanctions against you, so please be careful about whom you sign in. The University has the right to change, modify, or revoke the guest policy at any time should instances of safety or security come to its attention.

Residents of London Hall, our upper-year building, are not required to register guests. More information specific to London Hall can be found in the supplemental guide received upon arrival.

Please note that there is a no-guest policy in effect during Orientation Week, the weekend following the first week of classes in September and Homecoming (September 18 – 21). A limited guest policy is in effect during exam periods.
SAFETY is important to all of us. You should feel comfortable knowing that we go to great lengths to promote a safe residence environment. Residence front doors are locked 24 hours a day, seven days a week. Access is by student card (student areas in Ontario Hall and Elgin Hall are locked 24 hours, while the front doors are open during business hours to allow access to Housing offices). Front Desk Staff are available in various residences during the day, and accessible by telephone on a 24-hour basis. You should carry your keys and student card with you at all times to access the residence, and be mindful of whom you are allowing to enter the building. Do not give your keys or key cards to anyone, and keep your room door locked at all times.

CAN I LEND MY KEYS?

You are not permitted to lend your keys or tamper with locks; disciplinary sanctions may be applied if you do. Furthermore, Residence Staff will confiscate keys held by individuals to whom they do not belong. You are the only person who is permitted possession of residence keys that have been issued to you by the Division of Housing and Ancillary Services (Western keys are not to be duplicated and doing so will result in severe penalties). Anyone found in possession of an unauthorized Division of Housing and Ancillary Services key(s) will be subject to a minimum fine of $75 and a letter of warning for the first offense, and further disciplinary action for subsequent offenses.

Misuse of keys is a serious infraction and may result in the termination of your residence contract. Students are asked to refrain from punching holes in their key access cards, as it will disable them.

WHAT IF I LOSE MY KEYS?

You are permitted to sign out your spare keys two times within each calendar month without an administrative charge being applied. Each time you sign out your spare key in excess of two times per calendar month, an administrative charge will be issued for each additional spare key issued. The charge will be $10 for the third key, $15 for the fourth, $20 for the fifth etc., each charge progressively increasing by $5 per spare key.

Alumni House uses metal keys rather than key cards. You will be charged for a lock change if you sign out spare keys in this building and they are not returned within 24 hours. Lock changes can be expensive but are necessary to ensure the security of your residence community.

HOW DO I ACCESS A MUSIC, FITNESS, LAUNDRY, OR STUDY ROOM?

Music and fitness rooms are available at specific times in your building. See your front desk for details. In buildings with electronic key access systems, your room key will open these rooms. In buildings with a metal key system, you will be issued a key at the time you move in.
You share close quarters with many people living in residence, so congregating in hallways and shouting out of windows is not allowed. It’s your responsibility not to produce an unreasonable amount of noise at any time and to actively request that others do the same. You have the right to ask anyone to be quieter if they are being excessively loud and you have the obligation to be quiet if asked by another resident. Call the front desk if someone is ignoring your requests for peace and quiet.

Every building has quiet hours Sunday through Thursday from 11 p.m. to 8 a.m. Quiet hours begin at 1 a.m. on Friday and Saturday nights and continue until 11 a.m.

You’re obligated to respect quiet hours and Residence Staff have the right to tell you to turn off speakers or stereos, or have you remove them from your room in the moment.

Stereos, radios, computer speakers, TVs, video games, musical instruments, and conversations should never be audible beyond your room, even when quiet hours are not in effect. Excessive noise will never be tolerated at any time and will result in disciplinary sanctions, including the removal of your stereo system or speakers. You should always use headphones to avoid bothering others.

24-hour quiet hours are in effect throughout examination periods in December and April. You may be asked to withdraw from residence early during the exam periods if your behaviour is annoying or distracting to other residents or if you violate the Residence Understandings.
The Office of the Fire Marshal enforces the laws and regulations of the provincial government in Western’s residences. Any behaviour that violates these laws will result in criminal charges. You will also receive disciplinary sanctions from Housing.

Fire equipment, including pull-stations, smoke and heat detectors, sprinklers, fire hoses and extinguishers, exit signs, and emergency exits, are only to be used in an emergency. You will receive serious disciplinary sanctions if you tamper with fire-related equipment. Your residence contract will be terminated if your tampering results in the building alarm being activated.

Smoking is forbidden in residence, in part because of the sensitivity of fire detection equipment. No open flame (candles or incense, for example) is allowed in or around residence. Your residence contract will be terminated and you may face criminal charges if you intentionally set objects on fire in or around residence.

You are not permitted to bring furniture or natural Christmas trees into residence due to fire code regulations. Foam pillows and mattress toppers are not permitted in residence dryers as they will catch on fire. High-voltage appliances are not allowed in residence.

Residents of suite-style buildings are obligated to prevent fires and false fire alarms by ensuring that their cooking appliances are clean and in good working order. You are expected to keep your suite’s hallway door closed and your exhaust fan turned on when cooking in residence. Failure to do so may result in a false fire alarm and associated sanctions.

Appliances such as microwaves, hot plates, electric frying pans, toaster ovens, and any other dangerous equipment are fire hazards and are not permitted in traditional-style residences.

Use only CSA-approved power bars with surge protectors and built-in circuit breakers in residence. Do not use multiple outlet plugs or extension cords simultaneously. Check your electronics to ensure that their cords are not frayed or damaged.

Familiarize yourself with your residence’s emergency exit locations, what to do in an emergency, evacuation procedures, and the fire alarm system. Speak with a Residence Staff Member if you have any fire safety related questions.

**PROHIBITED ITEMS INCLUDE:**
- Incense
- Candles
- Smoking materials (including cigarettes)
- Hookahs, bongs and vapourizers
- Flammable liquids
- Gas-powered equipment
- Fireworks
- Anything deemed a fire hazard by Housing. See page 13 for other Prohibited Items.
FIRE WARDENS

Fire Wardens are people on your floor who have received fire-safety training. They are responsible for ensuring that everyone is safely evacuated in the event of a fire alarm. You are expected to follow the instructions of Fire Wardens during fire alarms.

EVACUATIONS

You must evacuate residence during drills and fire alarms. Students who fail to evacuate will face disciplinary sanctions and a $100 fine. Inform the front desk when you move in if a physical challenge prevents you from safely exiting during a fire alarm.

SMOKE DETECTORS

All rooms have smoke detectors and some have heat detectors. Tampering with or misusing your smoke or heat detector will result in disciplinary sanctions. Do not cover, obstruct, or hang objects from your smoke detector. Immediately report any power outages or activations of heat or smoke detectors in your room or in common areas.

FIRE SPRINKLERS

All rooms in Ontario Hall are equipped with sprinklers. Depending on the location, sprinkler heads may be mounted on walls and/or the ceiling, and will be either exposed or recessed. Sprinklers are heat activated so residents are warned against exposing them to any heat source. Sprinkler heads are also fragile. Nothing should be attached to or hung from them. Residents are advised to avoid all contact with sprinkler heads. Unnecessary activation, even by accident, will cause water damage and you will be held liable for damage to University and private property.

FIRE EXTINGUISHERS

Fire extinguishers are located on every floor of the building and should only be used in emergency situations by those with fire extinguisher training. You will face severe sanctions if you tamper with fire extinguisher seals or pins, or discharge a fire extinguisher or hose unnecessarily. You will be fined, billed for any damaged property, and your residence contract may be terminated.

FIRE DOORS

Fire doors are designed to automatically close in the event of a fire alarm. You will face severe disciplinary sanctions if you prop a fire door open, tamper with its mechanisms, or open an exterior fire door when there is no fire alarm in the building. If you tamper with these door-closure mechanisms, allow others entry to the residence through a fire door, or exit the building through a fire door when an emergency is not in progress, you will face disciplinary sanctions and a fine. Opening an exterior fire door triggers an alarm at the front desk.
YOUR LIVING AREA

- Keep your door and windows locked, especially when you (or your roommate) are sleeping or are not occupying the room, and carry your keys with you.

- Window screens or bars must remain in place at all times. There is a $50 fine for tampering with screens.

- At all times, be mindful of whom you are allowing to enter the building.

- Report any suspicious persons, activities or hazards to the residence front desk or Campus Community Police.

- Do not permit any open flame in your room for any reason. The lighting of candles, incense, and smoking materials in residence is prohibited.

- Secure computers with security cables, especially laptops. Most desks are equipped with a grommet hole. If you would like one installed, please alert your front desk.

- To avoid attracting insects and other pests, and to prevent food contamination, be sure not to leave food opened, and refrigerate any perishable food.

FOR EMERGENCIES CALL THE FRONT DESK OR 911

In an emergency situation, call 911 from any residence phone or notify the Residence Clerk who will call 911 for you. All 911 calls are directed to the Campus Community Police Service, who will activate the appropriate response, such as police, fire, ambulance and/or the Student Emergency Response Team. Together, the Residence Front Desk Staff and the Campus Police will ensure that emergency personnel are escorted to the right location.

For NON-EMERGENCY situations, Campus Community Police can be reached at 519-661-3300.

SAFETY IS A SHARED RESPONSIBILITY!
The Campus Community Police Service (CCPS) is an active partner within all segments of the University. The CCPS supports the safety and security of all individuals and enriches the quality of campus life. Our campus police are designated as special constables by the Police Services Act, and have similar powers of authority as municipal, regional or provincial police officers. Campus police investigate thefts, assaults, and alcohol-related incidents, carry out highway traffic act enforcement, as well as assist with Code of Student Conduct matters. In partnership with the City of London and University partners, the CCPS promotes the best student experience at Western University. Dial 911 for emergency services. Call 519-661-3300 or visit us at www.uwo.ca/police for general information.

AMBULANCE SERVICES
If it is deemed necessary, the University reserves the right to summon an ambulance to transport you to a hospital. The University will not assume liability for any costs of ambulance service. Please note that you can expect to be responsible for any applicable ambulance charges (between $50 and $300). You may want to verify that you have applicable insurance coverage.

STUDENT EMERGENCY RESPONSE TEAM (SERT)
SERT is a student-run volunteer organization affiliated with Student Health Services. SERT members, in teams of three, respond to all medical emergencies on campus, 24 hours a day, seven days a week. The Ministry of Health recognizes SERT as the first-responder for Western. SERT responds with oxygen, defibrillation, burn and general trauma services, and provides First Aid certification training. Please visit the SERT website at www.sert.uwo.ca for more information.

EMERGENCY PHONES
There are several campus emergency phones on the main University campus. These phones act as a direct link with the Campus Community Police, who can immediately mobilize fire, police and ambulance services to assist you. All pay telephones on campus are equipped with free one-touch speed dialing to the Campus Community Police.

WESTERN FOOT PATROL
The Western Foot Patrol provides safe escorts on the main and affiliated college campuses, deters crime through patrols, and promotes safety awareness. Co-ed teams in distinctive black and purple jackets will walk you safely to/from your destination, and are available Sunday to Thursday from 6 p.m. to 1 a.m., and Friday and Saturday from 6 p.m. to 12 a.m. In addition to their walking services, they offer vehicular transportation for longer distances. Western Foot Patrol also operates a safety resource centre and the Work Safe program, which enables students who are working and studying alone on campus to register for regular “check-ins” by co-ed teams. To contact Western Foot Patrol for any services, or to volunteer, please call 519-661-3650 (free from any campus pay phone) or visit them at the University Community Centre, Room 57. You can also visit their website at www.uwo.ca/footpatrol
RESIDENCE ADMISSIONS
ROOM 3C10, ONTARIO HALL
519-661-3547 • WWW.RESIDENCEATWESTERN.CA

This area handles all inquiries related to building and room assignment prior to move-in day, residence fees and the meal plan.

HOW ARE RESIDENCES AND ROOMS ASSIGNED?

Assignments are made in lottery-number order from a computer-generated lottery that randomly assigns a number to each student. The program considers the information that you provide in the online residence placement questionnaire, including lifestyle, building and roommate preferences, as well as other information you tell us about yourself.

The lottery system works in this way: when your lottery number is reached, you will be placed, in order of your submitted preferences, in the first building with spaces still available. As Saugeen-Maitland Hall comprises about one-quarter of our first-year residence spaces, you have a one-in-four chance of being assigned there.

We reserve the right to assign rooms based on availability, including combining multiple residents into rooms, within reasonable limits of safety and comfort, should situations of high-demand arise.

Please note that although you are given an option to tell us where you prefer to be placed, we are unable to guarantee that you will be placed in a building that is among your preferred choices. Based on situations of high demand, placement in the building of your last choice is a possibility.

WHEN WILL I KNOW MY ROOM ASSIGNMENT?

You will find out your room assignment and your roommate’s name when you arrive. Because we will be assigning rooms right up until move-in day, we are unable to inform you of either your room location or your roommate’s name until that time.

HOW DO YOU ASSIGN ROOMMATES?

Many favourable comments have been received from students about our roommate-matching process. We make every effort to match people with similar lifestyle habits, such as whether they study with or without music in the background, whether they prefer to go to bed early, how tidy they prefer their surroundings, and more. Taking this information into consideration is an important step in the roommate-matching process, and yet another way we demonstrate how important your comfort and overall residence experience is to us.
CAN I ROOM WITH A FRIEND?

If you wish to room with a friend, you will be placed as roommates provided that you each:

1. Receive residence offers and return the required documentation to secure your residence spaces prior to room assignment (August).
2. Rank your preferences identically.
3. Request each other as a roommate, and are the same gender.

Please note that some exceptions apply: e.g., students living on a Living-Learning Community floor may not be placed with their preferred roommate, as placement depends on both students being enrolled in the same program.

CAN I RELOCATE?

Generally, there are no vacancies in residence for the first academic quarter. Therefore, building and room changes are only considered (or required) after Thanksgiving. These switches occur at the discretion of the Residence Life Management Team under exceptional circumstances. You will be charged or credited accordingly for any differences in room or meal plan rates between residence rooms and/or buildings.

Attention Parents!
Visit our website designed with you in mind at www.residenceatwestern.ca/parents
Residence at Western

ROOM ASSIGNMENT

VACANCY/CONSOLIDATION POLICY

The Division of Housing and Ancillary Services reserves the right to move you to reduce losses in revenue and to fill vacancies that may occur throughout the year. If a vacancy occurs in your double room or suite, you must:

1. Keep the unoccupied portion of the room in such condition that would enable a new roommate to move into the room on short notice.

2. Display a welcoming attitude of respect, cooperation and acceptance toward any new resident who is assigned to your room/suite.

Note: If you do not comply with (1) and (2) above (i.e., if you show disrespect toward others or Western property), you may be subject to applicable room set-up/cleaning charges and/or disciplinary sanctions.

The Residence Admissions Office, together with the Residence Manager, will endeavour to fill the space as quickly as possible in the order of the following procedures:

1. Consult the residence waiting list.

2. Consolidate vacancies from within the floor or unit. You will be notified in advance that consolidation will be taking place on your floor or unit. Where consolidation is not possible within the floor or unit, such as for roommate-incompatibility reasons, and you are not assigned a new roommate, the next option will be considered.

3. Consolidate vacancies from within the building. You will be notified in advance that consolidation will be taking place in your building. You will be offered the following options:
   a. Move to another half-filled room.
   b. Find a student in another half-filled room who is willing to move into your room.
   c. Retain the room as is, but understand that a new roommate could be assigned at any time.

Only when there is space available and when there is not a current demand for housing by other students will you be given the option of retaining the room privately for the remainder of the academic year at an adjusted rate (your double room is then defined as a “super-single”). This super-single adjusted rate will be calculated on a pro-rated basis until the end of the term and will be based on a $1,800 premium charged for the full academic year. The University reserves the right to reassign you to an alternate residence room if you choose not to pay the premium.

MOVING TO A SINGLE ROOM

There are a limited number of single rooms in the traditional-style residences. While most of these rooms are assigned to upper-year students, there may be some single rooms available for first-year students. Single rooms are assigned on such factors as special needs, age and lottery number. In some cases, if you requested a single room but are placed in a double room, you may still be moved if a suitable vacancy occurs. Prior to move-in day in September, if you are moved from double- to single-room accommodation, you will be notified through your Western provided e-mail, and your residence fees will be adjusted accordingly. After move-in day, any moves from double- to single-room accommodation will be at the discretion of the Residence Life Management Team.

No moves will take place if a loss of revenue may be incurred. If you are moved from a double to a single room, you will be responsible for paying the single-room rate, which will be pro-rated from the time the offer of single-room accommodation is accepted.

PLEASE NOTE

We reserve the right to assign rooms based on availability, including combining multiple residents into rooms within reasonable limits of safety and comfort, should situations of high demand arise.

SOMETHING TO CONSIDER

Living in residence is not for everyone. Each of our residences accommodates a high-density population of diverse individuals. You may find that the requirements for cooperation, consideration, compromise and respect for authority demanded by this high-density lifestyle are burdensome. If so, we strongly encourage you to consider alternate accommodation.
RESIDENCE AFTER FIRST YEAR

As an upper-year student, there are many ways to enjoy the comfort, convenience and value-added that on-campus living has to offer!

You can be a Residence Soph, providing mentorship and leadership to incoming first-year students. You can be a paid Residence Staff member, focused on community building, student support, and safety in residence. Or, you can join any of our floor communities as an upper-year student in any residence. London Hall is an exclusively upper-year building for students looking for a more mature environment in which to socialize, study and enjoy Western’s culture.

If you entered Western as a first-year student with a 90% average or above, you are guaranteed residence for second year.

As an upper-year student, you can choose your building and room for the following year as early as November. You and your friends can choose to live in the same building, and even on the same floor. Applications for on-campus accommodation will be available in early November – check residenceatwestern.ca for details!
RESIDENCE FEES

WHEN DO I PAY RESIDENCE FEES?

A statement of account for your residence fees will be available online in mid-July. Residence fees are due no later than July 31, 2014. Please ensure prompt payment of your residence fees to avoid cancellation of your residence space.

WHAT IF I AM LATE PAYING MY FEES?

If you have not paid or accounted for your residence fees by the dates specified on your online residence statement of account or by the Division of Housing and Ancillary Services, you will be assessed a $100 charge for each late instalment. In addition to the late payment charge, failure to make payment in full by the due date on your online residence fee statement, or to arrange a suitable payment plan, may result in the loss of your residence space, your placement in extended housing (e.g., combining multiple residents into rooms), and/or a further assessment of academic penalties along with the applicable financial penalties. This step will prevent further registration and will not allow you to obtain a grade report, an Intent to Register form, a transcript, or degree/diploma until the residence account is paid in full.

WHAT ARE MY PAYMENT OPTIONS?

Fees may be paid either in full or in two instalments. The minimum first-term instalment is $6,000 ($4,000 for Alumni House and London Hall residents without a meal plan). This payment is in addition to the full residence pre-payment of $800, which will be credited to your residence account. Your second instalment payment is due on January 13, 2015.

Please consider the following residence fee payment methods: online banking (preferred), bank draft, money order, certified cheque, direct debit, and personal cheque. Cheques should be made payable to “Western University”. Please ensure that your student name and student ID number appear on the front of your payment. Unfortunately, credit card payments are not accepted. For detailed information regarding acceptable payment methods, please visit our website at www.residenceatwestern.ca/payment.cfm

WHAT IF I AM RECEIVING OSAP?

OSAP funds are disbursed after you arrive at the University in September. In order to receive your funding, please refer to the Student Financial Services website at http://www.registrar.uwo.ca/student_finances/index.html for information on how to pick up and process your OSAP documents. If you are an OSAP recipient, you are still required to pay $3,500 on or before July 31, 2014 and you may defer $2,500 to September 30, 2014.

Please refer to your online invoice or our website at www.residenceatwestern.ca/fees_faq.cfm for more details.

CAN I SEND MY PAYMENT TO THE OFFICE OF THE REGISTRAR?

Your residence fees are billed separately from your tuition fees. Therefore in order to avoid costly late penalties, your residence payment is to be sent to the Residence Admissions Office address as indicated on your statement of account. For inquiries regarding your residence account, please contact Residence Admissions at 519-661-3547.

WHAT IF I DECIDE TO CANCEL MY RESIDENCE OFFER BEFORE SEPTEMBER?

You may decide to cancel your residence offer before the academic year commences. Half of the $800 pre-payment will be refunded if your written notice of cancellation is received by the Residence Admissions Office no later than July 31, 2014. If you cancel your residence offer after that date, you will forfeit your $800 pre-payment. If you are an upper-year student and are not deemed full-time or are not academically admissible according to the Office of the Registrar by August 1, 2014, your residence contract will be cancelled and your residence pre-payment will be refunded.

IMPORTANT NOTICE

The University reserves the right to terminate your residence contract, reassign residences or rooms, and to effect other measures, for the safety, security, and conduct of the residence program.

The University reserves the right to move you to reduce losses in revenue and to fill vacancies that may occur throughout the year. Please refer to the consolidation policy on page 56.

Residence at Western
# Residence Fees, Charges, & Fines

## Fees

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$800</td>
<td>Residence pre-payment</td>
</tr>
<tr>
<td>$400</td>
<td>Cancellation fee before July 31st</td>
</tr>
<tr>
<td>$800</td>
<td>Cancellation fee after July 31st</td>
</tr>
<tr>
<td>$800</td>
<td>Withdrawal fee</td>
</tr>
<tr>
<td>$6,000</td>
<td>Minimum first-term payment for Alumni House and London Hall (no meal plan)</td>
</tr>
<tr>
<td>$100</td>
<td>Late payment fee</td>
</tr>
<tr>
<td>$40</td>
<td>Returned cheque fee</td>
</tr>
<tr>
<td>$40</td>
<td>Food credit refund processing fee</td>
</tr>
<tr>
<td>$50</td>
<td>Extra day accommodation fee, per diem</td>
</tr>
<tr>
<td>$360</td>
<td>RezNet service for eight months</td>
</tr>
<tr>
<td>$50</td>
<td>Laundry debit card (non-refundable)</td>
</tr>
<tr>
<td>$1.50</td>
<td>Laundry – basic wash or dry (laundry debit card)</td>
</tr>
</tbody>
</table>

## Charges

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5</td>
<td>Replacement laundry card (card only)</td>
</tr>
<tr>
<td>$25</td>
<td>Charge for dish/tray/cutlery removal from dining halls</td>
</tr>
<tr>
<td>$25</td>
<td>Minimum RezNet reactivation charge</td>
</tr>
<tr>
<td>$100</td>
<td>Charge for unauthorized extended stay</td>
</tr>
<tr>
<td>$170</td>
<td>Lock change/reprogramming charge (actual cost)</td>
</tr>
<tr>
<td>$20</td>
<td>Fire alarm resetting (covers electrician costs)</td>
</tr>
<tr>
<td>$20</td>
<td>Accidental fire alarm (e.g., Cooking)</td>
</tr>
<tr>
<td>$700</td>
<td>Unintended fire alarm resulting from prohibited activity (e.g., Hall Sports, Horseplay)</td>
</tr>
<tr>
<td>$950</td>
<td>Malicious fire alarm (e.g., Tampering with fire equipment + damages)</td>
</tr>
<tr>
<td>$5</td>
<td>Replacement laundry card (card only)</td>
</tr>
<tr>
<td>$25</td>
<td>Failure to evacuate during a fire alarm</td>
</tr>
<tr>
<td>$30</td>
<td>Minimum bi-hazardous clean-up fine (may include $30/hr clean-up charge)</td>
</tr>
<tr>
<td>$30</td>
<td>Beer bottle fine</td>
</tr>
<tr>
<td>$25</td>
<td>Malicious damage fine (may include $30/hr clean-up charge)</td>
</tr>
<tr>
<td>$50</td>
<td>Fine for throwing food</td>
</tr>
<tr>
<td>$75</td>
<td>Minimum fine for unauthorized use of keys</td>
</tr>
<tr>
<td>$50</td>
<td>Screen, closet door or bedboard removal fine</td>
</tr>
<tr>
<td>$50</td>
<td>Smoking fine (first offense)</td>
</tr>
</tbody>
</table>

## Fines

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10</td>
<td>Fine for excessive use of spare key (in excess of 2 times per calendar month)</td>
</tr>
<tr>
<td>$75</td>
<td>Minimum fine for unauthorized use of keys</td>
</tr>
<tr>
<td>$50</td>
<td>Screen, closet door or bedboard removal fine</td>
</tr>
<tr>
<td>$50</td>
<td>Smoking fine (first offense)</td>
</tr>
<tr>
<td>$25</td>
<td>Malicious damage fine (may include $30/hr clean-up charge)</td>
</tr>
<tr>
<td>$50</td>
<td>Fine for throwing food</td>
</tr>
<tr>
<td>$30</td>
<td>Minimum bio-hazardous clean-up fine (may include $30/hr clean-up charge)</td>
</tr>
</tbody>
</table>

Please note that these rates are subject to change without notice.

---

### I'm an Upper-Year Student. What If I'm Not Accepted Into My Program?

If you are an upper-year student and are not accepted to a limited-admission program (e.g., Law, Medicine, Dentistry or other) at Western, but have been admitted to the same program at another university, you will be refunded the full $800 pre-payment, provided that you submit a written request for the refund within the current academic year.

### What If I Decide to Transfer to an Affiliated College of the University?

If after accepting residence accommodation at Alumni House, Elgin Hall, Essex Hall, London Hall, Medway-Sydenham Hall, Ontario Hall, Perth Hall, or Saugeen-Maitland Hall, you elect to transfer to one of the affiliated colleges (Brescia, Huron, or King’s), your residence pre-payment fee will be forfeited, and you will be subject to all applicable charges and withdrawal regulations.

### How Do I Withdraw From Residence? What Fees Will I Incur?

Your first step is to meet with your Residence Manager. Because your residence contract is in place for the full academic year (September to April), applications for withdrawal will be considered only under exceptional circumstances. Withdrawal will be contingent on your assuming financial responsibility for your full fee (including meal plan overhead costs) until a replacement, not currently living in residence and acceptable to the Division of Housing and Ancillary Services, has taken up residence and has assumed financial responsibility for the remainder of the full residence fee. Prior to leaving, you are required to fill out a withdrawal form, which is available at the front desk.

If you withdraw from residence or are required to withdraw for any reason whatsoever, or you have had your residence contract terminated, you will be assessed a $800 withdrawal fee, not as a penalty, but as liquidated damages to cover the costs of processing the withdrawal, and finding and processing a replacement who is not currently living in residence.
You are required to be a full-time student of Western University to live in residence; if you voluntarily withdraw from the University or cease to be a full-time student, you will be required to withdraw from residence and will be assessed an $800 withdrawal fee, not as a penalty, but as liquidated damages to cover the costs of processing the withdrawal, and finding and processing a replacement who is not currently living in residence.

If you withdraw from residence, but remain a full-time student at Western, you will be held financially responsible for your full fee (including meal plan overhead costs) until a replacement, not currently living in residence, and acceptable to the Division of Housing and Ancillary Services, has taken up residence and has assumed financial responsibility for the remainder of the full residence fee. In addition you will be assessed the withdrawal fee.

If you withdraw from Western following termination of your residence contract, or if you have been suspended or expelled from the University under the Code of Student Conduct, it will be considered a termination and the terms outlined in the Residence Contract Termination section of this handbook will apply (see page 34).

Residence fees are for the basic academic year, namely that prescribed for undergraduate students in the faculties of Arts and Humanities, Music, Science, Social Science and Health Sciences. Residence fees include accommodation from August 31 or September 1, 2014 to 24 hours after your final, first-semester exam in December 2014 or noon on December 18, 2014 whichever is earlier; and from noon on January 4, 2015 to 24 hours after your final exam in April 2015 or noon on May 1, 2015, whichever is earlier. Students may remain in residence during Reading Week (February 26 to February 20, 2015); limited food service is available in designated residence dining halls.

All residences are closed to all students during the period of winter break (December 18, 2014 to January 3, 2015). The residences will reopen at noon on January 4, 2015 (dinner only served). Students are permitted to take up residence 24 hours prior to the registration date of their respective faculties, or their first class, whichever is earlier, and must vacate their rooms within 24 hours following the date of their final examination, as recorded by the Office of the Registrar at the end of each term or by noon on closing day (in both December and May), whichever is earlier.

Under exceptional circumstances as noted on pages 15 and 46, you may request permission to move into residence prior to or stay later than the dates noted above. If permission is granted, there will be an additional charge of $50 per day for each extra day of accommodation.

Prior to your arrival, we will credit your meal plan account with your full year’s residence and flex dollars.
TO RECEIVE MAIL AT YOUR RESIDENCE, IT SHOULD BE ADDRESSED AS FOLLOWS:

ALUMNI HOUSE:
Your Name
Your Room Number
Alumni House
Western University
1151 Richmond Street
London, Ontario, Canada
N6A 5B7
Business Phone: 519-661-3814

LONDON HALL:
Your Name
Your Room Number and Letter
London Hall
1140 Western Road
London, Ontario, Canada
N6G 0A3
Business Phone: 519-661-3377

PERTH HALL:
Your Name
Your Room Number
Perth Hall
1125 Western Road
London, Ontario, Canada
N6G 5K8
Business Phone: 519-661-3510

ELGIN HALL:
Your Name
Your Room Number and Letter
Elgin Hall
Western University
1151 Richmond Street
London, Ontario, Canada
N6A 5B9
Business Phone: 519-661-4268

MEDWAY-SYDENHAM HALL:
Your Name
Your Room Number
Medway-Sydenham Hall
Western University
1151 Richmond Street
London, Ontario, Canada
N6A 5B9
Business Phone: 519-661-3983

SAUGEEN-MAITLAND HALL:
Your Name
Your Room Number
Saugeen-Maitland Hall
289 Windermere Road
London, Ontario, Canada
N6G 2J8
Business Phone: 519-661-2178

ESSEX HALL:
Your Name
Your Room Number and Letter
Essex Hall
1200 Western Road
London, Ontario, Canada
N6G 5E3
Business Phone: 519-661-4240

ONTARIO HALL:
Your Name
Your Room Number
Ontario Hall
230 Sarnia Road
London, Ontario, Canada
N6G 0N2
Business Phone: 519-661-2088

Please note
Remember to check your mailbox regularly if you live in Essex, Elgin, London, Ontario, or Perth Halls, or Alumni House.

Visit www.residenceatwestern.ca for more information.
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