



THORNELOE UNIVERSITY RESIDENCE MANUAL 2017 - 2018

Follow us on Twitter at <http://twitter.com/thorneloeuni>

“Like” us on Facebook at <http://facebook.com/thorneloeuni>

THORNELOE UNIVERSITY PERSONNEL (2017-2018)

Administration

President	Dr. Robert Derrenbacher	president@thorneloe.ca
Registrar	Dr. Ian MacLennan	imaclennan@laurentian.ca
Dean of Residence	Chad Teller	deanofresidence@thorneloe.ca
Maintenance and Property Issues	Building Manager	tufixit@laurentian.ca
Network Issues	Tech Hub at Laurentian	it@laurentian.ca or 675-1151 x2200
Assistant Chaplain	Spencer Boersma	chaplain@thorneloe.ca
Building & Maintenance Manager	Bruce Heuft	bheuft@laurentian.ca
Administrative Secretary	Susan Moores	smoores@laurentian.ca
Director of Finance	Mary Cornthwaite	mcornthwaite@laurentian.ca
Distance Education Coordinator	David Macdonald	distance@thorneloe.ca
Librarian	Janine Moutsatsos	jmoutsatsos@laurentian.ca
Chair – Ancient Studies	Dr. Aven McMaster	ANCS@thorneloe.ca
Chair – Religious Studies	Dr. Mark Scott	RLST@thorneloe.ca
Chair – Theatre and Motion Picture Arts	Prof. Patricia Tedford	THEA@thorneloe.ca
Chair – Women’s, Gender & Sexuality Studies	Dr. Jennifer Johnson	WGSX@thorneloe.ca
BFA Coordinator	Prof. Patricia Tedford	BFA@thorneloe.ca
Motion Picture Arts Supervisor	Prof. Benjamin Paquette	MPARTS@thorneloe.ca
School of Theology, Registrar	David Macdonald	theology@thorneloe.ca
General Inquiries		info@thorneloe.ca

University Contacts

Academic Tutoring	tutoring@laurentian.ca
Career & Employment Centre	705-673-6598
Centre for Academic Excellence	705-675-1151 ext. 3300
Centre for Continuing Education	705-673-6569, option 3
Counselling and Resource Centre	705-673-6506
Graduate Studies and Research	LU ext. 3204
Health Services	LU ext. 1067
Human Rights Office	LU ext. 3422
J.N. Desmarais Library	705-673-6568
Laurentian	705-675-1151 www.laurentian.ca
Laurentian Food Services	705-673-6559 foodservices@laurentian.ca
LU Bookstore	705-673-6504
Postal, Shipping and Receiving	LU ext. 1513
Printing and Duplicating	LU ext. 4000
Registrar’s Office	LU ext. 3910, 3911
Residence Office LU	705-675-4814
Student Awards Office	705-673-6578 or ext. 3050
Students’ General Association (SGA)	705-673-6547

Transportation	
Aaron Taxi	705-670-0000
Air Canada	1-800-268-7240
Bearskin Airlines	705-693-9199
City Taxi	705-673-9999
Greyhound Bus	705-524-9900
Lockerby Taxi	705-522-2222
Ontario Northland Bus Depot	705-222-6682
Porter Airlines	1-888-619-8622
Sudbury Cab (Airport Service)	705-626-7968
Sudbury Handi Transit	705-670-2300
Sudbury Transit	705-675-3333
Via Rail	1-800-842-7245

Emergency Contacts	
Assaulted Women’s Helpline	1-866-863-0511
Campus Security	705-673-2661
Crime Stoppers	1-800-222-8477
Distress Centres	
*Crisis Intervention	705-675-4760
*Drug & Alcohol	1-800-565-8603
*Ontario Problem Gaming	1-800-230-3505
Emergency-Fire, Ambulance, Police	911
Telehealth Ontario	1-866-797-0000
Warmline	1-866-856-9276

Table of Contents

Section 1	Introduction 4
Section 2	Regulations and Guidelines for Living in Residence 4
Section 3	University Life 4
Section 4	Advice and Counselling 5
Section 5	Fees 5
Section 6	Privileges and Responsibilities 7
Section 7	General Information 10
Section 8	Moving In and Out of Residence 13
Section 9	Residence Guidelines “When Something Goes Wrong” 13
	Demerit/Fine System 15
	Undertaking to Become a Resident (Form) 16

RESIDENCE MANUAL OF THORNELOE UNIVERSITY

THORNELOE RESIDENCE MISSION STATEMENT

The Thorneloe University Residence fosters the intellectual, emotional, social and spiritual growth of all who live here by providing a safe, supportive, family environment that appreciates diversity, promotes social responsibility, nurtures meaningful relationships, and embraces life-long learning.

1. Introduction

Thorneloe University is a private, Anglican Church-related university in federation with Laurentian University. The University agrees with each resident student that the rules and regulations hereafter stipulated shall be mutually binding. The relationship between Thorneloe University and the resident student shall at all times for all intents and purposes be that of Licensor-Licensee.

The Landlord and Tenant Act has no application and no relevance to the relationship created between the University and the resident student. The resident student acknowledges and recognizes that he or she is not a tenant of Thorneloe University but a student with residential privileges intended to foster attainment of educational and academic success and will contribute to the community and residential life of Thorneloe University.

There is no obligation on the part of Thorneloe University to admit or readmit any person to the Residence. Applications for readmission are submitted in the spring and will be dealt with on a lottery basis in the event that there are more applications than there are spaces available. Preference will be given to students who have been in university residence for two years or less, and the accumulation of demerits may disqualify an application. Normally one third of the Residence is allotted to new students, especially those from outside the Sudbury region. A lottery for students beyond their second year in residence may be used to free up rooms for new residents.

2. Regulations and Guidelines for Living in Residence

Living in a university residence is an important part of one's education. We learn best about ourselves and the world we live in by sharing and testing our knowledge with other persons living in the same community. We learn about community by meeting different people and experiencing different ways of doing things.

Residence life at Thorneloe University has been based in the past on the principle of interdependence and mutual responsibility. We shall continue to put this principle into practice. Residents must treat others with mutual respect. Behaviour which hurts or disrespects others will not be tolerated.

In a small residence such as ours, an exhaustive list of rules and regulations is neither desirable nor necessary. Regular meetings of the university residents are held to discuss common interests and problems.

There will be regular meetings of a "Residence Council," consisting of the Dean of Residence, members of Student Council, four Floor Representatives, and the President of Thorneloe University on occasion, to which any resident is invited to share a concern or raise an issue. Every community must set certain limitations on its members in order to ensure the greatest freedom for the greatest number and to protect itself against the excesses of individuals who have not yet learned to care about the rights of others. This is the role of Residence Council.

3. University Life

Students wishing to come to Thorneloe must understand that this university strives to be a community. Residents must be willing to contribute to the general life of the community both by refraining from actions which disturb others and by actively taking some role in university and residence activities. Respect for others is a foundational principle of university life.

The general approach at Thorneloe is to work out most rules and arrangements with the Dean of Residence and the Residence Council, although matters such as admission to or expulsion from Residence remain the responsibility of the President.

4. Advice and Counselling

Everyone needs advice from time to time. One of the advantages of residence life is the accessibility of peers with a variety of backgrounds who can share their experiences. There are many subjects, however, on which students will want to seek advice from faculty and staff who are trained and experienced in various areas. In this regard Thorneloe University is particularly strong. The President, the Dean of Residence, the Assistant Chaplain, Academic Advisors, the Registrar, office staff and members of the Faculty are some of the Thorneloe resource people with whom you may wish to speak. There is generally an opportunity to meet these faculty during "frosh" week, as well as throughout the year.

Thorneloe does not have the facilities, resources or expertise to deal with students' serious behavioural or emotional issues. If a student engages in harmful behaviour, or behaviour that is reasonably perceived to be a threat to him/herself, or to others; or compromises his/her personal safety (including, but not limited to, underage drinking, drug use, cutting, abusive behaviour); or, where a pattern of behaviour by a student is sufficient to create significant disruption to other students, Thorneloe reserves the right to notify a parent or guardian. In some cases, a resident may be asked to find suitable accommodation elsewhere. In this case the student's residence contract would be terminated.

5. Fees

5.1 **General:** The 2017/18 Fall/Winter residence fee is **\$6,495** (there is an additional \$200 fee per academic year for a room in the Suite or Room #101). Each student shall also pay \$100 Security deposit and \$110 Student Council Fee (see Additional Fees). Fees are payable to **Thorneloe University** (not Laurentian University). An invoice of fees that pertain to you will be mailed to you mid-July.

Here are the payment options:

OPTION A (One Payment)	Single Room	Suite/Room 101
Option A Balance due by August 15, 2017	\$5,995	\$6,195
OPTION B (Two Instalments)	Single Room	Suite/Room 101
Instalment 1: Due August 15, 2017 (includes \$50 deferral)	\$3,297.50	\$3,397.50
Instalment 2: Due December 15, 2017 (less \$500 deposit)	\$2,747.50	\$2,847.50

Additional Fees

Security Deposit	\$100
Student Council Fee	\$110
Room in Suite or Room #101	\$200
Late Payment Fee	\$50.00
Residence Parking	\$290.00 or \$390.00 (with plug-in)*First come first serve
Room Change Fee	\$50.00
Duplicate Receipt	\$20.00
Replacement Key	\$30.00 per key
Early Residence Fee	\$30.00 per night

5.2 Residence Privileges, Fees and Security Deposit

Payment Methods

Residence fees may be paid in cash, by cheque, debit, or electronically through online banking. To pay electronically, you will use the following setup information:

Payee – Thorneloe University

Account Number – Your seven digit Laurentian University student number including all zeros.

We do not accept credit cards for payment of residence fees.

Late Payment

A late fee of \$50.00 will be applied to all residence fees outstanding past the due date. Special consideration will be given to those students who cannot meet the payment due dates and who are receiving student aid through **OSAP** or **BURSARIES**. To avoid late payment charges, you must notify us and provide a copy of your award document before the payment due date. Failure to provide notice and these documents will result in late payment fees or cancellation of your room.

- 5.2.1** The 2017-2018 academic year is deemed to be from Wednesday, September 6, 2017 to Tuesday, December 5, 2017 and Monday, January 8, 2018 to Friday, April 6, 2018. The residence is entirely closed from the afternoon of December 22nd to the morning of January 6th. Students are expected to leave the residence within 48 hours after their last scheduled examination.

Anyone moving into residence prior to October 1, 2017 will pay full residence fees. From this date residence fees will be pro-rated. Refunds of the first semester fees will not be made to anyone leaving the residence after November 30, 2017. Refunds of the second semester will not be made to anyone leaving the residence after March 31, 2018.

- 5.2.2** There will be no refunds of the **\$100** Security Deposit after July 31.
- 5.2.3** Reservations will be cancelled if the Deposit is not received by the specified due date. We have many more applications than we have vacancies, so if you do not wish to accept this offer, we would appreciate it if you could phone us immediately at 1-866-846-7635.

All residents leaving during either of the academic terms **must provide two weeks written notice**. The \$500 Residence Deposit fee is not refundable except for extraordinary academic or medical reasons.

A letter describing such extraordinary circumstances must be provided.

- 5.2.4** Residence entrances are locked at all times. This is for the personal and property protection of everyone living in Residence. An exterior door fob, an individual room key and a private mailbox key are issued to each person in residence. Fobs and keys are the property of Thorneloe University. Fobs and keys may not be loaned or duplicated. Propping open doors breaches the security of the Residence, is irresponsible, and constitutes a serious offence against university rules and the residence community. An offence may warrant immediate expulsion. Only the Building Manager, Dean or President can open a room at the request of a resident.

5.3 Residence Privileges Termination During Academic Year

5.3.1 Demerit System

Thorneloe University Residence employs a demerit system as a way of clarifying one's privilege of living in the residence whenever unacceptable behaviour has taken place, or rules and regulations disregarded. Minor situations will generally be preceded by a verbal warning. However, repeated or flagrant violations of the rules and regulations will be grounds for receiving a demerit.

A demerit is a warning that, if further unacceptable behaviour takes place, the resident will be required to leave the residence.

Normally, the accumulation of three demerits is grounds for immediate expulsion from the Residence. Either the Dean or the President can assign a demerit, and will do so in writing. The President retains the right to expel a resident at any time, in extraordinary situations.

If any Resident, or visitor of a Resident, has caused or made a mess of any kind, she or he is responsible for cleaning it up thoroughly. Any mess left to staff or other residents will be the cause for a fine and/or demerit point.

5.3.2 Termination

5.3.2.1 Admission to or expulsion from the Residence is the responsibility of the President.

5.3.2.2 Should a resident student be instructed to leave Residence by the President at any time during any one of the academic terms, he or she shall be charged for his/her residence privileges on a weekly basis and shall forfeit his/her Security Deposit.

5.3.2.3 A resident who ceases to be a student at Laurentian University enrolled in the current session must relinquish residency. The provisions of 5.2.2 above shall apply.

6. Privileges and Responsibilities

6.1 Damages and Losses

6.1.1 Damages of any sort include burns, stains, abrasions to walls and ceilings, broken windows, adhesive residue, or disappearance of objects in a resident's room shall be charged to the resident who was assigned to the room. Residents should note on their Room Assessment Form in September any damages in the room which existed before their occupancy. Residents are responsible for any damage caused by guests in their rooms, and also for damage to the residence in general from guests for whom they are responsible. Damage to other areas is chargeable to the resident or his/her guest causing the damage or if this proves impossible to determine, to the resident student body as a whole. Damage costs are posted from time to time, and Residents are encouraged to cover the costs for which they are responsible, so that others are not charged for one person's error. There will be a charge for a room being vacated in an unclean state. Please refer to Room Assessment Form.

6.1.2 The university reserves the right to inspect any residence room without giving prior notice. However, every effort will be made to notify residents 48 hours in advance of any regularly scheduled room inspections (e.g. pest control mitigation).

Keys and fobs are the property of Thorneloe University. It is forbidden to have duplicates made or to lend them. A charge of **\$30.00 per key or fob** will be made to any resident student whose keys/fobs are lost or not returned. At the end of term keys must be handed in to the university office. Lock your room when you vacate. Rooms remain the responsibility of residents until keys are properly returned.

6.1.3 Personal property of residents is not covered by the University's insurance policy. All students are urged to carry their own insurance protection against loss or damage, or alternatively, to double-check their parents' existing homeowners insurance. No responsibility will be taken by the University for loss or damage to personal property wherever located, however caused.

6.1.4 Dismantling of equipment, furniture or fixtures constitutes damage and will not be tolerated.

6.1.5 Students bringing their own chairs with wheels or casters must also provide the proper chair mat for low pile carpet.

6.2 The Social Centre

The Social Centre is intended to be the "living room" of the university as well as the Residence and its use for private functions is therefore discouraged. Requests for private usage must be approved by the President. A rotating system for the cleaning of the centre is organized by the student council and all residents are expected to participate. The centre is not to be used for overnight guests.

6.3 Policy Regarding Use of the Social Centre

The Social Centre serves as the common room and will normally be available for this purpose. Owing to the lack of other facilities it may sometimes be necessary to request the centre for faculty or public functions.

Where ever possible adequate notice will be given.

Residents may sometimes wish to entertain visitors and friends in the centre. This must be arranged with the President of the Student Council and the Dean of Residence.

Any use of the centre by an external group requires the permission of the President and the President of Student Council. **It is not the policy of the university to host or promote any alcohol related events. In the case of alcohol being served, non-alcoholic beverages must always be available. A written contract with the President and a Special Occasion Permit (if liquor is to be served, demonstrable evidence of proper care/supervision and a minimum of 48 hours notice) is always required.**

No alcohol is to be sold or served on the premises unless a Special Occasion Permit is obtained (since the University is held responsible by the LCBO for any breaking of this rule). No party will be permitted or allowed to continue if there is any infringement of this regulation. After the party, the person(s) responsible for holding it must see that the social centre is cleaned up, by the following noon at the latest. If this does not take place then the person responsible for the event may be billed for cleaning.

6.4 Guests

All residents are required to sign in their guests. The sign-in book is located at the main entrance of the residence (near the Suites). Guests may call on individual residents and may remain in the lounge or social centre only on the invitation of a resident of the university. Members of the residence can have a maximum of three guests visiting (day or evening) at any one time. Any resident having a guest stay the night in that resident's room must complete an Overnight Guest Form and submit it to the Dean for approval. Guests may occasionally stay overnight in a residents' room only with permission from The Dean of Residence and the completion of an Overnight Guest Form. No more than one guest at a time may stay overnight. Residents are responsible for the conduct of their guests while they are on university premises and will be held liable for any damage, accidental or otherwise, done by their visitor; including demerits (see Section 5.3.1 above).

Guest parking must be arranged through the Thorneloe main office, or after hours, through the Dean of Residence. Vehicles not displaying a valid parking pass may be ticketed. This policy will be enforced 24/7.

Any guest not approved as an overnight guest must leave by 1:00 a.m., or at the request of the Dean or Floor Rep.

Guests must leave the building during a fire alarm, and follow all safety and evacuation procedures. Thorneloe residence rooms are intended for single occupancy. Only the resident student who has been assigned a room in residence shall be entitled to the use of the same.

6.5 Noise Level

Audio equipment, stereos, television sets, and musical instruments must be used with discretion and due consideration for the convenience and sensibilities of others. In no circumstances are they to be audible beyond the room in which they are being used, and any resident has the right to request that noise be kept down. In case of dispute, the matter should be determined by the Floor Rep. "Quiet hours" will be determined from time to time by the Dean of Residence and Students' Council, and these must be observed by all residents. Student quiet hours always prevail from 11:00 p.m. to 11:00 a.m. weekdays, and 1:00 a.m. to 11:00 a.m. on weekends.

6.6 Fire Regulations

- 6.6.1** Each room has a heat detector (it is not a bell) and a smoke detector on the ceiling: nothing must be hung from or near these detectors. Severe penalties are set by the Solicitor General of the Province of Ontario for the misuse of fire equipment, false alarms, defacement, obstructing fire routes and vandalizing fire equipment. Such actions are contrary to the criminal code and will be enforced. Any resident wilfully triggering a fire alarm without just cause will be liable for the total fine levied (currently the total charge amounts to \$3,500). It cannot

be emphasized too strongly that the university will not tolerate any misuse of fire equipment, action or behaviour that potentially will endanger the safety of the resident body. Such actions will be grounds for immediate expulsion. Read the instructions posted on each room "In Case of Fire." Note that all residents must leave the building during an alarm. Refusal to leave the building at such times will result in immediate termination of residency.

6.6.2 At no time is there to be any open spark or flame in any buildings. The use of candles (including birthday candles) or incense is strictly prohibited throughout Thorneloe buildings. Any residents found using these items will be subject to immediate eviction. All hallway doors must remain closed when closed by the fire alarm system. Nothing is to be mounted, hung, or displayed on hallway walls excepting that it be done on the approved bulletin boards provided. All posters, notices, decorations and the like are to be firmly affixed within the boundaries of the said approved bulletin board. No electrical cords are permitted to run beneath a door. Streamers are not allowed.

6.7 Alcohol, Gambling, Illegal Drugs

6.7.1 Alcohol:

Consuming alcoholic beverages within the confines of the Thorneloe Residence for residents 19 years of age or older is a privilege and not a right. The consumption of alcoholic beverages while a resident of Thorneloe must be done so within the "Regulations and Guidelines for Living in Residence" (Section 2) and conform to the laws of the Province of Ontario. In particular, residents should make note of the following provincial laws and regulations:

- The possession and consumption of alcoholic beverages by individuals under 19 years of age is illegal (Ontario Liquor License Act, Section 30.1);
- Serving alcoholic beverages to and acquiring alcoholic beverages for individuals under 19 years of age is illegal (Ontario Liquor License Act, Section 30.2); providing fake IDs for persons under 19 years of age for the purposes of purchasing alcohol is illegal;
- No beer, wine, or liquor of any kind may be consumed in the hallways or stairwells of residence. The consumption of alcoholic beverages is only allowed in the resident's individual room and it is not to be consumed outside of the residence complex itself or in any of the corridors to adjacent buildings, unless a proper "Special Occasion Permit" has been obtained.
- Violations of the above may be reported to the local and provincial authorities and will result in serious consequences for those involved, potentially including expulsion from residence.

In addition to conforming to the Provincial and Municipal laws that govern the consumption of alcohol, residents are required to also adhere to the following residential regulations:

- For safety reasons, no glass beer bottles are allowed in residence. Liquor and wine glass bottles will be allowed only in residents' rooms.
- For the safety and well-being of the residence community, containers containing alcoholic beverages must not exceed the following capacities:
 - Beer: 500 ml.
 - Wine: 1 litre (1,000 ml.)
 - Spirits: 750 ml.
 - Any containers exceeding these capacities are prohibited, including draft balls and kegs.
- Drinking games of any kind and other forms of binge drinking are prohibited.
- Residents are reminded to drink responsibly and that public drunkenness does not contribute to a positive residence community experience. Repeated instances of public drunkenness and disorderly behavior while under the influence of alcohol will result in alcohol probation and may result in expulsion from residence (see Section 5.3.2 above).

6.7.2 Alcohol Probation:

Any student whose alcohol consumption is judged by the Dean and the President of Thorneloe University to be detrimental either to him/herself or to the Thorneloe community will be put on alcohol probation.

While on probation, students are not permitted to have alcoholic beverages in their rooms, to consume alcoholic beverages in the Residence, or to return to the Residence having consumed such beverages. The duration of the probation will be determined on a case by case basis by the President and Dean of Thorneloe University.

6.7.3 Gambling and Illegal Drugs:

The usage and trafficking of illegal drugs and illegal gambling is subject to the statutory laws governing such matters and the police will be summoned. Use of or possession of illegal drugs on Thorneloe property is grounds for immediate expulsion from residence.

6.8 Pets

Pets are not permitted in residence, and this applies to visitors as well. Violation of this rule is grounds for expulsion from the Residence.

7. General Information

7.1 Eating

Students have the choice of eating in Laurentian University's dining facilities or preparing their own meals in the kitchens at Thorneloe Residence. A meal plan can be purchased through Laurentian Food Services by calling 705-673-6559. To learn more, visit laurentian.ca/food-services or contact foodservices@laurentian.ca.

7.2 Kitchens

There is a kitchen on each floor in Thorneloe equipped with stoves, ovens, a fridge/freezer, and a microwave oven. All storage baskets must be at least 4" from the back of the freezer to allow proper airflow. Students wishing to prepare their own meals should bring pots, pans, dishes, and other utensils and provide their own detergent. Kitchens should be kept clean at all times. Dirty dishes left lying about will be discarded periodically. Students using the kitchens are expected to help in keeping them clean, and to clean fridge/stove appliances from time to time. Every resident is expected to participate in a garbage pickup rotation on weekends. A weekend clean-up schedule will be posted by the Residence Council.

7.3 Other Appliances

Normally, students may keep one small fridge/freezer (max. 5 cu.ft.) in their room. Larger models are not permitted. Insurance regulations do not permit the use of hotplates, electric frying pans, toasters, toaster ovens, electric kettles or other high amperage appliances, **NEW including air conditioners** in rooms. Halogen lights are not permitted in Thorneloe residence because of their fire danger. No wires, such as telephone wires, etc., can be strung between residence rooms. Modification of existing electrical devices such as lights, receptacles, or switches, is prohibited.

7.4 Laundry

There are coin operated washers and dryers in the basement. Bed linens and towels will be provided by students. Students should be aware that any attempt to avoid paying for the use of the machines could result in the hiking of fees or even their removal. Lint screens in the dryers must be cleaned out after each load. Please note that the washers and dryers are not owned and maintained by Thorneloe University but by a local company.

7.5 Parking

Parking at Thorneloe is limited. There are a certain number of spaces available in the front of the building for Residents. These spaces are allocated (September-April) on a first come, first serve basis for a fee of \$290 without plug-in, and \$390 with plug-in. Only certified extension cords must be used (Underwriters Lab or CSA

approval must be marked on cord). If a student should terminate his/her parking space during the year, there will be a \$50 cancellation fee deducted from the balance of the refund. No other cars are to be parked on Thorneloe property or they will be ticketed and/or towed. Residents are responsible for the snow removal of their respective paid parking spaces. There is no parking in the General Parking area with a residence parking permit.

7.6 Telephone and Internet Access

Any resident wishing to have a private telephone shall be responsible for making arrangements with a local telephone provider. Residents using cell-phones as their only telephone service should arrange for a local (Sudbury) phone number with their service provider. There is a public phone available for local calls in the McGregor Lounge and front entrance foyer. The general university number does not access the Residence.

Thorneloe University, in collaboration with Laurentian University, has installed high-speed wireless internet throughout the residence (SSID = LUL). Each room also has one high-speed wired network jack. Students who wish to use the wired network must provide their own cable (Cat 5e). Personal routers, wireless routers, and wireless access points are not permitted, in accordance with recommendations by Laurentian University's IT team. Problems with the network are to be reported to Laurentian University's TechHub at it@laurentian.ca or 705-675-1151, ext. 2200. Use of the residence network is governed by Laurentian University's IT Policies.

7.7 Student Governance

As much authority as possible will be delegated to those who live in the residence. This is an earned responsibility and not a right. There is an elected student council which meets regularly with the Dean to discuss projects and problems. This council is governed by its own constitution and bylaws.

7.8 Residence Rooms

Residence rooms are approximately 10½ X 9 feet. The single beds are approximately 38 inches wide and 78 inches long.

Damage to residence rooms and furniture by paint, stickers, tacks, paint, nails, screws and hooks etc. will be charged against the security deposit.

The university is not responsible for thefts from the building. Students are advised to keep their doors locked especially if money or valuables are in the room.

No furniture is to be removed from the common rooms of the university to an individual student's room, and a fine will be levied for such removal. No furniture in student rooms is to be removed or "traded" with the contents of other rooms. If a student should remove the curtains, then they must re-hang them properly.

Water beds and customized high rise beds are not permitted. Any piece of room furniture must have the prior approval of the Building Manager both as to possible damage and also as to available storage for displaced furniture (our storage facilities cannot handle bed frames). The room and its furniture must be returned to original position by the resident, or a fine will be applied to the Security Deposit.

7.9 Radiators

Thorneloe utilizes a hot water boiler system for heating. As such, the radiators should never be turned off as this would cause the water in the radiator to stop flowing. For added warmth and maximum efficiency, both the inside and outside windows should be completely closed. Failure to follow directions regarding windows and thermostats will result in a fine.

7.10 Bicycles

There is a bicycle rack provided outside the residence building. Bicycles cannot be stored in the Residence

halls or in the rooms. Except for special training, there is only one bicycle per resident permitted. Thorneloe cannot assume responsibility for theft or damage to stored bicycles.

7.11 Dangerous Goods

No student may keep firearms, explosives, fireworks or weapons of any kind in their room. Similarly, residents are not permitted to retain within their rooms any flammable liquids, corrosive chemicals, bio-hazardous or nuclear materials. Contravention of this regulation is grounds for immediate expulsion from residence.

7.12 Student Council Canteen and Vending Machines

Snack foods may be purchased in the social centre from the student council canteen, or in the academic wing when open.

7.13 Fielding Memorial Chapel of St. Mark

The Chapel is open to the whole university community throughout the term. All are invited to participate in the services as well as the special events which will be held throughout the term. Worship services are held in the Chapel once a week during term, beginning at a time to be determined by the Assistant Chaplain, and are open to all. The Assistant Chaplain hosts weekly gatherings in the residence, and are open to all. A small discussion group addressing spiritual questions will be led by the Assistant Chaplain. The Assistant Chaplain has an office in the hall leading to the pool room and his hours are posted on the door (notes may be left for him there or in the main office).

7.14 Smoking

Thorneloe University's Residence, Theatre and Academic Wing are smoke-free buildings. No smoking, including e-cigarettes and "vaping", in any room or area is permitted. Residents who do not observe this rule will be subject to a \$500 fine and possible expulsion. Residents are also responsible for ensuring that visitors respect this rule. **All smokers must be at least 9 meters from the building entrances. Those choosing not to adhere to this city bylaw expose themselves to a fine levied by the City of Greater Sudbury.**

7.15 Study Room

There is a room set aside for quiet study in the basement of the residence.

7.16 Hazing

Hazing is any activity expected of and/or forced upon someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. The consequences for engaging in this practice will be immediate expulsion, and may result in a criminal investigation.

7.17 Residence Address

Your Mailing address is: Your Name
 Thorneloe University Residence, Room #
 935 Ramsey Lake Road
 Sudbury ON P3E 2C6

Students living in Residence have technically changed their mailing address. It is the student's responsibility to inform the Office of the Registrar at Laurentian University of any address and phone number changes. This is especially important in September, when you move into residence, and in April when you move out. You may contact the Office of the Registrar by email (registrar@laurentian.ca), or by phone (676-1151 ext. 3911), or in person (RD Parker Building, P-111).

7.18 **NEW Soliciting**

Door-to-door soliciting is prohibited in and around the residence halls and Dean's apartment, except for the purpose of political canvassing. Any other soliciting must be approved by the Dean of Residence. If a student or staff member objects to being personally solicited, then the solicitor must comply with the request.

8. **Moving In And Out Of Residence**

At no time are residents allowed to move personal effects (including furniture) through the front doors of the Residence. Instead, this should be done through the south east door or the door of the McGregor Lounge. Please note that the door is alarmed and may not be propped open.

8.1 **Garbage Disposal**

Students are to dispose of large items (e.g. cardboard boxes, packing materials, old furniture, clothing, etc.) in the appropriate dumpsters behind the Theatre. Cardboard boxes must be broken down flat. Failure to do so will result in the loss of a portion of their Security Deposit.

8.2 **Storage**

Additional storage in the shed is extremely limited during the academic year. No articles will be stored over the summer months without a written receipt issued by the Building Manager. Failure to follow these guidelines will result in disposal of such items.

8.3 **End of Term Departure Time**

Residents must vacate the residence within 48 hours of their last exam for both the first and second semesters. Special arrangements may be made for those students that are unable to meet this requirement by informing the Dean of Residence. In certain circumstances an extension may be granted.

9. **Residence Guidelines "When Something Goes Wrong"**

While Thorneloe intends things to go well for its students, faculty, and staff, there will be times when something goes wrong.

Use the following guidelines to help you and the Thorneloe community to get things right again.

9.1 **Physical/Building Issues**

If there is a problem with the electrical, heating, plumbing or mechanical condition of any space in the residence:

9.1.1 **Maintenance Requests**: Notify the Building Manager by email all requests to tufixit@laurentian.ca

9.1.2 After office hours, notify the Dean of Residence. He/she will deal with the situation, or notify the office on the next business day.

9.1.3 **If nothing seems to have happened**, see or write a note to the President explaining the situation and the date when first notification was given.

9.2 **Relationship/Personal Issues**

As a community, there may be times when interpersonal conflict arises. Residents are encouraged to resolve such conflict personally by speaking with one another in a respectful and thoughtful manner. In a case that resolution cannot be found, Section 9.3.1 (Lines of Responsibility) outlines the persons through whom residents can go to find mediation in resolving such conflicts.

- 9.2.1** Speak to your Floor Representative about the issue, and see if you can work out a floor solution.
- 9.2.2** Speak to the Dean of Residence about the issue. She or he may want to consult your Floor Representative/others about it before getting back to you and suggesting a solution.
- 9.2.3** If you have attempted either #1 or #2 above and, within a reasonable time space, no action seems to have been attempted, arrange to see or write a note to the President explaining the situation and the date when first notification was given.
- 9.2.4** When things may involve several people and relationships, come to the next scheduled meeting of the Residence Council (President, Dean, Floor Reps, and President of Student Council) or request the Dean to call on extraordinary meeting. Be prepared to give as factual and objective a description as you can of the situation.

9.3 Lines of Responsibility and Appeals

9.3.1 Lines of Responsibility

1. Floor Reps are responsible to the Dean of Residence for the well-being of residents on their floor.
2. Residence Leadership Council consists of the Dean of Residence, Floor Reps, President of Student Council, and the President when needed. It meets in "open meeting" once per month, and is to provide coordination and direction for all its members in maintaining residence life, reviewing the quality of life in the residence, and settling any disputes or conflicts that may arise.
3. The Dean of Residence is responsible to the President for the safety and well-being of all residents.
4. The President is responsible for the overall condition and functioning of the Residence.
5. Ad hoc residence committees may be created from time-to-time to process applications, and fulfill other functions as required.

9.3.2 Appeal

If a matter of concern (9.2) that a resident may have raised with his/her Floor Rep, Residence Council, and/or the Dean of Residence has not been satisfactorily resolved, or if one believes it has been unfairly resolved, the resident is asked to write a formal "Letter of Appeal" to the President, describing as objectively as possible the situation. The President will then meet with the resident to discuss the appeal and then render a decision, if need be.

Residents are asked to understand that a community functions on the basis of cooperation and respect by its members. Reasonable accommodation among all of its members will generally be the way that the Residence works out its life on a day-to-day basis.

THORNELOE RESIDENCE DEMERIT/FINE SYSTEM

OFFENCE	CONSEQUENCE
Use of illegal drugs in or near Thorneloe	Expulsion and referral to police
Physical/Sexual harassment	Expulsion, possible referral to police
Burning of candles or incense	Expulsion
Hazing	Expulsion
Going on the roof of a Thorneloe building	Expulsion
Smoking in building	\$500.00 fine, 1 demerit, possible expulsion
Movement or tampering of fire related route posters, smoke detectors, heat detectors and fire safety equipment	\$500 fine, expulsion
Damage to property rented by Thorneloe	Cost of repair, expulsion
Possession of glass bottles in Thorneloe Residence	\$10.00 fine <i>per</i> bottle found and confiscation of bottles
Possession of a keg without the Dean's approval	\$50.00 fine, 1 demerit
Possession of a bottle of alcohol greater than what is allowed (Section 6.7.1)	\$50.00 fine, 1 demerit, confiscation
Stolen food	\$50.00 fine, 1 demerit, replace food
Propping open of outside doors	\$50.00 fine, 1 demerit
Failure to sign in overnight guest	\$50.00 fine, 1 demerit
Continual loudness (after one verbal and one written warning)	\$50.00 fine, 1 demerit
Damage to Thorneloe property	Cost of repair, 2 demerits
Leaving personal belongings – i.e. boots – in hallway (after one written warning)	\$10.00 fine, 1 demerit
Rollerblading and skateboarding in buildings	\$10 fine, 1 demerit
Removal of residence room window screen	\$50 fine
Ignoring memos regarding residence room windows and thermostats	\$50.00

UNDERTAKING TO BECOME A RESIDENT OF THORNELOE UNIVERSITY
FOR THE 2017-2018 ACADEMIC SESSION
(This form must be returned with deposit)

Thorneloe University respects the privacy of their students, faculty, staff, alumni and donors and will make every effort to protect the personal information that is collected, used or held by the University. To ensure that all personal information is dealt with appropriately, Thorneloe University will comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) as it applies to the university sector.

(must be a full-time student applying for a full academic year in residence)

I (name) _____

of (address) _____

(phone #) _____ E-mail: _____

have been provided with a copy of "Thorneloe Residence Manual" and have read it. I undertake to abide by the rules, regulations, and terms of the Manual, and to respect and uphold its implementation by the Dean of Residence and the President. I understand that the provision of a room in the Thorneloe Residence can be cancelled if I fail to uphold my undertaking to the Thorneloe Residence.

 Signature Date

I wish to stay in my current room (if applicable) _____

I have been selected for a room in the Suite. Please select Suite 104, 105, or 106 _____

I would like room _____ (1st choice) _____ (2nd choice) _____ (3rd choice)

PLEASE SUBMIT A 2"X 2" PHOTO OF YOURSELF WITH THIS FORM Photo Received

*or by email to smoores@laurentian.ca

(FOR OFFICE USE ONLY)

*Received

FEE	AMOUNT	RETURNING RESIDENT DUE DATE	FIRST YEAR RESIDENT - DUE DATE	*
Security Deposit	\$100	April 15, 2017	Within 2 weeks of offer	
2 nd Term Residence Deposit	\$500	April 15, 2017	Within 2 weeks of offer	
Student Council Fee	\$110	April 15, 2017	Within 2 weeks of offer	
Residence Fee Option A	\$5,995 (\$6,195 for room 100 or room in suite)	August 15, 2017	August 15, 2017	
Residence Fee Option B Includes \$50 deferral fee – Aug. 15 th payment	\$3,297.50 (\$3,397.50 for room 100 or room in suite)	August 15, 2017	August 15, 2017	
	\$2,747.50 (\$2,847.50 for room 100 or room in suite)	December 15, 2017	December 15, 2017	
Parking	\$290 without plug	First come first serve	First come first serve	
	\$390 with plug	First come first serve	First come first serve	