

Residence and Conference Services Office

(Alumni Court entrance)

King's Phone Number: 519-433-3491

Office Hours

9:00 a.m. to 4:30 p.m. Monday-Friday
9:00 p.m. - 5:00 a.m. daily

Residence Office Staff

Residence Manager & Coordinator of Conferences and Student Activities	Doreen Vautour	519-433-3491, ext. 4393	dvautour@uwo.ca
Assistant Residence Manager (Nights)	Carrie Guthrie	519-433-3491, ext. 4401	cguthri3@uwo.ca
Assistant Residence Manager (Nights)	Leroy Osbourne	519-433-3491, ext. 4402	losbour@uwo.ca
Residence Office Secretary		519-433-3491, ext. 4700	kingsres@uwo.ca

General or urgent inquiries: kingsres@uwo.ca

The Residence Office, located at the entrance of Alumni Court is open from 9:00 a.m. to 4:30 p.m., Monday to Friday, and 9:00 p.m. - 5:00 a.m. daily. An Assistant Manager is on duty each evening.

Residence Assistant Room Locations

Wemple Residence W227 W300 W332	Alumni Court Residence 107 207 306 407 508	Townhouses 1A 2C 3C 4A 5C 6B 6C 8A 8B 9B
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You are expected to be familiar with the guidelines, rules, and procedures of the King's University College Code of Student Conduct and the King's University College Rules of Residence immediately upon your arrival.

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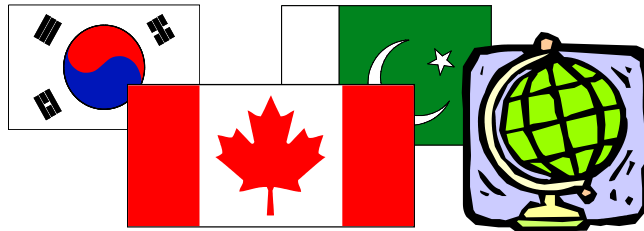
Welcome

Welcome to King's University College residence and thank you for joining us this year. Please read this handbook carefully, so you will know what is expected of you and what you can expect from residence life at King's. Remember, a successful residence year is a community effort.

Residence Life

It will become clear to you that residence life offers more than just a convenient place to live on campus - it provides an environment in which to expand awareness and understanding of yourself and others. It is a great way to meet other students, to interact with others, and to feel connected to your university experience.

While living in residence, each student has a responsibility to sustain the spirit of mutual respect and cooperation necessary for successful community living.



The King's community is very proud of the diversity of our members. We are a campus rooted from a Catholic history and origin, yet you will find that in our inclusive community we welcome students, staff and faculty from all faith, racial, ethnic, political, sexual orientation, life style, and class backgrounds. We believe our diversity enriches the opportunities for learning and personal growth at King's. This diversity sometimes presents challenges, but it is our goal to work through these challenges with sensitivity and mutual respect.

King's University College asks that:

- ε each student be considerate of the privacy and property of other students;
- ε an atmosphere conducive to study and rest be maintained;
- ε courtesy and respect be shown to all Residence and University staff; and,
- ε each student respect and abide by the King's University College Code of Student Conduct, the Residence Rules and the UWO Code of Conduct and Academic Regulations, the laws of Canada and Ontario, and the Human Rights Code for Canada and Ontario.

Rez Info

The Residence Community

Residence Life and You - Putting the Pieces Together to Form a Community

Y Think of yourself as working within a team - your goal is to add to the team's strength and spirit.

Y Seek creative solutions and compromises.

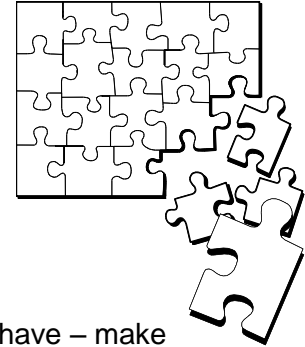
Y Be a person of honesty and integrity. Take responsibility for your actions.

Y Take responsibility for your residence environment. Speak to the individual(s) involved in improper behaviour, or seek the help of your RA to resolve any problems.

Y Be open to considering new perspectives, ideas and opinions.

Y Ask for help when you need it. Everyone needs help sometimes.

Y Remember, this is the only first-year university experience you will have – make it count!



Neighbours

Our community includes our neighbours in London's Broughdale area. Please keep in mind that elderly persons and families with small children live around our campus. Make every effort to speak in low tones if you are walking in the area at night, as noise travels very easily.

Residence Personnel

Residence Staff Team

Each unit will have a live in residence staff member, or RA (Residence Assistant). There are 18 in total on campus. The RAs are senior level, full-time students who will work with you to ensure that residence life is an enjoyable experience. The RAs work under the direction of the Residence Manager & Coordinator of Conferences and Student Activities, and two Assistant Residence Managers (Nights). Our goal is to provide a fun and friendly residence atmosphere that is supportive of academic excellence. Along with organizing events, holding unit meetings and engaging in other community building activities, the RAs are scheduled for on-call duty and rounds of the residence buildings to ensure your safety and that all residents are abiding by the rules of residence.

The Residence Manager is available 9:00am to 4:30pm Monday to Friday in the Residence Office (located at the entrance of Alumni Court). Typically, an Assistant Manager is on duty from 9:00 p.m. to 5:00 a.m. nightly.

Residence Policy and General Information

This section will give you an overview of the policies and expectations of residence, as well as a guide to the facilities and services available to you.

Alcohol Use and Underage Drinking

Residents are expected to abide by the alcohol policies in the Rules of Residence and the Code of Student Conduct, as well as all provincial regulations. Please review the alcohol policies in these documents thoroughly. Open alcohol is not permitted in public areas, and underage drinking is not permitted.

Smoking Policies

Smoking is prohibited in all residence buildings. Residents must leave the buildings to smoke.



Guests

You may have overnight guests of the same sex if you complete a *Guest Registration Form*, available online on the Residence webpage. Your roommate must sign the form as well, to show his/her agreement. Overnight guests will not be permitted during Orientation Week, during exam periods, Homecoming weekend, and Easter weekend. Guests are limited to no more than 2 consecutive nights, and no more than 10 overnight visits per year. Overnight Guest parking is available on Friday and Saturday nights only. Your guest must complete a *Guest Parking Permit Form*, available from the RID or security, to register his or her vehicle with security.

Parking

If you wish to park your vehicle on campus you must obtain a residence parking permit. All residents must park in the lower lot beside Townhouse #1. Vehicles parked elsewhere will be subject to a parking boot or towing. Permits must be displayed in the lower driver's side corner of the front windshield. If you lose your permit sticker, or change vehicles, go to the Student Financial Services immediately to obtain a new permit. Refunds may be available during the year if you no longer require residence parking.

A limited number of Temporary Parking Permits may be available for spaces in the pay-per-use lots at the following costs:

- \$10.00 per overnight stay
- \$5.00 per entry to parking lot

You must register for overnight parking with the Secretary to the Director of Physical Plant, Debbie O'Brien, in W055, or after office hours, with Stinson Security in the main entrance of the Wemple Building. If your car does not have a valid overnight permit, it will be immobilized by a parking boot or subjected to towing.

Financial Policies and Residence Fees



Residence fees are payable according to the policies and guidelines established by the Student Financial Services Office. Refunds, if approved, are made on a 12% declining balance basis. That is, 12% of the balance is deducted each week. This means that by the end of first term no funds are available for refund.

Penalty Fees and Charges

Generally, you will be given two weeks to pay any charges assigned to you by the Residence Office (disciplinary charges, damage fees, replacement key fees, etc.). Fees can be paid through online or internet banking, or you may bring a payment cheque to the Residence Office.

If you fail to make payment by the due date, your records will be sealed. If your records are sealed, you may not register for courses, or receive any information pertaining to your academic records such as transcripts of marks and grade reports. An additional fee of \$40.00 is required to unseal your records.

Release of Information

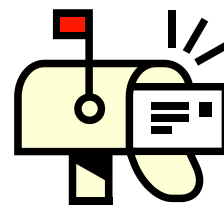
King's University College recognizes the importance of the privacy and confidentiality of each student's record, and endorses the confidentiality policy of the University of Western Ontario. The Residence Office will not release information regarding the room assignment, phone number, or home address of any residence student to anyone outside the College, except under compulsion of law, or in emergency situations. Issues regarding Rules of Residence penalties or other residence situations will not be discussed with outside parties, unless the student signs a *Release of Information Form*. The parents of students under 18 years of age have certain parental rights to information.

In extreme situations, if a resident is unable or unwilling to contact his/her next of kin, the Residence Manager may do so. The Residence Manager may also contact the parents of residents under 18 years of age if a significant residence issue arises.

For more information, see the King's University College Policy pertaining to the Release of Student Record Information posted on the King's website.

Mail

Your address at King's is:
King's University College Residence
Box # ---- 266 Epworth Ave.
London, ON N6A 2M3



You and your roommate will share a mailbox. The mailboxes are located near the dining hall and mail is delivered by noon each weekday.

Housekeeping

Housekeeping staff clean all the common areas in each residence unit on a daily basis, Monday - Friday. A schedule for room cleaning (vacuuming) is posted in your unit. The housekeeping staff will vacuum your room only if the floor is reasonably unobstructed. You are expected to maintain satisfactory standards of cleanliness and order in residence rooms and common areas. Excessive housekeeping requirements will become the responsibility of unit residents.

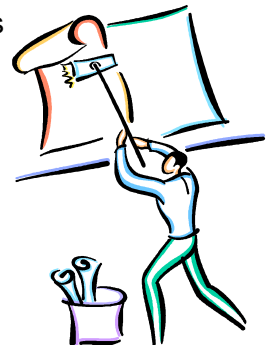


King's has a maintenance and repair crew on site. If anything in your room, or in the common areas, is in need of repair or replacement, ask your RA to submit a work order. If you wish, you may submit a work order yourself at http://www.kingscollege.net/pp_wr/#.

Please note that cleaning, maintenance and residence staff enter rooms on a regular basis to perform cleaning and maintenance tasks and to ensure that safety guidelines are being followed. All staff will knock on the door and identify themselves before entering a room.

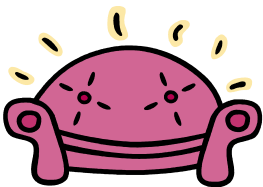
Decorating

You may decorate the interior of your room to suit your personal taste, provided that decorations do not cause damage, or create health, fire or safety hazards. Items displayed to the public (i.e.: on your door) must be in good taste. We ask that you be respectful of those around you and refrain from posting materials that may be offensive to others. Residence staff will request that you remove items that are considered offensive or disrespectful. Residents should talk to their RA or the Residence Manager if they are concerned about any posted item in the residences.



The use of nails, screws, tacks, etc. is prohibited because of the unavoidable damage to surface finishes. Poster putty, or *Hold It*, is recommended in place of tape or tacks. Rooms may not be painted or wall papered.

Furnishings



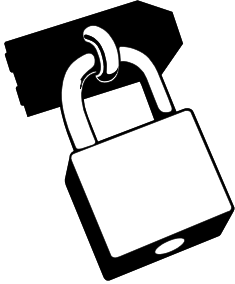
Furniture and accessories are not to be removed from the room in which they were originally located. Lounge furniture and accessories are not to be removed from the lounge areas. Residence furniture is never to be taken outside.

Insurance

The College is not liable for theft, loss, or damage to students' personal property on campus (in residence rooms, storage rooms, parking lots, etc.). Please check with your family's home insurance provider to explore your insurance options.

Residence Closures

Students are required to vacate the residence within 24 hours following their last exam, or test, in December and April. Students who are not writing exams, or tests, during either exam period are expected to vacate their room within 24 hours of the last day of classes. The residence is closed to all students, except those who receive special permission to remain in residence over the holiday, during the mid-year break (December 22, 2010 to January 2, 2011). In December, international students who are unable to leave and students who must stay longer than 24 hours after their last exam must submit an email request to the Residence Manager by December 1st for permission to stay. The residence is open during the February break, though meal service is limited. All students must move out of residence by May 1, 2011. No exceptions.



Courtesy Policy

Remember that common spaces (lounges, kitchenettes, washrooms, hallways) are for everyone's use. Do not leave personal items in any of these areas. Take a moment to clean up any area you have used (ie: put your garbage in the bin before leaving the lounge, do your dishes and wipe off the counter and stove top when you are finished cooking, etc.). Do not leave personal hygiene products (shampoo, soap, towels) in the washrooms.



Quiet Hours

Sunday to Thursday7:00PM – 9:00AM
 Friday and Saturday.....1:00AM – 9:00AM

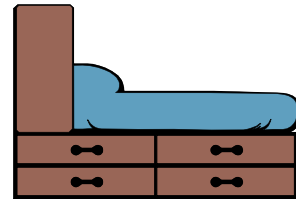
Noise Level Guidelines

7:00 p.m. to midnight:	Noise should not carry farther than one or two rooms.
After midnight on weekdays:	Noise should not be heard beyond the wall of the room. Doors must be kept closed
After 1:00 a.m. on weekends:	Noise should not be heard beyond the wall of the room. Doors must be kept closed



Roommates

You will develop many new relationships at university, especially in residence. The relationship with your roommate will be a central one.



The cornerstone of a positive relationship with your roommate is communication. Like all relationships, your relationship with a roommate will require understanding, compromise, respect and flexibility. Getting to know your roommate and discussing important issues is a great way to build a solid foundation.

It is very normal for a few conflicts to arise when you live with someone for 8 months. If you find that your relationship with your roommate is troubled there are several things you can do:

- ? Review your roommate agreement (provided by your RA) from your September discussion. Take another look at what you each agreed to in September.
- ? Talk to your roommate about the problem (your RA can offer suggestions on how to do this effectively).
- ? Talk to your RA.

If you and your roommate are unable to resolve the conflict on your own, your RA may be able to help mediate a solution. It is important that both roommates make an honest and sincere attempt to resolve differences. A room change will not be authorized until all the above steps have been actively pursued. At any time in the year the possibilities for a room change may be limited by the availability of space, and the willingness of other residents to change rooms. Please be aware that if you do request a room change through the Residence Manager that you and/or your roommate may be required to move to another residence unit. While it may be a challenge to get along with your roommate, doing so may be preferable to moving to another unit.

**Residents must have the written permission of a
Residence Manager prior to changing rooms.**

If you do change rooms, remember to complete a new room inventory form. Appropriate mail delivery changes will be made in the mail room. Costs for cable service and any other services are the responsibility of the students involved.

Room Inventory

When you move in, you and your RA will complete a room inventory form. This form will document the condition of your room upon move-in. It is very important that you complete the form accurately and thoroughly because the condition of your room when you move out will be compared with the original room inventory form and any changes in condition will be billed to you. Be



sure to note any paint damage, carpet stains, etc. in September. The completed forms will be kept in the Residence Office until you move out.

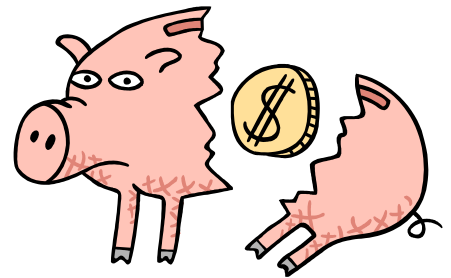
Damage Policy

Residents are expected to show individual and group concern for the residence and its grounds. Responsibility and charges for loss, damage, or exceptional housekeeping requirements will be assessed as follows:

1. The individual(s) responsible, when known, will assume full responsibility.
2. Each resident is responsible for damage, loss, or excessive cleaning requirements in his/her own room.
3. Each resident is responsible for any loss, damage, or exceptional cleaning requirements caused by his/her guest(s).
4. When loss, damage, or exceptional housekeeping requirements occur in a residence unit and the person(s) responsible cannot be identified, the residents assigned to rooms in that unit, whether present or absent, will be billed collectively for replacement, repair or cleaning fees.

The minimum billing fee for unit damage is \$10.00 per unit resident.

Please note: malicious damage will be treated as a Residence Rules violation and may result in disciplinary charges against the responsible parties.



Departures

At year end, if you change rooms, or if you leave residence during the academic year, follow these check-out procedures:

- ε remove all personal belongings;
- ε leave the room in a clean condition;
- ε schedule a time with your RA to review the room inventory form;
- ε leave a change of address with the mail room and the Registrar's Office;
- ε close and lock your window and door, and turn off the light;
- ε leave your keys with your RA or the Residence Office.

Room check out and damage assessment is not complete until the RA, a Residence Manager, and the maintenance staff have inspected your room. Information from these three inspections is compiled and damage billing is assessed. You will receive a letter detailing damage fees, should any arise, by mid-June. All regular Student Financial Services Office procedures will apply to overdue or unpaid accounts (see above).

Leaving School

If you wish to withdraw academically during the year you must:

- ε be officially withdrawn from your courses by the Academic Dean;
- ε be officially withdrawn from residence by the Residence Manager;
- ε be in contact with the Student Financial Services Office to make account arrangements.

You must be released from your Residence Agreement contract to be eligible for any refund of room and meal plan fees. Normally refunds for room and meal plan fees are made on a 12% declining balance weekly. This means that all fees are forfeit by mid-December.

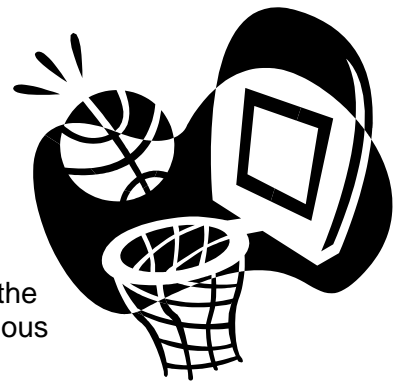
Commercial Transactions

Commercial transactions or soliciting, including gambling, that are not authorized by the Residence Office or the Dean of Students Office, are not permitted in residence.

Residence Facilities

The R.I.D.

The Residence Information Desk (RID) is located in the foyer of the Alumni Court residence. It is staffed between 2:00 p.m. and 7:00 a.m., daily by student staff and Stinson security guards. If you need an RA during those hours, go to Alumni Court, or call the RID at ext. 4471. The RAs can assist with noise problems, serious maintenance problems, and emergency situations.



Emergency Keys



A full set of emergency keys is available at the RID. If you lose your keys, or get locked out of your room, you may borrow a set of emergency keys for a 48 hour period. See key policies on page 20, in the Safety and Security section.

DVDs, Games, Etc.

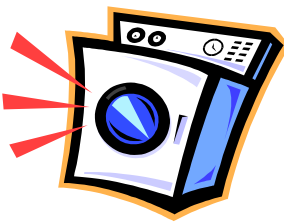
The RID has a PS2, a Nintendo 64, XBOX, DVD players and DVDs, sports equipment, board games and video games, academic resources, and cleaning supplies for residents to borrow free of charge. You must leave your Western 1 card as a deposit.

ALL ITEMS MUST BE RETURNED WITHIN 24 HOURS.



The RID can be contacted at 519-433-3491, ext. 4471

Laundry



Coin operated laundry facilities are located beside the lounges in Alumni Court, on each residence floor in the Wemple Building, and on the lower floor of each Townhouse block. The facilities may be used between 7:00 a.m. and midnight. The washers take \$1.50 for each load and the dryers run for one hour on \$1.25.

Cooking in Residence



Each residence area has a stove top, microwave, and refrigerator for student use. Cooking utensils are not provided. The use of open element appliances in residence rooms is strictly forbidden by order of the Fire Marshal.



Phone & Cable

Each room is equipped with a telephone line and a Rogers cable jack. Local phone service and private voicemail accounts are provided for each resident as part of residence fees. Students are responsible for their own long distance plans. Long distance phone cards are available to purchase in the Wemple mailroom.



To check your voicemail:

- Press Message button on your telephone, or dial 2000.
- At the prompt of "Call Pilot from Nortel Networks; mailbox?" enter your mailbox number (_____)

When you first log in to the voicemail system your password is 12+ your 4-digit extension.

You are responsible for clearing your voicemail inbox regularly. Failure to do so may result in your mailbox being cleared for you in order to free up system space.

Further instructions for how to use voicemail can be found on the King's website.

You may contact Rogers to have cable service activated in your room. Be sure to arrange for the services to be disconnected when you leave in April. All accounts are between the individual student(s) and the service provider (Rogers). King's University College does not accept responsibility for service arrangements. The TV lounges in each residence unit have enhanced cable packages.

Appliances

One "bar size" refrigerator (maximum 5 cubic feet), owned or rented, is allowed in each room. Open element appliances such as toasters, hot plates, and toaster ovens are strictly prohibited in residence rooms. Please use power bars, rather than extension cords. All appliances and power bars must be CSA approved.

RezNet & Computers



All residence buildings are equipped with RezNet connections to the Internet. Ethernet cables and network jacks are provided in each room and Wireless Internet is available residence lounges and study rooms and in public areas throughout campus. RezNet is included as part of your residence fees and will be active upon your arrival. For more information on the system requirements for RezNet see the King's ITS website. (www.kingscollege.net)

All computers have updated anti-virus software in place prior to receiving access to the RezNet network.

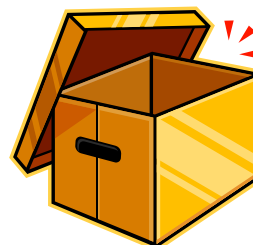
You are welcome to bring your own computer to residence. As well, you can use the many workstations available on campus in the student computer lab, located off the main lobby in the Wemple building, and the throughout the library.

Email

Students are required to check their UWO email address regularly. All official communications from staff and faculty at the university will be sent to this address. Information about forwarding, the email policies, and support can be found at <http://www.uwo.ca/its/email/>.

Storage

A limited amount of storage space is available in each townhouse block and in Alumni Court. Please use this storage area for bulky sports equipment, trunks, etc. The storage rooms are locked, and can be opened by an RA. Residents place items in storage at their own risk. The College does not accept responsibility for missing or damaged items. Summer storage is not available. It is recommended that you use a company such as Store Your Dorm (www.storeyourdorm.ca) if this service is required.





If you plan to bring a bike to residence be advised that they are not permitted in the buildings. There are bike racks located near the entrances of all residences for your convenience.



Food Services

ARAMARK Campus Services is proud to operate the dining facilities at King’s University College.

The meal plans operate on a declining balance system (similar to a debit card), which allows you to monitor your account with each transaction. The “Western 1” student identification card acts also as the King’s meal card. Meal cards must be presented at each transaction. All students living in residence must purchase one of the meal plans. Meal plans are non-transferable and may only be accessed by the individual student.

King’s is pleased to offer a choice of meal plans:

Plan #1 <i>\$3187 Food Credit</i>	Plan #2 <i>\$3387 Food Credit</i>	Plan #3 <i>\$3587 Food Credit</i>
<i>Accommodates basic meal requirements. (\$500 at off-campus partners)</i>	<i>Allows for occasional snacking between meals. (\$700 at off-campus partners)</i>	<i>Designed for those with heartier appetites. (\$900 at off-campus partners)</i>

On-Campus

The Thames Market is a "marché" concept dining facility, allowing students to choose from a wide variety of nutritious meals and snacks.

Daily offerings include:

Grille Works: A traditional grill menu with burgers and fries but we didn’t stop there. We also offer a full line on breakfast items, grilled sandwiches, poutine and much more.

Home Zone: Offers a variety of international and domestic entrees that are sure to please every palate. The flexible menu features favourites with healthy and vegetarian options, along with Asian, Latin and Mediterranean inspired recipes.

Pan Geos: Enjoy various theme based menu selections. Themes include Italian, Asian, Mexican as well as many others. Treat yourself to mouth watering pastas, stir-fries, burritos etc. Choices change daily. Choose your ingredients as our cooks prepare your meal hot and fresh.

Extreme Pita: For the student that wants a change from a regular sandwich, the Extreme Pita is for you. A healthy sandwich option, which has vegetarian and flat-top grilled selections that are all prepared fresh and made to order.

Pizza Pizza and Chicken Chicken: Ontario's number one pizza franchise, offering the standard favourites to the exotic.

Montague's Deli: With a large assortment of freshly made sandwiches, wraps and hot paninis, you can never go hungry. We also feature our Healthy Choice menu with signature sandwiches that have less than 6 grams of fat.

Salad Garden: Self serve salad bar with assorted salads and greens, vegetables and fruits.

Ah So Sushi: Locally-made, fresh and tasty sushi - always a treat!

Express: A quick and convenient grab and go option, with a large selection consisting of entrée salads, side salads, subs, wraps, sandwiches, fresh fruit cups, vegetable cups, parfait cups, and yogurt cups.

Quick Stop Bakery: A selection of fresh baked muffins, pastries and cookies along with various sweet treats.

Espresso's Coffee: If you are looking for a great cup of freshly brewed coffee with a large variety of blends and flavours and being socially responsible at the same time, then our Espresso's Program has what you are looking for.

Bagels by the Thames: A self serve station with an assortment of bagels with a selection of jams and cream cheeses.

Variety Corner: Gum, chocolate bars, potato chips, ice cream bars, bulk candy and other treats.

Elizabeth A. "Bessie" Labatt Hall

Enjoy the convenience of fresh sandwiches, bagels, soups, or a Tim Horton's beverage or sweet.

Off-Campus Dining Partners*

Pizza Pizza
Swiss Chalet
Barakat Restaurant
Mongolian Grill

UWO

Refund & Rollover Policies

Plan #1

Maximum cash refund is \$500 less the amount of money spent by the student at off-campus partners. 50% of the year-end balance will be automatically credited to the meal card for the next academic year.

Katie has meal plan #1. The year-end balance on her meal card is \$500, and she has spent no money (0\$) off-campus. Katie's eligible refund would be \$500 ($\$500 - 0 = \500)

Plan #2

Maximum cash refund is \$700 less the amount of money spent by the student at off-campus partners. 50% of the remaining balance will be automatically credited to the meal card for the next academic year.

Mike has meal plan #2. The year-end balance on his meal card is \$600, and he has spent \$450 off-campus. Mike's eligible refund would be \$250 ($\$700 - 450 = \250) and he would have \$75 (50% of the remaining balance after deduction of cash refund) placed on his card for next year.

Plan #3

Maximum cash refund is \$900 less the amount of money spent by the student at off-campus partners. 50% of the remaining balance will be automatically credited to the meal card for the next academic year.

Peter's year-end balance on his meal card is \$650, and he has spent \$300 off-campus. Peter's eligible refund would be \$600 ($\$900 - 300 = \600) and he would have \$25 (50% of the remaining balance after deduction of cash refund) placed on his card for next year.

NOTE: ALL CASH REFUNDS ARE SUBJECT TO A \$25.00 ADMINISTRATION CHARGE

All balances remaining on the meal card as of May 1, 2011 will be automatically placed on the student's meal card for the start of the next school year. Requests for cash refunds must be made to the Food Services Office, W053, prior to April 30, 2011.

DINING HOURS

The Thames Market Cafeteria operating hours* for the 2010-2011 academic year are:

Monday - Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 7:00 pm
Saturday/Sunday	11:00 am – 7:00 pm

Tim Hortons, in Labatt Hall is open the following hours:

Monday - Thursday	8:00 am – 9:00 pm
Friday	8:00 am - 3:00 pm
Saturday/Sunday	Closed

* subject to change.

The dining hall is an exciting gathering place for King's students. ARAMARK Campus Services, King's University College Students Council, and other groups sponsor regular promotions and fun events in the dining hall.

Please note: all meals can be packaged for takeout. Please do not remove dishes or flatware from the dining hall.

Safety and Security

Campus safety is always a priority for us. In addition to the 18 live-in residence staff and 2 on-duty residence night managers, we have collaborated efforts with our Residence Information Desk, Campus Security, and Campus Police.

The R.I.D.

The residence information desk or R.I.D. is located in Alumni Court. Among other things the R.I.D. serves as a resource desk and point of contact to address concerns pertaining to residence. Generally, it is from here that we dispatch on-duty residence staff, security, and campus police. The R.I.D. is open from 2pm-7am by either student staff or Stinson Security Personnel.

Campus Security

There are several Stinson Security Personnel at King's that primarily safe guard the campus environment as a whole, but they are also available to be of assistance to students, and can be in contact with campus police and/or residence staff at a moments notice 24 hours per day, 7 days per week.



Campus security can be contacted via phone @ 519-521-6215 or from the parking booths in the upper lot parking and the east parking lot next to the seminary via the security phones.

Campus Community Police Services (CCPS)

<http://www.uwo.ca/police>



We have a concerted effort with CCPS to ensure the safety of our campus and students. Along with educating the community on theft prevention, safety awareness, and computer safety, the CCPS is on regular patrol on and around campus.

Western Foot Patrol

<http://www.uwo.ca/footpatrol/>

Foot Patrol is a campus organization committed to the safety and security of students and staff at King's and Western. It is a free service that provides a safe walk or drop off service to various points around campus and neighbourhoods near campus.

Hospitals

If you find yourself needing to go to the hospital in an emergency situation, or have a matter that you feel needs immediate attention, we are located 5 minutes away from the University Hospital on Western's main campus. Alternatively, the next hospital closest to us is the St. Joseph's Urgent Care Centre (open 8 a.m. to 10 p.m.) on the corner of Richmond and Grosvenor.



Fire Safety

The residences are governed by the laws and regulations of Canada, Ontario and the local Fire Marshall. In keeping with these regulations, open flame and open element appliances are strictly forbidden. Burning candles and incense is also prohibited (exceptions may be made on religious grounds - contact a Residence Manager for permission).

Smoke Detectors

Each room is equipped with one smoker detector. At no point should it be altered or obstructed. College staff will conduct monthly inspections to ensure proper operation of the detectors. Tampering with fire safety equipment is a violation of the rules of residence.



Fire Alarms

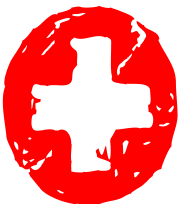
Make sure that you are familiar with the designated escape routes from your room. Residents must respond to all fire alarms by immediately exiting the building by the designated escape route (or alternate route, if the primary route is blocked). Meet your RA at the designated muster station. Fire safety violations are treated very seriously under the Code of Student Conduct.

Please report any unsafe situations (blocked exits, damaged or missing fire equipment, etc.) to a residence staff member.

The Fire Marshall may levy a fine for any false alarms. This fine will be charged to the residents of the unit in question, if the alarm was maliciously set off.

First Aid

Each RA has a first aid kit and is trained in First Aid and CPR. There is also a large First Aid kit at the RID.



Residence staff must be notified when ambulance personnel are called.



Residence Security

Residence security is everyone's responsibility. You can help by following these security guidelines:

- ε keep exterior doors closed and locked;
- ε lock the door to your room;
- ε close your window when you leave your room;
- ε keep security restrictors on your windows
- ε do not lend your keys to anyone;
- ε report any thefts, security problems, or potential problems;
- ε follow any instructions given by security or residence staff.
- ε discourage "tail-gaiting". (letting others follow you in)

The College does not assume direct or indirect liability for loss of, or damage to, personal property by fire, water, theft, etc. You should be certain that your insurance or your parent/guardian's insurance, covers personal property on campus.

Please Note:

1. *Residence entrances are under video surveillance for your safety.*
2. *Fines will be issued to any resident who removes the security restrictor from his/her window.*
3. *Fines will be issued to any resident who props open a locked residence entrance door*

Emergency Procedures

If a serious threat to personal safety is suspected or occurring on campus, the Residence Voice Mail and UWO Email systems will be used to communicate instructions. In all instances RAs and Residence Staff will advise students of the appropriate measures to be taken. The UWO Emergency Response Team may conduct tests of the communication system throughout the year.

Keys

The keys issued to you are for your use only. Do not lend your keys to anyone. Emergency keys are available at the RID if you lose your set or get locked out of your room. Emergency keys must be returned within 48 hours. After one reminder, residents will be billed for key replacement, and, if appropriate, lock replacement.



If you lose your keys, a replacement set can be ordered in the mail room (Central Services). Replacement key fees are: \$15 per key and \$40 for a full set of keys. Keys must be paid for when the order is placed.

At the end of the year, any resident who submits unauthorized copies of keys (keys not made by King's personnel) will be billed \$155.00 for room lock replacement.

Residents are not permitted to change, modify, or install locks or security devices without prior approval from the Residence Manager.

Achieving Academic Success in Residence

King's College, as a Catholic institution is dedicated to the promotion of academic excellence. We understand that there may be challenges in the transition between high school and university for some students.

Some of you may experience a drop in grades or problems studying for examinations. You may feel that some of your study skills and study habits could be improved. With this in mind, King's and Western offer various learning aids to use at your disposal. Along with these resources you may also access any of the Residence Staff for their added support.



Academic Counselling

At some point in time, you may require advice and guidance regarding your academic career at King's. Academic counsellors are available to you on an appointment and drop-in basis to consult with on various academic concerns such as:

- Advice on undergraduate programs and professional schools;
- Academic accommodation for extended illnesses or other major situations that would cause an extended absence from class;
- Other academic related concerns, issues, and questions.

For non-academic/personal issues, students should make an appointment with Counselling and Student Development through the Dean of Students

Prior to contacting an academic counsellor, please familiarize yourself with the admission, progression, and graduation requirements of your degree and program/module by reviewing the relevant information on the King's website..



Peer Assisted Learning (PAL)

Peer Assisted Learning (PAL) is a new program brought to you by the Counselling and Student Development Department. The goal of this program is to provide academic support by helping you, the first year student, develop good learning habits.

Peer Mentors can help with learning issues such as time management, procrastination, note-taking, organization, reading, and research.

For more information or questions on how the PAL program can help you, contact Catherine Turner cturne4@uwo.ca.

Tutoring

The Department of Economics, Business and Mathematics offers free tutoring services to King's students enrolled in first year Math and Statistics courses (Math 0110A, Math 1228A, Math 1229A, Stats 1024A).

Economics tutoring is available for students in Economics 1021A, 2122 and 2222, 2152, 2220, 2150 and 2260.

Details on times and locations can be found at <http://www.kings.uwo.ca/ebm/tutoring/>

Tutoring Referral Service

<http://www.stats.uwo.ca/trs.htm>

This is a listing of tutors at the University of Western Ontario offering their services in various disciplines. Fees availability and contacts are listed on the website.

French Tutoring

Free Service offered to 1st and 2nd year students experiencing difficulty with French. This service is provided by 3rd and 4th year student volunteers. Contact your French professor for details.

Cardinal Carter Library (CCL)

<http://www.kings.uwo.ca/library>

At the CCL, you have access to more than 150,000 items, several hundred bibliographic databases, more than 40,000 electronic journals, and an outstanding collection of audiovisual material.

The Shared Library Catalogue, Western Libraries' web-based catalogue, gives you access to the collections of all the libraries at The University of Western Ontario and the affiliated university colleges totalling more than eight million items in print, microform, electronic, and other formats.

There is also the ability to borrow material from across the country and even the entire world if you so choose.

Hours

Library hours are posted at <http://www.kings.uwo.ca/library/hours/>. Extended hours are in place during exam times.

Friendly library staff are available to help you locate and evaluate material for your study and research needs. They provide instructional and research services in the library, the classroom, and elsewhere on campus.



Essays, essays, essays

If you struggle with getting your words on paper, have no idea how to write an effective essay, or need help brushing up on your essay writing skills, there are several resources available at King's and Western to help you build your confidence in essay writing.

Keep in mind these programs are not proofreading or editing services.

Effective Writing Program

The King's Effective Writing Program provides assistance and instruction to students in all disciplines on an individual basis with a focus on essay writing. The instructor will review graded and unmarked essays with students. This service focuses on providing feedback on the soundness of arguments within the essay and how specific writing areas of an essay can be improved. This service is provided by appointment only. Appointments can be made through the Faculty Secretaries' Office in Dante Lenardon Hall. Call 519-433-3491 ext. 4777, or email ohw@uwo.ca to make an appointment.

The Write Place

The Write Place is a peer tutor service that provides students with feedback and assistance with their essays, the research stage, and the entire writing process in general.

Services are offered both as a first-come, first-served basis, or you can sign up for an appointment. Call for an appointment: 519-433-3491 ext. 4475.

Services for Students with Disabilities

http://www.kings.uwo.ca/students_with_disabilities/

Services for Students with Disabilities at King's believes every student has the right to "Access Success"! This website is designed to highlight information, services, and resources available to students with disabilities that enhance and ensure continued success throughout their university experience.

Student Development Services @ UWO

<http://www.sdc.uwo.ca/learning>

Effective Writing Program

This program provides one-on-one instruction; workshops and seminars on a wide range of writing topics; online assistance through the Western Online Writing Lab; support for faculty writing initiatives; and specialized help for ESL students.

Learning Skills Services

Learning Skills Services provides: individual counselling; presentations on learning from lectures and texts, time management, multiple choice tests, test anxiety, and many other learning skills topics; online learning help through website and bi-weekly emails; drop-in

services at the Learning Help Centre, and a resource library containing a variety of learning skills self-help books.

The Student Success Centre

<http://success.uwo.ca>

The Student Success Centre (SSC) is here to help with each step of your journey to a successful future.

The SSC understands that by coming to Western you have chosen to invest your time, money and energy to set yourself up for the best possible outcomes. There are a number of transitions to be navigated on the path to success, and the SSC is here to support you. This means finding opportunities that build your skills, knowledge and experience for a meaningful and fulfilling life.

The SSC's mission is to facilitate the development of career, educational, and life competencies for students and alumni through programs and services that guide successful transitions, foster local and global citizenship, promote leadership opportunities, encourage personal growth, deliver career resources, and ignite active engagement.

The SSC is located in room 210 in the University Community Centre (UCC) and can be reached by phone at 519-661-3559 and by email at successcentre@uwo.ca.



Get Involved...

There are hundreds of ways to become involved here at King's and at Western. It's all a matter of taking advantage of the opportunities that are out there. There are 15+ student clubs at King's, 100+ student clubs at Western, Western's student-run radio station, newspaper and TV news station, as well as various volunteer operated organizations and student government committees offer more great ways to be involved.

Student Government Opportunities:

King's University College Residence Council (KUCRC)

Residence Council serves as a link connecting the residence students, King's University College Student Council (KUCSC) and the College community as a whole. The Council works to enhance residence life and to coordinate activities to benefit residence students. In past years, the KUCRC has sponsored a variety of activities, including: formals, holiday candy and flower sales, charity fund raisers, coffee houses, and movie nights.

The King's University College Residence Council (KUCRC) consists of representatives elected in September from each residence unit. You will have an opportunity during a unit meeting to express your interest in running for the position. Unit reps may then run for the positions of President and Vice-President. All residents are eligible to vote in the election of those two offices. Council Secretary, Treasurer, and Promotions Coordinator are elected within the Council itself.

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King's University College Students' Council (KUCSC)

Dear Students,

On behalf of this year's Students' Council, we would like to welcome all the new students who are embarking on their first year at King's University College. We know it sounds cliché; however, speaking from experience, prepare yourself for the best years of your life - ones filled with fun, laughter, academics, and a truly remarkable sense of community. King's has become a second home to us returning students, one which includes an administration, faculty, student body, and facilities that are second to none. Our students are able to receive several unique opportunities, and the KUCSC is here to ensure that King's students are given the very best student experience outside the classroom.

If you would like to get involved and either become a part of the KUCSC, lend a helping hand with our several yearlong initiatives and projects, or just want to know what we are doing for you, please feel free to stop by our offices or visit our website at www.kucsc.com for all our contact information.

The KUCSC would like to wish you the very best this year, and enjoy your time as a student of King's University College.

Kindest Regards,

2010-2011 KUCSC Executive

King's Student Clubs

<http://kucsc.org> kucsc.clubs@uwo.ca

King's Chinese Students' Association
King's Snow Association
Round Table Society
Social Justice and Peace Club
White Dragon Kung Fu
JMS Careless History Club

ACS Club
Economics Club
King's Players
Psychology Club
Students for Life

DREAMS
King's Kids
Philosophy Club
Sociology Club
Political Science Club

Other Opportunities for Involvement

Regis Magazine

A monthly, student-run magazine publication delivering news, opinions, and events to the King's campus. Get in touch at kingsregis@gmail.com.

Carlie Brown University through InfoSource

<http://www.usc.uwo.ca/infosource/extracurricular.htm>

Aside from being a great opportunity to become involved and meet new people, the primary goal of CBU is to serve as a learning annex for Western Students to learn various skills of a fun and/or recreational nature. Check the website for the most up to date list of available courses.

USC Student Clubs @ Western

<http://www.usc.uwo.ca/westernclubs/clubslst>

There are 150 student clubs to choose from. King's students are eligible to participate in all clubs.

TV Western

<http://www.tvwestern.ca>

TV Western is a University Students' Council operated, closed-circuit television station covering various events and occurrence at Western such as O-week, Western-Idol and USC elections.

Gazette

<http://www.gazette.uwo.ca>

Published by the University Students' Council, the Gazette is the only daily student newspaper in Canada. A team of 22 section editors and dozens of volunteers writers, photographers, critics and artists work to create the Gazette each day.

Additional involvement and volunteer opportunities

Various volunteer opportunities exist across campus to provide career related experience, networking opportunities, opportunities to educate and promote awareness, and opportunities to give back to the community. The following is just the start of the opportunities you could explore:

http://www.kings.uwo.ca/career_services/volunteering

<http://success.uwo.ca/index.cfm/experience/volunteering/>

http://www.sdc.uwo.ca/index.html?volunteer_opportunities

<http://success.uwo.ca>

Residence Life Staff

Consider a rewarding student leadership position like a Residence Assistant (RA). You are trained to build and grow your own community while meeting over 300 residents. Speak with any residence staff member for more information. The hiring process for these positions begins in December.



Key Residence Programs

The King's Spirit Cup

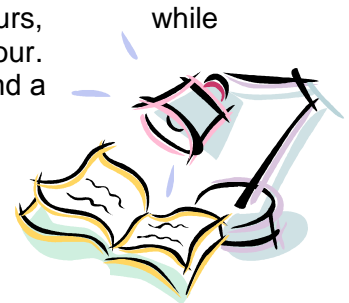
The King's Spirit Cup offers an opportunity for residence units to come together, participate in a variety of residence activities, and compete against other units to win prizes each term.



Units/Townhouses will receive Spirit Cup points on a per capita basis for their involvement in each Spirit Cup activity and competition element. Wining units (one male unit, and one female unit) will be awarded at the end of each term.

Study Challenge

The Annual Residence Study Challenge takes place the last two weeks of first term classes. Units compete to earn Spirit Cup points for the most study hours, each resident who participates receives a Brain Buck for every study hour. There are unit prizes and individual prizes to be won. It's a lot of fun and a great way to prepare for mid-term exams.



Brain Bucks

Brain Bucks is a collaborative academic initiative between the King's residence life program and various departments and services at Kings.

Residents collect Brain Bucks by demonstrating academic excellence, and using designated academic resources on campus to achieve their academic best. You can redeem your Brain Bucks for monthly prize draws and at the Brain Bucks auction at the end of each term – lots of great prizes to bid on!

Pat O'Brien Memorial Award

The Pat O'Brien Memorial Award recognizes a resident who is:

- Generous with his/her time
- Genuinely concerned for those who seek assistance
- Actively involved in a wide range of activities at the college

- A constructive contributor to the quality of residence life

Watch for details in February about how to nominate a deserving resident. This is a cash award (approx. \$300).

Health and Wellness

At King's and Western there are many services available to support your health and well being.

Campus Recreation

<http://campusrec.uwo.ca>

Access to the facility is free to all students, allowing you to achieve your fitness goals and/or help you develop a healthy lifestyle through open swim, aerobic classes, racquet ball, intramural sports, weight and cardio rooms, to name a few. The facility also offers several beneficial fee based services (personal training, massage therapy) that are available at a reduced rate for students. Check the website for details.



Student Health Services

<http://www.shs.uwo.ca>

Located in basement level of the UCC is the Student Health Services Medical Centre (SHS – open to all UWO and affiliate students. The centre is staffed with doctors year round, and offers such services as: annual exams, doctors' notes, and immunizations, and allergy shots. In addition to the counselling service offered at King's, counselling services are also available to King's students through SHS. Check the website for a full list of all available services.



Spiritual Direction and Counselling

http://www.kings.uwo.ca/campus_ministry

If you are looking for reflection or to make sense of the experiences in your life from a spiritual perspective, you might find need in spiritual counselling. The Office of Campus Ministry welcomes students of all faiths and is available year round. Campus Ministry , provides regular worship opportunities including Eucharistic Celebrations, Retreats, and prayer groups.

Check the website below for links and contacts to other faith groups at Western.

<http://www.uwo.ca/chaplain>

Counselling and Student Development

Right here at your new home, King's offers individual counselling designed to support all King's students experiencing challenges of a personal, or social nature. Appointments can be made through The Dean of Students office at ext. 4321.

Academic Support at King's http://www.kings.uwo.ca/academic_support/

Make a smooth transition from high school, employment or home by improving your study techniques. With academic support students can explore and develop their learning strengths and acquire new skills to become more efficient learners.

Student Development Services

<http://www.sdc.uwo.ca>

Located in the UWO Student Services Building (beside the UCC), the SDS extends its extensive learning skills resources to King's students. SDS also offers counselling services and various support services for international students, gay and lesbian, and First Nations students.

King's International Student Services

http://www.kings.uwo.ca/international_students

King's University College offers a number of services and programs aimed at improving the quality of International Students' experience at King's. International Students are invited to join the King's Peer Guide Program, participate in the numerous social and cultural events, and take an active leadership role in planning this year's Cultural Festival. To learn more about the programs and services organized for International Students at King's, check out the link above. International Student Services is also the place to explore outbound exchange programs for Canadian Students.

International students may also want to explore the information and services at the UWO International and Exchange Student Centre <http://www.sdc.uwo.ca/int>

Indigenous Services

<http://www.sdc.uwo.ca/Indigenous/>

Indigenous Services at Western assists student admissions and personal counselling, Indigenous Learning Resource Centre and Computer Lab, Health Science & Science Access Transition Programs, and Indigenous community liaison.

Student Health Plan

http://www.usc.uwo.ca/health/benefit_summary.htm

Part of your student fees pay for the undergraduate Student Health Plan. It has such benefits as 80% coverage for medication and medical equipment and up \$500 per school year for use of a psychologist. If you have your own plan, opt-out options are available.

Dental Clinic



<http://www.schulich.uwo.ca/dentistry/index.php?page=BecomingaPatient>

The Schulich School of Medicine and Dentistry at UWO runs a dental clinic available to students. Services are performed by dental students in their final year, under the supervision of a practicing dentist, all at a reduced rate. Details on initial fees and hours of operation are available online.

Chiropractic Clinic

<http://www.usc.uwo.ca/uccmall>

Conveniently located in the lower level of the UCC, the services of this clinic are available to the entire university community. No referral is required to utilize the clinic. Check the website for hours of operation.

Nutritionist <http://www.usc.uwo.ca/nutritionist>

Noelle Martin RD is the consulting Dietician at Western who is available to all students to help you reach your nutritional best. Services such as one on one counselling, group presentations, grocery store tours and cooking classes are available at no cost to you. Her office is located in the basement of the UCC in room 38B. She can be reached by email at noelle@rdservices.ca or by phone at 519-645-1620.

Finances

Whether you're in 1st year, or your final year, all students need to pay the bills, or figure out how the bills are going to get paid. You have chosen to take on more life responsibilities by moving away from home to live in residence, and with that comes the responsibility of stretching your dollar and minimizing debt. You've taken a big step to invest in your future, so it doesn't hurt to make sure this investment involves little risk.

So where is the money?

For at least the next 8 months, your main source of income is likely going to come from among the following areas:

- OSAP
- Summer employment
- Bank loans
- Savings
- Bank of Parents

Along the way, or even as soon as you got here, you've realized that you are going to need some extra cash to get you by in your new world; it's time for some options.

OSAP

As an OSAP recipient, additional opportunities for financial assistance are potentially available to you, such as bursaries and work-study jobs. Bursaries are varying sums of money provided to students and do not require repayment. Generally, the recipient must demonstrate financial need to receive a bursary.

Work-Study

Work-study is a program administrated by the Student Financial Services Office. The program supports a wide variety of part-time employment on campus. Check the Student Financial Services website for details on eligibility and application deadlines. http://www.kings.uwo.ca/financial_services/student/work_study/

Part-Time Jobs

So you need a little extra cash and you've decided that you want part-time work. What do you want to do?

- retail
- on campus job
- manual labour/odd jobs
- restaurant/fast food/bar staff
- customer service



Jobs – Where can I find one?

Some job opportunities exists on campus. Here are a few suggestions.

1. Campus recreation –life guard, referees, desk staff.
2. Campus pubs and restaurants
www.usc.uwo.ca/spoke
www.usc.uwo.ca/wave
3. King's and Western campus library staff



- 4. King's Foundation Office
- 5. UWO Bookstore
- 6. King's computer lab
- 7. Western Film-concession and box office staff
www.usc.uwo.ca/wfilm
- 8. Campus convenience stores and service centres
www.usc.uwo.ca/mustangalley
www.usc.uwo.ca/infosource
www.usc.uwo.ca/inprint
www.usc.uwo.ca/postal
www.usc.uwo.ca/purpledoor
www.usc.uwo.ca/services/western_watch
- 9. Carlie Brown University (recreational activity course instructor)
<http://www.usc.uwo.ca/cbu/default.htm>



Off-Campus Employment <http://career.uwo.ca>

If employment off-campus is more your thing, have a look at the Western career website. There, you will find a job posting database for many off campus job opportunities. Your student number and date of birth will be required to log in.

Other Options

If you're not eligible for OSAP, don't worry, there are many other options still out there. Most banks will provide loans, or more specifically student lines of credit to get you through. In addition to that, there are many bursaries and scholarships available. Details are available in the reference section of the King's library and through many online databases such as studentawards.com. To get an extensive list of opportunities for free money and information on student lines of credit, check out the Student Financial Services section of the King's website, stop by the office, or give them a call at ext. 4319.



Budget Items	Amount
<p>Groceries/Dining out If you need to stock up on food for those late nights, try avoiding the grocery stores with all the pretty displays and bells and whistles. Someone has to pay for all that ambience. It's you!!! Also, there are meal plan guides in the cafeteria that give you what your average usage should be as the year goes by, giving you a heads up on whether you should be refilling your meal plan or getting a little grocery shopping done sooner than later.</p>	
<p>Cell Phone Now that cell phone portability is here, search on the web for student phone plans, as many come with long distance minutes included in</p>	

the monthly plan, as well as other benefits.	
Cable Do you need to watch that much TV? Sharing a TV with 15-29 others may not be so bad and may even cut down your TV watching. Try a TV antenna – you could score 2-3 channels in our area. Besides, you have enough distractions.	
Clothing Hold out for seasonal sales. Stores need to make room in inventory. Do you really need new clothing in all cases, or is a hemming here or a few inches taken in there a better option so your clothes fit and look better on you?	
Entertainment Big box theatres have big price tickets to pay the big mortgages on their buildings. Smaller theatres offer better deals on ticket admission. Have you given Western Film a look? Only \$4 admission	
Personal (laundry & toiletries) Don't over-fill the washing machine to save on money. The clothes won't be clean and will be covered in soap residue. Ask for help if you need a hand with the machines. Ruined clothes cost money. Even then, the money you save on laundry could be used for gas or a bus/train ticket home for use of free laundry and toiletry services.	
Transportation (Cabs, Greyhound, Via) Cut down on unnecessary costs. Use your bus pass to get downtown - you've already paid for it. For Greyhound and VIA Rail, take a look at student discount programs offering up to 25% discounts on tickets.	
Credit Cards It's easy to get one as a student, but not so easy to pay it off. Just because they come to campus throwing them at you, doesn't mean you need to 'buy' what they're selling. Apply for one if you need it - eventually you will. First, do some research online. There are plenty of cards with no frills and low interest rates, as well as cards with average interest rates and great benefits like gas price discounts, free movie passes, and rebates on your purchases.	

Other Money saving tips:

Every student chips in approximately \$96.00 for the extended health benefits plan offered by the University Student Council. If you are already covered by your parent's plan, or have your own version of an extended plan, this is easy money coming back to you. You must provide documentation of your own extended plan. Check the website for deadline details.

<http://www.usc.uwo.ca/health>

Used books

You can save a considerable amount of money by getting used books. Visit the UWO Bookstore and the USC Used Bookstore early so that you can get the best selection from the used copies they have. It's a safer bet with used current editions than older editions. Check with your professor first to find out if buying an older edition will be problematic.

Finance Seminars

Every fall, a presentation is put on by the Student Financial Services Office. It's a very informative presentation covering such topics as finances and budgeting. Those in attendance have the opportunity of winning a cash prize in a raffle. This is a presentation not to miss.

If you have any questions about your financial situation, visit or contact Student Financial Services. They are here to help with advice and information on loans and finances. As well, they can also meet with you to discuss various options if you are experiencing financial hardships.

Bursaries and Scholarships

Ontario First Generation Bursary

This bursary opportunity will provide direct support to students with financial needs who are the first in their families to attend university. Check the Kings website under the Student Financial Services (SFS) section to find out the eligibility criteria.

There is a list of Scholarship Awards & Bursaries with eligibilities based on your major, community involvement, and financial need.

As a resident of King's College, you have agreed to abide by this agreement:

King's University College Residence Agreement

I, (print full name) _____, the undersigned, hereby accept the offer of a space in the King's University College ("the College" or "KUC", as the case may be) Residence, and agree to all of the following terms and conditions:

Academic Status: I acknowledge and agree that I must be registered full-time (or equivalent) in an academic program at King's University College, the University of Western Ontario, Brescia University College or Huron University College to be entitled to accept or occupy space in King's University College Residence. Should I cease to be so registered I agree to give immediate notice to the Residence Manager. I agree to leave residence, in such an event, if deemed necessary by the Residence Manager.

Fees: I agree that on accepting this offer, I shall pay all fees for room, meal plan and incidental fees, as and when specified as outlined in the King's University College Fee Schedule.

Term: I agree that my residence term ("term") runs between Labour Day of the current academic session to the earlier of 24 hours after my last exam, or the last day of exams on the King's University College Calendar. I agree that residence is closed during the December holiday period to all students unless special permission is granted in advance by the Residence Manager.

Early Termination: In the event of my leaving King's University College Residence, for any reason, prior to the end of the term (as defined above), I agree that I am responsible for residence fees unless released from this obligation by the Dean of Students. I understand that for students released from the Residence Agreement refunds are made on the following basis: the residence deposit and incidental fees are non-refundable, and the balance of fees (room and meal plan) is refundable in accordance with the refund procedure established by King's University College and published on the College web site at www.uwo.ca/kings. (Residence fee and meal plan refunds are calculated using the official withdrawal date and a 12% declining balance method).

Meal Plan: I agree that the Residence Meal Plan provided by the College is mandatory.

Room: I agree that my acceptance of this offer entitles me merely to the use of the space which is allocated to me by the Residence Manager in his/her sole discretion, and that the College will retain possession and control of such space during my occupancy. I further agree that the College is entitled to establish restrictions on my use of such space. The restrictions on my use of such space shall include:

a) Compliance with the regulations established by King's University College Residence, entitled "King's University College Rules of Residence", and with the "King's University College Residence Network Use Agreement" and with the "King's University College Alcohol Policy", as amended from time to time. (These documents are available on the King's University College website: www.uwo.ca/kings. To receive these documents by mail, please contact the Residence Manager);

b) Compliance with other orders, notices and directives of the Residence Manager and the Residence Staff of King's University College;

c) Compliance with the rulings of any duly constituted residence disciplinary body;

d) Compliance with the rules and regulations of King's University College and applicable rules and regulations of The University of Western Ontario in force at any time and the directives of King's University College Security and The University of Western Ontario University Police Department when issued in performance of their duties;

e) The right reserved to the Residence Manager to re-allocate rooms;

f) The right of authorized staff of the College entry into my room at any time for maintenance and cleaning;

g) The right of the Residence Manager, Assistant Residence Manager(s), and/or acting Residence Manager, of entry into my room at any time in order to ascertain compliance with residence regulations;

h) The right of the Residence Manager, or acting Residence Manager, to levy charges in the event of damage done to my room or its contents or other College property by myself or my guests;

i) The right of the Residence Manager, or acting Residence Manager, to levy charges or fines in the case of disciplinary action arising from this agreement

I hereby disclaim and renounce any and all rights, claims, demands and causes of action of any kind or nature whatsoever that I may have against the College and those for whom they are in law responsible, arising out of or connected with any enforcement or non-enforcement by the College of any of the rules, regulations and rights listed in paragraphs (a) through (i) above.

I agree that I shall not hold the College and those for whom they are in law responsible liable for any losses, causes or action, demands or other incidental, indirect, consequential, special or contingent damages, regardless of form, whether or not the possibility of any such losses or damages reasonably could have been foreseen by the College that I may incur or sustain arising out of or in any way connected with my residence at the College or my failure to abide by the rules and regulations referred to in paragraphs a) through d) above, including, without limitation, theft, fire, howsoever caused, injuries or accidents to myself or my invitee, natural disasters, vandalism or the failure of the College to enforce the aforementioned rules and regulations.

In agreement with the College accepting me as a resident, I hereby agree to indemnify and save harmless the College, their successors and assigns, from and against all losses, liabilities, costs and expenses they may incur or sustain in respect of any demand, claim, action, suit or proceeding that is proposed or commenced against them, in relation to or arising out of my failure to abide by the rules and regulations referred to in paragraphs a) through d) above. This indemnity shall be binding upon my heirs, executors, administrators and personal representatives.

I further agree that should I use the King's University College recreational athletic facilities, participate in athletics at the College, or in intramural sports on College teams or participate in athletics at College events on or off-campus, that there are certain risks of injury that are inherent to participation in sports and recreational activities. These types of injuries may be minor or serious and may result from my own actions or the actions or inactions of others or a combination of both. I hereby warrant that I am physically fit should I choose to participate in such activities and understand that the choice to participate brings with it the assumption of those risks that are a part of athletic or recreational activities. Accordingly, I agree that the College and those for whom they are in law responsible shall not be liable for any injury to my person or loss or damage to my personal property arising from, or any way resulting from my participation in these activities. I further agree to indemnify and save harmless the College, their successors and assigns, from and against all losses, liabilities, costs and expenses that they may incur or sustain in respect of any demand, claim, action, suit or proceeding that is proposed or commenced against them relating to or arising out of my failure to abide by the rules and regulations that are designed for the safety and protection of participants in athletics and intramural sports howsoever caused and this indemnity shall be binding upon my heirs, executors, administrators, and personal representatives.

I hereby consent to the Residence Manager and/or Dean of Students reviewing my academic record as necessary for purposes of verification of my academic standing.

I understand and agree that the failure to abide by any of the above terms and conditions is a breach of this Agreement and that in such an event, the College may, at its option and with reasonable notice, terminate my residency at King's University College and I agree to vacate the premises with all of my belongings at the time specified by the College.

I understand and agree that if I am under the age of majority the College will contact my parent(s) or legal guardian as necessary concerning any part of this agreement.

All students, regardless of age, are encouraged to discuss this Agreement with their parent(s) or legal guardian prior to signing.

I have read the terms and conditions contained in the Agreement and agree to each and all of them.

(Please Print)

Surname

Given Names

Signature_____

Date_____

If you are under eighteen (18) years of age, this document must be co-signed by your parent(s) or legal guardian(s):

In consideration of King's University College agreeing to accept the above-named student as a resident, the undersigned agrees as follows:

1. I am the parent/legal guardian of the above-named student; and
2. I will be responsible for and will assume all of the obligations and liabilities of the above-named student in relation to the foregoing Agreement.

(Please Print)

Surname of Parent/Legal Guardian

Given Name

Signature(s)_____

Date_____

Revised May 2009

As a resident of King's College, you have agreed to abide by this agreement:

King's University College RULES OF RESIDENCE

I. Introduction

King's University College as a Catholic, co-educational liberal arts university college, affiliated with The University of Western Ontario, maintains its identity as a Catholic community in the midst of a large secular university.

The Board of Directors of King's University College is charged with final administrative authority over the property, organization and conduct of the College.

It is the responsibility of every student resident at the College to abide by the King's University College Code of Student Conduct and the King's University College Rules of Residence. Students are expected to comply with all of the laws of Canada and Province of Ontario. The College neither substitutes for, nor interferes with, the regular legal processes. An action involving a student in a civil or criminal court does not free the student of responsibility for his/her conduct in a College proceeding. The College will proceed with its internal review in accordance with its own procedures.

King's University College Rules of Residence may be amended during the course of any year. Amendments and additions will be in full force and effect following the approval of the Board of Directors and notification of students in residence. Amendments and additions will be posted indicating the date on which they will be in effect.

II. Rules and Penalties for Offences against the Rules

A. Rules

An offence occurs when a resident acts in a manner that is dangerous or potentially dangerous to the health, safety and well-being of others and/or is contrary to the College's philosophy and/or community standards. The following are explicitly prohibited:

1. Possession of weapons, firearms, fireworks, explosives of any kind, chemical oils, flammable/dangerous materials or any other offensive, hazardous or illegal substances is not permitted in residence and will result in immediate expulsion from residence.

Rules 2. through 6. below are considered to be extremely serious and may result in immediate expulsion from residence in order to protect the safety of the individual or others at King's University College.

2. Dangerous, disorderly or personally harassing acts that threaten the well being (physical or psychological) of any person, whether or not harm to persons or property results. *

*Complaints of harassment or discrimination on the prohibited grounds specified by the Ontario Human Rights Code (race, ancestry, place of origin, colour, ethnic origin [including language, dialect, or accent], citizenship, creed, sex, sexual orientation, age, marital status, family status, the receipt of public assistance, record of provincial offences or pardoned federal offences) will be dealt with according to applicable King's University College policy on harassment and discrimination.

3. Possession of stolen property or theft of any kind.

4. Possession or use of illegal drugs by a resident or any guest of a resident.

Students are expected to comply with all laws that pertain to possession and use of drugs and controlled substances. A breach of this rule by a guest will result in the immediate expulsion from residence of any guest and he/she will be prohibited from returning to the residence.

In disciplinary matters, the excuse of being under the influence of drugs is not an acceptable defence or an acceptable reason for appeal

5. Misuse of the fire protection system, including causing a false fire alarm, tampering with fire doors, exit signs, posted safety procedures, fire extinguishers, hoses, alarm system components, smoke detectors, heat detectors, etc.

6. Damage to the property of King's University College or any personal property.

7. Failure to respond to a fire alarm by clearing the building quickly and efficiently.

8. Possession or consumption of alcoholic beverages in residence by residents under the age of nineteen (19) or guests of residents under the age nineteen (19).

Provision of alcohol to residents under nineteen (19) years of age or to guests under nineteen (19) years of age.

Residents who may legally consume alcohol are expected to do so in a safe and responsible manner. Abuse of alcohol in any form is unacceptable in residence.

Possession or consumption of alcohol in areas other than approved residence areas and in accordance with residence policies and/or King's University College Alcohol Policy.

Residents are expected to comply with the Liquor Licence Act of Ontario and to be familiar with the King's University College Alcohol Policy.

Residence Alcohol Regulations

Students resident at the College nineteen (19) years of age or older and their guests nineteen (19) years of age or older may consume alcohol only in private residence rooms or in the private residence lounge within a residence unit.

Alcoholic beverages brought into a residence unit lounge must be served in an unbreakable cup or container.

Residence lobby areas, stairways, hallways and washrooms are considered public areas, therefore alcoholic beverages may not be open or consumed in these areas.

For safety reasons, beer or malt liquor in bottles is not permitted in residence.

Kegs or other bulk containers, or any devices or drinking games that promote, or may be seen to promote, excessive consumption of alcohol are not permitted in residence.

Possession of open alcohol or consumption of alcohol is never permissible outside on the grounds of the College. This includes the areas immediately outside the residences, playing fields and all parking lots.

Anyone who serves any person an excessive amount of alcohol, regardless of his/her age, may be legally (criminally and civilly) liable as the host should the individual served sustain or cause injury.

In disciplinary matters, the excuse of being under the influence of alcohol is not an acceptable defence or an acceptable reason for appeal.

9. Violation of building security and safety measures and policies. This includes unauthorized possession or duplication of keys, failure to report lost keys, failure to keep locked security doors closed, failure to keep window mechanisms in place, etc.

10. Misuse of a student identification card/meal card or failure to produce identification when asked by an agent of the College (i.e., employees of the College including residence staff, and contract employees of the College, such as security personnel and food services staff).

11. Unauthorized entry to or presence in restricted or private residence areas. This includes refusing to leave or returning to an event or residence area after having been instructed to leave by an agent of the College, as defined in Rule 10. above. This also includes any type of forced entry.

12. Failure to comply with King's University College Residence Guest Policies.

Guest Policies:

All residents are responsible for their guests and must accompany guests at all times while in the residences.

Hours for co-ed guest access in residence rooms are:

Sunday through Thursday: 10:00 a.m. until Midnight

Friday and Saturday: 10:00 a.m. until 2:00 a.m. (Saturday, Sunday)

Residence lounges and study rooms are open to men and women guests at any time.

Each residence unit will develop and monitor internal procedures and courtesy measures for hosting opposite sex visitors within the limits of the Guest Policies, in consultation with Residence Staff. These procedures will be clearly posted in each residence unit. A unit may further limit co-ed guest access and/or hours by consensus of the members of the residence unit.

Residence students may not have more than two guests at any time.

Guests will be required to leave if designated quiet hours are not observed.

Guests are permitted in residence rooms with the agreement of roommates. A resident will have the unconditional right to ask and expect a roommate's guest(s) to leave. The highest standard of consideration and cooperation is expected in order to maintain each student's right to study, rest and privacy. Conduct that in any way jeopardizes the well being of another student will be handled under Rule 2. above.

Guests are not permitted to have or use residence keys under any circumstances.

A violation of rules by the guest of a resident student will result in disciplinary action and/or Responsibility for damages being assigned to the host.

Overnight Guests

Same sex overnight guests are permitted in residence and must be approved by the Residence Manager (or acting Residence Manager) and signed in at the Residence Information/Security Desk.

A student is limited to hosting an overnight guest twice per term.

A student occupying a double room must have the written permission of his/her roommate in advance for hosting an overnight guest. An overnight guest permission form must be submitted to the Residence Manager (or acting Residence Manager) at least forty-eight (48) hours in advance of the anticipated guest arrival.

A bed must be available for an overnight guest. Overnight guests or residents are not permitted to sleep in unit lounges or study rooms.

Overnight guests are limited to a maximum stay of three consecutive nights and residents are discouraged from hosting overnight guests Sunday through Thursday nights.

Overnight guests in residence are not permitted during Orientation Week, December and Final Examination periods, or Conference Week.

13. Failure to maintain Quiet Hours while within or adjacent to the residence areas.

Quiet Hours are defined as times during which noise should not be audible from one room to another; including residence rooms, study rooms, lounge areas, or other public areas of the residence (i.e. washrooms, kitchenettes, hallways and stairways) or from outside areas immediately adjacent to the residences.

It is the responsibility of each resident to ensure that an atmosphere conducive to study is maintained. Residents should be able to study in their rooms during the day and evening. Audio equipment, televisions, and musical instruments are permitted in residence so long as their use does not disturb other residents.

Quiet Hours are observed according to the following schedule:

Sunday night to Friday morning: 7:00 p.m. through 9:00 a.m.

Saturday and Sunday: 1:00 a.m. through 9:00 a.m.

During the December and Final Examination periods strict quiet hours are observed on a continuous twenty-two (22) hour basis; moderate quiet hours are observed daily from 4-6 p.m.

Residents who disrupt the sleep or study of other residents repeatedly, or who show themselves to be incapable of maintaining an atmosphere conducive to study may be asked to leave residence at anytime during the academic year. Such conduct is deemed to jeopardize the well-being of other students and will be handled under Rule 2. (above).

14. Failure to maintain a smoke-free environment in all areas of the residence buildings, including individual residence rooms.

15. Pets are not permitted in residence. Service animals to assist persons with disabilities are welcome in residence with prior consultation with the Residence Manager.

16. Residence rooms are equipped with furniture, bedding and accessories that are to be used as provided. Students must account for all furniture, bedding and accessories upon leaving residence. Missing items, as well as any damage to the room or its contents, to any part of the residence unit, or to any other College property, either by a resident or the guest of a resident, will be assessed by the Residence Manager and charged to the resident.

In situations where responsibility cannot be determined for unit damages or exceptional cleaning requirements, responsibility will be shared by all unit residents and will be billed accordingly.

17. Residents are expected to keep their rooms in reasonable order, as well as the common areas and washrooms clean and free of litter. Residents may be charged for the costs of additional cleaning that is deemed necessary by the Residence Manager.

18. Rooms are not to be painted or wallpapered, and the use of nails, tacks, screws, etc. is not permitted as they damage the surface of walls and furnishings. Room decorations and accessories must not create a fire safety hazard.

19. Furniture and accessories are not to be removed or exchanged from the lounge areas, from one student room to another, or removed from the building.

Individual room furniture is not to be relocated within the room. Furnishings are arranged to provide optimal access and space for each student assigned to the room.

Window screens and window mechanisms are not to be removed under any circumstances.

20. Residents are not permitted to apply or affix anything to the exterior of the buildings, or to throw or let fall any object or matter from residence buildings.

21. Permission of the Residence Manager is required for any postings or visual displays in any public areas including the lobby, lounges, study rooms, hallways, stairways, washrooms, the exterior of residents' room doors and windows. Residents will be required to remove any posting or display deemed offensive by another student(s) or by the Residence Manager.

22. Residence buildings were not designed for the varied appliances, computers, and electronic equipment utilised by today's students. Consequently, residents may be asked to moderate their use of such equipment if it is deemed necessary.

Small refrigerators are permitted in residence rooms (maximum size of 5 cubic feet and 35 inches high).

Power bars with fuses are required. Computer users should protect their equipment against power surges.

Residents may not alter the wiring provided. Electrical needs should be brought to the attention of the Residence Manager.

23. Students contracting for residence information technology network services (RezNet) must comply with applicable King's University College and UWO information technology policies and regulations. Failure to do so may result in termination of services.

24. Electrical appliances, or open flame devices, to warm or cook food may not be used in residence rooms. Such items may be used in the residence kitchenette area only.

25. Candles and incense are not permitted in residence. Students whose religious practices require the burning of any substance in residence must discuss this with the Residence Manager.

26. Bicycles, motorbikes, etc. may not be brought into residence passageways or rooms. Rollerblades may not be worn in residence buildings.

27. Resident students must comply with the King's University College Parking Policy.

28. Use of laundry facilities is restricted to posted hours.

29. Resident students are required to comply with the policies of the King's University College Meal Plans, Thames Market and other food service facilities.

Meal cards are not transferable; only the student whose name and photograph appear on the identification card may access the meal plan.

Public health regulations require that shirts and footwear must be worn in food service areas.

B. Penalties for Offences against the Rules

Penalties for offences against the King's University College Rules of Residence include:

documented verbal warnings
written warnings (formal reprimand)
behaviour bonds fines
community service
replacement of damaged property
restriction or cancellation of privileges and/or services
restriction of access to specified residence areas and/or facilities,
probationary warning,
temporary suspension
expulsion from residence (termination of the Residence Agreement),
or a combination of these.

Definitions

a) A behaviour bond is a specific sum of money held in the student discipline account for a specified period of time. A bond is forfeited if (1) the individual under bond commits any other offence during the period of time specified by the bond, or (2) the bond is not paid by the assigned date, otherwise the money is returned at the end of the specified time period. Bonds may range from a minimum of \$50 to a maximum of \$300 and may be in effect for a period up to the end of the academic year.

b) A fine is a specific sum of money (at least \$50 and not to exceed \$300) paid as a penalty for an infraction of the Rules of Residence. Bonds and fines must be paid according to the deadline indicated in the written notification of disciplinary action (normally 10 business days).

The proceeds from all fines and forfeited bonds will be used for the purpose of improving student facilities at the College, as student emergency funds, or as a donation to the King's University College Bursary Fund.

Fines, forfeited bonds, or damage charges outstanding will be treated as overdue accounts and will be processed through the Student Financial Services Office for action.

King's University College reserves the right seal a student's academic record in instances of non-payment of prescribed fees or fines and/or bills. This will not only prevent further registration, but also the disclosure of any information pertaining to academic records, such as transcripts of marks and grade reports. An additional fee of \$40 is assessed when an academic record is sealed.

c) Community service (to a maximum of 30 hours) may be assigned in circumstances as deemed appropriate by the Residence Manager. A deadline for completion of community service will accompany the assignment of community service.

d) Restriction of access means that a student is barred from access or has limited access to a designated residence area(s) or facility (ies) for a specified period of time up to and including the end of the academic year.

e) A probationary warning is official notice that a student is not in good standing in the King's University College Residence and subsequent violation of Residence Rules will result in expulsion from residence (administrative termination of the residence agreement). The parent(s)/guardian of a student under the age of majority will be notified of probationary status.

f) Temporary suspension from residence is the removal of a resident from residence to allow for an investigation and/or the resolution of matters concerning the safety and/or discipline of a resident or residents for a period not to exceed 72 hours. A student temporarily suspended from residence is responsible for finding alternative accommodation and is responsible for the cost of alternative accommodation.

g) Expulsion from residence (administrative termination of the residence agreement) means that a student may not continue to reside in a King's University College residence. Certain infractions will lead to expulsion from residence and an effort has been made to identify these. Also, an accumulation of offences will lead to expulsion from residence.

A notice of trespass will be issued with expulsion from residence. This means that a student who is required to leave residence will not be permitted in any residence area of the College.

The College reserves the right to expel a student from residence immediately in those cases where expulsion from residence will or is likely to occur, particularly where safety concerns exist. Notice of expulsion from residence may be given and acted upon by the College unilaterally. The student will be given reasons for the College's immediate action.

In those circumstances where the College decides it must act immediately, reasons will be given to the student, in writing, as soon as possible after the expulsion from residence. All of the procedures with respect to offences will then apply. The student will not be allowed to return to residence during the period of review. A student expelled from residence is responsible for finding alternative accommodation and is responsible for the cost of alternative accommodation.

III. Administration and Procedures

The Board of Directors is responsible for the administration of the College and has the authority to develop rules for residence life. The Dean of Students is responsible for non-academic disciplinary matters at the College. The Dean of Students delegates such implementation responsibilities, where appropriate, to the Residence Manager and residence staff.

While Residence Assistants are responsible for the investigation of and reporting of offences against the Rules of Residence and/or unsafe situations in the residences and areas immediately adjacent to the residences, all resident students share in the responsibility to report offences against the Rules of Residence and/or any unsafe condition or situation in residence to the Residence Manager or Acting Residence Manager.

Any unsafe situation must be reported immediately; other occurrences should be reported within 24 hours and not later than 72 hours.

When the Residence Manager receives an occurrence report outlining a breach of the Rules of Residence, the resident(s) allegedly responsible for the infraction will be notified in writing that the Residence Manager has received a report outlining an alleged offence against the Rules.

Written notification will be delivered through the campus mail facilities or by personal delivery. Upon delivery, notice will be considered complete whether or not the notice letter is read or acknowledged by the student. It is each student's responsibility to check his/her campus mailbox on a regular basis. Delivery will be deemed effective on the third (3rd) business day following the posting of the letter of notification to the campus mailbox.

Upon notification that an alleged offence has been reported, a student is required to meet with the Residence Manager and the Resident Assistant(s) or other person(s) reporting the alleged offence to discuss the occurrence, the occurrence report, and to present his/her account of the occurrence. The Residence Manager may request and/or allow other persons to attend this meeting at his/her discretion. This meeting will be held as soon as possible following delivery of notification to the student that a report of an alleged offence against the rules is pending.

Following the meeting, the Residence Manager will make a decision regarding the alleged offence, assess a penalty where appropriate, and notify the student in writing, normally within five (5) business days. During holiday and examination periods, special arrangements and/or extensions may be required.

In the event the student fails to attend the required meeting, the Residence Manager may proceed and will notify the student of the decision and any penalty imposed.

In the case of serious behavioural and/or disciplinary matters for resident students under the age of majority, the College will contact the parent(s) or guardian(s) of the student.

IV. Record of Disciplinary Actions

When a student is found to have contravened the Rules of Residence, a report of the review meeting will be prepared by the Residence Manager and this report will remain a part of the student's residence file. All written statements reviewed at the meeting will be retained with the report. These are confidential records that are subject to review only if an appeal is requested. A student with a recorded offence against the Rules of Residence may review the report by contacting the Residence Manager. Residence disciplinary records are not a part of a student's Official Student Record and will be destroyed two years following a student's last term in residence at King's University College.

V. Review of Disciplinary Action

Where the Residence Manager finds that a student has contravened the Rules of Residence a student may request a review of the decision and/or penalty imposed to the Dean of Students. Such a review will be based upon the circumstances of the infraction, substantive new information unavailable at the time of the original meeting, or that the penalty is unduly severe in relation to the offence against the Rules of Residence.

A letter requesting a review of a disciplinary action must be submitted within five (5) business days after notification of the decision. The student must provide in a letter specific grounds that warrant a review.

Upon receipt of a letter requesting a review, the Dean of Students (or designate) will examine the content of the letter, review the file and determine whether a review of the matter is warranted. The Dean of Students will notify the student in writing as to whether or not a review is warranted within five (5) business days.

If a review is warranted, the Dean of Students (or designate) will meet with the student requesting the review, the Residence Manager and others as deemed necessary by the Dean of Students (or designate), within five (5) business days.

The findings of the Dean of Students (or designate) will be conveyed in writing, to the student who requested the Review and to the Residence Manager, normally within five (5) business days of the meeting. A copy of this letter will be maintained in the student's confidential residence file (as noted above in Record of Disciplinary Actions).

April 2003

Harassment and Discrimination Policy

1. APPLICABILITY:

This policy applies to all persons for whom King's University College is held responsible, including employees, students, Board members, contractors providing a service at the College, guests or visitors.

2. PURPOSE AND GUIDING PRINCIPLES:

This policy responds to King's University College's commitment to provide, in accordance with its mission as expressed in Vision, Values and Learning: A Strategic Plan for King's University College and the Ontario Human Rights Code, a workplace and learning environment where everyone is treated with respect and dignity and a process for the handling of complaints of harassment and/or discrimination.

In the implementation of the policy, the King's community is guided by the following principles:

i. Every member of the King's University College community has a responsibility to assist in creating and maintaining an environment that is free from harassment and discrimination. Both work and learning can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual.

ii. The rights and dignity of each individual are respected. The College is committed to ensuring equality through its formal policies and procedures.

iii. The values of academic freedom, procedural fairness, and collegiality in the College are respected.

iv. As the essential functions of the College are the pursuit, creation, and dissemination of knowledge and understanding through teaching and research, academic freedom is an essential characteristic of King's University College. For faculty members, academic freedom ensures the right to teach, investigate, and speculate without deference to prescribed doctrine. The right to academic freedom carries with it the responsibility to use that freedom in a responsible and ethical way. This policy is not to be implemented in a manner that unfairly limits academic freedom and its responsible use.

v. Education and mediation are the principal means of promoting and enforcing the policy. The policy recognizes the independence of the College and its preference to work out its own solutions internally.

vi. The needs of the whole King's community, not just the needs of any single constituency must be served. The policy is balanced in its conception and in its administration. Its application shall not violate existing College employment agreements and policies.

3. RESPONSIBILITIES:

Administrative and supervisory officers are responsible for communicating to all members of the King's community that harassment and discrimination are not permitted and will not be condoned or ignored. Administrative and supervisory officers will make every effort to prevent harassment and discrimination by:

i. demonstrating by leadership and action a commitment to the prevention of harassment and discrimination;

ii. communicating the principles of this policy and upholding its spirit and intent;

- iii. taking all steps to put a stop to any harassment or discrimination of which they are aware, regardless of whether a complaint has been filed;
- iv. taking all complaints of harassment and discrimination seriously and promptly and diligently investigating any alleged incident;
- v. taking prompt action to resolve complaints and taking appropriate corrective action;
- vi. encouraging participation in education and training programs provided by the College.

All members of the King's University College community share the responsibility to create a workplace that is free from harassment and discrimination. All members are responsible for understanding what constitutes harassing and/or discriminatory behavior and conducting themselves in accordance with the spirit and intent of the policy.

4. DEFINITIONS:

a. Harassment and Discrimination

For the purposes of this policy, harassment and discrimination are defined, in accordance with the Ontario Human Rights Code' as follows:

"Harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

"Discrimination" means the differential treatment of an individual or group that is based not on individual or group performance, but on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

Every person covered by this policy has a right to freedom from harassment in the workplace or classroom because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

Every person has the right to equal treatment in all aspects of employment, services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age [as defined by the Human Rights Code], record of offences, marital status, same-sex partnership status, family status or disability.

Harassment can constitute a discriminatory practice under applicable human rights laws where the objectionable conduct or comment relates to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

Behaviour giving rise to a complaint of harassment does not need to be intentional in order to be considered harassment. The key factor is how the recipient reasonably perceives the behaviour.

Examples of harassment include, but are not limited to:

- i. objectionable remarks, innuendos or taunting about a person in relation to his or her racial or ethnic background, colour, place of birth or any other prohibited grounds of discrimination;

ii. refusal to converse or work cooperatively with an employee because of racial or ethnic background or any of the other prohibited grounds of discrimination;

iii. insulting gestures, graphics or jokes based on a person's sex or sexual orientation or any prohibited grounds that cause embarrassment or discomfort.

Harassment may occur over one incident, or over a series of related or unrelated incidents.

Harassment does not include actions taken by administrative or supervisory staff who are exercising their supervisory rights and responsibilities in good faith. Performance reviews, work evaluations and disciplinary measures taken by the College for any valid reason do not constitute harassment.

These definitions of harassment and discrimination are not intended to preclude legitimate classroom discussion on issues related to the prohibited grounds.

b. Sexual Harassment:

For the purposes of this policy, sexual harassment means any unwelcome conduct, comment, gesture or contact of a sexual nature that is likely to cause offense or humiliation, or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for promotion, evaluation or training or any other benefit or advancement within King's University College.

Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- i. submission to such conduct is made either implicitly or explicitly a condition of employment;
- ii. submission to or rejection of such conduct is used as a basis for any employment or assessment decisions such as promotions, salaries, performance evaluations, separation affecting the employee or grade submissions for students;
- iii. such conduct has the purpose or the effect of unreasonably interfering with the employee's or student's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment would include, but are not limited to:

- i. requests for sexual favours;
- ii. unwelcome remarks, e-mails, voicemails, written materials, questions, jokes, innuendo or taunting, about a person's body or sex, including sexist comments or sexual invitations;
- iii. verbal abuse or threats of a sexual nature;
- iv. leering, staring or making sexual gestures;
- v. display of pornographic or other sexual materials in the form of degrading pictures, graffiti, cartoons, sayings or email;
- vi. unwanted physical contact such as touching, patting, pinching or hugging;
- vii. intimidation, threat or actual physical assault of a sexual nature;

viii. sexual advances with actual or implied work related consequences.

This definition of sexual harassment is not intended to inhibit interactions or relationships based on mutual consent or normal social contact between employees. Nor is it intended to preclude legitimate classroom discussion on topics of a sexual nature.

c. Personal Harassment

For the purposes of this policy, personal harassment means any objectionable, unwelcome conduct or comment that serves no legitimate work or education related purpose and has the effect of creating an intimidating, humiliating, threatening or hostile work environment.

Examples of personal harassment could include, but are not limited to:

- i. threats, bullying, coercion;
- ii. actual or threatened physical assault;
- iii. verbal assault, taunting or ostracizing;
- iv. malicious gestures or actions.

d. The Workplace

For the purposes of this policy, the workplace includes, but is not limited to, the physical worksite, classrooms, offices, College residences, cafeteria, training sessions, business travel and conferences.

5. COMPLAINT PROCEDURE:

Upon becoming aware of any incident which may fall under the definition of harassment or discrimination, nothing precludes the College from deciding that it may be necessary to take appropriate action, even if the complainant does not wish the matter to proceed. In the event that the College decides to proceed, the complainant will be notified.

Several options are available to employees or students who believe they have been subjected to harassment or discrimination at the College. Nothing precludes the complainant from proceeding to the Ontario Human Rights Commission at any time during any of the following processes.

a. Direct Action

Employees or students who believe they have been harassed or have been the subject of discrimination are encouraged to raise the concern directly with the individual responsible for the alleged misconduct, make it known that the conduct or comment is unwelcome and that they wish it to stop immediately. Employees or students are further encouraged to keep a detailed record of the alleged harassment or discrimination, including dates, times, locations and witnesses.

Employees or students may choose not to approach the individual responsible for the alleged misconduct directly if they feel this may be difficult or inappropriate. In these situations, complainants are encouraged to take action as outlined in paragraph (b).

b. Informal Complaint

Members of the King's community who believe they have been harassed or have been the subject of discrimination and have unsuccessfully tried to deal directly with the individual responsible for the alleged misconduct or feel that a direct approach is inappropriate, may deal with the complaint on an informal basis. In this instance, the complainant is encouraged to contact a Harassment Advisor. For information on the Terms of Reference of the Harassment Advisory Service and the appointment of Harassment Advisors, please see Appendix A.

The complainant, with the assistance of the Harassment Advisor, will determine the desired course of action. Some options are to:

- i. discuss the concern directly with the respondent;
- ii. discuss the concern directly with the respondent, with the assistance of the contact person;
- iii. request that the contact person meet with the respondent and discuss the complaint;
- iv. request that a neutral third party be appointed to mediate the complaint [see paragraph (c) below];
- v. make a Formal Complaint [see paragraph (c)];
- vi. any other course of action that may be appropriate;
- vii. take no action at this time.

The harassment advisor or any third party appointed to mediate the complaint will not have the authority to conduct an investigation or other formal fact finding process.

If the concern or complaint is resolved through a written agreement, the only written record of the resolution will be given to the complainant and the respondent, and a copy placed in the individual's file.

If, after the Informal Complaint process, the complaint remains unresolved, the complainant may refer the complaint to the Formal Complaint process.

c. Mediation

All complainants shall be encouraged by College personnel to explore the possibility of mediation before filing a formal complaint. As mediation is voluntary, the complainant and/or the respondent may choose not to participate.

With the agreement of both the complainant and the respondent, the Harassment Advisors or another mutually acceptable neutral third party will informally mediate the allegation at the earliest possible stage. During mediation, either party may be accompanied by a friend or colleague subject to the same confidentiality requirements as the complainant and respondent.

The Harassment Advisors will not volunteer, nor shall they be called upon by an investigator appointed under this policy to disclose details concerning the allegation or the informal mediation process.

During mediation, both parties are expected to deal with the mediator in a full, frank and honest way in the hope of resolving their differences.

The mediator will not be asked, and is not permitted, to adjudicate an allegation.

The mediator may terminate mediation at any time he/she feels that mediation has no reasonable prospect of resolving the dispute.

In mediating an allegation, the mediator will endeavour to work out a settlement agreement, which specifies the actions to be taken by both parties.

The mediator will report in writing to the Harassment Advisory Service, without further detail or reasons, that:

- i. the allegation has been withdrawn; or
- ii. mediation has been successful, a settlement agreement signed, and the settlement agreement is being or has been implemented; or
- iii. mediation has not resulted in an agreement to resolve the dispute and has been terminated; or
- iv. mediation has no reasonable prospect of success and is terminated.

The mediator will not be called upon by the College to disclose any details of the allegation or of the mediation process. Nor will the mediator be called upon by any investigator appointed by the College to ascertain the facts of the case.

Where mediation has resulted in an agreement, the settlement agreement and all files or records relating to the allegation, will be retained by the Harassment Advisory Service for one year, unless otherwise stipulated by the agreement.

Where mediation fails and no formal complaint is filed, a limited record of the course of action taken by the College will be retained.

d. Formal Complaint

Employees or students may choose to file a Formal Complaint either directly, or after an Informal Complaint is considered.

A Formal Complaint must be submitted in writing to the Principal except in cases where the complainant and the respondent are students in which case the complaint will be submitted to the Dean of Students. These people are known as the designated authorities. Complaints with respect to Principal will be directed to the Secretary of the Board.

The written complaint should include:

- i. the name of the person(s) reporting the complaint, name of the complainant and respondent;
- ii. nature of the conduct;
- iii. date, time and place of the incident(s);
- iv. name(s) of any witness(es);
- v. steps already taken (if any) to resolve the matter.

A copy of the Formal Complaint will be provided to the respondent. The respondent will be afforded an opportunity to respond to the Formal Complaint, in writing, and a copy of that response will be provided to the complainant.

Investigation of a Formal Complaint:

Upon the filing of a formal complaint, the College will appoint a qualified, professionally trained, internal or external investigator(s) to investigate the complaint. Pending the results of the investigation the College may impose such interim measures as it deems necessary.

The designated authority will advise the complainant and the respondent if an investigation has been initiated and the name(s) of the internal or external investigator(s).

a. Fact Finding:

The investigator(s) will conduct interviews with all relevant parties including any witnesses, and review any relevant material to clarify the details of the reported incident(s). Both the complainant and respondent will be given full opportunity to present their cases.

b. Report of Findings:

- i. The investigator(s) will, after completing the investigation, produce a final written report which will be forwarded to the designated authority.
- ii. This report will include the investigator's findings of fact, and his or her opinion on whether harassment or discrimination occurred.
- iii. The investigator(s) will normally complete his or her report within 20 working days of being appointed.
- iv. The complainant and respondent will be given the opportunity to review the report.

6. DISCIPLINARY ACTION:

a. Possible Actions and Sanctions

If, after an investigation, the investigator(s) finds that a complaint is substantiated, the designated authority will determine what corrective action is to be taken, if any. Any of the following actions/sanctions may be taken:

- i. require the introduction of information or education sessions for the respondent(s) or a particular group;
- ii. require that the respondent(s) participate in a counselling process;
- iii. require a review and modification of policies, procedures and practices for a particular work group;
- iv. impose discipline on the respondent(s), ranging from a letter of reprimand up to and including dismissal (see below for examples).

Sanctions available to the designated authority include, but are not limited to:

i. if the finding is against a student, a written apology, a reprimand, a limitation of social privileges, the suspension and/or expulsion of the student;

ii. if the finding is against an employee of the College, a written apology, a reprimand, the suspension and/or termination of employment as provided by relevant conditions of appointment or employment;

iii. if the finding is against a guest or visitor, a written apology, a reprimand, a limitation of social privileges, and/or a barring from the College campus or events;

iv. if the finding is against a Board member, a written apology, a reprimand, and/or expulsion from the Board of Directors;

v. if the finding is against a contractor providing services at the College, a written apology, a reprimand, cancellation of the contract, and/or a barring from future bids for five years.

The designated authority may consider any recommendation(s) or recommended sanctions proposed by either the complainant or the respondent, including a recommendation by the respondent that the complaint be found malicious and/or vexatious.

The disciplinary action should be appropriate for the seriousness of the breach of the policy and the status of the respondent.

The maximum sanction for the first two occasions when a person is found to have engaged in a course of vexatious comment shall be a directive to desist from such comments, which shall remain in the person's file for a period of not more than seven years.

b. Record of the Action

Where a complaint of harassment or discrimination is substantiated, there will be a formal record of the action taken on the respondent(s)'s personnel file.

All records retained by the designated authority shall be kept in a secured file by the Secretary to the Board of Directors until the case is closed. After the case is closed the records shall be retained in confidence by the Principal for a period of seven years.

c. Retaliation:

All employees and students have a right to be free of retaliation or threat of retaliation as a result of being involved in a complaint of harassment or discrimination. Retaliation will be deemed to be harassment and dealt with in accordance with this policy.

d. Malicious and Vexatious Complaints:

If, as a result of an investigation, it is determined that an otherwise unfounded complaint was intended to be malicious and/or vexatious, it will be considered a form of harassment and will be dealt with in accordance with the sanctions applicable to the complainant as defined above and/or the relevant conditions of appointment or employment document.

e. Respondent Recourse:

Employees may grieve the decision of the designated authority following the appropriate procedures outlined in the relevant Conditions of Appointment or Conditions of Employment document. Students

may appeal the decision of the designated authority following the appropriate procedures as outlined in the Code of Student Conduct.

7. CONFIDENTIALITY

The College understands that it may be difficult to come forward with a complaint of harassment or discrimination and recognizes that a complainant and/or a respondent will wish to keep the matter confidential. To protect the interests of the complainant, the person complained against and any others who may report incidents of harassment and discrimination, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

All records of complaints, including minutes of meetings, interviews, results of investigations and other relevant material will be kept confidential by the designated authority except to the extent that disclosure is necessary to conduct an investigation and to take remedial and/or disciplinary action in relation to the complaint.

The complainant will be informed that under the terms of this policy, the process can guarantee only limited confidentiality.

APPENDIX A

King's University College Harassment Advisory Service

A. TERMS OF REFERENCE

The Terms of Reference of the Harassment Advisory Service are:

- a. to increase awareness of harassment and discrimination issues through educational and training programs developed to address the needs of all College constituencies;
- b. to make available periodically to the King's community at large a summary of significant cases of harassment and discrimination where allegations have been made, proven or not proven;
- c. to receive anyone who brings to this Service an allegation of breach of this policy;
- d. to counsel on a confidential basis the complainants and the respondents, explaining the options available under this policy, and outlining the support services available to them;
- e. to conduct informal mediation, with the consent of the complainant and the respondent;
- f. to arrange for the appointment of a mediator for formal mediation, with the consent of the complainant and the respondent;
- g. to maintain statistics on all allegations of breaches of this policy;
- h. to maintain in absolute confidence records relating to allegations of breaches of this policy except where disclosure is required by this policy or the law;
- i. to avoid conflict of interest;

j. to ensure that an Advisor is available to assist the complainant and the respondent; and

k. to report annually to the Principal. Any subsequent published report will contain statistics on matters relating to allegations of breaches of this policy while maintaining anonymity and confidentiality. All complainants will be advised that all cases will be reported in the aggregate.

B. APPOINTMENT OF HARASSMENT ADVISORS

Harassment Advisors will be appointed for a four-year term by the Principal, subject to the approval of the Board of Directors, in consultation with the Harassment Advisory Service.

The appointments will include at least one female and one male.

Training and development opportunities for the Advisors will be provided.

June 21, 2004

As a student at King's University College at the University of Western Ontario, you are subject to a number of College and University policies, in addition to those presented above. These additional policies include:

- The King's University College Code of Student Conduct
- The UWO Code of Student Conduct
- The Policy on Use of Alcohol on the King's University College Campus
- UWO Acceptable Use Agreement (internet use)

These policies are posted on the King's website for your review. You will be held accountable for acting in accordance with all policies relevant to student life throughout your time as a student.

Important Phone Numbers

King's Contacts

King's Switchboard	519-433-3491
Campus Security	519-521-6215
Residence Manager	ext. 4393
Residence Secretary	ext. 4700
Assistant Residence Managers	ext. 4401/4402
RID	ext. 4471
Dean of Students Office	ext. 4321
Student Financial Services	ext. 4319
Academic Counselling	ext. 4406
Personal Counselling	ext. 4321
Cardinal Carter Library	ext. 4505
Campus Ministry	ext. 4422
ARAMARK Campus Services	ext. 4389
RezNet Support	ext. 4441
http://www.kingscollege.net/reznet/support	

King's University College Students' Council	
General Office.....	519-432-7950
Executive Office.....	519-432-0895

Main Campus Contacts

UWO Switchboard	519-661-2111
Campus Community Police Service (Non-Emerg)	519-661-3300
Foot Patrol (Safe Walk Program)	519-661-3650
Student Development Services (Counselling)	519-661-3031
Student Health Services	
Medical	519-661-3030
Counselling	519-661-3771
Dental Clinic	519-661-3326
Campus Recreation	519-661-3090
UCC InfoSource	519-661-3722

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