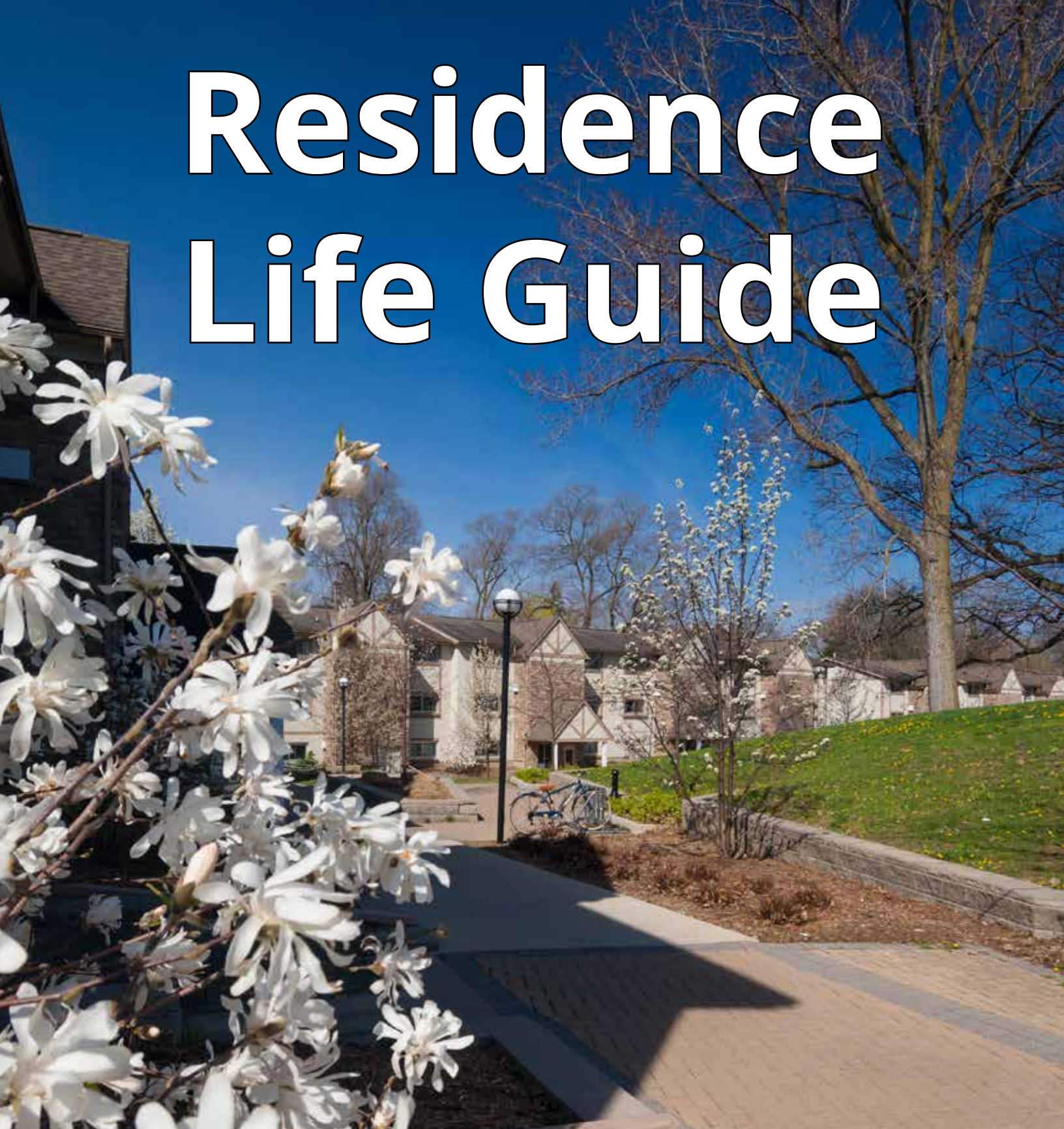


# Residence Life Guide



**2018-2019**





MONSIGNOR LESTER



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# Residence Life

Residence life offers more than just a convenient place to live on campus — it provides an environment 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 in Catholic tradition, yet we welcome students, staff and faculty from all life experiences. We believe our diversity enriches the opportunities for learning and personal growth at King's.

King's University College asks each student to

- be considerate of the privacy and property of other students
- maintain an atmosphere that is conducive to study and
- show courtesy and respect to all residence and university staff; and,
- respect and abide by policies governing student life on campus and the laws of London, Ontario, and Canada.

## The Residence Community

### Residence Life and You

- Think of yourself as working within a team - your goal is to add to the team's strength and spirit.
- Seek creative solutions and compromises.
- Be a person of honesty and integrity. Take responsibility for your actions.
- Take responsibility for your residence environment. Speak to the individual(s) involved in improper behaviour, or seek the help of your Res Staff to resolve any problems.
- Be open to considering new perspectives, ideas and opinions.
- Ask for help when you need it. Everyone needs help sometimes.
- 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. Speak in low tones if you are walking in the area at night so you do not disturb our neighbours.

# Important Dates

September 3, 2018	Move-in day/Labour Day	January 6, 2019	Residence re-opens
September 6, 2018	Classes Begin	January 7, 2019	Classes resume
September 4–9, 2018	Orientation Week	January 16, 2019	Last day to add a second-term half course
September 14, 2018	Last day to add a full course, a first-term half course, a first-term full course, or a full-year half course on campus and distance studies	February 2019	Program counselling/Intent to Register
		February 18, 2019	Family Day (Holiday)
		February 19–22, 2019	Winter Study Break
October 8, 2018	Thanksgiving (Holiday)	March 7, 2019	Last day to drop 2nd term half course without academic penalty
October. 9–12, 2018	Fall Study Break		
November 12, 2018	Last day to drop a first-term half course without academic penalty	April 11, 2019	Classes end
		April 13, 2019	Exams begin
November 30, 2018	Last day to drop a full course without academic penalty	April 19, 2019	Good Friday (Holiday) Passover
December 7, 2018	Classes end	April 21, 2019	Easter Sunday
December 10, 2018	Exams begin	April 30, 2018	Exams end
December 22, 2018	Residence closes	May 1, 2019	Residence closes



# Important Numbers

King's Switchboard	519-433-3491 or '0' in res rooms
Campus Security	519-521-6215
Associate Dean of Students	ext. 4393
Residence Secretary	ext. 4700
Assistant Residence Managers	ext. 4401/4402
Residence Information Desk (RID)	ext. 4471
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. 4382

**RezNet Support**    [www.kingscollege.net/reznet/support](http://www.kingscollege.net/reznet/support)

King's University College Students' Council  
Executive Office                      ext. 4590

## Main Campus Contacts

WESTERN UNIVERSITY 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
Western Connections (UCC)	519-661-2111 ext. 82573 or 519-661-3574

King's Learning Hub - [kings.uwo.ca/learninghub](http://kings.uwo.ca/learninghub)

# Residence Welcome

Welcome to King's University College residence and thank you for joining us this year. We are happy to be your home away from home! 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!



## Student Council Welcome

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 through our entertaining programming and advocacy projects.



If you would like to get involved and become a part of the KUCSC, lend a helping hand with our several year-long initiatives, or just want to know what we are doing for you, please feel free to stop by our office (on the second floor of the Student Life Centre) or visit our website at [www.kucsc.ca](http://www.kucsc.ca) for all our contact information.

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

Kindest Regards,

2018-2019 KUCSC Executive

# We are here to help





## Residence and Campus Life Office (Alumni Court Entrance)

### Office Hours:

9 a.m.–4:30 p.m. Monday–Friday

8 p.m.–3:30 a.m. Tuesday–Saturday

## Residence Staff Team

Each unit will have a live-in residence staff member, an RA (residence assistant) or Coordinator. There are 19 in total on campus. The RAs and Coordinators are upper-year, full-time students who will work with you to ensure that residence life is an enjoyable experience.

The RAs, International House Coordinator, and Epworth Place House Coordinators work under the direction of the Associate Dean of Students and two Assistant Residence Managers.

Our goal is to provide a fun and supportive 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.

### Residence and Campus Life Office Staff



#### **Associate Dean of Students**

Doreen Vautour 519-433-3491 ext. 4393

**Doreen.Vautour@kings.uwo.ca**



#### **Assistant Residence Manager**

Carrie Guthrie 519-433-3491 ext. 4401

**Carrie.Guthrie@kings.uwo.ca**



#### **Assistant Residence Manager**

Leroy Osbourne 519-433-3491 ext. 4402

**Leroy.Osbourne@kings.uwo.ca**



#### **Residence and Campus Life Office Secretary**

Leasa Jane Dukeshire 519-433-3491 ext. 4700

**LeasaJane.Dukeshire@kings.uwo.ca**

General inquiries:  
**residence@kings.uwo.ca**

# Getting Started

## Orientation Week

O-Week provides the transition information you need when you arrive at King's. Social activities and academic programs are designed to provide an opportunity for you to get to know campus, fellow students and to prepare for the start of classes.

[www.oweeek.ca](http://www.oweeek.ca)

[kings.uwo.ca/o-week](http://kings.uwo.ca/o-week)

## Residence Check-in

### 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

You are expected to show individual and group concern for the residence and 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 per unit resident.

Note: Malicious damage will be treated as a residence rules violation and may result in disciplinary charges against the responsible parties.

## Decorating Your Room

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.

King's Packing Checklist

[www.kings.uwo.ca/kings/assets/File/currentStudents/studentLife/residence/move-in-checklist.pdf](http://www.kings.uwo.ca/kings/assets/File/currentStudents/studentLife/residence/move-in-checklist.pdf)



# Residence Facilities

## The RID

The Residence Information Desk (RID) is located in the foyer of the Alumni Court residence. It is staffed between 2 p.m. and 7 a.m., daily by student staff and security guards. If you need an RA during those hours, go to Alumni Court, or call the RID at 519-433-3491 ext. 4471. The RAs can assist with noise problems, serious maintenance problems, and emergency situations.

## Borrowing items

The RID has the following items for residents to borrow free of charge:

- Game consoles
- DVD players
- DVDs
- sports equipment
- board games
- video games
- academic resources
- cleaning supplies

You must leave your student card as a deposit.

Note: All items must be returned within 24 hours.

## MyKing's 1Card site - Laundry Account

\$42 in laundry money is automatically added to your laundry account when you move in. Use your student card (1Card) to pay for the use of the laundry facilities. You can add additional money by using your Western University username and password.

Note: a balance of \$0 means you have not used any money on your card for the laundry facilities. As the balance goes up, it means you have less money to use for laundry. Once the balance has reached \$42, you have exceeded the limit on your card, and will need to add more funds to your 1Card.

Everything you will need is in one place! To access your account simply visit [www.kings.uwo.ca/1card](http://www.kings.uwo.ca/1card) and follow the directions for adding funds and checking your account.

### **Adding Funds to your Account Online:**

Residents use the student login at [www.kings.uwo.ca/1card](http://www.kings.uwo.ca/1card) to add funds from a credit card.

In person:

Visit Central Services (mailroom) at King's during their hours of operation to add funds using cash.

Parents can deposit funds into your account using Mastercard or Visa. You will need your student number and birth date.

## My Account Information

Only you can access your account information to review your transaction history. While others can deposit funds to your account, they cannot access your account records.

The amount of laundry money needed depends on your laundry habits.

- Cost of using the washers: \$1.50/load
- Cost of using the dryers: \$1.25/load

Average loads of laundry per student each term: 15

On average, students need \$41.25 for laundry each term. Money can be added at any time to the account.

Keep in mind year-end laundry money policies when you add money to your laundry card:

- If your laundry card balance is under \$10, that money will be forfeited.
- Balances of \$10 or more will be credited to your Student Financial Services account.

Questions or Concerns? Send all inquiries to [1card@kings.uwo.ca](mailto:1card@kings.uwo.ca)

## 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 (such as toasters, hot plates, and toaster ovens) in residence rooms is strictly forbidden by order of the Fire Marshal. These items may be used in the kitchenettes.

## Phone & Voicemail

Each room is equipped with a telephone line and a Rogers cable jack. Local phone service and private voice-mail 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 at Central Service (Wemple mailroom).

Contact the Residence Office if you wish to activate your voicemail.

## Cable

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. Wireless Internet is available in all residence areas 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

[www.kings.uwo.ca/its/students/reznet](http://www.kings.uwo.ca/its/students/reznet)

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

You can also use the work stations available on campus in the student computer lab, located near the dining hall in Wemple.

## Email

Students are required to check their Western University email address regularly. All official communications from staff and faculty at the university will be sent to this address. Information about forwarding your email to your preferred account, the email usage policies, and technical support can be found at [myoffice.uwo.ca](http://myoffice.uwo.ca).

## Storage

A limited amount of storage space is available in each residence. Please use this storage area for bulky sports equipment, trunks, etc. The storage rooms are locked, and can be opened by an RA or housekeeper. 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.

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

## Parking

If you wish to park your vehicle on campus you must obtain a residence parking permit from Student Financial Services (approx. \$800).

Residence parking is in the lot beside Townhouse 1.

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

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

You must register for overnight parking with the Secretary to the Director of Physical Plant, Debbie O'Brien, in W055.

### After office hours:

Register for overnight parking with security in the main entrance of the Student Life Centre.



# CYBER BULLYING

## What is Cyberbullying?

- Sharing/sending hurtful or abusive messages online.
- Humiliating others by sharing/sending embarrassing or private images or videos.
- Spreading rumors or lies online.
- Excluding others online.
- Setting up fake profiles online to hurt someone.
- Cyberstalking - repeated harassment or threatening messages.

## Are you or someone you know getting cyberbullied?

- Know that it is not your fault!
- There is always help available.
- You are not alone.

## Resources:

- Talk to your RA
- Call Kid's Help Phone: 1-800-668-6868
- Visit Personal Counselling in W151





# Getting Around Campus and London

## Parking at King's Parking Lot Access

Students are advised to carefully plan before driving to King's and should take advantage of their London Transit Commission Bus Pass, and the free shuttle service to and from Western, King's, and Brescia. All pay per-use parking is \$5.00/entry (coins only). For a parking map and further information, visit: [kings.uwo.ca/parking](https://kings.uwo.ca/parking)

## Accessible Parking

There are designated Accessible Parking spaces in each parking lot. If you require an Accessible Parking space, please speak to your Accessibility Counsellor.

## Transportation between Campuses King's Shuttle Bus

Students who do not require physically accessible transportation on campus should note that there is a shuttle bus that travels throughout the King's, Western and Brescia campuses. The shuttle bus schedule can be found on the King's website: [kings.uwo.ca/bus-schedule](https://kings.uwo.ca/bus-schedule)

## University Bus Pass

Students who are attending part-time due to a disability receive consideration for bus services. Contact the University Students' Council at [usc.uwo.ca](https://usc.uwo.ca) or speak with your Accessibility Counsellor for further information. For accessible transportation offered by the City of London, contact the London Transit Commission at [ltconline.ca](https://ltconline.ca)



## Western Accessible Transportation

Western Access (Accessible Transportation on the Western Campus and Affiliates) is provided by Voyageur Transportation and travels throughout university locations only. You should feel free to use the service if you need to travel between classes to meet with a Financial Aid Advisor (or Professor or Teaching Assistant), go to the library or book store, or to get lunch between classes. Contact your Accessibility Counsellor for more information.

## Transportation around London University Bus Pass

Students who are attending part-time due to a permanent disability receive consideration for bus services. Contact the your Accessibility Counsellor for further information. For accessible transportation offered by the City of London, contact the London Transit Commission.

## Campus Elevators

If you require a key for one of the elevator lifts at King's, please contact your Accessibility Counsellor.

## Campus Maps

The Western campus accessibility map will provide information regarding accessibility, including the location of accessible parking and exterior automated door openers: UWO Accessibility Maps

King's campus maps can be found here: [kings.uwo.ca/maps](https://kings.uwo.ca/maps)







## Mail

Your address at King's is:  
King's University College Residence  
Box # [your box number] 266 Epworth Ave.  
London, ON N6A 2M3

You and your roommate will share a mailbox. You will each have a key to it. The mailboxes are located in Central Services in Wemple.

## Housekeeping

Housekeeping staff clean all the common areas in each residence unit on a daily basis, Monday to 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. Or you may submit a work order yourself at [www.kingscollege.net/pp\\_wr/#](http://www.kingscollege.net/pp_wr/#).

Note: 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.

## Furnishing

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. Personal property insurance is strongly recommended.



# Room Assignment and Occupancy

## **Can I relocate?**

There are generally no vacancies in residence for the first few months. Therefore, building and room changes are only considered after Thanksgiving. These switches are at the discretion of the residence office under exceptional circumstances. We are committed to exploring all avenues to resolve issues or conflicts before considering a room and/or building change.

## **Moving to a single room?**

Any moves from a double room to a single room will be at the discretion of the Residence Office. If you are moved from a double room to a single room, you will be responsible for paying the single-room rate.

## **What can I leave in my room during vacations?**

You may leave your personal belongings and property in your room during statutory holidays, and fall/winter study breaks. You should always take valuable items (i.e., jewelry, computers, TVs etc.) with you when you leave. King's cannot guarantee the security of personal belongings in your room. It is your responsibility to ensure your doors and windows are locked when you are not in your room.

## **What if I am away from residence for a short while?**

Please let your roommate, RA, or the Residence Office know if you are going to be away from residence. Be sure to lock your room and close your windows when you leave.

## **Can I stay in residence after my final exam is over?**

Students must vacate their rooms within 24 hours following the date of their final examination, at the end of each term or by noon on closing day (in both December and April), whichever is earlier. This ensures residences remain quiet and conducive to sleep and study during the final exam period.

## **Can I stay in residence on breaks and holiday closing?**

Students may remain in residence during fall and winter study breaks; however, limited food service is available in designated residence dining locations during this time.

Students can request to stay over the Christmas break. A fee of \$25 per night is applied to a maximum of \$350. Students who wish to stay for the break must register with the Residence Office by December 1.

You may request permission from the Residence Office to stay later than 24 hours after your last exam. Send your request to [residence@kings.uwo.ca](mailto:residence@kings.uwo.ca).



## 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 eight 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. 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 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 approval from the Residence Office 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 student's responsibility.



## Moving Out

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

- Remove all personal belongings
- Leave the room in a clean condition
- Schedule a time with your RA to review the room inventory form
- Leave a change of address with the mail room and the Registrar's Office
- Close and lock your window and door, and turn off the light
- 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 are thinking about leaving King's, please reach out and ask for assistance. We may be able to help in making this decision and finding other good options. Contact the Residence Office.

To withdraw academically you must complete the following:

- Withdraw from your courses through the Academic Dean;
- Withdraw from residence through the Residence Office;
- Contact Student Financial Services 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.



## Courtesy Policy

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.

## Social Gatherings

For the safety and security of all residents and guests, the residence office has put in place the following guidelines around social gatherings:

Strictly Prohibited:

- "Public" invitations to unit lounges for party purposes (event posters, Facebook, Twitter, etc.)
- Hallway parties/pre-drinks or drink crawls
- Lounge parties/pre-drink gatherings after 10 p.m. Sunday – Wednesday
- Lounge parties/pre-drink gatherings after 11 p.m. on Thursdays
- Lounge parties/pre-drink gatherings after 12 a.m. on Friday and Saturday

Residence staff will disperse any gathering if there is a safety concern.

Intervention by residence staff will consider the following:

- The number of people gathered
- The unsafe use of alcohol, ie. drinking games, alcohol use by under-aged residents and guests.
- Likelihood of disruptive or negative behaviour to escalate

Reminder: It is everyone's responsibility to help create a safe and healthy environment in residence.

## 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.

# Community Standards

## Residence Policy

### 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 (under 19 years of age) is strictly prohibited.

### Smoking Policies

Smoking is prohibited in all residence buildings. This includes e-cigarettes. Smoking is only permitted in the designated smoking location on each side of campus. King's will be a smoke free campus by July 2019.

## Behaviour Management

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 the Province of Ontario.

While RAs 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 Managers. Any unsafe situation must be reported immediately. All 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.

Upon notification that an alleged offence has been reported, the student is required to meet with the Residence Manager 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. Following the meeting, the Residence Manager will make a decision regarding the alleged offence, assess a sanction where appropriate, and notify the student in writing, normally within five business days.

For more information visit [Rules of Residence](#).

# Sexual Assault and Consent

## What is consent?

Consent is the voluntary agreement to engage in a sexual activity. Conduct short of a voluntary agreement to engage in sexual activity does not constitute consent as a matter of law. This means that an individual must actively and willingly give consent to sexual activity. Consent must be informed, freely given, and active. Youths 16 and 17 years old may legally consent to sexual acts but not within a relationship of trust, authority, dependency or where there is exploitation.

- Silence or non-communication must never be interpreted as consent.
- A person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened, pressured, forced, or coerced (is not agreeing voluntarily) is not consenting to any sexual act(s).
- A person who is drugged is unable to consent.
- A person may be unable to give consent when under the influence of alcohol and/or drugs.
- A person may be unable to give consent if they have a mental disability preventing them from fully understanding the sexual act(s).
- Consenting to sexual activity in the past or present does not mean consent is given to other sexual activity in the future.
- A person can withdraw consent at any time.
- A person cannot give consent to a person in a position of trust, power, or authority over them.
- Consent cannot be given on behalf of another person.
- Sexual activity without consent is sexual assault.

## King's Sexual Violence Policy

For a more detailed look at King's Sexual Violence Policy please visit

<http://www.kings.uwo.ca/kings/assets/File/policies/SexualViolencePolicy.pdf>



# SEX WITHOUT CONSENT IS SEXUAL ASSAULT.

## CONSENT IS:

- ✓ Mandatory
- ✓ Sober
- ✓ Given Freely
- ✓ Retractable
- ✓ Specific
- ✓ Active

## CONSENT IS NOT:

- ✗ Assumed
- ✗ Pressured
- ✗ Silent
- ✗ Unconscious
- ✗ Body language
- ✗ Lack of resistance

Find more information on consent and sexual violence at [uwo.ca/sexualviolence](https://uwo.ca/sexualviolence)

# Emergencies & Personal Safety

Campus safety is always a priority at King's. In addition to the RAs in residence and the Resident Manager, we have collaborated efforts with the Residence Information Desk, Campus Security, and Campus Police.

## Residence Security

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

- keep exterior doors closed and locked
- lock the door to your room
- close your window when you leave your room
- keep security restrictors on your windows
- do not lend your keys to anyone
- report any thefts, security problems, or potential problems
- follow all instructions given by security or residence staff
- discourage "tailgating" (letting others follow you in)
- Never prop open a building door

## The RID

The Residence Information Desk or RID. is located in Alumni Court. Among other things, the RID. serves as a resource desk and point of contact for residence concerns. Generally, it is from here that we dispatch on-duty residence staff, security, and campus police. The RID is open 2 p.m.–7 a.m. operated by either student staff or security personnel.

## Campus Security

Security personnel at King's primarily safeguard the campus environment as a whole, but they also assist students. Security can contact campus police and/or residence staff at a moment's notice 24 hours per day, 7 days per week.

Contact Campus security:

519-521-6215

From security phones at the parking booths in the upper lot parking and the east parking lot next to the seminary.

## 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

[uwo.ca/footpatrol](http://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 need to go to the hospital we are located five minutes away from the University Hospital on Western's main campus. Alternatively, St. Joseph's Urgent Care Centre (open 8 a.m. to 6 p.m. on weekdays, and 8 a.m. to 4:30 p.m. on weekends and holidays) is on the corner of Richmond and Grosvenor.

## Emergency Procedures

If a safety emergency is suspected or occurring on campus, the residence voicemail and King's email, social media and website will be used to communicate instructions. RAs and residence staff will advise students on what to do. The Western University Emergency Response Team may conduct tests of the communication system throughout the year.

## First Aid

Each RA has a First Aid kit and is trained in First Aid and CPR. A large First Aid kit is at the RID.

Note: Residence staff must be notified when ambulance personnel are called.

## 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 for religious reasons — contact a Residence Manager for permission).

## Smoke Detectors

Each room is equipped with one smoke 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

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). Make sure that you are familiar with the designated escape routes from your room. Meet your RA at the designated muster station. Please report any unsafe situations (blocked exits, damaged or missing fire equipment, etc.) to a residence staff member.

## Bicycle Safety

The King's Wheels program is operated by KUCSC. Students can borrow a bike and helmet for 24 hours from the Residence Information Desk.

Memberships are \$10 annually and can be purchased at the King's Connection.

A valid student card must be shown when purchasing a membership.

Bike rack locations:

- at all residences
- north and south sides of Wemple Hall
- the east side of the South Annex
- north and south sides of the Student Life Center

Bikes need to be locked properly to avoid theft.

- Use a quality u-shaped lock. Lock the frame and one wheel.
- Always lock your bike to a secure, fixed object.
- Lock your bike in well-lit and well-traveled areas.

For more information visit King's Wheels: [kings.uwo.ca/recreation-kings-facilities](https://kings.uwo.ca/recreation-kings-facilities)



# Guests & Keys

## Guests in Residence

You may have overnight guests if you complete a Guest Registration Form at the RID. Your roommate must sign the form to show his/her agreement. Overnight guests will not be permitted during Orientation Week, exam periods, Homecoming weekend, Halloween, St. Patrick's Day, and Easter weekend. Guests are limited to no more than two 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 RID or security to register his or her vehicle. Residents are responsible for their guests at all times.

## Residence Keys

### Key Policy

- The keys issued to you are for your use only.
- Do not lend your keys to anyone.

If you lose your keys, a replacement set can be ordered from Central Services (mail room).

Replacement key fees:

- \$10 per temporary swipe card
- \$15 per key
- \$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 for room lock and key replacement.

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

## 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. After one reminder, residents will be billed for key replacement, and, if appropriate, lock replacement.

## Card Access

The MyKing's 1Card system uses your student card to pay for laundry, to use the printers and copiers, access buildings and as a meal card. This will allow access to your assigned residence building simply by placing your student card next to the key access panel.

Lost or Stolen Card

Residents can acquire a "loaner card" from the RID. Residents will have five days to return the loaner card before the card is deactivated. There is a \$10 replacement fee for cards that are lost or not returned.

Questions or Concerns?

Contact our support team at [1card@kings.uwo.ca](mailto:1card@kings.uwo.ca)

# Residence Quiet Hours

## Quiet Hours

Sunday to Thursday .....7 p.m. – 9 a.m.

Friday and Saturday.....1 a.m. – 9 a.m.

7 p.m. to midnight: Noise should not carry farther than one or two rooms.

## Noise Level Guidelines

After midnight on weekdays: Noise should not be heard beyond the wall of the room. Doors must be kept closed.

After 1 a.m. on weekends: Noise should not be heard beyond the wall of the room. Doors must be kept closed.



# Meal Plan

## 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.

Your student card is your 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 used by the individual student. Please discuss any dietary issues you may have with the Director of Food Services prior to move in.

Note: King's meal plans cannot be used at Western.

## Meal plan options:

Plan #1 \$4200 Food Credit	Plan #2 \$4400 Food Credit	Plan #3 \$4600 Food Credit
Accommodates basic meal requirements. (\$300 at off-campus partners)	Allows for occasional snacking between meals. (\$500 at off-campus partners)	Designed for those with heartier appetites. (\$700 at off-campus partners)

Your meal plan can be used at the Wemple and King Student Life Centre food service locations.

## Refund & Rollover Policies

### Plan #1

50% of the year-end balance will be automatically credited to the meal card for the next academic year.

Maximum off-campus cash refund is \$300 minus the amount of money spent by the student at off-campus partners.

Katie has meal plan #1. The year-end balance on her meal card is \$300, and she has spent no money (\$0) off-campus. Katie's eligible refund would be \$300 ( $\$300 - \$0 = \$300$ ) and she would get \$275 cash refund.

### Plan #2

50% of the year-end balance will be automatically credited to the meal card for the next academic year.

Maximum off-campus cash refund is \$500 minus the amount of money spent by the student at off-campus partners.

Mike has meal plan #2. The year-end balance on his meal card is \$500 and he has spent \$400 off-campus. Mike's eligible refund would be \$100 ( $\$500 - \$400 = \$100$ ) and he would get \$75 cash refund.

### Plan #3

50% of the year-end balance will be automatically credited to the meal card for the next academic year.

Maximum off-campus cash refund is \$700 minus the amount of money spent by the student at off-campus partners.

Peter's year-end balance on his meal card is \$700, and he has spent \$300 off-campus. Peter's eligible refund would be \$400 ( $\$700 - \$300 = \$400$ ) and he would get \$375 cash refund.

All off-campus balances remaining on the meal card as of May 1 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. 50% of the on-campus balance remaining on the card will also roll over to the next year; the other 50% is non-refundable.





## Thames Market – Monsignor Wemple Hall

### Marche offerings:

**Subway:** Whether it's a sub sandwich or soup you're craving, Subway offers different bread, meat and vegetable options. Your sub is made with the ingredients of your choice. Subway offers a fresh alternative, with variety.

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

**Healthy Kitchen:** Offers a variety of healthy options that are sure to please. The flexible menu features favourites with healthy and vegetarian options.

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

**La Cucina:** Offers different pasta options, and a variety of thin crust pizzas, giving you a taste of Italy.

**The Wedge:** Full service salad bar and baked potato bar with assorted salads and greens, vegetables and fruits, and potato toppings.

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

**Unami:** A Noodle bar for when you are feeling something different.

**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.

**Breakfast Bar:** Available in the morning, it contains a salad bar, yogurts, fresh fruit, hot oatmeal, cottage cheese, etc. Everything to satisfy your breakfast needs.

**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.

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

**Café 54:** More than coffee and tea. The menu utilizes local fresh ingredients that are made fresh daily on campus. Cafe '54 offers a selection of homemade soups, made fresh daily lunch and breakfast sandwiches, and a variety of baked goods.

### Off-Campus Dining Partners:

- Pizza Pizza (will deliver)
- Swiss Chalet (will deliver)
- Chil Frozen Yogurt (will deliver)



## Dining Hours (subject to change):

<b>Grill</b>	Monday-Thursday Friday Saturday/Sunday	8 a.m.-9 p.m. 8 a.m.-7 p.m. 11 a.m.-7 p.m.
<b>Unami (Noodle Bar)</b>	Monday-Thursday Friday	11 a.m.-2 p.m./ 4p.m.-7p.m. 11 a.m.-2 p.m.
<b>Pizza Pizza</b>	Monday-Thursday Friday	11 a.m.-5 p.m. 11 a.m.-2 p.m.
<b>Healthy Kitchen</b>	Monday-Thursday Friday	11 a.m.-2 p.m./ 4p.m.-7p.m. 11 a.m.-2 p.m.
<b>La Cucina</b>	Monday-Friday	11 a.m.-2 p.m./ 4p.m.-7p.m.
<b>The Wedge</b>	Monday-Thursday Friday	11 a.m. -2 p.m./ 4 p.m.-7p.m. 11 a.m.-2 p.m.
<b>Breakfast Bar</b>	Monday-Thursday Friday	8 a.m.-3 p.m./ 4 p.m.-7 p.m. (Dessert Bar) 8 a.m.-3 p.m./ 4 p.m.-7 p.m. (Dessert Bar)
<b>Subway</b>	Monday-Thursday Friday	11 a.m.-11 p.m. 11 a.m.-7 p.m.
<b>Café 54</b>	Monday-Thursday Friday	8 a.m.-10 p.m. 8 a.m.-3 p.m.

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

## Healthy for Life

We're committed to providing you with a broad selection of great tasting, healthy, and sustainably sourced food. Go to the Campus Dish website for more information:

[kingsuniversitycollege.campusdish.com/EatWellCanada/MenuCommitments.aspx](https://kingsuniversitycollege.campusdish.com/EatWellCanada/MenuCommitments.aspx)

# Get Involved!

There are hundreds of ways to become involved here at King's and at Western. 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 that 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. 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 the following:

- formals
- holiday candy and flower sales
- charity fundraisers
- coffee houses
- movie night.

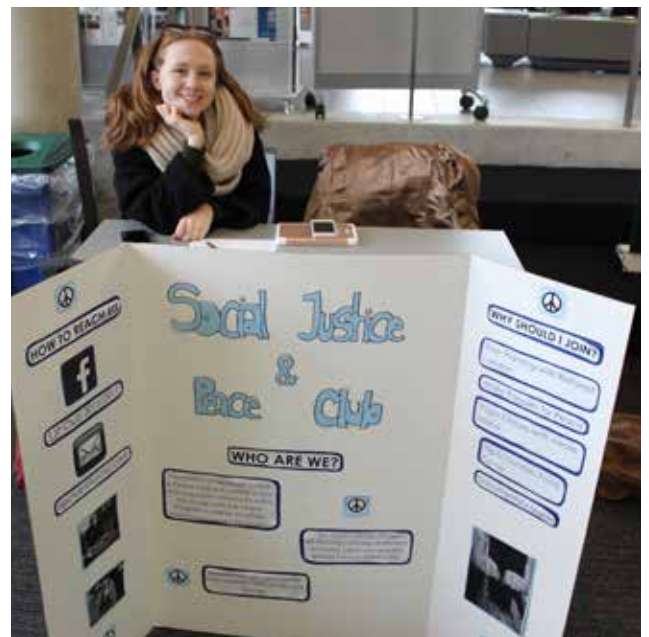
KUCRC consists of representatives from each residence unit elected in September.

## King's Student Clubs

[www.kucsc.ca](http://www.kucsc.ca)

[clubs@kucsc.com](mailto:clubs@kucsc.com)

- Business Management and Organizational Studies Association (BMOS) Club
- Best Buddies at King's
- Co-Ed Intramural Teams
- Jack.Org King's
- JMS Careless History Club
- King's Childhood and Social Institutions (CSI) Club
- King's Children's Association
- King's Debate Society (KDS)
- King's EconoMath Society (KEMS)
- King's French Conversation Club
- King's Foundation in the Humanities (KFH)
- King's Gaming Club
- King's Investment Club (KIC)
- King's Leadership Association (KLA)
- King's Philosophy Students Association
- King's Players Theatre Company (King's Players or KP)
- King's Ping Pong Club
- King's Political Science Students' Association
- King's Psychology Club
- King's Social Justice and Peace (SJP) Club
- King's Than Clan



## **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:

[www.kings.uwo.ca/career-services](http://www.kings.uwo.ca/career-services)

[www.success.uwo.ca/experience/volunteering](http://www.success.uwo.ca/experience/volunteering)

[www.sdc.uwo.ca/index.html?volunteer\\_opportunities](http://www.sdc.uwo.ca/index.html?volunteer_opportunities)

[www.success.uwo.ca](http://www.success.uwo.ca)

## **Student Leadership Opportunities**

- Resident Assistant
- Soph
- International Peer Guide
- KAMP Mentor (Third and fourth year students)
- KUCSC positions

Applications open in December

## **Other Opportunities for Involvement:**

### **Regis Magazine (KUCSC)**

A monthly, student-run magazine delivering news, opinions and events to the King's campus. Get in touch at [theregis@kucsc.com](mailto:theregis@kucsc.com)

### **Western Connections Extracurricular Courses**

[www.usc.uwo.ca/western\\_connections](http://www.usc.uwo.ca/western_connections)

Aside from being a great opportunity to become involved and meet new people, the primary goal of Western Connections' extracurricular courses is to serve as a learning annex for Western Students to acquire recreational skills. Check the website for a list of available courses.

### **USC Student Clubs @ Western**

[www.usc.uwo.ca/westernclubs](http://www.usc.uwo.ca/westernclubs)

There are more than 180 student clubs to choose from. King's students are eligible to participate in all clubs at King's and Western.

### **Western TV**

<https://bigpurplecouch.wordpress.com>

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

### **Gazette**

[www.westerngazette.ca](http://www.westerngazette.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.



# Peer Supports

## Residence Assistants and House Coordinators

### International Peer Guides

King's International Peer Guide Program, offered by King's International Office, is designed to assist international and exchange students new to King's with adjustment to university culture and Canadian life. This voluntary program matches new international students with returning King's students.

### Sophs

What's a Soph?

A Soph provides an orientation to campus life for the incoming class of students during the first week of the Fall Term. A Soph has a responsibility to facilitate an Orientation Program that promotes personal wellness, encourages participation in a variety of campus community-building events, and positively connects new students to the University's social environment and its academic resources.

Sophs role model strong academic achievement, promote healthy lifestyles and experiences that foster personal development and support a diverse population of students in their transition from home to University life.

### KAMP

The King's Academic Mentoring KAMP is a student led program that aims to provide support and function as a University 101 for incoming students. KAMP seeks to improve students' academic success and personal achievement through pairing incoming students with senior student mentors. The program presents an opportunity for senior students to give back to the King's community and guide incoming students in their journey through academia.

# Residence Events and Programs

## **One-on-One Meetings**

Your RA will hold four one-on-one meetings with you this year. Your RA will ask positive, open-ended questions that will help you optimize your educational experience and achieve your dreams, goals, and potentials. It is a student-centred approach that will allow our staff to assist you in achieving academic and well-being as you transition to university.

## **Brain Bucks**

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

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!

## **Brain Bucks Study Blowout**

The Annual Brain Bucks Study Blowout takes place near the end of first term classes. Residents receive 5 Brain Bucks 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!

## **King's @ Night**

King's @ Night is your solution for weeknight events and activities offered specifically for residents. Most events will be free of charge, taking place between Sunday and Wednesday nights. Expect a variety of entertaining activities, including movie nights, arts and craft events, interactive games, contests, and sport and video game tournaments. We are also offering monthly academic support called #your path to academic success starts here.

## **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).

# Student Financial Services

## 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 an approximate 12% declining balance basis. That is, 12% of the balance is deducted each week starting in September and ending in November. This means that by the end of November no funds are available for refund (other than unused meal plan dollars).

## 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 online, or you may pay by cash or cheque at the Residence Office.

If you fail to make payment by the due date, your records will be sealed. Sealed records means you may not register for courses or receive any information pertaining to your academic records such as transcripts or grade reports. A \$40 fee is required to unseal your records.

## Financial Assistance

A number of programs are available at King's to assist you financially.

## Work-Study

Work-study is a program administrated by Student Financial Services. The program supports a wide variety of part-time student employment on campus. Check the Student Financial Services website for details on eligibility and application deadlines.

[kings.uwo.ca/workstudy](https://kings.uwo.ca/workstudy)

## International Work Experience Program (IWE)

The International Work Experience Program, administered by Student Financial Services, offers an opportunity for international students to work part-time on campus in jobs that accommodate their studies. The objectives of the IWE are

- to offer students training and experience that will assist them in further studies and eventual entrance into the workforce
- to provide an opportunity to contribute to the well-being and success of King's
- to provide some source of earnings for international students.

[kings.uwo.ca/iwep](http://kings.uwo.ca/iwep)

## First Generation Program

The First Generation Program provides direct support to students who are the first in their families to attend a post-secondary institution.

The program allows students to gain valuable work experience during the school year. Applications and more information are available from Student Financial Services.

[www.kings.uwo.ca/current-students/student-support-services/first-generation-students](http://www.kings.uwo.ca/current-students/student-support-services/first-generation-students)

## Bursaries and Scholarships

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. The Student Financial Services webpage has a list of scholarships, awards, & bursaries available at King's. Each has specific eligibility criteria such as area of study, community involvement, and financial need. Most of these awards are distributed in the fall, so check this site early! [kings.uwo.ca/scholarships](http://kings.uwo.ca/scholarships)

## Jobs – Where can I find one?

Some job opportunities exist 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](http://www.usc.uwo.ca/spoke) and [www.usc.uwo.ca/wave](http://www.usc.uwo.ca/wave)
3. King's or Western library staff
4. King's Foundation Office
5. Western University Bookstore
6. King's ITS
7. Western Film concession and box office staff [www.usc.uwo.ca/wfilm](http://www.usc.uwo.ca/wfilm)
8. Campus convenience stores and service centres [www.usc.uwo.ca/thepurplestore](http://www.usc.uwo.ca/thepurplestore) and [westernusc.ca/jobs/list](http://westernusc.ca/jobs/list)
9. King's tour guide [kings.uwo.ca/tour-guide](http://kings.uwo.ca/tour-guide)

## Off-Campus Employment

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. You need your student number and date of birth to log in.

[www.westerncareercentral.ca](http://www.westerncareercentral.ca)



## Money Saving Tips

### Groceries/Dining out

If you need to stock up on food, try avoiding grocery stores with all the pretty displays. Someone has to pay for all those bells and whistles. It's you! Stick to discount grocery store.

Meal plan guides in the cafeteria give you what your average usage should be as the year goes by. This gives you a heads up on whether you should be topping up your meal plan or getting a little grocery shopping done.

### Cell Phone

Search on the web for student phone plans, as many come with long distance minutes as well as other benefits included in the monthly plan.

### Clothing

Hold out for seasonal sales. Stores need to make room in inventory. Do you really need new clothing or are some minor repairs a better option?

London has a variety of thrift stores where you can purchase used clothing in good condition for less money.

### 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 tried Western Film? Only \$4.25 admission!

Tuesdays are only \$3.25.

### 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.

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.

### Health Coverage

Every student pays approximately \$96 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, you can get this fee refunded back to you. You must provide documentation of your own extended plan.

Check the website for deadline details [www.usc.uwo.ca/health](http://www.usc.uwo.ca/health).

# Student Development & Campus Resources

## Your Academic Path to Success Starts Here

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. Some of you may experience a drop in grades or challenges 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.

## Fitness and Recreation

[kings.uwo.ca/current-students/athletics](https://kings.uwo.ca/current-students/athletics)

King's is proud to be the home of more than 200 student-athletes in a wide variety of varsity sports and teams. All King's students are eligible to compete for spots on Western Mustangs sports teams. Many Mustangs choose to study and live on the King's campus as they prefer a quieter residence experience, small class sizes where they can make individual study plans directly with faculty,

personal academic guidance from King's enrolment services and a wide variety of program offerings. As well, King's offer a wide range of scholarships and bursaries to student-athletes, recognizing that many will take an extra year to complete a degree due to the demands of training and competing. Student-athletes can attend a special Summer

Academic Orientation program where they can meet with counsellors to choose their courses and set a timetable.



## King's Learning Skills

King's offers academic support through individual appointments with a Learning Skills Strategist. Learn time management, study strategies, note-taking, effective exam preparation, and other cross-disciplinary skills.

Get help with preparing for exams with workshops that are offered before mid-terms and final exams. These workshops provide guidance for preparing for both multiple choice and essay exams. Date and location information for workshops is available on the [Learning Skills Services website](#).

## STARS Learning Lab

Get help from a friend - the lab utilizes a peer-led coaching model to provide strategies, support, and guidance for relevant learning skill development and discover how technology can be used to help you become a more organized and effective student. Appointments with a Peer Learning Coach are available on Tuesday and Thursday afternoons with drop-in available on Wednesday afternoons.

For an appointment with the Learning Skills Strategist or the STARS Learning Lab, please contact the ACSD Admin Office in Wemple 151 or call 519-433-3491 x4321.

For additional information, please visit [kings.uwo.ca/learninghub](https://kings.uwo.ca/learninghub)

## 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/B, Math 1228A/B, Math 1229A/B, Stats 1024A/B).

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

Details on times and locations can be found at:

[kings.uwo.ca/tutoring](https://kings.uwo.ca/tutoring)

## Tutoring Referral Service

[www.stats.uwo.ca/modules/undergraduate/TRS/facultysearch.php](http://www.stats.uwo.ca/modules/undergraduate/TRS/facultysearch.php)

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

## The Write Place

The Write Place (TWP) is a free and confidential service provided by the Department of English, French, and Writing. We are committed to helping all students become better writers! Students from all disciplines are encouraged to visit for help with any assignment: academic essays, book reviews, graduate school applications, creative writing, and much more! We can help at any stage of the writing process—from brainstorming ideas to helping students learn to revise and edit their own work.

### Location and Hours:

We are conveniently located in the King Centre. Our hours are Monday to Thursday, 10 a.m. to 6 p.m. and Fridays, 10 a.m. to 4 p.m. The Write Place usually operates on a drop-in basis; however, during busy periods an appointment is recommended.

### What We Do:

We won't edit your essays, but we'll help you become a strong writer! Trained peer tutors give feedback on many aspects of writing. Rather than editing, we help students to become better writers by focusing on areas such as clarity, structure, cohesion, and mechanics. We listen and provide an honest response.

Creative Writing feedback and workshops are also available with Dr. Dorothy Nielsen. Stop by KC113 or call 519 433 3491 ext. 4475 for more information.

## French Tutoring

Free Service offered to first and second year students having trouble with French. This service is provided by third and fourth year student volunteers. Contact your French professor for details.



## Academic Counselling

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 can make an appointment with Counselling and Student Development through the Dean of Students.

Note: 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.

Academic Support at King's [kings.uwo.ca/academic-support](https://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 efficient learners.

## Counselling and Student Development

[www.kings.uwo.ca/personal-counselling](https://www.kings.uwo.ca/personal-counselling)

King's offers individual counselling designed to support all King's students.

At Student Support Services we have caring professional counsellors to support you in managing your personal concerns more effectively.

Students like yourself will seek counselling for a variety of concerns:

- Test anxiety
- Substance abuse
- Adjusting to university
- Self esteem concerns
- Eating problems
- Bereavement and grief
- Emotional and physical abuse
- Procrastination and coursework
- Career advice - [see more on the Career Connect site](#).

To schedule an appointment with a counsellor, please visit Wemple Room 157 Monday to Friday, 9 a.m. to 4:30 p.m.



## Support and Campus Resources:

### Where to Turn for Help

King's campus, as well as Western has numerous resources and supports available to you on campus. If you require more information please ask your residence life team.

### Campus Ministry

Spiritual Direction and Counselling [kings.uwo.ca/campus-ministry](https://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 yourself in need of 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.

[www.uwo.ca/chaplain](https://www.uwo.ca/chaplain)

### Career Services

King's University College Career Services recognizes the importance of career development. We understand that just getting your degree isn't enough. The rising cost of education increases your need to make sure you are getting a good return on your educational commitment. Developing a career plan assists you in making more effective choices within your academic program.

To schedule an appointment with a Career Counsellor please contact:

Counselling & Student Development

Wemple Room 157

Phone: 519-433-3491 ext. 4321

[csd@kings.uwo.ca](mailto:csd@kings.uwo.ca)

[kings.uwo.ca/career-services](https://kings.uwo.ca/career-services)

### Indigenous Services

Indigenous Services at Western [www.indigenous.uwo.ca](https://www.indigenous.uwo.ca)

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.

### King's International Office

King's International [kings.uwo.ca/international](https://kings.uwo.ca/international)

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 Western University International and Exchange Student Centre. [www.iesc.uwo.ca](https://www.iesc.uwo.ca)

## KAMP

The King's Academic Mentoring Program is designed to address every aspect of students' interaction with our community to maximize academic and personal success. This involves mentoring students on issues ranging from basic life skills, to the rhythm of student life and the various academic checkpoints and milestones in the academic year.

Apply for mentorship at:  
[kings.uwo.ca/kamp](https://kings.uwo.ca/kamp)



## Cardinal Carter Library

[kings.uwo.ca/library](https://kings.uwo.ca/library)

At the library, 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 Western University 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 [kings.uwo.ca/library](https://kings.uwo.ca/library)  
Extended hours are in place during exam times.

### Group study rooms

Eight group study rooms of various sizes are available to those who wish to work collaboratively but quietly. Reservations are made online by an individual in the group. Each person is limited to one reservation per day for a maximum of two hours. Group Study Room keys are checked out at the Service Desk.



[www.kings.uwo.ca/library/services-spaces/study-rooms/#group](https://www.kings.uwo.ca/library/services-spaces/study-rooms/#group) room capacity & AV

Reserve study rooms online: [kings-uwo.libcal.com](https://kings-uwo.libcal.com)

Many of the group study rooms have additional audio visual equipment that you can use. 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.

## Accessibility Services

[kings.uwo.ca/ssd](https://kings.uwo.ca/ssd)

King's believe every student has the right to access success. The Services for Students with Disabilities 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 Services at Western

## Student Development Services

[www.sdc.uwo.ca](http://www.sdc.uwo.ca)  
[www.sdc.uwo.ca/learning](http://www.sdc.uwo.ca/learning)

Located in the Western University Student Services Building, the SDS extends its extensive learning skills resources to King's students.

SDS also offers counselling services and support services for international, LGBTQ and First Nations students.

## 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

The Learning Skills Services at Western provides:

- individual counselling
- presentations on learning from lectures and texts
- online help through website and bi-weekly emails;
- drop-in services at the Learning Help Centre,
- a resource library containing a variety of learning skills self-help books
- Workshops on time management, multiple choice tests, test anxiety and more.

## Student Health Services

At King's and Western there are many services available to support your health and well-being. Student Health Services (SHS)

[www.shs.uwo.ca](http://www.shs.uwo.ca)

Located in the basement level of the University Community Centre, the Student Health Services Medical Centre is open to all Western, Huron, Brescia and King's students.

The centre is staffed with doctors year round, and offers the following services:

- annual exams
- doctors' notes
- immunizations
- 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.

## Student Health Plan

[www.studentbenefits.ca](http://www.studentbenefits.ca)

Part of your student fees pay for the undergraduate Student Health Plan. It provides 80% coverage for medication and medical equipment and up to \$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>

The Schulich School of Medicine and Dentistry at Western University 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.

## Nutrition

<http://westernusc.ca/service/western-dietitian>

Western Dietician Services offers meal planning, recipe ideas, sports nutrition, management for digestive health concerns and eating disorders, and more! Services are free of charge for students through your USC Health Plan and may be reimbursable through extended health benefit plans.

We are conveniently located in the UCC building, within the Wellness Education Centre on the lower level (Room 76B). Email us to book your appointment! We are available Monday to Friday, 8:30 a.m.–5 p.m. Summer hours may vary.

Contact us at [westernrds@gmail.com](mailto:westernrds@gmail.com) or call 519-661-2111 ext. 82994

For healthy tips and nutrition tricks, follow us on: Facebook

<https://www.facebook.com/WesternDietitianServices> and Instagram @westernrds

## Wellness Education Centre (WEC)

King's strives to provide you with every tool possible to maintain your best health and wellness. In addition to the select services listed above, we encourage you to drop by the Wellness Education Centre in Rm 76 in the UCC for more services.

The Wellness Education Centre (WEC) offers all Western students a safe, comfortable environment to get connected with the wellness resources available at Western and in the London community.  
<http://se.uwo.ca/wec.html>.

See Western's Mental Health and Wellness Resource Guide for a complete, alphabetized list of services that Western offers.

<http://westerncalendar.uwo.ca/pdfs/mhwrsg.pdf>



## Good 2 Talk

[good2talk.ca](http://good2talk.ca)

Good2Talk is a free confidential helpline providing professional counselling, information and referrals for mental health, addictions and well-being to post-secondary students in Ontario.

## Student Success Centre at Western

[www.success.uwo.ca](http://www.success.uwo.ca)

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

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](mailto:successcentre@uwo.ca).

## Western Campus Recreation

[www.westernmustangs.ca/campusrec](http://www.westernmustangs.ca/campusrec)

Campus Recreation offers students a wide range of programs and activities geared to all levels and abilities. 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, and 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.



# Residence Rules and Conduct Expectations

We want all students to feel safe and comfortable on campus and these policies are in place to create a safe and welcoming community.

## **Residence Agreement**

[http://futurestudents.kings.uwo.ca/futureStudents/assets/File/residence/residence\\_agreement.pdf](http://futurestudents.kings.uwo.ca/futureStudents/assets/File/residence/residence_agreement.pdf)

## **Rules of Residence**

[http://www.kings.uwo.ca/kings/assets/File/currentStudents/studentLife/residence/Rules\\_Of\\_Residence.pdf](http://www.kings.uwo.ca/kings/assets/File/currentStudents/studentLife/residence/Rules_Of_Residence.pdf)

## **Student Code of Conduct**

<http://www.kings.uwo.ca/kings/assets/File/policies/kings-student-code-of-conduct.pdf>

## **Harassment and Discrimination Policy**

[https://www.kings.uwo.ca/kings/assets/File/policies/Harassment\\_and\\_Discrimination\\_Policy.pdf](https://www.kings.uwo.ca/kings/assets/File/policies/Harassment_and_Discrimination_Policy.pdf)

## **Sexual Violence Policy**

<http://www.kings.uwo.ca/kings/assets/File/policies/SexualViolencePolicy.pdf>

## **Accessibility Policy**

<http://www.kings.uwo.ca/kings/assets/File/policies/Accessibility-Policy.pdf>

## **Release of Information**

King's University College recognizes the importance of the privacy and confidentiality of each student's record. 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 emergency contact, 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.









Alumni Court  
AC300  
519-433-3491 ext. 4700

### Credits

Professional photography by Steve Grimes.  
Layout & design by Nikki Sasso Mitchell.  
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@kingsresoffice



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**Get connected.  
Make a difference.**

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