



2023-2024

HERITAGE COLLEGE & SEMINARY RESIDENCE HANDBOOK

**Guidelines for Student Life
A Community Committed to Serving God**

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HERITAGE RESIDENCE PROGRAM



INTRODUCTION

Welcome to the Heritage Residence Program! We are excited to have you join us in what we feel is a truly unique community of students who have come together to pursue Christ and serve others with passion and excellence. During your time in residence, we trust that you will make life-long friendships and create lasting memories, while also being stretched and strengthened spiritually, intellectually, and socially. Such growth will not always be comfortable, but by God's grace, we believe that the Holy Spirit will use your experience here both for His glory and for your good.

With this in mind, it is essential that certain rules and patterns for godly living are established to ensure personal growth and communal harmony. These are detailed in the pages that follow. While such guidelines are to be followed during your time as a residence student, it is our intention that they reflect the importance of several key principles:

1. *That we honour and glorify Christ with our lives (see Rom 12:1–2).*
2. *That we find a balance between freedom of conscience and sacrificial love within Christian community (see 1 Corinthians 9).*
3. *That we humbly seek the good of our neighbours above ourselves (see 1 Cor 10:24).*
4. *That we learn to handle conflict in a mature and God-honouring manner (Col 3:12–17).*

This handbook is designed to provide a more detailed outline for how we might pursue these principles. We ask that you familiarize yourself with its contents and seek to live in accordance with it—insofar as it reflects the teaching of Scripture. We welcome any comments or questions that you may have.

We hope and pray that your time as a Heritage residence student will be an immense blessing in your life! As a residence team, we look forward to learning and growing alongside you.

RESIDENCE LEADERSHIP

RESIDENCE ASSISTANTS

Residence Assistants (RAs) are mature student leaders, hired by Student Services, to serve our campus and students—residence students in particular. These student leaders are there to encourage and challenge students in their walk with Christ, while also providing leadership and guidance during the challenges of daily life.

Furthermore, RAs serve as ‘Impact Group’ leaders. Your Impact Group is a weekly small group gathering of students which consists of worship through Bible study, song, prayer, and fellowship. For further explanation on ‘Impact Groups’, see the ‘Activities’ section of this handbook.

The RAs also have the responsibility of upholding and enforcing community guidelines and standards. That does not mean that they will be lurking in the hallways waiting for students to break a rule, but it does mean that should students choose to violate a community or school standard, they will be held accountable. RAs will challenge students to assume responsibility for their actions and to live a life of integrity. They are obligated to report any violations to the Residence Directors, the Assistant Residence Directors, or to the Dean of Student Services.

RESIDENCE DIRECTORS

Residence Directors (RDs) are staff members who live on campus. They oversee and are responsible for the day-to-day happenings of the residence program. They mentor and hold the RAs accountable, while also remain available to answer questions, provide guidance, address problems, and join in the life of the residence students at large.

ASSISTANT RESIDENCE DIRECTORS

Heritage provides support staff who live in a residence apartment and are available, if needed. Alongside the RDs, this couple is present to provide mentorship, support, and accountability to students living in residence when needed.

DEAN OF STUDENT SERVICES

Leading our residence team is the Dean of Student Services. He is open to discuss your concerns and suggestions.

OTHER STAFF

The Student Services Department Administrative Assistant is available to assist with the above functions.

Student Services also provides counselling services for students.

WHO CAN LIVE IN RESIDENCE?



Students taking a full course load (9 or more credit hours) and who are under the age of 25 can apply to live in residence. Priority is given to freshmen students, and therefore, we can only accept a limited number of returning students each year. Occupancy will be reserved on a first come basis upon the completion of the residence application, acceptance to the school, and the residence deposit paid.

Students over the age of 25 may apply for residence if they have lived in dorm at Heritage the previous year. These students will be considered on a case by case basis.

ACTIVITES



MOVE-IN

Students will receive notice of the date and time of move-in day in the summer months. Please note that apartments will not be available for early move-in. If there is an emergency, limited storage may be available in another building for 48 hours prior to move in.

MOVE-OUT

Residence students ***must*** move out **on or before graduation day each year** unless they are participating in a Heritage sponsored trip or tour. This includes removing all belongings by 6:00pm on move-out day. Exceptions to this policy must be granted by the RDs in advance.

Upon move-out:

- Bedroom furniture must be moved back to the way it was found in September.
- The RDs will collect your swipe card and apartment key on move-out day.
- Apartments will be cleaned thoroughly by student occupants. RAs will have a detailed list to follow and will explain the cleaning that is required, and will sign off and approve all the required cleaning before leaving.
- Additional charges may apply in the case of damage, the need for excessive cleaning, or if furniture and items are left in the apartment.
- Each student is 100% responsible for their apartment. If a student does not participate in cleaning, other students are still responsible to resolve the matter and complete the required cleaning.
- Any charges will be taken out of the student's residence deposit.

HERITAGE EVENTS

Throughout each school year, Heritage Recruitment and Student Council host events such as tours, student samplers, and a Missions Conference. Apartments may be asked to host visitors or prospective students during these events. Details will be provided as the event approaches.

HOLIDAYS

Residence programming runs for the duration of each semester. This implies that programming is not in place between the fall and winter semesters (Christmas Holidays). Housing is made available during the break on a case-by-case basis by application only. Applications will be made available in November.

IMPACT GROUPS

All residence students are assigned to an 'Impact Group'. Participation in this group is **mandatory** for all residence students.

The purpose of “Impact Groups” is:

To glorify God

To promote residence unity

To be an avenue for encouragement, growth, personal challenge, and prayer support

To provide an opportunity for students to learn and grow in their faith together

A time to have fun

“Impact Groups” meet Monday nights from 9:45–11:00pm. Your group may also be given opportunities to go on an outing together or to participate in an external ministry.

OTHER ACTIVITIES

Although most activities on campus are scheduled through Student Council, the residence staff may also plan events for the community.

BUILDING CARE



GENERAL APARTMENT CONDITION

- Should bedroom furniture be rearranged throughout the year, it is to be moved back into its original location by move-out day.
 - Beds are not to be disassembled or used for alternate purposes.
 - Beds are not to be pushed together.
- Proper use and care are to be taken with all supplied furniture and appliances within the residence buildings.
- Common areas are to be treated as a shared space and should be used in way that is respectful to all those living in the apartment.

WEEKLY CLEAN CHECKS

Residence students are required to keep apartments clean throughout the week. RAs will inspect the apartments for cleanliness near the end of each week. The RAs have a simple checklist of items that need to be cleaned on a regular basis.

We suggest that roommates in each apartment sit down at the beginning of the year and draw up a cleaning schedule, so that each person experiences cleaning different areas of the apartment.

In the event that an apartment fails a clean check they will be issued a warning by the RA. The apartment is to be cleaned within the next 24 hours and is subject to a second check by the RDs. Apartments that fail the re-check will be required to pay a \$30 fee. For each subsequent failure to pass a clean check for the remainder of the semester, the fee will increase by \$10.

A surprise clean check may also occur at any time by a RD. If a surprise clean check is failed, a warning slip will be issued to the individual(s).

Please note that a consistent lack of personal cleanliness may still result in a failure for the individual or the room, even if the room passes an overall cleanliness check.

WALLS & WINDOWS

Students may hang items on their bedroom and apartment walls, provided they **only use white sticky tack or 3M Hooks**. You will be charged at the end of the year for paint touch-ups, if necessary. Furthermore:

- Nails or screws are not permitted.
- Self-adhering hooks with peel off sticky tape may not be used (unless they are 3M Hooks).
- Do not use blue sticky tack, as it can leave marks on the walls when removed.

Anything deemed inappropriate by the RDs will be removed immediately. If students would like to hang something in their apartment window, please check with the RDs to obtain approval.

SCREENS

The screens in apartment windows **are not to be removed!** If a screen becomes damaged due to tampering, the student(s) responsible will be charged for repairs.

BULLETIN BOARDS

Both floors of each residence building are equipped with bulletin boards. These boards serve a dual purpose:

- They keep students up to date on upcoming events, student life news, etc.
- They inform students of the on-call RA.

If you would like to have something posted on one of these boards, please see one of the Senior RAs or RDs, who will check the item to be posted for appropriateness and initial it. Any items deemed inappropriate and not approved by the residence housing team will be removed.

HALLS

No items are to be left in the residence hallways. Not only does this prevent clutter, but also prevents from hazards in the event of a fire.

Overall, we kindly ask that students do their best to help keep the common halls and the laundry room areas clean. Please remove any garbage and help clean up when possible!

REPAIRS & DAMAGES

If repairs are needed within an apartment, please complete a 'Maintenance Request Form' (these can be found on the mail floor of each residence building). Thereafter, submit the form to the Services mailbox to ensure that the repairs are made in a timely fashion.

Students are not permitted to attempt any repairs.

- Natural wear and tear repairs/replacements will be of no cost to the student.
- Repairs/replacements that are needed to due to irresponsible or careless student behaviour will be charged to the student(s) who caused the damage.

Note: The charges will not be taken out of your residence deposit but will be applied to the individual(s) involved.

LAUNDRY

We are pleased to provide students with laundry facilities within the residence buildings. There are three washers and two dryers in each laundry room. There is no charge to use these machines. The laundry machines are provided *solely* for residence students and their personal laundry. We ask that students do their best to keep the laundry rooms clean. Furthermore:

- Miscellaneous items (ex. clothing) left in the laundry room will be removed at the end of each month. If items are not claimed by the end of the month, they will be donated to charity.
- White boards are attached to each machine. When doing a load of laundry, we ask that students write their name and phone number on a white board. This will help to prevent clothing from being forgotten and delays in the laundry rooms.
- Lockers are provided for storing laundry detergent, etc. Students must provide their own locks for the lockers.
- Please empty the lint traps after each use of the dryers.

STORAGE

Heritage does not provide additional storage space beyond that contained in each apartment unit. However, subject to availability and the discretion of the RDs, some items may be stored in alternate locations.

Bikes may be stored outdoors underneath the bridge leading to the academic building. Students are responsible for the care and security of all items. We recommend bringing a bike lock along with you if you plan to store your bicycle in this area as it is not otherwise secured.

KEYS

Upon arrival to residence, each student will receive an apartment key and a swipe card. Each key has a \$10 deposit (see 'Financial Issues').

There is a \$10 replacement fee each time a key or swipe card is damaged or misplaced. It is the student's responsibility to always carry these keys with them. The card reader is able to read swipe cards through a wallet or purse.

NOT PERMITTED IN RESIDENCE

The following items are not to be kept in apartments on campus:

- Deep fryers
- Gasoline, propane, or fuel of any kind
- Weapons (including firearms, paintball guns, and hunting knives)
- Pets (types of fish are permitted that do not require a tank filter)
- Vaping devices (including all forms of electronic smoking devices)

- Personal mini fridges
- Space heaters

STAFF ENTRY

We respect the rights and needs for privacy on campus. Nonetheless, Heritage reserves the right to enter apartments for the following reasons: room checks, maintenance and repairs, to ensure residence policies are being followed, or to respond to emergencies. Student Services will attempt, whenever possible, to give advance notice of entry to apartment occupants.

In rare disciplinary cases, the Dean of Student Services may authorize the RDs to search a room with or without consent of the student(s) in question. In such cases, the RDs will attempt to do this with the student(s) present.

RESIDENCE HEALTH & SAFETY



EMERGENCY CONTACT

Students living in residence must provide two separate emergency contacts in the application. Emergency Contacts should reside in different places of residence and be able to provide support in the case of an emergency. Emergency Contacts should be over the age of 25 and can include a family member, guardian, pastor, mentor, etc.

MEDICAL SUPPORT

Students who require medical attention while living on campus should contact their RA or Student Services for support. Assistance will be offered to coordinate or provide transportation to the hospital or contact emergency services in a medical emergency. For more general health concerns, students are encouraged to visit several local medical clinics that will take walk-in patients. Information regarding locations and phone numbers is updated and posted on the bulletin boards in the residence hallways.

If a student requires medical attention, contacting their emergency contact may be deemed necessary by Student Services staff. Heritage reserves the right to make this decision at any point when assisting a student who needs medical support.

MENTAL HEALTH

Students struggling with mental health challenges are encouraged to inform Student Services in order to access appropriate support where necessary. Heritage provides biblical counselling services and general support to assist students wherever possible. The Student Services staff deeply desires to walk alongside students who struggle with mental health. However, in some circumstances, a student's mental health needs may go beyond Heritage staff's training and ability to ensure students are kept safe and receive the best care. Some examples may include (but are not limited to) suicidal ideation or intentions, self-harm, severe anxiety, or depression, etc.

In the event of this type of situation, in consultation with the Crisis Management Committee, a student may be required to:

1. Temporarily leave residence until mental health concerns have improved.
2. Find alternative housing off-campus.
3. Withdraw from studies and residence in order to address health.

Should a student's behaviour or well-being cause significant concern, Student Services will notify the student's emergency contact.

We encourage all students to live with safety in view and exercise caution, particularly when out after dark. While we recommend that students do not walk alone on the streets after dark, if otherwise unavoidable, it is always prudent to walk or drive with a friend during these hours.

FIRE DRILL

A fire drill will take place at least once each semester. It is important for students to communicate to their RA if they are away and/or there are visitors. Once outside, students are to meet their RA in the lower parking lot. The RDs will communicate when it is safe to return to the apartments.

At the beginning of the semester, there will be an appointed Fire Marshall who will make sure each student is out of their assigned apartment and will ensure that the door is shut.

INTERCOM/BUILDING ENTRANCE

In order to maintain campus security, building access (including the residence buildings) are only accessible via key card access. Moreover, our residence buildings are equipped with an intercom system as an added safety measure. The intercoms are automatically shut off between 1:00am–7:00am so that residence units are not disturbed during the night. We ask that students do not let those who they do not know into the buildings nor buzz individuals into the building without knowing who is there.

Please keep all outside entry doors closed at all times. Doors should not be propped open, except during move-in or move-out.

ON-CALL RAS

As an additional safety measure, RAs will complete rounds and are on-call every day between certain after-hours times. They will patrol the residence buildings, parking lots, the Heritage Community Centre and the Academic building to ensure general security. Moreover, being ‘on-call’ allows for an easily accessible first point of contact in the case of emergency.

FINANCES



DEPOSITS

Upon applying to live in Heritage residence, students will be asked to submit a dorm deposit of \$100. Payment will be made online during the application process by credit card.

Once students apply, pay their deposit fee, and have been accepted into residence, a spot is reserved for them in residence for both the Fall and Winter semesters. If a student decides between semesters that residence is not the place for them, there will be an administrative charge of \$500 applied to their account. The Dean of Student Services and the Residence Directors may make exceptions on a case-by-case basis.

ADDITIONAL CHARGES

As previously discussed, students are responsible for damages caused to their apartment and cleaning fees if the apartment is left in an unsuitable condition. This may result in the loss of their deposit. Each apartment is generally charged a minimal fee at the end of the year for standard cleaning and maintenance.

MEAL PLAN

All residence students are required to participate in a meal plan each semester. This meal plan operates on a declining balance account. Please note that any outstanding meal plan balances will not be refunded at the end of the school year.

The cafeteria is operated by Lily Ruth Catering and works closely with the Student Services department. The cafeteria provides a variety of meal, snack, and beverage options for students and visitors. It is open Monday–Thursday for breakfast, lunch, and dinner. On Friday, it is open for breakfast and lunch. The cafeteria is not open on weekends. Specific hours will be posted each semester and are subject to change for special events impacting the majority of students.

UTILITIES

Student utilities (e.g., gas and hydro) are included in the general residence fees due each semester. Each apartment is equipped with a thermostat, furnace and air conditioning unit so that students can control the temperature of their own apartment.

Please check with the Business Office for details on these or any financial policies.

COMMUNITY GUIDELINES



CHAPEL ATTENDANCE

As we believe that living in residence is a choice to live within a community seeking spiritual growth, students who choose to live in residence are to attend at least 85% of all scheduled chapel services per semester.

Off-campus students are required to attend 85% of chapels on the days which they have a class immediately before or after a scheduled chapel time.

COMMON COURTESY & RESPECT

When living in community, it is important to have common courtesy and respect for those around you. This means that we ask all students to inform their roommates and their RA as to their whereabouts if they stay off campus overnight between Sunday and Thursday. Furthermore, students are asked to leave a contact phone number with a roommate so that they can be reached in case of an emergency.

CURFEW

Heritage employs what is known as a 'privilege curfew.' It is not our goal to monitor your behaviour, but it is our goal to help you succeed both as a student and as a maturing follower of Christ. As you prove your ability to make wise decisions, you will be given the freedom to make those decisions in a wider context.

First Year Students:

- Fall Semester: Until the beginning of Thanksgiving weekend (Friday), the curfew hours will be 1am on Sunday through Thursday (including Thursday night) for first year students. (See RDs if you have any questions. Those over 21 may be exempted from this policy).
 - Notice: There will be times when coming in late may be unavoidable (not just desirable). You must notify your RA as soon as possible. Exemptions based on these circumstances will be at the discretion of the RDs.
- Penalties for Breaking Curfew: Penalties may result in consequences ranging from a fine to cancellation of the privilege of living in residence.

All Students:

- Obtaining/Losing the Privilege: Students who maintain adequate academic standards, a right relationship within the residence community, and who follow the appropriate guidelines with respect to chapel and special event attendance, obtain the privilege of coming in after 1:00am on Sunday through Thursday. Low academic performance or difficulties in following community policies and guidelines may result in this privilege being revoked by the Dean of Student Services upon the advice of staff or faculty. Patterns of problematic behaviour within the residences may either delay all persons in a building from receiving a privilege or cause the loss of such a privilege for all.

- Swipe Cards: The swipe card system records when someone enters the building. We strongly advise students not to loan their swipe card to others, as they will be held responsible if the card is used inappropriately.

DRESS CODE

Students are expected to dress appropriately in the residence hallways, as these areas are often visible from outside of the building.

For a further explanation of our dress code, please refer to the Student Handbook.

MEDIA DISCERNMENT

In today's media ridden environment, the importance of reflecting on the use and consumption of different entertainment forms is vitally important. As a Christian institution, Heritage provides guidance and restrictions on entertainment while also encouraging students to discern the content's impact on themselves and those around them.

Due to the standardization and general familiarity with common media rating systems, these can provide a helpful starting point for Christians to consider when discerning what is appropriate to observe. However, these ratings are not without error, and we recognize the importance for students to begin to ask questions and evaluate their media choices on their own. Therefore, included below are both the common media ratings that should not be shown on campus, as well as questions and tips to help students begin to evaluate the content they observe.

Media Ratings

Movies & Television:

Movies with a rating of 14A (as per the standard Canadian rating system, here and throughout) or above should not be viewed or housed in the residence buildings without prior consent from Student Services. Television shows with a rating of TV-14 or above should likewise not be viewed or housed without prior consent from Student Services.

Video Games:

Video games rated "T" or higher should not be played or housed in the residence buildings without prior consent from Student Services.

Reading Material:

Books, magazines, games, and other material with suggestive or gratuitously violent content are not considered appropriate on this campus.

Online/Social Media:

The use of electronic communication in a manner which—in the opinion of the RDs or RAs—is proving harmful to one’s grades or social relationships will be explored, and restrictions may be enacted.

Music:

Many musical tastes are represented among the student body. While no individual genre is off limits, music deemed objectionable on the basis of themes or words related to profanity, violence, sexuality, or glorification of attitudes and lifestyles opposed to biblical values, is not suitable for the residence environment. As a general principal, music that has been marked as “explicit content” would certainly fall within this category.

Practical Guidelines on Campus

- Streaming Services: Streaming services such as Netflix, DisneyPlus, Prime Video, etc., are not off limits in the residence buildings. However, it is important that these media sources do not become all-consuming and/or detrimental to the community. Therefore, it is encouraged that students utilize these services within community, using biblical discernment.
- Gaming Systems: Video gaming systems are likewise permissible in the residence buildings. However, if, in the opinion of the RDs or RAs, these become an unhealthy distraction or prove harmful to one’s grades or social relationships, restrictions may be enacted.
- A TV and DVD player are housed in the Student Lounge within the HCC, and a TV/DVD player in the Residence Common Rooms. Students are welcome to use this equipment, while remembering our basic standards.
- Students are permitted to bring their own TV into residence so long as it stays in the common area and does not present any issues for themselves or dormmates.

Questions & Tips

The following questions and tips provide a helpful guide for any believer when evaluating the media content one would like to consume. These go above-and-beyond the standard rating systems discussed above and seek to guide disciples of Jesus toward godly living in general.

When deciding what to consume, ask yourself:

- Does this content cause me to rejoice in God’s character?
- Does this content uphold and promote the sanctity of human life?
- Does this content help me to express my emotions and desires in a way that ultimately leads me to true worship?
- Does this content lead me to ask helpful questions about the world around me?

- Does this content intend to glorify or promote that which Scripture prohibits? (E.g., sensuality, substance abuse, profanity, etc.)
- Does this content invite dark or lustful thoughts?
- Does this content steal from God's glory?
- Does this content include whatever is true, honourable, just, pure, lovely, commendable, excellent, and worthy of praise (See Phil 4:8)?

Upon asking yourself these questions, you may also want to consider these tips:

- Look at the IMDB Parents' Guide before watching a television show or movie.
 - o This guide evaluates content based on the categories of sex & nudity, violence & gore, profanity, alcohol, drugs, & smoking, as well as frightening & intense scenes.
- Focus on the Family's 'Plugged In' also provides helpful content cautions.
- Ask your RA if they have any thoughts on the content you are considering.
- Watch in community more than alone and try to always end by discussing what you watched!

OPEN DORM TIMES

We operate two separate residence buildings designated as North Hall and South Hall.

Apart from the times listed below, men are not permitted in the women's areas and vice versa, unless coming to see the RDs or Support Staff.

WEEKLY OPEN DORM TIMES

Tuesday & Thursday: 4pm–8pm

Saturday: Noon–6pm

Sunday: Noon–6pm

Open dorm times are supervised and monitored by RAs and the residence team. At the end of each open dorm time, all guests of the opposite gender are expected to leave.

- During open dorm hours, the entrance door of each apartment must remain propped completely open.
- Open dorm visits are limited to the living room/kitchen area only.
- Members of the opposite gender are never permitted in bedrooms.
 - o Violations of these policies will result in the cancellation of open dorm for specific individuals and/or disciplinary action. Patterns of problematic behaviour within the residences may cause loss of privilege for all.

PARKING

- Residence students must have a Heritage parking sticker on their vehicle and record their license plate through MyHeritage.
- Residence students are not permitted to park in the upper parking lot.
 - The upper parking lot is reserved for day use, staff/faculty and visitors.
 - Any cars parked in the upper parking lot belonging to residence students will be ticketed \$20.

PRANKS

Please refer to the *Bullying and Harassment Policy* in the Student Handbook.

QUIET HOURS

Although we expect students to always respect the needs of their fellow students, we also see the importance of maintaining a quiet atmosphere conducive to sleep and study during certain hours, within and around the residence buildings.

<p>DAILY QUIET HOURS ARE IN EFFECT FROM 10pm–10am</p>
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- We all need to work together in developing a quiet atmosphere during the above hours to respect students with a variety of sleep schedules.
- During the daytime, it is still important to keep noise at a reasonable level. If you or your apartment are creating a disturbance to the apartments or people around you, regardless of the time of day, you will be asked to be mindful of your noise level.
- Special consideration should also be given to quiet hours during exam time.

OVERNIGHT GUESTS

We permit same sex guests to stay in residence buildings on a limited basis. Any guest may stay a maximum of 5 nights per semester in the residence buildings, and no more than 3 nights in any given week (Monday–Sunday).

Fees: While the first night in residence is free for all guests, a \$15 fee must be paid for each subsequent night.

- Exception: No fees apply to same-sex family members.

Overnight guests **must** fill out an “Overnight Request Form” to be submitted to the Sr. RA before 11pm the night that the guest is intending to stay over. Should a guest choose to stay overnight without filling out a form, they are not to stay in dorm again until they have paid a fine of \$20 directly to the RDs (on-top of the nightly fee).

Consistent Overnight Stays: A student who would like to stay in residence one night per week (for example a student who participates in impact group Monday night and wishes to stay over because of class the following morning) must meet the following requirements:

1. A current residence student has agreed to host the student.
2. There is adequate space in the apartment.
3. Everyone who lives in that apartment is okay with the arrangement.
4. The RA for that impact group has no concerns.
5. The agreement will be for a particular night of the week (i.e., every Wednesday night, not Wednesday night one week and Friday night the next week)
6. Final approval is given by the Dean of Student Services.
7. A fee of \$275 (per semester) will be charged to the student's account.
8. Any agreements made will last for one semester.

RESIDENCE DISCIPLINE



RESIDENCE DISCIPLINE

To ensure that the above guidelines are upheld for the ultimate good of the Heritage residence community, the following details the disciplinary measures to be enforced if necessary. These allow for sufficient flexibility to account for varying circumstances, perceived attitudes, degrees of seriousness of offence, resources available, and an avenue for appeal. Restoration is always a primary goal.

Should a student observe or be made aware of an infraction, the student should counsel the individual(s) involved to come forward to their RA. Depending on the severity of the situation, the RA will inform the RDs.

- A discussion with the RA or RDs may include the following:
 - Clarifying that the student understands the policy they have violated and the intended purpose behind it.
 - Addressing the reasoning which led to the violation.

The necessary steps to follow depend upon several factors, including the severity and frequency of the violation. These responses may include a warning, follow-up meetings, and/or disciplinary measure(s).

Disciplinary measures may include, but are not limited to:

- Financial fine (\$30 per student, to be used at the discretion of the Dean of Student Services)
- Community restitution hours
 - The number of community restitution hours will be determined by the residence staff in consultation with the Dean of Student Services. Minor infractions generally begin at two hours.
- Written essay or personal reflection paper
- Discussion with the Dean of Student Services
- Restriction of extra-curricular activities

Sexual misconduct or the possession of alcohol on campus will result in the immediate eviction from the residence buildings.

In extreme cases (e.g., unwillingness to work with those in authority in the discipline process, consistent violations with no willingness to cease, grave moral failure, etc.), and after repeated attempts to work with individual(s) involved, it may be necessary to ask a student to leave the residence building.

A student may appeal any penalty imposed by following appeal procedures as outlined in the Student Handbook.

To read more about student discipline, please review the Student Handbook.

FAQS



FREQUENTLY ASKED QUESTIONS

1. When will I be informed of my apartment mates and room number?

The Residence Directors will send out room assignments via email in mid-August.

2. How many students live in an apartment?

Typically, five students live in each apartment.

3. What should I bring?

Each bedroom is furnished with a desk, chair, bed, and storage. The kitchen is equipped with storage cupboards, a stove, a fridge, as well as a table and chairs. Students should coordinate with their roommates to organize bringing small appliances, couches, cleaning supplies, and other shared items.

This will become your new home for the school year so bring what you need to make your room feel like home. However, be careful not to overpack as there is limited space!

Helpful packing tips will be sent out by the Residence Directors in the summer months.

4. Will I have internet access in my room?

There is free Wi-Fi available throughout the campus and you'll be able to access it in your apartment.