



Residence



Residence Handbook

2026 - 2027

Nipissing University Residence Addresses



Chancellors House
900 Gormanville Rd.
North Bay, ON



Founders House
1 College Dr.
North Bay, ON



Governors House
100 College Dr.
North Bay, ON



Townhouse Residence Complex
100 College Dr.
North Bay, ON

For more information about delivery & mailing addresses, see **page 15**

Table of Contents



Residence Life Mission	3	Lost and Found	15	Student Conflict	25
Residence Life Team	4	Room Bookings	15	Residence Property	26
Residence Clerks	5	Mail and Deliveries	15	Cleanliness Standards	26
Residence Life Student Staff	6	Vending Machines and ATMs	16	Advertising	26
Don On Duty	6	Maintenance	16	Filming in Residence	26
Community Assistants	6	Bikes	16	Residence Property Damage	26
Residence Life Student Volunteers	7	Parking	16	Dispute Resolution Process	27
Residents' Council	7	Garbage & Recycling	17	Guests	27
Social Committee	7	Internet Access	17	Referral of Residence Conduct Matters to Nipissing University's Code of Student Rights and Responsibilities	29
Safety & Security	8	Storage	17	Nipissing University Sexual Violence Policy	30
Complex, Suite, House, and Bedroom Access	9	Off-Campus Living	17	Nipissing University Anti-Racism/ Anti-Hate Guidelines	31
Identification Verification	9	Residence Community Living Standards (RCLS)	18	Reporting Incidents of Racism, Hate, Discrimination, or Harassment	31
Emergency Telephones	9	Restricted Areas	19	Service Animals	32
Mass Notification Text Message System	9	Safety and Security	19	Roommate Relationships	33
Fire Safety	10	Fire Safety	19	Creating Your Roommate Agreement	33
Insurance	10	Smoking	19	Getting Along With Your Roommates	34
Nipissing University Entry into Suites, Townhouses and Bedrooms	10	Keys	20	Administration of the RCLS	36
Privacy	10	Entrances/Exits	20	Appeals	40
Wild Animal Safety	11	Illicit Substances	20	University Policies	41
Illness and Communal Living	11	Alcohol Consumption	21		
Your Wellbeing in Residence	12	Cannabis Use	22		
24/7 Helplines	12	Prohibited Items	23		
Residence Services	14	Pets	23		
Rentals	14	Appliances	23		
Tuck Shop	14	Community Care	24		
Laundry	14	Excessive Noise	24		
		Courtesy Hours	24		
		Behaviour	24		

Welcome to Residence Life at Nipissing University!

It is our hope that your stay in residence becomes one of the most rewarding experiences of your university journey. Our goal is to provide you with a safe, comfortable living and learning environment in which you may grow as an individual and develop long-lasting relationships. Our team is committed to providing you with learning opportunities outside of the classroom that will offer you opportunities for personal and academic growth, and help ease your transition to university.

This handbook provides a brief introduction to what you can expect from living in residence and the expectations of you as a community member.

You'll find valuable information about living with roommates, safety procedures, policies, and contact information that will help guide you through your transition to Residence Life. As you begin your year with us, please know that the Residence Life Team is always available to support you and help you solve problems that may arise.

We look forward to getting to know you.

We hope that you enjoy your experience at Nipissing University and that you will take advantage of all of the opportunities that living in residence provides.

Our best wishes to you at the beginning of this academic year.



Nipissing University's Residence Life department acknowledges that our campus is situated in the traditional territory of the Nibisiing Nishnaabek and within the Robinson-Huron Treaty. We, on behalf of all students living in residence, making a home at Nipissing University, and on these lands, believe it is important to acknowledge the long history and original and continued caretakers of this land and to recognize as guests that we continue to share and build community with members of Nipissing First Nation, Temagami First Nation, Dokis First Nation and many Indigenous peoples from across our region.

Residence Life Mission

The broad mission of Residence Life is to build a sense of community within our residence system, which facilitates the personal growth and academic development of students.

Values Statement

Residence Life at Nipissing University is a significant contributor to the educational experience of our students. The Residence Life department engages students and leaders in a vibrant community to enrich the student experience. The Residence Life department embraces the following values guided by the knowledge and practices of the student affairs profession:

Integrity

We value integrity, honesty, and pursuit of ethical action. We uphold the dignity of our community and its members by striving for truthfulness, honouring achievements, and helping those among us in need, without judgment. We foster the development of good character and provide opportunities for our community members to grow in support of one another.

Diversity

We value a community that is diverse, based on principles of equity, justice, and tolerance. We challenge community members to recognize the rights of all individuals to mutual respect and acceptance; and to embrace differences of race, culture, religion, creed, educational background, social background, gender identity and sexuality without biases.

Learning

We value learning. We strive to encourage an environment where students and leaders can be inspired to create communities of life-long learning. We develop an environment where academic and educational opportunities allow for personal and professional growth.

Wellness

We value wellness. We strive to create a community that appreciates a balanced lifestyle, one that actively promotes the benefits and practice of safer mental and physical health to all of its members. With the recognition that students will use these skills outside of the residence community, we endeavour to develop strong individuals who are purposefully engaged in their own wellbeing.

Civility

We value civility. We strive to foster a culture of understanding and collective responsibility. In doing so, we challenge our students to understand the responsibilities of, and define, their own citizenship. With the recognition that students will use this awareness outside of the residence community, we promote a greater sense of globalism that extends beyond the university experience.

Innovation

We value innovation. We strive to provide an environment conducive to inquiry, in which innovation and creativity are fostered while addressing the current and future needs of our students and communities.

Quality

We value consistent quality work in all aspects of residence life. We are committed to a friendly and helpful approach. Our exceptional work and leadership will assist and support students while fostering the needs of the ever-changing student.

Residence Life Team

Residence Life Administration

Manager, Residence Life

The Manager, Residence Life oversees the residence operations to ensure that the residence experience is positive for all students. The Manager is responsible for providing leadership and strategic direction to the organization, and ensuring that residence life contributes to the success of students while at Nipissing University.

Residence Life & Admissions Coordinator

The Residence Life & Admissions Coordinator is responsible for coordinating all recruitment events, room assignments, and communication processes for the residences at Nipissing University. The Coordinator strives to engage students through a variety of communication methods, including social media. The Coordinator works with other members of the Residence Life Team to ensure a positive experience for students at Nipissing University.

Supervisor, Residence Services

The Supervisor, Residence Services is responsible for the day-to-day supervision of the residence front desks and service operation at all residence complexes. The Supervisor works with members of the Residence Life Team and supervises the Residence Clerks and Residence Office Assistants to ensure a positive customer service experience for all residents.

Supervisor, Residence Student Education

The Supervisor, Residence Student Education is responsible for overseeing programs, initiatives, and activities to support residents and student employees in achieving success. The Supervisor is responsible for the development, implementation, and assessment of all community development frameworks, academic initiatives, and living-learning communities. The Supervisor works with the Residence Programming Coordinator to ensure that there are events that encourage student success.



Supervisor, Residence Student Conduct

The Supervisor, Residence Student Conduct is responsible for upholding the Residence Community Living Standards through educational response to student conduct concerns. The Supervisor is also responsible for evaluating and enhancing residence safety through policy and procedure development, as well as, preventative and harm reduction education and supervising the student On-Call Dons.

Supervisors, Residence Life

Supervisors, Residence Life (RLS) are staff members with extensive training and experience in residence life and working with university students. They directly and indirectly supervise the Residence Dons, Academic Dons, Living-Learning Community Dons, and Community Assistants. Additionally, they work with students in their assigned residence community to uphold the Residence Community Living Standards, develop a community atmosphere, and are available to assist with issues as they arise. The Supervisor, Residence Life and Off Campus Living is also responsible for coordinating the off-campus living portfolio in addition to above.

Residence Programming Coordinator

The Residence Programming Coordinator (RPC) advises the Residents' Council to ensure a variety of events are coordinated in each residence throughout the academic year. The RPC is also responsible for ensuring that residents are provided with opportunities to learn outside of the classroom.



Residence Maintenance Team

As part of campus facilities, the Residence Maintenance Coordinator and the Residence Caretakers oversee all maintenance and custodial work within the residences. Caretakers are responsible for all maintenance concerns in the residence as well as the general upkeep of the common areas. When a maintenance concern arises, residents may request repairs or services in their suite or townhouse by completing students are asked to complete a Residence Maintenance Request Form that can be found at www.nipissingu.ca/residencemaintenance

Residence Clerks

Chancellors House

chfrontdesk@nipissingu.ca or 705-474-3450 ext. 4805

Founders House

fhfrontdesk@nipissingu.ca or 705-474-3450 ext. 4890

Governors House

ghfrontdesk@nipissingu.ca or 705-474-3450 ext. 4825

Townhouse Residence Complex

trcfrontdesk@nipissingu.ca or 705-474-3450 ext. 4895

Residence Clerks provide administrative support to the day-to-day operations for their assigned residence complex(es). Clerks are available at the front desk of each residence complex to answer questions, sign out equipment, and assist students as needs arise.

For the front desk contact information, please see [page 14](#).



Click here to contact a member of the staff directly

Residence Life Student Staff

Don On Duty

Dons on Duty are trained upper-year student staff members assigned in the residence complexes to be on-call for emergencies and student support each weekday evening between 4:30 p.m. and 8:30 a.m. and throughout the weekend. Residence Dons, Academic Dons, Community Assistants and Residence On-Call Dons take turns being the Don on Duty.

In the event of an emergency or urgent matter, please contact the Don on Duty at:

Chancellors House - [705-471-5314](tel:705-471-5314)

Founders House - [705-471-5319](tel:705-471-5319)

Governors House - [705-493-6478](tel:705-493-6478)

Townhouse Residence Complex - [705-471-5312](tel:705-471-5312)

Residence Dons

Residence Dons are upper-year students who are responsible for developing a positive community in the section of the community that they live in. Dons are a friendly face in the community, available to provide advice, support, and a listening ear. They assist with roommate agreements and are the first point of contact during roommate conflicts. Additionally, Dons work with residents in their section to hold activities and ensure that the Residence Community Living Standards are upheld.

Academic Dons

Academic Don - academicdon@nipissingu.ca

Academic Dons are upper-year students who are responsible for enhancing the academic community in residence. They work with other members of the Residence Life Team to ensure that there are academic events, initiatives, and study groups that meet the needs of the residents in their assigned residence complex. Academic Dons are available at designated times in their residence complex and are trained to assist residents in connecting to various academic support services on campus.

Residence On-Call Dons

Alongside the Dons and Community Assistants, the Residence On-Call Dons participate in the Don on Duty responsibilities and aid the facilitation of a safe and positive residence community through upholding the Residence Community Living Standards.

Community Assistants

There are one or two Community Assistants (CA) assigned to each residence complex. These student leaders, having been a Residence Don for at least one year, provide support to the Residence Life Team through residence initiatives and administrative assistance. CAs work closely with the Residence Life Management Team members to uphold the Residence Community Living Standards and to assist the Residence Life Team in developing community within the complex.

Chancellors House - chca@nipissingu.ca

Founders House - fhca@nipissingu.ca

Governors House - ghca@nipissingu.ca

Townhouse Residence Complex - trcca@nipissingu.ca

Residence Office Assistants

Residence Office Assistants (ROA) are student staff members who assist with the day-to-day operation of the residence front desk. Alongside the clerks, ROAs ensure that the residence front desks remain open for residents to access services throughout the day, into the evenings and on weekends.



**Click here to contact a
member of the staff directly**

Residence Life Student Volunteers

Your Nipissing University Residents' Council (NURC) is a dedicated group of student volunteers who serve as the voice of the students living in residence. Residents' Council Executives advocate and run engaging events for the residence population. Some examples from previous years are: Open Gym events at the Athletic Centre, Movie Under the Stars, Fall and Winter FunFests, end of the year celebrations, and more!

Residents' Council President

One Residents' Council President is selected annually and serves as a leader and support for the Council Team. The President works closely with the Residence Life Professionals to coordinate and assist in the facilitation of programming and administrative duties of the NURC and collaborates with the Executive Team on residence-wide programming initiatives.

Vice President, Finance & Administration

One VP Finance & Administration is selected annually and is responsible for maintaining the NURC budget. Working with the Executive Team, the VP Finance supports collaborative residence-wide programming initiatives and works closely with the Residence Life Professionals to provide updates and information on the NURC budget.

Complex Executive

Each residence complex can have up to 2 Executives that are selected annually to represent the students living in their assigned complex. Their duties include facilitating a Social Committee for their assigned residence complex, to plan and host memorable events, and be a representative body for the residents in their assigned complex.

Be a Leader: Join Residents' Council!

Any resident is welcome to join Residents' Council! There are many ways to get involved, build your leadership skills, and make lifelong friendships and memories!

If you are interested in learning more about Residents' Council, or becoming a Residents' Council Executive, email resprog@nipissingu.ca

General Council

Supported by the Residents' Council Executives, General Council is the perfect opportunity for residents who are interested in being leaders and growing their leadership skills. Any resident can become a part of General Council in a variety of ways, giving you plenty of opportunities to discover what you love!

Floor and Section Representatives

Become a Floor or Section Representative by being elected by your peers who live on your floor or in your section, join and participate in the Social Committee.

Social Committee

The Social Committee is a group of like-minded residents who want to run fun events in residence. Interested residents can also become the Chair of Social Committee by being voted into the position by peers who are part of the Committee.

Whatever leadership opportunity you're looking for, there are lots of ways to be involved in your community!



Click here to contact a member of the staff directly

Safety & Security

The safety and security of our residents is important to us. Throughout this section are summaries of the various safety features in residence and services provided to students on the campus to ensure safety.

To ensure everyone's safety, residents are responsible for following the guidelines listed below, outlined within the residence contract, Residence Community Living Standards, the Student Rights and Responsibilities, and all other Nipissing University policies:

- Keep suite, house, and bedroom doors locked at all times.
- Do not lend complex, suite, house, or bedroom keys to anyone.
- Report lost keys and fobs to the residence front desk immediately.
- Do not leave valuables in a suite/townhouse common areas, visible locations, or in vehicles.
- Secure all personal belongings.
- Do not open doors of the complex to any unknown persons.
- Do not hold open entrance/exits doors to any unknown persons.
- Report any suspicious person or behaviour to a Residence Life Team member or Security immediately.
- Report any dangerous wild animal sightings to a Residence Life Team member or Security immediately.
- Do not prop open any doors.
- Do not use emergency exits for reasons other than building emergencies.
- Walk with a friend at night and use only well-traveled and well-lit paths.
- Report all damaged locks and other safety hazards to a Residence Life Team member, Security, or the residence front desk immediately.
- Respect and follow safety guidelines noted by the Don team or other professional staff members.

Nipissing Safe App

The **Nipissing Safe App** is a mobile application designed for students at Nipissing University. The app allows students to engage in a virtual safe walk and friend walk program, access a mobile blue-light emergency system, access emergency contacts, receive emergency alerts and access important support services. Residents are encouraged to download the app to their smart device and review the services and information available through this platform, for reference in the event of an emergency.



The Nipissing Safe app can be downloaded for free from the Apple App Store <https://apps.apple.com/ca/app/nipissing-safe/id1477998390> or from Google Play https://play.google.com/store/apps/details?id=com.cutcom.apparmor.nipissingu&hl=en_CA.

Campus Safety Walk

Campus Safety Walk is a service that provides walking support in and around campus. Safety Walk personnel walk you to your destination on campus and are available Monday through Friday between 6 p.m. and 11 p.m. If you would like to use this service, please call [705-494-9192](tel:705-494-9192).

Campus Security

Campus Security is available on campus 24 hours a day, 7 days a week. Security staff conduct regular rounds of the campus and residences, and are also called in to support Residence Life Team members in emergency situations. Residents are welcome to contact Security directly with any questions or concerns in B203, via phone at [705-498-7244](tel:705-498-7244) or [705-471-2488](tel:705-471-2488) or through the Nipissing Safe App.

Campus Whistle Program

Whistles are available on campus free of charge for your safety. Residents may pick up whistles in the Security &

Parking Office, or at each residence complex front desks (dependent upon availability).

While on campus, if you feel you are in danger, see a crime in progress, or see someone else in peril, blow your whistle as a sign for others to assist. Blowing your whistle may be effective in scaring a predator away. Whistle-defined programs work on the premise that campus safety depends on individuals caring about the welfare of their neighbours. It is our sincere hope that all students, faculty, staff, and guests of the university will respect the intent of the program. Individuals who blow the whistle as a prank will be followed up with.

Complex, Suite, House, and Bedroom Access

Security is of the utmost concern to us. Lost, stolen, or broken residence keys or fobs should be reported to the residence front desk immediately. To ensure safety, a Residence Life Team member will then move forward with a lock change and/or deactivate the lost or stolen fob. Keys and fobs are the responsibility of the resident, and should never be lent out to anyone.

Residents may let their guests into the building by meeting them in the lobby vestibule and escorting their guest into the building. All guests and residents are required to abide by the guest policy and Residence Community Living Standards in this handbook.

If you are locked out of your suite/house or bedroom and you cannot have a roommate let you in, please go to the front desk of your assigned complex during office hours and seek assistance. Alternatively, outside office hours, you may call the Don on Duty number and seek assistance. Your suite/house, bedroom, and student number will be verified before providing access to the suite/house. This security check will ensure that the occupant of the locked room is the only person who can access the space. Residents should note that neglect to carry keys resulting in repeat incidents of lock-out may be subject to disciplinary outcomes.

Identification Verification

To support the safety and security of the residence community, Residence Life staff may request proof of identity and/or proof of residence placement from any individual within a residence building. Individuals who are unable or unwilling to provide appropriate identification may be required to leave the building. Providing false or misleading information, or otherwise misrepresenting one's identity to Residence Life staff or University officials, may result in removal from residence buildings and/or participation in the administration of the Residence Community Living Standards (RCLS).

Emergency Telephones

Are available in and around campus and residence. Front desk offices have emergency telephones that directly call Campus Security for assistance, which front desk staff can assist with pushing. Phones for emergency use are located throughout residence in common spaces (halls, lounges and the TRC main office) and include posted notices with important emergency contact numbers including the Don on Duty and Campus Security. Residents are encouraged to make themselves familiar with their locations and follow the instructions posted for their use.

For use of the outdoor emergency phones, pick up the receiver or press the call button. The outdoor phones will flash a blue light when the phone box is opened, and you will be connected with Security. Give all the information you can when speaking with Security. These phones are for emergency purposes only.

Mass Notification Text Message System

The emergency mass notification system automates delivery of urgent announcements via text and email in the event of a critical situation or campus closure to students. Residents can ensure that they receive these notices by updating their Emergency Notification Contact Info on their WebAdvisor account.

Fire Regulations

Please refer to the fire regulations specific to your residence for a detailed description of regulations and expectations.

Regulations can be found posted near the entrance door in each suite or townhouse, in hallways of suite-style complexes, and near the residence front desks in all complexes. A fire drill will be conducted in your residence to help you become familiar with the evacuation procedures each semester. Residents must evacuate the complex when a fire alarm sounds. Residents must go to the designated safe area for their complex as instructed by the designated residence staff member(s). Residents are not to re-enter the building until otherwise notified by the designated residence staff member(s).

Fire Safety

Each suite and townhouse is equipped with a fire extinguisher, smoke detector, heat detector, and carbon monoxide detector. As an expectation for residing in residence, residents, guests, and staff are not to tamper with fire safety equipment within the community. This includes removing or covering detectors or sprinklers, blocking exits, or tampering with fire extinguishers, hoses, emergency exit signs, etc. Residence staff will attend each suite and townhouse to inspect fire extinguishers monthly to ensure they remain in safe working order.

While cooking in residence, ovens and stove-tops must not be left unattended while in use, and residents are encouraged to have the range hood fan turned on while cooking. Residents should not open their suite doors to ventilate smoke.

Please see **page 19** (subject to change) for more information, and expectations about Fire Safety.

Insurance

Nipissing University is not responsible for the loss or damage of belongings while living in residence. The resident is responsible for setting up household or content insurance for the coverage of belongings. Please contact an insurance

provider to obtain more information.

In the event of stolen items, residents should immediately contact a member of the Residence Life Team, Campus Security, and the North Bay Police Services.

Nipissing University Entry into Suites, Townhouses and Bedrooms

Nipissing University reserves the right for authorized representatives of the university (including, but not limited to professional staff, student staff, campus security, and external contractors), at any time, to enter and inspect a resident's living space for the following reasons:

- To access maintenance needs or perform maintenance.
- When there is reason to believe a violation of the Residence Community Living Standards may have occurred, or is currently taking place in the suite or townhouse.
- When present danger requires immediate entry.
- To check fire safety or other safety equipment.

Authorized university representatives will abide by the following protocol before and while entering a suite, townhouse, and/or bedroom:

- Knock on the door and announce who they are.
- Knock on the door a second time and announce who they are.
- Knock on the door a third time and announce who they are while entering the suite, townhouse, and/or bedroom.
- Lock the door when finished, leaving a note behind or sending an email explaining why they had entered the suite, townhouse, and/or bedroom.

Privacy

Your privacy is a priority of the Residence Life Department. To ensure the safety and privacy of all residents living in residence, we do not provide your personal information to third parties, such as parents/supporters, delivery drivers, etc.

If a resident would like the Residence Life Department to speak freely with a third party, the resident will need to complete a Bi-Lateral Consent Request. This request can be obtained from a member of the Residence Life Management Team and submitted to them directly.

Wild Animal Safety

Due to our location, there is the possibility of coming into contact with wildlife, such as black bears, deer, skunks, etc. Black bears are not normally dangerous animals; however, they are opportunistic omnivores who will eat practically anything that is easy to get. Black bears are actively feeding from mid-April to late fall in most parts of the province of Ontario. If you find yourself in the presence of a bear:

- Slowly back away, watching the bear.
- If the bear tries to approach you, stop. Be aggressive, yell, throw sticks or rocks, be loud, and look large. Never turn and run.
- If the bear continues to approach you, resume backing away slowly while continuing to be aggressive towards the bear.
- If the bear makes contact with you, do not play dead. Fighting back is the best chance of persuading a black bear to stop its attack.

There may be the possibility of coming into contact with other wild animals. If a sighting of any animal of concern is reported, informational posters will be displayed in all residence complexes as well as throughout the campus.

Please report all bear sightings and all other animal sightings that create concern to the residence front desk, the Don on Duty, or Campus Security at [705-498-7244](tel:705-498-7244) or [705-471-2488](tel:705-471-2488).

Illness and Communal Living

Residents who find themselves ill or with symptoms of illness that may be communicable should make every effort to protect their roommates and other residents from the spread of illness. Regular cleaning of personal and shared spaces, along with frequent hand washing and sanitizing, are important steps to ensure germs are not spread. Where respiratory symptoms are present, residents are encouraged to use a non-medical 3-ply face mask when in common spaces or when in the presence of others to reduce the risk of spread.

Where applicable, residents are expected to follow Public Health guidelines for appropriate caution, care and isolation to protect others from illness.

Residents who have symptoms, test positive, or are otherwise diagnosed with a highly contagious communicable illness (for example, COVID-19, chicken pox, mononucleosis, norovirus, among others), should notify a member of residence staff. The Residence Life department will contact the resident to notify them of supports available to ensure that they can follow through with any applicable Public Health guidelines while ill.

Your Wellbeing in Residence

Living in residence is an exciting and challenging experience — and your mental health and wellbeing matter here. We are committed to fostering a supportive, caring, and safe community. That includes providing you with access to campus and community resources and encouraging you to take an active role in caring for yourself and reaching out when you need help.

We recognize that stress, anxiety, and other mental health challenges can be part of university life. It is normal to feel overwhelmed at times — and you are not alone. What is important is being aware of your needs, practicing self-care, and asking for support when you feel overwhelmed.

How We Can Support You

Residence Life Staff are here to listen, offer guidance, and connect you with helpful resources on campus. While we're not healthcare professionals, we're trained to recognize when someone may need more support, and we can help you access services like counselling, mental health professionals, or emergency resources.

Mental Health & Wellbeing services on-campus provide free, professional, confidential support, including brief individual counselling, group therapy, student intervention services, peer support programming, Dibaadan wellness support, as well as self-directed resources and information about 24/7 supports. <https://www.nipissingu.ca/departments/student-development-and-services/mental-health-wellbeing>

24/7 Helplines

- Good2Talk Ontario's Postsecondary Student Helpline at 1-866-925-5454 or text GOOD2TALKON to 686868
- The Crisis Line at North Bay Regional Health Centre at 1-800-352-1141
- Suicide Crisis Helpline at 9-8-8 (call or text)

Your Role in Your Wellbeing

You are the most important person in your own care. Part of living in our residence community means taking responsibility for:

- Checking in with yourself regularly and practicing healthy habits.
- Letting someone know if you're struggling — whether it's a friend, your Residence Don, the Don on Duty, other Residence Life Staff, or a professional.
- Making use of the many supports available to you — asking for help is a sign of strength, not weakness.
- Cooperating with staff when a Self-Care & Wellbeing and/or Safety Plan is needed to support you and those around you.

We all share a responsibility to keep our community safe and healthy. At times, Residence Life Staff may work with you to develop a Self-Care & Wellbeing and/or Safety Plan, refer you to campus supports who may be better suited to support your needs, or involve family/supporters if your wellbeing or others' wellbeing is being impacted. In some cases, if your needs exceed what we can safely support in residence, we may work with you to explore other accommodations that better meet your needs.

If you're ever experiencing a crisis or have thoughts of harming yourself or others, please seek help immediately by calling the Don on Duty, 911, or reaching out to Campus Security. In an emergency, the Don on Duty will help guide emergency services to you.

Supporting Each Other

Caring about your friends is part of being in a residence community — but it does not mean you have to support them on your own. Whether your roommate is having a tough time, or you are feeling overwhelmed while trying to support a friend, know that you can speak to your Don, the Don on Duty, or access Mental Health & Wellbeing services to help you. You're not expected to have all the answers — and it is okay to say, "I am worried about my friend" or "I am not sure what to do." We are here to support you both. Telling someone, like a Don, the Don on Duty, or a professional in Mental Health & Wellbeing that you are concerned about a peer is not a betrayal - it is an act of

care. Residence Life staff can help you access resources and help make sure your friend gets the support they need, while also looking out for your wellbeing.

We're Here for You

No matter what you are facing, you do not have to face it alone. Reach out — whether you just need someone to listen or you are in crisis, there are people and services ready to help. If you need support or assistance in being directed to on-or off-campus support, please contact the Don on Duty.



Residence Services

Residence Front Desk

Each residence front desk has a variety of services that residents can access during office hours. Residents can pick up packages, get laundry change, print or scan to email, borrow items, and get answers to questions. For a full list of services available at the front desk, please check in with your residence front desk staff or visit the [Residence Life website](#). To access some services, residents must first show the front desk staff their student ID and are held accountable for the safe return of borrowed items. Residents unable to show their student ID may not be able to access certain front desk services.

To contact your residence front desk for printing or other inquiries, please use the front desk email address or call:

Chancellors House

chfrontdesk@nipissingu.ca or
705-474-3450 ext. 4805

Founders House

fhfrontdesk@nipissingu.ca or
705-474-3450 ext. 4890

Governors House

ghfrontdesk@nipissingu.ca or
705-474-3450 ext. 4825

Townhouse Residence Complex

trcfrontdesk@nipissingu.ca or
705-474-3450 ext. 4895

Front desk hours, including any schedule updates during holidays or academic breaks, are posted at each residence complex front desk.

Rentals

Each residence front desk offers different items that residents can borrow during office hours. Some items include:

- Boardgames
- Tool kit
- Iron and ironing board
- Snow shovel and brush
- Games room equipment
- Outdoor sporting equipment
- Cleaning equipment (e.g. vacuums, mops/buckets)
- Carts
- BBQ

Tuck Shop

Each residence front desk has a small tuck shop containing a variety of items for purchase that residents may need including but not limited to: stamps and envelopes, cleaning products (dish soap, paper towel), , toiletries (toilet paper, toothbrush, toothpaste), basic school supplies, and some food items (Kraft Dinner, popcorn). The tuck shops accept cash only. The tuck shops are based on resident needs and suggestions for more items are always welcome!

Laundry

Our suite-style residences are equipped with coin-operated laundry facilities; washers and dryers are \$1.50-\$1.75 each per load. Our machines accept one (1) Loonie and two/three (2/3) quarters. Need help with laundry change for use in the machines? Bring your coins and bills to the front desk to be swapped for loonies and quarters.

Laundry machines at the Townhouse Residence Complex are card-operated. Cards can be purchased in the Townhouse laundry room for \$5.00 upon move in. Residents can then add money to their card by using their debit card, MasterCard, or Visa using the same machine. The washers are \$2.25 and dryers are \$2.30 each per load; with additional charges for warm and hot water use.

Residents are responsible for their own laundry, and we recommend not leaving items unattended to avoid the risk of loss or theft. Please remove your laundry in a timely manner to ensure others have access to the machines.

Any items left in machines for an extended period of time will be removed and brought to the front desk for pickup.

Be mindful of how you use the machines—negligence, such as overfilling, can cause damage and may result in costs for repairs. Any students found negligent in their use of the machines may be subject to restitution charges.

If you have a problem with a machine, please fill out a Residence Maintenance request and immediately advise the residence front desk during office hours or the Don on Duty after hours. This ensures a timely response from the Residence Caretakers and ensures staff can put up out-of-order signage.

Lost and Found

Each residence front desk has a lost and found bin. Residents that find lost or misplaced items should bring them to their complex front desk where they will be tracked and held for 30 days. After 30 days any unclaimed items may be donated to a local charity or disposed of.

Room Bookings

Each Residence has many different bookable spaces which can be request for use. Residents interested in booking a residence space must complete the Residence Room Booking form.

- Room bookings for common spaces will not be accepted for exclusive events.
- Residents cannot host gatherings on behalf of organization (club meetings or otherwise) in their suite/house. Campus venues or appropriate residence spaces should be booked.

Mail and Deliveries

All mail is centrally accepted and processed through Nipissing University's Shipping and Receiving department, Monday to Friday from 8:30 am to 4:00 pm. Mail is

delivered from campus to Residence once per business day by courier service.

To make sure mail and packages are delivered most efficiently, residents should use the following mailing address:

Your name (First and Last)
Your residence complex
100 College Drive
North Bay ON P1B 8L7

- Residents will receive an email notification when mail or a package has arrived for them and must present their student ID to pick it up at the front desk. Residence Life will hold items for a maximum of 30 days, after which it will be returned to sender or back to the Shipping and Receiving department.
- Residence Life will only accept mail and packages addressed to current residents living in Residence. Mail addressed to someone other than the resident, or to a student who no longer lives in Residence, will be returned to sender.
- Packages delivered directly to Residence by external courier services will not be accepted. Residence Life and Nipissing University are not responsible for missing or stolen packages delivered directly to Residence by external couriers.
- Shipping and Receiving and Residence Life do not offer refrigeration services for any packages that require refrigeration upon delivery.
- Oversized, heavy (over 35 lbs.), or awkwardly shaped packages may be accepted at Shipping and Receiving but may not be delivered to Residence by courier. Residents are responsible for collecting these items from Shipping and Receiving in a timely manner.
- Nipissing University and Residence Life will not accept alcohol, cannabis, or other regulated or prohibited items.
- Residents may have food delivered directly to their residence building by using their complex's physical address. Residents should meet delivery drivers at the entrance of their building, should not permit delivery

drivers to enter secure residence complexes, and are responsible for collecting food deliveries in a timely manner.

- Residence Life is not responsible for missing or stolen food items delivered directly to a residence building.

Vending Machines and ATMs

Vending machines are located in various areas around residence. Residents should not attempt to tamper with the machines; shaking or banging on them is strictly

prohibited. If you experience any issues with the machines or products, please follow the instructions provided on signage near the machines.

ATMs are available in academic buildings and in the lobbies of Chancellors House, Founders House, and Governors House. If you encounter any issues with the ATM, please contact the company directly using the number located on the signage near the machine.

Maintenance

As part of campus facilities, the Residence & Maintenance Coordinator and the Residence Caretakers are responsible for completing all maintenance within the buildings.

Residents may request repairs or services in their suite or townhouse by completing a Maintenance Request Form online at www.nipissingu.ca/residencemaintenance.

By completing this form, you are giving consent that a maintenance person has permission to enter your room, suite, and/or townhouse; it is the residents' responsibility to ensure that all roommates are aware. For health, sanitary, or safety reasons, you may be permanently reassigned to more suitable accommodations if the repairs are extensive or unable to be completed in a timely manner.

Bikes

If you bring a bike to campus, please ensure it is stored safely in your suite or locked to a bike rack. Nipissing University or Residence Life is not responsible for any damaged or stolen bikes. Please note that e-bikes and electric scooters are not permitted for storage in residence buildings or campus parking lots.

Parking

If you bring a vehicle to campus, please see Security and Parking Services to obtain a copy of their parking policy. Vehicles may only park in the residence parking lots if a valid designated permit has been issued. You may purchase a parking pass from the Security and Parking Services Office located in B203 in the Education Centre or through the online portal: <https://www.nipissingu.ca/departments/facilities/parking>. Parking at residence and on campus is a privilege and spaces are limited, so passes are given out on a first come first serve basis. Residents who live with us and do not obtain a parking pass for a residence lot must make alternate parking arrangements for their vehicle.

A resident's guest must purchase a parking pass during ticketing hours and park in the visitor parking lot on campus. Visitor parking is not permitted in residence lots. Passes can be purchased from the automated machines located in the visitor parking lot.

Residents with electric vehicles (EVs) must contact Residence Life Admissions (residence@nipissingu.ca) for permission and rates.

Parking in the Winter

Residents are responsible for clearing the snow around their vehicles. Residence Life staff cannot shovel out vehicles after routine plowing or heavy snowfalls. To be courteous to other drivers, residents should clear the parking space right away and avoid leaving snow behind to help ensure a safer parking lot.

Arrangements for plug-in parking for block-heater use can be made in late fall through the residence front desk for an additional fee of \$100.00 and provided on a limited first come first serve basis. Residents will be notified via their Nipissing student email when plug-in parking becomes available.

Concerns about parking lots and parking enforcement should be directed to **Campus Security at 705-498-7244 or 705-471-2488**.

Garbage & Recycling

In suite-style buildings, there are garbage chutes on each floor for garbage **ONLY**. Please ensure that only garbage is placed in the chutes—no loose items, and only small bags should be used. Cardboard and recycling must be taken to their designated locations. Larger garbage bags should be taken to the garbage room on the main floor.

Residents are responsible for familiarizing themselves with the garbage, cardboard, and recycling locations within their assigned complex and ensuring their refuse is deposited in the correct areas. With the changes to the recycling program across Ontario, Residents are encouraged to learn more about what items can and cannot be recycled to help support our recycling efforts.

Internet Access

All bedrooms come complete with both wireless and wired internet. From your room, you will be able to access wireless internet; to access wired internet, you must provide your own ethernet cable. Wireless internet is available in all areas of each residence complex. For technical requirements, additional information, and to become familiar with the **Nipissing University Acceptable Use Policy**, please visit the webpage for **Nipissing University Technology**

Services. You can contact Technical Services by filling out a **Help Desk ticket**, by phone 705-474-3450 x4342, or by email helpdesk@nipissingu.ca.

Residents should limit the number of devices connected to the wireless internet to only the devices that are in use in order to ensure ample wireless speed. All capable items should be connected to the internet via ethernet cable, such as gaming systems, printers, etc. As noted on **page 23** within the list of prohibited items, residents are not permitted to bring their own wireless routers or Wi-Fi boosters. If Wi-Fi connectivity problems are experienced, residents must file a Residence Maintenance request in order to have their connection concern reviewed by technology services staff.

Storage

Limited and shared storage is available in most suites/townhouses, and use of storage or shared space is to be agreed upon by all residents in each suite or townhouse. Additional storage spaces within a residence building are not provided. Storage is not available during summer months; however, booking commercial storage space within the city is an option for residents.

Off-Campus Living

Off Campus Living (OCL) is a program that offers student assistance in navigating living off campus. This program works to provide similar resources and support that students living on campus receive to those students who decide to live off campus, and can be accessed through the off campus living website (ocl.nipissingu.ca), email (offcampusliving@nipissingu.ca) and our social media

channels ([@offcampuslivingnucc](https://twitter.com/offcampuslivingnucc)). The website provides students with helpful resources and educational materials, while also helping to connect students with available local rental properties through **Places4Students** and **SpacesShared**.

Residence Community Living Standards (RCLS)

Nipissing University Residence Community Living Standards (RCLS) are a set of community values, expectations, and policies for all students and staff living and working in residence. The RCLS has been developed for the residence community in consultation with residence students. Living in residence is considered a privilege, and with that privilege comes certain responsibilities that must be followed by all residence students and their guests. All residents and staff are expected to uphold the RCLS.

The main objectives of the RCLS are to:

- Promote behaviour that creates an environment supportive of academic study and learning among residents.
- Protect residents' well-being and property, as well as that of the university.
- Encourage residents to participate in the betterment of their community by behaving and resolving issues in a responsible manner.
- Foster growth, development, and accountability by helping residents to understand how their actions and behaviours impact others around them.

To promote the RCLS, the university employs professional and student staff to act as resources to facilitate education initiatives and social activities, as well as maintain a safe and accepting living-learning environment. It is an expectation that all residents and guests will respect all university officials, including student staff, professional staff, and volunteers.

In working with residents, residence staff emphasize student development and accountability for one's own actions and/or behaviour; therefore, anger, alcohol, or substance abuse will not be acceptable as a reason or rationale for behaviour that does not uphold the RCLS.

All residents and their guests residing in Nipissing University residences are responsible for abiding by all federal and provincial laws, the human rights codes of Ontario and Canada, all city by-laws, the university Student Code of Rights and Responsibilities, the residence contract and all other university policies and procedures. For more information on the [Nipissing University Code of Student Rights and Responsibilities](#), please see the webpage.

Residents will be held accountable for any actions that are deemed not appropriate by the University and Residence policies. Please note that all residence outcomes, policies, and procedures are separate from any criminal charges. As such, a resident who is held responsible for actions that contravene a law of the land, may face charges outside of the residence environment.

As is noted in the Residence Contract, Residence Administration reserves the right to alter and update the terms of the Residence Community Living Standards, on an ongoing basis as required in order to prioritize the health and safety of residents and staff.

Residents requiring religious and/or cultural accommodations to specific standards outlined in the Residence Community Living Standards, may contact their Residence Life Supervisor to make a formal request. Formal requests should include specific details pertaining to the type of accommodation being requested and what the resident requires for the accommodation. Contact information for the Supervisors, Residence Life can be found on **page 4**.

Standards

Residence Spaces

Each residence complex identifies and categorizes certain areas for residents and authorized university personnel alike. Examples respectively include, but are not limited to:

Private Space

- Resident Bedrooms.

Shared Space

- House/Suite Bathroom(s), Kitchen, Living room/Loft, Storage room(s), and Connective Hallways.

Common Space

- Complex Assembly Room, Complex Kitchen, Games Room, Lounges, Studies, Hallways, Laundry Room(s), and Community House.

Restricted Areas

- Complex Rooftops.
- Maintenance and Janitorial closets and/or storage spaces.
- Residence Life, Summer Accommodations, and Maintenance Offices and Business premises — unless instructed otherwise.
- Mail Room.

It is imperative that residents do not trespass on any restricted area.

Safety and Security

Safety and Security are one of the pillars on which Nipissing University bases its success. Nipissing University employees and residents have a shared responsibility to the safety and security operations of their residence complex. Examples of those responsibilities respectively include, but are not limited to:

Fire Safety

- Residents are not to tamper with any fire or safety equipment in the residence community (e.g. removing smoke detector batteries, removing or covering smoke

detectors, heat detectors or fire extinguishers, and blocking fire exits).

- Residents are not permitted to place decorations on suite or townhouse front doors, other than the items placed by residence staff, due to the Fire Code. Residents may also not place decorations or posters in common hallways unless prior permission has been granted by a Residence Life professional staff.
- Residents are required to evacuate the complex when a fire alarm sounds. Residents must go to the designated safe area for their complex as instructed by the designated residence staff member(s). While waiting for emergency professionals to conduct inspections, residents should follow any instructions provided by Residence Life staff and residents are not to re-enter the building until otherwise notified by the designated residence staff member(s).
- Residents may not produce an open flame in any capacity or for any purpose within residence. Residents may neither use nor store fuel canisters or any appliance/device that requires the use of fuel canisters to function and/or produce open flame.
- While cooking in residence, ovens and stovetops must not be left unattended while in use and residents are encouraged to have the range hood fan turned on while cooking.
- In the event of smoke while cooking, residents should activate the range hood fan on their stove/oven and open their suite/house windows. Residents must not open their suite door to ventilate smoke.
- All residents should note that the bottom pull-out of the oven is a broiler, not storage.
- Propping open suite, stairway, or entrance doors is prohibited.
- Bonfires or any other outdoor open burning is prohibited anywhere on residence property.

Smoking

- Residents are prohibited from smoking any substance in any capacity (including e-cigarettes and vaporizers)

anywhere in residence. Smoking indoors will carry an immediate cleaning fee (\$250) and may include additional cleaning costs upon move-out.

- Smoking is only permitted in designated smoking areas, as identified at each residence complex. It is illegal to smoke less than 9 meters away from any roofed or unroofed entrances or walkways.
- The smoking of cannabis is prohibited on campus. For information about cannabis use on campus, please see **page 22**.

Keys

- Residents are expected to keep their keys with them at all times to support the safety and security of the residence community.
- Under no circumstances should any resident lend/give their keys to any other person.
- Residents are prohibited from making copies or duplicates of their residence keys.
- Tampering with, including decoration of keys, is prohibited. Any alterations or key tags must be removed prior to key return upon move-out, or a cleaning charge will be applied.
- If a key or fob is lost, stolen, broken or damaged, residents are required to report to the residence complex front desk immediately. A replacement charge may be applied to a resident's student account for key-related issues.
- When a resident leaves Residence, all issued keys must be returned. Keys that are not returned within seven business days of departure will be charged as a replacement set of keys.
- If a resident is locked out of their suite/house or bedroom, they can visit the front desk or call the Don on Duty for assistance in accessing their space. Before access is provided, Residence staff will verify your suite/house, bedroom, and student number. This security check helps ensure that only the assigned resident can access the space.
- During Orientation Week, or other times designated by Residence Life, residents will receive education on key safety and lock out procedures as verbal warnings as they adjust to Residence living. After Orientation Week,

or other times designated by Residence Life, residents will be assigned outcomes as follows.

1st Offense:	A written warning — This policy will be given to you by a member of the Residence Life Department
2nd Offense:	A conduct meeting with the Community Assistant
3rd Offense:	A fine of \$40 and a conduct meeting with Supervisor, Residence Student Conduct
4th Offense:	After four or more lock-outs, the repeated loss of access may be considered a serious safety and security concern. The resident will be required to present their keys to confirm they have not been misplaced. If keys cannot be confirmed, the resident will be responsible for the cost of replacing the full set of keys and changing the suite/house locks. Residents will also be subject to the administration of the RCLS.

Entrances/Exits

- Emergency exits are only to be used in an emergency.
- No object or person may enter/exit any residence complex through any window.
- Window screens are not to be removed from windows.

Illicit Substances

- While we require all residents to obey all laws of the land during their stay in residence, it is important to clarify the subject of illicit substances. Despite the best efforts of University, Municipal, Provincial, and Federal authorities to educate young adults on the damaging effects these substances can have, they still have the potential to factor into residence life and cause upheaval in the community. As such, Nipissing University Residence Life reminds all residents of their responsibilities concerning illicit substances.

Illicit Substances Use

- Nipissing University Residence Life does not permit any resident to have any involvement in the use of any and all illicit substances on residence property.

Illicit Substances Trafficking

- Nipissing University Residence Life does not permit any resident to have any involvement in the trafficking or distribution of any and all illicit substances on residence property.

Illicit Substances Possession & Paraphernalia

- Nipissing University Residence Life does not permit any resident to have any involvement in the possession of any and all illicit substances or paraphernalia related to illicit substances on residence property.

Suspicion

- Nipissing University residents are required to report any information that would lead them to suspect a community member could be in breach of one of the residence policies towards the use, trafficking, and/or possession of illicit substances.
- Within the context of illicit substance use and abuse, the preponderance of evidence may be met if one or more of the following are present in any residence bedroom, suite, bathroom, or common area of the complex or the grounds surrounding the residence facility: evidence of drug traces, the smell of a prohibited substance on your person or in a specific area, items used in an attempt to remove or mask a smell created by illicit substances, drug paraphernalia, and/or delayed compliance with university representatives as the incident is investigated.

To ensure that all our residence communities are properly protected, it is crucial that all residents take these responsibilities seriously and follow them accordingly.

Any resident caught in violation of this policy may face disciplinary outcomes.

Alcohol Consumption

Alcohol consumption continues to factor in the undergraduate university experience across Canada. To ensure that all residents develop and practice safe, healthy drinking habits, Nipissing University Residence Life reminds all of its residents that they are responsible for following the residence guidelines for alcohol consumption.

Underage Drinking

- Residents who are under the legal drinking age of 19 may not consume alcohol in residence for any reason.
- Residents who are of the legal age to drink in Ontario (19 +) may not provide alcohol to anyone under the legal drinking age in residence.

Over Consumption

- Residents, regardless of age, are prohibited from consuming alcohol beyond the point of intoxication. Signs and symptoms of over consumption can include, but are not limited to, vomiting, loss of motor control, unconsciousness, inappropriate behaviour, etc.
- The Dons on Duty are trained to assess and respond to concerns regarding symptoms of over consumption of alcohol. Residents concerned about a resident's symptoms of over consumption should call the Don on Duty for assistance.

Drinking Games

- Residents are not permitted to participate in any activity or game that promotes or involves peer pressure and the mass and/or unmeasured consumption of alcohol. Examples of drinking games include, but are not limited to, 'beer pong', 'water pong', 'flip cup', 'kings cup', 'shot roulette', app based drinking games, etc.
- Residents are prohibited from having any involvement in the possession and/or use of any paraphernalia that promotes or involves peer pressure and the mass and/or unmeasured consumption of alcohol. Examples of paraphernalia include, but are not limited to, funnels, beer bongs, beer pong tables, shot roulette, drinking card games, etc.

Open Container

- Residents are not permitted to consume alcohol in any public area and/or common space on residence property.
- Alcohol may not be transported in any public area and/or common space without a factory seal and/or in a sealed bag and/or sealed single-serve container.

Common Source

- Residents are not permitted to possess or distribute common source alcohol on residence property. Common

source alcohol is considered any container that contains over 60 oz of alcohol. Examples of common source alcohol include, but are not limited to, kegs, mini kegs, Texas mickeys, etc.

Alcohol Production and Sale

- Residents are not permitted to produce any form of alcohol on residence property.
- Residents are not permitted to sell or re-sell any form of alcohol on residence property.

To ensure that the entire residence life community at Nipissing University is one that promotes the healthy consumption of alcohol, it is imperative that all residents understand and abide by these responsibilities and guidelines.

Cannabis Use

The legalization of cannabis in 2018, and the subsequent legalization of edible cannabis, cannabis extracts and cannabis topicals in 2019 has resulted in increased freedoms of use across Canada, however, due to the shared nature of the residence community some limitations will apply. To ensure the health and safety of all residents, Nipissing University Residence Life advises all of its residents that they are responsible for following the residence guidelines for cannabis consumption.

Residents are expected to adhere to the laws of the land.

Medicinal Cannabis Use

- Residents requiring medicinal use of cannabis products, beyond the parameters of these stated expectations, are required to register with Student Accessibility Services and submit a Residence Special Accommodation Form.

Underage Use of Cannabis

- Residents who are under the legal age for use of cannabis may not possess, use, or consume cannabis or cannabis related products in residence.
- Residents who are of the legal age for cannabis use in Ontario (19 +) may not provide cannabis to minors living in residence.

Possession of Cannabis and Cannabis Products

- Residents of legal age are only permitted to possess cannabis products that have been legally purchased through a licensed cannabis retailer.
- For the purposes of verification of legal purchase, residents are required to store cannabis products in or with its original packaging.
- Residents are expected to adhere to legal limits of possession and are prohibited from re-sale of cannabis products. The legal limit for possession of dried cannabis is 30 grams per person. Please note the equivalency conversions for maximum legal possession of secondary products below. 30 grams of dried cannabis is equivalent to:
 - 450 grams of edible cannabis products
 - 2100 grams of liquid product (NOT cannabis concentrate)
 - 7.5 grams of concentrates (solid or liquid)
 - 30 cannabis seeds.
- Purchases of cannabis products through mail order will not be accepted or distributed through the Nipissing University mailroom, and will be redirected to a local post office location.

Smoking of Cannabis

- Under authority of the Ontario Cannabis Act, 2017, the campus is considered private property and outlines that "Nipissing University has the authority to strictly prohibit the smoking, vaping, burning, combusting, or inhalation of recreational cannabis and cannabis-derived products, including cannabis oils, concentrates, and vape pen products, within residence buildings and on university property."
- Residents are prohibited from smoking any substance in any capacity (including e-cigarettes and vaporizers) anywhere in residence.

Cannabis Paraphernalia

- Residents are permitted to be in possession of cannabis related paraphernalia for personal use, provided it is stored in a sealed, air-tight container at all times while on university property. Residents must ensure that all

paraphernalia is stored, transported, and used in a way that adheres to all aspects of this policy, and does not disturb or have the potential to disturb the Residence Community and its Residents. In addition, cannabis paraphernalia cannot be larger than 12 inches in length or height. Bongs, water bongs or any cannabis consumption apparatus that contains or uses a water/liquid source are not permitted in residence. Should any of the above criteria not be met, the Residence Life department reserves the right to confiscate these items.

Carrying and Transporting of Cannabis Products within Residence

- Cannabis products and/or paraphernalia may not be transported in any public area and/or common space without a factory seal and/or in a sealed bag and/or sealed container while meeting the above-mentioned criteria for cannabis paraphernalia.

Cannabis, Cannabis Products and Cannabis Product Production

- Residents are not permitted to grow cannabis plants in their residence suite or bedroom or on residence property.
- Residents are not permitted to produce their own cannabis infused edibles, cannabis oils, tinctures, capsules, topicals or concentrates, or any form of consumable or smoking, vaping, burning, or otherwise inhaled product, involving the use of cannabis oils, raw cannabis or cannabis-derived products.
- Residents are not permitted to cook with cannabis or cannabis-derived products in residence. Residents who are 19 years of age or older may possess and consume cannabis consumable products, including oils, tinctures, capsules, edibles, and concentrates, within their private residence spaces (suite, townhouse, and/or bedroom), provided such products have been legally purchased from a licensed Ontario cannabis retailer and are stored in their original packaging, within a sealed, airtight container.

To ensure that the entire residence life community at Nipissing University is one that promotes the healthy consumption/use of cannabis, it is imperative that all residents understand and abide by these responsibilities and guidelines.

Prohibited Items

While many electronics and personal devices are allowed in residence, Nipissing University Residence Life prohibits the use and possession of certain items on residence property. These prohibitions have been established based on university and legal policy. To ensure that everyone working and living in residence is allowed to do so safely and comfortably, Nipissing University Residence Life prohibits the use and possession of the following items.

Weapons

- Residents are not allowed to use or possess any weapon, replica, or otherwise related material on residence property. Examples include pocketknives (e.g. Swiss army knives), toy guns, bear spray, bullets, or munitions, etc.

Explosives

- Residents are not allowed to use or possess any explosive material, including fireworks, on residence property.

Pets

- Residents are not allowed to own or house any non-human life form other than plants and small fish capable of living in an aquarium holding 10 gallons or less. Please note that approved service animals are exempt.

Appliances

- Full size refrigerators and freezers
 - Each resident is only permitted one CSA-approved fridge, freezer, or combination unit, and it must not exceed 5 cu. ft. in size.
- Dishwashers
- Washing machines
- Dryers
- Air conditioning units

- BBQs
- Open flame indoor grill
- Deep fryers (air fryers are permitted)

Other Items

- Waterbeds
- Hot tubs and other small pools
- E-scooters/skateboards or e-bikes
- Exterior aerials or satellite dishes
- Halogen or lava lamps
- Live holiday trees
- Wireless routers and Wi-Fi boosters
- Subwoofers or heavy bass speaker systems
- Candles and incense
- Command strips
- Dart boards
- Adhesive LED light strips
- Peel and stick wallpaper
- Stolen public property

Dangerous and Disruptive Items

- Residents are not allowed to use or possess any item/material that is deemed to be dangerous or disruptive to the university community and/or its members.

To ensure that the entire residence life community at Nipissing University is one that promotes a safe and healthy living environment, it is imperative that all residents understand and abide by these responsibilities and guidelines.

Community Care

Building a strong and supportive community is at the root of the Residence Life philosophy. As community members, each and every resident shares common responsibilities intended to create the safest and most functional community possible. By following this list of responsibilities and guidelines, we move one step closer to ensuring each and every resident has a safe and successful time in residence.

Excessive Noise

- Residents must not make any excessive noise while residence quiet hours are in effect. Excessive noise is

categorized as noise that can be audible between suites, bedrooms, and from a unit into the hallway or stairwell and infringes on someone else's reasonable expectations.

- Standard quiet hours are 11:00pm – 10:00am Sunday through Thursday, and 1:00am – 10:00am Friday and Saturday. Noise should never be audible beyond your bedroom or common spaces, even when quiet hours are not in effect.
- Final Exam quiet hours begin in early December and early April, and end when residence closes for winter break and the end of the year, respectively. During this time, residence operates under 23-hour exam quiet hours with one 'relaxed hour' made up of two half-hour installments, 5:30pm – 6:00pm and 9:30pm – 10:00pm.

Courtesy Hours

- All residents have the right to an environment that is conducive to studying and sleep. All residents have the responsibility to be considerate of their noise.
- Residents must respect and abide by 24-hour courtesy hours while on residence property. Should any resident or staff member politely request that the volume of their activity be reduced, within reason, the resident must comply with this request.
- Residents are to be mindful of the disruptive effect of their noise on others and at all times respect the reasonable requests of others to cease making noise, whether or not the request is made by the student directly or through the Residence Life Staff.
- Courtesy hours apply to all locations on residence property including parking lots, courtyards, the outdoor rink and Townhouse Residence Complex circle. Should excessive noise occur in any area on residence property, residents may be required to disband the activity and return to their respective complex or off-campus housing facility.

Behaviour

Residents must respect and adhere to all laws of the land throughout their stay in residence. It is an expectation that you will respect all university officials, including student staff, professional staff, and volunteers.

- Residents are not to engage in disruptive behaviour that compromises another resident's or staff's sense of safety. This includes, but is not limited to, pranks, bullying, threats, intimidation, fighting, riding furniture, etc.
- If a resident engages in behaviour that compromises personal safety (eating disorders, self-harm/self-abuse, suicide, etc.), they will be asked to seek support from a qualified counsellor. The resident may also be placed on a Wellness Agreement which is intended to ensure the resident is seeking additional support and to help minimize the extent to which student staff are providing higher level support.
- All residents are required to abide by the University's policy regarding harassment and discrimination. This policy defines what the University and the Law constitute as harassment, sexual harassment, discrimination, and other related transgressions of the Human Rights Code. Find the [Harassment and Discrimination Policy](#) on the Nipissing website.
- All residents are required to abide by the University's policy regarding sexual assault and sexual violence. The policy defines what the University and the Law constitute as sexual assault and sexual violence, among other things. Find the [Sexual Violence and Sexual Misconduct Prevention, Support, and Response Policy for Students](#) on the Nipissing website.
- All residents must respect and adhere to the University's Acceptable Use Policy for internet access and communications at all times. This policy outlines the regulations surrounding use of University computing resources. Find the [Acceptable Use Policy](#) on the Nipissing website.
- Residents are welcome to decorate their room, using sticky tak only, to create a comfortable living place. It is the responsibility of each resident to decorate using materials that are not offensive to anyone in our community. Unacceptable materials include but are not limited to profane language, pornography, material that promotes hatred and/or intolerance of others, or promotional materials for alcohol and/or drugs.
- Social media platforms are public spaces for sharing personal information and media. Nipissing University

Residence Life will investigate concerns involving social media should they come to our attention and may review information shared in an online space. Residents may be held accountable for any message or material that is deemed by a Residence Life Team member to compromise the safety and/or respect of the residence community or one of its members.

- Residents are strictly prohibited from enabling the entry or exit of another individual into or from a residence complex in an inappropriate or illegal way.
- Residents may only enter another resident's space (suite, townhouse, or bedroom) with the permission of the individual(s) occupying that space. Permission must be obtained each time entry is requested and may not be assumed based on previous access.
- Any and all posters hung in the halls or public spaces of the residence complex must receive approval from a Residence Life professional team member in your complex in advance of posting. Please note, that while you are able to request where your poster will hang, the Residence Life Team will post it where we have space.
- Residents are not to engage in sporting activities in their suite/townhouse, or the hallways, lobbies, lounges or studies of any residence complex.
- All residents are expected to familiarize themselves with these policies. For more information, students are encouraged to consult the [Code of Student Rights and Responsibilities](#) on the Nipissing website.

Student Conflict

- Residents are required to complete a roommate agreement at the beginning of the academic year. Residents must create a new agreement if a resident leaves, or a new resident joins their residence suite/house. Residents must share the roommate agreement with their assigned Residence Don.
- Residents must report conflicts or inappropriate behaviour to a Residence Life staff member in a timely manner.
- Should conflict arise, all residents must reasonably adhere to the dispute resolution process outlined in the Roommate Relationships section on **page 33**.

- Residents must make sure that shared and common spaces are fairly shared and respected by all residents who have authorized access to them.

Residence Property

Cleanliness Standards

- Residents must maintain sanitary living conditions within their assigned spaces.
- Residents must respect common and shared spaces by cleaning up after themselves and their guests completely and in a timely manner.
- Residents must return any and all borrowed cleaning materials to the front desk as soon as the task has been completed. (1 hr. Maximum).
- Residents should remove garbage and recycling from suites or townhouses a minimum of once per week.
- Residents must dispose of garbage and recycling in the designated areas.
- Residents must not leave personal belongings in residence common spaces outside of their suite or townhouse.
- Residents are not permitted to move residence furniture from its designated room.
- Residents must respect any and all community decorations/adornments and notices. Residents are not permitted to modify or move any community decoration/adornment. Examples include, but are not limited to, window writers, post-it notes, posters/signs, floor decorations, etc.
- Residents are not permitted to hang, write, or display items or messages in any window unless it is an approved program.
- Residents are not permitted to use tape, stickers, tacks, nails, or adhesive strips or hooks on any surface in residence.
- Residents must respect all reasonable requests by roommates pertaining to temporarily changing habits due to illness. This may include, but not limited to, restricting guest access to suite/house while a roommate is ill or adjusting cleanliness levels.

Advertising

- Solicitation for personal gain is not permitted. All solicitation for non-profit organizations, charity, or residence fundraisers must be approved by a professional staff member of the Residence Life Department.
- Promotion of any social event/party not sanctioned by the department may not be advertised or posted on social media.
- The use of residence property, mail services, telephone, or data connection for any commercial use is strictly prohibited without written permission from a Residence Life Department professional staff member.

Filming in Residence

- Film/photo shoots for class assignments, institutional marketing purposes, clubs/groups, or personal use are permitted in residence free of charge provided that a member of the Residence Life Management Team, or designate, has been contacted in advance and provided approval. As much as possible, we will accommodate student film projects and assignments, as well as institutional marketing and public relations filming/photos.
- Filming for personal or other gains will not be permitted.
- Filming of Residence Life staff without their express permission is strictly prohibited.

Residence Property Damage

- Residents must not cause any damage to any part of residence property.
- Residents are prohibited from detaching or dismantling all or part of any residence fixture.
- Residents are fully responsible for any new damage(s) found in their assigned private room and/or assigned shared areas of their suite/house. Residents are also fully responsible for any damage(s) they are found to have caused in any of the common spaces on residence property. Residents who are deemed responsible for damage(s) will be billed (sometimes jointly) at the end of the year.
- Residents are required to complete a bedroom and shared areas inventory within two weeks of moving in.

- Residents are responsible for any damage caused by their guest(s).
- Residents are strictly prohibited from attempting to repair damages done to residence property. Only designated maintenance staff are allowed to repair damages to residence property.
- All furniture is to remain in the suite/townhouse to which it has been assigned. Semi-public furnishings are not to be removed from their assigned locations without permission from a Residence Life Department professional staff member.
- If one or more residents accept responsibility for damage within a suite/house, related charges may be assigned to those individuals. If responsibility is not accepted or cannot be determined, all residents in the suite/house may be held financially responsible, as outlined in the Residence Contract.

Dispute Resolution Process

It is very important to communicate needs clearly and openly when in the midst of a conflict. To ensure that all residents handle any conflicts that may arise in a mature and respectful manner, Nipissing University Residence Life requires each of its residents to uphold the following responsibilities during their stay in residence.

- Should a conflict arise, roommates must first openly and respectfully discuss the subject of conflict and attempt to reach a mutually agreeable compromise.
- If the conflict cannot be resolved by the individual roommates, the residents must seek out the consultation of their Residence Don. The Residence Don can step in and provide support in planning a future 'roommate mediation' in an effort to assist roommates to resolve their conflict.
- Finally, if the conflict still remains unsolved, the Residence Don will consult with a member of the Residence Life Management Team to discuss options to resolve the situation, as provided by the RCLS.
- Room transfers are considered a last-resort response to conflict and will only be considered after all reasonable resolution options have been exhausted. Where there

are concerns for safety, a member of the Residence Life Management Team (RLMT) may determine whether a room transfer is appropriate. Resident-initiated room transfer requests are subject to eligibility requirements and a review of the contributing circumstances. All room transfers are subject to space availability. Room transfer fees may apply as outlined in the Residence Contract.

Guests

- A guest is defined as any non-resident of the residence complex, or suite/townhouse space they are visiting.
- A host is defined as a resident (assigned to the relevant complex), who invites, sponsors, signs in, accompanies, or otherwise permits a guest to enter, or remain in residence. The host is responsible for ensuring their guest complies with all Residence and University policies and may be held accountable for any violations committed by their guest.
- Residents may host a maximum of two (2) guests at a time. Overnight guests are limited to a maximum of two (2) consecutive nights per visit. A host resident may not accommodate overnight guests for more than six (6) total nights within any 30-day period, regardless of the number of guests or visits. Residents must obtain the consent of their roommate(s) prior to hosting any guest(s). This restriction also applies to overnight guests from within the same residence complex. Any attempt to evade the intent of this policy by manipulating guest stays, rotating guests between rooms, alternating hosts, or engaging in similar arrangements may result in the loss of guest privileges as an outcome of the Administration of the RCLS- Conduct process.
- Individuals under the age of sixteen (16) are not permitted to be a guest in residence between the hours of 10pm and 8am. Exceptions may be permitted, wherein the host has requested and received prior permission from the complex Supervisor, Residence Life.
- During a "No Overnight Guest Period", residents may not host guests Between the hours of 11:59pm- 8:00am. No overnight guest periods include, but are not limited to: Residence Orientation, Nipissing University Orientation

Week, as well as December and April exam periods. Residents should speak to their residence staff member to learn about any other upcoming “No Overnight Guest Periods” well in advance.

- All residents and their guests are responsible for presenting a valid form of picture identification when they sign-in at the Front Desk. Acceptable forms of picture identification include Nipissing or Canadore post-secondary student ID, driver’s license, passport, or Ontario photo card. Please note health cards will not be accepted.
- Residents are responsible for ensuring that their guest(s) is in their company at all times. Any guest found to be without the company of their resident host will be escorted from the complex.
- Residents are required to sign-in any guest(s) into residence after 9:00 pm on Friday and Saturday evenings and select times throughout the academic year.
- Guest sign-in is available at the Front Desk on Fridays and Saturdays beginning at 10:00 a.m. A guest staying for consecutive overnight stays must be signed in by

their host resident each day/night of their visit. A sign-in completed for one overnight stay does not automatically extend to subsequent nights.

- During select times, information will be sent to residents at least 24 hours in advance of the date of required sign-in.
- During required sign-in periods, residents are responsible for ensuring that their guests wear their authorized sign-in bracelet at all times. Any guest found to be without their authorized sign-in bracelet will be escorted from the complex.
- Hosts may be held accountable for the actions and behaviour of their guests, including any violations of the Residence Contract and/or the RCLS. Further, the host will be responsible for any outcomes as a result of the violations of residence policies. In order to ensure the safety and security of every person who lives and works in residence, as well as residence property, it is essential that all residents and their guests respect the RCLS. Any resident or guest caught in violation of the RCLS may face disciplinary outcomes.

Referral of Residence Conduct Matters to Nipissing University's Code of Student Rights and Responsibilities

At Nipissing University, most student behaviour concerns that occur in Residence Life are normally addressed through the Administration of the Residence Community Living Standards (RCLS) by The Residence Life Management Team (RLMT), using an educational and restorative approach, when responding to and resolving documented residence conduct concerns.

The Administration of the RCLS and the Code of Student Rights and Responsibilities, policies and procedures emphasize restorative practices, accountability, education, personal growth, community well-being, and fairness when responding to student conduct issues. The goal is not enforcing consequences but helping students learn from incidents while maintaining a safe and respectful community.

However, a residence conduct matter may be referred to the University's Code of Student Rights and Responsibilities, hereto referred to as 'the Code', when:

- The behaviour is particularly serious or has a broader impact on the university community.
- The matter cannot be appropriately resolved within Residence Life processes.
- The incident falls within the jurisdiction of the University's non-academic student conduct model.
- There are concerns about safety, harassment, discrimination, violence, repeated misconduct, highly impactful or other significant violations requiring university-level review.

Under the Code, the University may address conduct involving actively enrolled students when the behaviour:

- Occurs on university property, including residence;
- Occurs during activities associated with the University; or
- Is of a nature that should not be handled solely within a specific department, such as Residence Life.

Process for Referral to the Code

A residence conduct case can be referred to the Code process by:

- Residence Life Management following an investigation of a documented incident.
- A student, staff member, or community member submitting a complaint through the University's Student Conduct Complaint Process.
- University administrators determine that the circumstances warrant review under the Code rather than, in addition to or as follow up to Administration of the RCLS.
- A referral to the Code can be requested/ initiated throughout the Administration of the RCLS process.

How a Student Can Request a Referral

A student involved in a RCLS conduct matter (either as primary participant, witness or respondent) may request that their concerns be reviewed through the University's Student Conduct process' by:

- Contacting the Assistant Vice-President, Students office, or Direct email to avpstudents@nipissingu.ca
- Submitting a Student Conduct Complaint Form; or
- Discussing the matter with Residence Life staff, who may help educate the student on these options, determine whether referral to the Code is appropriate and/or assist the student with a self or facilitated referral to the Code.

Nipissing University Sexual Violence Policy

Nipissing University's Residence Life follows the principles of response for sexual violence as outlined in the University's **Sexual Violence and Sexual Misconduct Prevention, Support, and Response Policy** (hereafter referred to as the Campus Policy).

The Residence Life staff acknowledges circumstances of sexual violence as unique violations of the campus community, and encourages all students to review their rights and responsibilities under the Campus Policy. Below are a few key points from the Campus Policy that your Residence Life team would like to highlight for you:

As per the Campus Policy, sexual violence is defined as any violence, physical or psychological, carried out through sexual means, or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video without consent and cyber harassment or cyberstalking of a sexual nature. Definitions for these terms can be found in the Campus Policy.

What to Expect with a Disclosure

Disclosing and/or reporting an experience of sexual violence is the choice of the survivor. If you make a disclosure to a Residence Life student staff (this includes Residence Dons, Community Assistants, Academic Dons, and On-Call Dons), please know that, as per the Campus Policy, these student staff are obligated to share disclosures with their Supervisor. This could include the on-call Supervisor, or the Supervisor of their Residence complex. Disclosed experience of sexual violence will be documented by a member of the Residence Life Management Team with detail limited to what is reasonably required to support the resident disclosing.

The Residence Life Supervisor may follow up with the survivor regarding opportunities for supports, accommodations, and safety measures.

Amnesty

The health and safety of every student is of the utmost importance. Survivors disclosing an experience of sexual violence will not be subject to conduct outcomes related to consumption of alcohol or drugs at or near the time of an incident of sexual violence.

Nipissing University Anti-Racism/ Anti-Hate Guidelines

The Guidelines on Anti-Racism/Anti-Hate (hereafter referred to as the Guidelines) outlines the University's "commitment and responsibility to promote and support a safe and inclusive campus community, free of racism, hate, discrimination and harassment."

The Guidelines apply to everyone at Nipissing University, including students who live in Residence. The Guidelines also apply equally on campus, off campus, in Residence, and on social media.

Definitions

Nipissing University uses various policies and laws for its definitions of discrimination, harassment, hate, and racism/racial discrimination.

Discrimination: "Any form of unequal treatment based on a protected ground listed in the Ontario Human Rights Code is discrimination. Discrimination may be intentional or unintentional. It may involve direct actions that are discriminatory, or it may involve rules, practices or procedures that appear neutral but may disadvantage certain groups of people ("systemic"). Discrimination can be comments, actions or behaviour that result in the unfavourable or adverse treatment or preferential treatment which has the effect of creating or perpetuating prejudice or stereotyping."

Harassment: "Harassment is defined as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcomed"."

Hate: "Refers to any criminal offence motivated by bias, prejudice or hate based on: race; national or ethnic origin; language; colour; religion; sex; age; mental or physical disability; sexual orientation; gender identity or expression; and, any other similar factor."

Racism/Racial Discrimination: "The Ontario Human Rights Code acknowledges differences between racism and racial discrimination; however, the code does not include fixed definitions of either term. For a comprehensive understanding of the two terms, individuals are encouraged to read the Ontario Human Rights Commission document entitled Policy and Guidelines on Racism and Racial Discrimination."

Reporting Incidents of Racism, Hate, Discrimination, or Harassment

Residence Life acknowledges that incidents that fall under the Guidelines are unique violations and have a greater impact on the residence community. Therefore, they may be subject to Nipissing University's Code of Student Rights and Responsibilities in addition to or in place of the Administration of the RCLS. For more information on this, including how to report incidents of racism, hate, discrimination, or harassment, refer to the "Administration of the RCLS" section and the Guidelines.

Service Animals

There are students in the Nipissing Residence community who require a Service Animal. It is important that individuals respect the boundaries surrounding these animals and their Handler. Below are the guidelines to assist you in maintaining a positive relationship with a roommate who may have a Service Animal and to respect the expectations surrounding these animals.

Permissions

Residents who require a Service Animal on-campus must follow the process and be approved by Student Accessibility Services and Residence Life. You will receive an official communication from the Residence Life Department to your my.nipissingu.ca email if one of your roommates has a Service Animal. Under no circumstances will Residence Life ask the Animal Handler to disclose this information to their roommates. Animal Handlers are required to review and follow all safety procedures to ensure that their Service Animal's safety needs are met while in residence. Any resident who brings an animal into residence that is not an approved Service Animal, will be subject to conduct follow-up based on the Pets and Prohibited Items clauses in the RCLS.

Roommate Responsibilities

As a roommate, I will:

- Be given the choice to decide if I am comfortable living with a Service Animal. It is my right to decline, if I am not comfortable. I understand that I will be contacted by the Residence Life Department directly about this.
- Review and sign the Roommate Acknowledgement form

- Not take responsibility for cleaning up after Service Animals
- Not be permitted to undertake supervision of a Service Animal for any period of time, even if requested by the Animal Owner
- Not take responsibility for the removal of Service Animals from the residence during fire alarms or evacuations, even in the absence of the Animal Handler
- Report any concerns regarding the Service Animal's safety or neglect
- Report any violations of the Animal Handler's responsibilities

Interacting with Service Animals

Service Animals are working animals, whose purpose is to support their owner in any way necessary. As these are working animals, residents should not be interacting with a Service Animal without the Animal Handler's permission.

- Pay attention to the owner, not the Service Animal.
- Avoid petting or talking to a Service Animal; the animal is working and must not be distracted from its tasks.
- If the animal is off-harness, request permission before petting or talking to it.
- Service Animals are not pets and should be treated as such. Service Animals are present to support specific residents and are not present for the entertainment/enjoyment of the community.
- Service Animals will not be attending residence events unless required by their owner and approved by the Supervisor, Residence Life of their complex.

Roommate Relationships

Maintaining positive relationships with roommates requires that individuals commit to communicating clearly and often. Below are guidelines to assist you in maintaining a positive relationship and working through potential conflict with roommates.

Roommate Responsibilities

As a roommate, I will:

- Maintain a clean and hygienic living area.
- Respect my roommates and my roommates' property.
- Respectfully communicate face-to-face with my roommates.
- Work hard to resolve conflicts, with or without residence staff intervention.
- Allow my roommates to live, work and sleep in a space devoid of disruptive behaviour; including but not limited to: unreasonable noise, harassment, unwelcome guests, etc.
- Allow my roommates complete access to their room and the shared facilities of our house/suite.
- Respect my roommates' privacy.
- Ensure that my guests respect the privacy and rights of my roommates, and take full responsibility for their actions.

Creating Your Roommate Agreement

Creating a strong roommate agreement can help prevent misunderstandings and conflicts between you and your roommates. When writing your roommate agreement, think about the following points and how they apply to your living situation:

- Using each others' possessions.
- Studying in the shared spaces.
- Your sleep schedule.
- Your cleanliness and hygienic preferences.
- Your preferences towards guests.
- Your preferred room temperature.
- Comfortable noise levels in your house/suite.
- The use and distribution of storage space.
- Your own lifestyle.
- How you will dispose of food, garbage, and recyclables.

Getting Along With Your Roommates

Living in residence is an exciting time with plenty of new learning experiences and opportunities to learn about people who are similar and different from you. Positive roommate relationships require effort, and it can sometimes be challenging to navigate through disagreements or differences.

The following are some tips for working together with your roommates to build positive relationships:

- **Talk it out** - disagreements are often caused by lack of communication or misunderstandings. Talking face-to-face, with a calm, respectful approach, can prevent differences from being blown out of proportion.
- **Listen to understand** - many of us have learned to listen selectively so we can “win” arguments or listen to respond to what the other person is saying. True listening occurs without judgment and with the goal of understanding the other person’s perspective. Strive to identify how the other person is feeling without interrupting or reacting immediately.
- **Be flexible** - the way you feel about a situation today, or in the heat of the moment, may differ from how you feel later. Be open to compromise and expect that change will happen.
- **Be understanding** - do not expect your roommates to have the same perspective as you. Understand and work to respect each other’s differences. Talking openly and honestly during the completion of your Roommate Agreement can help facilitate mutual understanding and respect.
- **Cooperate** - work together to foster a respectful living environment where everyone knows they belong. Talk about what this means to all of you. Being respectful of different points of view can help you work together toward mutual satisfaction.
- **Compromise** - roommates may, and likely do, have different life experiences than you. It is important that all roommates find ways for everyone to be a winner.
- **Communicate clearly, respectfully, and in a timely manner** - regular, clear communication can help everyone express themselves and discuss disagreements before they become conflicts. Express yourself in a calm and respectful manner, avoiding sarcasm and exaggeration. Learn to respond to conflict respectfully and in a timely manner so minor irritations don’t become major conflicts. Everyone has the responsibility to communicate clearly, respectfully, and in a timely manner.
- **Review the Roommate Agreement** - keep your Roommate Agreement in a shared area of your suite/ house so everyone is able to review regularly. When disagreements occur, take the time to calmly review the agreement together and respectfully discuss what is working and what isn’t. Then, work together to re-write the parts of the agreement that require further attention.

When a resolution cannot be found independently, you may wish to talk to a member of the Residence Life Team. Below are the steps that all residents are expected to follow when they are experiencing disagreements or conflict.

Roommate Conflict Resolution Process:

1. **Talk with your roommate(s) and review the Roommate Agreement together.**
 - Always communicate face-to-face in a calm, respectful manner
 - You and your roommate(s) may find it helpful to talk in a neutral location
 - If any changes need to be made to your Roommate Agreement, all roommates must be involved in re-writing the agreement.
 - If the Roommate Agreement is updated, you should give a new copy to your Residence Don and inform them of the updates.
2. **Talk with your Residence Don.**
 - If necessary, talk with your Residence Don.
 - Residence Dons do not solve roommate conflicts; however, they are trained to offer helpful strategies that can help you and your roommates address disagreements and conflict.
3. **Talk with your roommates with the assistance of your Residence Don.**
 - If necessary, work with your Residence Don to find a time for all roommates involved to discuss the disagreement or conflict and how each person has worked to resolve the conflict.
 - Your Residence Don will assist in determining the next steps and strategies to use.
4. **Participate in a roommate mediation, if necessary.**
 - If, after putting forth your best effort in steps 1-3, all parties cannot come to a resolution or mutual understanding, your Residence Don and/or other

member of the Residence Life Team can facilitate a mediation.

- Sometimes it takes time to resolve conflict, and you may need to attempt steps 1-3 multiple times before a mediation is considered the next best option.

Residence Life Team members are committed to the roommate conflict resolution process, including acknowledging that mediation is an effective method of reaching a resolution or mutual understanding between disputing roommates.

When roommates are in conflict with one another, each is often interested in a room switch. Room switches are not guaranteed and are only offered as a last resort, and when all steps in the roommate conflict resolution process, including mediation, have been exercised, and if there are spaces available within our residence system.

Residence Reassignment and Consolidation

Residence Life reserves the right to relocate any student in an effort to aid in creating a safe, secure, and sensible living situation for all involved, or if occupants cannot or refuse to engage in effective conflict resolution.

From time to time throughout the year, there may be vacancies that occur in our residences. As such, Residence Life reserves the right to relocate any student to reduce losses in revenue and fill vacancies that may occur. If a vacancy does occur in your house/suite, please:

- Keep the unoccupied room locked and in good condition; allowing for a new roommate to move into the space on short notice.
- Welcome your new roommate with compassion and respect.
- Complete a new roommate agreement together.

Administration of the Residence Community Living Standards (RCLS)

The Residence Life Department acknowledges that the administration of the Residence Community Living Standards (RCLS) is applicable only to residents and their guests. The Residence Life Department has specific jurisdiction to follow up with residents and the accountability that they accept for the actions of their guests, as noted in the guest section of the RCLS.

Please note that any persons who do not live in the Residence Community are not entitled to participate in the judicial process or entitled to equal consideration, which includes the appeal process. Any persons who do not live in the Residence Community, if found to have engaged in action contrary to the RCLS, may lose the privilege of access to Residence Complexes and/or properties.

Should a resident conduct themselves in a way that is contrary to the RCLS and/or their actions or behaviour has a negative impact on our residence community the following process will be followed:

Documented Occurrences

Reasonable efforts are made to document any student issues, occurrences, or any behaviours that is contrary to the RCLS in a report. This report includes the names of individuals and witnesses involved, along with a detailed description of the issue, conversation, occurrence, action and/or behaviour. Residence Life team members, including student employees, submit this documentation to the Supervisor, Residence Student Conduct (SRSC), as well as the Supervisor, Residence Life (RLS) of the complex they reside in. The Supervisor, Residence Student Conduct and/or the Community Assistant (CA) will engage in conversation with resident(s) as needed.

Community Care Notices

A Community Care Notice (CCN) is an educational communication sent to residents to promote awareness of their responsibility to uphold the Residence Community Living Standards (RCLS). The purpose of a CCN is to proactively address matters that impact the residence community, provide relevant information and resources, and encourage reflection and learning before the initiation of the formal residence conduct process.

As appropriate, residents will receive a CCN that includes educational information related to the identified RCLS concern(s). Depending on the impact the circumstances indicated in the CCN, a self-directed educational or accountability-based measure will be assigned. These opportunities are intended to support learning, reflection, personal accountability, and an understanding of how individual actions can affect the broader residence community.

Receiving a CCN is intended to serve as an early intervention, providing residents with an opportunity to learn from the situation and re-engage with the expectations outlined in the RCLS. However, repeated concerns, failure to complete an assigned educational activity, or continued non-compliance with the RCLS may result in the matter being reviewed through the formal residence conduct process.

Residents who have questions about a Community Care Notice or would like to discuss its contents are able to schedule a meeting with their Community Assistant (CA) or the Supervisor, Residence Student Conduct (SRSC).

Follow Up Conversations and Student Conduct Meetings

Within five business days of the documented occurrence, the Community Assistant, Supervisor, Residence Life, or Supervisor, Residence Student Conduct will contact the resident(s) listed in the report. All communication will be to students' my.nipissingu.ca (Nipissing University) email accounts.

If a resident does not schedule a student conduct meeting within five business days from the initial contact email, they may be issued an outcome in absentia (please see the section on communicating outcomes). During this meeting, the Residence Life Team member will conduct an investigation. The Residence Life Team member may also continue the investigation by requesting to meet with others involved, including residence staff members who reported the occurrence.

Note: Due to operational requirements, another Residence Life Team member other than the Supervisor, Residence Life, a Community Assistant or the Supervisor, Residence Student Conduct, may complete the conduct process.

In some circumstances, residents can ask to bring a support person to their meeting. Residents may bring a support person to their meeting, however, the support person cannot speak on behalf of the resident and the support person will be required to sign a third-party consent form. The support person will be present only to support the resident. Should the resident believe that there is a relevant witness to the occurrence, the resident can provide the name of the witness to the Residence Life Staff member conducting the meeting. Follow-up with named witnesses will be at the discretion of the Residence Life staff member(s).

After the follow-up conversation, student conduct meeting(s), and the completion of the investigation, the Residence Life Team member investigating the case will evaluate the severity of the occurrence, consider the

information disclosed in the conduct meeting, consider the intent of an action and its impact on the community, and will determine an appropriate educational outcome.

Standard of Proof

For violations of the RCLS, the standard of proof has been met if after the report has been reviewed, it is determined that there is a preponderance of evidence in that all credible information shows that the incident is more likely than not to have occurred. This standard of proof is determined by the individual investigating the issue.

Repeat Occurrences

Repeat violations of the RCLS may result in more serious outcomes including, but not limited to, being placed on residence probation.

Communicating Outcomes

The resident(s) will receive an email through their my.nipissingu.ca (Nipissing University) email account from the Residence Life Team member investigating the occurrence, detailing the outcome of the investigation (accountable, or not accountable for violating the RCLS policy) and any further requirements the resident will need to fulfill.

Outcomes in Absentia

If the resident does not schedule a student conduct meeting within five (5) business days from the initial contact email, an outcome decision in response to the occurrence report will be determined in absentia (without the resident's involvement) based on the facts as they are documented. In this case, the resident is not eligible for an appeal of the outcome as they did not schedule a meeting in a timely fashion and did not participate in the conduct process.

Compliance with Outcomes

When a resident is assigned an outcome, they will be provided with a deadline for the completion. Should the

resident choose not to complete the assigned outcome, they may be assigned further conduct outcomes which may include, but not be limited to, residence probation or residence contract termination. It is in every resident's best interests to follow the stated guidelines of their initial conduct outcome completely.

Possible Conduct Outcomes

Outcomes are assigned to individuals who have been held accountable for violations of the RCLS. Outcomes include, but are not limited to, one or more of the following:

Verbal Warning

Residents receive a verbal warning from a Residence Life Team member indicating the policy that was violated and a reminder of the policies within the RCLS.

Written Warning

Residents receive a letter indicating the violation of policy and reminder of the policies within the RCLS.

Reflective Assignment

Residents will receive a letter asking them to reflect on the occurrence, or a part of the conversation they may have had with a Residence Life Team member. Reflection can occur in a variety of ways, including, but not limited to, reflective papers, questionnaires, or community service.

Community Service

Residents who receive a letter asking them to reflect on the occurrence through a reflective assignment, may request or be offered the opportunity to complete community service in lieu of the assignment. As community service, residents may be asked to facilitate an educational residence program, develop educational infographics, or complete another form of service-based learning.

Loss of Privileges

Residents will receive a letter that will temporarily or permanently result in the loss of residence privileges. This may include, but is not limited to, loss of guest privileges, a no-contact order, or loss of privilege to use residence spaces or equipment.

Alcohol Probation

Residents will receive a letter indicating that they have been placed on alcohol probation with specific details on their probation outlined within. Alcohol probation is issued when the resident's behaviour is the result of use/misuse of alcohol. Residents on alcohol probation may not consume or be in possession of alcohol in any residence complex or return to residence after consuming alcohol elsewhere (off-campus, in another residence complex or anywhere else on campus). Residents in violation of their alcohol probation may face eviction from residence.

Behaviour Bond

Applicable as a result of repeat incidents of misconduct or failure to participate in the conduct process, residents will receive a letter indicating that a fine will be applied to their student account should there be continued similar concerns. Once issued a behaviour bond, should a resident make another similar breach of the RCLS, or continue to choose not to engage in the conduct process, the behaviour bond will be applied to their student account.

Restitution

Residents will receive a letter that may require them to pay for any losses, damages, or removal of items that were incurred as a result of a violation of the RCLS or the residence contract.

Behaviour Contract

Residents will be asked to complete a contract that outlines that they agree to modify their behaviour. Continued inappropriate behaviour as outlined in the behaviour contract and/or additional violations of the RCLS will constitute further outcomes.

Relocation

Residents will receive a letter indicating that they have been reassigned to another residence space. The Residence Life Team member may choose to relocate the resident to another residence complex or another suite or townhouse within their specific community. The resident will be assigned an appropriate time frame for the relocation to occur, usually between 24 and 48 hours from the time of the letter being sent.

Residence Probation

Residents will receive a letter indicating that they have been placed on residence probation. Residence probation is a specified period of time in which a resident's eligibility to continue living in residence is at risk. While on probation, should a resident make any other breach of the RCLS, the residence contract could be terminated.

Writ of Trespass

Students will receive a letter indicating that they have been issued a writ of trespass. Writ of trespass is an outcome given to an individual who is denied the privilege to enter either a specific or any Nipissing University Residence(s) either on their own, or in the company of another student. The individual is also prohibited from attending any events of the specified Residence(s) which occur outside of the complex. A writ of trespass can be issued to any individual, resident or not.

If an individual with a writ of trespass against them is found or seen in a Nipissing University Residence building at any time, they will be subject to charges under the Trespass to Property Act. In the case of the issuing of writs of trespass, the professional Residence Life Team members of both Nipissing University and Canadore College may meet to evaluate issues of mutual concern.

Residence Suspension

Residents will receive a letter indicating that they have been placed on residence suspension. Residence suspension is a specified, temporary period of time during which the resident will be asked to leave the residence complex in which they live and find temporary lodging off campus. During this time, the resident is denied entry into any residence complex and all privileges including, but not limited to, attending residence events and activities are removed until the suspension is complete. The onus of finding and covering the

cost of temporary housing for the allotted suspension period is the responsibility of the resident.

Termination of Residence Contract

Residents will receive a letter indicating that their residence contract has been terminated. Should a student's residence contract be terminated, the resident will be required to vacate the residence within the time frame provided within the letter, typically 48 hours of the letter being issued. In some circumstances involving severe issues, the resident may be asked to vacate residence immediately.

With the termination of the residence contract, the resident is not eligible to live in Nipissing University residences for the next five (5) academic years. Further, a Writ of Trespass is automatically issued that prohibits access to all Nipissing University residences. No refunds or adjustments will be made to residence fees.

Non-residents will be held accountable through the Student Code of Rights and Responsibilities, and Nipissing University Residence reserves the right to trespass persons whose conduct compromises the safety of the residence community.

Appeals

A resident wishing to appeal an outcome issued by a Residence Life Staff member must do so by completing the online Student Conduct Appeal form located in eRezLife. Please note that decisions made in absentia are not eligible for appeal.

Should a resident choose to appeal a conduct outcome, the appeal must be based on one or more of the following grounds:

1. The process was not followed.
2. The outcome is too severe considering the violation.
3. There is new information that was not reasonably available during the initial investigation.

Please note, appeal forms must be completed through eRezLife and must be submitted within three (3) business days of the outcome letter being issued by the designated staff member.

Any resident may choose to submit an appeal of an outcome to the appropriate appellate body who was not involved in the original student conduct decision, as outlined on the appeal form. Due to operational requirements, appeals will be forwarded directly from our central office to a professional team member for their decision. Individuals who act as appellate bodies include:

Supervisor, Residence Student Conduct	Appeals of Community Assistant decisions, and for other campus decisions where they were not involved.
Supervisor, Residence Student Education and Supervisor, Residence Services	Appeals of campus decisions made by Supervisors, Residence Life or Supervisor, Residence Student Conduct when operationally required.
Manager, Residence Life	Appeals including, but not limited to, suspension, relocation, and probation.
Assistant Vice President, Students or appropriate delegate	Appeals including, but not limited to, termination of residence contracts.

The resident filing the appeal must establish the merit of their appeal within the appeal form. If the appeal request does not provide a valid or sufficient argument against the conduct outcome, the appeal will be denied. The resident will receive email correspondence from the appropriate appellate body within five business days of the appeal form's submission. Decisions reached through the appeal process are final. At the discretion of the appellate body, they may choose to meet with the resident for further information and/or investigation, upon receiving the appeal form.

University Policies

While in residence, students are subject to all university policies and are encouraged to review the following policies:

Code of Student Rights & Responsibilities

Sexual Violence and Sexual Misconduct Prevention, Support, and Response Policy

Respectful Workplace and Learning Environments Policy

Service Animals on Campus

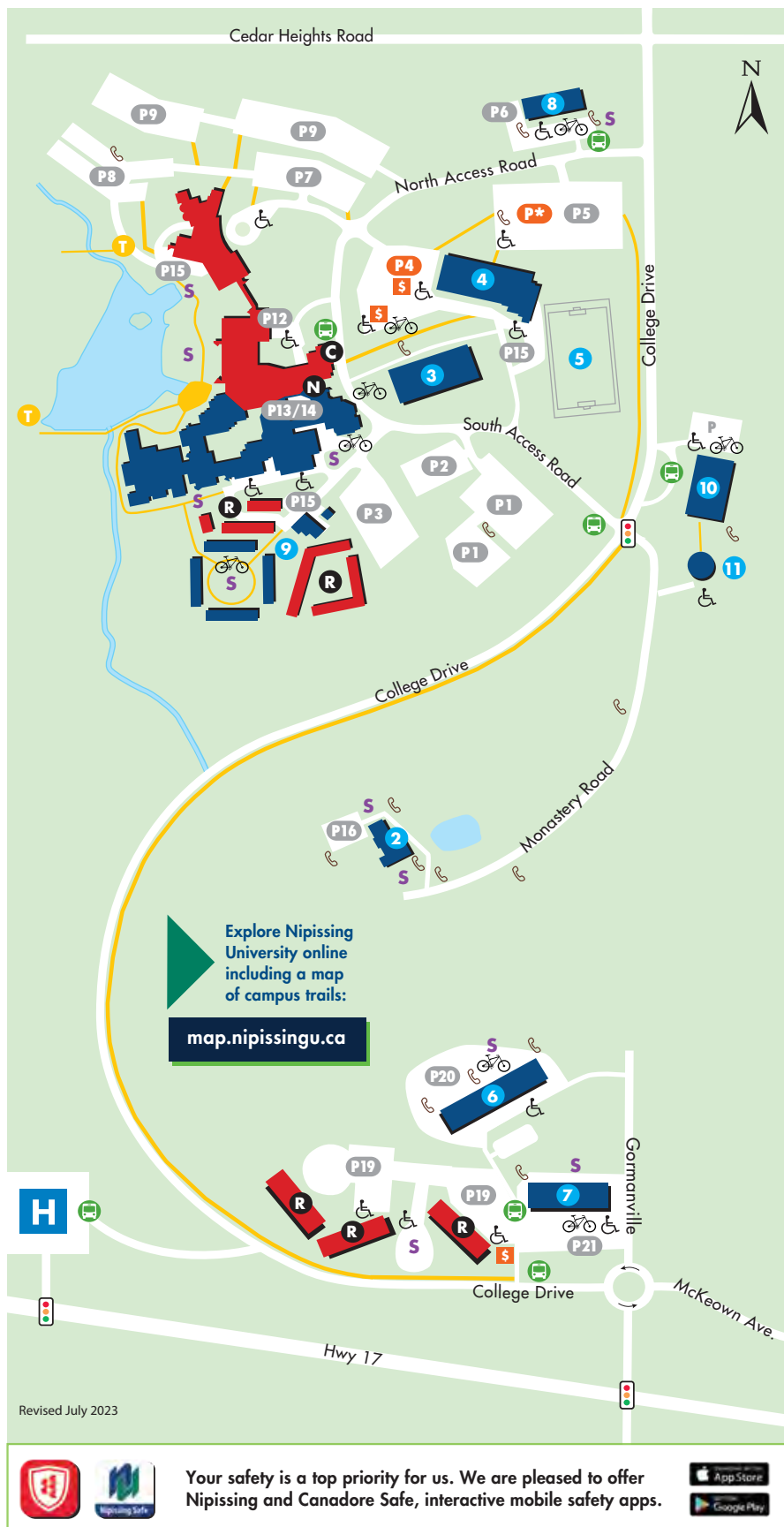
Smoking Policy

Recreational Cannabis Policy

Acceptable Use of Computing Resources Policy

All policies can be found here:

<https://www.nipissingu.ca/about/governance/policies-procedures>



Nipissing University & Canadore College EDUCATION CENTRE

- Canadore College
- C Canadore Welcome Centre
- R Canadore College Residences
- Nipissing University
- N Nipissing Main Entrance
- 2 Monastery Hall
- 3 Harris Learning Library
- 4 R.J. Surtees Student Athletics Centre
- 5 Playing Field
- 6 Chancellors House
- 7 Founders House
- 8 Governors House
- 9 Townhouse-Style Residences
- 10 NUSU Student Centre
- 11 Outdoor Classroom
- P## Parking Lots (by permit)
- P4 Visitor Parking Lot (pay & display)
- P* Overflow for Lot 4
- S Pay and Display Machines
- ♿ Accessibility Parking
- 🚲 Bike Racks
- Walking Paths
- T Campus Trails Entrances (20 km)
- S Smoking Permitted
- ☎ Emergency Phones
- 🚌 Bus Stops

CANADORE
college.ca

Canadore College
100 College Drive, Box 5001
North Bay, ON P1B 8K9
Tel: 705.474.7600
www.canadorecollege.ca

NIPISSING
UNIVERSITY

Nipissing University
100 College Drive, Box 5002
North Bay, ON P1B 8L7
Tel: 705-474-3450
www.nipissingu.ca

Revised July 2023



Your safety is a top priority for us. We are pleased to offer Nipissing and Canadore Safe, interactive mobile safety apps.

