

Important Phone Numbers

Emergency	911
Police - non-emergency	519-653-7700
Student Life Cell Phone (<i>emergencies only</i>)	519-498-4578
K-W Urgent Care Clinics	519-748-2327
St. Mary's General Hospital	519-742-3611
Grand River Hospital	519-744-3311
Distress Line	519-745-1166
Poison Control Centre	1-800-268-9017
Dean of Students – Sharon Schotsman	519-894-8900 x236
Coordinator of Assessment and Student Programs – Tim Grace	519-894-8900 x270
Chaplain – Mark Thornton	519-894-8900 x238
Residence Director – Alicia Kruisselbrink	519-894-8900 x271
Counselor – Catherine Unrau Woelk	Check Website

Our Purpose

*The Emmanuel Bible College residence life program exists to foster community growth in accordance with Emmanuel's mission statement to equip women and men to **think, live, serve, and lead** in the church and the world.*

Resident Advisors

Resident Advisors are students who have demonstrated leadership ability and a commitment to service. They live in the residence and receive on-going training which equips them to better serve their fellow students.

Upper Lehman – Lisa Kuepfer

Lower Lehman – Nathan Bells

Lower Warder – Curtis Robb

Upper Warder – Wendy Baer

Lower Wideman – Dan Wallace

Upper Wideman –Ang Gazley

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Welcome to Emmanuel Bible College!

As we set out on our journey through the 2011/2012 academic year this verse comes to mind:

“May the God who gives endurance and encouragement give you the spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.” Romans 15: 5-6

My prayer for this year is that together we may grow in our knowledge, passion, and commitment to Christ as we fulfill His calling for us. There will be challenges and hurdles to face, so let's do it together.

This is my first year at Emmanuel and I will be starting in a brand new position as Residence Director, and will be serving the on-campus life of Emmanuel. I will be learning and growing with you, facing many of the same triumphs, concerns, and joys with you. What an exciting year it will be! So let's get to know each other, grab a coffee (I take one milk, one sugar...) and invest in the coming year. Let's make this campus one that glorifies God in everything we do, say, study, and enjoy.

To God be the glory,

Alicia Kruisselbrink
Residence Director

Emmanuel Bible College Code of Conduct

We acknowledge that it is impossible to create a community whose behavioural norm will be totally acceptable to every person. Nonetheless, we believe it is necessary for us to specify certain community standards in order for the mission of Emmanuel to be realized.

Our expectations are established in order that we may have a community built on **mutual respect and consideration**. Should you disagree with these standards we ask that you follow them out of respect for our community.

Conduct Expectations

1. Academic Integrity

As a Christian institution, Emmanuel Bible College expects the highest standards of academic and moral integrity from its students. This applies to the writing of all examinations, essays, and course assignments, as well as to one's Field Education and internship activities. Academic dishonesty, including cheating and plagiarism, is considered a serious offence. The respective faculty members and/or the Academic Dean initially deal with matter of academic dishonesty. For more serious issues, the case will be referred to the Student Conduct Committee

2. Honesty

No student will provide false information, incomplete, or misleading information to the college with intent to defraud. Forgery, alteration and/or misuse of college documents, records, or identification, and the unauthorized use of signatures are likewise prohibited.

3. Respect for College Officials

- Intentional obstruction of teaching, research, administration, disciplinary proceedings, or other college activities is prohibited.
- Failure to comply with the lawful directions of college officials, including Student Leaders, or willful hindering of his/her duties is prohibited.
- Failure to observe sanctions applied through the judicial process is prohibited.
- Violation of college regulations found within the Residence and/or Student Handbook of Emmanuel Bible College is prohibited.
- Failure of student organizations to abide by college regulations is prohibited.
- Appropriate dress is expected for classroom and other college events and includes shirts and shoes.

4. Respect for Facilities

- Unauthorized entry, occupation, or use of college facilities is prohibited.
- Unauthorized use or possession of keys is also prohibited (this includes the copying of keys).
- Destruction of property or any attempt to destroy property belonging to the college or to a member of the college is prohibited. College property includes any items rented, leased, or otherwise placed on the campus by the college, but also college equipment not located on the campus.

5. Respect for Others

Abuse, assault, or harassment. These actions or the following ones committed against a student, staff, faculty member and/or visitor are prohibited

- *Abuse*: An unwanted verbal or written exchange including profane, insulting, or offensive language or behaviour directed towards another person. Racial, ethnic, or sexual comments that demean or defame are also prohibited.
- *Assault*: Conduct which threatens or endangers the health or safety of another person
- *Assault and Injury*: An act intended to cause, and which does cause, injury to another person.

- *Harassment or hazing:* An act that intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. Harassment that occurs in the form of gestures, innuendos, and/or verbal comments is prohibited. As well, all sexist humor will not be tolerated.
- *Sexual harassment:* An attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with demands.
- *Sexual Offences:* Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the person is unable to give consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sexual offences are acts of unlawful, non-forcible intercourse and include incest and statutory rape. Depending on the circumstances acquaintance rape may fall in either category.
- *Obscene Conduct:* Any action or exposure of an obscene, lewd, or indecent nature.
- *Disorderly Conduct:* Any conduct including but not limited to drunkenness, which disturbs the peace and tranquility of the campus. Excessive noise or public nuisance disruptive to the college and surrounding neighbours is prohibited.

6. Respect for Human Dignity

- Possession of sexually exploitative material, including sexually explicit videos, magazines or use of websites, is banned for Emmanuel Bible College students
- Sexual relations outside of marriage are prohibited while a student at Emmanuel Bible College.
- Visitation by members of the opposite sex in the residence hall other than during scheduled open dorm hours as described in the Residence Handbook (see pg. 9) is not permitted.

7. Respect for the Property of Others

- Theft, embezzlement, misappropriation, possession, or attempt to do the same of property owned or maintained by the College, by any person on the campus, or by any person attending a college sponsored event is prohibited.

8. Compliance with College Substance Use Policies

- Possession, distribution, or use of alcoholic beverages is prohibited on the Emmanuel Bible College campus or events.
- Possession, distribution, or use of non-prescription drugs is prohibited for all students of Emmanuel Bible College.
- Distribution or use of tobacco products is prohibited on the Emmanuel Bible College campus or events.

9. Campus Safety Expectations

- Weapons and dangerous substances are prohibited on campus. Use or possession of firearms, ammunition, explosives (including fireworks), incendiary devices, or other dangerous weapons, substances, or materials on campus is prohibited.
- Misuse, tampering, or vandalism of fire alarm systems, fire extinguishers, or other safety/security equipment. Students tampering with fire safety systems may also face criminal charges and/or fines.

10. Media and Dancing

- In residence, any movie, music or computer game that depicts explicit sex, foul language, horror scenes, and satanic/cult activity are prohibited.
- Movies shown in public spaces (i.e. lounges) should be rated PG-13 or less. Please talk to an RA, or the Residence Director if you would like to watch a higher rated film.
- Dancing along with "clubbing" continues to be an issue for many Christians and churches, and therefore, is not allowed on campus or at college related functions off campus.

11. Represent Emmanuel Well

- Off campus conduct that directly, seriously, and adversely interferes with or disrupts the educational or related functions of the College as a Christian academic centre is prohibited.

- Violation of any local, provincial, or federal law is prohibited.

Philosophy of Discipline

Emmanuel Bible College views discipline as a corrective action with the ultimate goal of restoring an individual back into the community. Neither a legalistic nor a permissive philosophy is acceptable in our community.

Members of the community are held to a standard behaviour that order may exist and that individuals are able to fully mature in all aspects of their Christian life. Scripture is the guide for this standard and for our response to those who violate established laws and rules. Some sanctions need to be more punitive than others due to the seriousness of the offence.

The goal of all discipline is restoration and progressive Christian living; therefore, education is also an element in the disciplinary process. For this reason the Student Life Staff seeks to combine a gracious and just approach through the application of the following principals:

- Justice calls us to hold accountable those who violate community standards and to insure that the innocent are protected in the event of false accusations and prosecution.
- Any violation of the law or college policy supported by witness and/or evidence may be prosecuted.
- A Biblical Model clearly calls us to confront inappropriate behaviour with a goal of correction and restoration.
- Sanctions will be applied as a consequence of those actions with the intent of presenting an opportunity for student growth.
- Mercy calls us to see ourselves as fellow humans in need of God's grace, and to encourage the whole campus community to remember Christ's example of offering hope rather than condemnation.

Judicial Process

Emmanuel Bible College has the duty and corollary disciplinary powers to protect its educational purposes through the setting of standards of conduct and scholarship for the students who attend. This includes circumstances when the preferred means (counseling, guidance and admonition) fail to resolve the problems of student conduct.

The administration of discipline shall guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied. Minor penalties may be assessed informally under prescribed procedures.

For further information regarding the disciplinary process refer to your Student Handbook.

CL – Community Life Policies
G – General Policies
HS – Health and Safety Policies

Abuse and/or Harassment – CL

Verbal, written, physical, or sexual abuse, assault, or harassment of any resident or staff member is prohibited and may result in eviction from residence and/or the college. For information on the College's Harassment Policy refer to page 3 of this handbook, "Respect for Others," and the college website for the Sexual Harassment policy. See the Student Life Department to lodge a complaint or for further direction with regards to abuse and/or harassment.

Alcohol – CL

Possession, distribution, or use of alcoholic beverages in college buildings, on campus, at college owned/rental housing, or at college functions is prohibited. If alcohol is found in a residence room, or leased facility, the residents of that facility and those present will be held responsible. Any alcohol infraction will result in a meeting with the Dean Student Life, sanctions or a required alcohol assessment may be imposed.

Alcohol Containers – CL

Empty alcohol containers are not allowed in the residence halls or elsewhere on campus. See "Room Decorations" for more information (Pg. 18).

All Residence Meetings – CL

Once a month the Residence Director along with the Resident Advisors plan an 'All Residence Meeting.' **Attendance is mandatory.** The dates for 2011-2012 are: **Sept. 12, Oct. 3, Nov. 7, Dec. 5, Jan. 9, Feb. 6, Mar. 5, and Apr. 2.**

Appliances – HS

For fire safety and energy conservation, the college does NOT allow the following appliances in residence hall rooms: Space Heaters, or Air Conditioners. Microwaves are provided in each residence kitchen, and are not permitted in individual rooms. Students may use toaster ovens, indoor grills, coffee makers, sandwich makers, blenders, slow cookers, and waffle irons in the residence kitchens, *however not in individual rooms.*

Bicycles – G

Bikes cannot be stored in hallways, stairwells or bathrooms of the residences. Bikes should be stored outside on the bike rack. The College is not responsible for the theft of bicycles. For the winter months, students are recommended to find off-campus indoor storage. All bicycles must be removed by the last day of the semester.

Candles/Incense/Combustible Liquids – HS

Candles, incense, or combustible liquids of any type are not to be used in residence rooms. Combustible liquids are not to be stored in residence rooms.

Care Groups – CL

Care Groups are the weekly floor meetings that focus on the building of community between residents on each floor, as well as communicating various Emmanuel related information. They are scheduled for Monday evenings at 9:45pm. **Attendance is mandatory.**

Carpets – HS

Only carpets with jute backing (mesh with no padding) meet fire standards for use in the residence halls.

Chapel – CL

Chapel is held Tuesday, and Thursday at 11:30am-12:15pm. Resident students are encouraged to make chapel a regular part of their schedule. On Tuesdays all offices and the library will be closed for chapel.

Check In/Check Out – G

When a student moves in, Student Life Staff will have inspected the room carefully, and its condition noted on the check-in sheet. Students will be required to review the check in sheet, and sign it in recognition of the state of the room. These forms must be returned to your RA or the Residence Director as soon as they are completed.

At the end of the winter semester, in April, each student will be required to sign up for a check out time with a member of the Student Life Staff. A schedule will be posted outside of the Residence Director's office. Each room must be clean and inspected in order for a proper check out. All room keys must be returned at this time. An improper checkout may result in the loss of the damage deposit.

The student may be charged for any missing furniture or room damage that occurs during the time he/she occupied the room.

Students completing their program, or changing their marital status between first and second semester, must give a thirty-day written notice to the Dean of Student Life, and ensure a proper check out is done with the Residence Director. Failure to do so will result in the forfeiture of the \$200 room deposit.

All residence contracts are on a September –April basis. Students signing the Residence Hall Agreement are committing to payment of the full residence fees for both semesters.

Children in Residence – G

Due to the nature of the College setting children (12 and under) are not permitted to be in residence spaces. Anyone who is babysitting on campus is not permitted to bring children into the residence buildings.

Christmas Trees – HS

Natural trees are not permitted in residence buildings.

Cleanliness – HS

Students are expected to maintain average standards of cleanliness in rooms, lounges and hallways and kitchens. Should a student be asked to do any kind of clean up, they are expected to comply promptly. (Garbage picked up, food put away, and stored properly)

Cohabitation – CL

Students may not live/reside with a non-related person of the opposite sex outside of marriage.

Cooking Facilities – HS

A limited amount of equipment is available in the residence halls for the preparation of weekend meals. It is the student's responsibility to clean cooking facilities when finished.

Failure to keep kitchen areas clean may result in the closure of the kitchen, or the disposal of dishes left behind.

Curfew – CL

Residence students have a curfew to campus of **3:30 am**. Students must be on campus at that time.

Damage and Repairs – G

Students are liable for damages to college property. Damages should be reported to an RA or Student Life Staff promptly so that repairs can be made. The occupants will share the cost for any damages in a student room unless responsibility can be assigned. If fines are not paid by the assigned dates, the student(s) will not be able to enroll for classes for the next semester.

Damages in other areas for which responsibility cannot be determined will be billed in the following ways: 1) Damages within a specific residence hall will be billed to all members on that floor, the cost being divided equally; 2) Damages occurring in public areas such as lobbies and lounges will be billed to all members of the residence community, the cost being divided equally. Costs will be assessed to reflect the true cost of repairs – including labour.

Dress Code – CL

Modesty should be a student’s highest priority in regards to dress. All logos and designs on clothing must conform to the standards and expectations of Emmanuel Bible College, and any person wearing offensive clothing will be asked to change and not wear that clothing again on campus. Students are asked to wear clothing that covers their abdomen, and underwear.

Emmanuel Guests – G

From time to time Emmanuel has prospective students, either individually, or as a group, spending time on campus. During these times you may be asked to share your floor, and room with our guests. We ask that you treat them with courtesy, and welcome them into your space. (I.e. Look-In.)

Fines Summary – G

Violations of any policies listed in this handbook may result in a fine. The Dean of Student Life in conjunction with the Residence Director determines fines. A general list of maximum fines for first offence is listed below. Violations of the same offense will result in a doubling of the fine. Damage related issues will be fined, as well assessed the actual repair/replacement fee.

Alcohol	\$100.00
Appliances	\$25.00
Bicycles	\$15.00
Candles/Incense	\$25.00
Cleanliness	\$25.00 Plus Janitorial services
Cohabitation	\$100.00
Cooking/Fire Alarms	\$25.00
Curfew	\$10.00
Damage/Vandalism	\$25.00 plus replacement/repair cost
Drunkness, Disorderly or Obscene Conduct	\$100.00
Drugs/Paraphernalia	\$100.00
Explicit or Pornographic Media	\$50.00
Failure to Comply	Varies
Failure to Evacuate	\$15.00
Falsification	varies
Fire Alarms/Extinguishers	\$100.00
Fireworks/Explosives	\$100.00
Footwear or items left in hallways/entrances	\$10.00
Illegal Move-in	\$25.00
Improper Check-out	\$200.00
Key (replace)	\$15.00
Lock (re-key)	\$40 plus replacement cost
Lounge Furniture (removal or damage)	\$25.00 plus Replacement/repair cost
Networking	\$15.00
Noise	varies
Non-Registered Overnight Guest	\$25.00
Open Dorm	\$25.00

Pets	\$25.00
Parking in no parking areas	\$75.00
Probation Violation	varies
Public Display of Affection	varies
Public Laws	\$50.00
Quiet Hours	Varies
Room Decorations	Varies
Tobacco	\$25.00
Unauthorized Entry	\$50.00
Unauthorized Keys	\$50.00
Water/Snowball fight	\$25.00

Fines will be charged to student accounts. Students have two weeks to pay fines, or an additional \$10 administration fee may be added to their accounts. Unpaid fines will result in the withholding of student transcripts, and students will not be permitted to register for the next semester.

Fire Arms/Weapons – HS

No firearms, ammunition, martial art weapons, hunting bows, whips, knives, swords, ninja stars, nun chucks or arrows are allowed in rooms or to be stored in vehicles on campus. See #9 of Conduct Expectations (Pg. 6)

Pocket and kitchen knives are permitted, but must be stored appropriately.

Fire Drill – HS

Every semester the Facilities department may plan a fire drill. Students must exit buildings appropriately, and may only return upon permission from the Facilities Manager, or a member of the Student Life Staff (Dean of Students, Residence Director, Chaplain, or Coordinator of Assessment and Student Programs).

Fire Emergency – HS

The fire department telephone number is 911. An RA or Student Life Staff member or Staff/Faculty of the College will call this number in the case of an emergency. **Exit procedures are posted in each residence hall and should be known by all people.** Fire exits are to be used only in the event of a fire or a fire drill.

Fire Procedure – HS

Each room on campus is equipped with a smoke detector, which is connected to the central fire alarm system for each building. In case of fire, the alarm will ring. It is important for you to be aware of all possible exits from the room you are in. Fire Drills are conducted at least once a year in the residence halls. Everyone in the building is required to participate in the drill.

If you detect fire

- a. Sound the Alarm AND

If you are in a residence room and the alarm sounds

- a. Remain calm
- b. Test the door for heat
- c. If hot, exit through the window
- d. If door is normal, proceed to the nearest exit after shutting your window and closing your door
- e. Move quickly but calmly
- f. Go to the designated meeting place outside for a role call by RAs (Lehman and Wideman residents meet in the parking lot near the chapel building, Warder residents meet by the Campus Centre)
- g. Do not re-enter the building until instructed by a member of the Student Life Staff or the Facilities department.

**Remember hallways need to remain clear of everything. Students cannot store anything under stairwells, as this is a fire hazard.*

The Residence Director, and the Facilities Department, are aware of how to reset the alarm and are the only personnel that should touch the panels. Tampering with fire safety equipment, or taking actions which potentially endanger the health or welfare of others, may be grounds for immediate dismissal, as well as a significant fine for public mischief

Fire and Safety Equipment – HS

Disassembling, mishandling or tampering with exit signs, fire extinguishers, hoses, alarms, heat sensors or smoke detectors for any reason other than an emergency is prohibited. It is a criminal offence to pull a fire alarm as a prank. Jeopardizing the safety of our community will be considered a direct violation of the College Lifestyle Covenant and will be processed through the Student Conduct Committee.

Fire doors and Windows – HS

Students are not permitted to use fire doors and windows as exits from the building. Exceptions to this are for fire alarms only. Using these doors or windows apart from emergencies may result in a fine.

Fireplace – HS

Students are welcome to use the Common Lounge fireplace under the following conditions: 1) The Residence Director has cleared usage with the Facilities Manager for chimney safety. 2) There is always someone present when a fire is lit. If the fireplace is left unattended while lit ALL fireplace privileges will be revoked.

Fireworks and Explosives – HS

Fireworks, firecrackers or explosives of any kind are not permitted on College property. See #9 of Conduct Expectations (Pg. 4). This includes vehicles parked on campus property.

Furniture – G

College equipment, furniture or property must not be dismantled, or removed from the building or room without authorization from Student Life Staff. Property attached to walls must not be taken down. Any furniture added to rooms by students must be free standing, and totally independent of College owned furniture.

Each residence room is furnished with single beds, closets, desks, chairs, a garbage can, and window coverings. **You will be required to provide your own bedding, pillow and towels. While there are some desk lamps provided, it is recommended that you supply your own.**

Gambling – CL

Gambling is not permitted at Emmanuel, or by members of the Emmanuel Community. See #6.a of the Lifestyle Covenant.

Hallways – HS

Shoes and other personal belongings are not to be stored in the hallways of the residence halls. All footwear must be stored in the individual's room. Anything left in the hallway may be confiscated and will only be returned after a fine has been paid. This is in accordance with fire safety regulations.

Halogen Lamps – HS

Halogen lamps are not permitted in the residence halls. All lighting devices may be subject to inspection by the staff for safety and efficiency reasons.

Holidays and Breaks – G

The residence halls will be closed during Christmas break (dates of closing for 2011-2012 Dec. 16, 6:00pm until January 2 @ 8:00 am). Room charges do not include Christmas break. In extraordinary circumstances a student may be able to remain over the break at the discretion of the Dean of Student Life. The cost of this housing is \$25 per night. All requests must be made in writing by December 1st. No meals are available over the break.

All electrical items must be unplugged for the break. Student Life and Facilities staff may enter the rooms to inspect for electrical devices, open windows, or other noncompliance. Residents are responsible for any policy violations in their rooms. It is expected that students will clean their rooms before breaks, particularly removal of garbage, and food related items. Failure to do so may result in a fine.

Housing Contracts (Copies available from RAs) – G

An eight-month room contract is provided for each student living in the residence halls. Students are responsible for the information in the contract. The College reserves the right to exclude as well as prosecute those persons whose actions are deemed detrimental to its well being or incompatible with the function and mission as a Christian educational institution.

Students who are dismissed for any reason will not receive a refund.

Illness/Injury – HS

In case of an illness or injury, an RA should be notified. In light of the increase in communicable diseases, anyone exhibiting flu like illness will be asked to self-isolate. A health and safety plan has been put together with Facilities, and will be implemented if necessary.

Internet – G

Wireless Internet access is available in the library and Sherk building for all students. Private Internet use still requires the individual to abide by the rules and regulations of the College. No wires are to interconnect rooms. Viewing pornographic material or other inappropriate sites is not acceptable. Internet in the residence rooms is a privilege and it can be revoked.

Internet Set Up – G

High speed Internet Access is available through any of the following DSL providers:

TekSavvy:	www.teksavvy.ca	1.877.779.1575
Primus:	www.primus.ca	1.800.830.5511
Sentex:	www.sentex.ca	519.651.3400
Execulink:	www.execulink.ca	519.576.1713
Bell Internet:	www.bell.ca	310.2355

These can be connected over phone line, or dry loop. Dial up is available as well over your phone line. Cable, T1, and T3 connections are not available. It is your responsibility to ensure you are available if any technicians need to come to campus.

Keys/Door Code – HS

Keys and Door Codes help to maintain the security of the residence halls. Keys will be issued at check-in. Keys must be returned at the end of residency. Failure to return your key will result in a \$15.00 replacement fee. Door codes will be changed periodically in order to increase security. Unauthorized possession or copying of keys is prohibited. Please respect our community's need for security by keeping the door code to yourself. Students who give out the door code may be issued a fine; non-residents found using the code will be issued a \$10 fine.

Laundry – G

Coin operated machines are available in the residences for the exclusive use of the residence students. The cost is \$2.00 for the washer and \$1.00 for the dryer. Please be considerate using the machines, do not leave your laundry sitting in the machines, or in the laundry room.

Lehman – CL

Lehman Hall is designated for upper year students.

Students living in Lehman have no curfew, and open dorm is everyday, from 12:15pm until 10:55pm. All open dorm rules apply.

Quiet and Courtesy hours must be observed at all times.

Lounges – CL

The Residence Halls have three lounges. Common area lounges can be booked through the Student Life office for group activities. Please leave 5-10 minutes prior to these bookings. Removal of furniture or furnishings from the lounges is not permitted. Quiet and Courtesy hours are enforced in the lounges. Students are expected to use these spaces with respect and integrity. Failure to do so may result in the closure of the lounge. **Students are not permitted to sleep in lounges**

Mail – CL

Student mailboxes are located in the Campus Centre, which is open from 8:00am – 10:00pm. Please note the Campus Centre is closed on weekends.

Personal mail for resident students is either placed in your College mailbox, or kept at the Front Desk. Your Emmanuel address is

Name
c/o Emmanuel Bible College
100 Fergus Avenue
Kitchener, ON N2A 2H2
Include your mailbox #

Maintenance Requests/Work – HS

All maintenance requests are to be submitted to your RA, who will then submit it to the Residence Director. Maintenance staff may do the work with no prior notice to the occupants of the room.

Meal Plan – G

All resident students are required to be on the meal plan. Hours for meals are posted in the Campus Centre. The Dean of Student Life reserves the right to grant exceptions. Requests for exemption must be submitted in writing 30 days prior to the beginning of the new semester accompanied by a doctor's note.

Comments concerning the meal plan can be made in writing to the Dean of Student Life. Specific comments regarding food or service issues can be made to the Director of Food Services. No meals are served on weekends or over breaks, Thanksgiving, Family Day or Easter weekend.

Musical Instruments – CL

Please use courtesy when playing an instrument in the residence halls. Instrument amplifiers may only be used with the volume low. Acoustic guitars are acceptable if the volume is contained.

Open Dorm – CL

The purpose of open dorm is to provide opportunities for healthy relationships for the students of Emmanuel. The policy is based on the following:

1. All students are responsible to respect one another.
2. No one is allowed in restricted areas.
3. The Residence Director will address violations.
4. Resident students who break open dorm regulations will be penalized. Guests that break regulations will be asked to leave. If a guest breaks the rules, the host will be held responsible.
5. While a visitor of the opposite sex is in your room the door must be wide open, and the overhead light on.
6. Exceptions to the Open Dorm policy are made only for parents, grandparents and siblings who do not attend Emmanuel. Announce these guests loudly and clearly. Keep these visits to 15 minutes.
7. Open dorm times are:
Wednesday (1:00-10:55 pm)
Friday (1:00pm-10:55 pm)
Saturday (1:00pm-10:55 pm)
Sunday (1:00pm-10:55 pm)

Painting – G

Students are NOT allowed to paint their rooms, or the hallways of the residence. Anyone found to have painted their room will be assessed a \$200 fine plus costs of paint and labour.

Parking – G

Students are asked to park in the Lower Lot (behind the Campus Centre). Students may not park in fire lanes. Doing so may result in a fine, or towing at the student's expense. No cars are to be parked on the lawns for any purpose (i.e. unloading, washing, or servicing vehicles).

People who are Not a Part of the Emmanuel Community – HS

From time to time, people who are not directly connected to our community find their way here. We appreciate and encourage generosity of spirit and caring for these people. That said, residence security cannot be maintained if random people are given access to the buildings. This does not refer to your friends and family who would like to visit. We are located in an urban setting. Please be wise in your decisions about who you allow into residence.

Pets – HS

Health, sanitation and general consideration for others prohibit the keeping of pets in residence. Exception granted **only** to fish in a bowl, no aquariums.

Pranks – CL

Pranking or “raiding” other people or residences has led to much personal inconvenience and costly physical damage. Often starting as harmless pranks, situations tend to escalate so that successive pranks become more destructive than the preceding ones. Activities that harm individuals physically or emotionally, or those pranks or raids that damage personal or college property, are prohibited regardless of motive or intent. Perpetrators will be assessed damage, clean up, and repair costs and held accountable for pranks. This includes water and snow being thrown in/out of the residences

Personal Property – G

Security for personal property is the responsibility of the individual student. Students should lock their rooms, and report any losses or thefts to an RA or the Residence Director. The College is not responsible for any loss or thefts. It is recommended that students acquire tenant insurance.

Public Display of Affection – CL

As a community we ask that you make wise and considerate choices in how you show affection for one another in public. Public displays of affection include kissing, cuddling, and/or hugging. Please use discretion.

Sitting on each other's laps, lying on the lap of a person of the opposite sex, massages given by the opposite sex, sexual contact of any sort, lying down or resting together, and sharing blankets are not acceptable physical behaviours at Emmanuel. Students choosing this avenue of affection may be confronted, and issued disciplinary consequences.

Let all of your contact be done with the utmost respect for the community and people around you.

Quiet/Courtesy Hour – CL

Quiet Hour starts at 11:00pm and ends at 8:00 am in the residences as well as in the Common Lounge and Activity Centre.

Courtesy hour is at all times. Should you be asked to be quiet by another person in the residence at any time of day, it is expected that you will comply with their request within reason. An individual's sleep and study time always supersedes others' rights to make excessive noise, 24 hours a day, seven days a week.

Recycling – CL

In order to preserve our environment, recycling containers are available in each hall and are to be used appropriately.

Refunds – G

Residence rooms are rented on an eight-month basis. There is no refund of room charges. Residence Deposits are non-refundable. Exceptions are made at the discretion of the Dean of Student Life.

Residential Requirement – G

Unmarried, full time, first year students under the age of 21 are expected to live in residence, with the exception of those living at home or with relatives. Part time and occasional students are not required to live in residence. The College reserves the right to determine if a student is actually living in the residence hall as their primary residence. Disciplinary action will be taken if a student is found to be in violation of the residential requirement.

Rollerblades/Skateboards – HS

Sports activities, including skateboarding, roller-blading, hockey, etc are not permitted in any parking or automobile roadways on Emmanuel property. Further, skateboards are not to be used, nor rollerblades to be worn in any campus building. Failure to comply with these conditions may expose individuals to injury and property damage claims.

Room Assignments – G

We are committed to placing students with compatible roommates based on information given on the residence application. Personal roommate requests must be made in writing to the Residence Director at least one month prior to the start of the semester. Emmanuel reserves the right to make temporary room arrangements if necessary, change room assignments, re-assign roommates, or consolidate vacancies by requiring students to move. Consolidation will most likely not occur after the first two weeks of classes in any semester.

Room or Roommate Changes – G

Although we promote resolving conflicts rather than running from them, some extenuating circumstances may necessitate a room or roommate change. Completing a “Request for Room Change” form and submitting it to the Residence Director for approval initiates a request for a change. Priority will be given to completed room change forms submitted before the end of the fall semester. The Residence Director reserves the right to deny a room change request. Unreported moves are prohibited, and may result in additional charges.

Room Checks/Searches – G

The College reserves the right to have authorized College personnel or the police open and inspect the rooms for damages, regulation violations, cleanliness, maintenance and security reasons, and illegal items. The student(s) will be notified of the search and immediately confronted if anything that contravenes College policy is found.

Occupants of a residence room will be assessed equally for damage, and/or cleaning costs if necessary. Similarly, residents of these areas are the primary users of halls and residence common areas; therefore residents bear the responsibility, equally for damages, unless a degree of responsibility can be assigned. Students causing excessive or willful damage to residence or college property are subject to eviction.

Room Decorations – G

Students are encouraged to decorate their rooms, while using the following guidelines:

- 1) Sticky tac is the only material that can be used to hold up posters and pictures.
- 2) Each room has several screws for hanging pictures. These screws are not to be removed, nor should any additional screws/nails be installed.
- 3) NO tape, nails, hooks, tacks or contact paper is permitted.
- 4) Material being displayed must be in good taste. The display of media inconsistent with the values of Emmanuel (this includes any alcohol related items) is not allowed, and any offensive material must be removed when requested by an RA, the Residence Director or the Dean of Student Life. The Dean’s decision is final.

Room Deposit – G

The room deposit is paid when a student applies for residence, and the cost is \$200. The deposit will be returned after the student checks out at the end of their housing contract. Deductions may be made for damages or insufficient cleaning as determined by the Residence Director.

Sales and Solicitation – G

Concerning the solicitation of students by anyone and the distribution of literature on campus

- 1) All Sales, solicitation, canvassing, and product or service exhibits on campus must be approved in advance by the Student Life Department.
- 2) Solicitors, salespersons, and canvassers seeking student contact are not permitted to operate on the campus or in specific invitation of an individual student. The Dean of Student Life, whether arranged by a student or by outside individuals, must first approve all sales conferences or product demonstrations done in the residences.
- 3) All persons on college property are required, for reasonable causes, to identify themselves upon request of College Officials acting in the performance of their duties.

Security – HS

A false sense of security can be inadvertently created in a Bible college setting. Emmanuel desires to provide a safe and secure residential home for students. You are expected to take an active role in ensuring the safety of the community.

Please follow these basic safety guidelines:

- Exterior and Fire Doors should not be propped open as this can endanger the lives and belongings of everyone in the residence hall.
- Do not climb on building roofs or rappel or exit from windows.
- Lock your room. Keep valuables in a safe place, and carry your keys. It is recommended that you engrave valuables and record serial numbers.
- Do not walk alone on or around campus after dark.
- Report thefts and/or suspicious characters or actions to the Residence Director or Dean of Student Life immediately.
- Pizza or other fast food delivery personnel should be met in residence entryways.
- Newspaper subscriptions should be sent to the Administration building.

Single Rooms – CL

The priority for single rooms is as follows:

- | | |
|----------------------|-------------------------------|
| 1) Resident Advisors | 4) Students 21 years or older |
| 2) Seniors | 5) Sophomores |
| 3) Juniors | 6) First Years |

* Special consideration is given to students with special needs.

The Student Life Department reserves the right to refuse a request for a single room, to fill the rooms to capacity as required, and/or to grant exceptions to the policy as deemed necessary

Storage Space – G

There is no storage space available on campus for students. All belongings must be stored in the residence room provided. Fire regulations stipulate that entrances and hallways must be kept clear of shoes and other items. There is no on campus storage for hockey equipment. Students with hockey equipment must find space in their rooms.

Bicycles may be stored in the outdoor bike racks located beside the Campus Centre. All storage is at the student's risk.

Telephones – G

Each of the residence rooms is equipped for two private phone hook-ups. One pay phone is available in the entrance to the Common Lounge.

Phone numbers are to be given to RAs when received so that the office can contact you (particularly for class cancellations). If you do not want your number published, please inform your RA so that we can honour your request. Any troubles with phone jacks should be reported to your RA.

Throwing Objects – HS

Throwing objects off of, out of or within campus buildings is prohibited. This includes water and snow, which can cause damage to carpets, and furniture.

Tobacco – CL

The use of tobacco products is prohibited on campus. The entire Emmanuel campus, including all buildings and residence halls are tobacco free, therefore anyone who uses tobacco may only do so off campus.

Vehicles – G

Students are responsible for their cars. The College reserves the right to ask for the removal of vehicles from the parking lot for maintenance and snow removal. The College reserves the right to have authorized personnel check vehicles periodically.

Video Games/Movies – CL

Students must view all movies and films with discretion. Movies that are exceptionally violent, vulgar, or sexually explicit may not be shown in group settings, and individuals are strongly encouraged not to watch these movies. Moreover, any X-rated movies are strictly prohibited. Movies shown in public spaces should be rated PG-13 or less, video games must be rated below Teen.

Visitors and Guests – CL

Policies regarding visitors of the opposite sex are listed under Open Dorm (Pg. 8).

If a student has an overnight guest, then a Guest Form must be completed and submitted to their RA 24 hours in advance. Every student has two free guest passes for each semester. Subsequent nights are \$15.00 per night. Student Life staff has the right to refuse any guest application. Exceptions to the 24-hour rule MAY be allowed in emergency situations. A student is responsible for their guest. Not completing the guest form may result in a fine.

Wiring or Extension Cords – HS

Students are not allowed to alter or supplement the wiring in their rooms. Extension cords are not to be used except for outlet center/power strip cords, which must meet proper safety standards.