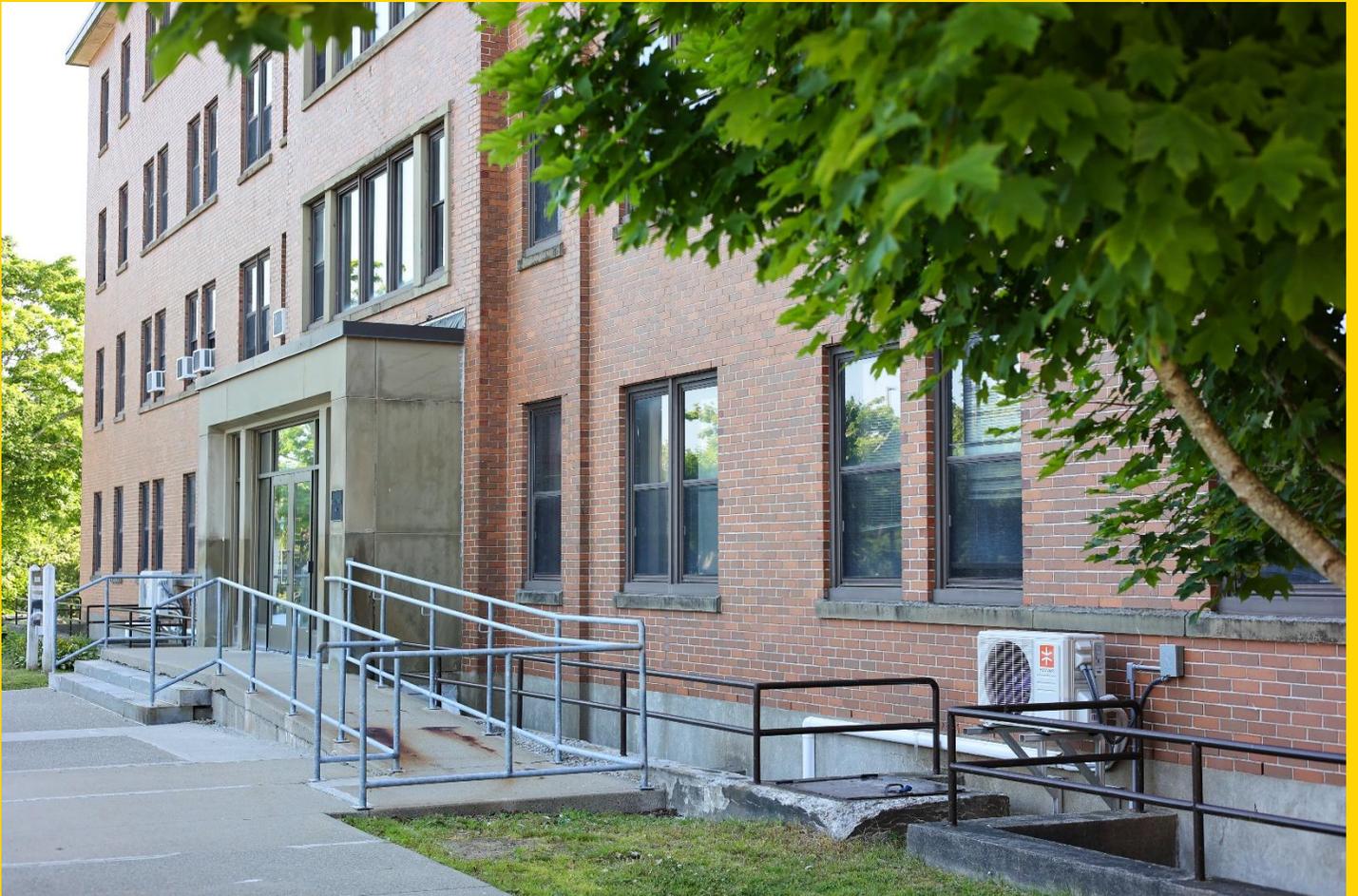


2026/2027

Residence Handbook



Dalhousie School of Nursing

Yarmouth Campus

Revised August 2025

T A B L E O F C O N T E N T S

| | |
|--|-----------|
| Welcome to Yarmouth Campus! | 3 |
| About the residence | 4 |
| Your Stay in Residence..... | 5 |
| Rooms in Residence | 6 |
| Residence Fees | 7 |
| General Information | 8 |
| Residence Amenities..... | 9 |
| Who's Who in Residence | 10 |
| Packing for Residence | 11 |
| Rights and Responsibilites | 12 |
| Security..... | 13 |
| Safety | 14 |
| Fire Safety..... | 15 |
| Substance Use | 16 |
| Visitors/Guests | 17 |
| Respecting Your Community..... | 18 |
| Community Standards | 19 |
| Residence Assitant Program | 20 |

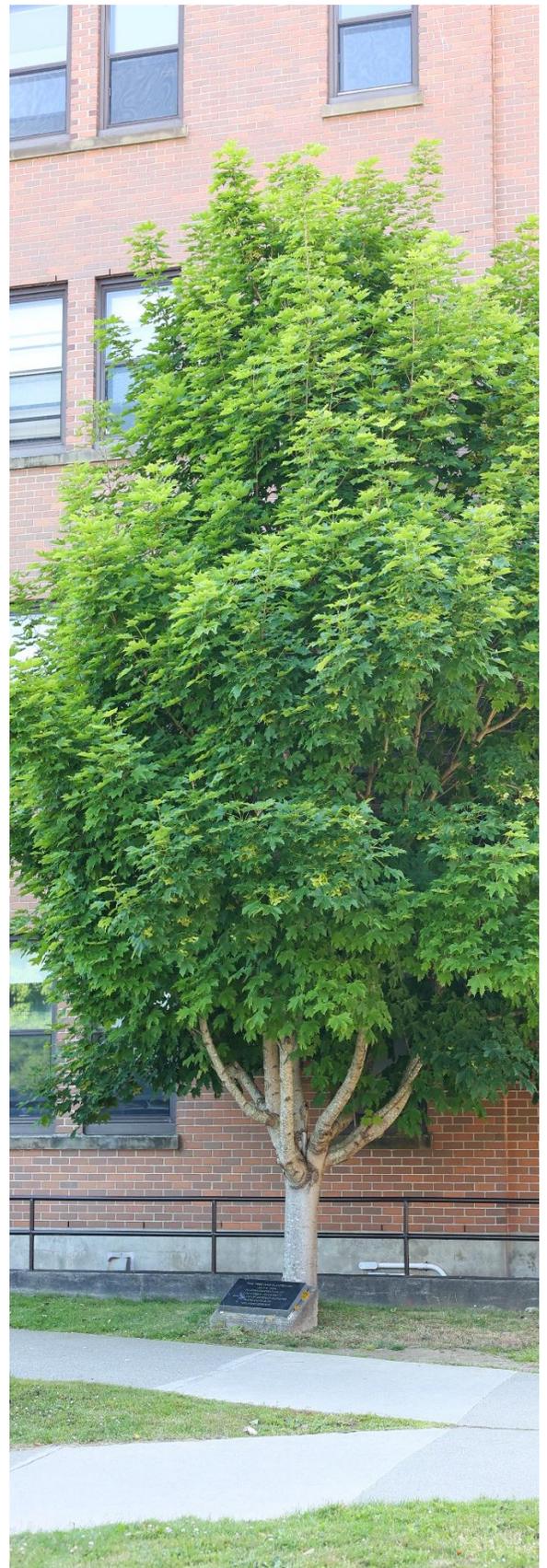
WELCOME TO YARMOUTH CAMPUS!

... and welcome to your new home away from home!

Whether you are joining us for the first time, or returning to our community for another year, this handbook is designed to make your new “home” transition a little easier.

Living in residence provides you with a unique opportunity for developing lifelong friendships, participating in residence events, academic growth and social development.

Make the most of your time in residence. Study hard, get involved and have fun. It’s going to be a great year!



ABOUT THE RESIDENCE

The Beulah Raymond Hall is owned and operated by Nova Scotia Health. Students are expected to comply with applicable NS Health policies while in residence.

Residence is located adjacent to the Yarmouth Regional Hospital and connected by a tunnel to the hospital. The five-story building consists of two lower floors devoted to teaching and office space. Teaching space consists of classrooms, tutorial rooms, simulation labs, a communication lab, a locker room, vending machines, and study rooms.

Accommodations for approximately 40 students are available on the second, third and fourth floors of the building, in double and single rooms. Residence floors have a complete kitchen with fridges, stove, microwave, pots, pans, cutlery, and dishes. A deep freezer is available for residents on each floor. There is a lounge on each floor with cable TV, couch, and chairs. There are 2 large co-ed bathrooms on each floor with showers, tub, & sinks.



All persons using the lounges and kitchens are responsible for keeping them clean and neat, and for washing and putting away their own dishes.



For students that live out of residence, there is a large student lounge (Beulah's Break Room) on the 4th floor of residence with a fridge and microwave, eating space, and relaxing/meeting space.

YOUR STAY IN RESIDENCE

Residence opens during Labour Day weekend in September. A move in schedule is required to facilitate access to the elevator. Each student will be assigned a specific time to move into residence. The schedule will be provided to students by the Administrative Coordinator.

Students are not permitted to stay in residence during breaks as there are no residence staff on site during these times. Students have **24-hours** following their last exam to vacate and can return the weekend prior to the next term beginning. The residence is closed to students for the following periods:

- Fall Reading Week
- December, following exams
- Spring Reading Week
- April, following exams
- August

Students are expected to take all belongings with them after the completion of semester 2. In semesters 3-8, **you are required to vacate residence for breaks** but you are not required to move your belongings out.

Belongings left after May 1st, are assumed to be unwanted and will be disposed of. Students who fail to follow check-out procedures will be charged an additional \$100.00 fee.

Prior to the start of each academic year, students are required to complete a new Residence Agreement and submit to the Administrative Coordinator. The agreement will be circulated to current Yarmouth Campus students by the end March.

Applications for accommodation are accepted on the understanding that the student will remain for the entire academic year. Should the student for valid reasons decide to vacate the residence, a month's notice must be given to the Administrative Coordinator. Students vacating residence part way through the month will be charged for the full month. Should the student vacate without giving adequate notice, they will be charged a full month's rent.

ROOMS IN RESIDENCE

Student residence rooms are on the second, third and fourth floors of the building, in double and single rooms.

Rooms are furnished with a twin bed, desk, chair, and storage drawers. **The standard furnishings are not to be removed from the room.** Storage is not available for the standard furnishing to be removed on an individual basis. Furniture cannot be moved from one room to another, nor can furniture from the lounges be taken to individual rooms. Furniture can be moved around the room at the student's discretion.

Pictures and posters are to be posted on bulletin boards or with removable stickies, no tape or tacks. No stickers please, or nails in the walls or on the doors.



Students are assigned to a room when moving into residence and are not permitted to transfer rooms without the permission of the Administrative Coordinator.

Subletting of rooms is not allowed, and students are not permitted to let other persons use their rooms during their absence.

A room check will be done when you move out, and if deemed necessary, cleaning charges of a minimum of \$50 will be billed to you.



RESIDENCE FEES

Residence rates are set annually by Nova Scotia Health, the operator of the residence accommodation. Please note room rates at the School of Nursing:

SINGLE ROOM

Monthly - \$375.00

Daily - \$20.00

DOUBLE ROOM

Monthly (Alone) - \$425.00

Monthly (Shared) - \$350.00

Daily - \$25.00

Note: To stay in residence, you must be a current student. Students are not be able to stay in residence beyond the academic year or if they are no longer part of the program. Residence will be closed to students during the following periods:

- Fall Reading week
- December, following your last exam
- Spring Reading week
- April, following your last exam
- August, following your last exam

Please see the Administrative Coordinator for further clarification

Students will be billed for residence fees 3 times during the academic year

- September (Fall term; September to December)
- January (Winter term; January to April)
- May (Summer term; May to July)

Residence fees must be **paid in full prior to occupancy for the next semester**. Students must sign an agreement to pay their accounts in full before applications for residence will be approved.

GENERAL INFORMATION

Mail

Students wishing to have mail delivered to the campus must include the full address as well as their name. Mail is accepted and sorted by the administrative assistant and left for students to collect from the lobby.

Address for Mail:
(Students Name)
Dalhousie School of Nursing – Yarmouth Campus
58 Vancouver Street
Yarmouth, NS B5A 2P5



Wireless Internet

Wireless internet is available on all floors of the residence

Network: SON

Password: BeulahRaymond

Building Access

Entrances to the residence building are locked 24/7. Students will be provided with a NS Health ID card that will provide them access to the building via the front door and tunnel.

RESIDENCE AMENITIES

Laundry

Laundry facilities are available in the basement at \$1 per load for each washing and drying. Students are responsible for their own laundry. A limited number of drying racks are available on each floor. Change can be purchased from the Administrative Assistant.

Vending Machines

Snack and refreshment vending machines are available in the locker room in the basement of the School of Nursing and the lobby of the Yarmouth Regional Hospital.

Library

The Learning Centre is the campus library and computer lab for the School of Nursing in Yarmouth. Learning Centre services include research support, print books (including reserve textbooks), computers, a printer/photocopier, group workspace, and study rooms. Students have 24/7 access and are welcome to use the space at any time.

Pets in Residence

A unique benefit to the Yarmouth campus is our residence is pet friendly, with up to two small pets (i.e. cat or small caged animal only) being allowed on the 3rd and 4th floor residence. **Students must apply to bring a pet with them and receive approval from the Administrative Coordinator and Site Administrator.** The student takes full responsibility to ensure that the pet does not provide a safety or cleanliness issue. The Administrative Coordinator and/or Site Administrator retains the right to rescind permission.



Tunnel to Yarmouth Regional Hospital

Through the basement there is a tunnel that connects the School of Nursing to the Yarmouth Regional Hospital. This allows students passage between the two buildings for access to the cafeteria or clinical placements.

WHO'S WHO IN RESIDENCE

Residence Assistants (RAs)

- Student leaders who live in residence and help create a strong residence community
- Carefully selected and educated in maintaining community standards, peer mentoring, community development and crisis management
- Not professional counsellors, but do their best to help you work through any difficulties.

Administrative Coordinator

- First point of contact for residents
- Priority is to maintain a comfortable and safe living environment
- Process residence applications and room assignments

Administrative Assistant

- On site Monday-Friday 8:30am – 4:00pm. Responsible for the year-round operation of the residence building
- Sort mail; serve as a message centre for residents, faculty and guests
- Perform administrative functions as required

Housekeeping

- Important part of the residence community responsible for maintaining the cleanliness of the common spaces (hallways, washrooms, etc.) in residence
- **NOT** responsible for cleaning student rooms, excessive messes or dishes left by residents. Residents are responsible to sort and dispose of garbage/recycling in the appropriate bins provided.

Maintenance

- All maintenance requests are to be reported to the Administrative Coordinator or to the RA's, if after hours.

Remember, Housekeeping and Maintenance staff are always to be treated with courtesy and respect

PACKING FOR RESIDENCE

What you will need....

- University documents
- ID (Health Card, driver's license, etc.)
- Medications
- First Aid Kit
- Reliable thermometer
- Flashlight
- Clothing for all weather
- Rain & Winter gear
- Towels, face clothes, shower shoes
- Toiletries
- Hair dryer
- Linens (sheets, pillow cases, blankets)
- Pillows
- Alarm Clock
- Fan
- Clothing hangers
- Laundry basket, laundry supplies
- Power bar (CSA approved, no extension cords)
- Computer
- Charging cords
- Stationary/School supplies
- Mini fridge
- Ear Plugs (non-Bluetooth for tests)

Items NOT permitted in rooms....

- Candles or any open flames
- Wax warmers or incense
- Air fresheners/scented room sprays
- Halogen lamps
- Subwoofers
- Extension cords
- Space Heaters
- Air Conditioners (window or portable)
- Toasters, hot plates, microwaves, coffee makers, electric grills, etc. (These items can be stored/used in the kitchen)
- Weapons including hunting knives, firearms, BB guns, air pistols/rifles or pellet guns
- Explosive devices, propane canisters, flammable liquids
- Live/Real Christmas trees
- Christmas tree lights
- Any other material or object that will endanger student health and safety in residence
- Anything that displays images or words of hate

Please note: Residence kitchens are complete with pots, pans, cutlery, dishes, and various small appliances (microwave, Keurig, air fryer, toaster, etc.)

R I G H T S A N D R E S P O N S I B I L I T I E S

As a member of our residence, you are a member of this community. When living in communities you have rights and responsibilities.

You have the **right** to an environment that is conducive to learning and academics.

You have the **responsibility** not to interfere with others learning, education or academic success.

You have the **right** to an environment that is safe and free from unwanted attention or harm.

You have the **responsibility** not to engage in activities that could be harmful to the health and safety of those in residence and community.

You have the **right** to a community based on mutual respect and acceptance, free from intimidation, harassment, or discrimination.

You have the **responsibility** to treat all members of your residence and community with respect, acceptance and understanding.

You have the **right** to privacy and an appreciation for individual choice and practices.

You have the **responsibility** not to infringe or impose on the privacy or rights of others.

You have the **right** to be heard and access support services through the appropriate university resources.

You have the **responsibility** to be responsive and cooperative in all dealings with staff members following applicable processes, and to respond to their requests (including email correspondence) in a timely manner.

You have the **right** to live in an environment free of harassment and intimidation and be treated with respect and dignity.

You have a **responsibility** to refrain from actions of harassment and intimidation and treat others with respect and dignity. This also means speaking up when you are aware of acts of harassment, intimidation or see others being treated with lack of respect and dignity.

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SECURITY

Entrances to the residence building are locked 24/7. Students will be provided with a NS Health ID card that will provide them access to the building via the front door and tunnel. There are also exit doors on the north and south side of the building which are locked at all times. The front door will automatically lock behind you. Doors are not to be held or propped open for any reason.

Security of the ID card and room keys are the student's responsibility. Students in semester 2 must return their room keys at the end of the academic term. All NS Health ID cards and keys must be passed in when leaving the program.

Lost NS Health ID cards or keys must be reported immediately to the Administrative Coordinator. There is a fee of \$10 to replace NS Health ID cards and \$25 to replace residence room keys. Only authorized hospital personnel are permitted to repair locks or duplicate keys

Residents are reminded to always keep their room keys on them and to lock their doors, even if just leaving their room for a short time. If you become locked out of your room, please contact the RA on duty to let you in.

You are also reminded to keep your NS Health ID with you for access to the building. If you are locked out of the building during business hours, please ring the video alert buzzer at the main entrance. If no one responds, please have patience, or contact a fellow resident to let you in. If you are locked out after hours contact the RA on duty. If you are unable to contact the RA on duty, you can contact Security at 902-740-0654

S A F E T Y

Insurance/Personal Property Liability

The university and Nova Scotia Health assume no liability for losses which may be caused by fire, theft, water damage or any other cause. It is recommended that you have insurance to cover any personal property you may have in the building.

Right of Entry to Residence Rooms

Administrative and/or NS Health personnel have the right to enter a student's room if;

- The health and well-being of a resident or the residence building is at risk
- There are reasonable grounds to believe there is a violation of residence standards taking place
- To complete maintenance requests
- To perform safety inspections as necessary

Periodic room checks will be done by the Administrative Coordinator and Administrative Assistant or Resident Assistant (RA). Safety inspections are done monthly, and 24-hour prior notice will be given if possible. NS Health personnel responsible for health and safety and the Fire Marshall's office also do unscheduled safety checks of the residence.

FIRE SAFETY

In compliance with fire regulations, no open flames or burning of any substances (e.g. candles, incense, hookahs, bongos, e-cigarette/vaporizers and smoking of any legal substances), Christmas lights or live trees are permitted in the building.

In accordance with the Fire Marshall guidelines, any appliance that can cause heat (e.g., toaster, microwave, iron, hot plate, etc.) can NOT be used in residence rooms. They can be used in the kitchen area.

All power bars must be CSA approved and shown to the Administrative Coordinator before use in residence. No extension cords may be used in residence. Electrical plugs cannot be overloaded.

- Each floor in residence is equipped with manual fire pull stations. For your safety, never tamper with these systems.
- The following information is posted in each residence: Fire procedures, fire exits, and the location of fire extinguishers/pull station alarms.
- The ringing of alarm bells is the cue for everyone to evacuate the building completely and immediately

Do not block the exits – they will be the access point for the Fire Department officials to enter and exit.

SUBSTANCE USE

Dalhousie is committed to fostering a campus culture that endorses healthy, responsible, and low-risk consumption practices among students. We are also realistic, knowing that some students will choose to use substances, and we recognize that a harm-reduction approach in residence makes us all safer.

Alcohol

Consumption of alcohol in residence or in any public area surrounding the residence is regulated by the Liquor Control Act of the Province of Nova Scotia. The legal drinking age for the consumption of alcohol in Nova Scotia is 19 years. Residents are reminded that it is illegal for a person to act as an agent for the liquor requirements of others.

Disorderly conduct resulting from drunkenness and/or failure to comply with liquor regulations will result in disciplinary action which may culminate in dismissal from the residence. Inebriation will not be accepted as an excuse for any misconduct.

Residents may not move around the residence or leave or enter the building carrying open liquor. Open liquor in any common area such as the teaching facilities, front lobby or the stairwells is not permitted. Residents may transport liquor from their room directly to the TV lounge or kitchen. Alcohol is to be store in the students' room.

Smoking

The NS Health Policy does not allow smoking of any substance, including cannabis or tobacco, on NS Health property (including in the hospital parking lot while in your car). This includes smoking cigarettes/cannabis, hookahs, bong, e-cigarettes, and vaporizers. If you wish to smoke, you must do so off NS Health property and you must comply with municipal bylaws. Residents are responsible to manage the scent related to cannabis/tobacco usage, so it does not disturb the community.

Illicit Drugs

The use, trafficking or possession of illegal drugs is a criminal offence and as such, cannot be tolerated on residence premises – either indoors or outdoors. Any room in which it is suspected that this regulation has been breached will be entered without warning and normally any violation will result in immediate eviction. If you would like to talk about a substance use problem, we encourage you to speak with an RA or consult directly with the addiction treatment centre 1-844-380-4324.

VISITORS / GUESTS

The guest policy is intended to foster a sense of community and belonging for residents. Students are permitted to have one guest in residence at a time. Students can host a guest for a **maximum of three nights in a row** and up to a **maximum of ten nights in a month**. For additional stays, students must receive approval from the Administrative Coordinator.

All residents are responsible for the behaviour of their guests, including responsibility for damages. Guests must always be accompanied by the resident host. Anyone that a student permits to enter the residence building is considered their guest. Guests are required to sign-in to the residence building.

Residents must meet their visitor on the first floor and escort them to their room. Residents sharing a room must have the permission of their roommates to have a guest in their room.

The RA's have the authority to refuse entrance to anyone displaying inappropriate behavior, or to ask them to leave for the same reason.

RESPECTING YOUR COMMUNITY

Quiet Hours/Noise

Regular quiet hours in residence are from **10:30 p.m. – 7:30 a.m.** Sunday through Thursday and from **1:00 a.m. – 8:00 a.m.** Friday and Saturday. During exam periods the quiet hours are from **9:00 p.m. – 7:30 a.m.** Sunday through Saturday.

Residents are expected to respect each other's right to be free from unreasonable noise, and to sleep or study without interference or interruption. Due to the proximity of the residence spaces to teaching facilities and the residence to the hospital, it is essential noise be kept to a minimum.

Safety

Your safety and the safety of others is critical to the success of the entire community. As a resident you have a right to your own personal safety and a responsibility to help provide a safe living environment to others. This includes a community which is free of violence and harassment including any physical or sexual assault, verbal abuse, bullying, or any type of online harassment.

Cleanliness

Students are responsible for cleaning their own room and providing their own cleaning supplies. Additionally, students are responsible for cleaning the messes they've created in public areas such as kitchens and lounges. Neatness and cleanliness of the residence is a responsibility shared by all residents. It is your responsibility to ensure that all personal garbage, recycling, and organics are put in the designated bins and sorted appropriately.

Housekeeping is only responsible for general cleaning of common areas, such as kitchens, lounges, and bathrooms. They are not responsible for cleaning excessive messes left by residents in common areas. Housekeeping is not responsible for cleaning personal rooms. Full housekeeping services are provided throughout the week, with minimal cleaning occurring on the weekend and holidays.

COMMUNITY STANDARDS

Our student community thrives in a residence environment that embraces inclusion and encourages personal growth. Every individual has equal value and deserves to be treated with dignity and respect. We live and learn together, fostering mutual respect and genuine curiosity about one another. Through positive interactions and shared experiences, we deepen our understanding and appreciation of others.



Each of us is accountable for our actions. Any form of abuse, harassment, threats, or violence goes against our community standards and will not be tolerated. Ignorance, anger, alcohol, or substance use will never be accepted as excuses for harmful behaviour.

If a resident has been impacted by the actions of another residence student or their guest, we encourage them to seek out the help of an RA or the Administrative Coordinator who can offer advice or guidance on where to go for help. We encourage students to address some more minor issues like noise etc. by talking to their neighbours early, either one on one or by discussing concerns that affect the community at a residence meeting.

However, we recognize that some situations may be uncomfortable or potentially harmful for students or the residence community, and require intervention from the Administrative Coordinator or Site Administrator.

Allegations that a student has violated the Residence Community Standards are documented in incident reports by the Administrative Coordinator and Site Administrator.

RESIDENCE ASSISTANT PROGRAM

Each Residence Assistant (RA) is responsible for the smooth operation and safety of residence.

RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Promoting the safety of residents
2. Enforcing residence rules as written in the Residence Handbook and agreed upon during floor meetings
3. Attending scheduled in-service meetings/education sessions
4. Calling meetings related to maintaining the smooth operation of your assigned floor
5. Making rounds of the residence at specific scheduled intervals
6. Checking e-mails daily for messages
7. Assessing and reporting needed building maintenance and repair and potential fire hazards to the Administrative Coordinator. If there is an immediate concern and it is after hours, call maintenance.
8. Unlocking doors for students who are locked out of their rooms
9. Giving **fair and impartial** consideration in the implementation of all RA responsibilities
10. Arranging rooms to accommodate hospital staff and designated visitors
11. Assuming duties related to fire or explosion in Residence as listed in Fire Regulations
12. Maintaining communication among the RA's by regular documentation in the RA Communication Log

PREPARATION FOR THE RA POSITION:

The RA positions will be reposted yearly in either the late spring or early fall. A notice will be emailed to students. The Site Administrator and the Administrative Coordinator will do an initial screening of applications. Qualified applicants will then be invited for interviews. The interview team will consist of the Site Administrator, Administrative Coordinator, and a current RA or if not available, a student is to be elected by the group of students who live in residence.

The final selection of the successful RA's will be made based on the application, references, and interview. Qualified applicants are those who live in residence accommodations, who are doing well academically and clinically and who have not been disciplined for professional unsuitability or for violations of the Residence Rules. RA's must be up to date on the NSHA account payments and in good academic standing.

ON DUTY ROTATION:

The proposed rotation follows a four-week schedule. Weekend duty requires the RA to be present in the building or accessible within 10 minutes from 6.p.m. to 8 a.m. during the weekdays and Saturday and Sunday. RA's may trade shifts among themselves but must ensure that all shifts are covered and that the on-duty posting accurately reflects the changes. The RA rotation is to be posted on the elevator, at the front entrance and copies given to the Administrative Coordinator. Notify all if there are any schedule changes.

DISCIPLINARY MEASURES:

The residence is considered a community and those living in residence are professional learners. When conflict arises in a community, it is expected that the individuals involved engaged in a productive discussion. However, at times, it may be necessary for the RA, on their discretion, to initiate disciplinary measures to ensure the comfort and safety of the community.

DISCIPLINARY PROCEDURE:

If a student is breaking any of the agreed upon residence rules, (i.e. kitchen tidiness or quiet time) they will be given a verbal warning by the RA, reported to the Administrative Coordinator and Site Administrator. **There will be zero tolerance for breaking any of the residence rules.**

Note: The following types of behaviour may result in immediate dismissal from the residence: Illegal activities, stealing, evidence of illicit drugs, violations of the Alcohol Control Act, breaking any rules related to maintaining the safety of the building and/or other individuals.

Incident Reports (SIMS reports) are to be completed by the person **observing** the incident. Document the facts, giving time, place, individual, etc. If someone other than the RA documents the incident, the RA should be made aware of the incident and assist the person with completion of the SIMS report which is located online. The RA brings the matter to the attention of the Administrative Coordinator.