

BEULAH RAYMOND HALL

RESIDENCE HANDBOOK

2026-2027

DALHOUSIE UNIVERSITY SCHOOL OF NURSING - YARMOUTH CAMPUS
58 Vancouver Street | Yarmouth, NS B5A 2P5 | 902-746-1213



Welcome Home

Beulah Raymond Hall is a five-story building that combines student residence, academic, and administrative spaces. The lower levels include faculty offices, meeting rooms, classrooms, study areas, and simulation and communication labs. Student residence areas are located on the second, third, and fourth floors, with both single and double rooms available.

Each residence floor offers shared amenities, including a fully equipped kitchen, lounge, and two co-ed washrooms.

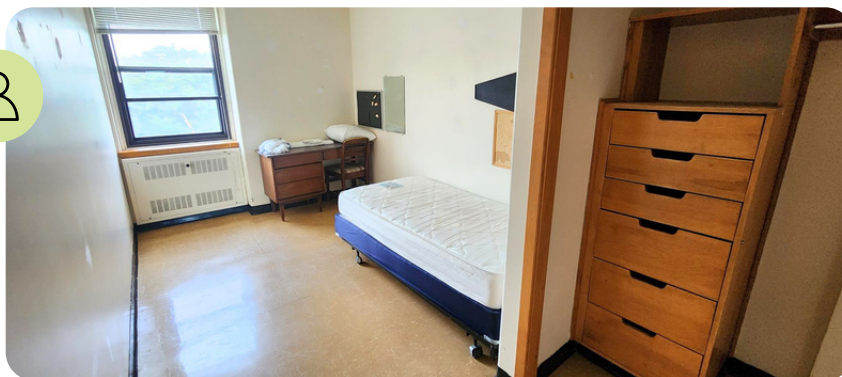
Conveniently located next to Yarmouth Regional Hospital, Beulah Raymond Hall is connected to the hospital by an underground tunnel, providing students with convenient access to the hospital cafeteria and other facilities.

Beulah Raymond Hall is owned and operated by Nova Scotia Health. While living in residence, students are expected to comply with all applicable Nova Scotia Health and Dalhousie University policies, procedures, and residence regulations



YOUR RESIDENCE SPACE

Single Room



Double Room

Room Fees

- **SINGLE**
\$375/month
- **DOUBLE-ALONE**
\$425/month
- **DOUBLE-SHARED**
\$350/month

Invoices

Invoices for residence fees are emailed to students in:



September
for Fall Term
(September - December)



January
for Winter Term
(January - April)



May
for Summer Term
(May-July)



Room Furnishings

All single and double rooms include

- a twin bed
- desk
- desk chair
- wardrobe

Double rooms have these furnishings for each student occupying the room

Payments

Payments are to be made to NS Health via:

In-person: NS Health Business Office

Online: <https://payments.nshealth.ca/>

For information on payment arrangements please contact a NS Health Business Office.



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

YOUR STAY IN RESIDENCE



Residence Applications

Students wishing to live in residence must submit **both** a **Residence Application** and **Residence Contract**

Applications for a September move-in are due by **June 1** each year.

By submitting a residence application, students agree to remain in residence for the full academic year. Students who wish to withdraw from residence must provide the Administrative Coordinator with **one month's written notice**.

Students who vacate residence partway through a month will be charged the **full month's residence fee**. Students who do not provide the required one month's notice will be charged an **additional month's residence fee**.

Move-In & Room Assignments

Residence opens during **Labour Day weekend in September**. To support a smooth move-in process and ensure equitable access to the elevator, each student will be assigned a designated move-in time. The move-in schedule will be communicated by the Administrative Coordinator.

Room assignments are made based on a variety of factors, including availability and residence capacity. Where possible, student preferences will be considered; however, requests cannot always be accommodated due to space limitations and the number of students requiring accommodation.

Students are assigned a room prior to move-in and may not change rooms without prior approval from the Administrative Coordinator.



Subletting or allowing another person to occupy your room while you are away is prohibited.

Standard room furnishings must remain in the student's assigned room. Students may rearrange the furnishings within their room as desired; however, furniture from common areas must not be moved into individual student rooms.

Residence Closures

Students are not permitted to remain in residence during scheduled break periods, as residence staff are not on site during these times.

Students are **required to vacate residence** during the following periods



Fall Reading Week (November)



December, following the completion of exams



Spring Reading Week (February)



April, following the completion of exams



August, following the completion of exams



At the end of each term, students must vacate residence **within 24 hours** of completing their last exam. Residence will reopen on the weekend before the start of the next academic term

RESIDENCE ESSENTIALS



Pets in Residence

Up to two small pets (e.g. cat or small caged animal) may be permitted on the third and fourth floors. You must **submit** a pet request and **receive approval** from both the Administrative Coordinator and Site Administrator before bringing a pet into residence.

You are responsible for your pet's care and behaviour. If it creates a safety, cleanliness or disruption concern, **permission may be withdrawn**.



Mail

Include your full name and complete campus mailing address when requesting delivery. Mail is received and sorted by the Administrative Assistant and available for pickup in the lobby

Campus Mailing Address:

Your Full Name
Dalhousie School of Nursing - Yarmouth Campus
58 Vancouver Street
Yarmouth, NS B5A 2P5

Tunnel

A tunnel through the basement connects the School of Nursing to Yarmouth Regional Hospital, providing convenient indoor access between the two buildings. It can be used to access the hospital cafeteria and other facilities, as well as for travel to and from clinical placements.

Wi-Fi



Network: SON
Password: BeulahRaymond

Wireless internet is available on all floors of the residence

Insurance

The university and Nova Scotia Health are not responsible for loss or damage to personal belongings due to fire, theft, water damage, or other incidents.

Students are strongly encouraged to obtain personal property or tenant insurance to protect their belongings.



Moving Out

At the end of **Semester 2**, students must remove all personal belongings from residence and return their room key.

During **Semesters 3–7**, students must vacate residence during scheduled break periods. Students may leave their belongings securely stored in their assigned room while they are away.

Before leaving residence, students are responsible for removing and properly disposing of all personal belongings and food.

Please remember: Items left behind may result in an **additional \$100 cleaning fee**

PACKING FOR RESIDENCE

Bedroom Essentials

- Twin bedding
- Mattress topper
- Mattress protector
- Pillow & Pillowcases
- Phone Charger
- CSA approved power bar
- Mini fridge

Bathroom & Personal Care

- Medications (prescription & over the counter)
- Towels & washcloths
- Toiletries
- Bathroom caddy
- Hair dryer
- First Aid Kit & Thermometer

Laundry & Cleaning

- Laundry detergent
- Dryer sheets
- Laundry basket
- Dish Soap
- Cleaning supplies to clean room

School Supplies

- Laptop & Charger
- Pens, pencils & highlighters
- Calculator
- Notebook/binder
- Calendar
- Post-it notes
- Backpack

Clothing

- Clothing for all weather
- Rain & Winter Gear
- Shower shoes
- Clothing Hangers

Miscellaneous

- ID & Health Card
- University Paperwork
- Flashlight
- Ear Plugs
- Command strips (or other removable adhesive)



DO NOT BRING

- ✗ Candles or anything with an open flame
- ✗ Wax warmers or incense
- ✗ Air fresheners or scented room sprays
- ✗ Air conditioners (Portable or window)
- ✗ Space heaters
- ✗ Extension Cords
- ✗ Live/Real Christmas Trees
- ✗ Christmas tree lights
- ✗ Kitchen Appliances (toaster, coffee maker, etc.)
- ✗ Subwoofer/Amplifiers
- ✗ Explosive devices, propane canisters, flammable liquids
- ✗ Weapons including hunting knives, firearms, BB guns, air pistol/rifles or pellet guns
- ✗ Any other material or object that will endanger student health or safety in residence
- ✗ Anything that displays images or words of hate



When in doubt, ask!

If you have questions about packing for residence, contact the Administrative Coordinator

WHO'S WHO IN RESIDENCE



Resident Assistants (RAs)

- Your student leaders who live in residence
- First point of contact for peer support and maintaining community standards
- Contact Information available in the elevator



Residence Supervisor/Administrative Coordinator

- Your main contact for residence questions and concerns



902-746-1214



rose.clements@nshealth.ca



Administrative Assistant

- On site Monday - Friday 8:30am - 4:00pm
- Helps with administrative needs and mail



902-746-1213



brianna.kenney@nshealth.ca



Housekeeping

- Keeps common areas clean and maintained.
- Not responsible for student rooms or excessive messes left by residents



Security

- Available 24/7 for building security and support.

**Remember, all staff are always to be treated
with courtesy and respect**

FOOD & KITCHEN



Meal Plan

There is no meal plan at the Yarmouth Campus.

Students are responsible for purchasing and preparing their own meals. A variety of food service options are available on campus and at Yarmouth Regional Hospital.



Shared Kitchen Facilities

Each residence floor has a shared kitchen with:

- Stove, refrigerator, and deep freezer
- Dishes, cutlery, pots, pans and drinkware
- Small appliances including a microwave, air fryer, Keurig and kettle.

Each student has a designated storage space in the refrigerator and on a shelf within the kitchen for food storage.

Please Remember:

- Store food in sealed or covered containers
- Keep your assigned storage space clean and organized.
- Remove expired or unwanted food regularly.
- Clean up promptly after preparing or eating food.
- Wash and put away dishes.
- Wipe down counters and other surfaces.
- Return shared items to their proper places.



Food Service Options

Breeze Thru Café

Main Lobby, Yarmouth Regional Hospital

Monday–Friday: 7:00 a.m.–12:00 p.m.

Closed weekends and holidays

Hospital Cafeteria

Basement, Yarmouth Regional Hospital

Monday–Friday: 10:30 a.m.–6:00 p.m.

Weekends & holidays: 8:30 a.m.–6:00 p.m.

Hours may change. Check posted signage for the most up-to-date information.

**SHARED SPACE =
SHARED RESPONSIBILITY**
A clean kitchen makes life
easier for everyone!



Vending Machines

Vending machines are available in:

- School of Nursing basement
- Yarmouth Regional Hospital lobby
- Emergency Department waiting area

RESIDENCE FACILITIES



Lounges

Each residence floor has a shared lounge where students can relax, socialize, and study. Lounges include comfortable seating, a large gathering table, and a television for entertainment.

As shared spaces, lounges are for everyone to enjoy. Please:

- Clean up after yourself and dispose of garbage appropriately.
- Return furniture and shared items to their proper places.
- Take personal belongings with you when you leave.
- Be mindful of noise levels, especially when others are studying or relaxing.
- Respect other students using the space.



Bathrooms

Each residence floor has shared bathroom facilities, including sinks, toilet stalls, shower stalls, and bathtubs. All residence bathrooms are co-ed and shared by students living on the floor.

Students are expected to be respectful and considerate of others. Please:

- Clean up after yourself and leave the space tidy for the next person.
- Dispose of personal items and waste appropriately.
- Remove hair and debris from shower areas.
- Keep personal belongings out of shared spaces when they are not in use.



Laundry

Laundry facilities are located in the basement of the residence and are available for all students living in residence. Washing and drying machines are available for **\$1.00 per load**. Change for the laundry machines can be purchased from the Administrative Assistant's Office.

Drying racks are available on each residence floor for students who prefer to air-dry their clothing. Students are responsible for providing their own laundry supplies.

Remember to:

- Remove your clothing promptly when your laundry is finished.
- Keep the laundry area clean and tidy.
- Avoid leaving personal belongings in the laundry area.
- Clean up any spills or messes you create.



Students are expected to dress appropriately when using common areas within residence, including hallways, lounges, kitchens, laundry rooms, and study spaces. Appropriate clothing and footwear must be always worn to help maintain a respectful and comfortable living environment for all residents, guests and staff.

TAKING CARE OF YOUR RESIDENCE

Cleanliness

Students are responsible for cleaning their own room and providing their own cleaning supplies as well as 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.



Maintenance Requests

If students notice any maintenance concerns, please report them to the Administrative Coordinator or Administrative Assistant and provide as much detail as possible about the issue. Requests submitted after hours or on weekends will be addressed on the next business day. If the issue is urgent, please contact the RA on duty, who will assist with contacting maintenance staff.

Maintenance staff may need access to student rooms to complete repairs or address concerns. While every effort will be made to minimize disruption, access may be required when students are not present in their room.



Fire Safety

Each residence floor is equipped with fire alarm pull stations. Residents must not tamper with any fire safety equipment. Information regarding fire procedures, emergency exits, and the locations of fire extinguishers and pull stations is posted throughout the residence.

When a fire alarm sounds, **all residents must evacuate the building immediately** and proceed to the designated assembly area. Exit routes and building entrances must remain clear at all times to allow access for emergency responders.

- In accordance with Fire Marshal guidelines, appliances that generate heat (e.g., toasters, microwaves, irons, and hot plates) may not be used in residence rooms. These appliances may only be used in designated kitchen areas.
- All power bars must be CSA-approved and approved by the Administrative Coordinator before use. Extension cords are not permitted, and electrical outlets must not be overloaded.
- To comply with fire regulations, open flames and the burning of any substance are prohibited in residence. This includes candles, incense, hookahs, bongs, e-cigarettes, vaporizers, and smoking of any substance.
- Christmas lights and live trees are also not permitted.

FIRE SAFETY: KNOW WHAT TO DO

If smoke is detected, investigate only if it is safe to do so. If smoke or fire is discovered in any area, follow the **R.A.C.E.** procedure:

- **Remove** anyone in immediate danger
- **Activate** the nearest fire alarm pull station
- **Contain** the fire by closing the door(s)
- **Evacuate** all persons to a safe zone/area



Procedure in the Event of a Fire

- Close room door and put arrow up to indicate room is empty
- **DO NOT USE THE ELEVATOR**
- Proceed to evacuate to muster point (Hospital sign at the corner of Vancouver Street and main YRH driveway).
- Refer to posted floor plans located near stairwells for the location of exits, fire alarm pull stations, and fire-fighting equipment.
- If you encounter smoke, use alternative exit. If smoke is heavy in the corridor, it may be safer to stay in your area. Contact 902-742-3541 and advise of your location

Residence Assistant Responsibilities

- Knock on each bedroom door during evacuation to alert occupants. May use keys to access rooms if necessary.
- Ensure doors and windows are closed where it is safe to do so.
- Verify that rooms are empty; a red arrow flap at the bottom of the door should be flipped upward to indicate an empty room.
- Unlock the outer office door containing the fire alarm panel.
- In the event of a fire or explosion during building closure hours, assume fire-related duties of both the Administrative Coordinator and Site Administrator as outlined below.

Administrative Coordinator / Site Administrator (or Designate) Responsibilities

- Recall and secure the elevator in the "off" position using the elevator key (located on the wall inside the photocopy office adjacent to the fire panel).
- Remain at the main entrance near the fire alarm panel to meet the Nursing Supervisor and Fire Department personnel, as safety permits.

Administrative Assistant Responsibilities

- Bring the room assignment list, student roster, and timetable to the assembly area.
- Conduct a roll call to identify any missing individuals. (Updated copies are maintained in the red binder in the faculty resource office.)

STUDY & CAMPUS SPACES



Learning Centre

The Learning Centre serves as the campus library and computer lab for the School of Nursing at the Yarmouth Campus.

It provides access to academic resources, technology, and study spaces that support student learning, research, and collaboration.

The learning centre is located on the 2nd floor of the Yarmouth Campus and is available to students 24/7.

What's Available

- ✓ Research and reference support
- ✓ Print and electronic collections, including reserve textbooks
- ✓ Computer workstations with internet access
- ✓ Printing and photocopying services
- ✓ Group study and collaborative work areas
- ✓ Quiet study spaces

Support and Contact

👤 Librarian: Vinson Li

✉ Email: vinson.li@nshealth.ca

☎ Phone: 902-476-9436

📅 Book an appointment: <https://libcal.nshealth.ca/appointments/>



Technology Use and Responsibilities

During Semester 3 orientation, students receive training on the NS Health computer network and their assigned login credentials. Students are responsible for using the NS Health network and systems in accordance with the **NS Health Acceptable Use of Technology policy**.

When using NS Health computers, students may access printing services through the copier located in the computer lab.



Beulah's Breakroom

Beulah's Break Room is available to students who live off campus as a space to relax, eat, study, or connect with other students. **The refrigerator and microwave in the Break Room are designated for off-campus students.**

Students living in residence may also use the Break Room when it is not being used by off-campus students. As a shared space, all students are expected to clean up after themselves, remove personal belongings, and respect others using the space.

LIVE WELL TOGETHER



Our Community Expectations

Residents are accountable for their actions. Abuse, harassment, threats, violence, and other harmful behaviours will not be tolerated. Alcohol, substance use, anger, or ignorance are not acceptable excuses for misconduct.

Students affected by the actions of another resident or guest are encouraged to seek support from a Resident Assistant (RA) or the Administrative Coordinator. Minor concerns, such as noise, should be addressed respectfully and early whenever possible. More serious situations may require intervention by the Administrative Coordinator or Site Administrator.

Alleged violations of the Residence Community Standards will be documented through incident reports and reviewed by the Administrative Coordinator and Site Administrator.



Quiet Hours

Sunday - Thursday
10:30 p.m. - 7:30 a.m.



Friday and Saturday
1:00 a.m. - 8:00 a.m.



Keep voices low

Use headphones for music or videos



Avoid loud activities

Ensure doors close gently

Respect others' rest and study time

Exam Quiet Hours

Sunday-Saturday
9:00 p.m. - 7:30 a.m.



During exam periods please be especially mindful of noise and give others the quiet space they need to study

**A respectful
community makes a
stronger campus!**

RESIDENCE POLICIES



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.

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

- ✓ All residents are responsible for the behaviour of their guests, including responsibility for damages.
- ✓ Anyone entering the residence building is considered a guest and **must sign in** at front entrance
- ✓ Residents must meet their visitor on the first floor and escort them to their room.
- ✓ Guests must always be accompanied by the resident host.
- ✓ Residents sharing a room **must have the permission** of their roommates to have a guest in their room.



Scent Free Policy

Dalhousie University and Nova Scotia Health are committed to maintaining scent-free environments to help protect the health, safety, and comfort of students, faculty, staff, patients, and visitors.

As a residence student, you are expected to **avoid using or wearing strongly scented products** in your room, shared spaces, and other areas of the campus and Nova Scotia Health facilities.

This includes:

- Perfumes and colognes
- Body sprays and scented deodorants
- Scented lotions, creams, and hair products
- Air fresheners and fragranced room products
- Other strongly scented personal care products

Please be mindful that fragrances can travel between rooms and through shared spaces and may cause discomfort or health concerns for other residents.

Being scent-free is part of being a considerate member of the residence community. By limiting the use of scented products, you help create a welcoming, inclusive, and comfortable environment for everyone who lives and learns at Beulah Raymond Hall.

For more information, please refer to the [Dalhousie University Scent-Free Environment](#) and [Nova Scotia Health Scent-Free Policy](#).

RESIDENCE POLICIES

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

The possession and consumption of alcohol in residence and surrounding public areas is governed by the Nova Scotia Liquor Control Act. Residents must be at least 19 years of age, the legal drinking age in Nova Scotia. It is illegal to purchase or provide alcohol for individuals who are underage.

Disorderly conduct related to alcohol use or violations of liquor regulations may result in disciplinary action, up to and including removal from residence. Intoxication is not an acceptable excuse for misconduct.

Residents may not carry open alcohol while entering, exiting, or moving throughout the residence. Open alcohol is prohibited in common areas, including teaching spaces, the front lobby, and stairwells. Alcohol may be transported directly between a resident's room and designated areas such as the TV lounge or kitchen. All alcohol must be stored in the resident's room.

Tobacco & Cannabis Use

Nova Scotia Health policy prohibits the smoking or vaping of any substance, including tobacco and cannabis, anywhere on NS Health property, including hospital parking lots and personal vehicles on the property. This prohibition includes cigarettes, cannabis, e-cigarettes, vaporizers, hookahs, and bongs.

Residents who choose to smoke or vape must do so off NS Health property and in accordance with applicable municipal bylaws. Residents are also responsible for ensuring that smoke, vapour, and related odours do not disturb other members of the residence community.

Illicit Drugs

The use, possession, or trafficking of illegal drugs is prohibited in residence and on all residence property. As these activities constitute criminal offences, they will not be tolerated.

Where there are reasonable grounds to believe this regulation has been violated, residence staff may enter a room without prior notice. Violations will normally result in immediate removal from residence.

Residents seeking support for substance use concerns are encouraged to speak with a Resident Assistant (RA) or contact the Nova Scotia Addiction Treatment Centre at 1-844-380-4324.



Intoxication is not an acceptable excuse for misconduct

ACCESS & SAFETY



Security (24/7)
902-740-0654



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.

Building Access

- Residence entrances are locked at all times. You will receive an NS Health ID card for building access.
- Doors must never be held or propped open and will automatically lock when closed.
- Keep your room key and NS Health ID card with you at all times and ensure your room door is locked when unattended.



Lost or stolen ID cards and keys must be reported immediately to the Administrative Coordinator.

Replacement fees apply:

- NS Health ID card: \$10
- Room key: \$25



Locked out?

If you are locked out of your room contact the RA on duty. If you are locked out during business hours, you can also contact the Administrative Assistant or Administrative Coordinator. If the RA cannot be reached, please contact security at **902-740-0654**

Right of Entry

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.

RESIDENT ASSISTANT PROGRAM



About the Program

Resident Assistants (RAs) are student leaders who live in residence and help create a safe, welcoming, and supportive community. RAs promote a balanced residence experience by encouraging academic success, personal growth, and community engagement. They serve as role models, build positive relationships with residents, connect students with campus resources, and support a respectful living environment. (RAs) play an important role in promoting the safety, well-being, and success of students living in residence.

Responsibilities



Community Building

- Foster a welcoming, inclusive, and respectful living environment.
- Encourage student engagement through social, educational, and community-building activities.
- Organize and facilitate floor meetings as required.



Student Support

- Serve as an approachable and supportive resource for residents.
- Provide peer support and connect students with appropriate campus resources and services when needed.



Conflict Resolution

- Assist residents in resolving roommate and community conflicts.
- Encourage respectful communication and collaborative problem-solving.



Safety and Policy Enforcement

- Promote a safe living environment by upholding residence policies and community standards.
- Conduct scheduled residence rounds.
- Address concerns and policy violations in a fair, respectful, and consistent manner.
- Document and report maintenance concerns, safety issues, and incidents as required.
- Assist with fire drills, evacuations, and other emergency procedures.



Residence Operations

- Check and respond to residence-related emails daily.
- Maintain communication with fellow RAs through regular documentation in the RA Communication Log.
- Attend all required training sessions, staff meetings, and educational workshops.
- Assisting with room preparations and accommodations for approved guests, visitors, or university-related needs, as directed.

Resident Assistant Selection Process

Resident Assistant (RA) positions are posted annually, typically in late spring or early fall. Students will be notified when applications open.

Applications will be reviewed by the Site Administrator and Administrative Coordinator. Selected candidates will be invited to participate in an interview process conducted by the Administrative Coordinator, and the Administrative Assistant. Successful candidates are selected based on their application, references, and interview performance.

To be eligible, applicants must:

- Be a current residence student.
- Be in good academic standing.
- Demonstrate satisfactory clinical performance, where applicable.
- Have no record of disciplinary action related to professional conduct or residence policy violations.
- Be in good standing with all residence-related financial obligations.

On-Call Duty Rotation

RAs participate in a rotating on-call schedule to ensure support is available to residents at all times. The duty schedule typically follows a four-week rotation. During assigned duty periods, RAs must be present in the residence building or available to return within 10 minutes. Duty coverage generally extends from 6:00 p.m. to 8:00 a.m. on weekdays and throughout assigned weekend shifts.

RAs may exchange duty shifts with one another provided that:

- All shifts remain adequately covered.
- The duty schedule is updated to reflect any changes.
- The Administrative Coordinator and fellow RAs are notified of schedule changes.

The current duty schedule will be posted in designated residence locations and provided to the Administrative Coordinator.

Residence Conduct and Disciplinary Measures

Residence is a shared living community where all students are expected to contribute to a safe, respectful, and supportive environment. When concerns or conflicts arise, residents are encouraged to address them through respectful and constructive communication.

In situations involving violations of residence policies, safety concerns, or behaviour that negatively impacts the community, the RA may intervene and take appropriate action in accordance with residence procedures. This may include documenting incidents, addressing concerns directly with residents, and referring matters to the Administrative Coordinator or other university officials when necessary.

All disciplinary measures will be administered fairly, consistently, and with consideration for the well-being and safety of the residence community.

Disciplinary Procedure

Students are expected to comply with all residence policies and community standards. If a student violates a residence rule (e.g., quiet hours), the matter will be addressed by a Resident Assistant (RA), who will document the incident and report it to the Administrative Coordinator and Site Administrator for review and follow-up.

Failure to comply with residence policies may result in disciplinary action, up to and including removal from residence, depending on the nature and severity of the violation.

The following behaviours may result in immediate dismissal from residence:

- Participation in illegal activities;
- Theft or possession of stolen property;
- Possession, use, or distribution of illicit drugs;
- Violations of applicable alcohol legislation;
- Actions that compromise the safety and security of the residence, its occupants, or university property;
- Serious or repeated violations of residence policies.