

ST. ANDREW'S COLLEGE

RESIDENCE HANDBOOK



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ST. ANDREW'S COLLEGE
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ST. ANDREW'S COLLEGE IN WINNIPEG

University of Manitoba

*A Ukrainian Canadian College affiliated with
the Ukrainian Orthodox Church of Canada*

WELCOME!

St. Andrew's College is proud to welcome you to our residence. We pride ourselves on being a "mature" student residence. St. Andrew's College is conveniently located on the University of Manitoba campus and provides fully furnished rooms to 40 students from Canada and various parts of the world. Residence rooms are sold as complete packages which include our excellent St. Andrew's College meal plan. We are a small residence providing a quiet and friendly atmosphere with a Ukrainian flavor. The residence is also the home of the Faculty of Theology Students of the Ukrainian Orthodox Church of Canada, and other Orthodox traditions.

Please keep this helpful handbook with you throughout the year, and use it as a handy reference guide.

Welcome and have a great year!

WHO'S WHO AT ST. ANDREW'S COLLEGE: Our Family of administrative and support staff would like you to know where to find us:

Administration

V. Rev. Dr. Roman Bozyk	Acting Principal	Main Office A-2	474-8899
	Dean of Theology/ Chaplain / Registrar	Office 210	474-6514
	U of M Chaplaincy Office	(Thursdays)	474-8387
Maurice Labelle	Bursar	Main Office A-3	474-7028

Support Staff

Michael Kupiak	Property Supervisor	Main Office	474-8900
Fr. Bohdan Statkevych	Assist. Property Supervisor	Main Office	474-8895
Dobr. Genia Bozyk	Admin. Assist. 3 / Dean of Residence	Main Office	474-8895
Roman Demchyshyn	Admin Assist.—Technology	Main Office	474-8895
Tetyana Vytko	Admin Assist. 2	Main Office A-4	474-8896

Library

Alla Busel	Library Technician	Library	474-8901
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The Centre for Ukrainian Canadian Studies

Yuliia Ivaniuk	Acting Director	Office 205	474-8907
	Assistant	Office 209	474-8905

RESIDENCE GUIDELINES: St. Andrew's College, University of Manitoba, is a Ukrainian-Canadian academic institution affiliated with the Ukrainian Orthodox Church of Canada. All qualified residents who are attracted to the setting of a small college are welcome. St. Andrew's offers residence accommodations for 40 residents, male and female, enrolled in its Faculty of Theology program or programs at the University of Manitoba or other institutions of learning.

We provide residence housing to enhance the personal and intellectual development of our residents and to expand the choice of living and learning environments. We provide an environment based on mutual respect, cooperation and concern for one another. The residence of St. Andrew's College is an obvious choice for those students who are mature and seriously-minded about their course of study.

RESIDENTS' OBLIGATIONS: Residents are obliged to observe and be bound by:

- All by-laws, rules and regulations of St. Andrew's College, and the University of Manitoba.
- All resident policies in force or which, from time to time, may be enacted or modified
- The rules and regulations governing resident student conduct and behavior
- The terms of this handbook

FEES: Fees are established by St. Andrew's College.

APPLICATION INFORMATION:

A **\$40** application fee must accompany this application.

Once you are informed that a room is reserved for you, your room in St. Andrew's College residence will be confirmed upon receipt of a non-refundable deposit of **\$1,000**. This non-refundable deposit is applied to second term fees.

A **\$200** Security/ Damage deposit is charged with 1st term fees (refundable following damage assessment after move-out).

FEES & PAYMENT:

- ♦ Residence Student Council: \$45 (All Students)
- ♦ A \$40 non-refundable application fee is required with application.
- ♦ A \$20 replacement charge will be applied for each key lost.
- ♦ \$40 one-time bed-linen rental fee

FIRST TERM PAYMENT: TOTAL DUE: September 15 **SECOND TERM PAYMENT:** TOTAL DUE: January 15

Sponsorship: If fees are being paid by a sponsoring agency, students are responsible for ensuring that all sponsors are aware of the payment deadlines and that payment is received by this date or a late fee will be charged.

SCHOLARSHIPS AND BURSARIES: Residents awarded scholarships, bursaries, or other forms of assistance must present proof of the award to the Bursar if they wish to defer payments.

Things To Know:

- Interest will be charged at the rate of 2% per month if fees are not paid by the due dates listed.
- A \$25 fee will be charged for NSF cheques.
- A copy of your account statement will be placed in your mailbox before the payment deadline so that you know how much you owe.
- Students are responsible for checking their mailboxes on a regular basis.
- Unpaid accounts will result in your University of Manitoba account being placed on HOLD, which prevents you from using University services, registering for classes, accessing your marks, using the libraries,

WITHDRAWALS: A resident breaking the housing contract and/or withdrawing from residence is responsible for the duration of the contract period and will assume financial responsibility for all room and meal plan fees.

FACILITIES:

- **ROOM ASSIGNMENT:** St. Andrew's College will not discriminate in room assignment on the basis of race, color, religion, ethnic origin, or ancestry. St. Andrew's College reserves the right to limit the rooms available for both new and returning residents.
- **ROOM CONDITIONS:** The resident of the room assumes responsibility for the care of the room and its furnishings, for removing waste materials regularly to specified disposal areas, and for maintaining a high level of personal hygiene, sanitation and safety conditions.

Reasonable care of all residence rooms is expected of each resident. The use of nails, tacks, pins, screws, or adhesive materials are not allowed. Each room is provided with a bulletin board for this purpose. Only approved poster putty may be used for securing charts, posters, pictures, etc., to the walls or paneling. The resident shall be charged for any damage or defacement.

Rooms are furnished with basic necessities: a bed, chair, desk, bookshelves, wastepaper basket, window treatment and closet. Removal of window screen is strictly forbidden.

Wi-Fi is provided for all students enrolled in the University of Manitoba.

Residents are required to make their own beds and keep their rooms clean and tidy and do laundry on a regular basis. Residents are required to provide their own towels. Bedding (two twin size sheets, pillow case(s), pillow, blanket) will be provided by St. Andrew's College for a one-time rental fee of \$40.

Residents are not permitted to operate electric hot plates, toasters or any other cooking/heating appliances in their rooms. Kettles, coffee makers, mini-fridges and microwaves will be tolerated. Do not overload outlets. The use of candles, or anything with an open flame is strictly prohibited.

Residents leaving their rooms for any length of time are required to close their windows and turn out the lights. During the winter season, windows must be kept closed and residents are required to open the drapes, before leaving the room, to prevent windows from icing up.

The College does not assume responsibility for loss of money or personal property in student rooms and storage area. Residents are advised to lock their doors whenever leaving their rooms and are encouraged to buy personal property insurance.

Residents must inform the main office of all items for repair, changes needed to the physical plant, or problems with heating. Repairs are not to be attempted by the resident. Residents may move clearly labeled empty luggage to the Storage Room.

FOOD SERVICE: Food service for St. Andrew's College residents is provided exclusively in the College cafeteria by the College's catering company and is not transferable. With advance notification, and for **good reason**, the kitchen will provide "Bag Lunches" for residents who will miss meals. Residents are not permitted to take crockery/dishes outside the dining area.

Residents are not permitted to cook in their rooms or in hallways at any time or under any circumstances.

LAUNDRY: Two coin operated washers and dryers are located in the basement laundry room. Ironing boards and irons are located on the 3rd and 4th floors. Please unplug irons and clean up after each use.

KEYS: Each resident is provided with a key to his/her room and a key to the outside doors. There will be a \$20. charge for each lost key.

MAIL SERVICE: A regular mail pick-up and drop-off service is provided in the main office, five days a week (Monday - Friday). Mail received for residents will be sorted according to the first letter of the last name and delivered into the boxes located in the hallway outside the main office.

BUILDING SECURITY: St. Andrew's College has five sets of doors (north residence, south residence, north academic, south academic and courtyard entrance). Residents are provided with a key to the north residence and the courtyard entrances.

The doors are open as follows:

North residence	7:30 am - 11:00 pm
South residence	Locked at all times
North academic	Locked at all times
South academic	7:30 am - 4:30 pm
Dining hall-Courtyard	7:30 am - 11:00 pm

ROOM CLEANING: All 3rd and 4th floor residence rooms will be cleaned (dusted and dry and wet mopped) once a week (3rd floor rooms on Wednesday and 4th floor rooms on Friday). Please ensure that your rooms are prepared for cleaning by removing items from the floor. Changes to cleaning schedule will be announced.

WASHROOMS: The washrooms on the 3rd floor are for the exclusive use of the female residents only. The washrooms on the 4th floor are for the exclusive use of the male residents only.

Please respect the privacy of residents of each floor. Washrooms are cleaned on a daily basis and showers are scoured once a week. Disposal of food and washing dishes in the washroom sinks are not permitted.

PETS: Pets are not permitted in residence.

ROOM ENTRY: For the purpose of safety, sanitation and general maintenance, St. Andrew's College reserves the right to enter a resident's room under any of the following conditions:

- In case of emergency, safety, sanitation or for general maintenance;
- After giving at least twenty-four (24) hours written notice to the resident of the intention to enter the resident's room. Entry shall be during the daylight hours or as specified in the notice;
- When the resident has voluntarily given consent verbally or, preferably, in writing for a specific purpose or occasion;
- For the purpose of regular room cleaning and according to schedule;
- No room will be searched except by appropriate legal agencies or with the resident's permission.

SMOKE FREE ENVIRONMENT: The entire facility of St. Andrew's College is a smoke free environment at all times. This policy has been adopted for the health and safety of residents and staff and will be strictly enforced. It is a Manitoba law.

The Courtyard and the North West entrance have been designated as outdoor smoking areas. Ashtrays have been provided in both locations. Do not throw butts on the ground.

In accordance with the City of Winnipeg's smoking regulation by-law, which prohibits smoking in locations where smoke can drift or re-circulate into public areas, the University of Manitoba requires you, when smoking, to be 8 meters or about 25 feet from building entrances.

CANNABIS

What is Cannabis?

Cannabis is a drug that is derived from a plant. There are three main forms of cannabis:

- Marijuana (also called pot, weed, or grass): the dried leaves and flowers of the plant.
- Hashish (hash): A dried resin from the top of the plant.
- Hash oil: a sticky oil made from hashish. It is often put in small bottles or caps.

For more information, visit gov.mb.ca/cannabis/cannabisuseinmb.html.

University Policy

The University of Manitoba's policy on cannabis use is in accordance with provincial legislation.

This means the following:

- Smoking and vaporizing cannabis is prohibited on campus
- Growth of cannabis is prohibited on campus
- Sale of cannabis is prohibited on campus.

Medicinal use of cannabis is restricted to those with a valid prescription, and must be in accordance with the University's Clean Air Procedure.

QUIET PERIODS AND NOISE: Residents shall conduct themselves in a manner which does not interfere with the use and quiet enjoyment of the premises by others. Any noise shall be reduced to an acceptable level upon request.

Quiet is defined as: No noise will be made which interferes with a resident's ability to sleep or study in his/her room.

Quiet hours are posted on each floor during the academic year and exam times, and shall be adhered to once engaged.

Quiet hours during the regular academic session (other than exam period) are:

Sunday - Thursday 10:00 pm to 7:00 am

Friday & Saturday 11:00 pm to 9:00 am

Quiet hours during the examination period are as follows. (Enforced as needed)

EVERYDAY 6:30 pm to 11:00 am

1:30 pm to 4:30 pm

SUPERVISION OF RESIDENCE: The residence is supervised by the Residence Supervisor and Property Supervisor during office hours. During evenings and on Saturdays, Sundays and Holidays, a Resident Assistant (R.A.) is on duty. The weekly RA schedules are posted on each floor.

In emergency situations the Residence Supervisors are available as well as the College Chaplain (Suite 117). The Residence Supervisors, Resident Assistants on duty, and the Chaplain, all have the authority to administer disciplinary policies and give out warnings.

DISCIPLINE WARNINGS: In order to ensure an environment conducive to learning based on mutual respect, fairness and safety, violators of the residence regulations of St. Andrew's College will be warned according to the following procedures:

- 2 oral warnings (by Resident and/or Property Supervisor or Residence Assistant).
- 1 written warning and possible fine (by the Residence and/or Property Supervisor).
- 1 personal interview (by a member of the St. Andrew's College Administration).

The resident will be dismissed after the above process has been followed and he/she has failed to comply. The resident must vacate the residence and remove all of his/her belongings within 48 hours of receipt of written notification.

DISCIPLINE APPEALS: Residents whose residence privileges at St. Andrew's College have been terminated may appeal to the Discipline Appeals Committee. This committee reviews the termination and gives recommendations for resolution of the matter.

The Discipline Appeals Committee is comprised of two student residents and one member of the administration. Membership on the committee will be determined by Administration and by Residence Student Council.

EXPULSION: Where St. Andrew's College believes that the continued presence of a resident raises reasonable apprehension of danger to life, health, or property (including police arrest), the administration may expel such a resident. Examples of the type of behavior or actions are :

- Illegal sale, purchase or use of drugs or alcohol
- Use or storage of fire arms, explosives or dangerous weapons
- Use or storage of flammable liquids or other dangerous substances
- Physical acts of violence or threats of violence through coercion, bullying, intimidation or other forms of harassment
- Damage, destruction or theft of residents' property or that of St. Andrew's College or the University of Manitoba
- Tampering with or misusing fire equipment
- Setting fires
- Keeping pets
- Non-compliance with the rules and regulations of St. Andrew's College

RESTITUTION FOR DAMAGE: The resident shall make restitution for any damage to the residence building, damage to or loss of property of St. Andrew's College, or any unnecessary service cost in the operation of the residence by intentional and/or negligent acts or omissions by him/herself or his/her guest(s).

Where collective damage has been caused to areas of the residence it will be charged to the responsible resident(s) and/or group(s), or it will be deducted from the damage deposit of each resident.

GUESTS AND VISITORS: Guest visitations should normally take place in common areas. Guests are not permitted in residence after 11:00 PM. Residents are encouraged to use common areas for entertaining guests. Residents are fully responsible for their guests and their actions and assume all responsibility for any damages. No overnight guests are permitted in residence without the prior express permission of St. Andrew's College Administration. Subject to availability, family members and/or guests of residents may rent rooms through prior arrangement.

All parties, socials, events, ... must be pre-approved by Student Council and the College Administration

COLLEGE OBLIGATIONS: The college shall endeavor to:

- Maintain the residence premises in a reasonable state of repair, suitable for residence habitation.
- Provide a residence living environment conducive to the living and learning experience of the student community.

St. Andrew's College is not responsible for the theft, destruction or loss of any personal property under any circumstances. Residents are urged to carry their own personal property insurance.

REVISIONS TO HANDBOOK: St. Andrew's College reserves the right to revoke, vary, or change the terms of this handbook at its discretion.

Residents are also responsible for all University of Manitoba policies.

Residents are also reminded that numerous campus services are available through the University of Manitoba. Please refer to appropriate University Calendar and Handbooks.

THE STUDENT COUNCIL: The Student Council organizes activities for residents and St. Andrew's College 08 members. Its purpose is to help enhance the university experience, both academically and socially. Your participation in the Student Council is important for a successful year.

The Student Council meets regularly. All residents/students are welcome to attend and voice their opinions at all open meetings.

Each executive member of the Student Council has designated responsibilities. The Executive consists of five members.

- The **PRESIDENT** is the link between the residents and the administration, and is responsible for overseeing all Council activities. If at any time you have a concern or problem, please feel free to contact the President.
- The **VICE-PRESIDENT** replaces the President if he/she is unavailable.
- The **SECRETARY** keeps written record of the meetings.
- The **TREASURER** manages the finances of the Student Council.
- The **UMSU REPRESENTATIVE** attends all University of Manitoba Student Union Meetings and reports to St. Andrew's College Student Council all issues discussed: political, academic, and social.

Other positions on the Student Council include:

- The **MALE/FEMALE RESIDENT REPRESENTATIVES**, who represent interests of the residents at the St. Andrew's College Student Council meetings.
- The **PROGRAMMER**, who is responsible for fundraising, organizing social activities and informing the St. Andrew's College Students of the particulars.
- The **SPORTS DIRECTOR** is responsible for organizing sports activities and informing the St. Andrew's College Students of the particulars.
- The **08 REPRESENTATIVE** represents the non-resident 08 members of St. Andrew's College and acts as the liaison between them and the St. Andrew's College Student Council.
- The **THEOLOGY REPRESENTATIVE** represents the St. Andrew's College Theology Students Association and acts as a liaison between it and the St. Andrew's College Student Council.

PROGRAMS:

- *CHAPEL AND CHAPLAINCY*

The Chapel is open to all students/residents. Theology Students conduct prayers and liturgical services twice a day. The Schedule of Services is posted on the Chapel Bulletin Board. All Residents are welcome to participate in the services or to come to the Chapel for private prayer and meditation.

The Chaplain resides in the College (Suite 117) and his office is in Room 210. Please feel free to contact him at any time. Each student will receive a letter from the Chaplain at the beginning of the first semester with more detailed information.

- *CULTURAL PROGRAM*

St. Andrew's College is a Ukrainian Canadian Orthodox College offering a variety of cultural and enrichment programs on an ongoing basis. These programs can include:

- Choir
- Ukrainian Dance
- Band/Orchestra
- Drama
- Seasonal Cultural Activities (ie: Easter Egg / Pysanka decorating workshop), ...

The cultural program is open to all St. Andrew's College Residents and College Members who are encouraged to participate in as many activities as possible.

St. Andrew's College Cafeteria
FOOD SERVICE

MONDAY to FRIDAY

Hot Breakfast 7:30 am - 9:00 am
Cold Breakfast 9:00 am - 10:00 am
Lunch 11:30 am - 1:00 pm
Supper 5:00 pm - 6:00 pm

SATURDAY & SUNDAY (& STAT. HOLIDAYS)

Brunch 11:30 am - 1:00 pm
Supper 5:00 pm - 6:00 pm



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