



# ST. JOHN'S COLLEGE STUDENTS' ASSOCIATION

University of Manitoba  
92 Dysart Road  
Winnipeg, MB R3T 2M5  
Canada

## 2023/2024 Fall/Winter Carrel Application

The St. John's College Students' Association is proud to provide its members with private study carrels (enclosed desks in a secure room in the College). These carrels are available to students for studying between classes or in the evening. Students assigned to the carrels are expected to follow the code of conduct on the second page of this application form.

Please read the form carefully and then provide all requested information. All current students of the University of Manitoba are welcome to apply, though preference will be given to those who are already members of St. John's College at the time of application. You can register as a member of the College through Aurora Student.

This personal information is being collected by the SJCSA on behalf of St. John's College. It will not be used for any purpose other than to facilitate the assignment and administration of carrels in St. John's College.

### Personal Information

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City Province Postal Code

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Faculty \_\_\_\_\_ Major/Minor \_\_\_\_\_

Degree Program (diploma, bachelor, etc.) \_\_\_\_\_

Years Completed \_\_\_\_\_ Years Remaining \_\_\_\_\_

### General Information

Are you completing a second undergraduate degree? Yes / No

How many years have you been registered as a St. John's College member? \_\_\_\_\_

How many years have you occupied a carrel in St. John's College (excluding summer session)? \_\_\_\_\_

Note: Having a carrel one year **does not** guarantee assignment of a carrel in future years, nor does it guarantee assignment to the same carrel.

Carrel Fees for fall/winter 2023/2024 school year will be:

Small desk (room 105): **\$60.00**

Large desk (room 127): **\$100.00**

Please rank your preference for room assignment (Room 105 or Room 127): 1st \_\_\_\_\_ 2nd \_\_\_\_\_

If you do not receive your first choice, will you accept your second choice? Yes / No

Are you a student living in St. John's College Residence? Yes / No

If you do not receive a carrel this term, would you like to be considered for locker assignment instead? Yes / No

Would you like to be added to the SJCSA emailing list (event announcements and other information)? Yes / No

St John's College Students' Association

138 St. John's College Telephone: (204) 474-9357 Fax: (204) 474-7610 Email: [sjcsageneral@gmail.com](mailto:sjcsageneral@gmail.com)

## Code of Conduct

All carrel applicants are required to accept all terms and conditions of this code of conduct. Please initial beside each condition to show that you have read and understood it.

- I understand that **excessive noise and talking is prohibited** within the carrel room. If I need to talk for a long period of time or if I need to talk on my cell phone, I will exit the room.
- I understand that using another person's carrel without their permission is prohibited.
- I will not change my seating assignment without consulting the Student Services Representative first.
- I understand that bring a guest into the carrel room with me is **prohibited**.
- I understand that I have a duty to the rest of the carrel community to keep the **door locked** at all times.
- I will show respect for all other members of the carrel community at all times.
- I understand that I may not post items on the walls of the carrel room using tape, staples or tacks. I also understand that I may not move my carrel from its original position or alter it in any way.
- I understand that there is a **\$25.00 charge if I lose my key** and that I must return my key and vacate my carrel at the end of the term (SJCSA Student Services Representative will notify carrel holders of the specific date). If I do not return my key, I know that a hold will be placed on my student record and my possessions will be removed from the carrel room. I acknowledge that if I do not pick up my possessions by the end of the following term they will become the property of the SJCSA.
- I understand that the SJCSA is not responsible for any damage or loss of property in the carrel room.
- I understand that my right to use the carrel room may be revoked at the discretion of the SJCSA Student Services Representative and that **no refund** will be received.
- I understand that after 10pm I am allowed in the college but must remain in the carrel room unless going to the washroom, getting water, or answering a phone call.
- I understand after 10pm the college doors will be locked, and I am not allowed to let anyone into the college or ask a friend to open the doors for me.
- I understand that the use of any personal extension cords is not permitted in the carrel room
- I will respect the carrel community by sharing the space in the fridge, removing food before it turns rotten and removing any of my food that has an expiration date before it has expired.
- I will respect other carrel members by eating food that is loud or has a strong smell outside of the room.
- I will respect other carrel members by keeping my carrel desk clean and clear of items that may produce strong odours (candles, rotten food, essential oils etc.)
- I understand that it is prohibited to have open flames or burn items anywhere in the college. This includes, but is not limited to, candles and incents.
- The use of appliances is prohibited in the carrel room. This includes, but not limited to, electric kettles, toaster ovens, coffee machines etc. Laptops and other small electronic chargers are allowed.
- I understand these rules are subject to change without notice.

**By signing below, you are stating that you have read and understood the code of conduct and agree to be bound by it.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Comments and questions should be directed to Hugo Ng, SJCSA Student Services Director, at [sjcsageneral@gmail.com](mailto:sjcsageneral@gmail.com)*

## Payment and Assignment

### Information

If you have been assigned a carrel for the fall/winter 2023/24 academic year, you will be informed by email (you must provide one). You will then have to submit a payment to the St John's College Student's Association. Instructions on payment will be included in the email.

Cash, cheque or money order made out to St. John's College Student's Association will be accepted. Submit this application to the General Office or email it to [sjcsageneral@gmail.com](mailto:sjcsageneral@gmail.com)

Carrels will be assigned the weekend of September 16, 2023. Please contact [sjcsageneral@gmail.com](mailto:sjcsageneral@gmail.com) with inquiries.

### Office Use Only

Date and Time Submitted: _____	Payment Due: \$ _____	Carrel Assigned: _____
	Payment Received: \$ _____	Room: _____
	Payment Date: _____	Key Number: _____