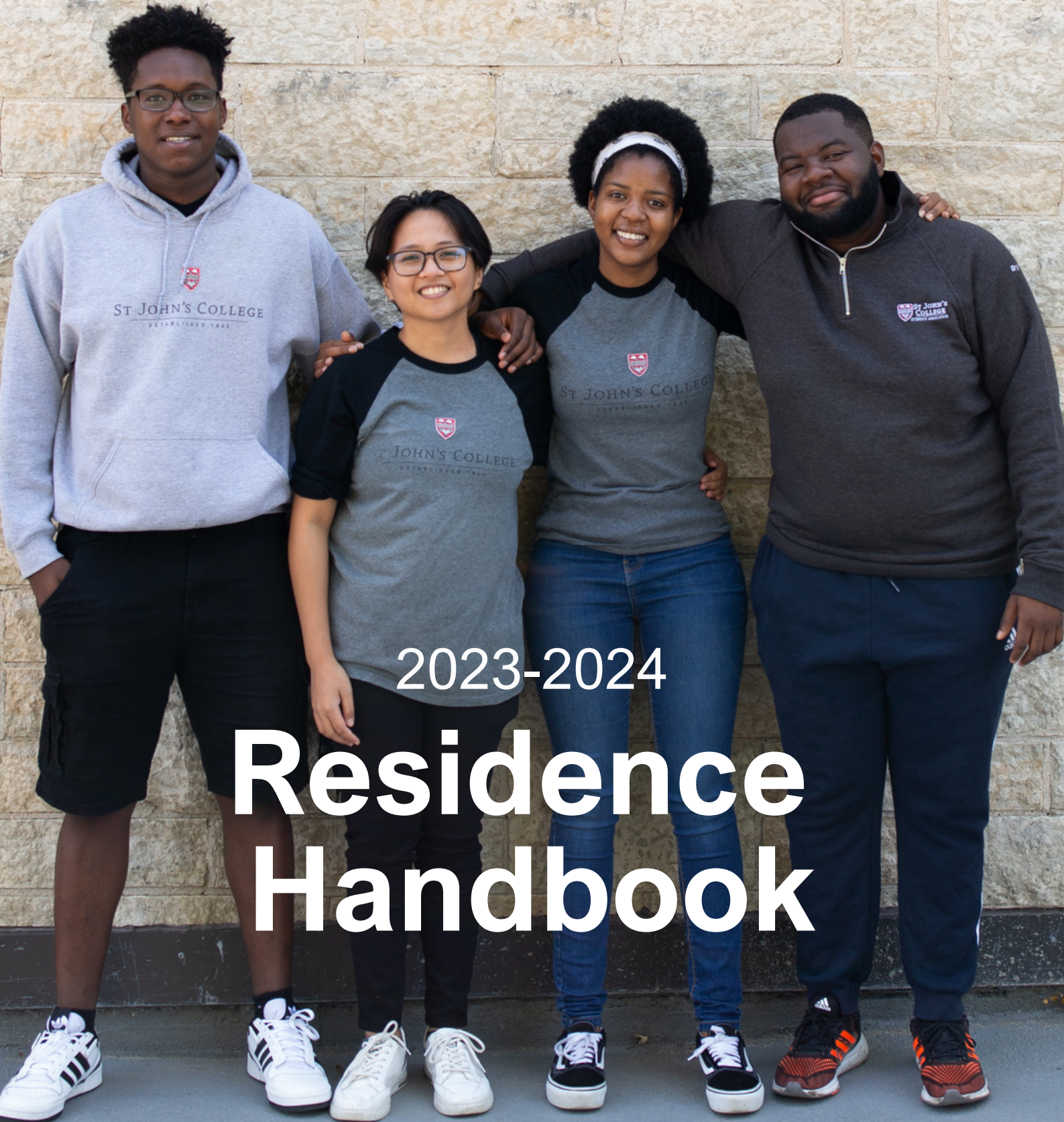




ST JOHN'S COLLEGE

ESTABLISHED 1866



2023-2024

Residence Handbook

Thank you for making St John's Residence
your home on the University of Manitoba campus

We believe that our Residence brings something unique to the world of campus housing. As a small residence, St John's fosters real community and real social interaction. Our community enjoys a varied and active social life. We value and support students in their pursuit of academic excellence. The College Support and Administrative Staff are friendly and available, and our facility, though simple, is well-equipped and comfortable. We are sure that you will soon find yourself at home here.



ST JOHN'S COLLEGE

E S T A B L I S H E D 1 8 6 6

Welcome

On behalf of the Warden and staff of St John's College, welcome to St John's Residence. We're honoured you've chosen the College as your home away from home on the University of Manitoba campus.

Our team is here to ensure your time with us is as enjoyable and relaxing as possible, to allow you to focus on getting the most out of your time here at the University. We are eager to offer residence programming designed to help you make meaningful social connections with others while you succeed in your studies, and strive to provide an on-campus living experience that is comfortable and convenient.

Our Dons (Student RAs) are trained and ready to help build a safe and supportive Residence community in which I hope you will soon feel at home. Get to know the Dons -- they're here to offer guidance and support, to assist in education about and enforcement of Residence policies, and to connect you with resources in the wider University community, so feel free to ask them anything. Likewise, my office has an open-door policy and I'm always genuinely happy to chat with residents who drop by. In return, please familiarize yourself with the guidelines, policies, and procedures in this handbook. As a small Residence community, we all have a part to play in making the Residence experience the best it can be.

The Residence Council has exciting ideas about fun and engaging programming supported by the levy charged to all Residents, and is looking forward to welcoming new members. I hope you'll consider taking part. Watch for information about Residence Council elections during the first weeks of Fall term.

St John's Residence strives to create a Residence environment that offers a positive experience for everyone who comes through our doors. By choosing to live in our Residence, you are choosing to be an active member of a diverse and inclusive community, and just by being yourself have the opportunity to help foster a great experience for yourself and your fellow residents. The Residence is a dynamic place that is home to people from all walks of life united by the shared goal of academic success. Although we are small in number, diversity truly is our strength.

Residence is a place to learn and grow, and I encourage you to challenge yourself to try something new at least once during your time with us, to ask questions when you aren't sure of something, and to continue to be your authentic self. Whether you're a University of Manitoba or ICM student, in your first year or about to finish your final semester, make this your year to connect with others with shared views and interests, challenge yourself to walk a mile in others' shoes, and embrace opportunities to create meaningful connections that will last a lifetime.

I wish you every success for the upcoming year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Bowman', with a stylized, cursive script.

Matthew Bowman
Dean of Residence



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People to know

The Residence Leadership Team is made up of the Dean of Residence and the Residence Dons and provides leadership and guidance for the residence, promotes community life and helps to make the residence a great place to live and study.

Dean of Residence

Matthew Bowman

Office: Room 315

Phone/WhatsApp: 204.474.8363

matthew.bowman@umanitoba.ca

The Dean of Residence is responsible for:

- Overall operation of the Residence
- Admissions and Recruitment
- Enforcement of the Discipline Policy
- Oversight of Residence Programming
- Supervision of Residence Staff

The Dean works in conjunction with the Bursar in areas related to physical maintenance, housekeeping, food services, and finance.

Residence Dons

Tawananyasha Matizanadzo (Rm 138)

Cherno Hamidou Diallo (Rm 99)

Raihanah Rahim (Rm 100)

Jasmine Wood (Rm 241)

The Residence Dons are student employees of the College who provide leadership, supervision, and direction in the day-to-day life of the Residence. In close collaboration with the Dean, the Dons:

- Enforce Residence policies
- Provide counsel, support, and referrals
- Offer Residence programming
- Troubleshoot a wide array of issues.

A Don is on duty nightly Monday to Thursday from 4:30pm to 8:30am, and Friday at 4:30pm to Monday at 8:30am. To contact the Don on duty, call 204.291.5687.

Assistant Bursar

Beatriz Martins

Office: Room 216 (General Office)

Phone: 204.474.8532

beatriz.martins@umanitoba.ca

The Assistant Bursar is responsible for:

- Invoicing and Payment Tracking
- Payment Arrangements and Deferrals



St John's Contacts

Matthew Bowman

Dean of Residence
Office: Room 315
Phone/WhatsApp: 204.474.8363
E-mail: matthew.bowman@umanitoba.ca

Ian Park

Food Service Manager and
Physical Plant Coordinator
Office: Room 006A (Residence)
Phone: 204.474.6826
E-mail: ian.park@umanitoba.ca

Sherry Peters

Registrar and
Confidential Secretary to the Warden
Office: Room 215 (General Office)
Phone: 204.474.8520
E-mail: sherry.peters@umanitoba.ca

Ivan Froese

Bursar and
Executive Assistant to the Warden
Office: Room 217 (General Office)
Phone: 204.474.8520
E-mail: ivan.froese@umanitoba.ca

Dr. Allison Abra

Warden of St John's College
Office: Room 218 (General Office)
Phone: 204.474.8529
E-mail: allison.abra@umanitoba.ca

Residence Don on Duty

Phone: 204.291.5687

General Office Reception

Phone: 204.474.8531

Marissa Naylor

Marketing and Communications Officer
Office: Room 207 (General Office)
Phone: 204.474.6608
E-mail: marissa.naylor@umanitoba.ca

The Reverend Helen Holbrook

Ecumenical Chaplain
Office: 223 (General Office)
Phone: 204.474.7980
E-mail: sjcchaplain@umanitoba.ca
sdfsdfsdf

Beatriz Martins

Assistant Bursar
Office: Room 216 (General Office)
Phone: 204.474.8520
E-mail: beatriz.martins@umanitoba.ca

U of M Contacts

Campus Security

204.474.9312 or 555

Emergency (Police/Fire/Ambulance)

911

University 1 Office

204.474.6209

Library Hours

204.474.9770

Answers Information Booth

204.474.8211

The Book Store

204.474.8321

Archives Book Exchange

204.474.6511

Digital Copy Centre

204.474.6533

Student Records

204.474.9423

UMSU General Office

204.474.6822

University Health Service (24 hrs)

204.474.8411

Counseling Services

204.474.8592

Peer Advisors

204.474.6696

Student Advocacy

204.474.7423



Maps of the Fort Garry
and Bannatyne Campuses

Important Dates

First Term (Fall 2023)

| | |
|--|---|
| September 2 | Move-In Day |
| September 4 | Labour Day |
| September 5 | U of M Welcome Day |
| September 6 | Residence Orientation |
| September 6 | Fall Term Classes Begin |
| September 6 | Fall Residence Fees Due |
| September 7 | SJCSA Jump Start Orientation |
| September 19 | Matriculation |
| October 2 | National Day for Truth and Reconciliation |
| October 9* | Thanksgiving Day |
| November 13* | Remembrance Day (observed) |
| November 13 to 17 | Fall Term Break (Reading Week) |
| December 11 | Last Day of Classes |
| December 12 to 22 | Exam Period |
| December 22 | Meal Plan Ends with Supper |
| SJC and U of M are closed December 23 to January 3 | |

* The College and University are closed

Important Dates

Second Term (Winter 2024)

| | |
|-------------------|----------------------------------|
| January 3 | SJC and U of M Re-Open |
| January 4 | Winter Move-In Day |
| January 4 | Meal Plan Resumes with Breakfast |
| January 5 | U of M Welcome Day |
| January 5 | Residence Orientation |
| January 8 | Winter Term Classes Begin |
| January 8 | Winter Term Residence Fees Due |
| February 19* | Louis Riel Day |
| February 19 to 23 | Winter Term Break (Reading Week) |
| March 29* | Good Friday |
| April 11 | Last Day of Classes |
| April 12 to 26 | Exam Period |
| April 26 | Meal Plan Ends with Supper |
| April 27 | Move Out Day |

* The College and University are closed

Settling In

01

Moving In

On your move-in day, you should go to the main Residence entrance on the north side of the building (17 Sifton Road). You can park in the loading zone temporarily or in one of the metered spots in A Lot to the east of the Residence. (Parking in A Lot is free after 4:30 p.m. and on weekends). If you are moving in during the day on Move-In Day (September 2), a member of the Dons Team will be there to meet you. Otherwise, call the Don on Duty at 204.291.5687. You will be asked to confirm your emergency contact information upon check-in and this information will be kept on file. Once you have been checked in, you can start moving into your room and unpacking.

02

Building Access

Entrance to the Residence is controlled using access cards. U of M and ICM students are required to take their student card to 89 Freedman Crescent (Physical Plant Office) during office hours to have their card encoded for access. Encoding takes 5 minutes and once it's done your student card will open exterior doors for the duration of your stay.

First time students who do not have a student card upon move-in and people in residence as part of group bookings can borrow a temporary access card. Students must return this card to the General Office within five business days or risk a financial penalty and having their temporary access card disabled.

03

Residence Fees

By the time you move in you will have paid your \$1000 deposit. For U of M students, this will be applied to Winter Term fees; for ICM students, this is applied to the academic year payment due September 6. Payments can be made using credit card, debit, Interac e-transfer, wire transfer, cash, and cheque.

Contact Beatriz Martins, Assistant Bursar at beatriz.martins@umanitoba.ca with any questions about your fees.

04

Your Room

St John's College has 95 single-occupancy rooms on three floors and three self-contained suites. Each single room is furnished and measures 8' x 14' (about 112 sq. ft.). Each single room contains:

- a single bed (mattress is 80 " x 36 ")
- a desk with desk chair
- an occasional chair
- a closet with shelves
- a mirror
- a bulletin board
- a fan

You will be issued one key for your room. You may not duplicate or loan your key. If you get locked out of your room, contact the Don on duty or Dean's Office for access. If you lose your key, you will be loaned a temporary one for a week. If your key does not resurface during that week, your lock will be changed at your expense, and you will be charged for the lock change and a new key. (\$100 per key).

05

Things to Bring

- pillow*
- sheets and blankets*
- towels*
- hangers*
- toothbrush and toothpaste*
- soap and shampoo*
- flip flops for the shower*
- desk lamp or floor lamp
- plants
- bathing suit
- fancy clothes for banquets etc.
- slippers
- pens, paper, etc.
- mittens, toque, long johns, scarf
- band-aids
- nail clippers
- skates, Frisbee, ball glove, etc.

06

Mail

Mail is delivered to the General Office on weekday mornings and is collected by the Don on duty for delivery under your door. If you get a parcel, you will receive a notice and can pick it up from the General Office.

Your new address is:

(Your Name)
St John's College Residence
(Your Room Number) - 92 Dysart Rd.
Winnipeg, Manitoba R3T 2M5

* important things to bring

07

Storage

Residents may store up to four (4) items of reasonable size (up to 5 cubic feet per item) for the duration of their stay at no charge. Space is limited and will be given on a first-come/first-served basis. Summer storage is only available to residents who are returning in the Fall, or who are currently living in the Residence. Items must be removed upon checkout.

Unclaimed storage will be considered abandoned 30 days after checkout. After 30 days, the office will dispose of or donate all unclaimed stored belongings. While the storage room is locked and all items are logged in/out, St John's College is not responsible for any property accepted into storage.

08

Parking

Residence parking spots are available on the east side of the Residence. All campus parking is controlled by University of Manitoba Parking Services. For information about student permits visit: <https://umanitoba.ca/parking/student/>. Parking at the meters and ticket-dispenser spots on campus is free after 4:30 p.m. and on weekends (check the signs first!) but is never free in the Residence lot.



Meal Plan

01

Meal Times

Meals are served in the Residence Dining Room on the lower floor. Breakfast, lunch, and dinner are served during the week, with a brunch and dinner menu on weekends and holidays. Meal times are as follows:

| | Meal Availability | Dining Room Closes |
|---------------------|-------------------------|--------------------|
| • Breakfast (Full) | 7:30 a.m. to 9:30 a.m. | |
| • Breakfast (Cold) | 7:30 a.m. to 10:00 a.m. | 10:00 a.m. |
| • Brunch (Weekends) | 10:00 a.m. to 1:30 p.m. | 1:30 p.m. |
| • Lunch | 11:00 a.m. to 1:15 p.m. | 1:15 p.m. |
| • Dinner (Daily) | 5:00 p.m. to 7:15 p.m. | 8:00 p.m. |

02

Meal Sign-In Procedure

On Move-In Day you will be given a temporary Residence Meal Card, which must be shown to Food Services staff prior to taking meals. Once your card has been verified, check-off your name on the Meal Sign-In Sheet located on the counter at the south end of the servery. At Orientation, residents will be given a Residence Meal Plan sticker for their student card, which will replace the temporary card. Residents may not be asked for their student card at every meal, but should have their card on them at all times in case it is requested by Food Services staff or a member of the Dons team. Repeated failure to comply will result in a minimum \$25 fine.

03

Saved Meals and Breakfast to Go

If you have to miss a meal due to class scheduling, you can order a bagged lunch or saved supper at the servery in advance. Whenever possible, the food services staff appreciate **24 hours notice** to prepare a boxed meal. In the case of an emergency, a minimum of one hour's notice is needed. Options for boxed meals can be discussed with Food Services staff.

New for Fall 2023, the Residence is trialing a Breakfast to Go option, available for students unable to eat breakfast in the Dining Room. Residents interested in Breakfast to Go can discuss available daily options with Food Services staff at the servery.

Breakfast to Go, bagged lunches, and saved supper are offered to provide students the convenience of either eating in the dining room or having a meal prepared "to go." Residents found consuming meals in the dining room in addition to requesting the same meals "to go" will receive a \$25 fine.

Note: In response to Residence Survey feedback, Breakfast and fruit/dessert "to go" are being trialed for Fall 2023 and will be evaluated by both the Residence Administration and the Residence Food Advisory Committee at the end of term. The Residence Administration reserves the right to end these trials initiatives at any time if they are being abused

04

Removal of Food and Dishes

Residents wishing to take a piece of fruit or one dessert item "to go" instead of eating it as part of their meal in the dining room are welcome to do so, as available. As with meals "to go" this is being trialed as a convenience option and requires the cooperation of all residents to make it a success.

Other than Breakfast to Go and the fruit/dessert option outlined above, food may not be removed from the Dining Room. Under no circumstances may dishes, cups, or cutlery be removed from the Dining Room. Residents found doing so, or who are found taking food from the Dining Room other than as permitted above, will receive a \$25 fine.

05

Guests at Meals

Residents are welcome to have occasional guests stay for a meal, but must purchase them a meal ticket from the General Office (during business hours) or the Don on duty (evenings and weekends). There is a \$20 fine (in addition to the cost of the meal) for guests found consuming food or beverages without a meal ticket.

06

Cleaning Up

When finished eating, Residents are required to clear their table and place dishes, cutlery, cups, and any food waste in the bins and trays provided at the south end of the Dining Room.

Dining Room cleanliness is a responsibility shared between Residents and Food Services staff. To enable staff to focus on providing high quality meals and friendly service, Residents must comply with the clearing procedure explained above. Residents found habitually leaving their table without cleaning up will receive a minimum \$25 fine.

07

Residence Food Advisory Committee

The Residence Food Advisory Committee (RFAC) exists to provide a formal avenue for feedback about and evaluation of the meal plan. The RFAC meets roughly twice per term to evaluate submitted feedback, consider proposed changes, discuss student concerns, and plan special meals such as Residence banquets. The Committee is chaired by the Senior Don and its membership consists of the Senior Don, the Residence Council Co-Presidents, the Residence Council RFAC Representative, and up to three members at large. If you are interested in getting involved, please speak to Tawananyasha Matiznadzo (Room 138) or the Dean of Residence. As RFAC is a new initiative both the composition of its membership and its mandate may be modified by the Residence Administration in response to initial and/or ongoing experiences.

Residence Facilities

Washrooms

Washrooms are located in each hallway and have sinks, toilets, bathtubs, and showers.

Internet Service

Rooms are wired for Shaw high-speed internet. There is also WiFi provided by the University of Manitoba. Internet is included in residence fees.

Cable TV Service

Since rooms are wired for Shaw internet, residents can sign up for Cable TV through Shaw. This added expense is covered by residents.

Laundry Room

A card-operated laundry is located on the lower floor of the Residence. Laundry cards are available in the General Office for a \$10 deposit. You are able to add up to \$40 to your card. Laundry is \$1 per wash and \$1 per dry.

TV Lounge

The TV Lounge is on the lower floor and has Shaw Digital Cable. Please do not remove any equipment or furniture from this room.

Games Room

The Games Room is on the lower floor and has a pool table (with ping pong cover) and a foosball table. Equipment can be signed out from Dons.

Residence Services

Housekeeping

Housekeeping staff will vacuum and empty garbage in individual rooms on a weekly basis. Hallways and bathrooms are cleaned daily. Housekeeping needs access to your room every week to prevent cleaning problems from building up. Handing garbage out through a crack in the door does not meet this requirement. Housekeeping-related concerns should be reported to the Housekeeping Staff or the Dean of Residence.

Maintenance and Repairs

If anything in the Residence or College needs repairs, do not do it yourself! Please report issues to a Residence Don or the Dean of Residence. Maintenance staff will take care of the problem for you.

Building Security

The Residence is locked at all times for the safety and security of all residents. Only residents and authorized staff have cards for the exterior doors. For everyone's safety, never prop doors open or lend non-residents your key (these are violations of the *Residence Contract*). Do not give access to unidentified or unaccompanied individuals. Anyone doing so will assume responsibility for such a person as if that person were their own invited guest. Report any building security concerns to the Don on duty or the Dean of Residence.

Residence Policies and Procedures

This section provides a quick overview of important policies and procedures. Your Residence Contract contains further details.

01

Smoking

The entire College, including the Residence, is smoke-free. Use the designated smoking area outside the north entrance to the Residence. Smoking is not permitted within 8 metres (25 feet) of University building entrances.

02

Damages

You are responsible for damages to your room, other than normal wear and tear. A room inspection is done at check-in, and assesses room condition. A similar inspection is done on check-out to assess damages.

03

Fire Alarms

By law, all residents are required to participate in any fire alarm or drill. For your own safety, if you hear the alarm, leave the building immediately! Our gathering spot is the Cloister, which is the area between the Chapel and the College buildings.

04

Visitors

You are welcome to have visitors in residence, but be advised that your guest is *your* responsibility.

05

Alcohol

In general terms, people of legal age to consume alcohol (18 in Manitoba) are entrusted with responsibility for their own alcohol use. Under no circumstances are minors permitted to consume alcohol in Residence. Open liquor is prohibited outside of individual rooms and the TV Lounge, which, under Manitoba liquor laws, are declared as private areas. If a resident's alcohol use appears to have become problematic, either for the resident or for others in Residence, this will be addressed by the Dean of Residence.

06

Noise

During the Quiet Hours listed below any noise you make should be kept inside your room (so your neighbour cannot hear it), or within one of the common rooms. At all times noise must be kept to a reasonable level. Fines may be levied for repeated violations.

Sun-Thurs: 10:00 p.m. to 8:00 a.m.
Fri-Sat: 2:00 am to 8:00 a.m.
(Holidays/Sun follow Fri/Sat hours)

07

Cooking in Residence

Cooking is not permitted in individual rooms. Approved kettles with an automatic shutoff and a small fridge are the only appliances permitted in rooms. The Buttery on the lower level is a kitchen facility equipped with a microwave, induction element, fridge, toaster, and dishwasher. Limited cookware is available for resident use. It is your responsibility to clean up after you use the Buttery.

08

Changing Rooms

Rooms are assigned by the Dean of Residence before residents check in. Individual preferences are taken into account where possible, but under normal circumstances residents are not generally permitted to change rooms. Any changes must be rooted in significant issues with the current room and are subject to the approval of the Dean of Residence.

09

Overnight Guests

Overnight guests must be signed in with the Don on duty prior to the end of quiet hours. Guests staying for more than 2 consecutive nights need prior approval by the Dean.

Disciplinary Procedures

The Residence is an excellent living and learning environment, and the Residence Disciplinary Procedures exist to ensure appropriate behaviour by Residents and their guests. This helps keep the Residence a great place to live. These procedures ensure the physical safety and emotional well-being of our residents, as well as the protection of personal, College, and University property.

Verbal Warnings

For minor and isolated infractions of the Residence Contract where the resident is deemed amenable to change, a Residence Don may issue a verbal warning, which is documented and reported to the Dean of Residence.

Incident Reports

For more serious violations of the Residence Contract, the Residence Don will complete an Incident Report, which will be delivered to the Dean. The Dean may deal with the issue directly (e.g. a fine for a noise violation) or may call a hearing of the Peer Review Board. Repeated Incident Reports or reports detailing infractions of a particularly serious nature will normally result in a Peer Review Hearing.

Peer Review Board

The Peer Review Board is chaired by a College Fellow (who does not have a vote in the process), and includes the Residence Dons (excepting the one who filled out in the Incident Report) and one of the Residence Council Co-Presidents. The decision of the Peer Review Board is binding, subject to an appeal based on a) procedural grounds; b) a claim that the sanction is inappropriate in relation to the infraction. The complete *Disciplinary Procedures* document is available from the office of the Dean of Residence.



Fines

The Dean of Residence is entrusted with the authority to levy fines for Residence Contract violations. For further information and a detailed list of infractions, please refer to the Residence Contract.

Dangerous Conduct

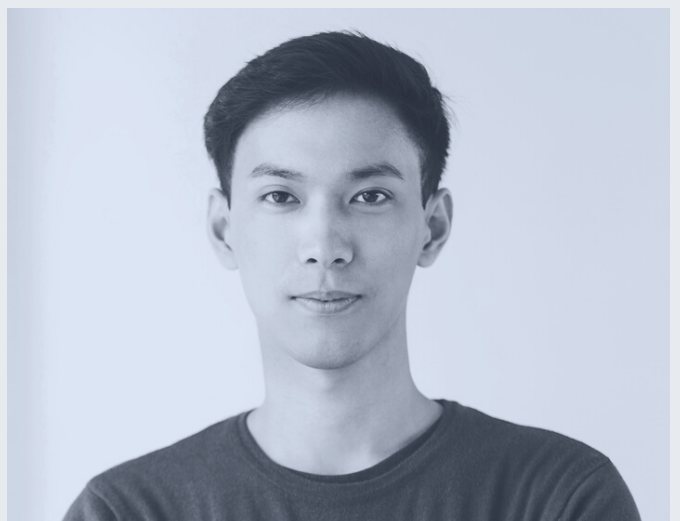
Where the conduct or threatened conduct of a resident is of such a character that, in the judgement of the Dean of Residence, it poses a threat to the safety of other residents or to College property, the Dean of Residence may remove the student from Residence either indefinitely or until the threat no longer exists, notwithstanding an appeal.

Moving Out

Unless prior arrangements have been made, check-out time is 11:00 a.m. on your scheduled date of departure. For students staying for only the Fall term, move-out is December 22, 2023; For students staying for the entire 2023-2024 academic year, move-out is April 27, 2024. Full year students are able to remain in residence over the Winter Closure without charge.

Check-Out Procedure

Check-out involves notifying the Dons ahead of time that you are moving out and having the Don on duty check you out of your room. Check-out includes a room assessment, and turning in your room key and temporary access card. When you leave, ensure your room is clean, any garbage is disposed of in the garbage shed outside the north entrance, and that furniture has been returned to its original position. Unless prior arrangements have been made, you must remove all belongings before check-out. Refunds for your laundry card deposit and balance are available in the General Office during regular business hours.





Getting Around Winnipeg

Taxi/Uber

Taxis are fairly expensive (\$30 from downtown to the Fort Garry campus), but they do run at night. When you call for a taxi, give the dispatcher your name and the address where you are. The more accurate this information is, the quicker you'll get home. Ubers are available in Winnipeg, but are quite expensive as well.

Duffy's Taxi 204.775.0101; Unicity Taxi 204.925.3131



Winnipeg Transit

Winnipeg Transit is a relatively easy way to get around. The main bus stops on the Fort Garry campus are located across from the Tache Arts Complex and at the corner of Dysart Road and University Crescent. Some important routes are:

- **60 Pembina** runs between University and downtown
- **B (Blue)** a Rapid Transit Route to downtown
- **75 Crosstown East** runs from University to the St. Vital Shopping Centre to Kildonan Place and back
- **662 Richmond** runs from University through the Fort Richmond area.
- **78 Crosstown West** runs between the University and Polo Park on weekdays
- **36 Northwest Super Express** from the University to the Maples takes you north with few stops. This is a direct route to Corydon Avenue at the western end of Little Italy. This route is also a good way to commute between the Fort Garry and Bannatyne (Health Sciences) campuses.

Bus schedules are available at www.winnipegtransit.com

Orientation Session Notes



Get in touch

Matthew Bowman, Dean of Residence



Room 315



204.474.8363



204.474.8363



matthew.bowman@umanitoba.ca



umanitoba.ca/st-johns-college/residence



ST JOHN'S COLLEGE

ESTABLISHED 1866