



ST JOHN'S COLLEGE

ESTABLISHED 1866



Fall 2025-Winter 2026
**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

Welcome

On behalf of the Warden and the entire St John's College team, welcome to St John's Residence! We're delighted that you've chosen to make your home with us at the University of Manitoba. Whether this is your first year living on campus or your final semester before graduation, we're honoured to be part of your academic journey.

Our priority is to make your time here as rewarding, comfortable, and enriching as possible. Living at St John's Residence is about more than just having a place to sleep – it's about community. Through Residence programming, student-led social events, and shared experiences, we aim to help you connect with others, grow in confidence, and success in your academic and personal goals.

Our dedicated team of Residence Dons (Student RAs) is key to this experience. The Dons are a trained team of student staff who are here to help build a safe, inclusive, and supportive Residence environment, and are available to offer guidance and answer questions, and to connect you with resources both within the College and across the University of Manitoba. I encourage you to get to know the Dons and to not hesitate in reaching out to them for support – they are here to help. Likewise, my own office is always open and I genuinely enjoy connecting with our residence, so please drop by any time.

As a member of our small but vibrant Residence community, you have an important role to play in shaping the year ahead. Please take a few moments to familiarize yourself with this Residence Handbook and its policies, as they exist to help ensure a respectful and welcoming home for all.

The Residence Council will once again be running events and programming throughout the year, supported by the residence levy. They're excited to welcome new members and fresh ideas—watch for announcements about elections and upcoming events in the first few weeks of the Fall term.

St John's Residence is proud to be a diverse community, welcoming students from across Canada and around the world, including those studying through the University of Manitoba, ICM, and the Science Bridge Program. We celebrate the richness that comes from difference, and we're committed to maintaining a residence environment where everyone can thrive by being their authentic self.

As you begin the 2025–2026 academic year, I encourage you to embrace all the opportunities that come your way—whether it's joining a new event, lending a hand to a neighbour, or simply introducing yourself to someone new down the hall. These small moments often lead to lifelong friendships and cherished memories.

Here's to a year of learning, laughter, and growth. Welcome home.



Tawana Matizanadzo
Dean of Residence

Table of Contents

Contacts and People to Know / Important Dates

Dean of Residence, Residence Dons, Assistant Bursar	3
St John's Contacts	4
U of M Contacts	5
Important Dates (Fall 2025)	6
Important Dates (Winter 2026)	7

Settling In

Moving In	8
Building Access	8
Residence Fees	8
Your Room	9
Things to Bring	9
Mail Delivery and Mailing Address	9
Storage	10
Parking	10

Meal Plan

Meal Times	11
Meal Sign-In Procedure	11
Saved Meals and Breakfast to Go	11
Removal of Food and Dishes	12
Guests at Meals	12
Cleaning Up	12
Residence Food Advisory Committee	12

Residence Facilities

Washrooms	13
Internet Service	13
Cable TV	13
Laundry	13
TV Lounge	13
Laundry	13

Residence Services

Housekeeping	13
Maintenance and Repair	13
Building Security	13

Residence Policies and Procedures

Smoking	14
Damages	14
Fire Alarms	14
Visitors	14
Alcohol	14
Noise and Quiet Hours	14
Cooking in Residence	14
Changing Rooms	14
Overnight Guests	14

Disciplinary Procedures

Verbal Warnings	15
Incident Reports	15
Peer Review Board	15
Fines	15
Dangerous Conduct	15

Renewing, Loyalty Discount, and Moving Out

Renewing	16
Loyalty Discount and Renewal Rewards	16
Check-out Procedure	16

Getting Around Town

Taxis and Uber	17
Winnipeg Transit	17

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.

Residence Office

Room 101 in the Residence

Dean of Residence

Tawana Matizandzo

Monday to Friday 8:30am to 4:30pm

204.474.8363 (Phone/WhatsApp)

tawana.matizanadzo@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 the Residence Dons

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

Residence Dons

Monday to Friday 7:00pm to 8:00pm (Office Hours)

Monday to Thursday 4:30pm to 8:30am (On-Call Hours)

Friday to Sunday 24 hours a day

204.291.5687 (Phone/SMS)

Hamidou Diallo (Room 138) - Senior Don

Ire Adeyemo (Room 224)

Mohid Afzal (Room 204)

Alexis Gloutney (Room 207)

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.

General Office

Room 214 in the Main College Building

Assistant Bursar

Beatriz Martins

Monday to Friday 8:30am to 4:30pm

204.474.8532 (Phone)

beatriz.martins@umanitoba.ca

The Assistant Bursar is responsible for:

- Invoicing and Payment Tracking
- Payment Arrangements and Deferrals

General Office Receptionist

Monday to Friday 8:30am to 4:30pm

204.474.8531 (Phone)

Services available at General Office Reception:

- Laundry Cards and Balance Refills
- Fee Payments via Interac/Credit Card
- Package Pickup



St John's Contacts

Dean of Residence

Tawana Matizandzo
Room 101 (Residence)
204.474.8363 (Phone/WhatsApp)
tawana.matizanadzo@umanitoba.ca

Residence Don on Duty

204.291.5687 (Phone/SMS)

General Office Reception

204.474-8531

Food Service Manager

Rodrigo Longarte
Room 006A (Residence)
204.474.6826
rodrigo.longarte1@umanitoba.ca

Ecumenical Chaplain

Office currently vacant

Bursar and

Executive Assistant to the Warden

Ivan Froese
Room 217 (General Office)
204.474.8520
ivan.froese@umanitoba.ca

Assistant Bursar

Beatriz Martins
Room 216 (General Office)
204.474.8532
beatriz.martins@umanitoba.ca

Registrar and

Confidential Secretary to the Warden

Sherry Peters
Room 215 (General Office)
204.474.8520
sherry.peters@umanitoba.ca

Marketing

and Communications Officer

Loraine Remetilla
Room 214C (General Office)
Phone: 204.474.6608
E-mail: loraine.remetilla@umanitoba.ca

Warden of St John's College

Dr. Allison Abra
Room 218 (General Office)
204.474.8529
allison.abra@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 2025)

Move-In Day	August 30
Labour Day	September 1*
U of M Welcome Day	September 2
Residence Orientation (Mandatory)	September 2
First Day of Classes	September 3
Fall Residence Fees Due	September 9
SJCSA Jump Start Orientation	TBD
Matriculation	September 16
Orange Shirt Day	September 30*
Thanksgiving Day	October 13*
Remembrance Day	November 11*
Fall Term Break (Reading Week)	November 10 to 14
Exam Period	December 9 to 19
Meal Plan Ends with Supper	December 19
SJC and U of M are closed December 20 to January 4	

Important Dates

Second Term (Winter 2025)

Winter Move-In Day	January 4
Meal Plan Resumes	January 5
U of M Welcome Day	January 5
Residence Orientation (Mandatory)	January 5
First Day of Classes	January 6
Winter Residence Fees Due	January 6
Louis Riel Day	February 16*
Winter Term Break (Reading Week)	February 16 to 20
Good Friday	April 3
Exam Period	April 11 to 24
Meal Plan Ends with Supper	April 24
Move Out Day	April 25

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 (August 30) 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 9. 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 96 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 the Residence 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

Please do not address packages to 17 Sifton Rd.

* 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.

A Breakfast to Go option is 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.

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. **This convenience option requires to cooperation of all residents to ensure its continued availability. Please do not abuse this privilege as doing so may ruin this availability for others.**

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. If you are interested in getting involved, please speak to Hamidou Diallo (Room 138) or the Dean of Residence.

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. The door to this room may not be locked from inside under any circumstances. Residents doing so risk losing access privileges to this space.

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 outlined in the Residence Contract 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.

Renewing for Summer 2026

The heart of the College community is our students, and Residence is a big part of that. We need your help in growing that community, and we recognize what a privilege it is when a student makes the decision to stay with us for more than just one year.

Renewal applications will be delivered under your door in March 2026. During the summer months, Residence is available on a monthly basis, meaning you're welcome to stay for all or part of the summer! Monthly Residence room and board for Summer 2026 is \$1,706.40, minus any applicable Loyalty Discount. (See below for details!) To renew for Summer 2026 simply return the application and your \$500 non-refundable Summer deposit, which will be applied to Residence fees for your final month during Summer 2026.

Loyalty Discounts and Referral Rewards

Referral Reward Program

Do you know someone who would love to join our community? Refer them today! If they stay for at least one term (Summer, Fall, or Winter), you will receive a \$200 referral reward. Ask the Dean for details!

Loyalty Discount Program

We value your stay and want to continue building our community with you. Returning residents will be awarded a reduced rate on their fees for each year they live at St John's College:

Year 2 – 3%

Year 3 – 5%

Year 4 – 7%

Moving Out

Unless prior arrangements have been made, check-out time is 11:00 a.m. on your scheduled date of departure. Move-Out for Winter 2026 is April 25, 2026 by 11:00 a.m. move-out applications for stays past this date, but not renewing for Summer 2026, will be available in early April 2026 and must be submitted by the indicated deadline.

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.

Bus schedules are available at www.winnipegtransit.com





Get in touch

Tawana Matizandzo, Dean of Residence

-  Residence Office (Room 101)
-  204.474.8363
-  204.474.8363
-  tawana.matizandzo@umanitoba.ca
-  umanitoba.ca/st-johns-college/residence



ST JOHN'S COLLEGE

RESIDENCE