



Rocky Mountain College

RESIDENCE PROGRAM GUIDE

2011 - 2012

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Student Life

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Rocky Mountain College

Welcome!

The RMC Residence Program (along with the rest of RMC) is excited about building community. Community life in residence is a wonderful experience and great opportunity to make life-long friends and memories; it is also a great environment in which to grow. The purpose of RMC Residence Program is to provide an atmosphere which supports growth in:

- ◆ Academic achievement,
- ◆ Spiritual formation, and
- ◆ Personal life.

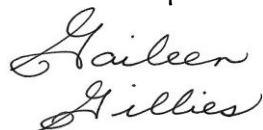
The RMC Residence Program is based upon principles of life in community, self-discipline and mutual accountability. These principles can be found in the RMC Community Responsibilities Agreement, signed by each student upon admission. These are the commitments to take responsibility for personal spiritual growth;

- ◆ To facilitate a spiritually healthy environment,
- ◆ To abstain from practices not permitted by Scripture to exercise the mind of Christ in matters of conduct and entertainment, and
- ◆ To accept reproof and guidance when needed.

Students who choose to live in the Residence Program accept the boundaries and requirements that facilitate community living. This means that sometimes ones individual preference must be set aside so that the larger group can be served. Students who choose to live in the Residence Program also receive the benefits of encouragement, support and relationship that are a central part of life in community. You will often be served by friends in the Residence Program who will put their own preferences aside in order to assist you.

The RMC Residence Program invites each student to invest his or her most positive attitudes and actions in building the 2011-2012 Residence Program and memories. Every resident has opportunity to build the community through respectful relationships with roommates, participation in the Residence Program Committee and Residence Program events, spiritual formation opportunities and other social events. Of course, the community will reflect the choices and contributions made by each individual resident.

The pages that follow provide the structure and procedures which will allow a positive Residence Program experience. As you live among the other students in the Residence Program, our hope is that you will experience more than a dorm room where you store your stuff and catch a few hours of sleep. Our hope is that your will experience a home within community.



Gaileen Gillies

Vice President Student Life

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1. Residence Program Staff

- ◆ The Residence Program is directed and managed by the Residence Manager, who is assisted by Residence Assistants, who are under the Manager's supervision. The Residence Manager reports directly to the Vice President of Student Life.
- ◆ The Residence Program staff is available to ensure the safe and appropriate conduct of the Residence Program and is available to assist you with questions or problems.
- ◆ *Be respectful of the Residence Program's staff need for personal time, study time and sleep time. As a general rule, you should not knock on the door of a member of the Residence Program staff after 10:00 pm, unless there is an emergency at hand.*

Who is Who in Rocky Residence for 2011/2012?

Naomi Rokos- Residence Manager

Travis Loewen- Residence Assistant

Matthew Brown- Residence Assistant

Sherry Huang- Residence Assistant

Bethany Roberts – Residence Assistant

2. Residence Program Committee

- ◆ The Residence Program Committee exists to work with the Residence Manager and Residence Assistants to achieve a positive and effective Residence Program. **The elected Residence Program Committee is the voice of residents in event formation and management of the Residence Program.**
- ◆ The Residence Program Committee will:
 - Assist the Residence Manager in addressing stresses or difficulties that sometimes arise in the Residence Program community (such as how to manage noise levels from stereos or how to keep the building secure when so many people are coming and going).
 - Meet monthly to plan and execute budget, social events and spiritual opportunities (e.g. monthly celebration of birthdays and RES prayer walks).

Members of the Residence Program Committee:

- ◆ **A Residence Program Committee will be elected by those living in the Residence Program**



- The women will elect representatives to speak into the women's program; the men will elect representatives to speak into the men's program.
- They will serve together with the Residence Staff
- ◆ The Residence Manager chairs the Committee.
- ◆ Students in the Residence Program are encouraged to participate in any planned Residence Events.
- ◆ The Committee must be elected by the end of September by organization of the residents.

3. Activities

MOVE IN

Move-in this year will take place on the following dates:

EDGE Students: Sunday, September 4th no sooner than 2:00PM

Non-EDGE Students: Thursday, September 8th no sooner than 1:00PM

Unfortunately, we are unable to accommodate early arrivals.

RESIDENCE ORIENTATION will take place on **Sunday September 11th at 3:00** with a BBQ to follow – parents are welcome to attend. The orientation is mandatory.

HOLIDAYS

Christmas Break:

Residence Closes at 5:00PM the Saturday following Fall Semester Final exams. Those wishing to stay past this time must fill out a Residence Extension Application.

Residence will reopen on Saturday January 14th 2012 with the following exceptions:

Winter Intercession Students: January 8th, 2012

EDGE Students: January 9th, 2012

Students wishing to return earlier must fill out a Residence Extension Application.

Summer

RES Closes for the summer at 2:00PM on April 21st, 2012 – the day following Graduation. Those wishing to stay longer must fill out a Residence Extension Application.

****Please note that the Residence Extension Application may only extend early arrival and departure by a maximum of 2 days and is subject to an application fee as well as a cost per night. Applications will be available in September 2011.**

If a student has concerns about this policy, they should speak to the Residence Manager. Edge and winter intercession students also must speak with the Residence Manger concerning early return.



Residence Impact Groups

All residence students are assigned to an "Impact Group." Participating in an "Impact Group" is **MANDATORY** for all RES students.

The purpose of "Impact Groups" is:

- To glorify God
- To promote residence unity
- To be an avenue for encouragement, growth, personal challenge and prayer support
- To provide an opportunity for students to learn and grow in their faith together
- A time to have fun

"Impact Groups" meet Tuesday nights from 9:30-11:00PM. Your group may occasionally be given opportunities to go on an outing together or to participate in an external ministry. If you have ideas for IMPACT Groups, let your RA know!! ☺

4. Parameters and Regulations For the Residence Program

Following are the regulations that provide structure to the Residence Program. Each statement reflects intent to:

- guard individual needs and privacy;
- provide building security;
- comply with City of Calgary bylaws;
- comply with provincial or federal laws;
- promote healthy relationships;
- maintain integrity with the purposes of RMC.

Individuals or groups who act outside these parameters and regulations will receive intervention from the Residence Program staff, or from the Vice President of Student Life. If appropriate, the College Disciplinary Policy will be implemented.

The Vice President Student Life and Rocky Mountain College reserve the right to remove from the Residence Program, individuals who put the community at risk, or who are unwilling or unable to participate positively within the Residence Program.

The Office of the Vice President Student Life reserves the right to make changes to these policies as necessary.

5. Residence Program Agreement

Students must read and submit a signed Residence Program Agreement to the Student Life Office, **at least three weeks prior** to their move into the Residence Program.

6. Community Responsibilities Agreement

The Residence Program at Rocky Mountain College takes place within and in agreement with, the Community Responsibilities Agreement. All students at RMC sign this Agreement as a part of the admissions process. The College reserves the right to remove from the Residence Program any student who commits an offense that comes under disciplinary action. Disciplinary Policies and Procedures are detailed in the RMC Student Handbook and are available for review in the Office of the Vice President Student Life.

7. Safety and Security

Rocky Mountain College and the Residence Program/Student Life Department desire to provide safe and secure residential homes for students. Each student is expected to take an active role in ensuring the safety of the community.

Follow basic safety guidelines:

Personal Safety

- When walking between campus buildings, to 7-11, or for leisure at night, walk with a friend if possible. RMC is located in an urban context, and near a major public transit centre, so common-sense precautions are wise.
- Lock your room. Keep valuables in a safe place, and carry your keys with you at all times.
- Report thefts and/or suspicious persons or actions to a member of the Residence Program staff immediately.
- *If a student plans to be out overnight they MUST SIGN OUT, leaving their name, whereabouts and contact information. Additionally, they are asked to inform their roommates and RA of their departure as a common courtesy.*

Building Security

- **Exit doors may not be propped open**, as this can endanger the lives and belongings of everyone in the Residence Program. In past years, doors propped open allowed field mice to enter the building, and residents had to contend with that problem all year.
- Do not climb on building roofs or rappel from windows.
- Use of the balconies or windows to enter or exit the building is only permitted in the case of an emergency—otherwise you may expect disciplinary action.
- Only buzz people in through the intercom systems that you know. If you do not know the person requesting to be admitted to the building, do not buzz them in.
- Test your individual suites smoke detectors once a semester.

Fire Safety

In the event of a Fire Emergency:

- Pull Fire Alarm
- Seek the safest and quickest exit route from the building. Do not stop to bring personal belongings with you.
- Meet in the north end of the Co-op parking lot; always cooperate with the Fire Department personnel.
- Ensure that your roommates are accounted for. If not, communicate this immediately to your RA or a member of the Emergency personnel.
- When main building alarm goes off, exit building immediately. Residence staff will assess the situation and inform residents when it is safe to return to suites.

IMPORTANT NOTICE - Falsely pulling a fire alarm or shouting, "fire" is an action that can result in being charged by the police. A false alarm in the RMC Residence Program will result in immediate eviction.

8. Emergency Procedures

- Contact a Residence Assistant
- Contact the Residence Manager (numbers will be posted on your refrigerator and the bulletin board by the pay phone.
- A First Aid kit is located in the Laundry room.
- If the injury is minor but does require medical attention, the Brentwood clinic is a walk-in office.
- **In the case of any serious medical emergency, call 911.** A member of the Residence Program Staff should be informed of the emergency as soon as possible.

9. Insurance and Protection of Personal Items

RMC insurance does not cover your personal property. As there is always the unfortunate possibility of theft, fire or natural disasters we encourage you to take the following precautions:

- You might want to consider purchasing tenant insurance and also having a secure and hidden place to store cash and small valuables.
- Leave a copy of all personal identification (ie. birth certificate, social insurance number, passport, driver's license, etc.) with a family member for safe keeping.
- Agree with your roommates about a plan to keep the suite locked when no one is home, or someone is asleep. Keep a list of your valuables, including make, model and serial numbers.
- Report any theft to the Residence Manager Immediately
- Enter another person's room only if you have received permission
- Use another person's belongings only with permission (entering into another's room or borrowing without permission is both inappropriate and illegal)

10. Inspections

Upon arrival, departure and monthly, all Residence Program suites are inspected and a room condition report is filed. Costs for extra cleaning and/or repair of damages will be the students(s) responsibility.

11. Cleaning

The Residence Manager will prepare a Cleaning Schedule for all residents to participate in keeping the individual suites clean, including hallways, entrances, lounge and laundry room. The Residence Manager is responsible to ensure both weekly and monthly cleaning assignments are completed.

- The Residence Manager will do monthly suite inspections to note any damage, fire hazards, or unclean conditions. They will be conducted on the last Monday of each month
 - **Please Note: Each suite MUST have their own working vacuum cleaner.**
- Weekly community cleaning inspections will be conducted on Mondays.
- In addition, spot checks will also be carried out by the Vice President Student Life and/or the Residence Manager to ensure consistent adequate cleaning of each area.
- Residents of suites evidencing fire hazards or unclean conditions will receive a 24-hour notice to remedy the situation.
- If a resident fails to fulfill their cleaning assignment, they will be given a warning and a 24 hour grace period, after which there will be a fine of \$20.00 payable immediately to the Residence Manager. **The 24 hour grace period is only in effect during the fall semester.** By the winter semester students are expected to know what is expected of them (spot checks will remain the only exception).
- Damage will be reported to the Facilities Office.

Group Cleaning Assessment Fees per assigned suite:

Lounge	\$20.00
Laundry Room	\$20.00
Hallways	\$20.00
Entrances/Stairwells	\$20.00
Snow Removal	\$20.00

***Note:** As you live in community, it is expected that you encourage each other with the cleaning of your suites and community cleaning responsibilities—all residents each suite are responsible for all parts of monthly and weekly cleaning. If your roommate needs encouragement on how to do a better job, kindly help them out.

***Note:** The lounge is expected to be tidy at 8:30AM daily (this means no garbage or food lying around or dishes left.) If the lounge is untidy a fine will be levied. If you have tidied it and others have disrespectfully left it in disarray between then and 8:30AM a fine will be levied for each offender. This means that everyone is responsible to maintain and respect the common areas.

Year End Move Out Cleaning Assessment Fees

Walls/Trim/Baseboards	\$25.00/Wall
Windows/Tracks/Blinds	\$15.00-\$50.00
Fridge	\$55.00
Stove/Oven/Drawers/Drip Pans/Racks	\$30.00
Stove Hood/Fan/Screen/Fan Blades	\$35.00
Kitchen Cupboards/shelves/Doors/Top of Cupboards	\$50.00
Kitchen Countertops/Sink/Taps	\$25.00
Tub/Tiles/Shower/Vent (Fan)	\$75.00
Vanity (Sink/Taps/Cabinet/Mirror/Light Fixture)	\$35.00
Toilet	\$50.00
Closets Doors/Shelves (Bedroom)	\$25.00
Storage Room	\$25.00
Tile Floors (Bathroom/Kitchen/Storage)	\$55.00
Electrical Fixtures/Heating vents/light fixtures	\$35.00/Item
Touch Up Cleaning per Hour	\$35.00

(Touch up cleaning examples are, vacuuming, dusting, taking out garbage, recycling, and any items left in the suite. **The cleaning will be billed for a minimum of one hour.**)

12. Laundry

Coin operated laundry rooms are located in College Manor. You will need both loonies and quarters to use the laundry machines. Please notify a member of the Residence Program staff when maintenance of the laundry equipment is required. **Men's laundry must be done during the Opposite Gender Visiting Policy hours – see 26.**

Costs: \$1.75/wash, \$1.25/dry

13. Maintenance Requests

Please fill out maintenance request forms, located outside the Residence Manager's door, and leave it in the mailbox within 24 hours of noticing the needed maintenance. Maintenance will be done based on urgency (i.e. water leaks will be dealt with as soon as possible whereas, a cupboard door may take more time).

DO NOT ATTEMPT YOUR OWN REPAIRS (unless it is something minor such as plunging a toilet)

**NOTE: Burnt out light bulbs ARE the responsibility of the resident.

14. Modifications to Suites

Suites may not be modified in any way that will cause permanent damage. This includes, but is not limited to, altering the existing walls, floor, ceiling and furniture (as well as affixing items such as adhesive hooks to the walls). Items permanently fastened (e.g. Bulletin boards, bookshelves, mirrors, towel bars etc.) are not to be detached.

15. Furniture

Each suite is furnished with the following:

- two sets of bunk beds with built-in dresser drawers,
- one sofa (Plus suite) or love seat (Standard Suite)
- one dining table and chairs,
- four wall-mounted desks, and
- stove, fridge and kitchen cabinets

When additional furniture is available within the Residence Program it will be placed in suites as it is acquired.

16. Poster/Decorations

In suites, use push pins to hang posters and pictures. The number of pin holes in each wall must be kept under 10. If the number of holes in the wall exceeds this amount a charge of \$20.00 per room will be deducted from the deposit. Do not use "sticky-tack" or tape as they discolor and/or peel the paint.

17. Damage Assessment

The Residence Manager, reserves the right to do periodic maintenance and safety checks of all suites and as necessary, assess fines if appropriate. Occupants of a suite or room will be assessed equally for damage and/or cleaning costs if necessary.

Any damage to hallways or stairways, above normal wear and tear, will be assessed equally to the persons living on that particular floor, unless specific responsibility can be determined.

Damaged Property Assessments

Bathroom Fixtures: (minimum charges)

Towel Racks	\$27.00
Toilet Tissue Dispenser	\$27.00
Cabinet door repair	\$30.00
Mirror	\$75.00
Faucet	\$150.00
Toilet	\$350.00

Beds

Frame	\$300.00
Mattress	\$200.00

Carpet/Tile flooring

Replacement	Time+ Material
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Doors

Replace – bedroom	\$180.00
Replace- - Apartment	\$396.00
Repair Hole –	\$80.00 (min)
Replace lock and cylinder	\$125.00
Hinges	\$100.00
Peephole	\$25.00

Furniture

Repairs	Time+ Material
Replace – desk	\$375.00
Replace – desk chair	\$175.00
Replace – curtains	\$100.00 or cost to replace

Replace – couch	\$500.00 or cost to replace	Light Fixtures	\$75.00
Replace – lounge chair	\$250.00 or cost to replace	Painting	
Replace – coffee table	\$150.00 or cost to replace	Minimum charge	\$60.00
Replace – Blinds	\$100.00 or cost to replace	Bulletin Board	\$60.00
		Bedroom ceiling	\$129.00
		Bedroom walls (per wall)	\$150.00
		Drywall Repairs	Time+ Material
Glass Repairs		Refrigerators	
Hallway/room/lounge glass	\$150.00 min	Shelf	\$30.00
Large thermo pane window	\$16.00/sq.ft	Power Cord	\$20.00
Sliding bedroom window	\$150.00	Screens	
Window frame and glass	\$350.00	Kitchen/Bedroom	\$75.00
		Balcony door screen	\$200.00

NOTE: All damages not listed will be charged as material costs plus applicable labor rates. These prices are subject to change.

18. Bicycle Racks/Storage

Bicycle racks and storage areas are available at the Residence for student use. **Bicycles are not to be stored in hallways, rooms or balconies.**

19. Parking

- You should request a parking space and pass when you return the Residence Program Agreement, as space is limited.
- With your request, please note the make, model and license plate number of the vehicle, so a pass can be issued.
- Assigning is based on a first come first serve basis.
- Vehicles improperly parked in reserved spaces will face fines and possible tow-away.
- Disassembled vehicles and auto parts are not to be left in either of the lots.
- The main campus lot is not available for overnight parking.
- Please encourage all visitors to park on the street, or in visitor parking if space is available.
- Spot checks will be carried out to ensure all vehicles display the permit.
- Please also note that during the winter months, vehicle plug ins are not available.

20. Cooking

Each suite has a kitchen with cupboards, fridge and stove. Residents supply their own cutlery, dishes, glasses, pots etc. Once the roommate list is finalized, you may wish to contact your roommates to share the responsibility of supplying such items (i.e. microwave, broom/pan, vacuum, cleaning supplies, storage units, sealable containers for sugar and flour, etc). It is suggested that each Resident purchases his/her own food. Grocery stores are located very close to the Residence (i.e. Co-op and Safeway).

21. Pets

No pets are allowed in College Manor. Goldfish are allowed, but Residents must ensure the fish are correctly cared for during any College breaks/end of Semester.

22. Mail Service

Mail is delivered directly to College Manor. Mailbox keys are issued to each suite upon arrival. Because of the difficulty in replacing mailbox keys, a fine of \$50.00 will be charged for lost keys. RMC is not responsible for the redirection of mail after the move-out date. Students must contact the Brentwood Canada Post Office to redirect personal mail.

The Residence address is:

College Manor

Your Name

Apt # _____, 3107 Blakiston Dr NW

Calgary, AB T2L 1L7

You will be responsible to change your address at the end of the school year as your mail will not be forwarded.

23. Keys & Lock Outs

Upon arrival, students will be issued keys. Please notify the Residence Manager if your keys are lost or stolen.

- Replacement keys may be obtained at a cost of \$50.00 per key.
- Unauthorized possession or copying of keys is prohibited and will result in fines or disciplinary measures.
- Anyone who copies a key and gives it to another person (e.g. a friend, or a roommate who lost a key) will face eviction.
- Keys not handed in at move out, will be charged at \$50.00 **per key** out of the damage deposit.

If you are locked out of your suite or room, please find a roommate or a member of the Residence Program staff to let you back into your suite. Do not attempt to break into your room in any way or you will be charged for damages.

Buzzing all apartments through the intercom system because you forgot your keys is not acceptable. It is your responsibility to keep your keys on your own person. Continually buzzing all apartments for entrance is a security issue as residents are less and less likely to check who is actually buzzing in.

24. Curfew

Although there is no Residence Program curfew, restrictions may be placed upon those who abuse the privilege. Examples of such abuse would include but are not limited to:

- ◆ causing disturbances in the building or neighborhood after 10:00 pm or before 8:00 am (Calgary Bylaw);
 - ◆ violation of College standards;
 - ◆ A pattern of staying out late, then being disruptive upon your return to your suite, etc.
- If students are away from the Residence overnight, they **MUST** inform the Residence Manager, together with a contact number on the sign-out sheet.

25. Guests

Each member of the Residence Program community is responsible for the conduct of his or her guests. **If a guest violates any of the Residence Program guidelines, the resident host will be held responsible.**

- As a courtesy to roommates, residents must request the permission of their roommates before hosting overnight guests.
- The host must complete the overnight guest form and return it to the Residence Manager 48 hours before the anticipated arrival of the guest.
- The maximum number of nights a guest is permitted to stay is three.
- No overnight guest over the age of 12 of the opposite gender is allowed in your apartment.

Guests of the opposite gender are permitted only under specific hours and conditions. See the heading below: **Visiting Policy of Opposite Gender.**

26. Visiting Policy of Opposite Gender and Lounge Hours

Residents may receive visitors of the opposite gender under the following conditions:

- Visitors are not allowed in bedrooms or sleeping areas.
- Doors to suites are to be left open.
- Permission must be received from other residents in the suite, and all residents of the suite have the right to ask a visitor to leave at any time.
- **Suite Visiting hours are:**

Sunday- Saturday 12 noon – 10:00 pm

Regular spot checks **will be carried out.**

The Lounge is open for both genders 24 hours for a study and hang out area.

*Notes:

- After 10pm, noise levels must be kept down.
- Door must be open at all times, and one light must be on.
- Appropriate attire must be worn (no pajamas).
- From Sunday-Thursday night, please be sure your movies are finished by 8:00PM. This is to provide space for people to play games, talk, chill, or do homework here as well. Movies are great, it is also important to be apart of activities that foster conversation and interaction.
- Fines will be given for anyone abusing these politics of \$20.00 per person for first time, and doubling there after.

27. Language

The use of abusive language, including cursing, is not acceptable.

28. Mediation/Conflict Resolution

If you are having difficulty dealing with a fellow resident who is offending you, you are encouraged to follow the practice outline in Matthew 18:15-17. Go to the person and politely request that he or she co-operate. If this is not effective, you may request that the Residence Manager or Vice President Student Life, conduct a mediation meeting.

29. Noise

When living within the Residence Program, it is necessary to regulate noise levels so that all residents can live, study, and sleep without frequent disruption. All residents must limit themselves in some ways perhaps not necessary when living at home, or in ones own apartment.

Excessive noise is not appropriate at any time. Boisterous talking and laughing, loud music, squealing of tires are all examples of unacceptable behavior. This regulation also applies to the halls, stairwells, park and parking lot.

Quiet Hours are:

- 10.00 PM to 8.00 AM Daily as well as
- Sunday afternoon from 1:30PM-4:00PM.

~Any noise heard outside your suite during these hours is considered inappropriate.

~Any noise heard outside College Manor after 9:00 pm is considered inappropriate and may result in curfew for the entire Residence Program.

~These noise and time restrictions are in compliance with City of Calgary Bylaws.

During the Residence Program orientation, noise management is one of the issues discussed and agreed upon by the Residence Program community and by roommates.

Musical Instruments

Voice and instrumental practices cannot take place in the Residence Program building. Designated practice rooms in the Music Department are available. Acoustic guitars are permitted prior to quiet hours (10:00pm), unless they disturb roommates or other building residents.

Televisions

Television sets are allowed in individual apartments in College Manor. A Lounge is provided with television set and DVD Player for student use. This is to encourage community within the apartment building.

Movies should be appropriate viewing—if you would not be comfortable with the Residence Manager, Student Life VP, or the President of RMC walking in or watching it with you then it is best to turn it off. Your roommates, RAs, and RM have the right to ask you to turn of anything they deem inappropriate (this includes video games).

30. Substances

There is a zero-tolerance policy for use of alcohol, tobacco or illegal substances. Some residents manage respiratory conditions that cannot tolerate exposure to smoking residues, even those trapped in clothing or hair. Students who go off campus to smoke are outside the Residence Program and college policies, and will not be permitted to live in the Residence Program. The health concerns of non-smokers take priority. Necessary disciplinary actions are at the discretion of the Vice President Student Life.

31. Telephone and Internet Service

Each suite is equipped for telephone service. Arrangements for service can be made by contacting TELUS at 403-310-2255 or www.telus.com once students have arrived at RMC.

All fees associated with telephone service are at the expense of the residents of each suite. A payphone that accepts incoming calls is located in the front stairwell of College Manor; the number of that phone is 403-284-9934. Many students use cell phones, rather than install a phone in their suite. Telephones are not to be installed in individual bedrooms.

Wireless Internet access is available in the Residence and throughout the RMC building.

32. Room Assignments

Roommate assignments are made by the Student Life Office and are considered permanent for the two semesters of the academic year. In some circumstances, the Residence Manager may recommend a change in roommate assignments. This must be approved by the Vice President of Student Life before any change can be implemented. The Vice President of Student Life reserves the right to make changes in roommate or suite assignments, if necessary, to consolidate vacancies or to resolve Residence Program problems.

Although we promote resolving conflicts rather than avoiding them, some extenuating circumstances may necessitate a room or roommate change. A request for a change is initiated through the Residence Manager. Roommate changes are required to be approved by the Vice President Student Life. **Unreported moves are prohibited.**

33. Disciplinary Actions

In the event that a resident does not show self leadership, or decides not to live by the standards outlined in this guide, the Residence Manager, and/or the VP of Student Life will intervene. Consequences may include but are not limited to monetary fines, extra cleaning on campus, temporary curfew, suspension from the Residence, et cetera.