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Welcome to Residence!

Residence is more than just where you live: it’s your home away from home – your new community.

Living in residence provides a supportive environment and amazing opportunities to meet new people, experience independence and grow as an individual in a community which promotes self-discipline, the exchange of ideas, diversity, self-directed learning and personal accountability.

Learning at university happens in and outside the classroom: your experience living in residence and the connections you make here can play an important role in helping you develop friendships and life skills that will help you be successful this year and in the years to come.

Our Residence Life team is here to assist you in every way they can. Get to know your Community Advisors (CAs) and Residence Manager (RM) and learn all the ways they can help you make the connections in residence, on campus and in the community that will make your life in residence and at McMaster the experience of a lifetime.

Welcome to Mac...Welcome to your new residence home!

Fees, Payments, and Expenses

- The balance of your Residence and Meal Plan fees (less $600 deposit) is payable by cash, cheque (money order or by online banking to Financial Services, (Gilmour Hall 209).
- For information on payment plans and other payment issues, refer to the student financial information website.

ACTIVITY FEES

- Voluntary residence fees are collected on a pay-as-you-go system (participate as you choose). Activities include special events, programs, floor photos and intramural sports.

MEAL PLAN INFORMATION

- For information visit the Mac Express website.
- The Mac Express Centre is located in Commons Building, Room 128 (ext. 27448, or express@mcmaster.ca).
Students may access their meal plan information directly by visiting the Mac Express website to:
  - check meal plan balance(s)
  - review transaction history
  - deactivate meal card
  - change meal plan account PIN number
  - add money to meal plan card by American Express, MasterCard or Visa
- For more information on dining facilities, employment opportunities, hours of operation, meal plans, menus, and nutrition, check out the Hospitality Services website.

Move-Out Information

DECEMBER BREAK

- You are required to move-out of your room by 12 noon on the day after your last scheduled exam in December or by 12 noon on Saturday December 23, 2015, whichever is earlier.
- Failure to move-out on your specific date/time is a violation of the Residence Code of Conduct, (Minor Offence P) and is accompanied by a mandatory $50 fine/night. Security Services may be accessed to enforce the Trespass to Property Act if necessary. All the residences will be closed for the December break at 12 noon on December 23, 2015. You may leave things in your room over the break but you will not be able to get into the building until the residences re-open at 7 am on Monday, January 4, 2016.
INSPECTIONS
• Building and room inspections are conducted during the December break. Charges may be placed on a student’s account for RCC violations and or damages, garbage left in the room, or excessively dirty rooms.

DO I HAVE TO MOVE-OUT FOR FALL BREAK OR READING WEEK?
• No. Although there are no classes during the breaks (October 12-18, 2015 and February 15-20, 2016), you may stay in residence.
• Hospitality Services is open during the breaks; their hours of operation are online.

MOVING OUT IN APRIL
• You must leave residence for the summer by 3 pm the day after your last scheduled exam in April or by 3 pm on Wednesday, April 30, 2016, whichever is earlier. This is done in consideration of the students who are still studying for exams and to assist with building security.
• Failure to move-out on your specific date/time is a violation of the Residence Code of Conduct, (Minor Offence P) and is accompanied by a mandatory $50 fine/night. Security Services may be accessed to enforce the Trespass to Property Act if necessary.
• All residences will be closed for the summer by 3 pm on April 30, 2016.
• Please remember to make the appropriate arrangements for move-out EARLY.
• You will receive more information about move-out in mid-March. Remember there is no summer storage space available and all your possessions must be removed from your room.
• At move-out (or if withdrawing from residence during the academic year), you are responsible for returning all keys and the access card issued to you. These items must be returned to your Service Centre where you will complete your move-out/withdrawal using the electronic sign out system. Lost/missing keys will result in charges to your student account.

WHAT IF I NEED TO WITHDRAW FROM RESIDENCE AFTER I MOVE IN?
• The first step is to speak to your Residence Manager.
• You will be required to fill out a Residence Withdrawal form in Commons Building, room 101. Your name will be placed on a refund waiting list in order of date of withdrawal. When a new student is admitted into residence, a refund is processed for the first student on the waiting list. Eligible refunds are calculated on a pro-rated daily basis, less a $300 administration fee. If a replacement is not found, you will be responsible for your residence fees until the end of the academic year. Please carefully review all withdrawal information in the Residence Agreement/Contract.

Room & Building

INSURANCE IS IMPORTANT...
McMaster is not responsible for the loss or damage of your belongings while living in residence. Please ensure a form of household or tenant’s insurance package covers you.

ROOM CONDITION INFORMATION
Your room or apartment/suite is inspected prior to your arrival for damage and the completed room inventory information is available online in the Residence Portal (residence.mcmaster.ca). Should you be missing an item or it is in need of repair, please indicate this when completing your room inventory; this needs to be completed by September 11, 2015.
Your room will be inspected for damages and extra cleaning at the end of April and at various times during the school year should the need arise. If your room is damaged at any time during the school year, you will be responsible for paying the repair bill. You will be financially responsible for any furniture that is missing from your room or any extra cleaning should you leave your unit/space in an inappropriate condition. Room furniture must remain in your room; you may not paint or alter your room in any way. Common room and other public area furniture may not be removed from its location nor can personal furniture be set up in these areas.

WHAT ARE THE DAMAGE COSTS?
You and your roommate(s) will be billed equally for damages in your room or apartment/suite. The entire floor and/or hall community is responsible for paying damages outside private residence rooms. Every effort is made to trace ‘public’ damages to the people directly responsible so they may be held financially responsible.
For common repair and replacement costs view the website.
BEDBUGS
Pests are a fact of life! With increased international travel and reduced use of pesticides, North America is experiencing an increase of bedbug occurrences. Found in fine hotels, hostels and college and university residences, bedbug infestations are a common occurrence.

Facts to remember about Bedbugs:
- Although a nuisance, bed bugs are not a health threat.
- An adult bed bug is approximately the size of an apple seed.
- Bed bugs bite – bite marks may appear in rows and clusters.
- Mostly active at night.

How to reduce the risk of getting bedbugs:
- Eliminate clutter
- Regularly vacuum your room and mattress
- Launder your linens and clothing (using high heat when possible)
- Be aware of the signs of bedbugs when you are staying in hotels or vacationing and always launder your clothing when you return.

Think you’ve got bedbugs in your room? Here’s what to do:
- Visit your service desk (Commons or Mary E. Keyes lobbies) and speak to a Housing Assistant.
- Find a sample and place it in the ziploc bag provided from the service desk. Be sure to label the bag and alert the desk that you have a confirmed sample.
- Plan to stay in your room. It’s important to remember – if you stay in a friend’s room, you could be passing the problem along!

Next Steps:
- Within 24 hours of reporting a bedbug has been found, a representative from the Pest Control company will complete a thorough inspection.
- If bedbugs are found to be present you will be required to:
  - Remove and launder all bed linens and clothing. Bags for your laundry will be provided along with a courtesy laundry card.
  - Clean your room to eliminate clutter to facilitate and improve the effectiveness of the treatment.
  - Leave your room for 5 hours in order for the treatment to be completed; it is safe to return after this time. A follow-up treatment will be scheduled two weeks later.

Please note: if bedbugs are confirmed, you will not be relocated due to the increased risk of spreading the pests, and no refund or reduction of residence fees will occur.

It is important to always ensure any food in your room is stored in proper sealed containers to avoid unwanted pests.

FRIDGE IN ROOM
Students are not permitted to bring their own fridges into residence; however, you and your roommate may rent a small fridge from Coldex. An 8-month lease from Coldex costs from $135 -185 plus a $25 refundable cleaning deposit. The fridge is conveniently delivered to your room and picked up for you after you move out in April.

Please note:
- Bunk and Loft rooms are provided a small fridge.
- Apartment and Suite units contain a full sized refrigerator in the kitchen area.
- Traditional-style residences have kitchen facilities on each floor, where a full-sized refrigerator is available for your use.

For the complete Fridge Policy view online.

ROOM DECORATING
Decorating is important in making your room feel like home. Please do not damage or alter any part of your room by drilling holes, nailing, painting, etc.

TIP: Sticky tabs work well for hanging posters and pictures. Do not use Scotch tape, duct tape, masking tape or thumb tacks as they damage the paint on the walls and you are responsible for all damages. Use the sticky tabs provided at move-in!

Heavier items can be mounted on walls using 3M Command products which provide mounting solutions that hold firmly and remove cleanly. They leave no surface damage and are reusable, creating a very easy and affordable way to organize and decorate!
COMMON AREA CLEANING

- The custodial staff in the buildings from 7 am to 3:30 pm take care of basic cleaning of washrooms and common areas. They will not wash your dishes! It is everyone’s responsibility to keep common areas and hallways clean and comfortable for others. Respect and take pride in your residence!

GARBAGE DISPOSAL

- Full garbage bags or cans can be emptied in the garbage room located on each floor of your residence hall. The custodial staff will clear these rooms on a regular basis.
- Bates/Mary E. Keyes/Brandon residents – you may dispose of your garbage using the garbage chutes located on your floor. Please take your garbage out regularly and be sure not to plug the chute by stuffing oversized items into it. Report plugged chutes to the Service Centre immediately.

RECYCLING

- With need for conservation of land and water as a priority, it is important to send less to landfill sites, therefore, we recycle.
- McMaster University Residence Facilities remove recyclables out of our residence buildings every week.

Recycling Schedule:

<table>
<thead>
<tr>
<th>WEEKDAY</th>
<th>RESIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Brandon Edwards Hedden, McKay Whidden, Woodstock Les Prince</td>
</tr>
<tr>
<td>Thursday</td>
<td>Bates Mary E. Keyes, Matthews Moulton Wallingford</td>
</tr>
</tbody>
</table>

Service Centres

Have a question? Need more info? Lock yourself out? Need something repaired?

The Housing and Conference Service Centres are the central communication centres for the Residence Community. Service is provided 7 days a week; the Service Centres are located on the main level of the Mary E. Keyes Residence and the Commons Building.

The Service Centres are staffed by Housing Assistants who can assist you with your keys, information about the residences, residence policies, campus resources and information about the greater Hamilton Community.

Please direct any questions you have regarding our services to the Service Centre (Commons Service Centre ext. 27222 or Mary E. Keyes Service Centre ext. 24898) by visiting the Service Centre in person or by e-mail at housing@mcmaster.ca.

If you live in Brandon, Hedden, Edwards, Les Prince, McKay, Whidden, or Woodstock, you will find the closest Service Centre in the Commons Building Lobby.

If you live in Bates, Mary E. Keyes, Matthews, Moulton, or Wallingford, your closest Service Centre is in the lobby of Mary E. Keyes Residence.

Keys

LOCK OUT KEYS

If you are locked out of your room, visit your Service Centre to request a lock out key and access card. A Housing Assistant will check your photo in the residence portal before signing out a key and access card for you. This security check will ensure a lock-out key is only issued to a resident who can prove he/she is an occupant of the locked room. You cannot authorize or send someone else to sign out a key. You have 20 minutes to unlock your room, grab your keys and return the lock-out key and access card to the Service Centre. (If you have lost your room key, mailbox key, and/or access card see Lost Keys at right).
LOCK OUT FEES:
- Your first lock out key is free of charge.
- Lock out 2 & 3 = $3
- Lock out 4 & 5 = $5
- Lock out 6 & 7 = $10
- Lock out 8 & 9 = $15
- Lock out 10 & following = $20

All lock out fees will be charged to your student account.

LATE LOCK OUT KEY RETURN
You must return the borrowed lock out key within the 20 minute time frame! Late returns for borrowed lock out keys are subject to additional charges, (minimum of $25) and if the key(s) is not returned within 24 hours from which it was borrowed, a lock change will occur and all associated costs placed on your student account.

LOST KEYS / ACCESS CARDS
Lost keys/access cards must be reported to your Service Centre immediately.

You will be given a new access card; your lost card will be deactivated so no one else can use it to gain entry to your building.

After a few days grace period to allow you to look for your keys, a work order will be issued to have your bedroom lock changed to protect you and your roommates.

Keys will be re-cut for any lost mailbox, bike room, or Bates/Mary E. Keyes bedroom key.

CHARGES APPLY AS FOLLOWS:
- Replace room or apartment / suite key $25
- Replace lost room or apartment / suite key (lock change required) $160
- Replace lost or damaged access card $25
- Replace lost or damaged laundry card $5
- Replace lost or damaged mailbox key $25
- Replace lost or damaged bike room key $25
- Replace lost or damaged student staff key $25
- Administrative fees (where applicable) $25

DAMAGED KEYS / ACCESS CARDS
- Bent or broken keys are to be reported to the Service Centre, and a temporary replacement key will be provided. Once your new key has been cut, you will be required to return the temporary key to the Service Centre and pick up the new key.
- If you damage your building access card, the Service Centre can provide you with a replacement card. Charges apply as noted.

TEMPORARY BORROWING OF KEYS
If you leave your keys out of the area (i.e. forget them at home in Ottawa, Peterborough...) please visit your Service Centre to temporarily sign out a set of keys while your keys are in transit. The minimum cost for this service is a $25 administrative fee and if the temporary set is not returned within the specified timeframe, a lock change will occur and all associated costs placed on your student account (see charges).

KEYS AT MOVE IN/MOVE OUT
At move-in you are issued a bedroom key (plus an apartment key for Bates and Mary E. Keyes residents), mailbox key and an access card. These keys are coded as a security measure to allow us to identify them in case of loss. When moving out of residence, you are responsible for returning all the issued keys and access card to your Service Centre. Failure to return your keys/access card will result in a lock change and all associated costs being placed on your student account (see charges).
Maintenance & Repairs

Custodial and Maintenance Repairs

The Residence Facilities Team (RFT) consists of custodians, facility maintenance mechanics, carpenters and plumbers. The Facility Services staff is present Monday through Friday, from 7 am to 3:30 pm, to service the Residence buildings. In addition, a number of other skilled tradespersons are on campus and will be “hired-in” as the needs in the building dictate. From time to time, we will also call upon outside contractors to assist with building needs.

To initiate a maintenance request, please visit the Residence Portal. If you have questions, call the staff at your Service Centre, ext. 27222 (Commons Service Centre) or 24898 (Mary E. Keyes Service Centre), or e-mail housing@mcmaster.ca.

Safety & Security

MUSST - MCMASTER APP

Download the McMaster Safety App (MUSST) – call for help, find a bus, and keep safety information and emergency resources in the palm of your hand. McMaster’s mobile safety app is available on iTunes or Google Play.

MCMASTER SECURITY SERVICES EMERGENCY

In case of an emergency: (905) 522-4135
(905) 525-9140 ext. 24281
Ext 88 on internal phones only
http://security.mcmaster.ca/

McMaster Security Services are sworn Peace Officers – appointed under the authority of the Ontario Police Services Act. Their appointments give them the powers of a Peace Officer and enable them to enforce the Criminal Code of Canada, Federal and Provincial statutes and Municipal by-laws on the University Campus.

STUDENT WALK HOME ATTENDANT TEAM (SWHAT)

Ext 27500

SWHAT is a student run volunteer organization dedicated to improving personal safety on campus. Volunteer teams (one male and one female) will walk anywhere within a 30 minute radius from campus or take the bus with students traveling to downtown Hamilton.

EMERGENCY FIRST RESPONSE TEAM (EFRT)

(905) 525-9140 ext. 24117
Extension 88 (on internal phones)

EFRT is a volunteer organization, on call 24 hours a day, 7 days a week during the academic year. They respond to any medical emergency on campus in a team of 3 responders, with an impressive time of 2-3 minutes. Volunteers are trained in both the Red Cross Emergency First Responder and Toronto Ambulance’s International Trauma Life Support courses.
FIRE SAFETY

Fire alarm systems are tested every month – ring – stop – ring again; you are not required to leave the building. If ringing persists, it is a REAL alarm and you MUST leave the building. Failure to do so is a finable violation of the Residence Code of Conduct (RCC). Housing & Conference Services conducts full building evacuation drills once during the academic year.

Upon hearing a fire alarm all occupants must, if safe to do so, immediately evacuate the building. Occupants must understand that failure to do so is a major offence under the RCC.

<table>
<thead>
<tr>
<th>FIRE ALARM TEST</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon</td>
<td>The first full week of every month on Tuesday, between 1 and 2:30 pm</td>
</tr>
<tr>
<td>Edwards</td>
<td></td>
</tr>
<tr>
<td>Hedden</td>
<td></td>
</tr>
<tr>
<td>McKay</td>
<td></td>
</tr>
<tr>
<td>Les Prince</td>
<td></td>
</tr>
<tr>
<td>Whidden</td>
<td></td>
</tr>
<tr>
<td>Woodstock</td>
<td></td>
</tr>
<tr>
<td>Bates</td>
<td>The first full week of every month on Friday, between 1 and 2:30 pm</td>
</tr>
<tr>
<td>Mary E Keyes</td>
<td></td>
</tr>
<tr>
<td>Matthews</td>
<td></td>
</tr>
<tr>
<td>Moulton</td>
<td></td>
</tr>
<tr>
<td>Wallingford</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REAL FIRE ALARM</th>
<th>EVACUATION SITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon</td>
<td>Whidden Hall Quad</td>
</tr>
<tr>
<td>Edwards</td>
<td>Parking Lot E</td>
</tr>
<tr>
<td>McKay</td>
<td>Parking Lot E</td>
</tr>
<tr>
<td>Whidden</td>
<td></td>
</tr>
<tr>
<td>Les Prince*</td>
<td>*Near track Parking Lot G</td>
</tr>
<tr>
<td>Hedden</td>
<td></td>
</tr>
<tr>
<td>Woodstock</td>
<td></td>
</tr>
<tr>
<td>Bates*</td>
<td>*Grass area Parking Lot Q</td>
</tr>
<tr>
<td>Mary E. Keyes</td>
<td></td>
</tr>
<tr>
<td>Matthews</td>
<td>Mary E. Keyes Circle</td>
</tr>
<tr>
<td>Moulton</td>
<td></td>
</tr>
<tr>
<td>Wallingford</td>
<td></td>
</tr>
</tbody>
</table>

EMERGENCY PROCEDURES

Check for Emergency Information and Procedures on the back of your door. Make sure you know what to do in an emergency and what your exit routes are in case of fire or smoke. Your CA will go over these procedures and routes during the first week of the academic year.

Your residence is equipped with heat and smoke detectors, fire extinguishers, hoses and alarms that are all checked regularly. As per the Residence Code of Conduct, lifting the cover over a fire pull station for any reason other than to activate the building fire system for an actual fire is a violation of the RCC.
BUILDING ENTRANCE DOORS – ACCESSING YOUR BUILDING

All entrance doors are equipped with card access readers. Lost cards can immediately be suspended from use at either of the Service Centres (Commons & Mary E. Keyes).

Entry to residence buildings is limited to residents. To gain entry, place your building access card against the red light found beside the door of your residence. The light will turn green and the magnetic locks on the entrance door will release. The doors re-lock when they close behind you.

All residence main entrance doors and secondary entrance doors are equipped with CCTV cameras and the images are digitally recorded.

Each main entrance has an intercom for students to call any extension on campus including Security, and to make local calls (dial 9 first).

Each night all secondary entrance/exit doors are locked down from 9 pm to 7 am. The main entrance is the only door that can be entered or exited through (except in the case of a fire alarm – all exits will be open).

BEDROOM, SUITE AND APARTMENT DOOR LOCKS

All interior residence doors are equipped with Medeco high security lock cylinders. McMaster keys cannot be duplicated at any hardware store. When a key has been lost, the lock will be changed. Do not loan your keys or building access card.

SECURITY TIPS

Tailgating is strictly prohibited in residence. Tailgating occurs when someone holds the door open for others to enter the residence hall, posing a safety risk because non-residents can enter the building. Do not allow people to follow you through the door – ask them to use the main entrance and to use their cell phone to call/text the person they are visiting.

You can help to maximize the safety of your residence community by remembering to do the following:

- Lock your door whenever you are not in your room, even if you are going down the hall for a minute. Don’t forget to take your keys with you!
- You must escort your guest throughout your residence building rather than allowing them to wander freely.
- If you see a person you don’t recognize on your floor, ask them who they are and make sure they are escorted back to the residence room they are visiting. If you are not comfortable doing this, tell your CA on the floor so that he/she can take appropriate action.
- Do not prop open any building entrance door. If you see an entrance door propped open, please close it immediately.

The Community

Residence Life

THE RESIDENCE ADVANTAGE

Residence is one of the unique places on campus where students interact and build relationships. By challenging, supporting, and engaging students in dynamic experiences, our goal is to foster holistic development through community engagement, personal growth, and academic success. Through guidance and mentorship, the residence life experience accelerates student development and success while serving as a solid foundation for a successful career as a McMaster student.

Don’t take our word for it! The research on the important advantages of the residential experience is clear. Residence students:

- Participate in a greater number of extracurricular, social and cultural events on campus
- Interact more frequently with faculty and peers in information settings
- Are significantly more satisfied with university and are more positive about the social and interpersonal environment of their campus
- Are more likely to persist and graduate
- Show significantly greater positive gains in areas of psychosocial development, such as autonomy and inner-directedness, intellectual orientations, and self-concept
- Demonstrate significantly greater increases in aesthetic, cultural, and intellectual values

(Pascarella, Terenzini & Blimling, 1994)
Community Development Model
When you choose to live in residence, you are choosing to be part of an experience focused on accelerating your levels of Community Engagement, Personal Growth, and Academic Success. Whatever your interests or passions - we have experiences for you! Please look forward to opportunities to get involved in many of those areas highlighted below in 2015-2016!

Learning Portfolio – Set Yourself Apart!
Wondering how to capture all the amazing development you’re about to experience in Residence? We’ll get you on the right track! Your first learning portfolio ‘Artifact’ will be a copy of the ‘Academic Success Plan’ each Residence student designs with their Community Advisor in September!

In general, the Learning Portfolio is an online tool, accessible through Avenue to Learn that allows students to plan, record and reflect on a range of educational experiences: academic, extra-curricular, and experiential. We hope you’ll use the Learning Portfolio to personalize your learning experience and create a McMaster narrative as individual as you are.

Use the Learning Portfolio to:
- Capture, organize, and integrate your experience inside and outside of the classroom
- Set personal learning goals
- Reflect on what you’ve learned and how you have developed
- Portfolio with instructors, peers and potential employers
- Your McMaster degree

Living in Residence
RESIDENCE CODE OF CONDUCT
The residence in which you live is your home. It is also the home to others, so respecting the rights of those around you is paramount to successful community living. Therefore, it is important the residents of each hall know and respect the Residence Code of Conduct (RCC). The RCC outlines the behavioural expectations and standards for students who choose to live together in the residence community. Please read excerpts from the RCC, located towards the back of this handbook and visit studentconduct.mcmaster.ca for the complete policy.

GUEST/ESCORT POLICY
One of the benefits of living in residence is meeting new people and socializing in your new home with friends. Please remember hosting individuals is a privilege and there are expectations that both hosts and visitors/overnight guests must follow. This is to ensure the safety and security of all within the building. You will have the opportunity to discuss your guest expectations with your roommate/suitemates during your roommate agreement.
ROLES AND RESPONSIBILITIES

Visitor
A. Internal Visitor
   An internal visitor is defined as any student currently living in the same building as the host, whom the host invites to visit his/her room/apartment/suite.
B. External Visitor
   An external visitor is defined as any person not currently living in the same building as the host, whom the host invites to visit his/her building/room/apartment/suite. This includes students living in other McMaster residence buildings.

Overnight Guest
An overnight guest is defined as any invited visitor (internal or external), who remains within the host’s building/room/apartment/suite after the start of Quiet Hours (Sunday to Thursday at 11 pm, Friday to Saturday at 2 am).

Host
A host is a current resident of a McMaster residence building. A host must have the permission of all roommates before hosting any visitor or overnight guest. Hosts are responsible for the conduct of their visitor or overnight guest. Hosts must escort their external visitor or overnight guest at all times.

All McMaster students who are hosted as a visitor or overnight guest will be held accountable for their own behaviour as outlined in the Residence Code of Conduct and/or Student Code of Conduct.

Any visitor or overnight guest in a resident’s room/apartment/suite is considered to be the responsibility of the resident(s) of that space. If a host chooses not to accept responsibility for a visitor or overnight guest they must take reasonable steps (i.e. contact a CA) to ensure the person leaves the building/room/apartment/suite immediately.

External Visitor and Overnight Guests
Residents may host a maximum of 1 external visitor at any time. At the start of Quiet Hours external visitors automatically become overnight guests.

The guest registration desk runs on weekends (Thursday, Friday, and Saturday) and special campus days (i.e. Homecoming). Whenever guest registration is running, residents are required to sign in external visitors or overnight guests. Both the host and the guest must show either their McMaster student card or government-issued identification at this time.

Residents hosting an overnight guest must register these individuals. Community Advisors will review the specific registration steps with all residents in your September Community Meeting.

Number and Frequency of Overnight Guests
Residents may host a maximum of 1 overnight guest per night for no more than 3 consecutive nights with a minimum of 6 days between stays. A resident may not exceed 12 nights of hosting an overnight guest per semester (with a maximum of 3 nights in September). Reminder: A host must have the permission of all roommates before hosting any visitor or overnight guest. Maximum and minimum overnight guest privileges will be discussed in roommate agreements.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>MAX. # OF EXTERNAL VISITORS/OVERNIGHT GUESTS</th>
<th>EXAMPLE/NIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>1</td>
<td>A Single may have a maximum of 1 external visitor/overnight guest.</td>
</tr>
<tr>
<td>Double/Triple/Bunk &amp; Loft</td>
<td>2</td>
<td>A Triple Room may have a maximum of 2 external visitors/overnight guests.</td>
</tr>
<tr>
<td>Quad/Suite/Apartment</td>
<td>2-3 (Max = 50% of residents in unit)</td>
<td>A 6-person apartment may have a maximum of 3 external visitors/overnight guests</td>
</tr>
</tbody>
</table>

Period of Guest Restrictions
There are critical times during the year when external visitors or overnight guests will not be permitted in residence. These include:

- Welcome Week (August 29 - September 7)
- December Exam Period (December 9 - 23)
- April Exam Period (April 12 - 30)

Visitor and overnight guest privileges may be changed at any time at the discretion of Housing and Conference Services in
response to safety and security needs of the residence community. Individual residents may also be denied visitor and/or overnight guest privileges as a result of Residence Code of Conduct violations.

**Study Visitors**
To support the academic success of students no visitors are permitted to enter a resident’s room/apartment/suite during December and April exam periods. Each residence building has designated academic study space. Residents are permitted to host 1 external visitor in this space during select hours for the purpose of studying.

**COMMUNITY STANDARD HIGHLIGHTS**

**Noise**
Because you live in such close quarters in residence, it is important to remember to think about how the noise you make might affect the students living next door, above or below you. Please have consideration for your hall mates so that everyone can sleep, study and relax when they need to. If you have a problem with noise, talk to the people who are making it. Your CA is there to help if the problem continues.

**Quiet Hours are:**
- Sunday–Thursday, 11 pm – 8 am
- Friday and Saturday, 2 am – 8 am*

These are times when noise levels are kept to an absolute minimum. All other times are considered Courtesy Hours and students are expected to respect those around them and maintain a peaceful living and learning environment.

During exams and other specified periods, these standard times will change.

* Quiet Community – All residence communities have established quiet hours when noise must be kept to an absolute minimum. Students living in Quiet Communities (Brandon Hall floors 8-11 and Hedden 5) agree to extended quiet hours and to keeping noise to an absolute minimum at all times. Quiet hours for this community are Sunday–Thursday, 10 pm – 8am, and Friday–Saturday, 1 am – 8 am. During quiet hours there should be absolute quiet. This means that students should not be able to hear their neighbors in the community or students in the hall.

**Bullying**
Bullying is a form of aggression where there is a power imbalance; the person doing the bullying has power over the person being victimized. The different types of bullying are:
- Physical Bullying – Using physical force or aggression against another person (i.e. hitting).
- Social/Relational Bullying – Excluding, spreading rumours or ignoring an individual.
- Verbal Bullying – Using words to verbally attack someone (i.e. name-calling).
- Cyberbullying – Using electronic media (i.e. Facebook, Twitter etc.) to threaten, embarrass someone or to damage their reputation.

Bullying is not tolerated in residence and is a violation of the Residence Code of Conduct. Every student living in residence has the right to a safe, secure and peaceful living environment.

**Harassment**
Harassment is repeated, unwanted comments or conduct (i.e. oral, written, virtual or physical) by a person (or persons) against another. Harassment includes unwanted behaviours that would make a person feel threatened, afraid or intimidated.

Harassment is not tolerated in residence and is a violation of the Residence Code of Conduct.

**What is Consent?**
Consent is enthusiastically, willingly and knowingly, through words and actions, agreeing to sexual activity. Consent must be asked for prior to, during and after sexual activity to ensure that everyone involved feels safe and is comfortable proceeding.

Consent is not:
- Silence, hesitation or uncertainty.
- Obtained through manipulation, intimidation or threatening behaviour.
- Obtained when an individual is intoxicated, with alcohol or drugs, or when they are asleep.
- Continuous. Consent can be withdrawn at any time during
sexual activity. Respect the decision and the response that is made by the individual.

**What is Sexual Assault?**
Sexual assault is any unwanted sexual activity imposed by a person unto another person. Examples of sexual assault are:
- Unwanted touching, kissing, oral or anal sex/intercourse.
- Pressuring, threatening or intimidating an individual to have sexual contact or sex.
- Having sex or sexual contact with an individual who is unable to give consent for the sexual activity (i.e. someone who is inebriated or unconscious).

If you or a friend have been sexually assaulted, there are resources, on and off-campus, that you can contact to receive help and/or report the sexual assault.
You can contact:
- Residence Life Staff Member (i.e. Community Advisor, Residence Manager)
- Campus Security Services at 905-522-4135, 24 hours a day 7 days a week
- Student Wellness Centre at 905-525-9140 ext. 27700 or in MUSC B101, Monday to Friday 8:30am – 4:30pm.
- Sexual Assault Centre of Hamilton and Area (SACHA) 24 hour Support Line at 905-525-4162
  - Survivors and individuals supporting survivors of sexual violence of any gender are welcome to contact the support line.

**SMOKING & CANDLES**
All residence buildings are smoke-free. You may smoke outdoors, at least 9 metres away from all building entrances.
Smoking shelters are located outside of each residence. To protect everyone’s safety, no candles are allowed in residence and no open flames are allowed anywhere on campus.

**ALCOHOL**
As long as you are of age and drink responsibly, you may consume alcohol in the privacy of your own room. One of the most important things to remember is to watch out for the safety of yourself and others. Large-volume containers such as kegs and beer bottles are not allowed in private residence rooms or on residence property, and any unsafe practices related to alcohol such as drinking games and funnels are not allowed in residence. The McMaster Alcohol Policy outlines the procedures and rules that must be followed with regard to alcohol and to which all students must comply. The McMaster policy includes a section detailing the Residence Community Alcohol Policy, which is found online.

**DRUGS**
Possessing, using, selling or being under the influence of illegal drugs and/or use of medication for purposes other than those for which they were prescribed on residence property is a violation of the Residence Code of Conduct and the Residence Agreement/Contract. Drug traces, paraphernalia, or the smell of prohibited substances (e.g. Marijuana) will be grounds for evidence in an investigation.

**DECORATING**
Decorating is important to making your room feel like home. You cannot damage or alter any part of your room by any means, including drilling holes, nailing, or painting. The displaying of any offensive images such as pornography or making it available for viewing in public spaces in residence and on campus is not permitted. Even in your own room you should make sure your decorations are not unpleasant to others.

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**Residence Code of Conduct**

**Highlights from the Residence Code of Conduct**
For the complete policy see: [http://www.mcmaster.ca/policy/Students-AcademicStudies/residence.html](http://www.mcmaster.ca/policy/Students-AcademicStudies/residence.html)
PREAMBLE
The Residence Code of Conduct (RCC) has been developed in consultation with students and student leaders to outline the positive standards of behaviour expected within McMaster’s residence community. All students and student groups are expected to maintain a high standard of conduct based on the Statement of Student Rights and Responsibilities (see Appendix A of the RCC), and that is appropriate to a community of scholarship and learning.

The purpose of the RCC is to outline the standards of behaviour considered consonant with the goals and the well-being of the residence community, and to define the procedures to be followed when Students and/or their Guests fail to meet those standards of behaviour.

THE RCC IS BASED ON TWO PRINCIPLES:
a) Every individual is equal in dignity and worth and should be provided with equal rights and opportunities without discrimination or harassment.
b) Each student living in residence should be guaranteed the right to the peaceful use of his/her living space and common areas.

THE OBJECTIVES OF THE RCC ARE:
a) To foster the growth of self-discipline and accountability in students by helping them to realize the consequences of their choices and behaviour and to understand how they can make better choices in the future.
b) To encourage students to resolve their community living issues in a mature fashion which will enhance their residence experience.
c) To promote behaviour among Students and their Guests that creates an effective study and learning environment.
d) To support the physical safety and emotional well-being of the residents, and to aid in the protection of personal, Residence, and University property.

Housing and Conference Services reserves the right to take necessary and appropriate action to protect the safety and welfare of the residence community.

RESPONSIBILITIES
It is the responsibility of Housing and Conference Services to inform Students of their rights and responsibilities under the Residence Agreement/Contract, the Residence Code of Conduct, relevant city of Hamilton municipal by-laws and fire safety plans.

Every Student is responsible for observing the terms and conditions of:
- The Residence Agreement/Contract
- The Residence Code of Conduct
- The online Residence Handbook
- The McMaster Alcohol Policy
- All relevant municipal, provincial and federal laws and statutes, including relevant City of Hamilton municipal by-laws and fire safety plans
- The University’s Student Code of Conduct
- The MacONLINE Terms and Conditions as stated in his/her signed contracts with McMaster’s Telecommunications and Computing Information Services departments
- Students are expected to act in a responsible manner that does not compromise their own safety or endanger the health and safety of others. Housing and Conference Services, on behalf of the University, reserves the right to determine what constitutes unsafe practices.
- Students are required to take responsibility for their Guests in residence. All residence rules and regulations apply to Guests of residence Students.

SCOPE AND RELATED POLICIES
The RCC applies to all Students and holds Students responsible for the behaviour of their Guests, including any violation(s) of this Code to the extent that she/he could have
(i) reasonably foreseen the problem, and/or
(ii) taken steps to prevent the violation, and/or
(iii) minimized the effect of the Guest’s behaviour. The Code may also be applied to an entire residence, a part thereof, a residence floor, wing or group of Students.

The Residence Code of Conduct applies to prohibited conduct by Students that occurs:
a) in Residence; and/or
b) at approved residence events held either on or off campus.
c) on the internet or through social media

On occasion, behaviour that falls under the Residence Code of Conduct may be heard under the Student Code of Conduct or, the reverse may occur. The determination of which Code will apply will be made by the Associate Vice-President (Student Affairs) and Dean of Students in consultation with Housing and Conference Services. The decision shall be within the absolute discretion of the Associate Vice-President (Student Affairs) and Dean of Students but may include a consideration of the context in which the behaviour occurred and the seriousness of the allegations. Reasonable adjustments to the procedures of the selected Code may be made to facilitate the Conduct Meeting process. The relevant offence and sanctioning sections from both Codes shall apply.

**PROHIBITED CONDUCT**

The primary objective of this Code is not to be punitive but rather to be a guideline for appropriate behaviour in a diversified educational environment. Prohibited conduct is behaviour which is inconsistent with the two principles described in Section 3 of the Code and/or which contravenes the laws of the land.

The University will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason or rationale for such behaviour.

Offences are categorized as minor or major offences and are outlined in Sections 19 and 22 of the code. The types of sanctions that may be imposed are outlined in Section 43 and Figure 1 of the code.

**MINOR OFFENCES**

Minor Offences are:

a) Actions by an individual or individuals that interfere with the right of any other Student to the peaceful use of his/her room or his/her space in Residence; or

b) Actions that create a significant nuisance for another individual.

In certain circumstances a minor offence may be treated as a major offence. See Section 22 of the code.

1. Minor Offences include, but are not limited to:
   a) violating the Guest/Escort policy (refer to the Guest/Escort Policy online);
   b) engaging in any kind of sport activity anywhere in residence;
   c) keeping pets of any description or type in residence, with the exception of fish in aquariums and service animals for persons with disabilities;
   d) making an unauthorized room or roommate change;
   e) carrying an open and/or breakable container of alcohol outside of a residence room or Floor Common Room or on a balcony;
   f) possession or consumption of beer in glass bottles;
   g) propping room/apartment/suite/balcony/common room doors*;
   h) electric frying pans, ovens, microwaves, etc. within individual residence rooms; using halogen lamps or humidifiers; using heating elements (electrical or otherwise) other than those supplied by McMaster University & Housing and Conference Services;
   i) accidentally setting off the residence fire alarm, hitting a smoke sensor, etc.;
   j) removing and/or misusing any University Common Space, appliance, furniture, fixtures, cafeteria dishes and/or property from its assigned area;
   k) failing to maintain one’s own room/apartment/suite in a hygienic and safe state during the academic year, including the failure to dispose of all garbage or recycling in an appropriate manner;
   l) failing to abide by Housing and Conference Services policies including but not limited to the Decorating/Aesthetics Policy, the Fridge Policy, the Guest Policy, etc.;
   m) using a residence room/apartment/suite, mailbox or Common Area for any commercial purpose;
   n) engaging in behaviour that negatively affects the well-being of any individual, University student or staff**;
   o) hosting a Guest in Residence who commits a minor offence;
   p) violating any terms, conditions, administrative policies and procedures as outlined in the Residence Agreement/Contract unless otherwise specified as major violations;
   q) failing to take reasonable steps to prevent a problem situation from occurring or if it occurs, to prevent it from escalating to a more serious level;
   r) failing to cooperate with University Officials in the course of their duties including furnishing false information during an investigation;
   s) making excessive noise at any time of the day, and;
t) failing to comply with or complete a Residence Code of Conduct sanction for a minor violation***;
(u) engaging in inappropriate sexual activity within residence (i.e. in common areas or in the presence of room-mates), that is reasonable to presume other residents could be negatively impacted.

* Repeated offences under this Minor Offence may lead to Major Offence “P”.
** In certain circumstances a minor offence may be treated as a major offence. See Appendix C.
*** Failing to comply with or complete a Residence Code of Conduct sanction to the satisfaction of Housing and Conference Services may result in an automatic fine as prescribed in Appendix E. Students may appeal the finding or the fine pursuant to the provisions of this Code.

MAJOR OFFENCES

Major Offences are:
a) Actions of a Student(s) that endanger the safety and security of any individual;
b) Actions that contravene any University policy, municipal, provincial or federal law e.g. McMaster University Alcohol Policy, Criminal Code of Canada, Narcotics Control Act, Ontario Human Rights Code, Ontario Liquor License Act (LLA), City of Hamilton noise by-laws, etc.

After a Student has been found in violation of three (3) minor offences, the fourth, and any subsequent, minor offence in one academic year shall be treated as a major offence.

1. Major Offences include, but are not limited to:
a) committing the fourth and any subsequent Minor Offence;
b) smoking in residence, on balconies, or within nine (9) metres of any building. This includes but is not limited to: the use of any processed or unprocessed form that may be smoked, or inhaled, (e.g. cigarettes (including herbal), pipe tobacco, hookah pipe, e-cigarette, and products smoked legally or otherwise);
c) throwing any objects from residence windows, balconies or stairwells;
d) being on the roof, canopy, or window ledge of any residence, climbing up to or hanging from a residence building/balcony/stairwell or any unsafe practice*;
e) tampering with building fixtures/systems, including the wiring and fire prevention systems, intercoms, cameras, elevators and emergency telephones; fabricating or building structures; running wires or cables between rooms either inside or outside buildings;
f) engaging in behaviour with any student or staff, that may endanger or threaten the health, safety or well-being of any individual, University student or staff, or reasonably be perceived to do so;
g) displaying or making pornographic material available for viewing in Common Areas in residence;
h) failing to follow fire emergency procedures during a fire alarm. Failure to leave the building immediately will result in an automatic fine;
i) causing damage to, stealing or processing property that is not one’s own, including but not limited to residence property, university property or personal property;
j) loaning, duplicating or giving anyone an access card or any residence keys;
k) engaging in any unwanted sexual conduct, or behaving in a manner that could constitute sexual harassment;
l) contravening the Liquor Licence Act (LLA) and/or the McMaster University Alcohol Policy, which includes the McMaster University Residence Community Alcohol Policy. Examples of related behaviours which are prohibited include, but are not limited to, consumption by and/or service to individuals under 19 years of age, possession of large containers of alcohol (as outlined in the McMaster University Residence Community Alcohol Policy), drinking games and any unsafe practice* related to alcohol use;
m) processing, storing or using any firearm, weapon, explosive or pyrotechnic substance(s) or any replicas of these items; and/or any unsafe practice* in a residence building including but not limited to toy weapons; (i.e. foam based dart guns, BB guns, air soft guns, orange tipped toy guns etc.)
n) possessing, using, selling or being under the influence of illegal drugs and/or use of medication for purposes other than those for which they were prescribed. Evidence in these cases may include drug traces or drug paraphernalia, or the smell of prohibited substances (e.g. marijuana);
o) participating in and/or running an illegal gaming or gambling operation;
p) tampering with, operating or discharging any fire safety equipment for any purpose other than to signal or control a fire; leaving articles or debris in corridors, stairwells or entrances; propping corridor, stairwell and/or exterior doors;
q) setting fires inside a residence building;
r) fraudulently gaining or attempting to gain entry into a room/apartment-suite or residence building without the expressed permission of the occupant(s);
s) hosting a Guest in Residence who commits a major offence;
t) misusing identification. Possible infractions include, but are not limited to, misusing any kind of identification card, credit card, meal card, smart card, password, and/or telephone calling card.
u) lighting candles, incense, or lamps requiring combustible fuel; and,
v) failing to comply with or complete a Residence Code of Conduct sanction for a major violation**.

* Housing and Conference Services reserves the right to define unsafe practice.
** Failing to comply with or complete a Residence Code of Conduct sanction to the satisfaction of Housing and Conference Services may result in an automatic fine as prescribed in Appendix E. Students may appeal the finding or the fine pursuant to the provisions of this Code.

PROCEDURES FOR HANDLING MISCONDUCT
The existence of these procedures does not preclude any individual from proceeding under the laws of the land against another individual, nor does it preclude the Office of Security Services from carrying out its responsibilities. Proceedings under the RCC may be carried out prior to, simultaneously with, or following other off-campus proceedings, including civil or criminal proceedings, at the discretion of Housing and Conference Services.

In the case of minor offences, it is anticipated that Students and Residence Life Staff will, where appropriate, attempt to resolve such misconduct informally without recourse to these procedures. Any person who believes that a Student (or his/her Guest) has committed an offence, as defined by this Code, may submit a signed statement or report to Residence Life Staff (as identified by Housing and Conference Services). When Residence Life Staff responds to an incident, a report shall be completed as soon as possible and submitted to the Student’s Residence Manager within 24 hours.

The Residence Code of Conduct operates under procedures that ensure any allegation of misconduct is investigated in a fair and consistent manner and that allows any student involved in an investigation to have an opportunity to be engaged in the process. The procedures can be found on Pages 6 -9 of the RCC found online. Additionally, there is a list of FAQS to help support students going through the process online.

Residence Agreement Contract

Preamble

Life in residence is governed by three key documents. The Residence Agreement/Contract outlines fundamental contractual obligations between the student and Housing and Conference Services. The online Residence Handbook further describes policies, procedures and community standards, including the Residence Code of Conduct (RCC), which clearly outlines the behavioural expectations of all residence students and possible sanctions for discipline violations.

MCMASTER RESIDENCE STUDENT CODE OF HONOUR

It is assumed that the primary objective of all residents is the successful pursuit of academic studies. Residence life also creates the potential for many social and cultural benefits. Residents are jointly responsible for helping to make the residence community a comfortable, safe, and secure living environment conducive to achieving the key McMaster University objective: excellence in learning and discovery.

Students need to realize and appreciate that certain fundamental rules and regulations are necessary in any community and that ultimately discipline should come from within each person. The McMaster residence system believes and is founded on the principle that integral to the code of behaviour is an appreciation of the effect of one’s personal behaviour on others and respect for their personal and property rights. McMaster appeals to each student’s sense of reason and responsibility and promotes the ideal that responsibilities are to be shared by all residents in order to maintain a high standard of cooperative living, tolerance, mutual respect and compromise.

By choosing to join the McMaster residence community, each member is required to accept and live by a code of behaviour, which values and promotes civility, good citizenship and productive behaviour.

For the complete Residence Agreement Contract, log-in to the Residence Portal or view it online.
## Calendar 2015-2016

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<th>Date Range</th>
<th>Event Description</th>
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<td>Welcome Week</td>
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<td>September 8</td>
<td>Classes begin</td>
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<tr>
<td>Mid-September</td>
<td>Deadline to complete online Room Inspection/Inventory. Log-in to the <a href="#">Residence Portal</a>.</td>
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<tr>
<td>October 12 – October 17</td>
<td>Fall break: Midterm Recess. Residence Buildings remain open.</td>
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<tr>
<td>November 25</td>
<td>Deadline for move-out extension requests</td>
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<tr>
<td>December 8</td>
<td>Classes end</td>
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<tr>
<td>December 9-22</td>
<td>Exam period/move-out period begins</td>
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<tr>
<td>December 23</td>
<td>Residence buildings close for December Break at 12 noon.</td>
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<tr>
<td>January 4</td>
<td>Residence buildings re-open at 7am</td>
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<td>January 5</td>
<td>Classes begin</td>
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<td>February</td>
<td>Returning student deadline to apply to residence for September 2016</td>
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<td>February 15-20</td>
<td>Reading week: Mid-term recess. Residence Building remain open.</td>
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<tr>
<td>April 1</td>
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<td>April 11</td>
<td>Classes end</td>
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<td>Exam period/Move-out period begins</td>
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