We’re so excited to welcome you!
Your time here promises to be filled with amazing new experiences, triumphs, and memories to last a lifetime. You’ll meet people from different walks of life, get involved in a new community and learn more about yourself and your capabilities.

To help you achieve the best year possible both personally and academically, our team at Student Housing and Hospitality Services (SHHS) is working hard to foster a welcoming, safe and nurturing environment for you and your peers.

The Residence Life team is here to help bring together a community that is enriching and that supports every one of you.

We encourage you to come with an open mind and a positive attitude. Introduce yourself to as many people as you can; you never know who will turn into a lifelong friend!

COVID-19 Pandemic Health & Safety Measures:
The health and well-being of the residence community is our main priority and guiding principle.
Read in more detail the COVID-19 Rules & Disciplinary Measures to understand the expectations of compliance to COVID-19 rules in residence.
Get the most out of Residence

Helpful tips and advice from former resident students

Be mindful:
Make sure to respect yourself and those around you. Ask for help when you need it.

Make friends:
Step out of your comfort zone, participate in floor events and seize opportunities to engage with your residence community; your new best friend could be around the corner!
Breathe – take it easy on yourself; this may be your first time living on your own!

Maximize learning opportunities:
Get to know your professors, familiarize yourself with academic advising & McGill Career Planning Service (CaPS) and get to know McGill resources.
Explore Montreal! It’s a beautiful city!

Have an open mind:
Try all kinds of new activities; you might discover new talents and passions!
Get involved with the many clubs, student initiatives, councils, etc. on campus.

Have fun:
Through it all, make sure to enjoy yourself.

Connect with us
Campus Housing office

gerry.chevalier@mcgill.ca
514-398-7716
Laird Hall / Ecoresidence
2111 Lakeshore
Sainte-Anne-de-Bellevue, Quebec H9X 3V9

Facebook group

Student Housing and Dining Service Centre

housing.residences@mcgill.ca
514-398-6368
University Hall
3473 University Street, Montreal, Quebec, H3A 2A8

Macdonald Campus Residence 2021-2022

Facebook group
### Table of Contents

- **Mission and values** 5
- **Our Philosophy** 6
- **Meet the Staff** 7
- **Get Involved** 8
- **Services on Campus** 9
- **Info Around Campus** 10
- **Community Living Standards (CLS)**
  - Appliances & Cooking 12
  - Cannabis 12
  - Cooperation with Staff 12
  - Commercial use of Property 12
  - Gambling 12
  - Dangerous Activities/Materials 12
  - Damage to Property or Vandalism 13
  - Drug 13
  - Drug Paraphernalia 13
  - Fire Equipment 13
  - Guests and Visitors 13
  - Harassment 13
  - Inappropriate/Illegal Entry 14
  - Noise 14
  - Open Flames & Incense 14
  - Pets 14
  - Pranks 15
  - Prohibited Areas 15
- **Responsible Alcohol Consumption Violence** 15
- **Smoking** 15
- **Violence** 15
- **Weapons** 15
- **Fire Safety** 16
- **Alcohol in Residence** 17
- **Disciplinary Measures** 18
- **Health & Wellness** 22
- **Safety and Security** 24
- **Roommates** 25
- **Building Care** 26
- **oneCard** 27
- **Contact List** 29
Mission

Student Housing and Hospitality Services offers a welcoming, safe and nurturing environment, which is strategically designed to foster the development, education, and wellness of our community. We are committed to providing high-quality services and maximizing operational efficiency to enhance the living and learning experience of our students, staff, and guests. We support the mission of the University and of Student Life and Learning by upholding our core values.

Our Core Values

**Respect:**
We treat every person with dignity, care and concern and actively promote a culture of respect in our richly diverse community.

**Integrity:**
We ensure transparency, accountability and responsiveness through continuous assessment, and ongoing internal and external consultation. We benchmark our progress against peer institution best practices.

**Sustainability**
We support and maintain sustainable environmental, social, operational, and fiscal practices.

**Leadership and Innovation:**
We set high standards for ourselves and our operations. We encourage emerging leadership and innovation in our students, our staff, and the McGill community at large.

**Education and Wellness:**
We encourage healthy lifestyles, endorse and offer nutritional food choices, use a prevention-based harm reduction approach, and provide stimulating living-learning opportunities.
Our Philosophy

Foundation of Respect

McGill’s SHHS operates under a philosophy of respect as the foundation of our community. The rules and expectations we have for our residents all stem from this philosophy, and it is something we hope you carry with you beyond your time in residence.

We choose respect to be our core belief because it’s comprehensive and versatile; respect can be showing respect for yourself, acting respectfully towards your fellow residents, respecting the staff in your building and the work they do, respect for the buildings themselves, and so much more.

From our side, we work to respect your autonomy as young adults, while understanding that your first year in university is a tremendous learning experience; and sometimes, learning means making mistakes. When people are disrespectful, we put an emphasis on caring for the community, and restoring respect among those affected. Beyond that, students who choose to behave in a manner contrary to our philosophy, policies and procedures will be held accountable through the McGill Code of Student Conduct and the Community Living Standards described in this document.

What Does ‘Respect’ Look Like In Residences?

- Respect for the diversity of people that make up the residence community
- Being conscious of how your behaviour impacts those around you
- Learning the names of the support staff who work in your building and dining halls
- Taking responsibility for your actions
- Lowering your music when someone asks you
- Cleaning up after yourself in a common room
- Treating others how they would like to be treated
- Apologizing when you’re in the wrong
Meet the Staff

Campus Housing Staff

The Campus Housing Staff, located in room 107 of Laird Hall, are here to address any of the many questions students might have about living on campus – from room assignments, roommate selections/conflicts, keys, laundry and vending machine services, rent/fee payments, room/common room equipment malfunctions, and so on.

Housekeeping Staff

Laird Hall we have a wonderful group of housekeeping staff who work very hard to maintain the shared facilities that are an important part of the residence experience, such as hallways, common areas, kitchens, and washrooms. Don’t hesitate to introduce yourself to the staff member working on your floor!

Floor Fellows

Our Floor Fellows are a wonderful group of upper year students who live in both Laird Hall (5 total) and at our Ecoresidence (1 total). They are an all-round support resource for students and are trained to deal with a variety of issues facing students from mental health crises to questions about life on campus and in Montreal. If you ever have questions but don’t know where to start, try your Floor Fellow!

Floor Fellows are assigned duty shifts and the schedule will be made available at the start of the school year. This means that there is always someone who can help you if you have a problem, need someone to talk to, or just want someone to hang out with. Signs are posted throughout Laird Hall and Ecoresidence stating who is on duty and how to contact them.
Residence Life Committee (RLC)

The RLC is a group of student volunteers who meet a few times a year and get to experience another level of involvement in residence life, all students are welcome to join. The RLC plays an important role in shaping the experiences you will have in your first year living in residence by participating in organizing social activities and events and working closely with the administration on key issues. The RLC needs your energy and enthusiasm. If you are interested in joining our team, please reach out to your floor fellow.

Responsibilities of RLC include

- To organize activities and promote life in residence.
- To make recommendations to the Student Housing and Hospitality Services for physical improvements in the residence, organize activities, and improve students’ residence life.
- To maintain good order of general facilities for residents associated with recreational areas, reading rooms, T.V. room, kitchen facilities, laundry facilities, etc.
- To act in the interest of resident students to attain adequate living quarters. This includes striving to maintain a high hygienic level in each room and in the residence as a whole.
Services on Campus

Campus Housing
The Macdonald Campus Housing Office is located in Laird Hall room 107. Please stop by the office if you have any questions or concerns. Office hours are 9:00 am -12 noon/1:30-4:30 pm.

We can assist with issues regarding any of the following:
- Residence & Housing Admission
- oneCard services
- Rent fees

Student Affairs Office
The Student Affairs Office is where you can get information about transcripts, diplomas, admissions, proof of enrollment, and more. Student Affairs is also the place where students can pick up their ID cards!
Located in Laird Hall room 106.

Hours of operation are Monday to Friday from 9am-4pm.

Centennial Centre Building
Within the CC there are many important services that are available to any Mac Campus student:
- Student Services: located in room CC1-124 Student Services is where you can get information about Student Health Services, Student Financial Aid, Counselling and the location of our CaPS Office (Career Planning Services)
- Bookstore
- MCSS (Macdonald Campus Student Society)

Student Services
Students who study on the Macdonald campus may make full use of all Student Services on both campuses. All Macdonald Campus Student Services are located in the Centennial Centre. For detailed information on all the services offered at the downtown campus please visit the main Student Services website.

Macdonald Campus Student Services
Centennial Centre, Room CC1-124
21111 Lakeshore Road
Ste-Anne-de-Bellevue, Québec H9X 3V9
Telephone: 514-398-7992
Email: stuserv.macdonald@mcgill.ca

Post Office
The Post Office is located in the lobby of Laird Hall. Mailboxes are no longer available for residence students but the Post Office will continue to receive parcels for students. Students who receive letter mail can pick it up from the Campus Housing Office.

Mail should be addressed to you as follows:
Name
21111 Lakeshore Road
Laird Hall OR Ecoresidence, Room...
Ste-Anne-de-Bellevue, QC, H9X 3V9 Canada
Info Around Campus

Inter-campus Shuttle Bus

McGill's inter-campus shuttle service transports students, staff and faculty members between the University’s downtown and Macdonald campuses. However, the primary purpose of the service is to transport students who are taking courses on both campuses.

Due to Public Health and governmental regulations to prevent the spread of COVID-19, the shuttle bus is running with a reduced capacity. Please visit [http://www.mcgill.ca/transport/shuttle](http://www.mcgill.ca/transport/shuttle) to receive up-to-date information and bus schedule.

Ste-Anne-de-Bellevue town

- Pharmacy: For all your pharmacy needs, along with medications, please visit the Uniprix. **Uniprix, 88 Rue Sainte-Anne, Ste-Anne-de-Bellevue, (514) 457-5681.** Open Monday to Sunday, hours vary.
- Municipal Library: The library doesn’t recognize a student’s lease as proof of residency so students who wish to join the library, which is free, need to get a letter from the Campus Housing Office. **40 rue Saint-Pierre, Ste-Anne-de-Bellevue (514) 457-1940**

Shopping

- **Walmart**, 17000 Rte Transcanadienne, Kirkland, Bus 219 and 419 stop right in front
- **Fairview Pointe-Claire Shopping Mall**, 6801 Rte Transcanadienne, Pointe-Claire Bus 200

Getting around Ste-Anne-de-Bellevue and downtown Montreal

AMT – train web site: [https://www.amt.qc.ca/en](https://www.amt.qc.ca/en)
Community Living Standards

The Community Living Standards (CLS) are designed to build an environment that is conducive to safety, respect, and learning. It is a framework that creates opportunities for reflection and growth when a student’s actions or behaviours do not abide by the CLS.

Every resident student is responsible to read, understand and abide by the CLS in order to make informed decisions that do not impact others. The Residence Life team retains the right to meet and provide sanctions to any resident who has violated any of the CLS.
### Community Living Standards

The conduct status a student can receive is based on a case-by-case evaluation, conducted by the Residence Life Manager and then discussed with the student in question. **Note that violation of any of the CLS that directly or indirectly relates to compliance with COVID-19 directives, protocols or measures will be referred to be managed under the McGill Code of Student Conduct disciplinary process.**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>Conduct Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appliances &amp; Cooking</strong></td>
<td>Appliances with open heating elements such as hot plates, toasters, toaster ovens, and electric heaters are not permitted in residence. Students are only allowed to cook in the designated kitchens with the supplied cooking devices.</td>
<td>Verbal Warning or Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Cannabis</strong></td>
<td>Smoking and inhaling of cannabis is prohibited in residence. Consumption and possession of cannabis is prohibited for students <strong>under 21 years of age</strong>. More details can be found in McGill's Policy Concerning Alcohol, Cannabis and Other Drugs.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Cooperation with staff</strong></td>
<td>Ignoring, arguing, fighting, verbal/physical harassment, or being dismissive of any McGill staff member is strictly prohibited. Students are expected to comply with McGill staff and security at all times.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Commercial use of Property</strong></td>
<td>Solicitation and using a residence space or room for commercial purposes is strictly prohibited. Your room cannot be assigned a 'sublet' or rented out to anyone.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td>Any form of gambling in McGill University property or involving University functions, including, but not limited to, athletic events and other extra-curricular activities, is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Unauthorized signage</strong></td>
<td>Exhibiting or affixing any unauthorized sign, poster, advertisement, notice or other lettering, flags or banners that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Dangerous Activities/Materials</strong></td>
<td>Residents engaging in activities that are deemed dangerous to themselves and others is prohibited. Dangerous materials such as but not limited to, fireworks, propane canisters, BBQ’s, dynamite, gasoline, is not permitted in residence.</td>
<td>Residence Probation</td>
</tr>
</tbody>
</table>
**Community Living Standards**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>Conduct Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Damage to Property or Vandalism</strong></td>
<td>Damage to a resident’s personal property or McGill’s property is strictly prohibited. Malicious intent to damage property/ or failure to uphold a reasonable standard of cleanliness will not be tolerated.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td><strong>Drugs</strong></td>
<td>Possession, trafficking, or involvement with any type of illegal drug is prohibited. Possession of drug related paraphernalia that is associated with trafficking, or consumption of an illegal drug or non-prescribed medication will result in residence sanctions.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td><strong>Drug Paraphernalia</strong></td>
<td>Possession and storage of drug paraphernalia in residence is prohibited. This includes bongs, pipes, vaporizers, and any other device associated with the consumption and usage of drugs.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Fire Equipment</strong></td>
<td>Activating, tampering, or handling of any fire equipment, including but not limited to smoke detectors, fire hoses, pull stations, sprinkler heads, fire extinguishers, emergency lighting, breaker switches and fire exit doors is prohibited. Residents found tampering with fire equipment may face a $250 fine and receive additional sanctions.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td><strong>Guests and Visitors</strong></td>
<td>The residence guest policy is subject to change based on the evolving COVID-19 situation as well as provincial governmental directives. Off-campus guests and visitors are prohibited until the end of October. Students may have one visitor from within their own residence building while respecting all COVID-19 physical distancing health and safety measures. This policy will be reviewed and updated throughout the academic year based on the COVID-19 situation at the time.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Harassment</strong></td>
<td>Every individual has the right to live and operate in a community that focuses on mutual respect, free from any form of harassment. As per McGill’s Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law, harassment means &quot;any vexatious behaviour by one Member of the University Community towards another Member of the University Community in the form of repeated hostile or unwanted conduct, verbal comments, actions or gestures, that affect the dignity or psychological or physical integrity of a Member of the University Community and that result in a harmful environment for such an individual. This includes all forms of communication, direct or indirect, including social media. Any incidences of harassment should be reported immediately.</td>
<td>Residence Probation</td>
</tr>
</tbody>
</table>
## Community Living Standards

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>Conduct Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate/Illegal Entry</td>
<td>Entering another resident's room or disturbing another resident's property is not permitted. Residents who are locked-out may gain entry to their room by contacting Accommodations Staff or the Night Steward of that building. Manipulating the lock, door, or window in order to gain entry into a building or room is strictly prohibited. Entering or exiting through unauthorized doors is not allowed, nor is propping a door open. In cases of emergency, McGill staff reserve the right to enter a residents’ rooms, without prior authorization.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td>Noise</td>
<td>Residents must ensure they are being mindful of the amount of noise they are creating while staying in residence. Noise that can be heard outside of a room or from the hallways, that negatively impacts a community, will not be permitted. During the academic year residents must ensure they abide by the following quiet hours at all times: 11:00 PM – 9:00 AM Excessive noise past the designated quiet hours will not be tolerated. <strong>Consideration Hours:</strong> When quiet hours are not in effect, every resident must ensure the noise they are emitting is not negatively affecting the surrounding community. This includes yelling, singing, or playing music loudly. Consideration hours are in effect 24 hours a day, every day of the week. When students are creating an excessive amount of noise, then they are in violation of this community standard. <strong>Exam Quiet Hours:</strong> The first day after the last day of classes will be the start of exam quiet hours. Exam quiet hours run from 9:00 pm-9:00 am every day of the week.</td>
<td>Verbal Warning or Written Warning or Residence Probation</td>
</tr>
<tr>
<td>Open Flames &amp; Incense</td>
<td>Open flames such as candles, hookahs/shishas, and incense are not permitted in residence. Residents who are found using any of these items in their rooms may face a fine ranging from $100 up to $250 as well as receive additional sanctions.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td>Pets</td>
<td>Pets are not allowed in residence. If a resident requires a service animal, they will need to submit the appropriate paper work prior to their arrival to residence. If a resident is found with a pet, they will have three (3) days to remove the animal from residence permanently. For every day after the initial three (3) days that a resident has a pet in the building, they will receive a $50 fine each day until the animal is permanently relocated off campus.</td>
<td>Written Warning or Residence Probation</td>
</tr>
</tbody>
</table>
## Community Living Standards

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>Conduct Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pranks</strong></td>
<td>Involvement in any form of prank in residence is strictly prohibited. This can include actions that target, harass, disrupt, or jeopardize the safety of a resident or staff member. Pranks can include water fights, raids, removal of residence property, or illegal entry into a resident’s room.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td><strong>Prohibited Areas</strong></td>
<td>Residents are not permitted to access prohibited areas, including but not limited to rooftops, unauthorized access to a resident's room, and other administrative spaces.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td><strong>Responsible Alcohol Consumption</strong></td>
<td>Residents who choose to consume alcohol must do so in a respectful and safe manner. All residents and their accompanied guests must abide by the provincial and federal regulations around alcohol consumption. Residents can only consume alcohol in their room/apartment. • Mass Consumption, drinking games, or drinking devices that promote mass consumption are strictly prohibited. This includes beer pong, water pong, flip cup, beer funnel. • Open alcohol is only allowed in private areas (room, apartment) • Alcohol may be transported outside a private area if it is factory sealed; • Alcohol permits are required for pre-approved functions involving alcohol outside of private or shared areas; • Kegs are not allowed at any time in the residence community. The term “keg” shall refer to a container capable of holding 6.0 litres of alcohol or more, which requires tapping and/or cannot be resealed; • Drinking alcohol outside of any residence property (including patios) is not permitted, unless approved by Residence Life/SHHS.</td>
<td>Verbal Warning or Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Smoking</strong></td>
<td>Residents wishing to smoke tobacco products or e-cigarettes must do so in a designated smoking area. residents who are found smoking in their room may face a fine ranging from $100 up to $250, and receive additional sanctions.</td>
<td>Written Warning or Residence Probation</td>
</tr>
<tr>
<td><strong>Violence</strong></td>
<td>Violence, intimidation, or physical aggression of any type towards other student or university staff will not be tolerated. This also includes sexual violence, and violence to self/ or others.</td>
<td>Residence Probation</td>
</tr>
<tr>
<td><strong>Weapons</strong></td>
<td>Possession of real or replica guns in residence including but not limited to paintball guns, airsoft guns, swords, knives, sling shots, and archery equipment is strictly prohibited.</td>
<td>Residence Probation</td>
</tr>
</tbody>
</table>
Every resident is expected to take the necessary precautions in order to mitigate and reduce the risk of fire and safety in every residence building. When a fire alarm goes off, everyone in the building must evacuate to their closest muster point or stand outside, away from the building. Failure to cooperate during a fire alarm or drill will result in an educational sanction and or fine issued by the Residence Life Manager.

In residence, tampering with any type of fire safety equipment will result in an immediate fine of up to $250. This will be issued by the Residence Life Manager for any behavior that involves tampering with fire equipment, including: activating a fire alarm, covering or tampering with a smoke detector, activating a fire extinguisher or fire hose, or exiting through a designated fire exit.

To help reduce the risk of fire we ask that residents do not use any of the following items in any of the residence buildings: incense, cigarettes, e-cigarettes, candles, hookahs, or any open element appliances (toaster ovens, hot plate, and woks). These items are known to cause fires and any resident found using any of the following in residence will receive a fine, educational sanction, and conduct status.

Residents who trigger an alarm or cause other damage without reason:

- can expect an immediate $250 minimum fine and disciplinary action. For example: setting off the fire extinguisher in your room, causing damage to the carpet and furniture or damages caused by the sprinklers going off.
- The residences are equipped with sophisticated sprinkler systems. Please respect them and refrain from hanging anything from the sprinkler heads or cages, and from throwing or kicking objects such as footballs, and frisbees in the corridors. If damaged, the sprinkler system may go off. Residents will be held financially responsible for any damages that occur as result of careless use or vandalism of the sprinkler system.
- are financially responsible for damages and/or other costs resulting from their actions.
- are financially responsible for all administrative fees and fines charged by the University for a minimum flat rate of $3,000 per unfounded fire alarm.

What to Do When the Fire Alarm Sounds In Your Building

1. Leave the room and close the door behind you.
2. Evacuate the building immediately, using the safest and closest exit. Do not take the elevators. Students who fail to exit and building during a fire alarm will face a $250 fine.
3. Move away from the building to a distance of at least 100 meters.
4. Follow the instructions from Floor Fellows and any of the Emergency Response Crew.

If you suspect there is a fire in your building call the Montreal Fire Department at 9-1-1 and call McGill Security: 514-398-3000.
McGill Residence supports the safe and responsible consumption of alcohol in residence, for students who are 18 years of age or older and who choose to consume alcohol. The following standards are in place to promote safe alcohol consumption that discourages high-risk activities related to alcohol consumption.

**Consumption Locations:**
Students of legal age are allowed to consume alcohol in their private rooms or apartment. Any alcohol that is transported outside these private areas, must be sealed in its original container in order to abide by Quebec’s provincial laws.

**Responsible Drinking:**
- Possession and consumption of alcohol in McGill residences must conform to the provincial laws of Quebec. **Individuals must be 18 years of age or older in order to legally consume and purchase alcohol in the province.**
- Open containers of alcohol are prohibited everywhere except your private room.
- Please remember that the sale of alcohol to minors is against both the federal and provincial laws.
- Alcohol permits are required for pre-approved functions involving alcohol outside of private or shared areas.
- Drinking alcohol outside of any residence property (including patios/courtyards) is not permitted, unless approved by Residence Life/SHHS.

**Mass Consumption:**
Any type of activity or accessory that promotes mass consumption or swift drinking is not permitted in residence. This includes but is not limited to drinking games (beer pong, water pong, flip cup) or the use of drinking devices (ex: beer funnels). It is expected that residents will not participate, encourage, promote, or be a spectator to any type of drinking game. Drinking games are defined as an activity, game, or contest where the consumption of beverages is a primary focus or used as a penalty or as a result of an action.
Disciplinary Measures

Follow Up Process:

When an incident has occurred, the situation in question will be documented and then followed up by someone from the Residence Life team. The diagram below illustrates the process for when a resident is found in violation of the Community Living Standards.

The conduct status a student can receive is based on a case-by-case evaluation, conducted by the Residence Life Manager and then discussed with the student in question. Depending on the severity of the incident, the conduct status may not transition in a linear fashion as displayed below.

<table>
<thead>
<tr>
<th>Conduct Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Warning</td>
<td>The student’s conduct is considered minor and in the preliminary stages of concern. The student’s actions have impacted the community and are in violation of the Community Living Standards.</td>
</tr>
<tr>
<td>Written Warning</td>
<td>The student’s conduct and behavior has negatively impacted the community or has gone against the Community Living Standards. With the application of a written warning, a Residence Life Manager may also assign an educational sanction. Once a student has received more than three written warnings, their conduct status will be placed to on “Residence Probation”.</td>
</tr>
</tbody>
</table>
| Residence Probation  | A student may be placed on ‘Residence Probation’ for the following reasons:  
  a. The student’s conduct has had a significant negative impact on the community or on themselves.  
  b. The student continues to engage in negative behavior that goes against the Community Living Standards.  
Once a student is placed on ‘Residence Probation’ further violations of the Community Living Standards could result in an escalation of the disciplinary case. |
Disciplinary Measures

When a Residence Life Manager receives an Incident Report, they will reach out directly to the student(s) in question through the students’ McGill email. It is imperative that students regularly check their McGill email in order to maintain open lines of communication. Failure to be diligent with communication could result in sanctions with the student absent from the decision process. The Residence Life Manager will send a maximum of two meeting invitations before they make a decision in the student’s absence.

Conversations between both the Residence Life Manager and the student(s) are designed to create opportunities of learning and growth for the student and address their actions in question. At McGill we recognize the various challenges that come along with living in residence which is why we have developed a follow up approach to behavior that is centralized around ‘learning’. When a student is assigned a ‘conduct status’ they may also receive an educational sanction to invoke reflection and repair the harms that have occurred to the community.

Below is a list of educational sanctions that a student may receive:

**Community Repair**
If a student’s actions have negatively impacted the greater community, the Residence Life Manager will work with the student in question to repair the harm that was done to the community. This may include: apology letters to those impacted, promotional materials to raise awareness, or volunteer work on the weekend or during the evening.

**Educational Sanction**
These sanctions are designed to educate both the student and all parties involved. The intent of this sanction is to provide additional information concerning the situation in question to help the student(s) make better informed decisions moving forward. These types of sanctions include: educational posters or community service.

**Self Awareness Sanction**
These sanctions are designed to involve the student(s) in question and provide them with an opportunity to pause and reflect on the incident. This reflection is meant to allow the student to recognize how their actions impacted the community and the steps they can take to ensure a similar event does not happen in the future. This may include: reflection journals, video journals, or a reflection assignment.

In addition to educational sanctions, Residence Life Managers may choose to issue the following sanctions, based on a student’s behavior and cooperation:

**Discretionary Sanctions**
Residence Life staff reserve the right to issue sanctions in the case of a serious violation of the Community Living Standards, or a continuation of negative behavior. This could include: room reallocation, access restrictions, restitution damages, or fines.

**Relocation**
A student may be transferred to another room if their behavior is negatively impacting their community. This move is mandatory and will take place once an available room has been located. Once a student receives their move notice, they will need to comply with the move timeline accordingly. The intent of the move is to allow the student another opportunity and to have a fresh start. Once a student has been moved, they will not be allowed to enter their old residence building, or be allowed to move, without prior approval from the Residence Life Manager.
Disciplinary Measures

Community Living Standards Appeal Process

1. Students have the right to appeal penalties and/or administrative decisions taken against them by SHHS through its enforcement and application of the Community Living Standards. A resident who is the subject of such a penalty or administrative decision may appeal by forwarding their written statement of appeal to the Associate Director, Residence Life, or designate, no later than five (5) business days from the date on which the penalty was assessed or administrative action taken. If necessary, a meeting between the Associate Director, Residence Life, or designate, and the resident may be arranged to discuss and clarify the points of the appeal.

2. If the student chooses to have assistance with their appeal, the student may be accompanied by an advisor. The decision of an appeal heard by the Associate Director, Residence Life will be final, and the appeal must be made on at least one of the following grounds:
   a) Relevant evidence that emerges which was not available at the time of the original decision
   b) The severity of the sanction imposed exceeds the nature of the offence for reasons identified by the student

Appeals are never to be submitted frivolously. A submitted appeal that is not based on any of the above grounds will not be heard.

“Advisor” means someone holding office under the University Charter and Statutes, someone appointed by or holding regular employment with the University, or registered at the University in a degree program for two consecutive terms, excluding the summer term, who has agreed to act in an advisory capacity and who is not paid for their services.

3. When a student wishes to appeal a decision, they must do so electronically, in writing, within five (5) business days of the Residence Life Manager’s decision. The Associate Director, or designate, then reviews the appeal letter to determine if there are substantial grounds for the appeal.

4. The student will be notified electronically, in writing, of the decision if there are grounds for appeal. If there are grounds, the Associate Director notifies the resident and schedules a meeting within one (1) week at a mutually agreeable time. If the Associate Director notifies the resident that there are no grounds for appeal, then the appeal process is complete.

5. In the case where the Associate Director approves an appeal meeting, the Associate Director may call the student or any other individual related to the case for subsequent questioning or clarification. Once the questioning has concluded, the Associate Director, or designate, may find the resident in violation or not in violation of the alleged incident. The Associate Director, or designate, can impose a new sanction, sustain the original sanction, or reduce the sanction made by the Residence Life Manager. The Associate Director will notify the student electronically in writing of the outcome within five (5) business days of the last meeting. Whatever decision the Associate Director comes to is final and will not be open for further appeal.
Disciplinary Measures

McGill Code Of Student Conduct

Every McGill student, including those living in residence, are required to abide by the McGill Code of Student Conduct at all times. The Residence Life professional team reserves the right, at any time as they see fit, to refer to or escalate a resident’s conduct case to be managed under the McGill Code of Student Conduct and Disciplinary Procedures.

Under the Code, a Disciplinary Officer reserves the right to dispense dispositions outlined, including but not limited to:

- short-term exclusion from residence as described in Section II: Administration of Discipline Article 21. Such short-term exclusion is an interim order and does not result in and of itself in a disciplinary offence.
- when there is evidence of a violation of the COVID rules, a student will be called to a disciplinary process the outcome of which may be an exoneration, admonishment (defined at art. 28), or a reprimand (defined at art. 29). When the student is found responsible for the offence, they may be imposed additional sanctions, such as conduct probation (defined at art. 30) and possibly longer term exclusion from residences or termination of lease (art.51), or exclusion from the entire university in extreme cases (art. 73).
The transition to life in university can be challenging, and you may find yourself having difficulty adjusting to life away from home, experiencing feelings of anxiety or depression or simply wishing to have someone to talk to about what’s on your mind. McGill Residences is committed to the mental health and well-being of residents by ensuring that you have access to a variety of support resources and services. By living in residence, you can rest assured that our team will guide you in the right direction and help you access the resources you need.

What Is Wellness?

Health and wellness is more than just exercise. There are 8 components to wellness, each of which can be thought of as a single spoke on the wellness wheel. Neglecting one of the areas of the wheel may compromise your ability to confront challenges in life in other areas.

If you don’t listen to your needs, you’re more likely to:

- Be exhausted or overwhelmed
- Experience low moods
- Experience resentful thoughts
- Take your stress out on others
- Feel anxious or depressed
- Develop a mental health condition

So it’s important to notice any changes in habit, mood or attitude to see how you’re doing.

Taking care of one area of wellness will also help them all: for example, caring for your physical health by getting more sleep will also benefit your academic health and help you be a better student.

Source: Student Wellness Hub
Campus Health & Wellness Resources

Campus support:
Many of the campus support services have mobilized as many of its resources as possible to continue offering support to students. Due to COVID-19 and governmental regulations, our services will be offered remotely or by appointment for the time being.

Student Wellness Hub
Phone Hours: Monday - Friday 10am - 12:30pm & 2pm - 3:30pm
Phone: 514-398-6017
The Student Wellness Hub includes general practitioners, nurses, psychiatrists, counsellors, social workers, and dietitians - focuses on short-term, episodic care for students facing common mental and physical health concerns during their studies. These professionals are also equipped to diagnose more complex issues and connect students with more appropriate care off-campus. We require all students to be covered by supplemental health insurance in order to cover their medical expenses.

The Peer Support Center
The PSC is staffed by friendly and well-trained student peer supporters. We provide a welcoming space where you can share your experiences, feel truly listened to, and find ways to resolve the things you are going through.

Office for Sexual Violence Response, Support and Education
514.398.3954  Email: osvrse@mcgill.ca
Confidential, non-judgmental and non-directional support and education to students, faculty and staff of all genders who have been impacted by sexual violence.

SACOMSS
Hours: Consult facebook.com/sacomss
514-398-8500
The Sexual Assault Centre of the McGill Students’ Society (SACOMSS) is a volunteer-run organization committed to supporting survivors of sexual assault and their allies through direct support, advocacy, and outreach.
In case of emergency

If a McGill Student or community member is in immediate danger:
From a wired phone on campus: Call 911 immediately
Security services are automatically notified and (not a cell) will be able to see your location and help guide emergency responders there.
From an outside line or Cell: Call 911 immediately
Then call Security services: 514-398-7777 ((non-emergency Security number is 514-398-7770)

Campus Security: Laird Hall room 101
Our Security Office is located in Laird Hall room 101, open 24 hours a day, 7 days a week. They can assist with residence parking passes and in the event of an emergency, they are the first responders on campus.

Make sure to know:
• The location of all ‘exit’ staircases.
• The exact location of the nearest manual fire alarm.
• The exact location and type of the nearest fire extinguisher.
• If your smoke detector works. You must never tamper with it.

Personal Safety tips

• Always lock your door - whether you are sleeping or just leaving to go to the bathroom but especially when you are not there. Residences are safe, but it takes only a moment for a thief to grab a laptop.
• Never leave your belongings unattended in the dining halls, library, lobbies etc.
• Ensure your windows and doors are locked at night and that your blinds are drawn.
• Report any stolen belongings to McGill security: 514-398-7770
• Report any lost keys/ID cards, to the appropriate office immediately.
• Do not lend your keys or access cards to anyone.
• Do not sign in a guest you don’t know
• Do not allow anyone you don’t know to enter a key-card entry building behind you.
• If someone claims to be a visitor, ask for their friend’s name and room number. If the “visitor” causes any problems, tell a Floor Fellow, Residence Life Manager, the Campus housing Office, or call McGill Security at 514-398-7770.
• When receiving food delivery you can meet them in the lobby.
• Do not prop open emergency doors and residence hall doors that are supposed to be closed.
• Please only use emergency exits in emergencies; otherwise, someone could enter from outside undetected.
• Do not go up onto the roof. This is taken very seriously as we don’t want anyone to get hurt. If you are caught on the roof, you will be subject to a $250 fine and discipline under the McGill Student Code of Conduct.
Tips for Getting Along with Your Roommate

Start off on the right foot

It’s important that you and your roommate respect each other from the moment you enter your new shared living space. You don’t have to become best friends, but it’s important that you respect each other’s space, time, and belongings. Come in with an open mind and a good attitude. Tell your roommate some things that you would appreciate (such as cleaning up after themselves, giving a heads up if guests are coming, etc.) and tell them to do the same. That way you’re both starting out with a better knowledge of the other person’s likes and dislikes.

Give yourself time

It can take time to get used to living with someone; especially someone you’ve never met before! Be patient with yourself as well as the other person. Give yourself some time to settle in and get accustomed to their habits. If after just one week you’ve decided that you cannot live with this person, you haven’t fully given it a fair chance. Know that there will be bumps in the road and times that you will get frustrated, but as long as you are fair and direct, most issues should get resolved.

Talk it out

Before going to your Floor Fellow or Residence Life Manager, we strongly encourage you to talk out your issue with your roommate first. A lot of the time your roommate won’t know they are doing anything wrong. If you bring up your complaint in a non-confrontational way, they will most likely respond positively. If this doesn’t work out and your roommate refuses to compromise, then it makes sense for you to talk to a residence staff member.

Please allocate a minimum of 30 minutes to completing the roommate agreement. It is an investment into your space and relationship! The mandatory Roommate Agreement will become a binding document between yourselves.
Room Repairs

Upon students’ arrival to residences, all rooms have been thoroughly checked to ensure that all items in the rooms are in functioning order. It is therefore the student’s responsibility throughout the year to ensure that they report all damages and repairs to the Campus Housing Office as soon as they happen. After you check in, please take the opportunity to report any major damages in your room.

It is very important that you report all damages and repairs in a timely fashion, so that the damages do not worsen. Be sure to be specific about the repairs required. Please be patient as we must often negotiate schedules with the maintenance staff.

Note that in all residences, failure to report damages may result in charges to your account at the end of the year.

Key Lockouts

Carry your keys/key card with you at all times. If you accidentally lock yourself out of your room, the Campus Housing Office can help you get back in. Please note that you may be charged a lockout fee.

ID or Key Replacements/Charges

Replacement ID cards can be obtained from the Student Affairs Office. The cost of $25.00 will be charged to your student fee account.

Duplicates of keys can NOT be made by residents! If your keys are misplaced, you can purchase a new room key for Laird Hall for $25.00. In Ecoresidence it ranges between $15.00 - $50.00 depending if it’s for a front door, room key or laundry room. If you need to have your lock changed, you will be responsible for the cost which can be up to $250.00.
Getting You Started

Your McGill ID Card automatically includes a oneCard account preloaded with funds which will be billed to your student fee account. No sign-up form is required and is activated when you move-in.

Use the oneCard for the following services:

• To do laundry in residences (it is the only method of payment accepted for laundry machines)
• At select vending machines on campus
• To pay for Mac Market purchases
• At T.W.I.G.S., any of the dining halls and on campus food locations (if you are on a meal plan the oneCard is used in these locations for taxable items)
• To pay for DOWNTOWN take-out deliveries from participating restaurants in the area.
• Pay for meals off campus at participating restaurants. Visit the oneCard site for the full list of restaurants.
• More great services to come! Explore the full plan.

Topping up your oneCard

There are two options:

• Go to Minerva and add oneCard dollars to your account
• Go to the secure oneCard Management page: https://onecard.mcgill.ca

Laundry Tips

Laundry rooms are conveniently located within your residence.

To do your laundry, you'll need:

• Your McGill ID/oneCard, loaded with oneCard dollars
• Laundry detergent
• Bleach, if you want your whites to be really white
• Fabric softener

Laundry Tips

Laundry rooms are conveniently located within your residence.

To do your laundry, you'll need:

• Your McGill ID/oneCard, loaded with oneCard dollars
• Laundry detergent
• Bleach, if you want your whites to be really white
• Fabric softener
McGill’s Macdonald Campus Horticultural Centre (Mac Farm) is the biggest supplier of fresh produce to the Residence Dining Halls. 40% of all year-round produce purchases at McGill are locally sourced! McGill is also the first Canadian University to be recognized by the Marine Stewardship Council (MSC) and the first Fair Trade Campus in Quebec.

Mac Market -

514-398-4455 ext. 7875
The Mac Market opens every year from July to November and sells fresh produce grown locally on campus. The products come from different cultivar trials conducted at the Horticultural Centre. The Market accepts oneCard as a method of payment.

The Horticultural Centre is a research centre and student learning centre that comprises an orchard, a demonstration garden, cold rooms for apples and vegetable storage, grading equipment for apples, as well as all the necessary field equipment needed to conduct research. It offers summer job opportunities, and is also used by graduate students.
In case of EMERGENCY
Montreal First Responders: 911
514-398-7777 (for emergencies)
514-398-7770 (non emergency)

Student Housing and Dining Service Centre
housing.residences@mcgill.ca
514-398-6368
University Hall
3473 University Street Montreal, Quebec, H3A 2A8

Macdonald Campus Housing Office
Laird Hall / Ecoresidence
21111 Lakeshore
Sainte-Anne-de-Bellevue, Quebec
H9X 3V9
Tel.: 514-398-7716
gerry.chevalier@mcgill.ca

EcoResidence
21111 Lakeshore
Sainte-Anne-de-Bellevue, QC H9X 3V9
514-398-7716

Laird Hall
21111 Lakeshore
Sainte-Anne-de-Bellevue, QC H9X 3V9
514-398-7716