



Residence Handbook 2023-2024

Macdonald Campus

Fall 2023



McGill

Student Housing and
Hospitality Services

Service de logement
étudiant et d'hôtellerie



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[/Macdonald Campus Residence 2023-2024](#)
[Facebook group](#)

Student Housing and Dining Service Centre

housing.residences@mcgill.ca

514-398-6368

University Hall

3473 University Street,
Montreal, Quebec, H3A 2A8

Land Acknowledgement

McGill University is on land which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabeg nations. We acknowledge and thank the diverse Indigenous peoples whose presence marks this territory on which peoples of the world now gather.

Welcome to McGill Residence

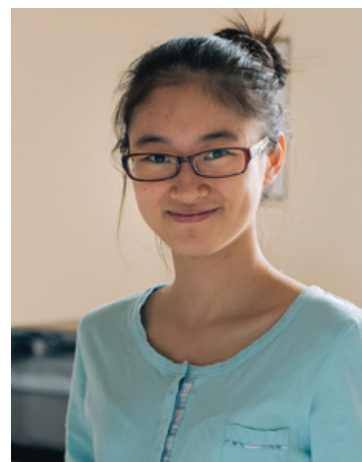
We're so excited to welcome you!

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!



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.





Mission & Values

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.

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.

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

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.

Get the most out of living in Residence



Be mindful:

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

Breathe – take it easy on yourself, this may be your first time living on your own!

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!

Have an open mind:

Try all kinds of new activities; you might discover new talents and passions!

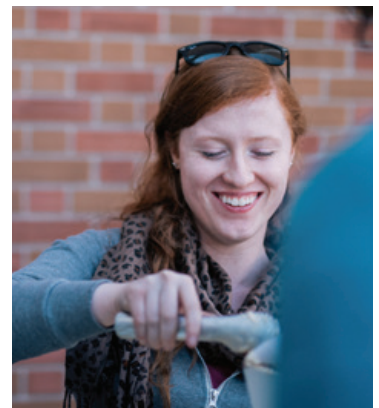
Get involved with the many clubs, student initiatives, councils, etc. on campus.

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 fun:

Through it all, make sure to enjoy yourself.



Tips for Getting Along with Your Roommate

In the first week of living together, roommates are expected to allocate a minimum of 30 minutes to completing the [roommate agreement](#) which is mandatory and becomes a binding document between roommates. This document helps to guide conversations about sharing space and is an investment into your living space and roommate relationship.

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 and 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, students are strongly encouraged to talk about their issues with their roommate first. It is common for roommates to be unaware of the fact that what they are doing is bothersome to you. If a complaint is raised in a non-confrontational way, people often respond positively. Should a discussion not lead to a compromise, students are then encouraged to consult with a member of their Residence staff, starting with a conversation with their Floor Fellow.





Important Dates

Fall 2023

August 19-20	Move-in weekend
August 30	Classes begin
September 12	Add/Drop deadline
October 6-11	Fall Reading Break
December 5	Classes end
December 7	Exams begin
December 21	Exams end

Winter 2024

January 4	Classes begin
January 16	Add/drop deadline
March 4-8	Winter Reading Week
April 12	Classes end
April 15	Exams begin
April 30	Exams end
April 30	Move-out of Residences



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.

Residence Life Manager

Tanya Bhatia, the **full-time, live-in professional** [Residence Life Manager \(RLM\)](#) is responsible for the overall management of the residence community. She serves as a support for resident students as they adjust to University life and helps direct them to health and academic resources. She is also responsible for educational programming, training and supervising the Floor Fellows.

Floor Fellows

Our [Floor Fellows](#) are a wonderful group of upper year students who live in both Laird Hall (6 total) and at our Ecoresidence (2 total). They are role models, resource people, peer supports, community builders and leaders for the students on their floor. Under the direction of their Residence Life Manager (RLM), Floor Fellows have a commitment to creating a community that is conducive to learning, academic success, personal growth and development.

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.

Housekeeping Staff

In 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!





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 as referenced in the terms and additional clauses of the educational lease.

The Residence Life team retains the right to meet with 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 reviewed by the Residence Life Manager and then discussed with the student in question.

1.0 Alcohol

1.1 Responsible Alcohol Consumption

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 laws regarding alcohol consumption. The following standards are in place to promote safe alcohol consumption:

Responsible Drinking:

- Possession and consumption of alcohol in McGill Residence must conform to the provincial laws of Québec. **Individuals must be 18 years of age or older to legally consume and purchase alcohol.**
- The sale of alcohol to minors is against provincial laws.

Consumption Locations:

- Students of legal age are allowed to consume alcohol in their private rooms or apartment.
- Open containers of alcohol are prohibited everywhere except a student's private living space (room/apartment).
- As per Quebec's provincial laws, alcohol may be transported outside a private area if it is factory sealed.
- Drinking alcohol outside of any residence property (including patios) is not permitted.

Mass Consumption:

- Any type of activity or accessory that promotes mass consumption or rapid/binge drinking is strictly prohibited in residence. This includes but is not limited to drinking games (e.g., beer pong, water pong, flip cup) or the use of drinking devices (e.g., 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 alcoholic beverages is a primary focus or used as a penalty or a result of an action.
- Kegs are not allowed at any time in the residence community. The term "keg" refers to a container capable of holding 6.0 litres or more of alcohol, which requires tapping and/or cannot be resealed.

2.0 Behaviour & Respect

2.1 Cooperation with staff

- 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.

2.0 Behaviour & Respect

2.2 Dangerous Behaviour, Activities and/or Materials

- 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, BBQs, dynamite, gasoline, are not permitted in residence.

2.3 Damage to Property or Vandalism

- Damage to a resident's personal property or McGill University property is strictly prohibited. Malicious intent to damage property or failure to uphold a reasonable standard of cleanliness will not be tolerated.
- During winter, residents are expected to keep any windows closed when they are not present in their room to avoid damage to building infrastructure (e.g. frozen pipes causing water damage, etc.).

2.4 Gambling

- Any form of gambling on McGill University property or involving University functions, including but not limited to athletic events and other extracurricular activities, is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome.

2.5 Harassment

- 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 "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.

2.6 Inappropriate/Illegal Entry

- 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 Protection Patroller of that building. Manipulating the lock, door, or window 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.
- Some residences have security features such as turnstiles. Bypassing these systems without providing the necessary access can result in fines and other sanctions.
- In cases of emergency, McGill staff reserve the right to enter a residents' rooms, without prior authorization.

2.7 Noise

- Residents must ensure they are being mindful of the amount of noise they make while living in residence. Noise that can be heard outside of a room or from the hallways negatively impacts a community and will not be permitted.

2.0 Behaviour & Respect

- Residents must respect quiet hours which are from **11:00 PM to 9:00 AM** everyday.
- Excessive noise past the designated quiet hours will not be tolerated.

Consideration Hours:

- 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, they are in violation of this community standard.

Exam Quiet Hours:

- Exam Quiet Hours starts the day after classes end, and runs from **9:00 PM - 9:00 AM** everyday.
- Excessive noise past the designated quiet hours may result in fines and other sanctions.

2.8 Pranks

- 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 but are not limited to water fights, raids, removal of residence property, or illegal entry into a resident's room.

2.9 Prohibited Areas

- 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.

2.10 Violence

- Violence, intimidation, or physical aggression of any type towards other students or university staff will not be tolerated. This also includes sexual violence, and violence towards oneself.

3.0 Commercial use of Property

- 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.

4.0 Drugs

- 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.

4.1 Drug Paraphernalia

- 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.

5.0 Fire

5.1 Appliances & Cooking

- Appliances with open heating elements such as hot plates, toasters, toaster ovens, kettles, and electric heaters are not permitted in residence. Students are only allowed to cook in the designated kitchens with the supplied cooking devices.

5.2 Fire Equipment

- Tampering with any type of fire safety equipment and triggering an alarm without cause will result in an immediate fine of up to \$250 and a disciplinary action issued by your Residence Life Manager. Tampering includes activating a fire alarm, covering or tampering with a smoke detector, emergency lighting, breaker switches, sprinkler heads, pull stations, activating a fire extinguisher or fire hose, or exiting through a designated fire exit.
- **Students will be financially responsible for the \$3000 fine issued by the Fire Department per unfounded fire alarm.**

5.2.1 Sprinklers

- The residences are equipped with sophisticated sprinkler systems.
- Refrain from hanging anything from the sprinkler heads or cages, and from throwing or kicking objects (footballs, frisbees) in the corridors as this could trigger the sprinklers to go off. Residents will be held financially responsible for any damages that occur as a result of careless use or vandalism of the sprinkler system including damage to the carpet and furniture.

5.3 Fire Safety

- Students must do their best to keep themselves and their community safe, which includes avoiding risky behaviour that may hinder the evacuation process during a fire alarm.
- 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.

Keep hallways clear of:

- furniture
- sports equipment/shoes/shoe racks/boots
- garbage bags
- door mats
- decorations placed on the floor
- items in front of the door to a residence room

The following items are **not permitted** in any of the residence buildings since they are known to cause fires and any resident found using them will receive a fine, educational sanction, and conduct status:

- incense
- cigarettes
- e-cigarettes
- candles
- hookahs
- any open element appliances (toaster oven, hot plate, wok)

5.0 Fire

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.
3. Move away from the building to a distance of at least 100 meters and make your way to the assembly point.
4. Follow the instructions from Exit Monitors and any of the Emergency Response Personnel including Fire, Ambulance and Police.

If you suspect there is a fire in your building use the pull station and call the Montreal Fire Department at 9-1-1.

5.4 Open Flames & Incense

- Open flames such as candles, hookahs, and incense are not permitted in residence. Residents who are found using any of these items in their rooms may face a fine up to \$250 as well as receive additional sanctions.
-

6.0 Guests & Visitors

- A maximum of two (2) visitors are permitted per resident at any given time. Students are responsible for their guests at all times; guests are expected to abide by the Residence Community Living Standards. Residents are responsible for the actions of their guests.
 - Guests must sign in and leave their McGill ID card. The use of a false ID or someone else's ID to sign in is prohibited.
 - Students who wish to host overnight guests must first discuss with their roommate and gain their roommate's consent.
-

7.0 Pets

- Pets are not allowed in residence. Requests to bring in a certified service animal must be submitted and subsequently approved by the Student Housing Admissions Office.
-

8.0 Smoking and Cannabis

8.1 Smoking

- 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 up to \$250 and receive additional sanctions.

8.0 Smoking and Cannabis

8.2 Cannabis

- Smoking and inhaling of cannabis is prohibited in residence.
 - Consumption and possession of cannabis is **prohibited for students under 21 years of age**. More details can be found in [McGill's Policy Concerning Alcohol, Cannabis and Other Drugs](#).
-

9.0 Unauthorized signage

- 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 that may be viewed outside of one's room.
-

10.0 Weapons

- Possession of real or replica guns in residence including but not limited to paintball guns, airsoft guns, swords, knives, slingshots, and archery equipment is strictly prohibited. You must advise your RLM if you are part of the fencing or archery clubs and require storage of your sporting equipment.

Disciplinary Measures

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



Conduct Status

The conduct status that 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 follow a linear pathway as is displayed below.

Verbal Warning

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.

Written Warning

The student's conduct and behaviour 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.

Residence Probation

A student may be placed on Residence Probation for the following reasons:

- a. The student's conduct has had a significant and negative impact on the community or on themselves.
- b. The student continues to engage in negative behaviour 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 receive and respond to communication in a timely manner could result in sanctions with the student absent from the decision-making process. The Residence Life Manager will send a maximum of two (2) meeting invitations before a decision is made in the student's absence. If the person responsible cannot be identified the entire floor may be subjected to disciplinary measures.

Conversations between both the Residence Life Manager and the student(s) are designed to create opportunities of learning and growth for the student, and to address their actions in question. McGill employees recognize the various challenges that come with living in residence, which is why a follow-up approach to behaviour that is centralized around learning has been developed. 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 the following: 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 behaviour 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 the following: room reallocation, access restrictions, restitution damages, or monetary fines.

Relocation

A student may be transferred to another room, or building, if their behaviour is found to have negatively impacted their community. This move is mandatory and will take place once an available room has been identified. Once a student receives their notice to move, they will need to comply with the prescribed 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 former residence building, or be allowed to move again, 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 that 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.

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.

Safety and Security

In case of emergency

If a student or community member is in immediate danger:

- From a wired phone on campus (not a cell): **Call 911 immediately**
- Security services are automatically notified and 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.
- **Lock your windows and doors at night** and draw your blinds.
- **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.
- Do not jump over the turnstiles.
- **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.

Building Care

Common Rooms

These areas are fully furnished for your use and comfort. Please respect your fellow residents by leaving the common room furniture where it belongs. Fees will apply for any furniture that needs to be moved.

Communal Kitchens and Kitchenettes

The kitchens are for everyone's use, so please be considerate towards your fellow students.

- Keep the area clean after each use.
 - **All toasters and kettles and electrical appliances can only be used in these areas .**
 - All dishes and leftover food must be removed after each use.
 - It is unacceptable for dishes to be left in common areas.
 - Avoid leaving food or dirty dishes in the cupboards in order to eliminate future problems with insects.
-

Decorating

Only non-marking adhesives are permitted for securing decorations. **Pushpins, hooks, nails, duct tape, double sided tape, are not permitted** as they are known to damage walls and doors.

Fridge

Each room at Laird Hall have a mini fridge. Upon arrival, make sure your fridge is in proper working condition as you will be held responsible for any damage to the unit sustained during your stay.

Regular defrosting of the freezer can ensure that your fridge works it's best.

Heating Units

Heating will be turned on after Thanksgiving in October. It is important that the radiator is free of any obstructions that may affect the distribution of air.

Do not place your bed against the heating unit nor hang any items on it.

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.

Key or ID 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 lost or misplaced you will have to have your lock changed, which can cost anywhere between \$250 - \$500 depending on your residence. Arrangements will be made with you to change the lock as soon as possible. If you have roommates, you will also have to pay to replace their keys as well, at a cost of \$50 each.

Building Care

Pest Control

If you suspect the invasion of any critter, please email the Campus Housing Office or report it in person to the housing office (M-F, 9:30am-4:30pm)

Daily cleaning is done on weekdays 6:30am-2pm, and Facilities (maintenance) works weekdays from 7:30am-3pm. There is no work done on weekends.

Used furniture is not permitted to be brought into residences. Although seemingly in good condition, it may be infested.

If you suspect you have bed bugs, don't hesitate and contact your floor fellow or front desk. This is **VERY important** as to avoid contamination. A protocol is in place in order to avoid the spread of the bugs.

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.

Windows

Always keep your windows closed during the cold winter months to prevent any chance of pipes bursting. Any damage caused by leaving your windows open will result in extra fees.

Tampering with the windows and/or its components like the screens, operating and locking mechanism, screws, etc, will result in damage fees.





oneCard

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:

Mac Campus

- 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
- Café in Barton Macdonald Stewart Building

Downtown Campus

- At any of the All You Care to Eat dining halls and on campus food locations.
- At select vending machines on campus
- At participating restaurants off campus. Visit the oneCard site for the [full list of restaurants](#).
- [McGill Bookstore, Le James](#) will soon accept the oneCard as payment.

[Explore the full plan.](#)

Topping up your oneCard

- 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 and fabric softener



Unique to Mac Campus

Mac Farm

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

www.facebook.com/MarcheMacMarket

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.

Sustainability

We are committed to helping students adopt and develop lifelong sustainable practices through our various sustainability initiatives.

Please refer to the following list to gain a general understanding of what be recycled, thrown out or composted while living in residence.

Quick guide to sorting waste

Recycling - glass, plastic, metal

Glass bottles, jars, & containers

Empty hard plastics:

- shampoo bottles
- laundry detergent
- yogurt containers

Soft plastics:

- grocery bags
- plastic bags
- bread bags
- plastic wrap/cling film

Do not recycle

any plastic #6, plastic cutlery, styrofoam, wax lined cups or bags

Paper & cardboard :

- Newspapers, flyers & magazines
- Paper
- Envelopes, even with film/plastic windows
- Cardboard boxes (flattened)
- Cardboard tubes, rolls, etc. (paper towel, toilet paper rolls)
- File folders
- Paper bags
- Books

Do not recycle

paper soiled with food like pizza boxes, takeout containers or napkins

Metal and aluminum:

- tin cans & lids
- hangers
- soda/drink cans
- pie tins
- foil
- keys

Garbage

- Any plastic item #6
- Styrofoam
- Paper or plastic items lined with wax (coffee cup & creamer, pastry bags)
- Laminated paper that is soiled with food (take out containers)
- Broken glass
- Plastic straws

Compost

Things you can compost

- Food waste
- Used napkins/paper towels
- Tea bags/coffee grounds
- Unlaminated paper food containers (ex: pizza boxes, paper plates)
- Wooden utensils (chopsticks, stir sticks)
- Compostable plastic labelled #7PLA

Do not compost:

- Laminated & waxed paper
- Inorganic material
- Non-compostable plastic
- Liquids
- Chemical products (including paper towel soiled with chemical products)
- Recyclable materials (metal, glass, plastic)

Sustainability

Tips to help you save energy in residence

Leaving your room

- Turn off the lights
 - Turn down the heat or air conditioner
 - Unplug appliances not in use to avoid phantom power
-

Doing laundry

- Hang up your clothes to dry
 - Wash clothes in full loads
 - Washing with cold water will save 90% of the washing energy, while preventing your clothes from bleeding colors
-

On the go

- Test your fitness: if you're able to, take the stairs instead of the elevator
 - Get a Bixi pass (or a bike) for the warmer months!
 - STM offers a student deal for unlimited bus and metro with the OPUS card
-

In your hall

- Keep windows closed in winter to avoid heat loss
 - Take shorter showers
-

Studying

- Turn off your computer after you are finished using it
 - Avoid buying new textbooks; try to find used or online versions. If you buy a new textbook, sell it when you are done using it
 - Opt for digital copies rather than print-outs
-

Shopping

- Purchase products with minimal packaging, try bulk purchases
 - Bring personal reusable bags when grocery shopping
-



Want to be learn more?

The Office of Sustainability offers amazing short workshops that will cover in more details sustainability topics of interest. Check out their [website](#) and register for one or more courses this semester.

Campus Health & Wellness Resources

The transition to life in university can be challenging, and students may find themselves having difficulty adjusting to life away from home, experiencing feelings of anxiety or depression, or simply wishing to have someone to talk to. The McGill Residence Life team is committed to the mental health and well-being of residents by ensuring that students have access to a variety of support resources and services, as well as the personalized support in being guided in the right direction towards the appropriate resources.

What Is Wellness?

Health and wellness is more than just exercise. There are many different aspects to a person's wellness — as is conceptualized in the 8 spokes of the McGill Student Wellness Hub's [wellness wheel](#).



By neglecting one areas of wellness, we might compromise our ability to confront challenges in other areas.

By listening to our own needs, we become less likely to:

- Feel exhausted or overwhelmed
- Experience low moods
- Experience resentful thoughts
- Take your stress out on others
- Feel anxious or depressed

It is important to be aware of changes in our own habits, moods, and general feeling of well-being in order to evaluate our own sense of wellness. Moreover, taking care of one area of wellness will also help them all: for example, being physically active and getting more sleep will also benefit a student's overall academic performance.

Campus Health & Wellness Resources

Campus support:

Local Wellness Advisor (LWA)

Student Affairs Office, Laird Hall, Suite 106

Students living in residences can also [book an appointment](#) to meet with the LWA directly, and receive one-on-one support, through the Student Wellness Hub website.

Student Wellness Hub

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.

McGill Students' Nightline

Hours: 7 days a week from 6pm- 3am during the academic year (except during the summer & winter break).

514-398-6426 (MAIN)

[McGill Students' Nightline](#) is a confidential, anonymous and non-judgmental listening service, run by McGill students, offering a variety of support from information to crisis management to referrals.

Office for Sexual Violence Response, Support and Education

514.398.3954 [Email: osvrse@mcgill.ca](mailto: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

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.

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 9:30 am -12 noon/1:30-4:30 pm.

Tel.: 514-398-7716 | residences.macdonald@mcgill.ca

We can assist with issues regarding any of the following:

- Residence & Housing Admission
- oneCard services
- Rent fees
- Letter mail can be collected from our office
- Keys & Lock-outs
- Room issues

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
2111 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
2111 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.

Please visit <http://www.mcgill.ca/transport/shuttle> to receive up-to-date information and bus schedule.

SSMU Drive safe

SSMU DriveSafe is a service run by the Student Society of McGill University. Our patrols drive students home safely to and from anywhere on the Island of Montreal for free.

On weekends, DriveSafe is available to offer free rides to students in between campuses.

www.facebook.com/McGillSSMUDriveSafe

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

The town of Ste-Anne-de-Bellevue

- 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

Public Transportation

STM – bus web site: <http://www.stm.info/en>

AMT – train web site: <https://exo.quebec/en>

Metro: <http://www.stm.info/en/info/networks/metro>

Contact

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
2111 Lakeshore
Sainte-Anne-de-Bellevue, Quebec
H9X 3V9

Tel.: 514-398-7716
lindsay.oconnell@mcgill.ca

EcoResidence

2111 Lakeshore
Sainte-Anne-de-Bellevue, QC H9X 3V9
514-398-7716

Laird Hall

2111 Lakeshore
Sainte-Anne-de-Bellevue, QC H9X 3V9
514-398-7716

