



LOYALIST COLLEGE RESIDENCE GUIDEBOOK

loyalistcollege.com/residence

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LOYALIST
COLLEGE OF APPLIED ARTS
AND TECHNOLOGY

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WELCOME HOME



Loyalist College Residence provides a safe and vibrant community that engages you in purposeful programming surrounding our core values of respect, wellness, sustainability and personal growth. You will be fully supported in your personal and academic pursuits. In other words, Loyalist College Residences are more than just a place to live. We pride ourselves on helping you learn meaningful skills outside of the classroom. We've developed an enriching and supportive curricular experience that provides the opportunity to exceed many personal goals, even the ones you didn't know you had! Being an active participant in our awesome Residence community will foster a healthy acquisition of life skills that can help accelerate your success long after you leave. Welcome home, let's make the most of it!

THE RESIDENCES

Apartment — The Apartment-style Residence consists of five buildings accommodating 476 students and is situated in a wooded country setting. Our five co-ed buildings are all designed with apartments containing a kitchen, dining area, living room, two bathrooms and six bedrooms. Students have their own private and carpeted bedroom furnished with a twin captain's bed, desk, chair, bookshelf, dresser, corkboard and nightstand. Each kitchen and dining area is equipped with a fridge, stove, microwave, dishwasher, dining table, chairs, loveseat and coffee table. There are four barrier-free (accessible) units available for anyone who indicates need through their room assignment process.

Townhouses — The Townhouse-style Residence consists of four buildings accommodating 104 students. Townhouse contracts are 10 months from July to April and students are required to pay utilities and internet in addition to Residence fees. The Townhouse-style Residence accommodates four students and has a kitchen, dining/living area and two bathrooms in each unit. The bedrooms are furnished with a double bed, dresser, nightstand, study desk and chair. The kitchen and dining/living area is equipped with a fridge, stove, dishwasher, flat panel TV, couches, coffee table, dining chairs, washer and dryer. The College's Townhouse-style Residence is owned by Campus Development Corp. Residence fees and maintenance requests are submitted using StarRez.

Smoking and vaping is not permitted anywhere on campus, including all Residence buildings. Smoking of any cannabis products is strictly prohibited on Loyalist College property. For more information on the College's commitment to wellness and being a smoke-free campus, please visit: [Fit to Learn and Fit to Work](#).

RESIDENCE LIFE STAFF



While residing on campus, you are never far from any assistance you may need. Between the Residence Life Staff, Residence Assistants and Security, all of your questions can be answered, you just need to ask! Residence Life professionals have extensive training in crises situations, operate on open-door policies, and can act as some of your best resources. Our jobs are to make your experience the best it can be, and we enjoy working with students for so many reasons. Our number one priority is ensuring you are comfortable and satisfied in your new home. Please don't hesitate to reach out to any of us at any time.

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RESIDENT ASSISTANTS (RAs)



Resident Assistants are spread amongst Residence and are available to support students in a variety of ways. They are just like you, but with more specific training for various issues. They are tasked with creating and fostering a community feel within their buildings through programming, intentional conversations, and being available to all residents for a variety of reasons. They can help refer students to internal and external resources to assist with finance, health, academic support or social support. All Residence Staff are employed to assist in the provision of a safe, secure and comfortable living environment. As such, the staff work with students living in Residence to enforce policies and educate residents in the process. The RAs are trained with skills in peer counselling, stress management, First Aid, CPR, mental health support, alcohol and substance abuse, therapeutic crisis intervention and are well-versed in student life, making them an excellent resource for you.

RESIDENCE COUNCIL

Residence Council is made up of a dedicated group of students who help to facilitate an engaging experience for the Residence Community. Rules and regulations pertaining to the use of the College Residence and the conduct of its occupants are formulated by the College Administration in consultation with the Student Residence Council. The Residence Council is comprised of the Resident Assistants and Residence Life Staff as well. Council members will act as a conduit for information sharing, bringing concerns or awesome ideas forward to the council, then divulging the information from the meetings back to the students. Council members often play an excellent role in our programming model through participation and engagement.

RESIDENCE SECURITY

Security operates through a contracted service and are located in the Residence Commons building through the evening, overnight and around the clock on weekends. They help ensure a safe and secure campus by enforcing Residence policies.

LIVING IN RESIDENCE



Residence is only a three-minute walk from the Kente Building and less to the Pioneer Building, making it very convenient. Complementing your short commute, Residence offers many facilities and services that will ensure you can focus on your studies efficiently, leaving more time for fun!

RESIDENCE PROGRAMMING

Loyalist College Residence Staff aim to provide an enriching experience through a curricular approach to programming. We are committed to delivering an outstanding learning experience that will help mold the person you will become when you leave here. To do this, we will focus on four learning goals with specific outcomes that will complement your educational experience. We consider the uniqueness of every individual and provide opportunities for self-realization, self-authorship, development and growth, all packaged into fun, engaging and exciting programs. When you leave Residence, you will be primed for success and ready to take on the world, or at least the next phase of your life. Our learning goals and outcomes are as follows:

a. Practical Competency: Learning and refining the necessary skills to live and pursue future goals independently

1. Develop and manage self-care and independent living skills
2. Demonstrate ability to adopt new practices and to seek resources when needed
3. Understand and incorporate multiple perspectives into decision making and critical thinking
4. Increase employability by acquiring experiences, knowledge, and applicable skills and abilities

b. Personal Identity & Wellness: Refine personal identity and what it means to act in congruence with one's beliefs and values while managing a healthy relationship with yourself and others

1. Strengthen personal identity by clarifying values, beliefs and opinions on events happening around them
2. Practice resiliency by recovering and learning from setbacks and disappointments
3. Explore physical, emotional, and spiritual wellness based on personal interest
4. Practice healthy and safe habits regarding alcohol and other drugs through the use of campus/ local resources

c. Community Engagement & Respect: Discover a sense of belonging to various communities and respectfully contribute as an accountable and caring member

1. Engage in opportunities to explore personal values and how they intersect with communities
2. Serve the community by identifying ways to make a positive difference and to serve others
3. Engage in healthy, respectful and inquisitive conversation with those who share different beliefs, values and culture
4. Identify one's roles, rights and responsibility in the community
5. Appropriately challenge injustices and unfair behaviour that threatens the community's ability to support, enhance, and respect all members

d. Sustainability: Incorporate social and environmental practices and be aware of the impacts of their actions

1. Understand the natural systems that make life on earth possible and how we can support and protect them
2. Understand how human communities impact our ecosystems
3. Promote, encourage and maintain sustainable practices
4. Understand how their personal choices affect their carbon footprint and how to reduce it

RESIDENCE COMMONS



Residence Commons is a hub of activity and is available to all Residence students. It has laundry facilities, computer access, a small food service operation and seating area, a TV area, study rooms, storage areas, a virtual reality/gaming room, billiards and ping pong tables and the Residence and Security Offices. The food service area is open during the evening hours, with more specific hours being provided by the on-campus food service provider once the extent of its use is determined. Most other areas of the Residence Commons building are open 24/7.

RESIDENCE OFFICE

The Residence Office is located in the Residence Commons near the front entrance. The Office is open Monday through Friday, from 8:30 am to 6 pm. All Residence students are encouraged to contact the Office during these hours to make an appointment if they have any problems in Residence. The Residence Staff are open to ideas and suggestions from students concerning Residence life and welcome your visit.

OUTSIDE FACILITIES



Residence has many outside facilities for your enjoyment. We have a partially fenced-in, newly re-surfaced sports pad with basketball hoops, bicycle sheds, a beach volleyball court and an outdoor sheltered patio with barbeques and picnic tables. Our beautiful campus acts as an outdoor playground too with lots of green space perfect for an outdoor study session under the trees, playing a game of catch with a friend or stretching your legs with a nice long walk.

SUSTAINABILITY IN RESIDENCE



Loyalist College is set on a beautiful campus with lots of green space, where the fresh air helps you learn, we're sure of it! The College takes sustainability seriously, but it requires your assistance. We have a composting program, and we are happy to supply you with the bags to do your part. Contact us to request more bags (compostable, or clear garbage bags) and we'll provide them to you. Loyalist College also has several hydration stations around the campus with one in the Commons. We encourage students to use a reusable water bottle. For more information on sustainable initiatives, please visit [Sustainable Loyalist](#).

GARBAGE, RECYCLING & COMPOST

Students are responsible for removing refuse from their bedrooms and apartments/townhouse, and depositing it in disposal containers located outside the Residence buildings. We encourage you to use the recycling and composting facilities provided near buildings 'D' and 'E', and between rows A and D (townhouse). Each Apartment-style Residence is supplied with a recycling blue box, a green composting pail and a garbage bin. Students must not leave garbage in the halls, stairwells, landings or steps of the Residences, outside on Residence grounds or in Residence Commons. Refuse found in these common areas become the responsibility of the floor/unit and the residents can face sanctions for not disposing of waste properly.

BICYCLES IN RESIDENCE

Pedal power is encouraged, and with the exciting new extension connecting the campus to the network of City of Belleville bike paths, we can't wait to roll into town with you! Bike racks are provided throughout campus, with a covered storage area right in the Residence area. Students should secure their bicycles with strong chains and locks. Bicycles are not permitted within rooms; however, locked bike storage is available to students on a first-come, first-served basis. Access to the locked bike shed will be available to only those individuals with a key. A deposit must be paid to obtain a key from the Residence Office and will be returned to the student upon the key being returned. E-bikes must be registered through our Facilities Department.

LAUNDRY FACILITIES



Laundry card-operated washers and dryers are located in a designated laundry area in Residence Commons for all students living in the Apartment-style Residence. The cards operate on a debit system and students have 24-hour access to these facilities. Students living in the townhouses have in-suite laundry.

POSTAL SERVICE

Mail is delivered weekday mornings to the Residence Office. The mail is sorted and placed in the mailboxes located outside the Office area. Mailboxes are accessible by the use of a mailbox key which is issued shortly after moving into Residence. There is only one mailbox key issued per apartment and townhouse unit. The key is the responsibility of all the residents of that apartment. Charges apply for a lost mailbox key. Requests for replacement keys must be made through the Residence Office.

Packages that are too large to place in the mailboxes will be kept safely in the Residence Office. Students will be notified that they have a parcel to collect along with the procedure for doing so. Deliveries that require payment upon receipt will be refused unless payment arrangements have been previously arranged. Staff will notify students of next steps for refused packages. Outgoing mail may be placed in the outgoing mailbox located in Residence Commons. Any incoming mail should be addressed to residents in the following way:

Resident's Name
284A Wallbridge-Loyalist Road (apartment) **OR** 284C Wallbridge-Loyalist Road (townhouse)
Loyalist College Residence
Building Name, Apartment Number
Belleville, Ontario K8N 5B9

REPAIRS & CLEANING SERVICE

If you require repair service of any kind (heating, electrical, plumbing, etc.) you must not attempt to fix it yourself. Students living in the townhouses are asked to fill out a Residence Maintenance Request through the myLoyalist Portal. Students living in the apartments are asked to log onto StarRez and submit a maintenance request. Work requests will be prioritized and completed promptly by an appropriate staff member.

A light cleaning service is provided in Apartment-style Residence including the cleaning of common areas and bathrooms in each apartment. This service takes place once a week at designated times. Students are expected to engage in deep cleaning throughout the year beyond what the scope of this service can provide. The cleaning service will only happen if the apartment is already in a neat and tidy state.

REFRIGERATORS/FREEZERS

A refrigerator or freezer is allowed in the bedroom if it does not exceed 5.4 cubic feet. A bedroom fridge may be necessary as the full-sized fridge in the kitchen area is shared between the others in the apartment.

DECORATING



We want you to feel at home and encourage you to decorate by bringing comforts from home. However, you need to know that you are responsible for repairs resulting from any damage. For this reason, we suggest you use removable adhesives for hanging anything, and we ask that you refrain from painting or marking the walls or doors. Stand-alone frames are a great way to have your favourite family members, friends and pets in plain view. Never hesitate to reach out to us with your questions about what is acceptable.

ROOMMATES



Roommates are most often the best part of your College experience, so get ready to make lifelong friends and create memories! We do however recognize that in some cases, conflicts arise. We have many levels of support for navigating these conversations, but always ask that you address these issues respectfully amongst yourselves as they arise wherever possible. We know it can be awkward, but we also understand that people can't fix what they don't know is broken. A great preventative measure is to take time early in the year and complete a roommate agreement provided by the Residence Life Staff. This is a great way to get everything on the table and will serve as a platform for how you all live together harmoniously, as well as a reference for when things start to get off track. A little bit of compromise goes a long way when developing these agreements. RAs or Residence Life Staff are always happy to engage in productive discussions with roommates, but always ask that the students are active participants in their own resolution.

In the event of a roommate conflict, the problem should first be reported to a Residence Assistant. If no resolution can be found to the problem, the matter will be referred to the Residence Coordinator.

PARKING

Students who are fortunate enough to have a vehicle will have ample space for parking at a very affordable rate. Annual parking passes can be purchased through the myLoyalist portal and can be picked up on campus. Paid parking usually takes effect after the first week of your contract, allowing a bit of time to get settled and sorted. Daily, monthly and semester passes are also available. For more information on parking passes, fees or maps of the campus please visit [Loyalist College Parking](#).

TRANSIT

No car? No problem! Belleville Transit operates a consistent bus schedule with several routes allowing students to get where they need to go. There are two transit stops on campus, with one being just across the parking lot from the Apartment-style Residences. Monthly passes or tickets are available for purchase from the Loyalist College Bookstore, or at the transit terminal downtown and of course, single rides can be paid for as you board the bus. For more information on Belleville Transit including schedules and routes, or to download the easy-to-use Belleville Transit app please visit: [City of Belleville Transit](#).

SAFETY & SECURITY IN RESIDENCE



It is important to ensure the safety and security of students within the Residence at all times. For this reason, residents must not leave their main doors or bedrooms unlocked, prop doors open, or assist the entry of unescorted non-residents into the buildings. The maximum number of people permitted in an apartment at any given time will be at the discretion of the Residence Staff and/or Security. Students not living in a specified apartment may be requested to leave that apartment if the number of individuals in the apartment poses a safety concern or contravenes noise policies. Students are not permitted to lend keys to anyone, including roommates.

Students should not walk alone at night and should travel along well-lit routes. Security guards are available to escort students to different locations on campus.

At the discretion of the Residence Staff, the emergency contact person listed on the Residence Application Form may be contacted in cases of physical or mental health emergencies. Please ensure that the emergency contact information listed on the Application Form is current.

INSURANCE & PERSONAL PROPERTY

Insurance carried by the College does not cover personal possessions of students and the College does not assume liability for lost, stolen or damaged items of personal property. It is the responsibility of the student to arrange for insurance coverage for personal property brought into Residence. All valuables should be kept under lock and key, and students are advised to keep their rooms locked at all times. A malfunction of the door lock does not change this responsibility and alternative secure storage may be required for valuable items. Theft of personal property should be reported to the Residence Manager and Security staff.

WELLNESS CHECKS



We take pride in the level of support that Loyalist College offers its students, and the personal accountability and friendly nature of our staff. As such, Residence Life Staff will conduct bi-weekly wellness checks for every student in Residence. These connections with students are an excellent way for us to support you and engage in meaningful conversations while allowing you to remain comfortable in your own space. Along with the overall wellness of the individual, we also take time to ensure the health and safety standards are being upheld within the unit, and that all safety-related equipment (smoke detectors, door locks, range hoods, etc.) are operating properly.

PROCESSES



MOVING INTO RESIDENCE

Moving students into Residence is our favourite time of year. Our team is excited as we welcome a new group of students embarking on the next phase of their lives. Keys will be available for all residents on the specified move-in dates. Specific move-in procedures will be communicated to all residents well in advance including a list of what and what not, to bring. Communicating with roommates ahead of time may help free up some space in the vehicle too. We understand that this time of year can be emotional for both students and parents/guardians and we want you to know that we've got you! Reach out to staff any time for support!

MOVING OUT OF RESIDENCE

Students are required to leave their Residence by noon of the day following their final academic commitment to protect the security of the buildings after the academic year has ended. Any student moving out must complete a Residence Withdrawal Form. Residents must leave their room in a neat and orderly state equal to the way it was found at the time of their move-in. Any additional cleaning and/or repairs that were not reported within 48 hours upon arrival on the Room Assessment will be charged to the occupant of the room. In the case of cleaning/repairs which need to be done in the common areas, (i.e. kitchen, bathroom, etc.), unless individual occupants accept responsibility for the damages, the clean-up charges will be levied to all residents within the apartment. Keys (including the mail key) must be returned with the Residence Withdrawal Form to the Office, Security Guard, or Residence Assistant on duty at the time of departure. Please remember to lock your bedroom door, as you are responsible for any damages in your room whether caused by you or not.

TERMINATION OF RESIDENCY



If a student voluntarily withdraws or is required to withdraw from Residence, he or she will forfeit their \$500 caution/key deposit. Following the student vacating their room and handing in their keys along with a Residence Withdrawal Form, a prorated refund will be forwarded to the student, minus any other fees that are owing to the College. Students who are living in the townhouses, please refer to your Student Residence Agreement with Campus Development Corp. regarding your financial obligations. If the student's rent is in arrears at the date of approved withdrawal, the balance to that date shall become due and payable. The College may require a student to vacate the Residence for any breach or contravention of the contract or community standards and expectations by giving the resident written notice 48 hours in advance, except where violence or destruction is the reason for the "Notice to Vacate"; under such circumstances, the resident will be expected to vacate the premises immediately. Please be advised that you are committing to a complete academic year, as per the Residence Contract (apartments) or the Student Residence Agreement (townhouses).

SUMMER RESIDENCE

Summer Residence is available through a separate application procedure. Students will be accepted based on need and/or having remained a resident in good standing during the previous academic term. Application availability will be communicated to residents in March for the upcoming summer. Please note, remaining in Residence for the summer will require students to move locations within Residence at least once.

LOCKOUTS & KEY REPLACEMENTS

If at any time, you are locked out of your home, Residence Staff, RAs and Security have access to a master key and can let you into your apartment. Your first two lockouts are free, but charges do apply for every occurrence after. If you require key replacement, the Residence Office staff can provide this for you, and charges for these will be placed on your student account.

ROOM & ROOMMATE CHANGES

Room change request forms are available in the Residence Office. Requests will be granted wherever possible. Any room or roommate changes that occur without the expressed consent of the Office is strictly prohibited. The Residence Manager has the right to reassign students if deemed necessary. All alternatives will be examined before a decision to move a student is made. If the request stems from a roommate dispute, all levels of mediation should be attempted first. If a move for health reasons is requested, it must be accompanied by a letter from the student's doctor.

COLLEGE FACILITIES



The student experience at Loyalist College is second to none. People and places are the forces that shape our lives. The greatest impact on your educational experience will be made by the peers you learn with and the classrooms, labs and workshops where you study. The leading-edge facilities at Loyalist College will give you access to the latest tools and technologies, learning resources, and realistic practice environments that prepare you to be confident and effective in the workplace. For more information on campus facilities, please visit [Campus Facilities](#).



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