

UNIVERSITY OF  
**KING'S**  
COLLEGE • HALIFAX

Residence Handbook  
2016-2017

Welcome from the Dean,

King's was founded upon the models of the Universities of Cambridge and Oxford, which upholds living "in College" as one of the most important elements of university life. For generations of King's students (including myself and many of your professors) living together in this place while undertaking a common academic pursuit has been a transformative experience, and it will form you both personally and professionally. For some of you, this will be an exciting time of discovery, while others will be anxious and nervous, although the truth is that the majority of you will feel a mix of both! Rest assured that the entire community is here to support you, from your dons, to your professors, to your fellow students, who are all very eager to welcome you into our Collegial life.

Remember always that King's belongs first and foremost to you, the students. Living in a community of your peers is both challenging and yet incredibly rewarding: it comes with great responsibilities, and our university will only be as strong as the efforts we all make to care and support each other during our life together here.

For centuries, King's has been a place of academic rigour and tremendous friendship. I hope you will grow to love and care for this community, as so many generations have.

Welcome!

Nicholas Hatt  
Dean of Residence

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This Handbook contains a selection of basic information about residence life at King’s, however, it is not exhaustive. Further details and answers to a wide range of questions may be found by asking your Don, the Dean, or the Assistant Dean.

## PEOPLE

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### Dean of Students

*Nicholas Hatt*

The Dean of Students oversees collegiate life University residence. He can also help you access student services. To make an appointment with the Dean, email him at [nicholas.hatt@ukings.ca](mailto:nicholas.hatt@ukings.ca) Office

### Assistant Dean of Students

*Kristian Rafuse*

The Assistant Dean of Students is a live-in don who assists the Dean of Students. To make an appointment with the Assistant Dean, please email him at [kristian.rafuse@uking.ca](mailto:kristian.rafuse@uking.ca).

### Dons and Junior Dons

Each residence has a live-in don or junior don who supervises a Floor or Bay, and hosts social gatherings. Most dons are graduate students, working professionals and/or junior members of the faculty or staff, from a variety of backgrounds and disciplines. If you need assistance, or just a friendly ear to listen, feel free to speak with your don – they're here to help

Dons for 2016/17 are:

- |                       |                                      |           |
|-----------------------|--------------------------------------|-----------|
| • Alexander Ripley    | Don, Basement Alex Hall              | Ext. 7485 |
| • Virginia Wilmhoff   | Don, 2 <sup>nd</sup> floor Alex Hall | Ext. 7535 |
| • Michelle Legassicke | Don, 3 <sup>rd</sup> floor Alex Hall | Ext. 7571 |
| • Rachael Bethune     | Don, 4th floor Alex Hall             | Ext. 7604 |
| • Luke Franklin       | Don, Chapel Bay                      | Ext. 7300 |
| • Somed Shahadu       | Don, Cochran Bay                     | Ext. 7400 |
| • David Butorac       | Don, Middle Bay                      | Ext. 7325 |
| • Kristian Rafuse     | Don, North Pole Bay                  | Ext. 7421 |

Junior Dons for 2016/17:

- |                  |  |
|------------------|--|
| • Keegan Meyer   | Junior Don, Angel's Roost                    |
| • Bryn Shaffer   | Junior Don, 3 <sup>rd</sup> Floor, Alex Hall |
| • Ben von Bredow | Junior Don 1st Floor, Alex Hall              |

### Patrol

The College employs an outstanding group of upper year students to monitor residences during the evening and late night hours. They encourage their fellow students to uphold our community standards, and help the dons respond to emergencies. Look for their signature red T-shirts!

## **Social Worker, Student Health Services, Dalhousie University**

*Hazel Ling*

Hazel Ling is a Social Worker attached to Student Health Services. She is a new resource to students as part of the Student Wellness Team. Although she does not provide therapy as a psychologist would she can support students through discussions who are having challenges which directly affect their health and well-being in the following areas:

- Dealing with Stress – school, work, life, relationships, roommates and family
- Concerns about your mental health and well-being
- Relationship issues
- Immediate crisis situations
- Practical issues with housing, finances, food

You do not need a referral. It is free and confidential. She will be having drop in or sign up hours on Tuesday afternoon's from 1-4pm in the Peer Support Office in the foyer of the main A&A building. Please feel free to drop by and say hello!

## **Stay Connected Mental Health Project**

The Stay Connected Mental Health Project is an initiative of the Nova Scotia Health Authority Mental Health and Addictions Program and is supported by the QEII Health Sciences Foundation in partnership with the IWK and our partner universities, including the University of King's College. Website: <https://www.facebook.com/StayConnectedKings>

Two Peer Support Workers are available to their fellow students during regular office hours held throughout the week. The peer supporters work to promote a positive environment for mental health on the King's campus.

## **Equity Officer**

*Kim Kierans, Vice-President*

The Equity Officer oversees the King's Equity Policy (available online in the King's *Yellow Book* at [www.ukings.ca/policies](http://www.ukings.ca/policies)). She is available to all members of the King's community for consultation on questions concerning any discrimination and harassment on the King's campus. She also responds to complaints of discrimination and harassment, including those related to sexual and racial equity.

Phone: Ext. 164

Email: [kim.kierans@ukings.ca](mailto:kim.kierans@ukings.ca)

## **Chaplain**

*Father Dr. Gary Thorne*

Our Chaplain is available to all students for personal support and spiritual counselling. He is a member of the Dalhousie Multifaith Centre, representing 12 different faith communities including Jewish, Buddhist, Islamic & Christian pastors. Father Thorne can also help you become involved in

'hands on' advocacy work in the wider Halifax community. The College Chapel is place of prayer and quiet. Anyone can visit the Chapel at any time.

Office: 1<sup>st</sup> Floor Arts & Administration Building

Phone: 902-220-1287

Email: [gary.thorne@dal.ca](mailto:gary.thorne@dal.ca)

Website: [www.kingschapel.ca](http://www.kingschapel.ca)

### **Alexandra Hall Front Desk**

The front desk of Alex Hall is open 24 hours a day, seven days a week. During business hours Monica Farrell takes care of the day-to-day needs of residence students. She can be reached at ext. [monica.farrell@ukings.ca](mailto:monica.farrell@ukings.ca). Outside of business hours the Alex Hall desk is staffed by upper-year students. **Report any maintenance or cleaning requests here in person or call ext.132.**

Ext 132

### **Counselling and Psychological Services**

Dal Counselling can help with a wide range of challenges, including personal, psychological support and career services. If you're curious see your Don or the Dean.

Email: [recepcps@dal.ca](mailto:recepcps@dal.ca)

Phone: 902-494-2081

Website: <http://counsellingservices.dal.ca>

### **Residence Office**

Your Don is your primary support in residence. He/she has general oversight of your Bay or Floor, and is there to help you in times of crisis, or even if you just need someone to listen. If you require further support, you can contact the Dean, who can help connect you with other campus resources. You can make an appointment with the Dean through Alex Hall front desk or by contacting the Residence Secretary, Pat Dixon in the Residence Office.

Locations: Alex Hall Lobby (Dean) & 3<sup>rd</sup> floor NAB (Residence Office)

Website: [www.ukings.ca/residence-office](http://www.ukings.ca/residence-office)

Phone: Ext. 215

### **Foundation Year Programme (FYP) Office**

Your main resource in FYP is your Tutor. You should consult with him or her regularly concerning your academic work in FYP. Questions concerning paper extensions and illness should be directed to the Associate Director of FYP. The Administrative Secretary, Pat Dixon, is also a good resource for general questions.

Location: New Academic Building (NAB) 3<sup>rd</sup> floor

Website: [www.ukings.ca/foundation-year-programme](http://www.ukings.ca/foundation-year-programme)

Phone: Ext. 215

### **Registrar's Office**

If you have any questions concerning your class registration or schedule, student exchanges, career counselling, scholarships, bursaries, or general academic advising, visit the Registrar's Office. They can also help you access other student services at Dalhousie.

Location: Arts & Administration Building (A&A) lobby

Website: [www.ukings.ca/academic-services](http://www.ukings.ca/academic-services)

Phone: Ext. 108, 103

### **Student Accounts**

Student Accounts can answer any questions you may have about your student account. Questions about your student fees, including those for residence, tuition and meal plans, and questions about your student loan should be directed here.

Location: Arts & Administration Building (A&A) 2<sup>nd</sup> floor

Website: [www.ukings.ca/fees-scholarships-financial-awards](http://www.ukings.ca/fees-scholarships-financial-awards)

Email: [accounts@ukings.ca](mailto:accounts@ukings.ca)

Phone: Ext. 116

### **Athletics Facilities**

All King's students have full access to our athletic facilities which include a fitness studio, cardio training room, weight room and gymnasium. You will need your smart card to access the gym.

King's also boasts a number of varsity athletic teams and intramural sports. King's students also have access to Dalplex, Dalhousie's main fitness facility, located at 6260 South Street, which includes an Olympic-sized swimming pool, running tracks, and tennis, racquetball and squash courts, among other services. Just bring your DalCard.

Location: King's Gym, main floor

Website: [www.ukings.ca/athletics](http://www.ukings.ca/athletics)

Phone: Ext. 133, 219

### **Advancement Office**

The Advancement Office is responsible for three areas of external relations –fundraising, communications and alumni relations. They look after content on the College website, including the events listings and news items, and work with the Alumni Association to support current students.

If your society is having an event or you are personally seeking advice, be it graduate school knowledge, career curiosity or even travel tips, you are welcome to visit their office for alumni support. They also work with the Frosh Week coordinators and the Grad Class Committee. As you enter the family of alumni, it's their office that will keep you connected to King's through the alumni magazine, newsletters, clubs and travel. Stop by anytime!

Location: The Link

Website: [www.ukings.ca/advancement-office](http://www.ukings.ca/advancement-office)

Phone: Ext. 128/136

## RESIDENCE GUIDELINES AND POLICIES

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Everyone in the King's community—students, faculty and staff—has a responsibility to uphold our community standards. You can find them in the University's Yellow Book which is available at [www.ukings.ca/policies](http://www.ukings.ca/policies). The Residence Guidelines are also posted throughout residence. It is your responsibility to make yourself aware of these policies.

Below are listed some of the basic policies we think will be the most helpful to you (where the wording differs, the Yellow Book and the Residence Guidelines will take priority). In general, if you are considerate of others and take responsibility for your actions, we will all have a good time. If you have any questions, just speak with your don, the Dean of the Assistant Dean.

### **Noise and Quiet Hours**

Finding quiet time in residence is hard because we all live together in close quarters. During Quiet Hours, it should be quiet enough for you to sleep or study. This doesn't mean you can be really noisy outside of Quiet Hours—others may be studying or napping, so please be considerate at all times.

Sunday to Thursday, 10:00 pm - 8:00 am

Monday, 12 midnight - 8:00 am

Friday to Saturday, 1:00 am - 10:00 am

Exam Periods - 23 hour quiet, with one hour of relaxed quiet between 8 pm and 9 pm

During quiet hours noise levels should be such that students are able to sleep and/or study. At all other times cooperative quiet is expected, which means that residents must respect the right of others for quiet study.

### **Alcohol**

The legal drinking age in Nova Scotia is 19 years. If you are of legal drinking age, you are permitted to drink in the HMCA King's Wardroom and your residence room, but you must do so responsibly. Alcohol is not permitted in common areas.

Many students do not drink alcohol, contrary to popular opinion. However, if you choose to drink, we encourage you to follow Canada's Low-Risk Drinking Guidelines: women should have no more than 3 drinks on a special occasion, to a maximum of 10 per week, and men no more than 4 drinks of a special occasion, to a maximum of 15 per week. For more information, visit [www.ccsa.ca](http://www.ccsa.ca).



### **Consumption of Illegal Drugs and Abuse of Legal Drugs**

The use, possession, production (including growing), promotion or trafficking of illegal drugs or narcotics on College property or in residence buildings/private rooms is a criminal offence and absolutely prohibited. The abuse, unauthorized possession or trafficking of legal drugs is also prohibited. Students who are known to have illegal drugs in their possession on College property, or are known to be using drugs on College property, or who are in residence rooms where drugs are being used, or are known to have been used, risk immediate suspension and/or eviction from residence.

### **Physical and Verbal Aggression**

All students have a right to live in an environment that is free from violence and aggression. Physical and verbal aggression is not tolerated.

### **Harassment & Discrimination**

Individuals or groups exhibiting harassment or discriminating behavior to another student or groups of students on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, etc. are subject to discipline. Let's make our community safe for everyone.

All students have access to the University's Equity Officer who handles issues of equity, racial equity, harassment, and sexual harassment, and to our Accessibility Officer. The University's Equity and Harassment Policy can be found [online](#) in the Yellow Book at [www.ukings.ca/policies](http://www.ukings.ca/policies). For information on these services please speak with the Dean of Students, the Registrar, or the Office of the President.

### **Cleanliness**

You are responsible for keeping your room clean. Cleaning supplies are available in the cleaning closets located on each floor in Alex Hall. You are required to store your food in sealed containers in order to prevent pests.

### **Room Inspections**

Your residence room will be inspected regularly throughout the year to ensure that it is clean, garbage is being disposed of properly, and food is stored in air tight containers. Staff will also inspect for damage to your room. Residents will be given 24 hours' notice prior to entry. Students may be asked to clean their rooms if deemed necessary by staff.

### **Common & Residence Rooms**

Common rooms are for the general use of all resident students. Furnishings in any given room are not to be removed. Bookings may be made through the Front Desk of Alex Hall, where you can also sign out access cards and keys, if needed.

### **Smoking**

Smoking is not permitted anywhere on campus. If you wish to smoke, you must leave campus.

### **Guests**

Non-resident students are welcome as visitors to residence. Overnight guests must not stay beyond 3 consecutive nights and their presence must be approved by the roommates of those students living in double rooms. Other residents must not be inconvenienced by guests. Residents are advised that they are responsible at all times for the behaviour and conduct of their guests.

### **Windows**

For safety reasons, please don't sit or hang out of your window, remove any of the window sections, or throw or drop things out the window.

### **Roof**

Climbing on the roof of any University building is extremely dangerous and strictly prohibited. If you are found doing so you may be evicted from residence.

Damage to King's Property.

Damage attributed to individuals will be charged to the individual. Damage to public areas of the residence, not attributable to an individual or group, will be charged equally to all members of the floor, wing, or Bay as appropriate.

### **Room Changes**

Typically, room changes are not permitted. Roommates having difficulty are encouraged to communicate with one another and to speak with their Don who can facilitate this process. No room change or switch will occur before the end of September and room changes will only occur in extreme circumstances when authorized by the Dean. Unauthorized room changes are not permitted. Students discovered to have done so will be asked to return to their designated room and fines may be levied.

### **Pets**

Pets are not permitted in residence (the exception are non-poisonous fish in small covered aquariums), except for documented medical purposes.

### **Moving Out During Term**

Sometimes students move out of residence during the academic year. If this applies to you, here are the steps.

Step 1:

Any student who wishes to leave residence during term will be held responsible for his or her residence fees for the full academic year, or until a replacement, acceptable to the college, is found.

Step 2:

Make sure that you complete a withdrawal form, which is available from the Registrar's Office. It will be necessary for you have the form approved by the Dean of Students. If you are a Foundation Year Programme student, you must also speak with the Registrar's Office and the Associate Director of Student Affairs.

Step 3:

Empty and clean your fridge, clean your room, and empty your garbage. Cleaning supplies are available from the front desk of Alexandra Hall. Ensure that all personal belongings are removed from your room. Any remaining items will be discarded.

Step 4:

Within 24 hours of your planned departure, you must have Facilities Management staff check your room using the Room Checklist you approved out when you arrived. Call the front desk of Alexandra Hall to make an appointment. Facilities staff are available Monday through Friday, 10:00-11:30AM and 1:00-3:30 PM.

Step 5:

Visit the Students Accounts Office, located on the second floor in the A&A building to settle your account. Student Accounts is open Monday through Friday, 9:00 AM to 4:00 PM.

Step 6:

Return your academic gown and room key/access card to the front desk of Alexandra Hall before you leave. Otherwise, you will be charged for replacements.

Step 7:

If you will remain a King's student, be sure that the Registrar's Office updates your local address

Early withdrawal may be granted in the event that the Student graduates, undertakes a co-op placement, internship or practicum required for academic purposes outside the metro area, or is unable to continue in residence for other reasons acceptable to the University. The University shall have sole discretion in determining what constitutes valid grounds for early withdrawal from residence. It is the Student's responsibility to provide written notification to the Residence Office that they will not be remaining in residence for the full academic year at least two weeks prior to their departure from residence. Students who wish to live in residence for only one term must indicate this intention when completing the residence application. First preference for rooms will be given to those students intending to stay for both Fall and Winter terms. Withdrawal granted on medical grounds must be substantiated by medical documentation within one (1) calendar month after the date of withdrawal.

An additional administrative fee of \$175.00 will be levied in the case of early withdrawal from an assigned room. Students evicted from residence will forfeit all residence fees.

### **Moving Out**

All students are required to vacate their room within 24 hours of their last academic commitment in December and April. Exam schedules are posted in October and February. Please make your travel plans accordingly.

During the December holiday break, you do not have to remove your belongings. You will, however, receive instructions on how to properly leave your room for the holidays. Students are required to leave 24 hours after their last academic commitment. Please do not make travel plans until your exam schedule is known. Should you need to stay in residence beyond the 24-hour allowance (either for winter holidays or at the end of the year), you must submit an extension request form to the front desk of Alexandra Hall. All extension requests are granted at the discretion of the Assistant Dean of Students.

## HEALTH & SAFETY

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### IN THE EVENT OF AN EMERGENCY:

1. **DIAL 911 TO SPEAK TO REACH EMERGENCY PERSONNEL (AMBULANCE, POLICE, ETC.).**
2. **ALSO PHONE EXT. 132 TO ALERT THE FRONT DESK.**

*If you cannot contact the Front Desk yourself, send a friend or bystander.*

### **Safety Bulletins**

The Dean's Office issues safety memos throughout the year in the event that there are particular safety issues about which you need to be informed. Please read these notices! You will find them in your Dalhousie email account, and posted on your Don's bulletin board.

Dalhousie Security also communicates to students via your Dalhousie email account. Check this account regularly.

### **DalAlert**

Notification about on-campus emergencies such as fires, violent incidents and storm closures are sent via text message to your cellular telephone through Dalhousie's DalAlert messaging services. **VISIT <https://dalalert.dal.ca> AND REGISTER YOUR CELLPHONE.**

### **DalSAFE**

DalSAFE is a new mobile app providing quick and easy access to Security Services, Tiger Patrol, interactive maps, campus notices, parking info, and many other resources to enhance personal safety. Download and install the app on your Android, Apple or Blackberry devices. See [www.dal.ca/dalsafe](http://www.dal.ca/dalsafe) for further details.

### **Fire Safety**

The University has adopted a number of fire safety policies designed to ensure your safety and those of your fellow students. Please make yourself aware of them. Any student found in contravention of the policies risks significant fines from both the University and Provincial authorities. For example, you must ensure that your room door is not propped open. Further, you are not to use the fire escapes except during an emergency. Being caught on the fire escapes carries a hefty fine.

### **Fire Drills & Alarms**

Should the fire alarm sound, **IMMEDIATELY VACATE THE BUILDING** through the nearest clear exit and proceed to a safe distance away from the building. Keep off the driveway so as not to

inhibit the movement of emergency personnel on campus. Fire safety diagrams are posted on the back of your residence room door. Please read them. Individuals who fail to leave the building during a drill are subject to substantial fines.

*If you are unable to vacate your room...*

- Close the door, but do not deadbolt it so to provide easy access for firefighters
- Seal cracks with wet towels or sheets to keep out smoke
- Stay low to the floor to prevent smoke inhalation
- Dial 911 and let the Fire Department know where you are
- Signal to firefighters where you are by waving out the window
- Wait to be rescued

*Fire Equipment.* Tampering with any fire safety equipment, including fire extinguishers, hoses, fire escapes/landings, sprinklers, or disabling smoke alarms is strictly prohibited.

*Sprinklers.* Please do not tamper with the sprinklers by hanging clothes or other objects from them or any residence piping. The sprinklers are a vital component of the King's fire-safety system. Their proper operation is vital to providing a safe environment for you and other students.

*Fire Doors.* Please do not prop open any doors in residence, including your residence room door or the fire separation doors which can be found throughout the residence. They are designed with automatic closures in order to limit the spread of fire and keep exit routes clear of fire and smoke. They are an important component of the campus safety system.

*Fire Hazards.* Objects in hallways are considered hazards. Personal items such as bikes, boots/shoes, boxes, chairs, etc. may not be left in hallways. Candles, incense, open-element appliances (grills, toasters, etc.), halogen lamps and dangerous goods such as barbecue lighters are prohibited, as they pose significant fire hazards.

*Fire Inspections.* Fire safety inspections of the residence are conducted on a regular basis by university personnel and/or government inspectors. Under provincial law, the university residence, including individual residence rooms, may be subject to an inspection with 24-hours' notice.

## **Theft**

It is your responsibility to ensure that your valuables are kept in a secure location. Do not leave your valuables in common rooms. Keep your doors and windows closed and locked whenever you are not in your room. The College is not responsible for any lost or stolen items. If you do discover a theft, inform your don immediately. If you witness a theft in progress, stay safe and well away from the area. Do not try to intervene, and inform your don or the Dean as soon as possible.

## **Health Services**

Should you fall ill or require non-emergency medical treatment, you can access Dalhousie Health Services located at 1246 LeMarchant St., next to the Dal SUB. Services offered include routine medical exams, anonymous STI testing and sports medicine.

[www.healthservices.dal.ca](http://www.healthservices.dal.ca)

Appointment Booking Line: 902-494-2171

Hours of Operation: Monday to Thursday, 8am - 8pm  
Friday, 8am – 7pm

Saturday and Sunday: 11a.m. - 6p.m.\*

Holidays: 11a.m. - 3p.m.\*

*\*urgent issues only with on-call physician*

## **Health Insurance**

Canadian students are covered under their provincial health plans. All incoming students are also automatically enrolled in the University Student Health & Dental Plan. Some students are also covered by their parent or guardian's health plan and may be eligible to opt-out of the university plan. For more information, or to opt-out, please contact the Internal Coordinator of the King's Student Union at ext. 217/114 or visit [www.ksu.ca](http://www.ksu.ca).

International students are automatically enrolled in the Dalhousie International Student Health Plan. For more info, or to opt-out, please contact Dalhousie International & Student Exchange Service at 902-494-1566.

## **Illness & Sick Trays**

Should you happen to fall ill or have a medical problem, please tell your Don. We will do our best to support and accommodate your needs. You can also get a sick tray brought to you either by a fellow student or one of the Dons. A sick tray card which must be taken to Prince Hall along with the sick student's Dal Card.

## **Personal Safety Information**

- Close and lock your door before you go to bed.
- Close and lock your doors whenever you leave your room, including trips to the bathroom, or when you are going down the hall to visit friends.
- Do not allow strangers into residence buildings. If you see a suspicious person, call your Don or Patrol.
- Be aware and alert when travelling across King's and Dalhousie's campuses, especially at night. Do not travel alone and always have money for a bus or cab back to campus. If necessary, use the "cab fund" at the front desk of Alex Hall (please return the money within 12 hours).

- If you plan to leave campus for an extended period of time, leave a note for your don and tell a friend so we know when to expect you back!
- If you are returning to campus at night consider using Tiger Patrol, a Dalhousie student-staffed walk-home service or their scheduled shuttle bus from 6:00pm-1:15am daily. For more info visit: [www.dal.ca/tigerpatrol](http://www.dal.ca/tigerpatrol) or call 902-494-6400.



## RESIDENCE SERVICES AND GENERAL INFORMATION

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### Phone

Residence students have unlimited local phone calls and internet access. You can make long distance calls by using pre-paid long distance phone cards, available for purchase at the King's Bookstore (basement of the NAB), or at many retail outlets. Wireless is available throughout campus using Dalhousie's WPA encryption system.

Remember to setup your voicemail on your phone.

### Internet

Every student in residence can gain direct access to the Internet through the university's local area network, under a service called "ResNet." This service is included in the cost of residence and all registered King's students receive an email account with their NetID. For more info check out [www.ukings.ca/computers-internet-telephone](http://www.ukings.ca/computers-internet-telephone).

If you have issues with your computer, contact The Dalhousie Computer Help Desk at 902-494-2376, or visit them in Killam Library, Room G45 8:00am - 4:30pm Monday – Friday.

### Printing from your Room

You can print to the printer at the Alex Hall front desk from your computer. Please visit [www.ukings.ca/computers-internet-telephone](http://www.ukings.ca/computers-internet-telephone) for instructions.

### Computer Labs

Computer labs are located in the King's Library and in the Lower Level of Alex Hall. Printing is available at the front desk of both locations for a nominal fee.

### Mail

Your mail will be delivered to the Front Desk of Alex Hall. Packages sent to you may be picked up at the A&A Reception Desk. A list of packages will be posted daily at Alex Hall front desk. Students living in the Roost pick up their mail at the A&A Reception Desk. The closest Canada Post mailbox for outgoing mail is located on Coburg Road, at the entrance to Lord Dalhousie Drive. The nearest post office is at Lawton's on the corner of Robie St. & Spring Garden Rd.

Your address while in Residence is:

*[Your Name]*  
*[Room # and Residence Building Name]*  
*University of King's College*  
*6350 Coburg Road*  
*Halifax, Nova Scotia, B3H 2A1*

## **Laundry**

Laundry facilities are available in the lower level of Alex Hall, the lower level of Middle Bay and in the A&A building tunnel below Cochran Bay. The machines are managed by Coinamatic (coinamatic.com). Each load costs \$1.25 to wash and \$1.25 to dry. Students must pick up a laundry card from Alex Hall desk to use the machines. Funds may then be loaded onto the card at the machine located in the basement of King's A&A using debit or credit cards. Students must supply their own laundry detergent. If you discover a broken washing machine or dryer, please report it to Alex Hall Desk (ext 132). Also, any problems with your laundry card should be reported to Alex Hall desk.

## **Keys & Smart Cards**

Your smart card will provide you with 24 hour access to your Residence Bay or Floor. Keys and Smart Cards must not be lent to other individuals, including other residents for security reasons.

Locked Out of Your Room? Go to Alex Hall desk to sign out a spare key or smart card. All keys & cards must be returned within 15 minutes. Failure to return the key/card in that time may result in a fine.

## **Lost Keys/Smart Cards**

Lost keys/smart cards will be replaced for a fee. Go to Alex Hall desk request a new one. The fee will be charged to your student account. All outstanding charges will begin accruing interest after 30 days from date replacement card/key is made. Payment may be made at Student Accounts on the 2<sup>nd</sup> floor of King's Administration Building.

## **Recycling & Garbage**

Compost, recycling and garbage bins located on each floor in Alexandra Hall and the basement level of each bay. Extra garbage bags are available in the Student Cleaning Closets located in Alex Hall or at Alex Hall desk. *You are not permitted to place garbage from your rooms in common areas and bathrooms.*

## **Personal Items in Bathrooms**

Please do not leave any personal items in the bathrooms. These include, but are not limited to, toothbrushes, toothpaste, shampoo, conditioner and soap of any kind. Any personal items left in the bathrooms will be discarded by the cleaning staff as the items interfere with their daily cleanup.

## **Refrigerators**

Each residence room has been provided with a mini-refrigerator. These units must remain in the designated room. It is your responsibility to ensure that it is left clean and in good repair at the end of the academic year. Any damages and/or misuse of the unit will be billed to your student account. If you unplug the fridge, be sure to prop the door open or mould could grow. Any problems should be reported to Alex Hall desk @ ext.132.

**DalCard (King's ID/Meal Card/U- Pass)**

The DalCard is your student identification card, Library card, provides you with access to the dining hall and is needed to pay for printing. It is required in order to use the U-Pass for Metro Transit. You can get your DalCard at any time during the year by going to the DalCard office which is located at 6230 Coburg Road (on Dal campus), a five minute walk from the King's Quad. Phone: 902-494-2334.

**U-Pass (Transit Pass)**

U-Pass is a special transit pass specifically designed for full time King's and Dalhousie students. It is included in your tuition fees. The U-Pass lets you ride Halifax Transit buses, ferries and Community Transit buses from September to April. Your U-Pass sticker will be placed directly on your DalCard. For further information contact the DalCard office at 902-494-2334.

**Skateboards, Rollerblades and Shopping Carts**

No skateboards or rollerblades are allowed to be used in the residence buildings or in individual rooms. Shopping carts are not permitted on campus.

**Storage**

Unfortunately, due to limited space, we are unable to provide students with any storage space on campus. Bikes may be stored at the outdoor bicycle racks located around campus. All items left behind at the end of the school year will be discarded.

**Food Services**

Meals are provided in Prince Hall, the campus dining hall located in King's A&A, which is managed by Sodexo Food Services. For information about the specific services offered, including dining hall hours, please contact Celine Beland (Account Director) ext.155 or [celine.beland@ukings.ca](mailto:celine.beland@ukings.ca). You must have your DalCard in order to gain access to the dining hall. If you lose your DalCard you will not be permitted access until you replace it.

**Kitchens for Student Use**

There is a kitchen available to students located on the first floor of Alex Hall. It has a full size fridge, stove, microwave and sink as well as a table and chairs. Students must supply pots, pans & dishes and cleaning supplies. Please be courteous and keep these kitchens clean and tidy for all users. Concerns or questions should be directed to Alex Hall desk.

**Formal Meal**

Formal Meal occurs once a month in Prince Hall. It is an opportunity for the College community to gather together for dinner. Academic gowns must be worn. Residence students must pick up their ticket in Prince Hall in the days leading up to that month's formal meal. Free tickets for Day Students are available at Alex Hall. Queue outside Prince Hall by 5:50pm. If for any reason you need

to leave before the formal dismissal, request permission from the President or the Dean. Formal Meal Rules of Etiquette can be found at [www.ukings.ca/college-traditions#formalmeal](http://www.ukings.ca/college-traditions#formalmeal).

### **Big Night**

Bringing together students, faculty and staff to share their artistic (and sometimes, not-so-artistic) gifts with each other, Big Night is the College's annual exhibit of campus talent held in March. It is an evening of food and entertainment, allowing students, staff and faculty to showcase their strengths. Featuring musicians, dancers, and artists of every sort, Big Night has proven more and more successful each year.

### **Academic Gowns**

Academic gowns are distributed at the beginning of the academic year to resident students. Each student is responsible for his/her gown and for returning it in good condition. Your residence fees include a \$100 gown damage deposit. If the gown is returned to Alex Hall desk at the end of the school year in good condition \$90 of the fee is credited back to your student account in May, with the remaining \$10 used as a cleaning charge for the gown. Gowns must be returned by April 30.

### **Matriculation**

Matriculation is your formal entry into the King's Community. Dressed in the College's traditional academic gowns, students inscribe their names in the Matrícula, symbolically joining the community of thousands of King's who have come before them.

### **Residence Applications**

Residence Applications are made available in November of each year and can be found online at [www.ukings.ca](http://www.ukings.ca). If you are returning to King's, you can apply to residence as a *Returning Student*. Returning students are guaranteed single rooms, and can choose between four different meal plans. Our upper-year students are an important component of residence life, passing on the spirit and tradition of the College to the incoming class.

### **Residence Checklists**

Upon arrival in residence you will find a Residence Checklist in your room. The checklist reflects the condition your residence room. These forms must be completed and returned to Alexandra Hall desk in September. At the end of the academic year Facilities will use these lists to confirm the room condition. Failure to return the completed form may result in the loss of your damage deposit. See the following listing for a partial list of damage charges.

### **Residence Damage Charges**

Included in your residence fees is a \$300 residence damage deposit. This deposit will be credited to your student account in May, unless there are damages to your room. The following is a list of common damage charges.

## Residence Damage Charges

Lamp Replacement	\$20.00	Fridge replacement	\$150.00
Wastebasket replacement	\$10.00	Fridge cleaning	\$30.00
Telephone replacement	\$50.00	Paint on furniture	\$30.00
Carpet Stains/Burns	\$30.00	Desk Repair	\$100.00
Mirror Replacement	\$20.00	Desk Replacement	\$350.00
Desk chair replacement	\$225.00	Holes in walls	\$30.00
Curtain replacement	\$75.00	Mattress Replacement	\$175.00
Lounge chair replacement	\$400.00	Garbage removal	\$30.00

*These charges are an estimate baseline only. Prices are subject to change. Contact Student Accounts (ext. 116) if you have questions about these fees.*

## Residence and Meal Plan Fees

Information about residence and meal plan fees for the current academic year can be found online at [www.ukings.ca/residence-fees](http://www.ukings.ca/residence-fees) and [www.ukings.ca/meal-plan-options](http://www.ukings.ca/meal-plan-options), respectively.

Information about changing your meal plan can also be found there.

## Decorating your Room

You are permitted to decorate your room as you see fit. Please do not use tacks, nails, etc. to adhere posters frames to the walls of your residence room. Any adhesive material that you use must be completely removed by the end of the year. You are responsible for any damage caused by adhesives. Be advised that the content of your decorations must abide by the *University Code of Conduct*.

## CAMPUS RESOURCES

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### **Dal THRIVE**

King's students are encouraged to take part in the larger Dalhousie community and the programs offered there including [Mental Health First Aid](#) and the [Welltrack](#) app. At [dal.ca/thrive](http://dal.ca/thrive) you'll discover an array of initiatives aimed at promoting positive mental health on campus.

Website: [www.dal.ca/thrive](http://www.dal.ca/thrive)

### **Allies for Gay and Lesbian Students at Dalhousie**

The Allies at Dalhousie exist to support students, staff and faculty of the Rainbow community by encouraging the University to welcome and respect diversity. Allies provides programs, services, training, support, referral and resources on Rainbow issues at Dalhousie.

Website: <http://dalally.studentservices.dal.ca>

Email: [dalally@dal.ca](mailto:dalally@dal.ca)

### **King's PRIDE**

PRIDE supports GLBTQ students and is a very active society on campus. The executive of the society make themselves known very early on and will post their contact information. They may be reached through the KSU office.

Location: The Link

Website: [www.ksu.ca](http://www.ksu.ca)

Phone: ext. 217/114

### **International Student Services**

As an international student at King's, you will become part of our small community while also having access to a large and diverse group of international students and a full range of international student services available through Dalhousie. For questions about services for international student at King's please visit the Registrar's office.

Location: Arts & Administration Building lobby

Website: [www.ukings.ca/registrars-office](http://www.ukings.ca/registrars-office)

Phone: Ext. 108

### **Aboriginal Student Centre**

The Unit, a division of the Confederacy of Mainland Mi'kmaq, is a program providing educational and support services to all native postsecondary students in the Metro area.

Location Room 407, Student Union Building, Dalhousie Campus

Website: [http://www.dal.ca/campus\\_life/communities/native.html](http://www.dal.ca/campus_life/communities/native.html)

Phone: 902-494-8863

### **Black Student Advising Centre**

The Centre is part of the Student Services Department of Dalhousie and provides resource rooms for peer support, space for meeting and academic encouragement. It also includes a computer lab that provides internet access. All students can visit for information on employment, scholarships, bursaries and events, both on and off campus in the African Nova Scotian Community.

Location: 1321 Edward Street

Website: [www.dal.ca/bsac](http://www.dal.ca/bsac)

Phone: 902-494-6648

### **Tutoring Services**

If you are looking for help to develop effective approaches to life-long learning you may want to meet with a Study Skills Coach through Studying For Success. The Coach can make a detailed assessment of your academic difficulties, and refer you to a tutor if needed.

Location: Killam Library main level – G28

Website: <http://dal.ca/sfs>

Email: [sfs@dal.ca](mailto:sfs@dal.ca)

Phone: 902-494-3077

### **Writing Centre**

The goal of the Writing Centre is to help students cultivate ideas, develop strong organizational skills and heighten creativity whether it is academic, personal or business. Tutors offer support services to help articulate, clarify and shape your ideas.

Location: Killam Library Learning Common – Room G40C

Website: [www.writingcentre.dal.ca](http://www.writingcentre.dal.ca)

Email: [writingcentre@dal.ca](mailto:writingcentre@dal.ca)

Phone: 902-494-1963

### **Centre for Learning Disabilities**

Dalhousie has a variety of services for students with Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder. The two primary services provided are specialized assistance in the identification of LD and/or ADHD and learning strategies to those students.

Website: <http://counsellingservices.dal.ca>

### **Accessibility Officer**

For any questions or concerns about physical accessibility at Kings please contact our Accessibility Officer, Neil Hooper.

Email: [neil.hooper@ukings.ca](mailto:neil.hooper@ukings.ca)

Phone: ext. 133

### **South House Gender and Sexuality Resource Centre**

South House is a student-funded, volunteer-driven resource centre that seeks to address and advocate for anti-oppression issues within a feminist framework. South House supports women and all people dealing with oppression on the basis of sexuality and gender.

Website: [www.southhousehalifax.ca](http://www.southhousehalifax.ca)

Location: 1443 Seymour Street Halifax, NS

Phone: 902-494-2432

Hours of Operation: 10 am to 4 pm, Mon to Fri

### **Avalon Sexual Assault Centre**

The Avalon Sexual Assault Centre provides services for those affected by sexual violence, with primary emphasis on support, education, counseling and leadership/advocacy services for women.

Website: [www.avaloncentre.ca](http://www.avaloncentre.ca)

Email: [info@avaloncentre.ca](mailto:info@avaloncentre.ca)

Phone: Business Hours: 902-422-4240



## IMPORTANT PHONE NUMBERS

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**IN THE EVENT OF AN EMERGENCY, DIAL 911 TO SPEAK TO EMERGENCY PERSONNEL (AMBULANCE, POLICE, FIRE, ETC.).**

**ALSO PHONE EXT. 132 TO ALERT ALEX HALL DESK.**

*If you cannot contact the Front Desk yourself, send a friend or bystander.*

Residence Automated Switchboard .....	902-422-6011
<i>(use this to reach residence room extensions)</i>	
King's Administrative Switchboard.....	902-422-1271
<i>(use this to reach members of staff and administration)</i>	
Dalhousie Switchboard .....	902-494-2211

### **Residence Staff and Administration**

Front Desk of Alex Hall .....	ext 132
Administrative Secretary .....	ext 215
Dean of Students .....	ext 131
Assistant Dean of Students .....	ext 200

#### *Dons:*

Alex Hall Basement, Alexander Ripley .....	ext. 7485
Alex Hall 2 <sup>nd</sup> floor, Virginia Wilmhoff .....	ext. 7535
Alex Hall 3 <sup>rd</sup> floor, Michelle Legassicke.....	ext. 7571
Alex Hall 4 <sup>th</sup> floor, Rachael Bethune.....	ext. 7604
Cochran Bay, Somed Shahadu .....	ext. 7400
Chapel Bay, Luke Franklin .....	ext. 7300
Middle Bay, David Butorac .....	ext. 7325
North Pole Bay, Kristian Rafuse .....	ext. 7421

#### *Junior Dons*

Angel's Roost, Keegan Meyer  
Alex Hall 1<sup>st</sup> Floor Ben von Bredow  
Alex Hall 3<sup>rd</sup> Floor, Bryn Shaffer

## King's and Dalhousie Services

Athletics (Gym).....	ext. 133
Bookstore (NAB basement).....	ext. 261
Chaplain (A&A lobby) .....	ext. 140
Student Accounts (A&A 2 <sup>nd</sup> floor).....	ext. 116
Computer Help Desk (Killam Library).....	902-494-2376
Contemporary Studies Office (NAB 3 <sup>rd</sup> floor) .....	ext. 204
History of Science and Technology Office (NAB 3 <sup>rd</sup> floor) .....	ext. 204
Early Modern Studies Office (NAB 3 <sup>rd</sup> floor).....	ext. 204
Dalhousie Counseling Services (Dal SUB).....	902-494-2081
Foundation Year Programme Office (NAB 3 <sup>rd</sup> floor).....	ext. 215
Health Services (Dalhousie) .....	902-494-2171
King's Students' Union (The Link).....	902-429-3399 or ext. 217
Library (Quad).....	ext. 171
Patrol/Duty Don (Alex Hall desk).....	ext.132
Registrar's Office (A&A lobby) .....	ext. 108
Sodexo Food Services (Prince Hall).....	ext. 103
Student Off-Campus Housing (Dal Campus) .....	902-494-2429
King's Bookstore (NAB Lower Level).....	ext. 261

## Important Off-Campus Services:

Emergency Calls.....	911
Registered Nurse.....	811
Mental Health Mobile Crisis Team .....	902-429-8167
National Student Loans .....	888-815-4514
Art Gallery of Nova Scotia.....	902-424-5280
Queen Elizabeth II Health Science Centre	
Administrative switchboard.....	902-473-2700
Patient switchboard .....	902-473-1510
IWK Health Centre (Services for those under 19) .....	902-470-8888
Poison Centre .....	902-470-8161
Residential Tenancies .....	902-424-5200
Dalhousie Legal Aid .....	902-423-8105
Animal Control.....	311
Police (Incident Reporting after incident).....	902-490-5016
Police (Non-emergency Dispatch) .....	902-490-5020
Avalon Sexual Assault Centre .....	902-425-0122
Metro Transit Bus Service .....	311

## IMPORTANT DATES 2016-2017

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### SEPTEMBER

- 4 Residence opens for all students
- 5 Courses begin, BJ (one-year) programme
- 5 Labour Day - University closed
- 6 Courses begin, Fall term
- 7 Opening lecture, Foundation Year Programme  
University Church Service – Chapel, 5:00 p.m.
- 19 Last day to apply for honours programmes

### SEPTEMBER

- 19 Last day to change from Dalhousie to King's or vice versa  
Fees due for Fall term  
Opt-out deadline for Student Health and Dental Plan

### OCTOBER

- 3-4 Fall Convocation (Dalhousie)
- 10 Thanksgiving Day – University closed
- 31 Journalism Workshop I begins for 4th year BJH and BJ One-Year Students.

### NOVEMBER

- 11 Remembrance Day - University closed
- 7-11 Fall Study Break (Except 4th year BJH and BJ One-Year Students)
- 15 Last day to apply for admission to winter term

### DECEMBER

- 2 Last day to apply to graduate in May
- 6 Courses end, Fall term
- 9 End of Journalism Workshop I for 4th year BJH and BJ OneYear Students
- 8 Examinations begin
- 18 Examinations end
- 19 Residence closes for the holiday break at 12:00 Noon

### JANUARY

- 1 Residence opens for 4th year BJH and BJ One-Year students at 10 AM

## **JANUARY**

- 2 University closed in lieu of New Year's Day
- 2 Journalism Workshop II begins for 4th year BJH and BJ OneYear students
- 8 Residence reopens for second term at 10 AM
- 9 Courses begin, Winter term
- 8-14 MFA Winter Residency
- 15 Major Entrance Award Deadline
- 20 Fees due for Winter term

## **FEBRUARY**

- 3 George III Day - University closed
- 13 Journalism Workshop III Begins for 4th year BJH and BJ OneYear Students
- 15 Last day for receipt of applications for consideration in the first round of offers for the BJ One-Year Programme
- 20 Heritage Day - University closed
- 20-24 Winter Study Break (Except 4th year BJH and BJ One-Year Students)

## **MARCH**

- 1 Last day for receipt of scholarship applications to King's first -year programmes;
- 1 Last day for receipt of applications to the BJH programme for all students including transfer, internal transfer and readmission
- 24 Journalism Workshop III Ends for 4th year BJH and BJ One-Year Students
- 27-31 Winter Study Break for fourth-year BJH and BJ One-Year students

## **APRIL**

- 1 Last day for receipt of applications from International applicants to Arts & Science Programmes (except USA)
- 3 Journalism Internships begin for BJ One-Year and fourth-year BJH students
- 10 Courses end, Winter term
- 12 Examinations begin
- 14 Good Friday - University closed
- 17 Easter Monday - University open
- 26 Examinations end
- 27 Residence closes at 12:00 Noon

**APRIL**

28 Journalism Internships end for BJ and fourth-year BJH students

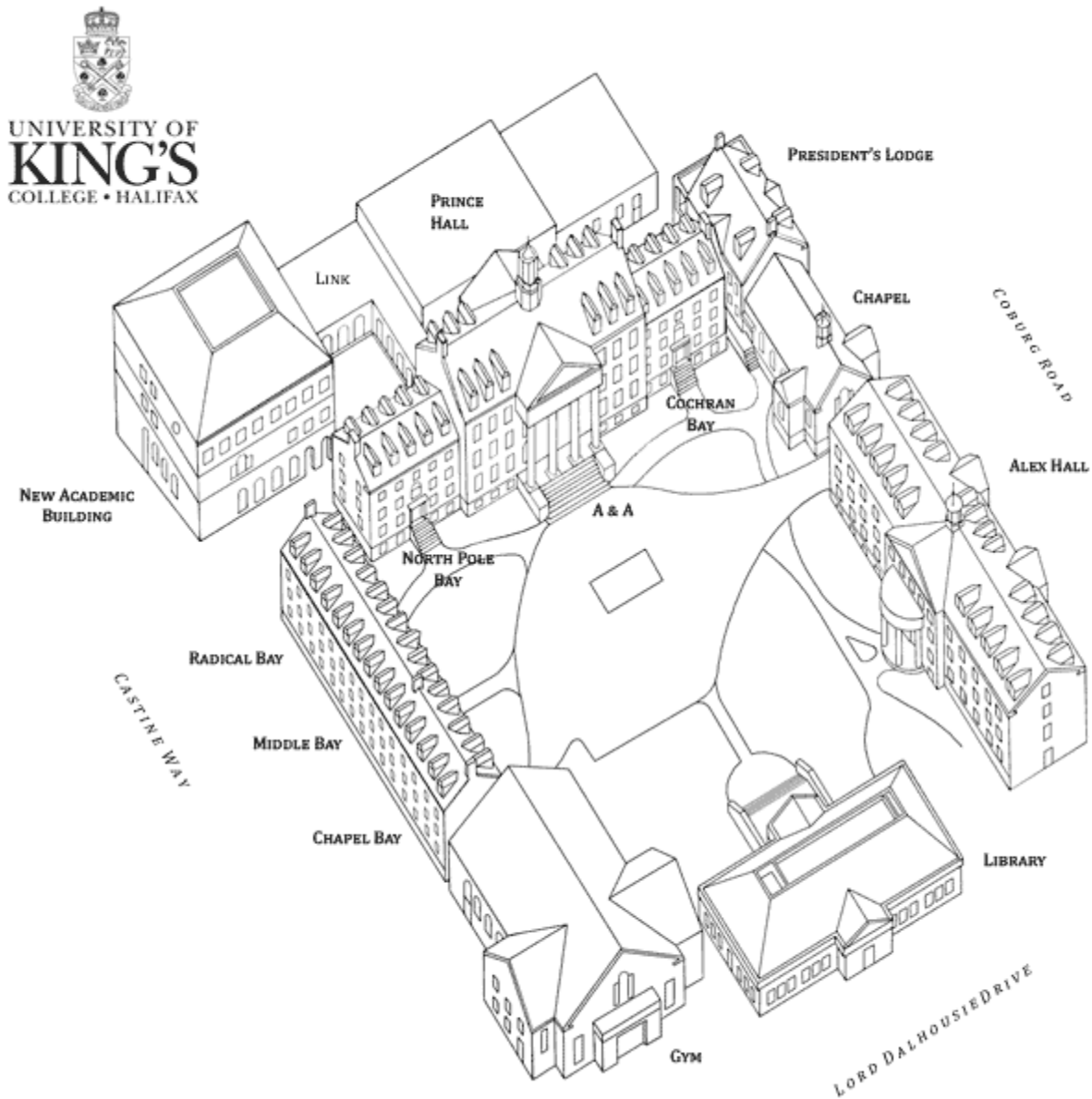
**MAY**

TBA Encaenia (King's Graduation Ceremony)

22 Victoria Day - University closed

## CAMPUS MAP

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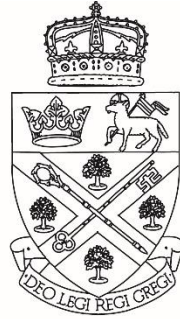


A Google map of our campus can be found here:

[https://www.google.com/maps/d/viewer?mid=1S27f2DbVhziqE2dZg\\_o3I5--Iao](https://www.google.com/maps/d/viewer?mid=1S27f2DbVhziqE2dZg_o3I5--Iao)

### Dalhousie Campus

Maps of the larger Dalhousie campus can be found at [www.dal.ca/campus-maps/maps.html](http://www.dal.ca/campus-maps/maps.html)



UNIVERSITY OF  
**KING'S**  
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