

Residence Community Living Guide

2024-2025



UNIVERSITY OF
KING'S
COLLEGE • HALIFAX

Table of Contents

A Letter From the Assistant Dean of Residence Life.....	Page 2
Who's Who in Housing & Residence Life.....	Page 3
Moving Into Residence.....	Page 8
Residence Amenities & Services.....	Page 10
Dining Services.....	Page 13
Living with a Roommate.....	Page 16
Emergency Crisis Response.....	Page 18
Residence Facilities & Work Orders.....	Page 21
Residence Guidelines.....	Page 23
Residence Programming.....	Page 24
College Traditions.....	Page 25
Consent & Respect at King's.....	Page 27
Health & Safety.....	Page 28



A Letter from the Assistant Dean

Welcome to King's Residence!

My name is Ashley Nixon and I use they/them pronouns. I am a queer, non-binary, white-settler, cat parent and I am the Assistant Dean of Residence Life. I have worked in Residence Life for over thirteen years, and this is my third year at the University of King's College.

Our Housing and Residence Life team is thrilled to welcome you to our campus community in September. We are eager to create opportunities for you to make new friends, find community, and learn outside of the classroom!

Living in residence is a unique opportunity to immerse yourself in campus life. Hop to the campus bookstore, check out the gym, enjoy a great meal in Prince Hall, hang out with your peers in the Wardroom and of course, enjoy a short commute to your classes!

In residence, we build community through thoughtful programming that creates opportunities for you to connect with others and learn new life skills. We are also proud of how our residence community cares for one another, which helps to foster a safe and enjoyable living experience.

Moving to a new place and starting the next chapter of your life can certainly be intimidating. Our Housing & Residence Life team is here to support you with your transition to campus life. Each bay/floor has a Don who is available to support you through many of the triumphs and challenges of university life. We encourage you to get to know your Don early on, so you can get connected and feel confident going to them with any questions or concerns.

As an incoming resident, I encourage you to try and step out of your comfort zone, get involved in residence and campus life, consider your limits to assist you in boundary setting and seek opportunities to learn new life skills.

It is our hope that when you move out of residence at the end of the year, you will leave with great new friends and a set of experiences and skills that will assist you in your journey throughout life.

Please do not hesitate to reach out for help when you need it. This Community Living Guide will outline the supports available to you in residence and your Don can help you connect with the larger campus supports and resources.

I sincerely hope that you have a safe and enjoyable experience living in residence at King's!

All the best,



Ashley Nixon (they/them)
Assistant Dean of Residence Life

Who's Who in Housing & Residence Life?

Housing & Residence Life is the department that oversees and manages all things related to your experience living at King's. If you need information or assistance in Residence, there are many great staff members ready to help you!

UKC Housing & Residence Life Team

Residence Life Team



Ashley Nixon (they/them)

Assistant Dean of Residence Life
Ashley.Nixon@ukings.ca

- Student Experience
- Community Development
- Programming
- Student Support
- Emergency/Crisis Response
- Student Conduct



Jakob Burke (he/him)

Residence & Conference Services Coordinator



Ash Jansen (she/her)

Programming & Community Engagement Coordinator



Dons & Junior Dons
Residence Life

Housing Team



Tim Ross (he/him)

Assistant Dean of Housing & Ancillary Services
Tim.Ross@ukings.ca

- Residence Applications
- Room Assignments
- Residence Fees
- Facilities - Housing Liaison
- Move In / Move Out Prep



Gavin Baumbach (he/him)

Housing Coordinator



Monica Farrell (she/her)

Front Desk Coordinator



Student Patrol Staff
Housing



Front Desk Staff
Housing

Visit ukings.ca/people/ to find staff at King's and their contact information

Ashley Nixon - Assistant Dean, Residence Life



Contact: ashley.nixon@ukings.ca
Pronouns: they/them

Residence Life is responsible for student experience and engagement in residence. Ashley primarily manages student support and wellness, programming & community development, and incident response & follow-up and student conduct. They also supervise the Don team, the Programming & Community Engagement Coordinator and the Residence Community Engagement Coordinators. Their office is located on the first floor of Alex Hall just off the Manning Room. If a resident would like to book a meeting with Ashley, they can contact Ashley by email to set up a date and time. Residents are always encouraged to drop by and say hi!

Ash Jansen - Programming & Community Engagement Coordinator



Contact: ash.jansen@ukings.ca
Pronouns: she/her

As the Programming and Community Engagement Coordinator (PCEC), Ash oversees all events and community development opportunities for students living in Residence. She is responsible for organizing regular residence-wide events open to all residents as well as supporting Don programs developed for their individual communities. They work out of the Don Office, located on the Lower Level of Alex Hall. Residents can email Ash to book a meeting or drop by the Don office to say hi!



The Manning Room, Alex Hall

The Don Team

Dons are peer leaders who live in your Residence community, run fun and informative events, and provide support and mentorship to residents. Each Residence community has either a Don or a Junior Don. Junior Dons are upper-years King's students or recent graduates, while Dons are graduate students or young professionals who have had experience living in a Residence environment or working in another area of student support. Your Don can help answer questions about Residence, help you navigate campus and community resources, mediate roommate conflicts, and much more!

Don on Call

Contact: (902) 233-1994

Every evening, weekend, and holiday, a Don is on-call to support students working in collaboration with the Patrol, Front Desk and Campus Security teams. Dons are trained to respond to active conduct concerns, medical emergencies, mental health crises, major facilities issues, and more.

The Don-on-Call is available each weeknight **Monday to Thursday, 4pm to 8am** and all weekend from **Friday at 4pm to Monday to 8am**

List of Dons and Contact Info:

Alex Hall Lower Level.....	Livy, she/her (livy.lyle@ukings.ca)
Alex Hall 1st Floor.....	Miranda, they/she (miranda.dagley@ukings.ca)
Alex Hall 2nd Floor.....	Connor, he/they, (cn994849@dal.ca)
Alex Hall 3rd Floor.....	Kale, he/him (kalepower@dal.ca)
Alex Hall 4th Floor.....	Ash, she/her (ash.jansen@ukings.ca)
Cochran Bay.....	Gabriel, he/him (gb489863@dal.ca)
Angels' Roost.....	Rafael, he/him (rf721474@dal.ca)
North Pole Bay.....	Emily, she/her (emily.eddy@dal.ca)
Radical Bay.....	Fisson, she/her (fisson.tibbo@ukings.ca)
Middle Bay.....	Brianna, she/they (brianna.legere@ukings.ca)
Chapel Bay.....	Alex, he/they (alex.fraser@ukings.ca)

Tim Ross - Assistant Dean, Housing & Ancillary Services



Contact: tim.ross@ukings.ca

Pronouns: he/him

Tim oversees the Housing office, which is primarily responsible for the physical spaces and facilities of Residence. Tim also oversees various ancillary service contracts that are important to Residence such as Dining Services, King's Security, and the Campus Cleaners.

Gavin Baumbach - Housing Coordinator



Contact: gavin.baumbach@ukings.ca

Pronouns: he/him

As Housing Coordinator, Gavin helps to manage aspects of Residence related to its physical spaces and facilities, such as room assignments and room movements, and room inspections. Gavin also manages the Patrol team. Patrol is team of King's students that do regular rounds of residence each night to help ensure campus nightlife is safe and enjoyable for everyone. Residents can email Gavin to book a meeting or drop by the Housing office on the 2nd floor of Alex Hall to say hi!

Jakob Burke - Residence & Conference Services Coordinator



Contact: residence@ukings.ca

Pronouns: he/him

Jakob manages the primary Residence email account, processes Residence applications and room assignments, oversees residence wide communication, room movements and helps the Housing office with other administrative tasks. If you have questions about applying to live in Residence or about Residence in general, contacting residence@ukings.ca is a good place to start! Jakob can also direct you to other staff that may be able to help you when necessary. Residents can call or email Jakob to book a virtual meeting as Jakob works remotely.

The Patrol Team

Contact: (902) 430-2374

The Patrol Team are King's students who work to support campus safety and student wellbeing after hours. They perform regular rounds of Residence from 8pm to 2am every night. During these hours there will also be at least one Patrol member stationed in the Manning Room in Alex Hall.

Patrol can help with responding to common after-hours issues such as noise complaints, minor facilities issues, adherence to our Residence Guidelines and more. Patrollers are also first aid and AED trained and can provide first responder support in case of a medical emergency.

Monica Farrell - Front Desk Coordinator



Contact: monica.farrell@ukings.ca

Pronouns: she/her

Monica supervises the operations of the Alex Hall Front Desk, including managing room keys, lockouts and spare keys, and general help for residents. You can usually find Monica at the front desk Monday to Friday 7am to 2pm, where she is happy to help you!

The Alex Hall Front Desk Team

Contact: (902) 422-1271

The Front Desk Team are King's students who manage the Alex Hall front desk, typically from 2pm to 2am on weekdays and 7am to 2am on weekends. They can help with lockouts and key issues, answer general questions about Residence, and refer students to other campus staff or resources that can offer support and/or answer their questions.

Moving Into Residence

Packing List

Items Already in Your Room:

- a twin-sized bed*
- a desk and chair
- a mini fridge
- a bookshelf or wall shelf
- a closet (Alex Hall and Angel's Roost)
OR a wardrobe with drawers (Bays)
- a dresser with drawers
- desk lamp
- Wi-Fi
- curtains
- a garbage and recycling can

*The beds in the Tri-Bays and North Pole Bay are XL Twin (78 inches long) and all other beds are standard twin size (74 inches). If you need an XL Twin bed, please contact residence@ukings.ca.



What To Bring to Residence:

- Sheets (twin or twin XL), blankets and pillows
- Computer
- Extension cord or power strip with surge protection
- Dishes, cups, mugs and cutlery, and dish detergent
- Kettle (with an automatic shut off timer)
- Decorations to personalize your room
- Sticky tack or painter's tape to safely hang décor
- Small rug
- Clothes hangers
- Extra toilet paper and tissues
- Toiletries
- Shower caddy
- Towels and shower shoes
- Small fan
- Sealable plastic storage containers to keep food
- Small broom and mop
- Laundry detergent
- Laundry bag or basket
- Rain and winter gear
- Cleaning supplies

What NOT To Bring to Residence:

- Subwoofers or stereos
- Open element appliances such as hot plates, grills, panini presses, toasters, or toaster ovens
- Microwaves
- Upholstered furniture such as armchairs, couches, etc.
- Fridges
- Mattresses
- Desks
- Pets (non-walking, non-poisonous fish are allowed)
- Candles
- Any decorations that require nails
- Brewery equipment, kegs, mini-kegs and other alcohol paraphernalia that violate our Residence Guidelines
- Scented products such as incense or plug-in air fresheners
- Replica weapons (including nerf and water guns, display knives, daggers/sword collections etc.).

If an incoming resident is unsure if they should bring an item to residence, email residence@ukings.ca and ask.

Move In & Welcome Day

Move In & Welcome Day is on **Sunday, September 1, 2024**. Move In & Welcome Day is a day full of events, info sessions and workshops designed to welcome and introduce our students to King's, their new home for the year!

Time	Event & Description	Location
9am-11am	Residence Move In Period. Residents will be notified through their dal.ca email (or the email on file for non-King's residents) of their move in time. After 11am residents can pick up their key packages at the Alex Hall Front Desk.	Campus
11am - 12:45pm	Welcome BBQ! All students, supporters, staff and guests are welcome to grab a bite to eat. Veggie burgers will be available.	The Quad
1pm	Welcoming Remarks. Join us for a warm welcome to Mi'kma'ki & King's. After the welcoming remarks, there will be some time for folks to finish getting items moved in before the afternoon sessions begin.	The Library Steps at the Quad
2pm	Parent's/Supporters Info Session. This event ends at 3:30pm and students will be in sessions until 5pm. This is a good time to say goodbye (for now) to your student. Check out a local cafe or explore the community to pass the time until your student is out of the afternoon sessions.	Prince Hall
2pm	King's Student Union Welcome (Students only)	Alumni Hall
3:30pm	Waves of Change Workshop. Students will participate in a bystander intervention program designed to help them learn skills to keep themselves and others safe.	Alumni Hall & Various Breakout Rooms
5:00pm / 5:40pm	Dons will take their students from Waves of Change to dinner or a quick community gathering meeting. The Bays & Angel's Roost will go to dinner at 5pm while Alex Hall residents will go to a community gathering meeting. At 5:45pm they will switch.	Residences & Prince Hall
7pm	KSU O-Week Activities Begin!	See KSU O-Week Schedule

Residence Amenities & Services

Common Rooms

Our Residence common rooms are a great place to study, relax, and spend time with your fellow residents! There are common rooms found on the 1st and 3rd floors of Alex Hall, in North Pole Bay, Middle Bay, Angels' Roost, and underneath Cochran Bay (by the laundry room).

The common room on the 1st floor of Alex Hall, known as the **Manning Room**, is the largest common room in Residence; many community events are held here. The Manning Room is right next to the Alex Hall kitchen & equipped with a large projector screen, great for movie nights!

The common room in Middle Bay, known as the **Deane-Little Common Room**, is popular for its 60-inch TV—awesome for a video game tournament!

Our common rooms are integral to our Residence community, which is why it's important for all residents to show care and respect to these spaces to ensure they remain accessible to everyone. This means cleaning up after yourself, taking care not to damage furniture or other amenities, and allowing others to equally use the space.

To learn more about expectations for use of the common rooms, read our [Residence Guidelines](#).

Community Kitchens

Need a late-night snack or want to make a favourite recipe from home? Stop by one of our community kitchens! There is a kitchen located next to the Manning Room, in the North Pole Bay common room, the Angels' Roost common room, and in the Deane-Little Common Room. In addition to these full-sized kitchens, the Alex Hall 3rd floor common room also has a microwave available.

Residents must bring their own cooking supplies for use in the kitchen, including pots, pans, dishes, and utensils. Food may be stored in the fridges but must be labelled properly.

Kitchens are a valuable resource and that is why it's important that our residents take good care of these spaces. This means cleaning up after yourself, washing your dishes and storing them properly, and allowing others to equally use the space.

To learn more about expectations of use for our community kitchens, you can read the full Kitchen Policy posted in each community kitchen.

Garbage and Recycling

Each Residence community will have a garbage and recycling station found at a central point. Each floor of Alex Hall has one, as well as each Bay, and Angels' Roost. If you are unsure where to bring your garbage, ask your Don!

Garbage, recycling, and organic waste should be separated and placed in their proper receptacles. Cardboard boxes should be flattened and stacked. Hazardous waste, such as broken glass, should be sealed in a container, labelled as hazardous, and set beside the bins. Excessive amounts of waste, bulky or heavy items, or animal waste (for approved service and support animals) should be brought to the dumpsters behind Prince Hall to reduce strain on our campus cleaners.

Please do not place your household garbage from your room into washroom garbage receptacles. These receptacles should be used for washroom waste only.

For more information on garbage disposal, read our Residence Guidelines

Laundry

Laundry facilities are available in Alex Hall, the Tri-Bays, North Pole Bay, and underneath Cochran Bay. Our laundry machines are operated by Coinamatic and you will receive a reloadable card when you move-in to pay for laundry services. A wash cycle costs \$1.75 and a dry cycle costs \$1.50. Laundry cards can be reloaded at the Coinamatic machine found outside the elevator on the "B" level of the A&A building.

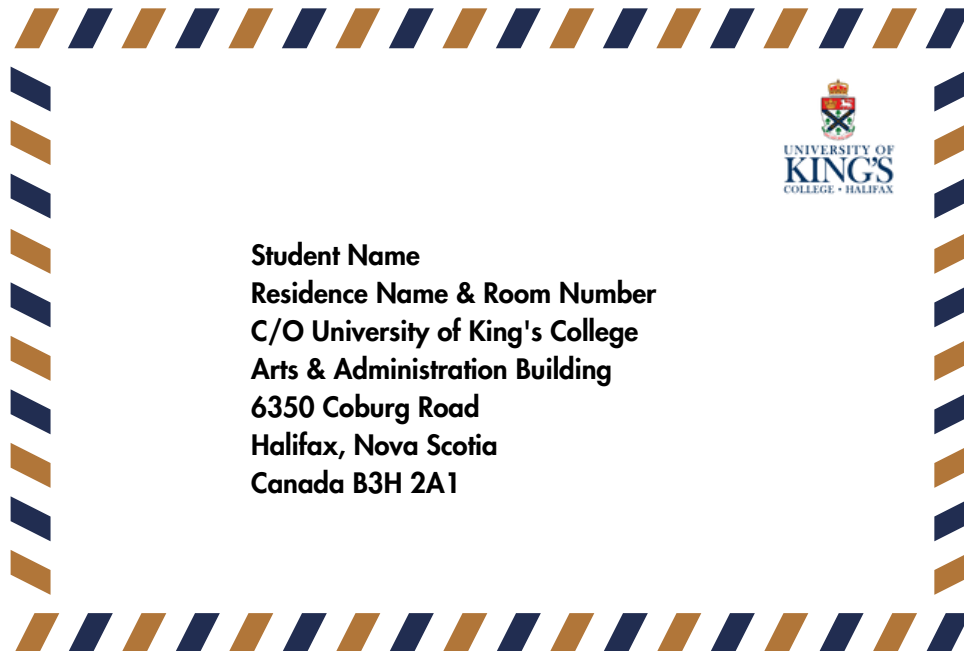
Residents are expected to retrieve their laundry promptly to ensure the machines are accessible to other residents. Residents are also responsible for cleaning out lint traps and disposing of lint, dryer sheets, and other waste appropriately. If you have questions about using the laundry machines or how to properly do your laundry, don't hesitate to ask your Don for help!

For more information on expectations for use of the laundry facilities, you can read the entire Laundry Policy posted in each laundry room.


Mail Delivery

Residents can have mail delivered to them while living in Residence and retrieve it from the A&A building reception desk during business hours (Monday-Friday, 9am-5pm). Students should use the following mailing address template to ensure that their mail is properly routed and that they can be notified.

Your Residence Mailing Address:



Student Name
Residence Name & Room Number
C/O University of King's College
Arts & Administration Building
6350 Coburg Road
Halifax, Nova Scotia
Canada B3H 2A1



Residents will be notified via their dal.ca email or their email on file for non-King's students when their mail is available for pick-up. If a resident's mail is not retrieved within 14 days, it may be returned to the sender. The University is not responsible for any costs that may be associated with mail that is returned. Residents are asked to pick-up their mail promptly to avoid strain on the A&A reception staff.

It is not recommended that residents order items that are perishable, for example, meal kit services (HelloFresh, Chef's Plate etc.). The University does not have the ability to store these items in a way that ensures temperature safety, which may result in spoiled product. If you are receiving prescribed medication via courier that is temperature sensitive, such as insulin, contact the University Receptionist at aarecept@ukings.ca to coordinate delivery.

Dining Services

Prince Hall

Prince Hall is the main hub for food on the King's Campus, serving breakfast to dinner every day!

In addition to pre-made and made to order food on the hot line, residents have access to the Prince Hall Pantry, where they can whip up their own meals to their specifications using supplies from the kitchen, such as omelettes and stir-fries on the hot plates, smoothies in the blenders, and variety of breads in the toaster. There is also a self-serve salad bar, self-serve ice cream freezer, and a drink station with a wide selection of coffee, tea, juice, milk, and pop!

When you arrive to Prince Hall you will tap your Student ID card to gain entry with your meal plan. Once you're inside Prince Hall, you can eat and drink as much as you like! You may not take food or drinks from Prince Hall unless you have a signed "Wellness Tray" slip (see the Wellness Tray section below for more details).

When you are finished eating, bring all your dishes and waste to the dish station and place your garbage, food waste, and utensils in the properly marked bins. Place the rest of your dishes, cups, and mugs on the racks to be washed.

To stay up to date on goings on in Prince Hall, including special events and meals, service updates, and more, follow the Dining Services team on Instagram @ukingsdining! To learn more about our Dining Services, including their hours and meal plan fees, visit their [website](#).



Meal Plans

If you live in Residence at King's, you must have a King's Residence meal plan. You may choose from four meal plan options:

7-Day All Dining – Allows you unlimited entry into Prince Hall every day of the week. Whether it's for a full meal or just a snack in-between classes, you can enter Prince Hall as many times as you'd like each day.

5-Day All Day Dining – Ideal for residents who go home or cook for themselves on the weekends, this plan provides the same unlimited perks as the 7-Day plan, but only from Monday-Friday.

14 Meals Per Week – As the name implies, you receive 14 meals per week on this plan. This means that you get 14 entry "taps" to Prince Hall with your Student ID, whether it's for a full meal or a snack. You can use these taps any time you like during business hours. Unused meals do not roll over to the following week and cannot be saved up.

10 Meals Per Week – Ideal for residents who like to cook for themselves or eat off-campus, the 10-meal plan provides 10 entry "taps" to Prince Hall per week to be used whenever you'd like for meals or snacks. Unused meals do not roll over to the following week and cannot be saved up.

Flexible Dining Dollars

Dining Dollars are funds that can be used throughout the school year to buy food at various Chartwell's vendors on the King's and Dalhousie campuses. Dining Dollars will be attached to the cost of the meal plan in the fall term and can be used starting on the first day after the fall term fee due date. Unused Dining Dollars cannot be carried forward beyond the end of the Residence contract date and will be lost at that time.

Dining Dollars can be used at the following Chartwell's vendor locations: Tim Horton's, Bento Sushi, Mezza Lebanese Kitchen, Booster Juice, Passage to India and ToGo all of which are found within the Dalhousie Student Union Building, as well as the Prince Hall snack bar to buy packaged snacks and drinks.

For more information, ask the Dining Services staff in Prince Hall or contact Chartwell's directly.

Changing Your Meal Plan

While you can upgrade your meal plan at any time during the academic year, the deadline to **downgrade** your meal plan for the academic year is **September 17, 2024, by 4 p.m. ADT**. Meal plan changes will be processed within 2 business days. Email residence@ukings.ca to inquire about the process for changing your meal plan.

New admits to Residence in the Winter term who wish to downgrade their meal plan must do so by **January 20, 2025**.

Changes to one's meal plan that results in an amount owing must be paid in full by the term fee due date. For changes made after this date full payment is due the date of the requested change. Outstanding accounts will be subjected to late fees and interest charges.

Wellness Trays

We understand that illness may make it difficult for residents to go in-person to Prince Hall to eat their meals. In these cases, residents may request a "Wellness Tray" to allow them to take meals from Prince Hall back to their room or to have a friend pick up a meal for them. Residents can request a Wellness Tray for themselves or a friend (who has a residence meal plan) from the Prince Hall front desk.

Residents no longer need to get a slip from the Alex Hall Front Desk or their Don. They can request the Wellness Tray Directly from Prince Hall.

Dietary Restrictions & Accommodations

The Dining Services team strives to provide a variety of food at each meal to accommodate many common dietary restrictions and allergies, such as vegetarian, vegan, nut free, and gluten free options. If you feel you need additional information or support for your unique dietary needs, you may contact the **Dining Services Manager Andrea Lamb** in-person at Prince Hall during operating hours or via email at andrea.lamb@compass-canada.com. Andrea is a friendly and great resource who really wants to work with students to accommodate their dietary needs. Do not hesitate to reach out, she is happy to connect with students!



Living with a Roommate

The Roommate Success Plan

Residents will use the Roommate Success Plan to discuss their lifestyles and values in order to set early expectations, boundaries, and strategies to support the health of their roommate relationships.

The goals for the Room Success Plan are:

1. For residents to better understand their own and their roommates lifestyle & boundaries.
2. To establish basic communication strategies between roommates.
3. To discuss strategies and solutions to compromise where needed.
4. To establish a follow up and/or accountability process when conflict arises.
5. To understand the Roommate Conflict Resolution Process in Residence.

Residents living in double rooms are strongly encouraged to complete a Roommate Success Plan before the end of September. Putting the work in now to set up a success plan can help reduce the negative impacts of conflict as the year progresses. **If a pair of roommates do not complete a success plan, if/when conflict arises, your Don will first start by working with the roommates to develop a success plan.**

The Roommate Success Plan prompts roommates to discuss how they will navigate communication, room cleanliness, guest preferences, sharing items, sleeping habits, study habits, substance use, and privacy.

How to Approach the Roommate Success Plan

The Roommate Success Plan is hosted in eRezLife (ukings.erezlife.com). When logged into eRezLife, go to the left hand side menu and click "Forms". Then Look for Form "F013 - Roommate Success Plan".

Roommates should work on this plan together throughout the month of September and submit the plan to their Don at the end of September/Early October. Additional instructions are embedded in the form covering how to use the form and how to submit it properly.

The form can be saved so roommates can tackle the plan in sections throughout September. Just remember to save any progress by scrolling to the end of the form and clicking "Save".

Forms

My forms

- F000 - Check-List
- F001 - 2024-2025 Residence Agreement
- F002 - 2024-2025 Residence Guidelines
- F003 - Residence Release of Information Authorization Form
- F006 - Residence Late Assignment/Cancellation
- F008 - Request to Cancel/Withdraw
- F009 - Room Change Request
- F010 - STAFF Facilities (XM) Work Order Request
- F011 - RESIDENTS Facilities (XM) Work Order Request
- F012 - Student of Concern Report
- F013 - Roommate Success Plan
- F077 - Extension Approval Waiver

Roommate Conflicts

While we do our best to pair roommates based on shared interests or lifestyles provided on their Residence applications, it is normal for some conflict to occur between roommates as they navigate new relationships, sharing a new space, and academic stresses. Conflict can be scary or nerve-wracking, but Residence staff are here to help you navigate your roommate relationship and ensure that all residents have a safe and comfortable place to call home. The process for managing conflicts between roommates in residence at King's is outlined below.

The Roommate Conflict Resolution Process

The Roommate Conflict Resolution Process is designed to give residents the opportunity to collaborate with their roommate through a conflict, supported by Housing & Residence Life, while also gaining valuable skills in navigating conflict that will benefit them in the future. All residents are expected to engage genuinely in the conflict mediation process and exceptions are only granted in extraordinary or emergency circumstances.

If you find yourself in conflict with your roommate, reach out to your Don and they can support you through a Roommate Success Plan or the Roommate Conflict Resolution Process.

Conflict Mediations

Conflict mediations are collaborative meetings where roommates in conflict meet with their Don (or the ADRL in escalated cases) to discuss the issues that have been impacting their relationship in a safe and supportive space. The Don or ADRL will act as a neutral mediator who will ensure the conversation remains respectful and productive, while providing prompts for discussion and guidance on next steps. In a conflict mediation, students are expected to collaborate on developing strategies and solutions that will help mitigate or resolve their core issues and improve their roommate relationship with support from the mediator.

Room Changes

King's Residence is often at high capacity with very few to no room vacancies. For this reason, room changes are not common and are usually a last resort measure to resolve a roommate conflict.

Residents must complete conflict mediations with their Don, make reasonable efforts towards resolving the conflict, and have met with the ADRL before a room change is considered.

Room changes must be approved by the ADRL and the Housing & Conference Services Coordinator. Unauthorized room changes or "swaps" with other residents are not allowed. Residents are also advised that changing rooms may result in an increase in their Residence fees depending on what room style they are moving from and to.

Emergency & Crisis Response

Medical and Mental Health Emergencies

If you believe you or someone else is experiencing a medical emergency or is in immediate danger, do not hesitate to call emergency services at **9-1-1**. After calling 911, it is also highly recommended that you contact Residence staff as they can provide first responder and logistical support and to direct emergency services to your location:

- **Monday-Friday 8am-4pm:** call 902-422-1271 and ask for the Alex Hall front Desk
- **After 4PM and on weekends:** call 902-422-1271 **OR** the Don-on-Call at 902-233-1994

For mental health crisis support, you can contact the **Mental Health Mobile Crisis Team**, which is available 24/7 by calling 902-429-8167 or 1-888-429-8167 (toll free). This service provides immediate crisis support and triage over the phone and visit you in person in the Halifax area, if necessary. You can contact the Mental Health Mobile Crisis Team for yourself or on behalf of a friend.

If you are concerned about a medical or mental health issue, but aren't sure if it's an emergency, call Patrol or the Don on Call. Both are trained in First Aid and can provide care for minor injuries such as cuts, scrapes, and sprains. The Dons are also trained in mental health crisis response and can do basic assessments to help connect residents to the care they are looking for.

If you are concerned about a medical or mental health issue, aren't sure if it's an emergency, and Patrol or the Don on Call are off duty, you can call **8-1-1** to speak directly to a Registered Nurse who can do an assessment over the phone and make recommendations for care. You can contact **Dalhousie Student Health & Wellness** at 902-494-2171 to make a same-day appointment for both physical and mental health issues.

Going to the Hospital

If you decide to go to the emergency department or a Housing & Residence Life staff recommends that you go to the emergency department, Housing & Residence Life can help support you through the process. Our staff can call an ambulance or provide taxi chits (free taxi ride there and back) to help transport you to a nearby hospital. In exceptional cases only, a Housing & Residence Life staff person may accompany a student to the hospital up until they are triaged and asked to wait in the waiting room. After that, the staff person must return to campus to continue their duties and responsibilities.

When going to the hospital you should always bring your Provincial Health Card, any required medications, and your room keys. It is also recommended that you bring your phone, phone charger, comfortable clothing and shoes, water, and snacks due to the likelihood for long wait times at the emergency room.

Anyone over the age of 16 should go to Halifax Infirmary ER located at 1799 Robie Street. However, residents under 18 experiencing a mental health crisis may also be directed instead to the IWK Children's Hospital ER located at 5941 South Street.

When you return to Residence from the hospital, it is recommended that you reach out to your Don if you need ongoing support. The Assistant Dean of Residence Life may also check in with you if they are made aware of your hospital visit.

Facilities Emergencies

If you notice a critical facilities issue or potential hazards, such as electrical failures or flooding, **inform a Housing & Residence Life staff member immediately by contacting the Alex Hall Front Desk or calling Patrol, the Don on Call, or King's Security**. Residence staff will do an initial assessment to determine if the issue needs to be addressed by emergency on-call Facilities staff and how to keep residents safe in the meantime. Never try to fix facilities issues by yourself.

General Campus Security

Our Housing & Residence Life team works hard to ensure the safety of residence spaces and our residents. However, there are many things you as a resident can do to help keep yourself, your fellow residents, and our buildings safe:

- Never lend your residence keys to someone else, even a close friend or family member.
- If you lose your residence keys, inform staff right away.
- Never let a stranger into a residence building. If you believe they are a locked-out resident, tell them to ring the Alex Hall intercom bell.
- Never prop open building entrance doors, especially emergency exits.
- If you see suspicious behaviour on campus or feel unsafe, call Patrol, the Don on Call, or King's Security right away.

Climate Change:



Climate Change is challenging our comfort levels and impacting our everyday lives. One of the more noticeable changes in recent years is the fact that Halifax experiences warmer temperatures throughout September and into October. This means Halifax can experience heat warnings in September. King's campus does not have built in air conditioning systems within its buildings, including residence, meaning some days rooms, classrooms and common areas within our buildings will be quite warm.

When we are faced with hot weather that is out of our control, we need to turn to other strategies that will help to cool our rooms & common areas down as much as possible. Housing & Residence Life works closely with Facilities to do what we can to alleviate the the negative impacts of warm weather, however, residents must also do their part to take care of themselves.

Residents can take a number of steps to help prevent them from experiencing heat related illnesses. Residents are encouraged to bring a fan with them when they move in. Setting the fan up by a window can help with the flow of air within a residence room. One may need to adjust which direction the fan faces to find the best way to cool a room off. Residents should also drink plenty of non-alcoholic and low sugar fluids to maintain good hydration.

Visit [Nova Scotia's Heat Related Illness - Prevention & Treatment](#) page for more information on how to prevent heat related illnesses and take care of yourself during hot weather.

Extreme Weather:



Being on the Atlantic coast, it is common for Halifax to experience periods of severe weather throughout the year, such as tropical storms, hurricanes, "nor'easters," winter storms, and cold snaps. These weather events can bring high winds, heavy rain and snow, and very cold temperatures. Rarely, these weather events may lead to a disruption to facilities and residence services. In the rare event of a major power outage, Residence is supported by a back-up generator with fuel to supply both the residence buildings and dining hall with power for several days.

In instances when extreme weather is forecasted, Housing & Residence Life and Facilities staff will activate certain procedures to ensure the safety of residents and residence facilities. Environment Canada Weather Alerts are emailed to all residents when severe weather conditions are expected. These emails contain helpful information on how residents can prepare for the impending weather.

Residence Facilities & Work Orders

Submitting a Work Order

If you encounter an issue with Residence facilities, whether in your personal room or in common spaces, you can submit a work order request to alert Facilities to the issue to be resolved.

Please note that submitting a Work Order Request through the Residence Portal is the **only** official channel to report facilities issues. Verbal or email exchanges with Residence Staff regarding a facilities issue are not considered an official report as staff are unable to personally complete work order requests for students. You can always ask a Residence Staff member for assistance with submitting a work order if you are unsure.

To submit a work order request:

1. Log into the Residence Portal (ukings.erezlife.com)
2. On the sidebar click the "Forms" heading and select form F011 - Facilities Work Order Request from the dropdown menu
3. Enter the date you are submitting the request
4. Select the relevant residence building and describe the room or area the issue is located (ex. Alex Hall 101, Middle Bay 3rd floor bathroom)
5. Select the nature of the issue
 - a. Custodial – a mess that needs to be cleaned
 - b. Repair – damage to residence furniture, utilities, or infrastructure
 - c. Laundry Equipment Issue [AN1] [BL2]
 - d. Other
6. Describe the issue in point form, providing as much detail as possible including the location of the issue, the primary concern, how long the issue has been present, and any other details you think are relevant
7. Upload a photo of the issue (Optional)
8. Sign the Work Order Agreement, which provides Facilities team members permission to enter your room (if the issue is in your room) during business hours

If you have questions or concerns about submitting a Work Order Request, speak to your Don or a Front Desk team member.

NOTE: In the event of an emergency request, do **NOT** use this form and instead report the issue to the Alex Hall Front Desk, Patrol, or the Don on Call immediately.

Work Order Response Times

After the work order request is submitted, the Facilities team will attempt to resolve the issue as soon as possible. When a high volume of work orders are submitted, the Facilities team will prioritize issues that present the greatest risk to student wellness and residence services first, for example flooding and heating issues. Most work orders will only be completed during Facilities business hours from Monday to Friday, not including holidays, and unless it is an emergency.

If you have reported an issue to Facilities and it has not been resolved after 72 hours, you may submit another Work Order Request. If you have ongoing concerns about the response time for your issue, you may contact the Housing Coordinator for assistance.

Preparing Your Space for Maintenance Work

If work is requested in your private residence room, please make sure that the area is clean and ready for work. You can expect at least two facilities staff to enter your space between 10 AM to 3 PM, Monday to Friday (not including holidays) Facilities will knock before entering. If you are present, Facilities staff will assess the situation and let you know how and when the work will proceed. If you are not present, Facilities staff will enter your space and leave a note alerting you of their visit and any work completed.

In the event of urgent or emergency repairs being necessary, such as a flood or lack of heat, Facilities may enter your room with little or no notice. For the safety of residence spaces, you cannot deny entry to Facilities staff when urgent entry is requested. If you feel uncomfortable with a request for an urgent entry, you may call the Alex Hall Front Desk, Patrol, or the Don on Call for support.

If you have questions or concerns about Facilities staff entering your space, speak to your Don or another member of the Residence Staff team.

Coinamatic Laundry

Our laundry system is operated by an outside company called Coinamatic, who is responsible for the maintenance and repair of their machines and card system. This means that King's facility workers are unable to help with most laundry repairs or any laundry card issues.

If you notice a broken laundry machine or are having issues with your laundry card, you can contact the Alex Hall Front Desk and/or Coinamatic customer service at [1-800-561-1972](tel:1-800-561-1972) or submit an online service request on their website at www.coinamatic.com/service-request.

Residence Guidelines

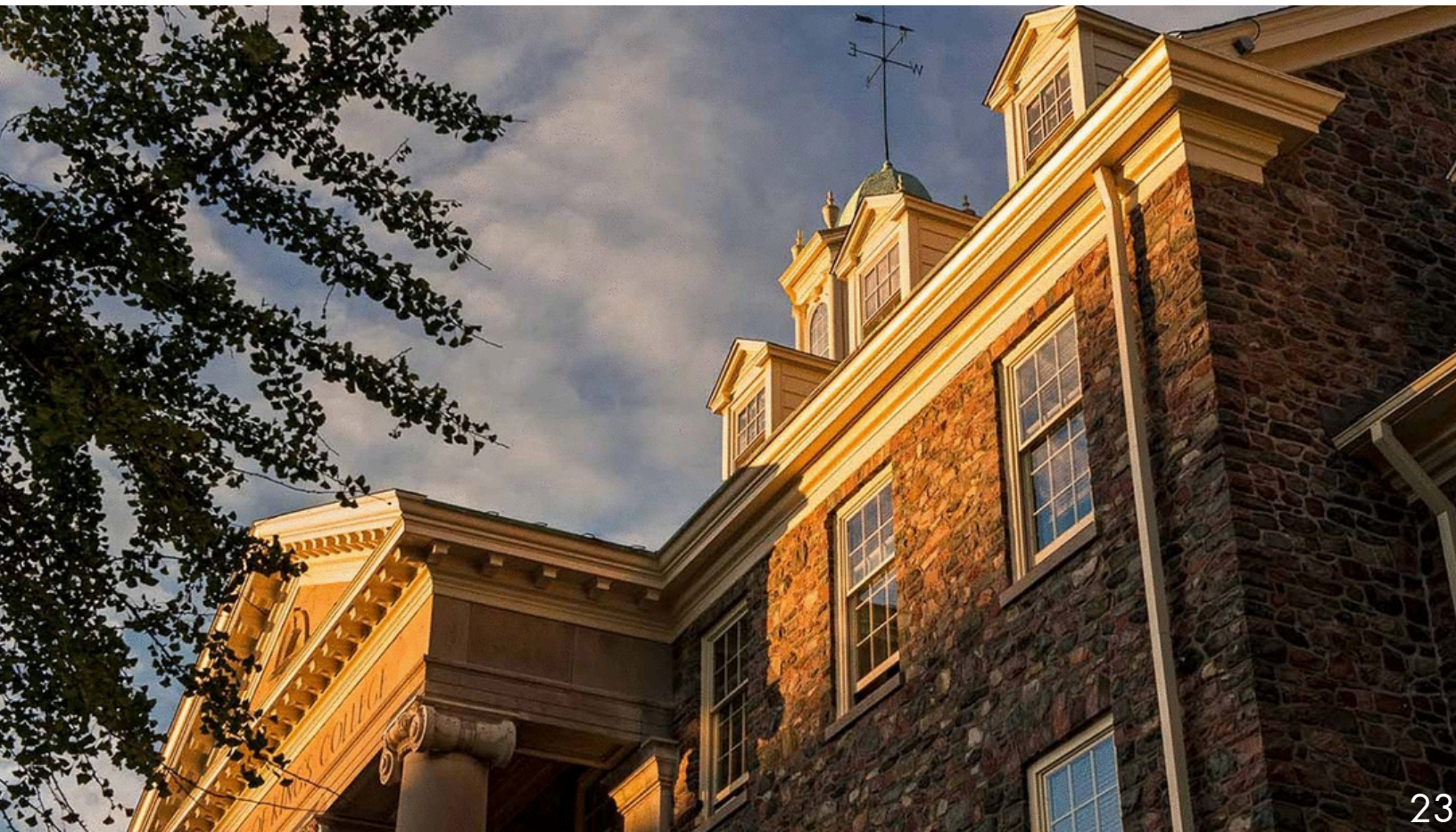
Residence Guidelines

King's is committed to creating a safe, inclusive, and supportive residence life experience that fosters success, fun, and connection to the King's community. We aim to help you reach your full potential—whatever that looks like for you—by providing opportunities for learning and growth, using a person-focused approach to engender mutual respect, and maintaining an accessible, progressive environment.

All residents are responsible for reading and understanding the Residence Guidelines. This document outlines the rules and policies that contribute to creating and maintaining a safe community. Residents will have to sign off on these Residence Guidelines through eRezLife before they can receive their keys to move in. The Housing Team will remind folks to do this before they arrive.

Residents can visit the link below to access our Residence Guidelines at any time:

[University of King's College Residence Guidelines - 2024-2025](#)



Residence Programming

Residence Programs

One of the biggest benefits of living in Residence is all the opportunities to meet new people, learn new things, and have fun! We call these fun events Residence Programs and they come in many forms and flavours. The Programming & Community Engagement Coordinator, helps to develop regular events to bring the Residence communities together!

Examples of prior Residence Programs include:

- Queering the Quad - a resource fair and bloc party tailored to LGBTQ+ residents
- Halloweekends - Fall and Halloween events spread out through the weekends in October.
- Healthy Friendships Workshop - A workshop with the Sexual Health & Safety Officer on healthy friendships and setting boundaries while do fun crafting activities.

Don Programs

One of the roles of the Don for your floor or Bay is to create fun and informative programs to help you meet the members of your community, learn a new skill, or de-stress from academic life.

Dons are required to plan one program and one community gathering meeting per month. Make sure to let your Don know what kinds of activities you enjoy so they can develop the perfect program tailored to you and your community's interests.



Bob Ross Paint Night

Residence Community Engagement Assistants

Residence Community Engagement Assistants (RCEAs) plan and facilitate some peer academic programming like FYP Sundays, a peer review program where students in FYP can ask an upper year student to read their paper and provide feedback. RCEA's also plan some fun and engaging residence wide events each term to help residents make connections and get involved in Residence Life.

College Traditions

Formal Meals

In the earliest days of the college, Residence students gathered to eat the main meal of the day in a formal setting. Much like today, the students all wore academic gowns and heard traditional Latin graces, and etiquette rules were in place. These basic, simple formalities have remained relatively unchanged for some 200 years.

Formal Meal is held once per semester, providing an opportunity for staff and students to dine together and listen to guest speakers. Attendees wear their academic gowns, and students stand until the head table arrives and the Latin grace has been said. The gowns, the grace, and the ritual have become familiar territory for King's students and alumni; an essential part of what it means to be part of the King's community.



Classics in the Quad

An annual performance held in the King's Quad on the library steps, Classics in the Quad ties students, the curriculum, and community together. Drawing on the tragedies students study in the Foundation Year Program, a piece of Greek theatre is performed. First year students get preference for the roles, helping to ensure a new crop of talent for the King's Theatrical Society. The rehearsals and performance take place outside. Scheduling is at the mercy of the weather and sundown, but the natural light and beautiful setting of the Quad — and an appreciative audience — make it all worthwhile.



Big Night



Students, faculty and staff share their artistic gifts with each other at Big Night, the college's annual exhibition of campus talent, which typically occurs in March. The event features singers, musicians, dancers, poets, and more. New to Big Night is the Big Night Gallery, which offers space for visual artists to display their works, including anything from painting and drawing to sculpture and textiles!

If a resident has any artistic gifts they want to share with the community, keep an eye out for our Open Mic events and of course our call for talent for Big Night 2024!

Water Balloon Fight

In early April, armed with water balloons students engage in a full-blown, campus-wide water fight! Let loose and de-stress from final papers and exams while engaging in some friendly competition! Alex Hall vs The Bays & Angels' Roost.



2024 April Water Balloon Fight

Consent & Respect at King's

Brightspace Module

Consent and Respect at King's is designed to give students the skills to benefit from, and contribute to, a living and learning community where we can all thrive. This Brightspace module offers a "Sexualized Violence 101" as well as discussion of consent and safer partying.

There is also information about King's resources, services, supports, and policies. In addition to reading text, the material is delivered via audio scenarios, animated videos, surveys, and interactive graphics. The module takes about an hour to go through and can be done anytime and at your own pace. If you have questions, want to follow up on anything you learned, or receive support, you can contact King's Sexual Health and Safety Officer Jordan Roberts (she / her) at jordan.roberts@ukings.ca or 902 229-6123.

****Complete the Consent and Respect at King's Brightspace course by Welcome Day September 1, 2024 and be entered to win a prize pack****

How to Access the Consent and Respect at King's Course:

1. You can find Brightspace at: <https://dal.brightspace.com/d21/login>
2. This is the online learning tool you can use to access various course resources, including the Foundation Year Program!
3. Using the NetID Login, enter your Dal NetID, (ab123456@dal.ca) and password.
4. On your Brightspace homepage, you can find your courses using the navigation at the very top of the page, beside the Dalhousie logo. You can also scroll down to look at "My Courses", which should be on the left sidebar of your Brightspace homepage. Click on "Online Community - Consent and Respect at King's".
5. Follow the "How to Begin" instructions on the main homepage!

Handy tip: you can pin the courses you want to access quickly and easily on Brightspace by opening the navigator at the top of your Brightspace to see your courses and clicking the pin or "thumbtack" symbol beside the courses you want to pin. Now Brightspace will show these courses at the top of your navigator.



Jordan Roberts (she/her)
Sexual Health & Safety Officer

Health & Safety

Physical Health Supports

Dalhousie Student Health & Wellness

Dalhousie Student Health & Wellness is your primary campus resource medical services as a student at King's. They offer a variety of resources for students including in-person and virtual primary care appointments, medical examinations, prescriptions, referral to specialists, vaccination clinics, 2SLGBTQIA+ health services, sexual health services, workshops and events, and more!

The Student Health & Wellness Centre (SHWC) is located at 1246 LeMarchant Street on the Dalhousie Studley Campus. This is where you will attend most in-person appointments booked with Dal Student Health & Wellness.

To find more information on the services offered by Dal Student Health & Wellness, check out their website (www.dal.ca/campus_life/health-and-wellness)

King's Student Union Health & Dental Plan

Full-time King's students are automatically enrolled in the King's Student Union's health and dental plans. If you already have comparable healthcare coverage, you can opt out of one or both plans. Read more about the student health plan at www.ksu.ca/health-dental

Nova Scotia 811

Nova Scotia 811 provides access to non-emergency health information and services over the phone by simply dialing 8-1-1. You will be connected to a Registered Nurse who can give you the health advice and information you need and provide reassurance concerning all kinds of general health issues and questions. You can also obtain information about health issues and services available in the community.

Note: if you don't have a Nova Scotia phone number, you can also reach 811 by calling 1-866-770-7763.

Naloxone Kits in Residence

Housing & Residence Life has Naloxone kits at the Alex Hall Front Desk and both Patrol and the Don on Call carry naloxone with their kits. If you or someone you know may be in need of naloxone, please see the Alex Hall Front Desk or seek out a Patrol member or the Don on Call during their operating hours.

DalSAFE Mobile App and Text Alerts

DalSAFE is Dalhousie's integrated safety messaging system — a common platform for safety and security information. DalSAFE provides updates on campus safety and distributes campus alerts for significant campus closures, major campus hazards and other urgent events. You can download the DalSafe mobile app from the App Store or the Google Play Store.

Features of the DalSafe mobile app include:

- Push notifications for safety/security updates
- Quick access to emergency contacts
- Mobile "Bluelight" service — a discrete way to inform Dal Security of a serious incident in progress.
- Friend Walk — a virtual walk-home service that allows a friend or Dal Security to watch your progress
- Campus maps and parking information
- Information from Human Rights & Equity Services, Health & Wellness and more.

You do not need to download the DalSafe App to receive campus alerts. If you would like to subscribe only to text alerts, you may do so at www.dal.ca/dept/dalsafe/subscribe.

You are strongly encouraged to either download the app or subscribe to text alerts as these alerts are incredibly helpful and informative, especially in campus emergency situations.

Mental Health Supports

Dalhousie Student Health & Wellness

Same Day Counselling

Students who are looking for counselling can access same-day counselling sessions at the Student Health & Wellness Centre in Halifax from Monday to Saturday. The first session also acts as an intake session. The purpose of this 30-50 minute session is to:

- Screen and assess your situation
- Discuss your options
- Suggest strategies for coping with immediate issues
- Create a wellness plan

Same day counselling is available in-person, over the phone, or on Zoom. To book a counselling appointment at Dalhousie Student Health and Wellness, call 902-494-2171 or book online at www.dal.ca/campus_life/health-and-wellness.

Group Counselling

Group counselling sessions are an opportunity for students to build their confidence, self-improve, and prepare for the demands of university life and beyond. It's a great way to build your skills among your peers.

Group counselling offerings change each year, some examples of past groups include:

- Eating Disorder Drop-in Group
- Managing Anxiety Before Anxiety Manages You
- Professional Career Development Group
- Skills to Help you Manage Emotions

For more details on available sessions and registration details, go to www.dal.ca/campus_life/health-and-wellness.

Social Work

Dalhousie's social worker, Hazel, can assist students with the non-academic responsibilities of life (such as housing, finances and food), and help you navigate resources on and off campus. She can also help you with managing stress and anxiety related to work, relationships, school and sleep.

Social work is available in-person and over the phone. To book a counselling appointment at Dalhousie Student Health and Wellness, call 902-494-2171.

King's Student Support Advisor

It can be difficult to navigate the many campus and community resources that exist to find what will best support you in your journey through education. Our Student Support Advisor Isaac Wright (they/he) is here to support you in this process. To book an appointment, email isaac.wright@ukings.ca or visit calendly.com/studentsupportadvisor. **Isaac can only see registered King's students, any non-King's students in residence should look up the supports available to them at their school.**

As a registered social worker, the Student Support Advisor can help students with mental health and resource navigation concerns. Some examples include:

- Wellness planning and coping strategies for anxiety, depression, disordered eating, grief, and other mental health concerns
- Housing, food or financial insecurity
- Navigating health services at Dalhousie Health and Wellness, or hospital- or community-based services, including gender-affirming care
- Applying for accommodations through the Dalhousie Accessibility Centre
- Creating safety plans for mental health and other types of crises
- Finding a private practice therapist
- Advocating for yourself with professors or employers
- Setting goals for your mental health and wellness
- Questions about healthcare, insurance, mental health or other non-academic concerns

Isaac Wright (they/he)
Student Support Advisor



King's Peer Support

Registered King's students have access to on-campus peer support workers who provide free, non-judgmental, confidential, and safe mental health support to students.

Supervised by King's Peer Support Advisor, the peer support workers have received 16 hours of training adapted from the Nova Scotia Certified Peer Support Specialist Program and other training programs from across Canada. They also have their own personal experiences with student life and mental health, allowing them to identify, relate to, and support students on a peer-to-peer level.

Appointments can be booked online at <https://calendly.com/ukcpeersupport>. Priority will go to pre-booked appointments, but you can also drop by their office located in the A&A building next to the Registrar's Office.

Follow the Peer Support team on Instagram @ukcpeersupport!

Sexual Health & Safety Officer

The Sexual Health & Safety Officer Jordan Roberts (she/her) oversees the Sexualized Violence Policy and is the primary support person for all sexual health and safety concerns across campus, including residence. The SHSO has the primary goal to make any interaction with them and the King's Sexualized Violence Policy as comfortable and tailored to your needs as possible.

People who seek out the SHSO are not always going to talk about their own experience of sexualized violence. People also seek guidance for supporting friends who have experienced sexualized violence, navigating academic accommodations (like paper extensions), resources and materials for course work, and support for student societies and campus organizing. You can connect with the SHSO just to talk about things like gender, sexuality, healthy relationships, and boundaries. Conversations don't have to go anywhere, and you will not be asked invasive questions or be required to share any details you don't want to. If you're not sure if what you want to talk to the SHSO about is the "right thing" the answer is, it is.

You can contact SHSO via email at jordan.roberts@ukings.ca or call her at 902-229-6123. Confidential voicemail and text options are available. Calls and messages responded to Monday-Friday, 9am-5pm.

You can find more information on Sexualized Violence Prevention and Response at King's, on our website, www.ukings.ca.

**KEEP UP TO DATE ON RESIDENCE BY
FOLLOWING US ON INSTAGRAM!**



FOLLOW US

@ukcresidence

