

nsc

Residence Life

You Belong Here.

Land Acknowledgement

NSCC acknowledges that we are in Mi'kma'ki – the unceded territory and ancestral homeland of the Mi'kmaq Nation. Our relationship is based on a series of Peace and Friendship treaties between the Mi'kmaq Nation and the Crown, dating back to 1725. In Nova Scotia, we recognize that we are all treaty people.

NSCC Living in Residence Guide

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Our Commitment to a Safe and Respectful Community

“Each member of the College community has a responsibility to foster a climate of understanding and mutual respect for the dignity and rights of each individual in all areas of the learning and working environment. This includes providing fair treatment, being inclusive and not bullying, harassing, or discriminating.

We all share the responsibility to treat each other, and those who interact with the College, with civility and respect. Every member of the College community has the responsibility to uphold our values and to understand the impact of their behavior. Members of the community are expected to collaboratively resolve concerns, maintain effective relationships, and contribute to a positive, inclusive community culture.

Community members must consider how social identity, culture, values, and beliefs impact perceptions of what is civil and respectful behaviour. Perceptions can also vary by place, time and context. While factors such as identity may influence perception of behaviour, we will consider the impact of the behavior and respond to concerns in an effective, inclusive and equitable way.”

~ NSCC Respectful Community Policy



NSCC Residence Life acknowledges that Anti-Black and Anti-Indigenous racism is deeply embedded in Canadian institutions and society and commits to action against Anti-Black and Anti-Indigenous Racism in our residence communities. Individuals found responsible for engaging in any racist, discriminatory, violent or harassing behaviour will be met with compassionate, yet firm consequences designed to protect the dignity and safety of all, which may include immediate removal from NSCC Residences or academic properties.

NSCC Residence Life: Building Respectful Communities

NSCC residences are a living and learning environment, one that encourages students to come together and explore opportunities for social diversity, community connections as well as educational and personal growth. Through these interactions, we hope to create a residence community that is inclusive and safe. We also want to foster an environment that makes room for residents to gain an understanding of the principles of respect, civility and acceptance for not only different fields of study, but also for those cultural, political and social philosophies that make up our local and global community.

Building communities that are civil and respectful helps everyone and:

- Supports good mental wellness in the learning and working environment.
- Holds people responsible for their actions.
- Fosters an inclusive learning and working environment that embraces diversity.
- Improves relationships.
- Improves problem-solving and conflict resolution.
- Increases productivity and engagement.
- Reduces stress.

How do we create a culture of respect and civility? Every resident can contribute by:

- Recognizing, valuing, and respecting the differences and similarity in others.
- Valuing the contributions of all members of the community.
- Maintaining positive communication and collaboration (teamwork).
- Supporting a culture of fairness and equity.
- Listening to others.
- Apologizing willingly and sincerely to a community member when something you have said or done has offended them or caused them harm.
- Ensuring ongoing communication, feedback, and workload planning.

Residence is not for everyone. Community comes first! Much like the social solidarity that is a focal point of our culture in Nova Scotia, living in residence requires a commitment to living in a shared space. **If you are not prepared to live in a shared space, we encourage you to explore alternate housing options.** Please refer to other housing supports found at nsc.ca/housing.

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Your Rights & Responsibilities in Residence

As a student living in an NSSC residence, you have rights as well as responsibilities when it comes to creating a safe and inclusive environment.

<p>It's your right to be treated with respect, dignity, and live free of discrimination.</p>	<p>It's your responsibility to treat all people with respect and dignity and maintain an environment free of discrimination. NSSC Residence Life believes it is the responsibility of all residents to act and intervene (safely) against acts of harassment or discrimination, including reporting incidents to Residence Life Staff.</p>
<p>It is your right to be treated fairly, equitably, and respectfully by College and Residence Life staff.</p> <p>It is your right to procedural fairness when engaged with the policies and procedures of the College and Residence Life in particular.</p>	<p>It's your responsibility to cooperate respectfully and civilly with College and Residence Life staff as they respond, guide and support you through a concern or situation.</p> <p>It's your responsibility to respect and adhere to decisions made by Residence Life staff and appropriately use channels and processes for addressing concerns.</p>
<p>It's your right to be informed of what is and what is not acceptable, tolerated, or allowed in residence and on campus.</p> <p>It's your right to be informed of what is and what is not acceptable, tolerated, or allowed in residence and on campus.</p>	<p>It's your responsibility to read and understand standards, expectations, policies and laws of the land that guide living in NSSC Residences, on campus and in Nova Scotia. Your responsibility extends to include policies and procedures such as the Student Code of Conduct, Sexual Violence Policy, Social Media Policy, Academic Integrity Policy and the Respectful Community Policy.</p> <p>It is your responsibility to ensure that your guests also understand and adhere to these expectations.</p>
<p>It's your right to be heard and listened to.</p>	<p>It's your responsibility to hear others and listen when they speak.</p>
<p>It's your right to have your room/suite be reasonably peaceful and quiet, enough to study and sleep.</p>	<p>It's your responsibility to assist in maintaining your room/suite as reasonably peaceful and quiet, enough to study and sleep.</p>
<p>It's your right to feel comfortable in your room/suite/shared common space in residence and on campus.</p>	<p>It's your responsibility to assist in maintaining your room/suite as reasonably peaceful and quiet in order to study and sleep and approach conflict resolution with open mindedness and respect.</p>

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It's your right to have reasonable privacy in your room/suite and a proportionate use of the shared common spaces.	It's your responsibility to respect the other's right to privacy in their residence's private and shared space.
It's your right to choose your means of socialization, recreation, and relaxation.	It's your responsibility to know and abide by local, provincial, and federal laws.
It's your right to live in a space where appropriate measures are taken to help keep you safe from the spread of COVID-19 and/or other public health issues.	It's your responsibility to adhere to Nova Scotia public health guidelines and instructions from the College to take appropriate actions to prevent exposure to and spread of COVID-19.

*You are encouraged to discuss these rights and responsibilities with Residence Life staff if anything is unclear.

Limits of Support

Residence is not a therapeutic environment. That is why, in limited cases where a resident exhibits complex behavioural or personal needs that:

- Extend beyond the scope, services and/or expertise of what may be reasonably provided or accommodated by NSCC Residence Life.
- Remain unchanged or the pattern of behaviour escalates in severity.

And where the:

- Resident refuses to seek reasonable care or seek reasonable accommodations/solutions.
- Resident's behaviours negatively impact the wellbeing of residence staff, other residents, or the residence community.
- Resident's continued behaviour places the individual at risk.

NSCC Residence Life may take action that can include, but will not be limited to:

- Relocation/reassignment of residence room/suite (if available).
- Suspension from the residence.
- Termination of the Residence Agreement.
- Restriction of future application to Residence, or implementation of conditional requirements.
- Engage in communications with Emergency Contacts as provided on the Residence Application.

Confidentiality

NSCC manages the collection, use and disclosure of the personal information provided by its applicants and students. Access to student information is governed by the rules and regulations contained in the Confidentiality of Student Information Policy and by both the Freedom of Information and Protection of Privacy Act (FOIPOP) and the Personal Information Protection and Electronic Documents Act. NSCC Residence Life and its staff are restricted from providing any information regarding residents to third parties (including parents and/or guardians). Room numbers, addresses, phone numbers, account balances, student conduct history, grades, confirmation of occupancy, etc., are all considered private information under the Freedom of Information and Protection of Privacy Act (FOIPOP) and cannot be released without a resident's written permission. Written consent will

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normally be collected using NSCC's Consent to Release of Information form. FOIPOP applies to all students, regardless of their age status as a minor.

Under FOIPOP, it should be noted that in circumstances where NSCC Residence Life staff have extraordinary concern(s) about a resident's wellness and where the resident is unable to make informed decisions and/or there is a legitimate concern about a resident's safety or the safety of the broader community, NSCC can elect to contact a resident's parents/guardian/emergency contact as provided on their residence application without their consent. Decisions regarding when to initiate the use of an emergency contact will typically be done in consultation with the campus Manager, Student Services (MSS) and the campus Principal as appropriate.

Who's Who in Residence

NSCC Residence Life is committed to creating, to the best of our abilities, an environment that supports community connections, personal wellbeing, and academic success. Our staff consists of professional as well as student Residence Life positions and together, they partner with campus and community colleagues to achieve our goals.

Coordinator, Residence Life (RLC): Every NSCC Residence has a coordinator who is a full-time professional staff member, responsible for the day to day operation and administration of our Residence Life program. They oversee our Residence Assistants (RAs) and work with other members of the Student Services team on campus to support students and foster accountability to help build a positive and inclusive living and learning environment.

Residence Assistants (RAs): Likely to be one of the first people you meet on campus, RAs are NSCC students who are chosen leaders in residence. Students attending NSCC with previous Residence Life staffing experience will also be considered for leadership opportunities with NSCC Residence Life and are encouraged to apply.

RAs are committed to building a sense of belonging in residence and on the campus and receive intensive training. They are there to aid in the security of the building, creating educational and social programming opportunities and supporting residents in need. They typically have a responsibility of the general oversight of 1 – 2 floors or floor sections as required. RAs are a resource for students living in residence but are not professionals and have limits to the support they can and are permitted to provide.

Front Desk Staff: These student staff members provide general support for common processes such as guest welcome and sign in, delivery acceptance, as well as help residents with day-to-day administrative tasks and general inquiries. Additionally, front desk staff may be hired to support the delivery of summer conference services.

Facilities Services - An integral part of the residence experience, we encourage you to take the time to get to know the facilities staff in your building. They are wonderful members of our NSCC and local communities and deserve respect and support. Reporting to Campus Facilities, these staff members coordinate and follow up on maintenance requests, track inventory, and respond to urgent residence

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facility needs. Additionally, they are responsible for general cleaning and maintenance of common spaces throughout the residence.

Residence Educational Programming

The goal of our Residence Life Educational Program model is to provide intentional opportunities for you to interact with a variety of communities, services and people that will support your growth and success as a community, student and individuals. This will be different for everyone, and for every campus, but we know choosing to be an active and positive member of our residence communities will make a difference!



Some examples are of activities and initiatives include:

Academic success programming – from study skills sessions with a learning strategist to career information workshops, we work with campus partners to deliver programming that supports your academic success.

Community Connection – from residence and campus orientation activities to experiences in your local/regional community, we strive to make you feel welcome and create opportunities to meet others and participate actively in your communities.

Personal wellbeing – from stress relief programs with puppies to intramurals/recreation opportunities, we know that students who take care of their mind, body and spirit are more successful.

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Residence Services

Security

A priority for NSCC is safety! In addition to cameras and Residence Life staff, each campus has 24/7 security provision. Security staff are there to help keep our campus environment safe and support students in emergency situations. All Residences and broader campus buildings have video surveillance cameras in operation. No devices are located in common or private areas of residence but focus on access points and areas of concern.

Additionally, there will be a minimum of two points of restricted access before getting to your residence room. We encourage all residents to pay attention to keeping the building as well as their room secure. Residents are asked not to permit access to people whom they do not know.

All NSCC Campuses are also equipped with a Situational Awareness and Response Assistant (SARA). SARA is an automated emergency alert system used at all NSCC campuses. It provides emergency call tools for fire, lockdown, medical and security situations. For a complete overview of NSCC's emergency response system, watch the [Emergency Notification System Orientation video](#)

Laundry Facilities

Laundry Facilities are provided in every NSCC Residence. The facilities are only available for use by residents and require proper use and maintenance. Please report any concerns or issues immediately to your RA or front desk. We also ask that all residents stay with their laundry as common courtesy for the efficient use and demand of the facilities. This is also important as NSCC is not responsible for any stolen, damaged or lost items.

AVC COGS Campus: Laundry Facilities are located on both floors of the COGS residence and the use of the facilities have been built directly into residence fees.

Strait Area Campus: Laundry Facilities are located on the 3rd floor of the residence and the use of the laundry machines (washers and dryers) are built directly into residence fees.

Truro Campus: New in 2021, Davis Hall has a laundry room on every floor (except the 1st floor). Machines are coin operated and are typically \$1.00 per wash and \$1.00 per dry. The laundry room has restricted access and hours of operation.

Common Areas

All residents will have access to both common lounges and/or kitchens in their residence. There are lounges on each floor for resident use. Residents are asked to be respectful in their use of the lounges. While common lounges often come equipped with cozy and functional furniture in addition to TVs and cable access, NSCC will often designate common spaces for specific purposes such as study rooms.

Each kitchen contains a stove, microwave, refrigerator, sink, cupboards, and counter space. Residents can use kitchen facilities at their leisure (within posted hours) as long as responsible use is demonstrated and residents actively:

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- Ensure the space is left clean and tidy and they remove all personal belongings, garbage, and recyclables.
- Refrain from using or removing other residents' belongings (including food, utensils, etc.) without permission.
- Adhere to all quiet hours and community standards.
- Promote the fair and equitable access to common space for all residents.

Access to common space is a privilege and can be removed.

Internet (Wi-Fi) Usage

All NSCC residents are provided free highspeed wireless internet access through their student account. Built into the residence fees, all activity through the network is governed by the [Technology Resources – Acceptable Use Policy](#).

There are limitations to the service and capabilities of the network and residents are encouraged to seek external service provision if they wish to utilize certain technologies such video gaming consoles/platforms or smart technology. For any questions, please contact the [NSCC Service Desk](#).

Insurance and Liability

As indicated in the Residence Agreement, the College assumes no liability, directly or indirectly, for loss or theft of personal property, including food, or for damage or destruction of such property by fire, water or other causes (e.g. loss of utilities). The resident accepts that it is their responsibility to carry, and undertakes that they shall carry, appropriate and adequate personal property insurance and liability insurance coverage for fire, injury or damage caused by the resident.

NSCC Residence Life encourages residents to contact parents/guardians/supporters to determine if current home insurance might extend to personal belongings in residence. Should this coverage not be available, residents are encouraged to contact an insurance provider to purchase appropriate coverage for the period they will be living in residence.

Garbage, Composting & Recycling

Sustainability is included in everything we do. It's part of our curriculum learning activities. It's a value we practice every day - from diverting waste on campus to encouraging active transportation and healthy living. Sustainability is the right thing for us to do, and more importantly, we are preparing Nova Scotia for the fast-growing green economy. This extends to our Residence Life Program.

To make sure we live up to the high standard of waste reduction at NSCC, every room and suite will be equipped with a quad stream sorting system - four small bins (with handles) will be used for landfill waste, recyclables, paper/cardboard, and compost. Residents will be expected to use the bins appropriately and transport the bins regularly to the common sorting locations in every residence.

NSCC Residences at Strait Area and AVC COGS campuses are proud to be actively involved in LEED Certification (Leadership in Energy and Environmental Design) and NSCC maintains a gold ranking in the Sustainability Tracking, Assessment and Rating System (STARS).

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Parking & Transportation

Student parking is available on all three campuses with Residence and residents must make sure that parking passes are visible.

Transportation to and from residence for move-in days, travel within the community or in other instances is expressly not provided by NSCC. Access to public transportation on some of our rural campuses can be irregular and may require additional planning and preparation on the residents' part.

Residence Safety Tips

Safety and security are everyone's responsibility. While we anticipate that you will feel safe, secure and comfortable in NSCC Residences, we encourage all residents to convert these guidelines into habits. Together, we can create an environment where we all feel safe and secure.

- Always keep your room (private and suite) door locked (even if going to the washroom or traveling on your floor).
- Don't prop open any doors and do not let people follow you into residence if you don't know them.
- Don't lend your keys to anyone. Immediately report lost or possibly stolen keys.
- If travelling on campus or in our local communities at night, travel with a friend. Use well-travelled and well-lit sidewalks, paths, and roads.
- Report all damaged locks, lights, smoke detectors, electrical outlets, and other safety hazards immediately.
- No incense, candles, cigarettes, e-cigarettes — anything with a flame or that smokes is a prohibited item. Exceptions can be approved for smudging or ceremonial/religious purposes with approval from NSCC Residence Life and Campus Facilities Services.
- Report any suspicious activity or concerns to Residence Life Staff or Campus Security Services.

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Key Dates and Deadlines

The following dates and deadlines should be considered as you prepare to live in residence.

March 29, 2021	Residence Application opens
June 1, 2021	First round of Residence space offers made; 3 weeks to pay \$500 residence deposit.
August 6, 2021	Fall Term Residence Fees due
September 5, 2021	Fall Term Move in Day: Residences open at 12:00pm (noon)
September 5 & 6, 2021	Residence Orientation activities
September 6, 2021	Labour Day - College closed/no classes
December 23, 2021 – January 2, 2022	December Break - College closed/no classes – Residence closed
January 2, 2022	Winter Term Move in Day: Residences open at 12:00pm (noon)
January 7, 2022	Winter Term Residence Fees due
April 22, 2022	Winter Term ends
April 23, 2022	Residence Closes at 12:00pm (noon)

*students should always refer to the NSCC Academic calendar for important dates and deadlines

Withdrawals and Refunds

- All Residence deposits and application fees are non-refundable.
- A student who is unable to continue living in residence due to medical reasons, and/or exceptional circumstances beyond their control, may submit a written application, along with any applicable supporting evidence including medical documentation, to NSCC Residence Life to request a pro-rated credit of their residence fees. The application must be submitted within fourteen (14) days of the student's withdrawal from residence. Applications will be considered and determined by the College at its sole and absolute discretion.
- A student who withdraws from residence without approval after the start of occupancy, regardless of the reason, will be held financially responsible for residence room and board fees as follows:
 - The student will be required to pay a \$100.00 administrative services fee on withdrawal.
 - The student will be required to pay all Residence Fees as outlined in their Residence Assignment Form, prorated to the actual date of departure, plus an additional (4) four weeks of room fees from the actual date of departure.
- Students who withdraw from residence during Fall semester after November 5, 2021 or during Winter semester after March 14th, 2022 will be responsible for payment of the entire room and board fees as quoted for the full semester.

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Moving In & Out

For all residents assigned to a space on campus, you will be emailed in the summer with further details regarding move-in day, directions, timing, and expectations. Our goal is to provide a process that is efficient and welcoming. The Coordinator, Residence Life and other campus staff may also host a parents/supporters session on campus during move in day.

Room Assessment

When you move in (and when you move out), you will be asked to complete a Room Assessment form. This is an opportunity to verify the condition of the residence room, the furnishings present (and condition) at the time of move in to ensure that residents are not held responsible for any issues or damages that existed upon arrival. This form must be submitted within the first week of occupancy or the conditions already on file will be taken as correct and accepted.

Suites will have individual room (private room) assessment forms completed, with an additional shared common space form completed for the suite.

When checking out of your space, you are required to:

- Remove your property as well as all garbage and recycling from your room.
- Turn in all keys that were assigned to you when you moved in. You will be billed if you fail to turn in your key(s) before leaving campus.
- Leave your room, housing fixtures, furnishings, and appliances clean and return furniture to its original position. You may be charged a cleaning fee if you fail to do so.

Room damages will be assessed after you move out. Should you wish to appeal any assessment relating to damage, please contact residencelife@nsc.ca. You will be held financially accountable for the condition of your room and furnishings based on inventories and assessment conducted after you move out should you fail to have one completed in person. Unless attributed to an individual, damage assigned to common spaces in a suite will be the responsibility of all members of the suite.

Any property left in a residence following closure may be assumed to be unwanted and disposed of accordingly. A restitution fee may be charged to the student.

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Living with Room/Suite mates

You may be both excited, and nervous, to live in residence. It is likely the first time you are living in close proximity to a large number of people, many of whom are quite possibly strangers. Conflict and disagreements are natural and NSCC Residence Life staff will be there to support you and your room/suite mates throughout the process. Please keep in mind that all residents are individuals and many experiences, cultures, identities, and preferences influence us all.

Roommate agreements

Upon move in to shared accommodations, each resident will be provided with a roommate agreement form. The RA will host a suite/floor meeting to review the agreement and will encourage room/suitemates to fill out the form together. It is each residents' responsibility to identify differences in living preferences, make compromises and establish expectations. The roommate agreement will generally cover such items as:

- Cleanliness of individual and common spaces and standards of cleanliness
- Noise (music level, sleeping hours, etc.)
- Guests (overnight or during quiet hours)
- Safety and security (i.e. allergies, medical conditions)
- Physical property
- Other information

The roommate agreement can be re-visited as needed during the year and is a resource that residents and Residence Life Staff can use for working through challenges.

Requesting a Room Transfer

Residents are expected to occupy the room and bed space that has been assigned to them by NSCC Residence Life and are not approved to change without permission. This includes "agreeing to switch" with another resident.

If you would like to request a room change you must contact your Coordinator, Residence Life via email and provide additional information as indicated below. The information that you submit may be shared with your Residence Assistant and you may be asked to meet with the Coordinator, Residence Life to discuss your request.

In your email, you must include:

- The reason for your room transfer request, along with any additional information about your rooming situation.
- Whether or not a roommate agreement was completed.
- Indicate what steps you have taken to try to resolve any challenges.

If your request falls within the parameters of the [Housing/Room Assignment Consideration](#) process, you must complete and submit the appropriate documentation.

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Please note:

- **Residence room transfers will not be considered during the first two weeks of every academic term, except for changes required for medical reasons.**
- Requests that are based on approved Housing/Room Assignment Consideration form requests will receive priority in the room transfer process.
- Room transfers are based on the merit of the request and are not first come, first considered. Offers will be made to help resolve specific issues, not accommodate personal preferences.
- Room transfers depend on the availability of spaces/rooms and the College cannot guarantee that a request for a room change, although approved, can be met.
- Certain room changes may result in different residence fee charges and if accepted, the resident is responsible for all charges associated with the new space.

Room or Suite entry/access rights

While every attempt will be made to provide as much notice as possible, Residence Life Staff and/or other College staff have the right to enter your room in the following situations:

- In an emergency where the safety, health and wellbeing of a resident or the residence building is at risk.
- When residence or college staff have reasonable grounds to believe that a violation of the Residence Community Standards has taken place or is actively taking place.
- For the purposes of cleaning, maintenance, or inspections.
- When a request for maintenance has been submitted by the resident.

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Residence Fees

All residence rates and fees are payable through the campus Business Office and are determined based on fair market averages, as well as individual campus offerings and services. The fees listed below are for one residence space and applicable for the 2021/2022 academic year. The non-refundable residence deposit is \$500 and is payable within 3 weeks of your residence space offer. This fee will be attributed to your Fall term payment.

Annapolis Valley COGS Campus Residence	Fall Term Payment Due: August 2021	Winter Term payment Due: January 2022	Total (8-month period)
1-bedroom suite	\$4400	\$4400	\$8800
2-bedroom suite	\$4200	\$4200	\$8400
4-bedroom suite	\$4000	\$4000	\$8000
*Fees listed above for COGS Campus Residence include a mandatory \$1000/term meal plan (declining balance), utilities, high speed internet (wifi), and parking.			
Strait Area Campus Residence	Fall Term Payment Due: August 2021	Winter Term payment Due: January 2022	Total (8-month period)
1-bedroom suite	\$4100	\$4100	\$8200
2-bedroom suite	\$3700	\$3700	\$7400
3-bedroom suite	\$3500	\$3500	\$7000
*Fees listed above for Strait Area Campus Residence include a mandatory \$500/term meal plan (declining balance), utilities, high speed internet (wifi), and parking.			
Truro Campus (Davis Hall)	Fall Term Payment Due: August 2021	Winter Term payment Due: January 2022	Total (8-month period)
Single	\$4550	\$4550	\$9100
Double	*Not offered in 2021/2022		
Super Single	\$4850	\$4850	\$9700
*Fees listed above for Davis Hall include a mandatory 19 meal/week plan, utilities, high speed internet (wifi), and parking.			

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Meal Plans

Annapolis Valley Campus (COGS) Residence

Run by a local Lawrencetown resident, Patty Hung, this full-service cafeteria/café is a favourite on campus. While residents at COGS have their own shared kitchen in their suite or on their floor, residents are enrolled in a \$1000/term declining balance meal plan that can be used at their discretion throughout the term. The Fall term balance can be transferred to the Winter term, but no refunds will be granted at the completion of the Winter term. Residents can also replenish their meal plan balance at any time should their use of food services warrant it.

Strait Area Campus Residence

Operated by NSCC, the Strait Area Campus cafeteria combines friendly service with excellent food. Due to the presence of a fully functioning kitchen in each suite, Strait Area residents will be enrolled in a \$500/term declining balance meal plan to be used at their discretion during cafeteria hours. The Fall term balance can be transferred to the Winter term, but no refunds will be granted at the completion of the Winter term. Residents can also replenish their meal plan balance at any time should their use of food services warrant it.

Truro Campus Residence (Davis Hall)

Meal plans and services are offered on Truro Campus by Chartwells

(<https://www.dineoncampus.ca/nscc>) and dining facilities are located in Soloan Hall. Residents living in Davis Hall are automatically enrolled in a meal plan which provides 19 meals per week. In addition to regular meals, a variety of special meals are provided to observe holidays or just for a change of pace. Dining hall staff enjoy putting these meals on and hope you enjoy them. The dining hall will do their best to accommodate special dietary and other needs – please contact them directly through their contact information online.

If your academic schedule conflicts with a mealtime, you may request a bag lunch. These requests must be made a day in advance if possible. The meal plan is non-transferable and unused meals cannot be carried forward or refunded.

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Residence Community Standards and Practices

Residence Community Standards (RCS) and practices are a combination of guidelines and expectations of student and guest behaviour in residence (also can be referred to as rules), and a non-academic student conduct process. The process employs fair and equitable procedures based on a student-development foundation/approach to behavioural intervention. NSCC Residence Life utilizes remedial, educational, and where appropriate, restorative strategies in response to violations of our policies.

By signing the Residence Agreement, every resident has agreed to follow and abide by the Residence Community Standards and practices as outlined in this guide, and supporting documentation, which will also be provided digitally and/or in print.

Association or behaviour related to harassment, racism, bullying, sexual assault, hazing or violence or threats of violence will not be tolerated, and residents will face immediate removal from residence should they engage in such behaviours.

Our Philosophy

NSCC is committed to providing high-quality facilities and living/learning programs that support your growth and success as a student, in a safe and inclusive environment. We want to make sure that all residents can study, live and work in an environment that is conducive to mutual respect and dignity, free from harassment and discrimination.

Living in Residence is a privilege and with that privilege comes certain expectations that must be met by all residents. The principles of our residence community standards include:

Be a positive College citizen. Demonstrate citizenship through compliance with the law and with all NSCC Policies, procedures, and guidelines.

Be civil. Act with civility by behaving in a manner that is respectful of other members of the College Community. Refrain from any intentional or reckless conduct, which unreasonably interferes with or disrupts other members of the College Community or campus or classroom activities.

Act with honesty and integrity. Act with honesty and integrity by being honest in the performance of your work and in your dealings with other members of the College Community.

Refrain from substance misuse/abuse.

Respect property. Respect property including property of the College, other members of the College Community, or third parties.

Demonstrate positive interpersonal interactions. Refrain from negative or harmful interpersonal interactions by being respectful of the physical, emotional, and mental well-being of other members of the College Community and by avoiding harassing, abusive, malicious, intimidating or defamatory conduct or comments.

How you act online matters, too. Refrain from inappropriate online and electronic activity including Social Media activities.

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Area of Jurisdiction

The NSCC Residence Community Standards applies to all areas within the residence, as well as the immediate surrounding areas/grounds of the residence and the associated parking areas. The community expectations and standards apply to all community members, whether they be residents or guests/visitors. Residents are also responsible for all activity that occurs within their assigned space(s).

Actions by students (residents or guests) are also subject to review/investigation under the NSCC Student Code of Conduct, Sexualized Violence Policy, or Respectful Communities Policy whereas parallel or additional actions may be undertaken at the discretion of the College.

NSCC Residence Life also commits to an ongoing and collaborative relationship with local Law Enforcement, Fire Departments, Lifesaving and Health Services, and community support organizations to support action and efforts of positive intervention and support in our residences.

Standard of Proof

The standard of whether a resident is responsible or not responsible for a community standard violation is not to the extent required in a criminal case (beyond a reasonable doubt). It rests with a preponderance of evidence, or on a balance of probabilities – that is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the staff member reviewing the case.

Community Standards & Expectations

Residents are encouraged to personally contribute to the development and maintenance of safe, inclusive, and welcoming environments in Residence. This includes actively trying to de-escalate situations or remove themselves from situations contrary to our standards.

Prohibited behaviour/conduct is listed below:

Alcohol

In the Province of Nova Scotia, the legal drinking age is 19. Residents are responsible for knowing, understanding, and complying with Provincial laws and College regulations regarding alcohol, its transportation, purchase, and restrictions. NSCC is committed to creating an environment in which controlled substances, such as alcohol and cannabis, are used responsibly and in moderation and discourage abuse of these substances on our campuses and in our residences.

- As each are often associated with irresponsible consumption, the mass or rapid/swift consumption of alcohol, participation in drinking games or events, use of alcohol paraphernalia (for example Funnels) are not permitted in NSCC residences.
- Possession and/or consumption of “common source” alcohol over 40 ounces (e.g. kegs, large containers of pre-mixed alcohol, etc.) within residence is prohibited.
- Alcohol is not permitted to be consumed in shared common spaces (lounges, hallways or kitchens). This does not pertain to shared spaces within suites.
- Transportation of open or unsealed alcohol is not permitted in residence.

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- Alcohol must be stored in an individual resident's private room.

Excessive Noise/Quiet Hours

Each resident has a responsibility to respect the rights of others to live in an environment conducive to study and sleep, and to therefore keep noise to a reasonable level. Excessive levels of noise have a significant impact on the learning environment, thus, one individual or group's right to quiet always supersedes another individual or group's right to create an excessive level of noise.

When it is not designated quiet hours, courtesy hours are in effect. During quiet hours, residents are encouraged to utilize the cafeterias and lounges for gatherings to minimize disruptions in the community and may be asked to disperse should their noise be deemed excessive for the time period.

Typical Quiet Hours are:

Sunday-Thursday (inclusive):	10:00 p.m.- 9:00 a.m.
Friday & Saturday:	12:00 a.m.-11:00 a.m.

Some residence floors may be designated as Quiet Communities, where the quiet hour parameters are extended. Residents will also be advised of end of term quiet hour expectations for their residence community.

Failure to Cooperate

It is expected that all residents and their guests comply with all reasonable requests or directives of NSCC Residence Life staff, whether verbal or written.

Falsifying identification, concealing identity (i.e. masks), and the facilitation of false identification for others is deemed as a failure to cooperate and will be subject to sanctions as previously outlined.

Fire/Life Safety

The following actions are in contravention of NSCC's Resident Community Standards and will be subject to sanctions:

- Intentionally setting fire, lighting flammable material, or creating open flames.
- Intentionally setting off the fire alarm, and/or, activating sprinklers when there is no cause for concern.
- Tampering with any fire and/or life safety equipment including, but not limited to fire extinguishers, smoke and carbon monoxide detectors, heat sensors, light/strobe devices, sprinkler/sprinkler system, elevator and elevator alarms, or any other aspect of the fire alarm system.
- Failure to evacuate, or failing to evacuate in a timely manner, for an activated fire alarm.
- The use of candles, incense or other combustible materials or substances.
- Please refer to the NSCC Smudging Guidelines Policy and Procedures for additional information regarding smudging in residence.

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- The overloading of electrical outlets. This can occur when multiple appliances, devices, or power bars are plugged into an outlet and/or each other.
- Blocking or restricting access to evacuation routes, doors, hallways.

Guests

Residents have the privilege of signing guests into Residence. When a resident registers a guest, they become the individual's host. Based on the individual campus residence, residents may be required to register all guests/visitors regardless of time period or length. This includes parents and other family members.

- Residents must always accompany their guest(s), with the exception of using the washroom facilities. Hosts are not permitted to leave their guest in their room unaccompanied.
- Residents are responsible for the behaviors of their guest at all times, and ensuring that guests are aware of, understand, and abide by the Residence Community Standards. If a guest violates the RCS, the host may be held responsible as though the host violated that policy.
- A resident may sign in a guest for a maximum of three (3) consecutive overnights, with no more than nine (9) overnight visits per month per individual resident.
- Residence Life staff reserve the right to restrict the number of guests permitted at any time throughout the year and without notice in extenuating circumstances and/or when there is a concern for the safety and security of the residence community.
- Hosts are not permitted to have minors as overnight guests in Residence. Minors are individuals that are 17 years of age or younger.

Harassment, Discrimination & Bullying

All forms of harassment, bullying and discrimination will not be tolerated in Residence.

NSCC defines Harassment as "Abusive, unfair, or demeaning treatment, consisting of words or actions that disparage or cause humiliation, offense or embarrassment to a person or group of persons that is known or ought reasonably to be known to be unwelcome. Harassment may consist of a repeated or persistent pattern of behaviours, direct or indirect, that when taken together constitute harassment; or a single act of sufficient severity to constitute harassment in its own right. Harassment can include, but is not limited to, comments or conduct based upon any of the characteristics protected under the Nova Scotia Human Rights Act."

Bullying often refers to offensive, abusive, intimidating, or insulting behaviour which makes the recipient feel upset, threatened, humiliated and/or vulnerable, which undermines the recipient's self-confidence and/or reduces their feelings of self-esteem and self-worth.

NSCC defines discrimination as "Making a distinction, whether intentional or not, based upon a characteristic or perceived characteristic protected under the Human Rights Act. Discrimination includes action, behaviour or attitudes, which could or ought reasonably to be known to offend or

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deny fair treatment based upon the protected characteristics set out in the Nova Scotia Human Rights Act, RSNS 1989, c 214.”

Illegal or unauthorized entry/access

The following actions are in contravention of NSCC’s Residence Community Standards and will be subject to sanctions:

- Entering/accessing unauthorized areas unless accompanied by a Residence Life Staff member. This includes areas not normally used by persons other than Residence Life or College staff including, but not limited to: restricted doorways/entrances, locked basement areas, roof tops, mechanical rooms, or any area marked “off limits to unauthorized personnel” or “staff only,” or as it is implied by being locked.
- Entering Residence through a non-designated entrance or exit, except during an emergency or fire alarm.
- Entering an individual/private room assigned to another resident without their explicit permission.
- Permitting entry to unregistered guests.
- Propping external doors allowing for unrestricted access.

Illegal Substances/Narcotics

The following actions are in contravention of NSCC’s Residence Community Standards and will be subject to sanctions:

- Using, being under the influence of, in possession of, trafficking and/or the distribution of illegal drugs, controlled substances, non-prescription drugs and/ or prescription drugs not prescribed to the person in possession of these drugs.
- The possession and/or use of drug paraphernalia, equipment or material that is used to facilitate the use/misuse of illegal drugs or substances. An object becomes drug paraphernalia as soon as it used, and/or comes in contact with illegal drugs and/or illegal substances.
- Growing, baking, trafficking and/or distribution of cannabis on College property.

Personal and Community Safety

In support of the safety of all residents, guests, staff and community members, the following actions are in contravention of NSCC’s Residence Community Standards and may be subject to sanctions:

- Discarding objects, leaning, and/or extending body parts through windows.
- As it can cause residence property damage and/or create excessive noise, sporting equipment and mobile athletic equipment (skateboards, skates, hoverboards, etc.) must be used outside of the Residence.
- The possession of pets, including fish and reptiles, in Residence is not permitted. Special permission must be obtained and granted for service animals.
- Attending, hosting, or advertising, **large social gatherings** in Residence, whether the gathering is organized or spontaneous in nature.

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- Participating in and/or hosting gambling-related events in Residence. This involves activities that require the exchange of money/material goods, where the outcome is uncertain, and/or where there is intent to win a portion of the money/material goods. Exception: Residence led events for prizes.
- Objectionable and obscene material is not permitted in residence. This includes racist, homophobic, or sexist images or jokes, hate literature, pornographic materials and any other materials that may be offensive to others or negatively reflect upon the reputation of NSCC.
- Use and access of the College's high speed wireless network is a privilege and is governed by the [Technology Resources – Acceptable Use Policy](#). Failure to adhere to the policy may result in the restriction or removal of the privilege.

Residence and Personal Property

Residents are encouraged to take pride in the building and communities that they live in, and assist in the provision of a clean, safe, and welcoming living experience for all residents.

- Any damage or alterations of residence facilities is strictly prohibited.
- Theft and/or damage of residence property or other resident's personal belongings.
- Removal, alteration, or relocation of residence property, unless when completed by Residence Life Staff.
- Damage to any furniture or culinary appliances/utensils due to negligence or inappropriate use, regardless of intention.
- The removal of door closures and window screens.
- Furnishings must not block any room entrances, exits, or be within close proximity of heating and air conditioning units/vents.
- Using any space or service in Residence for commercial purposes. This includes any profit-driven activities, as well as the promotion and/or hosting of events which are intended to promote/sell goods or services.
- All personal belongings and/or residence property must be stored inside the resident's room/suite (including sporting equipment, bicycles, etc.).

Sexualized Violence

Sexualized Violence describes any act targeting a person's sexuality, whether physical or psychological, that is committed, threatened or attempted against a person without their consent and is strictly prohibited in residence.

This violence takes different forms including, but not limited to, sexual abuse and sexual assault. Acts of Sexualized Violence include unwanted sexual comments, unwanted touching or advances, sexual harassment, stalking, removal of or failure to use a condom during intercourse without consent, indecent exposure, voyeurism, cyber-sexual harassment, coercion of another person's sexuality by physical or psychological intimidation, and/or denial of another person's sexual decision-making rights.

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NSCC Residence Life will work within the [NSCC Sexual Violence Policy](#) and encourage all residents to actively solicit clear and enthusiastic consent before and during sexual activity.

Smoking

NSCC is committed to providing a Smoke-Free environment that contributes to the wellness of its employees, students, and communities, and complies with provincial legislation and municipal by-laws.

- Smoking is prohibited in all residences, on any NSCC property, with the exception of outdoor, designated smoking areas.
- Smoking includes the smoking of tobacco or other materials and holding lit tobacco or other materials intended for smoking (e.g.: cigarettes, cannabis); includes all types of e-cigarettes, vaping or any other implement or device used to emulate the act of smoking which involves the production of any airborne contaminants or substances including the use of pipes, water pipes, hookahs, holders, or other instruments used for similar purposes.

Violence & Hazing

Violence by any means is strictly prohibited in residence and will result in sanctions and/or immediate removal.

- Threats, including a threatening statement (including electronic) or threatening behaviors that gives a member of the College Community reasonable cause to believe that they are at risk of physical injury.
- Conduct or attempted conduct of a person that endangers physical health or physical safety of a member of the College Community.
- Hazing is any activity expected of an individual wishing to join a group (or of an individual wishing to gain or maintain full status in a group) which humiliates, degrades, abuses, endangers, or subordinates that individual, regardless of their willingness to engage in the activity. As such, hazing is a form of harassment and is not tolerated in our residence or campus communities.

Weapons

- Possession and/or use of firearms, ammunition, projectile-emitting objects, explosive devices, as well as other dangerous weapons, chemicals, replicas, including toys, or other objects that can create cause for alarm is explicitly prohibited.

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Key Contacts/Resources

Emergency (Police, Fire, Medical) dial 911

College Student Services and supports

Advising - Advisors help you understand program requirements, set goals, solve problems, evaluate skills, and support educational and career decisions. [Learn more about advising.](#)

Wellness and counselling - Personal wellness is one of the keys to academic success. NSCC provides a range of services that support well-being and mental wellness. [Learn more about wellness and counselling.](#)

Services for students with disabilities - NSCC offers support for students with disabilities, including academic accommodations, customized learning supports, technology services and grants. [Learn more about accessibility services.](#)

Support for Indigenous and African Canadian students - NSCC offers inclusive and culturally-specific supports and services. [Learn more about your advising team](#)

Learning supports - We provide resources to support your learning, such as writing and tutoring services and English as an Additional Language (EAL) programming. [Learn more about learning supports](#)

Libraries - Our library teams can help you with your assignments, writing and research, as well as how to access a large collection of electronic library resources. [Learn more about library services](#)

Career exploration and employment advice - Before you're even a student at NSCC, we can help you navigate the career decision-making process and prepare you for your job search. [Learn more about our career services](#)

Student life - As a student at NSCC, you automatically become a member of your campus Student Association (SA). SAs organize gatherings, campus events, health and wellness initiatives and other fun and inclusive activities. [Learn more about student associations](#)

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Personal Crisis and Wellness resources

Crisis Supports

- **Provincial Crisis Telephone Line** - If you are experiencing a mental health crisis or mental health distress, [contact the Provincial Crisis Telephone Line](#) at 902-429-8167 or 1-888-429-8167 (toll free). If you are physically at risk, please call 911.
- **Sexual Violence Support** - You are not alone. If you have experienced sexual violence, there are a number of ways NSCC can support you. [Read how we can support you if you've experienced sexual violence](#)

Mental Wellness resources

- **HealthyMindsNS** offers a suite of online mental health resources for Nova Scotia's post-secondary students including:
 - o **Good2Talk student supportt line** is a **24-hour, 7-day a week, free and confidential helpline** for post-secondary students in Nova Scotia. The service provides professional counselling, information and referrals for mental health, addictions and well-being. Call 1-833-292-3698 to talk, or text GOOD2TALKNS to 686868. [View information for Good2Talk](#)
 - o **7 Cups** is a free, anonymous and **confidential online peer-support chat** for people who just need to talk. Students can connect to peers on their campus or peer-supporters from around the world. 7 Cups is available 24/7/365. [View more information for 7 Cups](#)
 - o **TAO Self-Help** provides online tools to help with stress, anxiety, relationship problems, anger management, problem solving, communications and evaluating your alcohol and drug use. [Access TAO Self-Help](#)
 - o **Kognito** provides **online training** simulations that teach you how to recognize psychological distress and how to talk with someone about it and get the resources and help you need. [Access Kognito](#)
- **First Nations and Inuit Hope for Wellness Help Line:** 1 (855) 242-3310; 24-hour culturally relevant telephone crisis intervention counselling.