



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

HOUSING

# Residence Handbook

## 2017-2018



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## Important Dates

August 30 <sup>th</sup> , 2017	1st Instalment Deadline for SMC Residence Fees, payment due date for 2017 Fall-2018 Winter Registration and deadline to defer SMC Residence Fees
September 2 <sup>nd</sup> , 2017	Move-in Day, beginning at 9:00am
September 3 <sup>rd</sup>	SMC Orientation Week Begins
September 7 <sup>th</sup> , 2017	Engineering classes begin
September 7 <sup>th</sup> , 2017	Arts and Science classes begin
September 30 <sup>th</sup> , 2017	1st Instalment Deadline ( <b>OSAP/Gov't loan deferral only</b> ) for Residence Fees; Last day to make meal plan changes for the 2017-2018 Academic Year
October 9 <sup>th</sup> , 2017	Thanksgiving Monday (UofT Closed – No Classes)
November 6 <sup>th</sup> – 10 <sup>th</sup> , 2017	Fall Break (No Classes)
November 30 <sup>th</sup> , 2017	2nd Instalment Deadline for SMC Residence Fees and Fee Payment Deadline for 2017 Winter term Tuition and Non-Tuition fees
December 6 <sup>th</sup> , 2017	Last day of classes for the fall semester
December 8 <sup>th</sup> – 20 <sup>th</sup> , 2017	Exam period
December 21st 2017 at 11am – January 2th, 2018 at 9am	<b>HOLIDAY BREAK</b> (the Residence is closed during this break; the occupancy does not include this period). <b>Students must vacate residence within 48 hours of their last exam or by December 21st, 2017 at 11am (latest)</b>
January 3rd, 2018 at 9am	<b>Residence reopens.</b> <b>Students may access their rooms any time after 9am.</b>
January 4th, 2018	Arts and Science classes begin
January 4 <sup>th</sup> , 2018	Engineering classes begin

January 31 <sup>st</sup> , 2018	2nd Instalment deadline for Residence Fees and deadline for Winter Term Tuition <b>(OSAP/Gov't loan deferral only)</b>
February 19 <sup>th</sup> , 2018	Family Day ( U of T Closed – No Classes)
February 19 <sup>th</sup> – 23 <sup>rd</sup> , 2018	Reading Week (No Classes)
March 30 <sup>th</sup> , 2018	Good Friday (U of T Closed)
April 3 <sup>rd</sup> , 2018	Last day of Arts and Science Classes
April 9 <sup>h</sup> – 30 <sup>th</sup> , 2018	Exam Period
May 1 <sup>st</sup> , 2018	Residence Closes. <b>Students must vacate residence within 48 hours of their last exam or by May 1st, 2018 at 11am (latest)</b>

## Section 1: Dean's Message

### Welcome from the Dean of Students!



Congratulations on your admission to UofT and welcome to the St. Mike's student residence! Living in residence is an exciting and time-honoured tradition that will greatly enhance your university experience. At St. Mike's you'll be on the doorstep of the largest and most exciting city in Canada – a city that the United Nations recently ranked the most cosmopolitan in the world. You'll also meet, interact and befriend like-minded people from all over the world.

I urge you to make the most of this once in a lifetime opportunity. Get to know your housemates, interact with your don, explore downtown Toronto and take time to participate in college events. Not only will your residence experience be more rewarding, but you'll greatly expand your network of friends and acquaintances. There's an old business maxim that says "it's not just *what* you know, it's also *who* you know." Of course you'll always need a degree to get your foot in the door, but the personal contacts you make while living in residence can go a long way to help open those doors later in life.

This handbook is jam packed with useful information. I realize that most people don't read instructions until they've tried to go it alone first; however, as someone who was once a new SMC resident just like you, I promise that reading this handbook at the beginning of the semester will go a long way to improving the transition to your new home. So why not get yourself a Tim Horton's coffee\*, sit back in a comfortable chair, and take a quick look through this handbook. I guarantee it will answer many of the questions you either have now, or will have in the near future.

Once again, a warm welcome to St. Michael's College – and good luck!

Best Regards,

A handwritten signature in black ink, appearing to read 'Duane Rendle'.

**Duane Rendle**  
Dean of Students

\*Did you know Tim Horton was a former St Michael's College resident? It's true



## Section 2: Office of the Dean of Students

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### The Dean of Students



Mr. Duane Rendle

The Dean of Students is a member of the College's Senior Management team and oversees all aspects of student life programming for both residence and commuter students.



### The Assistant Dean, Residence Life

Mrs. Katie Forjoe

The Assistant Dean, Residence Life oversees residence life programming, manages the don team, responds to crisis situations, and provides para-counselling.

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### The Residence Operations Coordinator

Ms. Laura Rabold

The Residence Operations Coordinator coordinates the day-to-day administration and operations of SMC Residence, coordinates the annual admissions process, and liaises with current & prospective residents.

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## **Supervisor, Housing Operations**

Apostolo Zeno

The Supervisor, Housing Operations supervises all elements of the SMC residences including operations, admissions, finances, as well as the Summer Housing department.

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## Section 3: Safety, Security and Health Concerns

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### Available Resources, Hospital Locations, Fire Safety,

### Resources for Medical and Safety Needs

#### Emergency

Emergency Services	911	Fire, Ambulance, Police
U of T Police: Urgent	(416) 978-2222	
U of T Police: Information	(416) 978-2323	
Metro Police 52 Division, (non-emergency)	(416) 808-5200	

#### Campus Safety and Security

24 Hour Porter's Desk	Ext. 2099	
MCOR Security (SMC)	(416) 677-8663	
Residence Office	Ext. 7127	
WalkSmart Service (UofT)	(416) 978-7233	7pm to 1:30 AM daily

#### Health

Telehealth Ontario	1-866-797-0000	Toll-free medical advice
Health Services, U of T	(416) 978-8030	
Bay-College Medical Services	(416) 929-1900	Walk-in Clinic

#### Crisis Intervention

Gerstein Centre	(416) 929-5200	24 hr crisis intervention
Toronto Rape Crisis Centre	(416) 597-8808	24 hr crisis intervention
Assaulted Women's Helpline	(416) 863-0511	24 hr crisis intervention
Distress Centre	(416) 598-1121	24-hour crisis hotline

#### Maintenance

24 Hour Porter's Desk	Ext. 2099	24/7
Physical Plant	Ext. 2095	7.30AM to 3.30PM, weekdays



## Health Concerns

### Downtown Hospitals and after hours walk in clinics

The closest walk-in clinics to our campus are:

- “Bay-College Medical Services” located at 790 Bay Street (416-929-1900) and
- “Downtown Doctors” at 720 Spadina Avenue (416-929-1530)



## Urgent Emergencies

If you require immediate medical attention after hours, you may need to visit an emergency room or call 911 for immediate on-site medical assistance from a paramedic.

### Nearest Emergency Room

The nearest emergency room is the Toronto General Hospital (at Gerrard and Elizabeth St). Be sure to take your Health Card (OHIP, UHIP, or provincial health card), and something to occupy your time while you are waiting

### UofT Health Services: (416) 978-8030

Located in the Koffler Centre at 214 College Street, services include: family physicians, health education and counselling, immunizations, as well as sex education and contraception information.

### First Aid Kits

Centralized first aid kits are available at the Porter's Desk and with each Don.

### Medical Advice by Phone: 1-866-797-0000

To speak to a medical professional who can help you decide whether you need immediate medical attention or should simply make an appointment with a physician, call Tele-Health Ontario.

## Safety and Security

### U of T Police

**(416) 978-2323 or (416) 978 – 2222 (emergency line)**

Licensed Police Officers that work directly for U of T and are contacted regarding issues that are considered serious within the campus community.

For urgent matters call (416) 978-2222; for non-emergency matters or information (416) 978-2323

### Walk-Smart Service

**(416) 978-7233**

Patrollers are available to escort residents, students, staff and visitors to and from any location on the St.

George campus, including subway stations, from dusk till dawn every day. Call the number above to request a Walk-Smart escort.

### **The Community Safety Office (416) 978-1485**

They provide support, advice, and information about intervention options for individuals whose personal safety had been compromised. They provide referrals to appropriate resources on/off campus and assist with safety plans. Their website offers a complete description of their services and many excellent resources:

<http://www.communitysafety.utoronto.ca>

### **Emergency Alert Stations**

These are the red posts located around the U of T campus which when activated, directly connect to

## **Theft Prevention**

Students are expected to abide by the following safety protocols:

- Exterior doors to your floor or building should NEVER be propped open.
- Report suspicious people to your Don and/or the Porter's Desk.
- Do not allow non-residents to gain access to your building by trailing in behind you.
- Never lend your key card to anyone and report lost keys immediately

## **Fire Safety**

### **Upon discovery of smoke or fire:**

- Leave the fire area, taking anyone in the immediate vicinity with you.
- Close all doors behind you.
- Sound the fire alarm by activating a fire alarm pull station, if safe to do so.
- If you have to call 911, know and give the correct street address of your building and the location of the fire in that building.
- Use the exit stairwells to leave the building immediately, if safe to do so.
- Do NOT use the elevator.
- Do not return until it is declared safe to do so by a fire department official.

the U of T Police and display your current location to the dispatcher.

These stations can also be used to request a Walk-Smart escort. There are two emergency alert stations at St Mike's – one between Teefy Hall and Carr Hall, and another by the north entrance of Brennan Hall by the Coop.

### **Porter's Desk- (ext. 2099) / MCOR Security (416) 677-8663**

You can contact MCOR security and/or the Porter's Desk for general assistance, to report suspicious persons or security issues and to assist with maintenance emergencies (e.g. flooding).

### **If you are in a suite and a fire alarm signal is heard:**

- Before opening the door, feel the door and door-knob for heat. If it is not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly. If you find no fire or smoke in the corridor, close the door behind you and leave by the nearest exit stairwell.
- If you encounter smoke in the corridor or stairwell, consider taking the corridor to the other side of the building where another stairwell (if provided) may be clear, or return to your suite.

**Follow the instructions below.**

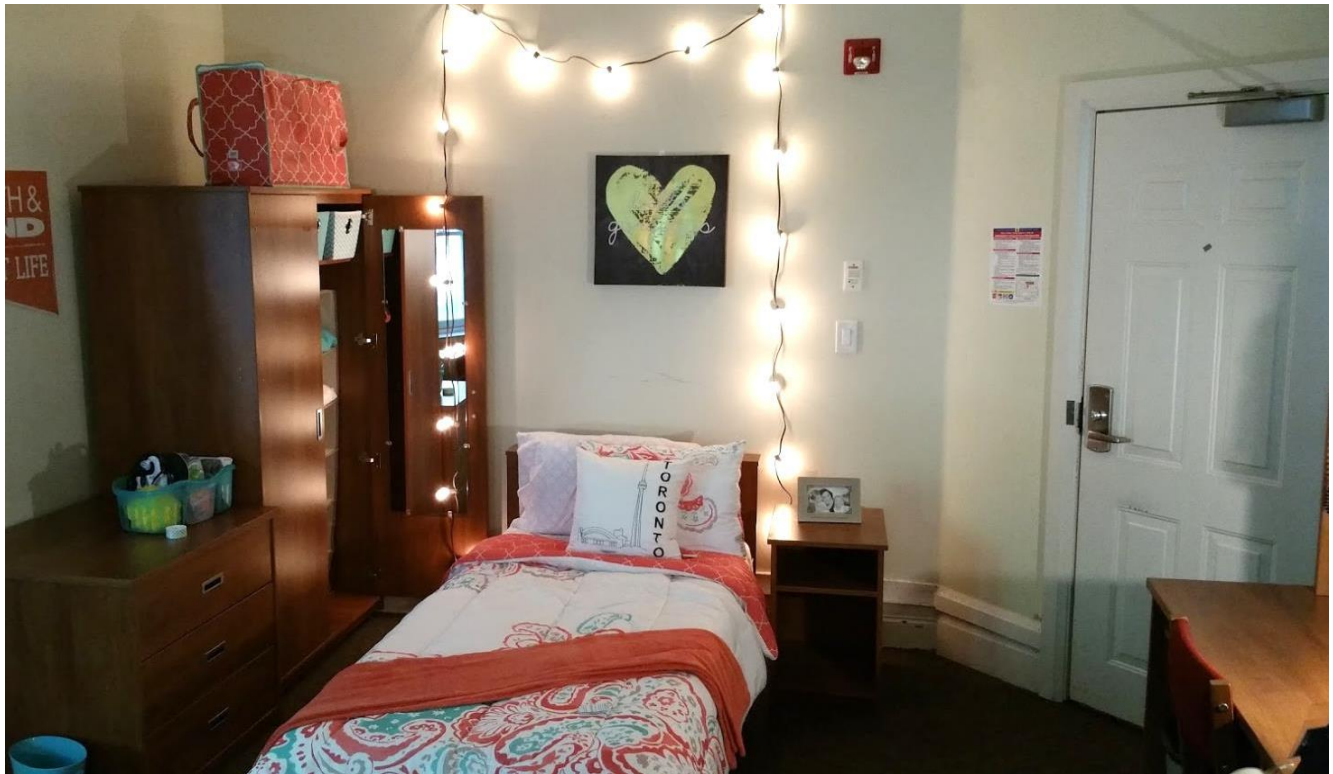
- If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and close the door.
- **If you require assistance, dial 911.**
- Tell the Fire Department where you are and then signal to fire-fighters by waving a sheet out your window.
- Unlock the door for possible entry by fire-fighters.
- Seal all cracks where smoke can get in by using wet towels or sheets to seal the door openings.
- Crouch low on the floor if smoke enters the room.

- Move to an outside window and partially open the window for air. Close the window if smoke comes in.
- Wait to be rescued. Remain calm. Do not panic and do not jump.

**In general, residents are expected to:**

- Know their correct building address and where the fire alarm pull stations and exits are located in their house. This information can be obtained from the dons.
- Call 911 whenever in need of emergency assistance.
- Recognize the audible fire alarm signal and the procedures established for safe evacuation.
- Report any condition immediately which may be a fire hazard to their don.

## Section 4: Residence Life – Residence Rooms, Amenities, Meal Plans



Living in residence can be a fantastic experience. To ensure that you and your peers have a great residence experiences please keep the following things in mind:

### Visiting Hours

All residents are expected to abide by the visiting hours which are:

**10 a.m. – 11 p.m., Sunday through Thursday.**

**10 a.m. – 12:30 a.m., Fridays & Saturdays.**

### Residence After Hours

All residence building entrances are monitored by security 24/7. Residents only have access to their assigned building/floor.

### Video Intercoms

Video intercoms give students the ability to contact the Porter's Desk from the entry door to their building; they also allow the Porter to view the entry areas remotely from the Security Desk. Intercoms

are installed at the following buildings: Sorbara Hall, Elmsley Hall and Queen's Park. This system helps the College to better monitor who is entering our dormitories in the late evening and overnight periods. Once visiting hours end (i.e. after 11 p.m. Sun-Thurs and 12:30 a.m. Fri-Sat) students are no longer able to use their key card to swipe into their building; instead, they will be asked to:

- (a) press the button on the video intercom terminal to call the Porter
- (b) hold their student card to the video camera

Once the Porter has verified your identity you will be “buzzed in” remotely, similar to the way many large condominiums control access to their buildings.

The video intercoms have been installed at the following entryways:

- south-east entrance of Elmsley
- north-west entrance of Sorbara
- south-west entrance of Sorbara
- south-east entrance to Sorbara (barrier-free entrance)
- entrance to Fisher
- entrance to Teefy
- entrance to More

If a student buzzes the Porter and says they feel unsafe, the Porter will immediately buzz them into the building without checking their ID. The porter will then dispatch the guard to investigate the situation and/or contact Campus Police if required.

## Sex, Drugs and Alcohol

Legally, someone under the influence is considered unable to consent to sexual activity which means those who try could be charged with sexual assault. Alcohol or drugs should also never be used to give you the courage to do something you ordinarily wouldn't.

## Sexual Harassment

Sexual Harassment is defined as unwanted sexual attention or an undue focus on a person's sex or sexual orientation. It may include: suggestive comments or gestures; sexual innuendo or banter; leering; inappropriate remarks about looks, dress or lifestyle; pressure for dates; homophobic insults; verbal abuse; or intrusive physical behaviour or contact. Behaviour that is NOT considered sexual harassment includes: consensual sexual interaction; physical affection between friends; mutual flirting, joking or teasing; or general statements of opinions or belief. Be sure you know the difference.

## Respectful Language

St. Mike's strives to promote a friendly, respectful, and inclusive environment. Racist, homophobic, and/or gender-based comments, or any language considered vulgar and intimidating, may contravene with our conduct and will not be tolerated.



## Stalking

Repeatedly following others from place to place, and/or sending unwanted emails or text messages can meet the definition of stalking. If someone tells you they're not interested, take them at their word and don't assume they're playing hard to get. Remember, stalking is not just a residence issue; it's a criminal one.

\*For guidance, advice or referrals on any of the above issues, please contact your don or the Dean's Office for assistance.



## Ask First

All forms of sexual activity and intimate contact – including kissing and touching – require consent. If you don't ask, you risk doing something that another person does not want. This can lead to strained friendships, damaging gossip, and in some cases, charges under the university's code of conduct or even criminal charges. For more information, see [www.askfirst.utoronto.ca](http://www.askfirst.utoronto.ca)

## Alcohol

Only students aged 19 or older may possess or consume alcohol in residence. If you choose to drink, remember your ABC's: Always Be in Control. Be wary of people who offer you free drinks or are eager to help you get home when you've had too much. Instead, make plans to go home with a trusted friend before going out.

## FAQ's about Alcohol in Residence

At St. Mike's Residence, we strive to ensure that students who choose to consume alcohol do so safely, legally, and in a way that respects the welfare of their fellow residents. To avoid any misunderstandings that could lead to disciplinary action, please familiarize yourself with these FAQ's before moving into residence.

As you have likely inferred from the Alcohol ABC's, The University of St. Michaels College takes the safety of its residents very seriously when it comes to alcohol use. To this end, our college has decided to follow the lead of other North American universities in banning hard liquor (i.e. spirits and liqueurs) from the residence dorms. Beer, cider, wine and premixed cocktails will still be allowed, but only by those who are 19 years of age although, any unopened bottles of hard liquor that are found in the dorms will be subject to confiscation.

### Who is allowed to consume alcohol in residence?

Only those who are 19 years or older may possess or consume alcohol on campus.

### In which areas of the residence can alcohol be consumed?

Alcohol consumption is permitted only in individual residence rooms. Drinking in all other places including hallways, common rooms, foyers, patios, bathrooms, laundry rooms, elevators, fire escapes, or outside on any part of the College grounds, is strictly prohibited.

### Who is in charge with enforcing the rules pertaining to alcohol?

The Residence Life Staff or more specifically, the Dons are. In order to ascertain whether students with alcohol are of-age, Dons will often ask to see their ID.

### What happens if I'm underage and I get caught with alcohol?

Open alcohol in your possession will be poured out. Unopened alcohol in your possession will either be poured out or confiscated depending on the amount. Confiscated alcohol will be taken to the Dean's Office.

### What happens if I am of age, but get caught drinking in a restricted area?

You can expect to be treated the same as someone who is underage (i.e. your alcohol will be poured out or confiscated).

### **What if I refuse to pour out my alcohol, allow it to be confiscated, or produce ID when I'm asked?**

Refusing to do any of the above will result in your name being referred to either the Dean's Office or the Campus Police. Rest assured that allowing your case to be escalated to these departments will result in much more serious sanctions than simply losing your alcohol.

### **How would a Don know if I'm underage?**

Dons have been instructed to assume that all freshmen students are underage unless they can prove otherwise. As well, all Dons will be given a list that includes their students' birthdays and photos.

### **What is the ABC campaign?**

ABC stands for Always Be in Control which is our expectation for all students who choose to consume alcohol on campus. Drinking to the point of staggering, slurring your words, getting 'room spins', passing out, vomiting, etc. is not only unsafe, but will make you look immature and cause disruptions for your fellow residents. Remember, control is attractive; being visibly drunk is not.

### **What are some ways to ensure that I remain in control when I drink?**

- Avoid shooters, drinking games or any other activity that has rapid or excessive consumption as its goal.
- Stick to beer and wine – avoid hard alcohol.
- Alternate between alcoholic and non-alcoholic drinks.
- Stop drinking as soon as you notice you're getting inebriated – or someone suggests you've had enough.
- Avoid communal purchases of alcohol such as kegs (which are prohibited in residence). Going in on the purchase of alcohol with a group tends to encourage excessive consumption as people try to ensure they're getting their money's worth.

### **If someone I know has had too much to drink, where can I go for help?**

Call your Don or contact the Porter's Desk immediately. You don't need to worry about getting in trouble for reporting that you (or someone you know) have had too much to drink. The safety and well-being of our students is our paramount concern and Dons will never punish students for reporting that someone's had too much alcohol. On the contrary, they will be thankful it has been brought to their attention.

### **How is "having too much to drink" defined?**

If someone is drunk to the point of vomiting, slipping in and out of consciousness, unable to answer simple questions, or cannot be awoken, you should contact a Don, the Porter's Desk, or seek medical attention immediately.

### **What is the Bacchus maneuver?**

This is a first aid procedure designed to prevent people who have had too much to drink from choking if they throw up. The person should be placed lying on their side with one arm extended above them and their nearest hand tucked under their cheek to help maintain a head tilt.





## Roommate Etiquette

Having a roommate during your freshman year is a time-honoured part of the university experience. While having a roommate has its advantages, both parties will have to compromise in order to get along. In order to forestall potential conflicts, it is highly recommended that you sit down with your roommate during your first week, and discuss how you would prefer handling the following situations:

### **Sleeping Schedule:**

Discuss your time preferences for going to bed and waking up during the week and on weekends. How will you handle a situation where you come home and your roommate is already asleep?

### **Study Schedule:**

Do you want your room or the library to be your preferred study area? Do you prefer to study with the music on or off?

### **Telephone:**

What is the latest you would prefer your roommate to talk on the phone and receive calls?

### **Music:**

What kind and how loud do each of you prefer the music to be in your room?

Do not automatically assume your roommate shares your same taste in music.

### **Hygiene/Cleanliness:**

It is imperative that both practice good hygiene. Do not use overpowering amounts of cologne or perfume.

Don't throw wet garbage (e.g. banana peels, apple cores, pizza crusts) in the garbage can in your room – use the one in the hallway which is emptied daily.

Don't let your dirty clothes pile up and always keep them in a laundry basket – preferably one with a lid.

### **Guests:**

Residents are more than welcome to invite guests over, but please remember that you are responsible for their actions. Make sure your guests realize that

your roommate's possessions are off limits (this includes their bed for lying on) and to respect our residence standards. Please ensure that you and your guests adhere to visiting hours.

### **Borrowing & Lending:**

Don't make a habit of continually borrowing things from your roommate, even if they originally give you permission. Every year people who initially say "what's mine is yours" often grow to regret their initial generosity.

If you borrow something (no matter how trivial) always replace, or at least offer to replace it – even small things like snacks, makeup, razors, etc.

It is strongly recommended that you never ask your roommate to lend you money, buy things for you or cover your share of a joint bill. If your roommate was generous enough to lend you money, don't make them ask for it to be returned – pay it back immediately.

It is highly recommended that you do not ask to borrow your roommate's clothes.

### **Final Thoughts:**

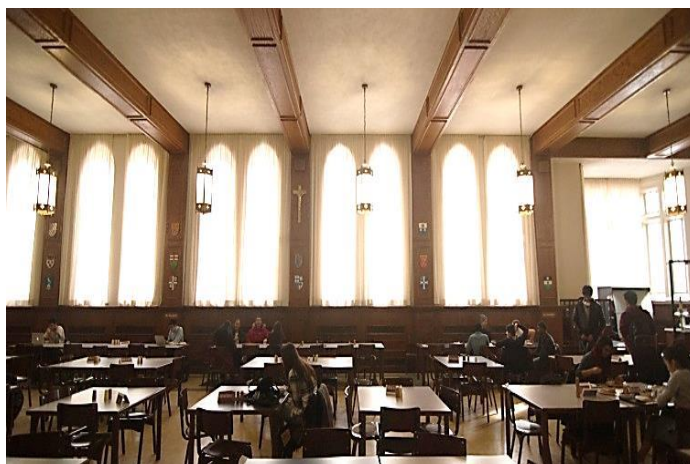
The key to being a good roommate is not necessarily sharing identical interests or friends, but being respectful and considerate of your roommate's privacy and communicating honestly, yet tactfully, when problems arise. With a little effort and some open communication, you should be able to establish a framework for a mutually comfortable living arrangement. If disputes arise that you have not been able to resolve on your own, please bring the matter to the attention of your don.

## Residence Meal Plan

Meal Plans are mandatory for all students who wish to reside at SMC Residence.

### Why the Canada Room?

Located on the second floor on the South Side of Brennan Hall, the oak-paneled hall is decorated with the arms of Canada and the shields of people and institutions connected with our history. On the east wall is a reproduction of ‘St Michael’ by the Guido Reni (died 1642). Nearby on the north wall is the 17th-century “Portrait of a Gentleman,” attributed to Peter Lely. On the west wall, “Our Lady of Wisdom,” showing Mary with the infant Jesus surrounded by four great Catholic thinkers — Augustine, Ambrose, Gregory, and Jerome (19th century). Operated by Chartwells, the dining hall offers an “All You Can Eat” dining experience. Your T-card is swiped upon entry into the dining facility and you may choose whatever you wish to eat. We offer diverse and nutritious options; vegetarian, vegan, halal, and gluten-free options are always available. Other dietary restrictions can be accommodated through Food Services.



### Canada Room Meal Times

To better accommodate the hectic student schedules, our dining program has moved from traditional fixed meal times, to a concept called ‘continuous dining’ which allows you to enter the dining hall as many times as you wish.

Monday to Thursday (7:30AM – 9:00PM)			Friday (7:30AM – 7:00PM)	
Breakfast	Hot	7:30AM – 9:30AM	7:30AM – 9:30AM	
	Continental	9:30AM – 11:30AM	9:30AM – 11:30AM	
Lunch	Hot Lunch	11:30AM – 3:00PM	11:30AM – 3:00PM	
	Late Lunch	3:00PM – 5:00PM	3:00PM – 5:00PM	
Dinner		Hot Dinner	5:00PM – 7:30PM	5:00PM – 7:00PM
		Late Dinner	7:30PM – 9:00PM	N/A

### Weekends/Holidays/Reading Week (10:30AM – 7:00PM)

Brunch	10:30AM – 3:00PM
Late Lunch	3:00PM – 5:00PM
Dinner	5:00PM – 7:00PM

## Types of Meal Plans

SMC Offers continuous dining with our 2 meal plan options:

- **5 day Meal Plan** (Monday to Friday) – with \$200 Flex Dollars
- **7 day Meal Plan** - with \$200 Flex dollars

Each meal plan includes \$200 flex dollars which are accepted exclusively on the USMC Campus (including Kelly Café).

Students have until September 30<sup>th</sup> to change their meal plan and flag any food allergies or dietary concerns by the Residence Office.

After September 30<sup>th</sup>, only meal plan upgrades will be permitted and meal plan fees are not pro-rated.

## Missed Meals

Unfortunately, no refunds will be issued for missed meals or unused Flex Dollars. Flex Dollars cannot be used after move-out and do not carry-over to the next academic year in residence. However, bagged lunches are available for those who cannot visit the Canada Room due to class conflicts. These can be requested at the cash desk in the Canada Room in the morning. When you collect your bagged lunch, your T-card will be swiped by the cashier. Bagged lunches are only available when classes are in session and not during exam periods, Reading Week, weekends, or on holidays. Unfortunately, health regulations prevent us from allowing hot meals to be taken out of the Canada Room for consumption at a later time; as a result, all bag lunches are cold.

Sick Trays are also available to students who are too ill to visit the Canada room. Please talk to your don to arrange this.

## Meal Card on your T-Card

At the beginning of the year your meal plan is loaded on to your T-Card (i.e. your Library Card/Student ID) which you are required to bring to EVERY meal. If you arrive without your T-Card you will have to pay cash at the door. Your T-card is non-transferable; those in violation will have their card confiscated and lose their meal privileges until they've met with a member of the Dean's Office staff.

If you lose your T-card, report it to the Food Services Office / management immediately. You will need to get a replacement ([www.utoronto.ca/tcard](http://www.utoronto.ca/tcard)) and visit the Food Service Office (Brennan Hall rm. 206) to have it re-activated.



## Conduct

You will soon notice that staff, faculty, and visitors often join the residents for meals in the Canada Room. In order to keep the dining hall a pleasant environment for all, appropriate behaviour is expected. Arriving in pyjamas or bathrobe, shirtless or shoeless, etc. is considered inappropriate. Unruly behaviour will be dealt with by the Food Services staff and/or the Residence Life Staff. No utensils, dishes, trays, beverage, or food may be taken out other than bagged lunches or sick trays. Upon the

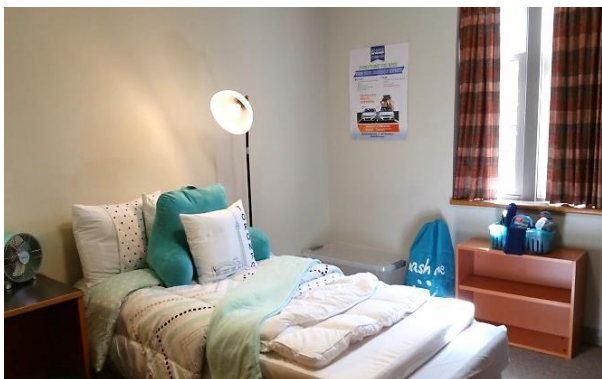
completion of their meal, all residents are expected to clear their trays at the dish return room located at the end of the Canada Room.

## Suggestions

Residents are encouraged to send suggestions, comments or feedback to Food Services via email or dropping by the “Director’s Table” held monthly in front of the Canada Room. The Residence Office and Food Services Staff meet on a regular basis and address all comments, feedback or complaints.

## Residence Rooms

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### Room Inspections

Upon move in, students are required to complete an online Room Inspection. The residence office staff does a thorough room inspection prior to move-in and move-out days. Students will be charged accordingly for any damage to their room and furniture that was not noted on their Online Room Inspection form (charges will be added to their ROSI/ACORN account). You will receive an email prompting you to complete your inspection form.

### Room Furniture

All furniture in student rooms is inventoried by the Residence Office prior to move in day and students will be charged for any missing piece at year's end. Students are not permitted to remove furniture from their room as the College does not have enough storage space to accommodate these requests.

### Walls/Ceilings

Posters and other decorations should be secured with the adhesive squares provided by the Residence Office at the beginning of the year. Please note that the following objects are prohibited from residence as they are extremely difficult to remove and damage the surface over time: Adhesive putty (especially the blue kind), stickers on any surfaces, the placement of cork or mirrored tiles on the walls, and fluorescent 'stars'

### Doors

Display of offensive material on the outside of the doors or in any other public forum is prohibited.

### No Cooking in Residence

Cooking is not permitted anywhere in residence as (1) it poses a serious fire hazard (2) fire alarms are invariably triggered by burnt food (3) washing dishes in the bathroom sinks leads to clogged drains, both from food particles and grease. (4) the smell of cooking and dirty dishes attracts ants, rodents and other pests and (5) cooking appliances draw a lot of power and have a tendency to overload the circuits and cause power outages. Although fridges, microwaves, coffee makers and kettles are permitted, power bars are highly recommended. Students are encouraged to communicate with their neighbours to make sure they don't unwittingly overload the same circuit.

### Renting Mini Fridges

St Mike's has a modest supply of mini fridges that we rent to our residents at a rate of \$80 for the academic year, the fee will be charged to your ACORN/ROSI account. Our staff will deliver the fridge to your room. If you are not able to reserve a fridge through the Residence Office, you may also purchase or rent a fridge from a company called Store Your Dorm ([dormessentials.ca](http://dormessentials.ca)).

### Insurance

We suggest making sure that your parents' household insurance policy will cover your belongings while living in residence. This is usually the case for students who are under 25 years old. If you find that you are not covered, we recommend purchasing insurance from a private company to guard against theft or damages.



## Amenities

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### Wellness Studio

A studio space is available on SMC Campus for all enthusiasts who would like to teach or learn forms of martial arts, yoga, aerobic or dance. Classes are taught by volunteer instructors throughout the year

### Weight Room

The SMC Weight room is open to all current St. Michael's College Students and Alumni via membership. Membership can be purchased from the Porter's Desk for \$20.00 per semester.

### Cardio Room

All residents are invited to use the SMC Sorbara Cardio Room located in the Lower Level of Sorbara Hall. Access cards can be signed out Sorbara Cardio room from the Porter's Desk.

### Music Room

SMC has a music room in residence, located on the lower level of Sorbara Hall near the laundry room. If students from other buildings wish to obtain a key

### Laundry Rooms

Laundry Rooms are located in the basement/ground floor of each building. All machines use cash cards; the machine to add money to your laundry card is located on the ground floor of Elmsley Hall. All students receive an unloaded laundry card on move-in day.

### Bike Room and Repair Station

Please note that residents are not permitted to store bikes in their rooms as this inevitably causes damage to the walls and carpets. Bike racks are located in the lower level of Sorbara Hall, and as next to the South entrance of Elmsley Hall. Please visit the Porter's Desk for access to the Bike Shed.

A good lock and insurance are strongly recommended. A permanent bike repair station and air pump are located by the Elmsley Hall South Entrance.

## Residence Services & Facilities

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for the Music room they may visit the Porter's Desk to sign-out an access card. The Student Lounge in Brennan Hall is also home to an upright piano

### Common Rooms

Each house has a Common Room where housemates can meet, watch TV, play games or just hang out. Common rooms are equipped with a TV, cable, mini fridge, microwave and seating. Common rooms can be used for study as well as recreation, but recreational activities should take priority in the event of a conflict. Common rooms should not be used as bedrooms by guests. Drinking alcohol is not permitted in Common Rooms – even by students 19 and over. No furniture should be taken from the Common Rooms for use in individual rooms.



## Porter's Desk (ext. 2099)

Open 24 hours and serves as the first point of contact for security and maintenance issues. The desk also handles key card problems such as lost keys and lock outs, distribution of the weight room and cardio room keys.

### Lockouts:

If you lock yourself out please see your don or another don in your building or visit the Porter's Desk in Elmsley Hall to get a temporary replacement card. Please note the key must be returned within a 30 minute period in order to avoid charges.

### Lost Keys:

Lost key cards are subject to a \$20.00 fee.

### Defective Keys:

If your key stops working due to wear and tear, you can get a replacement from the Porter's Desk.

## Letters, Packages & Couriers:

### Mail Desk (ext. 3348), email: [maildesk.stmikes@utoronto.ca](mailto:maildesk.stmikes@utoronto.ca)

When a letter or parcel arrives for you, the mail room will send an email notification to your university email address. This email will contain information about the type of item that has arrived, either a letter or a parcel, and will also tell you when and where you can pick it up. The Mailroom is located in the ground floor of Elmsley Hall.

### Mailing Address:

**Your Full Name**  
**USMC Residence**  
**81 St. Mary Street**  
**Toronto, ON**  
**M5S 1J4**

## Email Notifications:

It is important to note that even if you receive an email from a company or courier telling you that the parcel has been delivered it does not mean that the parcel is ready to be picked up. Please wait until you have received an email from the mailroom before you retrieve your parcel. You may receive more than one email from the mailroom - this just indicates that you have received multiple items. It is important to check your university email regularly so that you don't miss any notifications. It is also important to check the spam setting on your email to make sure that the notifications are being sent to your inbox.



### HOW TO CLAIM YOUR LETTERS AND PARCELS:

After you have received an email notification from the mailroom, you can pick up your item during the mailrooms regular business hours. You will need to present your student id card or another piece of photo identification to the mailroom staff in order to verify that the correct item to be picked up.

### AFTER HOURS PROCEDURES:

If a parcel arrives after hours it will be stored securely and will not be available for pick-up until the mailroom has processed it on the next business day.

### BEFORE YOU LEAVE RESIDENCE:

Due to space limitation it is not possible for the mailroom to store parcels or letters after you have left residence. If items do arrive after you have left they will be returned to sender. In order to avoid any disruption with your parcels and mail it is important to update your accounts or orders to the correct address. It is best to do this several weeks in advance of your move-out date. One final point, it will not be possible to forward your mail through Canada Post. This is because all of the universities mail is delivered as a bundle it is not possible for them to redirect the mail in the same way that they are able to for individual houses.

### MAILING LETTERS AND PARCELS:

The mail room does not sell stamps, however if your letter already has a stamp you can drop off the item and we will put it into our daily pick-up. The mailroom can also help with parcels that have a prepaid label already attached. These parcels can be added to the next available pick-up by the courier company

## Janitorial Service and Cleaning Equipment

Our janitorial and housekeeping staff are responsible for cleaning the washrooms and common areas of the residences, however, students are expected to clean up any excessive messes they make in these areas. Concerns about the cleanliness of your house should be brought to the attention of the Facilities & Services department by emailing [services.stmikes@utoronto.ca](mailto:services.stmikes@utoronto.ca) or to the Residence Office by emailing [smc.residence@utoronto.ca](mailto:smc.residence@utoronto.ca). Students are responsible for emptying their own garbage and vacuuming their own rooms. Internet Service

If you have any questions or concerns, please contact the SMC Network Administrator at [smc.resnet@utoronto.ca](mailto:smc.resnet@utoronto.ca) or by telephone at ext. 2088

### Repairs/Work Orders

If your room requires repairs, send an email to [services.stmikes@utoronto.ca](mailto:services.stmikes@utoronto.ca). In the subject line, write “Work Order”. Be sure to include the following key information:

- Your full name
- Your room and building number
- Your phone number
- A detailed description of the problem

You may also visit the Porter’s Desk to report problems.

### Examples:

Light bulbs, Internet problems, Sink/bathroom issues, blown fuse.

### **Cable TV Installation**

TV service in residence rooms is a private arrangement between yourself and Rogers Cable and Rogers will bill you directly for all monthly charges. To obtain service, simply contact Rogers and ask them to connect the service to your room (416-448-7333). Be sure to tell them your building name, room number, as well as your mailing address and mail box number.

### **Telephone Service**

All residence rooms are equipped with a phone which includes free local calling and some other handy features.

#### **Residence Phone Number**

- The general phone line to reach SMC residents is 416-926-1300 followed by your 4 digit extension (you will be prompted to hit 1, then the extension of the person you are dialling, then #).

#### **Internal Calling/ External Calling**

- For internal calling, Dial the 4 digit extension
- To make an external call, Dial 9 + the phone number
- (All local calls in Toronto require the area code + the 7 digit number)

#### **Voice Mailbox Number & Password**

Your 'voice mailbox number' is the same as your 4 digit extension; it is NOT the same as your mailbox in the mail room. Your default password is "12" followed by your digit extension.

#### **Logging On For the 1st Time**

- Log on by entering 7299
- When prompted for your mailbox number, enter your 4 digit extension plus the # key
- When prompted for your password, enter "12" followed by your 4 digit extension (this is your default password)
- You will now be prompted to create your own private password for security reasons; be sure to write this number down so you don't forget it).

#### **Forgot Your Password?**

Call Network Admin at #2088.

#### **Message Light Indicator**

A red light at the top of your set will indicate new messages. Messages are stored for 7 days. To check your voicemail box: Dial 7299, Enter your 4 digit extension + # and Enter your password + #.

## Heating and Cooling



*Ontario bylaws require all those who manage residential buildings, to provide their tenants with the ability to heat their apartments to a minimum of 21 degrees Celsius .To meet this requirement, USMC (and many other Toronto apartments and condos) traditionally schedule their annual switchover from cooling to heating mode for mid-October.*

### Elmsley Hall & Queen's Park Buildings:

The rooms in these buildings are heated by hot-water radiators located by the window. The system is activated in mid-October and heat will begin to circulate through the building's radiators. Elmsley residents can control the heat by using the Honeywell thermostat on the wall to the right of the window; Fisher, More, and Teefy residents can control the heat by turning the white control knob on the base of the radiator. It works like a tap to control the flow of hot water into the radiator. Contact your Don if you need help.

### Sorbara Hall:

Each room is equipped with a heating and cooling unit that sucks air in from the vent near the ceiling and blows it out the vent under the closet; make sure these vents are not obstructed! The power switch for the unit is inside the closet. Make sure the power switch is ON (pointing up). On the side of your closet you'll find a Honeywell thermostat. For heat set the temperature control switch on the right side of the unit to HEAT and then set the fan switch on the left side to AUTO. Adjust the sliding temperature control on the bottom of the unit to a comfortable temperature. For cooling, set the temperature control switch on the right side of the unit to COOL, and then set the fan switch on the left side to AUTO.

**Please Note:** When your thermostat is set to AUTO, the unit will automatically turn itself on or off to maintain the selected temperature. Save energy and preserve our environment by changing the thermostat setting or shutting it off when you leave your room for the day.

### Historic Houses:

Each room is equipped with a heating and cooling unit, either mounted on the floor or within the ceiling. For heat set the temperature control switch on the right side of the switch to HEAT and then set the fan switch on the left side to AUTO. Adjust the sliding temperature control on the bottom of the unit to a comfortable temperature. For cooling, set the temperature control switch on the right side of the unit to COOL, and then set the fan switch on the left side to AUTO.

**Please Note:** When your thermostat is set to AUTO, the unit will automatically turn itself on or off to maintain the selected temperature. Save energy and preserve our environment by changing the thermostat setting or shutting it off when you leave your room for the day.

## Section 5: Getting involved – SMRC, House Council, SMCSU, Dean’s List, The Mike, Intramural Sports, Kelly’s Corner and The Grammateio

### Residence Council

The St Mike’s Residence Council (or SMRC) is in charge of coordinating the annual athletic tournaments, inter-house competitions known as the Dean’s Cup, individual competitions and a variety of social events that occur throughout the year, represent and serve the Student Residence community. In addition, the SMRC is the official liaison between the residence students and the Residence Administration.

### House Council

The House Council is responsible for organizing social, athletic and recreational within each house. Through these activities, the council will assist you in transforming your house from a group of strangers living independently within the same building, into a cohesive unit – an extended family if you will – with a collective identity and a community spirit. Remember, a residence house is a place where there should be no strangers – where everyone should know the names of their fellow housemates and make an effort to get to know them. It’s a place where friendships and memories are made that will last long after university is over. Quite simply, the job of the House Council is to turn your residence from a hotel, into a home.

#### What makes a successful House Council?

Successful house councils are those that display an outgoing personality, are organized, approachable and have a creative sense of fun! They should be prepared to listen to and respect the wishes of their housemates. House council members are expected to get to know all the members of their floor—even those who may be shy or reserved at first. They should maintain regular communication with their housemates, both informally (e.g. through casual conversation) and formally when required (e.g. calling a

*There are three positions on the House Council:*

**President:** The President leads the House Council in planning house events, calling house meetings, initiating communication with the sister/brother floor, and attending occasional meetings called by the SMRC.

**Dean’s Cup Rep:** The Sports Rep is particularly designated to promote participation and support (i.e. spectators) for the Dean’s Cup events scheduled by the SMRC.

**Treasurer:** The Treasurer is primarily responsible for collecting house fees and keeping a record of house income and expenditures. The amount of each house fee will be voted on at the first house meeting.

**Councillors at Large:** Up to three councillors at large can be appointed by the House Council to assist with various projects the floor may be initiating. This is a good opportunity for those who were not successful in running for one of the other positions to make a contribution to the floor. They also eliminate the unwieldy practice of having two “co-presidents”, two “co-sports reps” etc.



house meeting to ask for input when planning larger events.) House council members should also maintain regular communication with their don(s) about issues of importance to their fellow residents.

### **What are the benefits of service and participation?**

Although service is always its own reward, being a house council member is also something that looks good on a resume. In some cases it can serve as a stepping stone to greater leadership opportunities at SMC—for instance, many of our dons were once House Council members.

If you are interested in being on your floor's house council you should be prepared to introduce yourself at the first floor meeting and provide some reasons why you would make a good council member (i.e. ideas you have for events, past leadership experience etc.). Your housemates will then cast their vote.



## **St. Michael's College Student Union (SMCSU)**

The St Michael's College Student Union (SMCSU), located in Brennan Hall, is the representative body for all SMC Students whether they are in residence or commute from home. The high-spirited leaders of SMCSU plan and sponsor many activities and clubs that enrich the social, cultural and spiritual lives of our students. SMCSU has planned a wide variety of fun activities for the upcoming year including various pubs, movie nights, barbecues, intramural sports, the Double Blue Formal and much more! Keep your eyes and ears open for info on the many SMCSU activities, and feel free to get in touch with them if you have any questions.

### **Intramural Sports**

SMC has many competitive sports teams that play against the other colleges and professional faculties. For information on the SMC teams, contact the SMCSU Athletics Commissioner ([athletics@smcsu.com](mailto:athletics@smcsu.com)).

### **Kelly's Korner**

St Mike's hosts a talent show in Brennan Lounge on the last Wednesday evening of each month. Come watch our burgeoning crop of song writers, poets, singers, musicians, and comics, or better yet, prepare an act of your own. Contact the SMCSU office for more information.

### **The Mike Student Newspaper**

Our student newspaper is *The Mike*, which is published every two weeks. Its editors are always looking for people to write articles, review movies, CD's, or concerts, report on events, take photos, draw cartoons, or just help get the thing out on time! The Mike office is in Brennan Hall. Contact The Mike staff at 416-926-7272 or by email at [the.mike@utoronto.ca](mailto:the.mike@utoronto.ca)

## The Grammateion

The Grammateion is an annual publication in which students can display their literary or artistic talents. Students are invited to submit original artwork, poetry, photography, etc. or to volunteer their time to help publish the annual edition. Contact the SMCSU office for more detail.

## The Dean's List

There's a lot to do outside the classroom at St Mike's, but academics are still a very important part of why you chose UofT. The SMC Residence Dean's List acknowledges outstanding academic performance by returning residents who have achieved a sessional GPA of 3.5 or higher. Those who come close (proxime accessserunt) by achieving a GPA of 3.2 to 3.49 are also noted. If you work hard you too may see your name posted outside the Canada Room on the Dean's List board.



## Section 6: St. Michael's College Resources

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### SMC Health and Wellness Counsellor

#### **Brennan Hall**

SMC has collaborated with *UofT's Health & Wellness Centre* to have one of their psychologists located on the St. Mike's campus. Students who are struggling with a personal issue can make an appointment by contacting *UofT's Health & Wellness Centre* during business hours (416-978-8030) and request a session with the "embedded counsellor at St. Mike's".

### SMC Writing Centre

#### **Main floor – Kelly Library**

The Writing Centre – along with the Kelly Learning Commons – offer help in time-management, reading, studying, stress management and other aspects of academic work. They offer workshops throughout

the academic year to help students with their writing. See the Library's Reference Desk or call 416-926-1300, ext. 3456 for details.

### SMC Registrar's Office - Alumni Hall

(121 St Joseph Street, 416-926-7117, email: [ask.smc@utoronto.ca](mailto:ask.smc@utoronto.ca))

In addition to academic and financial advising, counsellors are available to assist with any difficulties (illness, family emergency, financial problems) that might have an impact on academic work. The registrar's office also offers the following services: advice on choosing courses and programs, academic skills workshops, Subject POST (program of study) information, financial-aid counselling, degree checks, petition forms, award and scholarship information, course withdrawals and much more!



## SMC Learning Strategist

### Odette Hall

The SMC Learning Strategist is available to assist students who are having academic difficulties or need help with: time-management, note-taking, exam preparation, giving presentations, procrastination, essay writing, or any other academically-related issue. Appointments can be made through the SMC Registrar's Office or by contacting the Learning Strategist directly at:

[ronald.ng@utoronto.ca](mailto:ronald.ng@utoronto.ca)

## Campus Ministry

### Brennan Hall

The Chaplaincy provides members of the university community with opportunities to grow in the intellectual, spiritual, and practical dimensions of their faith. They offer individual guidance as well as group faith development programs. Through membership in the UofT's Multi-faith Chaplain's Association, the SMC Chaplains strive to ensure that members of all faith groups will not only feel welcome, but have access to pastoral care and

## Odette Student Lounge

### Brennan Hall

Brennan Hall is home to the student center at St Mike's. The ground floor has a large lounge where students can socialize; get a cup of coffee or just chill out. The offices for SMCSU, The Mike newspaper, and other SMC clubs are also found here. The Campus Ministry office is on the north side of Brennan Hall, by the Coop. The Dean's Office is on the north side of Brennan Hall on the second floor, by the Sam Sorbara Auditorium (room 200).

## Loretto College

As you meet and greet new people all over campus, don't forget our sister College at St Mike's – Loretto College. Loretto College is an independent single-sex women's residence federated with St. Michael's College and is located just across the street from Elmsley hall at 70 St Mary Street.

recourse to the appropriate ministers of their faith. The Chaplaincy offices are located on the ground floor of Brennan Hall by the Coop.



## John M. Kelly Library

### 113 St Joseph Street

The Kelly Library provides study space for over 700 students, public access computer workstations (with Microsoft Office, Internet access, U of T catalogue access, and other databases), photocopiers, laser printing (colour and black & white), scanners, microfilm reader/scanner, and an excellent reference collection. For hours, research workshops and other library information call 416-926-7114 or visit

[www.stmikes.utoronto.ca/Kelly](http://www.stmikes.utoronto.ca/Kelly)

## St. Basil's Church

St. Basil's (consecrated 1856) is the collegiate Church of St. Mike's and one of the oldest parish churches in the Archdiocese of Toronto. Students are welcome at all services and parish events.

The Parish Office is accessible through Odette Hall on the east side of the church. Phone 416-926-7110.

### **University Mass:**

Saturday at 7pm, St. Mike's Chapel (under St. Basil's Church- enter on the west side though Scollard Park).

### **Morning Prayer:**

Morning Prayer with the Basilian Fathers takes place Monday through Friday at 8:00 am in the St. Mike's Chapel.

### **Daily Masses:**

Week Days: 7:30 am, 12:10 pm

Saturday: 9:00 am and 5:00 pm (vigil)

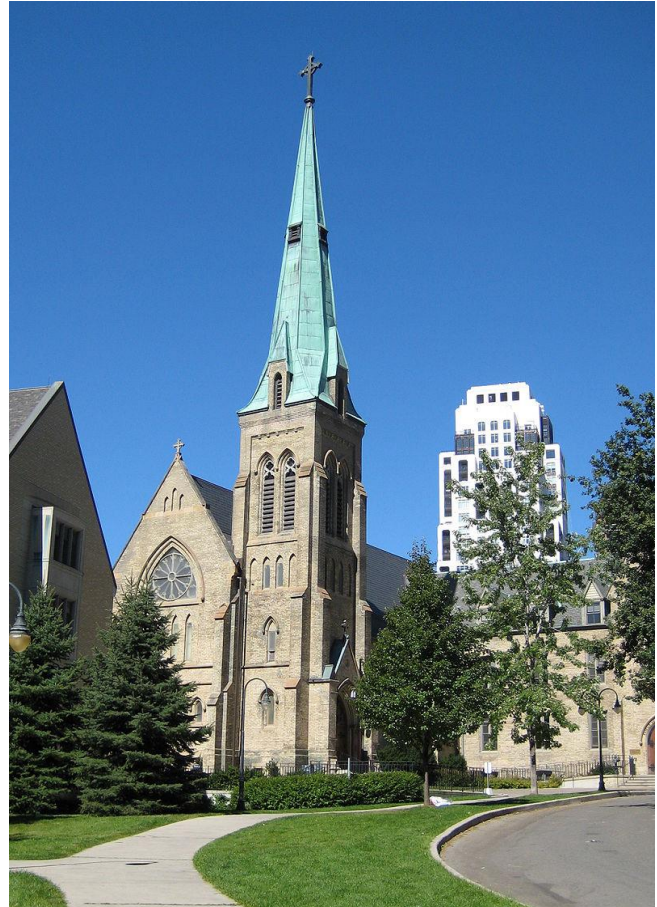
Sundays: 9:00am, 10:30 am, 12:00 Noon, 4:30pm

Public Holidays: 9:00am only

### **Confessions:**

Monday – Friday: 11:30 am – 12:00 Noon

Saturday: 4:15 pm – 4:45 pm (except on public holidays)



## Section 7: Toronto Living – Shop, Entertainment, Transportation



The University of St. Michael's College is located on the eastern end of the University of Toronto campus. The location is very convenient to students as it is close to a variety of shopping malls, museums, grocery stores and more!

### Where to Shop

St. Mike's is located near shops in Yorkville, the Eaton Centre, and the Manulife Centre. It is also near Yonge Street where there are plenty of unique stores and restaurants.

### Public Transportation

The Bloor line (east/west) can be accessed via Bay Station at the corner of Bay & Bloor, and the Yonge-University line (north/south) can be accessed via Museum Station on University Avenue just in front of the Royal Ontario Museum (ROM). Information on fares, bus routes, street cars, and the subway can be found at [www.ttc.ca](http://www.ttc.ca)

### Banks and ATM'S

- CIBC: north-west corner of Yonge & Bloor
- Royal Bank: north-east corner of Yonge & Bloor; ATM in Rabba on Charles
- Bank of Montreal: Manulife Centre, 55 Bloor West at Bay

- Toronto Dominion: south-west corner of Bay & Bloor

### Postal Services

The Wicket Postal Outlet: Lower Level, Manulife Centre

#### UPS Store:

Right across the street from St. Basil's at 1075 Bay Street.

#### Stamps:

Books of stamps can be bought at most pharmacies and convenience stores, as well as at the Wicket Postal Outlet.

### Movie Theatres

The closest movie theatre is the Varsity Theatre located on the top floor of the Manulife Centre. Other theatres are also accessible by public transit (such as the Yonge-Dundas Cineplex, and the Scotiabank Theatre).