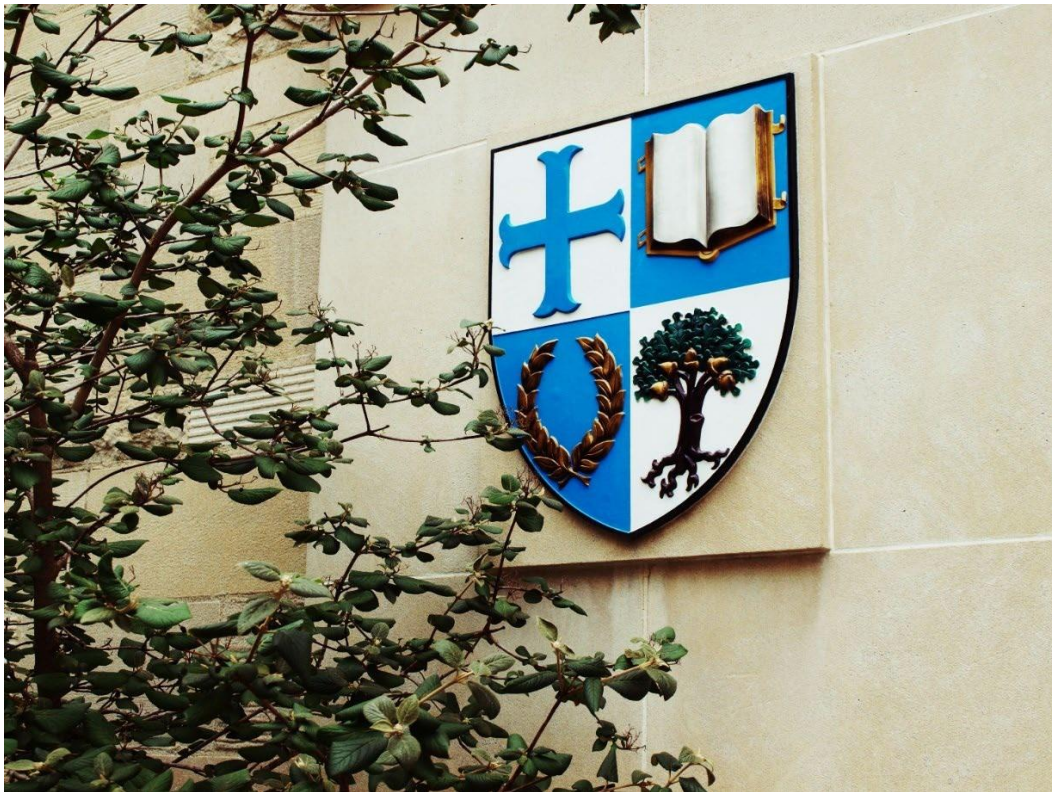




UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

# Residence Handbook

2024-2025



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## Dean's Message



### Welcome from the Dean of Students!

Congratulations on your admission to the University of Toronto and welcome to St. Mike's Residence! Living in residence is an exciting and time-honoured tradition that will enhance your university experience. At St. Mike's you will be on the doorstep of the largest and most exciting city in Canada--a city the United Nations recently ranked the most cosmopolitan in the world. You will also meet, interact, and become friends with 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 will expand your network of friends and acquaintances. There is an old business maxim that says, "it's not just what you know, it's also who you know." Of course, you will 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 packed with useful information. From a brief history of the College to information on academic counselling. I realize that most people do not read instructions until they have tried to go it alone first; however, as someone who was once a new SMC resident just like you, I promise that reading this booklet before arriving on campus will go a long way to improving the transition to your new home. So why not get yourself a Tim Horton's coffee (or tea), sit down at your computer, and take a quick read 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 "DR", with a stylized flourish at the end.

**Duane Rendle**  
Dean of Students

## The Office of the Dean of Students- Residence Team



### Dean of Students, Duane Rendle

The Dean of Students is a member of the College's Senior Management team and oversees all aspects of the residence operation. He also represents St. Mikes to the University of Toronto on all student related matters.

Office: Brennan Hall, Room 204. Tel 416-926-2264. Ext. 62264

Email: [duane.rendle@utoronto.ca](mailto:duane.rendle@utoronto.ca)



### Assistant Dean, Campus Life, Karina Stellato

The Assistant Dean, Campus Life oversees student life programming, SMCSU and other student groups.

Office: Brennan Hall, Room 115C. Tel 416-926-2290. Ext. 62290

Email: [karina.stellato@utoronto.ca](mailto:karina.stellato@utoronto.ca)



### Campus Life Coordinator, Cianna Choo

The Campus Life Coordinator works closely with the Assistant Dean, Campus Life and manages the commuter don and mentorship portfolios.

Office: Brennan Hall, Room 201

Email: [cianna.choo@utoronto.ca](mailto:cianna.choo@utoronto.ca)



### Residence Life Coordinator, Russell Tho

The Residence Life Coordinator works closely with the Assistant Dean, Residence Life, SMRC and the residence don team to provide essential support to student leaders, help build residence active and passive programming and supports the SM Residence Council

Office: Brennan Hall, Room 201. Tel 416-926-2289. Ext. 62289

Email: [Russell.tho@utoronto.ca](mailto:Russell.tho@utoronto.ca)

## Residence Operations Office

The Residence Office coordinates all administrative and operational aspects of SMC Residence, manages the fall, winter and summer admissions processes, and liases with various SMC dependents to address issues of concern for residents.

Email: [smc.residence@utoronto.ca](mailto:smc.residence@utoronto.ca)



### Assistant Dean, Residence Operations, Clayon Levy

Office: Brennan Hall, Room 203. Tel 416-926-7127 Ext. 67127

Email: [cj.levy@utoronto.ca](mailto:cj.levy@utoronto.ca)



### Residence Operations Coordinator, Abby Eastman

Office: Brennan Hall, Room 203. Tel 416-926-7288

Email: [abby.eastman@utoronto.ca](mailto:abby.eastman@utoronto.ca)

## The following staff members are currently on leave



### Assistant Dean, Residence Life, Katie Forjoe

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



### Assistant Dean, Residence Operations, Jennifer DuRoss

The Assistant Dean, Residence Operations coordinates all administrative and operational aspects of SMC Residence, manages the fall, winter and summer admissions processes, and liases with various SMC dependents to address issues of concern for residents.





### **Assistant Dean, Campus Life, Emma Oliver**

The Assistant Dean, Campus Life oversees student life programming, SMCSU and other student groups.

## The Dons & Senior Dons



### The Dons

Dons live in the dorms and are responsible for supervising the various houses that comprise the SMC Residence.

Dons are hired by the Dean's Office and consist mainly of senior undergraduate and graduate students who have demonstrated superior leadership qualities. Dons help to develop residence communities and act as role models for the general student population. They work to ensure the environment in the residence houses remains conducive to sleep and study and that reasonable levels of conduct are maintained.

Most importantly, dons serve as supportive, informed listeners and provide resource referrals for residents in need of assistance.

### Senior Dons

There are four Senior Dons at SMC – one for each residence constituency:

1. Elmsley Hall
2. Queen's Park & the Historic Houses
3. Sorbara Hall & Upper Brennan
4. Loretto Residence

In addition to their regular duties, Senior Dons are responsible for assisting the Assistant Dean in formulating residence policy, participating in the hiring of new dons, providing guidance and instruction to their constituent dons, as well as being the first line of defense for problems that arise outside of regular business hours.

## Residence Don Team

<b>Loretto</b>	<b>Elmsley Hall &amp; Upper Brennan</b>	<b>Queen's Park &amp; Historic Houses</b>	<b>Sorbara Hall</b>
<b>Doyin Adeoya</b> Loretto - 311	<b>Josh Gopaul</b> Elmsley Hall - 101	<b>Shameel Chankar</b> Historic Houses 2&96 - 33	<b>Elijah Gardner</b> Sorbara Lower Level - 018
<b>Mackenzie Saleh</b> Loretto - 343	<b>Jodh Gill</b> Elmsley Hall - 201	<b>Logan Warner</b> Historic Houses 6&8 - 24	<b>Jack Barney</b> Sorbara 118
<b>Sarah Gangl</b> Loretto – 409	<b>Gayathri Bharadwaj</b> Elmsley Hall - 301	<b>Madelaine Kukovica</b> Fisher House - 22	<b>Evan Tanovich</b> Sorbara 218
<b>Arshia Sarah</b> Loretto – 410	<b>Vanessa Simoes</b> Elmsley Hall - 401	<b>Arib Hassam</b> More House - 26	<b>Judi Ashri</b> Sorbara 318
<b>Mai Kondo</b> Loretto - 501	<b>Francesca Hauser</b> Upper Brennan 407	<b>Eliza Pasha</b> Teefy House - 31	<b>Anna Samuel</b> Sorbara 418



## Residence Services & Facilities

### SMC Porter's Desk (416-926-2099)

The Elmsley Porter's Desk is open 24/7 and serves as the main reception desk for the College and the repository for the campus's many surveillance cameras. The Porter's Desk also handles key card problems and lock outs, and can be used as the first point of contact for security and maintenance issues.

### Mail Desk (416-926-7289)

The mailroom is located on the ground floor of Elmsley Hall in the south foyer, which is where all letters and parcels are made available for pick up. Your mailing address is:

Attn: [Your Name]  
81 St Mary Street,  
Toronto, Ontario  
M5S 1J4, Canada

### Notifications & Pick Up

When a letter or parcel arrives for you, the mailroom will send an email notification to your university email address telling you when you can pick it up. 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 visiting the mail desk. If a parcel arrives after hours it will be stored securely overnight and be available for pick-up the next business day.

You will need to present your student ID or another piece of photo identification for verification purposes. Mail Desk Hours will be advertised at the beginning of the academic year.

### Mailing Letters & Parcels

The mailroom does not sell stamps, however if your letter already has a stamp on it, you can drop it off at the desk for delivery. The mailroom can also accept parcels that have a prepaid label already attached which can be added to the next courier pick up.

### Loretto's Porter Desk (416-925-2833)

The Loretto Porter's Desk is open 24/7 and serves as the main reception desk for the Residence. The Porter's Desk also handles key card problems and lock outs, provides keys to the music and fitness spaces, and can be used as the first point of contact for security concerns.

### Loretto Mail Desk

The Porter's Desk doubles as our mail desk. Every resident is provided with their own mailbox (assigned to them on move-in day). Please note that your mailbox number has no relation to your room number. To help speed deliveries, your mailbox number should always be used as a prefix to the street address by anyone sending you mail. If you are a resident that goes by two names (for example a

legal name and a preferred name), please ensure that those sending you mail include both names.

Please check your mailbox frequently for external mail or messages from the College. If you receive a package or courier delivery that is too large for your mailbox, you will be notified by a blue slip in your mailbox stating that a package has arrived for you. Simply hand the notification to the Porter and ask them to retrieve it. Please notify the Porter ahead of time if you have ordered a package since storage space by the Porter's Desk is limited.

All mail for Loretto is collected and distributed by the Loretto's Porter's Desk. Your mailing address is:

Attn: **[Your Name]**  
70 St Mary Street,  
Toronto, Ontario  
M5S 1J3, Canada

## Residence Facilities

### Wellness Studio

Located in the basement of Elmsley Hall, the Wellness Studio is a space which promotes the overall wellbeing of the mind, body, and soul. In this space, weekly programming of small class sizes will be offered to students as an opportunity to unwind, reflect, build strength and skills, and meditate. To register for programs taking place in the Wellness Studio, sign up through the "Student Spaces & Rentals" page of the St. Mike's website [here](#).

### Exercise Room

All residents are invited to use the SMC Exercise Room in the lower level of Alumni Hall (121 St. Joseph Street). Key cards can be purchased for \$20 per semester by visiting the "Student Spaces & Rentals" page of the St. Mike's website [here](#). There is also a modest cardio room in the lower level of Sorbara Hall which can be accessed using the Sorbara Key card; if you don't live in Sorbara, you may sign out a key card from the Porter's Desk for access.

Loretto Residents have access to a fitness room on the lower level of Loretto. Keys can be picked up at the Loretto Porter's Desk.

### Music Room

There is one music room in residence, located on the lower level of Sorbara Hall near the laundry room. If you don't live in Sorbara, you may sign out a key card from the Porter's Desk for access.

Loretto Residents have access to a music room on the lower level of Loretto. Keys can be picked up at the Loretto Porter's Desk.

## Common Rooms

Each house has its own common room where housemates can meet, watch TV, play games or just hang out. Common rooms can be used for study as well as recreation, but recreational activities will take priority in the event of a conflict. Each common room is equipped with a TV, mini fridge, microwave and seating. Every house has its own style and many will decorate their common room for the holidays or otherwise make the room a centre of house activity. No furniture should be taken from the common rooms for use in individual rooms. Common rooms should never be used as bedrooms by overnight visitors. Consuming alcohol or cannabis products is not permitted in common rooms – even by students 19 and over.

Loretto Residents have access to two common rooms: one on the fourth floor and one in the basement.

## Laundry Rooms

Laundry Rooms are located in each residence building. All machines use laundry cards; the machine to add money to your laundry card can be found in the south foyer of Elmsley Hall, Queen's Park, Sorbara Hall and Loretto lower level. They accept credit and debit cards. If you lose your laundry card, email [smc.residence@utoronto.ca](mailto:smc.residence@utoronto.ca) to request a replacement.

## Bike Racks & Parking

### Bike Racks

Bike racks are located in the lower-level stairwells of Sorbara Hall (Sorbara residents only). There are also racks to store bikes at the south entrance of Elmsley Hall. A good lock and insurance are strongly recommended. Residents are not permitted to store their bike in their rooms as this poses a safety hazard and inevitably causes damage to the walls and carpets.

**Loretto:** A locked bicycle shed is located behind the building. Please request assistance from the Porter's Desk if you wish to access this storage area. All bicycles must be stored in this shed and not in residence rooms. Loretto is not responsible for theft or damage of bicycles stored in this shed. The key to the bicycle shed must be signed out at the Porter's Desk.

### Parking

Most residents will quickly discover that being surrounded by three subway lines and a world-class transit system leaves little need for a vehicle in downtown Toronto. For this reason, we advise against bringing a car to residence.

There is no free parking anywhere on campus except on move-in day. This means that residence students who bring cars with them must use UofT parking: <http://transportation.utoronto.ca/>.

# Residence Rooms

## Room Inspections

All residence rooms are inspected before the students arrive and after they have moved out. At the beginning of each year, students will receive a Room Inspection Form where they can note any pre-existing damage or issues within their room; these forms are to be completed one week after move-in. At the end of each year, any damage that was not noted on their Room Inspection form will be charged to their ACORN accounts. Students with outstanding fees or unpaid fines on their account will not be permitted to return to residence the following year and may be prevented from registering in courses.

## Room Furniture

All furniture in student rooms is inventoried by the Dean's Office prior to Move-In Day and students will be charged for any missing pieces 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

Residents are not permitted to put any holes in their walls, so we recommend using [3M Adhesive Squares or Command Hooks](#) as they do not damage wall surfaces when they are removed. Adhesive putty (i.e., "Sticky Tack") is prohibited as it is extremely difficult to remove. Stickers including fluorescent 'stars' on the ceilings are also prohibited as they are difficult and time consuming to remove. Students will be fined accordingly for any damage to walls and ceilings.

## Doors

To prevent against theft, students should keep their doors locked at all times as SMC is not responsible for any lost or stolen articles. Residents are not permitted to display any offensive material on the outside of their doors or in any other public forum.

## Windows

If your room has a window screen, please do not remove it. Students will be charged for missing or damaged screens at the end of the year.

# Cooking/Mini-Fridges

## No Cooking in Residence

Cooking is not permitted anywhere in residence for a variety of reasons:

1. It poses a fire hazard;
2. Washing dishes in the bathroom can clog the sinks;
3. The smell of cooking and dirty dishes attracts pests.

Fridges, microwaves, coffee makers and kettles are permitted and power bars are highly recommended. Students are encouraged to communicate with their neighbours to make sure they do not unknowingly overload the same circuit.

## Renting Mini-Fridges

St Mike's has a modest supply of mini fridges that we rent to our residents for the academic year. Returning students have the option to indicate their preference for a mini fridge in their application. If you did not indicate your preference, but are still interested, please contact the Dean's Office at [smc.residence@utoronto.ca](mailto:smc.residence@utoronto.ca) to inquire about renting a mini fridge for the year; the cost will be added to your ACORN account. First-year residents who wish to request a mini fridge may also do so by contacting the Dean's Office, pending availability.

## Insurance

We suggest making sure that your parents' household insurance policy will cover your belongings while living in residence. If you are not covered, we recommend purchasing insurance from a private company to guard against theft or damage (consult online sources for local carriers).

## Lockouts and Lost or Defective Keys

### Lockouts

If you lock yourself out of your room, please visit the Porter's Desk for their assigned residence to get a temporary replacement card. Replacement cards that are not returned within 30 minutes are subject to a charge of \$20, added to your ACORN account.

Students will be charged \$2 for every lock out; this charge will be applied to anyone needing to use a temporary card. Charges will be added to your ACORN account. There will be a short grace period in September, when students will not be charged for lockouts, however as of September 20, all residents will be charged this \$2 fee.

Students are always required to go to the Porter's Desk for lockouts. The exception to this rule is if someone is not appropriately clothed (for example, they get locked out after a shower). There is a phone near each common room for students to call the security desk and explain their situation.

There is a phone available outside the commons rooms in each community to assist with lockouts if you are unable to leave residence (for example, its winter and you aren't wearing shoes).

Unfortunately, dons are not able to provide entry into a room for lock outs at any St. Mikes or Loretto residence.

### Lost Cards

If you lose your key card you will need to visit the Porter's Desk for your assigned residents and agree to pay a \$20 replacement charge on your ACORN account.



**Loretto and Upper Brennan:** Students living in Loretto and Upper Brennan will be charged \$50 for a lost key, due to the cost of the metal key replacement.

### Defective Keys

If your key stops working due to wear and tear, you can get a replacement from the Porter's Desk. However, students who request to have their card replaced more than three times will be charged \$20 for each replacement thereafter.

## Janitorial Service & 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 your don or the Dean's Office. Students are responsible for emptying their own garbage and vacuuming their rooms.

### Work Orders

If your room or any common areas require repairs, you should send a work order using the following link: [Work Order System](#).

If there is an emergency in your room or common area, such as flooding or no heat, the Porter's Desk for your building should be contacted immediately. Failure to immediately report a facilities emergency in your room could result in fines to cover the cost of damages that could have been avoided.

### Light Bulbs

House Keeping staff are happy to replace light bulbs for the overhead and fluorescent fixtures in your room (but not for lamps brought from home). Simply submit an email work order.

## Internet

### Internet Service

SMC Campus connects to the UofT Wi-Fi using your student log in information once your T-Card has been set up.

The St. Mikes residence network (ResNet) is connected to the University of Toronto's fiber-optic backbone for internet access. To connect, you need an Ethernet card that is compatible with a 1000/100/10 BASE-T network having an RJ-45 connection port (standard on most computers). Additionally, you will need to supply your own RJ-45 patch cable to connect from the wall outlet to your machine. As well, if your laptop is new and does not come with a RJ-45 connection port, please bring your own/supply a USB to network adapter, so that it will allow you to connect the network cable to your laptop.

In order to connect your computer to the network port you will also require an Ethernet cable.

This cable should be:

- a twisted pair cable with RJ-45 connectors
- a straight-through cable and not a cross-over cable
- long enough to reach from your computer to the network port

All ResNet users are required to protect their computers against viruses or other activity that can impair network performance. For this reason, users must pass a security scan before network access is granted. Computers running Microsoft Windows operating systems must have all critical security updates installed, as well as up to date anti-virus software. Other operating systems, such as Macintosh OS and Linux OS will work with ResNet, however technical support will not be provided.

**\*PERSONAL ROUTERS ARE NOT PERMITTED IN RESIDENCE. U of T will be able to see all unauthorized routers and fine the owners.**

If you have any questions or concerns, please contact the SMC IT Supervisor at [smc.resnet@utoronto.ca](mailto:smc.resnet@utoronto.ca) or by telephone at 416-926-2088.

## Living in a Co-ed Residence and Visiting Hours

Living in a co-ed residence can be a fantastic experience, but for those who have never had that experience before, it can take a little getting used to. To ensure that your residence experience goes as smoothly as possible, and to avoid any misunderstandings that could lead to disciplinary problems, please keep the following things in mind:

### Visiting Hours

Our residence communities vary with three universal communities (i.e., co-ed), and 12 communities that offer separate housing to those who identify as woman, and those who identify as men.

Since many students choose to live at St. Mike's specifically because of our residence structure, all residents are expected to abide by the visiting hours which are:

**Sunday through Saturday: 10:00 a.m. – 12:00 a.m.**

**Loretto: Loretto students are required to sign-in all guests and follow sign-out procedures.**

# Residence Life

## Residence Council

The St Mike's Residence Council (or SMRC) is elected each April to represent and serve the Student Residence community. They oversee coordinating the annual athletic tournaments as well as a variety of social events that occur throughout the year. In addition, the SMRC is the official liaison between the residence students and the Residence Administration. Please speak to your don if you are interested in running for SMRC for the next Academic Year.

## Residence Athletics

The SMRC is responsible for organizing the inter-house competitions collectively known as the Dean's Cup events, as well as individual competitions. For Dean's Cup events, brother/sister houses are paired up to form teams that compete for trophies and cash prizes. The trophies are displayed in the Canada Room trophy case.

## Dean's Cup Teams for 2024-2025

- Sorbara First & Fourth
- Sorbara Second & Third
- Sorbara LL & Loretto & Upper Brennan Undergraduate Students
- Historic Houses
- Elmsley First & Third
- Elmsley Second & Fourth
- Fisher & More & Teefy

## Role of the House Council

The House Council is responsible for organizing social, and recreational events for the enjoyment of the other house members. Through their initiatives, the council will help to transform 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 – so be sure to introduce yourself to the people on your floor and get to know their names. Quite simply, the job of the House Council is to turn your residence from a hotel, into a home.

Loretto House Council: Loretto House Council will support the continued traditions of Loretto, including special dinners and Mary Ward week.

## There are three positions on the House Council

### 1. President

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

### 2. Dean's Cup Representative

The Sports Rep is designated to promote participation and support (i.e. spectators) for the

various Dean’s Cup events scheduled by the SMRC.

### **3. Treasurer**

The Treasurer is 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.

## **Counsellors at Large**

Counsellors at Large can be appointed by the House Council to assist with various house projects. Being a counsellor at large is a great way to for those who weren’t successful in their bid for one of the other three positions to still make a positive contribution to the floor.

### **What makes a successful House Council Member?**

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 house meeting to ask for input when planning larger events.) House council members should also maintain regular communication with their don 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 into greater leadership opportunities — for instance, many of our dons were once House Council members.

If you are interested in running for a House Council position, be prepared to introduce yourself and provide some reasons why you would make a good council member at the second house meeting (i.e. ideas you have for events, past leadership experience etc.). Your housemates will then cast their vote.

## **Conduct in Residence**

Living in residence is a unique experience that can greatly enrich one’s university career; however, residence life is not for everyone. Unlike living alone, residents must be sensitive and responsive to the needs of their fellow housemates. They must also be willing to abide by certain standards of behaviour and respect the people charged with enforcing them. This [link](#) contains the “2024-2024 – Rules of Residence” that describes the rules that have been developed to help students achieve their academic and personal goals in a safe, respectful, and inclusive environment

## FAQs about Alcohol and Cannabis in Residence

St. Michael's College takes the safety of its residents very seriously when it comes to alcohol use. Any alcohol will still be allowed but only by those who are 19 years of age.

### **Who is allowed to consume alcohol or cannabis?**

Only those who are 19 years or older may possess or consume alcohol or cannabis products.

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

Alcohol and cannabis consumption is permitted only in individual residence rooms. Consumption in all other areas, including hallways, common rooms, foyers, patios, bathrooms, laundry rooms, elevators or outside on any part of the College grounds, is strictly prohibited. Smoking is never permitted in residence or on campus.

### **Who is responsible for enforcing the rules pertaining to alcohol and cannabis?**

The Residence Life Staff, or more specifically, the dons. In order to ascertain whether students with alcohol are of-age, dons will often ask to see their ID. Security and campus police may also intervene in certain situations.

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

Open alcohol/cannabis products in your possession will be poured out and disposed of. Unopened alcohol/cannabis in your possession will either be disposed of or confiscated; this is up to the students involved. Confiscated alcohol will be taken to the Dean's Office, where it will be held for no longer than one week. Students who have had items confiscated can book a meeting with the Assistant Dean, Residence Life within the week. Please note that alcohol and cannabis will never be returned to a minor, as this is illegal. However, the minor is encouraged to be involved in the disposal of the product.

### **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. If your case is escalated to these departments, it will result in 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.

### **Can we have parties in residence?**

Parties are not permitted in residence. A party in residence includes any combination of two of the following three criteria:

1. Five or more individuals in one residence room;
2. The presence of alcohol or cannabis; or
3. Significant noise.



## 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 consumption as its goal.
- Stick to beer and wine – avoid hard alcohol. Making your own drinks often leads to stronger drinks without realizing you are drinking more.
- 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.
- Purchase cannabis products from government regulated sources and follow instructions, when provided.
- Avoid communal purchases of alcohol or cannabis products such as kegs (which are prohibited in residence). Going in on group purchases tends to encourage excessive consumption as people try to ensure they get their money's worth.

## If someone I know has consumed too much alcohol or cannabis, where can I go for help?

If someone has consumed to the point of vomiting, passing out, cannot be woken from sleep or is unable to answer simple questions, get your don or contact the Porter's Desk immediately. Remember, the safety and well being of our students is our priority and dons will never punish students for reporting that someone's had too much alcohol, cannabis or drugs. On the contrary, they will be thankful you brought it to their attention.

## What is the Bacchus manoeuvre?

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 head tilt.

## Roommate Etiquette

Having a roommate during your freshman year is a time-honoured part of the university experience. While having a roommate can often be a very positive experience, sometimes you'll both have to make concessions in order to get along. In order to prevent potential conflicts, you and your roommate will be required to fill out a roommate agreement that your Don will provide to you, which requires you to discuss how you would prefer handling the following situations. Please connect with your Don if you have not yet received your roommate agreement.

## 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?
- Do either of you like to nap during the day? If so, when?

## Study Schedule

- Do you want your room or the library to be your preferred study area?
- Do you prefer to study with the stereo 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.
- Investing in a set of headphones can solve a lot of problems.

## Hygiene/Cleanliness

- Whenever two people share such close quarters it is imperative that both practice good hygiene. Be sure to shower daily with soap, use deodorant, brush your teeth and use mouthwash. Refrain from using excessive amounts of cologne or perfume.
- Don't throw wet garbage (e.g. banana peels, apple cores, pizza crusts) in the garbage in your room – use the one in the hallway which is emptied daily.
- Don't let dirty clothes pile up and always keep them in a laundry basket – preferably one with a lid. Your roommate should never be forced to handle your dirty clothing.
- It's probably best to cut your finger and toenails in the bathroom.

## Guests

- When living together, it is a good idea to give each other some time alone. If you've got friends over and your roommate comes home from a long day at school, you may want to go to the common room or elsewhere to give them a chance to relax.
- Although you might think you have the greatest friends in the world, your roommate may not be so sure. Make sure your guests realize that your roommate's possessions are off limits (this includes their bed for sitting/lying on).

## Borrowing and Lending

- Don't make a habit of continually borrowing things from your roommate, even if they originally give you permission to use anything you like. Every year, people who initially say "what's mine is yours" often grow to regret their initial generosity.
- If only one of you brought a fridge, stereo, TV, hairdryer, curling iron, microwave, are you prepared to share these items, or would you prefer your roommate buy their own?
- If you borrow something (no matter how trivial) always replace, or at least offer to replace it – even things like soda pop, makeup, a razor blade, etc.
- Don't ask your roommate if you can have a portion of the food or drink – wait until it is offered (and don't expect it will be!). Constant borrowing and sharing can create resentment.
- It is strongly recommended that you never ask your roommate to lend you money, buy things for you on their credit card, or cover your share of a joint bill. Unpaid debts are the quickest way to ruin a relationship.
- If your roommate was generous enough to lend you money, don't make them ask for it to be returned - pay it back immediately.
- We highly recommend against asking 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 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.

## Food Service

One of the best things about living on campus is not having to worry about grocery shopping, food preparation, cooking your meals, or cleaning up afterward — leave all those time-consuming duties to us! At SMC and Loretto, all residents are required to have a meal plan because there are no cooking facilities in any of the dorms.

Check out the [Meal Plans and Dining Halls](#) section to find more information about:

1. Food stations
2. Meal plan options
3. Hours of operations for both Canada Room and Loretto Dining Hall.
4. Our food service provider (Chartwells)

## Vending Machines

There are vending machines located in the Kelly Library and Elmsley Hall.

There are vending machines located on the lower level of Loretto College.

## Feedback

Residents are encouraged to send suggestions, comments or feedback to the Dean's Office via email at [smc.residence@utoronto.ca](mailto:smc.residence@utoronto.ca). The Dean's Office staff meet regularly with Food Services and will address all comments, feedback or complaints.

## 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. Residents who arrive without their T-Card 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 the Residence Administration.

### Lost T-Card?

If you lose your T-card, report it to the Food Services office/management immediately so that they can put a block on the card. If you are not able to find your T-card, you will need to get a replacement ([tcard.utoronto.ca](http://tcard.utoronto.ca)) and visit the Food Service Office to have it re-activated. In the mean time, the Dean's Office can provide you with a temporary letter that will allow you to access the dining hall.

### Missed Meals

Please note that there are **no** refunds for missed meals.

### Sick Meals

Take out food from the Canada Room is available for sick residents who are too ill to come in person. Please coordinate with Dana Staff.

## Bagged Lunches

Bagged lunches are available for those who cannot visit the Canada Room or Loretto Dining Hall due to class conflicts during weekdays. Bagged Lunches can be requested at the cashier in the morning. When you collect your bagged lunch, your T-card will be swiped by the cashier. Unfortunately, health regulations prevent us from allowing hot meals to be taken out of the dining facilities for consumption at a later time; as a result, all bagged lunches are cold.

## Vegetarian, Halal and Special Diets

St Mike's is pleased to offer both vegetarian and Halal meal options. In order to ensure that enough vegetarian and Halal meals are available to those who require them, our food service staff reserve the right to restrict the service of these meals to those on our list.

For any students with food restrictions, please complete the [Allergen, Intolerance, and Dietary Restrictions](#) form to ensure that the Canada Room team can accommodate your dietary requirements.

## Conduct

In order to keep the dining hall a pleasant environment for all, appropriate behaviour is expected. Arriving in 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 of the dining facilities, with the exception of bagged lunches or sick meals. Upon the completion of one's meal, residents are expected to clear their trays to the dish return room located at the back of the Canada Room.

**Covid/Flu Update:** Depending on Public Health guidelines, take out meals may be allowed. Refer to Canada Room and Loretto Dining Hall signage and staff for more details .

## Special Events

During the year, our fun-loving food services staff will host a variety of themed dinners, BBQs, contests, etc. At the end of each term, special dinners will be hosted and organized by SMRC and the Loretto House Council



# St. Michael's College Resources

## SMC Registrar's Office

Brennan Hall, located in the South Lobby: 416-926-7117

The St. Michael's College Registrar's office is the place to go for SMC students who need academic, personal or financial assistance. Email [ask.smc@utoronto.ca](mailto:ask.smc@utoronto.ca). Other services provided by the Registrar's office include

- Advice on choosing courses and programs
- Academic skills workshops
- Subject Post (program of study) information
- Financial aid counseling
- Degree checks
- Petition forms for illness or family emergencies
- Registration verification letters
- Award, scholarship and bursary information
- Withdrawal from courses

## Wellness At USMC

### Manager of Community Wellness

**Emily VanBerkum-Farahat coordinates wellness initiatives on campus and works in collaboration with the Wellness Counsellor to support student wellness on campus.**

Emily VanBerkum-Farahat, MSW, RSW, is available for confidential one-on-one Wellness Advising appointments ([through Outlook booking](#)), offering personalized support in understanding and accessing a broad range of health and wellness resources on and off campus.

Email: [emily.vanberkum@utoronto.ca](mailto:emily.vanberkum@utoronto.ca)

Hours: Weekdays 9:30 am – 4:30pm (appointment only)

### The University of Toronto Health & Wellness Centre (H&W)

Students seeking mental health counselling services should connect with UofT's Health & Wellness Centre at **(416) 978-8030** to set up a same-day/same-week counselling session.

You can book appointments at the Health & Wellness Centre for any services or support you need. Students can schedule a same day/same week session with a H&W counsellor by calling **416-978-8030 (select option 5)**. More information about these sessions is found here: <https://studentlife.utoronto.ca/service/same-day-counselling-appointment/>

## **John M. Kelly Library**

113 St. Joseph's Street: 416- 926-7114

The Kelly Library provides study space for over 700 students, public access computer workstations, photocopiers, laser printing, scanners, and friendly staff members who are happy to help you utilize their resources. The library is also home to the Kelly Café, a popular student study area/hangout that serves coffee, pastries, and small meals and snacks.

### **Learning Commons in the Kelly Library**

The Learning Commons, located in rooms 132, 137, and 139, provide one-on-one help with assignments. Book a one-on-one appointment for writing, learning strategies, or research help online below. You can also work at more than 40 computer workstations.

Visit <https://stmikes.utoronto.ca/library/>

## **Campus Ministry**

### **Brennan Hall**

St. Mike's Campus Ministry seeks to support the spiritual development of our students through prayer and reflection, leadership formation and community engagement and outreach. Rooted in Gospel values of integrity, goodness, discipline and knowledge, Campus Ministry offers students the chance to connect with their peers in small discussion groups, hear guest speakers and actively engage with the wider community.

### **St. Basil's Church**

50 St. Joseph Street: 416-926-7110

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

More information on the Mass Schedule can be found here: <https://www.stbasiltoronto.org/mass-schedule>

## **U of T Resources**

### **Health Services**

214 College St: 416-978-8030

Services include family physicians, health education and counselling, immunizations, and flu shots.

### **Center for International Experience**

33 St George St: 416-978-2564

The CIE organizes events, programs and activities to introduce international students to Canada and assist with their transition to university life in Canada. Staff are available on site to share their knowledge for issues such as immigration, crossing cultures and opportunities abroad.

Website:

[www.CIE.utoronto.ca](http://www.CIE.utoronto.ca)

## Accessibility Services

27 King's College Circle: 416-978-8060

This office works to facilitate the inclusion of students with disabilities into all aspects of university life. Their focus is on skills development, especially in the areas of self-advocacy and academic support, and providing accommodations for academics, including tests, exams, etc. Students with temporary disabilities (e.g. a broken arm) are also eligible for the service.

## University of Toronto Career Centre

Koffler Centre 214 College St: 416-978-8000

The goal of the Career Centre is to equip students with the skills necessary for career success. The centre offers regular sessions on resume writing, interviewing, and job searches (including summer employment), and maintains a job board. This can be a helpful referral for students as they begin the summer job hunt.

## Sexual Violence Prevention and Support Centre (the Centre)

702 Spadina Ave: 416-978-2266

The Centre assists students, staff and faculty members who have been affected by sexual violence, in understanding the University's Policy on Sexual Violence and Sexual Harassment. They facilitate access to support, services and accommodations for students, staff and faculty members who have experienced sexual violence. The Centre also provides training and education on preventing and responding to sexual violence.

## Multi-faith Centre

The University of Toronto's Multi-Faith Centre and the Multi-faith Chaplain's Association (of which SMC's Campus Minister is a part), is designed to ensure that students of all faith communities not only feel welcome on campus, but have access to pastoral care from their particular faith tradition.

## Resources for International Students

### ISIC Cards

**ISIC Cards or international student identity cards** are the only internationally recognized student ID. ISIC provides access to discounts on domestic air travel purchased through Travel CUTS, 35% discounts on VIA Rail travel and up to 20% off major bus lines across Canada. If traveling abroad, the ISIC provides access to discounts on accommodation, admission to historical sites and museums and entertainment attractions. Full-time students can obtain an [ISIC card](#) at the University of Toronto Student Union (UTSU) office at no cost.

## UHIP

UHIP is a compulsory health insurance plan for all international students, exchange students, new permanent residents and returning Canadians who are not covered by the [Ontario Health Insurance Plan \(OHIP\)](#). Students are automatically enrolled in UHIP, and fees are charged to your ACORN account with your tuition fees. You can print your UHIP card [online](#), and should carry it with you at all times.

Students with after-hour medical emergencies may use their UHIP card at Toronto General Hospital at 200 Elizabeth Street (located one block south of College on University Avenue).

## Other UofT and Community Services

### First Nations House

563 Spadina Ave

416-978-8227

<https://www.studentlife.utoronto.ca/fnh/about-ushouse>

First Nations House provides culturally relevant services to Indigenous students in support of academic success, personal growth and leadership development. They also offer learning opportunities for all students to engage with Indigenous communities within the University of Toronto and beyond.

### Anti-Racism and Cultural Diversity Office

155 College Street, 3rd Floor

416-978-1259

<http://antiracism.utoronto.ca/help/>

The Anti-Racism and Cultural Diversity Office (ARCD) handles complaints of harassment and discrimination (direct and systemic) based on race, ancestry, place of origin, colour, ethnic origin, citizenship and/or creed in accordance with the University's Statement on Prohibited Discrimination and Discriminatory Harassment.

### Sexual & Gender Diversity Office

21 Sussex Avenue, Suites #416-417

(416) 946-5624 <https://sgdo.utoronto.ca/>

The Office provides education, programming, resources and advocacy on sexual and gender diversity for students, staff and faculty across the University's three campuses.

### Sexual Education & Peer Counselling Centre

21 Sussex Avenue, Suite #612

(416) 978-873

<https://www.sec.utoronto.ca/>

The Sexual Education Centre offers a free, confidential, non-judgmental peer support approach to sex education. Offering phone support, one-to-one peer support, library and resource services, residence and high school talks, and more!

## Campus Chaplains

<https://www.studentlife.utoronto.ca/mf/chaplains>

The Campus Chaplains are a multi-faith organization that reflect the multi-ethnic and multi-faith complexion of the University of Toronto. They also help bridge the intellectual understanding of spirituality and the living reality of faith.

## Good2Talk

1-866-925-5454

<https://good2talk.ca/>

Good2Talk is a free, confidential helpline for post-secondary students in Ontario. By calling Good2Talk, students can receive information and referrals about services and supports for mental health, addictions and well-being on and off campus or speak anonymously with a professional counsellor

## Telehealth

1-866-797-0000

<https://www.ontario.ca/page/get-medical-advice-telehealth-ontario>

Telehealth Ontario is a free, confidential service you can call to get health advice or information. A Registered Nurse will take your call 24 hours a day, seven days a week.

## Emergency Room

**If you do not require an ambulance** but are still in need of immediate medical attention after hours, you may need to visit an emergency room.

The nearest emergency room is at the Toronto General Hospital (at Gerrard & Elizabeth St). Be sure to take your Health Card (OHIP, UHIP, or other provincial health card), and something to occupy your time while you are waiting (waits can be quite long). **Please also notify your Don.**

## Verification of Student Illness or Injury

"The Verification of Student Illness or Injury" is the new official University of Toronto form for all students who are requesting special academic consideration based on illness or injury. This new form replaces the "Student Medical Certificate".

Please provide the form below to your Dentist, Nurse/Nurse Practitioner, Physician/Surgeon, Psychologist, Psychotherapist or Social Worker registered and licensed in the Province of Ontario for completion.

**Covid Update:** The University of Toronto recognizes that the pandemic has made it difficult for students to use the VOI form, and in place, are encouraging students to use the newly implemented Declaration of Absence form, which students can find at [acorn.utoronto.ca](https://acorn.utoronto.ca). Students can declare their absence up to 14 days past a missed deadline, due date or exam. If you choose to utilize this option, you must email your professor or T.A. to communicate your absence and use of the form, and reschedule any missed assignments.

[Verification of Student Illness or Injury form](#)

### Medical Notes

The University of Toronto has introduced a new certificate system that will provide academic consideration to students whose studies have suffered due to serious illness. The new certificate is now the only form of documentation provided by UofT practitioners—physicians, counsellors, and psychiatrists.

Please note: A Health Service physician can only provide a certificate if students were (1) seen in the clinic while they were ill or injured, or (2) for a past illness that is recorded in their medical record and has affected your academic work. If students are ill and unable to attend an appointment with a health provider and are also unable to attend an exam, they should notify their professor and/or registrar.

# Safety & Security

## Security Concerns

### TravelSafer (Walksmart) Service

416-978-SAFE (7233)

The TravelSafer Programs is a reliable and safe alternative to walking alone at night. Available 24/7/365 student staff working in pairs (one male and one female) will escort you anywhere on campus or to a subway station. Staff carry photo badges and wear distinctive jackets while on duty.

## Emergency Alert Stations

Wherever you see a blue flashing light on campus, directly below will be an emergency telephone. When the button is pressed, it dials directly into the University Police dispatcher where the caller's location is displayed to the operator. There are two emergency telephones at St Mike's – one between Teefy Hall and Carr Hall, and another by the north entrance of Brennan Hall by the Coop. These stations can also be used to request a Walk Safer escort.

## The Community Safety Office

416-978-1485

The [Community Safety Office](#) provides support, advice, and information to individuals who have had their personal safety compromised. They will assist in the development of a safety plan, and provide referrals to appropriate resources on/off campus. Their website offers a complete description of their services and many excellent resources.

## University of Toronto Campus Safety

416-978-2323 (non emergency) or 416-978-2222 (emergency line)

The [University of Toronto Campus Safety](#) especially useful in dealing with issues that are considered serious within the campus community, but may be given lower priority by Metro Police (e.g. thefts under \$1,000, threatening behaviour, harassment, low level altercations or vandalism, cyber bullying, disorderly behaviour, drug and alcohol misuse, etc.) In case of a life threatening emergency, you should always call 911 before calling Campus Police.

## Residence Security

Students are expected to abide by the following safety protocols:

- Exterior doors to one's floor or building should **never** be propped open
- Show your ID to the video intercom terminal to gain access to your building after hours
- Lock your door whenever you leave your room
- Report suspicious people to your don 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
- Report lost keys to the Porter’s Desk immediately.

## Fire Alarm Tests

The fire system of each building is tested once each month. Notices will be sent via email in advance to let you know when tests will occur.

## Rules & Regulations

### University of St. Michael’s College Rules of Residence

Living in residence is a unique experience that can greatly enrich one’s university career; however, residence life is not for everyone. Unlike living alone, residents must be sensitive and responsive to the needs of their fellow housemates. They must also be willing to abide by certain standards of behaviour and respect the people charged with enforcing them.

The following policies have been developed to help students achieve their academic and personal goals in a safe, respectful and inclusive environment and are available on our website on the Residence [Important Documents](#) page:

- Rules of Residence
- Residence Code of Discipline
- Residence Alcohol and Cannabis Code

## About St. Michael’s

### The University of St. Michael’s College Notables

**Chancellor and Archbishop of Toronto**

**His Eminence, Francis Leo**

**President and Vice-Chancellor**

**Dr. David Sylvester**

**SMC Principal and Vice-President**

**Dr. Irene Morra**

## The Campus

Situated on the historic east side of campus and spanning more than twelve acres, St. Mikes’ is one of the largest colleges at UofT and provides a veritable oasis within the bustle of downtown Toronto. Although St. Mike’s has a proud Catholic heritage we value diversity and welcome students from all backgrounds who want to be part of our community. St. Mike’s has two separate residence operations: Loretto College (for women) and the St. Michael’s College Student Residence (which houses both men and women). The SMC Student Residence provides housing to approximately 550 residents and although the vast majority are SMC Arts and Science undergraduates, we also accommodate a few professional faculty, second entry professionals and graduate students. These students are considered honorary members of St. Michael’s College.

## The Founders of St. Mike’s – The Basilian Fathers

Our College was founded in 1852 by an order of Catholic priests known as the Congregation of St. Basil (also known as, the Basilian Fathers). The Basilians not only taught here as professors, they also lived on campus and held most of the administrative positions (President, Principal, Librarian, Registrar, Dons etc.). Today the College has grown so large that nearly all of these jobs are now held by laypeople. The Basilian Fathers, however, are still actively involved in the College’s governance and continue to make it the respected and cherished institution it has become. More information is found here:

<https://stmichaelscollegeschool.com/about/history>

## St Mike’s Student Organisations & Activities

### St. Michael’s College Student Union (SMCSU)

The St Michael’s College Student Union (SMCSU) is the representative body for all SMC Students whether they are in residence or commute from home. The leaders of SMCSU plan and sponsor many activities and clubs that enrich the social, cultural and spiritual lives of our students. 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. The SMCSU office is located in Brennan Hall and is open Monday to Friday from 9am – 5 pm. Visit [usmcsu.ca](http://usmcsu.ca) for more information about events, bookings, and opportunities.

#### SMCSU Executive, Commissioners, and Officers

<b>President</b>	<b>president.smcsu@gmail.com</b>
<b>Vice President</b>	<b>vp.smcsu@gmail.com</b>
<b>Vice President Finance</b>	<b>vpfinance.smcsu@gmail.com</b>
<b>Vice President Religious and Community Affairs</b>	<b>vprrca.smcsu@gmail.com</b>
<b>Vice President Academics</b>	<b>vpacademics.smcsu@gmail.com</b>
<b>Vice President Arts</b>	<b>vparts.smcsu@gmail.com</b>
<b>Vice President Communications</b>	<b>vpcommunications.smcsu@gmail.com</b>
<b>Vice President Athletics</b>	<b>vpathletics.smcsu@gmail.com</b>

### St. Michael’s Sports Teams

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 ([vpathletics.smcsu@gmail.com](mailto:vpathletics.smcsu@gmail.com)).

## **COOP 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.

### **Kelly's Korner:**

St Mike's hosts a talent show in the student 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, 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 by email at [the.mike@utoronto.ca](mailto:the.mike@utoronto.ca).

### **SMC Mentorship**

SMC Mentorship is a program where first year SMC students can be paired with a senior peer mentor in a similar program who can offer academic and social support, pointing students to resources, and assisting in developing useful skills for success.

## **College Cheers and Songs**

St. Michael's college at the University of Toronto has a few traditional cheers that are part of its spirit and traditions. Checkout the cheers here: <https://stmikesorientation.com/cheers>

# St. Michael's College Campus Map

