



RESIDENCE  
HANDBOOK



# TABLE OF CONTENTS

Welcome to Residence .....

# WELCOME TO RESIDENCE

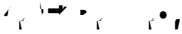
Thank you for choosing residence at Cape Breton University! Living in residence is a big part of the university experience, and will provide the foundation for so many of the memories you will make at CBU. In our residences, students from all over the world come together to discover what it really means to be a Cape Bretoner. From the moment you arrive at your residence, you're going to feel like you've found your home away from home.

We believe that your residence experience should be as enriching and fun as possible. Our residence buildings are always buzzing with activity, and with tons of on-campus societies, there is always something to do. When you choose to live in one of CBU's residence buildings, you're choosing all of the benefits of home, just steps away from class.


Throughout the following pages, you'll learn everything you need to know about residence life at CBU and meet the staff who will work with you to make it feel like home. Please read the information in this handbook carefully, as it represents the terms of the contract you will be signing upon your arrival.

Enjoy your stay and we hope you have a great time at CBU!

# MEET YOUR RESIDENCE LIFE TEAM




Director Housing, Food and Ancillary Services  
Harriss Hall | 902-563-1791



Doug Connors directly oversees the residence student-staff and handles all facilities issues. He's also responsible for room assignments and the overall operation of the residence.



Residence Life Coordinator  
Harriss Hall | 902-574-0729



In her role as Residence Life Coordinator, Christine Harrietha is responsible for developing a positive living environment here at CBU residence. She plans events and activities and mentors students through counseling and academic success coaching. Christine also facilitates information sessions on various topics, supports the Residence Assistants and Residence Directors and handles residence mail and room keys.



The residence director (RD) is responsible for the supervision of the residence assistants (RA) as well as the scheduling of RA office shifts.

# RESIDENCE PHILOSOPHY

Residence is founded on the principle of providing a safe and welcoming environment where students can live and learn. This philosophy is upheld by a combination of individual responsibility, mutual respect and a genuine concern for the rights and welfare of others.

Conduct that deviates from these fundamental principles is considered a serious violation. Any violation of respect or security will, in accordance with the Student Judicial System, result in discipline from the University Administration.

# UNIVERSITY POLICIES

Cape Breton University is committed to the human dignity of individuals and groups of individuals. The University is committed to a campus free from:

- Discrimination
- Harassment
- Bullying

Cape Breton University is dedicated to the highest standards of human equality and academic freedom. The University actively endorses these standards at every level of the institution and in all aspects of student, faculty and staff life while individuals or groups are acting in a capacity defined by their relationship with the University.

UNIVERSITY OF NEW BRUNSWICK



Cape Breton University is committed to creating an environment that is free from sexual violence (actual or threatened), abuse, aggression

Each student is responsible for their conduct which affects the University community.



Please see the R.A.S.A.R.P.a.  
All students must agree to the terms of the agreement and sign.

## WHAT TO BRING TO RESIDENCE

- Personal Identification (passport, health card, government ID)
- University documents and emergency contact information
- Warm clothing and seasonal outerwear (rain gear, winter hat, gloves, boots, jacket)
- Bathroom essentials (towels, face cloths, toothbrush, deodorant, nail clippers, soap, toilet paper, plunger, flip flops etc.)
- Bedroom essentials (pillow, twin sheets and comforter)
- Posters and pictures to decorate your room (but please bring sticky tac and do not poke holes in the wall)
- Kitchen essentials (If you are living in an apartment you'll want to bring pots and pans, dishes, utensils, etc. The apartments are equipped with a stove and fridge but there is no microwave provided. You may want to wait until you meet your roommates before purchasing new kitchen supplies)
- If you are living in a dorm room, you may want to bring a mini-fridge and microwave.
- Laundry basket and detergent
- Cleaning products (broom, mini-vacuum, mop)
- Garbage can
- School supplies (pens, pencils, highlighters, notebooks, index cards, laptop, calculator, printer, paper, etc.)







A roommate can play a huge role in having a successful residence experience. Most people enjoy the company of others and the chance to share opinions, interests and good times. There's a good chance that your roommate will become one of your closest friends at CBU, and it's a great opportunity to get to know someone and learn from one another.

A roommate's first obligation is to be friendly and open, and try to form a healthy relationship with their roommate. Students should remember that everyone has their own likes and dislikes and it is important to respect these things. Try to keep your roommate in mind when making decisions such as opening the windows, inviting lots of friends to visit, or playing loud music. Respect for individual



Cabot Residence offers apartment-style dorms where each apartment, or flat as you might know them, has four private bedrooms and two bathrooms, all built around a shared living room and kitchen. So gather your roomies and host a dinner party.

Apartment layout: Each apartment consists of four single bedrooms with a shared kitchen, living room and two full bathrooms. Bedrooms come furnished with a bed and mattress, desk, dresser, closet, chair and mirror. There is also a door lock, thermostat and cable-TV hookup in each room. Kitchens are furnished with a refrigerator, stove, sink, kitchen table and four chairs. Living rooms are furnished with one full-sized sofa, a matching armchair, a coffee table and a TV stand. Each bathroom has a tub, shower, sink, vanity, mirror, toilet, electrical

Kitchens are furnished with a refrigerator, stove, sink, kitchen table and chairs. Living rooms are furnished with one full-sized sofa, armchair, a coffee table and a TV stand. The bathroom has a tub, shower, sink, vanity, mirror, toilet, electrical outlets and linen closet.

Harriss Hall is where you'll find single and private dorm rooms, with a mix of private and shared washroom facilities. Harriss Hall is also equipped with restaurant-style dining as well as a stocked pantry where you can cook for yourself. From comfort food to the freshest and most nutritious eats, even the pickiest of eaters will be able to satisfy their cravings here. Student meal cards, cash, debit and credit cards are all accepted at Harriss Hall.

Harriss Hall dining hall is equipped with comfy booths and bar-style tables where students can eat together, hang out and maybe even play a board game.

Peace Now: A time of peace for all 100% of the people.

Peace Now: A time of peace for all 100% of the people.

Each residence student will be given a mailbox and key to be used in the mailroom in Harriss Hall. Mail is available for pick up Monday-Friday.

Once you move out of the residence, we are not able to hold or forward any mail. Please make sure you arrange to have your mail redirected.



Harriss Hall  
136 University Blvd  
Sydney, Nova Scotia  
B1M 1A2

## RESIDENCE FEES AND MEAL PLANS

Current Residence and meal plan rates can be found



The following financial guidelines apply to residence operations:



A residence student who wishes to withdraw from residence must do so officially by notifying the Residence Manager in writing. A student who withdraws from residence will remain financially responsible for the remainder of the semester unless they are simultaneously withdrawing from all courses for the remainder of the academic year. Students who officially withdraw from residence and all CBU courses are charged a prorated amount based on nights in residence, plus a \$250 withdrawal charge.

## ACCEPTANCE

Students accepted to Residence will receive written notice that Cape Breton University is able to offer them accommodation for the upcoming academic year. In return, students must confirm their intention to accept accommodation by sending a confirmation fee of \$700 to the Residence Office by the date stated in their letter. Students are given approximately a four-week period to send in this deposit. This cheque or money order may be made payable to Cape Breton University.

## FREQUENTLY ASKED QUESTIONS

### When can I move in?

CBU Residence typically opens at the beginning of September. Specific dates and times will be mailed to you with other orientation information. The date given is always the earliest date students are able to move in because residences are used for other purposes during the summer.

### What if I arrive late?

If you will be arriving late, please notify the Residence Office prior to your arrival. Students who do not arrive on the first day, and who have not contacted the Residence Office will be removed from the residence list. Students may not send luggage ahead of their arrival.

### Can I request additional time outside the regular academic year?

Requests for additional time outside the regular academic year will be evaluated on an individual basis and must be made to the Residence Manager. Payment for extra days can be arranged at that time.

## STORAGE ROOMS

There is a small storage room with limited space available upon request. All goods being placed in storage must be boxed (within reason), in trunks, suitcases or boxes which clearly display the student's full name. There are also storage rooms available to those living in Cabot residence.


Goods are stored on the understanding that Cape Breton University shall not accept responsibility for goods left in storage. Articles left in storage for more than one calendar year will be disposed of without further notice.

## QUIET HOURS


Quiet hours are in place from Sunday to Thursday, inclusive. Social hours on these days begin at 8:00 pm and end at 11:00 pm sharp. On Friday and Saturday, social hours begin at 6:00 pm and end at 1:00 a.m. Before and during exam periods, a 21 hour a day quiet rule is in effect. The dates of the beginning and end of the exam quiet period will be posted. Social time will be 12:00 pm - 1:00 pm and 4:00 pm - 6:00 pm for this time, but students will not be permitted to have overnight guests. At all times, televisions and stereos are to be kept at a volume contained within the room. In addition, students are encouraged to use the library to study. The library is open seven days a week during the regular academic year.

## ROOM/APARTMENT REQUESTS


Returning students are given the first choice of room/apartment and roommate(s). Co-op students living in residence during the summer or fall semesters must make their room request for the next semester no later than one month before they leave. New students are assigned rooms according to their choice of roommate or, if a name is not provided, according to the other information provided in the application. The Housing Office will review requests for room changes after Oct. 1. Changes will be accommodated at the discretion of the Residence Manager.



If you have a maintenance issue, please tell your RA or email




A maintenance issue could be a number of things. For example, a smoke detector beeping, key not working, apartment fridge making a strange noise, clogged toilet (you should bring a plunger). Please note, students living in apartments are responsible for replacing the light bulbs in the apartment. If you live in a dorm room and your light is burnt out email.



The Cape Breton Health and Wellness Facility is located next door to the CBU residence buildings. This cutting edge complex houses indoor and outdoor soccer fields; an eight-lane synthetic track with a field event venue; a community health and wellness facility; community outreach programming rooms; various game courts and practice venues as well as academic/wellness programming and research. Full-time CBU students have unlimited access to the fitness facility, as membership is included in their tuition and fees.

CBU is also home to the Canada Games Complex, which features an Olympic-sized skating rink available to students at various times throughout the winter. The Sullivan Field House is a multi-court gym open several hours per day for student use. The University offers a wide variety of Intramural activities on an individual, dual and team basis which gives students an opportunity to choose the type of activity they are most interested in. Intramurals include basketball, softball, volleyball, soccer and more.






The House Council is responsible for the organization and administration of social and awareness events for residence students to enhance the residence experience. Some fun events include coffee house nights, game nights, art and music activities and more.

The Residence Life Coordinators will also provide information sessions on a variety of topics aimed at making university life a little easier. Possible topics include time management and study skills, alcohol awareness, pregnancy and STD awareness and sexual harassment. If you have any ideas about possible topics of interest, please feel free to share your ideas with us. Attendance at these sessions is strongly recommended.

## PERSONAL PROPERTY LIABILITY



1. Upon arrival, students are provided a residence package, room/apartment checklist, key form and other information. The forms must be signed and the checklist must be completed by the student and the RA together before keys will be given to the student. The same form will be checked upon departure and damage unaccounted for will be billed to the student. Failure to sign in and out through the room condition inventory may result in billing for room damage and/or loss of damage deposit.

2. The general cleaning and tidiness of the room/apartment is the responsibility of the student. Students are responsible for removing refuse, scraps and garbage from their room and depositing it in the garbage cans. Garbage can be removed from each apartment and taken to the bins outside the building, or garbage can be placed outside of apartment doors Monday-Thursday for pick up. Please be

9. Damage and discipline infractions that occur in common areas (halls, lounges, washrooms, staircases, basements, or lobbies) are the responsibility of the occupants of the floor on which the damage occurs. If deemed necessary, the cost of the repair and/or a fine may be levied against involved students.

10.

## REPAIRS TO KITCHEN AND BATH

Item	Cost (\$)	Labor	Rate (\$/hour)
Refrigerator	\$500	1 hour	\$50/hour
Refrigerator Shelf	\$50	1/2 hour	\$35/hour
Refrigerator Drawer	\$60	1/2 hour	\$35/hour
Refrigerator Shelf Ends	\$5	1/2 hour	\$35/hour
Refrigerator Door Shelf Bar	\$30	1/2 hour	\$35/hour
Stove/Oven	\$600	1 hour	\$50/hour
Stove Element	\$35	1/2 hour	\$50/hour
Stove Knob	\$10	1/2 hour	\$35/hour
Oven Temperature Control		1 hour	\$50/hour
Infinite Temperature Control		1 hour	\$50/hour
<b>BATH</b>			
Ceiling Light Cover	\$30	1/2 hour	\$50/hour
Bathroom Light Fixture/Any fixture	\$75	1/2 hour	\$50/hour
Smoke Detector in room	\$250	1 hour	\$50/hour
<b>ELECTRICAL</b>			
Electrical Outlet	\$10	1 hour	\$50/hour
GFI Outlet	\$25	1 hour	\$50/hour
Outlet Cover	\$4	1/2 hour	\$50/hour
Cable Outlet/jack	\$10	1 hour	\$50/hour
Telephone Outlet/jack	\$10	1 hour	\$50/hour
Light Switch	\$10	1 hour	\$50/hour
Light Switch Cover	\$2	1/2 hour	\$50/hour
Modem Data Cable	\$10	1 hour	\$50/hour
Modem Power Cable	\$30	1 hour	\$50/hour
Smoke Detector in hallway	\$250	1 hour	\$50/hour
Fire alarm in Bedroom	\$250	1 hour	\$50/hour
Door communication device/buttons	\$100	1 hour	\$50/hour
Thermostat	\$100	1 hour	\$50/hour
Fire Extinguisher	\$75	1 hour	\$50/hour
Ventilation Unit	factory Cost	1 hour	\$50/hour
Over stove Range Hood	factory Cost	1 hour	\$50/hour
Wireless Access Point	\$700	1/2 hour	\$50/hour

## PLUMBING AND BATHROOMS

Item	Price (\$)	Time	Rate (\$/hour)
Toilet (complete)	\$650	1 hour	\$50/hour
Toilet Lid	\$60	1/2 hour	\$50/hour
Toilet Tank Lid	\$50	1/2 hour	\$50/hour
Toilet Tank	\$100	1 hour	\$50/hour
Supply Hose (toilet or sink)	\$20	1 hour	\$50/hour
Bathroom Sink	\$275	1 hour	\$50/hour
Bathroom Sink Faucets	\$50	1 hour	\$50/hour
Kitchen Sink	\$300	1 hour	\$50/hour
Kitchen Sink Faucets	\$180	1 hour	\$50/hour
Bath Tub	\$2,350	1 hour	\$50/hour
Bath Tub Faucets	\$100	1 hour	\$50/hour
Shower	factory Cost	1 hour	\$50/hour
Shower Head	\$25	1 hour	\$50/hour
Shower Curtain Rod	\$20	1/2 hour	\$50/hour

Item	Price (\$)	Time	Rate (\$/hour)
Kitchen Cabinet Doors	\$30	1/2 hour	\$35/hour
Kitchen Drawers	\$40	1/2 hour	\$35/hour
Cupboard Handles	\$5	1/2 hour	\$35/hour
Cupboard Shelves	\$25	1/2 hour	\$35/hour
Drawer Slides	\$15	1 hour	\$35/hour
Counter Top (per linear foot)	\$30	1 hour	\$35/hour
Cabinet Door Hinges	\$10	1/2 hour	\$35/hour
Bathroom Vanity	\$150	1 hour	\$35/hour

Item	Time	Rate (\$/hour)
Nail and Tack Holes (drywall)	1/2 hour	\$35/hour
Hole Repair (drywall; nail hole to 2")	1/2 hour	\$35/hour
Hole Repair (drywall; larger than 2")	1 hour	\$35/hour
Drywall Repair for water damage per sq ft	1 hour	\$35/hour
Cleaning after drywall repairs	1 hour	\$35/hour
Painting after drywall repairs per sq ft	1 hour	\$35/hour
Painting (general) per sq ft	1/2 hour	\$35/hour

## REPAIRS & MAINTENANCE

Item	Cost (\$)	Time	Rate (\$/hour)
Hole Repair (drywall; larger than 2")	\$500	1 hour	\$35/hour
Drywall Repair for water damage	per sq ft	1 hour	\$35/hour
Cleaning after drywall repairs		1 hour	\$35/hour
Painting after drywall repairs	per sq ft	1/2 hour	\$35/hour
Painting (general)	per sq ft	1/2 hour	\$35/hour

Item	Cost (\$)	Time	Rate (\$/hour)
Washer damage		1 hour	\$50/hour
Dryer damage		1 hour	\$50/hour
Washer replacement	factory cost	1 hour	\$50/hour
Dryer replacement	factory cost	1 hour	\$50/hour

Item	Cost (\$)	Time	Rate (\$/hour)
Removal (i.e. e a e deca )		1 hour	\$35/hour
Paint		1 hour	\$35/hour

Item	Cost (\$)	Time	Rate (\$/hour)
Bed Frame	\$500	1 hour	\$35/hour
Dresser	\$400	1 hour	\$35/hour
Couch	\$500	1 hour	\$35/hour
Chair	\$400	1 hour	\$35/hour
Desk	\$600	1 hour	\$35/hour
Desk Chair	\$150	1 hour	\$35/hour
Moving furniture back to original space		1 hour	\$35/hour
Reassemble beds		1 hour	\$35/hour

# CBU AND EMERGENCY CONTACT NUMBERS

**Residence Life** 902-563-1791 (Manager)  
902-563-1792 (Residence Life)

**Academic Advising** Academic advising, adding and dropping courses, financial aid, student account payments, study abroad, international student supports: 902-563-1330

**Tutoring and Academic Success** Tutoring in intro-level math, science, and business, writing help, academic success coaching, accommodations and supports for students with disabilities, co-op placements, job search skills 902-563-1639

**Student Support Services** 902-563-1359

**Student Health Services** 902-563-1639

**Student Accessibility Services** 902-563-1173

**Student Health Services** 902-563-1123

**Campus Security** Campus safety, Parking meters and tickets, lost and found, Safe Walk program: 902-563-1133 (main desk)  
902-578-2316 (cell) email: [security@cbu.ca](mailto:security@cbu.ca)

**Emergency** Call **11**

