

# UVIC



## COMMUNITY LIVING HANDBOOK

Residence Services | 2023-24



We acknowledge and respect the Iáḱ wəḡəḡən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

Designed by Indigenous architect Alfred Waugh, the First Peoples House is located in the heart of campus and features house poles carved by Tsawout artist Doug LaFortune.



The Residence Services Indigenous Student Lounge is located in the lower level Sḡéqə ʔéʔləḡ (Sngequ House). Designed to support Indigenous students by providing cultural, social and educational programming, it is a welcoming and safe space on campus to pop in for coffee and a chat, as well as to connect with other Indigenous students and staff.

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If you would like additional support accessing the information in this handbook, please contact Residence Services at [housing@uvic.ca](mailto:housing@uvic.ca) or call 250-721-8395.



# RESIDENCE SERVICES STAFF

Our staff team is here to help you have the best residence experience possible. Here is a list of some of the people who will be important to you while you are living here.

## Front Desk

**Front Desk Staff:** your first point of contact when you enter the Craigdarroch Residence Services Office.

Front Desk Staff can help you with:

- Lock-outs / Lost keys
- Picking up special deliveries
- Fee payments
- General inquiries for all residence questions

## Business Operations

**Business Operations Staff:** manages all processes related to housing applications, room offers and assignments and anything to do with students' housing accounts.

Admissions staff can answer questions about:

- Room applications
- Room assignments
- Room transfers
- Withdrawals

Accounting staff can answer questions about:

- Fee payments
- Account details
- Refund processes

## Facilities

**Residence Facilities:** coordinates all housekeeping, maintenance and repairs.

The Facilities team:

- Completes the basic cleaning of common areas in the residence communities
- Coordinates the repair and maintenance of any items owned by the university in your room or residence building

## Residence Life

**Community Leaders (CLs) and Residence Education**

**Community Leaders (RECLs):** your primary resource for living in residence!

**Senior Community Leaders (SCLs),** RECLs and CLs are student staff who live in residence and can help you:

- Build community through programs and events
- Locate campus resources
- Understand community standards
- Work through community issues

**Neighbourhood Managers (NMs):** professional staff who oversee each of the residence neighbourhoods, support the residence experience and resolve conduct concerns.

## Conduct and Student Support

The Residence Conduct Team Manager, Community Standards Specialist and Community Coordinators are here to facilitate a safe community for everyone, and support anyone involved in our conduct processes.

The Manager, Resident Support aims to connect with students experiencing difficulties and support them to connect with resources both on and off campus.

## Residence Education

The Residence Education (REd) team works to ensure that all residents have an excellent personal experience by facilitating a number of programs and events throughout the year. The REd team oversees the programming and day-to-day operations of the Indigenous Student Lounge. We also support the Living Learning Communities (LLCs) in their educational programming and curriculum. As a team we oversee the training and ongoing development of all student-staff who work for Residence Services.

**Indigenous Student Lounge Advisors (ISLAs):** your primary resource for accessing the Indigenous Student Lounge, cultural programming and support.



# DAILY LIFE



## Keys

Locked out? Lose your key? If you're locked out of your residence, Front Desk Staff will lend you spare keys three times for free. After the third time, your residence account will be charged for each additional "lock-out". If you lose your keys, your lock will be changed and you will be charged the associated lock change fee. For information on fees associated with lock-outs or changes, visit: <https://www.uvic.ca/residence/current-residents/living/lockouts-keys/index.php>

For the safety and security of our residence communities, lending keys to others is strictly prohibited.

Please always lock doors and do not let others in to the building behind you.



## Laundry

SmartCard-operated and app, pay laundry machines are available throughout the residence complex.

- First floor or basement of most residence buildings
- Cluster residents use the laundry rooms adjacent to blocks 54 & 58

For use, residents will need to use the CP Mobile app or purchase SmartCard for \$10 at dispenser machines in the Residence Services main office.

For more info visit: [uvic.ca/residence/current-residents/living/laundry](https://www.uvic.ca/residence/current-residents/living/laundry)

**NOTE:** Residence Services will communicate with you through the email address you provided on your "Online Tools" page. Please ensure this email is kept up-to-date and check it regularly.



## OneCard

All students must carry their OneCard with them at all times. Be mindful to bring it with you whenever you leave your room.



## Mail & Packages

Residents are assigned a mailbox with their room number.

- Cluster mailboxes are located outside Block 51
- Ring Road mailboxes are located in the building lobby
- All other mailboxes are located between the Residence Services main office and Čeqʷəŋiŋ ʔéŋləŋ (Cheko'nien House)

## Mailing Address

Student's Name  
Building + Room #  
UVIC Student Residences  
PO Box 2100 Stn CSC  
Victoria, BC V8W 3A4

## Courier Address

Student's Name  
Student's Phone Number  
Building + Room #  
University of Victoria  
Craigdarroch Office Building  
Parking Lot #5, Off Sinclair Rd  
Victoria, BC V8P 5C2

## Special Delivery

Parcels, large packages and boxes will be held at Residence Services office.

Students are responsible for grocery/food deliveries and must arrange pick-up location near their location. Students will be notified of special deliveries via email.

Pick up: bring photo ID to Residence Services Front Desk.



## Garbage & Recycling

Residents are required to take their own garbage, compost and recycling to the proper refuse compounds located throughout residence. See the Recycling and Composting chart on page 6 to guide you.



## Smoking, Vaping and Cannabis

Smoking on the UVic campus is only permitted in designated smoking areas. Smoking and vaping outside these areas are violations of Community Standards and will be followed up under the Conduct System. This includes the use of e-cigarettes, vapourizers and other smoking apparatuses.

Smoking cannabis is only permitted in designated cannabis smoking areas.

Please see page 16 for further information on expectations related to cannabis use and storage in residence.



## Programming

Your Community Leader will run programs and facilitate events for your community. Participating in programming is a great way to meet your fellow residents and learn something new. Please see page 9 for more information.



## Cleaning

Residents are responsible for the cleanliness of their own personal living area. The upkeep of shared spaces is the joint responsibility of all residents living in the same unit or area.

Housekeeping staff clean the residence common areas including: hallways, washrooms, lounges and laundry rooms in all residence buildings except Cluster, where Housekeeping cleans only walkways and laundry facilities.



## Maintenance

If something in your room or building needs repairs, report it on the Housing Portal [ress.uvic.ca/StarRezPortal](https://ress.uvic.ca/StarRezPortal).



## Roommates

Mutual respect and open communication make for positive roommate experiences. You will develop a Roommate Agreement outlining what the coming year will look like in your shared space. Community Leaders will support you in making the Agreement.



## Meal Plans

All students living in residence, with the exception of students living in Cluster, apartments or on pod floors are required to be on a meal plan.

For more information visit [uvic.ca/food](https://uvic.ca/food).



## Room Transfers

Seeking to change rooms? Following a settling-in period at the start of the term, room transfer requests are considered between September 15 – December 1 for the Fall Term and January 15 – March 1 for the Spring Term.

Please note that room transfers are subject to availability and have associated costs. Transfer requests are considered for students who have paid their fees in full. Please refer to Schedule B 4.9 of the Residence Contract for instructions and fee information.

# GARBAGE, RECYCLING & COMPOSTING

Here's a handy reference of what gets sorted where in our main enclosure areas. Remember it's up to YOU to make the system work—a contaminated bin goes straight to the landfill!

## BLUE TOTE MIXED PAPER



### ACCEPTABLE ✓

- White paper
- Cereal boxes (remove inserts)
- FLATTENED cardboard
- Magazines
- Newspapers
- Books
- Pizza boxes

### UNACCEPTABLE ✗

- Bottles and cans
- Hard plastics (#1- 7)
- Soft plastics (e.g., plastic bags)
- COFFEE CUPS
- Food waste
- General 'garbage'

## BROWN TOTE PLASTIC, METAL AND PAPER CONTAINERS



### ACCEPTABLE ✓

- Plastic bottles
- Hard plastics #1, 2, 3, 4, 5 and 7 (e.g., sushi and yogurt containers, coffee cup LIDS)
- Aluminum and tin cans
- Aluminum foil
- Juice & milk cartons
- COFFEE CUPS

### UNACCEPTABLE ✗

- Styrofoam
- Soft plastics (e.g., plastic bags)
- Mixed paper
- Cardboard
- General 'garbage'
- Food waste
- Liquids

## GREEN TOTE COMPOSTABLE WASTE



### ACCEPTABLE ✓

- All food waste
- Paper towels
- Paper plates
- COFFEE CUPS
- Compostable items (e.g., bags, cutlery)

### UNACCEPTABLE ✗

- Bottles and cans
- Hard plastics (#1-7)
- Cardboard
- Soft plastics (e.g., plastic bags)
- General 'garbage'

## YELLOW TOTE GLASS



### ACCEPTABLE ✓

- All glass bottles
- All glass jars
- No lids (please recycle in brown tote)
- Please empty and rinse containers

### UNACCEPTABLE ✗

- Drinking glasses
- Dishes
- Cookware
- Window glass or mirrors
- Ceramic products
- Plastics/Metal/Paper containers
- Food waste
- Liquids

## GREY TOTE GARBAGE



### ACCEPTABLE ✓

- Foil lined bags
- Chip bags
- Soft plastics
- Styrofoam
- Non-recyclables and non-compostables

### UNACCEPTABLE ✗

- Paper
- Cardboard
- Bottles and cans
- Hard plastics (#1,2,3,4,5 and 7)
- Food waste
- Glass bottles and jars



Any questions please contact the Waste Reduction Unit at [wastenot@uvic.ca](mailto:wastenot@uvic.ca).  
For more info, see [uvic.ca/sustainability](http://uvic.ca/sustainability).



# QUIET HOURS & RESPONSIBLE HOSTING

## QUIET HOURS



At all times, no individual or group should cause noise which interferes with a resident's right to reasonable quiet for sleep and study. Additionally, Quiet Hours during the year for all residence areas are:

**Sunday to Thursday 9 pm – 8 am**

**Friday to Saturday 12 am (midnight) – 10 am**

During December and April exam periods, extended Quiet Hours will be in effect.

## Hosting Guests

When hosting guests in your residence room or unit, the Community Standards must be upheld at all times, including the expectations regarding guests, noise, fire safety and substance use.

In addition, the following guidelines must be followed:

- Hosts must be present, sober and available to speak with university personnel if requested.
- Hosts are responsible for the behaviour and actions of those in attendance.
- Roommates must give advance permission for a social gathering to be held in the room/unit.
- The gathering must remain contained to your room/unit, and should not impact communal space (e.g., hallways, walkways, balconies).
- All functions and social gatherings must adhere to fire code regulations and occupancy limits.
- Alcohol and other regulated or illegal substances may not be sold, and all provincial, residence and campus liquor policies must be respected.
- Hosts must end social gatherings and have all guests vacated by Quiet Hours.
- Parties/social gatherings are not permitted during the during exam periods, holiday closures, and additional dates like Halloween. Additional dates will be communicated in advance to residents via email.
- There may be situations when you may not host non-resident guests in the residence complex. Be mindful to check your email for all updates.
- Call the CL Help Phone or Campus Security if you need assistance (see "Helpful Contact Information" on page 24).

## HOSTING & OCCUPANCY LIMITS

The Residence Contract stipulates maximum occupancy limits or the number of people permitted in a room or unit during a social gathering.

**Cluster:** 16 people

**Double rooms:** 8 people

**Single rooms:** 4 people

Please note that the university may change these limits during the year in order to uphold Community Standards. Changes may also occur in response to public health orders or legal requirements to restrict the size of gatherings or impose physical distancing measures.

For more details, please see Schedule D 4.4 of the Residence Contract.

A Neighbourhood Manager is available to meet with you to discuss these guidelines if necessary. University and Emergency personnel will use discretion in responding to any concerns. You will be asked to end a social gathering if it requires continuous staff presence or violates Community Standards.

# SAFETY & SECURITY

## Personal Safety

For your safety:

- Keep your doors and windows locked, especially when you are sleeping or not occupying the room.
- Carry your keys with you and do not lend your keys to others.
- Do not allow strangers to enter the building.
- Secure your valuables with locks.
- Have your valuables engraved by Campus Security.
- Do not have open flames anywhere in residence buildings.
- Avoid attracting pests by keeping the building clean. Do not leave open food in your room and take garbage or recycling to the refuse area compound regularly.
- Report any suspicious activities, persons or hazards to your Community Leader or Campus Security.

## Fire Safety

When a fire alarm sounds, you and all other occupants must evacuate the residence and follow the Evacuation Procedures listed below.

## Campus Safety Programs

**Safe Walk:** Campus Security will accompany you anywhere within the boundaries of campus 24 hours a day, 7 days a week.

Request a Safe Walk or Security Officer check in by:

- Calling 250-721-7599.
- Using Campus Security Direct Dial phones.
- Using the UVic Mobile app.

For more information go to [uvic.ca/security/home/safewalk](http://uvic.ca/security/home/safewalk).

## Privacy, Room Access & Inspections

Your room is considered a personal, private space and this privacy will be respected.

Residence Services staff and/or authorized personnel of the university may access your room without prior notice or permission if they have reason to believe there is:

- Something in your room creating noise or odour and is interfering with others' ability to sleep or study.
- Something in your room that could be a fire hazard or other danger.
- An emergency that requires attention.

**24 HOUR CAMPUS SECURITY**  
**250-721-7599**

**EMERGENCIES**  
**9-1-1**

## EVACUATION PROCEDURES

- Always evacuate the building when you hear the fire alarm. Never treat it as a false alarm.
- When you hear the alarm, close all windows and leave your unit, closing and locking the door behind you.
- Alert your neighbours on either side of you as you immediately leave the building.
- Move quickly away from the building to your designated meeting/muster point (ask your Community Leader if you are unsure of this location).
- If you know people have been unable to evacuate the building, inform a Residence Services staff member and any emergency personnel on site.
- Do not re-enter the building until emergency personnel have instructed it is safe to do so—even if the alarm bells stop ringing.



# PROGRAMMING

Residence Services provides many opportunities for students to learn, develop and engage with their communities. Your Community Leader will run programs and facilitate events to make your floor feel like home. Programming will help you make friends, learn something new and get to know your neighbours. Programs could be small-group outings with your floor community, one-on-one interactions with your Community Leader or the chance to have fun with a group of people who share your interests.

## Programming, Activities & Events

Community Leaders facilitate residence programs and events to help students transition to university life. As a new student you can participate in activities that allow you to:

- Decorate your floor
- Contribute to your residence community
- Learn about living on your own
- Try out a skill or create something new
- Get to know campus
- Socialize with your community
- Build skills for academic success
- Explore Victoria

And lots more!

Talk to your Community Leader for more information or to share what you'd like to see happen in your community!

Keep an eye out for posters such as the ones below that provide educational information and program registration opportunities. Some posters also invite your in-the-moment response and engagement with a programming idea or question of interest to your community.



# HEALTH & WELLNESS

As a student at the University of Victoria, you have access to on campus health and wellness resources. Please see pages 24 and 25 for a list and contact details. Residence Services staff can assist you if you would like more information.

## Your Physical Health

Living in close proximity to others comes with many benefits and responsibilities. Every resident plays a vital role in protecting our communities by attending to their personal health and hygiene.

If you develop a contagious health condition that can be spread to others through close living conditions:

- Contact the Student Wellness Centre and follow all subsequent medical recommendations.
- A Neighbourhood Manager may reach out to you to confirm if you require any further residence-based support.

In keeping with our goal to maintain safe and healthy communities, all residents are to uphold any guidelines as recommended by the university and provincial and/or health authorities.

Residence Services is committed to communicating information about communicable illnesses if they may impact you. Please check your email regularly for communication from us.

## Your Mental Health

The transition to campus life brings many changes. Most students will experience stress as they transition into and through residence and their university careers. It is natural to experience variance in your mental health. UVic has many avenues of support and we can help you navigate the resource options to find the ones that best fit your individual needs.

If you are concerned about your mental health, are experiencing distress or prolonged difficulties, support is available. We encourage you to access campus or community resources. Residence Services staff can help you get connected.

Residence staff will respond to incidents involving significant behavioural and/or mental/physical health concerns to help reduce immediate risks to health and safety of an individual or community. We work closely with campus resources to help students quickly connect to resources.

SUPPORTING YOUR MENTAL HEALTH	SIGNS SOMEONE MAY BE STRUGGLING	HELPING A FRIEND WHO IS STRUGGLING
<ul style="list-style-type: none"> <li>▪ Set reasonable expectations for yourself</li> <li>▪ Maintain routines that support your wellness such as trying to get enough sleep, and moderating your substance use</li> <li>▪ Foster connections; communicate with friends and family</li> <li>▪ Access campus for support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Loss of interest in activities they usually enjoy</li> <li>▪ Saying they feel sad or helpless</li> <li>▪ Big changes in daily habits</li> <li>▪ Concerning communications in person or on social media</li> <li>▪ Withdrawal or isolation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Express your concern</li> <li>▪ Take time to listen</li> <li>▪ Ask how you can help</li> <li>▪ Avoid trying to fix the problem or assume you know what's best for them</li> <li>▪ Set healthy boundaries; be realistic about the support you can provide</li> <li>▪ Remind them that help is available</li> </ul>



## Student Wellness Centre

The Student Wellness Centre (SWC) combines three different services for students: Counselling, Health and Multifaith. The SWC aims to provide holistic care to support UVic students' wellbeing: emotionally, physically and spiritually. The SWC team includes counsellors, doctors, nurses, administrative staff, spiritual care providers and other practitioners.

At the Student Wellness Centre students can book appointments with Counsellors, Nurses, Physicians and/or Spiritual Care providers. The SWC is located at the Health and Wellness Building. Appointment booking details, hours and location information can be found at [uvic.ca/student-wellness](http://uvic.ca/student-wellness).

Multifaith offers a range of community, spiritual and faith programming, from prayer, meditation and yoga to a weekly Pet Café with friendly therapy dogs. Multifaith is located at the Multifaith Centre.

## Priority Consideration Related to Disability or a Chronic Health Condition

If you have a disability or chronic health condition that requires access to a specific type of housing, you are welcome to submit a request through our Priority Consideration process if you haven't already done so: [uvic.ca/residence/future-residents/apply/students-with-disabilities](http://uvic.ca/residence/future-residents/apply/students-with-disabilities)

# LEGEND



Residences



Buildings



Designated smoking area



Designated cannabis smoking area



Laundry



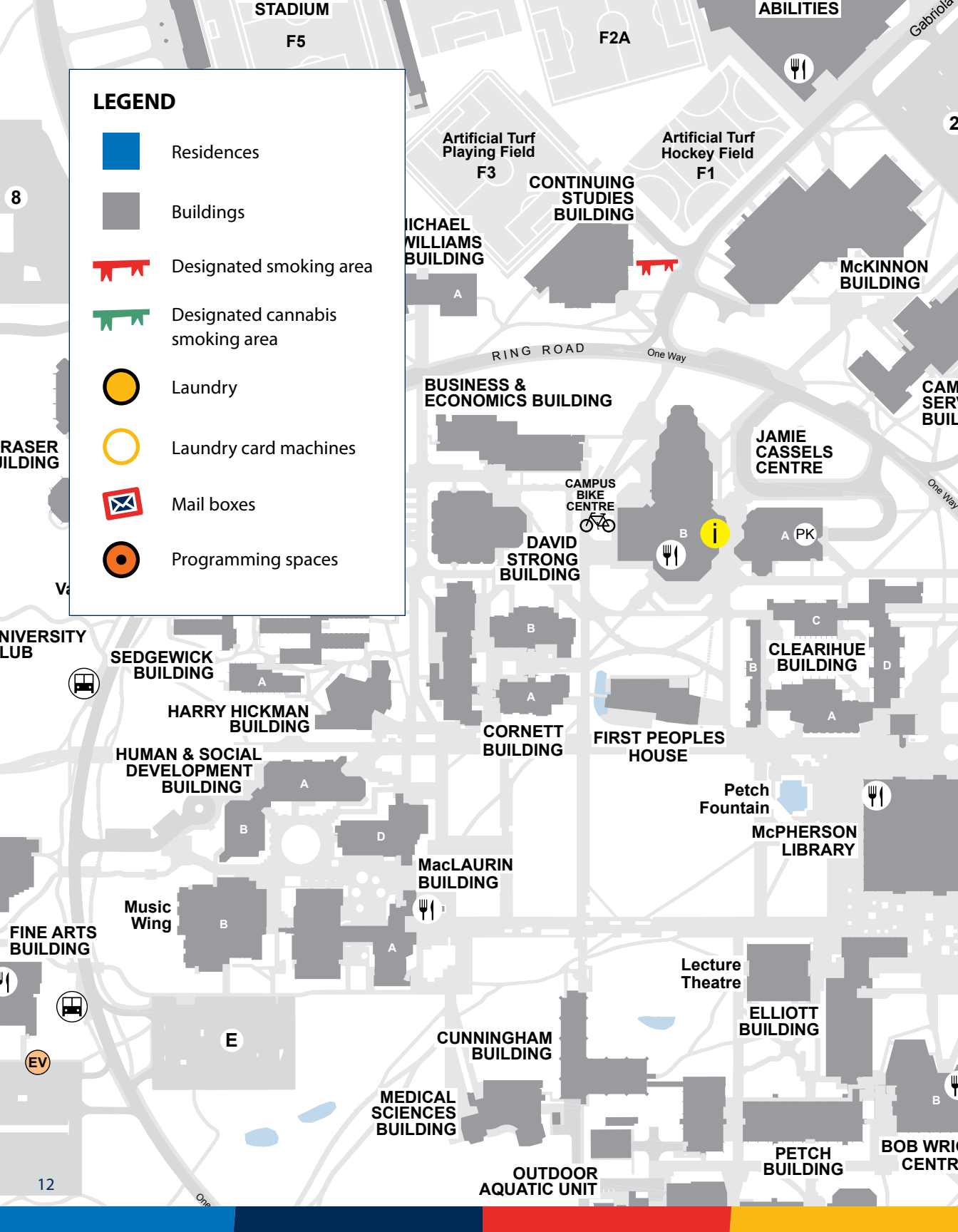
Laundry card machines

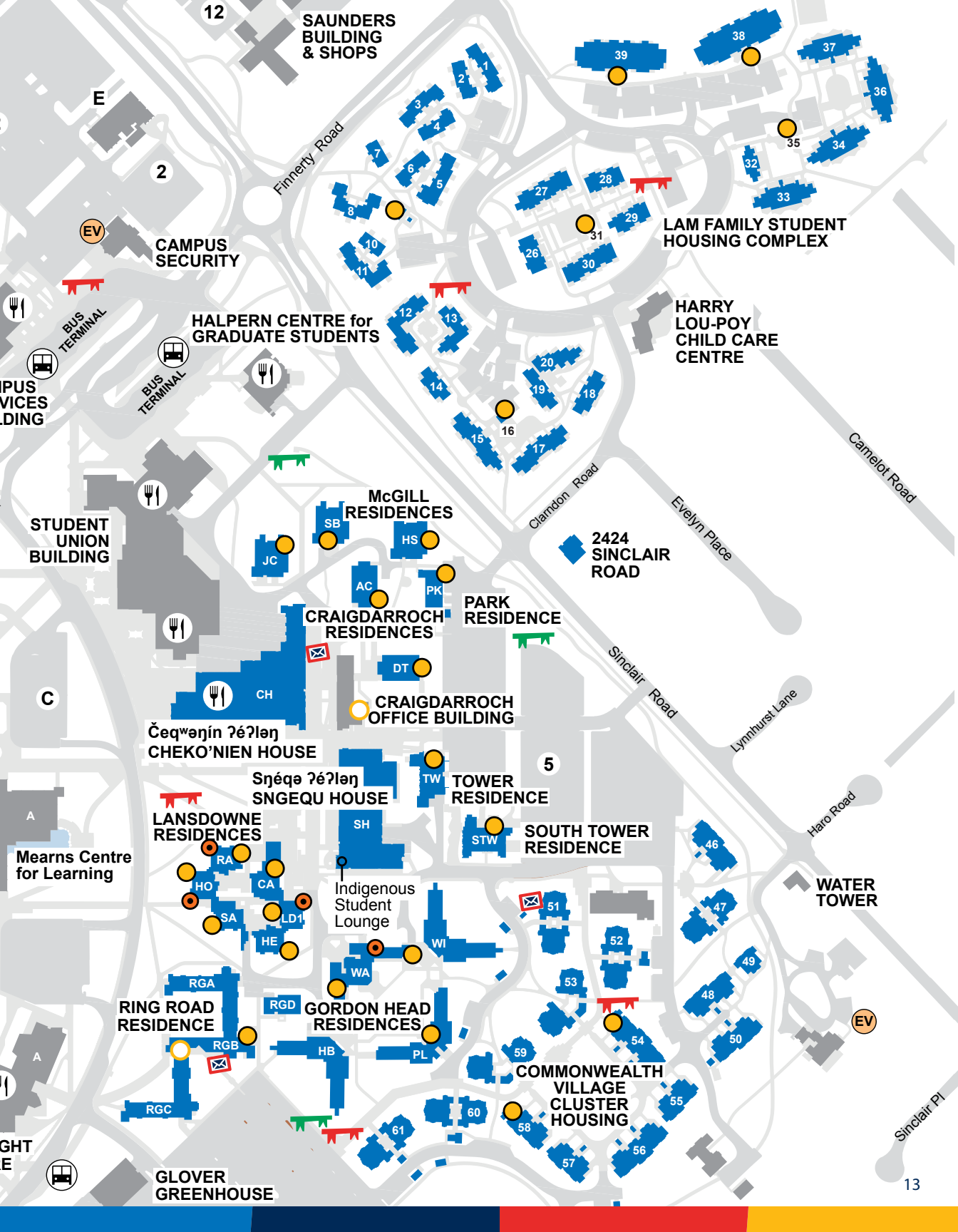


Mail boxes



Programming spaces





SAUNDERS BUILDING & SHOPS

CAMPUS SECURITY

HALPERN CENTRE for GRADUATE STUDENTS

LAM FAMILY STUDENT HOUSING COMPLEX

HARRY LOU-POY CHILD CARE CENTRE

STUDENT UNION BUILDING

MCGILL RESIDENCES

2424 SINCLAIR ROAD

CRAIGDARROCH RESIDENCES

PARK RESIDENCE

Շեգօնի ղեղի  
CHEKO'NIEN HOUSE

CRAIGDARROCH OFFICE BUILDING

Տիգե ղեղի  
SNGEQU HOUSE

TOWER RESIDENCE

LANSDOWNE RESIDENCES

SOUTH TOWER RESIDENCE

Mearns Centre for Learning

Indigenous Student Lounge

WATER TOWER

RING ROAD RESIDENCE

GORDON HEAD RESIDENCES

COMMONWEALTH VILLAGE CLUSTER HOUSING

GLOVER GREENHOUSE

# COMMUNITY STANDARDS

Community Standards are the expectations for everyone living in residence in order to maintain positive, respectful and safe neighbourhoods. Following the Standards while you are here will help you to have the best possible experience. You are responsible for understanding the Standards.

- The Community Standards are detailed in this handbook and Schedule D of your Residence Contract.
- Some of our residence communities also include a Roommate Agreement created by those living in the same room or unit.

## Philosophy & Guiding Principles

The well-being of the residence community rests on the balance of the community's ability to respect the needs of the individual and vice versa. The following table describes your rights, responsibilities and privileges as a resident.

### PRIVILEGES & RESPONSIBILITIES

GUIDELINES	PRIVILEGES	RESPONSIBILITIES
Housing	You have the privilege of having housing on campus	You have the responsibility to respect the Community Standards and live within their guidelines in order to maintain this privilege
Guests	You have the privilege of having guests visit you in residence	You have the responsibility to (a) ensure that you have the permission of your roommates to host the guest(s), and (b) ensure that your guest(s) respect and abide by the Residence Community Standards, university policies, and the law

### RIGHTS & RESPONSIBILITIES

GUIDELINES	RIGHTS	RESPONSIBILITIES
Safety	You have the right to feel safe here	You have the responsibility to act in a way that does not endanger yourself or others
Respect	You can expect consideration and respect for your feelings and needs	You have the responsibility to act in a civil manner and to show respect for the rights of every other person in the community



GUIDELINES	RIGHTS	RESPONSIBILITIES
<b>Fairness &amp; Support</b>	You have the right to expect fair and consistent service from Residence Services staff	You have a responsibility to address any questions or concerns directly with Residence Services staff
<b>Clarity of Standards</b>	You have the right to expect that the Community Standards outlined in this handbook and in the Residence Contract are clear	You have the responsibility to know the Community Standards and ask questions if you do not understand them
<b>Cleanliness</b>	You have a right to a living space that is clean and kept in good condition	You have the responsibility to assist in the upkeep of common areas by not leaving garbage or dishes in lounges, kitchens, or common areas, by using appropriate disposal and recycling receptacles, and to keep your own room clean and in good condition
<b>Autonomy in Managing Personal Health</b>	You have the right to manage your own health and wellness	You have the responsibility to work with UVic staff and health providers to ensure your personal physical and/or mental health does not negatively impact the residence community or yourself
<b>Consideration</b>	You have a right to enjoy your living space	You have the responsibility to follow the standards regarding Quiet Hours, and allow others a reasonable level of conversation and visiting during consideration hours as well as the responsibility to keep your own visiting and conversation during these times at a reasonable level
<b>Security of Property/Belongings</b>	You can expect to live in an environment where your possessions and the communal spaces are shown respect	You have the responsibility to show everyone respect and to respect the property of others and the university

## Community Standards

The following table outlines the Community Standards within the Residence Contract. Residence Services staff reserve the right to address issues not explicitly defined here and/or to alter sanctions as required to maintain the overall integrity and safety of the community and UVic property.

STANDARD	DESCRIPTION
Alcohol Use	<p><b>Open Alcohol</b> Alcohol may only be consumed within a resident's room/apartment/Cluster unit. Consuming/serving alcohol or carrying unsealed liquor is not permitted in public spaces including but not limited to: lounges, patios, balconies, Cluster walkways, elevators, washrooms, laundry rooms, hallways, stairwells, main floor foyers, programming space, and any outdoor residence space.</p>
	<p><b>Consumption by a Minor</b> Residents who are under the age of 19 may not possess or consume alcohol in residence.</p>
	<p><b>Mass Consumption</b> Participating in a game or activity that promotes or mimics the mass consumption of alcohol, which includes but is not limited to, high risk drinking activities and/or the use of a drinking apparatus that promotes mass consumption (e.g., beer funnels), is not permitted. Kegs or other high volume containers (more than 2L) are not permitted within residence. Participating in an activity that can be construed to promote mass consumption is also prohibited.</p>
	<p><b>Overintoxication</b> Drinking to excess and/or consuming an amount of alcohol which leaves a person unable to care for their own health and safety is not permitted. Alcohol is not an excuse for disruptive or unacceptable behaviour.</p>
Threat to the Dignity and Security of an Individual	<p>Activity (verbal, written, electronic, graphic, physical) that is threatening, racist, sexist, homophobic or any form of discrimination, harassment, sexual harassment or unwanted sexual attention is prohibited. Incidents will be referred to the Equity and Human Rights Office (EQHR) as appropriate.</p>
Cannabis	<p><b>Consumption</b> Consuming, serving cannabis or carrying unsealed cannabis is not permitted in any areas including, but not limited to: lounges, patios, balconies, cluster walkways, elevators, washrooms, laundry rooms, hallways, stairwells, main floor foyers, lounges and any outdoor residence space other than the designated smoking areas.</p>
	<p><b>Possession or Cultivation</b> The possession or cultivation of cannabis plants in your accommodation or elsewhere in the residence complex is prohibited.</p>
	<p><b>Manufacturing</b> Manufacturing of cannabis oil in a residence for the purpose of producing edibles for self or distribution, or other uses, is strictly prohibited.</p>
	<p><b>Consumption by a Minor</b> Residents who are under the age of 19 may not possess or consume cannabis in residence.</p>
	<p><b>Storage</b> Cannabis products and equipment must be stored in a sealed container in your private space in your bedroom with labels clearly indicating they contain cannabis or are used to prepare or consume cannabis. It is important that any odour is undetectable inside or outside of your residence room.</p>
<p><b>Odour</b> You are responsible to manage the odour or residual odour on your person or personal affects that may negatively impact others in the residence community. Residence Services expects that you will make every possible effort to conceal the detectible odour of cannabis anywhere within the residence complex.</p>	

STANDARD	DESCRIPTION
Cleanliness Standards	Residents are expected to keep shared living areas, including common lounges, kitchens, double rooms, Cluster units, toilets and showers, and the exterior of their room/unit doors clean. This includes not leaving dishes and/or garbage in public spaces of the Residence complex, including stairwells, hallways and the exterior. Residents are responsible for keeping the interior of their room reasonably clean so that its conditions do not interfere with others' right to a clean, healthy space.
Cooperation with Staff and Others	Residents and guests shall cooperate with requests from staff members, Campus Security, emergency personnel and the Saanich Police Department. Failure to cooperate with, and/or verbal or physical harassment or abuse of a staff member may result in university action, eviction from residence and/or referral to the Office of Student Life for Non-Academic Student Misconduct Policy follow-up. Misleading or providing false identification to staff will also result in Residence Community Standard action.
Damage to Property/Vandalism	Damage to the personal property of other residents or damage to residence property is strictly prohibited. Any wilful, malicious or negligent destruction of public or private property in or around residence and/or failure to uphold reasonable standards of cleanliness is prohibited. Being present while vandalism occurs and failing to report such acts will be treated as vandalism.
Dangerous Activity/Material	Activities that are considered dangerous or potentially harmful to any person, including the resident engaging in the activities, are prohibited and may result in eviction. Possession or use of explosive or flammable material including, but not limited to firecrackers, fireworks, dynamite, gasoline, propane or other such materials, is not permitted in residence property. Propane tanks are not permitted in residence.
Drugs	Any possession or involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. Possession of drug-related paraphernalia that is associated with the possession, use or trafficking of illegal or prescription drugs/medication is strictly prohibited.
Flames and Incense	Open flames, such as burning candles or incense, are not permitted in residence.
Functions and Social Gatherings	At all times when hosting guests in a residence room/apartment/Cluster unit, all Community Standards must be upheld; specifically those that pertain to alcohol, guests and noise. All functions and social gatherings must adhere to fire code regulations and public health orders.
Guests or Visitors	Residents are responsible for the actions of their guests. Guests must be accompanied by their host at all times. Prior to having a guest, residents who share a room/Cluster unit must have the permission of their roommate(s). Residents are permitted to have an overnight guest for no more than three consecutive nights and no more than nine nights total per semester unless given written permission from a Neighborhood Manager. Each host must have the permission of their roommate (if applicable) to host overnight guests. Overnight guests are not permitted during December and April exam periods, during the first month following move-in day, and other dates as communicated by Residence Services. Room or unit owners who leave their door unsecured will be considered the host of any individuals who access the room or unit.
Inappropriate Behaviour	Acting, intentionally or recklessly, in a manner which threatens the personal safety, health or well being of any person, either directly or indirectly, is prohibited. Inappropriate or disruptive behaviour, including but not limited to public urination and the use of residence facilities outside of their intended use, is prohibited.
Initiations/Hazing	Activities that single out particular residents, expose them to undue embarrassment or ridicule or cause physical or emotional harm are prohibited. This includes actions and behaviours in an online environment.
Kitchen Use	Residents are required to remain present in the shared kitchens when cooking, baking, preparing food, or cleaning. Residents are required to turn off all appliances (eg. stoves and ovens) when not in use. Deep frying food in shared kitchens is prohibited.
Noise	Residents must abide by designated quiet hours in residence. See page 7 under Quiet Hours for more information. Subwoofers (bass amplifiers) are not permitted in residence.

STANDARD	DESCRIPTION
<b>Pets and Service Animals</b>	Pets are not allowed in residence. Service animals are permitted in residence if the resident has submitted appropriate documentation and received prior approval by Residence Services.
<b>Playing Sports or Sporting Activities in Residence Buildings</b>	Residents are not permitted to engage in physically active games/activities inside residence complex buildings, including hallways and common rooms.
<b>Pranks: Inappropriate or Destructive</b>	Initiating, encouraging, supporting or participating in pranks that are inappropriate, disruptive, offensive, and/or hostile toward residents and/or staff, or that jeopardize the safety and security of others is prohibited.
<b>Prohibited Areas</b>	Residents are not permitted to access unauthorized areas, including but not limited to roof tops, the top of covered walkways and construction zones. Unauthorized access to residence rooms, apartments or Cluster units is also prohibited.
<b>Removal of University Property</b>	Removing furniture or property from rooms, individual units, lounges and other common areas is not permitted. Taking university property out of residence is considered theft.
<b>Safety/Security/Fire Equipment</b>	Activating, handling, using, covering, disengaging or otherwise interfering with any fire or safety equipment for any reason other than an emergency is prohibited whether such actions were intentional or not. Residents must follow all fire regulations, the directions of staff, and keep walkways, stairwells and fire exits clear at all times. Residents are required to evacuate buildings in the event of a fire alarm or other emergency. Failure to evacuate during these situations is prohibited.
<b>Signs</b>	No signs (electric or otherwise), posters, banners or flags of any size may be hung outside, or around the residence complex, unless prior approval is obtained from Residence Services.
<b>Smoking and Vapourizers</b>	Smoking and vaping are not permitted in residence buildings or on residence balconies and walkways; this includes the use of hookahs, pipes, vapourizers, e-cigarettes and/or any other smoking device. Cigarette smoking on residence property is only permitted at the designated smoking benches.
<b>Theft</b>	Theft or possession of another person's property without permission is prohibited.
<b>Throwing or Falling Objects</b>	Throwing, dropping, knocking or ejecting objects from residence buildings, windows, walkways, balconies or stairwells, whether intentionally or unintentionally is prohibited. Throwing objects within or at a residence building is prohibited.
<b>Unauthorized Assignment</b>	Your accommodation cannot be assigned, "sublet", lent or otherwise shared with another person.
<b>Unauthorized Key Possession, Use and/or Unauthorized Entry</b>	Unauthorized possession or use (including lending) of Residence Complex keys is prohibited. Residents are not permitted to copy any key or keycard provided by Residence Services.
<b>Violence/Physical Aggression/Sexualized Violence</b>	Physical aggression, violence to self or others, and/or sexualized violence or sexually inappropriate behavior are not tolerated. Incidents will be referred to the Office of Student Life or EQHR/SVRO as appropriate.
<b>Weapons</b>	Possession of real or replica weapons of any kind in residence including but not limited to firearms (including air guns and paintball guns), swords, hunting equipment, throwing or sporting knives, sling shots and archery equipment is prohibited. Wielding and/or using any object in a threatening or aggressive manner is prohibited.

# FREQUENTLY ASKED QUESTIONS

## **Do the Community Standards apply anywhere other than residence buildings?**

Yes. Residence Services staff may follow up regarding incidents occurring anywhere on residence property, including areas such as the Cove and parking lots. The Standards also apply at endorsed Residence Services events off-campus.

## **What if I disagree with a Community Standard?**

Come and talk to us about it. We welcome you respectfully sharing your opinion. However, violating a Standard as a way to question it is not acceptable and could impact your ability to live here.

## **What happens when there is a conduct concern related to the Community Standards?**

In most instances, a CL will directly approach those involved to address the issue. The CL may write an Incident Report (IR) to submit to Residence Services. Campus Security may also provide a report to Residence Services when they respond to concerns.

## **What is an Incident Report?**

An IR is a confidential written record of a conduct-related concern made by a Residence Services staff member. IRs provide the basis for staff to follow up and resolve the concern.

## **How does Residence Services follow up on an IR?**

The information in the IR is evaluated to determine what follow up is most appropriate. Next steps may include email communication from Residence Life, and/or a meeting with one of our staff.

## **Are meetings about an incident confidential?**

Yes, within the limits of the law. The information you provide is part of a confidential record and shared only on a need-to-know basis. Information you may choose to share during meetings may be shared and used in a review of reported concerns under appropriate university policies.

## **Are all incidents treated in the same way?**

Incidents are addressed on a case-by-case basis. This means that decisions take into account the specific circumstances of each situation.

## **What happens when I meet with staff about an IR?**

The meeting is an opportunity to review the information in the IR, provide your point of view, and ask any questions. Sometimes no further follow-up is required. Depending on the situation, an outcome of incident follow up may be the assignment of a sanction or conduct status.

## **What is a sanction?**

A sanction is a consequence applied to a resident to support education and accountability for their role in an incident.

## **Is a conduct status removed from my record at the end of the academic year?**

No. Statuses applied in one year are carried over into any subsequent years you live in residence. Your conduct status may affect your eligibility to return to residence. Please see the Appeals section of this handbook for how to appeal a status from a previous year.

## **Can an incident be referred to another office?**

Yes. Incidents may be referred to the Office of Student Life, Campus Security, the Sexualized Violence Resource Office, Equity and Human Rights or police. Your behaviour in residence can have significant impacts outside of the residence environment and may affect your status as a student or Vikes athlete at the university.

## **What if I believe a sanction decision is unfair?**

We encourage you to express your concern to the appropriate staff member to see if you can resolve the issue directly. You also have the option of appealing a decision. Please see the Appeals section of this handbook.

## **What if I want to express a concern about fairness to someone other than a Residence Services staff member?**

The UVic Office of the Ombudsperson is an independent, impartial and confidential resource for students if they have concerns about fairness and due process. Please see [uvicombudsperson.ca](http://uvicombudsperson.ca) for more information.

# THE CONDUCT SYSTEM

The Conduct System is a procedural framework for responding to behaviours or circumstances that are not in keeping with the Community Standards. Typically, behavioural concerns are reported through an Incident Report (IR) and addressed through our conduct follow up process.

Using the Residence Contract and the Community Standards as a foundation, the key goals of the Conduct System are to:

- Support individual and neighbourhood wellbeing
- Provide a fair, impartial, and transparent process
- Provide opportunities for learning and growth
- Ensure the safety and protection of residents and residence property

## Conduct Follow Up & Outcomes

The Conduct System is intended to be supportive and to help you succeed living here according to the Community Standards. Our processes also allow for the opportunity to repair harm that may have been caused to an individual or community.

Community Leaders (CLs), Senior Community Leaders (SCLs) and Neighbourhood Managers (NMs) are key resources in incident follow up. Other professional staff may be involved when necessary.

Incident outcomes are assessed on a case-by-case basis and through an evaluation of factors including, but not limited to:

- The nature of the conduct
- The level of risk posed by the conduct
- Individual and community impact
- Previous conduct history

Outcomes may include the following, at the discretion of Residence Life staff:

**Educational Information & Dialogue:** Clarification of Community Standards and support in identifying strategies for living in a high-density communal environment.

**Sanctions:** Sanctions may be educational, restorative, financial or disciplinary in nature. Sanction decisions are based on factors related to the incident, such as those described above.

**Residence Conduct Status:** Residence conduct statuses include On Notice, On Probation and Eviction. Depending on the incident, statuses may not progress in the order as listed. Conduct statuses can be appealed. Please see pages 21 & 22 for more information.

## Referrals to Other Offices

The immediate referral of case/file records from Residence Services to other campus and community resources may be appropriate in some instances. These include the following:

- **Office of Student Life ([uvic.ca/studentlife](http://uvic.ca/studentlife)):** A resident's conduct records may be referred to the Office of Student Life, for further investigation and action under the university's Non-Academic Misconduct Policy (AC1300),
- **Sexualized Violence Resource Office:** A resident's conduct records may be referred to the SVRO, for further investigation and action under the university's Sexualized Violence Prevention and Response Policy (GV0245),
- **Equity and Human Rights Office ([uvic.ca/equity](http://uvic.ca/equity)),**
- **Campus Security ([uvic.ca/security](http://uvic.ca/security)),** Saanich Police and/or other law enforcement agencies in cases of illegal activity,
- Investigation under any other applicable policy of the university, or
- Alternative university discipline procedures.

### PLEASE NOTE:

Your conduct status will remain in place for the duration of your stay and will be carried over to any subsequent years you live in residence. This may affect your eligibility to return to residence in future years. To appeal the carry over of your assigned conduct status please see the Appeals section of this handbook.

This table outlines:

- The conduct statuses that can be applied to a student
- Typical outcomes of conduct follow up
- The Residence Services staff who may be involved in providing conduct follow up
- Avenues of appeal and appeal deadlines

FOLLOW UP/ CONDUCT STATUS	FOLLOW UP/CONDUCT STATUS DESCRIPTION	FOLLOW UP FACILITATED BY	OUTCOME	AVENUE OF APPEAL	DEADLINE FOR REQUESTING AN APPEAL
<b>Educational Information &amp; Dialogue (No Conduct Status Applied)</b>	<p>a. The student's conduct has been identified as inappropriate for the residence community, or may have impacted the community or the resident themselves, and/or</p> <p>b. Education regarding the Community Standards as well as support and resource information is provided.</p>	<b>CL/RECL, Senior Community Leader and/or Community coordinator</b>	Educational information provided by email and/or meeting with Staff	N/A	N/A
<b>On Notice</b>	<p>a. The student's conduct has negatively impacted the residence community, and/or the student themselves, and/or</p> <p>b. The student continues to engage in conduct that is not a fit for the residence community. The assignment of educational sanctions is likely.</p>	<b>NM, Senior CL/ RECL and/or Community coordinator</b>	Meeting with Staff, Decision Letter, Possible Sanctions	Director, Residence Services (or designate)	<p>5 university business days after assignment of conduct status.</p> <p>More information about requesting an appeal can be found in the Appeals section of this handbook.</p>
<b>On Probation</b>	<p>a. The student's conduct has had a major negative impact on the residence community, and/or the student themselves, and/or</p> <p>b. The student continues to engage in conduct that is not a fit for the residence community. The assignment of educational sanctions and restrictions to their residency is possible (e.g., guest restrictions).</p>	<b>NM, Community Standards Specialist, and/or Residence Conduct Team Manager and/or Community coordinator</b>	Meeting with Staff, Decision Letter, Possible Sanctions		
<b>Eviction from Residence (Termination of Residence Contract)</b>	<p>a. The student continues to engage in conduct that is not a fit for the residence community. The student has exhausted all of their options within the residence Conduct System, and/or</p> <p>b. The student's conduct has been identified as dangerous and/or illegal, and is a risk to the safety of the residence community.</p>	<b>Community Standards Specialist, Residence Conduct Team Manager and/or Associate Director, Residence Life and Education (or designate)</b>	<p>Residence Contract is terminated.</p> <p>Student is not welcome back in the residence for the next academic year.</p>	<p>Residence Services Judicial Appeal Board</p> <p>Chair: Director, Residence Services (or designate)</p>	<p>3 university business days from the receipt of eviction notice.</p> <p>More information about requesting an appeal can be found in the Appeals section of this handbook.</p>

# APPEALS

## Appealing On Notice and/or On Probation Sanctions

### Deadline for Appeal

- Five (5) university business days from the receipt of follow up letter

### Avenue of Appeal

- Director, Residence Services (or designate)

### Process

1. A resident may appeal a status and/or assigned sanctions on the following grounds:
  - a. There is clear evidence of lack of procedural fairness and/or bias or unfair treatment in the process
  - b. Relevant information has emerged that was not available at the time of the original decision
  - c. The severity of the sanction imposed reasonably exceeds the nature of the misconduct
2. To initiate this process, the resident must email Residence Services ([reslife@uvic.ca](mailto:reslife@uvic.ca)).
  - a. Ensure the title of the email is: Residence Community Standards Appeal
  - b. In the body of the email:
    - i. Indicate your full name, building/Cluster unit and room number
    - ii. Indicate your reason for entering an appeal (based on the requirements above)
3. Once your email has been received, the Director, Residence Services will contact you within five (5) university business days with a decision as to whether an appeal meeting will be scheduled.
4. If an appeal meeting is scheduled, you will be invited to discuss your case with the Director, Residence Services.
  - a. Your case will be considered in conjunction with other reports and information presented by Residence Life & Education staff or other university staff
5. You will be informed of the outcome of the appeal meeting within three (3) university business days.
6. The decision of the Director, Residence Services (or designate) is final and not subject to further appeal.

## Appealing the Eviction from Residence (Termination of Residence Contract)

### Deadline for Appeal

- Three (3) university business days from the receipt of an eviction notice

### Avenue of Appeal

- Residence Services Judicial Appeal Board, which consists of:
  - Director of Residence Services (or designate)
  - Two student representatives
  - Two university administrators

### Process

1. A Resident may appeal the eviction on the following grounds only:
  - a. There is clear indication of a lack of procedural fairness and/or bias or unfair treatment in the process
  - b. Relevant information has emerged that was not available at the time of the original decision
  - c. The severity of the sanction imposed reasonably exceeds the nature of the misconduct
2. To initiate this process, please complete the appeal form available at [uvic.ca/residence/assets/docs/EvictionAppealForm.pdf](http://uvic.ca/residence/assets/docs/EvictionAppealForm.pdf). The document must be clearly marked "Eviction Appeal" and delivered to the Residence Services main office in Craigdarroch Office Building or emailed to [resappeals@uvic.ca](mailto:resappeals@uvic.ca). The Manager, Resident Support will contact you via email to arrange an optional appeal process orientation meeting.
3. The Director of Residence Services (or designate) will call an Appeal Board hearing within five (5) university business days of the receipt of the appeal.
4. You will attend the appeal board hearing. You will then be informed of the decision of the Appeal Board within 24 hours.
5. A Resident is required to vacate the residence community by the deadline indicated in their eviction notice. This requirement will not be altered except in cases where the Appeal Committee overturns the eviction or modifies the deadline due to exceptional circumstances.



## Appealing the Carryover of On Notice and/or On Probation Standings

### Deadline for Appeal

- Up until September 30 from the time of receipt of the housing offer

### Avenue of Appeal

- Associate Director, Residence Life and Education (or designate)

### Process

1. You may appeal the carryover of assigned sanctions from one academic year to a following academic year.

*Please note this appeal process is not applicable for a resident who disagrees with the assigned Conduct Status as part of the original conduct follow-up process. For information on this process, please refer to the appeal process for On Notice and/or On Probation sanctions.*

2. A resident may appeal on the following grounds:
  - a. Demonstrated willingness to repair harm to the community
  - b. Desire to contribute positively to the residence community
  - c. Demonstrated learning from past conduct
  - d. Clear action plan to initiate and/or participate in positive contribution
3. To initiate the appeal process, you must email [reslife@uvic.ca](mailto:reslife@uvic.ca) with the following information:
  - a. Ensure the title of the email is: Appeal Sanction Carryover
  - b. In the body of the email, indicate your full name and incoming building/Cluster unit and room number

- c. Describe:

- iii. Your reason for appealing the sanction carryover

- iv. The steps you have taken to remedy the harm caused to the community and how you have positively contributed to the community since your sanction was received and your proposed action plan

4. Once your email has been received, the Associate Director, Residence Life and Education (or designate) will contact you within three (3) university business days. In most cases, you will be notified of the decision at this time. In some cases, you may be required to meet with the Associate Director, Residence Life and Education before an appeal decision has been made.
  - a. If an appeal meeting is scheduled, you will be invited to discuss your case with the Associate Director, Residence Life and Education (or designate). If you are unavailable to meet during the summer months, a meeting will be scheduled in the month of September.
  - b. The outcome of the appeal is final and not subject to further appeal
  - c. Sanctions may be reinstated if the action plan is not completed
  - d. In the event that the appeal process is successfully completed, past conduct may still be considered in future investigations if the behaviour in question is relevant

### CONCERNS ABOUT OUR APPEALS PROCESS?

The Office of the Ombudsperson is an independent, impartial and confidential resource for students and may be able to help. For more information, please go to [uvicombudsperson.ca](http://uvicombudsperson.ca).



# HELPFUL CONTACT INFORMATION



## CL Help Phones

8 pm – 11 pm (Sun-Thurs) 8 pm – 1 am (Fri-Sat)

CL Help Phone numbers are available across residence. The number for your community will be posted on our website and in your buildings, or ask your CL!

## Residence Services Front Desk

Email [housing@uvic.ca](mailto:housing@uvic.ca)

Phone 250-721-8395

## Other Health Numbers

BC Non-Emergency Health Information 8-1-1

Student Wellness Centre 250-721-8563

## 24 Hour Emergency Assistance

Police/Fire/Ambulance 9-1-1

Campus Security 250-721-7599

Vancouver Island Crisis Line 1-888-494-3888

Poison Control 1-800-567-8911

## Self-Serve Online Services

Housing Portal and Maintenance Requests [ress.uvic.ca/StarRezPortal](https://ress.uvic.ca/StarRezPortal)

## CAMPUS SECURITY SERVICES 250-721-7599

24 hours, please contact  
Campus Security for

- A power outage
- Substantial water on the floor
- Urgent facility concerns
- Threat to someone's safety or well-being



## EMERGENCY

# 9-1-1

Call 911 for medical emergencies, fire, or  
immediate threats to safety or well-being

# CAMPUS RESOURCES

The following is a list of commonly used campus resources.

For information on additional resources, check with your Community Leader.

## Academic Advising

Jamie Cassels Centre, Room A203  
250-721-7567

[uvic.ca/advising](http://uvic.ca/advising)

## Campus Recreation

CARSA  
250-472-4000

[uvic.ca/vikes](http://uvic.ca/vikes)

## Campus Security

Campus Security Building  
250-721-7599 (emergency)

[uvic.ca/security](http://uvic.ca/security)

## Centre for Accessible Learning

Campus Services Building, Room 150  
250-472-4947

[uvic.ca/cal](http://uvic.ca/cal)

## Equity and Human Rights

Sedgewick Building, Room C115  
250-721-8488

[uvic.ca/equity](http://uvic.ca/equity)

## Food Services

Carroll Building (CA)  
1-250-472-4777

Email: [eat@uvic.ca](mailto:eat@uvic.ca)

[uvic.ca/food](http://uvic.ca/food)

## Indigenous Student Support Centre

Human and Social Development Building, Room B211  
250-721-6005

[uvic.ca/hsd/undergraduate/indigenous/issc](http://uvic.ca/hsd/undergraduate/indigenous/issc)

## International Centre for Students

Jamie Cassels Centre, Room B272  
250-721-6361

[uvic.ca/international](http://uvic.ca/international)

## Multifaith Services

Multifaith Centre  
250-721-8338

[uvic.ca/multifaith](http://uvic.ca/multifaith)

## Office of Indigenous Academic & Community Engagement

First Peoples House  
250-472-4913

[uvic.ca/iace](http://uvic.ca/iace)

## Office of Student Life

Jamie Cassels Centre, Room B202  
250-472-5617

[uvic.ca/studentlife](http://uvic.ca/studentlife)

## Ombudsperson

Student Union Building, Room B 205  
250-721-8357

[ombuddy@uvic.ca](mailto:ombuddy@uvic.ca)

## Sexualized Violence Resource Office

Sedgewick Building, Room C115  
250-721-8021

[uvic.ca/equity/sexualized-violence](http://uvic.ca/equity/sexualized-violence)

## Students' Society (UVSS)

Student Union Building Room B128  
250-472-4317

[uvss.ca](http://uvss.ca)

## Student Wellness: Mental, Physical and Spiritual Health

Health and Wellness Building  
250-721-8563

[uvic.ca/student-wellness](http://uvic.ca/student-wellness)



# IMPORTANT DATES



Please check the university calendar for any updates.

## September – December 2023

<b>September 4</b>	University Closed (Labour Day)
<b>September 6</b>	First term classes begin for all faculties
<b>September 19</b>	Last day for 100% reduction of tuition fees for standard first term and full year courses
<b>September 22</b>	Last day for adding courses that begin in the first term
<b>September 30</b>	Last day for paying first term fees without penalty
<b>October 2</b>	University Closed (National Day for Truth and Reconciliation, September 30th)
<b>October 9</b>	University Closed (Thanksgiving Day)
<b>October 10</b>	Last day for 50% reduction of tuition fees for standard courses
<b>October 31</b>	Last day for withdrawing from first term courses without penalty of failure
<b>November 13</b>	University Closed (Remembrance Day, Nov 11th)
<b>November 13–15</b>	Reading Break for all faculties
<b>November 14–15</b>	Fall Convocation
<b>December 4</b>	Last day of classes in first term for all faculties ..... National Day of Remembrance and Action on Violence Against Women Classes and exams cancelled from 11:30am – 12:30pm
<b>December 7</b>	First-term examinations begin for all faculties
<b>December 21</b>	First term examinations end for all faculties
<b>December 25–31</b>	Residences close

## January – April 2024

<b>January 1</b>	University closed (Winter Break)
<b>January 5</b>	Residences open
<b>January 8</b>	Second term classes begin for all faculties
<b>January 21</b>	Last day for 100% reduction of second term fees for standard courses
<b>January 24</b>	Last day for adding courses that begin in the second term (except for Faculty of Law)
<b>January 31</b>	Last day for paying second term fees without penalty
<b>February 11</b>	Last day for 50% reduction of tuition fees for standard courses
<b>February 19</b>	University Closed (Family Day)
<b>February 19–23</b>	Reading Break for all faculties
<b>February 29</b>	Last day for withdrawing from full year and second term courses without penalty of failure
<b>March 29</b>	University Closed (Good Friday)
<b>April 1</b>	University Closed (Easter Monday)
<b>April 8</b>	Last day of classes for all faculties
<b>April 11</b>	Examinations begin for all faculties
<b>April 26</b>	Examinations end for all faculties
<b>April 27</b>	Residence close

## May – August 2024

<b>TBC</b>	Residence summer move in
<b>May 20</b>	University Closed (Victoria Day)
<b>June 10–14</b>	Spring Convocation
<b>July 1</b>	University Closed (Canada Day)
<b>August 5</b>	University Closed (British Columbia Day)

 [uvic.ca/residence](http://uvic.ca/residence)

 [facebook.com/universityofvictoria](https://facebook.com/universityofvictoria)

 [@uviccampuslife](https://twitter.com/uviccampuslife)



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