

Residential Handbook

TABLE OF CONTENTS

Welcome

- ✚ Residence Hall Staff

Residence Hall Policies

- ✚ Absence
- ✚ Alcohol Beverages
- ✚ Parents' Visit
- ✚ Noise
- ✚ Pets
- ✚ Quiet hours
- ✚ Room Furniture
- ✚ Smoking

Residence Hall Procedures

- ✚ Conflicts
- ✚ Keys
- ✚ Move In & Move Out
- ✚ Security Deposit
- ✚ Vehicles

Residence Hall Services

- ✚ Cafeteria
- ✚ Cleaning
- ✚ Computer, Internet & E-mail
- ✚ Health Services
- ✚ Kitchenette
- ✚ Laundry Facilities
- ✚ Common Lounge
- ✚ Maintenance & Repairs
- ✚ Rooms
- ✚ Vending Machines

Residence Hall Security

- ✚ Curfew Hours
- ✚ Fire Extinguishers
- ✚ Room Entry & Inspection
- ✚ Security

This Residential Handbook is designed to give you a comprehensive reference for living on-campus at Hariri Canadian University. The principal purpose of the Residential Handbook is to inform you of the policies and regulations required for communal living, because with your decision to live on campus comes a responsibility to abide by the rules necessary for the safety and enjoyment of all. All residential publications must be read carefully and retained.

Upon signing your housing application, you agree to abide by Residence Rules and regulations. These policies are designed to ensure a pleasant, secure, and equitable standards-of-living in your residential community. This goal will be met by your cooperation.

Residence Hall Staff

The Residence Hall has a residence attendant for each male & female floor whom provides advice and discipline when necessary. Further an Administrative Assistant will coordinate hall functions and performs administrative duties.

- Mrs. Nada Atmeh, Administrative Assistant

Ext. 410

Residence Hall Policies

Absence

Residents are required to notify the Residence attendant of any outstay prior to leaving during week days.

Alcohol Beverages

Alcoholic beverages may not be stored or consumed on the premises of the Residence Hall, at any time and under any circumstances.

Parents' visit

Parents are allowed only in the lounge. Residents are responsible for the behavior of their guests, and bear all consequences of the violation of the hall's regulations. Visitors hours are from 8:00 am to 9:00 pm.

Noise

Excessive noise disturbance (shouting loudly, turning on loud music & TV volume) is prohibited in the Hall. Residents caught violating the noise act will be issued a verbal warning. Repeat offenders will subject themselves to further administrative actions leading up to their exclusion from dormitories.

Pets

Pets and other animals are not permitted in the Residence Hall premises.

Quiet Hours

All residents must respect the daily Quiet Hours from 9:00 pm until 8:00 am. Residents should at all times remain aware of others' sensitivity to noise, but should be especially conscientious after quiet hours have begun. Residents with noise complaints are encouraged to contact the residence Attendant to solve the problem.

Room Furniture

Residents are responsible for the furniture of their rooms. Residents will be charged for any missing or damaged furniture at the end of the occupancy period. Removal of common-use furniture, equipment, or fixtures is forbidden. Drilling nails or hanging decoration on the walls of a room, including doors, is prohibited.

Smoking

Smoking is not allowed inside the Residence Hall. Violators should be reported to the Residence Attendant. Violators will be subject to disciplinary action.

Residence Hall Procedures

Conflicts

In addition to abiding by the residence policies and regulations, cooperative living is essential. Should a resident find himself/herself in a conflict with a roommate or a neighbour, the following steps are to be followed:

- Approach the individual to discuss the problem and attempt an amicable solution to the issue " Keeping in mind that everyone has his own lifestyle and values "
- Ask the Residence Attendant for assistance if the attempt to resolve the problem fails.

Keys

Keys are given to students during the check-in process. Residents should lock their door each time they leave the room. Residents should report lost keys to the Administrative Assistant immediately. All keys must be returned by residents once the semester of his/her stay has ended. Any violation of the aforementioned rules will lead to suitable disciplinary action.

Move-In & Move-Out

Move-In Procedure

The Residence Hall opens two days before classes begin. Residents must always inform the Administration of their exact date of moving in and they must check-in personally. During check-in, residents complete a room inventory form and receive the keys.

Move-Out Procedure

It is important to follow proper move-out procedure:

- Take an appointment from the Administrative Assistant for inventory and room inspection.
If damages were noted, charges will be deducted from the deposit.
- Return the keys to Administrative Assistant.

At the end of every semester, if a resident wants to renew his/her stay for the following semester he/she can pack his/her belongings, tag them and leave them in the room.

If a resident will not be returning to the Residence Hall, he must vacate his/her room within 24 hours of his last final exam. The Administration is not responsible for belongings left in rooms past the move-out date. Items not removed on time will be removed and disposed off.

Security Deposit

A security refundable deposit of \$ 200 is required from every resident. This amount will be refunded to students upon permanently vacating the Residence Hall. Money will be deducted for the misuses or damages to the premises and its contents. The student account will be charged for the remaining balance if the damage exceeds \$200.

Vehicles

Parking is available for dorm residents. Parking permission can be obtained from the Operations Department at the beginning of the semester.

Residence Hall Services

Cafeteria

The Campus cafeteria offers a diverse menu and opens Monday through Friday from 7:00 am till 6:00 pm. The cafeteria closed during holidays.

Cleaning

Hariri Canadian University provides general room cleaning. Residents are expected to keep their assigned room, corridors, kitchens, and common areas reasonably clean at all times. Spot checks, by the Administration will be done to insure compliance.

Computer, Internet & E-mail

The residents can have direct access to the Internet from their room. Residents must use their own computer.

Health Services

Students are enrolled in a Medical Emergency Insurance plan. Accidents that require medical emergency must be reported immediately to either Residence Hall Attendant or Administrative Assistant.

Kitchenette

Every apartment has a common kitchen equipped with fridge and microwave.

Laundry Facilities

Laundry machines are available on each floor of the Residence Hall. Residents must provide their own washing detergents. Laundry facilities are for residents' use only and should not be used after 9:00 pm. Machines failure should be reported to the Administration.

Common Lounge

The Residence Hall lounge is open 24 hours/day for dorm residents only. The lounge, is generally used for recreation and relaxation. The lounge is equipped with LCD TV. Sleeping is not allowed in the lounge. Guests are allowed in the lounge from 8:00 am until 9:00 pm after signing in/out at the security.

Maintenance & Repairs

Residents should report any maintenance problems to the Administration by filling out the "Maintenance Request" Form. All maintenance and repairs are to be done through the University Operations and Maintenance Department only. Fixing or attempting to fix a broken device or furniture is not permitted. The Residence Hall will be closed for maintenance, and rooms will be vacated during the yearly maintenance period between semester breaks.

Rooms

Rooms are furnished with beds, desks, chairs, cupboards, fridge and microwave. They are heated during Winter. Students may bring their own personal belongings such as radios, computers, bed sheets, bed cover, and pillow cases.

Vending Machines

Vending machines are available at the entrance of the cafeteria. Each has an assortment of snacks, soft drinks, water, and chocolate bars.

Residence Hall Security

Curfew Hours

The outer doors of the Residence Hall are open from 6:30 am until 12:00 midnight daily. Any residents in need of more freedom must secure parental or guardian waiver for late arrival. If no such permission is granted, residents must abide by the curfew hours of the Residence Hall.

Fire Extinguishers

Fire extinguishers are installed on each floor of the Residence Hall. Fire extinguishers are there to ensure safety of residents, and Residents Hall. Malicious tampering with the extinguishers will result in penalty fees for refilling, cleaning. Further disciplinary action will be taken against vandals.

Room Entry & Inspection

Authorized University personnel would not enter a room without the resident's consent except when there is an urgent situation that may jeopardize the health, safety, and welfare of the Residence Hall, cause damage to a room or its furnishing, or in order to perform housekeeping and maintenance functions.

Security

The security staff is available 24 hours/day, 7 days a week including holidays and semester breaks to provide a secure environment in Halls. Residents are required to keep their doors locked, keep the exit doors secured, escort their guests at all times and report any unusual activities to Administrative Assistant immediately.