



HUNTINGTON UNIVERSITY

COMMUNITY STANDARDS

2018 - 2019

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HUNTINGTON UNIVERSITY MISSION STATEMENT

Huntington University exists to provide a liberal arts education, in particular:

- **Within the Laurentian University context by adopting a holistic approach to education and providing close personal direction and support to the student as an individual;**
- **Through research, academic knowledge, ethical discernment and spiritual development;**
- **Through a residence life that encourages student growth and leadership;**
- **Beyond the Laurentian context, by offering unique programs that reflect Huntington University's United Church of Canada heritage.**

INTRODUCTION

Welcome to Huntington!

Huntington, part of the federation of colleges which comprises Laurentian University, provides residence accommodation and teaching programs in Religious Studies, Gerontology, Communications, Ethics, Philosophy, and Theology. It is affiliated with the United Church of Canada and is administered by a Board of Regents that include two resident student members.

The Huntington University Residence provides a valuable experience in community living, and the highest standards of ethical and moral conduct are expected: personal integrity, commitment to honesty without compromise, (and a willingness to place the good of the community alongside the good of self.) It is hoped that all residents will be guided by commonsense and courtesy, respect for each other's rights and a willingness to follow the rules and regulations required by this residence and its buildings. The atmosphere within the University will be what each student makes it, in full cooperation with the other residents.

The rules, regulations and policies in this Community Standards Handbook are those of the Huntington University Board of Regents, established in consultation with the Huntington University Residence Student Association, provincial regulations, and insurance and legal advisors. They are designed to ensure a safe and secure environment which fosters academic and personal growth. The coeducational and cooperative lifestyle here provides excellent opportunity for such development.

***The student is not a tenant of Huntington but a student with residential privileges.
The Landlord and Tenant Act has no application to the relationship between
Huntington University and the student.***

HUNTINGTON PERSONNEL (2018 - 2019)

Administration

President & Vice-Chancellor	Kevin McCormick
Dean of Residence & Student Life	Phil Parker
Executive Assistant	Karen McBain
Accounting & Director of Admin. Services	Lori Lascelle
Administrative Assistant & Receptionist	Lisa Levasseur
Director of Academic Services	Dawn Noel de Tilly
Registrar	Karen McBain
Director of University Advancement	Christine Catt

Custodial Staff

Third Floor	Steve Gravelle
Second Floor	Dan Nadon and Bert Adams
Main Floor	Doug Chabot

Communications Department – Chair

Janis Goldie

Gerontology Department - Chair

Lorraine Mercer

Religious Studies Department - Chair

Alison Hood

Library – Librarian

Natasha Gerolami

– Library Assistant

Centre for Communication Studies

Janis Goldie and
Kristeen McKee

Canadian Institute for Studies in Aging

Krishnan Venkataraman

Centre for Religion, Spirituality and Ritual Studies

Alison Hood

Lougheed Teaching and Learning Centre

Lorraine Mercer

RESIDENCE STAFF

Residence Supervisor	Daniel Siedzik
Proctors	EF - Gavin Kadlec GH - Sydney Franc IJ - Bianca Breiding KL - Camille Daly

***HUNTINGTON UNIVERSITY RESIDENCE
STUDENT COUNCIL***

H.U.R.S.C. (2018 - 2019)

President	Justin Phillips
Vice President	Katy McDonald
Treasurer	Tafheem-Un-Nisa
Secretary	Kiara Damiano
Student Regents	Justin Phillips/Katy McDonald
SGA Representative	Adam Huard
Athletic Representatives	Justin Dawson
Fundraiser	Adam Huard
Year Book	Danika Warman
Social	Naqash Liqat/Brianna Clark
External Relations	TBA
House Presidents	TBA
First Year House Representatives	TBA
International Student Rep.	TBA
Off Campus Representative	TBA
H.O.P.E.	TBA

**TERMS OF ACCEPTANCE
HUNTINGTON UNIVERSITY RESIDENCE
2018-2019**

1. Eligibility

- a) All residents or applicants for residency at Huntington University must be enrolled full-time at Laurentian University.
- b) Returning residents or applicants for residency at Huntington University must be in good standing with Huntington University. Application forms must be filed with the Residence Secretary before the last Friday of March and accompanied by \$350.00 (room deposit plus student activity fee) post-dated for the second Friday in June.
- c) New residents who accept the offer of residence accommodation must immediately submit a \$550.00 **non-refundable** deposit via online payment (contact Lisa Levasseur at 1-800-461-6366 ext 200 for online instructions). We also accept money orders made out to Huntington University, Visa, Mastercard and cash. No personal cheques are accepted. The deposit includes the following:
 - a \$200 caution fee;
 - a \$300 room deposit;
 - a \$50 student activity fee of which \$5.00 goes to the Student Bursary Fund.
- d) All residents must agree to abide by the rules and regulations of Huntington University, as stipulated in this Community Standards Handbook.

2. The Deposit

- a) **Caution Fee (Refundable):** The \$200 caution fee is required of each student as security against damage and/or any other monies owing throughout the year. Students who do not reapply will be refunded the caution fee, minus any charges incurred in the previous session, by mail.
- b) **Room Deposit (Non-refundable):** This deposit is non-refundable.
- c) **Student Activity Fee:** The student activity fee is non-refundable after the move-in day, subject to appeal to the Huntington University Student Association.
- d) **Floor Fees:** A payment of \$35.00 for new residents, and \$30.00 for returning residents, must be paid by end of September or the money will be deducted from your caution fee. Your caution fee, must be topped up by the end of April exams, in order to return to Huntington University. Students are expected to pay their floor fee, which is used for – potatoes, dish soap, sponges, floor events, cable internet etc.
- e) **Caution Fee Info:** Once a resident moves out in April and wishes to return to Huntington University Residence the following year, their \$200 caution fee is

moved over to their \$350.00 room deposit to form a \$550.00 non-refundable deposit which secures their bed in residence for the following academic year. Once the resident moves in AND their fees are paid by either method in full, the \$200.00 gets moved back to a caution fee and the \$350.00 towards residence fees and activity fees.

3. Payment of Residence Fees

a) Full-Year Payment

The total fee for accommodation from September 2018 to April 2019, including the \$300.00 room deposit, is as follows:

		<u>Less Deposit</u>	<u>Payment Due</u>
• Double Room:	\$5,200.00	\$300.00	\$4,900.00
• Single Room:	\$6,200.00	\$300.00	\$5,900.00
• Double-Single Room:	\$7,200.00	\$300.00	\$6,900.00
• Corner Room:	\$5,500.00	\$300.00	\$5,200.00

Residence fees can be paid through Internet banking with BMO, CIBC, RBC, Scotia, TD, President's Choice, or money order payable to **Huntington University**, Visa, MasterCard, or cash by the Friday of the first week of classes. Anyone moving into residence prior to the last Friday of September, will pay full residence fees. After this date, fees will be calculated according to the time spent in residence.

b) Payment by Term

NOTE: The \$300.00 room deposit has been subtracted from the second-term residence fees and a \$25.00 administration charge has been added.

First-Term Residence Fees:

• Double Room:	\$2,600.00
• Single Room:	\$3,100.00
• Double-Single Room:	\$3,600.00
• Corner Room:	\$2,750.00

This fee must be paid by the Friday of the **first full week of classes** (September 14th, 2018.)

Second-Term Residence Fees:

• Double Room:	\$2,325.00
• Single Room:	\$2,825.00
• Double-Single Room:	\$3,325.00
• Corner Room:	\$2,475.00

This fee must be paid by the Friday of the **second week of classes after the Christmas break** (January 11th, 2019.)

c) Penalties

Late Payment: Failure to pay fees at designated dates will result in the student losing his or her accommodation, room deposit and student fee.

One's transcript and diploma may be withheld until all fees, damages and fines accumulated, have been paid in full. Interest at 4% per month (48% per year) will be charged beginning the first business day after the deadline for residence fees payment.

Vacating Residence Early: Students moving out of residence on or before September 30th will forfeit half their first-term residence fees. Students moving out of residence after October 1st will forfeit all of their first-term residence fees. Students who notify administration prior to December 1st that they will not be here for second-term, will be refunded their \$300.00 second-term room deposit, along with their full 2nd term portion of residence fees, if a full-year payment was made. Students moving out on or before January 31st will forfeit half their second-term fees. Students moving out of residence after February 1st will forfeit all of their second-term residence fees.

Roommate is Moving Out: If at some point throughout the year, your roommate leaves, you will either be given a new roommate, or asked to move. After a certain period of time, if you have not been asked to move, or been given a new roommate, you will have the opportunity to pay the difference to obtain a double single.

N.S.F. Cheques: A minimum charge of \$50.00 will be levied on any N.S.F. cheque plus a \$25.00 administration fee. Legal action may be taken. The student may lose the residence spot depending on number of applications. If you stop payment on a cheque without notifying residence administration, you will be charged \$25.00 administration fee.

*****Replacement Receipts:** There is a \$20.00 charge for replacing receipts***

OSAP STUDENTS – Important – Please Read: Any student who is receiving student aid through OSAP and will not be able to make the payment due date (September 14th, 2018, or January 11th, 2019) **MUST** provide Huntington University with a photocopy of their award document, for proof they are waiting for funds to arrive. This must be submitted by the aforementioned due dates. Failure to provide these documents and not notifying Huntington University (Accounting Office) you are waiting for funds, will result in **Late Payment Penalties**.

4. Dates of Occupancy

First year students may move into residence on Friday, August 31st 2018. Seniors are not permitted to move in until Saturday, September 1st, 2018. If a senior student has to move in early, for academic reasons, they must get in touch with the Dean of Residence or Residence Supervisor to make special arrangements. First year students who have to move in early, for academic reasons, must call the residence ahead of time.

NOTE: Keys and access to a resident's room will not be permitted by Huntington University, until such time as Huntington University has received the signed "Terms of Acceptance to Huntington University Residence" form, duly executed and all deposits.

The residence must be vacated for the Christmas holidays, within 24 hours of the last scheduled examination at Laurentian University. Residents may return on the Saturday before second term begins. **Students must vacate the residence within two (2) days following their final exam in April.** Students still in residence after **April 30th** will be charged additional fees, unless special permission is granted by the Dean of Residence.

5. Room Assessment Procedure

- a) The Proctors will do room assessments at the beginning of the year (move in), and at the end of the year (move out), or at any time a resident leaves residence.
- b) The room assessment form should be completed properly by the Proctor in conjunction with the resident. Both parties must sign the form.
- c) All assessments are done in detail, as this is the basis upon which damage charges are determined.
- d) If there are any discrepancies on the form, it is the resident's responsibility to report them to the Proctor, who will then inform the Director of Admin. Services.
- e) When a resident moves out without signing the room assessment form, he or she accepts the Proctor's assessment and any liability that is subsequently determined.
- f) At the beginning of the year, the resident must immediately report any missing article(s) or damage(s) in the room to his or her Proctor; otherwise, the resident is held responsible.
- g) At move-out time, any changes to the room's condition indicated on the room assessment form, are the resident's responsibility and may involve a damage charge being imposed. If a damage charge is imposed, an invoice will be issued to the resident with an administrative fee. (Refer to 6 below, Administration Fee)
- h) The Director of Administrative Services will review all rooms that are vacated. If the Director discovers unreported damages, the resident is held responsible.
- i) If the resident does not agree with the Proctor's assessment of the room, then the Proctor will bring this to the attention of the Director of Administrative Services for a final determination.

6. Administration Fee

An Administration fee of \$25.00 is charged on all invoices to a resident or house regardless of the amount of the original charge. This fee covers the extra administration costs of procuring the necessary clean-up, repairs (where applicable), invoicing, receipting, and other accounting duties performed. This also applies to any damage or clean-up charged against the caution fee at year-end.

7. Something to Consider

Living in residence is a privilege, one that involves certain responsibilities common to all residence students. It is the intention of the Huntington Community Standards to clearly outline the responsibilities shared between the resident and the Huntington Administration.

This Agreement is essential to ensure that individuals may enjoy their freedoms while protecting the collective rights of all residents, and upholding the Huntington University's expectations of reasonable conduct. It is hoped that all residents will be guided by notions of courtesy, respect for each other's rights, and a shared commitment to community life, towards the aim of creating an environment which is conducive to enhancing the academic, personal and social growth which is crucial to the University experience.

Living in residence is not for everyone. Our residence accommodates a high-density population of diverse individuals. You may find that the requirements for cooperation, consideration, compromise and respect for authorities demanded by this high-density lifestyle are burdensome. If this lifestyle does not suit you, then we strongly encourage you to consider alternate accommodation.

Huntington University Residence does not have the facilities, resources or expertise to deal with students' serious behaviour and emotional issues. If a student engages in harmful behaviour, or behaviour that is reasonably perceived to be a threat to him/herself, or to others; or compromises his/her personal safety (including, but not limited to underage drinking, drug use, bulimia, cutting, abusive behaviour) or, where a pattern of behaviour by a student is sufficient to create significant disruption to other student(s).

Student housing reserves the right to notify a parent or guardian. In some cases, a resident may be asked to find more suitable accommodation off campus. In this case, the students' residence contract would be terminated.

Students with Special Needs

If you are a first year student entering residence for the fall term, and have a specific requirement for residence accommodations due to a learning, medical, physical, psychological, or sensory disability, you must contact the Accessibility Services Office at Laurentian University to arrange suitable accommodation upon application. All requests must be supported by documentation from a physician, psychologist or similar professional, and must explain the rationale for your request. You are still required to

apply to residence, and to sign the contract, and make payments by the indicated deadlines, in addition to contacting the Accessibility Services Office to ensure suitable accommodations.

NOTWITHSTANDING ANYTHING HEREINBEFORE STATED, THE ADMINISTRATION OF HUNTINGTON UNIVERSITY RESERVES THE RIGHT TO REFUSE OR RESTRICT THE ADMISSION OF NEW AND RETURNING STUDENTS INTO RESIDENCE.

***HUNTINGTON UNIVERSITY
RESIDENCE ADMINISTRATION***

- 1. President & Vice-Chancellor**
- 2. Dean of Residence and Student Life**

The Dean of Residence is responsible for the development of policies and procedures related to the operation of the residence and the Social Centre, and represents the University at resident student functions. The Dean of Residence is the liaison with the H.U.R.S.C. concerning administrative student matters (Disciplinary Committee, selection of Proctors, etc.) and is a member of the Plant and Residence Committee. The Dean of Residence meets regularly with the Residence Supervisor, Proctors and the Director of Administrative Services.
- 3. Residence Supervisor & Proctors**

The Residence Supervisor is directly responsible to the Dean of Residence for the communication and enforcement of all rules and regulations in the residence and for the oversight of the four Proctors. Proctors have jurisdiction throughout the entire residence. Each Proctor is responsible for the direct supervision of an assigned house to foster a harmonious, cooperative and academic environment. A Proctor has access to all rooms in the house in an emergency. If a student has grounds to believe a Proctor has entered a room without cause, the student may appeal to the Residence Supervisor. One Proctor is on duty each evening throughout the week and on weekends to lock or unlock doors and to check the residence.
- 4. Student Regent**

The Student Regent provides a means of communication between the Board of Regents and the resident students of Huntington University. Requests to the Board of Regents from the Huntington University Residence Student Council may go through the Student Regent or the Plant and Residence Committee of the Board of Regents. The Board of Regents is ultimately responsible for allocating resources among the various elements of Huntington University: the Residence, administration, academic programs, and the Library.

5. H.U.R.S.C. House Committee

In the fall, each Floor will elect one House President, one House Regent (excluding the House where the Student Regent resides), one First-Year Representative, one Secretary/Treasurer and two Social Conveners to form a House committee that coordinates house activities. The elected Floor President and the First-Year Representative are members of the H.U.R.S.C. The House committee is a unifying spirit for the House and residence. The House President serves as the Chairperson at House meetings held after every Council meeting and reports to fellow House members about the meeting.

THE RESIDENCE: General Information and Regulations

The residence has 4 Floors/Houses of approximately 41 students each. Each floor has its own washrooms; each floor has a lounge area and kitchen facilities. The Lautenslager Hall (Social Centre), the Reaman Room (Pit Area), laundry room and the vending machines are located on the main floor. The Library Reading/Study Room is located on the main floor; Huntington Library resources are kept on the lower floor.

1. Dates of Occupancy

- All Huntington University Residence students, must be enrolled full-time at Laurentian University.
- Students may move into residence as stated on page 7 of the Community Standards Manual.
- The residence must be vacated for the Christmas holidays within 24 hours of the last scheduled examination at Laurentian. Students may return on the Saturday before the second term begins.
- Students are expected to leave the residence within two days following their final examinations.
- After April 30th, students still in residence will be charged additional fees, unless granted special permission by the Dean of Residence.
- Students' rooms will be assigned in mid-August and finalized after the first week of classes.

2. Student Rooms

- a) **Room Assessments:** Room assessments are done when residents arrive and when they vacate. The last student leaving must lock the door.
- b) **Furnishings:** Each student is provided with a built-in desk and bookcase, chair, wastebasket, wardrobe closet, bed, and a wall-mounted reading lamp. These furnishings must be kept in the room.

Only desk-high refrigerators are allowed in students' rooms. All cooking

appliances and waterbeds are forbidden. Keurig & Tassimo machines and all kettles must be used in the kitchen. Any electrical items must have CSA approval.

When students leave Huntington Residence for the year, it is their responsibility to return the room to the condition it was in upon their arrival, or clean-up charges will be levied. Personal furniture must be removed from Huntington property by the students before departure. Failure to do so, will result in students being billed for the cost of disposal of any item left in the room or on Huntington property. An administrative fee will also be charged for the disposal.

- c) **Repairs:** If students notice any defective furnishings or property in the residence, the House Proctor must be told immediately and the Residence Supervisor will be informed.
- d) **Care of Room:** Each student is personally responsible for the condition and care of the room. Students make up their own beds, empty their own waste baskets, tidy up and clean the rooms. Vacuum cleaners and brooms are provided on each floor for this purpose.

e) **Routers:**

Routers are allowed in your room, but must be set up with the Proctor or floor elected designate present. If not done so, there will be a **\$10.00 fine**. If any issues arise with the router, they are to be brought to the Proctor or floor designate for assistance. If not done so, the resident may face loss of wireless privileges.

f) **FIRE RELATED INFORMATION**

Heat and Smoke Detectors: Students must not touch or cover the heat and smoke detectors in any way, or hang anything from them. Any student who intentionally disables a smoke alarm, heat detector, or activates a fire alarm (pull station) without reasonable cause, is guilty of a criminal offense and may be subjected to a fine. This fine is set by the Sudbury and District Fire Department, and may vary from one occurrence to the next. In the event the fire alarm is activated due to negligence, the resident(s) involved may be subjected to a fine as well. A minimum charge of \$320.00 should be expected.

Fire Alarms

There are two types of fire alarms; a fire alarm test and a fire alarm.

The **fire alarm test** is conducted by maintenance staff once a month, usually on the third Tuesday of the month between 10:00 am and 2 pm.

The alarm is a short alarm usually lasting 30 seconds or less.

There is no need to leave the building.

The **fire alarm**, once activated, **WILL CONTINUALLY RING**. Once you hear a continually ringing fire alarm, you must exit the building according to the exits and instructions provided to you by your Proctors and Fire Marshalls. All residents, staff and Faculty will meet in the upper parking lot on the west side of the parking lot (near the flags) without exception.

Should there be a fire in the building during very cold or inclement weather and the fire crews require a lengthy time to make the building safe to enter, the Director of Administrative Services or Resident Supervisor upon consultation with the attending Security staff will direct those in the parking lot to the warmth of a host University (U. of S. or Thorneloe).

Resident Fire Escape Routes are posted at every exit in residence.

NOTE: ANY RESIDENT WHO DISREGARDS THE FIRE ALARM & REMAINS IN RESIDENCE DURING A FIRE ALARM MAY BE FINED \$200.

- g) **Windows:** Each room in residence has a screened window, and the screen, must remain in place at all times for safety reasons. A \$50.00 fine will be given to people who remove their screens.
- h) **Walls, Floors and Ceilings:** Use of tape, nails, and tacks mark the surface of walls, floors, and ceilings. Their use is prohibited, and damages will result in deductions from the student's caution fee. Handy tack will be available from your Proctor.
- i) **Smoking Regulations:** *As per the Greater City of Sudbury's Smoking By-law, Huntington is a smoke-free building. All residence rooms are smoke-free and there is no designated smoking area. SMOKING IS ONLY PERMITTED OUTSIDE THE BUILDING, MORE THAN 9 METERS AWAY FROM ALL ENTRANCES.* Anyone caught violating the smoking policies, will be subject to, not only Huntington strikes and fines, but could be subject to legal fines as well. Huntington once again, has zero tolerance for this behavior. Hookah, Shisha, Vaporizers and all types of eCigarettes are all prohibited from being used indoors.
- j) **Please Use Heat and Lights Wisely:** Some humidity can be achieved by placing a flat dish of water on the radiator.
- k) **Bunk Beds:**
 - Bunk beds must be freestanding: book shelves, desks, etc., cannot be used to support them.
 - Bunk beds must be situated on either side of the room, and not near the window or radiator.
 - If using Huntington's beds for bunks, they must not be damaged in any way e.g., nails.
 - Bed boards and mattresses (including Huntington bunk beds) must be kept in the

designated room at all times. Legs and appropriate bolts, are kept together and labeled accordingly with name of student, room number and stored in designated area. Limited space is available – first-come basis.

- Before leaving the residence at the end of the year or semester, bunk beds must be completely dismantled and all material taken outside to the back of the building. (See your Proctor or the Residence Supervisor for the exact location.)
- Any violation of these rules will result in a fine per room. Damage costs, and an administrative fee will be charged to occupants.

All cutting during construction must be done outside the building and cleaned up daily. If clean up is not done, those persons responsible will be billed. If responsibility cannot be determined, the bill will be sent to HURSC.

Huntington will not assume responsibility for the safety of any student-constructed bunk bed.

- l) **Candles:** For fire safety reasons, lit candles are not permitted in residence. There will be a \$25.00 fine for any lit candle. This includes incense, and candles for holiday/event reasons. No open flames, (matches, lighters, etc.) are permitted.
- m) **Halogen Lamps:** For fire safety reasons, halogen lamps are not permitted in residence.
- n) **Room Switching:** The Residence Supervisor will try to accommodate resident's wishes regarding room placements. However, room switching requests, if deemed unreasonable by the Residence Supervisor, may incur a fee of \$100.00.

3. House Lounges and Kitchens

- a) **Furnishings:** Each lounge is provided with some furniture and bulletin boards. The students in each house pay for the televisions, as well as the cable service. All furnishings must be kept in the lounges, unless permission to remove them is granted by the Residence Supervisor. Liability for damages, if furniture is moved, lies with the mover.
- b) **Kitchens:** The kitchen area is equipped with electric kettles, toasters, refrigerators, freezers, a microwave oven, cupboards, and a regular oven. Two countertop stoves are also located in each kitchen. The appliances must be left in these areas. For safety reasons, appliances such as deep fryers are not permitted in the residence. Students should consider bringing a padlock for a kitchen cupboard. If students will be cooking their own food, utensils, pots, pans, dishes will be required.

- 4. **Health and Safety Standards:** Each House committee is responsible for the tidiness/cleanliness of the kitchen, lounge and washroom areas. Students must exercise great care in the preparation and clean-up of their own meals. If minimum standards of cleanliness, tidiness and safety are not maintained, Huntington's administration will assume responsibility for the clean-up and will

charge the house for all costs incurred, plus an administrative fee. The Disciplinary Committee can also issue a House fine if cleanliness and safety standards are not met. House residents will be required to be on "Clean-Up Duty" ("kitch-ditch"), approximately once a month, as scheduled by the Proctor. It is an essential responsibility that ensures health and safety standards. Students who do not fulfill these responsibilities, will be fined and may not be permitted back into residence.

a) Clean-Up:

Aside from regular kitchen duty (Ditch), residents are also responsible for cleaning up after themselves if they have created a mess or a hazard for the custodian, student staff or other residents. Failure to clean up said hazard will result in a **\$10.00 fine**. Students are also responsible for cleaning up after their own illnesses (nose bleed, vomiting etc.). Those who don't, will be **fined \$25.00**. If no one on the floor accepts responsibility for either infraction, the floor will receive the fine. Kitchen Gunge (unwashed dishes) will be disposed of every Monday morning at 8 AM. It is the responsibility of the residents to wash their own dishes. Dishes left unwashed create a health and safety issue as rodents and fruit flies will be around if dishes are left unwashed. In the event of a holiday, the Kitchen Gunge will be disposed of Tuesday at 8 AM.

b) AED

The building is equipped with an Automated External Defibrillator for emergency cardiac resuscitation. This is located in the main foyer entrance.

5. Fitness Centre/Games Room

Weight room is located on 2nd floor, and the Games room is located on the 3rd floor. These rooms will not be available during quiet hours.

6. The Vending Machines and Laundry Room

Vending machines are located in the Social Centre foyer, on the first floor. If money is lost in the vending machines, please see Lori in the Accounting office for a refund; for any other problems, please see the Residence Supervisor. Laundry Facilities are also located on the first floor by the "D" stairwell. Ask your Proctor or Residence Supervisor for hours and costs. It is advised that you bring both loonies and quarters for the laundry machines. The laundry room door is NEVER to be propped open. Anyone caught propping open the laundry room door, may be subjected to a **\$10.00 fine**.

7. Stairways and Halls

- a) Stair doors must not be propped open. Please maintain safety and security by keeping all main doors closed. A fine of **\$200.00** will apply to those who prop the doors open.

- b) Students must keep these areas tidy and free of all obstacles. The stair and hall areas are Fire Exits or “means of egress” and are subject to the Fire Regulations of the province.
- c) Trunks, bicycles and other sporting equipment, including hockey bags, must be kept in their designated storage areas and not in the hallways. (See your Proctor or the Residence Supervisor about storage areas.)
- d) The carpeting in the lounges should be treated with respect. Do not drag heavy objects (e.g., trunks) across the carpets. If spillage occurs, please report it to your Proctor as quickly as possible.
- e) **No open alcohol will be allowed in the stairways at any time. Residents will be subjected to a fine if caught with alcohol in the stairs (see Rules and Regulations section in this manual).**
- f) **No open alcohol will be allowed on the main floor. This includes the hallways, pit, library study area, Social Centre and main entrance. This will result in a \$25.00 fine.**
- g) **Games revolved around alcohol consumption are prohibited in the lounges, fitness center and games room. At no time will anyone be allowed to use Huntington University property for any such activities revolved around alcohol consumption.**

8. Propping Doors

Propping doors in the building, is a finable offense. It jeopardizes the safety of all residents in the building. If you are caught propping open a security door you will be fined **\$200.00**. All other doors are a fine of **\$25.00**.

9. The Roof

This includes the roof of Huntington, the Social Center and portables. All areas of the roof are **strictly out of bounds**. Anyone caught on the roof will be expelled from Huntington University Residence.

10. Residence Keys/Electronic Keys

Each student is issued four keys. One electronic key opens two stair doors, another key opens the laundry room and the library reading room; third key opens and locks the student’s room and the fourth is the mailbox key.

Residence keys will only be issued after the student provides proof of payment of deposit and proof that the Acceptance Form has been signed. If a student loses or

does not return these keys, the student will be charged **\$150.00** per set to cover the cost of having the lock cylinders changed and the keys replaced. The cylinders are replaced to protect the student's room.

Loss of individual metal keys will be replaced at **\$5.00** per key.

Loss or breakage of Security Card keys will be replaced at a charge of **\$10.00** a card.

11. Student Insurance

Huntington University Residence cannot and does not provide insurance for students' personal liability and belongings. Students are advised to ensure themselves and their belongings through their own or their parents' home insurance. Huntington does not cover students' liability in case of negligence, or their belongings in case of accident, fire, theft, loss or damage.

12. Damage

Costs incurred from damage to any area of the residence, or to any of the contents will be charged to those deemed responsible. If an individual responsibility cannot be determined, the House will be held responsible. An administrative fee will also be charged.

If damage occurs to a student's room, or should any item be missing, the cost of repairs or replacement plus the administrative fee, will be taken from the student's caution fee. Should the cost exceed the caution fee, the student will be billed for the remainder. Students leaving rooms in an unacceptable condition may be refused readmission to residence.

ROOM RADIATORS – PLEASE READ CAREFULLY!!!!

RADIATORS CAN FREEZE – The radiator pipes will freeze if windows are left open for an extended period in cold weather. If a radiator freezes and bursts, the occupant(s) will be fined **\$200.00** and will be held financially responsible by Huntington, for the repair and any damages caused, up to our insurance deductible of \$5,000.00. The insurance company may recover additional costs from the resident responsible through the legal system. Please be sure to keep your window closed, blinds slightly open for circulation and your thermostat set at no less than 68 degrees F. or 18 degrees C.

To air out your room, you may open your window, but please be careful. It is recommended that you limit this to 5 minutes at a time weather permitting. If you know or suspect your radiator is frozen, please report it to a Proctor or the Residence Supervisor immediately. **This section is not to be taken lightly. Please take this information seriously.**

SAFETY FIRST!

WE WANT TO UNDERLINE THE IMPORTANCE OF PRACTICING “SAFETY FIRST” IN ALL AREAS OF THE RESIDENCE BUT ESPECIALLY IN THE HALLWAYS, KITCHENS AND WASHROOMS. FAILURE TO EXERCISE SUCH RESPONSIBILITY PRESENTS GREAT RISK TO OTHERS’ HEALTH AND SAFETY. PLEASE BE CAREFUL AND THOUGHTFUL OF OTHERS.

13. Parking

Huntington Residents will be able to pre-pay their seasonal parking permits for the **2017/2018 academic year**. Permits must be in plain view in vehicles. Huntington University has a limited amount of parking spaces available. The use of the parking pass is restricted to your vehicle **ONLY**. Admittance of another vehicle into the lot, without the permission of the Residence Supervisor and/or Administration, is subject to loss of your parking pass and a fine of **\$150.00**.

a) Upper Parking Lot “B” is reserved for residence students, faculty, staff, persons with disabilities, and delivery/service people. There are a limited number of parking spaces available to residents, which will be issued on a first-come, first-serve basis. Non-operative vehicles must be removed from the parking lot. Any vehicle left for a prolonged period, will be ticketed and towed away. **Passes for these limited spaces can be prepaid by calling Lisa Levasseur at 1-800-461-6366 ext. 200 starting on Tuesday, August 14, 2018, and will be distributed on move-in day with the room keys. Effective September 3rd, 2018, the gate arm will be down, and vehicles without a parking tag will be ticketed.**

No one is allowed to park in the middle of Lot “B” in the winter months, as it interferes with snow removal.

b) The Lower Parking Lot “A” has spaces available for, staff, faculty and academic students at Huntington University. Overnight parking is not permitted in Lot “A”, unless permission is granted by the Dean of Residence.

Parking at Huntington is restricted, and Laurentian Security will be issuing tickets for any violations of parking rules and regulations. Unauthorized vehicles may also be towed away at the owner’s expense.

Visitors may purchase a permit from the Residence Supervisor and Proctors, and must park in (Upper) Lot B.

14. Room Draw

Single and Corner Rooms: Room draws for single and corner rooms; will take place on a point-system basis for each year a person lives in Huntington, he or she will receive one point. The room draw will be scheduled by the Residence

Supervisor, and students with the most points will have first choice.

The names of individuals with the same amount of points will be placed in a draw. A waiting list for those not obtaining a single/corner room will be established.

Corner Rooms: Two individuals will combine their points. The same process will then occur.

15. Mail

Mail will not be forwarded by the front office at the end of the academic year. It is the students' responsibility to inform the Post Office of their changes of address, prior to leaving the residence in April.

HUNTINGTON RESIDENCE RULES

Residence Discipline

The goal of the staff here at Huntington, is to prevent violations from occurring, by making students aware of the possible consequences of their actions.

Repeat violators of a single policy, will not be tolerated, and will be dealt with severely. Immediate eviction will result in the event of more serious violations. Please be aware of this.

1. Rules and Regulations

Where no fine is specified for an offense, the first set fine is \$10.00 and the resident is given a strike. The set fine for subsequent offenses shall be \$25.00, with another strike given. If a resident commits 3 offenses, they will be subject to a \$300.00 fine with possible eviction.

a) Theft of Goods: Huntington depends and operates on a system of mutual trust with its residents, and the property of others must be respected. With this said, anyone caught and found guilty of stealing from Huntington, or another resident of Huntington, may face the Disciplinary Committee and possible immediate eviction, or police involvement. If you think something has been stolen, you are encouraged to contact your Proctor and/or Laurentian Security immediately.

b) Tampering with Automated External Defibrillators (AED), Fire Safety Equipment, Security Cameras, Gate Arms, Vending Machines and Laundry Facilities: Tampering with any of these items, is prohibited. In the case of tampering with fire safety equipment, this is a criminal offense, and may result in **immediate eviction** from Huntington Residence. If damage occurs, the person(s) responsible will be addressed by the Disciplinary Committee, and will be responsible for repair or

replacement of the equipment.

Tampering, or damaging **Automated External Defibrillators (AED)**, may result in **immediate eviction**, and the person(s) will be responsible for any repair or replacement of the equipment. This equipment needs to be in full working condition at all times, as it is there to help in life threatening emergency situations.

Tampering, altering or damaging **Security Cameras** will be subject to a **\$50.00 fine**. If damage occurs, the person(s) responsible will be addressed by the Disciplinary Committee, and will be responsible for repair or replacement of the equipment.

Tampering with the **Gate Arms**, (upper or lower parking lot) will result in a minimum **\$150.00 fine** and the resident(s) shall be responsible for any damages to the gate arms.

Tampering with the **Vending Machines**, in front of Huntington's Social Centre, and **Laundry Machines** in Room 126, will result in a minimum **\$50.00 fine**, possible disciplinary action, and the resident(s) shall be responsible for any damages.

c) Ambulance, Fire, Police or Emergency Service False Alarms:

False alarms or inappropriate telephone calls to ambulance, fire, police, or emergency services may result in immediate eviction and will result in a \$200.00 fine for anyone violating false alarm calls. A second offence will result in immediate eviction.

d) Games in the Halls, Common Areas & Washrooms: A fine will be levied against anyone playing games in the halls and in common areas (catch, floor hockey, Frisbee, golf, water fights, rollerblading, wrestling, food fights, etc.). Any damage occurring from said event will result in a fine determined by damages. There will be a **\$10.00 fine** per game infraction, separate from all damages incurred.

e) Animals and Pets: Animals, other than small fish, are **not** allowed in the residence. A **\$200.00 fine** will be given to students found with a pet in residence, and the pet will have to be removed from residence. Failure to do so will result in both the resident and pet being evicted.

f) Alcohol Consumption in Residence:

No one under 19 years of age will be served alcohol or be allowed to consume alcohol, in the Residence or on Huntington property. If you serve alcohol to a minor, you may be subject to criminal charges as prescribed by law. Remember that you are responsible for your guests should you host a party involving alcohol.

Students with serious problems related to the consumption of alcohol will be given every opportunity to get help. If disruptive behaviour continues due to alcohol abuse, then the resident may be evicted from residence. Any guest/visitor under the age of 19, if caught drinking, will result in the resident hosting the guest, being fined.

In keeping with Ontario laws governing the consumption of alcoholic beverages, which state, the alcohol must be consumed in private residences (student's rooms) or licensed areas only. **NO OPEN ALCOHOLIC BEVERAGES WILL BE PERMITTED IN THE WASHROOM, STAIRWAYS OR OUTDOORS AT ANY TIME.** Any/all types of drinks must be carried around (not in the washroom or stairway) in plastic or metal containers. Any resident caught with open alcohol in the stairways or washroom will be subject to strikes and fines.

Beer bottles are prohibited in residence. The set fine is **\$10.00/bottle** of beer found (yes...that is **\$240.00** for one case of beer). Subsequent offenses may lead to increased fines and strikes. **Full kegs** (anything over 48 beers) **are prohibited**. Semi kegs and plastic Beer Balls (Bubbas) - anything holding the equivalent of 48 beers or less – are allowed in the residence, however, they must be kept in the resident's room at all times. Strikes and fines will apply, if these are found open outside of the room. **Canned** beer is allowed in residence, but not in the washroom or stairway. Liquor bottles (26 oz., 40oz., and 60 oz.) are allowed in the residence, but must be kept in the resident's room.

Huntington prohibits the use of property, (yours and/or the buildings), that is added, subtracted or modified, in the lounge, kitchen or rooms, for the purpose of drinking. This will result in a \$100.00 fine per room or per person participating.

g) Non-Prescription Drug Use and Drug Trafficking: Non-prescription drug use and drug trafficking are criminal offenses, and are strictly prohibited. Suspected use and possession of non-prescription drugs, is also strictly forbidden.

Any such practice will result in **immediate eviction** from all residences on campus and **police involvement**.

Please be advised that, being in a Huntington room or on Huntington property while this type of behavior is occurring, means you may be subject to disciplinary action as well.

Huntington has **zero** tolerance for this type of behavior.

h) Sexual Harassment/Harassment: Huntington University is in compliance with the Provincial Government's Bill 168.

If you believe you have been harassed in any way, you are encouraged to contact your Residence Supervisor and Security, the Police, or the Laurentian University Human Rights Advisor (ext. 3422). All members are bound by confidentiality except when the nature of the disclosure obliges the University to take steps to ensure the health, safety and security of any member of the University community. Sexual harassment/harassment will result in a meeting with the Disciplinary Committee and may result in possible eviction.

For further information about the Harassment Policy, please see your Proctor.

i) Assaults/Fighting: Laurentian Security and other police agencies deal with assault and/or fighting situations. This holds true both ON and OFF residence property. Students who are allegedly involved in an assault and/or fight will meet with the Disciplinary Committee and face possible eviction from the residence.

j) Smoking:

As per the City of Greater Sudbury's Smoking By-law, Huntington Residence is a smoke-free building. All residence rooms are smoke-free and there is no designated smoking area. SMOKING IS ONLY PERMITTED OUTSIDE THE BUILDING, MORE THAN 9 METERS AWAY FROM AN ENTRANCE.

Anyone caught violating the smoking policies will be subject to, not only Huntington strikes and fines, but could be subject to legal fines as well. Huntington once again, has zero tolerance for this behavior.

k) Firearms/Weapons and Explosives: Weapons of any sort (including knives, air soft guns or replica guns) and explosives or materials associated with making explosives (including fireworks), are not allowed in the building under any circumstances. The Proctor and Residence Supervisor have the right to confiscate any item from the residents at Huntington, if they suspect it may be prohibited or dangerous. Police shall be called, and the room(s) inspected, should possession of a weapon be suspected in the residence or on Huntington property. The safety of all residents comes first. Any individual caught with a weapon or explosive, will go directly to the Disciplinary Committee and face possible eviction and/or police involvement.

l) Refusal of Entry: If you are instructed to open your door by the Proctor, Residence Supervisor, Dean of Residence, Huntington University President/ Vice-Chancellor, or Laurentian Security, you must do so. There should be no reason for refusal of entry, and doing so will result in a **\$75.00 fine**.

m) Room Related Violations: A **\$25.00 fine** will be imposed, if any lit candles are found in the resident's room. A **\$25.00 fine** will be imposed, if any halogen lamps are found in the resident's room. Any unauthorized removal of a window screen, is subject to a **\$50.00 fine**. If the room's radiator freezes and bursts, due to a window being left open in winter, the occupant(s) will be fined **\$200.00** and be financially responsible for the repair of any damages caused.

n) Noise/Quiet Hours:

Consideration and respect for the rights of others are the rules of residence life. *Quiet Hours* are determined by the Residence Administrators. Common courtesy should prevail at all times. Please keep stereo systems at a reasonable volume level. Failure to comply with such courtesy, will lead to strikes, fines, probation and possible eviction.

Classes on the main floor are scheduled from **8:30 a.m. to 10:00 p.m., Monday to Thursday, and Friday until 4:30 p.m.** Noise must be kept to a reasonable level during class hours.

In addition to these class hours, the following Quiet Hours will be in effect: **Sunday to Thursday, 11:00 p.m. to 8:00 a.m. Friday and Saturday, 3:00 a.m. to 10:00 a.m.** There will be a **\$10** fine per infraction.

- a) During the rest of the day, Sunday through Saturday, it is common courtesy to respect the privacy of other residents. Frequent disturbances will result in strikes and fines.
- b) During exams, a **22-hour quiet period will be strictly enforced 6 days a week, and a 20-hour quiet period, 1 day a week.** Fines are set at **\$40** for first offense, **\$80** for second offense, and **\$120** plus eviction for third offense.

o) Visitors:

a) The residence is open to visitors. All visitors must be **escorted, by the resident into the building.** Each resident is permitted to sign in **ONE guest, at the Porter's desk, and TWO guests, on a visitor's sheet.** This does not pertain to overnight guests.

b) All overnight guests **MUST** be registered with the Porter upon arrival. Guests staying for longer than one night must be registered with the Residence Supervisor 3 days in advance and have their roommates permission (if applicable). Failure to do so will result in a **\$10 fine per day.** This is mandatory due to fire regulations. **There will be no children under the age of 16 (unless they are a Laurentian University student) allowed in residence from September to April.**

You are responsible for your visitor. The expectations and rules of the Community Standards, apply to your visitors when they are guests at Huntington. If they break the rules, you will be fined, and have to pay on behalf of your guest(s).

Each guest staying more than one night (to a maximum of three nights) must wear a wristband with the resident's name on it at all times. There will be a \$10 fine for any guests found without the wristband on (the resident will be fined). Each resident will be permitted no more than four signed-in guests per term.

- c) **No** visitors will be signed in during the 22 hours quiet time during exams.
- d) On nights where there is an organized Student Council event, (floor parties and special events), visitors are allowed as long as proper Visitor forms are filled out and given to Residence Supervisor 7 days prior to event.

e) If you are caught bringing in a banned former resident or guest, you will be fined **\$100**, and face possible disciplinary action with the Disciplinary Committee, and possible eviction.

f) Any guests found using a resident's key unaccompanied, that resident will be fined \$50.

Other Fines: Other violations of the Community Standards are subject to Proctors discretion.

Unpaid Fines: Students who fail to pay fines will be referred to the Financial Office of Laurentian University. This office may prohibit further academic registration at the Federated Universities of Laurentian, prevent the acquisition of transcripts, and may prevent students from graduating from the Universities.

2. **Strike Policy**

Laurentian University Residences have a shared 3 strikes and you are out policy. At Huntington, the first infraction of a particular Rule or Regulation a resident commits will give him/her one strike and a set fine. The subsequent infraction a resident commits during the same academic year will give him/her an additional strike and fine. Once a resident commits three strikes during the same academic year, he/she may be subject to a \$300.00 fine with possible eviction within 24 hours of the infraction and **NO REFUND** of residence fees. Please remember that Huntington has the right to hold marks and registration until all fines are paid.

Some infractions may result in immediate eviction if the Disciplinary Committee deems it necessary for the security of the other residents in the building.

a) **Issuance of Strikes and Fines**

Proctors and the Residence Supervisor may issue warnings or strike and fine notices, for any infraction of the Rules and Regulations, specifying the infraction, amount of the fine, as well as the due date of the fine. The fines and strikes will be logged by the Dean of Residence.

All fines must be paid by the due date, or **\$1.00 per day** will be added to the fine. Fines are paid to the Residence Supervisor.

The Residence Supervisor may call a Disciplinary Committee meeting, to deal with more serious infractions. A student may also request a meeting to petition, discuss, or appeal a strike or fine. The Disciplinary Committee will decide on the appropriate action to be taken.

3. Disciplinary Committee

The Disciplinary Committee is responsible for the administration of all the rules and regulations of the residence, and determining appropriate courses of action when infractions are committed by residents **ON or OFF campus**. The Disciplinary Committee consists of the Dean of Residence (Chair), Residence Supervisor, President of the H.U.R.S.C. or designate of the President, and the four Proctors. Should the President of the H.U.R.S.C. be unavailable, consent must be given to the Residence Supervisor to have the designate present at the meeting.

Quorum for The Disciplinary Committee takes place when any two proctors cannot be present at the meeting. The Quorum consists of Dean of Residence (Chair), Residence Supervisor, President of the H.U.R.S.C. or designate, and two Proctors. The Disciplinary Committee acts as an appeal committee for all minor offenses. A resident may appeal decisions of the Disciplinary Committee.

If confidential in nature, the president of the H.U.S.C.A may not be present.

4. The Appeal Process

a) Request for Appeal – Any request for an appeal must be made in writing to the Residence Supervisor, stating the grounds for the appeal, within 24 hours of notification of the disciplinary action. A copy of the appeal will be given to the President/Vice-Chancellor and Dean of Residence.

b) Appeals will only be granted on one or more of the following grounds:

- The decision is based on an error of facts;
- The decision was made unfairly
- The disciplinary action imposed was inappropriate or excessive.

c) Appeals of a minor nature will be referred to the Disciplinary Committee for review and final decision. Appeals of a major nature will be referred to a committee struck by the President/Vice-Chancellor. The committee will include a staff representative, a student representative and a representative from the Huntington University Board of Regents.

d) When appeals are directed to the Disciplinary Committee, a hearing will be convened shortly thereafter at which time the resident may present information which may have been overlooked through his/her own testimony or from that of witnesses.

The committee will review both sides of the conflict and make a ruling based on the testimony given, the application of the Community Standards Manual, and notions of just and fair treatment. By taking the matter to appeal, the resident agrees to accept the ruling as final. In most cases, the process takes no more than ten days. For additional information, the resident can contact the Dean at 705-673-4126 ext. 215.

Huntington University reserves the right to ban individuals from Residence property.

Social Center (Lautenslager Hall – HUSC)

a) Only Huntington University members are allowed to use the Social Centre. Residents, Board Members, and employees of Huntington University are considered members of the Social Centre.

b) Huntington University Alumni are granted a life membership to the Social Centre. No guest privileges accompany this special membership.

c) Parties and Special Functions: Groups from within Huntington University can book in advance for the use of the Social Centre through the Residence Supervisor. Requests must be submitted one month prior to the function. No rental fee is charged.

No alcoholic beverages are allowed in the Social Centre or outside of the building. Violators will be subjected to disciplinary action and/or charged by the AGCO Inspector or Police.

d) Each Social Centre member is permitted only two signed-in guests. This rule will be strictly enforced. The guest book will be available at the entrance.

e) Persons employed by the HURSC to work in the Social Centre are responsible for the enforcement of all rules and regulations and for clean up each evening after closure.

f) The Social Centre will be open according to the schedule posted.

g) Basic cable television is available in the Social Centre

Parties and Special Functions

a) All parties must have the written approval of the Residence Supervisor and ratification by the HURSC. The Social Centre Committee consists of the Dean of Residence, Resident Supervisor, HURSC President, HURSC Vice President, HURSC Treasurer, and finally the HURSC Social Director. The names of two organizers must be submitted to the Residence Supervisor two weeks prior to the event. Huntington Administration, along with the Proctors, Residence Supervisor, and Social Centre staff has the right to shut down any party at Huntington University.

b) Private house parties held in the Social Centre must be strictly non-alcoholic events. The House President, along with the HURSC President must ensure that proper clean-up is done before 8:00 a.m. the next morning. Strikes and fines will result if unsatisfactory clean-up is deemed.

Notwithstanding anything hereinbefore stated, the Board of regents of Huntington University is the final authority in the operation of the residence.

J. W. Tate Library

Huntington University's J.W. Tate Library provides service to the Laurentian University community, students and faculty of other universities and colleges, the Pastoral Institute of Northern Ontario, and members of the United Church of Canada. To receive a barcode, each student must complete an application form, and present a Laurentian University ID card or tuition fee receipt.

Reflecting Huntington's academic programs, the Library houses material in the fields of Ethics, Gerontology, Communications, Philosophy, Religious Studies, and Theology. Our collection is also listed in the online library catalogue, used jointly by Laurentian University. Huntington also has 4 Internet terminals for use and 16 laptops that can be circulated. Students may use these for e-mail and to search the Web, including university library catalogues across Canada.

Library Hours

Please see Librarian for hours of operation.

The Pit and Reading Room Hours

The Pit Area on the main floor is closed between **11:00 p.m. and 8:00 a.m.**

The lounge area of the Teaching and Learning Centre is available 24 hours a day to Huntington University residents, for quiet study. If the Teaching & Learning Centre door is locked, residents may open it by using their main door key.

Our Commitment

The staff, students and faculty wish you much success with your academic studies, personal growth and extracurricular experiences that university life can provide.

Please take the opportunity to introduce yourself to your Proctors, Residence Supervisor, Administrative staff and Faculty. We are interested in you and your goals and will take the time to listen. We are committed to your success and will assist you whenever we can to make your stay here at Huntington so memorable that you will want to come back again...not only in the next few years, but in many years to come!

Thank you!!

