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# Emergency Info

## IN CASE OF AN EMERGENCY

Emergency 9-1-1

Police (non-emergency)

780-423-4567

Police: Ottewell Community Station 9807 - 71 St.

780-496-8516

Police: South Division Station 9710 - 51 Ave

780-426-8200

Crisis Line—Suicide Prevention

780-429-0230

Distress Line

780-482-4357

Health Link

780-408-5465

## MEDICAL EMERGENCY

1. **Approach the situation to determine if assistance is required.**

Ensure that the scene is safe for you to enter. If possible, determine how the accident happened. Identify yourself to the casualty and ask if s/he wants assistance.

2. **Notify the receptionist, building security guard or your RD about the accident.** They will contact someone in the building trained in first-aid procedures.

3. **Ask a bystander to dial 911** and afterwards return to the scene of the accident. (*Example:* "You in the blue striped shirt! I want you to call 911. Tell them a man has been injured at the The King's University College, 9125-50 Street, by room S101. Are you going to call?" Wait for an affirmative response or ask someone else.) If no one else is at the scene:

- Remove casualty from any immediate danger (such as threat of death or further injury).
- Leave the scene yourself and call 911 yourself. You do *not* need money.
- If you are trained in first aid, act *only* if the victim(s) want your help. Remember that each RA will have a first aid kit in their suite.

## FIRE ALARM PROCEDURES

Regardless of whether it is a drill or a real fire, when the fire alarm sounds, all persons must immediately leave the building as directed in the posted fire-alarm procedures. Please read the fire alarm procedures that are posted in each elevator lobby.

If the alarm is sounded, drop what you are doing and do the following: close the window in your area; check door to see if it is hot, leave in an orderly fashion; close your door behind you, but do not lock it; close the hallway doors behind you; exit the building and move a good distance away. If the door is hot and you cannot leave via a window, then keep your window and door closed, stay close to the floor, and wait for help.

Do not use the elevators and keep the exits clear. Do not go back into the building until the building manager or the fire department signals you to return to the building.

Remember to ensure that all windows and doors are closed and the area is free and clear of people. **Do not lock your door.**

# Introducing Edmonton

## GETTING TO KNOW EDMONTON

These websites are great for answering any questions you have about living and visiting Edmonton and area.

www1.travelalberta.  
www.foundlocally.co  
www.edmontonairports.com  
www.edmonton.com

## LOCAL SERVICES AROUND KING'S

### RETAIL SHOPS

<b>Bonnie Doon Shopping Center</b>	82 Ave. & 83 St	<a href="http://www.bonnieoonshoppingcentre.com">www.bonnieoonshoppingcentre.com</a>
<b>Capilano Mall</b>	5004 - 98 Ave.	
7-Eleven	9032 50 St (across street)	
Blessings Christian Marketplace	9058 - 51 Ave	466-1223
IGA (groceries)	Ottewell (90 Ave)	469-4382
Newage Computer	9004 - 50 St.	465-1686
Safeway (groceries)	Capilano	466-9001
Safeway (groceries)	Bonnie Doon	469-9485
Salvation Army Thrift Shop	5832 Terrace Rd.	469-8291
Sears	Bonnie Doon	468-6611
Value Village Thrift Store	8930 - 82 Ave.	468-1259
Wal-Mart	Capilano	466-2002
Zellers	Bonnie Doon	461-6776

### RESTAURANTS

A & W	4940 -101 Ave	490-0550
Albert's Family Restaurant	1101 Capilano Mall	469-5588
Arby's	6950 - 75 St.	466-8877
Boston Pizza	5515 - 101 Ave.	465-0771
Dairy Queen	6104 Terrace Rd.	469-2431
Domino's Pizza	6714 - 101 Ave.	496-9999
Fargos Fine Foods and Wet Goods	5804 Terrace Rd.	466-7754
Harvey's	4974 - 98 Ave.	468-9458
Joey Tomatoes	360 Baseline Rd	449-1161
KFC	4950 - 101 Ave.	448-3866

### MEDICAL

Capilano Dental Clinic	Capilano Mall	466-3368
Capilano Eye Centre	Capilano Mall	469-2020
Capilano Medical Clinic	7905 - 106 Ave.	465-0951
Capilano Medicentre	9945 - 50 St.	468-2911
Capilano Rehab Centre	100, 4999 - 98 Ave.	466-1104
Dr. John Koziak, Dentist	Ottewell Plaza	465-0505
Dr. Percy Boyko, Chiropractor	4970 - 98 Ave.	448-1444
Grey Nuns Hospital	34 Ave./66 St.	450-7000
Ottewell Medical Office	Ottewell Shopping Centre	468-6409

## LEISURE AND RECREATION

Body Quest Fitness	4960 - 93 Ave.	469-9296
Bonnie Doon Bowling Lanes	Bonnie Doon Mall	466-9047
Capilano/Goldbar Parks	50 St./ 110th Ave.	
Hardisty Pool	10535 - 65 St.	496-1493
Millwoods Golf Course	4540A - 50 St.	448-1601
Ottewell Community League	5929 - 93A Ave.	
Ottewell Curling/Driving Range	4205 - 102 Ave.	469-8404
Rogers Video	103, 5818 Terrace Rd.	469-1133
Strikes Bowling Lane	8170 - 50 St., Parkway Village	440-6221
Vertically Inclined Climbing	8523 Argyll Rd.	496-9390
Video Station	9020 - 75 St.	465-7711
Whitemud Amusement Park	Whitemud & 75 St.	465-1190

## SERVICES

Tali Hair & Esthetics	9020 50 St	469-0440
Fabutan	4964 - 98 Ave.	468-5246
Fashionable Nails	6122 - 90 Ave.	465-6934
Klip 'n Kurl	6152 - 90 Ave.	469-6861
Ottewell Drycleaning	6208 - 90 Ave.	468-7101
Klieber Automotive	8733 - 50 St.	468-2138
Public Library	Capilano Mall	496-1802
Singleton's	5826 Terrace Rd.	461-6008

## CHILD CARE OPTIONS

South Edmonton Child Care	10552-62 Ave.	434-4132
Southview Child Care	3650-91 St.	436-1823

## BANKS

Bank of Montreal	5024 - 106 Ave.	441-6518
TD Canada Trust	5004 98 Ave (Capilano Mall)	448-8620
Capital City Credit Union	1100 Capilano Mall	496-2244
CIBC	6130 Terrace Rd.	1-800-465-2422
CIBC Bank Machine	7-Eleven 9032 – 50 <sup>th</sup> St	
Royal Bank	Bonnie Doon Shopping Centre	448-6955
Royal Bank Cash Counter	Esso, 50 St./101 Ave.	
Scotiabank	6214 - 90 Ave.	448-7860

## CHURCHES

- **Ascension Lutheran Church** 8405-83 Street (across from Bonnie Doon mall) 469-2421  
[www.alchurch.ca](http://www.alchurch.ca)  
Worship: Sunday 10am  
Medium-sized church with a blended worship style and good preaching. Communion every other week. Lots of teens and lots of seniors.

- **Calvary Baptist Church**            7215-97 St            433-0626  
[www.calvary-edm.com](http://www.calvary-edm.com)  
 Worship: Sunday 10am  
 Contemporary, mostly college and career led, worship might include flags, dancing, or painting.  
 A very hospitable church.
- **The Canopy**                            6005 Gateway Blvd                            434-4331  
[www.thecanopy.ca](http://www.thecanopy.ca)  
 Worship: Sunday 10:15am  
 Contemporary worship with an emphasis on the arts.
- **City Centre Church**    **10233 Jasper Ave (Paramount Theatre)**            **423-city**  
[www.citycentrechurch.com](http://www.citycentrechurch.com)  
 Worship: Sunday 10:30am  
 A large congregation that meets in an old movie theatre. Contemporary worship.
- **Central Baptist**            9419 – 95 St            466-7461  
[www.centralbaptist.ab.ca](http://www.centralbaptist.ab.ca)  
 Worship: Sunday 9:15am and 11:15am, plus Glimpse of Glory Sunday evenings 8pm  
 At both the 9:15am and 11:15am times, there are services in the sanctuary (traditional) and downstairs with satellite feed from the sanctuary (a bit more contemporary).
- **Fellowship Christian Reformed Church**            King's Atrium  
 Worship: Sunday 10:30am, with lunch and fellowship following at 12pm in King's cafeteria  
 Liturgy-based worship with a small, welcoming CRC congregation. Communion is celebrated every week.
- **Millcreek Christian Fellowship**    **9540 83<sup>rd</sup> Ave (off Whyte), meets in Moravian Church bldg.**  
[www.comtothetable.ca](http://www.comtothetable.ca)  
 Worship: Sunday evenings at 5:15pm  
 A small, young congregation. Contemporary worship with a laid-back atmosphere. An easy place to get to know people. Time together each week begins with a potluck dinner.
- **Millwoods Pentecostal Church**    **2225 – 66 St**            **462-1515**  
[www.livelifefull.ca](http://www.livelifefull.ca)  
 Worship: 9am (traditional), 10:45am (contemporary), 7pm (contemporary, young service)  
 A large congregation with a vibrant college/career and young people's ministry.

# King's Life

**The King's University College**  
**9125-50<sup>th</sup> Street**  
**Edmonton, Alberta T6B 2H3**

## PHONE NUMBERS

Reception.....780-465-3500  
Toll Free.....800-661-8582  
Fax.....780-465-3534

## IMPORTANT KING'S CONTACTS

### ATHLETICS

E-mail: [athletics@kingsu.ca](mailto:athletics@kingsu.ca)  
Phone: (780)465-8345  
Intercollegiate Sports

### BOOKSTORE

E-mail: [bookstore@kingsu.ca](mailto:bookstore@kingsu.ca)  
Phone: (780)465-8306  
Textbooks and Other Books, Clothing, Music, Cards, Bus Passes, Other Supplies

### CAMPUS MINISTER

E-mail: [campusminister@kingsu.ca](mailto:campusminister@kingsu.ca)  
Phone: (780)465-3500, ext. 8090  
Pastoral Care, Spiritual Life

### COUNSELLOR

E-mail: [margaret.vanginhoven@kingsu.ca](mailto:margaret.vanginhoven@kingsu.ca)  
Phone: (780)465-3500, ext. 8086  
Personal Counselling, Career Counselling

### ENROLMENT SERVICES

E-mail: [admissions@kingsu.ca](mailto:admissions@kingsu.ca)  
Phone: (780)465-8334 or 1-800-661-8582  
Admissions Information and Counselling, Campus Employment, Financial Aid, Scholarships and Bursaries

### FACILITIES

E-mail: [facilities@kingsu.ca](mailto:facilities@kingsu.ca)  
Phone: (780)465-3500, ext. 8363  
Building Operations, Repairs and Renovations, Custodial Services, Grounds Maintenance, Parking

### FINANCIAL SERVICES

E-mail: [financialservices@kingsu.ca](mailto:financialservices@kingsu.ca)  
Accounting, Financial Reports, Employee Payroll Processing,

### FOOD SERVICES

E-mail: [foodsolutions@kingsu.ca](mailto:foodsolutions@kingsu.ca)  
Phone: (780)465-8305  
Special Dietary Requirements, Beverage Services

**HUMAN RESOURCES**

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca)

Phone: (780)465-3500, ext. 8088

Employee Payroll, Commencement and Benefits

**INFORMATION TECHNOLOGY SERVICES (IT)**

E-mail: [helpdesk@kingsu.ca](mailto:helpdesk@kingsu.ca)

Phone: (780)465-8324

Computer Labs, Audio-Visual Resources, Telecommunications

**LIBRARY**

Phone: (780)465-8304

E-mail: [library@kingsu.ca](mailto:library@kingsu.ca)

Library Operations

**REGISTRY**

E-mail: [registrar@kingsu.ca](mailto:registrar@kingsu.ca)

Phone: (780)465-8330 Academic Advising

Academic Awards, Admissions, Graduation, Registration, Transcript Requests, Transfer Credit, Student Accounts, Payment of Fees, Student Account Inquiries

**STUDENT LIFE**

E-mail: [studentlife@kingsu.ca](mailto:studentlife@kingsu.ca)

Phone: (780)465-8309

Career Services, Residence and Off-campus Housing, Student Activities, Services to Students with Disabilities, International Student Services

**VICE PRESIDENT ACADEMIC**

E-mail: [vpacademic@kingsu.ca](mailto:vpacademic@kingsu.ca)

Phone: (780)465-3500, ext. 8354

Academic Matters

**CAMPUS HOURS**

**CAFETERIA**

Monday - Friday 7:30 am - 9:30 pm

Saturday & Holidays 10:30 am - 6 pm

Sunday 9 am - 6 pm

**COMPUTER LAB**

Monday - Friday 8 am - 11 pm

Saturday 10 am - 5 pm

(Hours may vary during the year– see schedules posted outside each lab)

**LIBRARY**

Monday - Thursday 7:45 am - 9 pm (During school year)

Friday 7:45 am - 5 pm

Saturday 10 am - 5 pm (Prior to final exams, Saturday hours are extended.)

Mon.-Fri. 8 am - 5 pm (Between semesters)

**REGISTRY**

Monday - Friday 8 am - 5 pm  
Closed Wednesdays from 11:30 am - pm for Chapel

**BOOKSTORE**

Monday - Friday 9 am - 5 pm

**BUILDING**

Monday - Friday 7:30 am - 11 pm  
Saturday/Sunday 9 am - 10 pm

**CAMPUS COMMON HOUR**

Wednesday	12 pm	Campus Worship
Friday	12 pm	Noon Tunes

**ACADEMIC CALENDAR**

For important deadlines and other information, please consult the Kings University College Academic Calendar. Many of these deadlines have fee implications, so be sure you consult the Calendar regularly.

**STUDENT LIFE**

A large part of university life is co-curricular—what students do besides attend class and study. King's offers a full range of activities and services. The King's community of faculty, staff and students is a dynamic and diverse community that celebrates Jesus Christ as the center of all life. This diversity and unity is reflected in an appreciation of wholeness and the integration of Christian faith in all aspects of life. The King's community is dedicated to helping each member develop and express their relationship with God, neighbour, and the world.

**STUDENT LIFE OFFICE**

The Student Life Office (SLO) helps students work through the transitions that many students make when they begin university studies. The first year is filled with new challenges and often complex changes. The SLO is there for you by providing various resources and support services: residence applications and services, new student orientation, skill-acquisition workshops, retreats and social activities, career guidance, pastoral care, personal counselling, support for mature students, international student assistance, services to students with disabilities, and more. For more information about these and other services, contact your student life department.

ROY BERKENBOSCH: Vice President of Student Life and Campus Ministries Office A125, (ext. 8070)

KRISTIN DRENT: Student Life Administrative Assistant, Office A135, (ext. 8009)

REBECCA WARREN: Coordinator of Student Programs. Office A134 (ext 8050)

MARGARET VAN GINHOVEN: Counsellor. Office A126 (ext. 8086)

KARA LISE DEJONG: International Student Advising Coordinator. Office A122 (ext. )

PAUL JENSEN Residence Director. Office A122 (ext. 8303)

HEATHER GILKER Associate Residence Director, Office V14.3 (ext. 8500)

JULIANNE GILCHRIST: Campus Minister. Office A131 (ext. 8090).

**ACCOMMODATION FOR DISABILITIES**

Students who have been diagnosed with or suspect a disability which may affect their academic performance or physical well-being at King's are encouraged to identify themselves well in advance of the start of the term. The information can be provided on the course registration worksheet or a student

may call (780-465-3500 x8009) or email (studentlife@kingsu.ca) the Student Life Admin Assistant. Information and assistance is available for a needs assessment. Only students who have professionally evaluated disabilities will be considered for special accommodation in their classes.

## **OFF-CAMPUS HOUSING**

To find recent listing of off-campus housing, including apartments, houses, basement suites, and room and board, see bulletin board in the cafeteria. Also check out these websites:

<http://edmonton.kijiji.ca>  
[www.homereant.ca](http://www.homereant.ca)  
[www.rentedmonton.com](http://www.rentedmonton.com)

## **ANNOUNCEMENTS**

Check the *Bulletin Boards* regularly for important information. All items to be posted must be approved and dated at the SLO. Items posted on walls or glass will be removed. Advertisements on King's bulletin boards do not necessarily have the endorsement of King's *The (almost) Daily Bulletin* is posted two to three times per week at various locations throughout King's. Notices and announcements can be emailed to studentlife@kingsu.ca.

## **INTERNATIONAL STUDENTS**

Any international student requiring assistance should contact The International Student Advising Coordinator to access available resources. Please see the international student section page 31. (???)

## **CAREER RESOURCE CENTRE**

The Library hosts a career resource centre that can help you answer questions like: What should I major in? What careers can I pursue with my degree? Where can I find a summer job? What's the best way to write a resume and cover letter? We offer free access to the **Career Cruising** website, which has career testing and detailed info on various careers. To access the site, go to [www.careercruising.com](http://www.careercruising.com) and enter:

**username: kingsu**  
**password: eagles**

We can also help with resume writing and interviewing skills. We have a variety of career search workbook and print resources with information on working abroad and graduate schools. For more in-depth information or specific career counselling needs, contact Margaret VanGinhoven A126 x 8086.

## **INTERDISCIPLINARY STUDIES (IS) CONFERENCE**

Every semester the community gathers for a campus-wide conference with guest speakers, artists, musicians, film, food and worship. Students grapple with important questions ranging from "What does it mean to be a Christian in the postmodern age?" to "What does Coke have to do with global food security?" Through lectures, workshops, drama, and interactive learning, students gain insights into the complexity of our global village and are challenged, inspired and enabled to make a difference. IS conferences happen in the fall semester (Sept. 17-18) and Winter Semester (Jan. 21-22). See Roy Berkenbosch (A125, x8070) for more information.

## **MICAH CENTRE**

The Micah Centre is an interdisciplinary initiative at King's established for the purpose of fostering greater understanding and action among students, faculty and the community at large around issues of global poverty, peacemaking, and social justice. Through internships, conferences, special lectures, partnerships, and a host of other activities, the Micah Centre explores the implications of seeking justice in today's global context. For more information about the Micah Centre, see Roy Berkenbosch (A125, x8070).

## **STUDENTS' ASSOCIATION**

The Students' Association exists to represent your concerns to campus administration as well as to plan various social events and activities. The Student Activity Centre (SAC) is a great place to study and socialize. Here you will also find the SA office: stop by, chat with a SA member, have a look at the whiteboard which announces upcoming events. The SAC also offers you our very own coffeehouse, LEVEL, the perfect way to beat those all-night paper-writing blues.

The SA encourages you to get involved! Join a club, attend some of the SA-sponsored events (which often involve free food), attend an SA meeting, which take place Fridays at noon. You can also check out the minutes, which are posted on the SA bulletin board just outside the cafeteria.

## **THE CHRONICLE**

The Chronicle is the official student paper of King's. Published bi-weekly, it is produced completely by students. If you would like to contribute your journalism talents to *The Chronicle* talk to the editor. You can find them in The Chronicle office (located in the SAC), or speak to Dr. Leslie-Ann Hales, Faculty Advisor (A202). You might also consider enrolling in English 395, Introduction to Journalism, where you will get experience writing for news media, as well as course credit.

## **CLUBS**

Student Clubs operate under the SA's sponsorship. If you have an interest in forming a club please see the clubs rep for the SA. The SA can give you guidelines and requirements for forming a club at King's. Please note that some clubs vary from year to year depending on student interest. For up-to-date information on clubs, watch for "Club Days" in September or stop by the SA office (located in the SAC).

- A. M.A.S.S- MICAH ACTION AND AWARENESS STUDENT SOCIETY
- B. KING'S GLOBAL COMMUNITY
- C. THE KING'S EDUCATION ASSOCIATION
- D. THE KING'S HANDS
- E. THE KING'S PLAYERS/DRAMA CLUB
- F. THE KING'S HOCKEY CLUB
- G. THE KING'S INDOOR SOCCER CLUB
- H. THE MATURE STUDENT ASSOCIATION
- I. THE PHILOSOPHY CLUB
- J. THE PSYCHOLOGY CLUB
- K. THE KING'S SCIENCE SOCIETY
- L. THE KING'S COMMERCE ASSOCIATION

## **BOOKSTORE**

Textbooks and school supplies can be purchased at The Bookstore. In addition, the bookstore sells a variety of good literature (including children's, religious and devotional books), cards, CDs, stamps, bus passes and King's promotional items.

Hours of Operation: 9:00 a.m. to 5:00 p.m. Phone: (780) 465-8306

## **LIBRARY**

You will find that the Library is the best place to come when you need to do research for term papers and other assignments. We can help you find the best books and journal articles, and if we don't have them here, we'll borrow them from another library for you. Some professors will require you to read specific articles that you can borrow from the Library for a short time we call those reserve articles.

We also have a large selection of music CDs that you may have to listen to if you are taking music classes for use in our library AV room only. The Library also provides both quiet and group study space as well as wireless Internet for your laptop computers.

In our collection we have: 80,000 books, Access to 5,000,000 other books through the NEOS library network (including University of Alberta libraries). Online access to more than 30,000 electronic journals

through our databases. Our catalogue and electronic databases are accessible 24/7 on and off-campus.

Please visit us in the Library or check out our web page @ [www.kingsu.ca/library](http://www.kingsu.ca/library).

## **COMPUTER ACCOUNTS**

Every student receives a computer lab account, including e-mail and Internet access. A basic allotment of credit for printing is included in student fees. Additional allotments may be purchased through the Registry. Detailed information is available in the computer labs.

## **COUNSELLING SERVICES**

For any **academic** program matters, consult your Faculty Advisor. Advisors (and Registry staff) provide assistance in choosing courses and developing a program, or for transferring to another institution. Your faculty advisor is available to discuss academic, professional, and career requirements. They can help in choice of courses and in your program development. You must see your advisor prior to registration for each new term so that they can review your program with you. However, the student is ultimately responsible for his or her choices, and the calendar is the final authority on all academic matters.

For **non-academic** matters, students are invited to use information, counselling, and referral services provided by the Student Life Office.

- Confidential assistance is available from the Counsellor and the Campus Minister, whether it is for personal matters, financial worries, difficulties with relationships or with studying, job hunting, stress management, test anxiety or shyness. Referrals to other competent professionals may be arranged.
- Career guidance and vocational counselling are available. Talk to a member of the Student Life Office for more information.
- Students who want help finding a church home in Edmonton, Christian youth groups, student fellowships, or who wish to discuss spiritual matters, can contact the Campus Minister. Students are encouraged to initiate and to join campus spiritual activities.
- A sponsored Student Relief Fund is available to needy students. Contact the VP of Student Life for guidelines and applications.

## **MUSIC**

The Chamber, Concert, and Community Choirs are open to all King's students pending successful auditions. There are at least two local concerts for the combined choirs each year, and a tour. Contact the Choir Director, Melanie Turgeon, or the Music Department for more information.

### **Performances**

Fridays at 12 pm students, faculty and visitors give recitals, commonly known as "Noon Tunes". Admission is free! Evening concerts also occur throughout the year.

## **DRAMA**

Drama productions on King's campus under the company name The King's Players occur mainly through credit courses, which may be audited. There are several opportunities to see performances by The King's Players during the year, including a full-length play scheduled for March 2009.

Edmonton is a lively theatre town. A complete list of local productions can be found on the Theatre Alberta poster located in the drama area of the North Academic Wing. Many Edmonton professional theatres offer pay-what-you-can Tuesday evenings, last minute "curtain discounts" or cheap student and group rates. Course-based group attendance at plays around town is open to students not enrolled in the course if seats are booked and paid for in advance with the instructor.

## **ATHLETICS**

King's is proud of its athletes. About one sixth of our student population participate in our athletics programs—unheard of in most colleges! King's Eagles participate in the Alberta Colleges Athletic Conference (ACAC) in women's and men's soccer, volleyball and basketball. Athletes compete against students from 16 colleges across the province. In each sport, Eagles are eligible to compete in national championships, which are sponsored by the Canadian Colleges Athletic Association.

Despite being one of the smallest colleges in the Conference, our athletes have fared well in provincial competition. In our 13 years in the ACAC/CCAA, five members of Eagles basketball teams, three of our volleyball team players and one soccer athlete have been honoured as All-Canadians, only 10 of whom are chosen across the country each year! In the 2006-07 season, our women's volleyball program captured the ACAC Bronze medal, which was the first medal for a woman's program at King's. Coaching excellence is something we strive for and our knowledgeable coaching staff work hard to hone their athletes' skills.

For those less focused on high-level competition, opportunities for participation in women's and men's indoor soccer are available, through the Student Association Clubs. Here the competition level remains high while the time commitment does not. Intramurals take place Monday nights from 9:00–10:45 p.m. Several sports are covered throughout the year so you will find something you like! Sign-up takes place before each activity so come on out! At other times during the day, students may sign out equipment from the Equipment Room just outside the gymnasium to participate in activities of their choice. Only students with King's I.D. cards will be allowed to sign out equipment. Students are responsible for loss or damage other than normal wear and tear.

## **AUDIO-VISUAL EQUIPMENT**

Available to students for class use and research purposes. Bookings must be made through professors.

## **BIKE RACKS**

Provided near the entrances for students, faculty and staff to secure their bicycles. **Bikes and rollerblades are not allowed in the building.**

A bike cage is provided for residence students. for bike storage are available from facilities. Tower residents may also wish to buy a tarp for weather-proofing. Please respect the property of other students and remember to lock the cage door after each entry. Residents are advised to insure their own bike because tenant possessions are not covered by the college insurance policy. **There is no charge for bike storage, however loss of bike key will incur a \$10 penalty.**

## **LOCKERS**

Lockers may be claimed by students simply by putting a lock on one. One locker per person, please. Gym lockers are also available on a first-come/first-served basis. Locks can be purchased in the Bookstore. Contents and locks must be removed at the end of the year; all locks remaining will be cut and contents disposed of. If you are working on campus or taking a spring class, please arrange with the Facilities department to keep your locker. Tampering with another student's locker is a criminal offence.

## **PROPERTY INSURANCE**

King's **does not** have insurance coverage for personal belongings on the premises. Students should get their own house insurance or tenant's insurance. Many students will be covered on their own or their parents' insurance (check to be sure). King's **does not** insure students against injury or accident on our premises or at any King's-sponsored events. **Students are responsible for all their own insurance coverage.**

## **MAIL & MAILBOXES**

For the academic year, each student is assigned a mail slot located in the hallway near the vending machines. Please check your slot frequently for in-house mail. Mailboxes will be emptied out at the end of April, so please remember to clear out anything you want to keep. Non-residence students should not use King's as their mailing address. Faculty and staff have King's mailboxes. To leave anything for them, give it to the Receptionist.

**In the summer, all student mail will be returned to sender. Inform all personal and business contacts of address changes prior to leaving in April.**

## **PHOTOCOPYING**

A coin-operated photocopier available for student use at a cost of 10 cents per copy is located in the library. Central Office Services will, upon authorized request by a professor, photocopy student material for class use at no charge. Allow 24 hours for processing. Administrative photocopiers are not available for student use.

## **I.D. CARDS**

Issued to every student who pays student fees and signs a consent form during registration. Your card also serves as a library card, cafeteria meal card (if you have purchased a Prepaid Food Services Plan), and your equipment card. The I.D. card also entitles you to reduced rates at student functions. To replace a lost or stolen card, a fee of \$15 will be charged (payable at library circulation counter).

## **RESIDENCE**

Any student visiting the Rez must abide by Rez rules. Non-residents must always be a guest of a resident while visiting in the building. For more information please see the "Residence" section of this guide.

## **SMOKING**

King's is a SMOKE-FREE campus. Smoking is not permitted anywhere on King's property.

## **THEFTS**

Report thefts to the Director of Facilities or Campus Security immediately.

## **LOST AND FOUND**

Report to the reception desk. Items reported lost will be kept on record for 90 days. Student lost and found information may be published in *The (almost) Daily Bulletin*.

# Policies

## DISCIPLINE PROCEDURES

### I. Preamble

The King's University College seeks to be a community that models Christian character and embodies biblical values such as respect, trust, cooperation, and honesty. All members of the King's community—students, faculty and administrators alike, are called upon to share the ideal and take up the challenge of becoming a Christian community. Lofty ideals notwithstanding, in a diverse community such as ours, conflicts will arise which need resolution, and actions will occur which require discipline of those who violate community standards and regulations. Disciplinary procedures are necessary to maintain community, to hold people accountable, to restore trust, to uphold appropriate boundaries. Discipline at King's is not primarily punitive but is designed for the restoration of each person into a fuller understanding of and participation in the community. By Charter, student discipline is fundamentally a responsibility of the Senate, and it is by delegation that King's personnel and committees deal with it. Regulations regarding student discipline should accomplish two things. They should preserve a student's dignity as much as possible while calling that student to account, and they should be redemptive in nature, calculated to restore an offending student to a proper relationship with the rest of the community. The regulations that follow should be seen as exceptional measures to deal with exceptional cases. Most problems of student adherence to King's standards should be resolved between two people or at most with the Registrar, VP of Student Life, or VP Academic. Only in extreme or unresolved cases should the Discipline Committee convene. Because we value the principles of trust and mutual accountability, all efforts are made to resolve differences at the simplest level. Only when these efforts fail or when the offence is severe and clearly opposed to the values of the whole institution should the following policy be implemented.

### II. Offences

Any of the following activities by students are an offence and thus subject to discipline.

Academic dishonesty, including cheating, plagiarism, fraud, or deceit.

Any form of abuse: sexual, physical, mental or any action that undermines another's dignity.

Intentionally damaging, destroying, or moving without authority the property of The King's, or of any student, faculty, or staff member, without proper consent.

Unauthorized use of or entry to King's property.

Participation in unauthorized hazardous activities within The King's University College.

Failure to cooperate with any King's official or employee performing his or her duty.

Failure to follow procedures outlined in The King's Calendar, Student Handbook, or Housing Policies.

### III. Standing Committee

King's standing discipline committee, with male and female representatives is established to adjudicate matters of student behaviour which result in both academic and non-academic offences. This committee should be comprised of the following, to be appointed by the President:

1. Three representatives of the student body, elected by the Students' Association.
2. The VP Academic, the Registrar, or the VP of Student Life.
3. A Senate member not employed by King's or registered as a student to be the Chair.

### IV. Procedures

Any person believing that a student has committed a non-academic offence against King's rules may notify the VP of Student Life in writing, whereupon the VP will determine if there are sufficient grounds for the charge.

Any person believing that a student has committed a serious academic offence may notify the VP Academic in writing, whereupon the VP Academic will determine if there are sufficient grounds for the charge.

The Chair, upon deciding that there are sufficient grounds for a charge, convenes a hearing for the concerned student during which the charges are heard. Both the student charged and the party or parties bringing the charge shall be present at the hearing.

The Discipline committee, by delegation of authority from the Senate, is empowered to take appropriate disciplinary action, including the levying of fines, suspension, or expulsion. Recommendation for expulsion must be approved by Senate.

If a party feels that the issue has not been fairly resolved s/he may appeal the decision to the Senate through the office of the President. The Senate shall then appoint an Appeal Board to hear the appeal. The Appeal Board shall include one member of the faculty or staff of King's, one community member, and three students, one of whom may be selected by the student charged.

#### V. Penalties

Penalties for offences shall be chosen to fit the offence and may include fines, suspension, or expulsion. Only in the case of an academic offence shall the penalty directly affect a student's marks. Every attempt shall be made in dealing with an offence to preserve the integrity of King's regulations and the student's dignity.

### **ALCOHOL POLICY**

#### I. Preamble

The King's University College believes that all of life is to be informed by the Bible and that our Christian community is to reflect the principles found in the Bible. Therefore, students of The King's University College are asked to accept certain standards for their behaviour while part of this community. The following alcohol policy has been composed by the Student Life Office and King's Students' Association as an indication of the expectation on each student so that our whole community might reflect a Christian lifestyle.

#### II. The Policy

King's expects its students to abide by the laws of the Province of Alberta (see below) and expects students of legal drinking age to make responsible decisions with regard to alcoholic beverages. Abstinence from the use of alcohol is not a requirement of this community but is a legitimate approach. Those who choose to drink should do so in moderation. King's will take disciplinary action with such students who violate the following standards:

- King's prohibits the possession, consumption and distribution of alcoholic beverages by students and their guests on King's property, in Residence, or at King's-sponsored events.
- King's prohibits the possession of full or empty alcoholic beverage containers by students anywhere on campus. Such containers will be confiscated.
- King's reserves the right to request intoxicated individuals to leave the premises or event. Students will be subject to discipline.

#### *Hosting Responsibilities and Accountability*

King's expects students of legal drinking age who choose to serve alcoholic beverages to student guests in off-campus settings to be responsible in their hospitality. It is a serious violation of both Alberta law and community standards to provide alcoholic beverages to underage guests. Off-campus residents are also expected to ensure that underage visitors do not bring their own alcoholic beverages to consume on their premises. It is also a violation of community standards to allow guests to drink alcoholic beverages excessively (as currently defined in the Student Handbook/Calendar). Off-campus students who host an event and are present at such time where these activities occur, or a student who lives where these activities occur and is present at such time, will be considered in violation of the alcohol policy and subject to disciplinary action. For useful tips on how to host a successful party and avoid trouble, please see: <http://www.safety-council.org/info/traffic/impaired/hosting.html>

### III. Conclusion

The King's University College will deal with alleged violations of this alcohol policy in the following way: first offence is referred to the VP of Student Life; second offence is referred to King's Disciplinary Committee with fines, disciplinary probation, suspension or recommendation for expulsion resulting; and a third offence is referred to the President and Senate for recommended expulsion.

NOTE: Residence offences may also be dealt with under Residence policies.

\* For our purposes intoxication or drunkenness is understood as a level of intoxication which results in the loss of control of normal functioning behaviours, for example, nausea, unsteadiness, slurred speech, aggressive behaviour, loud and abusive language.

\*\*All fines collected as a result of these violations will be used by King's in support of its Student Relief Fund or for alcohol/drug awareness programs.

#### *Alberta Law*

Alberta law states that alcoholic beverages can be used legally in Alberta by persons 18 years of age and older. People buying and drinking alcohol must obey the laws of the province and of common sense. They can drink such beverages only in private residence or on licensed premises - not in cars, on the street, or in other public places. They may not drive a vehicle with a blood alcohol level of .08% or higher or drive in an impaired manner regardless of blood alcohol level, behave in a drunken or disorderly manner or cause a public disturbance, or supply alcoholic beverages to those under 18 years of age.

#### *Alcohol Abuse*

AADAC (Alberta Alcohol and Drug Abuse Commission) states that abuse of alcohol is use that causes problems with your physical or mental health, family, friendships, work, driving, or the law. You can abuse alcohol by drinking too much on one occasion or over a long period of time, or by combining it with other drugs. The Student Life Office can provide information, counselling, and referrals if you suspect yourself or a friend to be experiencing symptoms of alcohol abuse.

### **SMOKING POLICY**

King's recognizes the hazards posed by tobacco and accordingly does not permit smoking in any university-owned building, property or vehicles. Members of King's and visitors who wish to smoke are asked to leave university property to do so. Complaints arising from people smoking in non-smoking areas are directed to the appropriate supervisor (employees), Dean of Students (students) or Coordinator of Conference Services (visitors and tenants) for resolution.

### **HARASSMENT POLICY**

Sexual harassment is unwanted attention of a sexual nature, often with an underlying threat or coercion. It is a contravention of the Individual Rights Protection Act. Sexual harassment may occur between employer-employee, between instructor-student, between student-student, between employee-employee. It is usually men who sexually harass women, but women have harassed men, and sometimes same-sex harassment occurs.

It is NOT a relationship of mutual consent, a hug between friends, OR mutual flirtation.

Sexual Harassment occurs when:

- submission to or rejection of sexual advances is a condition of your education or employment;
- acceptance or rejection of sexual advances affects your grades, your performance evaluation, or any academic or personnel decision that concerns you;
- unwelcome sexual advances and/or unwanted sexual remarks interfere with your work or create an intimidating, hostile or offensive environment.

#### *Examples of Sexual Harassment*

A student, an instructor, supervisor or co-worker hugs, pats, pinches or otherwise touches you in a sexual way that interferes with your work or study.

An instructor promises you a better grade or academic opportunity in return for your sexual attention or implies your academic record will suffer if you refuse.

A student offers sexual attention in exchange for a high grade.

A colleague makes repeated sexual comments or asks you unwarranted questions of a sexual nature which interfere with your work or concentration.

A student or employee persistently asks you out (despite your answer of “no,”) follows you, corners you in a classroom or in an office, and won't leave you alone.

A student persistently uses crude, sexually-oriented language which you find offensive, demeaning and inappropriate in a job or study-related context.

Sexual harassment can take many other forms: verbal abuse or threats; unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, or marital status; display of pornographic, sexually offensive or derogatory pictures.

### *What You Should Do If It Happens To You*

Say no or ask that the offensive remarks, behaviours, or actions stop. Tell the harasser that the remark or behaviour is unwanted. Some people do not know that their actions are unwanted and that the actions are taken as harassment. Describe the behaviour clearly, and state firmly that it is offensive and unacceptable. Frequently, this assertive stance curtails further incidence. If that does not work, or if you feel it is inappropriate or too uncomfortable, seek the confidential assistance of a Sexual Harassment Advisor and discuss your situation. Names of Sexual Harassment Advisors are posted in the mail room on the Master Committee list and are also available from the Student Life Office.

You can:

- proceed to informal mediation via the Sexual Harassment Advisor;
- proceed to formal administrative action;
- not take further actions.

If you decide to take no further action, the Advisor will not proceed and the matter will be closed. If the matter becomes the subject of any other problem-resolution procedure, including the subject of a charge laid pursuant to the Criminal Code of Canada, the Advisor will not take further action until the law enforcement process has been concluded and further action is requested by the complainant.

There are a number of informal ways that can be explored which might help solve the problem. Complaints do not have to enter the formal disciplinary system. You may seek informal mediation by the Sexual Harassment Advisor. Informal ways can be explored which might help solve the problem. If the behaviour persists, keep a record of dates, places, times, nature of behaviour, any witnesses, and what action you took to stop the harassment. Write a letter to the offender identifying the unwanted behaviour and requesting that it stop. Keep a copy of the letter. Consider lodging a formal complaint. A Sexual Harassment Advisor can tell you how.

If the harassment persists, or corrective action is not taken, you have the right to contact either the Alberta Human Rights and Citizenship Commission to file a complaint of sexual harassment or, if circumstances warrant it, the Edmonton Police Service to file a charge of assault. If you are unsure if your behaviour is offensive to a peer, colleague, employee, student, instructor, ask the person, or contact a Counsellor for confidential advice.

### *Talk to Us*

The King's University College has appointed counsellors to advise and assist you regarding Sexual Harassment. You can contact any one of the counsellors who will serve as the official King's contact in allegations of sexual harassment and provide prompt follow-up at complainant's request and provide confidential assistance, advice, information to you.

Counsellors will deal with a complaint only at the request of the complainant, or if the complainant wants to lodge a formal complaint. Contact a King's Sexual Harassment Advisor in confidence: The King's Counsellor (Margaret VanGinhoven) or Rev. Julianne Gilchrist. For more information or assistance, contact the Alberta Human Rights Commission at 427-7661.

King's repudiates all forms of sexism—discriminatory statements or actions aimed at gender - because they are inconsistent with attitudes of mutual respect and Christian love. Every employee and student at King's has a right to be treated with dignity, respect, equality, and fairness.

#### *Informal Mediation Procedure*

You must provide the Advisor with a written complaint giving details of the alleged harassment including dates, times, places, names of individuals involved in the incident(s) names of any witnesses, and any other relevant information. Within five days of receipt of the written complaint, the Advisor informs the respondent of the allegation(s) and provides him/her with a copy of the complaint giving details of the alleged harassment including dates, times, places, names of individuals involved in the incident(s) names of any witnesses, and any other relevant information. Within 20 days the Advisor selects a mediator from King's with the agreement of both respondent and the complainant who initiates a mediation process. Within 30 working days from the date of appointment of the mediator, the mediation process is concluded. The options for resolution are voluntary. If resolution is achieved as a result of mediation, a written copy of the resolution is signed by both parties. A copy of the complaint, the mediator's report, and the resolution are maintained by the President for three years and are then destroyed.

#### *Formal Administrative Action*

You may proceed to formal administrative action in the following circumstances, and within the time limits indicated by notifying the Advisor in writing: in lieu of informal mediation, within 15 working days of the date of the alleged sexual harassment; If the respondent or the complainant does not agree to participate in informal mediation, within 10 working days of the rejection of mediation; if informal mediation does not resolve the dispute, within 10 days of completion of the mediation process. formal administrative action is invoked, the complainant must provide the Advisor with a written complaint giving details of the alleged sexual harassment including dates, times, places, names of individuals involved in the incident(s), names of any witnesses, and any other relevant information. The Advisor forwards a copy of the written complaint to the appropriate Vice-President. Within five working days of this action, the VP informs both parties in writing of the receipt of the written complaint and invites a written response from the respondent within 10 working days. The complainant has the opportunity to deliver a written reply to the response within five working days after receiving a copy of the response. Within 10 working days of receipt of those documents, the VP reviews the complaint and arranges for a fact-finding investigation which involves interviews with both parties (and witnesses, if any). The investigator(s) report and make recommendations to the VP concerned. The complainant and the respondent may each be accompanied by a person of their choice when interviewed by a fact-finder. Within 10 working days of the conclusion of that review, the VP submits a written recommendation to the President with copies to the complainant and the respondent.

The recommendation may range from exoneration of the respondent to formal disciplinary action (including suspension or dismissal) in accordance with The King's policies and procedures. The recommendation may include proposals for remedial or preventative action.

After receipt of the VP's recommendation, the President advises the parties in writing with copies to the Advisor and the VP. If the investigation results in disciplinary action, a record of the incident is placed in an offending employee's personal file. No documentation will be placed in the complainant's file where the complaint is filed in good faith.

# Residence

## REZ

Rez Staff Office Hours

**RA Office (Room 513 in the Tower):**

Sunday –Thursday 7 p.m. - 12 a.m.

Fri-Sat 8 p.m. - 1 a.m.

**RD Office Hours:**

Monday-Friday 10 a.m. - 4:30 p.m.

(Hours are posted by office in A122).

**ARD Office Hours:**

Monday-Friday 2 - 4 p.m.

(The ARD office is off the Apartment Lounge.)

### WHAT TIME IS IT?

<b>8:00am</b>	Quiet hours end
<b>7:00pm</b>	RA Office opens Sunday through Thursday
<b>8:00 pm</b>	RA Office opens Friday and Saturday
<b>9:00pm</b>	Library closes on weekdays
<b>9:00pm</b>	Must have guests signed in with RA
<b>10:00pm</b>	Computer lab closes on weekdays
<b>10:30pm</b>	Quiet hours begin Sunday through Thursday
<b>midnight</b>	No more co-ed visiting Sunday through Thursday
<b>midnight</b>	Quiet hours begin Friday and Saturday
<b>1:00am</b>	No more co-ed visiting Friday and Saturday

### WHAT IS THE VISION OF REZ?

In Rez we strive to be a genuine community of people who live in an atmosphere of mutual respect. We aim to be an example of a Kingdom community, where all are encouraged to live out Jesus' command to love God with all of our heart, soul and mind and to love our neighbour as ourselves.

### HOW CAN YOU MAKE YOUR REZ EXPERIENCE THE BEST?

Your experience in Rez will be the greatest if you look for creative ways to build community. A few ideas to get you started are:

- Leave your door open if you are ready for visitors
- Visit people on your floor, on other floors and in the apartment residence facility
- Eat your meals in the cafeteria, and sit with students from Rez as well as those who live off campus
- Keep your room and all common areas clean
- Make Rez events a priority, and attend them with friends
- Consider the Vision of Rez, and think about how you can support that vision

## IMPORTANT CONTACTS

### Residence Assistants

2 <sup>nd</sup> floor Ali deGroot	x 8402
3 <sup>rd</sup> floor Dan Verbeek	x 8403
4 <sup>th</sup> floor Alison Nawrot	x 8404
5 <sup>th</sup> floor Dalainya Maslanko	x 8405
6 <sup>th</sup> floor Wanda Thiessen	x 8406
7 <sup>th</sup> floor Andrew Banya	x 8407
8 <sup>th</sup> floor Anthony Skepple	x 8408

### Community Life Leaders

Vicki Reimer (Ministry)	x 8553
Mychele Freund (Administrator)	x 8534
Shara-Rae Mitchell (Events)	x 8541

### Ministry Coordinators

2 <sup>nd</sup> floor Lisa Kaastra	x 8533
3 <sup>rd</sup> floor Alyssa Vander Meulen	x 8543
4 <sup>th</sup> floor Leanne Oelke	x 8533
5 <sup>th</sup> floor Evan Hammer	x 8513
6 <sup>th</sup> floor Lorelee Williams	x 8534
7 <sup>th</sup> floor Matt Martens	x 8551
8 <sup>th</sup> floor Becky Wierenga	x 8521

### Residence Directors (Available during posted office hours)

Paul and Holly Jensen	
Home – Suite 401 (Tower)	
Office – A122	x 8037

### Associate Residence Director (Available during posted office hours)

Heather Gilker	
Home – Suite 13 (Apartment)	
Office – V14.3 (Beside Apt. Lounge)	x 8500

### Overnight Security

Suite 801 (Tower)	x 8333
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## DEPOSITS

As part of the application process each resident was asked to submit a \$400 deposit along with their application for the upcoming academic year. Upon registration the \$400 submitted will be put toward your \$200 damage deposit (which will be refunded 30 days after the winter semester, providing that your room and its furnishings are in similar condition as found upon check in). The remaining \$200 will be put toward your room rent for the year.

## REZ ADDRESS

Anyone who you would like to stay in touch with you may contact you using this information.

### Phone:

(780) 465-3500 + [Your 4 digit extension number]

**Email:**

[Firstname.Lastname]@Lab.Kingsu.ca

**Mailing Address:**

[Your Name]

King's Rez # [Room or Apartment Number]

**Tower:** 9125 - 50 Street

**Apartment:** 4903 – 91 Ave

Edmonton, AB T6B 2H3

**NOTE:** *The King's University College is not responsible to re-direct your mail in the summer months. Please inform family, friends, financial institutions, etc., of your summer address before you check out.*

**REZNET**

Internet access in Rez is free, however it is monitored for propriety and volume usage. For this reason, you will need to submit a MAC address form to the Residence Director before you will be able to use your room's internet connection. These forms are available from any RA or CLL. If our reports indicate that your bandwidth usage is too high (usually due to downloading), or that your use of the internet does not appear appropriate, your connection will be terminated. In this case, you will need to contact the Residence Director in order to discuss the matter. RezNet is not wireless, however you are welcome to use your own wireless router. In order to do this, you will need to submit the same MAC address form, only with the MAC address from your wireless router.

**REZ ASSOCIATION FEE**

Every student living in Rez pays an \$80 association fee at the beginning of the year. Here's a breakdown of where that money goes.

- 3% (\$2.40) goes to welcome decorations and events
- 35% (\$28) goes to Student Leaders for planning floor events, small groups, worship, etc.
- 4% (\$3.20) goes to the RA Office (movies, games, etc.)
- 8% (\$6.40) goes to leadership development
- 10% (\$8) goes to hospitality (events hosted in the RD or ARD suite)
- 40% (\$32) goes to Apartment, Tower and Co-ordinating councils for Rez event planning

**THE TOWER**

The eight-story Residence tower provides housing that is safe, comfortable and convenient. Two Internet hook-ups are available in all rooms. Students will share a large room with another person of the same gender. Single occupancy rooms are offered based on availability, and cannot ever be guaranteed. Common lounge areas and coin-operated laundry equipment are available to all residence students. Telephone is included (ask your RA for your long distance code), and cable TV is available. Mini-refrigerators can be rented from the Residence staff. Students are responsible for their own bed linens, task lighting and accessory furnishings. All residents in the Tower must purchase a meal plan option. For further information about the meal plan, see *What's to Eat?* below.

**MAKE YOURSELF AT HOME**

Go ahead and make your room look like home. You can rearrange anything in your room **except for the wardrobe** as it is fixed to the wall. **Moving the wardrobe will result in a \$75 vandalism fine.** You may hang up posters, pictures, calendars, etc., as long as the materials used to hang or display them do not cause damage to your suite. It is recommended that you **use white poster TAC to hang pictures.** Please do not put anything up for display that may be considered offensive or degrading as you will be asked to remove it from your room. Microwaves and toaster ovens are prohibited in Tower residence rooms. There are microwaves in each lounge for your use.

## KEYS AND FOBS

If your key or FOB are lost, damaged or become deactivated, contact Lynda Koot by calling extension 8033 or visit office A116. There may be a fee for replacing these items. Losing a key or FOB presents a significant security issue, so for the safety of all students in Rez, it is imperative that you notify Lynda immediately.

## RA OFFICE

The RA Office is a great place to hang out. This is where you'll find the RA on duty (see *What Time Is It?* for RA Office hours). In the RA Office, you can purchase snacks, rent movies, play games and hang out with friends. If you need to do laundry, you can ask the RA on duty for change as well.

## LOUNGES

The lounges on each floor of the Tower residence are open 24 hours a day and you are free to make use of these rooms. These lounges are designed for you to be able to kick back and relax. It is your responsibility to keep them clean. Be aware that lounges which are consistently left in a state of disrepair or are not cleaned will be locked.

## GARBAGE

Garbage is collected from the lounge. Please secure your personal garbage in a bag before placing it in the lounge receptacle, rather than throwing out loose items. Absolutely no feminine hygiene products can be disposed of through the plumbing system. These must be disposed of in the garbage.

## LAUNDRY

Laundry rooms are on 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> floors. Laundry change is available in the RA Office. If a machine doesn't work properly, please notify an RA. The machines are solely for residents' use. If the machines are tampered with, the laundry room may be locked.

## GUESTS

Visitors from outside of Rez must always be the guests of a resident and are allowed in Rez until co-ed hours (no matter what gender they are). **If you wish to have them stay later than this, you must register them with your RA before 9:00pm (see sign up sheet outside their door).** Please check with your roommate first to see if it's okay with them before having late night guests. Unless they are signed in for overnight, guests may not stay beyond midnight on weeknights or 1:00am Friday or Saturday night or the night before a holiday. Male guests may stay overnight only in men's suites and female guests may stay overnight only in women's suites. Guests may stay a maximum of three days provided that this is agreeable to your roommate. Any guests staying longer need the permission of the Residence Director. You will be held responsible for the behaviour of your guests.

## APARTMENT RESIDENCE

A second student residence, intended for returning and senior students, provides suites of 5 to 6 bedrooms. Applicants to this residence must have completed a minimum of 24 credits or have been admitted as a mature student. Students who do not have mature student status or have not completed 24 credits may be admitted on a case by case basis after submitting a written request to the Residence Director. Meal plans offered through food services are optional.

Students who have special dietary needs may be eligible to apply for the Apartment residence upon approval by the Student Life Office. A written request is required. In general, the residence is available for full-time King's students only. Any requests for exceptions to this policy must be submitted, in writing, to the Residence Director.

On-campus housing is offered on a first-come, first-served basis. Students are encouraged to apply early. Application forms and further information are available from the Student Life Office or on the King's website at [www.kingsu.ca](http://www.kingsu.ca) (click Prospective Students, then Residence Life).

### **CABLE T.V.**

Individual rooms within the apartments are wired for cable connection. However, apartment residents will have to deal directly with the cable company in order to set up a suitable package for their suite. It is recommended that this be discussed among roommates and an amicable solution reached prior to proceeding with cable connection.

### **LOUNGE**

The Apartment lounge area is equipped with a DVD player, VHS player, big screen TV, and couches for the comfort of the apartment residents. There is only one lounge area for the apartments. As a result, lounge reservations can only be made through Mychele Freund. Residents are asked to assist in maintaining the cleanliness of this lounge. If the lounge is consistently found in a state of disrepair or is not cleaned by those who use it, it will be locked.

### **LAUNDRY**

A washer and dryer can be found on each floor of the Apartment residence. The laundry rooms are also equipped with a storage place, which may be used by the individual suites located on each floor. The machines are solely for residents' use. If you need change, please see Mychele Freund.

### **CO-ED VISITING**

In the King's Apartment Residence, arrangements should be made with an apartment of the opposite sex to host overnight co-eds. Since several people share each apartment suite, each apartment should decide how late they are willing to host co-ed visitors. Suggested hours are: 12 pm weeknights and 1am weekends. Within the first week of classes, each apartment must submit their individual co-ed visiting hours to the Associate Residence Director for review and approval.

### **GUESTS**

Guests may stay a maximum of three days provided that this is agreeable to your roommates. Any guests staying longer than three days needs the permission of the Associate Residence Director. You will be held responsible for the behaviour of your guests. For safety reasons, all overnight guests must be signed in outside the Associate Residence Director's suite door.

### **NOISE**

No noise should be heard in the Apartment halls between the hours of 11:00pm and 8:00am. Please remember that you are living with a whole community of people as well as your roommates. Each apartment may agree to set their own quiet hours as starting earlier or ending later than these times.

### **SPRINKLER HEADS**

The sprinkler heads inside the apartments are very fragile and hitting them with anything or hanging things from them will cause damages. This will result setting off the fire alarm subsequently releasing a large volume of water into the apartments. Depending on the damages, this could result in a fine of up to \$100 plus the cost for damages and professional cleanup.

## **WHAT'S TO EAT?**

### **CHOICES CAFETERIA**

Choices is the name of our cafeteria, conveniently located just down the hall from the entrance to the Tower. Chef Michel and his staff offer a wide variety of nutritious, flavourful meals throughout the day. There are also grab-n-go items available for quick purchase when the hot kitchen is not open. Choices staff are able to accommodate many requests when asked, but remember that they are here to serve

everyone and need to be given the freedom to do their work quickly and with excellence. Please be aware that no pyjamas are allowed in Choices after 7:45 am, and that footwear must be worn by everyone at all times.

## **THE MEAL CARD**

Your meal card is your student ID card. Your card is activated with a predetermined amount of cash that can be used at the King's cafeteria. Every time you use your card, the cost of what you purchased is deducted from the balance in your food services account. You may change your Pre-paid Food Services Plan (PFSP) type at any time before the academic add/drop deadline. You will receive your ID card during the week of registration and must hang on to this card for the duration of your stay here. You are the only person who may use your card to buy food. If you choose to buy food for someone else, you must be present.

You are responsible to have your card with you when you go to the cafeteria to buy food. If you do not present your meal card, you will not be able to purchase food. Lost, stolen or damaged cards should be reported immediately to the Library in order for you to receive a replacement quickly. A replacement ID card will cost \$15.

## **ORDERING FOOD**

Once you have chosen what you would like to purchase at Choices, you may line up beside the cashier cart. When you order your food, the cashier will scan the bar code on your meal card and hand you a receipt for your purchase. Present this receipt to the chef, who may ask you for more information about the way you would like to have your food prepared. Once the chef has your order, you may wait to the left of the service counter for your food to be handed to you. Remember to be patient with Choices staff. They are extremely busy during meal times and will do their absolute best to serve everyone the in the best possible way they can.

## **USING UP YOUR PFSP BALANCE**

The PFSP is mandatory for all students living in the Tower, and is also **non-refundable**. An amount left in your food services account will transfer from Fall term to Winter term, but cannot be carried over from school year to school year. The Choices staff use the entire amount from this card to pay staff throughout the year, so any amount remaining is non-refundable as it has already been allocated.

**Therefore, it is up to you to ensure that you have used your PFSP balance up by the end of the second term.** Choices is not obligated to sell bulk volumes, and reserves the right to deny purchases of this nature. It is important that you are wise about eating regularly in the cafeteria in order to avoid leaving a significant balance unspent at the end of the academic year.

## **DISHES**

Please eat your meal at Choices. Non disposable dishes and cutlery may not be taken out of the cafeteria. You do have the freedom to purchase items such as bagels, muffins, and drinks to bring to your room, as long as none of Choices' cutlery or dishes are needed to do so. If you must take food out of the cafeteria, ask for your food to be served on a to-go plate.

## **SPECIAL DIETARY CONCERNS AND FEEDBACK**

If you require special meals or have food allergies please make an appointment to see the Chef Michel to talk about your needs. If your dietary needs are such that you will not be able to eat the majority of the food that Choices prepares, you should consider seeking alternative accommodations to the Tower. Suggestions, compliments, and concerns about Choices should be given to the Food Services Committee. Use the suggestion box in the cafeteria.

## **BAGGED MEALS**

Bagged meals may be requested at least 24 hours in advance of the time when they are needed. Speak to Choices staff in order to submit such a request.

## **MEAL HOURS**

*Breakfast:*

7:30am - 10:30am Monday -Friday

*Brunch:*

10:30am - 1:30pm— Saturday, Sunday and holidays

*Lunch:*

11:00am - 2:00pm— Monday - Friday

*Dinner:*

5:00pm - 7:00pm - Monday - Friday and 4:30pm - 6:00 pm - Saturday, Sunday, and holidays

## **FAQs**

### **Q: What if I need maintenance in my room?**

A: For all of your maintenance needs, fill out a maintenance request form, available from an RA, an RD and at the front reception desk. Be sure to submit this request to the appropriate person (according to the information on the form) and include the times that they will be able to access your room. Be aware that this maintenance may take place when you are not present.

### **Q: How do I solve problems with my computer or my internet connection?**

A: If you use your internet connection improperly, you may be disconnected without prior notice. Improper use of the internet is defined as visiting inappropriate websites, using an increased level of bandwidth (for downloading, etc.), or using your internet connection for purposes other than study or leisure. If your internet connection is terminated, you will receive an explanatory letter in your mailbox. For other computer problems, call the IT helpdesk at x 8324 or visit office A129.

### **Q: How do I make a long-distance call?**

A: Your long-distance code will be given to you within your first week in Rez. If not, you can ask your RA or Residence Director to give it to you. At the end of each month, you'll get a phone bill that can be paid in the Registry. Remember that you must first dial '9' for an outside call.

### **Q: What if I get locked out of my room?**

A: In the Tower, the RA on duty has a master key, which can be used to let you into your room. If you are locked out of your room outside of duty hours, you will need to find the RA who was previously on duty. In the apartments, you will need to ask Mychele Freund for access to your suite. Finding someone to open your room may be a painful process, and may result in your having to wait a considerable amount of time to gain access to your room, so take care to remember your keys when you leave. When you are let into your room, you will need to pay the key-holder \$1 for their service.

## **CAR OWNERS**

See the "Transportation" section of this guide for information on registering your car in order to receive a King's parking pass.

## **PHONE SERVICE**

The telephone in your room is a house phone. That means you may call or receive calls from anyone on campus by using the assigned four digit house extension. If you wish to make outside calls, you must dial "9" + the phone number. For long distance calls students must use their long distance dialing code. See your RA or RD if you need to find out what your long distance code is. You can pay your phone bill in Registry.

## **PHONE BILL**

Each student will be issued a phone bill at the beginning of the month following the charges. Upon receipt of the bill it is the responsibility of the student to ensure that the bill is paid in full as soon as possible. Failure to pay your phone bill will result in the cancellation of your outside line. If phone bills

are not cleared by the end of the semester, your student account will be placed on hold until the outstanding balance is paid. Your April phone bill will be deducted from your \$200 damage deposit.

## **PAY PHONE**

A pay phone is located by the Rez lobby doors. For the best international rates, prepaid phone cards are available from local vendors.

## **INTERNET SERVICE**

Each room inside the Tower has two Internet ports. Individual rooms inside the Apartments are also equipped with internet ports. A usage agreement must be completed and returned to the RD before access is available. The appropriate usage policy as stated on the Information Policies page of the King's website applies to all users.

## **CANDLES**

You may not burn candles or have any other exposed flame in the Rez, as this is a fire-hazard and is strictly prohibited. A burning candle will earn a vandalism fine for the person using it.

## **PERSONAL BELONGINGS AND INSURANCE**

You are encouraged to bring your computer, stereo and other personal property from home as long as it fits neatly into your space. Large stereo systems are not encouraged as the noise is a problem. You may wish to insure your personal property using tenant's insurance as your personal belongings are not covered under King's insurance policy.

## **MAINTENANCE REQUESTS**

If there is a maintenance problem in your suite (broken faucet, burnt out light bulb, etc), fill out a maintenance request form, available from an RA, an RD, in the RA Office and the front desk. A custodian will enter your room (usually within 24 hours of the problem being reported) and do the necessary repair work.

## **ROOM CHECKS**

Room checks are conducted on occasion to ensure that health, safety, alcohol and other standards are being maintained. The college reserves the right to make routine maintenance and safety inspections and to enter a suite without prior notification and/or permission when there is reason to believe there is a violation of university, municipal or federal regulations. Efforts will be made to have such inspections conducted in the presence of the occupant.

## **REZ COUNCIL AND CO-ORDINATING COUNCIL**

Rez Council is a group of Rez students who are elected at the beginning of each academic year. Each floor is responsible to nominate and elect their Rez Council representative. There are councils in each residence building, and a co-ordinating council which is made up of members from each Rez Council. These councils are responsible for hearing fine appeals, planning events and making decisions that improve the quality of life in Rez.

## **WORSHIP 937**

Every week we gather together to worship on Wednesdays at 9:37 p.m. Want to be part of a worship band or participate in leading worship through drama, speaking, art, or hospitality? Talk to Monique Wielemaker.

## **STUDENT LEADERS**

### **RAs**

Each Tower floor has a live-in RA (Residence Assistant). Your RA's job is to help you know the right information so that your year in Rez is successful and enjoyable. They will host regular floor meetings,

plan floor events, serve 'on duty' in the RA office and help you to remember and respect our community standards.

### **MCs**

The Apartment Residence and each floor in the Tower have an MC (Ministry Coordinator). The MCs help coordinate small groups, prayer partners, mentors, retreats, and service projects. Want to get involved in an activity that will help you grow in your faith? Talk to your MC.

### **CLLs**

If you live in the Apartments, the Community Life Leaders are here to help you out. Each CLL has a different job:

- **Ministry Coordinator** coordinates Bible studies, service projects, and worship opportunities.
- **Events Coordinator** oversees activities for the apartments.
- **Administrator** gets your mail each day, gives you laundry change, unlocks your door if you get locked out, and helps in any way they can.

### **WC**

The Worship Coordinator is responsible for planning our weekly worship event called Worship 937. This is the person to talk to if you would like to be involved in leading worship, sharing a testimony or message, acting or doing anything that will help your fellow students enter into worship.

## **YEAR END**

### **ROOM DRAW NIGHT**

In the Winter semester, we hold an evening where individual students or roommate groups of two or more get to pick their own rooms. The higher number of seniority points an individual or group has, the earlier they will be able to pick their rooms. Seniority points are given for things like number of years studying at King's, level of community involvement, and other measures that will be posted closer to the Room Draw event.

To participate in Room Draw, your application for Rez must be accepted and you must have paid your \$400 deposit. Students who have been placed on any kind of disciplinary probation will not be permitted to attend Room Draw regardless of their application or deposit status.

### **ROOM CHECK-OUTS**

You must check out of Rez on or before the date that your term in Rez ends. This date can be found on the residence agreement that you signed when you checked into your room, a copy of which can be provided by the Residence Director. The dates and times that are available for check-outs will be posted as the end of the academic year approaches. You will need to sign up for one of these times, and ensure that you are present in your room at the time you have scheduled your check-out.

If you are not present for your check-out, you will not be able to protest any charges against your damage deposit. If you are checking out before your roommate(s), ensure that they are there as well so that they can confirm that they are satisfied with the state in which you are leaving the room. Remember that anyone left in your room or apartment after you leave will be responsible for any cleaning or repairs that are necessary. Excessive cleaning or repairs that are carried out by King's or the replacement of any missing furniture will be charged against your damage deposit and invoiced to you if the cost is greater than \$200.

You will be turning in your FOB and room key at the time of your check-out, so all of your belongings need to be out of your suite at that time. You will not have an opportunity to do any more cleaning, repairs or packing after your check-out is complete.

If you are not ready for your check-out or are not present at the time that your check-out is scheduled, you will be charged a fee of \$25. In the event that you are not present, a check-out will be done in your

absence, your room will be dead-bolted and any remaining items in your suite will be removed. King's is not responsible for any missing or damaged items in this case.

## **COMMUNITY STANDARDS AND EXPECTATIONS**

### **WHY DO WE HAVE COMMUNITY STANDARDS?**

Our community standards hold us accountable to the vision set before us in Rez. By agreeing to live in Rez, we agree that we value this vision and that we are committed to upholding it. By having standards in place, we ensure that there is a way to gauge the appropriateness of the choices we make. We hope that our community standards free us up to be able to enjoy a positive experience as friends and neighbours. If you ever have a question about our community standards, you can consult The Compass or ask your CLL or RA.

### **POLICIES AND RULES**

The following are the policies and rules that everyone living in Rez are expected to adhere to. Violating these standards will be reciprocated by disciplinary action. Disciplinary action may include fines, disciplinary hearings, probation and expulsion from residence. Each time a student violates a policy, the fine for that infraction will be double the last fine that was issued to that student for the same violation. Fines for noise or co-ed violations may be appealed to Rez council. All other fines or disciplinary action can only be appealed by submitting a written statement to the Residence Director.

### **VANDALISM**

Vandalism is defined as altering King's facilities or property in any way that defaces it or demonstrates disrespect. This includes tampering with or the removal of windows, blinds, doors, or any furniture or accessories provided by King's. Putting marks on or causing any damage to your suite or any common areas will also be considered an act of vandalism. The fine for vandalism is \$75, and any further cost for repair will be invoiced to the student. If damage is agreed to have been caused accidentally, the \$75 fine will be waived and the student who has caused the damage may be invoiced for the cost of repair. This will be discussed on a case-by-case basis.

### **VIOLENCE**

Any act of aggression whatsoever will not be tolerated in Rez. Matters of this nature will be referred immediately to the Residence Director, and may result in a meeting between the student, the Residence Director and the Vice President of Student Life.

### **ALCOHOL**

While it is not expected that students at King's abstain from alcohol use, consuming alcohol or being under its influence while on campus is strictly prohibited. It is also not permitted to have any alcohol containers of any kind in your possession while on King's property. It is our firm belief that alcohol abuse leads people to make unwise decisions that negatively impact the quality of life in Rez. Alcohol abuse may lead to addiction, and may also have a negative effect on a student's ability to succeed academically. For the safety and benefit of everyone in the community, we have a no tolerance approach to this matter. The fine for violating the alcohol use policy is \$100, and may also include disciplinary meetings and a requirement to meet with our Campus Counsellor.

For more details on the King's alcohol policy, see the "Policies" section of this guide.

### **DRUGS**

It is absolutely unacceptable to use illicit drugs or to be under their influence while on King's property. It is also prohibited to have such substances in your possession or to distribute them to other students. It is our firm belief that the drug abuse leads people to make unwise decisions that negatively impact the quality of life in Rez. The use of illicit drugs may lead to addiction, and may also have a negative effect on a student's ability to succeed academically. For the safety and benefit of everyone in the community, we have a no tolerance approach to this matter. The fine for violating the drug policy is

\$100, and may also include disciplinary meetings and a requirement to meet with our Campus Counsellor. In extreme cases, King's may inform the Edmonton Police Service of the matter.

## **WEAPONS**

There are no weapons or projectile devices allowed on King's property. This includes all blades that are 4 inches long or longer. Any kind of projectile weapon (firearms, air guns, BB guns, paintball guns, slingshots, etc.) is not permitted. All weapons will be confiscated, and may not be returned to the owner. The fine for using or being in possession of any weapon is \$50.

## **CO-ED VISITING**

Consult the *What Time Is It?* portion of this section to learn about non co-ed hours in Rez. During these times, there may be no one of the opposite gender in your suite. A fine of \$25 will be issued to any host (to whom the suite 'belongs') or visitor of the opposite gender to the host in the suite. Any visitor of the same gender as the host will not be considered in violation of this policy.

## **NOISE**

Consult the *What Time Is It?* portion of this section to learn about quiet hours in Rez. Any noise that can be heard through a doorway or a wall or ceiling will be considered too loud during these times. Since Rez is home to students, it is expected that noise will be kept to a respectable level at all times in order to allow those who are studying the ability to focus on the task at hand. For this reason, no noise should ever be so loud that it can be heard through a solid surface. Any student who causes noise during quiet hours, or whose noise level is troublesome during the day will be fined \$15. Groups of students causing noise together will receive individual fines.

## **SPORTS**

Physical activity that causes an unreasonable amount of disruption for other students is considered a noise violation. Please keep in mind that any impact to a hard surface (i.e. jumping or bouncing a ball) causes a sound that reverberates throughout the entire building. Any disruption of this kind at any time will earn a \$15 noise fine for the student or students who cause it. Any physical activity which has the potential to cause damage (i.e. water fights, throwing balls, wrestling) may also earn a \$25 common sense fine.

## **PETS**

Mammals, reptiles, insects and birds are not acceptable pets in Rez. If the pet you hope to have in Rez is not a herbivorous fish, please acquire the permission of the Residence Director before bringing it on campus. For health and safety reasons, unapproved pets will be required to leave immediately. The fine for having an unapproved pet in Rez is \$25.

## **SMOKING**

King's is a smoke-free campus. Smoking in the Rez facility will earn a \$100 fine.

## **WINDOWS**

Rez windows are designed to be safe and secure. Tampering with these windows poses a considerable safety concern, and will earn a vandalism fine of \$75, plus the cost of the repair.

## **ROOF**

The roof is completely off limits to any student at any time unless permission is granted from the Director of Facilities. Due to the considerable safety risk and potential damage that can be caused by unauthorized roof access, the fine for being on the roof without permission is \$100. Throwing objects onto the roof is considered an act of vandalism, and will result in a fine of \$75 plus the cost of repairing any damages caused by the object.

## **ELEVATORS**

Pressing the elevator alarm button or otherwise tampering with the elevator controls can cause a significant amount of problems, and poses many safety concerns. Abusing the privilege of using the elevator will result in a fine of \$75. According to City of Edmonton Bi-Law, those who tamper with elevator controls can be charged a fine of up to \$10,000.

## **PLATES**

Bringing plates into Residence from the cafeteria will earn a fine of \$10 per plate. If the plate is found in a common area such as a counter top, the fine will be the greater of \$10 between roommates or \$2 per roommate.

## **COMMON SENSE**

Sometimes people make poor choices that defy reason. In the case that one of these choices has a negative effect on the Rez community, a fine of up to \$25 may be given.

## **FINE APPEALS**

Fines for noise and co-ed violations may be appealed to Rez Council. A written appeal must be submitted to the Residence Director, and your appeal will be heard at the following Rez Council meeting. Rez Council's ruling on the fine will be final.

All other fines must be appealed directly to the Residence Director. A written appeal must be submitted and an appointment made to discuss the subject of that appeal. In some cases, the Vice President of Student life or the Disciplinary Committee may be asked to hear appeals.

# Commuter Students

Whether you're living at home or have a place of your own, whether you are new to university or a returning student, living as a commuter student brings its own unique set of challenges. You may be trying to balance bus rides, bike rides, or car rides to campus with classwork, a part-time job, and dealing with roommates or siblings who have their own ideas of how you should spend your time.

It will take an extra effort for you to get involved on campus, and the student life staff wants to help you however we can. Remember that Kristin Drent's office (A134) is a one-stop help center. She can help you with bus schedules, referrals to other campus services, info on rental properties and housing, or just a friendly place to visit between classes.

## TRANSPORTATION

Information on bus services is outside A134, but your best bet on up-to-date schedules and routes is at **takeets.com**. They can help you plan your trip to and from campus with details on times and location of bus stops. Keep an eye out for other King's students on the bus and find your own bus buddy.

If you have a vehicle, plug-in stalls are available behind the gym and can be used for a cost of \$75 per term (paid for and picked up at the registry). For more information, see the "Transportation" section of this guide.

## MEALS

You can add money to your campus ID card in \$75 increments to eat in the cafeteria, or you can bring your own lunch. If you need to refrigerate something, see Rebecca Warren or Kristin Drent in the student life office for access to our refrigerator.

## GETTING INVOLVED

Some tips on making the most of your experience as a commuter student:

- Get to know the student life staff!
- Participate in a student club. List of clubs and information about them can be obtained from the Student Association (office located in the SAC).
- Get an on-campus job. A great way to meet people and earn some extra cash!
- Eat lunch with someone you don't know, including students who live in the residence.
- Attend retreats and other events offered by the student life department.

Remember that if you are the guest of a residence student you are expected to abide by residence rules and procedures (see the "Residence" section of this guide).

# International Student Programs

Today's world has left behind many of the barriers between people and nations that characterized the 20th century. A powerful result of this situation is the phenomenon known as "globalization." King's is committed to equipping students to be knowledgeable about international issues and to be intercultural competent.

A basic element of preparing ourselves for this change is to raise our consciousness about the need to find new ways to live in and with diversity. Understanding that we live in diversity means that we recognize, affirm, and respectfully investigate the enormous mosaic of human and natural diversity. Living with diversity requires faculty and students to explore and develop new ways to use diversity to the mutual advantage of all instead of it being the basis for division, strife and oppression. At King's, this is reflected in our teaching and research .

King's is globalizing its programs by recruiting qualified international students, pursuing visiting scholars to enrich the experience of students, overtly addressing international issues and alternative viewpoints in course material where possible, and helping students participate in off-campus or overseas study experiences.

## **King's Global Community (KGC)**

The KGC envisions a holistic development and growth of its club members. It is on this premise that we build and implement programs that will offer the necessary support for members to gain an understanding of the global community. The KGC is also fuelled by the desire to see both international and Canadian students sharing in the different cultures represented at King's. King's Global Community has a large hand in the planning and production of "Globe Aware", King's annual festival celebrating diversity and bringing a taste of different cultures to King's.

## **Globe Aware Week**

Globe Aware, is a week-long celebration of cultures at King's. It is a chance for international students to introduce and showcase their cultures to Canadians and other internationals. Daily cultural spotlights, which include workshops, drama, dance, and dishes all presented through a global lens.

## **International Buddy Program**

The International Buddy Program endeavors to help new incoming international students adjust to their new surroundings. Newcomers are paired with a volunteer student who will provide information and guidance from a student's perspective. Typical buddy activities may include showing the new student around campus, helping them identify buddy or public transportation facilities, or simply taking the time to chat over a cup of coffee. The buddy will assist the new student with settling into their new environment, fill them in on Canadian, culture and events taking place on- or off-campus. This program is a great opportunity not only for new incoming international students, but for Canadian students at King's to expand their horizons while helping fellow students through a difficult transition.

## **Language Exchange Alliance**

The Language Exchange Alliance is an opportunity for students to learn another language or to practice their English. It allows students of all cultures and nationalities to come together and break down language barriers through conversation. Students will be teaching each other, working together to learn a new language while learning about new and different cultures.

## **Off-campus Programs / Study Abroad**

An information brochure listing all off-campus programs and faculty contacts for those programs is available in the Student Life Office. Check the Academic Calendar for a complete listing of off-campus programs. Students are encouraged to make the most of these and other opportunities. Information about bursaries and scholarships are available through the Enrolment Service Office.

# Health & Transportation

## HEALTH

**Health Services:** There is no on-campus health office, but nearby medical clinics are listed below. King's also has a special arrangement with the Capilano Rehab Centre nearby. The nearest hospital to King's is the **Grey Nuns Hospital**, located in Mill Woods, 34 Avenue and 66 Street. You can check into Emergency for medical attention.

Most residents of Edmonton will have a family doctor they see regularly with health concerns. If, however, you do not have a family doctor, there are several walk-in clinics that will accept you without an appointment. Walk-in Clinics or Medical Centers are generally open from 8am-6pm (some with later evening hours as well). An individual who requires immediate attention after clinics and doctors are closed can go to the Emergency centre at any hospital.

**Here is a list of hospitals and medical centers that are close to King's.**

### **Capilano Medicentre**

9945 -50 Street Edmonton, AB  
T6A 0L4  
Telephone: 780-468-2911  
Fax: 780-462-0029

### **Capilano Medical Clinic**

7905 106 Avenue NW, Edmonton, AB  
T6A 1H7  
Telephone : 780-465-0951

**Note:** You can use your StudentGuard health card at Capilano Medicentre

### **Grey Nuns Community Hospital**

1100 Youville Drive West Edmonton,  
AB T6L 5X8  
780-735-7000

### **University of Alberta Hospital**

8440 - 112 Street Edmonton, AB  
T6G 2B7  
780-407-8822

## **MEDICAL INSURANCE: PROVINCIAL HEALTH CARE**

Single Canadian students under age 25 in full-time attendance at The King's are covered under their parents' provincial health care plan. Others need to arrange for Alberta Health coverage by calling 427-1432. We now have health insurance for International Students.

**First Aid:** King's has several staff members trained in first aid. They can be contacted through the front reception desk. All RAs receive First Aid training at the beginning of the year and are available for First Aid needs.

Becky Olson	A111	ext. 8013
Cindy Slupsky	S105	ext. 8055
Rob Van Weerden	A110	ext. 8038
Wendy Vanderwel	S206	ext. 8027

## THE FITNESS CENTRE

To be opened September 2008, the fitness centre (located directly across from the gym entrance) is for ALL students: commuter, REZ, and Athletics. There will be a wide array of equipment, for the avid health nut to the person that just wants to say in shape. There is something for you.

## HEALTH STATUS

King's does not collect information on student health status. If you have a health-related problem that could affect your presence on campus or your performance as a student, please inform your professors, Student Life Office staff, and/or friends so assistance can be offered as needed.

## TRANSPORTATION

Edmonton Transit Bus	496-1611	(see also <a href="http://takeets.com">takeets.com</a> )
Buslink	496-1600	
Barrell Taxi	489-7777	
Checker Cabs	484-8888	
Co-Op Taxi	425-2525	
Prestige Cab	462-4444	
Yellow Cab	462-3456	

Public transportation is available to and from the campus on the Edmonton Transit System. Free bus route maps and some schedules are available outside the SLO. Pick one up or call the ETS information hotline at 496-1611. Bus passes and tickets may be purchased at the Bookstore.

## CAR OWNERS

Student parking with a plug-in is available on site for \$78 per term. A limited number of stalls are available and are reserved on a first-come, first-served basis during the week of registration; all other parking is free. Parking passes may be paid for and picked up at the Registry.

If you have a motor vehicle, you are required to register its license plate number with the Facilities Assistant upon arrival. The plug-in stalls behind the gym are available on the day of registration from the registry for \$78 a semester. Residents not requiring a plug-in stall will need to park in a non plug-in stall in the Green Zone. Please observe the "No Parking" signs that designate fire lanes. Fines from the City of Edmonton are issued to offending vehicles at \$150 each! Failure to abide by parking regulations may result in your car being towed.

# Finances

## FEES

Fees are subject to approval by the Board of Governors and may change without notice. Students are assessed fees at the rate which is in effect at time of registration. Fees may be paid by cash, cheque, money order, debit card, credit card, direct bank transfer, or online. For more information on fees including tuition, residential costs, food services accounts, and payments, please see page 25 and following in the Academic Calendar .

## BUDGETING MADE SIMPLE

Below is template that will assist you in a one-year financial projection.

<b>Potential Resources</b>	<b>Cost</b>	<b>Estimated Expenses for 8 months on Campus (Academic Year)</b>	<b>Cost</b>
Personal Savings	\$2,000	Tuition (31 credits @ \$261)	\$8,091
Parental/Family Contribution	2,000	Live on Campus (Apartment style) 315 @ 8 months	2,520
Scholarships/Awards	1,500	Student Fees (Full Time)	355
On-Campus Employment	2,700	Books and Materials	1,000
Student Loan	7,500	Food (8 months)	2,280
Government Grants	2,500	Living expense (clothes, cleaningsupplies)	2,080
<b>Total</b>	<b>\$18,200</b>	<b>Total</b>	<b>\$16,326</b>
<b>Additional Income for Summer Months</b>		<b>Estimated Expenses for Months Off Campus (Summer months)</b>	
Employment (\$8.40@37.5 hrs/wk, 4 months)	\$5,040	Rent (\$650 @ 4 months)	\$2,600
		Bus Pass (\$60 @4 months)	240
		Food	1,200
		Other	2,000
<b>Total</b>	<b>\$5,040</b>	<b>Total</b>	<b>\$6,040</b>
<b>Grand Total</b>	<b>\$23,240</b>	<b>Grand Total</b>	<b>\$22,366</b>

### APPROXIMATE LIVING COSTS

Living costs will vary, depending on the living arrangements. For the sake of comparison, the following table provides some estimates.

<b>Living Costs</b>	<b>At Home</b>	<b>*Off-Campus (estimate)</b>	<b>*Rez</b>
Shelter	\$0.00	\$650.00	\$315.00 (double tower)
Food	\$0.00	\$300.00	\$285.00 (Plan "B")
Misc.	\$250.00	\$250.00	\$200.00
Transportation (bus pass)	\$60.00	\$60.00	\$60.00
Monthly Cost	\$310.00	\$1,260.00	\$860.00
<b>8 Month Cost</b>	<b>\$2,480.00</b>	<b>\$10,080.00</b>	<b>\$6,880.00</b>

\* Shelter and food fees are based on double occupancy Tower residence and the "Plan B" or "Limited" meal plan. On-campus and food plan fees are paid by semester (not monthly).

See the Financial Aid Coordinator in Enrolment Services for additional assistance with budgeting, student loans, scholarships & bursaries, or other finance-related issues, or email [financialaid@kingsu.ca](mailto:financialaid@kingsu.ca)

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