

Hariri Canadian University

Residence Life Handbook
2011-2012

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INTRODUCTION

HCU Residence Life Handbook provides a comprehensive reference to all students planning to live on-campus at Hariri Canadian University. The main objective of this Handbook is to clarify the policies and procedures of communal living and outline the responsibilities of students using this shared facility. Students are expected to understand that with the decision to living on campus comes a responsibility to abide by the rules and regulations of the University. These rules are enacted to ensure safe and enjoyable living for all residents.

Previous and new residents are expected to read carefully and retain a copy of this Handbook, and any similar publication. This Handbook is revised at the beginning of every new academic year.

DESCRIPTION OF THE FACILITY

HCU Dormitory Facility consists of a building with two separate flats holding two types of rooms, single and double room accommodations.

The upper flat is designated for female students and consists of 12 single rooms accommodating 12 students and 20 double rooms accommodating 40 students. The lower flat is designated for male students and consists of 8 single rooms accommodating 8 students and 28 double rooms accommodating 56 students.

FEES

Dorm Fees

Students who are interested in using HCU Dormitory Facility can choose between single and double room accommodations, rates specified as follows:

Single room in a shared apartment	\$900 per semester (Fall or spring) \$350 for summer I/II
Double room in a shared apartment	\$600 per semester (Fall or spring) \$225 for summer I/II

Registration Fee

A registration fee of \$150 is payable by each student upon decision to register for HCU Dormitory Facility. Payment of the registration fee allows the student to reserve her/his

accommodation for the upcoming semester/session and is deductible from the dorm fees.

Refundable Deposit

Each student using HCU Dormitory Facility is required to pay a \$200 refundable deposit upon joining the facility. This deposit is refunded to the student upon decision to leave the facility and only when the room furniture and assets are handed in free of damage. HCU Administration shall deduct the cost of damage(s) inflicted by the student on furniture and assets from this deposit.

REGISTRATION FOR THE FACILITY

To register for the use of HCU Dormitory Facility, the student is required to fill out the Dormitory Facility Application Form and pay a registration fee of \$150 at the Finance Department to reserve a room. Students who fill out an application but do not pay the registration fee are not considered to be registered in HCU Dormitory Facility.

Registration in HCU Dormitory Facility is based on availability of rooms; once rooms are fully occupied the Administration will stop accepting new applications from students. Students who are planning to join the facility are required to reserve their rooms early enough to ensure the availability of an accommodation on the university premises. Upon signing the application, the student agrees to abide by Residence Life rules and regulations, which are enacted to ensure a pleasant, secure, and equitable standards-of-living to all residents.

RESIDENCE LIFE STAFF

HCU Residence Life is managed by HCU Administration- Campus Support Services Department.

Security Staff

Security staff members are available 24 hours/day, 7 days a week including holidays and semester breaks to provide a secure environment in the facility.

Staff Attendant

A staff attendant is designated for male and female residents at the beginning of an academic year. The attendant is a member of the Residence Life and is responsible for providing support and guidance to all residents. S/he is also responsible to control and

restrain improper behavior and provide liaison with HCU Administration. This staff position is considered to be crucial to the day to day operations of the facility.

Administrative Assistant

Further, an administrative assistant shall coordinate the residence life functions and perform related administrative duties. The name and extension for the administrative assistant is as follows:

Ms. Nada Atmeh- Ext. 410

RESIDENCE LIFE PROCEDURES

Keys

Keys are handed in to registered residents during the check-in process at the beginning of the semester. Residents are required to lock their doors each time they leave the room and report lost keys to the Administrative Assistant immediately. Residents must turn in their keys once the semester of their stay has ended. Any violation of the aforementioned rules will subject the violator to suitable disciplinary action.

Move-In & Move-Out

Move-In Procedure

The Dormitory Facility will open two days prior to the beginning of classes each semester to allow residents to move in. Residents must always inform the Administration of their exact date of moving in and must move-in personally. During moving-in, residents fill out a room inventory form that includes a list of all furniture and assets handed in at the time of check-in and receive their room keys.

Move-Out Procedure

It is important to follow proper move-out procedure:

- Take an appointment from the Administrative Assistant for room inspection.
- Return the keys to Administrative Assistant.

During room inspection the inventory form signed by the student at the beginning of the semester will be reviewed to ensure that all room furniture and assets are turned in by the resident free of damage. HCU Administration shall deduct the cost of damage(s) inflicted by the student on furniture and assets from the deposit that the resident has paid at the beginning of the semester. The student account will be charged for the remaining balance if damage(s) exceed(s) \$200 deposit.

Renewal and Termination of Residency

Each current resident is given the priority to renew her/his stay in the Dormitory Facility for the upcoming semester/session. S/he is required to pack her/his belongings, tag them, and leave them in the room at the end of the semester.

At the end of every semester, if a resident wants to renew his/her stay for the following semester he/she can pack his/her belongings, tag them and leave them in the room. If a resident will not be returning to the Residence Hall, he must vacate his/her room within 24 hours of his last final exam. The Administration is not responsible for In case the resident is not willing to renew her/his stay in the Dormitory Facility, s/he is required to vacate her/his room within 24 hours of the last final exam. Items that are not removed on time shall be disposed off. HCU Administration will not be held responsible for the loss of any belonging left in the room past the move-out date. Belongings left in rooms past the move-out date. Items not removed on time will be removed and disposed off.

RESIDENCE LIFE SERVICES

Cafeteria

The catering system at HCU provides sanitary healthy cold and hot meals. The Cafeteria opens Mondays through Fridays, 7:00 am till 6:00 pm. It closes during holidays.

Cleaning

HCU Administration- Housekeeping Department provides general cleaning services for the Dormitory Facility.

Common Lounge

The Dormitory Facility lounge opens 24 hours a day for residents only. The lounge is equipped with an LCD TV. Sleeping is not allowed in the lounge. Guests are allowed in the lounge from 8:00 am until 9:00 pm and should sign in/out with the security staff.

Computer, Internet & E-mail

Residents must use their own computers to have direct access to the Internet from their rooms. HCU's wireless covers the whole campus to include the Dormitory Facility.

Health Services

All students, including dormitory residents, are enrolled in a Medical Emergency Insurance plan that offers free medical emergency insurance against all accidents taking place on HCU campus. Accidents that require medical emergency must be

reported immediately to either the Staff Attendant or Administrative Assistant. Proper measures will be taken to ensure safe transfer to the nearest hospital.

Kitchenette

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

Laundry Facilities

Laundry machines are available on each floor of the Facility. Residents must provide for their own washing detergents. Laundry equipment is for residents' use only and should not be operated during quiet hours. Any operation failure of laundry machines should be reported to the Maintenance Department.

Maintenance & Repairs

General Maintenance for the entire facility is conducted during semester breaks after rooms are vacated. Residents should address any maintenance request to the Administration by filling out a [Maintenance Request Form](#).

Maintenance and repairs should be done through the Campus Support Services Department- Maintenance only. Residents are not permitted to fix or attempt to fix a broken device, furniture, or equipment.

Rooms

Dormitory Facility rooms are furnished with beds, desks, chairs, cupboards, fridge, and microwave. They are kept warm during winter through HCU heating system. Students are required to bring their own personal belongings such as bed sheets, bed covers, pillow cases, personal computers, and radios.

Parking Services

Parking services are available for Dormitory Facility residents free of charge. Parking permissions can be obtained from the Campus Support Services Department at the beginning of each semester.

Vending Machines

Vending machines are available outside HCU Cafeteria and provide an assortment of snacks, soft drinks, water, and chocolate bars.

RESIDENCE LIFE CONDUCT POLICY

The Dormitory Facility is considered home away from home. Residents are expected to abide by the Residence Life Conduct Policy in order to be permitted to renew their residency. Any resident caught violating any of the below listed policies will be issued a

written warning. Repeat offenders will subject themselves to further disciplinary actions leading up to permanent expulsion from HCU Dormitory Facility.

Absence

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

Alcoholic Beverages

Alcoholic beverages may not be stored or consumed at any time and under any circumstances on HCU premises in general and in the Dormitory Facility halls and rooms in particular.

Cleaning

Living in a clean environment is always the right choice. HCU Administration-Housekeeping Department shall provide general room cleaning services. However, residents are expected to keep their rooms, the corridors, the kitchenette, and common areas reasonably clean at all times. Inspection by the Administration shall occur at varied time intervals to ensure all residents comply with this regulation.

Conflicts

In addition to abiding by HCU Residence Life Policy, a cooperative spirit is essential and should be maintained at all times among residents. Should a resident find herself/himself in conflict with a roommate or neighbor, s/he should attempt to resolve the conflict peacefully. Some tips could include:

- Acknowledging different lifestyles and values
- Approaching the other person calmly and discussing the problem to reach an amicable solution to it.
- Asking the staff attendant for assistance in case the attempt to resolve the problem fails.

Noise

Residents are expected to respect each other's right to study, sleep, or stay alone without disturbance. Excessive noise or disturbance (shouting loudly, turning on loud music or TV volume...) is strictly prohibited in the facility. Residents sharing an accommodation are expected to pay additional attention not to act in a way that would disrupt the peace and privacy of their roommates.

Parents' Visits

HCU Dormitory Facility visiting hours are from 8:00 am to 9:00 pm. Parents and other guests are allowed only in the facility meeting lounge. Guests are not allowed to stay

overnight in the facility. Residents are held responsible for the behavior of their guests, and bear all consequences of any violation of Residence Life Conduct Policy.

Pets

Pets and other animals are not permitted in the facility premises.

Quiet Hours

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

Room Furniture

Residents are responsible for the furniture in their dorm rooms and will be charged for any missing or damaged furniture at the end of the semester. Residents may not remove common-use furniture, equipment, or fixtures from common rooms. Drilling nails or hanging decoration on the walls, including doors, is prohibited.

Smoking

Smoking is not allowed inside the Dormitory Facility. Violators should be reported to the staff attendant and will be subject to disciplinary action.

RESIDENCE LIFE SECURITY

Curfew Hours

The external gates of the Dormitory Facility open daily from 6:30 in the morning until midnight. The Dormitory Facility is not accessible beyond the indicated time period. Residents willing to stay outside the facility beyond the indicated hours are required to secure parental or guardian permission for early arrival or departure. Otherwise, residents are expected to respect and abide by the curfew hours of HCU Dormitory Facility.

Fire Extinguishers

Fire extinguishers are installed on each flat of the Dormitory Facility to ensure the safety of residents. Malicious tampering or displacement of extinguishers will subject the person(s) responsible to disciplinary action to include the payment of penalty fees to replace, refill, or clean the fire extinguishers.

Room Entry & Inspection

Authorized University personnel would not enter a room without the resident's consent unless there is an urgent situation that could jeopardize the health, safety, and welfare of the resident or Dormitory Facility. Cleaning, housekeeping, and maintenance of any room are performed in the presence of the resident.

Secured Facility

Residents are required to keep their room doors locked and external gates secured. Guests should be escorted at all times and unusual activities should be reported to the Staff Attendant immediately.

Security

Security Staff members are available 24 hours/day, 7 days a week including holidays and semester breaks to provide a secure environment in the facility.