2019-2020 HANDBOOK FOR ON-CAMPUS ASSOCIATES
CONRAD GREBEL UNIVERSITY COLLEGE
#grebelife
Conrad Grebel University College

Student Services Mission
To engage students in building and celebrating a living and learning community that seeks wisdom, nurtures faith, and pursues justice and peace in service to church and society.

Building & Celebrating Community

Personal Emergence
Leadership Development
Academic Success
Faith Development
Faculty Staff Student Engagement
Active Citizenship
Creative Diversity
WELCOME TO GREBEL

A warm welcome to all who have decided to make Grebel their University of Waterloo ‘home’ for the next term or two or three! All of us – faculty, staff and administrators are thrilled to have you a part of this intentional community where we strive to create an experience that fosters:

- Opportunities for students to explore and engage with Christian faith, practice, history, and values particularly as they are understood in the Anabaptist-Mennonite tradition;
- Opportunities for students to engage in the ‘dialogue of life’ with people who have diverse world views and faith expressions;
- The exploration of life-meaning and value questions leading to action;
- Intellectually stimulating conversations that integrate textbook, classroom and life experiences;
- A respectful and enjoyable living environment that enables students to study, learn and grow to their full potential;
- Community practises such as:
  - Honesty and openness in personal relationships
  - Respectful interactions with all
  - Interaction and dialogue between students, faculty and staff
  - Interdependence of people and enduring friendships
  - Leadership development
  - The resolution of conflict through reconciliation and group counsel.

Grebel is an affirming community and believes all people deserve to be treated with respect. We are guided by the Ontario Human Rights Code which states, “Every person has a right to equal treatment... without discrimination because of race, ancestry, place of origin, colour, ethnic origin,
As you can tell, Grebel is more than a place to eat, sleep and study. It is a community that invites your enthusiasm, your commitment and involvement. It is a place where your engagement in its activities, courses and community life will help you learn about yourself, enrich your education and build long-lasting relationships.

I trust you will enter into your Grebel commitment with this in mind and seize the opportunity to help create a wonderful living and learning experience for yourself and others.

Mary Brubaker-Zehr
Director of Student Services
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I. OUR PRACTICE OF CARE

Our goal is to provide direct, timely and confidential care for emotional, relational, spiritual, academic, vocational and other needs as they arise. In our efforts to provide holistic care of students, the Director of Student Services and the Chaplain are trained to provide direct care and supportive counselling. At the University of Waterloo, health care and clinical counselling are provided by the department of Campus Wellness. Information about Campus Wellness is available at https://uwaterloo.ca/campus-wellness/students. Comprehensive and emergency care are provided in Waterloo through the Grand River Hospital and usual 911 Emergency Services.

The team of care at Grebel includes: Director of Student Services, Chaplain, Dons and Campus Hosts in an environment supported by Grebel staff and faculty.

If you need care:

- drop by Students Services or make an appointment to see the Director or Chaplain.
- check in with Dons, Campus Hosts or Students Services Staff, they will direct you to appropriate support if the Director and Chaplain aren’t available.
- after hours, check in with Dons or Campus Hosts.
II. GREBEL TERMINOLGY

Residents

Residents are first year and upper year students living on campus at Grebel with a full meal plan. Residents are invited to use all of Grebel’s facilities and participate in all the residence activities. Each resident will hold an outdoor key to the residence building and a key to their assigned room.

Off-Campus Residents (OCR)

Off-campus residents are first year students living in off-campus homes (typically arranged through the College) during Fall term. They have contracted to move into residence for either Winter or Spring term. OCRs are invited to use all of Grebel’s facilities and participate in all the residence activities. Each OCR will hold an outdoor key to the residence building. These students have a Grebel meal plan. On occasion, a student may be an OCR in Winter or Spring.

Off-Campus Resident Associates (OCRA)

OCRAs are first year students living off campus, typically in their own home, during Fall term. They have contracted to move into residence for either Winter or Spring term. OCRAs are invited to use all of Grebel’s facilities and participate in all the residence activities. Each OCRA will hold an outdoor key to the residence building. These students usually do not hold a Grebel meal plan during Fall term.

On-Campus Associates (Apartment Dwellers)

On-Campus Associates (also referred to as apartment dwellers), live in the Grebel apartment building adjacent to the residence building. Apartment Dwellers are invited to use Grebel’s facilities and engage in Grebel’s programs. Each apartment dweller will hold an outdoor key to the residence building.
and the apartment building. They are encouraged to use the dining room, lounges, study room, laundry room and games room of the residence building. While in the residence building, associates need to adhere to residence community guidelines.

**Off-Campus Associates**

OCAs are students who live off campus and are formally connected to the College and its programs. These students will not hold keys to the residence or the apartment building. OCAs are invited to use the facility while it is open and after-hours when invited in.
III. ADMINISTRATION OF ON-CAMPUS ASSOCIATE PROGRAM

Ultimate and ongoing responsibility for Conrad Grebel University College’s (the College) on-campus associate program resides with Grebel’s Board of Governors whose representative is the College President. The President in turn delegates the responsibility of administering the Student Life program to the Director of Student Services.

The Board approves and takes ownership of the Student Services Mission Statement, which in turn forms the basis on which the guidelines are established and articulated. A Student Services Advisory Committee serves to advise the Director of Student Services on policy, sensitive matters, contracts, admission decisions, and scholarship and award recommendations.

The Director of Student Services, Chaplain, Student Life and Recruitment Coordinator, Elected Student Council, Larger Leader Team, Campus Hosts and Apartment Superintendent share the responsibility for the social, athletic and spiritual programming.

Although recommendations for changes to the On Campus Associate Handbook may originate at any level, changes must be processed first with the Director of Student Services who will carry the recommendation for change, as needed, to the Student Council, Student Services Advisory Committee, Administrative Executive and Board of Governors.
IV. PRIVACY GUIDELINES

College privacy policy

Conrad Grebel University College is committed to protecting the privacy of the personal information of its students, alumni, employees, donors and other stakeholders. The College will recognize and maintain this trust by being transparent and accountable about how information is treated and shared.

During the course of academic and residence/associate programs, and through constituent or alumni activities, personal information is frequently gathered and used. This information is used primarily for communication from the College, which takes a variety of forms such as mail, email, or phone. Anyone from whom such information is collected can expect that it will be carefully protected and that any use of this information is subject to consent. Conrad Grebel University College is an affiliated college of the University of Waterloo and as such operates in conjunction with the Privacy Guidelines of UW.
(Excerpted from CGUC Policy #017)

Confidentiality

Student Services staff and student leaders are committed to treating all students with dignity and worth. We will treat private conversations with respect and honour. With this said, we cannot, in all cases, promise complete confidentiality. Confidentiality cannot be kept if information is shared that leads one to suspect or believe

1. A student’s well-being is at risk - this would include but is not limited to:
   a. a student is in danger of hurting him/herself,
   b. a student is in danger of hurting another individual
2. A student’s actions or plans violate Grebel’s guidelines for community living.

**Student records**

Student non-academic records are located in Student Services Office. After graduation the files are archived. A student may request to see his/her own records. To do so, the following steps will need to be taken:

1. A written request must be submitted to the Director of Student Services
2. The Director of Student Services will review the file.
3. In most cases the file (or a copy) will then be given to the student to review privately. In some cases, the file will only be released for review in conversation with the Director of Student Services.
V. CONTRACT POLICIES FOR ON-CAMPUS ASSOCIATES

Fee payment policy

The basic fee includes rent, utilities (including physical phone lines but not the phone service), community suppers, the Fall or Winter retreat, snack nights, and term end banquet. Optional costs include athletic fee for intramural sports, student yearbook, parking, and bicycle storage. Other fees are Student Council related fees which include the student building fund fee, student refugee fund fee, and Student Council basic administrative fee.

A $500.00 deposit must be paid in full to Conrad Grebel University College by the designated deadline date. CGUC will hold all deposits in escrow. Interest will be accrued on the monies held in escrow on an annual basis. When the student decides not to sign a further accommodation contract, the deposit and accumulated interest will be paid out.

Apartment fees are collected before the onset of each term. 60% of the 8-month total fees will be paid in Fall term, and the remaining 40% of the 8-month total fees will be collected/paid in Winter term or Spring term. Students holding a 4-month Fall, Winter, or Spring contract will pay 100% of the fees for that particular term. Due dates for 2019-20 are:

<table>
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<tr>
<td>Fall 2019</td>
<td>August 9, 2019</td>
</tr>
<tr>
<td>Winter 2020</td>
<td>December 6, 2019</td>
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<tr>
<td>Spring 2020</td>
<td>April 3, 2020</td>
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Fee deadline dates are also posted on Grebel's website. It is the responsibility of students to let the Student Services Office know where the fee invoices are to be mailed.

If fees are not paid by due dates, unpaid fees will be subject to a penalty charge of $50.00.

In addition, if no mutually agreeable payment plan has been negotiated with the Accounting Office prior to the fee due
date, a 2% monthly interest charge will be applied to balances outstanding.
In the event of an early arrival or late departure, a per night charge will apply.

Income tax

For income tax purposes, students in the Grebel apartments do not pay taxes on their apartment fees as the University properties are on tax-exempt land. On Line 6114 (student residences) of income tax forms, claim $25 as occupancy costs for the part of the year lived on-campus. Proof of accommodation or tax receipts for apartment fee payments are not needed.

Contract provisions

While students live in groups in the apartments, the contract is with the individual student, not the group. At any point before or during a term, the College reserves the right to make adjustments to the configuration of students in a unit and/or add students up to a maximum of 4 students to any given group. While the Director of Student Services will try to have conversation with all students impacted by the change, she cannot guarantee consultation.

1. A contract for accommodation is valid only if the properly signed and witnessed offer is received by the College by the acceptance deadline.
2. According to College policies referred to in paragraph 7 of this section, the applicant is responsible for the payment of all apartment fees for the contracted terms of occupancy on or before the designated dates.
3. The contract may be terminated, as determined at the sole discretion of the College and the deposit and any apartment fees paid, to be forfeited, without prejudice to any other rights or remedies that the College may
have, including, but not limited to the right to receive the apartment fees for the contracted terms:

a. if the applicant has not moved into the apartment on the date the term begins, as specified above, unless prior to such date the applicant has notified the Director of Student Services of the College in writing that the applicant will be arriving late;

b. if the applicant has not paid the apartment fees for the contracted terms by the designated dates unless prior to such designated dates, the College has agreed to a payment plan.

4. The contract shall be deemed to be terminated and the deposit and any fees paid, to be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the apartment fees for the contracted terms:

a. if the applicant loses the right to continue studies in his or her academic program; or

b. if the applicant voluntarily chooses not to fulfill the contract by notice to the College prior to the onset of the contracted terms; or

c. if the applicant voluntarily vacates the apartment during the contracted terms. (“vacates”, for the purposes herein, shall be determined solely at the discretion of the College acting reasonably); or

d. if the applicant involuntarily vacates the apartment, during the contracted terms. In such circumstances, the College will require the applicant to re-apply for admission.

5. The applicant agrees to pay to the College, upon demand, the cost of any damage to the apartment unit by the applicant and to the furnishings within the unit, and any damage the applicant has caused to the College and/or the furnishings contained therein.

6. The applicant shall vacate the accommodation on or before the date referred to above. On-Campus associates will not be required to vacate their suites between 2 consecutive 4-month terms (i.e., F/W, W/S or S/F) unless
the suite is required for cleaning and/or maintenance purposes.

7. The policies and procedures of the College as outlined in the apartment and residence handbooks are hereby incorporated as part of this contract in the same manner as if repeated herein.

**Contract cancelation**

Once a student signs a contract they are legally obligated to fulfill the terms of the contract. If, for whatever reason, the student does not fulfill the terms of the contract and they feel special circumstances need to be considered regarding their legal obligation to pay the full amount, the student may complete the breach of contract form (https://uwaterloo.ca/grebel/current-students/online-forms/breach-contract-form).

On the form, state the reason for not completing the term(s) of the contract. If the reason were medical in nature, a doctor’s note would add credence to the request for special accommodation. Additionally, clearly state the desired outcome (i.e., release from financial obligation in part or in whole).

Once received by the Director of Student Services, the Director of Student Services will convene the Student Services Advisory Committee to discuss the request. The Director of Student Services will follow-up with the student.

The Student Services Advisory Committee deals with contract anomalies, Students Services policies, admissions decisions and Scholarship and Award decisions.

The Fall 2019 Student Services Advisory Committee is comprised of:

The Director of Student Services – Mary Brubaker-Zehr
A Faculty member – Kate Steiner
The Student Council President – Mykayla Turner
The Director of Operations – Paul Penner
VI. PURPOSE OF PROVIDING APARTMENT LIVING

The College desires to retain upper-year students who will add depth and maturity to student life. The apartment program is primarily intended for upper-year Grebel students who have a history with the College and have made a strong positive contribution to the residence and/or associate programs. Students interested in engaging with the broader College program through leadership roles and mentoring relationships will be ideal candidates. Particular circumstances may demand special consideration to ensure the best use of the facility and overall College resources, or additional factors may be considered in some circumstances. With this in mind, Student Services will seek on-campus associates who are:

- sympathetic with Conrad Grebel University College’s values and beliefs
- willing to live within Grebel’s guidelines for community living as laid out in the On-Campus Associate Handbook
- willing and able to participate in the wider Grebel community and its activities, including enrolling in Grebel courses
- interested in exploring life meaning/value questions and willing to be involved in conversation and dialogue with peers, residents, Grebel staff & faculty
- respectful of others and willing to interact with others in an atmosphere where diversity is valued
- enrolled at the University of Waterloo. Students enrolled in other higher educational institutions such as WLU may be considered on a case-by-case basis.
VII. GUIDELINES FOR APARTMENT LIVING

Grebel On-Campus Associate commitment

The guidelines for community living as laid out in this handbook represent the understanding on which students sign their apartment contract. Students who sign their apartment contract are agreeing to and respectful of:

a) The principles of the Student Services and College mission statements
b) The guidelines for community living as articulated in this handbook
c) The policies and practices of the University of Waterloo

Involvement and participation

On-campus associates are encouraged to participate in academic and residence activities such as orientation week, commencement, all-college retreat, chapels, community suppers, end of term banquets, ‘Taste of Grebel’, convocation, music ensemble groups, noon hour concerts, and recitals.

On-campus associates are also encouraged to hold formal leadership roles, either through Student Council, LLT and/or the Chapel program.

Guests

On-campus associates, in consultation with their apartment-mates make their own decisions regarding overnight guests. Guests are the responsibility of the student(s) holding the apartment contract. Please ensure guests abide by Grebel’s guidelines as laid out in this handbook.
Relationships

At Grebel, we strive to promote a safe, inclusive and respectful living environment for all members of the community. We encourage healthy relationships and expressions of attraction, nurtured and grown with respect for others, in ways that are consistent with healthy community living, and that minimize the awkwardness and disruptiveness that exclusive relationships and intimate behavior may pose in a community. All students have a right to privacy in their rooms and it is especially important that students respect the privacy of others in their unit. Students in each unit are encouraged to discuss their privacy needs with each other.

Alcohol use

Linked to Grebel Policy 104

GENERAL

Within the Grebel community, there are diverse views and practices regarding the consumption of alcoholic beverages. As a Mennonite College on a public campus, we balance a variety of views and endeavour to be respectful and hospitable. The intent of this guideline is to provide direction on the responsible use of alcoholic beverages for all students holding a formal contract with the College. While the use of alcoholic beverages is permitted for anyone 19 years of age and older and in some designated areas, in general the use of alcoholic beverages in the College is not encouraged. Whenever and wherever alcoholic beverages are used, moderate consumption is expected and, if necessary, enforced.

Conrad Grebel University College recognizes that university students want to develop their own lifestyle choices. As such the College seeks to educate and guide students in healthy use of alcohol should they choose to consume. Student
leaders will be encouraged to champion a responsible attitude toward alcohol consumption within and beyond the College community.

SPECIFICS

1. Underage drinking (under 19 years of age)

   Underage drinking is not permitted at Grebel as per provincial law. Evidence of alcohol use by underage students (erratic behaviour, alcohol paraphernalia, or smell) will be assumed proof of use. The Apartment Superintendent reserves the right to confiscate the alcohol from an underage student. Delayed response in opening one’s door and/or attempting to remove or mask the smell will raise suspicion of use. An underage apartment dweller who returns to the College after consuming alcohol off site is also subject to the same consequences as if they had consumed alcohol at Grebel.

2. Legal age alcohol consumption (19 years of age and older)
   a. Location and events

   Moderate and respectful consumption of alcoholic beverages by students 19 years of age and older is permitted. With moderation in mind, Apartment Dwellers are encouraged to talk with the others in their unit regarding the culture of alcohol use amongst themselves and when hosting guests.

   Alcohol may be consumed in residence floor lounges but the beverage must be in an opaque cup so that the lounge feels welcoming to all who want to use it. Drinking alcoholic beverages in any other area of the residence is not permitted.

   Alcoholic beverages may not be served or consumed at Student Council sponsored events except in the rare occasion when the Student Council together
with the Director of Student Services agrees to a variant of this regulation.

b. Moderation plus

Kegs, mini-kegs, 3.8 litre liquor bottles (e.g., “Texas Mickeys”) and other large volume containers (i.e. larger than 40 oz./1183 mL for spirits or wine) are not permitted on Grebel property. Drinking games (funneling, beer pong etc.) or any gathering where alcohol is the focus or a predominant component of the event are not in keeping with Grebel’s practices.

The Apartment Superintendent and Dons reserve the right to ask students to stop drinking if they suspect consumption is not moderate or in keeping with Grebel’s guidelines.

Returning to the College in an intoxicated state will result in the same consequences as if over consumption had occurred on site at the College.

c. Offering and/or purchasing

Serving alcoholic beverages to or purchasing alcohol for, any person under the age of 19 is in violation of Ontario law. Grebel adheres to Ontario’s Liquor License Act which states:

i. No person shall keep for sale, offer for sale or sell liquor except under the authority of a license or permit to sell liquor or under the authority of a manufacturer’s license

ii. No person shall canvass for, receive or solicit orders for the sale of liquor unless the person is the holder of a license or permit to sell liquor or unless the person is the holder of a license to represent a manufacturer

iii. No person shall deliver liquor for a fee except under the authority of a license to deliver liquor
3. Failure to comply

Failure to comply with Grebel’s alcohol guidelines is serious, and may result in, but is not limited to, the following:

- A meeting with the Director of Students Services
- A behaviour contract
- Privilege restrictions
- Completion of an educational program
- The cancellation of current contract
- Police involvement

Whenever possible Grebel will seek a restorative justice approach, especially when underage drinking and/or over consumption has had a negative and disruptive impact on the community.

**Smoking and Vaping**

Conrad Grebel is a smoke free environment. Smoking and smoking related activities (e.g., vaping, hookahs) is not permitted in any of Grebel's buildings. Signs of smoking including, but not limited to, ashes, smell of smoke, and/or cigarette butts will be assumed proof of use. Smokers must be at least 10 metres away from any Grebel building.

Smoking Cessation help links: [https://uwaterloo.ca/propel/program-areas/tobacco-control/smoking-cessation](https://uwaterloo.ca/propel/program-areas/tobacco-control/smoking-cessation)

**Drug use**

At all times, College staff reserve the right to prohibit use of any substance (including but not limited to over-the-counter
substances, inappropriate use of prescription or legal drugs) based on the effect to the individual and/or the community. Students are prohibited from possessing, using, or trafficking any illegal drug substance on Grebel property. The possession or use of illegal drugs, being party to the consumption or use of illegal drugs by being wilfully present during their use or consumption, or returning to residence under the influence of illegal drugs, is a federal and provincial offense and will result in police involvement and jeopardize one’s Grebel contract.

**Cannabis use**

The Canadian medical health community is still deliberating on the risks of cannabis use, especially among those under 25 years of age. Within the Grebel community, there are diverse views on the appropriateness of cannabis use. We work deliberately to balance the variety of viewpoints expressed at Grebel. With these things in mind, Grebel puts forth the following information and expectations:

**General:**
Grebel strongly discourages the use of cannabis. That said, the intent of this guideline is to provide direction on the responsible use of cannabis for any student 19 years of age and older on Grebel property or holding a formal contract with Grebel.

**Specifics:**
1. Growing or cultivating cannabis plants, and related equipment, is not permitted anywhere on campus including on Grebel property.

2. Cannabis deliveries, like alcohol deliveries, will not be accepted anywhere on campus, including Grebel.

3. Advertisements, posters, and other general promotion of recreational cannabis products are not permitted anywhere on campus, including Grebel.
4. No person may sell or provide cannabis to any person under the age of 19.

5. Underage use (under 19 years of age)
Underage use of cannabis is strictly prohibited at Grebel/UWaterloo as per the provincial and federal law. Evidence of cannabis use by underage students (erratic behaviour, paraphernalia, smell) will be assumed proof of use. Delayed response in opening one’s door and/or attempts to remove or mask the smell will raise suspicion of use. An underage student who returns to the College after consuming cannabis off site, is also subject to the same consequences (see #9) as if they had consumed at Grebel.

6. Of age use (students 19 years and older)
   a. Smoking or vaping cannabis is not permitted anywhere on uWaterloo Campus including in Grebel’s buildings (Grebel property included). (UWaterloo smoking policy # 29 – see # 7)
      i. uWaterloo property extends right to the sidewalk/roadway of Westmount Rd N
   b. Moderate consumption of legal cannabis products by students 19 years of age and older is tolerated only when it does not interfere with the peace and personal freedom of other students and only when apartment members agree.
   c. Cannabis use can impact the peace and personal freedom of others in many ways including but not limited to:
      - Strong odours lingering on fabric (bedding/clothing)
      - Odours generated from storing cannabis
   d. Cannabis may not be consumed in the floor lounges or public areas of the College (including the patio).
   e. Returning to the College in what appears to be a ‘high’ state will result in the same consequences (see #9) as if the over-consumption had occurred on site at Grebel.
   f. The Apartment Superintendent reserve the right to ask students to stop consumption and/or confiscate the
cannabis if they suspect noncompliance with Grebel’s guidelines of moderation and respect.

7. Student Council Sponsored Events
Cannabis may not be served or consumed at Student Council sponsored events, on or off site.

8. Medically prescribed use
If a student is using cannabis as a prescribed drug for medical reasons, the student should provide Student Services with a doctor’s note, indicating the need for the prescription, at which time a compliance plan will be put in place.

9. Failure to comply
Failure to comply with any parts of this guideline may result in, but is not limited to, the following:

- A meeting with the Director of Students Services
- A behaviour contract
- Privilege restrictions
- Completion of an educational program
- The cancellation of current contract
- Police involvement
Grebel’s sexual harassment and violence protocol and procedures

(Sexual harassment is part of a continuum of sexual violence and is therefore included in the term “sexual violence”)

Your personal health, wellbeing and safety is of utmost concern. Grebel will not tolerate any form of sexual violence. Moreover, Grebel faculty and staff will endeavor to create a living and learning community that works to prevent sexual violence. In the case of sexual violence, Grebel will strive to support affected individuals in consideration of their expressed needs and interests. As an affiliated College of the University of Waterloo, Grebel will respond to sexual violence in ways that are consistent with UW Policy #42, including its sexual violence response protocol and procedures, UW’s Ethical Behavior Policy #33, and will adhere to any measures determined by the university including contract termination.

UW Policy 33: https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33

If you feel that you have experienced or caused sexual violence, on or off the Grebel premises, we urge you to speak as soon as you are able with the Director of Student Services, Chaplain, and/or the Apartment Superintendent or a residence don. These people will support you with care and compassion and help you determine next steps.

Quick help

On-campus support
- Amanda Cook – uWaterloo Sexual Violence Response Coordinator x46869
  amanda.cook@uwaterloo.ca
- Meaghan Ross – UWaterloo Sexual Violence Response Coordinator
  519-888-4567 x40025
  m23ross@uwaterloo.ca
- Counselling Services: 519-888-4567 Ext. 32655 (Mon-Fri, 8:30am-4:30 pm).
- Health Services: 519-888-4096 (Mon-Fri, 8:30am-4:30 pm)

Off Campus Support:
- Waterloo Region Sexual Assault and Domestic Violence Treatment Centre, St Mary’s Hospital:
  519-749-6994
  (available 24 hours/day, 7 days a week)
- Sexual Assault Support Centre of Waterloo Region:
  519-741-8633
  (crisis line is available 24 hours/day, 7 days a week)

Definitions:
“Sexual Harassment” means:
(a) engaging in a course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome,

b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the individual
and/or the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

“Sexual Violence” means:
Any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism (i.e. peeking through windows), and sexual exploitation.

Non-compliant behavior

It is assumed that on-campus associates are reasonably mature and that all or most discipline is internal and involves those immediately concerned. Whenever the initial disciplinary steps break down or are insufficient to maintain the strength of the community, the administration has the responsibility and the right to take necessary action. Expulsion or temporary suspension will be a measure of last resort. Before actual expulsion or suspension takes place, the Administrative Executive team will review the case.

Student appeal process

The Administrative Executive group under the direction of the College’s Board of Governors establishes the policies and procedures laid out in the Apartment Handbook and the Residence Handbook.
Students may appeal the application of a given guideline. That is to say, students may feel a guideline is not being applied fairly and wish to appeal its’ application. A student, however, may not appeal the actual established guideline.
To initiate an appeal of the application of the guideline, the student must write a letter explaining the grievance. The letter should be delivered to College President who will bring the grievance to the Administrative Executive team of Conrad Grebel.
VIII. GREBEL SPACES

The Grebel apartments are a student’s home away from home. As such, we want students to relax and enjoy the facilities, and to care for Grebel in such a way that all residents and associates can enjoy their time at Grebel.

Smoke free environment

All Grebel buildings are smoke free. See ‘smoking and vaping’ on p23.

Security

Grebel is located on a large campus and draws people from the surrounding community to lectures, workshops, etc. Although Grebel/UWaterloo is a relatively safe environment, security of person and property are enhanced when sensible measures are in place. To that end, we employ and recommend the following practices:

Safety practices:
- External doors should remain closed at all time to ensure the safety of apartment residents. Apartment Dwellers should take their keys when leaving the building.
- All other buildings are locked between 10pm and 11pm each night and reopened again at 7am the next morning.
- Outside entrance lights should remain on.
- Many apartment dwellers choose to keep their unit/room doors open; however, be sensible. If gone for a period of time, consider closing and/or locking your door. When College activities take all or most of us to some other part of the College or away from the College, lock your door.
• Always keep valuables such as wallets, cameras, and portable computers out of sight.
• The College has an engraver. Use it to put your name on larger valuables and record the serial number.
• The College has video surveillance at all building entrances. These recordings are made for, and retained by, UW police. Only UW police have access to these surveillance recordings.
• Under no circumstances should outside doors be propped open.
• One of our greatest security assets is the fact that students know each other and take an interest in one another’s well-being. If a Grebel resident/associate sees someone in the non-public areas of the College whom they do not recognize, ask them if they need help. Check that the visitor has a legitimate reason to be there and offer to help find the person/place they are seeking. If the visitor does not have a legitimate reason to be in this area, please escort them out of the building or call the on-Don, Campus Host or Student Services.
• When walking after dark, ask one or two other Grebel residents/associates to walk with you, or use the on-campus Walk Safe service provided by the Waterloo University Student Association (WUSA) (formerly FEDS) in the Student Life Centre (see number on back page).

Each on-campus associate has an outside door key to the apartment building and to the residence building.

Resident’s access to apartment building

The outside doors to the apartment building are kept locked. Residents will not have keys to this building. Residents are welcome to visit on-campus associates in the apartments when they are invited into their space.
Door entry system

The system operates via the unit phone. The guest dials the apartment number on the lobby panel and the unit telephone will ring. There will be approximately 20-30 seconds to communicate.

Unlock the main door by dialing the digit “9” from the unit. To refuse entry hang up or dial “4”.

Arrivals and departures

Check In
When arriving at the start of term and receiving a room, students are responsible for doing a “room check” using the green card system. The room/unit check entails taking a close look at all parts of the room/unit and then signing the card if the room/unit is in an acceptable condition. The Apartment Superintendent provides green cards.

Check Out
When departing Grebel, students must leave their rooms/units in the same condition in which they received them – nothing more, nothing less (i.e. stickers removed from the walls, furniture returned to its original place, garbage/recycling properly removed, etc.). After the student has thoroughly cleaned the room/unit, the Apartment Superintendent will examine it and compare against what is indicated on the green card used at check-in time.

Previously unreported damage to furnishings or facilities will be assessed and a deduction made from the student’s $500 deposit that the College holds in trust if deemed the student’s fault. Keys will be left with the Apartment Superintendent at check-out time. Failure to be checked-out will result in a deduction from one’s deposit.
All Apartment Dwellers are encouraged to move out upon completion of their exams and assignments. Grebel’s residence/apartment building closes at 11:00 am on the day following the last University of Waterloo exam day. All residents/associates must be moved out by that time unless arrangements have been made with the Director of Student Services.

**Between term storage conditions**

**The College does not provide storage space for belongings during terms when students are not living at Grebel** - students need to make the own storage arrangements.

When students are here for consecutive terms and have between term storage needs, Student Services will try to be accommodating but cannot guarantee storage space. Instructions about designated storage areas (between consecutive terms) will be given to all students prior to the end of each term. All belongings found outside of designated areas between terms will be confiscated and removed. In some cases, students will be billed for their removal.

For Bike and Hockey equipment storage, see pp 40 and 41.

**Recycling**

The College encourages the recycling of waste materials. Student Council appoints environmental representatives who co-ordinate the recycling of pop cans, fine paper, cardboard, kitchen cans and glass. Please participate by using the appropriate containers provided for recyclable materials.
Energy conservation

Students are encouraged to consider the impact of their lifestyles on the environment. Use of electricity and water, in particular, should be carefully monitored.

 Keys

Each apartment dweller will receive a building, unit/room key upon moving into the apartments. Bike and hockey storage keys are available upon request. Keys must be returned at the end of term (last day of Winter term for Fall/Winter students). Failure to do so will result in a deduction from a student’s deposit held by the College.

Insurance

Conrad Grebel University College has comprehensive insurance coverage. The College’s insurance, however, does not cover the personal property of individual apartment dwellers against theft or damage. We recommend that if students have valuable equipment or clothing, they should seek some insurance protection through their own insurance broker.

Internet connection

There is wireless access throughout the College. In addition, every student has high-speed access to the University’s computer network (ResNet) and the Internet. There is no additional cost to obtain this connection.

If an apartment dweller does not have a network card or cable, good quality cards and cables are available from the computer stores on campus. There will be knowledgeable Grebel students available to help install cards and cables if assistance is needed.
Wireless routers are not permitted at Grebel as the wireless system used on campus does not accommodate wireless routers. As such, apartment dwellers should bring the cables and hardware they need for their equipment.

**Telephone**

There are six phone jacks in each suite, functioning on one phone line provided by the College. If students want additional phone lines it will be their responsibility to contact Rogers. Apartment fees cover the use of one phone line in each apartment unit for local calling. This phone line is listed in the name of the College. If you would like to add a long distance plan, contact the front office to fill in the necessary paperwork. There will be an additional charge to activate a long distance plan. Phone numbers will not be kept private unless students request otherwise.

**Cable**

Apartment units are wired to receive cable in the main living room and each of the bedrooms. **All** fees incurred are the responsibility of the student. For cable service, call Rogers TV at 1-888-764-3771 to start an account and request activation.

**Your apartment unit/room**

Note the following:

1. Apartment Dwellers may use creativity in decorating and personalizing their units/rooms. The decor must be consistent with College values, healthy relationships, and good taste.
2. Each suite has a refrigerator, electric stove, living-room furniture, four beds, four desks, and closets. Each bathroom is equipped with an exhaust fan to prevent mildew. Each unit has separate controls for heating and air conditioning.
3. The care and upkeep of each suite is the responsibility of those living in it. Students are responsible to provide cleaning supplies. A Grebel vacuum cleaner is available for use. It will normally be kept at one end of the 2nd floor. Please return it to its location.

4. It is not acceptable to disassemble any furniture or fixtures except in the case of beds and desks intended for adjustment.

5. Only re-usable adhesive putty may be used in attaching posters, etc. to any surface. Glue, screws, duct tape, and adhesives leave permanent scars and may not be used. Remove all tape before check-out.

6. Window screens may not be removed at any time.

7. Pets of any shape or size are not allowed in the apartments. Exceptions will be made for fish in bowls (not in tanks).

8. If it has been determined that careless behavior has caused damage to suites, college buildings, or their contents, the student(s) involved will be charged the repair costs. Careless behavior includes all damage beyond normal wear and tear. Students will be held responsible for any damage caused by their guests.

9. The apartment has been inspected prior to move-in. Look around upon arrival. If problems are encountered, notify the Apartment Superintendent immediately. At the end of the term the suite must be left in the condition in which it was received. Nothing more or less should be left. Furniture must be returned to its original place.

10. On-campus associates are encouraged to bring small fans to place near the windows during the colder months. Air movement across the window will help reduce condensation on the windows.

On-campus associates may use residence space, including laundry room, gym, games room, lounges, bike sheds, etc. While visiting in or using the residence facilities, residence guidelines must be respected. Refer to the [Residence Handbook](#) for the guidelines pertaining to the residence.
Laundry room

Laundry facilities are provided solely for the use of residents and on-campus associates. Washers and dryers are card operated ($2.50/wash load and $2.00/dryer load). An ironing board and iron are available for communal use.

Each on-campus associate will be issued a laundry card upon their first arrival at Grebel. It is the student’s responsibility to keep their card for the duration of their stay at Grebel. If at any point the student is not returning to Grebel, they may do the following with their laundry card:

1. Pass it on to another student
2. Turn it into the main office
3. Destroy it
4. Keep it as a keepsake for the good times had doing laundry
5. If there is a balance, to request a refund, mail the card (and your address) to:
   Coinomatic Canada Inc.
   301 Matheson Blvd. W
   Mississauga, Ontario
   N2L 3G6

It is imperative that students use high efficiency soap with these machines. This is denoted by the symbol 🛍️ on the soap container. Failure to use proper detergent will result in clogged machines and unsatisfactory laundry results.

Students are responsible for keeping the laundry room tidy. When using a machine, note your name on the whiteboard stuck to that particular machine. The laundry room is NOT to be used for storage. Students have 24-hour access to this facility.

Report equipment breakdowns to the Apartment Superintendent.
Games room

The games room is a meeting space equipped with games, pool tables, ping pong table and lounge seating. While the College is responsible for providing and maintaining the tables and furniture, items such as pool cues and ping pong paddles are the responsibility of the students and the Student Council.

It is the collective responsibility of the student body to keep this room clean and tidy. This lounge is more public than residence lounges (i.e. tours come through this lounge) and students should make extra effort to tidy up after use!

Grebel gym

The workout area is located at the back of the games lounge. The equipment is provided for the use of Grebel residents, associates, staff and faculty. Each person should be aware of their own limitations; consider working out with a buddy. If any equipment is in need of repair, tell the Athletic Rep or Student Services.

Study areas

The group study room, located beside the locker room off the games lounge, can be signed out using the sheet on the clipboard just outside the door. When your group is finished, take all of your belongings with you and clean up any garbage/recycling.

The study area (AKA ‘the morgue’) is intended exclusively for silent study by Grebel residents and associates. Do not talk with other students in this room. When leaving, take your computer, books and all supplies with you (unless previously arranged with Student Services). Grebel is not responsible for lost or stolen items.
The library is located on the third floor in the atrium area of the building. See p 44 for more information.

Residence lounges

Both the third and fourth floors of the residence building have student lounges which are furnished with lounge chairs/sofas, a cable TV outlet /TV set, a counter with sink, drawers and below-counter cupboard space, and a refrigerator. The Student Council owns a DVD player and VGA to Component cords (for laptops). Residents and associates who wish to book the machines may sign for their use on the sign-up sheet provided.

Other things to note:

1. It is the collective responsibility of all students to keep the lounges clean and tidy.
2. Students and/or their guests may not sleep overnight in the lounges as they are public spaces.
3. Students should be mindful to conduct themselves in the lounges in such a way that is appropriate to public space.
4. Student Council may determine other guidelines for lounge use in consultation with the Director of Student Services.
5. Those 19 years and older may consume alcohol in the residence floor lounges but the alcohol must be in an opaque cup and consumption must be moderate.
6. The cable television system is the property of Rogers Cable TV. Any tampering with the cable system or the wiring is strictly prohibited.
Bicycle Storage Areas

If bringing a bicycle to Grebel, you are encouraged to bring an inexpensive bike and a good lock. Additionally, here’s what you need to know about bicycle storage:

1. Bicycles are not permitted inside College buildings (apartments, residence, or academic area).
2. The indoor bicycle storage space is located on the first floor of the apartment building. It is available to residents, OCR’s and on/off campus associates who pay the applicable fee. Keys are issued to specific individuals and may not be shared with other persons.
3. Given the size of our bike storage area, ONLY 1 bike per student may be registered and stored in any given term.
4. To obtain a key to the bicycle storage area, students must fill in the bike portion of the optional services form (you’ll need to provide a description of the bike, including model and serial number), and pay a partially-refundable key deposit each term.
5. Users of the bicycle storage area are responsible for keeping the door locked at all times. The College is not responsible for damage or loss resulting from a user failing to keep the door locked.
6. Bicycle storage keys must be returned at the end of the term (last day of Winter term for Fall/Winter students). Users not returning their keys will be assessed a lost key charge.
7. Bicycles must be removed from the bike shed at the end of the term (not until April for Fall/Winter students). Those bikes not properly registered or those left after the end of the term become the property of the College and are disposed of accordingly.
8. Outdoor bicycle racks are located around the buildings
Hockey storage areas

If bringing a hockey equipment to Grebel, you are encouraged to store it in the hockey storage area.

1. The indoor hockey storage space is located on the first floor of the apartment building. It is available to residents, OCR’s and on/off campus associates who pay the applicable fee. Keys are issued to specific individuals and may not be shared with other persons.

2. Given the size of our hockey storage area, ONLY 1 hockey storage bag per student may be registered and stored in any given term.

3. To obtain a key to the hockey storage area, students must fill in the hockey storage portion of the optional services form and pay a partially-refundable key deposit each term.

4. Users of the hockey storage area are responsible for keeping the door locked at all times. The College is not responsible for damage or loss resulting from a user failing to keep the door locked.

5. Hockey storage keys must be returned at the end of the term (last day of Winter term for Fall/Winter students). Users not returning their keys will be assessed a lost key charge.

6. Hockey equipment **must be removed from the hockey storage area** at the end of the term (not until April for Fall/Winter students). Equipment/bags not properly registered or those left after the end of the term become the property of the College and are disposed of accordingly.
Dining room

The dining room is conveniently located on the second floor between the residence and academic sides of the building. More information about Food Services is discussed later in the handbook but here is what you need to know about the physical space:

1. The dining room is a public, multi-purpose room used for dining, visiting and some studying. It is not a quiet space. Diners get first priority for tables. Books, laptops and personal belongings must be cleared away to make space for diners and other public events.

2. There are specified hours when the kitchen/servery are open but the dining area is open 24/7 to Grebel residents, associates, staff and faculty.

3. In the dining room, servery and kitchen, everyone must wear shirt and shoes (as well as rest of clothing). Slippers and sandals are OK, bare feet or just socks is not acceptable

4. You are welcome to eat on the patio. The patio umbrellas catch the wind quite easily and quickly become airborne so remember to close and tie the umbrella if you are the last one to leave the table.

5. Meals/snacks prepared by Grebel must remain in the dining room/patio area.

6. If you can’t finish your food in the dining room/patio, then you’ve taken too much. Next time - take less.

Chapel

Conrad Grebel University College is fortunate to have a beautiful chapel. The chapel was constructed of natural fieldstones gathered in the area. The stained-glass windows were designed by Waterloo artist, Nancy Lou Patterson. The windows symbolically tell the story of the life and faith of Mennonites and their Anabaptist forbears.
The chapel is used for a variety of purposes including a Wednesday chapel service (for students, staff, faculty and the broader community), music practices and concerts, lectures and workshops, and some student events (like the house meeting). The chapel is often booked during the day but when available or in the late evening or early morning, feel free to use the chapel for individual prayer and meditation.

The upright chapel piano is provided for general student use.

Other notes on chapel instruments:

1. The grand piano and the organ are reserved for worship services, Music department use, and other formal occasions.
2. The grand piano is to be locked at all other times.
3. Use of the organ is limited. Arrangements for use coordinated through the Music office.
4. **The pianos may not be used before 9am each weekday** (some exceptions may be approved by the music department).
5. **The grand piano is not to be moved unless by authorized personnel.** This is to avoid damage to the piano resulting from contact with the stone wall.
6. **DO NOT TRY TO REPAIR OR TUNE PIANOS.** Contact the Music office (Room 1103, academic wing) if you notice any problems.

IMPORTANT: Food and drink are NOT permitted in Chapel

**Prayer/preparation room**

The Prayer/Preparation room, located off the chapel foyer, is available throughout the day for prayer and reflection. It is used periodically as a preparation room for concert performances. Resident/associate use of this space depends on considerate attention to the needs of others and flexibility to accommodate our program needs.
Music instrument lockers

Instrument storage lockers are available free of charge to current music students, with priority given to students needing to store instruments. Residence/associate students may request a locker for an instrument once all other music students have been accommodated. Lockers must be booked each term through the Music department with Angelica Allen (a26allen@uwaterloo.ca) The lockers are located in the second floor practice rooms (Rm 2407C). Locks are provided by the Music department.

Practice rooms

Practice rooms on the second floor (residence-side) may be used by residents/associates, but priority is given to music students who have signed up for certain time slots. In order to keep the pianos in pristine condition, do not consume food or beverages in the practice rooms, and do not place water bottles or other liquids on top of the pianos.

Piano rooms – first floor

Pianos on the first floor (in rooms 1111, 1201, 1203, 1204, 1206, 1208, 1209 and 1302) are reserved exclusively for Music Department teaching.

Milton Good Library

The Milton Good Library is located on the third floor of the Conrad Grebel academic wing. It has a collection of over 56,000 items to support the College's teaching program, with special emphasis on Peace, Anabaptist-Mennonite Studies, Music, Biblical and Religious Studies.

Notes about the library:
1. It is part of a consortium which includes the libraries at University of Waterloo, Wilfrid Laurier University, and the University of Guelph.

2. It is included in the online library catalogue for both print and electronic resources. The library website is [www.lib.uwaterloo.ca](http://www.lib.uwaterloo.ca).

3. It is available to all students with a WATCARD or WLU student card for library borrowing, placing book requests, and as a pickup and return location for materials from uWaterloo, WLU or Guelph libraries, and from InterLibrary Loan.

4. Shirts and shoes are required in this public space.

5. Drinks allowed in closed container. No food allowed.

The library also has:

1. Quiet study carrels.

2. Two study rooms, available for groups of 3-6, which can be booked via [www.grebel.ca/library/study-room-bookings](http://www.grebel.ca/library/study-room-bookings).

3. Nine public computers with Internet connections and Microsoft Office. Come prepared to save your work to an external drive as public terminal hard drives are wiped nightly.

4. Wifi for UW students through Eduroam.

5. Two printing options:
   a. uPrint: 14¢/double-sided page, print from your own computer to the library photocopier or any photocopier on campus. You will need funds on your WatCard.
   b. PCirculation Desk Printer: 20¢/double-sided page, must print from a library computer. Cash only.

6. A scanner for student use. Bring a USB to save your scanned documents.

7. Photocopier with Watcard payment only.

8. Scissors, stapler, and 3-hole punch available.

9. Elevator access.
10. Research help by full-time staff Monday to Thursday, 8:30 a.m. to 7:00 p.m., and Friday from 8:30 a.m. to 4:30 p.m.

Library tips:

- Don’t be caught short when you’ve got a deadline! Ask for research help!
- Put money on your WatCard for printing and photocopying. WatCard online deposit: https://account.watcard.uwaterloo.ca/depositframe.html
- Bring a USB drive to save your documents when using public computers.
- Sign in to Course Reserves for personalized information about reserve readings for your courses: https://www.reserves.uwaterloo.ca/ares/ares.dll

Library Hours (Fall and Winter terms)
8:30 am – 10:00 pm (Monday to Thursday)
8:30 am – 6:00 pm (Friday)
1:00 pm – 5:00 pm (Saturday)

www.grebel.ca/library
instagram.com/grebel.library.archives

The Mennonite Archives of Ontario

The Mennonite Archives of Ontario is located within the library. It holds source documents related to the history of Mennonites in Ontario. These include congregations, conferences, institutions such as Mennonite Central Committee Ontario, and individual Mennonites. In addition to paper documents, the collection includes photographs, audio tapes, video tapes, microforms. CDs and DVDs. It has archival material available for student research in relevant courses. It is accessible at www.grebel.ca/mao. Group tours of the archives for interested students can be arranged. Contact Archivist/Librarian Laureen Harder-Gissing for an
appointment: lharderg@uwaterloo.ca or (519) 885-0220 x24238
The Archives is generally open 8:30 am - 4:30 pm Monday to Friday.
www.grebel.ca/mao
instagram.com/grebel.library.archives

Atrium

The large open atrium area is a wonderful space for visiting and studying with its bright windows, comfortable furniture and handy Common Ground Coffee Bar. The large sculpture on the wall demonstrates the Anabaptist/Mennonite story and draws visitors from the community. Since this area of the College is a public gathering place for visitors, conference groups and faculty and staff, students must make sure that when they leave the area, they take all their books and belongings with them.

The atrium is available to residents/apartment dwellers 24/7.

Common Ground Coffee Bar

The College operates a coffee bar called Common Ground in the atrium. A variety of hot and cold beverages, baked goods and snack foods are available.

Normal operating hours are 8 am – 9 pm Monday – Thursday and 8 am – 5 pm on Friday. Evening hours are not available during Spring term.

All residents, associates and guests are welcome to purchase items from Common Ground.
Parking lot

1. Persons legitimately using Conrad Grebel University College parking facilities are classified as permit holders or visitors.
2. Parking permits are issued to College faculty, staff, residents, associates, music majors, PACS majors and full-time graduate students upon payment of applicable fees and completion of the necessary forms.
3. Legitimate permit holders must prove that they are the owners of the vehicle they are registering for the parking permit and that they will be the only ones parking that vehicle in the parking lot. Students may only purchase passes for vehicles where the ownership is in their name or their parents’ name unless specific permission from the Director of Operations is received.
4. Visitors must pay for parking at the prescribed rate through the ticketed parking system or the HonkMobile smartphone app. Ticket parking rates are posted at the entrance to the south parking lot.
5. Vehicles parked in the "No Parking" zones in front of the garbage bin, doorways and service entrances will be towed.
6. Parking is available in the main lot and a few spots are available at the north end. However, please note that two parking spots at the north end are 15-minute parking only.

THE COLLEGE ASSUMES THE RIGHT TO TOW REPEAT OFFENDERS TO THE UNIVERSITY POUND, AT THE OWNER'S EXPENSE.

Public use of Grebel facilities

The College is a centre for many activities. All outside groups are required to adhere to College policies. CGUC policy #912 outlines use of space relative to Grebel programming. This policy is negotiated between students and administration.
IX. FOOD SERVICES

If you would like to eat a meal in the Grebel dining room, you may either bring your own food (no nut products) or purchase a meal in one of two ways:

1. Pay-as-you-go cash purchase in the servery
2. Purchase a meal ticket through the main office.

Community Supper

Community Supper is included in your apartment fees. If you are unable to eat Community Supper with the student body because of a class conflict, talk with the Director of Student Services to arrange late supper or an alternate weekday dinner meal.

Meal times

Meals begin with UW’s orientation week and end with the UW exam period. On-campus associates do not hold meal plans. If they would like to purchase food with cash, they are welcome to do so. Alternately, they are encouraged to bring food from their apartment and eat with residents in the cafe (but no food with nut products allowed).

With that in mind, here is the schedule for those with a meal plan:

Weekdays:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00am–10:30am</td>
<td>cold, self-serve</td>
</tr>
<tr>
<td></td>
<td>7:30am–9:00am</td>
<td>hot</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30am–1:40pm</td>
<td></td>
</tr>
<tr>
<td>Afternoon snacks</td>
<td>2:00pm–4:30pm</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall/Winter:</td>
<td>5:00pm–6:30pm</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Spring:</td>
<td>5:00pm–6:00pm</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Wednesdays:</td>
<td>5:30pm–6:30pm</td>
<td>Community Supper</td>
</tr>
</tbody>
</table>
Weekends & Holidays:

Breakfast  8:00 am -11:00 am cold, self-serve
Brunch    12:00 pm -1:30 pm
Dinner    5:00 pm - 6:00 pm

No meal plan?

FYI... no sharing food with associates or other people who do not have a meal plan.

Guests need to purchase their food at the cash register... with cash.

If you have a guest (typically an out of town friend or relative... not a person who could associate) and they are visiting over evening snack time, they (or you) are expected to pay $2 to the snack parent

Snack nights

Snack nights are hosted by ‘snack parents’. These Grebel peers set out food at 10:10 and again at 10:30 so don’t feel that you have to arrive at 10:00pm sharp. Snack nights are Monday, Thursday and Saturday. ‘Open Kitchen’ on Sunday nights are for residents only.

Clean up after yourself on snack nights: put dishes and garbage in the appropriate spots. Do not leave items on tables for staff to clean up in the morning.

Fill it up

Fill up a dining room table before starting a new one
Fill up one side of the tray return carts before starting a new one
If you empty the milk - fill it up. Take the (empty) white carton to the cooler, put a fresh bag in, then return to the
milk machine to replace the carton. You can ask for help the first time you try.

**Special diets**

The food service staff try to accommodate special dietary needs. If an apartment dweller has medical or other reasons for requiring special dietary consideration, talk to the Director of Student Services and/or the Food Services Manager. Remember that food service is provided for a large number of people and a particular request is not always possible.

Grebel food services do not cook/bake with nuts and nut products. However, if you have a nut/peanut allergy, please talk to kitchen management as soon as possible for an explanation on safe eating practices in this institution. Watch for labels to identify foods that are gluten-free, vegetarian, vegan or have other noteworthy limits. Gluten-free items are stored in a gluten-free cupboard and freezer. Those who have made prior arrangements with the kitchen may use items from these designated storage areas. Ask the kitchen staff if you need help finding appropriate options.

**Outside groups**

Frequently, various outside groups reserve the dining room for banquets or receptions. The College tries to limit the number of groups to reduce disruption of student life, but Grebel asks students to be considerate when the dining room is in use. Residents/associates will be notified in advance of these events.

**Feedback**

Kitchen staff welcome feedback regarding food or food service. You can speak to the Food Rep on Student Council or speak directly with Lorie or Cheri in Food Services.
# X. CONRAD GREBEL PERSONNEL

Faculty/staff listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Allen</td>
<td>Music Department Assistant</td>
</tr>
<tr>
<td>Tyler Allen</td>
<td>Kitchen Assistant</td>
</tr>
<tr>
<td>Matthew Bailey-Dick</td>
<td>Anabaptist Learning Workshop Coordinator</td>
</tr>
<tr>
<td>Sue Baker</td>
<td>Conflict Management Certificate Program Manager</td>
</tr>
<tr>
<td>Jennifer Ball</td>
<td>Assistant Professor of Peace and Conflict Studies</td>
</tr>
<tr>
<td>Pam Bartel</td>
<td>Administrative Assistant to Student Services</td>
</tr>
<tr>
<td>Alicia Batten</td>
<td>Professor of Religious Studies and Theological Studies</td>
</tr>
<tr>
<td>Susan Bauman</td>
<td>Food Services Assistant, Cook</td>
</tr>
<tr>
<td>Jeremy Bergen</td>
<td>Associate Professor of Religious Studies and Theological Studies, Director of Theological Studies</td>
</tr>
<tr>
<td>Mimi Browne</td>
<td>Human Resources Manager and Operations Assistant</td>
</tr>
<tr>
<td>Mary Brubaker-Zehr</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Rebecca Chinanasa</td>
<td>Food Services Assistant</td>
</tr>
<tr>
<td>Sara Cressman</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Rebekah DeJong</td>
<td>Student Life and Recruitment Coordinator</td>
</tr>
<tr>
<td>Nicole Dietrich</td>
<td>Cook (on maternity leave until February 2019)</td>
</tr>
<tr>
<td>Judy Dyck</td>
<td>Kitchen Assistant</td>
</tr>
<tr>
<td>Alison Enns</td>
<td>Advancement and Events Assistant</td>
</tr>
<tr>
<td>Joshua and Laura Enns</td>
<td>Brubacher Museum Hosts</td>
</tr>
</tbody>
</table>
Marlene Epp  Professor of History, Peace and Conflict Studies, Chair of the Mennonite Studies Department
Neven Esmail  Food Services Assistant
Lowell Ewert  Associate Professor of Peace and Conflict Studies
Annette Farwell  Food Services Assistant, Cook
Werner Fieguth  Maintenance
Levi Flaming  Custodian
Faith and Colin Friesen  Campus Hosts
Nathan Funk  Associate Professor of Peace and Conflict Studies, Chair of the Peace and Conflict Studies Department
Kyle Gingerich Hiebert  Director of Toronto Mennonite Theological Centre
Margaret Gissing  Communications Assistant
Devon Grainger  Custodian
Laura Gray  Associate Professor of Music
Laureen Harder-Gissing  Archivist-Librarian
Peter Hart  Custodian
Paul Heidebrecht  Director of Kindred Credit Union Centre for Peace Advancement, Adjunct Assistant Professor
Dorothy Isaac  Accounting Assistant
Ljiljana Ilic  Food Services Assistant, Cook
Michelle Jackett  Coordinator, Kindred Credit Union Centre for Peace Advancement
Ed Janzen  Chaplain
Melissa Jantzi  Food Services Assistant
Stephen Jones  Managing Editor of the Conrad Grebel Review
Jennifer Konkle  Marketing and Communications Manager
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Kuepfer</td>
<td>Schlegel Specialist in Spirituality and Aging</td>
</tr>
<tr>
<td>Eric Lepp</td>
<td>Visiting Assistant Professor of Peace and Conflict Studies</td>
</tr>
<tr>
<td>Carol Lichti</td>
<td>Administrative Assistant to the President</td>
</tr>
<tr>
<td>Leanne MacKay Bain</td>
<td>Acting Administrative Assistant to the Director of Operations</td>
</tr>
<tr>
<td>Mandy Macfie</td>
<td>Library Clerk</td>
</tr>
<tr>
<td>Jessica Marchand</td>
<td>Food Services Assistant</td>
</tr>
<tr>
<td>Fred Martin</td>
<td>Director of Advancement</td>
</tr>
<tr>
<td>Janet Martin</td>
<td>Cook</td>
</tr>
<tr>
<td>Loretta Martin</td>
<td>Cook</td>
</tr>
<tr>
<td>Birgit Moscinski</td>
<td>Administrative Assistant to the Dean and Academic Program</td>
</tr>
<tr>
<td>David Y. Neufeld</td>
<td>Visiting Assistant Professor of History and Mennonite Studies</td>
</tr>
<tr>
<td>Reina Neufeldt</td>
<td>Associate Professor of Peace and Conflict Studies</td>
</tr>
<tr>
<td>Troy Osborne</td>
<td>Dean, Associate Professor of History and Theological Studies</td>
</tr>
<tr>
<td>Cheri Otterbein</td>
<td>Food Services Manager</td>
</tr>
<tr>
<td>Carol Penner</td>
<td>Assistant Professor of Theological Studies and Coordinator of Applied Studies</td>
</tr>
<tr>
<td>Kim Penner</td>
<td>Administrative Assistant to Theological Studies and the Anabaptist Learning Workshop</td>
</tr>
<tr>
<td>Paul Penner</td>
<td>Director of Operations</td>
</tr>
<tr>
<td>Seth Ratzlaff</td>
<td>Administrative Officer to PACS, Graduate Studies Coordinator</td>
</tr>
<tr>
<td>Pam Renaud</td>
<td>Cook</td>
</tr>
</tbody>
</table>
Rachel Reist       PACS Undergraduate Academic and Administrative Officer and Internship Coordinator
Anneke Sears Stryker  Food Services Assistant
Marcus Shantz  President
Bekah Smoot-Enns  Acting Administrative Assistant to Theological Studies and the Anabaptist Learning Workshop
                  Administrative Assistant, Toronto Mennonite Theological Centre
Kate Steiner    Assistant Professor of Music
Ruth Steinman    Assistant Librarian
Derek Suderman  Associate Professor of Religious Studies and Theological Studies, Editor of the Conrad Grebel Review
Maisie Sum    Assistant Professor of Music, Undergraduate Advisor
Karen Sunabacka  Associate Professor of Music
Gloria Thankdekile Ncube  CPA Host
Claudia Van Decker  Administrative Assistant to Music Department
Radmila Vujosevic  Food Service Assistant, Cook
Mark Vuorinen  Assistant Professor of Music, Chair of the Music Department
Lorie Yantzi  Assistant Food Services Manager
Amy Zavitz  Acting CPA Coordinator

Role of Director of Student Services

The Director of Student Services is the chief student life officer for the resident and associate students of the College. The Director is responsible for giving direction to the residence and student life program. As such, the Director is responsible to articulate the vision and needs of the
residential and associate programs and to represent these programs within the College, the University of Waterloo, and the constituency of the College. The Director does this while at the same time working for the welfare of the College as a whole.

**Role of Chaplain**

The Chaplain gives direction to and facilitates the chapel program. The aim of the Chapel Program is to nurture members of the College community in Christian faith from a Mennonite perspective with an attitude of respect for other religious traditions. The Chaplain works with a team of student leaders and consults faculty, staff, and administrators in order to provide regular worship services, individual pastoral care and healthy spiritual growth for the community.

**Role of Student Life Coordinator**

Under the administrative supervision of the Director of Student Services, the Student Life Coordinator participates in the work of Student Services which is to engage students in the building and celebrating a living and learning community. The person in this position will give focused attention to the OCR’s, the Living-Learning program, the Grebel Student Refugee program and more.

**Role of Campus Hosts**

The Campus Hosts are hired by the College to assist others in caring for the well-being of the residents, as well as to help maintain the physical plant. They live in the apartment in the residence wing and represent the College during non-business hours. They are available to answer questions, assist the dons during emergencies, and look after physical plant breakdowns. The Campus Hosts have primary responsibility for fire safety, parking and security during non-business hours. They are part of the Student Services team and work
closely with the dons, Director of Student Services, and the Director of Operations.

**Role of Dons**

Dons are students hired by the College to assist the Director of Student Services in caring for the well-being of the residents, as well as to help maintain the high quality of residence life. Generally, five dons live on the floors and are available for assistance and support.

The dons for 2019-2020 are:

**Fall 2019:** Aaron Oesch, Allison Weber, Josh Rampersad, Mary McPhee, Brandon McMurray

**Winter 2020:** Aaron Oesch, Allison Weber, Lorena Diller Harder, Emily Moore

**Spring 2020:** Adam Neufeld, Josh Rampersad, Mary McPhee

**Role of Apartment Superintendent**

The Apartment Superintendents are students hired by the College to assist the Director of Student Services in caring for the well-being of the apartment dwellers, as well as to help maintain the high quality of apartment living. Some responsibilities include facilitating apartment meetings, responding to emergencies, provides leadership on move-in and move-out days, and cleaning of public areas.

The Apartment Superintendents for 2019-2020 are:

**Fall 2019:** Anna Kuepfer

**Winter 2020:** Anna Kuepfer

**Spring 2020:** Sarah Odinotski
Role of Chapel Leadership Team

The Chapel team works with the Chaplain to carry out the chapel program. The team uses its abilities, gifts, and spiritual sensitivity to provide regular worship services, participation opportunities, and spiritual growth for the community. This leadership opportunity is valuable to students for growth in self-understanding and skill development. It helps students consider their own future involvements in faith communities. The team is chosen during the Winter term for the following year.

The Chapel Team for 2019-2020 includes: Nathaniel Kim, Anna Kuepfer, Miriam Lindsay, Rebekah Lindsay, Andre Wiederkehr, Theo Wiederkehr, Matthew Chase, Alana Hawton, Ben Klassen, Elaina Mohr, Katrina Steckle, Marisa Duncan, Suomi MacCarthy, and Yeabsra Agonfer

Role of Grebel Ambassadors

Grebel Ambassadors are students hired by the College to assist in recruiting prospective students. Some responsibilities include assistance executing the plan for UW Open House events, assisting in Grebel specific open house events such as Grade 10 Night and Choral Day(s), giving tours, corresponding with prospective students, and other designated jobs.

The Grebel Ambassadors for 2019 – 2020 are:
Fall 2019: Gemma Ricker, Hannah Kaethler, Simon Chute, and Andrew Dyck
Winter 2020: Zara Pachiorka, Miriam Lindsay, Olivia Cullen and Gemma Ricker
Spring 2020: Sarah Odinotski, Hannah Bernstein, Jenna Hiemstra and Simon Chute
Role of Student Council and Larger Leadership Team

The Student Council (SC) oversees all aspects of student-initiated programs. It works in consultation with the Director of Student Services. The President of the student body serves as its chairperson. Members are elected or appointed, depending on the position. SC is in charge of the student activity fee. SC funds a wide range of extra-curricular activities and contributes significantly in setting the direction of College life. The Larger Leadership Team (LLT) falls under the direction of the Student Council. Appointed members of the LLT provide support to student-lead programming in specific areas.

Student Council personnel

President: Mykayla Turner  
Vice-President: Peter Missiuna  
Secretary: Stuart Matthews  
Treasurer: Marcus Kruger  
Social Convener: Hanne Kuhnert  
Associate Reps: Abby Lobert and Charlotte Baker  
Co-op Rep: Isaac Painting  
Male Frosh Rep: will be elected in Fall  
Female Frosh Rep: will be elected in Fall

Larger Leadership Team personnel

Special Projects: Jaclyn McDougal & Julianna Suderman  
Food Rep: Sneha Praveen  
Athletic Reps: Zoe O’Neill & Ben Busca  
Grebelspeaks Editor: Braden Baker & Emilie Chase  
Environmental Reps: Rebecca Shelley & Katie Goerzen Sheard
Role of Grebel Orientation Committee

The Student Council appoints 2-3 people to work with a larger team of students to create, plan, and execute Orientation Week. They are called GOC (Grebel Orientation Committee). The Grebel GOC leaders for 2019 are: Sarah Odinotski, Margie McCloskey and Isaac Veldhuis.

During the Winter Term 2019 the GOC selected a group of Orientation Week Leaders (OWLS) who plan Grebel’s Fall 2019 orientation activities for both first year and returning upper year students.

The OWLs for Fall 2019 Orientation Week are: Ariana Neceski, Ben Busca, Bryce Kuepfer, Catherine Fowler, Emilie Chase, Hannah Bernstein, Hanne Kuhnert, Jenna Hiemstra, Jillian Vandervelde, Katrina Fluit, Leah Veldhuis, Michael Zhang, Miriam Lindsay, Owen Matsuda, Rebekah Lindsay, Rebekah Shelley, Rebecca Praveen, Stuart Matthews, Victoria Luemax.

Role of Winter Reading Week trip leaders

Each year, Grebel plans a service trip during the February break. Typically, this group partners with MDS (Mennonite Disaster Service) to assist with clean-up and rebuilding after a natural disaster. Typically, this trip entails traveling to the USA. Two students from an applicant pool will be chosen to
work with the Student Life and Recruitment Coordinator to plan and lead this trip. The leaders for the 2019-2020 team will be chosen in Fall 2019.

**MEDA Representative**

Mennonite Economic Development Associates (MEDA) are a non-profit organization that primarily provides micro-loans to under-developed areas in the world to assist in employment development and community building. MEDA also partners with Grebel to develop the next-generation of associates. The student rep promotes MEDA related events and typically leads a Grebel pitch team which travels each year to the MEDA convention. [https://www.meda.org/](https://www.meda.org/)
The 2019-2020 MEDA rep is Charity Nonkes.

**MCC Representative**

Mennonite Central Committee (MCC) is a non-profit relief and development organization. They work is oriented toward global community development and aid. MCC also partners with Grebel to develop the next generation of MCCers. The student rep promotes MCC related events within the Grebel community. [https://mcccanada.ca/](https://mcccanada.ca/) The 2019-2020 MCC reps are Maddie Neufeld and Andrew Cullar.
XI. LANDMARK EVENTS

Events do not make community; community happens as each individual gives something of himself or herself. But certain events and traditions have evolved that help to support the possibility of community. Some of these traditions are listed below.

Orientation Week

Activities are planned for the entire week beginning on Sunday September 1, 2019. Orientation Week at Conrad Grebel is for all Grebel students – first-year and upper-year. On-campus associates are encouraged to participate in all Grebel events.

Commencement

Commencement is an All-College assembly that opens the new school year. It is held on Tuesday of orientation week beginning at 5:00 pm in the Great Hall. Dinner in the dining room follows.

All-College Retreat

Each year, on the weekend following Labour Day, there is an All-College retreat at Camp Trillium, on Rainbow Lake near Waterford. This is the final event of orientation week where Grebel students, faculty, and staff take time out to relax and get to know each other away from the College setting. The residence will be entirely closed and all residents/apartment dwellers are expected to go. If for some reason an apartment dweller is unable to attend, they must notify the Director of Student Services.
Chapels

There is one weekly worship service on Wednesdays at 4:30 pm (in addition, students gather for study, informal worship or discussion throughout the week). Although based in the Mennonite, Anabaptist tradition, the Chapel program strives to find ways in which the Christian faith and all its participants can find expression. Active participation by students, faculty and staff make this a vital part of life at Grebel.

Community Suppers

Every Wednesday night, Grebel residents, associates, faculty and staff gather for dinner and a short program. It’s a regular, mid-week opportunity to gather and reconnect as a College. It is one of the most important things we do together and students are asked to make weekly attendance a top priority.

End of Term Celebrations

Each term is finished in style with a superb event. Grebel faculty, staff, residents, and associates celebrate the term by joining together for a special Chapel service at 5:30 pm, a dinner at 6:30 pm and a late evening talent show and dance. Due to space constraints, students may not bring guests.

Taste of Grebel Day

This is a festive occasion that occurs annually at Grebel. Family and/or friends of all Grebel residents and associates are invited to come and experience ‘life’ at Grebel. This day gives them a chance to learn more about the College, meet and hear from faculty and staff, interact with students, and experience student talent. It’s a fun day for all!

Unfortunately, due to construction, this event will not occur in 2019.
Bridges

"Building Relationship through Encounter and Service"

Bridges is our service-learning program. Learning is never limited to what happens in the classroom! In fact, many of our most transformative experiences come when students step off campus and encounter people and places that are new, different, and perhaps difficult to understand. Through the Bridges program, residents/associates are invited to participate in a variety of service and learning activities that will offer the opportunity to build relationships with individuals and communities not encountered otherwise.

Convocation

All undergrads convocate at the University of Waterloo. Grebel also wants to celebrate the graduation of students who have been most closely linked to the College - the residents, the associates, those in our Music and PACS programs as well as our graduate students in Theological Studies and Peace and Conflict Studies. Every spring a celebratory convocation event is planned for the graduating students and their family and friends. A reception follows in the dining room.

Other Activities

Many other activities undergird community: athletics, small group studies, social events, talent shows, volunteer opportunities, reading week trips etc. On campus associates are encouraged to engage as fully as possible.
XII. OTHER INFORMATION

Office hours

Student Services Office:
The Student Services department is typically open Monday to Friday 8:30 am - 4:30 pm. Pam Bartel (Administrative Assistant), Mary Brubaker-Zehr (Director of Student Services), Ed Janzen (Chaplain) and Rebekah DeJong (Student Life and Recruitment Coordinator) typically work Monday through Friday although their hours may vary from time to time.

Main Reception Office:
Grebel’s Main Reception Office is open Monday to Friday. Fall/Winter hours are Monday – Thursday 8am to 7:30pm and Friday from 8am to 5pm. Spring hours are 8am to 5pm. Calls coming into the College after hours are directed to the Campus Hosts’ apartment.

Lost & found

Non-valuable items can be put into the lost & found located in the locker room by the student lounge. Usually missing clothing items and books that have been left lying around can be found there. This bin is cleaned out monthly and taken to the main office where the items are kept for an additional month. Valuable items found, such as watches, keys, glasses and wallets are taken directly to the Main Reception Office and should be claimed there. All items not claimed at the end of each month become the property of the College and are disposed of accordingly.
Mail

Mail is delivered before 9:00 am each morning and can be picked up from the Main Reception Office by student volunteers after 10:00 am. Residents and associates have individual mail boxes located in the Student Games Lounge.

Postage can be purchased at the Main Reception Office during regular hours for letters. The front office is not equipped to mail parcels.

Canada Post’s policies no longer allow the College to forward any mail. If a resident wishes to have mail forwarded, contact Canada Post to make arrangements. Following a student’s departure, Grebel will hold mail at the Main Reception Office for one term only. After one term, first class mail not picked up will be “returned to sender” and all other mail will be discarded a few weeks into the term. To make alternate arrangements for any special mail, contact the Main Reception office.

Publications

Every Wednesday during Fall/Winter terms, the College produces a community bulletin which is issued at Community Supper and emailed later in the week. The bulletin underscores significant events taking place at Grebel in any given week and notes other matters of general interest.

Grebelspeaks is the student newspaper published about three or four times per term. A student editor is appointed by the Student Council, and the bulk of the writing is done by Grebel students volunteering articles.

Jahrgeist, (from the German phrase, “spirit of the year”) is the student yearbook. Student editor(s) are appointed by Student Council. The purpose of the yearbook is to create a representative record of College life for a given year.
Scholarships, awards, and bursaries

Conrad Grebel University College students are eligible for all scholarships, bursaries and financial aid programs offered by and through the University of Waterloo, including OSAP (Ontario Student Assistance Program) and Canada Student Loans. Information regarding all such aid is available through the University Student Awards Office in Needles Hall.

In addition, the College has a number of bursaries, scholarships and awards managed by Grebel’s Scholarship and Bursaries Committee. Bursaries are regarded as supplemental assistance offered after all other options such as OSAP have been explored. Other awards are offered on the basis of merit and would-be recipients may apply or be nominated. Brochures are available in the Student Services office and on-line (uwaterloo.ca/grebel/financial-aid-awards/Residents-Associates). For more information about residence awards, contact the Director of Student Services. For information about PACS awards contact the PACS Department. For information about Music Awards contact the Music Department.

Grebel courses

Grebel houses the Peace and Conflict Studies (PACS) and Music programs for the University of Waterloo and teaches in areas like history, sociology, religious studies Mennonite studies and more. As such, students come from all over campus to study and learn from our engaging and personable professors.

No matter the faculty, students living in the apartments are strongly encouraged to take a Grebel course or two or three or more! It is going to be hard to pick. A list of Grebel courses can be found at: https://uwaterloo.ca/grebel/academics/course-offerings
There are at least four benefits to taking a Grebel course:

1. You can put on your slippers and go to class!
2. You get to know Grebel professors really well – and they get to know you!
3. It is easy to go to their office hours
4. Our courses invite you to consider important questions of meaning, faith, life and values - what could be better?

Musical organizations

The University of Waterloo Music Department at Conrad Grebel University College invites all students, faculty, staff and community members to join any of the five varied musical ensembles that it sponsors and organizes. Each ensemble listed below can be taken for credit (0.25 credits each) or as an extracurricular activity. Regular attendance at rehearsals is required, and attendance at dress rehearsals and performances is mandatory. All of these groups present at least one concert during the term. For more information about participating in an ensemble, audition, or interview dates and requirements, visit the Music Department website: uwaterloo.ca/music/ensembles or email Angelica Allen at a26allen@uwaterloo.ca in the Music Department. To sign up for an audition, go to the music department website. Audition times are selected online, separately for each ensemble. Residents may audition for more than one ensemble.

The UNIVERSITY CHOIR, under the direction of Liska Jetchick, meets every Tuesday from 7 pm-10 pm beginning the first week of classes each term. This large choir performs a varied repertoire of works from the past and present. The interview consists of a series of vocal exercises to determine vocal capability.
The **CHAPEL CHOIR**, under the direction of Kate Steiner, meets every Monday from 3:30 pm-5:00 pm and Wednesday from 3:30 pm - 5:20 pm in the CGUC Chapel beginning the first week of classes (Fall/Winter terms only). This choir is a group of about 20 singers who participate in College Chapel services (Wednesday, 4:30 pm - 5:20 pm) and visit area churches. Acceptance into Chapel Choir is by audition. Students will be asked to arrive to their audition warmed up and ready to sing. The audition requires singing a series of vocal exercises and doing some sight-reading (no prepared piece is required).

The **CHAMBER CHOIR**, under the direction of Mark Vuorinen, meets every Tuesday and Thursday in the CGUC Chapel from 4:00 pm-5:30 pm beginning the first week of classes (Fall/Winter terms only). This small ensemble of about 25 voices performs madrigals, motets, cantatas and other works suitable for a small choir. Acceptance into the UW Chamber Choir is by audition. Students will be asked to arrive to their audition warmed up and ready to sing. The audition requires singing a series of vocal exercises and having a prepared piece ready. The choices for a prepared piece are listed on the website.

The **WORLD MUSIC ENSEMBLE**: Gamelan Music of Bali meets on Tuesdays and Thursdays, 4:00-5:20pm (Room 1209) and is led by I Dewa Made Suparta. On the island of Bali, the idea of community and the spirit of interaction are highly valued and extend to music making. Being an aural/oral tradition, repertoire - from ritual pieces to modern compositions, instrumental or dance - is learned and played without notation. Students experience this communal process of creating a unified sound on a gamelan semara dana (one of several types of gamelan found in Bali) consisting of gongs, metallophones, and drums. No previous gamelan experience is necessary.
The **UW JAZZ ENSEMBLE** under the direction of Michael Wood. It meets every Monday in the Great Hall (Conrad Grebel University College, room 1111) from 7 pm to 10 pm. The UW Jazz ensemble is available in Fall/Winter terms. Auditions consist of one prepared piece in any style. The Director tries to accommodate both traditional and non-traditional jazz instruments in the ensemble.

The **INSTRUMENTAL CHAMBER ENSEMBLES**, directed by Ben Bolt-Martin, meet at different times during the week, depending on the schedule of the members of each ensemble. Instrumentalists interested in playing in small groups of approximately 3 - 8 players may join this group of ensembles after auditioning. These musicians perform a wide variety of classical music from all time periods. Audition requirements: two contrasting pieces, one lyrical and one technical.

**VOCAL TECHNIQUES** meets on Wednesday evenings in the Fall Term from 7:00-9:00 pm in room 1302. It is structured in a lab format and is led by Stephanie Kramer. It covers the foundations of singing, basic pedagogy, diction/phonetics, practice routines, and performance tips designed to prepare students for more in-depth individual voice instruction. There will be opportunity to sing a variety of repertoire during class time using the skills covered. This course is also useful for pianists interested in vocal accompanying. All interested University of Waterloo students are welcome to sign up for a brief vocal interview. Ensemble size is limited to 20 with priority given to students enrolled in a music studio course. Acceptance into Vocal Techniques is by interview and at the discretion of the instructor. Class members are not required to sing solos, so this course is useful for both beginners and experienced singers.
Music events

The Noon Hour Concert series, sponsored by the University of Waterloo Music Department at Conrad Grebel University College, presents performances by local and international professionals who are extremely talented. These free concerts are presented in the fall and winter terms and feature classical, jazz, world music, and contemporary works. Noon Hour Concerts take place on most Wednesdays, 12:30 pm -1:20 pm, in the CGUC Chapel.

Additionally, toward the end of each term, many of the University of Waterloo’s Music students present recitals in the Chapel. Admission is free and everyone is encouraged to come.

Concerts begin promptly at the times announced. Please be considerate of performers and listeners. If arriving late, wait for a break in the program before entering.
XIV. EMERGENCY INFORMATION

Who to Call

On-Don phone: 226-220-1054
Campus police 519-888-4567 x 22222

In case of emergency, please contact the Dons or Campus Hosts for assistance. They are prepared to help in case of fire, medical emergency, criminal activity, mischief, equipment breakdown and any other situation you do not know how to handle.

The Apartment Superintendent and Campus Hosts have access to first aid kits and the AED in the dining room and they have basic first aid training. In any case, when immediate medical assistance is required - call 911.

If you become aware of or suspect criminal activity contact the UW Police and a don/Campus Host immediately.

UW CAMPUS POLICE: 519-888-4567 x 22222

In case of equipment breakdown in any aspect of the physical plant, please contact the Apartment Superintendent or the Campus Hosts. Do not attempt to repair something yourself.

Grebel Health and Safety Committee

Conrad Grebel University College has a joint Health and Safety Committee. This Committee has the responsibility of identifying and evaluating potential hazards and making recommended corrective action with follow up to ensure implementation. However, health and safety begins with each student. Occasionally, certified health and safety members of the committee will do a walk-through of the apartment building. With safety in mind, some of the following guidelines have been put in place for your protection.
Fire Safety Procedures

Fire safety is everyone’s business and responsibility. This is especially important when so many people live and work in one building. In order to ensure maximum safety, students must ensure fire safety in his/her own room.

1. Extension cords should be carefully monitored.
2. Circuits must not be overloaded.
3. Light bulbs in lamps must be of the proper wattage to avoid overheating.
4. All electrical equipment used in the rooms (kettles, hair dryers, stereos, etc.) must be electrically safe, CSA approved and used appropriately.
5. Grebel is smoke-free. Persons who choose to smoke or vape must do so outdoors (min 10 meters away from any buildings) and must properly extinguish and dispose of cigarette butts in receptacles provided.
6. Use of candles in Grebel rooms is not permitted.

Fire Safety Equipment

Apartment suites are equipped with heat detectors tied into the College’s fire detection system. Each suite is also equipped with two smoke detectors which are local to the unit and are not connected to the College’s larger fire detection system. The corridors in the apartment building are equipped with smoke detectors which are tied into the College’s fire detection system. Fire extinguishers are located at each end of the apartment corridors. Never attempt to use a fire extinguisher unless familiar with its use, and only if the fire is small and easily extinguishable.
In Case of Fire

1. Sound the alarm from the closest pull station. Ensure that someone is calling the fire department at 911.
2. Clear the immediate area, close doors and windows if possible, and inform the Fire Alarm Response Crew of the fire location.

IF THE FIRE ALARM SOUNDS
Immediately stop what you are doing. Remain calm and prepare to evacuate if necessary.

Follow the instructions of staff, Campus Hosts and Dons given over the PA system during a fire alarm.
XV. IMPORTANT DATES

**Fall Term, 2019**

Aug. 9          Fall fee payment deadline
Aug. 24-Aug. 30  Don Orientation
Aug. 31-Sept. 1  Student Leaders’ Retreat
Sept. 1         Residence opens @ 2:00pm
Sept. 1-6       Orientation Week
Sept. 3         All-College Commencement Event
Sept. 4         Lectures begin
Sept. 7-8       All College Retreat, Camp Trillium, Rainbow Lake
Oct. 14         Thanksgiving Monday -- Holiday
Oct. 15-18      Fall Reading Week
Nov. 2          UW Open House for prospective students
Dec. 3          Lectures end
Dec. 4          Term End Celebration
Dec. 6-21       Fall term examination period
Dec. 22         Grebel Residence closes @ 11 am
Dec. 23-Jan. 1  Christmas Holidays (Grebel offices closed)

**Winter Term, 2020**

Dec. 6          Winter Fee Payment Deadline
Jan. 1          New Year’s Day
Jan. 5          Residence opens @ 2 pm
Jan. 5-10       Frost Week
Jan. 6          Lectures Begin
Feb. 17         Family Day (Grebel offices closed)
Feb. 18-21      Reading Week
Mar. 21         UW Open House for prospective students
Apr. 3          Lectures end
Apr. 3          Term End Celebration
Apr. 8-25       Winter term examination period
Apr. 10         Good Friday (Grebel offices closed)
Apr. 19         Conrad Grebel Convocation
Apr. 26         Grebel closes @ 11am
Spring Term, 2020

Apr. 3    Spring Fee Payment Deadline
May 3    Residence opens @ 2 pm
May 3-9    Heat Week
May 4    Lectures begin
May 18    Victoria Day - Holiday
May 23    UWaterloo Open House for prospective students
July 1    Grebel office closed
No community supper
July 28    Lectures end
July 29    Term End Celebration
July 31 – Aug. 15    Spring term examination period
Aug. 3    Civic Holiday
Aug. 16    Grebel residence closes @ 11 am
XVI. IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Fire and Ambulance</td>
<td>911</td>
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<tr>
<td>UW Police and Security</td>
<td>519-888-4911 ext. 22222</td>
</tr>
<tr>
<td>Poison Control Centre</td>
<td>1-800-268-9017</td>
</tr>
<tr>
<td>UW Health Services</td>
<td>519-888-4096</td>
</tr>
<tr>
<td></td>
<td>(Office hours: 8:30 a.m.-7:30 p.m. M-Th, 8:30-5:00 F. After office hours and on weekends and holidays call the above number and follow the instructions OR call TELEHEALTH: 1-866-797-0000.)</td>
</tr>
<tr>
<td>Grand River Hospital Clinic</td>
<td>519-742-3611</td>
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<tr>
<td>St. Mary’s Hospital</td>
<td>519-744-3311</td>
</tr>
<tr>
<td>UW Counseling Services</td>
<td>519-888-4567 ext. 32655</td>
</tr>
<tr>
<td>In an emergency call:</td>
<td></td>
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<tr>
<td>K-W DISTRESS LINE</td>
<td>519-745-1166</td>
</tr>
<tr>
<td>UW Switchboard</td>
<td>519-885-1211 or 888-4567 - automated operator</td>
</tr>
<tr>
<td>UW Turnkey Desk/Safety Van</td>
<td>519-888-44434</td>
</tr>
<tr>
<td>UW WALKSAFE Service</td>
<td>519-888-4949 OR ext. 84949</td>
</tr>
<tr>
<td>UW Sexual Assault Centre</td>
<td>519-888-4567 x46869</td>
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<tr>
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<td>519-888-4567 x40025</td>
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CONRAD GREBEL UNIVERSITY COLLEGE

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<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>CGUC Main Office</td>
<td>519-885-0220 ext. 0</td>
</tr>
<tr>
<td>After hours rings through to Campus Hosts: Faith and Colin Friesen</td>
<td></td>
</tr>
<tr>
<td>CGUC Student Services:</td>
<td></td>
</tr>
<tr>
<td>Pam Bartel, Admin Assistant</td>
<td>ext. 24236</td>
</tr>
<tr>
<td>Mary Brubaker-Zehr:</td>
<td>ext. 24235</td>
</tr>
<tr>
<td>Ed Janzen:</td>
<td>ext. 24249</td>
</tr>
<tr>
<td>Rebekah DeJong</td>
<td>ext. 24215</td>
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</tbody>
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