STUDENT SERVICES MISSION

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.

Personal Emergence
Leadership Development
Academic Success
Faith Development
Building & Celebrating Community

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 a residential 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, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. (excerpt from Ontario Human Rights Code https://www.ontario.ca/laws/statute/90h19).

As you can tell, Grebel is more than a place to eat, sleep and study. It is a residential community that invites your enthusiasm, your commitment and involvement. It is a residence 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 residence 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 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

Residence administration

Ultimate and ongoing responsibility for Conrad Grebel University College’s (the College) residential program (on and off campus residents, on and off campus associates) lies with Grebel’s Board of Governors whose representative is the College President. The President in turn delegates the responsibility of administering the residential 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 residential 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 Dons share the responsibility for the social, athletic and spiritual programming of the residential program.

Although recommendations for changes to the Handbooks 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 both academic and residence 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, e-mail, 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)

Upon request the Administrative Assistant to Student Services can provide a copy of the complete policy.

Confidentiality

Student Services staff and student leaders are committed to treating all students with dignity and respect. We will treat private conversations with respect and honour. With this said, we cannot, in all cases, promise 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 AND FEE PAYMENT POLICIES

Basic fees includes full room and board beginning with dinner the first day residence opens until breakfast the morning after the last day of scheduled exams. Fees will not be adjusted for specific dining habits or needs. A contract for accommodation is valid for room and board only. It is not linked to specific room location or roommate pairing. Room location and roommate pairing is at the sole discretion of the College and can be determined or adjusted upon direction from the Director of Student Services.

First time Grebel Residents

A $500.00 deposit must be paid in full by the designated deadline date to Conrad Grebel University College. This deposit is held in escrow until such a time as the resident has completed a term and has no future accommodation contract with Grebel after which time it will be returned (with interest) to the student.

Policies for all Residents

1. A $500.00 deposit must be active with the College
2. If the student does not fulfill the terms of the contract, the deposit and accrued interest is forfeited.
3. Students entering the Fall term are required to register for two terms (Fall/Winter or Fall/Spring). 60% of the total 8 month cost, including various activity fees, is due on the first term’s due date with the remaining 40% due on the second term’s due date.
4. Students entering residence in Winter or Spring terms may contract for a single term. Anyone holding a four month Winter or Spring contract will pay 100% of the costs by the term’s due date.
5. If fees are not paid by the due date and if no mutually agreeable payment plan has been negotiated with the Accounting office, unpaid fees will be subject to a penalty.
charge of $50.00. Statements will be issued monthly on all unpaid balances and a 2% monthly interest charge will be levied for balances outstanding on the last calendar day of the month, beginning in September (January for Winter, May for Spring).

6. Due dates for 2019-20 are:
   Fall 2019 August 9, 2019
   Winter 2020 December 6, 2019
   Spring 2020 April 3, 2020

7. Residents may not occupy their room during Christmas break or between terms. Term fees cover the period from Grebel’s move-in day to the morning after the last scheduled exam. Only in unusual circumstances and for additional fees will special arrangements be made.

**Contract Provisions for Resident Students**

1. An accommodation contract is valid only if the College receives the properly signed and witnessed offer by the acceptance deadline.

2. According to College policies, referred to in point 7 below, the applicant is responsible for the payment of all residence fees for the contracted terms of residence 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 residence 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 residence fees for the contracted terms of residence:
   a. if the applicant has not moved into residence on the date the contract 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 moving in after that date; or
   b. if the applicant has not paid the residence 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 residence 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 residence fees for the contracted terms of residence:
   a. if the applicant is not admitted for study to an academic program of the University of Waterloo or Wilfrid Laurier University (called the “Universities”); or
   b. if the applicant loses the right to continue studies in his or her academic program; or
   c. if the applicant is not in satisfactory academic standing with the Universities (“satisfactory”, for the purposes herein, shall be determined solely at the discretion of the College acting reasonably); or
   d. if the applicant voluntarily chooses not to fulfil the contract by notice to the College prior to the onset of the contracted terms; or
   e. if the applicant voluntarily vacates the residence during the contracted terms of residence (“vacates”, for the purposes herein, shall be determined solely at the discretion of the College acting reasonably); or
   f. if the applicant involuntarily vacates the residence, during the contracted terms of residence. 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 room occupied by the applicant and to the furnishings within the room, and to 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 last date of the contracted terms, as referred to above.
7. The policies and procedures of the College as outlined in this student residence handbook are hereby incorporated as part of the 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](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
Income tax

Students in residence do not pay taxes on their residence fees as the University residences 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 in residence. Proof of residence or tax receipts for residence fee payment are not needed.
VI. GUIDELINES FOR COMMUNITY LIVING

Grebel resident commitment

The guidelines for community living as laid out in this handbook represent the understanding upon which students sign their residence contract. Students who sign their residence contract are agreeing to and are 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

The guidelines below are to help you, and others, get the most out of your residence experience. Live into them to the best of your ability.

Quiet hours

Grebel has a long-standing tradition of creating a living environment that is enjoyable and fun, yet conducive to effective study and sleep. That said, some background noise is to be expected in a residence community of 142 people. Individuals hear and experience noise differently. Students are encouraged to take responsibility for managing how noise impacts them by doing such things as:

- shutting their doors,
- finding other places at Grebel or UW to study,
- using ear plugs
- creating white noise,
- and/or being proactive and discussing noise hopes and concerns with their neighbours. Dons are always willing to help, but we ask students to take some initiative.

A more expressive hour (loud hour) is enjoyed in residence from 10 – 11pm Sunday to Thursday evenings and 6pm – midnight Friday and Saturday. While a higher level of noise is expected during these hours, respect for neighbours and the
community is paramount. Loud hour times will vary during exams.

**Music and musical instruments**

As per the quiet hour guideline, take note of respectful ways to enjoy your music at Grebel:

1. All stereo systems should have headphones available and headphones must be used if the resident wants to play music at such a volume that it could be heard in the hallway or surrounding rooms.
2. Headphones must be used at all times if playing an electric instrument in the residence.
3. Quiet instruments (i.e., acoustic guitar, ukulele) may be played quietly in residence rooms (with the door shut) prior to 11pm. Attention to and consideration for the noise tolerance of your roommate and neighbours must be kept in mind at all times and the playing discontinued if there are complaints.
4. Louder instruments (i.e., trumpets, drums, bagpipes, etc.) may not be played in residence rooms. Use the music practice rooms adjacent to the games room to enjoy these instruments. See the “Music Practice Rooms” section (p 38) for ‘use’ rules.
5. Singing and playing musical instruments in the stairwells can be disruptive to residents and is only permitted if the students in the affected area agree.

**Fragrances**

While many people are unaffected by fragrances, those who are affected suffer moderate to severe reactions. It is good practice to check with those around you before using products with built-in fragrances – perfume/cologne are obvious ones, but deodorant, shampoo/conditioner and body wash fragrances can also trigger reactions.
Day or overnight guests

Residents are welcome to have day and overnight guests. We welcome guests for one or two night stays. If the guest remains longer, the College may require them to pay the per night guest rate. If residents have an overnight guest, they must fill in an overnight guest registration form found at: http://grebelweb.uwaterloo.ca/cookie/index.php

Keeping in mind the relationship guideline below, guests should stay in a room that matches their gender identity.

Parents are welcome to visit the College, but need to find overnight accommodation off campus.

Your guest is YOUR responsibility. Please ensure they abide by Grebel’s guidelines. Failure to follow Grebel’s guidelines may result in the dons or administration asking your guest to leave.

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 residents have a right to privacy in their rooms and it is especially important that residents respect their roommate’s privacy. Roommates are encouraged to discuss their privacy needs with each other. Residents should return to their own rooms to sleep and residents and/or guests may not spend the night in the room of their romantic partner.
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. Dons reserve the right to confiscate the alcohol from an underage student. Delayed response in opening one’s residence door and/or attempting to remove or mask the smell will raise suspicion of use. An underage resident 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. Students may consume alcohol moderately in their room when their roommate agrees and when it does not interfere with the peace and personal freedom of other residents.

      Alcohol may also be consumed in 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 in residence.

      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. 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

Drug use

At all times, residence 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 residence community.

Students are prohibited from possessing, using, or trafficking any illegal drug substance in residence or surrounding 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 residence 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 residence 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 in student residence rooms only when it does not interfere with the peace and personal freedom of other residents and only when roommates 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 in rooms

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. Dons 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 42: https://uwaterloo.ca/ethics/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 a Grebel Don. These people will support you with care and compassion and help you determine next steps. Additionally, you may consult https://uwaterloo.ca/police/campus-safety/sexual-assault for general information about resources and support, and/or the University of Waterloo’s Sexual Violence Procedures and Protocols https://uwaterloo.ca/ethics/policies/procedures/guidelines/policy-33.
Quick help

On-campus support

- Amanda Cook – UWaterloo Director, Sexual Violence, Prevention and Response
  519-888-4567 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 behaviour

It is assumed that residents 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 residential 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 under the direction of the College’s Board of Governors, and in consultation with Student Council establishes the guidelines laid out in the student 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, 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.
VII. GREBEL SPACES

The residence is 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 p24.

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:
• All buildings are locked between 10pm and 11pm each night and reopened again at 7am the next morning. Residents should take their building key if they leave the building during these times.
• Outside entrance lights should remain on.
• Many residents choose to keep their residence 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 resident sees someone in the non-public areas of the residence 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 residents at Grebel 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).

Arrivals and departures

Check-in
When arriving at the start of term and receiving a room, each resident is responsible for doing a “room check” using the orange card system. Orange cards are provided through the Student Services’ office. The room check entails taking a close look at all parts of the room and then signing the card if the room is in an acceptable condition.

Checkout
When departing Grebel, students must leave their rooms 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.).
The check-out procedure involves a don and your orange card. After you thoroughly clean your room, a don will examine it and compare it against what is indicated on the orange card 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 a don at check-out time. Failure to be checked-out by a don will result in a deduction from one’s deposit.

All residents are encouraged to move out upon completion of their exams and assignments. The residence closes at 11:00 am on the day following the last University of Waterloo exam day. All residents must be out of the residence 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 residents’ belongings during terms when they 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, residents will be billed for their removal.

For Bike and Hockey equipment storage, see pp 39 and 40.

**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 resident will receive a room and building key upon moving into residence. Bike shed and hockey storage keys are available upon request. Each OCR will receive a building key upon arrival. Bike shed 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 residents against theft or damage. We recommend that if residents 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 in residence has high-speed access to the University’s computer network (ResNet) and the Internet. There is no additional cost to obtain this connection.
If a resident 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, residents should bring the cables and hardware they need for their equipment.

**Your resident room**

Note the following:

1. Each resident is provided a single bed, mattress, study desk, bookshelves, desk chair, wardrobe and window drapes.
2. No units constructed for the purpose of creating additional floor space are permitted.
3. It is not acceptable to disassemble any furniture or fixtures in the room except in the case of beds and desks intended for adjustment.
4. If a resident chooses not to use a piece of furniture in their room (i.e. desk chair), the piece of furniture needs to stay in the room.
5. Each student is responsible for the care and upkeep of their room and its furnishings.
6. Window screens may not be removed at any time.
7. During the term, if furnishings in the room break or if other damages occur, report immediately to a don. If the resident is not responsible for the damage, there is no charge. Residents are helping themselves and the College by reporting the situation as soon as possible. If it has been determined that careless behaviour has caused damage to rooms, College buildings or their contents, the student(s) involved are responsible for the repair costs. Careless behaviour includes all damage beyond normal wear and tear. Students are responsible for any damage caused by their guests.
8. All room arrangements must have the agreement of both students sharing the space.

9. Residents may use creativity in decorating and personalizing their rooms. The decor of the room must be consistent with College values, healthy relationships, and good taste.

10. Only reusable adhesive putties (e.g. LePage’s Fun-Tak) may be used in attaching posters, etc. to any surface. Do not use duct tape, glue, screws, or other adhesives which leave permanent scars. Remove all putties before checkout.

11. Upon request, two sheets, a pillowcase and one blanket are available. If using College linens, sheets may be exchanged upon request (not more than once/week unless exceptional circumstances). Make arrangements with a don.

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

13. Each residence room is equipped with its own thermostat to control the temperature in the room. When adjusting the thermostat, "5" indicates a maximum setting and "0" indicates the minimum setting. Do not set the thermostat above "0" if windows are open and do not remove or tamper with thermostats for any reason.

14. Items such as roller blades, water guns, BB guns, knives (real or decorative) and other “play-like” weapons are not permitted inside the buildings.

15. Electrical appliances, that facilitate living and working comfortably in one’s residence room, are subject to several considerations:
   a. All electrical appliances must be in good condition, electrically safe, and CSA approved.
   b. No single appliance may be rated as consuming in excess of 1,000 watts or 8 amps of electrical power.
   c. Power bars must be equipped with circuit breakers.
d. Food preparation and cooking appliances are not permitted. Exceptions will be made for small coffee makers (no more than 1,000 watts), small refrigerators (no larger than 5.0 cubic feet and no more than 1,000 watts) and hot-air popcorn poppers. Microwaves of any size are not permitted.

**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 (or 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. Residents will be assigned days to clean common lounges.
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.
Washrooms

Grebel is committed to meeting basic human needs with respect and dignity. In the multi-user washrooms throughout the college, we respect the right of everyone to choose a washroom that is appropriate for them, in which their needs may be met in comfort and peace, and, without anxiety, humiliation or fear. We trust that persons using our washroom spaces belong in them and should not be subject to gender-policing, i.e., judgement, harassment or assault. We further trust all washroom users to treat each other with respect and dignity.

The multi-user washroom on the fourth floor short end has been renovated to increase privacy. This renovation begins the improvement of our washroom spaces by increasing washroom space available to all regardless of gender identity. This multi-user washroom is designated as an all-access/gender-neutral/gender-inclusive/gender-diverse washroom.

Single-user washrooms are located in the Chapel lobby area and next to the Coffee Bar in the Atrium. A single-user shower is available in the Lower Atrium. While these washrooms are in the more public areas of the college, they are available for students to use at their own discretion and comfort. All single-user washrooms at Grebel are gender-inclusive/gender-neutral.

Hallways

All hallways are considered public space. Residents may choose to put up posters and signage in designated areas. The College reserves the right to take down any posters or signs etc. that it feels do not reflect the College’s values.

For safety reasons, hallways should be kept completely clear. (i.e.: such items as rubber mats, boots, shoes, boxes, hockey equipment are not permitted in hallways).
For safety reasons, running is not permitted in the hallways.

**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.
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 resident 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 Campus Hosts.
**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 – daily! Additionally, residents and OCR’s will be assigned specific cleaning days throughout the term.

**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 pp 46-48 for more information.

**Locker room**

There are lockers in the games lounge and near the study lounges reserved for off-campus associates and off-campus residents. If a locker is needed, please sign up for one in Student Services before putting on a lock. Lockers not registered with Student Services will have the locks cut off and the contents discarded.

**Residents’ 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.

**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/server 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. There are two exceptions:
   a. Fruit you have started to eat
   b. Bag lunches – see page 52

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

7. You are welcome to fill your personal mug with coffee/tea/hot chocolate and take it out of the cafeteria.

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 forbearers.

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 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 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, 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
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. Circulation 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.

The resident meal plan does not include items sold in the coffee bar. 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 not only a residence but it is a centre for other 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.
VIII. FOOD SERVICES

Meal plan

Meal plan fees cover:

- a reasonable adult portion of food for breakfast, lunch & dinner that is eaten in the dining room/patio during designated meal times.
- bagged lunches and late dinners when meal times are missed due to class or Grebel/UW sports team conflicts.
- ‘open kitchen’ (for residents ONLY)
  - Monday - Friday 2:00 pm - 4:30 pm
  - Sunday evenings 9:00pm – 10:00pm
  - includes beverages, fresh fruit, yogurt, cereal, bread/bagels and spreads
  - to be eaten in the dining room/patio area only
- 3 weekly 10:00pm snack nights, typically Monday, Thursday and Saturday nights.

Note:

- Grebel is one of the few places on campus with a “pay one price, all you can eat cafeteria” So take all you want, but eat all that you take. We prefer that you come for seconds or thirds, rather than take too much the first time and have it wasted!
- Residence fees do not cover food outside of the times listed above or for snacking on later. If students are hungry during non-food service times, they are encouraged to purchase their own snacks.
- Residence fees are set assuming the average student will be away for meals from time to time.
Meal times

Meals begin with UW's orientation week and end with the UW exam period. Rain or shine – Grebel meals are served on time!

**Weekdays:**
- Breakfast: 7:00am – 10:30am cold, self-serve
- 7:30 am - 9:00 am hot
- Lunch: 11:30 am - 1:40 pm
- Afternoon snacks: 2:00pm - 4:30pm
- Dinner: 5:00 pm - 6:30 pm Monday to Friday
  - Fall/Winter: 5:00 pm - 6:30 pm Monday to Friday
  - Spring: 5:00 pm - 6:00 pm Monday to Friday
  - Wednesdays: 5:30 pm - 6:30 pm Community Supper

**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

**Late suppers**

Residents with **classes** running past the end of dinner may request late supper. Late supper **sign-up** is located in the kitchen. Residents can sign-up for late supper until 6pm on the day that late supper is needed. Dons typically retrieve late supper on the ½ hour between 7pm and 10:30pm. Call the **On-Don** phone (226-220-1054) to indicate your readiness.

**Bag lunches**

Residents with **classes** that run consecutively through the lunch time may request a bag lunch. Bag lunch **sign-up** is located in the kitchen. Residents can sign-up for (or cancel) bag lunch until 2pm the day BEFORE the lunch is needed. Bag lunches are to be quantities for ONE meal. Do not stock up extra food for other parts of the day. Residents pack their own lunch.
No meal plan?

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 who joins you for cold breakfast, have them fill in the tab sheet on the clipboard by the cash register, then come back to the kitchen between 10 and 6 to pay one of the kitchen staff. Alternately, money can be left in the change bowl by the cash register.

If you bring 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.

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 a resident 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.

Favourite Food day

This is your chance to plan the menu for a day or a single meal. Favourite Food day is not meant to be a day when you take all your favourite Grebel foods and have them served on one day, rather, it is a day to celebrate a favourite dish or dishes from home or elsewhere. It usually take 2 weeks to work a Favourite Food day into the menu so you need to speak with kitchen management in advance. If you don’t want to plan a whole day or meal, you can also request a specific item to be worked into an existing meal.

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 that residents be considerate when the dining
room is in use. Residents 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.
### IX. CONRAD GREBEL PERSONNEL

#### Faculty/staff listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</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,</td>
</tr>
<tr>
<td></td>
<td>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>
<tr>
<td>Marlene Epp</td>
<td>Professor of History, Peace and Conflict Studies, Chair of the</td>
</tr>
<tr>
<td></td>
<td>Mennonite Studies Department</td>
</tr>
<tr>
<td>Neven Esmail</td>
<td>Food Services Assistant</td>
</tr>
<tr>
<td>Lowell Ewert</td>
<td>Associate Professor of Peace and Conflict Studies</td>
</tr>
</tbody>
</table>
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
Jane Kuypfer  Schlegel Specialist in Spirituality and Aging
Eric Lepp  Visiting Assistant Professor of Peace and Conflict Studies
Carol Lichti  Administrative Assistant to the President
Leanne MacKay Bain  Acting Administrative Assistant to the Director of Operations
Mandy Macfie  Library Clerk
Jessica Marchand  Food Services Assistant
Fred Martin  Director of Advancement
<table>
<thead>
<tr>
<th>Name</th>
<th>Position, Department/Program</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Rachel Reist</td>
<td>PACS Undergraduate Academic and Administrative Officer and Internship Coordinator</td>
</tr>
<tr>
<td>Anneke Sears Stryker</td>
<td>Food Services Assistant</td>
</tr>
<tr>
<td>Marcus Shantz</td>
<td>President</td>
</tr>
<tr>
<td>Bekah Smoot-Enns</td>
<td>Acting Administrative Assistant to Theological Studies and the Anabaptist Learning Workshop Administrative Assistant, Toronto Mennonite Theological Centre</td>
</tr>
<tr>
<td>Kate Steiner</td>
<td>Assistant Professor of Music</td>
</tr>
<tr>
<td>Ruth Steinman</td>
<td>Assistant Librarian</td>
</tr>
<tr>
<td>Derek Suderman</td>
<td>Associate Professor of Religious Studies and Theological Studies, Editor of the Conrad Grebel Review</td>
</tr>
<tr>
<td>Maisie Sum</td>
<td>Assistant Professor of Music, Undergraduate Advisor</td>
</tr>
</tbody>
</table>
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 dors 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 dors, 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 dors live on the floors and are available for assistance and support.

The dors 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 Odinotksi, 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
QuAQ: Alex Skipper & Emily Moore
Flow: Megan Gallagher & Katrin Bender
Gents: Bryce Kuepfer & Andrew Deileman
Peace Reps: Anna Kuepfer & Victoria Lumax
Yearbook Editors: Nick Decker & Hannah Kaethler
Webmasters: Brendan Power & Paul Lingertat

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, Rebecca Shelley, Rebekah Lindsay, Simon Chute, Sneha Praveen, Stuart Matthews, Victoria Lumax.
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.
X. **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. Residents are encouraged to participate in all the events both at Grebel and on the UW campus. Residential events will not conflict with faculty 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 are expected to go. If for some reason a resident is unable to attend, arrangements must be made with 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 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. Residents are encouraged to engage as fully as possible.
XI. 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 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 from residence, 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 residence 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.
XIII. 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 Dons 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 a don or the Campus Hosts. Do not attempt to repair something yourself.

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 residence rooms is not permitted.

Fire Safety Equipment

The College facilities are equipped with a fire alarm system. Pull stations exist near exits. Heat sensors are located in public areas and offices and smoke detectors are installed in all residence rooms. Hose cabinets are located in the corridors on each floor of the residence wing. Fire hoses are not for the use of students. They must be used only by Fire Department personnel. Each hose cabinet contains a fire extinguisher. 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.
XIV. 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 Residence 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
XV. 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>
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<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>(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>
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<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>
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<tr>
<td>UW Counseling Services</td>
<td>519-888-4567 ext. 32655</td>
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<td>In an emergency call:</td>
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<tr>
<td>K-W DISTRESS LINE</td>
<td>519-745-1166</td>
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<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>
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<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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<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>
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<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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