

2022-2023 **HANDBOOK FOR** **ON-CAMPUS** **ASSOCIATES**

CONRAD GREBEL UNIVERSITY COLLEGE



Conrad Grebel
University College

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.



Conrad Grebel University College is a liberal arts college founded by the Mennonite church and affiliated with the University of Waterloo. The mission and programs of the College are rooted in and inspired by its Christian identity and its Anabaptist/Mennonite heritage. The mission of Conrad Grebel University College is to seek wisdom, nurture faith, and pursue justice and peace in service to church and society.

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I. CONTEXT IS EVERYTHING

WELCOME TO GREBEL

A warm welcome to all who will make Grebel their University of Waterloo 'home' for the next term or two or three! All of us, faculty and staff, are thrilled you are part of this intentional community. Together we will strive to create an experience that fosters:

- Opportunities for students to explore and engage with 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
 - Resolution of conflict through reconciliation and group counsel

Grebel is more than a place to eat, sleep and study. It is a community that invites your enthusiasm, your commitment and involvement. It is a 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 apartment commitment with this in mind and seize the opportunity to help co-create a wonderful living and learning experience for yourself and others.

OUR COMMITMENT TO DIVERSITY, INCLUSION AND EQUITY

At the heart of Grebel's community living is a deep respect for and value of the unique and inherent human dignity of each of us together with our attendant rights and responsibilities. A positive community experience depends on healthy practices which remove barriers of racism and oppression and increase agency, understanding and empathy between people. Students, staff, faculty and board members are expected to abide by policies and practices that advance equity and inclusion for all regardless of differences in racialized identity, biological identity, gender identity and expression, sexual orientation, indigeneity, ability, family/marital status, ethnicity, creed, citizenship or ancestry. We acknowledge that inclusive and anti-oppressive spaces at Grebel will only be possible with a commitment to dismantling systemic inequities, actively engaging in decolonization and anti-racism, and creating a community in which we address ableism, racism, transphobia, homophobia, Islamophobia, anti-semitism, ageism and all other forms of injustice and oppression. We recognize the ways in which intersectionality must be a part of the work that we do, and commit to integrity and consultation as we move forward.

This commitment is based on the mission of Conrad Grebel, understood within the historic legacy of Anabaptism, and is held accountable to the intentions of University of Waterloo, the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms. This commitment is actual and aspirational. Therefore, we remain open to clarification, questions and challenges to our efforts and solicit feedback

to improve. This is a good faith commitment that depends on good intentions and open communication for it's success. Comments and behaviours that are unwelcome, racist, oppressive or harassing are unacceptable and will not be tolerated. We hope that all who are part of the Grebel community make this a personal commitment, work to understand their privilege, and find a way to contribute meaningfully to the spirit of inclusivity in our community.

OUR PRACTICE OF CARE

We strive to provide the best possible supportive care to Grebel students within the scope of Grebel's mandate to be a living and learning academic community. We care for the whole student – body, mind, spirit and emotion – helping students thrive academically and mature in self-understanding and responsibility.

Our partnership with the University of Waterloo and our location in the KW area make a vast array of emergency and professional, highly-trained services and resources available often on a 24/7 basis. As a result, our mandate of care benefits greatly from services that go beyond the training and availability of our staff. At the Waterloo, the department of Campus Wellness provides health care and clinical counselling. Information about Campus Wellness is available at <https://uwaterloo.ca/campus-wellness/students>. Comprehensive and emergency care are provided through the Grand River Hospital and usual 911 Emergency Services.

Grebel residents, associates, and other students enrolled in Grebel's undergraduate and graduate academic programs can access the care and support of Grebel's Director of Student Services and Chaplain through different entry points - Dons, Campus Hosts, Grebel and UW faculty and staff, family, friends, or simply by self-initiated contact. Both have counselling training and are available for direct and supportive care. Neither, however, are registered clinicians so they offer supportive and short term counselling, not clinical

counselling. Each will make referrals to clinical therapists as needed and/or when it is outside their scope of training. If an apartment dweller requires more support than is possible for Grebel to provide and/or there is evidence that a student may pose a risk of harming themselves or others, living options other than Grebel may need to be explored and arranged, at the discretion of the Director of Student Services.

Student Services staff are mindful of risk when working with students. As such, their commitment is to being accountable to each other and to meet with students in such a way (whether in-person or online) that is ethical and conducive to transparency, accountability and safety.

During non-business hours, the Campus Hosts, Dons and Apartment Superintendent are Grebel's front-line caregivers and 'on-call staff'. They are trained to respond to minor and moderate incidents and are empowered to make decisions regarding the care and support of students in such cases. They will contact the Director of Students or designate as needed and in particular for complex.

Our normal practice is to provide direct, timely and confidential care. In some circumstances of crisis and trauma, it may be necessary to draw on the network of family and friends of a student to provide the best care possible.

If you need care:

- drop by Students Services or make an appointment to see the Director or Chaplain
- check in with Dons, Apartment Superintendent, or Campus Hosts - they will direct you to the appropriate support.

II. COVID-19

This handbook is prepared specifically for the 2022/23 academic year. Understandably, we are all weary of the restrictions that come with COVID-19 management. As we look to fall 2022, we anticipate a return to pre-COVID interaction levels. Any limits put in place will be done in consultation with Public Health.

The University of Waterloo continues to ask for proof of vaccination status for all students living and studying on campus. Here is the link to the information provided by the University of Waterloo:

<https://uwaterloo.ca/coronavirus/health-and-safety/vaccination-requirement> .

III. GREBEL TERMINOLGY

RESIDENTS

Residents are first and upper year students living on campus at Grebel with a full meal plan. Residents may participate in all residence activities. Residents have access to all Grebel facilities. 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 (arranged through Grebel) during fall term. OCRs have a Grebel meal plan. They will move into residence for either winter or spring term. OCRs may participate in all residence activities. OCRs have access to Grebel facilities. Each OCR will hold an outdoor key to the residence building. On occasion, a student may be an OCR in winter or spring. There are no OCRs anticipated in fall term 2021.

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 encouraged to engage in Grebel's student life programs. They will have access to Grebel facilities. Each apartment dweller will hold exterior keys to the residence and apartment building and a key for their unit/room. While in the residence building, apartment dwellers will adhere to residence community guidelines.

OFF-CAMPUS ASSOCIATES

OCAs are students who live off campus and are formally connected to Grebel and its programs. These students do not hold keys to the residence or the apartment building.

ADMINISTRATION OF ON-CAMPUS ASSOCIATE PROGRAM

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

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

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

Although recommendations for changes to the 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

GREBEL'S PRIVACY POLICY

Conrad Grebel University College is committed to protecting the privacy of personal information of its students, alumni, employees, donors and other stakeholders. Grebel will recognize and maintain this trust by being transparent and accountable about how information is treated and shared. During the course of academic and residence/associate programs, and through constituent or alumni activities, personal information is gathered and used. This information is used primarily for communication from Grebel, which takes a variety of forms such as mail, email, or phone. Anyone from whom such information is collected can expect that it will be carefully protected and that any use of this information is subject to consent. Conrad Grebel University College is an affiliated college of the University of Waterloo and as such operates in conjunction with the Privacy Guidelines of UW. (Excerpted from CGUC Policy #017)

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

STUDENT RECORDS

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

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

V. CONTRACT POLICIES FOR ON-CAMPUS ASSOCIATES

GENERAL

1. Basic fees include rent, utilities and a furnished apartment. They also include access to residence facilities. As applicable, Community Supper, banquets, snack nights and the annual Fall Retreat are included in the basic fees.
2. 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, provided the student has been checked-out of their room, returned their keys and incurred no damage.
3. Students may hold a residence contract for 1, 2 or 3 terms in any given academic year from Sept 1 to August 30.
 - a. When two terms are contracted, 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.
 - b. When three terms in an academic year are contracted, the 60/40 ratio mentioned above will apply to two terms and one term will be paid at 100%.
4. 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).

5. Due dates for 2022-23 are:
Fall 2022 August 12, 2022
Winter 2023 December 9, 2022
Spring 2023 April 14, 2023
6. Fall/winter Apartment Dwellers may occupy their room/unit during Christmas break. If you are in the apartments over the break, the Director of Student Services and the Director of Operations need to be aware of your presence on the property. You may not stay between terms unless prior arrangements have been made with the Director of Student Services. 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.

SAMPLE CONTRACT

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

The College and applicant agree that:

You and the College agree that:

1. This contract supersedes any prior agreements made between you and the College.
2. No agreement is made between you and the College unless the College receives a signed and witnessed copy of this apartment offer from you on or before the Acceptance Deadline.
3. You are responsible for the payment of all apartment fees

for the Contracted Terms on or before the Payment Dates noted above.

4. The College may terminate this contract (acting in its sole and exclusive discretion) under any of the following circumstances:
 - a. You have not moved into your apartment unit on the date the contract begins, as specified above, (**unless** prior to such date you have notified the Director of Student Services of the College in writing that you will be moving in on a later date); or
 - b. you have not paid the apartment fees for the Contracted Terms by the Payment Dates (unless prior to such Payment Dates, the College has agreed to a different payment plan); or
 - c. if you are not admitted for study to an academic program of the University of Waterloo or other post-secondary education program from which the College has agreed to accept students; or
 - d. if you lose the right to continue studies in your academic program; or
 - e. if you voluntarily choose not to fulfil the contract by notice to the College prior to the onset of the Contracted Terms; or
 - f. if you voluntarily vacate your apartment unit during the Contracted Terms (the College shall, acting reasonably in its sole discretion, determine whether you have voluntarily vacated your apartment); or
 - g. if you involuntarily vacate your apartment unit, during the Contracted Terms.

In the event that the College terminates the contract under this section, the deposit and any apartment fees paid will be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the apartment fees for the Contracted Terms.

5. You agree to pay to the College, upon demand, the cost of any damages of which you are the cause, to the apartment

- unit, to the furnishings within the unit, or to other College property.
6. You agree to vacate your apartment unit on or before the last date of the Contracted Terms.
 7. The policies, procedures and guidelines of the College, as outlined in the College's apartment handbook, form part of the terms of your apartment contract. In the event of a conflict between the terms of the handbook and the terms of this contract, the terms of this contract shall govern. By signing this contract, you acknowledge that you have reviewed the College's apartment handbook.
 8. The student hereby agrees that the College and its employees, agents, directors, trustees, officers and members assume no responsibility for, and shall not be directly or indirectly liable for, any loss or damage to the Student's personal property or injury to person, of any kind and however caused.

The College shall not be liable for the failure to provide accommodation or meet its obligations under the contract when such failure is caused by or attributable to: a) acts of God; b) flood, fire, earthquake, or explosion; c) war, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; d) government order, policy, guideline or law; e) actions, embargoes or blockades; f) action or inaction by any governmental authority; g) national, regional or local (including the University of Waterloo) emergency; h) strikes or other labour interruptions; i) failure of public utility services; j) outbreak of disease or pandemic, or k) any other events or circumstances which are beyond the reasonable control of the College (collectively referred to herein as "Force Majeure Events").

The College is not obligated to reimburse you in any form whatsoever for loss, inconvenience or discomfort suffered resulting from any Force Majeure Events or other circumstances beyond the control of the College. The College assumes no responsibility or obligation to find or

provide alternative living arrangements for you in such circumstances.

In the event Grebel's apartment building cannot open and/or must close, in whole or in part, for any such Force Majeure Event, the College will attempt to notify you in advance and will attempt to assist you in arranging alternative living arrangements (the College is under no obligation and assumes no responsibility to identify alternative living arrangements for you). The College is not liable for any claims you may suffer or losses you may incur resulting from Force Majeure Event.

9. Notwithstanding any other provisions of this agreement, if, at any time, the College determines, in its sole discretion, that it is no longer able to accommodate you during a term of study due to the COVID-19 pandemic, this contract shall be terminated in respect of that term of study immediately upon notice to you by the College. The College shall reimburse any amounts you have pre-paid for that apartment term on a pro-rata basis, and the College shall have no further liability to you.

You acknowledge and agree that:

- (a) You may be required to observe additional rules and regulations while living in the apartment complex during the academic year because of the ongoing COVID-19 pandemic. Such rules and regulations may include social distancing, self-isolation protocols, and restricted or limited access to certain College facilities, amenities and programs. Further, such rules and regulations may be amended from time to time without notice to you as required by the College, the University of Waterloo or any health or government authority.
- (b) The College apartment complex is a congregated living environment. Except for the pro-rata refund of apartment fees described above, you will not hold the College, or its employees, officers, directors or members, responsible for any loss or injury resulting from or related to the COVID-19 pandemic.

CONTRACT CANCELATION

Once a student signs a contract they are legally obligated to fulfill the terms of the contract. If, in the unusual circumstance the student is unable to fulfill the terms of the contract they need to:

- a) fill out and submit the breach of contract form (<https://uwaterloo.ca/grebel/current-students/online-forms/breach-contract-form>). This form will ask the student to explain the reason for the breach
- b) if the reasons are medical in nature, a doctor's note is recommended

Once received by the Director of Student Services, the Director will convene the Student Services Advisory Committee to discuss the breach and any specific requests. The Director will follow-up with the student in written form.

The Student Services Advisory Committee deals with contract anomalies, Student Services policies, admission decisions and scholarship and award decisions.

The fall 2022 Student Services Advisory Committee is comprised of:

The Director of Student Services

A faculty member

The Student Council President

The Director of Operations

INCOME TAX

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

VI. PURPOSE OF PROVIDING APARTMENT LIVING

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

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

VII. GUIDELINES FOR APARTMENT LIVING

GREBEL ON-CAMPUS ASSOCIATE COMMITMENT

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

- a. The principles of the Student Services and College mission statements
- b. The guidelines for community living as articulated in this handbook
- c. The policies and practices of the University of Waterloo
- d. COVID-19 practices and protocols for the health and well-being of the whole community

INVOLVEMENT AND PARTICIPATION

On-campus associates are encouraged to participate in academic and residence activities such as orientation week, commencement, all-college retreat, chapels, community suppers, end of term banquets, 'Taste of Grebel', convocation, music ensemble groups, noon hour concerts, and recitals. On-campus associates are also encouraged to hold formal leadership roles, either through Student Council, LLT and/or the Chapel program.

PRANKS

While pranks are fun for some, they are not fun for all. Be mindful of the following if you decide to 'prank':

- Pranks are not allowed in public areas (i.e., dining room, residence foyer, atrium etc.).
- Pranks need to be thoroughly cleaned up by the pranksters within 12 hours of performing the prank
- Pranks should not damage any Grebel property. If the property is damaged the pranksters will be responsible for covering the cost of repairs and/or replacements.

- Pranks can easily affect privacy comfort levels - know who you are pranking and seriously consider their tolerance for your 'fun' idea.
- Apartment Dwellers are not permitted to pull a prank on residents in the residence building and vice versa

GUESTS

In general, apartment dwellers, in consultation with their apartment-mates, make their own decisions regarding overnight guests. Guests are the responsibility of the student(s) holding the apartment contract. Ensure guests abide by Grebel's guidelines as laid out in this handbook.

RELATIONSHIPS

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

CONFIDENTIALITY AND SAFETY

Student Services staff and student leaders are committed to treating all students with dignity. We will treat private conversations with respect. That said, we cannot promise confidentiality if:

1. Information is shared that leads one to suspect or believe a student's well-being is at risk - this includes but is not limited to:
 - a. a student is in danger of hurting themselves
 - b. a student is in danger of hurting another individual
2. There are health and safety concerns for the student or the community related to COVID-19.
3. A student's actions or plans violate Grebel's guidelines for community living.
4. Community and campus safety may be compromised.

Should there be reason to believe that an apartment dweller may pose a risk of harming themselves and/or others, the Director of Student Services reserves the right to terminate the student's housing contract. In less severe cases, a safety plan mitigating the risk of self-harm and/or harming others to the satisfaction of the Director will be developed. It will include, among other requirements, a conduct agreement with Grebel regarding the use of appropriate supports. Failure to adhere to the plan may result in the termination of the contract.

ALCOHOL USE

Linked to Grebel Policy 104

GENERAL

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

moderate consumption is expected and, if necessary, enforced.

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

SPECIFICS

1. Underage drinking (under 19 years of age)
Underage drinking is not permitted at Grebel as per provincial law. Evidence of alcohol use by underage students (erratic behaviour, alcohol paraphernalia, or smell) will be assumed proof of use. The Apartment Superintendent reserves the right to confiscate the alcohol from an underage student. Delayed response in opening one's door and/or attempting to remove or mask the smell will raise suspicion of use. An underage apartment dweller who returns to the College after consuming alcohol off site is also subject to the same consequences as if they had consumed alcohol at Grebel.
2. Legal age alcohol consumption (19 years of age and older)
 - a. Location and events
Moderate and respectful consumption of alcoholic beverages by students 19 years of age and older is permitted. With moderation in mind, Apartment Dwellers are encouraged to talk with the others in their unit regarding the culture of alcohol use amongst themselves and when hosting guests.

Alcohol may be consumed in residence floor lounges but the beverage must be in an opaque cup so that the lounge feels welcoming to all who want to use it.

Drinking alcoholic beverages in any other area of the residence is not permitted.

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

b. Moderation plus

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

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

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

c. Offering and/or purchasing

Serving alcoholic beverages to or purchasing alcohol for, any person under the age of 19 is in violation of Ontario law.

Grebel adheres to Ontario’s Liquor License Act which states:

- i. No person shall keep for sale, offer for sale or sell liquor except under the authority of a license or permit to sell liquor or under the authority of a manufacturer’s license
- ii. No person shall canvass for, receive or solicit orders for the sale of liquor unless the person is

the holder of a license or permit to sell liquor or unless the person is the holder of a license to represent a manufacturer

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

3. Failure to comply

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

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

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

SMOKING AND VAPING

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

Smoking Cessation help links:

<https://uwaterloo.ca/propel/program-areas/tobacco-control/smoking-cessation>

DRUG USE

At all times, College staff reserve the right to prohibit use of any substance (including but not limited to over-the-counter

substances, inappropriate use of prescription or legal drugs) based on the effect to the individual and/or the community. Students are prohibited from possessing, using, or trafficking any illegal drug substance on Grebel property. The possession or use of illegal drugs, being party to the consumption or use of illegal drugs by being wilfully present during their use or consumption, or returning to residence under the influence of illegal drugs, is a federal and provincial offense and will result in police involvement and jeopardize one's Grebel contract.

CANNABIS USE

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

General:

Grebel strongly discourages the use of cannabis. All students should note the following:

1. Growing or cultivating cannabis plants, and related equipment, is not permitted anywhere on campus including on Grebel property.
2. Cannabis deliveries will not be accepted anywhere on campus, including Grebel.
3. Advertisements, posters, and other general promotion of recreational cannabis products are not permitted anywhere on campus, including Grebel.
4. No person may sell or provide cannabis to any person under the age of 19.
5. Underage use (under 19 years of age)

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

6. Of age use (students 19 years and older)

- a. Smoking or vaping cannabis is not permitted anywhere on campus, including in Grebel's buildings and on Grebel property. (UW smoking Policy # 29 – see # 7)
 - i. UW property extends right to the sidewalk/roadway of Westmount Rd N
- b. Moderate *consumption* of legal cannabis products by students 19 years of age and older is tolerated only when it does not interfere with the peace and personal freedom of other students and only when apartment members agree.
- c. Cannabis use can impact the peace and personal freedom of others in many ways including but not limited to:
 - Strong odours lingering on fabric (bedding/clothing)
 - Odours generated from storing cannabis
- d. Cannabis may not be *consumed* in the floor lounges or public areas of the College (including on the patio, around the campfire etc.).
- e. The Apartment Superintendent, Dons and/or Campus Hosts reserves 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/equity/resources/sexual-violence/policy-42-prevention-and-response-sexual-violence>
UW Policy 33: <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33>

If you feel that you have experienced or caused sexual violence, on or off the Grebel premises, we urge you to speak as soon as you are able with the Director of Student Services, Chaplain, Apartment Superintendent, Don or Campus Host. 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/equity/resources/sexual-violence/policy-42-prevention-and-response-sexual-violence>.

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.

QUICK HELP

On-campus support

- UWaterloo Sexual Violence, Prevention and Response
519-888-4567. This is not for emergencies. If you have a sexual assault emergency call: **24 Hour Support Line: 519-741-8633**
- Counselling Services: 519-888-4567 Ext. 32655 (Mon-Fri, 8:30am-4:30 pm). After hours, contact UW Special Constables @ 519-888-4911 to get help. UW's Impact team can be accessed via UW Special Constables on: Thursday 3pm-12am
Friday 2pm-12am
Saturday 2pm-12am
Sunday 2pm-12am
- 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)

NON-COMPLIANT BEHAVIOR

It is assumed that apartment dwellers 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 Grebel community, the administration has the responsibility and the right to take necessary action. Whenever possible, we will use a restorative justice approach to resolving problems. Asking a student to leave the community would be a measure of last resort.

STUDENT APPEAL PROCESS

The Administrative Executive group under the direction of Grebel's Board of Governors establishes the policies and procedures laid out in the student handbooks.

Students may appeal the application of a given guideline. That is to say, students may feel a guideline is not being applied fairly and wish to appeal its' application. A student, however, may not appeal the actual established guideline.

To initiate an appeal of the application of the guideline, the student must write a letter explaining the grievance. The letter should be delivered to College President who will in most cases bring the grievance to the Administrative Executive of Conrad Grebel.

VIII. GREBEL SPACES

The Grebel apartments 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 can enjoy their time at Grebel.

SMOKE FREE ENVIRONMENT

All Grebel buildings are smoke free. See 'smoking and vaping'.

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:

- Grebel apartment exterior doors will remain locked – take your keys with you when you leave your building.
- Under no circumstances should outside doors be propped open.
- Outside entrance lights should remain on.
- Many apartment dwellers may choose to keep their unit/room doors open; however, be sensible. If gone for a period of time, consider closing and/or locking your door. When Grebel activities take all or most of us to some other part of Grebel or away from Grebel, lock your door.
- Always keep valuables such as wallets, cameras, and portable computers out of sight.
- Grebel has an engraver. Use it to put your name on larger valuables and record the serial number.
- Grebel has video surveillance at all building entrances. These recordings are made for, and retained by, UW's

Special Constable Service. Only UW's Special Constable Service have access to these surveillance recordings.

- One of our greatest security assets is the fact that students know each other and take an interest in one another's well-being. If a Grebel resident/associate sees someone in the non-public areas of Grebel 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 and/or inform the Superintendent, a Don, Campus Host or Student Services.
- When walking after dark, ask one or two other Grebel residents/associates to walk with you, or use the on-campus Walk Safe service provided by the Waterloo University Student Association (WUSA) (formerly FEDS) in the Student Life Centre (see number on back page).

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

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.

DOOR ENTRY SYSTEM

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

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

ARRIVALS AND DEPARTURES

Check In

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

Check Out

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

Previously unreported damage to furnishings or facilities will be assessed and a deduction made from the student’s \$500 deposit that the College holds in trust if deemed the student’s fault. Keys will be left with the Apartment Superintendent at check-out time. *Failure to be checked-out will result in a deduction from one’s deposit.*

All Apartment Dwellers are encouraged to move out upon completion of their exams and assignments. Grebel’s residence/apartment building closes at 11:00 am on the day following the last University of Waterloo exam day. All residents/associates must be moved out by that time unless arrangements have been made with the Director of Student Services.

BETWEEN TERM STORAGE CONDITIONS

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

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

For bike and hockey equipment storage, see pp 45 and 46.

RECYCLING

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

ENERGY CONSERVATION

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

KEYS

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

INSURANCE

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

INTERNET CONNECTION

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

If an apartment dweller does not have a network card or cable, good quality cards and cables are available from the computer stores on campus. There will be knowledgeable Grebel students available to help install cards and cables if assistance is needed.

Wireless routers are **not** permitted at Grebel as the wireless system used on campus does not accommodate wireless routers. As such, apartment dwellers should bring the cables and hardware they need for their equipment.

TELEPHONE

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

CABLE

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

YOUR APARTMENT UNIT/ROOM

1. Apartment Dwellers may use creativity in decorating and personalizing their units/rooms. The decor must be consistent with College values, healthy relationships, and good taste.
2. Each suite has a refrigerator, electric stove, living-room furniture, four beds, four desks, and closets. Each bathroom is equipped with an exhaust fan to prevent mildew. Each unit has separate controls for heating and air conditioning.
3. The care and upkeep of each suite is the responsibility of those living in it. Students are responsible to provide cleaning supplies. A Grebel vacuum cleaner is available for use. It will normally be kept at one end of the 2nd floor. Please return it to its location.
4. It is not acceptable to disassemble any furniture or fixtures except in the case of beds and desks intended for adjustment.
5. Only re-usable adhesive putty may be used in attaching posters, etc. to any surface. Glue, screws, duct tape, and adhesives leave permanent scars and may not be used. Remove all tape before check-out.
6. Window screens may not be removed at any time.
7. Pets of any shape or size are not allowed in the apartments. Exceptions will be made for fish in bowls (not in tanks).
8. If it has been determined that careless behavior has caused damage to suites, college buildings, or their contents, the student(s) involved will be charged the repair costs. Careless behavior includes all damage

beyond normal wear and tear. Students will be held responsible for any damage caused by their guests.

9. The apartment has been inspected prior to move-in. Look around upon arrival. If problems are encountered, notify the Apartment Superintendent immediately. At the end of the term the suite must be left in the condition in which it was received. Nothing more or less should be left. Furniture must be returned to its original place.
10. On-campus associates are encouraged to bring small fans to place near the windows during the colder months. Air movement across the window will help reduce condensation on the windows.

On-campus associates may use residence space, including laundry room, work-out room, games room, lounges, bike sheds, etc. While visiting in or using the residence facilities, residence guidelines must be respected. Refer to the **Residence Handbook** for the guidelines pertaining to the residence.

KITCHENETTE

A common-use kitchenette is located adjacent to the dining room. It is available for use 24/7 to residents, associates, staff, faculty, academic students and guests of Grebel. It is the responsibility of each user to keep the kitchenette clean and tidy. If you use dishes from the kitchenette, return them to the dish area in the dining room. Do not leave any of your own belongings in the kitchenette. You may store your lunch or other food in the refrigerator, but do not forget you put it there... it may be thrown out if unidentified for a couple days. Report any equipment that is not in good working order to the Food Services Manager or Assistant Manager. Enjoy!


LAUNDRY ROOM

Laundry facilities are provided solely for the use of residents, on-campus associates, Campus Hosts and some Grebel staff.

Washers and dryers are card operated (\$2.50/wash load and \$2.00/dryer load). An ironing board and iron are available for communal use.

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

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

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

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

Report equipment breakdowns to the Apartment Superintendent.

GAMES ROOM

In general, the games room is a meeting space equipped with games, pool tables, ping pong table and lounge seating. While Grebel 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. We ask that if you do use this space, that you keep your personal belongings out of this room. It is your responsibility to clean up after yourself. If you play a game, make sure you return it to the place it belongs as soon as you are done with it. If you bring in a beverage (alcoholic beverages are not permitted in the lounge) or food, be sure to clean up after yourself.

GREBEL WORK OUT ROOM

This 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. Any equipment you use will need to be wiped down with wipes provided before and after use. If any equipment is in need of repair, tell the Athletic Rep or Student Services.

STUDY AREAS

The **group study room**, located beside the lockers off the games lounge, can be signed-out using the sheets on the clipboard just outside the door. When your group is finished, take all of your belongings with you, erase any work on the white board, and clean up any garbage/recycling.

The study area (otherwise referred to as 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 the library section for more information.

RESIDENCE LOUNGES

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

Other things to note:

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

BICYCLE STORAGE AREAS

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

1. Bicycles are not permitted inside Grebel 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. Grebel 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 Grebel 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 Grebel and are disposed of accordingly.

DINING ROOM

The dining room is 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.
2. There are specified hours when the kitchen/servery are open but the dining area is usually available 24/7 for Grebel residents, associates, staff and faculty.
3. In the dining room, servery and kitchen, everyone must wear shirt and shoes (as well as rest of clothing). Slippers and sandals are OK, bare feet or just socks is not acceptable

4. You are welcome to eat on the patio. The patio umbrellas catch the wind quite easily and quickly become airborne so remember to close and tie the umbrella if you are the last one to leave the table.
5. Meals/snacks prepared by Grebel must remain in the dining room/patio area.
6. If you can't finish your food in the dining room/patio, then you've taken too much. Next time, take less.

CHAPEL

Conrad Grebel University College is fortunate to have a beautiful chapel. The chapel was constructed of natural fieldstones gathered in the area. The stained-glass windows were designed by Waterloo artist, Nancy Lou Patterson. The windows symbolically tell the story of the life and faith of Mennonites and their Anabaptist 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.
7. Food and drink are NOT permitted in Chapel

PRAYER/PREPARATION ROOM

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

MUSIC INSTRUMENT LOCKERS

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

PRACTICE ROOMS

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

PIANO ROOMS – FIRST FLOOR

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

MILTON GOOD LIBRARY

The Milton Good Library is located on the third floor of the Conrad Grebel academic wing and is available for resident and associate use. It supports Grebel's teaching program, with special emphasis on Peace and Conflict Studies, Mennonite Studies, Music, and Theological Studies.

The library is a public space and shoes must be worn. Our services are subject to change. For the most detailed and up-to-date information on library and archives services, bookmark this page: <https://uwaterloo.ca/grebel/library-services>.

The Milton Good Library is:

- part of a consortium, called OMNI, which includes the libraries at University of Waterloo and 17 other university libraries in Ontario.
- included in the OMNI catalogue for both print and electronic resources. The catalogue website is www.lib.uwaterloo.ca.
- available to all students with a WatCard or WLU student card for library borrowing

The library has....

- Book pick-up for Milton Good Library, University of Waterloo, OMNI and inter-library loan materials
- Research help, remote and in-person
- Quiet study space available
- Wifi through Eduroam

- Printer access through WPrint. Photocopier access with WatCard payment (no cash sales). Resident students are encouraged to use printers supplied in the residence.
- Elevator access

Library tips:

Don't be caught short when you've got a deadline! Ask for research help!

- Sign in to Course Reserves for personalized information about reserve readings for your courses: <https://www.reserves.uwaterloo.ca/ares/ares.dll>
www.grebel.ca/library

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.

Contact Archivist-Librarian Laureen Harder-Gissing for an appointment:

lharger@uwaterloo.ca or

(519) 885-0220 x24238

www.grebel.ca/mao

ATRIUM

The large open atrium area is a wonderful space for visiting and studying with its bright windows, comfortable furniture and Common Ground Coffee Bar. The large sculpture on the wall speaks to the Anabaptist/Mennonite story and draws visitors from the community. Since this area of Grebel 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.

COMMON GROUND COFFEE BAR

Grebel operates a coffee bar called Common Ground in the atrium. A variety of hot and cold beverages, baked goods and snack foods are available. 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. Tokens are often required and can be purchased through the main reception desk.

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 Grebel 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.

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

PUBLIC USE OF GREBEL FACILITIES

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

XI. FOOD SERVICES

COMMUNITY SUPPER

Community Supper is included in your apartment fees. If you are unable to attend Community Supper at 5:30 due to a regular class conflict, talk with the Director of Student Services to arrange late supper or an alternate weekday dinner meal.

SNACK NIGHTS

Snack nights are for residents and associates and are hosted by 'snack parents'. Snack nights are Monday, Thursday and Saturday. The time may vary slightly from term to term. 'Open Kitchen' on Sunday nights are for residents only.

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

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

We encourage students to fill up a dining room table before starting a new one.

SPECIAL DIETS

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

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

OUTSIDE GROUPS

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

FEEDBACK

Kitchen staff welcome feedback regarding food or food service. You can speak to the Food Rep on Student Council, speak directly with the Food Services Manager or Assistant Manager or fill in the online form: [‘How was your food today?’](https://uwaterloo.ca/grebel/current-students/food-services/how-was-your-food-today) (<https://uwaterloo.ca/grebel/current-students/food-services/how-was-your-food-today>).

XII. CONRAD GREBEL PERSONNEL

FACULTY/STAFF LISTING

Angelica Allen	Music Ensemble and Concert Coordinator
Tyler Allen	Kitchen Assistant
Sue Baker	Conflict Management Certificate Program Manager
Pam Bartel	Administrative Assistant to Student Services
Alicia Batten	Professor of Religious Studies and Theological Studies
Susan Bauman	Food Services Assistant, Cook
Jeremy Bergen	Associate Professor of Religious Studies and Theological Studies
Charles Biswas	Campus Host
Ndagire Brendah	PACS Undergraduate Academic and Administrative Officer and Internship Coordinator
Mimi Browne	Human Resources Manager and Operations Assistant
TBD	Coordinator, Kindred Credit Union Centre for Peace Advancement
Sara Cressman	Director of Finance
Alison Enns	Advancement Assistant
Joshua and Laura Enns	Brubacher Museum Hosts
Beverley Fretz	Director of Student Services
Neven Esmail	Food Services Assistant
Annette Farwell	Food Services Assistant, Cook
Werner Fieguth	Maintenance
Levi Flaming	Custodian
Thomas Frazer	Administrative Officer to PACS, Graduate Studies Coordinator
Nathan Funk	Associate Professor of Peace and Conflict Studies
Kyle Gingerich Hiebert	Director of Toronto Mennonite Theological Centre

Margaret Gissing	Communications Associate
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
TBD	Managing Editor of the Conrad
	Grebel Review
Liz Kensett	Administrative Assistant to the
	President
Jennifer Konkle	Marketing and Communications
	Manager
Jane Kuepfer	Schlegel Specialist in Spirituality
	and Aging
Eric Lepp	Visiting Assistant Professor of
	Peace and Conflict Studies
Leanne MacKay Bain	Office Assistant and Receptionist
Mandy Macfie	Associate Librarian
Clare Malakar	Campus Host
Fred Martin	Director of Advancement
Janet Martin	Cook
Loretta Martin	Cook
Johonna McCants-Turner	Associate Professor of Peace and
	Conflict Studies
Birgit Moscinski	Administrative Assistant to the
	Dean and Academic Program
David Y. Neufeld	Assistant Professor of History
Reina Neufeldt	Associate Professor of Peace and
	Conflict Studies, Chair of Peace and
	Conflict Studies
Troy Osborne	Dean, Associate Professor of
	History and Theological Studies
Cheri Otterbein	Food Services Manager (retiring in
	fall 2022)

Carol Penner	Assistant Professor of Theological Studies and Coordinator of Applied Studies, Director of Theological Studies
Paul Penner	Director of Operations
Jessie Reesor Rempel	Interim Chaplain
Pam Renaud	Cook
Gemma Ricker	Student Life and Recruitment Coordinator
Marcus Shantz	President
Chloe Simpson	Assistant Librarian
Bekah Smoot-Enns	Theological Studies Graduate Coordinator & Toronto Mennonite Theological Centre Assistant
Kate Steiner	Assistant Professor of Music
Derek Suderman	Associate Professor of Religious Studies and Theological Studies, Editor of The Conrad Grebel Review
Maisie Sum	Associate Professor of Music, Undergraduate Advisor
Karen Sunabacka	Associate Professor of Music
Claudia Van Decker	Undergraduate Academic and Administrative Coordinator, Music Department
Donna Voll	Food Services Assistant
Radmila Vujosevic	Food Service Assistant, Cook
Mark Vuorinen	Associate Professor of Music, Chair of the Music Department
Lorie Yantzi	Assistant Food Services Manager

ROLE OF DIRECTOR OF STUDENT SERVICES

The Director of Student Services (DSS) is the chief student life officer for the resident and associate students of the College. The DSS is responsible for giving direction to the residence and student life program. As such, the DSS 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 DSS 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 Grebel's 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 Grebel to assist others in caring for the well-being of the residents, as well as to help maintain the physical building. They live in the apartment in the residence wing and represent Grebel during non-business hours. They are available to answer questions, assist the dons during emergencies, and look after physical building 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 Director of Student Services, Director of Operations, Dons and Apartment Superintendent.

ROLE OF DONS

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

The dons for 2022-2023 are:

Fall 2022: Sarah Driediger, Selah Woelk, Timothy Khoo, Ian Miedema and Isobel Flindall

Winter 2023: Sarah Driediger, Curtis Struyk, Abby Krueger, Kyle Ferrier and Henry Stevens

Spring 2023: Selah Woelk, Serina Ykema-King and Timothy Khoo

ROLE OF APARTMENT SUPERINTENDENT

The Apartment Superintendents are students hired by Grebel 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 2022-23 are:

Fall 2022: Rebecca Shelley

Winter 2023: TBD

Spring 2023: Megan Hudson

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 typically chosen during the Winter term for the following year.

ROLE OF GREBEL AMBASSADORS

Grebel Ambassadors are students hired by Grebel 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 2022-2023 are:

Fall 2022:	Ruth Charette, Chloe Shantz, Maya Kaekiza, Leah Dau
Winter 2023:	Maya Kaekiza, Chloe Shantz, Ragy Boktor, Issie McCloskey
Spring 2023:	Ruth Charette, Liv McClelland, Megan Hudson

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-led programming in specific areas.

STUDENT COUNCIL PERSONNEL

President:	Bel Cairns
Vice-President:	Kara Brunsting
Secretary:	Cassidy DeBoer
Treasurer:	TBD
Social Convener:	TBD
Associate Reps:	Megan Hudson and Serina Ykema King
Co-op Rep:	TBD
First year Reps (x2):	TBD

LARGER LEADERSHIP TEAM PERSONNEL

Special Projects:	Ruth Charette and Liv McClelland
Food Rep:	Hannah Den Bak
Athletic Rep:	Maya Kaekiza and Kaelyn Vanderneit
Grebelspeaks Editor:	TBD
Environmental Reps:	Anya Fieguth and Maya Morton Ninomiya
QuAQ:	Erin Keaveney and Leah Schapansky
Flow:	TBD
Gents:	TBD
Peace Reps:	Jordan Li and Imogen Sloss
Yearbook Editor:	TBD
Webmaster:	TBD

ROLE OF GREBEL ORIENTATION COMMITTEE

Late fall term the Student Life and Recruitment Coordinator hires 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 GOC in turn 'hire' Orientation Week Leaders (OWLS) who plan, throughout winter term, the detail of upcoming O-week and then implement orientation week activities for both first year and

returning upper year students. GOC and OWLS are also responsible for contributing to subsequent Winter term Frost Week programming.

The Grebel GOC leaders for fall 2022 are:

Megan Hudson

Jordan Li

Derek De Gelder

The OWLs for fall 2022 are:

Maia Aurini, Bel Cairns, Ruth Charette, Sarah Driediger, Jared Dyck, Kyle Ferrier, Isobel Flindall, Julia Kambulow, Joel Klassen, Abby Krueger, Mia Lutz, Alana Matsuo, Liv McClelland, Maya Morton Ninomiya, Anya Murray, Elsa Patterson, Aria Scerbovic, Chloe Shantz, Mitchell Tiessen, Reu Zuidema and Justin Zwart.

ROLE OF WINTER READING WEEK TRIP LEADERS

Most years, 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. Often 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. 2023 leaders will be chosen in fall 2022.

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 participants. The student rep promotes MEDA related events and typically leads a Grebel pitch team which attends the MEDA convention each year. In 2022, the MEDA convention will be

held in person. This position is supported by the Director of Student Services and the Director of the CPA.

The 2022-2023 MEDA rep is TBD

MCC REPRESENTATIVE

Mennonite Central Committee (MCC) is a non-profit relief and development organization. Their 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/>. The 2022-2023 MCC reps are TBD. Grebel's Chaplain supports this position.

XIII. LANDMARK EVENTS

Events do not make community; community happens as each individual gives something of themselves. 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 Saturday, September 3, 2022. Orientation Week at Conrad Grebel is for all Grebel students – first-year and upper-year. On-campus associates are encouraged to participate in all Grebel events.

COMMENCEMENT

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

ALL-COLLEGE RETREAT

Each year, on the weekend following Labour Day, there is an All-College retreat at a nearby camp. 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. The fee for this retreat is included in your apartment fees. It is assumed that you will be attending. If there is a reason you cannot attend, you must inform 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). Chapel is based in the

Mennonite, Anabaptist Christian faith tradition. We strive to find ways in which the faith of all its participants can find expression. Active participation by students, faculty and staff make this a vital part of life at Grebel.

COMMUNITY SUPPERS

Each Wednesday night of the term, Grebel gathers at 5:30pm 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 celebrates 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.

TASTE OF GREBEL

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 Grebel, meet and hear from faculty and staff, interact with students, and experience student talent. It's a fun day for all!

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, musicals, etc.** On-campus associates are encouraged to engage as fully as possible.

XIV. OTHER INFORMATION

OFFICE HOURS

Student Services Office:

The Student Services department is typically open Monday to Friday 8:30 am - 4:30 pm.

We are:

Beverley Fretz	Director of Student Services
Jessie Reesor Rempel	Interim Chaplain
Gemma Ricker	Student Life and Recruitment Coordinator
Pam Bartel	Administrative Assistant

Main Reception Office:

Grebel's Main Reception Office is open Monday to Friday.

Fall 2022/Winter 2023 hours:

Monday – Thursday 8:00am – 7:30pm

Friday 8:00am – 4:30pm

Spring 2023: 8:30pm – 4:30pm

Calls coming into Grebel after hours go to the Campus Host apartment phone.

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 daily. You can find your mail in your mailbox located in the 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 Grebel 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, Grebel 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.

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

GREBEL COURSES

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

No matter the faculty, students living in the apartments are strongly encouraged to take a Grebel course or two or three or more! It is going to be hard to pick. A list of Grebel courses can be found at:

<https://uwaterloo.ca/grebel/academics/course-offerings>

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 eight 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, although the concerts will likely be online in fall 2021. 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. Select audition times online, separately for each ensemble. You may audition for more than one ensemble.

Fall offerings will be subject to alternative formats based on COVID protocols for fall. For the most up-to-date information visit: <https://uwaterloo.ca/music/>

The **UNIVERSITY CHOIR** is under the direction of Liska Jetchic. 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 University Choir will not run in fall 2021

The **CHAPEL CHOIR** is under the direction of Kate Steiner. This choir is a group of about 20 singers who participate in Grebel 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). There will be an open rehearsal so you can try out the Chapel Choir.

The **CHAMBER CHOIR** is under the direction of Mark Vuorinen. 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 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** is under the direction of Michael Wood. 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** is directed by Ben Bolt-Martin. 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 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 15 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. It is offered online in fall 2021.

The **ORCHESTRA@UWATERLOO** is directed by Daniel Warren. Members include students from all faculties, staff, and alumni. They practice on Wednesday nights in the Great Hall at Grebel. The Orchestra performs standard classical favourites as well as newer compositions. Strings are in high demand. Auditions are short, and there is an open rehearsal where you can try out the orchestra.

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.

XV. EMERGENCY INFORMATION

WHO TO CALL

Don phone: 226-220-1054

Special Constable Services: 519-888-4567 x 22222

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

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

If you become aware of or suspect criminal activity contact the UW Special Constable Services and the Apartment Superintendent or Campus Host immediately.

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

GREBEL HEALTH AND SAFETY COMMITTEE

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

FIRE SAFETY PROCEDURES

Fire safety is everyone's business and responsibility. This is especially important when so many people live and work in

one building. In order to ensure maximum safety, students must ensure fire safety in their own room.

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

FIRE SAFETY EQUIPMENT

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

IN CASE OF FIRE

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

IF THE FIRE ALARM SOUNDS

Immediately stop what you are doing. Remain calm and prepare to evacuate if necessary.

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

XVI. IMPORTANT DATES

Fall Term, 2022

Aug. 12	Fall fee payment deadline
Aug. 26-Sept 1	Don Orientation
Sept. 3	Residence opens
Sept. 3-9	Orientation events
Sept 6	Commencement
Sept. 7	Lectures begin
Sept 10-11	Fall All-Grebel retreat
Oct. 10	Thanksgiving Monday -- Holiday
Oct. 11	Offices closed
Oct. 11-14	Fall Reading Week
Oct 29	Taste of Grebel
Dec. 6	Lectures end
Dec. 7	Term End Celebration
Dec. 9-23	Fall term examination period
Dec. 23	Grebel residence closes @ 11 am
Dec. 24-Jan. 2	Christmas Holidays (Grebel offices closed)

Winter Term, 2023

Dec. 9	Winter Fee Payment Deadline
Jan. 2	New Year's Day – offices closed
Jan. 8	Residence opens @ 2 pm
Jan. 8-15	Frost Week
Jan. 9	Lectures Begin
Feb. 20	Family Day (Grebel offices closed)
Feb. 21-24	Reading Week
Apr. 7	Good Friday (Grebel offices closed)
Apr. 10	Lectures end
Apr. 11	Term End Celebration

Apr. 13-28	Winter term examination period
Apr. 16	Conrad Grebel Convocation
Apr. 28	Grebel residence closes @ 11am

Spring Term, 2023

Apr. 14	Spring Fee Payment Deadline
May 7	Residence opens @ 2 pm
May 7-14	Heat Week
May 8	Lectures begin
May 22	Victoria Day - Holiday
May TBD	UWaterloo Open House
July 3	Grebel office closed
Aug. 1	Lectures end
Aug. 2	Term End Celebration
Aug. 7	Civic Holiday
Aug. 4-19	Spring term examination period
Aug. 20	Grebel residence closes @ 11 am

XVII. IMPORTANT TELEPHONE NUMBERS

Fire and Ambulance	911
UW Special Constable Services	519-888-4911 ext. 22222
Poison Control Centre	1-800-268-9017
Grand River Hospital Clinic	519-742-3611
St. Mary's Hospital	519-744-3311
UW Campus Wellness	519-888-4096
TELEHEALTH	1-866-797-0000
K-W DISTRESS LINE	519-745-1166
UW Switchboard	519-888-4567
UW Turnkey Desk/Safety Van	519-888-44434
UW WALKSAFE Service	519-888-4949 OR ext. 84949
UW Sexual Assault Centre	519-888-4567 x46869 519-888-4567 x40025

CONRAD GREBEL UNIVERSITY COLLEGE

CGUC Main Office	519-885-0220 ext. 0
After hours rings through to Campus Hosts: Charles Biswas and Clare Malakar	
CGUC Student Services:	519-885-0220
Beverley Fretz	ext. 24235
Jessie Reesor Rempel:	ext. 24206
Pam Bartel	ext. 24236
Gemma Ricker	ext. 24215