



BURMAN  
UNIVERSITY

# Residence Hall Handbook

## 2026-2027



# WELCOME TO RESIDENCE HALL LIVING

Burman University is a community comprised of a wide variety of people of different cultures and backgrounds. As members of this community, we seek relationships with others and Jesus. We seek to honor Christ by encouraging each other to develop mentally, socially and spiritually, integrating faith and education. Our desire is that each student in the residence halls will develop as individuals in this Christ centered community.

As we are a Seventh-Day Adventist Christian environment, the Deans, Student Deans, and Resident Assistants adhere to the values and principles of this environment. We are committed to:

- Following Jesus using His Word, the Bible, as the standard of truth, faith, and conduct.
- Transforming lives through whole-person education and service.
- Educating students to **think** with discernment, to **believe** with insight and commitment, and to **act** with confidence, compassion, and competence.

Those who become part of the Residence Hall community will be expected to abide by the standards outlined in this handbook. They are encouraged to help build a cooperative, caring, and safe environment for all individuals.

There are three residences on campus: Lakeview Hall, Maple Hall, and Riverton Hall, each offering a unique living experience.



**Lakeview Hall** is the residence for 1<sup>st</sup> and 2<sup>nd</sup> year students. It is comprised of two separate wings, north side designated for female residents and the south side for male residents. Each room is set up to house two students. The room includes its own bathroom, two beds, built in closets and desks/dressers, and shelf area for each person. Single occupancy is considered based on space and special considerations.

There are a number of common amenities for all residents. These include laundry facilities, kitchen, the Chatterbox, the Chapel, a lobby area located on the main floor, and garbage dumpsters located on each end of the building. Janitorial services for entrance ways, hallways, stairwells, laundry rooms, and common areas are provided. Residents are responsible for cleaning their own room and bathroom.

All residents are required to have a meal plan and register their vehicle for parking.

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**Maple Hall** is the residence for 3<sup>rd</sup> and 4<sup>th</sup> year students. It is comprised of multiple wings/halls, with each being designated for male or female residents. Each room is set up to house one student. The rooms on the north wing include its own bathroom (which is shared with the adjacent room), bed, built in closets and desks/dressers. Rooms on the south wing of the building are also single occupancy rooms with a communal bathroom at the end of each hall, which are cleaned by janitorial staff (\*If a resident prefers to reside on the south side, there is a \$100.00 rebate/month).

There are a number of common amenities for all residents. These include laundry facilities, kitchen, and two lobby areas located on the second and third floor. There is also registered parking available with garbage dumpsters located near the staff parking lot. Janitorial services for entrance ways, hallways, stairwells, laundry rooms, and common areas are provided. Residents are responsible for cleaning their own room and bathroom.

All residents are required to have a meal plan and register their vehicle for parking.



**Riverton Hall** is the residence for 3<sup>rd</sup> and 4<sup>th</sup> year students that prefer to live off campus and provide their own food. It is comprised of three floors, the fourth floor designated for male residents and the second and third floors for female residents. These apartment suites vary from single units to four-bedroom units and are fully furnished with the exception of linens and toiletries. The room is comprised of a communal living room and kitchen space with separate living quarters for each resident. There are one to two bathrooms, beds, built in closets and

desks/dressers for each person.

These suites are reserved for students that have either 61+ credits or are 21-30 years of age and are approved by the resident hall deans. Students who start off in the other residence halls and want to move to Riverton need to meet the following criteria:

- Be over 21 or have 61+ credits (age has precedence over credits)
- Demonstrated model citizenship and upheld university guidelines
- Have successful academic achievements

There are a number of common amenities for all residents. These include laundry facilities (located on each floor), a student lounge area, registered parking, and garbage dumpsters located on the alley side of the building. Janitorial services for entrance ways, hallways, stairwells, laundry rooms, and common areas are provided. Residents are responsible for cleaning their own room and contribute to the cleaning tasks of the entire apartment.

Meal plans are not required of Riverton Hall Residents.

## FURTHER DETAILS OF RESIDENCE HALLS OPTIONS:

### Lakeview Hall:

- 1<sup>st</sup> and 2<sup>nd</sup> year students
- \$437.50/month, \$1,700.00/semester, \$3,400.00/year
- Double room – shared bathroom within the room
- Curfew based on credits
- Prepared meals (meal plan required)
- Parking available

### Maple Hall:

- 3<sup>rd</sup> and 4<sup>th</sup> year students
- \$462.50/month, \$1,800.00/semester, \$3,600.00/year
- Single Room – shared bathroom with adjacent room
- No curfew
- Centre of campus
- Prepared meals (meal plan required)
- Parking available
- Rebate of \$100.00/month for those who choose a hall with communal bathroom

### Riverton Hall:

- Students with 61+ Credits and/or 21-30 years of age
- \$637.50/month, \$2,550.00/semester, \$5,100.00/year
- Single room, shared apartment suite and bathroom
- No curfew
- Includes laundry and internet
- Full kitchen and no prepared meals (no meal plan required)
- Within walking distance of campus
- Parking available

## NEED TO KNOW BEFORE MOVING INTO RESIDENCE

### Who Gets to Live on Campus

Living on campus is intended to help with the transition from home to university. The experience of living on campus allows students to focus more on studies while creating opportunities to connect with others, build community, and receive support while navigating this time in life. For these reasons, all students with thirty or less credits are required to live in Residence and have a guaranteed placement in residence halls. Exceptions to the on-campus housing requirement would be students who are living at home with their parents, married, have children, or are thirty years of age or older. *Please see the Student Housing and Mature Student Housing policies on the Burman University Webpage.*

### Living Arrangements

Incoming students will be contacted by the residence hall deans some time in July or August regarding your residence hall application. You will be alerted to which residence hall you will be living in via your Burman University email. Should you have any further questions or concerns the deans are more than happy to assist so feel free to reach out.

### Move In

**NOTE:** Family members/friends who are helping students move in and out are permitted on the halls during the scheduled move in/out days. If student is moving in/out on another day then permission from dean is required if accessing halls of opposite gender.

**For first year students:** The first day to move in is Wednesday, August 26, 2026<sup>th</sup>. The residence hall leadership team will be available to help you check in from 9:00 am to 9:00 pm on this date only. After this date, please see the front desk receptionist located in Lakeview Hall letting them know of special considerations and they will let a dean or residence hall team member know of your situation. You will need to see a residence hall dean to complete the paperwork for check in. A room check form must be completed on the UDorm app and be approved of by a dean. No room keys or assignments will be given out until you check in with a dean. If other arrangements need to be made, such as early or late move-in, please contact a dean.

**Returning students:** The first day to move in is Sunday, August 30<sup>th</sup>, 2026. The residence hall leadership team will be available to help you check in from 9:00 am to 9:00 pm on this date only. After this date, please see the front desk receptionist located in Lakeview Hall letting them know of special considerations and they will let a dean or residence hall team member know of your situation. You will need to see a residence hall dean to complete the paperwork for check in. A room check form must be completed on the UDorm app and be approved of by a dean. No room keys or assignments will be given out until you check in with a dean. If other arrangements need to be made, such as early or late move-in, please contact a dean.

**Christmas Break:** The majority of the residence halls close during the Christmas break, beginning on Friday, December 18<sup>th</sup>, 2026 at 12:00 pm and reopening fully on Sunday, January 3<sup>rd</sup>, 2027 at 9:00 am. It is strongly encouraged that all students head home over this time, yet, portions of residence halls will be open due to logistics of travel for specific students. Students will need to make arrangements for rides and/or alternate accommodations well in advance; but, if unable to find a place to stay, please reach out to a dean as soon as possible.



### Move Out

The final day to check out of Lakeview Hall and Maple Hall is Monday, April 26, 2027 at 5:00 pm. The final day to check out of Riverton Hall is Wednesday, April 28, 2027 at 5:00 pm

Whether a student-resident checks out mid-year or when the semester has ended, two separate steps must be performed prior to departure:

1. The student-resident must complete a *Room Cleanliness Exit Form* on the UDorm app.
2. The student-resident must perform a final *Check Out* with a dean only.

When completing the *Room Cleanliness Exit Form*, it is important to ensure all of the items are completed to a high standard. After all students have checked out of the residence halls, the residence hall deans complete room inspections and institute fines if damage has occurred that was not pre-existing, as well as if the cleanliness level is below the standard. These fines can be retro-active and placed on the student's ledger after check-out. Therefore, it is encouraged that student-residents ask their RA, student dean, or dean to have a walk through during their room check to ensure they have completed all the steps. In either case, the student dean or dean will only approve the *Room Cleanliness Exit Form* when all items have been addressed.

**NOTE: Students that do not complete a Room Cleanliness Exit Form and/or do not clean their space to the standard outlined are subject to a fine. Also, students that do not Check Out with a dean will be subject to a fine. Please see attached *Violation Charges*.**

### DAMAGE REPORTS AND DEPOSITS

- Each student in residence is required to pay a damage deposit of \$450.00 at the beginning of the year as part of their student fees.
- Damage reports are filled out in September when students arrive and again in April as students prepare to leave. Damage or excessive wear to the residence or its contents will be charged to the resident who damages the property. Where individual liability cannot be established, the residents of the unit will be held collectively responsible for the damage costs.
- All students are responsible to do their part to clean their residence before they leave at the end of the year. Details will be given by residence hall team members during the second term.
- Any damages and/or cleaning charges will be deducted from the student(s) damage deposit. Should the amount charged for cleaning and damages not be covered by the damage deposit, the extra will be charged to the student's account.
- Students must do their best to mitigate any damages by reporting them as a maintenance request as soon as possible. Any pranking (while prohibited) involving vandalism must be reported to ensure any damage can be repaired and messes/stains cleaned while they are fresh and easily clean-able.  
**NO** do-it-yourself repairs should be attempted to prevent the damage from getting worse!

### SUMMER STORAGE OF BELONGINGS:

Students may decide to store their personal belongings on campus during the summer months for a fee. All belongings left on campus are left at the students' own risk. Any belongings not claimed by the beginning of the next academic year will be donated or disposed of. Students not adhering to proper storage policies may be subject to a fine. **Please see our *Residence Hall Storage Policy* for full details and the attached list of *Violation Charges*.**

### What Is Already Supplied

**Lakeview & Maple Hall:** Each student will be supplied with a twin bed, desk, dresser, garbage can, toilet bowl brush, plunger, garbage can, closet, and storage space. You are permitted to bring your own microwave and minifridge. The residence Halls may have some from previous years you can purchase upon arrival.

\*Additional items of furniture must be approved by a dean.

**Riverton Hall:** As this is an apartment style residence, there are some additional items supplied. In addition to above mentioned bedroom items, the living room area has a couch, TV stand/shelf, dining room table, and dining room chairs. The kitchen has a fridge, stove, and microwave. All residences are also equipped with a kettle, frying pan, set of three pots and pans, toaster, mixing bowls, colander, dish rack, ice cube tray, knives, measuring cups and measuring spoons, plate set (dinner, lunch, bowl), glass cups, mugs, cutlery tray, soup spoons, dessert spoons, forks, knives, large serving spoon, flipper, spatula, can opener, and whisk. A vacuum is provided on each floor, kitchen and bathroom garbage cans, toilet bowl brush, and plunger.

\*Additional items of furniture must be approved by a dean.

**NOTE:** Adding furniture to room or making large adjustments to the room configuration (i.e. moving beds to different rooms) without the dean's permission will be subject to a fine. This applies to all of the residence halls (Lakeview, Maple, and Riverton). Please see attached *Violation Charges*.

### Room Décor and Items to Bring

It's important to make your room feel comfortable, so please personalize your room while keeping in mind that your room should be in the same condition at checkout as it was at check-in. A room inspection form will be completed at the beginning and end of the year by the student resident and a member of the leadership team to determine if damages were pre-existing or occurred during the term of stay. Also, please be considerate of your roommate in decorating, and refrain from displaying décor that is offensive or inappropriate.

Below are a few additional notes regarding what is permitted and not acceptable. When in doubt, please reach out to your Resident Assistant or Student Dean to clarify.

- You may not nail or drill holes in the wall, nail anything in the floor, add room accessories with permanent hardware including hooks/shelving/items in the room or bathroom
- Residents are not permitted to tape or otherwise fasten electrical cords through any doorway or place under any rug, paint any portion of your residence, write on the interior or exterior walls of your residence, direct stereo speakers out of windows, obstruct windows, remove or replace windows, remove any cupboard/closet doors (if damaged, use your countertops as cutting boards
- Items deemed inappropriate by the residence hall leadership team will need to be removed from the premises or no longer used. These items may include music, video games, movies, magazines/reading materials, games, paper cards, wall hangings, posters, décor, and other items not in accordance to the beliefs and values of the institution.
- Illegal property will be confiscated immediately by residence hall deans and disciplinary action will follow.

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| Need to Bring                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Possibly Bring                                                                                                                                                                                                                                        | NOT Permitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Clothing for warm/cold weather</li> <li>➤ Desk supplies</li> <li>➤ Pillow</li> <li>➤ Twin Sheets</li> <li>➤ Blankets</li> <li>➤ Cleaning products</li> <li>➤ Garbage bags</li> <li>➤ Toiletries &amp; Towels</li> <li>➤ Hangers</li> <li>➤ Laundry products</li> <li>➤ Laundry basket</li> <li>➤ Mini-fridges &amp; Microwaves</li> <li>➤ Microwave safe “personal dishes” such as plates, bowls, glasses, mug, cutlery</li> </ul> | <ul style="list-style-type: none"> <li>➤ Outdoor sports equipment</li> <li>➤ Alarm clock</li> <li>➤ Desk lamp</li> <li>➤ Bike and bike lock</li> <li>➤ Plants</li> <li>➤ Kettle, rice cooker, slow cooker – anything with an auto shut off</li> </ul> | <ul style="list-style-type: none"> <li>➤ Alcohol or alcoholic beverage containers</li> <li>➤ Decorative items with alcohol logos</li> <li>➤ Pornographic material or decorative items with associated logos</li> <li>➤ Material that is suggestive in nature (i.e. posters)</li> <li>➤ Pets</li> <li>➤ Firearms or any kind of weapon including knives/swords, archery equipment, paintball or air-soft guns</li> <li>➤ Candles/incense</li> <li>➤ Small appliances without auto shut off (toaster, deep fryers, etc.)</li> </ul> |

**NOTE:** Damage incurred by the student will be subject to a fine. Also, possession or use of illegal items/substances will be subject to a fine and/or disciplinary measure. Please see attached *Violation Charges*.

### Transportation

Burman University has Airport Shuttle services available for a fee. To book a shuttle, please go to <https://www.burmanu.ca/transportation>. Shuttle requests are due no later than 3 working days in advance of the trip. Otherwise, there will be an additional late fee.

Transportation office hours are Monday – Thursday 8:00 am-12:00 pm, 1:00 pm-5:00 pm and Friday 8:00 am-11:30 am. If a request comes in outside these hours, it will be processed the next working day

Shuttle times are on the transportation page of the Burman University website

Airport transportation is not available Friday after the 2:00 pm shuttle until Sunday morning  
Latest Pick up time from Edmonton Airport 9:00 pm, Calgary Airport 8:00 pm

### Parents' Help & Accommodations

Due to the dynamics during move-in week it is suggested that parents of students find other accommodations. Lakeview Hall has three guestrooms that parents can book if they would like to stay for a time. These guestrooms can be reserved by emailing [deans@burmanu.ca](mailto:deans@burmanu.ca). These rooms are rented on a first come first serve basis and may already be reserved. If so, there are a number of hotels and motels in the area. The list of accommodations is listed on the residence hall webpages on the Burman website. Please contact the deans if other arrangements need to be made.

**NOTE:** Family members/friends under 18 years of age are not permitted to stay over night in the residence halls at any time and must be accompanied by an adult in the guestrooms.

### Do I Need Renters Insurance?

Burman University does not have personal content insurance. Students or parents/guardians can obtain coverage through their family homeowners' insurance policy or through additional personal tenants' insurance policy for personal property loss due to theft and property damage.



## RESIDENCE HALL LEADERSHIP TEAM

### Deans:

There are three deans that help the students have a safe and enjoyable experience in the residence halls. They also oversee the operations and governance of all three residences, regardless of where their office is located. The Administrative Dean office is located in Maple Hall and both Assistant Dean offices are located in Lakeview Hall. The Administrative Dean also has some office hours in Lakeview Hall. Riverton Hall is still overseen by all deans. The deans rotate on-call shifts during the evenings and weekends. Please see the white boards and calendars for their schedule.



DEAN JOREL  
ADMINISTRATIVE DEAN



DEAN PRETHA  
ASSISTANT DEAN



DEAN TYLER  
ASSISTANT DEAN

### Student Deans:

Student deans are the right hand of the deans and are here to facilitate a healthy environment for the students as well as support their resident assistants. The student deans uphold and reinforce policy and procedures outlined by the deans and must be respected as extensions of the deans. There are two male student deans and two female student deans. There is always a student dean on call each night and each weekend as they rotate through a schedule. Please see the white boards and calendars for their schedule.

### Resident Assistants:

Resident assistants are the sidekicks of the student deans and are here to create a thriving environment for the students as well as support their student deans and deans. The RAs uphold and reinforce policy and procedures outlined by the deans and student deans and must be respected as extensions of such. There is a RA for almost every floor and every wing of each residence hall. There is always a male and a female RA on call each night and each weekend as they rotate through a schedule. Please see the white boards and calendars for their schedule.

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### Front Desk Crew:

Lakeview Hall has a front desk worker 24/7. Front desk workers are there foremost for your safety. They are the first responder to emergencies such as fire or lockdown and are involved in several of the campus safety protocols and procedures. They can administer items from the first aid kits and they keep record of what is going on around the dormitories. Their position also requires that they maintain order in the lobbies while on duty, especially after curfew. Lakeview Hall front desk workers have additional duties such as managing all mail/parcels that comes to Lakeview Hall; providing switchboard services; booking and managing the keys for the Chapel, Chatterbox, and kitchen. They also help manage resident curfew checks and manage guests staying in the guest rooms.

*As their role is very important,  
please do NOT enter the desk area or disturb them while on duty.*

### Janitorial Crew:

The residence halls employ several students to do janitorial duties throughout the week in all three dorms. Having janitorial services, this does NOT mean you are to be disrespectful of the space or others. You are expected to clean up after yourselves and keep everything neat and clean in the common areas as well as your rooms. Please see the page on *Charges* to see the consequences for not adhering to cleanliness and respect.

**If you are interested in working in Residence Halls, please submit a resume, references, and class schedule to [deans@burmanu.ca](mailto:deans@burmanu.ca) stating what position you are interested in.**

***ALL STAFF ARE TO BE RESPECTED IN THE SAME MANNER AS IT IS GIVEN TO THE DEANS.***

NOTE: Students disrespecting the leadership team and/or the residence hall staff will be subject to terms outlined within the *Residence Halls Accountability Model*. Please refer to this model for details.

## RESIDENCE HALL ACCESS & LOUNGE AREAS

### ACCESS FOBs

When you have checked in and completed your form, you will receive an access fob that will give you access to your room, the other wings of the residence hall you live in, and other areas based on where you reside. Please see below for the breakdown. For your security, lending, sharing or copying of keys is not permitted.

|                             | Lakeview Hall<br>Residents                                                  | Maple Hall<br>Residents                                                    | Riverton Hall<br>Residents                                                 |
|-----------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Hideout &<br>Socialleyez    | 10am-11pm M-Thu<br>10am-7pm Friday<br>7pm-11pm Saturday<br>6am-11pm Sunday  | 10am-11pm M-Thu<br>10am-7pm Friday<br>7pm-11pm Saturday<br>6am-11pm Sunday | 10am-11pm M-Thu<br>10am-7pm Friday<br>7pm-11pm Saturday<br>6am-11pm Sunday |
| Library, West<br>Entrance   | 11pm-8am<br>Sunday – Friday Morning                                         | 11pm-8am<br>Sunday – Friday Morning                                        | 11pm-8am<br>Sunday – Friday Morning                                        |
| Maple Hall Lobby            | 8am-10:30pm<br>7 days per week                                              | 24 hours<br>7 days per week                                                | 8am-10:30pm<br>7 days per week                                             |
| Lakeview Hall<br>Lobby      | 24 hours<br>7 days per week                                                 | 8am – 10:30pm<br>7 days per week                                           | 8am – 10:30pm<br>7 days per week                                           |
| Chapel                      | 24 hours<br>7 days per week<br>*Chapel use must be<br>booked via front desk | No Access unless booked                                                    | No Access unless booked                                                    |
| Riverton Hall<br>North Door | No Access                                                                   | No Access                                                                  | 6am-11pm<br>7 days per week                                                |
| Riverton Hall<br>South Door | No Access                                                                   | No Access                                                                  | 24 hours<br>7 days per week                                                |

If access fob gets damaged or lost, there will be a **\$25 charge to replace it**. If it stops working, see a dean to reset it. If you forget it in your room, ask an RA or student dean to give you access. They will need to accompany you to your room and confirm that it is your room.

### ROOMING ARRANGEMENTS & SINGLE OCCUPANCY:

The residence hall team makes every effort to accommodate requests by student residents, including that of roommate preference. Yet, the university reserves the right to change room assignments or terminate a housing placement whenever this seems in the best interest of the individual or residential community. In addition, single occupancy can be requested and will be considered on a case-by-case basis, with the additional fee being charged to the student's account if approved.

In order for any adjustments to be made, permission from a dean is required, in addition to documentation. For more information, please talk to a dean.

### LOBBIES:

The lobby areas at Lakeview Hall and Maple Hall are open to everyone. The front doors to Lakeview Hall lobby are automatically open from 8am to 10:30pm. As these areas are open to everyone, students must dress modestly at all times, including back and forth between their rooms and laundry facilities.

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Both Lakeview Hall & Maple Hall lobbies (main floor area) are closed 30 minutes before freshman curfew to all non-resident guests. Lobbies will close for all residents at 11:00 pm on weekdays and Sunday and 12:00 am on Saturday. To use the TVs in Maple Hall lobbies, you need to obtain a dean's permission.

Individuals that **refuse to leave** the building after closing will incur a **charge of \$50** to the Resident they are visiting with. Opposite gender individuals that are **found in a resident's room without prior approval from a dean** will incur a **charge of \$150** to the resident that the individual was found with and a meeting with the deans to determine future use of common areas. Please see information below about other guest information.

| Day:            | Closing Time: |
|-----------------|---------------|
| Sunday - Friday | 10:30 PM      |
| Saturday        | 11:30 PM      |
| Holidays        | See a Dean    |

### MEZZANINES (Lakeview Hall)

Each Mezzanine Wing (north and south) is available to the associated hall as outlined previously (males permitted on south and females on north). Non-residents are not permitted on the Mezz. All doors on the Mezz are to remain closed at all times. Leaving these doors open will result in a meeting with the deans and a potential fine. Residents are permitted on associated mezzanine after curfew (males on south and females on north).

### CHATTERBOX (Lakeview Hall)

The Chatterbox is a private space that can be reserved for studying and small gatherings. There must be a MINIMUM of 3 people, regardless of gender, in the room at all times. To access the Chatterbox during regular hours, please book it with the front desk worker. You must hand in your room key as a deposit for the key to the Chatterbox. Food is permitted in the Chatterbox, with the expectation that the space is cleaned by the users before leaving. This space is closed at room check. No movies are allowed between the hours of Friday sundown to Saturday sundown.

### RIVERTON LOUNGE:

The Lounge at Riverton is a common space for studying and small/medium sized gatherings. There must be a MINIMUM of 3 people, regardless of gender, in the room at all times. To access the Lounge at Riverton you will need to get your fob updated by a dean. Food is permitted with the expectation that the space is cleaned by the users before leaving. This space is closed at room check. No movies are allowed between the hours of Friday sundown to Saturday sundown. The downstairs portion of the lounge is off-limits.

**NOTE: Violent/sexual/inappropriate movies, TV shows, and games are not permitted in any of the residence halls (Lakeview, Maple, and Riverton). Students caught with explicit material will have their Chatterbox/Lounge/Mezzanine/Chapel privileges revoked with potential disciplinary actions and/or violation charges. Please see attached *Violation Charges*.**

### CHAPEL (Lakeview Hall)

The Chapel is reserved as a worship space and must be respected as such. Groups can book the Chapel for practices and meetings through the Lakeview Hall front desk. To avoid scheduling conflicts, it is recommended that you communicate your desire to book the chapel at least **two days** before your desired time of usage. When the Chapel is not in use, students are permitted to use the space to study and socialize. In addition, you must request and receive permission from a dean before using the instruments. This space is closed when the lobby closes. Anyone touching the instruments without previous permission, remaining in the space after

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close, or disrespecting the rules for this space will need to meet with a dean with potential disciplinary actions and/or violation charges.

### LAUNDRY ROOMS (Lakeview Hall & Maple Hall)

The laundry rooms will be closed during Sabbath hours. When using the machines, please refrain from overloading them with clothes and/or cleaning products such as soap or fabric softener. Remember to pick up your laundry once it is finished as others are waiting to use the machines. Anyone found intentionally/maliciously misusing the machines or damaging the belongings of others will be subject to consequences as per our accountability model. There is a laundry schedule for males and females posted at the front desk and at the entrance to the laundry room. Please abide by the hours and days posted and reach out to your student deans if you have any questions or concerns.

Students must dress modestly at all times, including back and forth between their rooms and laundry facilities.

### KITCHENS:

**Lakeview Hall Kitchen:** There are kitchens available for student use in each respective dormitory. To access the kitchen at Lakeview Hall, book it with the front desk worker and get the key - you must hand in your room key as a deposit for usage of the kitchen. Before leaving the kitchen, please ensure that your working space and all cooking tools/utensils are thoroughly cleaned and all surfaces including the floor are clean and free from garbage. Once you are done cleaning the kitchen, please sign the sign-out sheet on the back of the door and give the kitchen key back to front desk to have your room key returned.

The Lakeview Hall kitchen is not an intended socializing area and students are not permitted to gather and hang out in the kitchen. Only one or two are allowed to use the kitchen at one time and must be the same gender.

**Maple Hall Kitchen:** The kitchen at Maple Hall is left open for use as needed if the area is respected and stays clean. Resident usage will be adjusted if the kitchen does not remain clean and orderly. If mature students plan on sharing a meal together in the Maple Hall kitchen then the either all persons in the group are the same gender, or you have a minimum of three people.

**Meat is not permitted to be cooked or stored in the kitchen.** If continued misuse or abuse of the kitchen becomes an issue, the deans reserve the right to revoke your kitchen access or access for all students - **PLEASE** do not be the person that ruins privilege for everyone.

**Cooking Grease:** Cooking grease must **NOT** be poured down the drain or outside the residences. Students are asked to collect their grease in a tin can(s) and allow it to harden before disposing it in the trash.

**NOTE: Students not adhering to the above guidelines for the use of kitchens will be subject to a fine.** Please see attached *Violation Charges*.



## ADDRESS, PARKING, & MAINTENANCE

### INTERNET ACCESS:

Wireless access is available throughout all three residence halls. Use your email and email password to get you access to the network. If you have issues with the network, your email, logging onto UDorm, and other IT issues, please see IT located in the Library.

There is a photocopier/printer located in the lobbies of Lakeview Hall and Maple Hall. You will need a code, which is posted on the photocopier, to photocopy or print for the Lakeview one. IT will need to set you up to print directly to either machine.

### MAILING ADDRESS:

As Lakeview Hall has someone available 24/7 at the front desk during the school year, all residents' mail and packages go to the Lakeview Hall address shown below:

*Student Name*  
*C/O Residence you live in*  
6650 University Drive  
Lacombe, AB T4L 2E9

When the mail or package comes in, it will be logged, an email will be sent to you, and then it will be placed in the locked mailroom at Lakeview Hall. The email will specify if it is a letter or a package. All front desk personnel, while on shift only, can access and retrieve your mail when you come to the front desk and let them know you are there to retrieve your item. Please let them know if it is a package or a letter as the items are stored in different places. They will ask you to sign that you received it. Only sign if you have received it.

Canada Post Items sent to the Riverton Hall address (4921 Beardsley Ave) will automatically come to Lakeview Hall front desk for processing. *Other packages from Amazon, Costco, UPS, etc. will not.* Packages using the Beardsley Avenue address could be left outside the Riverton Hall building for anyone to grab or in any weather conditions as the doors at locked to carriers. To avoid this, please use the Lakeview Hall address stated above.

***Please talk to the deans if you have any questions. Please email [deans@burmanu.ca](mailto:deans@burmanu.ca).***

### BICYCLES:

There are several bike racks located on campus for securing your bicycle. Burman is not liable for stolen bicycles. Please lock your bike up. Bicycles and/or automobile tires are not to be stored in rooms or on balconies. Bicycles that are not accounted for at the end of the school year, will be discarded.

### RESIDENTIAL PARKING:

Burman University students operating and parking their vehicles on campus must register their vehicle during the registration process at the beginning of the academic year. Any vehicle arriving on campus after registration week must register with Campus Safety within 48 hours of arrival. Successfully registered students will receive a campus parking permit. The parking permit must be placed on the rearview mirror, visibly displayed at all times while parked on campus. Failure to do so will result in a \$50 fine.

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There is parking available on a first come first serve basis with different parking options. Parking is handled by the Transportation Department so please go to [burmanu.ca](http://burmanu.ca) and search transportation to learn about parking at the residence halls. Not registering your vehicle will result in parking violations.

The use of a motor vehicle on the university campus is a privilege and not a right. This privilege may be suspended at any time, at the discretion of Burman University administration, because of scholastic or citizenship probation, or because of parking or driving citations.

Parking is limited to your assigned spot. Read and follow posted signage. Anyone parking in a residence court parking lot without a valid permit visible or in violation of signage will be subject to an infraction. For more information, visit <https://www.burmanu.ca/security/parking>.

### MAINTENANCE:

If there is an issue or concerns in your room, please contact your RA. The residence hall team are here to assist you so please don't hesitate to ask for help. You can also fill out a maintenance request form on the UDorm app. Issues or concerns may include burnt out light bulbs, lights not turning on, fire alarms beeping, loose dresser handles, clogged drains, bathroom fans not working, etc.

Unless it is an emergency, the residence hall team will make arrangements to access your room when it is convenient for you and safe to do so.

Please let a member of the residence hall team know as soon as there is a maintenance issue that cannot be rectified by the resident.

## IMPORTANT HALL EVENTS & ROOM CHECKS

### ORIENTATION

In order to promote the growth of relationships between residents and set the year up for success, there are required meetings during the first week of the fall term. All residential students will be required to attend their relevant meeting (New Student, Upper Classman, Riverton). Details on dates and times will be shared with other move-in communication.

### SPIRITUAL LIFE

Residence Hall staff are dedicated to providing spiritual programming throughout the year. This includes weekly Life Groups facilitated by the RAs, weekly residence hall worships, various small groups, prayer time, and other activities. Residents may opt to have devotions with each other more frequently, but a set time once a week is expected. Devotions are often led by the RA, but residents may also volunteer to take the lead for devotions with other residents.

### ROOM CHECK:

Your safety and well-being are very important to us, therefore, the RAs perform room check every night for the 1<sup>st</sup> and 2<sup>nd</sup> year students in Lakeview Hall. Resident Assistants will always knock and announce their purpose ("Room Check"). They will only wait about thirty seconds. If you don't answer the door, they will enter your room. If a resident is in the bathroom during check, RAs will knock and call out for the resident. If the RAs do not receive any response, the resident will be marked as absent for the night (incurring a \$50 charge). If the Resident is asleep during check, RAs will need to see the Resident before checking them in, so it is best to leave your face uncovered at night to allow the RA the ability to see you.

| Day:            | Time: |
|-----------------|-------|
| Sunday - Friday | 11 PM |
| Saturday        | 12 AM |

***Residents will only be checked into the system if they are SEEN or HEARD by a Resident Assistant.***

**What If I Miss Room Check?** It is your responsibility to be checked in by a RA or student dean at curfew. At Lakeview Hall, if it is thirty minutes past the scheduled start time of room checks and you still have not connected with an RA or student dean, you must go to the front desk and check in there. Maple Hall and Riverton do not require room checks.

Please don't assume that someone has checked you in, especially if you are in the building. Just because you are in the building does not mean someone has seen you. It is not the front desk's job to check you in unless you come asking to be checked in. Being in the laundry room, kitchen, lobby, etc. does not guarantee you've been checked in.

If you are not in the building at the time of checks, but you return before your curfew, you can check in at front desk to ensure you don't get charged. If you return after your curfew, you still need to check in at front desk, and you will be charged for being late. Again, students are charged five dollars for every half hour they are late for curfew.

It is the responsibility of the student resident to review their ledger on UDorm and review with a dean as needed. We strongly encourage you to review your ledger weekly to ensure everything is proper.

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### WELLNESS CHECK:

Mature students living in Maple Hall or Riverton Hall do not have a curfew and are therefore not required to have room checks. As such, our leadership team still performs wellness checks two to three times per week to ensure residents are safe and healthy. RAs will perform wellness checks by knocking on the door and trying to establish contact with the resident, but entry is not needed. They may also utilize a group chat or text message to ensure the resident is safe.

### SABBATH:

Burman University is a Seventh-Day Adventist Institution. In accordance with the Institution's religious affiliations, the Sabbath hours are observed from Friday sunset to Saturday sunset. Any and all activity happening within the common areas during this time must be in respect to the Sabbath observance. The residence hall team reserve the right to remove students from the common areas if their activity conflicts with the Sabbath-keeping practice. While on campus, please respect the decision of others to keep the Sabbath regardless of personal beliefs and/or religious affiliations.

### CURFEW:

Curfew is enforced every night of the week for the 1<sup>st</sup> and 2<sup>nd</sup> year students living within the residence halls. Individual curfew times are decided through a student's credit count. The purpose of the curfew is to provide an atmosphere for success and healthy living principles. Adequate sleep and times of quiet help to reduce stress and improve mental health. As you develop in the university experience, which is noted through the gaining of credits, you are permitted a later curfew.

Please refer to the table below to understand the different curfew times. Residents that are late for Curfew (returning to the dorm late) without receiving late leave permission from a dean or student dean are charged accordingly - residents are charged five dollars for every half hour they are late for curfew up to a maximum of fifty dollars. Students who do not report for curfew without prior overnight leave permission *from a dean only* are charged fifty dollars for each night they are away.

Minors (under the age of 18) entering as a student to Burman University are considered first year students and their curfew will be based on their credit score.

| Credits:                                | Sunday - Thursday: | Friday: | Saturday: |
|-----------------------------------------|--------------------|---------|-----------|
| Year 1 (less than 30 credits)           | 11 PM              | 12 AM   | 1 AM      |
| Year 2 (31-60 credits)                  | 12 AM              | 1 AM    | 2 AM      |
| Mature Students (60+ credit or 21 y/o+) | No Curfew          |         |           |

## Comings & Goings

### UDORM App – Student Portal:

UDorm is the system the leadership team uses to assist us in creating a healthy and positive atmosphere for the student residents. We use this app for room checks, maintenance requests, late leave requests, and communication with the residents in the halls. We also use this app for emergency situations, room assignments, and curfew violations. Within the app each student has access to view their ledger and other general information.

The UDorm portal can be accessed by visiting [burman.udorm.ca](http://burman.udorm.ca) or on the Burman website under Dorm Residence. Your login information will be the same information you use for your Burman email.

### LATE LEAVES:

Late Leaves are requests to extend curfew by one hour for extenuating circumstances. These can be granted by a dean or a student dean. To request a late leave, please call the dean or student dean on duty. We ask that late leaves be requested *one hour before room checks* so there is time to approve them. Residents are permitted the following amounts of Late Leaves per week:

| Credits:                      | Total Late Leaves: |
|-------------------------------|--------------------|
| Year 1 (less than 30 credits) | 2                  |
| Year 2 (31-60 credits)        | 3                  |

### OVERNIGHT/WEEKEND LEAVES:

Overnight/weekend leaves are requests to be out of the dormitories for overnight or more than twenty-four hours. To request an overnight/weekend leave, log into the UDorm portal and fill out a request. Please fill out all the required information, providing as much detail as you can (including the location of where you are going/staying, your contact information, and your length of stay). If there is an emergency, we need this information to contact you and let you know to stay or come back and to determine the urgency on making those contacts. To ensure that any overnight or weekend leaves are approved, you must fill out a request *at least 24 hours* prior to your planned departure. Once you make a request, you will have to check it to ensure your request was approved before leaving. If you leave before it is approved, you will be charged.

### SCHOOL TRIPS:

If you are leaving on a school trip that goes over night or over a weekend, you still need to put in an overnight leave request in UDorm. Professors, advisors, coaches, etc. don't have access to this system (they can be put down as the host when filling out the form though) and they don't always inform the residence hall team that you are part of the trip, therefore it is your responsibility to submit the request.

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### GUESTS:

Guests are permitted based on room availability and the discretion of the deans.

Parents, family members or friends of the resident that are over the age of thirty are not permitted to stay in the residence halls during the school year. Guest rooms are available if these individuals would like to stay on campus. During school breaks family members that wish to stay as a guest in the residence halls will need to contact [deans@burmanu.ca](mailto:deans@burmanu.ca).

Residents of the residence halls are permitted to host same-gender guests (non-residents) under the following conditions:

- Day Visits (between 7:00 am and room check) are permitted in agreement with any roommates. Those underage need permission from a dean to have visitors in their room.
- Overnight Stays (past room check) are permitted only if:
  - The guest is eighteen years old or older.
  - The guest is staying for a maximum of five nights/month. The first two nights are free but any additional nights are charged to resident at \$22.00/night.
  - Photo ID of the guest(s) is emailed to [deans@burmanu.ca](mailto:deans@burmanu.ca) along with asking for permission.
  - The resident receives permission from a dean at least forty-eight hours prior to the arrival of the guest(s).
  - Roommate of the person with the visitor must also be asked for approval and email the deans stating they approve of the overnight guest.
  - A female student who wishes to have a male guest stay on campus may ask a male residence to host her guest and vice-versa.
- A guest failing to comply with campus regulations will be asked to leave. It is the responsibility of the host to ensure that guests are aware of and in compliance with Residence Life Policies and the host may be held responsible for damages or infractions that occur. **Students hosting an unauthorized guest will incur a \$150.00 charge/night.**
- Having guests is a privilege, not a right; deans reserve the right to refuse guests entry into the dormitories. Residents are expected to declare the presence of any guests during room checks for safety reasons.

### GUEST ROOMS:

We do operate three guest rooms at Lakeview Hall that are not connected to the dorm. These can be reserved by non-residents at a rate of eighty dollars per night. They come with a mini-fridge, microwave, and bedding. Any minors must be accompanied by an adult. These rooms can be reserved by emailing [deans@burmanu.ca](mailto:deans@burmanu.ca). Payment is required upon arrival.



### Special Areas to Note

#### MEAL PLANS / CAFETERIA:

For information about the meal plans, please contact Student Finance. The meal plans are managed through the cafeteria on campus. The cafeteria provides scheduled vegetarian meal service in cooperation with academic and employee schedules. There are hot meals three times a day along with a variety of grab 'n go options available throughout the day. Individuals visiting residence are welcome to purchase anything from the cafeteria; cash, cheques, Visa, MasterCard and American Express are accepted as payment.

#### FURNITURE:

Residences come fully furnished. Students are not permitted to disassemble/remove furniture from the residence unless given permission by a dean. Additional furniture is not necessary and therefore not permitted unless approved by a dean. Furniture can be rearranged as needed and if deemed safe. Furniture does have to be returned to original layout when moving out.

#### ROOM CLEANLINESS:

Residents are expected to maintain a clean and organized dorm room for the duration of their stay. This includes regular cleaning of the bathtub, toilet, desks, beds, floors, mirrors, windows, closets, drawers, and general area. This extends to smells and buildup of garbage. Vacuums are available on each hall and your RA can assist you with locating them. Videos of how to clean different parts of your room are available and can be emailed out to you. If you unsure on how to clean portions of your room, what is expected in regards to room cleanliness, or where to get cleaners/products/etc., please contact the RA, student dean, or dean. Any damage will be charged to your account.

A room cleanliness check is done by a dean/SD/RA at least once during the first semester before UExperience. If there are concerns, room cleanliness checks will be done more often on a random, uninformed basis.

#### GARBAGE:

In accordance with fire safety code, all exits and hallways are to remain clear of obstructions, including garbage. Residents are expected to dispose of their own garbage in dumpsters outside the dormitories weekly, if not daily. Lakeview Hall residents can find dumpsters on the north and south exterior sides of the building. Please *do not use* the bin across the parking lot in front of Northwest Hall.

Maple Hall residents can find dumpsters in the Parking Lot B (staff parking) or behind the Cafeteria.

Residents are *not permitted* to dispose of personal trash in large dormitory garbage bins, including communal washroom garbage in Maple Hall, or store garbage in the hallways.

#### NOISE:

Quiet time begins at 11:00 pm during room check. Residents are expected to be considerate of others after room check. This includes refraining from playing loud music, doing rigorous activity, loud conversations, playing video games, watching movies, etc. Residents are expected to contact their RA or student dean if there are consistent increased levels of noise. All residents have the right to privacy and peace during their stay.

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### PETS:

We love animals too and we know they help with mental health. Yet, we also know that animals can be dirty, require a lot of attention and grooming, require fresh air/water/food/potty breaks, make noise, can be a distraction, and many people are allergic (sometimes deathly). Since you are not living alone in your own place, but in a communal atmosphere, we cannot allow pets. Yes...even fish. The Sakala Success Center works on bringing in baby animals for those interested once a year. Please talk to a dean if you have questions or concerns about this or any other item.

### RESIDENT CROSSOVER:

Residents within the dormitories are situated on specific wings/halls/floors based on gender: Lakeview Hall female residents on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> north; male residents on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> south. Maple Hall female residents on 1<sup>st</sup> and 3<sup>rd</sup> north; male residents on 2<sup>nd</sup> north as well as 2<sup>nd</sup> south. Riverton Hall female residents on 2<sup>nd</sup> and 3<sup>rd</sup> floor, Riverton Hall male residents on 4<sup>th</sup> floor. No crossover or access to the opposite gender wing/hall/room/floor is permitted at any time unless authorized by a dean and based on our *Staff Entry to Residence Policy*. Disciplinary measures will be enacted in order to uphold these standards. ***Please see our Staff Access to Residence Hall Policy for full details.***

**NOTE: Students in violation of the above standards (cleanliness, garbage, noise, pets, and resident crossover) will be subject to a fine and/or meeting with the dean. Please see attached *Violation Charges*.**

### ENTRY TO RESIDENCES:

Periodic inspection of residences for cleanliness, safety and decor will take place. Notification of an upcoming inspection will be to the RA, whose responsibility it is to notify the residents, or notifications will come through an email from a dean. ***Deans are permitted to inspect the room without notice if the need arises surrounding suspicious activity or health and safety concerns.***

Students residing in residence agree to cooperate in the maintenance and support of a safe and healthy living environment. Authorized representatives of Burman University may enter and inspect an accommodation at any time, without permission, in the following cases:

- When there is probable cause to believe a violation of this Residence Hall Handbook, the Student Handbook, or any Burman Policy may have taken place or is taking place.
- When a clear and present danger requires such entry.

In cases where a residence hall team member or maintenance personnel member need access to a specific wing/hall/room, certain consideration apply and are outlined in our *Staff Access to Residence Hall policy*. ***Please see our Staff Access to Residence Hall Policy for full details.***

### PDA (Public Displays of Affection):

All residents are to refrain from PDA in common spaces within the dormitories (and across campus). These displays include, but are not limited to: kissing, laying on top of each other or sitting on one's lap, caressing, snuggling, hands in each other's pockets, massaging, extended hugging, cuddling, etc. Fines will be issued and a meeting with a dean if the verbal warning issued by a member of the leadership team is not heeded.

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### COMMON SPACE ENTERTAINMENT:

Material that is violent, suggestive in nature, or inappropriate is not permitted in the common spaces of the residence halls. This may include, but not limited to: violent movies, explicit music/videos, video games with occult themes, etc. We strongly advise to not participate in these avenues of entertainment individually or within the confines of your room, but when these avenues of entertainment are presented to others within a common area the residence hall team will utilize the *Resident Accountability Model* to stop this issue from re-occurrence. In addition, to use the TVs in Maple or Lakeview Hall lobbies, you need to obtain a dean's permission.

### DRUGS (illegal/legal misuse) /ALCOHOL:

Burman, as an institution, recognizes different Christian perspectives regarding drug and alcohol use. In recognizing the differences, students may not possess or consume any drugs including alcohol and marijuana on Burman property. The following actions will be considered a violation of the alcohol policy and will be subject to disciplinary action:

- Consumption or possession of drugs, paraphernalia, and alcoholic beverages on campus (including personal vehicles) and at university-sanctioned activities. The presence of drug or alcoholic containers, including empty containers, will be considered possession.
- Consuming alcohol under the age of eighteen.
- Providing alcohol to anyone under the age of eighteen.

*Please refer to the Burman Policies for more information on these matters and disciplinary sanctions.*

### SMOKING & VAPING:

For the health and well-being of those who live, work and study at the school, the Burman University campus is smoke free and vaping free. Staff, faculty, students, and guests are not to use tobacco or related products, including chewing tobacco, e-cigarettes, cannabis, and vaporizers, while on the university's campus.

### PRANKING:

Initiating, encouraging, supporting, or participating in pranks that are inappropriate, disruptive, offensive, or hostile toward residents and/or staff, or that jeopardize the safety and security of others is prohibited. Disciplinary action will be taken.

### UNAUTHORIZED ACCESS:

Students are not permitted to access unoccupied rooms unless given permission by a dean or during special events. Anyone found in an unauthorized location or using a window to enter or exit a room (i.e. dorm room, storage room, restricted areas, area without gaining permission) will subject to a fine and disciplinary action.

### DAMAGE TO PROPERTY/VANDALISM:

Respect of personal, communal, and institutional property is expected. In the event that maintenance is required due to damage incurred by a resident, the cost of the repair will be assessed and charged to the individual(s) responsible. Deliberate damage to property will be treated as vandalism and result in disciplinary action. Any do-it yourself repairs attempted will likely result in increased fines if not completed properly.

### DISRUPTION OF RESIDENCE:

If the daily functioning of the residence is hindered by the behaviour of a particular resident, depending on the need of that resident, or if some of the above items occur, they may be subject to measures which may include temporary or permanent removal from residence.

**NOTE:** We will be following the *Residence Halls Accountability Model* for violations of any of the above noted items. Please refer to this model for details. Students may also be subject to fines. Please see attached *Violation Charges*.

## EMERGENCY & SAFETY INFORMATION

### SAFETY SYSTEMS:

Each residence has been provided with life safety systems for the residents' protection. These systems may include a fire alarm system, smoke alarms, carbon monoxide alarms and/or fire extinguishers, and emergency signage. Lakeview Hall is equipped with sprinkler systems, and Lakeview Hall and Maple Hall have self-closing devices on the entry and hallway doors. The doors on the Mezz that go into the hallways on third floor, the doors into any hallway in all three dorms, and laundry room doors in Riverton are to *remain closed at all times* for safety reasons. Leaving these doors open will result in a meeting with a Dean.

These devices are for your protection and are not to be tampered with. Upon discovery of any problem with a life safety system, please notify your RA/student dean and/or front desk immediately at 403-786-9009 so that the problem can be addressed.

**NOTE: Students in violation of the safety systems will be subject to fines. Please see attached *Violation Charges*.**

### EMERGENCY RESPONSE:

The Supervisor of Security & Parking Services works with Burman Risk Management as well as Lacombe Emergency Services to coordinate responses to all emergency situations including fire, accident/illness, crime, utilities failure, natural disasters, and bomb threats. Any incident should be reported to Campus Security at 403-318-8221 if immediate response is needed or 403-782-3381 ext.4135 for non-emergency contact.

If emergency services are needed call 911. If calling from a phone on campus, dial 9 then 911. When utilizing 911 a follow-up call should be made to Security at 403-318-8221.

### BURMAN ALERT:

The Burman Alert app can be found on the Google Play Store and App Store. This app has all the information you need in the event of an emergency (fires, lockdowns, etc.). For more information, please go to <https://www.burmanu.ca/burmanalert>.

- The **Virtual Walkhome** is a feature of the Burman Alert app and lets Lakeview front desk know where you're travelling so they can keep an eye on you. Virtual Walkhome will use your location services and, if necessary, the calling function of your device to call 911 if required. Lakeview front desk will be able to monitor your progress to your end destination. To find out more about this feature, download the app and click on the icon.

The *emergency flip charts* located in each room, the public washrooms, and other places around campus also has the information you need in the event of an emergency. Please review this information so you are prepared before an emergency occurs.

### SICKNESS:

If you fall ill and need support immediately notify the dean(s)/student dean(s) via email or phone. It may be best to avoid large group and not attend classes until the symptoms have subsided or you have treatment.

### FIRST AID/MEDICATIONS:

First aid supplies are located in every residence hall along with an AED and eye wash stations. These supplies include portable first aid kits as well as stationary ones. We have basic first aid items, tongue depressors, medical gloves, face masks, blood pressure devices, thermometers, biohazardous disposal container, basic antacid medicine and pain relief medicine in pill form. We have some crutches, a shower chair, and toilet seat riser for use, when needed. Dispensing of items is done and recorded by authorized personnel only. We do not supply these items or others (cold and flu medicine) on a regular basis. We are not responsible for overseeing or administering medications.

### MEDICAL EMERGENCIES:

All residence hall team members and security personnel are trained in first aid and CPR. In case of a medical emergency you may contact one of them; however, do not hesitate to call 911 if the situation warrants it. Please remember to call security & the dean on call if you call 911 as they can provide additional first aid assistance and/or help guide emergency vehicles.

### MENTAL HEALTH

Burman University recognizes that post-secondary students attending school in Canada are living with high levels of stress and other mental health challenges. Services and resources are provided on campus and within the community to support students living with a variety of mental health issues and health needs.

Students have a right to autonomy over their health and well-being. The university is committed to the inherent rights and dignity of students and will implement a collaborative approach for their wellness and academic success.

Burman University, through the Sakala Success Centre, provides non-clinical counseling to students and will respond responsibly and effectively to their mental health needs.

There are instances where a student's mental health does not improve regardless of the supports provided, negatively impacting their experience on campus (i.e. in class, in residence, in social interactions, in athletics, etc.) as well as, the experience of the campus community. Burman University, through the Sakala Success Centre, will support the student in exploring reasonable accommodations and resources to prevent a leave. However, when a student's behaviour poses a risk of harm to themselves or the campus community, physically and/or psychologically, the university's crisis and support team will recommend to the student, through the VP of Student Services, a voluntary leave.

If the student is not in agreement with the voluntary leave, they may be placed on an involuntary leave with recommendations outlining terms and conditions to ensure a successful return to campus.

Students will be notified in writing by the crisis and support team, through the VP of Student Services of their leave of absence.

The length of the leave will be on a case by case basis and will be determined by the individual's circumstance.

*Please see the Mental Health Dismissal (Involuntary Leave of Absence) Policy for more details.*

### RESTRICTED APPLIANCES AND ITEMS:

Residents are not permitted to own, store, use, be in possession of the following items while in the dorm. Any visitors are not to use or be in possession of any of the following while at the dorm also.

- ☒ Hot Plates
- ☒ Skillets
- ☒ Toasters
- ☒ Toaster Ovens
- ☒ Any appliance that does not have an automatic shut off
- ☒ Waffle Makers
- ☒ Electric Burners
- ☒ Irons
- ☒ Deep Fryers

Other restricted items include, but are not limited to:

- ☒ Candles, incense, oil lamps, or any open flame item
- ☒ Irons
- ☒ Space Heaters
- ☒ Water Beds
- ☒ Weapons – this may include knives or blades of any sort, firearms, clubs, metal knuckles/craws, axes, throwing knives, etc.
- ☒ Drugs / Alcohol
- ☒ Fire-crackers and Fire-Works and similar explosives

If you have any questions or need clarification regarding restricted appliances or items, please talk to a dean.

### DOORS & WINDOWS:

For security reasons, students are not permitted to tape locks, leave a key in the lock, leave a key out for others to use, or block the door in any way to prevent it from closing. Students may not throw items out of dorm windows. Students are not permitted to remove screens. Students will be charged if found tampering with or disabling any door locks including your room lock.

**EMERGENCY DOORS:** All emergency exits will trigger an alarm when opened. Students using an emergency exit, **during non-emergency situations**, will need to meet with a dean and will be fined.

### WALL RADIATORS:

Your room is heated by hot water running through wall radiators. Clothes, bedding, suitcases, etc. too close to these wall radiators may cause a fire. At the very least, it will interfere with your heat and cause your room to be colder than it should. Please keep all items at least 3 inches (8 cm) away from the radiators.

### FIRE ALARMS:

Tampering with smoke or CO alarms, including the removal of a unit or batteries from a unit is subject to a fine. If the alarm malfunctions, call your RA immediately for battery or unit replacement. If the batteries are losing power, the fire alarms will begin to slowly beep intermittently. Talk to your RA about having the batteries replaced.



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**NOTE: Students in violation of the above items (restricted appliances, doors/windows, emergency doors, radiators/heaters, and fire alarms) will be subject to a fine and/or meeting with the dean. Please see attached *Violation Charges*.**

### FIRE AND MUSTER POINTS:

In the event of a fire, follow all procedures and protocols which can be found on the flip charts inside each room and each public washroom in the dorms. The following does not substitute for reading through the flipchart.

- IMMEDIATELY evacuate the building, heading for the nearest emergency exit
- DO NOT try to gather your personal belongings

The residence hall team is responsible for evacuating the building in the event of a fire, so unless your roommate or friends are in your room, DO NOT go through the building trying to find them.

The **Muster Points** for each building in the event of an emergency are as follows:

- Lakeview Hall = Administrative Building Chapel
- Maple Hall = Administrative Building Chapel
- Riverton Hall = Alley side parking lot (Dumpsters)

**NOTE: Students in violation of the above standards and unwilling to leave the building or failure to adhere to the residence hall team will be addressed using the *Residence Halls Accountability Model*. Please refer to this model for details. Students may also be subject to fines. Please see attached *Violation Charges*.**

### LOCKDOWN:

Please read the flip charts inside each room in the dorms. The following does not substitute for reading through the flipchart.

All students will be alerted of a lockdown by phone via text message, email (to the Burman email) and phone call. Alarms/sirens will also be sounded through campus.

#### Emergency Procedure for responding to a Lockdown are as follows:

- If you are NOT in a building, evacuate campus as quickly as possible. Do NOT try to enter a building.
- All buildings will automatically lock once the lockdown is initiated. No one will be able to enter a building until the lockdown is lifted.
- IF you are IN a building, stay away from windows and doors, try to find a quiet room/space to hide in.

IF you are in the DORMITORIES:

- In the ROOMS: Stay away from windows, close the blinds, move beds/furniture/appliances in front of the door to barricade. Turn the lights off and stay quiet, turn off cell phones and loud noises. Do NOT leave your room, even if there is a fire alarm. Only exit the room when a designated emergency personnel and a dean/safety personnel **unlocks the door** and lets you evacuate.

## Residence Hall Handbook 2026-2027

- In the LOBBY/MEZZ (Main Floor): If you are in the Lobby or Mezzanine and cannot get to your room before the doors lock, make your way to the Mezzanine (if you're in the lobby). Barricade yourself by the divider wall with furniture and heavy items. Remain quiet and turn off all cell phones and lights.
- In the CHAPEL/KITCHEN/LAUNDRY ROOM (Lower Floor): The downstairs double doors will automatically lock. If you are in the Chapel/laundry room, make your way to the laundry room and close the door. Barricade the door with loose furniture/appliances, turn the lights off and stay quiet. Do NOT leave the room, even if there is a fire alarm. Only exit the room when a designated emergency personnel and a Dean/Safety Personnel **unlocks the door** and lets you evacuate. If you are in the kitchen, follow the same procedure as above.

**VIOLATION CHARGES:**

|                                                                                                  |                                           |
|--------------------------------------------------------------------------------------------------|-------------------------------------------|
| Room Cleanliness Exit Form (not completed) / page 6                                              | \$100                                     |
| Improper/Non-Check Out / page 6                                                                  | \$250                                     |
| Improper Bin/Appliance Storage / page 6                                                          | \$50-\$250                                |
| Restricted Appliances / page 7                                                                   | \$100/item                                |
| Furniture - Damage or Defacing or Missing / page 7                                               | \$100/item or Cost of Item                |
| Unpermitted/Unapproved Furniture / page 7                                                        | \$100/item                                |
| Wall Damage (painting, spray painting, adhesives, etc.) / page 7                                 | \$25+                                     |
| Open Flames, Incense, Oil lamps, etc. in Room / page 8                                           | \$100/item                                |
| Space Heater Violations (blocking the heater behind your desk) / page 8                          | \$50                                      |
| Vandalism of Property / page 8                                                                   | Cost of Repair or Replacement             |
| Possession of Firearms/Weapons/Fire Hazards / page 8                                             | \$200/item                                |
| Possession of Pets / page 8                                                                      | \$250                                     |
| Parking Violations (parking in the wrong spot, parking an unregistered vehicle) / page 8         | \$15-\$50                                 |
| Visiting Guests Refusing to Leave After Lobbies are Closed / page 12                             | \$50 (to the Resident)                    |
| Inappropriate Material in Common Spaces / page 12                                                | \$25/occurrence                           |
| Cooking Meat in the Kitchen(s) / page 13                                                         | \$100                                     |
| Breaker Panel Tampering - please see RA for help with power outages / page 15                    | \$50                                      |
| Visiting Guests Found in Rooms During Room Check / page 16                                       | \$150 + Meeting with Deans                |
| Curfew Charges / pages 16-17                                                                     | \$10-50/night                             |
| Improper Disposal of Personal Garbage (i.e. placing in the lobby garbage) / 20                   | \$50                                      |
| Noise Violations / page 20                                                                       | \$50                                      |
| Obstructing Hallways with Items (including garbage) / page 20                                    | \$20                                      |
| Dirty Rooms and/or Dirty Bathrooms / page 20                                                     | \$20/person/day until clean               |
| Deep Cleaning Rooms / page 20                                                                    | \$150-\$250                               |
| Unauthorized People or Guests in Room or in the Opposite Gender Floor/Wing of the Dorm / page 21 | \$300/night/incident + Meeting with Deans |
| Unauthorized Access to Room/Spaces / page 21                                                     | \$300                                     |
| Unauthorized Room Changes (moving rooms without permission) / page 21                            | \$150                                     |
| Entering/Exiting Rooms Through Windows / page 22                                                 | \$300                                     |
| Defacing Signs / page 24                                                                         | \$100                                     |
| Emergency - Use of Emergency Exits in Non-Emergency / 24                                         | \$300                                     |
| Door Locks Tampered / page 26                                                                    | \$500/person                              |
| Door Locks Taped / page 26                                                                       | \$50/person                               |
| Emergency - Tampering with Fire Protection Equipment (Fire Extinguishers) / 26                   | \$300 +                                   |
| Emergency - Unattended Kitchen Resulting in Fire Alarm / 26                                      | \$200                                     |
| Emergency - Failure to Adhere to Evacuate During Fire Alarm/Drill / 27                           | \$200                                     |