

# welcome home

## STUDENT GUIDE TO RESIDENCES



2011-12

## Residence Mission

Our mission is to help our students integrate successfully into the University community. Our caring, well-trained staff and student leaders strive to create a safe environment that fosters personal growth, responsibility and mutual respect. We offer superior, affordable housing and services, and are committed to diversity and collegial decision-making within our community.



## Welcome to Queen's Residences – your home away from home!

Residence is more than just a place to stay while you attend university. Here, you'll have the incredible opportunity to meet and make friends with students with diverse backgrounds, experiences, perspectives, values and interests from you.

You'll be invited to participate in a variety of social activities, cultural events and educational programs. We encourage you to try new things and to find the right balance to support your personal and social interests and your health and well-being, as well as your academic goals.

Your university experience and your time in residences will be both exciting and challenging. You'll learn a lot about yourself – and we'll be there to help you thrive!

We hope you'll make the most of this unique living and learning experience.

### **Bruce Griffiths**

Chief Housing Officer and Executive Director of  
Housing and Hospitality Services

### **Arig Girgrah**

Assistant Dean of Student Affairs  
(Diversity, Community and Residence Life)

Dear Residents,

On behalf of the Main Campus Residents' Council (MCRC), I would like to welcome you to the Queen's community. Your first university experience starts here at Queen's Residences, a place where you will find your home away from home, make new memories, encounter exciting challenges and build life-long friendships.

The MCRC is an organization run by students to serve the interests of students. It is our job to represent you to the rest of Queen's, and we are here to provide you with support and to ease your transition into a new way of living. MCRC council members are your peers. They are students, like you, who live in your buildings and work hard to provide you with representation, services and social activities throughout the year.

The MCRC's mission is to make your transition into residence as easy and stimulating as possible. Our organization is based on a simple yet solid principle: residence is for living, learning and leading – and where you truly become part of one of the best educational institutions in the world.

MCRC has plenty to offer first year students. We provide a number of opportunities for students to get involved as Floor Representatives, interns, First Year Event Advisors, or as a First Year Chair. We organize events and trips for students; and we provide services such as Wii and game equipment rentals that are developed specifically for life in residence. It is our responsibility to ensure that we are representing the needs of students, so please let us assist you in any way we can in your journey at Queen's.

Welcome Home Class of 2015!

**George Huang**, President  
Main Campus Residents' Council  
www.mcrcweb.org  
613.533.6216

*On behalf of the Jean Royce Hall Council*

We are thrilled that you have chosen Queen's University to continue this part of your journey.

In the upcoming days and weeks, you will discover lifelong friendships; you will begin classes and you will start to explore ways to fill out your days and evenings – the less tangible part of your education here – the student experience. Aside from the outstanding education you will receive at Queen's, it is overwhelmingly the student experience that stays with us the longest. As I am nearing the end of my academic career at this university, I envy you and where you are in your lives; I think back very fondly to my first days as an undergraduate here over 5 years ago when, like many of you, I arrived with a new world of possibilities, friendships, educational experiences, extra-curricular opportunities, and challenges of life lying ahead of me. I wish I could describe in words to you the meaning of my university and residence experience on my life, but I figure you should have the privilege of finding out on your own! Each one of you will have an experience that is unique to you. So, I will leave you with one of my favourite quotes:

*For what it's worth: it's never too late or too early to be whoever you want to be. There's no time limit, stop whenever you want. You can change or stay the same; there are no rules to this thing. We can make the best or the worst of it. I hope you make the best of it. And I hope you see things that startle you. I hope you feel things you never felt before. I hope you meet people with a different point of view. I hope you live a life you're proud of. If you find that you're not, I hope you have the strength to start all over again.* BENJAMIN BUTTONS

Hope you have a wonderful 1st year in residence!

On behalf of Jean Royce Hall Student Council,

**Xiang Wang**, JRHC Executive President

# Your Big Day

## WHAT SHOULD I BRING TO QUEEN'S?

### We provide:

- a single bed (in Leggett and Watts Hall, this is a long double bed)
- dresser
- desk
- bulletin board
- bookshelf
- desk lamp
- chair
- mirror
- one telephone for each student
- internet connection and cable

Most residences have laundry facilities, common rooms, and small kitchens equipped with a refrigerator, stove, iron and ironing board. Some residences are equipped with snack machines, TV's/DVD players, microwaves, pianos and pool tables.

Take a virtual tour! <http://housing.queensu.ca/residences/virtualtour.asp>

## BRING THINGS TO HELP YOU FEEL AT HOME!

### Don't forget your:

- Alarm clock
- Winter clothing
- Hangers
- Storage boxes
- Laundry bag
- Small first aid kit
- Flashlight and batteries
- Bedding and pillow
- Books, movies and pictures
- Decorations – posters, plants, photos, etc.
- Dishware and eating utensils
- Bathrobe, soap, shampoo, etc.





## PLEASE DON'T BRING:

- Your own furniture – the items in your room cannot be removed and there is no storage available
- Alcohol of any kind on move-in day – our residences are dry/alcohol-free (no possession or consumption of alcohol) during Orientation Week, from Move-In Day to 8:00 am on the first day of classes (note that glass beer bottles, large containers of alcohol, kegs and mass consumption of alcohol is not permitted at any time in residence).
- Illegal drugs and any drug paraphernalia (including hookahs, bong, etc.)
- Candles, fireworks or firecrackers
- Halogen lamps or sunlamps
- Large stereos or sub-woofers
- Weapons of any type or size (martial arts weapons must be stored outside of residence)
- Expensive Bicycles – bike theft is common on campus; we recommend bringing an older or less expensive model
- Hotplates and small cooking appliances (toaster, toaster oven, deep fryer, rice cooker, microwave ovens, etc)
- Kettles with an auto shut-off are allowed.
- Pets – not even little ones! Fish are allowed in residence provided they are kept in an aquarium no larger than 10 gallons, the container is cleaned regularly, and no illegal or poisonous species are kept. Service animals are not considered pets.

**As Residences are dry/alcohol-free during Orientation Week, you are not permitted to possess or consume alcohol and you will be asked to hand over any alcohol you bring for disposal**

For more information, read our Residence Rules and Regulations online at:  
**<http://housing.queensu.ca/residences/residencelife.asp>**

VISIT OUR MOVE-IN PAGE AT:  
**[housing.queensu.ca/residences/movingintoresidence.asp](http://housing.queensu.ca/residences/movingintoresidence.asp)**



# Move-in Day

SUNDAY SEPTEMBER 4, 2011



## TIPS FOR MOVE-IN

- **Your room will not be ready until the morning of Sunday, September 4th.** If you require accommodations in Kingston prior to that date, be sure to book early as local hotels book up quickly.
- Check our website before you leave for driving directions and any notes about campus or city construction, traffic issues, etc. Volunteers will also be on campus to guide you in the right direction.
- Ensure that all of your items are securely packed and clearly marked with your name/residence /room number.
- **Not all buildings have elevators.** A limited number of carts and trolleys will be on hand to move heavy items.
- If you are a student with a disability, special arrangements can be made to assist with your move-in. Call Residence Admissions in advance at 613.533.2550 or email at [reshouse@queensu.ca](mailto:reshouse@queensu.ca).
- Please do not bring family pets.
- Once you've unloaded your belongings, please move your car to designated parking areas so that others can also move in.
- Ask your family/friends to take your packing boxes back home so that you can use them again in April!

**NOTE: If you will be arriving later than Monday, September 5 (or later than your stated faculty date), notify Residence Admissions by email at [reshouse@queensu.ca](mailto:reshouse@queensu.ca) – otherwise, your room assignment will be cancelled after 3 days.**

# Orientation Week 2011

## CHA GHEILL!

Residence Orientation begins at Move-In and takes place during your first three days at Queen's. This is followed by your Faculty Orientation activities. During this time, you'll start to build your social network and get to know your floormates, the campus and your Kingston community. There will be a variety of activities for you to choose from –bring your guitar out for coffeehouse, singing voice for karaoke, cleats for ultimate, moves for the dance, and game for the carnival!

Orientation Week is also an important time to become familiar with the many resources and services available to support your personal health and academic success at Queen's.

Make the most of this time to meet new friends, learn about Queen's and develop an understanding and appreciation for the diversity of your fellow students. Orientation Week is all about getting to know more about your new home (you'll also find out what Cha Gheill means!).

## CHECKING IN:

Our four main desks (Victoria Hall, Waldron Tower, Leggett Hall and Jean Royce Hall) will be open 24 hours on September 4th. Check-in desks will also be open from 7:30 am – 4 pm at Adelaide Hall (for those checking into Adelaide or Ban Righ Hall), Chown Hall, Gordon-Brockington, Leonard Hall, McNeill House, Morris Hall, and Watts Hall. Graduate Residence and Harkness International Hall residents can check in at Victoria Hall.

- Find your residence hall, and go inside to check in and pick up your keys.
- Soon after you arrive in your room, ensure that you complete the on-line 'Room Assessment' form on the Residence website. This will give you the opportunity to notify us of the condition of your room and will protect you from being billed for damage or losses that may have been present in your room upon you taking occupancy.
- Your residence student leaders will be there to welcome you and tell you about Residence Orientation activities!

## GUESTS:

- For safety reasons, during Orientation Week, non-resident guests are not permitted in Residences
- Refer to the Residence Rules and Regulations for information on the guest policy after Orientation Week

## JOIN US FOR BRUNCH!

**Complimentary brunch will be available from 9:30 am – 2:30 pm at all three dining halls (Leonard, Ban Righ, and West Campus) for all students and their families!**

## YOUR ROOM ASSIGNMENT

You can find your room assignment and phone number at <https://studentweb.housing.queensu.ca> in August.

To log in, click “current student” or “past student”. Once you’ve logged in, click on the ‘View’ tab, then ‘Bookings’ and ‘Room Assignment’. If you experience problems with this process, or if you do not have access to a computer, contact us at [reshouse@queensu.ca](mailto:reshouse@queensu.ca) or phone us at 613.533.2550.

### How rooms are assigned

With the exception of a few scholarship winners, selected athletes, specific roommate requests and residents with disability requirements, all students are assigned to a residence bed by a random lottery process. This process takes into consideration, but does not guarantee the preferences you list on your application. Depending on your lottery number, it is possible that you may not receive any of your preferences. Specific roommate requests are also not guaranteed.

If you have questions about how we assign rooms, please consult our website <http://housing.queensu.ca/residences/yourroomassignment.asp>.

Please note that we do not accept any room change applications or requests until the first day of classes.

Double/Triple Room Policy – in an effort to operate more efficiently, students in a double room with a vacant bed may be asked to consolidate to one complete double room with another student in the same situation. Unless there are extenuating circumstances, this will not be done after December 1 and March 1 of each year.



## RESIDENCE RULES AND REGULATIONS

As a member of our residence community, you are expected to adopt a high standard of respect and understanding towards your fellow residents, to respect their privacy and their need for safety and security, as well as their requirement for a quiet atmosphere that is conducive to study and adequate sleep.

When making decisions about your behaviour, you need to take into consideration the common good and the well-being of your residence community. You’ll be expected to read and understand the Rules and Regulations in Residences, which can be found online at <http://housing.queensu.ca/residences/residencelife.asp>. The Rules and Regulations are also posted throughout the Halls – if you have any questions, please talk to the Don on your floor.



# Diversity and Inclusion in Residences

We are a diverse community in Residences, with students of different racial, ethnic and national origins. We are also diverse in our gender identities, sexual orientations, levels of (dis)ability, religious and political beliefs, and class backgrounds. We are individually and collectively responsible for our behaviour and strive to create a positive, respectful and inclusive environment for all.

Living in Residences brings with it the opportunity to interact with a wide range of people whose values, experiences and needs may be different from your own.

## IN YOUR NEW COMMUNITY...

- ... what may seem to you as your private space may in fact not be. Anything in your room that can be easily seen by another resident who is standing in the doorway or the hall (e.g. posters, computer screen) is considered 'public space'.
- ... be thoughtful about how you decorate your room and door. Homophobic, sexist, and racist jokes/humour are never appropriate.
- ... when conflicts arise, try your best to listen and understand different perspectives. Remember that living with others takes openness, acceptance and respectful communication. If you're not able to resolve a conflict on your own, approach your Don.
- ... if you experience any bullying, harassment or discrimination, reach out for support from your Don, Residence Life Management or the Human Rights Office.



# Your Roommate

## BUILDING A RELATIONSHIP

### *I've never shared a room with anyone before!*

There are lots of adjustments to be made when moving into a new home – including learning to share a room with another person.

Communication is the key. Talk about the things that affect you as you learn to live together. Make sure you are honest with your roommate – and with yourself, so that both of you can enjoy the experience and make compromises where necessary.

Consider the following statements as discussion points for you and your new roommate.

- I like to study in the morning / afternoon / evening / after midnight.
- I like peace and quiet when I study/I like to study with music playing / I don't like anyone socializing when I study/ I plan to study away from our room.
- I don't mind my roommate borrowing at any of my stuff / I am willing to lend some of my things, but not personal items like clothing, jewellery or toiletries / I would prefer that my roommate ask permission before touching any of my things.
- I like my room to be neat and organized / I don't mind a little clutter sometimes / My room usually looks like a disaster area / I expect my roommate to clean up after him / herself without being asked / We will agree on who is responsible for what in terms of keeping the room clean.
- We will have an open-door policy regarding guests / Socializing in the room should be limited to weekends / Privacy is very important to me, so I expect my roommate to check with me before inviting guests into our room.

- I expect to have overnight guests often (more than twice per term)/I would prefer that neither of us have overnight guests / I would be very unhappy if my roommate had an overnight guest with whom s/he is romantically/sexually involved.
- I like to go to bed early / I like to stay up quite late / I like to get up early in the morning / I like to sleep late.

## WHAT IF I DECIDE TO WITHDRAW FROM RESIDENCE?

Once you've been accepted to residence, you accept financial responsibility for your room (and meal plan if applicable) for the full academic session. If you wish to withdraw from residences, we encourage you to talk with your Don before making a firm decision. If you make that decision, you will need to visit Residence Admissions in person to complete a withdrawal form.



# Who's In Your Hall?

We're very proud of our Residence team – Residence Life, Front Desk and Facilities staff who work together to support each of you and contribute to your residence experience.

## RESIDENCE LIFE COORDINATORS

- full-time, live-in professionals
- manage student life in accordance with the goals and policies of the residences
- supervise the Dons and work closely with Student Government
- respond to emergencies
- foster a sense of community within the residences

## DONS

- upper year students or University staff who live in residence and work part-time
- provide support to residence students
- foster an environment that is conducive to sleep and study
- assist in enforcing rules and regulations
- promote educational programming
- mediate disputes
- refer students to on-campus resources and services
- foster positive, healthy, safe and inclusive residence communities
- a great source for information about Queen's and Kingston

## RESIDENCE FACILITATORS

- upper-year students who live in residence and work part-time
- organize social activities
- assist in enforcing rules and regulations
- work closely with the Dons to foster positive, healthy, safe and inclusive communities

## RESIDENCE JUDICIAL OFFICE

- full-time professionals
- provide support and advice to residence students
- work closely with all partners in the Residence Judicial System
- administer Residence Judicial processes

## FRONT DESK SERVICES

Desk Service Representatives are available 24 hours a day, and handle administrative functions, call for emergency assistance when needed (Campus Security, ambulance, fire, and police), provide general residence information, facilitate maintenance requests, and handle the mail. Someone is always just a phone call away (simply dial "0" from your ResTel phone).

- Victoria Hall, Leggett Hall and Jean Royce Hall are open 24 hours per day, 7 days per week.
- Waldron Tower is open Monday to Friday 8 am – 12 noon and 4 pm – 12 am.

## FACILITIES TEAM

Our Facilities team works to ensure a safe and clean residence community for all residents. They handle:

- Online maintenance request service for room and building repairs
- Routine maintenance requests such as lightbulbs, furnishings, plumbing and appliances
- Cleaning services for kitchens, lounges, washroom/shower facilities and public areas
- Garbage and recycling removal
- Student support for cleaning (provides cleaning tools such as vacuums, brooms and garbage bags)
- Fire extinguisher inspections
- Support for after-hours emergencies

**You** are expected to:

- Clean and maintain your own room
- Keep common areas tidy and free of trash
- Treat all furnishings and common areas responsibly
- Remove your own garbage and recycling from your room

## YOUR Residence Student Government

Residence student government has been a long-standing tradition at Queen's and an integral part of life in residence.

The main campus residences are governed by the Main Campus Residents' Council (MCRC), which consists of 3 elected Executives, 4 appointed Executives, 11 House Presidents, 23 Residence Facilitators, 11 first year Event Advisors, and 100 floor representatives

House Presidents are elected to represent you to the Main Campus Residents' Council. These Presidents generally oversee the functioning of the House, chair House Council meetings, and help organize house-wide events. Don't hesitate to contact your House President to discuss anything that concerns you about your residence experience.

Jean Royce Hall, Graduate Residence and Harkness International Hall are governed by the Jean Royce Hall Council (JRHC), which consists of 1 elected and 2 appointed Executive members, 3 House Presidents and 2 Residence Facilitators. Each house at Jean Royce elects a representative to sit on the Council. The Council works closely with Dons to organize social activities and to maintain community standards.

If you have any questions or concerns, you can contact the Main Campus Residents' Council at 613.533.6216 (collect calls accepted) or the Jean Royce Hall Council at 613.533.6296.



# Your Safety

**THINK SAFELY, ACT SAFELY**

You and your fellow residents share responsibility for personal security:

- do not prop doors open, leave doors unlocked or allow unescorted non-residents into the building
- keep your room door locked when you are sleeping or stepping out, even if just for a moment
- ensure that your window screens are in place at all times
- notify us about any broken locks, burned-out lights or other safety hazards that you discover
- report any suspicious behaviour to Campus Security's 24-hour Emergency Report Centre 613.533.6111 and your front desk
- do not confront strangers; lock your door and phone for assistance.





# Where To Get Help

## **RESIDENCE ADMISSIONS**

Residence Admissions is responsible for handling all residence applications, room assignments, withdrawals from residence, room changes, etc. If you have any problems or concerns about your room assignment, email [reshouse@queensu.ca](mailto:reshouse@queensu.ca) or call 613.533.2550.

## **RESIDENCE ADMINISTRATION**

This office is responsible for administrative and financial systems, residence front desks, food and alcohol administration and general building concerns. If you have any residence-related administrative or financial questions, email [resadmin@queensu.ca](mailto:resadmin@queensu.ca) or call 613.533.2529.

## **RESIDENCE FACILITIES**

Facilities Services is responsible for repairs, maintenance and cleaning of all residence buildings and dining halls. If you have general building concerns or questions, call 613.533.3155 or email [resfcc@queensu.ca](mailto:resfcc@queensu.ca).

## **RESIDENCE LIFE**

The Residence Life staff work as a team with elected student governments to promote social, cultural and academic experiences in residence. The Residence Life office also deals with emergencies and difficult situations that may arise during the year and works with student staff to administer the Residence Judicial System. If you have any concerns or questions before your arrival, call us at 613.533.6790 or email [reslife@queensu.ca](mailto:reslife@queensu.ca).

## **RESIDENCE TECHNOLOGY**

This area is responsible for maintaining residence network services (ResNet) and residence information systems. If you have any questions about our network services, email us at [resnet@queensu.ca](mailto:resnet@queensu.ca).

## **HOSPITALITY SERVICES**

Queen's is pleased to offer a wide range of dining hall and retail food services to students living in residence. Information about meal plans, special needs, etc., can be found at our website. If you have questions or concerns, contact us at 613.533.2953.

# Questions?

## WHAT IF I HAVE A NIGHT CLASS ON THE OTHER SIDE OF CAMPUS?

On campus, as anywhere, you should be careful about walking alone at night. Some things to consider:

- travel along well-lit routes
- if you are in need of an escort, call the AMS Walkhome Service. This is a free and friendly service run by students, for students. Call 613.533.WALK (9255)
- a shuttle bus runs nightly, beginning around 10:30 pm on weeknights (earlier on weekends)
- if you are in need of assistance, Emergency Telephones and Blue Lights are located throughout the campus. Activating either of these devices will connect you directly to Queen's Campus Security
- always report suspicious behaviour to Campus Security.

## WHAT ABOUT EMERGENCIES?

Queen's has developed an emergency response plan that covers a variety of emergencies, such as off-campus field trips, pandemic influenza outbreak, electrical blackout, or any other unplanned event that could disrupt infrastructure, services or threaten students' lives.

In the event of an emergency, look for information on the Queen's website ([queensu.ca](http://queensu.ca)) or by calling 613.533.3333.

We recommend that you have the following items on hand in your residence room in case of emergency:

- first aid kit
- bottled water
- non-perishable food items
- emergency phone numbers
- health information about yourself

For more information, please visit the Student Safety website

<http://www.queensu.ca/studentaffairs/safety.html>

## WHAT ABOUT ALCOHOL IN RESIDENCES?

Queen's is committed to fostering a campus culture that endorses healthy, responsible and low-risk drinking practices among students.

As the majority of students entering Residence are underage and all sanctioned Orientation activities are dry/alcohol-free, we have a dry/alcohol-free policy in Residence during the entire week of Orientation, from Move-In Day until 8 am on the first day of classes.

While many residents choose not to consume alcohol, residents who are 19 years of age or older may responsibly consume alcohol in Residence (after the first day of classes) with conditions:

### The following are NOT permitted in residence:

- Beer bottles
- Possession and/or consumption of 'common source' alcohol (e.g. kegs, mini kegs, and other large containers exceeding the volume of 1 litre)
- Games that require or promote excessive, irresponsible and/or unsafe drinking
- Purchasing or providing alcohol for underage residents/guests

Refer to the Residence Rules & Regulations for more information on our alcohol policies: <http://housing.queensu.ca/residences/residencelife.asp>.

## Your Meal Plan



At Queen's, we're proud to offer amazing variety in dining options – your favourite snacks and meals alongside healthy alternatives and the latest in global food ideas.

All undergraduate students who live in main campus residences are automatically enrolled in our meal plan, offered in three separate dining halls on campus. You can also use your plan at most of our retail food locations around campus.

Students living at Jean Royce Hall, Harkness International Hall and the Graduate Residence can choose from a variety of optional meal plans – visit our hospitality website for details.

**Check out your plan options, the dining halls, allergy information and sample menus at [http://housing.queensu.ca/hospitality\\_services](http://housing.queensu.ca/hospitality_services).**

## Your Connections

### RESNET AND RESTEL

Don't worry about staying connected at Queen's – ResNet and ResTel services provide internet and telephone connections for your room, as well as the opportunity to sign up with our preferred long-distance carrier.

All residents are automatically enrolled in our ResNet (internet) service at a cost of \$155 for an eight-month membership, payable through your student account. If you do not wish to participate in this program, you can 'opt out' before September 30th by emailing [reshouse@queensu.ca](mailto:reshouse@queensu.ca).

ResTel telephone service is included in your residence fees, and your assigned number stays with you, even if you move to another room. In double or triple rooms, each phone number is assigned to the specific A, B or C side of the room - check the sticker on your phone to ensure that you move into the correct side.

### HOW WE COMMUNICATE WITH YOU

Queen's uses e-mail, websites and SOLUS (an access and registration database) to communicate with students. Setting up, checking and maintaining your Queen's e-mail account ensures that you will receive important information regarding academics, residence information, finances and other administrative matters. We recommend that you use your Queen's account, check it often and not forward it to any other e-mail address.

Throughout the year, Queen's Residences will send you a short weekly e-mail. We use this e-mail, along with our website, to provide you with important information, deadlines and details about residence and hospitality services.

## IMPORTANT UNIVERSITY NUMBERS

### Emergency Numbers

#### 24 hour assistance

Emergency Report Centre	613.533.6111
Queen's Security	613.533.6111
Police	613.549.4660 or <b>911</b>
Fire Department	613.548.4001 or <b>911</b>
Ambulance:	613.544.5555 or <b>911</b>

#### Health, Emergency and Crisis Services

Student Health	613.549.4660
Kingston General Hospital	613.533.2506
Sexual Assault Centre	613.548.2333
Detox Centre <b>24 hours</b>	613.544.6424
Student Counselling Service	613.549.6461
Telephone Aid Line Kingston (TALK)	613.533.2893
Chaplain's Office	613.544.1771
Human Rights Office	613.533.2186
Walkhome	613.533.6886
	613.533.WALK

### Main Campus Residents' Council (MCRC) and the Jean Royce Hall Council (JRHC)

Residence student government is elected to represent you. They offer services, organize events and help students with their transition to Queen's and residences. You can contact them at:

MCRC 613.533.6216  
JRHC 613.533.6296

### Dean of Student Affairs Office

The mission of this area is to interact with students and student associations. The Dean's office is located on the third floor of Gordon Hall and we welcome you to visit to discuss any concerns that you may have. You can reach the office at 613.533.6944.

### Addressing your mail

Your name (Your room number)\*,  
(your building name)  
Queen's University  
Kingston, Ontario  
(your building postal code – you can find your postal code by clicking on your residence building in the Our Buildings section of our website)

#### NOTE:

- For Leonard Hall, add 'East' or 'West'
- For Victoria Hall, add your wing (A, B, C, D or E)
- For Jean Royce Hall, add your House name (e.g. 'Angus House')

### Front Desk Contact Information

Jean Royce Front Desk 613.533.2551	Leggett Hall 613.533.3183	Victoria Hall 613.533.2531	Waldron Tower 613.533.6724
provides front desk services for:	provides front desk services for:	provides front desk services for:	provides front desk services for:
Jean Royce Hall (Angus, Boucher, Bryce, Curran, Douglas, Healey, Laird, Miller, Roy, Shortliffe, Tracy, Trotter)	Adelaide Hall Ban Righ Hall Brockington House Chown Hall Gordon House Leggett Hall Leonard Hall McNeill House Morris Hall Watts Hall	Graduate Residence Harkness International Hall Victoria Hall	Waldron Tower



**Building Key**

- 1 Brockington House
- 2 Gordon House
- 3 Leonard Hall
- 4 McNeill House
- 5 Morris Hall
- 6 Watts Hall
- 7 Victoria Hall
- 8 Leggett Hall
- 9 Chown Hall
- 10 Adelaide Hall
- 11 Ban Righ Hall
- 12 Waldron Tower
- 13 Jean Royce Hall



QUEEN'S UNIVERSITY RESIDENCES

75 Bader Lane  
Queen's University  
Kingston, Ontario, Canada K7L 3N8

**HAVE QUESTIONS, CONCERNS? CONTACT US.**

Queen's University Residences

Victoria Hall

Kingston, Ontario, Canada K7L 3N8

613.533.2550

reshouse@queensu.ca

<https://housing.queensu.ca/residence>



with Student Affairs, the only subject is you