

Move-in Guide

Welcome to

BU



BRANDON
UNIVERSITY

Residence



2023-
2024

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Let's Get Started

Hello Incoming Resident,

Move in Day is an exciting time for us over at Brandon University Residence. Each year, we look forward to meeting new people and seeing familiar faces move in to our residence complex to begin their academic journey for the upcoming year. We are incredibly excited to be able to offer our residence to our BU and ACC community this year and we can't wait for your arrival. Our staff and volunteers on campus are dedicated to making your check-in experience a great one. Although it is a high-energy and efficient process, the information included in this guide is designed to help you plan ahead for a smooth move-in. We wish you all the best as you prepare for your move to campus!

Cheers,

The Residence Team



MOVE-IN WEEKEND SCHEDULE

Check-in Weekend:

Friday September 1st – Saturday September 2nd

9:30 am—4:00 pm

Select your check-in time here:

<https://buresidencecheckin.youcanbook.me>

- The booking page will be live by early August.
- More details will follow closer to move-in day.

Need to Arrive Early?

We know that there are several factors that arrival before September 1st may be required. To request an early arrival please fill out an application, [available online](#). **Rooms available for Early Arrivals are limited — Early Arrival requests are therefore not guaranteed to be accepted.**

Checking in during Winter Term?

Contact the residence office at residence@brandonu.ca for details.

Before You Arrive

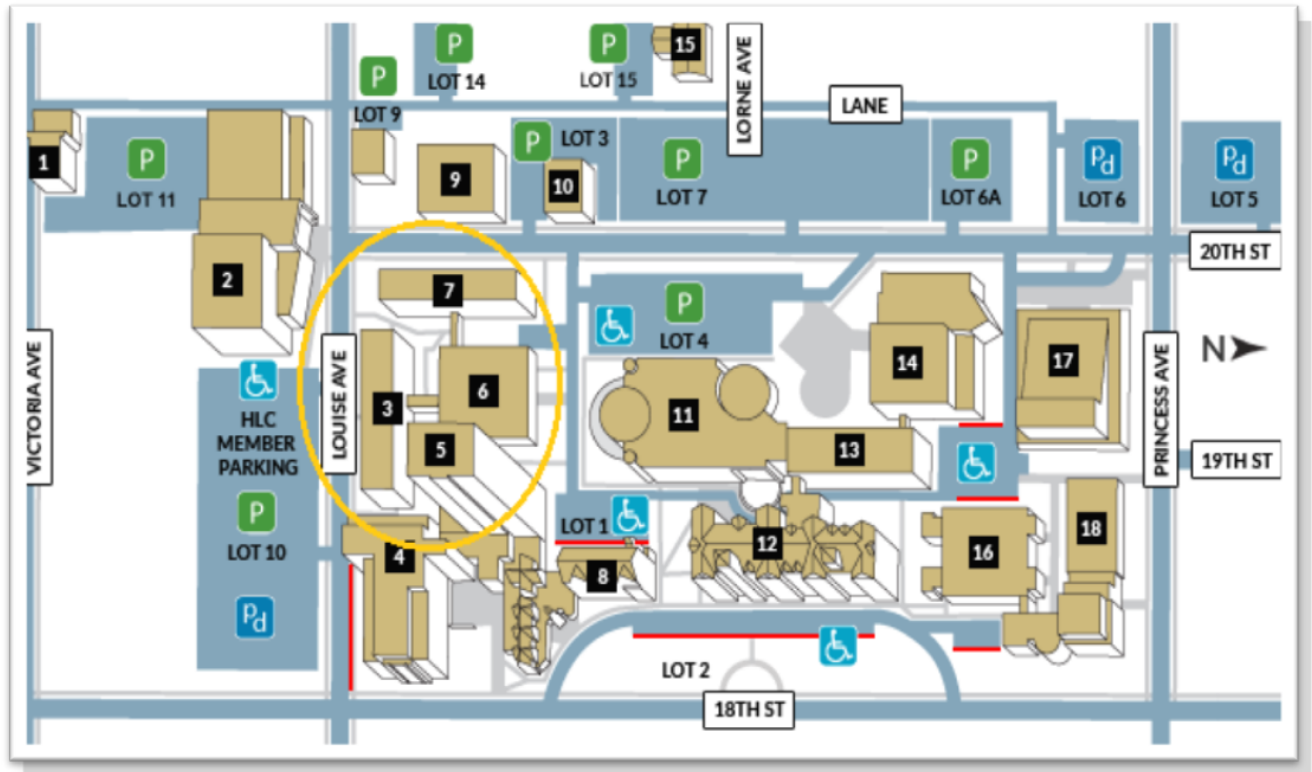
PREPARE, PREPARE, PREPARE!

Moving takes time and preparation. The following are a few tips to follow to make your experience a great one.

- **Remember your Student Number and BU Email Address.** You will need to know your Student Number many times throughout the move in process and all important information from our office will go to your BU email. If you do not know your Student Number or BU Email, contact : admissions@brandonu.ca.
For ACC Students: Student number can be found on the Room Assignment Form. Communication is sent to the student email listed on the residence application.
- **Pay for Your First term of Residence and Meal Plan:** Our *recommended* deadline for first term payment is August 15, 2023—this ensures that your meal plan money is loaded onto your account prior to your arrival. For ways to make a payment please visit: www.brandonu.ca/pay.
You will not be permitted to check into your residence room if First Term fees are not paid. All students who are sponsored or waiting on student loans should contact our office with this information, prior to your arrival. Payments made via online banking, wire transfers or using a 3rd party payment option, after August 15 should also send the confirmation of payment receipt to residence@brandonu.ca as the payment may not reach your BU account in time.
- **Purchase your Parking Pass:** If you have vehicle, you can apply online for parking . Information on Parking can be found at <https://www.brandonu.ca/parking/>
- **Be sure to purchase renters insurance to protect your belongings.**
- **Send in your Photo for your Student ID:**
<https://www.brandonu.ca/ancillary/student-i-dcenter/>
- **Connect with your roommate (if applicable) to arrange who is bringing larger shared items:** To find out who your roommate is please contact us at residence@brandonu.ca . If you would not like your contact information shared with your roommate please let us know.
- **Review the Brandon City transit map, found here:** <https://brandontransit.ca/routes-schedules/regular-routes-schedules>
- **Review Residence Agreement and Residence Handbook.**



Getting Here



Where are the residence halls located?

On the campus map above is where the halls are located:

3. Flora Cowan Hall
4. Clark Hall (Where Financial and Registration Services are located)
5. McMaster Hall
6. Main Dining Hall (Harvest Hall)
7. Darrach Hall

The residence street address for mapping your way here on a GPS is:

270 18th Street Brandon MB, Canada R7A 6A9

Where do I unload my vehicle for move-in?

You can unload your vehicle in parking Lot 1 or the available street parking on Louise Avenue and 20th Street. There will be Residence Staff to direct traffic and give directions.

Where can I park?

Once the vehicle is unloaded, Students moving in can park in Parking Lot 5, 6, 7 or 10. Please note that after move-in weekend parking passes will be required. Information regarding when to purchase parking will be available soon.

Your Room



In Your Room:

- ◆ Bed
 - ◆ Twin XL (McMaster and Flora Cowan Hall)
 - ◆ Double (Darrach Hall)
 - ◆ Queen (McMaster Hall Queen Rooms)
- ◆ Desk
- ◆ Chair
- ◆ Wardrobe (Flora Cowan Hall/ Darrach Hall)
- ◆ Dresser (McMaster Hall)

In reference to the Residence Agreement, residents are not permitted remove residence furniture from their rooms and any furniture removed will be considered missing and the replacement value of that furniture will be charged to the student.

Most rooms offered as a Standard or Standard Plus occupancy will have double sets of furniture, since they were designed as double occupancy rooms. We suggest taking advantage of the extra furniture in the room to customize your space to how you like it.

Depending on your room and roommate situation, you may find that space could be limited. We recommend speaking with your roommate to coordinate what each of you will contribute to your new living space.

What To Bring with You

We only Allow the Following Appliances:

- ◆ CSA Approved Microwave
- ◆ CSA Approved Toaster
- ◆ CSA Approved Kettle
- ◆ CSA Approved Keurig style coffee pot
- ◆ CSA Approved Mini fridge (max. 4.0 Cubic Feet)
- ◆ CSA Approved Blender

*We ask that only one cooking appliance be plugged in at any one time.

We Suggest you Bring:

- ◆ Flip Flops for the shower
- ◆ Toiletries (Toothbrush, Floss, Mouthwash)
- ◆ Pillows, Sheets, Comforter, Towels
- ◆ Kitchen utensils and small set of dishes Laundry Detergent
- ◆ Laundry Bag
- ◆ Sticky Tac for posters and pictures.
- ◆ Posters/Décor
- ◆ Clothing Hangers
- ◆ Laptop or Tablet
- ◆ Printer
- ◆ Tupperware
- ◆ Surge Protector Power Bar
- ◆ Clothing for all seasons
- ◆ School Supplies

You May Also Want To Bring:

- ◆ Hair dryer
- ◆ Plants
- ◆ Can Opener
- ◆ Desk lamp
- ◆ Over the door mirror
- ◆ Board Games/Gaming System

You Cannot Bring:

- ◆ Hot Plates/Electric Grills/Deep Fryers
- ◆ Explosives/Firecrackers
- ◆ Subwoofers/Amplifiers
- ◆ Halogen Lamps
- ◆ Nails or Tacs
- ◆ Pets
- ◆ Weapons
- ◆ Items that promote unsafe alcohol consumption
- ◆ Decorative candles, incense, potpourri burners, and flammable liquids.
- ◆ Non- residence provided furniture and mattresses



Checking In

Check In Steps

1. Our Check-in Hub will be located in Harvest Hall (#6 on the campus map, page 4). This is where you will check into residence before you move your belongings.
2. There will be designated parking for residents on moving day. Closer to your move-in day, you will be sent directions to your email account on where to park. There will be signs to direct you, and you can also refer to our campus map.
3. A member of our Residence Staff Team will meet you to greet you and assist with your check in.
 - > If you've prepaid your first term residence charges, you'll immediately receive your check-in package, including your room key and Student ID. You're ready to move in!
 - > If you haven't paid for your first semester residence fees and haven't made prior arrangements with the Residence Office, the resident must make their residence payment before they can complete their check in.
4. Once you have your check-in package, a member of our Residence Staff Team will give you directions to your room. Once there, you will be asked to complete the room check form (that lists the condition of the room), sign for your keys, and sign other important documents that may have been missed before your arrival.

A few things to keep in mind:

We will continue to email important documents - please check your emails for the most up to date information on check-in.

We ask that you arrive no sooner than 10 minutes before your selected check-in time – volunteers will be available to guide you in the right direction.

Please remember to move your car as soon as you have unloaded it to allow others to also move in.



Living in Residence



Residence Orientation and Move-in Weekend Events!

Moving away from home and starting University classes can feel like a huge mountain to climb. Residence Orientation is designed to give you a big advantage as a new student by connecting you to your new communities and providing you with the opportunity to develop a network of support. During check-in weekend, residence will be hosting a variety of community events and an important residence orientation! Be sure to look out for posters for more details! With help from your RAs, Residence Council teams and your new peers, you will start an amazing three day adventure to help you succeed at University!

Residence Handbook and Community Standards

It is your responsibility to familiarize yourself with all the rules and guidelines of your community. Please visit our website to review the [Residence Handbook](#). It will be important for you to read through it to understand your rights and responsibilities as a member of the Residence community.

Living with Roommates

All shared rooms are provided with a roommate agreement to be completed by all roommates. It is mandatory for all shared rooms to complete a roommate agreement. It is very important to fill out this online roommate agreement because it is always the first step in our processes when conflicts arise and it's best to have one at the start to be proactive and hopefully prevent conflicts. It is intended to provide a basis for roommates to communicate and share living space.

Residence Services

Parking

We do offer guaranteed parking for all of our residence students. Parking is at an additional cost to the student and is not included in your housing and meal plan fees.

Registration for parking will be available later this summer. To register for parking please go to our Online System at <https://brandonu.ops-com.com/> You will need to “create an account”, register your vehicle, and then send an email to parking@brandonu.ca to notify us of your Username.

Your Username will then be approved once we confirm your registration in residence and you can then proceed to purchase your parking permit online or at our office upon check in.

For a tip sheet on how to register for parking and our pricing, please visit our website at <https://www.brandonu.ca/parking/>

Mail Boxes

Your mail box key will be included in your check-in package you will receive upon arrival. We will provide you with your box number for your address. Mail boxes are located on the ground floor of McMaster Hall. Mail is sorted at the Ancillary Office, Mondays through Fridays.

Larger packages are left at the Ancillary Office to wait for pick up. A parcel slip is sent to the students’ mail box, for notification. If you leave residence in April students must change their address to the preferred address of their choice, even if you are planning on coming back to residence in the fall. When sending mail to a student living in residence, please make sure it is addressed as follows:

First and last name

Box number

Brandon University Residence

270 18th Street

Brandon, Manitoba

R7A 6A9



Residence Services

Internet Access

Wifi access has now been integrated into all 3 residence halls, so there is no need to bring a wireless router or Ethernet cable. You should receive a email with your unique WIFI Access Code prior to your check in. If one was not sent to you, or you have misplaced it, you can send an email to helpdesk@brandonu.ca.

Mini Fridge Rentals

Residents can rent a mini fridge from the residence office for an eight month contract (September to April). To rent a fridge please complete and submit an application with payment to the residence office. Please note we have limited supplies.

Other Services

Each residence has shared study areas, TV lounges, and free laundry facilities. Security staff is in residence between 10pm and 6am and RAs are on-duty from 4:30pm to 8:30am throughout the week and 24 hours a day on the weekends to offer students assistance. There is always help nearby!



Extreme Networks <no-reply@extremecloudiq.com>
to me ▾

Welcome,

Your Access Key: v r'rc 02sc 5

Your ID:

Expires: 52 week(s) after first login.

Access key must be used within 30 week(s).



How to connect:

1. Connect your device to the wireless network called "BU_Residence".
2. Enter your key listed above when prompted.
3. That's it!

Remember to keep this key! It is your private key to access the network, you can use it to connect all your devices to the network. Never share it with anyone else.

If you need any help please email the BU Helpdesk (helpdesk@brandonu.ca) or the BU Residence Office (residence@brandonu.ca).

Thank you

Derek Booth
Acting Residence Manager



Parents Need to Know



During this time of transition for your student, we highly encourage you to keep in contact with them to see how they are doing; however, Brandon University Residence cannot contact the student on your behalf, nor can we discuss details about a student without direct consent due to Freedom of Information and Protection of Privacy Legislation. Therefore, it's very important that you discuss with your student how and how often you want to communicate with them throughout their stay in residence while respecting their schedule. Upon check-in, the student can sign a "Release of Information" form to allow an individual or organization access to their information.

As a parent, family member, or guardian, your support for your student adds tremendous value and increases the odds of their academic and personal success here at Brandon University. We encourage discussions between you and your student about:

- ◆ Personal safety
- ◆ Budgeting and expenses
- ◆ Encouraging your student to ask questions to develop independence and enhance decision making skills

It's also important to remember, as your student goes through the many challenges of being a university student, to be calm and reassuring to your student throughout their time at Brandon University; these challenges are normal and your student can overcome them with grit, determination, and by having the support of their loved ones. Also note that a drop in grades is normal through this transition as well, so encourage your student to seek academic support.

As a housing institution, Brandon University Residence makes every reasonable effort to ensure the safety and security of all those who reside in our buildings, including:

- ◆ Secure access to our residence buildings
- ◆ Surveillance cameras
- ◆ Emergency Alert – Intercom System
- ◆ Campus guards
- ◆ Residence Assistants

Residence Resources

www.brandonu.ca/residence/resources

For access to important documents, residence guides, and useful Brandon University webpages, you can refer to our Residence Resources page. You can access this page at any time!



RESIDENCE

- ▶ Home
- ▶ Apply for Residence
- ▶ Residence Halls
- ▶ Residence Costs
- ▶ Residence Services
- ▶ Residence Resources
 - ▶ FAQ's
 - ▶ Residence Staff
 - ▶ Residence Wireless Internet
 - ▶ Miscellaneous Services
 - ▶ Check-in Procedures
 - ▶ Cancellations
 - ▶ Check-out Procedure
 - ▶ Parents and Families

CONTACT US

Ancillary Services
McMaster Complex
270 - 18th Street
Brandon, Manitoba
R7A 6A9

General Inquiries
residence@brandonu.ca

Brandon University » Ancillary Services » Residence » Residence Resources

Residence Resources



IMPORTANT DOCUMENTS

- ▶ [PDF 2022-2023 Residence Agreement](#)
- ▶ [PDF 2022-2023 Residence Handbook](#)
- ▶ [PDF Release of Information](#)

RESIDENCE GUIDES

- ▶ [Check-in Procedures](#)
- ▶ [Check-out Procedures](#)
- ▶ [Cancellations](#)
- ▶ [Mail Services](#)

Information on this page includes:

- Check in Procedures
- Check out Procedures
- Residence Agreement
- Residence Handbook
- Frequently Asked Questions
- Mail Services
- Wi-Fi Services
- Cancellation Policy
- Guest Sign In
- Dining Hall Hours
- Important Dates
- Residence Job Opportunities
- Campus Events
- And More!



Have Any Questions?

Please contact our office for any questions you may have regarding the information in this guide. We are always happy to hear from incoming residents!

Residence Office
Brandon University

Phone: (204) 727-9761

Email: residence@brandonu.ca