



**BRANDON  
UNIVERSITY**

# P.E.N.T.



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buresidence

# 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 Brandon University PENT students this year and we can't wait for your arrival. Our staff are dedicated to making your check-in experience a great one. 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 SCHEDULE

### Check-in Days

**1st Year Students - March 21st and 22nd**

Book Check in: <https://buresidencepentcheckin-march.youcanbook.me>

**Upper Year Students - April 4th and 5th**

Book Check in: <https://buresidencepentcheckin-april.youcanbook.me>

**All students are required to book their check-in date/time.**

Please see page 7 for more information on Check-In Steps.

# Before You Arrive

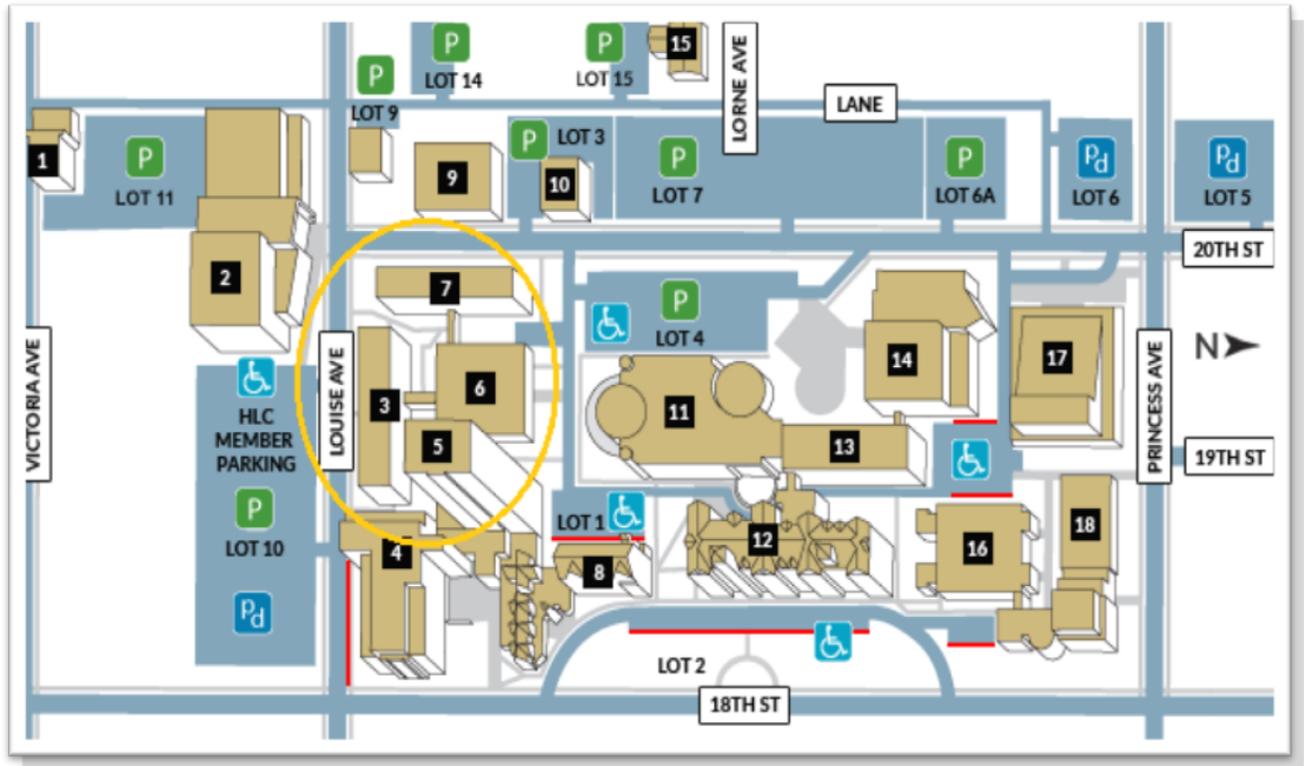
## PREPARE, PREPARE, PREPARE!

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](mailto:admissions@brandonu.ca).
- **Pay for your Residence and Meal Plan:** For ways to make a payment please visit: [Ways to Pay | Residence \(brandonu.ca\)](#) . You will not be permitted to check into your residence room if 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 should also send the confirmation of payment receipt to [residence@brandonu.ca](mailto:residence@brandonu.ca) as the payment may not reach your BU account in time.  
**Purchase your Parking Pass:** If you have a vehicle, you can request a parking pass in person at the Ancillary Office.
- **Be sure to purchase renters insurance to protect your belongings.**
- **Fill out the student I.D. application to order your card.**  
<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](mailto: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
- 5. McMaster Hall
- 6. Main Dining Hall (Harvest Hall)
- 7. Darrach Hall
- 12. Clark Hall (Where Financial and Registration Services are located)

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

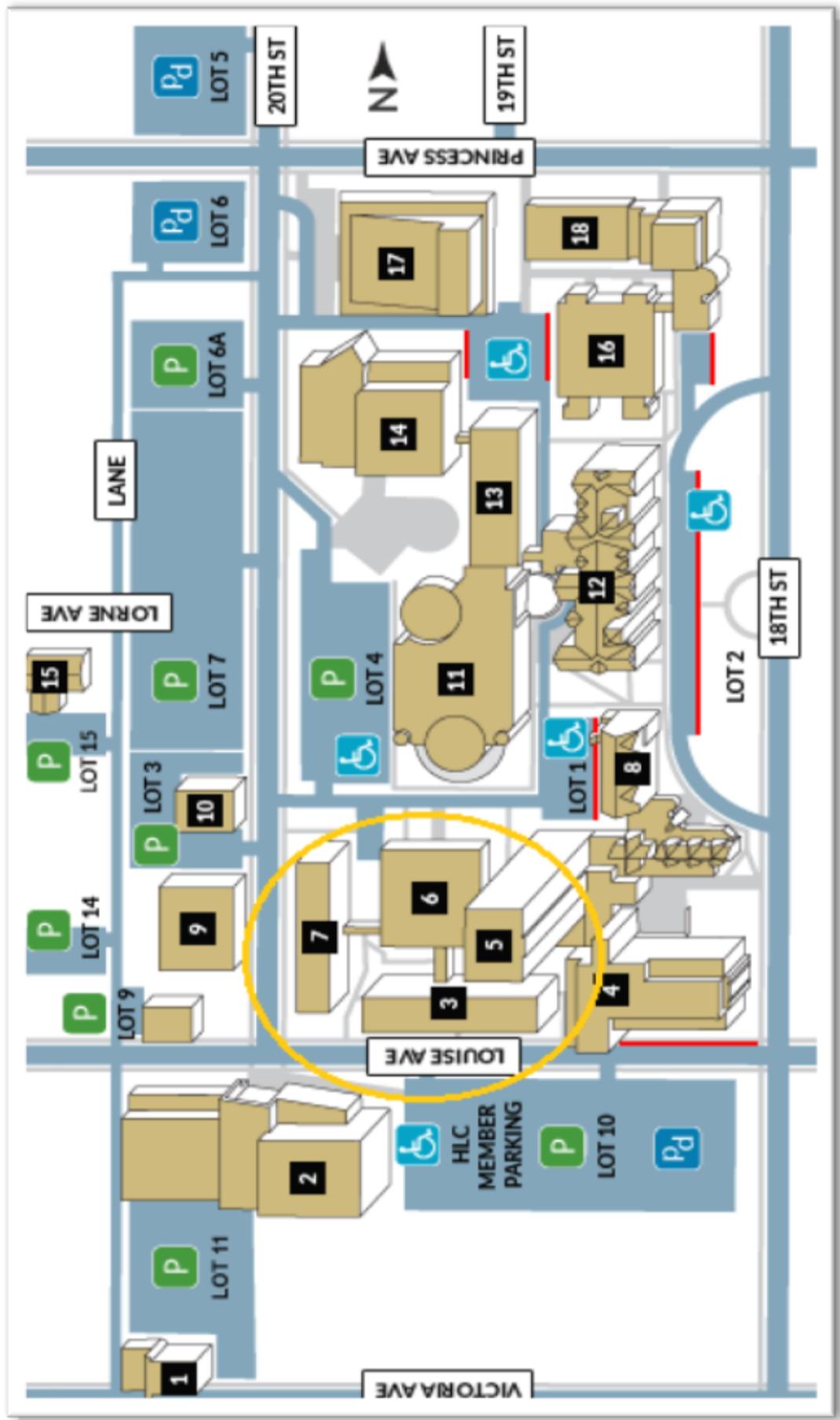
**270 18<sup>th</sup> Street Brandon MB, Canada R7A 6A9**

## Where do I unload my vehicle for move-in?

For the purpose of unloading your vehicle, we recommend parking in Lot 4 or Lot 1 (Access to lot 1 will work best once you check-in and get access to the back door of McMaster Hall through your Student I.D.)

## Where can I park?

Once the vehicle is unloaded, Students moving in can park in lots 1, 5, 6, 7 or 10. Please note: parking Monday-Friday 8:00am-4:30pm requires a Brandon University parking pass. Please see page 9. for information on obtaining a parking pass.



# Your Room



## In Your Room:

- ◆ Bed
  - ◆ Twin XL (McMaster and Flora Cowan Hall)
  - ◆ Double (Darrach Hall)
  - ◆ Queen (McMaster Hall Queen Rooms)
- ◆ Desk
- ◆ Chair
- ◆ Closet Space
- ◆ Dresser Unit(s)

**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.

- ◆ 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

## 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
- ◆ Surge Protected Power

## You Cannot Bring:

- ◆ Hot Plates/Electric Grills/Deep Fryers/Electric Hot Pots
- ◆ Explosives/Firecrackers
- ◆ Subwoofers/Amplifiers
- ◆ Halogen Lamps



# Checking In

## Check In Steps

1. Students will check in at the Ancillary Services Office (Main floor of McMaster Hall #5 on the map)
2. Students will have a key or FOB to their room, a mail box key and their Student I.D. card. The Student I.D. card will have access to your hall and meal plan. If you are confirmed sponsored or have paid your residence balance, your meal card should be loaded. If you have not applied for your Student I.D. card, you will not have access to your meal plan.
3. A member of our Residence Staff Team will give you directions to your room and answer any questions you may have. A Residence Assistant will check in on you, later that evening.

## A few things to keep in mind:

We will continue to email important documents so please check your email (@brandonu.ca) 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

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



# Living in Residence



## 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**. The handbook can also be accessed through your eRezLife portal. Simply click the 'Resources' tab on the left blue sidebar. Once you access the 'Resources' tab, select the link labelled 'Residence Resources' at the bottom of the page. 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.*

Students who wish to purchase parking can make their request in person at the Ancillary Services Office.



## Mail Boxes

You will receive a mail box key in your check-in package, upon arrival. 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, and you will receive an email to the email address tied to your eRezLife account. 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 (*given upon arrival*)  
Brandon University Residence  
270 18th Street  
Brandon, Manitoba  
R7A 6A9

# Residence Services

## Internet Access

Wi-Fi 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 an email with your unique WIFI Access Code prior to your check in. If one was not sent to you, or you have misplaced it, contact [residence@brandonu.ca](mailto:residence@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 make your request in person at the Ancillary Services Office. Please note fridges are in limited supply.



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

Welcome,

Your Access Key: v '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](mailto:helpdesk@brandonu.ca)) or the BU Residence Office ([residence@brandonu.ca](mailto:residence@brandonu.ca)).

Thank you

Derek Booth  
Acting Residence Manager

## Other Services

Each residence has shared study areas, TV lounges, and free laundry facilities.

Security staff are on-site around residence buildings 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 and on holidays to offer students assistance. There is always help nearby!

# 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. The student can sign a "Release of Information" form on their eRezLife account 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. You can encourage your student to explore some of the academic supports we offer in residence, such as:

- 24/7 study spaces in each residence hall
- Academic Residence Assistants
- Weekly Study nights & other academic themed events

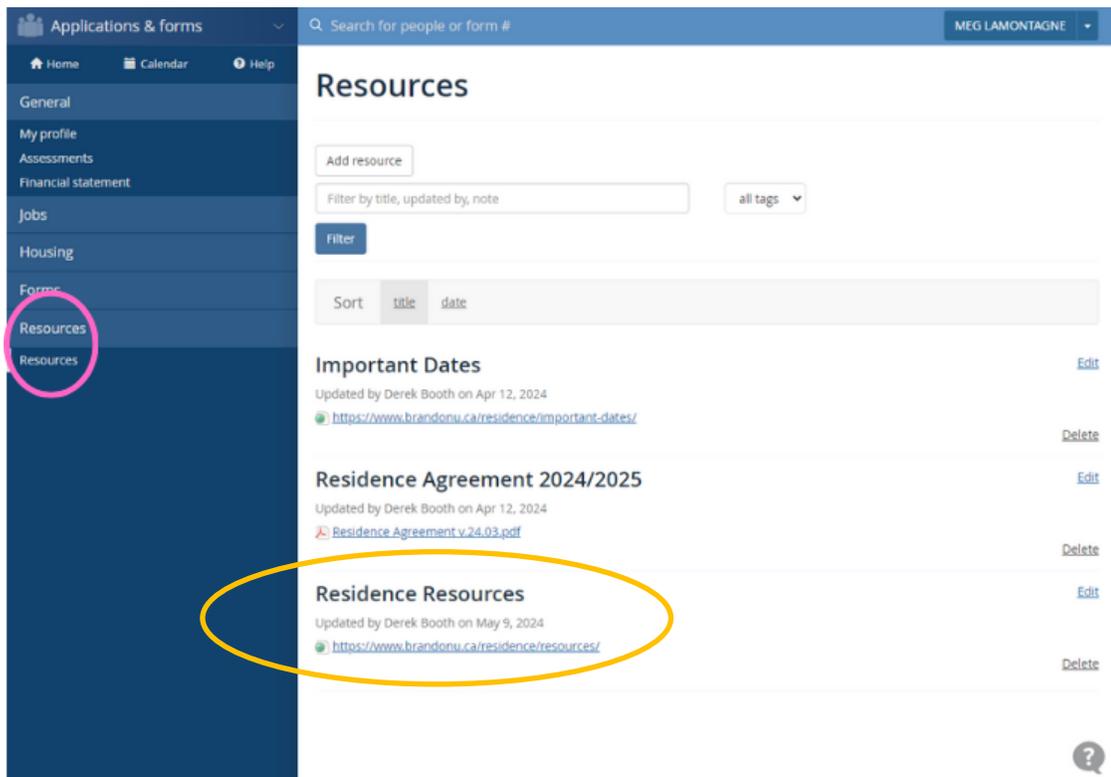
As a housing institution, Brandon University Residence makes every reasonable effort to ensure the safety and security of all those who reside in our buildings, including:

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

# Residence Resources

[www.brandonu.ca/residence/resources](http://www.brandonu.ca/residence/resources)

For access to important documents, residence guides, and useful Brandon University webpages, you can access our Residence Resources page at any time via the 'Resources' tab in your eRezLife profile (as shown below), or by visiting the Residence Resources page on the Brandon University Residence website.



## 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](mailto:residence@brandonu.ca)