



Regulations for Students

Dominican University College

2019-2020

Regulations For Dominican University College Students

1. Respecting DUC Regulations

All students enrolled at Dominican University College must respect the following regulations as well as the people that live, work and study at this Institution.

2. Regulations Related to Student Life

2.1 Bulletin Boards

Bulletin boards are provided to display news and information for students and staff. Generally, bulletin boards should prioritize academic and DUC related information. Documents to be displayed must be authorized by the DUC (office 309). Any documentation that is displayed without proper authorization (DUC approval stamp) will be removed.

2.2 Advertising

Any advertising of commercial nature must be authorized by DUC, prior to posting.

3. Regulations Related to Social Life

3.1 Damage to Property

Please respect DUC property and the environment (indoor spaces and outdoor grounds).

3.2 Food and Cleanliness

It is not permitted to consume food in classrooms and in the library. In addition, the refectory of the Priory of the Dominicans is not open to non-resident students outside mealtimes.

Non-resident students who wish to eat at the refectory must buy a ticket at the reception before 10:00am for lunch (starts at 12:15pm) and before 3:00pm for dinner (starts at 6:15pm). The cost of a full meal ticket is \$12.

A dining space and a lounge are available to students in the basement.

All students must cooperate to keep these areas clean and use garbage cans or recycling bins provided for this purpose.

During the winter months, students are asked to leave their outdoor winter clothing—especially boots—in the locker area in room 214.

3.3 Security

At no time should any of the exit doors leading to the parking lot or inner garden be blocked or left open/unlocked. The main entrance to be used by students and faculty is located at 96 Empress Ave.

In case of an evacuation, all students must follow the directions given by the staff inside and outside DUC.

3.4 Tobacco and Cannabis

It is forbidden to smoke anywhere, inside the building and within nine meters of outer doors giving access to the building. Ontario Law and City of Ottawa by-laws stipulate that fines can be issued in case of violation. These fines apply to either individuals or legal entities (under article 15 of the *Smoke Free Ontario Act*, under article 14 of the Public Places Non Smoking By-Law or article 11 of the Workplace Non Smoking By-Law).

4. Laws

4.1 Accident

Any student or teacher involved in an accident must adhere to DUC's Emergency Medical Response Plan and inform the designated person at DUC and the Prior of the Dominicans.

4.2 Lockers

Lockers are assigned to students by the secretariat (room 309) at a cost of \$10 per academic year. Lockers must be emptied no later than on **July 1st**. **After that date, remaining locks and locker contents will be removed and disposed of, by custodial services.**

4.3 Cell Phone Use, Music Players and Other Electronic Equipment

The DUC building is a place of study, religious life and prayer. Students must respect this environment at all times. When using cell phones or other electronic equipment, the volume must be kept at a reasonable noise level.

4.4 Change of Address, Phone Number or Personal Email

Any change of address, phone number or personal email during the academic year, must be signaled to the registrar's office (room 310) and DUC secretariat (room 309).

4.5 Identification

If a DUC staff member asks a student to confirm their identity, students must present their DUC identification card.

4.6 Operating Hours of DUC

All students must comply with the hours of operation of DUC.

4.7 Parking

Parking passes are required in order to park your vehicle on the grounds of the Dominicans priory. Daily or monthly passes are available at the reception desk. Daily passes cost \$5 - monthly passes cost \$50.

The parking pass should be placed on the dashboard of the driver's side of the car and the date must be visible at all times.

Any student or person must follow the posted parking regulations (direction of traffic, parking). It is forbidden to park or to drive outside the designated parking areas. For safety reasons, drivers are asked to drive slowly in the parking lot.

5. Sanctions for Infringement of Regulations

When warranted, sanctions can be imposed on offenders, Sanctions are determined by the DUC administration and the friars responsible for the Dominican Community within their respective jurisdictions.