Email Sent April 23rd, 2020:

Please read this email thoroughly in order to not miss any information. The department will not be held responsible if you fail to read this email and do not act accordingly.

Important message for students currently living in residence ONLY, who use a room access key card (this does not apply if you use metal keys): Your room key card currently expires on April 26th. If you require access to your current room from April 26th to May 1st, bring your key card to the Residence Reception Desk in Commons (hours of operation are stated below) by Sunday, April 26th to have your room card extended, otherwise you will be locked out of your room.

Students currently living in a suite in Prescott, Frontenac, and Leeds will be staying in their current room for the duration of your summer stay, unless you have been otherwise notified to move.

Students living in a traditional residence will be required to move to a suite style building. The moves will commence next week. An email will be sent with your exact move date.

Those who are staying April 26th to May 3rd will remain in your current room. Should you be required to stay longer than May 3rd, and you are in a traditional residence you will be asked to move to a suite.

Residence Desk Summer Hours:

- Friday, April 24th – 9:30 am – 2:30 pm
- Saturday, April 25th – 9:30 am – 5:30 pm
- Sunday, April 26th – 9:30 am – 2:30 pm
- Week of April 27th and May 4th:
  - Monday - 9:30 am - 2:30 pm
  - Tuesday – Closed
  - Wednesday - 9:30 am - 2:30 pm
  - Thursday – Closed
  - Friday – 9:30 am - 2:30 pm
- Summer Hours Effective May 11th – TBD

Please note that The Caf (the residence dining hall) will be serving dinner on April 26th but will close for the summer. Summer meals will be served in THE OASIS starting April 27th. The hours of operation are as follows:

Breakfast: 7:30 am – 9:00 am
Lunch: 11:30 am - 1:30 pm
Dinner: 5:00 pm -7:00 pm

Your Summer Residence fees will be posted to your Student Account shortly and are due payable by May 7th. No late fees will be added if payment is not made by May 7th.
Payment methods can be found at this link: https://carleton.ca/studentaccounts/fee-payment/payment-methods/.

If you are moving in late May, June or July, your fees will be posted at a later date - please contact me if you would prefer your fees to be posted right away.

For further information regarding your student account, which can be viewed through Carleton Central, you are welcome to contact Student Accounts at either 613 520-3626 or email student_accounts@carleton.ca.

Counselling is offered over the summer virtually through the main clinic until staff are able to return to the Residence Counselling office in Renfrew House. If you wish to book an appointment, please contact Health and Counselling at 613-520-6674.

If you are new to Carleton residence, you are required to set up a PIN on your Campus Card in order to access the building and floor. Go to https://carleton.ca/campuscard/web-card-centre/. Click on Access The Web Card Centre Now. Enter your MyCarletonOne username and password. Click on Set PIN. Enter your 4 digit PIN number and then re-enter your 4 digit PIN number. Click submit.

To enter the building or floor, swipe your Campus Card through the card reader with the stripe facing the numbers. Enter your 4 digit PIN followed by the number sign, i.e. 1234#. The door will unlock.

If you do not have Campus Card, please contact the Campus Card office at campuscard@carleton.ca to learn how to obtain one. You will be provided with a temporary access card until you are able to retrieve a Campus Card.

In the event that you are not able to access your building or room while the Residence Desk and Housing Office are closed, please contact Campus Safety at 613-520-3612. A Safety Officer will verify that you are in Summer Residence and will assist you to get into your room.

Mailbox services will be available over the summer. Current Residence Students will keep the same mailbox number but through the Virtual Mailbox number program. New summer residence students may request a mailbox; please email me if you wish to have a virtual mailbox. Your mailing address along with instructions for the new Virtual Mailbox program will be provided within your move-in package along with your keys, room and floor number.

A few good to knows:

I would like to introduce your Residence Fellow for the summer, Mirianna Georges. She will be in touch with you to connect through social media platforms such as Facebook and Instagram. Please feel free to email Mirianna and introduce yourself at MiriannaGeorges@cmail.carleton.ca.
The Summer Residence Standards are enforced. Please ensure you are following the standards of the agreement, i.e. smoking outdoors and within a 10 meter perimeter of all residence buildings, ensuring cleanliness of the rooms, respecting other occupants, reasonable amount of peace and quiet, etc.

We are pleased to inform you that the program runs until August 23 and you have been automatically extended if you requested to stay until the 15th. If you are living in summer residence through to August 23rd please note that the summer residence fees charged to your student account cover only up to August 23. Additional fees will be posted to your student account in August if you require and are approved for an extension beyond August 23. Information to extend will be sent at the end of July/beginning of August.

Be aware of Summer Dates and Deadlines by referring to the following link https://housing.carleton.ca/dates-and-deadlines-summer-residence/.

You are invited to follow our social media sites:

Facebook: facebook.com/CUinRes

Twitter: @CarletonRes

Instagram: carletonresidence

We hope that you will enjoy your stay in Summer Residence. Please ensure to keep safe and healthy during these trying times. COVID-19 Student Resources can be found at the following link, https://students.carleton.ca/coronavirus/student-resources/.

If you have any questions or concerns, please do not hesitate to contact me at amy.laughlin@carleton.ca.