

2018/2019

ST. GABRIEL'S HALL

WELCOME



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St. Gabriel's Hall

Hi there!

Welcome to St. Gabriel's, or as most residents call it, Gabs! 😊 This will be your guide to everything you need to know about living here and how you can make the most out of your time with us. Whether you are staying here for the first time, or a returning resident, we encourage you to look through this handbook to familiarise yourself with the features and various aspects of the hall.

The ResLife Team

During your time in Gabs, your flat/corridor will be allocated to a Residential Life Advisor (ResLife Advisor/RLA) who lives in the hall and is part of the hall's ResLife Team. ResLife Advisors are either postgraduate/mature students or members of University staff. They are here for you to help with the social and academic matters you may face, and ensure that Gabs remains as a safe, pleasant and conducive place to work, live and play for all. We hope that you will come to know them well and feel comfortable to approach them regarding any matters.

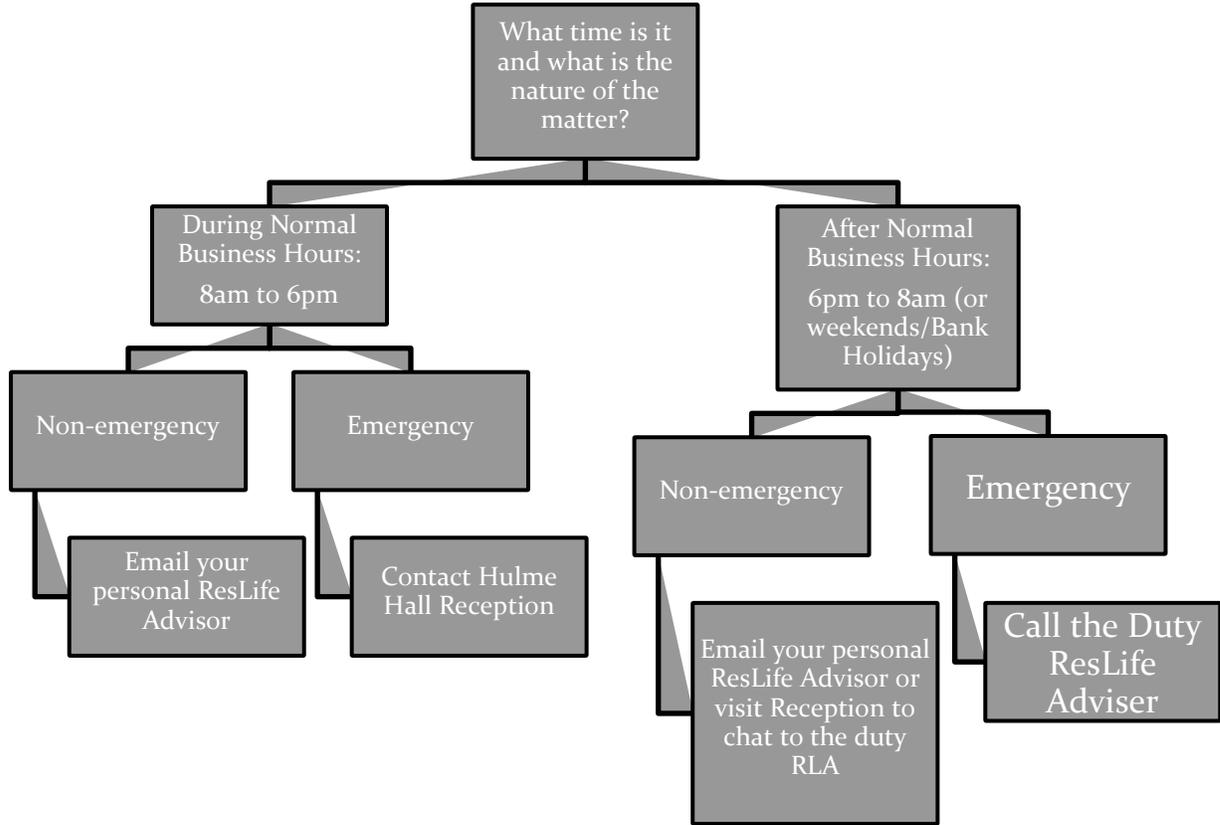
A ResLife Advisor will be on duty throughout the year and can be contacted in the evenings or at weekends for issues such as electrical power points not working, a flood, you feeling unwell, or if you are feeling unhappy for some reason. The chart below shows who you should contact and when.

The Residences Guide can give your further information should you need it: www.accommodation.manchester.ac.uk/documentstore/.

The ResLife team will also be at dinner every evening – feel free to come over to have a chat or ask any questions you might have. If you wish to discuss matters of a confidential nature, you can chat to the an RLA in the Welfare Office during upon request.

ResLife Duty Phone Number: 07990 802 704

Hulme Hall Reception: 0161 306 9880



We encourage you to save this number in your phone so you have quick access to this contact, should the need arise.

Duty ResLife Advisor Mobile Number

0799 080 2704

Only ACTIVE between the hours:

6.00pm to 8.00 am — Every Weekday

6.00pm (Friday) to 8.00am (Monday) — 24hrs Weekends/Bank Holidays.

ST. GABRIEL'S HALL — RESLIFE TEAM.

Senior Residential Life Coordinator (Victoria Park): Mark Hibbert

Residential Life Officer: Katie Urnevitch

Deputy Residential Life Officer: Julia Lawson

Senior Residential Life Advisor:

Helen Kilburn

Residential Life Advisors:

Emilie Farnhill

Jiaqi Li

Maryam Safi

Simmy Singh

Feel free to approach the team if you have a problem or even if you just want to have a friendly chat! 😊

The JCR

The JCR is a team of elected residents that organise activities for the hall throughout the year together with the ResLife team. This includes events such as formal dinners, the annual ball, movie nights, day trips, sports tournaments and many more. The activities cater to a wide range of individuals and interests, so there is something for everyone. We encourage everyone to participate as this is a good opportunity to get to know other residents in the hall and unwind and relax. The JCR is run by residents, for residents, so it is always open to feedback and suggestions from everyone on how we can work to improve Gabs. If you have something you would like to do as a hall, or a cause you would like to promote, you can ask the JCR. Do approach any of the members regarding this at any time, or drop your suggestions off in the JCR Suggestion Box located in the reception.

This year, your JCR comprises of:

*Senior Student: **Vacant***

*Secretary: **Neela***

*Treasurer: **Afifah***

*Social Secretaries: **Lucie and Salihah***

*Community Secretary: **Vacant***

*Environmental Secretary: **Vacant***

*Bar Secretary: **Emily***

*Sports Secretary: **Vacant***

*Communications Officer: **Alishba***

*Equality and Diversity Coordinator: **Petra***

Both the JCR and the ResLife Team will be easily identifiable throughout Welcome Week (you will most likely see us running around then), so do come and say hi!

Elections to join the JCR usually take place in October and March each year. Look out for further details nearer the time – it's a great opportunity to really make a difference and is a fantastic experience.

Moving In

Before you unpack your luggage and make your room your new home, there are a few important things that you should take note of. We have included a list below for you so that you don't miss out anything!

1. Key Collection

If you haven't already, you can collect your room keys in the Gabs reception or the Hulme Hall reception (after 16th September 2018). If you're arriving outside of these times, please call the duty phone on arrival. When you collect your keys on Welcome Week, do ensure that you have your room key, flat key (Woodthorpe residents), gate key (Woodthorpe residents), laundry room key, Main Building key and mailbox key. Please keep your keys with you at all times as missing keys are a compromise to personal safety and you are liable for them. You will also receive a welcome pack and information on how to operate the Circuit Laundry machines.

2. Inventory Check

Inside your welcome pack, there will be a checklist for you to list any damages or missing items in your room and flat (if you are living in Woodthorpe). Complete this first and submit it to the Hulme Hall reception before you unpack. This is to ensure that you are not liable for any previously damaged or missing items in your room and flat when you move out at the end of the year.

3. Internet Connection

Wifi access is available throughout Gabs as it is part of the University's Eduroam network. To log-on enter your IT account details in the format: centralusername@**manchester**.ac.uk

(e.g. mwptrjklk2@**manchester**.ac.uk)

4. Getting to Know You

Welcome Week is a great chance to meet fellow residents and have fun before the daily routine of university life officially starts. The events organized are listed in a separate schedule from this handbook, and any upcoming events or notifications will be updated on our Facebook page. There is a whole range of activities planned for you, from tours organised by the Student

Union, to Faculty fairs, to Welcome Week events planned by the JCR, or you can simply organise your own!

People in Gabs

Besides the ResLife Team and JCR, there are also teams of very friendly University staff that work in Gabs. They will frequently visit your floors or flats and communal areas to ensure that everything is in working order and that it remains as a clean and livable place. It is always nice to say hello to them as you move around the hall.

Housekeeping

Who: Maria (Housekeeper) and Alma (Domestic Staff)

When: From morning until noon

How to contact: Say hello! (or ResLife can to speak to the team on your behalf)

Catering

Who: Livvy, Sharon, Michaela and Leanna

When: 7.30 to 9.30am and 5.45 to 6.45pm.

How to contact: Say hello! If you have any concerns or dietary requirements let the team know.

Porters and Maintenance

Who: Building Maintenance Staff & Contractors

When: 9.00 to 17.00

How to contact: Report all issues on the building maintenance system. But still say hello!

Security

Who: Campus Security

When: 24 hours.

How to contact: 0161 306 9966. Say hello on their rounds!

Hulme Hall Reception Team

Who: Vickie, Andrea, and Shell

When: 8.30 to 18.00 Weekdays.

How to contact: 0161 306 9880. Say hello!

Your Room

There is a bed, shelves, table, drawers, wardrobe, chair and lamp provided in your personal room. You will need to supply your own duvet, pillow and bed linen (unless you have pre-purchased a bedding pack from the University). Potential fire hazards such as candles, portable heaters burners, hotplates, electric blankets are not allowed in your room and will set off the fire alarms if used.

You are responsible for the cleanliness of your room, and there is a vacuum cleaner on all floors and in all flats for you to use. Please do not put anything outside your room that obstructs the entrances and corridors as this poses as a health and safety hazard. Generally, you are advised to only have a message board on your room door and leave nothing else outside.

You are expected to lock your rooms at all times. Unlocked rooms with items missing or stolen are not covered under the Personal Possessions insurance included in your rent. Locking your rooms also ensures personal safety for yourself and your flatmates. It is also important to check if all doors and entrances with access to flats and floors are locked and fully latched. Keys must NOT be used by anyone else so do not lend your keys to anyone. Report the loss of keys immediately to your ResLife Advisor. You will be able to get a replacement from Hulme Hall, but you will be charged around £30 for each key lost, without exception, even if the keys were stolen.

There will only be a few occasions when University staff or agents will need full access to your room. Usually, there will be an email sent to all residents from the Accommodation Office informing you of this in advance. The staff will identify themselves and knock before entering. They will also carry some form of identification on them. If you are ever in doubt, contact a RLA or security before opening your door. Some of the times when access into your room is needed are:

- Termly room audits to review cleanliness and/or maintenance requirements (eg. window checks).
- Maintenance requests logged by residents on the Building Maintenance website.
- Emergency situations whereby residents' health, safety and/or welfare are concerned.

You may also decorate your room walls with posters and pictures with blu-tack, but please do not use permanent adhesives or any kind of tape that will cause damage to the wall paint and plaster.

At the end of the academic year, you are required to move all your things out of your room. Unfortunately, the hall is unable to store your items and you will need to look for private storage companies to keep your belongings over summer.

Communal Kitchens

Communal kitchens are available for hall residents to use over weekends and term holidays, when meals are not catered. Every kitchen is equipped with a microwave, stove, toaster, electric kettle (note: kettles and other cooking equipment are not permitted in bedrooms), refrigerator, oven grill. You will need to provide your own basic cooking equipment such as pans, plates etc. Again, potential fire hazards such as deep fat fryers are not allowed. It is also important to be attentive while using the cooking hobs and oven grill as smoke caused by burnt food will set off the fire alarms or actually cause a fire.

At the beginning of each semester, ResLife Advisors will work out a roster with each flat and floor as rubbish and recycling has to be taken out by residents weekly. This will be done in a fair and impartial manner. Should the housekeeping or ResLife Team deem a certain kitchen to be of an unacceptable condition, such as rubbish not being taken out, a fine will be issued to the entire floor or flat concerned. This applies during the revision/exam period and term holidays (eg. Christmas, Easter, Reading Week) also. Hygiene is incredibly important within the kitchen, so please remove the rubbish when it is your turn to do so, and clean up after you have been cooking!

Please respect each other's space in the shared area, including space in the refrigerators. You should not "borrow" other people's food or equipment without prior consent. Food theft is a serious matter and will be dealt with very seriously by the ResLife Team.

Shared Bathrooms

The housekeeping team generally cleans communal areas only twice a week. Thus, it is essential to keep shared bathrooms clean for other residents. Do be considerate by disposing sanitary wear in the allocated bins provided. Hair accumulated at the shower plugs should be removed after washing your hair so as to prevent them from being blocked and hence causing inconvenience to others.

If you are staying in an ensuite room, you will have to do your own cleaning. Rooms and ensuite bathrooms found in an unacceptable condition during room checks may also incur a fine, especially at the end of the year.

Guests

Guests are very welcome at St. Gabriel's. However, we ask that you follow certain guidelines when you invite guests over.

1. All guests must be accompanied by their host at all times, including leaving and entering a building. This applies to all family members and friends, male and female. Please announce any male guests you may have in the Facebook Group before they arrive.
2. Be mindful of the noise level, especially if you are organising a group event or if it is late at night. The noise curfew is 11pm Sunday – Thursday and 12am, Friday and Saturday.
3. Guests can stay over for a couple of days (2 nights out of every 7) in your room. If they wish to stay for an extended period however, please complete the online form using the QR code/weblink below. Your immediate neighbours should also be informed that you have a visitor.



<https://goo.gl/vStgvA>

You are also welcome to bring guests over for meals at any time. You will have to pay in the Dining Hall during the meal time, before you collect your meal. If you wish to invite a guest for a formal dinner, please contact a member of the ResLife team in advance (about 5 days is ideal) on the St. Gabriel's Facebook page so that we can provide for the exact number of diners. Please note that breakfast is female only however all guests are welcomed for evening dinner.

Staying Safe

The Victoria Park area is a safe place to live. Despite that, we would like to encourage you to always be mindful of your personal safety, as well as the safety of others living in the hall.

Please do not open any doors for people who are not residents or who you do not know, whoever they tell you they are. Residents with guests are responsible for letting their guests in, and not others. Politely direct visitors to the Hulme Hall reception or the front door entry phone for them to grant them access. All residents and housekeeping, portering and maintenance teams are able to access the buildings with their own keys. Ensure that all doors are closed properly when you enter or leave a place.

If you feel as though a certain person should not be on the hall grounds or in the building, or that you are being followed home or threatened contact Security. University Security personnel patrols the entire campus 24 hours a day and you are able to call for help at any time. We encourage you to save the number in your phone so that you have quick access to it in case of an emergency.

Security

0161 306 9966 — 24 hrs

The Security staff are extremely helpful and will respond to the situation themselves. They will also contact the police if needed. You do not have to be in the hall or grounds to call them if you are worried. You can call them if you are in the University vicinity from the Academic Buildings along the Oxford Road, or if you are walking around Victoria Park.

Fire Safety

In the case of a fire alarm, the fire alarm will sound off for a prolonged period of time. You **must leave** the building immediately and assemble at the fire assembly site, Main Building Carpark, stated on the fire notice sign behind your room door. You are to remain at the site until University staff/security or the RLO gives an all-clear for you to return. Failure to follow these procedures by not evacuating will cause you to incur a fine of £150. Please inform your neighbours or a resident if you will not be in the hall for some time or will be going somewhere overnight as this will help to account for you during the fire alarm.

The portering team will conduct fire alarm tests weekly. This will occur every Thursdays at 12pm, and can be distinguished from a real alarm since it is not prolonged. There is no need for you to evacuate.

To avoid real fires, do not leave anything cooking unsupervised in the kitchens, do not use candles, burners, hotplates etc., remember to switch off power points and electrical gadgets when not in use (eg. Hair straighteners), report any electrical faults immediately, and avoid smoking in bedrooms and close to buildings. The University also has very strict rules regarding fire safety equipment – the most common (and dangerous) actions include propping open fire safety doors and covering smoke/heat detectors. Please do not do this as you will face disciplinary action.

Catering

Meals are prepared by a dedicated team behind the kitchen. There is a morning team that arrives around 6.30am and leaves around mid-morning, where the evening arrives and stays till around 8.00pm to prepare and serve our meals. The catering team is also in charge of food during formal dinners. There are plenty of vegetarian options available, and menus are rotated so there is a constant variety of food to choose from every day.

All meals are to be consumed in the Dining Hall and food must not be taken out from it. Access to the kitchen is also not allowed for health and safety considerations.

If you are unable to make it in time for a certain meal on a particular day due to society activities or late classes, you can request for a replacement meal a few days in advance. Simply request for a replacement meal form from a member of the catering staff and you can arrange to pick it up on the day when you need the replacement meal, at the time you have selected.

If you have any dietary requirements or food allergies, inform a member of the ResLife or catering team.

The meal times are as follows:

Breakfast: 7.30am to 9.30am

Dinner: 5.45pm to 6.45pm

Mondays to Fridays in term time only. Meals are not catered during academic term holidays. Brunch service will be provided on some Bank Holidays.

Laundry

There are two laundry rooms in Gabs. The first is in the Main Building basement and second in Flat 5 in Woodthorpe. The irons and ironing boards in both laundry rooms are also available for all to use.

The system is run by Circuit on behalf of the University of Manchester. Please follow the instructions on in the laundry rooms to top-up and operate the machines. If you struggle in your first couple of weeks, please let a ResLife Team member know.

Only powder detergent and fabric softener can be used in the washing machines. Please report all issues to Circuit directly via the instructions on the machines.

Post and Mail

All post is delivered through an internal University delivery system and left behind the reception desk in Hulme Hall. The staff will sign for any registered mail. You will receive an email notification of that delivery and you can collect your mail from Mondays to Fridays, 8.30pm to 6.30pm. You must present your University ID at the reception in order to collect your items. You will not be notified of any letters which are not being delivered through recorded delivery, so be sure to check the mail in the lockers at Hulme Hall regularly!

Your address is:

NAME
ROOM NUMBER, MAIN BUILDING or WOODTHORPE
ST. GABRIEL'S HALL, 1 OXFORD PLACE
VICTORIA PARK
MANCHESTER
M14 5RP
UK.

Staff are unfortunately unable to sign for the following types of mail:

1. Items larger than 300mm depth x 300mm height x 400mm width.
2. Items valued more than £150.
3. Parcels more than 11kg in weight.
4. Parcels with perishable food items.

During Christmas and Easter vacations, any mail you receive will be kept at Hulme Hall. If you have any urgent mail you need to receive as soon as possible, arrange with the sender to send it to your vacation address.

There are also Amazon lockers located in the Hulme Hall reception for your convenience. These are strictly for Hulme Hall, Burkhardt House and St. Gabriel's Hall residents' use only. Enter the Amazon Locker address, GULP, in your Amazon address book in order to utilise this service. Once the item have been delivered, you will receive an email with a unique code that you use to access your item the Hulme Hall Amazon Lockers. Remember to collect your parcels within 3 working days as uncollected parcels will be sent back to the sender after that period.

Communal Areas

We are very fortunate to have a range of facilities and communal areas in St. Gabs. These venues are great places for residents to relax, socialise and study in.

Occasionally, residents might refer to certain places throughout St. Gabs. Here is a list of venues that you can orientate yourself with:

Library

St. Gabs is one of the few halls that has a designated quiet area for reading and studying. There are also a number of computers available for you to use. Printing can be done over at Hulme Hall during the day, or the Alan Gilbert Learning Commons at any time. You are able to access it at any time of the day. However, we do ask for you to follow the following guidelines:

1. Noise levels

Some noise, such as a short conversation or discussion, is acceptable. However, the library remains as a quiet studying place for residents. Please be considerate and be mindful of the amount of noise you are making, especially during exam periods.

2. Food and Cleanliness

Food is not allowed in the library, except for drinks in covered containers (eg. in a tumbler). This is to prevent pests and excess rubbish and smells from occurring. Please clear up after yourself and do not leave rubbish or your belongings in the library for prolonged periods of time. ResLife Advisors will visit the library regularly to ensure that users maintain the pristine condition of it. Switch off the lights when you are the last to leave.

3. Computers

Common access computers are available for all residents to use. As such, please limit your time on the computers if there are others waiting to use them.

Gym

The gym is accessible to residents with the gym code between 6am and 11pm and 6am and 10pm during the exam period. The curfew is in place to avoid disturbance to residents in rooms in the surrounding area and to comply with Health & Safety regulations.

Please keep the gym neat and tidy by putting equipment back where you found it. The JCR will visit the gym regularly to ensure that everything is in good condition. For accountability and safety, we ask that you write your name down in the Gym Logbook every time you use the gym.

Gym access is obtainable from the JCR for £25 for the entire year, or £15 per semester. The JCR will make an announcement regarding this each semester, and interested residents will have to pay and undergo a short gym induction before being handed the code. If you want a certain equipment to be in the gym, do suggest it to the JCR and it will look into purchasing it for the hall. The gym is open exclusively for residents who have purchased access only. Distributing the code to others is not permitted.

Television

There are two TVs available in the hall that have access to the TV network, one in the JCR and one in the TV room. If you have a particular program that you want to watch on a certain day, you can write your name down on the TV Log attached to the wall at the TV-side in advance. You do not need to book the venue, unless you want it to be a private event (eg. a movie night with your own friends). Please take care of the remote controls and place them back where you found them so that others are able to use the TVs after you. You are also able to use the Wii and Playstation consoles with these TVs.

Gab's Bar and Lounge

This is the St. Gab's Bar run by the JCR under the license obtained by the RLO. While there is a range of alcoholic drinks available for purchase, this year, the JCR has decided to convert the Bar into a lounge, where small snacks and non-alcoholic drinks will be available whenever it is open. This will include items such as tea, crisps and cookies. The JCR is open to the type of food and drinks that residents want at the Bar, so feedback on this is always welcome. The JCR will always notify the Facebook Group Chat whenever the bar is open. It is a social facility that can also be booked, should you need it for a personal event. Please inform the JCR at least 10 days in advance if you would like the Bar to be open for you, so that we have enough time to prepare.

Wellbeing Room

New for this year is the Wellbeing Room located to the side of the Chapel. There are a range of wellbeing materials for residents' use. These materials shouldn't be removed. This room is designed as a quiet and reflective space and therefore should not be used as an alternative to the JCR. Due to this, there is a **no food and drink policy** in the room!

Place	Location	Bookable?	Remarks
JCR	Ground Floor next to Dining Room	Yes	Bookings restricted during exam period. JCR-run events take priority. All society bookings must be made by a resident on the behalf of the society. All society bookings are subject to a £10 charge to be donated to charity.
Chapel	First Floor above the JCR	Yes	Bookings restricted during exam period. JCR-run events take priority. All society bookings must be made by a resident on the behalf of the society. All society bookings are subject to a £10 charge to be donated to charity.
TV Room	Second Floor, left of the main staircase	Yes	Bookings restricted during exam period. JCR-run events take priority. The TV Room is restricted to resident-only bookings.

Place	Location	Bookable?	Remarks
Library	Ground Floor	No	
Tennis Courts	Behind the Main Building	N/A	
Allotment	Behind Woodthorpe	No	
Gym	Basement, opposite the Laundry Room	Yes	Bookings restricted during exam period. JCR-run events take priority. The Gym is restricted to resident only bookings.
Wellbeing Room	1 st floor, next door to Chapel	No	

It is your responsibility to clean up after the event and throw out any rubbish you have. Residents will be asked to clean up the next day, or even barred from using the venues in the future, if the place is left in an unacceptable condition.

General Regulations

Shared facilities and spaces are a privilege that St. Gabs is very proud to have. As such, we ask that you respect other residents and the cleaners when you use these spaces.

1. Cleanliness

Do not leave belongings such as books, paper and especially unwashed cups for a prolonged period of time in the communal areas as this attracts pests/vermin, is unsightly and deprives others from using the place. Takeaways and food wrappers should be thrown out in the large bins outdoors as these will cause an unpleasant smell and attract pests. Places like the JCR, Chapel and the Library will be locked up for a week if the ResLife Team deem the areas to have been left in an unacceptable and dirty condition, as it is everyone's responsibility to keep them clean. Please also leave things such as tables, chairs and sofas, especially in the JCR, Chapel and TV Room, in places where you found them, so that these do not cause a clutter and the venues remain as inviting places for residents to use.

2. Be considerate

Gatherings and social activities are strongly encouraged in Gabs. However, we ask that you be mindful of others and maintain noise levels during personal events like movie nights or society activities, especially after 11pm on weekdays, and 12am on weekends, and in open areas like the Main Building and Woodthorpe gardens. Noise complaints within flats or floors, or regarding common areas, will be treated very seriously by the ResLife team.

During the exams, common areas, in particular the Dining Hall, Chapel and library are reserved exclusively for studying, so please be considerate when passing by these places.

3. Damages

We would like to appeal to everyone to treat furniture, floors and equipment with care as these are difficult to replace once damaged. Residents who use and damage any of the above are liable for the cost of replacing the items.

Events and Activities

The JCR organises activities for the hall throughout the year. These range from day trips to other cities within the country to book sales to formal dinners to cultural nights. It welcomes suggestions that will pique your interest and to make Gabs more like home for you. This year, it has lined up a myriad of events and activities for the hall, and there will be additional ones as we progress throughout the year. The JCR also organises tournaments and promotes Hall Sports, Sporticipate and Wellbeing sessions planned by the University and campus ResLife team. Do approach any JCR member if you are interested in any of such activities.

All events will be advertised via the Facebook Group and on the JCR board in the Dining Room corridor. The JCR board is also a space where you can make suggestions for future events and sign-up to help out!

To access the Facebook Group please use the QR code/weblink below:



<https://bit.ly/2MgFmHU>

Building Maintenance

All repairs and maintenance should be reported on the Building Maintenance System. Do not attempt any repairs yourself or post it on Facebook as we are unable to help you through this method. Please register the issue online using the QR code/web-link below.



bm.stars@manchester.ac.uk

Repairs are usually addressed within 4 hours to 10 working days, depending on the urgency of the repair needed. Emergencies should be reported to the ResLife team as soon as possible as the Building Maintenance team is unable to address anything logged in the system on weekends, bank holidays and University closed days.

Booking Venues

Some venues around the hall are available for you to book for events such as birthday parties or society activities. Bookings have to be done through a booking form which can be obtained in the Reception, and submitted to and approved by a member of the ResLife Team at least 2 days before the event and post the details on the Facebook group to let others know that you will be using the room at a certain time. Visitors from outside the hall are welcome (providing the afore-mentioned guidelines are followed), however, do indicate this in the booking form. Please book all venues using the QR code/weblink on the next page.



<https://bit.ly/2oVcz2B>

Final Words

We hope that you will have an amazing and awesome time at St. Gabs, as many of the Gablings, past and present, have had. All this information may seem a little overwhelming and the new environment may be intimidating at first, but give it a few weeks and settling in, and you will be at home with the Gabs family. You will find that it is a very warm, hospitable and special place that is full of diversity and fun that many of us have come to love. 😊

You can refer to this handbook throughout the year, but when in doubt, there is always someone here that can, and will help you. We strongly encourage you to join the official St. Gabriel's Facebook page so that you are always in the know of any updates and announcements (www.facebook.com/groups/StGabriels2018/). Don't hesitate to approach the JCR regarding anything! We are easily reachable by phone, text, Facebook, Facebook Messenger, the Suggestion Box, email, or you could even slip a note to us! 😊

We wish you all the very best in your uni journey, and just remember that we will be here for you. Good luck!

From your JCR 2018-2019.

