

NORTHWEST

COMMUNITY COLLEGE



RESIDENCE HANDBOOK 2017-2018

Table of Contents

Campus Map	4
Welcome to Residence:	
Residence Rates	5
Residence Agreement.....	5
General Provisions	6
Moving In:	
What to Bring.....	7
Check In Procedure.....	7
Room Assignment.....	7
Mail, Telephone, Internet.....	8
Residence Life:	
Residence Advisors	9
Janitorial Services	9
Cleanliness	9
Room Checks	10
Entry of Rooms	11
Laundry	11
Maintenance and Repair	12
Kitchen Regulations	12
Resident Parking	13
Cafeteria/Meal Cards.....	13
Recreation.....	13
First Aid & Illness	14
Community Standards:	
Code of Conduct	14
Attacks on the Dignity or Security of an Individual	15
Keys.....	15
Smoking	16
Alcohol	16
Minor Policy.....	17
Drugs/Paraphenlia.....	17

Quiet Hours	17
Weapons.....	17
Guest Policy	18
Residence Discipline	19
Probation.....	20
Suspension/Eviction	20
Appeals	21

Moving Out:

Check out Procedure	21
Damage and Charges.....	22
Security Deposit	23

On Campus Safety and Security:

Emergency Contacts.....	23
Night Security Staff.....	24
Room Security	24
Insurance of Personal Belonging	24
Fire Safety.....	25
Fire Procedures	25
Unlicensed/Uninsured Vehicles	26

Campus Life:

Bookstore	26
Financial Aid	26
Library.....	27
Student Union Association	27
Student Services Team	27

SPRUCE BUILDING - 10
WAAP SA'MN

10-1 (Lower level)

Library
Faculty Offices
Learning Assistance Specialist
Bookstore
Exam Invigilation

10-2 (Entrance level)

Admissions/Registration
Educational Advisor/Financial Aid
Services for Students w/Disabilities
First Nations Student Access
Computer Labs
Nursing Labs

10-3 (Top level)

Career & College Prep.
Social Service Worker
Academic/University Credit
Science Labs
Videoconference Classrooms
Boardroom—Room 208

CEDAR BUILDING -1
WAAP AMGAM

Carpentry
Industrial Mechanic (Millwright)
Automotive Mechanic
Commercial Transport Mechanic
Heavy Duty Mechanic
Welding
Workforce Training Continuing
Studies
Warehouse/Purchasing
Tool Crib
First Aid Attendant Room

WAAP FREDA DIESING - 3
First Nations Artist in Residence
Classroom & Offices

BUILDING 4
Facilities Department

LONGHOUSE -18
WAAP GALTS'AP
Student's Union
Information Technology

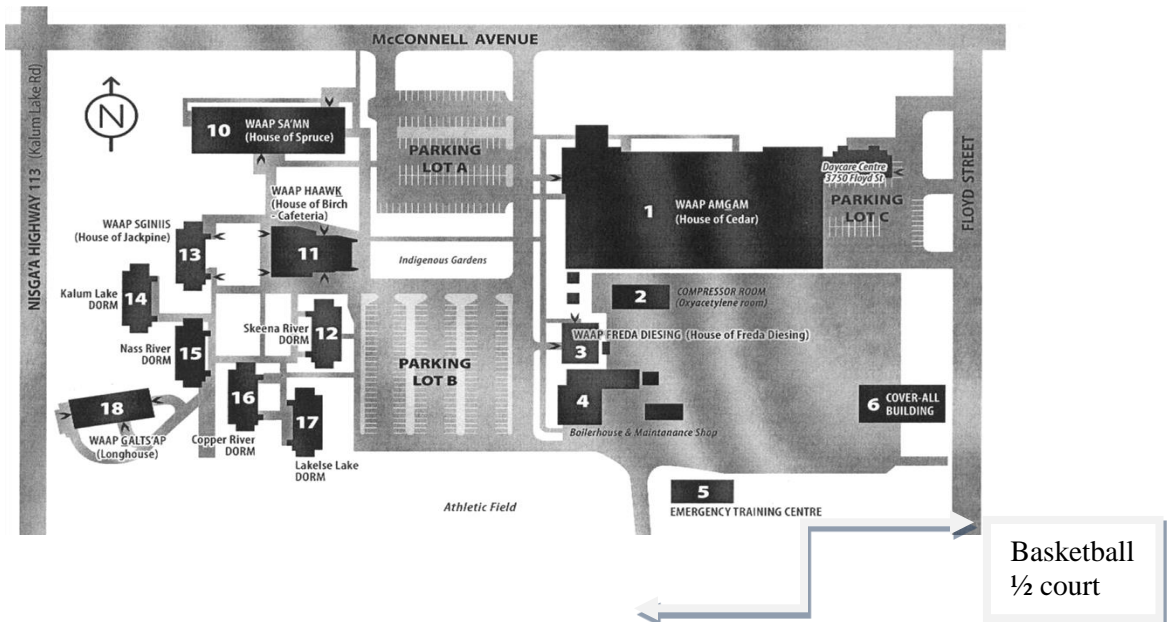
BUILDINGS 12, 14 -17
Student Residence

JACKPINE BUILDING - 13
WAAP SGINIIS
13-1 (Entrance level)
Program Support & Development
Human Resources
Payroll
Communications

13-2 (Top level)
College President
VP Education, Student,
International
VP Corporate Services
Financial/Accounting Services

BIRCH BUILDING - 11
WAAP HAAWK
11-1 (Entrance level)
Residence/Security Offices

11-2 (Top level)
Cook Training Program
Cafeteria & Catering



WELCOME TO NWCC RESIDENCE

The Residence Office is committed to supporting the educational pursuits of all our residents. If you have any concerns or questions, please come see us. We will address them for you or direct you to the appropriate individual or department.

Residence office 250.635.6511 ext 5266
NWCC main switchboard 250.635.6511

RATES

Please contact the Residence Office or check www.nwcc.bc.ca for current rates.

RESIDENCE AGREEMENT

Students are required to read and understand this Residence Agreement and handbook, and to thoroughly familiarize themselves with the terms before signing the Housing and Residence License Agreement Contract at check-in. In signing the Agreement, students become contractually liable for the assigned room and contents thereof during the stay; and in signing, students also agree to abide by the policies and regulations outlined in this handbook. Any questions pertaining to the handbook, agreement, or issuing of bedding and/or physical conditions of the room should be settled and agreed upon in writing at the time of entry to avoid any misunderstanding which could involve forfeiture of the security deposit.

GENERAL PROVISIONS

The occupation and the use of the premises are not exclusive to the Student. The Student may occupy and use only such portion of the premises as NWCC shall - from time to time - designate. NWCC and its representatives may without notice enter the suite or bedroom at any time. The Student will not interfere with the privacy of other students. NWCC retains general dominion and control over the premises, and the NWCC residences generally, including all bedrooms and common areas and reserves the right to restrict guests, change locks, issue and reissue keys and generally control the doors of the NWCC residences.

Any notice to the Student shall be sufficient if served on the Student personally or posted on the premises, and if so posted shall be deemed to have been served on the date of posting; or, if mailed to the Student, be directed to the Student's last known address, and if so mailed in the province of British Columbia shall be deemed served on the next business day following the day of mailing. Any termination of this License Agreement, howsoever caused shall be entirely without prejudice to the rights of NWCC then accrued hereunder or thereafter to accrue.

NWCC from time to time may establish, modify, and enforce reasonable rules and regulations regarding the use and occupancy by the Student of the premises and NWCC residences generally. All rules, regulations, and modifications shall be deemed part of this License Agreement and shall bind the Student. The Student will comply with the rules, regulations, modifications, and, in particular, without limiting the generality of the foregoing, will pay on demand all amounts levied by way of assessment, or fine, pursuant to such rules and regulations. The Student shall also comply with the rules, regulations, and procedures set out in the NWCC Resident's Handbook. The Student will be deemed to have been given notice of any changes to these rules when posted on the main bulletin board.

It is not the intention of NWCC and the Student to constitute a landlord-tenant relationship, and nothing herein contained shall be considered as in any way constituting such a relationship.

The Student shall exercise the privileges hereunder at the Student's own risk and the Student shall indemnify, defend and hold harmless NWCC and its officers and employees against all liability for damages, costs, losses and expenses resulting from, or arising out of, or in any way connected directly or indirectly with the occupation or use of the Premises or the NWCC residences generally by the Student or the licensees, invitees or guests of the Student, or the failure on the part of the Student to perform fully the Student's

promises herein. NWCC shall not be liable to the Student if for any reason whatsoever the Student's occupation or use of the Premises hereunder shall be hindered, disturbed or interrupted.

NWCC shall not be liable for any personal injury to the Student nor for damage to, or loss of, money or personal property through any means either on the Premises or on any part of the NWCC campus, including the parking areas.

MOVING IN

WHAT TO BRING

Students should bring their own bedding, towels, soap, laundry detergent, and personal hygiene items, and microwave cover. Students may also wish to bring such items as an iron, alarm clock, stereo, and things to make your room feel like home. However, we do not recommend bringing expensive personal belongings with you. Pets are strictly prohibited. ***Personal use of any cooking appliance is strictly prohibited in Residence; see your Residence Life Facilitator (RLF) for more information.***

CHECK-IN PROCEDURE

Students may check-in to the residence no earlier than 24 hours prior to the commencement of their program. Acceptance letters from the Residence Office will provide detailed information as to dates and times that students may check-in. At check-in, the Residence staff will go over the Residence License Agreement, show you around the Residence facility, and answer any questions you may have. *Residence students are required to have their photo taken for security identification purposes prior to obtaining keys.*

ROOM ASSIGNMENT

Student room assignments are based on the information supplied on the Residence Application form. No room changes are allowed unless authorized by the Residence Office. Students are required to substantiate the move-in condition of their assigned room, and to note any discrepancy on the Residence License Agreement *before* signing the contract. This will ensure that the student will not be held accountable for any pre-existing damage upon their check-out from the residence.

Students may, in rare circumstance, be required to relocate to other rooms or buildings at the discretion of the Residence Office to facilitate efficient and economic operation of the Residence. The Residence Office will give as much notice as possible when requiring student relocation.

Students may have the option to share a room however, Residence is not co-ed. Further restrictions apply.

IMPORTANT INFORMATION ABOUT STUDENT MAIL

Student mail is delivered to the Residence Office daily. Your mailing address while living in the Residence will be:

Student Name, Dorm Name and room #
c/o Residence Office
5331 McConnell Avenue
Terrace, BC, V8G 4X2

INTERNET AND TELEPHONE

Residence is equipped with wireless internet; a password is required. Access and a password will be assigned at time of check in and will end at noon on the day of checking out.

Phones are located in TV room and are free of charge. Family and friends can call these numbers to reach you. *Remember that talking on phones after hours must be done quietly.

TV room Phones

Skeena Dorm: Lower: 638-5486	Upper: 250.638.5481
Lakelse Dorm: Lower: 638-5482	Upper: 250.638.5483
Copper Dorm: Lower: 638-5484	Upper: 250.638.5485
Nass Dorm: none	Upper: 250.638.5480
Kalum Dorm: Lower: 638-5487	Upper: 250.638.5488

RESIDENCE LIFE

RESIDENCE ADVISORS (RA)

A Resident Advisor (RA) is students hired to help with any housing or interpersonal problems that residents may encounter in the absence of the RLF and Security. ***RA's hours end at midnight. If you need assistance after hours call Security.*** RA's assume a role of leadership in all aspects of residence life. They have a variety of job duties including organizing social activities, resource person, removing recyclables, maintaining clean kitchen area, RA's will deal with their fellow students with honesty, courtesy, and respect. RA's are individually and collectively responsible for the maintenance of a positive residence community.

Female RA's cover female dorms; male RA's cover male dorms. In the absence of an RA, all RA's are able to cover for each other. This ensures that an RA is accessible to all residents at all times. RA's can be easily contacted on through texting, cell numbers are posted in the common areas. RA's personal room have a white board where contact information is posted and updated. If you have a problem that needs attention in the absence of RLF or Security, you may contact an RA.

CLEANLINESS AND JANITORIAL SERVICES

Cleaning services are provided each weekday morning for the public areas of the residence; including lounges, entrances, stairwells, hallways, washrooms, and garbage pick-up. Students are expected to do the cleaning of their own rooms and to put their garbage outside their room each morning for removal. Vacuum cleaners are supplied by the Residence Office for student use and are kept within common areas, one per building.

***Janitors are responsible for general cleaning only as noted above.
They are NOT responsible for cleaning microwaves, fridges,
countertops, convection ovens. This is the responsibility of residents.
Clean as you go. An RA will ensure cleanliness is upheld.***

Residents are collectively expected to keep shared residence areas clean. Failure to do so will result in cleaning charges and/or further action as deemed appropriate by Residence staff. If a janitor has to be called in to clean, residents will be charged the cost of extra janitorial service.

A fridge/freezer, convection oven and/or microwave is available in the kitchens of all residence buildings; there is also a BBQ area in the common outdoor area, for convenient shared use.

ROOM CHECKS

Students are expected to maintain the cleanliness and orderliness of their individual rooms at all times. Residence staff may hold **Health and Hygiene Room Checks** with appropriate posted notice to students. If a room does not meet the expectations of the Residence Staff or if at any time an extreme mess is identified or odor permeates from a room, a room check will occur. If further issues continue a letter will be sent advising that your room will be subject to a Health and Hygiene Check. It is your responsibility to ensure your room is clean and fresh by the time identified or you may be subject to action at the Residence Office discretion. Student cleanliness in both common areas and individual rooms is of utmost importance in healthy group living environments.

The College does **not** allow goodie bags to be suspended from windows, people climbing through windows, jarring open of doors. It is unsightly, unhealthy and unsafe. Residence staff will check daily and students found at fault will be disciplined.

ENTRY OF ROOMS

The College recognizes the private and personal nature of our residents' rooms. The right of individuals to protection from intrusion by College personnel is priority, except under the following circumstances:

- a) When residence staff have regular room inspections for fire, health, and safety hazards (with posted notice being given).
- b) If necessary repairs are thought to be needed in the room.
- c) If there is reason to believe that an emergency situation exists within the room.
- d) On admission of a roommate.
- e) When Residence or Security staff have reasonable grounds to suspect that there are violations of residence rules or policies occurring within the room. Under these circumstances the Residence Life Facilitator and Security will knock, announce their intention to enter, and proceed to enter the room.

LAUNDRY

A washer and dryer are located in each kitchen of each building. These machines are free of charge, but remember to bring your own laundry detergent. The laundry machines are only to be used between 8 am and 11 pm in an effort to respect quiet hours. For sanitary reasons, remove all clothes from the kitchen area immediately. Occasionally the RLF will require use of laundry facilities. Residents will be notified.

MAINTENANCE AND REPAIR

Residents are required to report any concerns and requests for maintenance or repair for assigned rooms as well as common areas to the Residence Office. This information will be relayed to our Facilities Department for appropriate action. If an emergency repair issue should arise outside of Residence Office hours, residents should notify a Residence Assistant immediately, or refer to the emergency contact information posted on residence bulletin boards. Failure to report a necessary repair or maintenance concern could result in preventable damage, which may in turn be charged back to residents.

KITCHEN REGULATIONS

Students are required to clean up behind themselves after using the kitchen. This area is not covered by the janitorial staff. In order to maintain a hygienic and sanitary environment for food preparation and storage, the Residence staff enforces a strict set of rules within each kitchen area:

- 1) Dishes used in the kitchen must be marked with your name or room number, and all dishes should be **stored in your room**.
- 2) All dishes must be clean and out of the kitchen by 10:30 pm each night. Unclean dishes left anywhere in the kitchen after 10:30 pm **may be thrown away**.
- 3) Food stored within the fridge/freezer or on kitchen shelves **must be marked** with your name or room number.
- 4) All food and bags left on the kitchen countertops after 10:30 pm may be thrown away.
- 5) On the second Sunday of every month, the RA will check the



Sunday of every month, the RA refrigerator and freezer and

empty for cleaning as necessary. Unmarked foods will be thrown away.

- 6) The Residence Facilitator reserves the right to judgment and will discard any questionable items left in the kitchen upon inspections. ***The Residence Office will not be held accountable for discarded items.***

RESIDENT PARKING

Parking for students is available in Lot B Parking, east of Skeena River Residence. (*Refer to map on pg. 4*) Parking is free of charge, and we do not assign or designate stalls. Parking is at owner's risk.

CAFETERIA & BOOKSTORE CAFÉ, MEALCARDS

It is suggested that residents utilize the cafeteria for most meals, as our Residence kitchens are equipped for light meal preparation only. The cafeteria is open Monday thru Friday from 7:30 a.m. to 1:00 p.m. (the Cafeteria is closed for most of the summer months). Students are given the option of paying for their meals on a pay as you go basis or by purchasing meal cards in advance. The College offers a 5% discount on the purchase of meal cards valued at \$100.00 or more. Meal cards are much like a pre-paid debit card which may only be used in our Cafeteria. A balance is purchased and placed on the card, the card is then presented for each purchase and the balance declines. Cards may be re-loaded at any time, and unused balances are refundable at the end of the students' term. Menus are changed daily and are posted upon entering the Cafeteria.

A vending machine is available with pop and juice, and/or chips, located in the Trades (Waap Amgam) building and Administration (Waap Sa'mn) buildings.

RECREATION

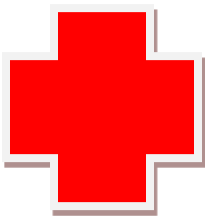
Activities are scheduled throughout the year by the Student Services team and Students' Union. Check the notice board in your building or in the Student Services department. There is a ½ sized basketball court located near the Trades Residence.

FIRST AID & ILLNESS

All students are expected to be covered by medical insurance, and if in need of treatment can utilize 9-1-1 for emergencies after hours.

THE CAMPUS FIRST AID STATION IS OPEN: NWCC First Aid Emergency number is 4444 during business hours: 8 a.m. - 4 p.m. Monday to Friday and is located in the Trades Building room 1124A.

Additional Community Services:



Mills Memorial Hospital	250.635.2211
Community Health Unit	250.638.2220
Adult Mental Health	250.638.2202
Terrace Victims Assistance Program	250.638.7411

COMMUNITY STANDARDS

CODE OF CONDUCT

The NWCC Student Residence is committed to ensuring that all members of the Residence Community are able to study and work in an environment of mutual respect, free from harassment and discrimination. The standards stated here strive to protect the well-being, safety and security of residents and contribute to a residence community that is conducive to academic success, personal growth and development. These standards are applicable on or about all residence property (which includes but is not limited to residence buildings, parking lots, and surrounding grounds), and during all residence-related events, even if those events take place off campus property.

Living with others in residence is different from living in a private apartment or house. What you may feel comfortable with in private may not be safe or appropriate in a

shared environment that has a mandate to support the College's academic mission. Our residence staff strives to uphold an environment that is conducive to learning. Students who feel they may be constrained by residence living are advised to find accommodation off campus.

All students should visit www.nwcc.bc.ca to familiarize themselves with College policy including:

- Student Personal Misconduct Policy
- Sexual Violence and Misconduct Policy
- Academic Appeals
- student Complaints

ATTACKS ON THE DIGNITY OR SECURITY OF AN INDIVIDUAL

Activity that is threatening (verbal, graphic, written, physical), racist, sexual, homophobic, or any form of discrimination, bullying, harassment, sexual harassment or unwanted sexual attention is prohibited and may result in eviction. This includes but is not limited to: posting or distributing material and/or behaving in a manner that is offensive and may contribute to an intimidating, hostile or uncomfortable environment; putting offensive pictures/posters in any areas available to public view, including windows or common areas; using email or other electronic messaging, voice mail, message boards, mail, computer networks or other mediums to convey obscene or otherwise objectionable messages or materials; writing graffiti in residence buildings or encouraging or engaging in offensive acts or behavior; and repeatedly following or attempting to make unwanted contact with another person. See NWCC's Sexual Violence and Misconduct Policy for more information.

KEYS

Each student will be issued two (2) keys; one will open the entrance door to the assigned building and the other the assigned room. **Hang on to your keys!**

Replacement of lost keys is \$100.00 per set, for re-keying purposes (\$100 for the entrance door, \$10 for room door). If you have locked yourself out, or have temporarily misplaced your key report it to your RA, RLF or Security.

Residence keys are not to be duplicated. It is a serious breach of College Policy to loan your keys to another person. In addition, possession of a Master Key by an unauthorized student is a serious offense. Anyone breaching a key policy will be required to vacate the Residence immediately.

SMOKE FREE AND ALCOHOL FREE RESIDENCE

Smoking

Smoking (including vaping and spoking e cigarettes) is **strictly prohibited** within the Residence and will not be tolerated. Loss of the \$200.00 damage deposit will be immediate. Any individual found smoking within any area of the building will face appropriate consequences leading up to and including eviction from the Residence. Any excess cleaning required due to smoke odor and damage will be charged back to the student. If you smoke outdoors use the ashtray domes provided!

ALCOHOL

In an effort to provide an environment focused on learning and graduating all Residence is alcohol free. By signing the contract to move in you agree to this policy. Living on Campus is a life style choice free of alcohol, any violation of this Alcohol-Free policy will result appropriate consequences and in some cases suspensions and or evictions.

- ***Alcoholic beverages may not be consumed, transported, or stored in any area within Residence;***
- ***Students will not have intoxicated guests on site; and***
- ***Students will not be intoxicated on site.***

The Residence Office works with the Student Services Team to raise awareness about issues regarding alcohol. Students who find themselves in breach of Policy and Community Standards will be required to meet with a member of the Student Services Team. If you feel your drinking is affecting your educational goals please see a member of your Student Services Team for assistance. We are here to help you succeed in your educational goals!

MINOR POLICY

Students under the age of 19 are required to complete a contract before they arrive which allows NWCC to disclose any information to the parent or guardian regarding any behavioral issues or discipline that may occur.

DRUGS/PARAPHERNALIA

The possession, use, trafficking (which includes manufacture, sale, giving, administering, transporting, sending, delivery, distributing) or offering to do anything related to the possession, use or trafficking of illegal drugs is strictly forbidden. For greater certainty, marijuana, hashish and their derivatives are considered illegal drugs for the purposes of this Handbook. Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. Possession of paraphernalia that is associated with the possession, use or trafficking is prohibited. These activities may result in eviction and referral to the police.

QUIET HOURS

Every student in Residence has a right to expect a reasonable amount of consideration from other residents; therefore, ***11pm – 8am are quiet hours***. This allows every resident time to sleep and study in a peaceful environment. Any resident may request other residents to keep their noise to a level that will not interfere with his/her right to rest, study, or relax. Those students who are repeatedly inconsiderate of others will be advised to seek accommodation off campus and or repeated occurrences may also lead to eviction from the Residence.

WEAPONS

Possession of real or replica weapons in Residence including but not limited to firearms (including air guns), swords, hunting knives, sling shots, and archery equipment is prohibited. **All knives, with the exception of basic cutlery are considered a weapon and is prohibited. Culinary students are expected to keep their knives used for class work in their class lockers.** Use of any object in a threatening or aggressive manner can be considered as wielding a weapon and may result in eviction and referral to the police.

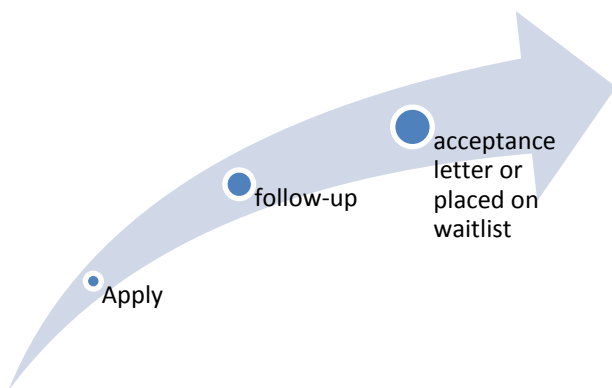
GUEST POLICY

Guests/visitors are expected to respect the privacy of other residents, and abide by all Residence Policies. If you invite guest you are solely responsible for the conduct of that guest, and are required to accompany guests at **all** times. You are obligated to assist the Residence Staff and Security in the rule enforcement. You will be held accountable for the actions of guests, and will endure the consequences of unacceptable actions of guests. Residents are permitted to have no more than four visitors in their building, and **only during the following visiting hours** noted below This policy is strictly upheld in order to ensure the comfort and privacy of all residence students.

Sunday	11 am - 10 pm
Monday to Thursday	3 pm - 10 pm
Friday and Saturday	1 pm - midnight

Residence students are allowed to have a same gender overnight guest with approval from the Residence Office. Overnight guests may not stay more than three consecutive nights and no more than six nights per month. The fee for an overnight guest is \$25.00/night and must be cleared with the RLF. *The College reserves the right to refuse admittance to intoxicated people.*





RESIDENCE DISCIPLINE PROCESS

When a violation of Residence standards is brought to the attention of the Residence Facilitator, he/she will ensure an investigation occurs and in deciding, when necessary, upon the appropriate consequence. Discipline in the Residence will be administered with the full awareness that consequences may lead to eviction from the Residence. Discipline will generally occur as verbal and written warnings, where repeated warnings for similar violations may be followed by eviction. It is also noted that the needs and rights of the other residents are usually interfered with by those who fail to observe Residence policies or standards. Disciplinary steps *at the discretion of the Residence Office and the Director of Ancillary Services* will be taken as necessary to ensure the safe, smooth and harmonious operation of the Residence for all concerned.

PROBATION

A student may be placed on probation at the discretion of the Manager, student Engagement and Residence Life. Probation may be recommended by RLF on the basis of complaints against an individual by other residents or and security. A probationary status will be assigned in writing stating the reason(s) for the probationary status and the conditions under which the individual will be allowed to continue in the residence.

The written “probationary contract” will be signed by the Manager, Student Engagement and Residence Life and the student, one copy remaining in the Residence Office, one copy given to the student, and when warranted one copy forwarded to the Registrar for inclusion in the student’s file. Refusal to sign a probationary contract will result in eviction from the residence.

SUSPENSION

A) Overnight Suspension

When circumstances warrant, a student may be ordered out of the residence overnight or over a weekend by Security until a thorough review can be undertaken by the Residence Facilitator. A written report of any such occurrence will be sent to the Manager, Student Engagement and Residence Life.

B) Term Suspension

A student may, for just cause, have his or her residence privileges suspended for any given length of time. This form of suspension may be used for chronic offenders who fail to meet probationary contracts or for more major offences which do not warrant total eviction.

EVICITION

Eviction from the Residence will be determined by the Manager, Student Engagement and Residence Life. Eviction can immediately result from specific incidents such as tampering with fire alarms, smoke detectors, or other safety equipment, threatening or harassing other students or college staff, participating in illegal activity, or non-payment of rent. Eviction could also result after a student has received repeated warnings for policy violations of lesser degrees, such as disregard of noise levels or visiting hour policies. Eviction may also occur due to any other incident which is considered to be intolerable or illegal and the College reserves the right to discretion on all matters.



Those who fail to move out within 24 hours of a suspension or eviction will have their personal belongings removed by the Residence and Security staff, of which will be placed in storage. Evicted students are allowed back into the residence only to collect their possessions and must be accompanied by Security or the Residence Life Facilitator, and will not enter the residence area for any other reason after eviction.

APPEALS

Any student who feels that he/she has been subject to unjust disciplinary action within the Residence shall have the right to appeal to the Director, student Development **within 48 hours** of the disciplinary action. Such appeal must be in writing, and state all grounds on which the appeal is based. The decision of the Director, student Development is final. The Appeal form may be obtained at the following web address: <http://www.nwcc.bc.ca/sites/default/files/content-files/policies/Application%20to%20Appeal.pdf>

CHECK-OUT PROCEDURE

In order to have your deposit refunded you must follow this procedure:

1. The checkout date is accepted to be the date on your application. If you do not request an extension you are required to follow this check out process.
2. Inform the Residence Office at least 24 hours in advance of your departure date.
3. Clean, fold and return all bedding and other College property to the Residence Office.
4. **The room must be left in the same condition as when you moved in, i.e. remove garbage, clear pictures, tacks from the notice boards, vacuum floor, clean the fridge (leave fridge plugged in) return your key, close all windows and lock your door.**
5. When your room is completely emptied of your personal belongings, the Residence Office will make an inspection, collect issued keys, and assess any charges for loss or damage.

NOTE: Check-out must be **within 24 hours of your last day of classes or final exam.**

Failure to comply with any part of the check-out procedure constitutes violation of the agreement and subsequent forfeiture of the damage deposit.

DAMAGE AND CHARGES

Students are collectively responsible for the upkeep of common areas, including the care of all furniture and appliances. Any expense incurred from damage to a common area, damage/theft of equipment (vacuum, T.V., etc.), extra janitorial cleaning or any other reason where a charge is applied upon the Residence Office, the costs will be divided equally among all assigned students of the residence if the specific individual(s) responsible cannot be identified.

Examples of extra charges for damage to NWCC property include:

- \$25 for loss or damage to notice boards
- \$50-\$150 if areas have been marked with graffiti
- \$50-\$100 for damage/stains to carpets requiring excess cleaning or damage to doors/windows
- \$100-\$200 for damage/cleaning of a room that has been smoked in.

SECURITY DEPOSIT

Residence students are required to provide a \$25.00 Application Fee when applying to the College and before being accepted into the Residence. Upon the student moving in to the Residence, a damage deposit in the amount of \$200.00 will be required on or before check in. This deposit may be refunded after check-out of the Residence has been completed through the formal process; providing all College property has been returned and no damage has been incurred to the assigned room, or other College property. If the student has an outstanding monetary debt owed to NWCC any security deposit due to be returned to the student shall first be applied to reduce the debt obligation. Any monetary charge that is placed upon the Residence Office due to student neglect or intentional action will be returned back to the student via damage

deposit deductions or charges placed on the student account when necessary. When the individual(s) responsible for such charges cannot be identified, cost will be split amongst all residents of the specific residence.

ON CAMPUS SAFETY AND SECURITY

EMERGENCY CONTACTS

Please use **9-1-1** for all emergencies: fire, police, or ambulance.

CAMPUS FIRST AID Monday to Friday 8am to 4pm **4444**
CAMPUS SECURITY **250.615.9894**

Know your emergency contact numbers page 14

NIGHT SECURITY

At night, NWCC Security is on duty in the Residence Office and around the Residence complex to oversee the night time conduct of the Residence, and also to assist residence students when required. The hours for Security are:

7 Days a week: 8:00 p.m. – 6:00 a.m.

Residence students must identify themselves when requested to do so by Security staff or authorized College personnel. Failure to do so may result in suspension from the residence.

Security can be reached at 250.615.9894 or 250.638.5425.

ROOM SECURITY

Students are advised to keep all common doors and individual room doors locked at all times. It is recommended not to leave ground floor windows open while you are away from your room. The College assumes no responsibility for the loss, theft, damage or destruction of the student's personal property. *Unaccompanied, suspicious, or troublesome visitors should be reported to security personnel.*

INSURANCE OF PERSONAL BELONGINGS

The insurance carried by the college CANNOT COVER the personal belongings of individuals living in the residence. Many students will likely find that their belongings are covered by insurance coverage on their permanent residence or that of their parents. All residents, especially those keeping items of significant value in the residence, are cautioned that the insuring of your belongings is your OWN RESPONSIBILITY – no responsibility will be assumed by the College.

FIRE SAFETY

The College is required by the Provincial Fire Marshall's Act to conduct periodic fire drills. Students must take part in all fire drills. Participating in a drill will give you knowledge of what to do should an emergency occur. Drills combined with the use of heat detectors and audible fire alarms work to ensure the safety of all residents.

Tampering with fire alarms or fire safety equipment:

It is an offence under the Criminal Code of Canada to make false alarms or tamper with fire safety equipment. Any person(s) found to be involved in such an act will be immediately evicted from the Residence, terminated from their college program, and charged under the Criminal Code. The College offers a reward of up to \$250.00 for new information leading to the arrest and conviction of any person(s) tampering with fire safety equipment.

In the event of an intentional false fire alarm pull where the individual(s) responsible cannot be identified, the resulting response charge from the Fire Department and/or

additional emergency services will be split back amongst all residents of the specific dorm.

FIRE PROCEDURES

1. If you are the first person to sight a fire: ***SHOUT LOUDLY: FIRE!***
 - a) Immediately sound the fire alarm in the building by activating the alarm.
 - b) Quickly vacate the building.
 - c) Report fire location to the Fire Department and any staff member.
2. Upon hearing the fire alarm *leave via the nearest exit, gather in meeting area.*
3. **DO NOT ATTEMPT TO REMOVE PERSONAL POSSESSIONS!** Many people have died trying to save “valuables”.
4. **NEVER RE-ENTER** the Residence until cleared by Fire Officials and College Administration Staff.

EVACUATION

Every student must learn the evacuation process and know where your meeting area is in the event of an emergency talk with an RA, Security or RLF or any NWCC staff.

UNLICENSED OR UNINSURED VEHICLES

Any motor vehicle that is unlicensed/uninsured i.e. cars, trucks, trail bikes, snowmobiles, is **NOT** allowed on the College grounds. Fire safety and health reasons prohibit the storage of motor vehicle parts and/or motorcycles or bicycles in the residence buildings. Please note that any unsafe or hazardous use of a motor vehicle on NWCC property will not be tolerated. Proper discipline leading to eviction and/or police involvement will be considered.

CAMPUS LIFE

BOOKSTORE

Textbooks and course materials for most College courses and programs are available at the Bookstore. The Bookstore has a “Special Order” department; if there is a book you require or would like which is not in stock, they will be pleased to order it for you. Stationery supplies, backpacks, soap, fabric softener, shampoo, memorabilia and a wide variety of sportswear for adults and children are also available. The Bookstore is located in Waap Sa’mn (Spruce) building and is open Monday - Friday: 8:30 a.m. – 4:30 p.m.

More than a Bookstore, check us out!!

FINANCIAL AID

Contact the NWCC Financial Aid Officer for assistance with Canada Student Loan applications, scholarships or bursaries at 250.63.6511 ext. 5492.

LIBRARY

The Library is located on the lower level of the Waap Sa’mn (Spruce) building. In addition to a growing collection of books and videos to assist you in your research, the Library also has quiet study spaces, a computer lab with 10 workstations, video, DVD and audio playback equipment, a comfortable lounge area to browse magazines and newspapers, and an inter-library loan service. It is open evenings and weekends from September to April with reduced hours from May to August.

STUDENTS' UNION

This association is a self-governing body composed of an elected executive and appointed class representatives from each program. All students are automatically members which entitles you to a number of privileges. We encourage you to get involved! The Association organizes a number of entertainment and sporting events throughout the year. The Student Association office is located in the Waap Haawk (Birch) building, and can be reached directly at 250-638-5458.

STUDENT SERVICES

Student Services exists to support students in their academic endeavors and, if needed, their personal lives. The team is in place so that all learners have every possible support to assist in obtaining a post-secondary education.

The Student Support Team consists of an **Educational Advisor, First Nations Access Coordinator, Learning Assistance Specialist, Accessibility Services Coordinator, Financial Aid Officer, and a recruitment Coordinator**. For more information visit the Student Service Department in the Waap Sa'mn (Spruce) building.

ALL CONTENT IS SUBJECT TO REVIEW AND CHANGE AT THE DISCRETION OF THE RESIDENCE OFFICE ON BEHALF OF NWCC.