



# RESIDENCE HANDBOOK

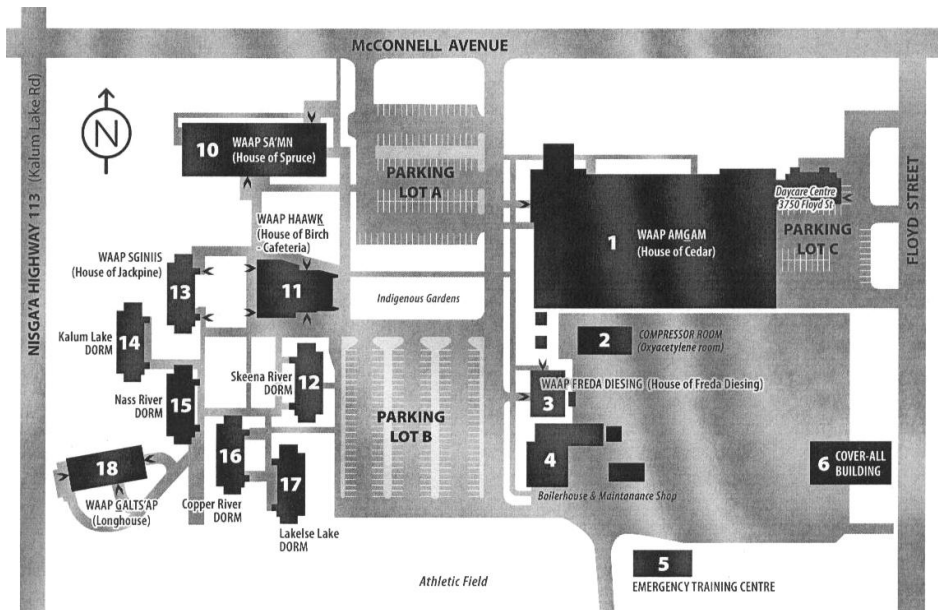
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**ALL RESIDENCES ARE NON SMOKING**





**SPRUCE BUILDING - 10  
WAAP SA'MN**

**10-1 (Lower level)**  
Library  
Academic Faculty Offices

**10-2 (Entrance level)**  
Admissions/Registration  
Campus Administration/Services  
Educational Advisor/Financial Aid  
Services for Students w/Disabilities  
First Nations Student Access  
Learning Assistant Specialist  
Adult Special Education  
Business Classrooms  
Computer Labs  
ICS Department

**10-3 (Top level)**  
Classrooms for:  
Career & College Prep.  
Social Service Worker  
Academic/University Credit  
Program Admin. Offices  
Science Labs  
Boardroom—Room 208

**CEDAR BUILDING -1  
WAAP AMGAM**

Student Association Office  
Applied Computer Technology  
Carpentry/Joinery  
Industrial Mechanic (Millwright)  
Automotive Mechanic  
Commercial Transport Mechanic  
Heavy Duty Mechanic  
Welding  
Practical Nursing  
Special Education Assistant  
Early Childhood Education  
Computer Lab  
Continuing Education Services  
Warehouse/Purchasing  
Print Shop/Mailroom  
Daycare Centre  
Tool Crib  
Kiva Cafe  
**First Aid Attendant Room**

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

**BUILDING 4**  
Facilities Maintenance Department

**BUILDINGS 12, 14 -17  
Student Residences**

**JACKPINE BUILDING - 13  
WAAP SGINIIS**  
**13-1 (Entrance level)**  
Registrar's Services  
Program Support & Development  
Co-op Education  
Human Resources  
Payroll

**13-2 (Top level)**  
College President  
Director/Ed. & Student Services  
V.P. Admin/Bursar  
Financial/Accounting Services

**BIRCH BUILDING - 11  
WAAP HAAWK**  
**11-1 (Entrance level)**

Bookstore  
Residence/Security Offices  
Conference Rooms:  
(Room 2001/2002)

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

# WELCOME TO NWCC RESIDENCE

The NWCC Residence is a close, supportive community where every member has rights and responsibilities. This community supports an environment that allows everyone to live, learn, develop relationships, and grow as individuals. Residence living provides a strong support framework and boundaries within which all community members may thrive.

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, 0

## RATES

*Please contact the Residence Office or check online at [www.nwcc.bc.ca](http://www.nwcc.bc.ca) for current rates.*

## RESIDENCE AGREEMENT

Students are strongly urged to read and understand this Residence 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 forgoing, 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. We offer the option of linen rental, for which there is a \$35.00 charge to cover professional cleaning of the linen. 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. ***The use of appliances which are not issued by the Residence Office in student rooms are strictly prohibited.***

## 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.

## MAILING ADDRESS

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 #  
Northwest Community College  
5331 McConnell Avenue  
Terrace, BC, V8G 4X2

## TELEPHONE AND INTERNET

Our Residences are equipped with wireless high speed internet; a password is not required and it is free of charge.

To configure DNS for wireless access, follow these steps:

1. Click **Start**, click **Control Panel**, click **Network and Internet Connections**, and then click **Network Connections**.
2. Right-click the network connection that you want to configure, and then click **Properties**.
3. On the **General** tab (for a local area connection), or the **Networking** tab (for all other connections), click **Internet Protocol (TCP/IP)**, and then click **Properties**.
4. To manually configure DNS server addresses, click **Use the following DNS server addresses**, and then type the preferred DNS server 24.244.65.130 IP addresses in the **Preferred DNS server**. Your setting should look similar to the picture on the left side.
5. Click the ok button.

Each common lounge of every residence has a coin operated telephone and a local phone. The local phone is free of charge and for local calls only. Long distance calls can be received on all numbers.

### Pay Phones

A Dorm: 635-9833/635-9993  
B Dorm 635-9998  
C Dorm: 635-9970/635-9981  
D Dorm: none  
E Dorm: 635-9955

### Local Phones

A Dorm: Lower: 638-5486 Upper: 638-5481  
B Dorm: Lower: 638-5482 Upper: 638-5483  
C Dorm: Lower: 638-5484 Upper: 638-5485  
D Dorm: none Upper: 638-5480  
E Dorm: Lower: 638-5487 Upper: 638-5488

# RESIDENCE LIFE

## RESIDENCE ASSISTANTS

Residence Assistants (RA's) are students hired to help with any housing or interpersonal problems that residence students may encounter throughout their stay. They assume a role of leadership in all aspects of residence life. They have a variety of job duties including organizing social activities, resource person, confidant and friend. They will always try to deal with their fellow students with honesty, courtesy, and respect. In turn, they expect the same treatment. They are individually and collectively responsible for the development of a positive residence community.

All RA's are able to handle issues concerning all Residence buildings; this ensures that an RA is accessible to all residents at all times. RA's can be easily contacted on their cell phones; these numbers are posted in the common areas. Also, RA personal room doors have a white board where contact information is posted and updated. If you have a problem that needs attention you may contact an RA, they are available day or night if you require assistance!

## 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 can 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.  
They are NOT responsible for picking up after littering or for carelessness.***

Residents are collectively expected to keep common areas clean. Failure to do so will result in cleaning charges and/or further action as deemed appropriate by Residence staff. Common area damage or unreasonable mess will result in shared charges billed by Janitorial staff, the possible relocation of residents, and may affect consideration of future admission to the residence.

## ROOM CHECKS

Students are expected to maintain the cleanliness and orderliness of their individual rooms at all times; and also for the immediate cleaning of any occurrences that they are responsible for in the common areas. 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 your room, 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 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. It is both unsightly and unhealthy. Staff will check daily and students found at fault will be disciplined.

## 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, laundry must be removed from the kitchen when not in a machine.

## 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 Maintenance team 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, as 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 refrigerator and freezer may be **emptied 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**.

**Appliances may only be used in common kitchen areas, and the use of appliances in student rooms is strictly prohibited.**

## 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

It is suggested that residence students 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 5:00 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 for anytime snacking and is located in the Trades (Waap Amgam) building. The Bookstore also has some snacks. Pop, juice, and water may be purchased from vending machines in the Trades (Waap Amgam), Cafeteria (Waap Haawk) and Administration (Waap Sa'mn) buildings.

A fridge/freezer and microwave oven is available in the kitchens of all residence buildings; there is also a BBQ area in the common outdoor area, for convenient shared use during cafeteria closure. ***The use of appliances in personal rooms is prohibited.***

## RECREATION

Activities are scheduled daily at the Kiva Café, located in the Trades (Cedar/Waap Amgam) building. They have a light menu, specialty coffees, and are licensed after 4:00 p.m. They also have a squash and Wally ball/Racquetball court. For more event information call the Kiva at 250-638-547 or using local 5457. There is also a sports fields on campus.

## ILLNESS

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

Additional Community Services:

Mills Memorial Hospital	635-2211
Community Health Unit	638-2220
Adult Mental Health	638-2202
Terrace Victims Assistance Program	638-7411

**THE CAMPUS FIRST AID STATION IS OPEN:** 8 a.m. - 4 p.m. Monday to Friday and is located in the Trades Building room 1124A.

**The First Aid Emergency number is 250 – 615 - 7809**

# **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 tolerance and 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 residents' 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.

## **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.

## 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 \$300.00 per set, for re-keying purposes (\$200 for the entrance door, \$100 for room door). If you have locked yourself out, or have temporarily misplaced your key, Residence Staff or Security will provide you access to your room.

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 caught breaching any key policy will be required to vacate the Residence immediately.

## SMOKING

Smoking is **strictly prohibited** within the Residence at all times and will not be tolerated. Any individual found smoking within any area of the building will face appropriate consequences leading up to and including eviction from the Residence. Charges for excess cleaning due to smoke odor and damage will be charged back to the student. Please keep in mind that it is always obvious upon check-out when a student has smoked in a room!

## ALCOHOL-FREE RESIDENCES

In an effort to provide lifestyle choice options, Kalum Lake Residence and Skeena River Residence are designated as strictly alcohol-free. Living within these buildings is entirely optional, and as such, any violation of the Alcohol-Free policy will result appropriate consequences.

In these buildings:

- Alcoholic beverages may not be consumed, transported, or stored in any area within these buildings.
- Intoxicated students may not return to these sections.
- Students may not have intoxicated guests in these sections.
- Residents and guests may not travel through these sections with opened or unopened alcohol.

# ALCOHOL

The consumption of alcohol in Residence is considered a privilege and not a right. Students who abuse this privilege will be subject to the Residence Discipline process. **Intoxication to a degree that is considered to be disruptive or threatening to personal safety or the safety of others will not be tolerated.**

Residence students and their guests are subject to provincial liquor regulations as well as the NWCC Residence alcohol policy. Responsible alcohol use is allowed in rooms provided that all occupants are over the legal age of 19 years. Students under the age of 19 are not permitted to consume alcohol and will be subject at minimum, to the Residence Discipline process. Students under the age of 19 will automatically be assigned to an alcohol-free building until the time at which they reach legal age, at which time, if space available, can apply to Residence to be moved.

**Possession and consumption of alcohol is prohibited in the following areas regardless of the possessor's age:**

- In a room where there are persons under age 19;
- Within Kalum Lake or Skeena River Residence, and any other facilities designated as alcohol-free;
- Indoor common areas of all Residence buildings, including lounges, stairwells, and hallways; and
- Outdoor areas around residential facilities, including porches, yards, sidewalks, parking lots, and streets.

The Residence Office works with the Student Services Team to raise awareness about issues regarding alcohol. Students who find themselves in breach of Community Standards involving alcohol will be required to meet with a member of the Student Services Team. If you feel your drinking is getting out of control and would like some help, please see a member of your Student Services Team for assistance.

## MINOR POLICY

Students under the age of 19 will automatically be placed into our Alcohol-Free Residence building. On the date in which the student becomes 19 years of age, they will be given the option to move into the building of their choice.

Students under the age of 19 will also be required to complete a contract in which allows the College to disclose any information to the parent 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.

## NOISE

Every student in Residence has a right to expect a reasonable amount of consideration from other residents. Noise must be kept to a reasonable level at all times, both inside the Residence and on campus grounds outside the Residence buildings. 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. **After 11:00 p.m. weekdays, and after 1:00 a.m. on weekends, no noise will be tolerated.** Those students who are repeatedly inconsiderate of others will be advised to seek accommodation off campus; 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 to be prohibited. Culinary students are expected to keep their knives used for class work in their class lockers.** Wielding 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 resident students, and abide by all Residence Policies outlined in this handbook. Host residents are fully responsible for the conduct of their guests, and are required to accompany their guests at **all** times, and are obligated to assist the Residence Staff/Security in rule enforcement. Hosts will be held accountable for the actions of their guests, and will endure the consequences of unacceptable actions of their guest. Residence students are permitted to have no more than four visitors in their building, and **only during the following visiting hours**. This policy is strictly upheld in order to ensure the comfort and privacy of all residence students.

<b>Sunday</b>	<b>11 am - 10 pm</b>
<b>Monday to Thursday</b>	<b>3 pm - 10 pm</b>
<b>Friday and Saturday</b>	<b>1 pm - 1 am</b>

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. Information is recorded in the residence log for night security. *The College reserves the right to refuse admittance to intoxicated guests.*

## 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 Residence Staff/Security will knock, announce their intention to enter, and proceed to enter the room.

# 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 Residence Office. Probation may be recommended by Residence Staff or on the basis of complaints against an individual by other residence students. 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 Residence Office 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 made for the Campus Manager and the Dean of Student Services.

### 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.

## EVICTION

Eviction from the Residence will be determined by the Director of Food Services & Special Events. Eviction can immediately result from specific incidents such as tampering with fire alarms or 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 a member of the Residence staff, 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 Dean of Student Services **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 Dean of Student Services is final. The Appeal form may be obtained at the following web address: <http://www.nwcc.bc.ca/About/Policies/ShowPolicies.cfm?Policy=23>

# MOVING OUT

## CHECK-OUT PROCEDURE

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

1. Inform the Residence Office at least 24 hours in advance of your departure date.
2. Fold and return all bedding and other College property to the Residence Office.
3. The room must be left in the same condition as when you moved in, i.e. remove garbage, clear pictures from the notice boards, vacuum floor, clean the fridge (leave fridge plugged in) and lock your door.
4. 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 pre-arranged with the Residence Office and completed **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 rooms and 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 for 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 are not identified.

*Examples of charges for infractions to Residence property include:*

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

# SECURITY DEPOSIT

Residence students are required to provide a \$200.00 Application Fee to the College before being accepted into the Residence. Upon the student moving in to the Residence, this fee then becomes the student's damage deposit. 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.

## SAFETY AND SECURITY

### EMERGENCY CONTACTS

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

CAMPUS FIRST AID.....	615-7809
CAMPUS SECURITY .....	Cell 615-9894 Desk 638-5425

### 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: 9:00 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 to not leave ground floor windows open while you are not present in 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.*

## 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.

## 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.

## 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 on the ground floor of the Birch Building (Waap Haawk); open Monday - Friday: 8:30 a.m. – 4:30 p.m.

### FINANCIAL AID

Contact the NWCC Financial Aid Advisor for assistance with Canada Student Loan applications, scholarships or bursaries at (250) 635-6511 ext. 5492.

## LIBRARY

The Library is located on the lower level of the Spruce (Waap Sa'mn) 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.

## STUDENT ASSOCIATION

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 Cedar (Waap Amgam) building, and can be reached directly at 250-638-5458.

## STUDENT SUPPORT TEAM

The Student Support Team exists to support students in their academic endeavors and, if needed, their personal lives. The team is in place so that our students have every possible support to assist them with their goal of obtaining a post-secondary education.

The Student Support Team consists of an **Education and Career Advisor**, for education and/or career planning; a **First Nations Access Coordinator**, for First Nations students who may need assistance with Band sponsorship or other First Nations issues; a **Learning Assistance Specialist** to provide a variety of Learning Centre initiatives such as Student Success courses, peer tutoring programs, faculty assistance, and assessments for students experiencing learning difficulties.

NWCC also provides services and support for those students with disabilities. The **Accessibility Services Coordinator** assists students with temporary or permanent disabilities and injuries that may be a barrier to success in school. Contact extension 5496 for more information.

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