



# Student Housing Handbook

## 2021-2022





# WELCOME! BIENVENUE! TANSI!

“Welcome to Student Housing! We want to make your stay here with us as enjoyable and memorable as possible. Living on campus is a unique life experience, and we encourage you to get involved, meet your neighbours, and explore your new home. There are various social/recreational events that take place on a weekly basis at all campuses.

Our college community is your home for this part of your life’s journey. It is also home for many other students like yourself. We all need to work together as a community using respect and courtesy to ensure a safe and happy home for everyone.

College staff are here to provide resources and support in many different ways. We encourage you to ask questions, volunteer, and get involved!

If you have a service concern, please talk to someone you feel comfortable with in either the Housing Office, Campus Security, or Student and College Services. If you feel the issue has not been resolved, you can make an appointment with one of our supervisors or myself. This can be booked through the front desk in Student and College Services. I personally commit to following up on each student concern, and will ensure we are being the very best we can be. Enjoy your journey and good luck with your studies!”

— Bev Moghrabi, Vice President  
Student and College Services

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<b>Form</b>	<i>Student Housing Check-in / Checkout Inspection Report Residence Hall_Townhouse</i>
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## NOTES



## MOVING IN

### **Check-In Procedure**

All students can move in between 8:15 a.m. and 4:30 p.m. with assistance of Housing Office located in Student Family Townhouses, the north side of the main building of the Lac La Biche Campus. Late move-ins after 4:30 p.m. should be arranged in advance through Housing Office. If you don't move in by the end of the first day of the college term, we will assume you are not arriving and your room will be cancelled.

Here is the procedure to check-in:

- Pickup your move-in package and room keys at the Housing Office.
- Complete the *Student Housing Check-In/Checkout Inspection Report* located at the end of this handbook. Please remove the form, fill it out, and return it to the Housing Office within 48 hours of moving in.

This form is an important step in the process of being refunded your Damage Deposit when you check out. If you have identified issues that we are not aware of, we will come and inspect it for our records. When you are filling out the report, that main thing we are looking for is damage. We recognize that wear and tear will happen, and we take that into consideration when we do our checkout inspection.

- Please review the Fire Evacuation Procedure on page 4.
- Register any overnight guest(s) with the Housing Office. This is for fire/emergency safety.

Remember that all Portage College Student Housing is smoke-free. There are marked outdoor smoking areas.

More information on the College and electronic file of *Student Housing Handbook* can be found at [www.portagecollege.ca](http://www.portagecollege.ca) under *Student and College Services* and *Student Accommodation*.

### **Key Meeting**

All individual students and students with family must attend a Key Meeting. This is your orientation to living in Student Housing. It is a great opportunity to get to know the Student Housing and Campus Security staff

you will be working with, meet your new neighbors, and get orientated to your new home. It is also an opportunity for you to ask questions, learn more about the town.

You will be notified of the BBQ Key Meeting date, usually set within the first week of the intake.

## **Room Changes**

Room changes are not permitted for the first three weeks after check-in. We find that this adjustment period can be awkward for students, and problems or uncomfortable situations can arise. Often these problems are resolved by the students to the satisfaction of both parties.

## **Student Housing Staff**

At the main Housing Office you will find our friendly and accommodating daytime staff. They oversee housing on all campuses, can process rent payments, assign dorms and units, as well as answer any of your housing questions. Their phone numbers and hours of operation are:

<b>Main line</b>	780-623-5573 or 780-623-5670
<b>Toll-free</b>	1-866-623-5551, Ext. 5573
<b>Hours of Operation</b>	Monday to Friday: 8:15 a.m. - 4:30 p.m.

## **Campus Security Staff**

**Direct line: 780-623-5587**

The Head of Campus Security is Jim Henson. He is based in Lac La Biche. He oversees security on all campuses, and works closely with the Housing Office and the Counselling Services.

The role of Campus Security is to provide a safe and secure learning and living environment here at Portage College. The staff interacts with students casually on a regular basis. They are a part of the frontline staff, and are available to help students, as well as connect them to other departments. Campus Security works to keep the College safe by monitoring the grounds and facilities, ensuring that only authorized people are on campus during evenings and weekends, reminding people of the Student Housing Community Standards when appropriate, and intervening to keep the peace if necessary.

The College has a close working relationship with the Royal Canadian Mounted Police (RCMP) detachment. When situations require it, Campus Security will request RCMP intervention. It is in the best interests of everyone involved to co-operate with Campus Security, and other College staff. If a student fails to comply with the Student Housing Community Standards, the College reserves the right to terminate the *Occupancy Contract*. If this occurs the student will need to find housing elsewhere.



## HOUSING LIFE

### **Emergency Contacts**

In case of an emergency, **please call Campus Security first** at

**780-623-5587**

#### **Phone**

If immediate **police, fire department** or **ambulance** are required for life-threatening situation, dial first

**9 1 1**

and still report the emergency to Campus Security.

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You are strongly encouraged to download onto your cellphone the following apps:

#### **Apps**

**Portage College**

**Portage Alert**

Doing so will ensure that you receive Student Housing announcement and emergency notification.

#### **Other sources**

- Student Housing and Campus Security may also contact you via hand delivery notice or in person.
- For your part, if you hear of an emergency from any other source, **please contact Campus Security** at **780-623-5587**.

#### **NOTE**

The cost of ambulance and emergency health service will be charged to the person who has received the service regardless who requested the service. Campus Security or any person may contact EMS depending on their assessment of the situation and will be free from the cost for the service.

## **Fire Evacuation Procedure**

### **Residence Hall**

If the fire alarm sounds:

- Quickly get your jacket and shoes, then leave your room.
- Leave the lights on, and shut your door.
- Exit the building using the closest evacuation route.
- **Do not use the elevator!**
- Gather at one of the marked “Muster Point”, usually one of the parking lots.
- If it is cold, you will be escorted over to the hospital.
- Once College staff tells you it is safe, you can go back into the building.

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Each townhouse has a fire extinguisher and a smoke detector.

### **Townhouse**

If your fire alarm sounds:

- Evacuate all the children from the house.
- If safe to do so, use your fire extinguisher to put out the fire.
- Call Campus Security, let them know if you were or were not able to put out the fire.
- If you are unable to talk with Campus Security for any reason, call 911.
- If you were unable to put out the fire, make sure everyone is outside, and immediately alert your neighbours.

### **IMPORTANT**

1. It is a violation of provincial safety standards to tamper with, or otherwise disconnect, any fire alarms or smoke detectors. This will result in a fine and possible eviction.
2. Students who fail to leave their room in the event of a fire alarm are in violation of the Housing Fire Evacuation Procedure. Such students may be fined up to \$100 or receive disciplinary action that could include termination of their *Occupancy Contract*. If this occurs, the student will need to find housing elsewhere.
3. Fire safety regulations **prohibit sleeping in basements**. This space is for laundry and storage only; any dangerous fire hazard must be removed from the basement.
4. Causing any risk of fire by smoking, using on open flame or burning objects is strictly prohibited.

## **Parking**

All College parking is free of charge at Lac La Biche, St. Paul and Boyle.

In Lac La Biche, the only reserved parking spaces are in front of the Townhouses (Units). For students staying in the Residence Hall (Dorms) there is a separate parking lot on the East side of the building by the main entrance.

### **NOTE**

Broken vehicles (vehicles that are not licensed, or road worthy) cannot be parked on College property. Such vehicles may be towed away at owner's expense. The owner will be given two (2) week's notice before the vehicle is towed. **All vehicles must be registered on the *Occupancy Contract*.** If you have not documented it on your contract, please notify the Housing Office.

## **Laundry**

**Lac La Biche**  
Residence Hall

There is a laundromat on the 2<sup>nd</sup> floor of the main building. It's just off the stairwell by Student and College Services. The machines run on quarters, and you will need to bring your own laundry products.

**Lac La Biche**  
Townhouse

All townhouses have a washer and dryer in the basement.

**Boyle**

There are two washers and two dryers at the modular camp; they take loonies and toonies.

**St. Paul**

A common laundry room is located on the 1<sup>st</sup> floor.

## **Food Services**

**Voyageur Grill**

**NOT IN SERVICE AT THIS TIME**

The Voyageur Grill at the Lac La Biche campus is the College's cafeteria.

**Hours of Operation** Monday to Friday: 8:00 a.m. - 5:00 p.m. \* Hours are subject to change.

The dining area is annexed to an entertainment area which includes flat screen televisions, video gaming equipment, a DVD player, as well as pool tables, and access to the outdoor courtyard.

The Students' Association office is also located the Voyageur Grill.

After 10:00 p.m. the Voyageur Grill entertainment area is locked and available to Residence Hall students only. They can access the Voyageur Grill using their Residence Hall key fobs.

### **Portage Market**

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## **NOT IN SERVICE AT THIS TIME**

The Portage Market at the St. Paul campus features various food and drink items prepared by the College's Culinary Arts and Baking students and by our in-house caterer. Different food options or themes are featured each month.

**Hours of Operation**      Monday to Friday: 10:00 a.m. - 1:30 p.m.

**Phone**                      780-614-6344

### **Student Meal Plan/Meal Card**

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## **NOT EFFECTIVE AT THIS TIME**

In an effort to decrease student hunger, the College created the Student Meal Plan. The goal of this plan is that all individual students will be able to purchase a hot lunch every day of the school week. It is highly recommended that students create a budget for their meal card by month. It is mandatory for all individual students to participate in the College's Student Meal Plan.

This mandatory plan requires students to put a \$125.00 every month (the only exceptions are December \$62.50 and October/February \$93.75) onto a Student Meal Card. This meal card is specially designed to only work at the College's Voyageur Grill.

If you lose your meal card, there is a \$10.00 replacement fee that will come off your card's credit. Once money has been put on your meal card, that money cannot be refunded. This applies to the mandatory limit, as well as any extra money a student may put on the card.

### **NOTE**

The only exception to not having to purchase a meal card is if a student has a dietary restriction. In this case, the student needs to provide a doctor's note stating the diet restriction.

Exceptions will not be given without a doctor's note.

### **Vending Machines**

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Vending machines are available for use at the Boyle, Cold Lake, Lac La Biche and St. Paul campuses.

### **Student Food Bank**

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If you end up needing a little help, go to Student and College Services and ask your advisor about the service. The Student Food Bank is available to all Portage students.

## **Keys**

It is important to lock the doors to your home, and carry your keys at all times. The College will supply you with a lanyard for your keys.

If you accidentally lock yourself out of your home, contact the Housing Office or Security (if it is after hours), a loner key can be issued in such cases.

If you lose your key or your fob, please report the loss to the Housing Office immediately. They can issue you a temporary key. For a replacement key or fob, the fee is \$30.00 for each lost item.

If you hand in your keys to someone other than Housing or Security Staff, you risk being charged for a longer duration, cleaning charges and lost key charges.

### **NOTE**

Loaner keys are for emergency use only. If you continually request the use of a loaner key, you could face disciplinary action. If you do not return your key (and fob) when you check out, you automatically forfeit your Damage Deposit.

## **Mail**

The mail is sorted and put in your mail box by 3:00 p.m., every day of the school week. Mail is delivered to the College every day, so there is a time lag with incoming and outgoing mail.

Residence Hall students can pick up their mail from the mail box with the same number as their dorm room. This box is shared with your roommate, but each person will have their own key. Please go to the Housing Office to pick up parcels.

Townhouse students can pick up their mail from the Housing Office. The mail box will have the same number as their unit.

The table below shows what address should be given to any senders you would expect mail from.

Lac La Biche	St. Paul	Boyle
<b>Your name</b>	<b>Your name</b>	<b>Your name</b>
c/o Portage College	c/o Portage College	c/o Portage College
Box 417	Box 1471	Box 417
9531 94 <sup>th</sup> Avenue	5201 50 <sup>th</sup> Avenue	9531 94 <sup>th</sup> Avenue
<b>Room or unit number</b>	<b>Apartment number</b>	<b>Hostel number</b>
Lac La Biche, Alberta T0A 2C0	St. Paul, Alberta T0A 3A0	Lac La Biche, Alberta T0A 2C0

## **Television**

**Lac La Biche**  
Residence Hall

All the common area lounges have cable television. However, the individual dorms do not have cable access at this time.

**Lac La Biche**  
Townhouse

All Townhouses have basic cable that is provided as a part of rent. Any upgrades have to be arranged by the student with EASTLINK directly. This includes creating an account, and any additional fees. You will only be required to pay the upgrade amount, as the College pays the basic cable package amount.

EASTLINK: 1-888-345-1111

Address: 9531 94<sup>th</sup> Avenue, Lac La Biche, Alberta T0A 2C0

Account #: 8125 1433 4000 2584

**Boyle**

Every hostel room in Boyle has a television with basic satellite channels as part of the rent.

**St. Paul**

All apartment living rooms are equipped with basic satellite channels included in the rent, however students need to bring their own television.

### **IMPORTANT**

**No satellite dishes are allowed to be installed on any College buildings/property.** This is due to property damage, electrical issues, and hazard concerns. Any installed satellite dishes will be removed by Housing Maintenance, and the student will be fined.

## **Internet**

All college campuses have WiFi access. To connect to wireless Internet please use the following steps:

- Browse available wireless networks
- Select "Portage-Public"
- Open internet browser and follow instructions; students must select Username/Password Login

## **Telephone**

**Lac La Biche**  
Residence Hall

All dorm rooms have a phone jack with a locally restricted telephone line. Students can call locally, and accept long distance calls (no collect calls). You must bring your own phone. The phone number can be found on the phone jack, or you can ask in the Housing Office. If you need to make an emergency long distance call, there is a phone in the Housing Office that can be used.

**Lac La Biche**  
Townhouse

There is no existing telephone access in the Townhouse. Each house will need to arrange with Telus to have a phone hooked up. Here are the steps:

- You will need two pieces of ID
- Call 310-3100 to talk with Telus Communications  
Press 0 for a representative
- Use your College address (see Mail section, page 7)

### **NOTE**

Individual students staying in Townhouses may want to set up a "personal authorization code" to be used for long distance calls.

## **Maintenance**

If something goes wrong, breaks, or needs to be fixed, please report it to the Housing Office. They will contact the Housing Maintenance Team, who will fix it when they are able. Please remember that the Housing Maintenance Team can be very busy, so they will see to you in order of urgency.

**Large/Serious Damage**

It is extremely important for you to alert Housing Office or Campus Security in cases of large damage such as water leaks, broken windows near heating registers, broken/faulty furnace issues, etc.

**Fridge Maintenance in Residence Hall** All dorm rooms have standard fridges. We recommend that students occasionally defrost the fridge, and work to keep it clean.

## **Caring for Your Dorm/Unit**

It is important that you care for your dorm/unit that you live in. Here are some helpful daily/weekly maintenance suggestions:

### **Cleaning**

- Tidy up;
- Vacuum regularly;
- Disinfect your toilet, sink, and bathtub every week;
- Disinfect your kitchen counter after every use;
- Wipe up spills, and stains as they happen.

### **Vacuum**

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Students in Residence Hall can use the commercial vacuums that are located on each of the floors in the common area. Write your name on the provided whiteboard. Students can use the vacuum to clean their room outside of the posted quiet hours.

#### **Note**

Students must return the vacuum after each use. There is a \$20.00 fee for not returning the vacuum.

### **Garbage**

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Remove your garbage when it gets full. Be sure to take it outside to a dumpster.

#### **Note**

Do not leave garbage outside the dumpster, as it can attract animals (e.g., skunks, cats, dogs, birds) and be a cleaning hazard for students, children and staff.

### **Snow Removal**

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In the winter, students in Townhouses need to shovel the walk path from their front door to the main sidewalk.

### **NOTE**

If the Housing Office suspects a dorm/unit is not being properly kept, they can schedule an inspection. Any necessary repairs or cleaning will be set up by the Housing Office at the expense of the occupant.

If an occupant is unable/refuses to maintain the condition of the dorm/unit, the Housing Office can terminate the *Occupancy Contract*, and the occupant will need to find housing elsewhere.

## **Furniture**

All units and dorms are furnished with large items such as couches, beds, mattresses, dressers, and tables. Any of the furniture should not be moved from its original place unless getting written permission from the Housing Office.

### **NOTE**

Violation of this section may be subject to a **minimum fine of \$50** depending on moving damage and labour fees.

## **Damages**

Students are responsible for the condition of their dorm/unit. If damages occur, please report it to the Housing Office as soon as possible. This way they can repair the damage if necessary.

### **NOTE**

Do not use nails, hooks, tape, or paint on the wall in your dorm/unit. These items will damage the walls, which could result in you forfeiting your Damage Deposit.

## **Pets**

No pets are allowed in either the Townhouses or the Residence Hall. Having a pet inside your residence will cause fines and cleaning fee. Fine will increase for each occurrence (\$50, \$100, \$200), and the cleaning fee will be assessed by the Housing staff.

If you find a cat or dog that looks homeless or needs help, please notify the Housing Office.

## **Privacy**

College Staff will not intrude into dorms/units except for the following circumstances:

- Maintenance work needs to be done;
- A room check or inspection or inventory needs to be done;

- There is reasonable cause resulting from behavior issues;
- In the case of fire or emergency.

The College will make every effort to inform students when entry into their room or unit is necessary.

**NOTE**

The College reserves the right of entry at all times. Particularly in situations where students are not complying with Housing rules. If there are safety concerns for College staff, the RCMP will be called and will be authorized by the College to enter premises.

 **Inspections**

Occasionally, it will be necessary for the Housing Office or Maintenance to inspect something in your dorm/unit. For all inspections, students will be notified well in advance, and are welcome and encouraged to be present.

**Residence Hall**

There will be a dorm/unit condition inspection, done each semester by the Housing Office. This is to ensure that no health concerns, such as mould, has come up, as well as to check for basic upkeep of the dorm/unit. If the dorm/unit requires cleaning the student will be asked to perform the cleaning, and the dorm/unit will be checked again. If the student fails to meet the required cleaning tasks, a cleaning person will be hired at the student's expense.

**Townhouse**

The inspections of the Townhouse units are normally done each year in April or early May. This is to allow the Housing Office time to determine what work needs to be done over the summer months. Routine and preventative inspections may be arranged as required.

**Monthly Fire System Inspection**

All commercial rental properties must be inspected monthly for fire systems. This will usually be done on the first and second day of the month. The technician will knock, and then enter the dorm/unit to inspect the fire system. The inspection has to take place even if the student is not home.



# STUDENT HOUSING COMMUNITY STANDARDS

## **Getting Along**

Please read, and refer to your *Occupancy Contract*. All Student Housing rules/guidelines are clearly stated in the contract.

As a reminder, here are some of the main ones:

- Treat your fellow students with respect.
- Act respectfully and professionally when dealing with College staff.
- The College does not allow harassment of students or staff.
- All overnight guests must be signed in at the Housing Office.
- Respect the posted Quiet Hours.
- No open alcohol containers are allowed in public areas (bottles, cups, pitchers, etc.).
- No smoking in residences or townhouses.
- Purposefully/willfully damaging College property will result in consequences.
- You are responsible for your children and their actions. Their behavior will reflect on you as a student/tenant.
- All children (17 year old and under) must observe the curfew. This means being in their homes by 10:00 p.m. each night.
- School aged children must attend school on a regular basis.

As well, you must honor the College's standards of conduct found in the *Student Handbook* available on the College website under Student Services.

### **NOTE**

All criminal and illegal acts will be reported to and prosecuted by the RCMP. This includes, but is not limited to, drug use/selling, violent behavior, and the endangerment of minors.

## Residence Hall

### Roommates

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Having a roommate will be a learning experience all its own. The important thing to remember is that there will be an adjustment period, but after some time it will feel normal, and can be fun.

Here are some tips and suggestions from our years of experience:

- Sit down together in your first few days and talk about your likes and dislikes. For example, music, food/cooking, noise levels, when you go to sleep, when you get up, when you will want to study, do you smoke or not, do you drink or not. Drinking can be a big issue, as some students want nothing to do with it, while others might not see it as a problem.
- Set up a cleaning schedule with specific duties for each person. For instance, when should the bathroom be cleaned, and who will do it, and if you will take turns.
- Talk about visitors: Is it okay to have visitors and at what times? What if you want an overnight guest - how could that work? What if stuff goes missing? Do you mind if visitors you don't know are sitting or lying on your bed?  
Set boundaries.
- Find out about loaning or borrowing personal items, such as shampoo, razor, clothing, etc.
- Talk about room security.
- If individual students in a shared dorm hook up a phone, be sure to set clear boundaries for phone use.
- Talk about how food is going to be managed: Are you going to take turns cooking, or is everything going to be individual? What about eating the food, will there be common items like coffee, tea, sugar, salt, etc.? Otherwise, will you keep your own food in separate cupboards?  
This is important to clarify early on, as no one is very happy when their food has been eaten without permission.
- Be open and honest with your feelings. Keep communicating, and be sensitive.  
Things to say: "Hey, how was your day?"; "Are you staying this weekend?"; "Do you mind if I have an overnight guest if you're leaving?"; "You seem pretty stressed about this upcoming test - why don't I go for a walk and give you some space."
- Deal with a concern when it happens. Try not to stew on an issue. It can become more difficult to deal with a problem later, and it causes you stress.
- Speak up if your roommate is not complying with College rules. If they are playing their stereo loudly after hours, ask them politely to turn it down and respect the quiet hours.
- If you are aware of your roommate doing something criminal/illegal in your room or unit, you need to report it to the Housing Office or Campus Supervisor immediately.

**Failing to report illegal activity can result in consequences against you.**

## **Townhouse**

### **Neighbors**

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Moving into a new neighborhood can be stressful, especially if you don't know anyone. An important thing to remember is that many of the families in your new neighborhood feel just as nervous as you.

Here are our best tips for getting along with your new neighbors:

- Get to know your neighbors. Go visiting, introduce yourself, and invite them for tea or coffee.
- Know where your children are, and who they are with.
- Let your children know that they need to be in the house by the 10:00 p.m. curfew.
- Be sure that your children are attending school. Moving can be upsetting, so talking with your child's teachers or liaison workers can help you know how they're doing.
- If you or your children are having problems with a neighbor, we have found it can be helpful to sit down over tea and talk out the problem.
- Often, it can be useful to deal with the situation when it happens.
- Keep in mind that everyone has a personal point of view of the situation. Listening to the other person's point of view can help avoid misunderstandings and stop conflicts.
- A majority of problems can be solved by listening, and understanding that not everyone in your new community is going to have the same personal or family values as you do.
- It is okay to ask for help. If you are having a problem with one of your neighbors, and you've run out of ideas on how to fix it, go to the Housing Office and ask for advice. Sometimes an outside view can help resolve a situation.
- If you see anything that appears criminal or illegal, let the Housing Office or Campus Security know immediately.



## **Smoke-Free**

All Student Housing is smoke-free.

Students are NOT to smoke anywhere in the Residence Hall building.

Occupants in Townhouses are NOT to smoke in their units.

Student can only smoke outside, in the designated smoking areas.

### **Standard of Proof**

The model used with the Student Housing Community Standards is a balance of probabilities with reasonable proof on an incident and accident. A student's prior behavior is also considered when outcomes are issued. Evidence may include residue, paraphernalia, odor and any attempt to cover odor.

## **NOTE**

Students who ignore this Housing regulations may be subject to fines. The smoke residue causes damage, and this could result in damage charges to the student, or the forfeiting of your Damage Deposit.

## **Alcohol Policy**

The rules for having alcohol in a dorm/unit are as follows:

- **No open alcohol allowed in any public spaces.** This includes hallways, common areas, public outdoor areas, etc.
- In all dorms/units the door(s) need to be closed, if alcohol is being consumed inside.
- Alcohol may not be sold on College property unless a special permit is obtained.

## **NOTE**

Boyle Campus is alcohol-free.

## **Cannabis**

Sale, growth and preparation is prohibited in Student Housing (dorms and townhouses). All cannabis brought into student housing must be legally obtained and **stored in a scent proof container** and not be offensive to others.

## **Illegal Substances and Drugs**

Students are prohibited from possessing, using, or trafficking drugs in residence which are in contravention of the *Controlled Drug and Substance Act*. And also, the misuse and abuse of prescription drug is prohibited.

## **Weapons**

Weapons and replica weapons (e.g., air guns, swords, hunting knives, sling shot, archery equipment, etc.) are not permitted in residence. Ceremonial dagger or cultural art works may be permitted through Student and College Services and Campus Security. 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.

## **Solicitation**

Students are not permitted to use any space or service in residence for commercial purpose.

## **Harassment**

Harassment is defined as any willful, intentional, or persistent act, which physically or mentally harms, or threatens another individual. Harassment will be considered to have taken place when a person's behavior is unwanted and unwelcome.

Harassment can be one or all of the following:

- Threats, intimidation or verbal abuse.
- Unwelcome remarks or jokes about subjects such as race, religion, disability, age, or sexual orientation.
- Displaying sexist, racist or other offensive pictures, posters or clothing.
- Sexually suggestive remarks or gestures.
- Unwanted physical contact, such as touching, patting, pinching, hugging, or punching.
- Physical assaults and other acts of violence.

Every student here has the right to live in a harassment-free learning environment. When a student is being harassed, it is important to first determine the nature of the harassment. If the student feels able, they could start by talking to the person that is harassing them, and inform them that their behavior is unwanted. However, if the student being harassed feels, for any reason, that they cannot have a conversation with the harasser, then it is important to ask for help. The Housing Office, Campus Security, Student and College Services, and Counselling Services are all places where a student can go and ask for help.

## **Sexual Violence Prevention**

All members of our Portage College community have a right to work, study and live on campus in an environment that is free from any form of sexual violence.

If you have experienced or witness sexual violence, please call **Campus Security** at

**780-623-5587** or **toll-free 1-866-623-5551, Ext. 5587**

which is available 24 hours a day, 365 days of the year to assist you by providing the resources and support you need.

You are also encouraged to contact **Counselling Services** for support, you will be treated with dignity and respect and believed. Counselling staff can inform you about on- and off-campus services and resources so you can choose the services you feel will be most beneficial and if required, set up a safety plan.

## **Quiet Hours**

Quiet hours must be respected. Dedicated quiet areas must respect posted quiet hours for the area.

Sunday to Thursday: 11:00 p.m. - 7:00 a.m.

Friday and Saturday: 1:00 a.m. - 9:00 a.m.

## **Visitors and Overnight Guests**

Portage College Student Housing is primarily for students. In an effort to ensure the safety of everyone staying here, the College asks you to register any overnight guest (except Boyle Campus) with the Housing Office. This is important in emergencies, because we need to know how many people are in the building or unit.

Please remember that guests can be disruptive to roommates and neighbors. This is especially true for students in the dorm rooms. Several places to entertain your visitors during the day are the common areas, lounges, the Learning Commons, or the Students' Association student lounge.

### **Generalities**

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**Do not give room or unit keys to any guests or visitors.**

If possible, have your guests visit on weekends, or at other non-disruptive times. It can be difficult for other students to concentrate on their work if your guests are visiting at night or during exam time.

The dorm/unit occupant is responsible for their guest/visitor. This includes behavior, and any possible damages.

### **NOTE**

Please be considerate of your volume level when visiting with your guests. Loud visitors can be irritating for your roommates and neighbors, who may have assignments or exams due.

### **Residence Hall**

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If you are in a dorm room, then **you must have permission from your roommate** and complete a Guest Request form before having an overnight guest. The form can be picked up in the Housing Office.

Refrain from having ongoing visitors. A suggested guideline is no more than two (2) nights per month. **Guests must be over the age of 18 years; no underage guests allowed in dorms.**

## **NOTE**

Please know that hosting a guest without following these procedures could result in being fined, or in some cases the student may be evicted.

### **Townhouse**

Students in Townhouse units need to register their guest with the Housing Office.

If a guest is staying longer than two (2) days, the hosting student needs to fill out a Guest Request form at the Housing Office.

## **NOTE**

Students **may not sublet** their unit to another person for any reason.

## **Parties**

A party is characterized as a gathering which typically:

- has loud music and loud participants,
- has significant quantities of alcohol,
- has numerous participants: Townhouse - more than ten (10) people;  
Residence Hall dorm room - more than six (6) people.

### **Rules for party**

- No kegs or other collective sources of alcohol are permitted in residence.
- Normally only allowed on Friday and Saturday evenings.
- Must be pre-arranged with Student Housing at least two (2) days before the planned date.
- Has a designated host, which must be one of the registered occupants.
- Must have permission of other registered occupants of the same room or unit.
- Must complete a Function Responsibility Form at the Housing Office.
- Normally no more than two parties may be registered on any given evening, as College fire code regulations must be adhered to.
- Drinking games, use of “funnels”, 1<sup>st</sup> floor crawls, or any other activity that involves excessive consumption and/or intoxication is not permitted.
- Occupancy limits for Residence Hall rooms: 10 persons maximum;  
Occupancy limits for Townhouse units: 20 persons maximum.
- College smoking guidelines must be adhered to.

## IMPORTANT

- **Interventions:** Housing Staff may intervene in situations or with the tenant at their discretion with any gathering that breaches these standards.
- **Quiet Areas:** Student Housing will dedicate housing spaces and offer the choice to students who wish to live in designated quiet areas.
- **Guests:** Registered housing occupants of the space where alcohol is consumed are responsible for their guests and their actions.
- **Minors:** Possession or consumption of alcohol by individuals under 18 years of age is a violation of the Alberta's *Gaming, Liquor and Cannabis Act*. Students and their guests are responsible for knowing, understanding and complying with this regulation.
- **Compliance:** In all circumstances, students are expected to comply with directions from Campus Security and Housing Staff. Where students do not cooperate and comply with these, staff and RCMP intervention is required, students will be evicted. Where the intervention is required due to violence or property damage of any nature, the eviction will occur within 24 hours of the incident.

## **Student Housing Discipline Policy**

It is the right of every student to have a quiet place to rest, study, and feel safe while staying in Student Housing. When these freedoms are interfered with, then the Student Housing Discipline Policy comes into effect.

Here is a chart explaining how the Infraction + Behavior = Disciplinary Action

Severity of Infraction	Student Behavior	Disciplinary Action
Minor/Nuisance	Cooperative	Verbal Warning/Fine
Minor/Nuisance	Un-cooperative	Written Warning/Fine
Ongoing Minor/Nuisance	N/A	Written Warning/Fine
Major/Non-safety	Cooperative	Written Warning/Fine
Major/Non-safety	Un-cooperative	Probation/Fine
Ongoing Major/Non-safety	Cooperative	Probation/Fine
Ongoing Major/Non-safety	Un-cooperative	Notice to Vacate
Serious/Safety Concern	N/A	Probation/Fine
Very Serious/Hazardous	N/A	Notice to Vacate

## **Due Process**

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Refers to the policy that all students must be made thoroughly aware of the consequence of certain behaviors/actions.

The College provides due process to students by:

- Having clear rules in place;
- Providing this Student Housing Handbook;
- Providing the Student Handbook (available to all students on the College website);
- Clearly explaining what are Housing Life and the Student Housing Community Standards upon check-in at the Housing Office;
- Ensuring that all information used during a disciplinary decision is accurate;
- Ensuring that the student has the right to appeal the disciplinary action if they choose to.

## **NOTE**

There is no appeal for financial issues.

## **Disciplinary Hearing**

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Students must attend the disciplinary hearing once it is arranged. **Failure to attend will result in being served a Notice to Vacate Student Housing.**

The purpose of this hearing is:

- To give the student the opportunity to have their point of view heard;
- To give the student the opportunity to hear the College's point of view;
- To review any additional factors that may be relevant;
- To clearly explain how the stated infraction, in addition to the student's response, could lead to disciplinary action, and the type of disciplinary action chosen.

## **Probationary Status**

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Probationary Status means that the student has been clearly warned that any continuation of the prohibited behavior will result in a Notice to Vacate. At this point the College would always recommend, and may require, the student to meet with Counselling Services. The Counselling Services can help students develop strategies to deal with whatever problems may have led to being placed on Probationary Status. And also, restorative measures, an agreement made with a student to outline specific goal or expectations as a means to repair harm and rebuild trust, may be included.

Probation period will be noted on Notice of Probation by Campus Security or Housing Office considering all circumstances and consequences of the incident. Otherwise, the probation will be effective until one's academic program end date.

For the third-party person, not related to the college involved in an accident or incident on campus, will be served Trespass Ban Notice.

### **Notice to Vacate**

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If you are given a Notice to Vacate, it means you have to move out of Student Housing. You will be given a checkout date by the Housing Office. The timeline for the checkout date is dependent on the severity of the infraction.

- Immediate checkout = Obvious threat to self or others.
- 24-hour checkout = Not obviously a threat, but very serious infraction with safety concerns.

For all other Notice to Vacate:

- Individual student: Normally receive 48 hours to vacate.
- Family: Normally receive two (2) weeks to vacate.

All disciplinary action for students staying in Student Housing will be enforced by Campus Security.

### **NOTE**

All disciplinary infractions are noted on the student's file.

### **Fines**

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Disciplinary fines can range from \$10.00 to \$200.00. Fines will be assigned to a student's account, and the student is responsible for clearing the account before the College will issue their parchment.

Fines can be issued by Campus Security and Housing Staff. Fines will be given for activities such as:

- Deactivating fire alarm equipment, or not responding to fire alarms and evacuating properly (see page 4);
- Having a pet in Student Housing (see page 11);
- Smoking in Student Housing (see page 15);
- Open alcohol in public areas (see page 16);
- Bringing overnight guests without appropriate permission (see page 18).

### **Appeal**

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Students have the right to appeal disciplinary actions. The Notice of Appeal form can be found at Student and College Services, and must be filled out, and delivered to the registrar's office within three (3) working

days after the student has been told of the infraction. Students are allowed to have an advocate with them during the appeal process.

**NOTE**

There is no appeal for financial issues.

**The purpose and hope of all student discipline activity is to**

- **retain the student in their program,**
- **keep a roof over their head, and**
- **have them comply with Student Housing Community Standards.**



## MOVING OUT

If you are leaving before the end of your contract, you should give us seven days of notice before you move out. If you are unsure when your contract ends, you can review it. Typically, the end of the contract will align with the end of your program, and pro-rating of rent will apply. See Summer Accommodations below.

### **Checkout Procedure**

Here are some important things to do when you are ready to move out:

- Clean your dorm/unit.

It is important that when you leave us, your dorm/unit is clean. This includes your living area, kitchen, bathrooms, bedrooms, and hallways. The dorm/unit should look like it did before you moved in.

#### **NOTE**

Pay extra attention to the oven and fridge when cleaning. Failure to properly clean either of these will automatically result in a cleaning charge.

- Complete a Checkout Envelope. This form is available at the Housing Office, or contact Campus Security to obtain one.
- Place all keys and fobs into the envelope.  
It is extremely important that you return all keys and fobs to the Housing Office. Rent charges stop the day you return your keys. If you fail to return all keys and fobs, you will forfeit your Damage Deposit.
- Return the completed envelope to the Housing Office during regular office hours, or place the completed envelope and keys in the **drop box** at the Housing Office entrance, which is available 24 hours a day.

#### **NOTE**

In the event students do not check out properly, and do not return keys, **all damage deposit funds are forfeited.**

## **Move-Out Inspection**

The Housing Office will do a formal move-out inspection with families. If you wish to make an appointment for an inspection before leaving, please contact the Housing Office. These inspections could help you keep your Damage Deposit.

### **Damages**

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Any damages that occur during your stay, are the responsibility of the occupant. When two or more students are sharing a dorm/unit the damage costs will be divided by the number of occupants at the time of leaving. However, if one or more of the occupants admit responsibility to the damage, the other non-responsible occupants will not have to pay.

### **Damage Deposit Refund**

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When you leave, the Housing Office will do an inspection of your dorm/unit. We will assess the cleanliness, if there are any damages, and the cost of any repairs. We will then determine if any of your damage deposit needs to go towards cleaning/repairs, and will then inform Student Accounts of how much money should be refunded.

### **NOTE**

It will take at least two (2) or three (3) weeks from your departure for your cheque to be mailed from Student Accounts. There is no way for us to fast track or speed up the process.

## **Returning Students**

If you are returning in the fall, you will need to fill out a new application form.

## **Summer Accommodations**

If you are interested in staying in Student Housing over the summer, please talk with the Housing Office. All special accommodations, such as staying over the summer or storing items over the summer, have to be approved by the Housing Office.









Student name \_\_\_\_\_

Dorm/Unit number \_\_\_\_\_

**Legend**

G Good F Fair P Poor

**Check-in**

G F P

Remarks

**Checkout**

G F P

Remarks

**Kitchen/Living Area**

Entrance door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Closet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cupboards/Counter tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fridge/Stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls/Ceiling/Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows/Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Bathroom(s)**

Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls/Ceiling/Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fixtures/Towel rack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vanity <small>(Sink/Mirror)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tub/Shower <small>(Curtain)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Bedroom(s)**

Walls/Ceiling/Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bed(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture <small>(Tables, chairs, dressers)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Waste cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Curtains/Door/Closet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Basement** (Townhouse)

Stairway/Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls/Ceiling/Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Washer/Dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Date of inspection \_\_\_\_\_

Date of inspection \_\_\_\_\_

Student signature \_\_\_\_\_

Student signature \_\_\_\_\_

**Vehicle description**

License number \_\_\_\_\_





