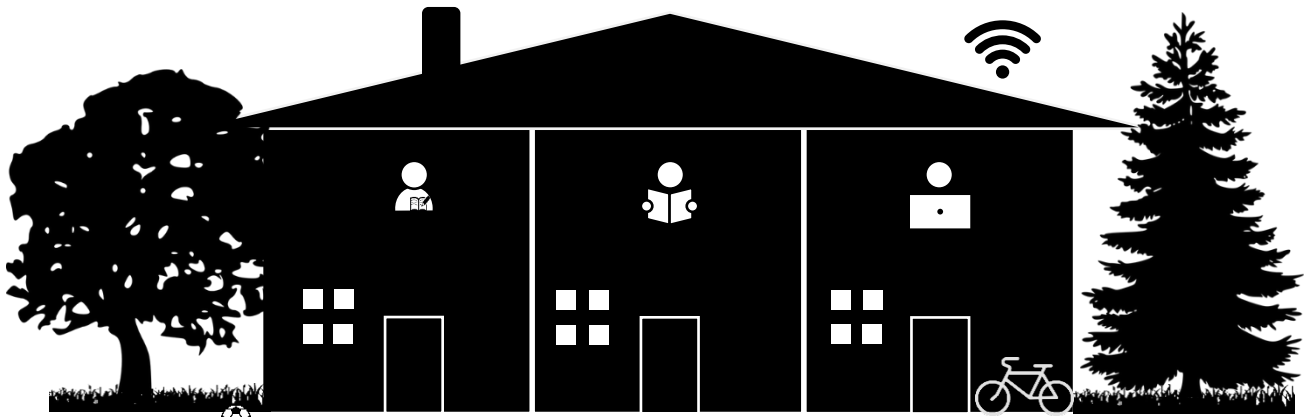
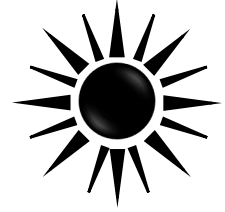




PORTAGE
COLLEGE



STUDENT HOUSING HANDBOOK



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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Form *Student Housing Check-in / Checkout
Inspection Report Residence Hall_Townhouse*



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* within 48 hours of moving in and return it to the Housing Office. 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.
- 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 under *Student 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 (3) 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:

Main line	780-623-5573
Toll-free	1-866-623-5551, Ext. 5573
Hours of Operation	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 and Wellness 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.

.....
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.

.....
Student Housing and Campus Security may also contact you via hand delivery notice or in person.

Other sources

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 emergency medical services (EMS) will be charged to the person who has received the service regardless of 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

If the fire alarm sounds:

- Get your jacket and shoes, then quickly 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.
- Go back into the building only once College staff tells you it is safe.

Residence Hall

Each townhouse has a fire extinguisher and a smoke detector.

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.

Townhouse

IMPORTANT

- 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.
- 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.
- 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.
- Causing any risk of fire by smoking, using an open flame or burning objects is strictly prohibited.

Fire Safety

Cooking fire safety and campfire:

- Careless cooking is the number one cause of residential fires. **Never leave anything cooking unattended.**
- Double check that **everything is off** when you finish.

- Never disable a smoke alarm while cooking.
- Never use a cooking stove to heat your home.
- Always unplug countertop appliances when not in use.
- Townhouse: backyard **campfire is not allowed**.

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 2nd 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.

St. Paul A common laundry room is located on the 1st floor.

Food Services

Portage Market

Selections of fresh/flash frozen and properly stored for easy and tasty re-heating meals are available.

Lac La Biche 780-623-5679

St. Paul 780-614-6344

Hours of Operation Monday to Friday: Hours may vary

In Lac La Biche campus, the market is annexed to a dining area, an entertainment section which includes flat screen televisions, video gaming equipment, a DVD player, pool tables, an access to the outdoor courtyard and the Students' Association office.

Vending Machines

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

Student Food Bank

If you end up needing a little help, go to Student 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 mailbox 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 Housing Office.

Townhouse students can pick up their mail from the Housing Office. The mailbox 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 Campus

Your name
c/o Portage College

Box 417
9531 94th Avenue
Room or unit number
Lac La Biche, Alberta T0A 2C0

St. Paul Campus

Your name
c/o Portage College

Box 1471
5201 50th Avenue
Apartment number
St. Paul, Alberta T0A 3A0

 **Television**

Lac La Biche All the common area lounges have cable television. However, the
Residence Hall individual dorms do not have cable access at this time.

Lac La Biche All Townhouses have basic cable that is provided as a part of rent.
Townhouse 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 94th Avenue, Lac La Biche, Alberta T0A 2C0
Account #: 8125 1433 4000 2584

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 or equipment 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. You 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 (2) 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 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:

- 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.
-

Cleaning

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.

Vacuum

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

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

Garbage

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

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 need to keep service or comfort/emotional pet, please contact Housing Office for the direction of request form.

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 **without notice and without your permission** for the purpose of repair, preservation of health, safety, law and order and compliance with College rules and regulations. 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. Normally, 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.);
- Do not smoke in dorms 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 years 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

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.
- 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.
- Report immediately to the Housing Office or Campus Supervisor if you are aware of your roommate doing something criminal/illegal in your room or unit.

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

Townhouse Neighbors

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.

- Sit down over tea and talk out the problem if you or your children are having problems with a neighbor. 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 a 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.

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.

- Let the Housing Office or Campus Security know immediately if you see anything that appears criminal or illegal.

Smoke-Free

All Student Housing is smoke-free. Smoking is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe, hookah or other apparatus/device used to smoke tobacco or other materials/substances. Smoking also includes of electronic smoking devices which create a vapour or aerosol. 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.

Students who ignore this Housing regulations may be subject to fines. Smoking causes safety and health issues, and this could result in damage charges or fine to the student (forfeiting of the 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.

Cannabis

Sale, growth and preparation of cannabis 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*. 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:

- Threat, intimidation or verbal abuse.
- Unwelcome remark or joke about subjects such as race, religion, disability, age, or sexual orientation.
- Displaying sexist, racist or other offensive picture, poster or clothing.
- Sexually suggestive remark or gesture.
- Unwanted physical contact, such as touching, patting, pinching, hugging, or punching.
- Physical assault 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 with the Campus Security/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.

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.

Generalities

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.

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.

Residence Hall

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

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

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

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

Due Process 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 Guidelines, Policies and Agreements (available to all students on the College website).
- Explaining clearly 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

Disciplinary hearing must be attended by students 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.
- Give the student the opportunity to hear the College's point of view.
- Review any additional factors that may be relevant.
- Explain clearly 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

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

Notice to Vacate 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.

Fines

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 10)
- Smoking in Student Housing (see page 14)
- Open alcohol in public areas (see page 15)
- Bringing overnight guests without appropriate permission (see page 17)
- Furniture movement without permission (see page 9)
- Camp fire in the townhouse backyard (see page 5)

Appeal

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

Any damages that occur during your stay are the responsibility of the occupant. When two (2) 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

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 Housing Office 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			Remarks	Checkout			Remarks
	G	F	P		G	F	P	
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 (Sink/Mirror)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tub/Shower (Curtain)	<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 (Tables, chairs, dressers)	<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 _____



Student Housing Handbook
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