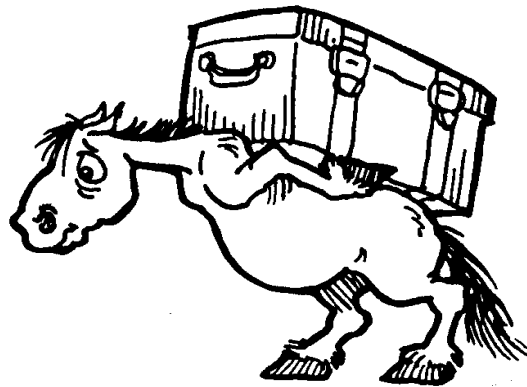


Olds College Residence

**TOWNHOUSE
MOVE-IN
GUIDE**



Don't just go to College ... Live It !!!

Residence Life Mission

Olds College Residence is a close, supportive community where every member has rights and responsibilities.

This community supports an environment that allows everyone to live, learn, develop relationships, and grow as individuals.

Residence also provides a strong support framework and boundaries within which all community members may thrive.

CARE: Consideration, Attitude, Respect, Engaged

CONSIDERATION

ATTITUDE

RESPECT

ENGAGED

Be considerate of others:

Property

Privacy

Right to quiet

CONSIDERATION



Others will be considerate of your:

Property

Privacy

Right to Quiet

Your:

Positive Attitude

Caring Attitude

Supportive Attitude

ATTITUDE



Helps Create:

Positive Environment

Caring Environment

Supportive Environment

Personal Respect

Self Respect

Respect of Others Property

RESPECT



Respect from Others

Respect from Others

Respect for Your Property

Engaged in:

Your Residence Community

Building Community Spirit

Physical & Spiritual Wellness

ENGAGED



Creates a Vital,

Responsive Community

Strong Community

Overall Health & Wellness

WELCOME You are now a Member of the
Olds College Residence **COMMUNITY**

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Residence Telephone Numbers

Residence Office	(403)556-8375
Residence Office FAX.....	(403)556-4716
Housing Officer	(403)507-7916
Residence Life Office	(403)556-8352
Residence e-mail.....	housing@oldscollege.ca

Fax services are available at the Front Office during regular office hours. A minimal fee is charged to offset costs. We are not able to send international faxes.

Note:

This Move-In Guide will aid you in preparing to move into Townhouses. This **TOWNHOUSE MOVE-IN GUIDE** is a supplement to the College Courts/Townhouse Handbook.

**Residence is Alcohol Free
August —Mid September**
All alcohol brought on the
premises will be confiscated
during this period.

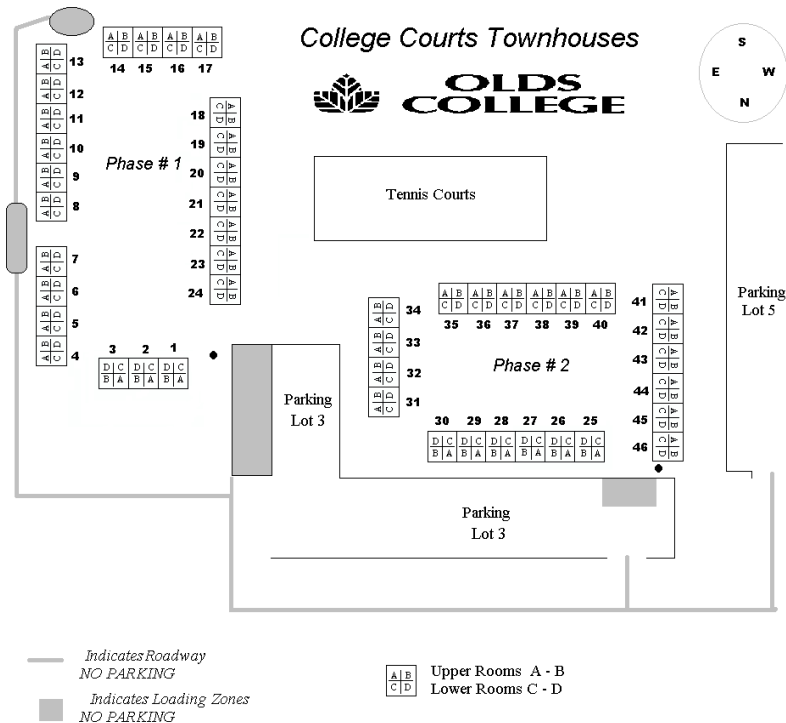
WELCOME TO RESIDENCE

At Olds College we have two styles of residence: **Frank Grisdale Hall** (a dormitory) and **College Courts** (townhouse complexes). The townhouse complexes are furnished with two full bathrooms, your own washer and dryer & freezer. Living in a townhouse at Olds College is like it's own little community connected to all the College campus amenities.

Olds College staff take great pride in the services we provide for students. In particular, Caretaking and Residence staff work hard to make residence your home during your stay. Though many things are different than your home, we make efforts so you will enjoy your stay with us. We all look forward to your arrival.

RESIDENCE CHECK-IN ON MOVE-IN DAY

Residence Check-Ins are in Frank Grisdale Hall, at the Residence Office. Students proceed to the main entrance of FGH begin to check-in according to their scheduled move-in date and time as stated in the Residence acceptance letter.



ROOM ASSIGNMENTS

Once I Arrive Can I Change My Room Assignment?

Not immediately, but do inform the check-in desk if there is an obvious need for a change (i.e. You're Kelly we placed you with a Bobbie - your a guy, she is not). Room changes are not permitted during the "Room Freeze" period (the first three weeks of school). All room changes must be first approved by the Residence Office, and a \$30.00 administration fee will be charged for a room move.

A room move may be possible when a resident in one room/unit is willing to change with a resident from another. Any changes in room assignments requires the agreement of all residents in both rooms/units involved and the prior approval of the Housing Officer. Students wishing to change rooms must apply at the Residence Office.

NOTE: A \$30.00 administration fee will be required for a room change. If you move without the approval of the Housing Office a \$75.00 administration fee will be charged.

Room assignments are made on the basis of the information you supply us on your Residence application form. Room allotments are subject to change. Incorrect information knowingly given to the Residence may be cause for room re-assignment or termination of the Residence License Agreement. (example: people who indicate on their application that they are non-drinkers but they drink, may be required to move)

Can I Move In Early?

No. Summer students and conference guest contracts prohibit honoring requests for early arrival.

What If I Arrive Late?

If you plan on arriving late, you must notify the Residence Office. Students who have not notified the Residence office may lose their room assignment. You must notify the Residence Office when you know you are not able to make it on the scheduled check-in day and confirm the date and time you plan to check-in. A \$50 late move-in charge will be levied for late check-ins.



Residence is Alcohol Free August - Mid September

All alcohol brought on campus will be
confiscated during this time.

RESIDENCE AMENITIES

UNIT FURNISHINGS

DO NOT BRING FURNITURE FROM HOME

Each Townhouse is completely furnished with the responsibility for the contents (care and welfare) being shared between roommates.

- kitchen equipped with a full size fridge, and stove
- round kitchen table (with 4 chairs)
- coffee table, side table
- Couch, 2 Living room chairs
- vacuum
- small garbage can
- blinds for the windows
- tack board at the entry
- each living room is equipped with a telephone jack and a cable outlet
- utility room equipped with a washer, dryer, and freezer.

ROOM FURNISHINGS

Each room has the following furnishings for each student:

- single bed (captain's bed with 3 large drawers) (39" x 80")
- mattress and mattress cover
- built-in desk and chair
- closet with shelf
- small garbage can
- blinds for the windows
- large tack board along wall
- each room is equipped with a telephone jack

STORAGE

Residents of College Courts have a storage area in the crawl space of the townhouses for bikes, trunks, suitcases, skis, and other large items.

CABLE

Cable outlets are located in each living room as well as each bed room. See Residence Fees Schedule for cable charges. Residence supplied cable is to the common living room area only. Cable in any additional bed rooms would be at the expense of the individual.

LAUNDRY

For your convenience a washer and dryer are installed on the 2nd level of each Townhouse.

TELEPHONES

If you would like a phone in your room/unit, you can make arrangements directly with Telus by calling 310-2255, or go on-line at Telus.com. Room allocations are not assigned until check-in, so you are not able to arrange with Telus a hook-up until then.

When setting up telephone service you must give two addresses:

Location Address:	Mailing Address:
Unit # and Room Letter	Box # (Unit #/Room#)
4500 50 th St.	5300 46 Ave
Olds, AB, T4H 1R6	Olds, AB, T4H 1X6



Room letter is important. A/B/C/D is a specific corresponding room and E is the living room. A phone number can not be hooked up to more than one single location.

MAIL

A mailbox and key will be issued to you when you check-in. The Mail Room is located on the 1st Floor East FGH across from the 100 floor laundry room. Mail is delivered to your boxes around 7:00 pm Monday to Thursday. Mail boxes are shared with room mates.

Your mailing address while living in Residence is:

Name
Box Number (TH # & Room Letter)
5300-46th Ave
Olds, Alberta
T4H 1X6



A Canada Post mail drop is located next to the Residence Office at the north west entrance to Frank Grisdale Hall.

The Residence returns all unclaimed mail. After you move away from Frank Grisdale Hall, you must be sure to change your address. Residence is not responsible for change of address nor does Residence forward or hold mail. Frank Grisdale Hall is a bulk mail postal code, therefore Canada Post does not provide mail forwarding like with other types of addresses. All mail will be returned to sender after you move out. Please notify people, companies, and magazine subscriptions of your change of address prior to moving out. Please check your mailbox regularly.

TOWNHOUSE LIVING

THINGS YOU NEED TO BRING

Linen

Pillows, pillow cases, comforter, bed sheets. The beds are a little longer and regular single fitted sheets may not fit the mattress. Try flat sheets instead. (39" x 80")

Laundry Supplies

A laundry hamper so clothes don't pile up in the corners, and you can easily carry your laundry to and from the laundry room. Laundry soap etc.

Toiletries (toilet paper!)

Towels, face cloth, soap, toothpaste, shaver, hair dryer, etc.; all the things you need to clean yourself up. A house coat and flip-flops (sandals of some sort) are highly recommended.

Kitchen supplies

Cutlery, glasses, mugs, bowls, plates, dish soap, dish towels, hand towels, dish cloths, cooking utensils, etc.

Cooking supplies - pots, pans, cooking utensils, large plastic/stainless steel bowls, storage containers, microwave approved containers, etc.

Cleaning Supplies - suggested items you will need:

i) non abrasive cleaner ii) soft bristled brush for sink, and tub & toilet brush; iii) toilet cleaner; iv) window cleaner; v) rags, sponge; vi) rubber gloves; vii) detergent/disinfectant; viii) a mop and pail. The following are examples of products that may be helpful: Pinesol, Mr. Clean, Vim, Dettol, Tilex, Windex, Soft Scrub, ammonia, lemon juice, vinegar. Avoid powdered cleaners or abrasives. Never use steel wool.

Light Bulbs

When you move in to the unit you should find that all the light bulbs are functioning, report any problems with light bulbs within the first week and Residence will replace the bulbs. After that point residents of townhouses are responsible for replacing any bulbs within the unit.

Optional Items

Lamp - Study Lamp

Clock - alarm clock

Stereo - headphones are suggested

Microwave, Toaster, Coffee Maker

Television, Computer

Phone

Barbeque - use and storage is allowed on the patio (storage of propane or fuel inside the town house is prohibited). Make sure you have something to catch the drips from your BBQ.

RESIDENCE LIFE

The Residence Life Team is devoted to community building and enhancing the residence experience. Led by the Residence Life Supervisor, the Resident Life Team consists of six Frank Grisdale Hall RA's, three College Court RA's, and three Senior RA's located in Frank Grisdale Hall.

They are available if you have any questions about Residence, school, life, problems, or just want to talk to someone. If it is a question and they do not know the answer, they will help you find it. The RA's exist for the benefit of the student. They assist the residents in interpreting and complying with the College's student life policies and other opportunities for personal growth.

The people filling these positions are not disciplinarians, they do, however, work for the College and must report violations of the rules and regulations, or behavior they believe to be detrimental to the Residence community. Please support their efforts, whether it be in helping roommates with conflicts, to organizing activities for residents, or promoting fun competitions between floors and buildings.

RESIDENT ASSISTANTS (RA'S)

Resident Assistants are students hired to help students with any housing or interpersonal problems they may have. They assume a role of leadership in all aspects of Residence living. They have a variety of job duties including organizer, security, social convener, resource person, confidant and friend. They will always try to deal with their fellow students with honesty, courtesy, and respect. In turn, they expect the same treatment.

SENIOR RESIDENT ASSISTANTS (SRA'S)

Three student Senior Resident Assistants supervise the Residence during the evenings and on weekends. They are responsible for the supervision of the Resident Assistants and will deal with any incidents or concerns. They take responsibility assisting in emergency situations when the Campus and Residence Life Supervisor is off duty.

CAMPUS AND RESIDENCE LIFE SUPERVISOR

The Campus and Residence Life Supervisor is a full-time professional residence staff responsible for the administration of the residence life program throughout Frank Grisdale Hall and College Courts.

LICENSE AGREEMENT INFORMATION

Please read your Olds College Townhouse Room and Board License Agreement carefully, and be aware of the conditions you have accepted. You may refer to the sample contract posted on the Olds College web site, under Student Housing. Your College Court/Townhouse Handbook is also part of your contract.

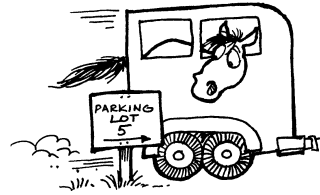
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PARKING

A parking pass is not required on move-in day. During move-in day Lot 2 north-east of Residence and the drop off parking south-west of Residence are all for unloading only. After unloading, vehicles must move and may park in the south end of lot 5 and 6.

During the school year a parking pass is required to park on campus. Passes can be purchased on Registration day (when you register for classes). With a student parking pass students may park in Lots #3 and #5 located south of Frank Grisdale Hall.



CONSTRUCTION

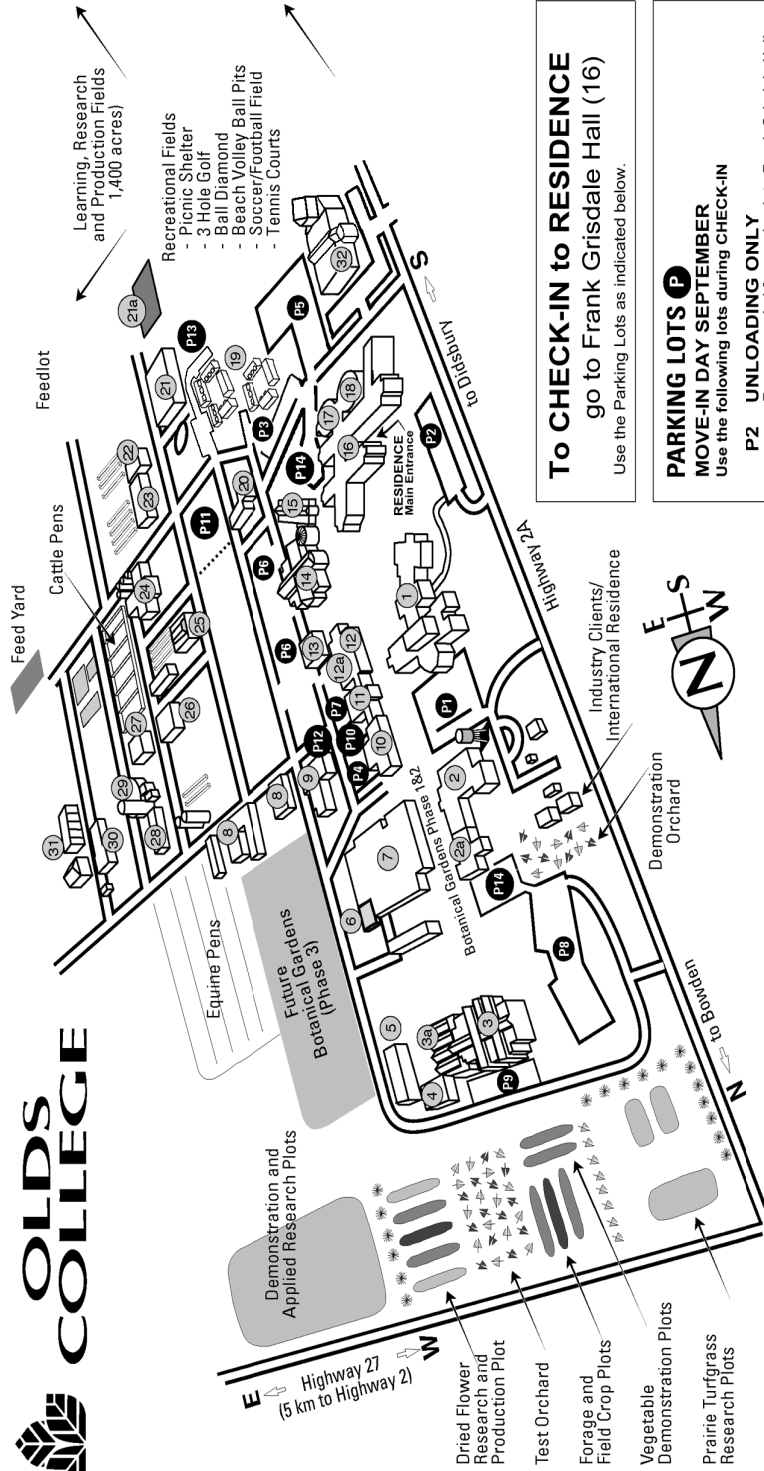
Olds College Campus is expanding. The addition of the Community Learning Campus located on the campus is causing some disruption during construction. Parts of parking lots 5 and 6 are being used by construction contractors. Further temporary closures may occur. Please watch for signage indicating closed areas due to construction.

B-TEAM

The Olds College B-Team is a group of 2nd year and College Success Students who lead 1st year residents through a residence orientation. We have a 2-day 'Res Connections' seminar which includes the Move-In day on Sunday and an action packed orientation to the residence community on Monday.

B-Team members move-in on the Saturday afternoon and then assist with check-in on Sunday and guide residents through Monday as 1st year students are oriented to the residence, the campus, and the Olds community. If you are interested call the Residence Front Office for registration.

**Residence is Alcohol Free
August to Mid September**
Any alcohol brought on campus during this
time, will be confiscated.



To CHECK-IN to RESIDENCE
 go to Frank Grisdale Hall (16)
 Use the Parking Lots as indicated below.

PARKING LOTS P
MOVE-IN DAY SEPTEMBER
 Use the following lots during CHECK-IN

P2 UNLOADING ONLY
 Recommended for moving into Frank Grisdale Hall

P14 UNLOADING ONLY **LOADING ZONE & Fire Lane**
 Recommended for moving into Frank Grisdale Hall

P3 UNLOADING ONLY
 Recommended for moving into Townhouses

P13 UNLOADING ONLY
 Recommended for moving into Townhouses

P5 PARKING
P6 PARKING
P11 PARKING

- | | | | |
|-----|---|----|---|
| 1 | Duncan Marshall Place (Administration Building) | 23 | Steer-A-Year Facility |
| 2 | James Murray Building | 24 | Swine Centre |
| 2a | Dr. Robert Turner Building (Olds College Centre for Innovation) | 25 | Multipurpose Livestock Centre (includes Farmer Lab) |
| 3 | Land Sciences Centre | 26 | Sheep Barn |
| 3a | Greenhouses | 27 | Ram Test Centre |
| 4 | Pavilion Storage Annex | 28 | Grounds Offices & Shop |
| 5 | Bank of Montreal | 29 | Waste Centre |
| | Landscape Construction Pavilion | 30 | Farm Offices & Shop |
| 6 | John Deere Training Centre | 31 | Computing Technology Centre |
| 7 | Agricultural Mechanics Building | 32 | Olds Aquatic Centre (Pool) |
| 8 | Equine Enterprise (Breeding & Reproduction Centre) | | |
| 9 | Campus Facilities | | |
| 10 | Metals Building | | |
| 11 | Animal Health Technology Labs | | |
| 12 | Animal Science Building | | |
| 12a | Meat Lab | | |
| 13 | Industry Training Centre | | |
| 14 | Learning Resource Centre | | |
| 15 | Student Alumni Centre | | |
| 16 | Frank Grisdale Hall (Residence) | | |
| 17 | Gymnasium | | |
| 18 | Calateria | | |
| 19 | College Court Townhouse Res. | | |
| 20 | OCCI Bio Lab | | |
| 21 | Riding Arena | | |
| 21a | Outdoor Riding Arena | | |
| 22 | Beer Centre | | |



**Life is a
Buzz ...
Livin' in
Rezz !!!**



Residence Front Office (403) 556-8375



**OLDS
COLLEGE**

Residence

Updated March 2010