

RESIDENCE COMMUNITY HANDBOOK



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

Table of Contents

Welcome!	3	Decorating	13	Courtyard Safety	27
Fostering a Safe Space	4	Pets	13	Cooking	27
Equity, Diversity and Inclusion	4	Appliances	13	Lock Your Doors	27
Indigenous Services	4	Townhouse Patios	14	Life Saving Equipment	28
Accessibility	4	Caretaking	14	Smoke Detectors, Fire Extinguishers and Sprinklers	28
Residence Services Office	5	Garbage and Recycling	14	Automated External Defibrillator and First Aid Kit	28
Located on the Main Floor in Centennial Village	5	Cleaning Expectations	14	Tobacco, Cannabis and Other Controlled Substances	29
Office Hours	5	Maintenance	15	Tobacco and Vaping	29
Email and SMS Communication 19		Room Inspections	15	Cannabis	29
You've Got Mail	6	Requests for Maintenance	16	Other Controlled Substances	30
Front Desk Services	6	Preventative Maintenance & Room Checks	16	Enforcement	30
Lost/Damaged Key Cards	6	Damages	16	Healthy Alcohol use	30
Lockouts	6	Windows	16	Tips for safer drinking	30
Boardrooms	6	Snow Removal	17	Expectations for hosting or attending a party	31
ClubHouse	7	Internet Access - O-Net	17	Responsible and Safe Partying	31
Alcohol Policy	7	Sustainability	17	Gender-Based Violence, Sexualized Violence, and Consent	32
Lockers	7	Visitor and Guest Policy	18	Six components of consent:	32
Communal Amenities	7	Moving Out	18	Conduct Program	33
Centennial Village Common Areas	7	Withdrawing from Residence	18	Amnesty and Safe Harbour	33
Fitness Room	7	Moving Out	18	Residence Conduct Goals	33
Laundry Rooms	8	Personal Items Left Behind	18	Community Standards	34
Designated Learning Spaces	8	Student Wellness	19	List of Offences	34
Animal Science Lab	8	Health and Wellness	19	The Conduct Process	37
BrewLab	8	10 tips for Holistic Wellness	19	Receiving Information	37
Rights, Responsibilities and Privileges	9	Office of the Registrar	21	Review and Assess Information	37
Student Team Members	10	Fees and Payments	21	Required Response from Resident	37
Resident Assistants	10	Parking	21	Meetings to Discuss Violations	37
Residence Life and Community Engagement	10	Campus Safety and Emergency Response Plan	22	Addressing the Behaviour	38
Campus Culture of Respect	11	Campus Emergencies	22	Conduct and Sanctions	39
The Upstander Approach	11	Emergency Notification System	22	Escalation to the Student Conduct Team	41
Community Living	12	Emergency Response Plan	23	Campus Map	42
Roommates 101	12	Health and Safety Information	24		
Room Transfer Request	12	Medical Emergency	24		
Quiet Hours	12	Fire Evacuation Procedures	24		
Facilities	13	Lockdown Procedures	24		
		Residence Safety Guidelines	25		
		Possession of Weapons	26		
		Insurance	26		
		Access Control	26		
		Access units without notice	26		
		Townhouse Safety Guidelines	27		

Updated: August 1st, 2024

Residence Community Handbook

Oki (hello)

Tansi (how are you)

Welcome!

Greetings Olds College student and resident!

This is such an exciting time - you are about to embark on one of the most memorable and rewarding experiences of your life. Living on campus will provide you with the opportunity to learn, grow, and challenge yourself outside of the classroom.

Olds College of Agriculture & Technology is located in the traditional territories of the Niitsitapi (Blackfoot) and the people of the Treaty 7 region in Southern Alberta, which includes the Siksika, the Piikani, the Kainai, the Tsuut'ina and the Stoney Nakoda First Nations. The area is also home to Metis Nation of Alberta, District 3.



Fostering a Safe Space

Equity, Diversity and Inclusion

A positive community is inclusive, respectful, and provides its members with a sense of safety. Olds College is committed to creating a safe and welcoming community for all residents and staff members, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, age, ability, and/or socio-economic status.

In Residence, we learn to celebrate our differences and develop skills that allow us to live and learn together. We believe that a diverse community is a strong community. Equity, diversity, and individuality are part of our core values. Instances of discrimination, harassment, and intimidation, including cyber-violence, will not be tolerated and will be addressed accordingly.

Indigenous Services

Our goal is to foster an environment of mutual respect and trust among all learners. It is both our desire and responsibility to support our Indigenous learners in an honest, respectful and welcoming manner as they pursue their studies at Olds College. We strive to learn from our Indigenous students and their families, and to embrace opportunities to learn about Indigenous knowledge and culture.

Students that wish to smudge in their rooms are welcome to do so. We only ask that they advise Residence Services in advance. Thank you.

Accessibility

We are committed to meeting the accessibility and accommodation needs of our students. To determine how to best accommodate you while living in Residence, we encourage students to share specific information relating to your needs on your Residence application or by emailing us at residenceservices@oldscollege.ca. Disclosing any medical information is voluntary and will only be used for emergency response and for developing your support plan. The information you provide is kept confidential.

Any Resident requiring an accredited service animal should contact Residence Services and Accessibility Services prior to their arrival. Together we will review the Service Animal Policy and complete an application for review/approval.

Residence Services Office

Main Floor- Centennial Village - 4501 53 Street, Olds, AB T4H 0E8

Office Hours

Monday - Friday 8:30am - 4:30pm

Saturday Closed

Sunday 2:00pm - 6:00pm

Statutory Holidays Closed

Contact Information

Email residenceservices@oldscollege.ca

Phone 403-507-7999



Email and SMS Communication

The Residence Office will contact you regularly with important information on things happening in and around Residence. This includes maintenance notices, security updates, important dates and upcoming events. Please be sure to whitelist our emails and read them thoroughly to stay informed. Communication will primarily come from residenceservices@oldscollege.ca and will be sent to your college email address.

You've Got Mail

Who doesn't love a good care package from home or the wonderful convenience of Amazon! When these items arrive, we will SMS you to let you know a package has arrived, and you'll be able to pick up your package from the front desk during front desk hours. With an ongoing increase in the number of packages that arrive each day, we require processing time. Students will not be able to pick up a package before the SMS has been sent out.

Your Mailing Address is:

Your Name
Olds College Residence
4501 - 53 Street
Olds, Alberta
T4H 0E8

Front Desk Services

Lost/Damaged Key Cards

Report lost or stolen key cards immediately to the Residence Office. Your key cards may be replaced by visiting the Residence Office during office hours and may be subject to replacement charges. You are expected to return both your key card and laundry card upon check-out. Charges for missing cards will apply.

Lockouts

If you lock yourself out of your room, please contact the Residence Office immediately. After hours, you must contact campus security. If there are numerous access control concerns, students will be asked to meet with one of our Residence Life Coordinators to determine the best course of action and charges may be applied. It is very important for you to keep your keys and cards with you at all times to avoid lockouts and to maintain a safe environment for all.

Boardrooms

The 2nd and 3rd floor boardrooms are available Sun - Thurs from 8am -10pm and Fri - Sat from 8am - 12am. It is a first come first serve space and we ask that all students take responsibility for the space and ensure that everyone is able to utilize the space. There is a cleaning kit located in each of the board rooms so that all students are able to clean up after themselves. Consumption of alcohol is permitted in these spaces.

ClubHouse

The ClubHouse is a great space for Townhouse Residents. It includes laundry facilities on the main floor and a social space upstairs which contains a full kitchen and cable TV along with leather couches. The ClubHouse can be booked by Townhouse Residents through our Residence Office and is available from Sun - Thurs between 8am - 10pm and Fri - Sat between 8am - 12am. Please note that weekend bookings would need to be made in advance as our office is closed on Saturdays and we have reduced hours on Sundays. There is a cleaning kit located in the closet/pantry area of the kitchen so that all students are able to clean up after themselves. Consumption of alcohol is permitted in the clubhouse.

Alcohol Policy

Consumption of alcohol is allowed inside your unit and patio, the 2nd and 3rd floor boardrooms, the Lobby Student Lounge and the ClubHouse. Students can transport drinks throughout hallways provided they are in a sealed container that has a lid on it. All consumption from glass cups or bottles is prohibited for safety reasons. Drinking games are not permitted. Also alcohol paraphernalia which promotes heavy or excessive intoxication, such as Beer Funnels, Texas Miceys and Kegs, are also prohibited.

Lockers

Lockers are available in our D block Boot Room on the 1st floor. These lockers are free and are on a first come first serve basis. Please come to the Residence office to reserve a locker and obtain a key.

Communal Amenities

Centennial Village Common Areas

On each floor, there are social spaces, study spaces and boardrooms. Please use these spaces as much as you like, but be respectful of neighbouring rooms and keep the noise level to a minimum. In most spaces, there are supplies available to use such as board games, school supplies, and crafts. We also have lawn games available on a first come first serve basis in Centennial Village as well as a covered picnic table that can be utilized in the Centennial Village courtyard. We ask that all students work together to maintain the cleanliness of these spaces.

Fitness Room

All students living in Centennial Village and the College Courts Townhouses have the privilege of using the residence fitness facility. Equipped with treadmills, stair climbers, a boxing bag, as well as an assortment of free weights, you can use this facility anytime. Please wear clean indoor shoes and notify us of any equipment concerns.



Laundry Rooms

There are laundry facilities located on the 1, 2, & 4th floors of Centennial Village as well as in the ClubHouse (Townhouse 24). Your laundry card allows you to load money on it. The card loading terminal is located beside the front desk of Centennial Village. Treat the card like a gift card, if lost, the money is non-refundable and the cards cannot be returned for cash. Please note that horse blankets are prohibited in machines. For dirtier loads, there is a washing machine and dryer in the Boot Room, on the 1st floor of Centennial Village.

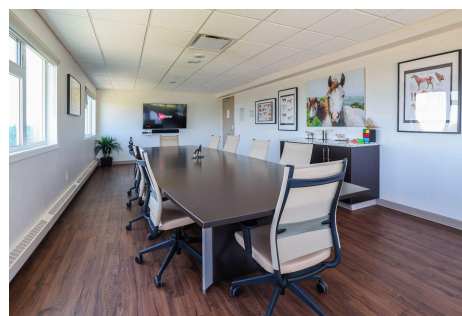


Designated Learning Spaces

Animal Science Lab

Location: 4th Floor D Block

This space is an academic space designed for Veterinary Technology diploma, Veterinary Medical Receptionist, and Veterinary Technical Assistant students to gather and study together. There are tools and resources included for academic support. This space is available 24/7, however the consumption of alcohol is not allowed in this space.



BrewLab

Location: 3rd Floor D Block

The BrewLab is accessible only to authorized Brewmaster students.. This lab was designed by students and instructors to allow Residence students a centralised and safe space for the process of fermentation. Students are prohibited from brewing in their own units. Brewmaster students will meet with the Residence Services team mid-September to go over conduct guidelines, sign a supplemental contract, and obtain keys



Rights, Responsibilities, and Privileges

I Have the Right To:

- Feel safe
- Be supported and respected
- Peacefully sleep during the night
- Study in units and common areas without being disturbed during quiet hours
- Have well-maintained facilities
- Attend events and programs

I Am Responsible To:

- Avoid conduct which inhibits another community member's ability to sleep and study during quiet hours
- Actively work with roommates and neighbours to settle disputes and disagreements in a timely and efficient manner
- Seek help for oneself and/or others when necessary
- Contribute towards a safe, inclusive, positive, and welcoming living and learning experience
- Report incidents of prohibited conduct
- Engage in responsible behaviour and conduct yourself in a manner that is consistent with the core values embraced in the Residence Handbook
- Provide identification to the Residence Team, Campus Security, and College Staff, when requested

I Have the Privilege To:

- Live in Residence
- Consume alcohol safely in designated areas (provided I am of legal age)
- Have a guest, following the expectations laid out in this handbook
- Live in Residence in the future



Student Team Members

Resident Assistants

Resident Assistants (RAs) are an important part of our Residence Life program. RAs are live-in student leaders who help create a safe and supportive community for all residents. They regularly plan events and programs that best serve your needs and interests. They work hard to develop lasting relationships with Residents, provide ongoing and individualised support, and ensure that Residents benefit from their residence life experience.

Residence Life and Community Engagement

We believe that getting involved in the community is important to allow you the opportunity to make friendships, develop leadership skills, and make lasting memories. Together we work hard to offer a range of diverse and creative programs to build a strong sense of community. There really is something for everyone: from Karaoke Night, to paint nights with your roommates, to Netflix watch parties, and video game tournaments. Every two weeks, we launch a new programming calendar with a variety of activities. Check them out on our poster column in the Centennial Village lobby, our social media @livingatOC, and your student newsletter. If you would like to connect with your RA, please talk to the Residence Front Desk or look for more information on your floor or townhouse area.



Campus Culture of Respect

The Upstander Approach

The upstander theory aims to develop a culture of looking out for one another on campus. We adopt the common motto of “take care of yourself, take care of each other, take care of this place.” The concept aspires to create a safe and supportive campus community where students and staff are equipped with the skills and confidence to intervene in any situation that may negatively impact themselves, other individuals, or the community.

Examples of being an Upstander:

- Calling security at 403-556-8224 if someone needs assistance with their well-being.
- Telling an RA that you’re concerned that your roommate is having trouble fitting in and may need some support.
- Simple helping behaviours, like shutting off lights in empty rooms or picking up litter to put it in the appropriate place.
- Intervening when your friend is “hitting on” someone inappropriately
- Making Residence Life Staff aware of risky, unsafe, or dangerous behaviour.

Respect is an important component of our living community and the culture that Olds College is continuing to build on campus. Each of us are individually responsible to contribute to the safety and well-being of our campus environment, and to support our shared educational and cultural goals. Thank you for your participation and cooperation in creating a respectful campus community.

It is everyone's responsibility to work together to create and maintain a respectful, safe environment.

Some examples of respectful behaviour are:

- Be aware that public spaces are shared spaces.
- Help keep the community safe. Be aware of your surroundings and conduct yourself in a peaceful, mature manner.
- Be aware of campus policies and procedures.
- Honour the diversity of our community. Honour the differences among us, even when these differences are uncomfortable or unfamiliar to you.
- Be mindful of your language and gestures. Supportive and respectful language is a primary goal.

Community Living

Roommates 101

Living with roommates in the Townhouses can be one of the best Residence experiences, but also, one of the most challenging. Effective sharing of living space requires that you and your roommates have on-going, in-person communication that is open, honest, and respectful.

We encourage all Townhouse Residents to complete a roommate agreement shortly after move-in. It is one of the first opportunities for you and your roommates to share your living habits, personal priorities, expectations, and concerns. This agreement will guide you through a worthwhile discussion of pertinent topics and common challenges that are sure to increase the likeliness of you and your roommates having a great experience living together. These agreements are most likely to be successful if all roommates of the house listen, understand, work together, compromise, and problem solve to come up with a formal, written document. Your RA is available to facilitate these discussions upon request.

To provide a safe, inclusive and supportive living experience, Olds College is pleased to offer gender-inclusive housing in our College Courts Townhouses. This lets students choose to live with whomever they choose, regardless of gender identity or sexual orientation. Applicants who have a specific roommate or roommates in mind may request to share a Townhouse with them during the application process provided that they meet the eligibility requirements.

Room Transfer Requests

We always do our best to ensure that our students are happy with their living arrangements, but we understand that there are times that there are issues which make you unhappy with your room selection.

If you have a conflict with a roommate we ask that you first attempt to resolve the conflict yourself with assistance from our team where needed/applicable. Mediation and taking an active part in resolving the conflict will help you grow as an individual. Finally, if you still have valid reasons for a room transfer, we will do our best to accommodate this, but note there is a fee for transferring rooms. You will be expected to clean your room, and you will be charged for any damages to your existing room that you have caused. Please email residenceservices@oldscollege.ca and you will be sent the Room Transfer Form to complete. Please note: Students who transfer from Centennial Village to a townhouse in College Courts will have the option of cancelling their meal plan without penalty. For transfers to offsite please look at the section on "Withdrawing from Residence". All room transfer requests are reviewed by Residence Services management.

Quiet Hours

Sunday-Thursday: 10 p.m. - 8 a.m.

Friday- Saturday: 12 a.m. - 8 a.m.

During this time, noise must be kept at levels that will not interfere with the study or sleep of other community members. Quiet Hours are extended to 24 hours during College sanctioned final exam periods in December and April. Occasionally there will be maintenance or construction that occurs during the quiet hours, such as early morning snow removal. This is important to ensure that our buildings and exteriors are safe, and are not subject to the quiet hour policy.

Should a conflict regarding noise arise, Residents are encouraged to speak directly with their neighbours or advise a member of our professional team or security. We recognize that sometimes a room transfer will be the ultimate resolution for issues surrounding noise and highly encourage students to speak with a member of our team about transfer options.

Facilities

Decorating

This is your home away from home and we encourage you to make your space your own. However, we ask you to be considerate of the residence community regarding your choices of posters, pictures, and signs. On a similar note, stacks of cans, bottles, or other alcohol paraphernalia is strictly prohibited, and you will be asked to remove them. Large amounts of empty alcohol bottles and cans not only promote over-intoxication, but can potentially lead to pests. We strive to create a respectful, kind, and inclusive culture on campus. If there are concerns that are brought forward, they will be addressed accordingly.

Items are permitted to be hung on the walls using a small amount of push pins, or small finishing nails. While these are the permitted options, proceed with caution as you are liable for all damage and the costs associated with the related cleaning, repairs, maintenance, and replacements. 3M or Command Hooks are not permitted. Additionally, please do not place items within two feet of a fire protection system (ie. manual pull station, smoke detector, sprinkler, fire extinguisher, exit sign or radiator/heat vent). Also, do not cover your baseboard heaters or vents. This could prevent heat from being circulated in your room and could also cause a fire.

Pets

We love our pets as much as you do but to be respectful of our community and our facilities, we unfortunately do require that your pets stay home. Only fish in a small 3 litre tank are permitted. Please take good care of your little friend by ensuring their bowl is cleaned on a regular basis and that proper arrangements are made for the holiday breaks. If you are in a Townhouse, please make sure your roommates all agree to have a fish inside the unit. Besides fish, only service dogs are welcome, as per the Alberta's Service Dogs act. Please speak with a member of the Residence Services team to ensure proper accommodation measures are in place. Emotional support animals, while comforting, are not permitted.

Appliances and Furniture

In Centennial Village, you are welcome to have a mini fridge, microwave, blender, kettle, and keurig/coffee makers. Space heaters are also permitted. However, please speak with a member of the Residence Services team before proceeding.

The following appliances are not permitted: rice cooker, insta-pot, air fryer, hot plate, toaster oven, sandwich grill, crock pot, popcorn maker, or any other appliances that may cause a fire. In each of our Townhouses, there is a microwave, four burner oven, full size fridge and deep freezer. Cookware and other small appliances are not supplied and are to be coordinated with your roommates. Your unit will come equipped with all furniture that is necessary, including chairs, couches, and mattress. Bringing your own large furniture is not permitted. This includes, but is not limited to, couches, mattresses, chairs, and recliners. It is up to the discretion of the residence services team to remove any appliances that are being used improperly, are prohibited, or are not in good working order at any time.

Townhouse Patios

Propane barbeques are permitted on College Courts patios only. Both the BBQ and the propane tank must be chained and locked to the patio fencing and cannot be stored inside of the townhouse. No firepit styled BBQs are permitted and the BBQ can only be used when cooking. The BBQ must have a contained fire (ie. has a grill) and a lid must be present at all times to ensure safe extinguishing. If it is a tabletop style grill, it must be placed on a table, at least 3 feet off the ground, to minimise the risk of injury. It cannot be used inside your townhouse. A stable surface will also minimise the risk of it falling over and causing damage. Misuse or improper storage of a personal propane barbeque can result in a loss of privileges to have a BBQ. The BBQ must always be supervised while in use.

Your patio and shrubbed area is your responsibility and must remain clean and uncluttered at all times. If your patio is found to be dirty during Townhouse checks, you will be subject to sanctions including cleaning fees. Examples of an unclean patio could be garbage, or discarded food. Under no circumstances should the residence furniture be used outside the house.

Caretaking

Garbage and Recycling

Please pitch in and do your part! Garbage and recycling dumpsters are conveniently located just outside Centennial Village on the north-west and south ends of the building, in parking lots G and GG, and next to units 1 and 46 in College Courts.

When removing garbage and recycling, please use the designated bins outside. Do not leave garbage in public or shared areas or spaces, especially where it would block the path of an exit in case of an emergency. This is because it attracts rodents, bugs, and other animals. We also discourage conduct which creates or contributes to unsanitary conditions in the Residence community.

Dumping excessive garbage in social spaces or failure to take garbage or bottles to the dumpster is a violation of the Residence Community Handbook and creates an unnecessary excess of work for our custodial team. Please help us to keep all units and social spaces neat and tidy.

Cleaning Expectations

As part of your Olds College Residence Agreement, you're expected to keep your unit clean. In addition, our custodial team works very hard to keep our spaces clean. For those students in townhouses it is your responsibility to figure out

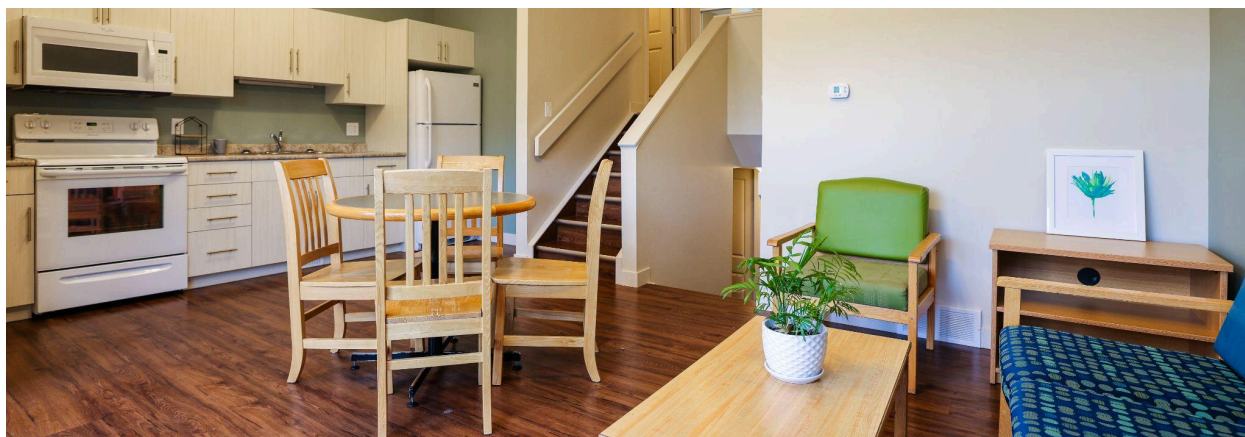
your common area cleaning responsibilities with your roommates. If you are not able to persuade your roommates to participate in cleaning the common areas, please contact a Residence Life Coordinator. Cleaning supplies are not provided for you. If access to cleaning supplies is a barrier for you, please contact a member of our Residence Services team.

We recommend that you bring the following cleaning supplies. If your unit is found to be dirty you may be subject to sanctioning and/or meetings with our Residence Life Staff.

Cleaning Supply Checklist

- ☐ Disinfectant Wipes and/or Multi-Purpose Cleaning Spray
- ☐ Cleaning Clothes or Sponge
- ☐ Toilet Bowl Cleaner
- ☐ Toilet Bowl Brush
- ☐ Glass Cleaner
- ☐ Broom and Mop
- ☐ Dish Soap
- ☐ Dish Brush or Scrub Pad
- ☐ Laundry Detergent
- ☐ Garbage Bags

Bleach tables should not be used in your toilet.



Maintenance

Room Inspections

Upon moving into your room or unit, you will have 24 hours to notify our office of any concerns, faulty equipment, damages etc. Please fill out the unit condition report that will be sent to your email.. Otherwise the room or unit is considered to be in good order and damages applied after your departure will be assumed as your responsibility and

will be deducted from your security deposit. Charges can be appealed by submitting a request in writing to residenceservices@oldscollege.ca.

Requests for Maintenance

If you have any maintenance issues, please do not fix them yourself. Instead, please contact the front desk. Some requests may get fixed right away and others may wait until winter break or when students move out. If you ever have a maintenance emergency (like leaking water or no heat) outside of our office hours, please phone campus security so we can respond immediately. Whether accidental or intentional, the individual(s) accountable for any damages will still be held financially responsible. Students will also be held responsible for any damages caused by their guests.

Preventative Maintenance & Room Checks

You are responsible for cleaning your unit (bedroom and common area if in College Courts) on a regular basis and for reporting any maintenance concerns in a timely manner.

Town Houses: Every month our maintenance team will need to inspect the Townhouses. These checks are completed with the intention of addressing any safety or maintenance concerns as well as flagging conduct/cleanliness/wellness concerns. A reminder notice will be sent a minimum of 24-hours in advance via email. We will require access to the crawl space and ask that you do not store items in front of this door.

Centennial Village: CV pass/fail inspections will occur once during each semester. These room checks are completed by the residence services team with the intention of capturing outstanding work orders as well as flagging any conduct/cleanliness/wellness concerns. A reminder notice will be sent a minimum of 24-hours in advance via email. Room inspections will occur in the appointed time.

We also complete annual inspections of each room and unit over the December holiday break. During these inspections, we inspect fire safety equipment, check thermostats, ensure windows are closed and follow up to ensure Residents have left their room in reasonable condition for an extended period of vacancy (ie. garbage is removed, bathroom fan is on, etc.).

Damages

Students must not engage in behaviour that may damage, destroy, or deface the Residence facilities. Any damage should be reported immediately to the Residence Team. Students may not repair damages themselves; this must be done by our facilities team or by their recommended contractor, by an accredited maintenance technician. Attempting to repair the issue yourself, may result in additional charges as repairs must meet standards set by the institution.

Windows

It is important for safety that window screens, latches, or apparatus in either student rooms or common areas must not be tampered with or removed. Pests could come into the building. Additionally, do not crank the window more than 45 degrees as it can cause damage. Also, please do not leave windows open in below zero temperatures as this can cause significant damage to the building. When it is significantly cold, we will enter your room without notice to close the window and adjust the thermostat to prevent pipes from being damaged.

Snow Removal

Facilities will clear snow from the main walkways. If you live in College Courts, you are responsible for clearing the snow from your patio. Shovels and salt will be provided by Residence Services. If you require replenishing of your salt supply, please enter a maintenance request.

Internet Access - O-Net

Internet is included in your residence fees. When you arrive, you will be given an envelope with your room key and laundry card. The envelope will also contain your room's WIFI name and Password (WPA Key). Please do not change either the username or password as these will result in fees upon move-out.

Townhouses: your network and password is listed on your bulletin board on the Community Living and Safety Guidelines page.

Centennial Village: your network is listed on the router box under your desk and the password is the WPA key listed on the router. Please do not remove or tamper with the router or wires. In your welcome package you will receive an O-Net instruction sheet, and if you encounter internet troubles you must reach out to O-Net for assistance.

Centennial Village has an open access wireless internet connection throughout the corridors, social spaces, lounges and boardrooms to enable students to stay connected. This O-Net public network provides internet speeds of 5 Mbps, both upload and download. Please note that using the public network as opposed to the network assigned to your room/Townhouse will result in significantly slower speeds.

Internet usage is subject to the O-Net Acceptable Use Policy, available at <http://o-net.ca/acceptable-use-policy>. Olds College is not responsible for any inappropriate, illegal, or unauthorized uses of O-Net. For internet tech support please contact O-Net directly at 587-796-8444.

Sustainability

We have several initiatives to promote a sustainable environment in the Residences:

1. Water saving low flow flush toilets
2. Energy efficient shower heads (please do not replace them with your own)
3. Energy efficient light bulbs – do not replace bulbs with your own. If they burn out, please enter a maintenance request for replacement. Please turn off the lights if you are not using them.
4. High-efficiency boilers (CV), furnaces (CC), and hot water tanks
5. Water bottle fill stations located on the 1st and 3rd floors in Centennial Village -
6. Recycling bins located throughout our facilities (outside CV and in the townhouse parking lots)

Visitor and Guest Policy

The Visitor and Guest policy is a shared responsibility between students of the community and staff. Students are encouraged to notify a Residence Services team member of potential violations of this policy in a timely manner. Violations of the guest policy may result in loss of guest privilege, fines, and/or termination of your Residence Agreement. Residence Services has two defined levels of guests:

Standard Visitors: Residents living in Centennial Village and College Courts Townhouses may welcome visitors without registration between the hours of 7am-11:59pm, daily. There is no visitor limit.

Overnight Guests: All non-Residents, visiting Centennial Village or College Courts Townhouses can stay up to two (2) consecutive nights, or four (4) total nights in each month.

You are responsible for your guests' behaviour, even if you are not with them when a violation takes place. Abuse of visitor privileges will result in loss of resident privileges. For more information, please contact the Residence Office.

Moving Out

Withdrawing from Residence

If you are considering the option of moving off campus during the course of your studies, our team is available to assist you in making the best decision. Please consult with us to receive valuable information such as deadlines, additional fees, and referrals to other departments and offices. If you decide to withdraw and cancel your lease agreement you must do so in writing by emailing us at residenceservices@oldscollege.ca.

Moving Out

We hope you enjoyed your time with us and made the most of your Residence experience. We sincerely hope you'll choose to live with us next year if you're coming back to Olds College. When you move out, you're responsible for thoroughly cleaning your unit. Once you turn in your keys, we will assess the condition of your unit. Please note that you must turn your keys in through the drop box or in person to our front desk. Not turning in your key or simply leaving it in your room will incur a \$25 fine. Any charges including cleaning and outstanding charges or fines will be charged against your security deposit. Security deposits will be released within 8 weeks of move-out and will be issued by Business Services at Olds College.

Personal Items Left Behind

If you are unable to take everything with you when you leave, please consider donating to a local thrift shop or recycling centre. Olds College Residence Services will hold onto items left behind for 30 days after which time we will dispose of or donate any items abandoned in an assigned unit or common space. Abandoned belongings that must be stored by Residence Services will be subject to a disposal fee. Dumping of items such as BBQ's, Furniture, Televisions and Mini-Fridges will also result in dumping or disposal fees.

Student Wellness

Your health and well-being are priorities at Olds College. You're joining a community that cares about you and wants to help you succeed and thrive. Many students are figuring out their own ways of balance and what that means to them. Everyone is different and so we are here to support you while you navigate your journey at Olds College. We have a great team of support people and we work hard to encourage students to make use of the many campus resources available.

Health and Wellness

The Health and Wellness department is located in the lower level of the Learning Resource Center. There are nurses and counselors available for you. They have doctors on campus once a week.

To connect with a team member with Health and Wellness email studentsupport@oldscollege.ca or call them at 403-556-8230. You can also drop in to chat during regular office hours.

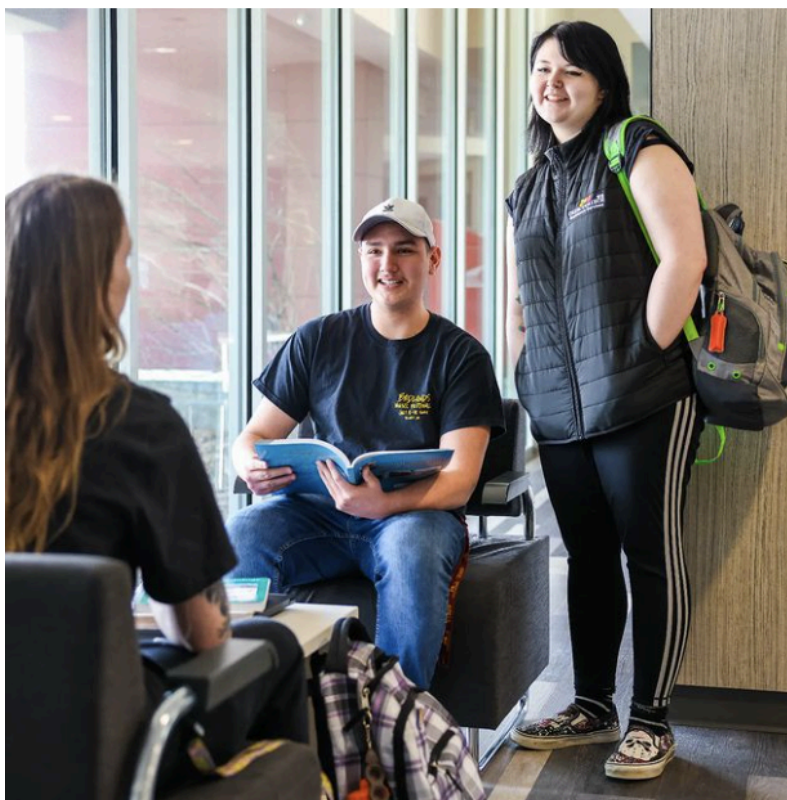


10 tips for Holistic Wellness

College is a time when you will likely experience significant personal change. The 18-25 age range is a particularly difficult time for navigating your overall wellness. Being at college may make you anxious or stressed, but there are things you can do to make this transition easier.

1. Connect to supports and resources early to help you manage stress and your health. Students who access supports and engage in and out of the classroom are more likely to enjoy their experiences and optimize their academic and personal potentials.

2. Get involved in Residence Life programming and events.
3. Attend group sessions, workshops, or individual counseling sessions with a campus counselor.
4. If you have an existing mental health condition, contact The Health & Wellness Centre to make an appointment to receive advice about support options.
5. Set up an appointment with an academic advisor to discuss your course load and academic plans.
6. Build a strong social network and get involved on campus. Join a club, student government, intramurals, or other groups on campus.
7. Exercise to reduce stress and improve mental health. Stay active and make use of the Residence Fitness Centre or sign up for classes through the Community Learning Campus in the Ralph Klein Centre.
8. Set up an appointment to discuss your overall health with a nurse or physician on campus, available in the Health and Wellness Centre.
9. Pay attention to signs of distress. If you notice changes in yourself (sleep deprivation, excessive substance use, difficulty concentrating, social isolation, or emotional difficulties), get help early. If you notice changes in a friend or classmate, encourage them to seek help or disclose your concerns to a trusted staff member.
10. Seek assistance early, identify your needs and reach out to the support systems available to you.



Office of the Registrar

Fees and Payments

All Residence fees will be posted to your student account 30 days prior to arrival and payments are collected by the Office of the Registrar. Due dates for fees are listed on your program of study page (select the Costs and Dates tab). You may opt to pay Residence fees with the assistance of a payment plan. Please see the Office of the Registrar for more information prior to the payment due date

You can access your detailed student account information via myoldscollege.ca The Office of the Registrar (located in the Bell e-Learning Centre) processes all student payments. Refer to the Easy Payment Options page at www.oldscollege.ca for additional information.

Parking

Olds College of Agriculture and Technology has adopted a new parking system on campus. Students, staff, faculty, and college visitors are required to have a parking permit. Please visit <https://www.oldscollege.ca/campus/plan-a-visit/parking-at-olds-college.html> for more information, including instructions on setting up a permit. The Residence lots are F, FF, G, GG, H, and R, and are enforced 24/7. Parking Permits can be requested online at [oldscollege.ca](https://www.oldscollege.ca) under parking information.

Permits are payable from your academic start to end date and due at the same time as your tuition fees. Charges will appear on your student account. Please make sure to park in the designated parking areas. Failure to do so may result in a parking ticket. While operating your motor vehicle, please use the designated roads and never drive on pedestrian sidewalks or in courtyards. Please stay inside the speed limit around campus, for the safety of our community. Residence Services is not liable for any damages caused. If you bring a bicycle to Residence, store it in the designated racks provided outside Centennial Village or on College Courts patios.



Campus Safety and Emergency Response Plan

Olds College is committed to creating a safe and welcoming learning environment. There are several safety services and procedures in place.

Campus Emergencies

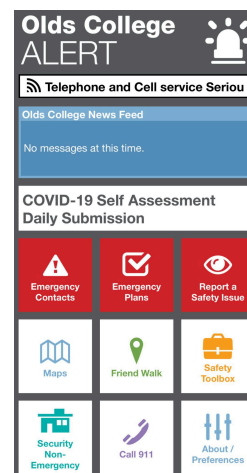
1. Police, Fire & Ambulance: If you discover an emergency on campus, where police, fire department or ambulance are required, dial 911
2. Call Campus Security: When the call is completed, report the emergency to the College Emergency Operator at 403-556-8224

[Emergency Response Plan](#)

Olds College has 24-hour Campus Security and they are located next to the Student Alumni Centre and SAOC.

Emergency Notification System

To keep the Olds College community informed in the case of an emergency, we strongly encourage all students to download the Olds College Alert App to your phone. This is a Mass Notification System that will keep you informed in the event of an emergency.



Emergency Response Plan

In Case of Emergency

Step 1: Call 911

Step 2: Contact Campus Security 403.556.8225



Muster Point:

Cafeteria



OC Emergency App: It is important to download the OC Emergency App to your phone. This is the Olds College campus lifeline, informing all users of emergencies and risks.

Controlled Evacuation



1. **Secure** hazardous materials.
2. **Offer assistance** to persons with special needs.
3. Calmly **exit the building**. Do not use elevators.
4. Move to the assigned **Muster Point**.
5. **DO NOT** re-enter the building until authorized by the responding emergency service.

Fire - Call 911



If you see a fire:

1. Pull the **fire alarm**.
2. **Call 911** and have another person alert Campus Security.
3. If trained and safe to do so, **use a fire extinguisher** on the fire.

Lockdown



1. **RUN** to the nearest building or room quickly.
2. **HIDE**. Close, lock and barricade the door. Turn off the lights and cover the windows.
3. Do not open the door to anyone. Have a plan to **FIGHT**.

IF you are outside and not near a building;

1. Quickly and quietly **leave the campus**.
2. **Tell anyone you see** to evacuate.

Tornado



1. Proceed to areas in the **lower level** of the building and away from **outside walls**.
2. **Avoid** open areas with glass and potential debris.
3. **DO NOT** remain in hallways.
4. **DO NOT** use elevators.
5. **Remain in a safe area** until further direction is given.

Suspicious Package



1. **Call Campus Security** at 403.556.8225.
2. Notify your **supervisor**.
3. Move to a **safe location**.
4. **DO NOT** handle the package.

Hazardous Spill



1. **Call Campus Security** at 403.556.8225 and provide information on the spill.
2. **Alert others** to stay clear.
3. **Wait** for instructions.

Health and Safety Information

Medical Emergency

In the event of a medical emergency, call 911 and Campus Security at 403-559-8224. Campus Security will meet emergency responders at the edge of campus and will direct them to your location and provide access.

If you are in the Townhouses your fire extinguisher in your entranceway must be left where it is and not decorated. Please note, candles pose significant fire risks and are not allowed in Residence.

Fire Evacuation Procedures

Familiarize yourself with the location of all emergency exits, stairwells, and fire alarm pull stations. If you discover fire, sound the alarm. If you hear the alarm, evacuate the building.

When the building alarm is activated, you will hear loud tones

- Leave the building in a calm manner by the nearest exit and proceed to the muster point: Dining Elements Cafeteria. DO NOT USE THE ELEVATORS
- Close doors behind you
- If your exit is blocked, or you see fire or smoke, use an alternate exit
- Remain out of the affected area until an announcement is made by the Fire Department or Residence Personnel that you may re-enter the building
- Mobility impaired students who are unable to exit the building are to stay in their unit; should you encounter smoke, place a towel at the base of your door to prevent smoke from entering the room and wave a bedsheet out of the window to indicate to the Fire Department that you require assistance

Lockdown Procedures

Should a critical incident occur where evacuation may not be safe or appropriate, a lockdown of Residence and/or the Campus will commence.

1. The Olds College Alert App will sound, alerting students and staff to the lockdown.
2. Campus Security, the RCMP, and the Crisis Response Team will ensure no one enters the areas under lockdown.
3. All occupants should follow these directions and procedures:
 - a. Rooms with lockable doors are the desired location, for example your unit. If you find yourself in an open area, remain where you are or, if possible and safe to do so, move towards a room that provides cover, concealment, or an escape route. If the room doesn't have a lockable door, create a similar

environment by barricading the door with items in the room or by tying a belt around the hydraulic arm of the door (where possible).

- b. Once in a secured room, stay out of view of windows and doors, and remain quiet and still. Switch your phone to silent and turn off the vibration. Remain calm and assist others with you to remain calm as well.
- c. Remain in lockdown until you receive an 'all clear' broadcast on the Olds College Alert App or a member of the RCMP comes to your location. If there is any doubt or concern, remain in lockdown.

Residence Safety Guidelines

Residence Services provides safe and secure accommodation, but we always encourage residents to be alert and aware of their environment.

The safety of our residents is our number one priority. The guidelines and tips outlined below will help ensure everyone's safety. Compromising security measures in the residence is not acceptable and will be dealt with accordingly.

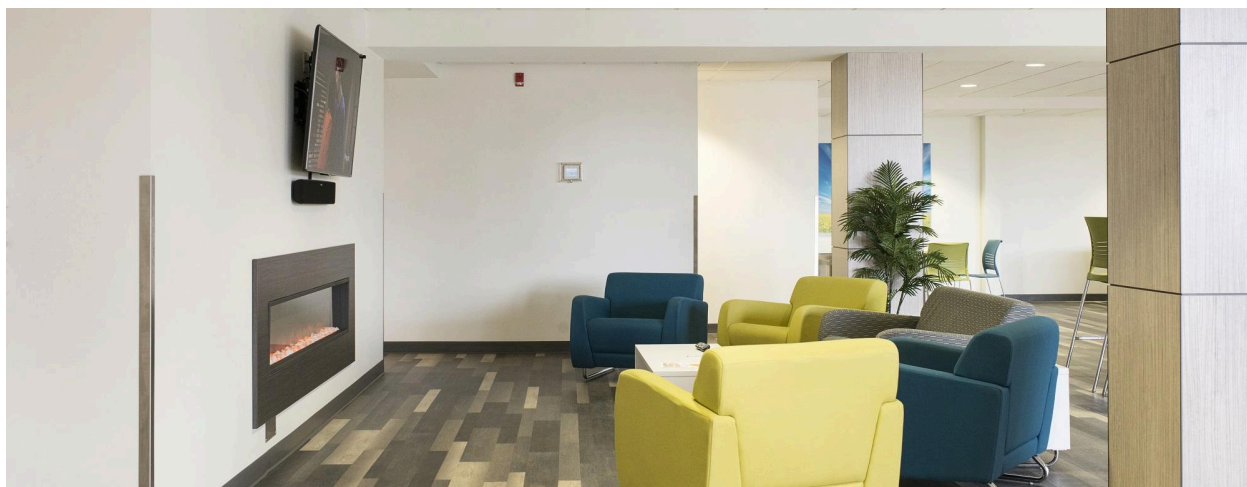
1. Residence rooms should always be locked. Residents are encouraged to ensure their doors are secure even when they are present within their unit.
2. Do not lend your key cards out to anyone. If you lose your key cards, please inform the Residence Office immediately.
3. Do not leave valuables in a visible location or in your vehicle.
4. You should not let others into your townhouse or the Centennial Village building unless you personally know the individual and are willing to take responsibility for them while they are in Residence. If you let a non-resident into the building you will be held responsible for their actions whether or not a previous relationship can be established.
5. Report any suspicious person(s) or behaviour to Campus Security and/or RCMP.
6. Utilise the Campus Safe Walk Program when walking on campus at night.
7. Report all safety hazards using the Olds College AlertApp.
8. Photo identification must be provided when asked by an Olds College team member or Campus Security in a cooperative manner when requested.
9. Fabricating false information can be considered a breach of security when questioned by an Olds College team member or Campus Security.
10. Program the following emergency contact numbers into your phone.
 - a. Residence Services Office 403-507-7999

b. Campus Security 403-556-8225

Our Community Monitor and OC Security do rounds of the Residences every night. Security cameras can also be found throughout Residence and are in place to further ensure your safety while residing on-campus.

Possession of Weapons

As an Agricultural College, items such as pocket knives are a tool that is necessary for some students. As per Olds College Policy firearms are not permitted, any knife/sword larger than a pocket knife, or any instrument meant to cause harm are not permitted. Olds College employees and students are allowed to carry pocket knives, provided they are used only as tools. Any acts of aggression or violence involving a pocket knife will be considered a danger to the peace and the pocket knife will be confiscated and the offender may be charged with a weapons offence. When not in use, pocket knives must be stored so as the blade is concealed and in a safe location.



Insurance

We encourage all Residents to purchase renter's insurance as our policy does not cover the personal possessions of Residents. You could also check with your parents or guardians to see if you are covered under their homeowner's policy.

Access Control

To maintain a safe and secure living environment, Residence Services team members require the ability to identify all individuals within the Residence community. You are expected to carry your student ID or other form of photo ID while on-campus or within the Residence facilities. All students living within Centennial Village or College Courts must always carry their key cards and not lend them out to others. Students should note that any time an Olds College team member enters a room (such as to perform maintenance) they will lock all doors upon their departure. If a student does not have their keys on them when a door is locked, they are responsible for any applicable lockout charges.

It is important to note that students must use their room key to access the secondary entrances in Centennial Village or the main entrance doors between the hours of 10:00 pm and 8:00am.

If you notice that the lights on your room lock are flashing either yellow or red, please contact the front desk by email/phone residenceservices@oldscollege.ca or (403)-507-7999 for assistance.

Access units without notice

We respect your right to privacy and believe that your unit is your space and your home while you are living here. In rare circumstances we may be required to enter your unit without advanced notice. This would occur for the following reasons: to make necessary repairs; investigate and assess potential and imminent health and safety risks and concerns; assess damages; perform scheduled room inspections; or confirm a violation or breach of policy. As a college residence we do not fall under the Residential Tenancy Act, and it is not illegal to enter units without 24 hours notice. If a Residence Team member knocks on your door requesting entrance or to talk with you, you will be given reasonable time to prepare yourself, but you must cooperate with this request.

Townhouse Safety Guidelines

Courtyard Safety

All persons must be driving on the designated roads throughout campus. Driving through the courtyard is dangerous, prohibited and could result in a \$1000 fine and/or eviction. Drinking alcohol is also not permitted in the courtyards.

Cooking

Choosing to live in the townhouses means you have the ability to cook your own food. Please ensure you are cooking responsibly, kitchen fires are most often caused by:

1. Leaving cooking food unattended on the stove top or oven
2. Placing combustibles too close to the heat source
3. Unintentionally turning on – or not turning off – the stove or equipment

If your fire alarm sounds as a result of smoke from cooking, notify our office or if after hours notify Campus Security immediately. The unit and smoke alarm will require inspection and an investigation of the incident will occur. If there is a fire, call 911.

Lock Your Doors

We encourage all residents to lock their bedroom door, however it is a requirement to keep the main door to the townhouse unit locked for the safety of all residents. Any damages or theft incurred due to the door being left open will be deemed the responsibility of the student. Olds College is not held liable for damages or theft.

Life Saving Equipment

Smoke Detectors, Fire Extinguishers and Sprinklers

Each room and common area have a smoke detector and carbon monoxide detector. These detectors are extremely sensitive. Fire extinguishers can be found in numerous locations throughout Centennial Village. Each townhouse also has its own extinguisher in the entrance area.

If you have steam/smoke in your rooms (e.g. from burnt popcorn) but no fire, open a window to allow the air to circulate. Do not prop your door open to clear the air, as this may set off the building fire alarm.

Notify our team immediately if a smoke detector chirps about every 30 seconds as this means it needs maintenance.

Throughout the facility you'll notice many sprinkler heads in the ceiling. These are part of the overall fire safety system and if activated they will discharge significant amounts of water in a very short period of time. Do not disturb or hang things from the fire safety sprinkler heads in your room, the hallways, social areas, etc. If they are accidentally activated, the resulting damage will be extensive and extremely expensive for you.

Fire extinguishers in the Townhouses are assigned to each specific unit and are not to be moved.

Tampering with life-safety equipment is a serious offence. Whether it results in alarms being triggered or not, these violations will be subject to a fine and/or termination of the Residence Agreement. These violations include but are not limited to hanging items from the sprinkler system, removing or covering smoke alarms, or touching the security cameras.

Automated External Defibrillator and First Aid Kit

Please be aware that there is an AED located beside the front desk above the Laundry Card Machine in the lobby in Centennial Village for use in the event of a medical Emergency. Our first aid kit is also located at our Residence Services office.

After you vacate the Residence, we are not able to forward your mail. Any mail that comes to the Residence Office after you vacate will be sent "Return to Sender" so please notify any applicable parties of your address change. We recommend that students do not forward mail through Canada Post. If you do this, you cannot undo it after your lease ends.

Tobacco, Cannabis and Other Controlled Substances

Tobacco and Vaping

Smoking of any kind is prohibited within Residence facilities. This includes the use of traditional cigarettes, e-cigarettes, vapes, rolled cigarettes or cigars, and smoking paraphernalia. As part of our commitment to creating a healthy and sustainable campus environment, campus is now smoke-free as of July 1, 2024. There is only one exception for Residence students, for cigarette smoking and vaping only. The designated smoking space for residents is located near the Northwest corner of lot FF on the East side of Centennial Village. You will find a smoker's receptacle at the designated smoking space. Smoking of any kind, or use of cannabis, continues to be forbidden on the townhouse patios, in student rooms, and in residence spaces. Students with prescriptions for medical cannabis should contact the Accessibility Services Coordinator and the Residence Office to register and develop a reasonable accommodation plan for responsible use.

As part of our commitment to a smoke-free campus, the Residence Conduct process will be followed when students are found smoking or leaving traces of smoking. Should behaviours continue, a report will be submitted to the Campus Conduct Team for further action. A fine of \$250.00 will be issued for any smoking violations.

Finally, Olds College recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life threatening diseases linked to smoking, vaping and tobacco use. If you are hoping to start a journey to quit, please reach out to one of our staff members in Health and Wellness who can support you in this endeavour.

Should you have any questions or need further information, please don't hesitate to contact us.

Cannabis

Cannabis consumption for non-medical use is prohibited on campus. Students with prescriptions for medical cannabis should contact the Accessibility Services Coordinator and the Residence Office to register and develop a reasonable accommodation plan for responsible use.

A Resident over the age of 18 can possess up to 30 grams of cannabis but it must be in a sealed container and have a government approved label on it. Residents cannot cultivate their own cannabis plants in the Residence facilities.

Other Controlled Substances

Residents cannot possess, use, purchase or distribute any illegal or controlled substances. Misuse of prescription or non-prescription drugs (drugs taken in a manner inconsistent with their use as identified on the package or as directed by a physician) can cause major repercussions to one's health and to their standing in Residence.

Enforcement

Olds College is committed to ensuring the above policies are adhered to and work together in addressing violations outlined in these policies.

Healthy Alcohol use

Chances are, during your college experience, you'll probably end up at a few social gatherings. We strive to make these experiences as safe as possible for students. We encourage students to be thoughtful about how they drink, as well as to learn about campus and community resources. Residence Services permits the safe and responsible consumption of alcohol and provides educational resources and support on the practice of harm reduction and safety-first consumption.

If you call security or a member of our Residence team for drug/alcohol related wellness assistance you will not face conduct sanctions, provided no other misconduct occurred. We want to prioritise your safety and well-being.

Tips for safer drinking

- Drink slowly: alternate each alcoholic drink with water or a non-alcoholic beverage.
- Avoid mixing alcohol with drugs, medications, or energy drinks
- Set your own pace and limit yourself with alcohol: do not try to compete or keep up with others.
- Eat while you are drinking. Food reduces the speed at which your body absorbs alcohol.
- Pour your own drinks. If you leave your drink unattended, get a new one.
- Know the strength of the alcohol, check the alcohol percentage.
- Stay in the company of trusted friends.
- Always avoid binge drinking (drinking a large amount of alcohol in a short time).
- Plan to have a safe way to get home or a safe place to stay.
- If you suspect that you or a friend is struggling with unhealthy alcohol use, consider visiting the Olds College Health and Wellness Centre.

Expectations for hosting or attending a party

- All policies must be followed by hosts and guests (remember that as host, you are responsible for the actions of your guests)

- Hosts and guests must always maintain a safe and secure environment in residence. Excessive noise is not acceptable at any time.
- Risky or irresponsible actions such as drinking games or competitive drinking are strongly discouraged.
- We ask that all parties be shut down at the start of quiet hours to ensure a respectful environment for all residents.

You can always call campus security or the RCMP if you need help containing a gathering.

Responsible and Safe Partying

Everyone
(includes hosts and guests)

- Always know the whereabouts of and be responsible for your non-resident visitors
- Refrain from playing drinking games or promoting the mass consumption of alcohol
- Respectfully follow and cooperate with all instructions from Residence Services team members
- Respect the safety, security and property of the building and its Residents

As the host of a party:

- Be present for the duration of the party
- Be responsible for ALL guests who are let into your room/unit
- Inform all roommates of plans to host a party before the start of the party
- Ensure the party is confined to the room/unit
- Be proactive in shutting down the party by Quiet Hours
- Contact the Residence Services Team and/or Campus Security if you require assistance enforcing the rules, handling unruly guests, shutting down the party, or if an incident occurs

As a guest attending a party
(see above for who is considered a guest):

- Follow all responsibilities listed under 'Everyone' (please see top section)
- Follow any guidelines set in place by host(s)
- Respectfully exit the room/unit when Quiet Hours begin or if the party is shut down and exit/clear hallways

As a roommate or neighbour in the proximity of a party:

- Speak to the host(s) directly and respectfully if the party is disruptive or getting out of hand and request they address the problem or shut down the party
- Inform Campus Security or the RCMP immediately if the party is disruptive beyond expectations and assistance is required
- Inform Campus Security or the RCMP immediately if policies are being violated

Gender-Based Violence, Sexualized Violence, and Consent

Olds College does not approve of any form of gender-based violence and sexual violence. Please see [Olds College sexual violence policy](#) for more information.

If someone is in crisis and needs immediate support, please contact the on call personnel, The Health & Wellness Centre, Campus Security, or call/text the Central Alberta Sexual Assault Support Centre 24hr crisis line: 1-866-956-1099. The CASASC also provides web chat crisis service at <https://casasc.ca/>

Consent is the basis of healthy sexual activities, where all parties are fully willing and engaged in the sexual activity taking place. Without consent, any sexual contact could potentially be sexual assault. Consent is a communicated agreement established right before a sexual activity takes place and is continuous.

Six components of consent:

1. Consent is a mutual and communicated agreement.
2. Consent is enthusiastic, indicating engaged and fun sexual activity.
3. Consent is practised at every step, is continuous and takes place before every act (e.g., before kissing, fondling, and intercourse).
4. Consent is not predetermined. Consent must occur right before any sexual activity occurs or changes.
5. Consent is always the responsibility of the initiator of the act.
6. Consent is best practised sober and cannot be legally given under the influence of drugs or alcohol.

Olds College has a support team in place should you need assistance with any issues, including gender-based violence.

Please watch this lighthearted video called "[Consent: It's as Simple as Tea](#)" to have a baseline understanding of what consent means.

Conduct Program

Olds College is a community of students, faculty, and staff involved in learning, teaching, research, and other activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, so as to assure the success of both the individual and the community. Students are expected to read and understand the [Student Code of Conduct](#).

The purpose of this Student Code of Conduct is to define the general standard of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the College, provide examples of disciplinary measures that may be imposed, and set out the process and procedures that the College will follow when an allegation of non-academic misconduct is made.

It is important for Residents to understand that at times Residence Services will work in tandem with other Olds College staff on non-academic misconduct cases.

The Residence Conduct Program strives to provide a fair and judicious conduct process grounded in education, ethical decision making, and accountability. Conduct processes have been developed to maintain the standards to ensure that all residents can expect and enjoy an environment that promotes academic and community success.

The Residence Services Team must address behaviours or actions that are negative or concerning when they occur, especially if they are violations or breaches of policy. A process exists, built on clear expectations, while protecting a students' right to be heard, be notified, receive a fair and timely process, and have the right to appeal.

Amnesty and Safe Harbour

Residence Services wishes to promote an environment where students are not afraid to seek help due to the added fear of disciplinary repercussions.

Residence Services has a safe harbour clause for students. We believe that students who have an alcohol, drug, and/or addiction problem deserve help.

Residence Conduct Goals

1. To uphold the rights and responsibilities of each and every resident and team member
2. To maintain and protect the needs and expectations of the community
3. To advise residents of the support options available to them

4. To foster a culture of responsibility, accountability, respect, self-discipline, and safe decision making
5. To reach a resolution through communication, education, and in some cases, restitution
6. To ensure Residents involved in the housing conduct process can: articulate their rights as they pertain to the process; discuss how their personal values and principles impact decision making; recognize the effect of their behaviour on others in the Residence community

Community Standards

This section describes behaviours that constitute offences and their corresponding consequences or penalties called Resolutions.

This applies to:

1. All residence activities and behaviours that fall within and on residence properties
2. Any offence recorded, photographed and/or posted through an online medium including social media. The Offense(s) depicted will be subject to conduct procedures as per Olds College and this handbook Residents depicted engaging in Offences and/or posting the material may be subject to sanctions

These community standards attempt to identify a range of behaviours that constitute Offences. Residence Services reserves the right to identify and sanction conduct that may not be specifically described, but which clearly does not support the conduct guide.

Please note that Residence Services may pass any case to the Campus Student Conduct Committee. This committee may review, investigate and take action as per the Student Code of Conduct. These actions may be separate or in addition to any actions levied by Residence Services. The Student Conduct Committee process may result in sanctions in addition to any sanctions imposed by Residence Services.

Residence Services may place interim measures which are non-disciplinary, non-judgmental measures placed on a student while an investigation is ongoing to create a safe environment for all parties.

Level One Offences	Behaviours which interfere with the rights of Residents to enjoy peaceful use of their room/unit and may violate one or more rules.
Level Two Offences	Behaviours which cause significant disturbances or hazards to Residents, staff or facilities and may violate one or more rules
Level Three Offences	Illegal activities or behaviours that endanger the safety and security of another individual, themselves, or the community, or actions that significantly interfere with standards of Residence Services and Olds College or place Olds College's assets at risk.

LEVEL ONE OFFENCES

Level One Offences include, but are not limited to:

1.1	Alcohol	<ul style="list-style-type: none"> - Open Alcoholic containers - Glass Containers - Alcohol Containers larger than 1.5L (Texas Mickey's and Kegs of any size) - Collections of empty alcohol containers that is determined by Residence Staff to be unsanitary and beyond recycling purposes - Collections of alcohol containers or items such as beer funnels or bongs in a unit deemed to be promoting excessive or quick liquor consumption.
2.2	Displays and Windows	<ul style="list-style-type: none"> - Displays on walls or in windows promoting alcohol, cannabis, or illegal substances. - Images of nudity or erotic materials - Displays of hunting, axe, bow or gun use.
3.3	Drinking Games and Sports	<ul style="list-style-type: none"> - Items used in excessive or drinking games such as but not limited to Beer funnels, bongs, beer sleds or beer darts. Beer Pong is allowed if done properly and kept to indoors or patio areas.
4.4	Furniture and Facilities	<ul style="list-style-type: none"> - Removal of Window Screens - Outdoor or Foreign furniture - Personal or Olds College furniture or fixtures, moved to any public or restricted area, including crawlspaces, porches, sidewalks, rooftops or grass areas within College Courts. - No large amounts of bottle lids, tabs or caps allowed in lighting fixtures,
5.5	Garbage	<ul style="list-style-type: none"> - Leaving household garbage in public areas - Leaving townhouse on patios - Large amounts of garbage and/or bottles left inside a unit or townhouse. - Spills - Vomit
6.6	Guest Violations	<ul style="list-style-type: none"> - Guests staying more than 4 days a month in a unit - Guests committing violations of the community handbook rules - If not identifiable these sanctions will be placed on the student that the guest belongs to.
7.7	Noise	<ul style="list-style-type: none"> - Noise loud enough to disturb fellow students - Noise resulting in a noise complaint to security or Residence Services Staff - Rowdy behaviour

8.8	Other	<ul style="list-style-type: none"> - Animals in Residence - Reckless Driving - Parking - Incomplete Moodle Module
9.9	Unauthorized Items	

LEVEL TWO OFFENCES

Level two offences include but are not limited to:

2.1	Cannabis	<ul style="list-style-type: none"> - Use of Cannabis inside Centennial Village - Use of Cannabis on Olds College Property
2.2	Disrespect	<ul style="list-style-type: none"> - Disrespect towards fellow students - Disrespect towards Student or Professional Staff - Disrespect towards security - Disrespect towards student's beliefs
2.3	Smoking/Vaping	<ul style="list-style-type: none"> - Use of tobacco or vaping inside Centennial Village - Use of tobacco or vaping on Olds College Property
2.4	Theft	<ul style="list-style-type: none"> - Theft of belongings or personal property - Theft of Olds College assets
2.5	Vandalism	<ul style="list-style-type: none"> - Disrespect of student or college property - Defacing of student or college property

LEVEL THREE OFFENCES

Level three offences include but are not limited to:

3.1	Illicit Drugs	<ul style="list-style-type: none"> - Use of Illicit drugs inside Centennial Village - Use of Illicit drugs on Olds College Property
3.2	Harassment	<ul style="list-style-type: none"> - Stalking - Threats - Unwanted Attention - Disrespect towards fellow students - Disrespect towards Student or Professional Staff - Disrespect towards security - Disrespect towards student's beliefs
3.3	Medical	<ul style="list-style-type: none"> - Incidents where EMS is called (unrelated to intoxication), or parents request a medical check (ie.e related to blood sugar)
3.4	Tampering	<ul style="list-style-type: none"> - Tampering with CCTV, fire extinguishers, smoke

		alarm, sprinkler system
3.5	Fire Emergency	- Any sort of fire (not to be used for fire system tampering or maintenance)

The Conduct Process

Receiving Information

The Residence Life Coordinator constantly receives information and reports from a variety of sources, including security reports and emails from Residence Services staff. All members of the community are encouraged to bring concerns, information or evidence forward to a person of authority.

Review and Assess Information

The Residence Life Coordinator or designate will review and record the received information and reports and will assess it using criteria such as: type and number of violations involved, likelihood of recurrence, history of similar behaviour, evidence available, past or present risk to the health, safety, or security of themselves or others. After they receive information and before a final decision is reached, it may be required to implement interim measures to address behaviour immediately. Such measures are only meant to be precautionary and will be lifted once a final decision is reached.

*Note, the standard of whether a resident student is responsible or not responsible is not to the extent required in a criminal case (beyond a reasonable doubt). It rests with the balance of probabilities – that is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the Residence Life Coordinator or designate reviewing the case. *

Required Response from Resident

A resident must respond to, and comply with, the Residence Conduct Processes. This is not optional. A resident's failure to respond to the communication of Residence Life Staff related to an alleged offence, sanction, or disciplinary outcome, will not be tolerated. Failure to respond may result in further sanctioning. A student must respond within 24-48 hours.

Meetings to Discuss Violations

During an initial meeting where the information is brought forward, Residence students can openly discuss their experiences, worries, and concerns. They will have the opportunity to share their perspective about the situation. These meetings are meant to be open, honest, and safe conversations. The Residence Life Coordinator or designate will educate the Resident and, in most cases, will come to a decision jointly with the resident regarding how to address the behaviour.

Addressing the Behaviour

Residence Services will address negative behaviours not only with those responsible but also with those affected to ensure restoration to the community. There are several potential outcomes when addressing violations of the Residence Handbook. The Residence Conduct Process may result in one of or a combination of the below outcomes:

- A. Verbal Warning | Issued either by security and/or our Residence Life Staff in the moment and/or in a follow up meeting to discuss the incident.
- B. Written Warning | A letter addressed to the alleged perpetrator outlining the incident, offence, and a need for change in behaviour.
- C. Coaching | A member of the Residence Team will address the behaviour and support those affected. This is a restorative approach that involves communication, education, and facilitating necessary conversations.
- D. Health and Wellness Follow-up | A member of the Residence Team will follow up with those involved, individually or as a group. They will discuss what took place and provide assistance, support, resources, and referrals to departments, services, partners, or agencies, on and off campus. This may also include discussing the establishment of healthier decisions and outlets.
- E. Community Service Hours | Residents may be required to complete some level of community service as a result of their actions. This may include but is not limited to passive or active programming, education and or promotion of resources.
- F. Restorative Meeting | The Residence Life Coordinator and Assistant Manager of Residence Services will allow students to participate in a facilitated discussion to identify harms and repairs to the community. The outcome of the meeting is that students involved develop an agreement to repair harms and rebuild trust.
- G. Apology | A written apology from the alleged perpetrator to the complainant
- H. Fines | A monetary fine meant to recoup the cost of damages, staff labour, or theft from the college.
- I. Room Relocation | If conduct is relative to the unit you occupy, we may make the decision to move you to another unit. (i.e. if you are facing Townhouse cleanliness issues we may see fit to move you to Centennial Village.)
- J. Restitution | In keeping with the Residence Conduct Philosophy, sanctions and restitution are intended to educate students as to why their actions were inappropriate, help students improve their ethical decision making, and hold students accountable to their contractual obligations of living in Residence.
 - a. Sanctions and Restitution will be determined on the following criteria:
 - i. The severity of the violation
 - ii. The sanction that has been assigned in the past for similar situations (an established precedent)
 - iii. The student's previous conduct history, as well as their attitude throughout the conduct process

- K. **Residence Conduct Probation** | Probation is a formal status, typically imposed for one or more semesters. During the probation period, privileges (guests, alcohol, amenities) may be lost and any subsequent violations may result in further action, potentially leading to eviction. You will also be placed on Non-Academic Conduct Probation, and your Associate Dean may be notified.
- L. **Termination of the Residence Agreement** | The termination of a student's Residence Contract would require the student to vacate Residence by a specified date or immediately. While evictions rarely occur, there are some violations that would initiate a review of the student's eligibility to live in Residence. The following actions may be cause for eviction.
 - a. Any student that engages in sexual violence or physically aggressive behaviour, regardless of the intention
 - b. Any student that intentionally tampers with fire safety equipment or security equipment
 - c. Repeated violation of the Residence Community Handbook and violation of the Residence Conduct Probation
 - d. Failure to pay fees
 - e. Decisions to review a student's Residence Contract and assess potential for eviction will be reviewed on a case by case basis by the Residence Services Team.
- M. **Non-Authorized Guest Status** | If non-residents are involved in conduct they may be not permitted to enter or remain in Residence. This may be 24/7 or only during certain hours. All terminations of the Residence agreement will result in non-authorized guest status.
- N. **Appeals** | The sanctions assessed by the Residence Life Coordinator can be appealed. This is one of your rights as a student. The appeal will be made to different parties depending on who put forward the sanction and its severity. Please note that appeals must be made in writing and within 3 business days of when the sanction is received. You will receive a letter detailing this process and what is required if necessary.

Conduct and Sanctions

The following chart outlines examples of conduct violations and the potential sanctions that could be used to address them. Please note that this list is not exhaustive, both in conduct and sanctions. If we feel that your behaviour does not follow our Residence Handbook and our motto of taking care of this place, yourself, and others, we will still address it. All conduct violations can result in probation and/or termination of the residence agreement if the incident is severe or frequent enough.

Please Note that any fines that are followed with a "+" will double with each offence. For example, the first violation of the quiet hours policy would be \$25, the second \$50, and the third \$100.

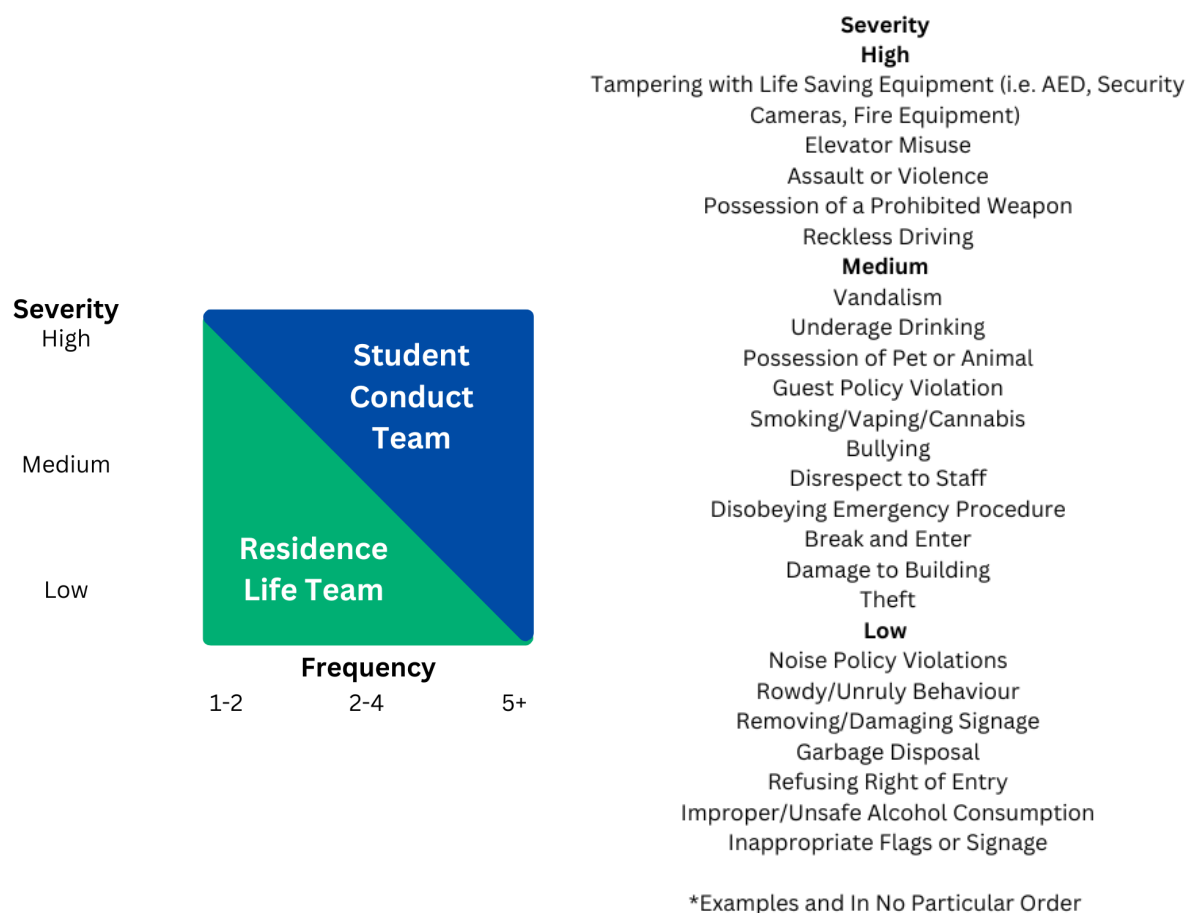
Misconduct	Possible Fine or Restitution Amount
Violations of Quiet Hours and/or Excessive Noise	\$25.00+ and/or warning

Rowdy or Unruly Behaviour	\$25.00+ and/or warning
Improper Equipment Use	Cost to fix or Replace (If applicable) + \$50.00 and/or warning
Theft	Defer to RCMP Guidance
Removing/Damaging Signage	\$25.00+ and/or warning
Intentional Damage to the Building	Cost to Fix + \$50.00 and/or warning
Tampering with Life Saving Equipment	\$500.00 + and/or warning
Graffiti and Related Vandalism	\$25.00 + and/or warning
Improper Elevator Use	\$2000.00 and/or warning
Break and Enter (Rooms, Vehicles)	Using an Unauthorized Room: One Month's Rent Vehicles: Defer to RCMP guidance
Disrespect to Staff, Disobeying Directions in an Emergency	Warning
Bullying	Warning
Improper Garbage Disposal	\$25.00+ and/or warning
Smoking or Vaping Inside the Building	\$250.00+ and/or warning
Smoking or Vaping outside in close proximity to the doors	\$250.00+ and/or warning
Cannabis Consumption without proper authorization	\$250.00+ and/or warning,
Refusing Right of Entry	Warning
Guest Policy Violation	(One Month's Rent) CV: \$653.60 CC: \$830 And warning
Alcohol Consumption in a Restricted Area	Warning
Promotion of Excessive Alcohol Consumption	Warning
Inappropriate Flags or Signage	Warning
Bringing inadmissible furniture or appliances	\$25.00+ and/or warning
Possession of Weapons	Varies, RCMP Involvement dependent on severity
Possession of a pet or animal	\$100.00+ and/or warning

Reckless Driving	\$1000.00, RCMP Involvement and/or warning
------------------	--

Escalation to the Student Conduct Team

In the case that conduct is either frequent or severe, we will involve the College's Student Conduct Team to respond to the situation. The following chart is meant to provide clarity into which cases will be sent to the Student Conduct team for their involvement and responses, accompanied by a recommendation from our team. Again, the list of incidents here is not exhaustive, and if the Residence Life Team feels that the behaviour does not align with our expectations, it will be addressed. The first graph shows which cases would be handled by which team, and the second is examples of what constitutes high, medium and low levels of severity. The Student Conduct team consists of managers and team leads that have different stakes in students success and well-being on campus.





1. Duncan Marshall Place (DMP)
2. Werklund Agriculture and Technology Centre (WATC)
3. Dr. Robert Turner Building (OCCI)
4. Teaching Brewery & Retail Store
5. Pomeroy Inn & Suites
6. Land Sciences Centre (LSC)
7. Greenhouse
8. Landscape Pavilion
9. W.J. Elliott Building/Trades (WJE)
10. Metals Building
11. Animal Health Education Centre (AHEC)
12. Meat Retail Store
13. Industry Training Centre (ITC)
14. Learning Resource Centre (LRC)
15. Alumni Centre
16. E-Learning Centre (ELC)
17. Frank Grisdale Hall (FGH)
18. Campus Facilities
19. Technology Access Centre for Livestock Production (TACLP)
20. College Court Townhouses
21. Centennial Village Residence
22. Fine Arts & Multi Media Centre
23. Ralph Klein Centre (RKC)
24. Chinook's Edge Bus Maintenance
25. Livestock Centre
26. Cold Barn
27. Beef Centre
28. Brawn Arena (South)
29. McClellan Arena (North)
30. Equine Centre/Farrier Lab
31. Foaling Barn
32. Smart Ag Innovation Centre (SAIC)

- Campus Security
- Office of the Registrar
- Restaurant
- EV Charging Stations
- Smoking Permitted Areas

Parking

Permits are required
Monday to Friday: 5 a.m. - 5 p.m.

Visitor Parking available in Lot D/DD/N unless visitor has a temporary parking pass. Temporary permits can be purchased from the Residence Front Office or Student Services.

Student

Residence Lots - F, FF, G, GG, H, R
Non-Residence Lots - A, DD, I, J, S,
OHS Students Lot - O

Staff

Non Plug-in Lots - AA, I, J, M, D, DD, S,
Plug-in Lots - A, AA, B, C, DD
OHS Staff and Reserved Lot - P

4500 - 50th Street
Olds, AB, T4H 1R6, Canada
oldscollege.ca/map

