

RESIDENCE COMMUNITY HANDBOOK

2025/2026



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

RESIDENCE
SERVICES

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Residence Community Handbook

Okî (hello)

Tansi (how are you)

Welcome to Residence!

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 provides opportunities to learn, grow, and challenge yourself beyond the classroom. It's a time to build friendships, develop life skills, and become part of a vibrant, supportive community.

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.

As a resident, you are joining a diverse community that respects Indigenous histories, cultures, and contributions. We encourage all students to engage with the land, its history, and the rich traditions of the peoples who have lived here since time immemorial.

Welcome home, we're so glad you're here!



Fostering a Safe Space

Equity, Diversity, and Inclusion

A positive residence community is one that is inclusive, respectful, and fosters a sense of safety and belonging for all its members. At Olds College, we are committed to creating a welcoming environment for all residents and staff members, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, age, ability, or socio-economic status.

In Residence, we celebrate our differences and strive to build the skills needed to live, learn, and grow together. We believe that a diverse community is a strong community, and that equity, inclusion, and individuality are essential parts of our shared values.

Any discrimination, harassment, or intimidation including, cyberbullying or online harassment, will not be tolerated and will be addressed in accordance with Olds College policy and residence standards.

Together, we can build a community where everyone feels respected, valued, and supported.

Supporting Indigenous Learners

At Olds College, we are committed to fostering an environment of mutual respect, trust and inclusivity for all learners. It is both our responsibility and honour to support Indigenous students in a manner that is honest, respectful, and welcoming throughout their academic journey.

We recognize the importance of Indigenous knowledge, traditions, and culture, and we are dedicated to learning from Indigenous students, their families and their communities.

Students who wish to smudge in their rooms are welcome to do so. We kindly ask that you notify Residence Services in advance, so we can provide any necessary support or accommodations.

Accessibility

We are committed to meeting the accessibility and accommodation needs of our students. To ensure we can support you effectively while living in Residence, we encourage you to share any specific accommodation needs on your Residence application or by contacting us directly at residenceservices@oldscollege.ca.

Sharing medical information is entirely voluntary. Any information disclosed will remain confidential and will be used solely for emergency response planning and the development of your individual support plan.

If you require the use of an accredited service animal, please contact both Residence Services and Accessibility Services prior to your arrival. We will work with you to review the Service Animal Policy and complete the required application for review and approval.

Residence Services Office

Contact Information

- Email: residenceservices@oldscollege.ca
- Phone: 403.507.7999

Location/Address - [Campus Map](#)

Main Floor, Centennial Village - 4501 53 Street, Olds, AB T4H 0E8 (21 on campus map)

Office Hours

- Monday to Friday: 8:30 AM - 4:30 PM
- Saturday: Closed
- Sunday: 2:00 - 6:00 PM (Closed Sundays from May-August)
- Statutory Holidays: Closed

Hours are subject to change based on operational needs.



Email Communication

The Residence Office will regularly contact you with important updates regarding life in Residence. This includes maintenance notices, security alerts, key dates, and upcoming events.

To ensure you stay informed:

- Please whitelist our email address: residenceservices@oldscollege.ca.
- Check your Olds College email regularly, as this is our primary method of communication.

Mail Delivery

Who doesn't love a surprise care package from home or the convenience of an Amazon delivery?

When your package arrives, you'll receive both an email and SMS notification letting you know it's ready for pickup. You can collect your package at the front desk in Centennial Village during regular desk hours.

<p>Your Mailing Address is:</p> <p>Your First and Last Name - Room # Olds College Residence 4501 - 53 Street Olds, Alberta T4H 0E8</p>	<p>Note:</p> <ul style="list-style-type: none"> • <i>Your first and last name must be on your package for you to pick it up!</i> • <i>Due to the high volume of packages received daily, we require time to process incoming items. Packages cannot be picked up until you've received the notification.</i> • <i>Once you vacate residence, we are unable to forward your mail. Any mail received after your departure will be marked "Return to Sender."</i>
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General Inquiries

The Residence Office, located at the front desk in Centennial Village, is happy to assist with any questions related to your residence experience. Most of the information you will require is listed in this hand book, including:

Links to Pages in the Handbook		Not listed in the Handbook
<ul style="list-style-type: none"> • Residence Fees & Payments • Maintenance & Unit Care • Appliances, Furniture & Supplies • What to Bring and What Not to Bring 	<ul style="list-style-type: none"> • Lost or damaged Key cards • Lock outs • Campus Map 	<ul style="list-style-type: none"> • Meal plans • Residence programming and events • Incident Reporting

Communal Amenities

Residence Common Areas

Each floor in Centennial Village offers a variety of social spaces, study areas, and boardrooms for your use. Feel free to make the most of these areas, but please be respectful of those around you by keeping noise to a minimum, especially near student rooms.

Available Supplies: *(First-come, first-served basis)*

Lobby Area

- Board games lobby area
- Ping Pong Tables

Centennial Village courtyard

- Lawn games for use in the Centennial Village courtyard
- A covered picnic table, perfect for hanging out or studying outside
- A BBQ available for student use

Note: We ask that all students work together to maintain the cleanliness and condition of these shared spaces so everyone can enjoy them.

Fitness Room

Location: Centennial Village

All students living in Centennial Village and the College Courts Townhouses have access to the Residence Fitness Facility. The fitness room is available for use at any time.

The space is equipped with:

- Treadmills
- Elliptical Trainers
- A boxing bag
- A variety of free weights

To keep the space clean and safe for everyone, please:

- Wear clean indoor shoes
- Report any equipment issues to the Residence Office



Laundry Rooms

Locations:

- **Centennial Village:** 1st, 2nd, and 4th floors
- **ClubHouse:** Townhouse 24
- **Boot room laundry**
 - For heavier or dirtier loads, a more durable washer and dryer are available in the Boot Room (1st floor, Centennial Village).
 - Horse blankets are not permitted in any machines.

Laundry rooms are open 24/7 for your convenience.

Loading and Using Your Laundry Card:

Your laundry card allows you to load funds for use in the machines. The card loading terminal is located beside the front desk in Centennial Village. Please treat your card like a gift card, if it is lost, the balance is non-refundable and cards cannot be exchanged for cash. Laundry costs either \$2.75 (large load) or \$2.50 (regular load) per each washer and dryer.



Lockers Available

Location: Boot Room - Centennial Village

For students living in Centennial Village, free lockers are available on the 1st floor in the D Block Boot Room. Each locker includes a lock provided by Residence Services.

Note: *Some academic programs offer lockers in their own buildings. Be sure to check with your program before requesting a Centennial Village locker.*

Due to limited availability, lockers are assigned through a lottery system. To enter the draw, please visit the Centennial Village front desk and add your name to the list.

Boardrooms

Location: 2nd and 3rd Floor Centennial Village

Boardrooms are located on the 2nd, 3rd and 4th floors of Centennial Village and are open 24/7, Monday to Sunday. These are shared, first-come, first-served spaces and should be used respectfully by all residents.

Quiet Hours Apply:

- Sunday–Thursday: 10:00 PM – 8:00 AM
- Friday–Saturday: 12:00 AM – 8:00 AM

Guidelines:

- Be mindful of noise, especially during quiet hours
- Keep the space clean and tidy for the next user
- Alcohol is **not** permitted.
- The 4th floor boardroom is a dedicated quiet study space, no alcohol is allowed in this room





ClubHouse

Location: Townhouse 24

The ClubHouse is a great space for residents. There is a social space upstairs with a full kitchen, cable TV, and comfortable leather couches. The townhouse laundry facilities on the main floor

Booking & Availability:

- The ClubHouse can be booked by Townhouse residents at the front desk in Centennial Village.
- Available Monday to Sunday, following the quiet hours schedule:
 - Sunday – Thursday: 10:00 PM – 8:00 AM
 - Friday – Saturday: 12:00 AM – 8:00 AM
- Weekend bookings must be made in advance as the office is closed Saturdays and has reduced hours on Sundays.

Cleaning & Responsibilities

- A cleaning checklist is located inside the townhouse
- Cleaning supplies are stored in the closet/pantry area of the kitchen
- Students are responsible for cleaning up after themselves and after each use of the ClubHouse

Alcohol consumption is permitted in the ClubHouse, please enjoy responsibly.

Designated Learning Spaces - Centennial Village

Lake Room – Study Space

Location: 4th Floor, D Block

This academic space is designed for students to gather and study collaboratively.

- Available 24/7
- Alcohol consumption is strictly prohibited



BrewLab

Location: 3rd Floor, D Block

The BrewLab is an exclusive space for authorized Brewmaster students. Designed by students and instructors, it provides a centralized, safe environment for fermentation activities. Brewing is not permitted in Residence units.

- Access is restricted to approved students only
- Brewmaster students must meet with Residence Services in mid-September to:
 - Review conduct guidelines
 - Sign a supplemental agreement and receive access keys

Rights, Responsibilities, and Privileges

I Have the Right To:	I Am Responsible To:	I Have the Privilege To:
<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ 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) play a vital role in our Residence Life program. As live-in student leaders, they are committed to fostering a safe, inclusive, and supportive community for all residents. RAs organize regular events and programs tailored to your needs and interests, helping to enhance your overall residence experience.

They strive to build meaningful connections with residents, offering individualized support and guidance throughout the year. Whether you're looking for help, connection, or fun, your RA is here to support your success and well-being in residence.

Residence Life & Community Engagement

At Olds College, we believe that getting involved in your residence community is key to building friendships, developing leadership skills, and creating unforgettable memories.

Our Residence Life team works hard to offer a wide range of diverse and creative programs designed to foster a strong sense of community. There truly is something for everyone, from Karaoke nights and paint sessions with your roommates, to Netflix watch parties and video game tournaments.

A new programming calendar is released every two weeks, filled with fresh events and activities. You can find it posted on the poster column in the Centennial Village lobby, on Instagram @livingatOC, and in your student newsletter. For more information, visit the Front Desk in Centennial Village, or check out the bulletin boards located throughout Centennial Village and townhouses. You'll find them on every floor of Centennial Village, on the event board outside the RA office on the 1st floor, and just inside the entrance of your townhouse.

If you would like to connect with your RA, please talk to the Front Desk in Centennial Village or meet them at an event.



Campus Culture of Respect

The Upstander Approach

At Olds College, we are committed to fostering a campus culture rooted in respect, safety, and care. The Upstander Approach encourages every member of our community to look out for one another and to take action when something doesn't feel right.

We embrace the shared motto:

"Take care of yourself, take care of each other, take care of this place."

This approach empowers students and staff to create a safe and supportive campus community with the skills and confidence to step in and support others in situations that may negatively impact individuals or the community.

Examples of being an Upstander include:

- Calling Security at 403.556.8224 if someone needs assistance with their well-being.
- Letting an RA know if you're concerned about a friend or roommate who may be struggling.
- Performing small acts of care, like turning off unused lights or picking up litter.
- Intervening if a friend is behaving inappropriately toward someone.
- Reporting risky, unsafe, or concerning behavior to Residence Life Coordinators.

Together, we create a stronger, safer community when we choose to be Upstanders.

Respect and Community Responsibility

Respect is a cornerstone of our living community and a vital part of the culture we are building at Olds College. Each of us plays a role in contributing to the safety, well-being, and inclusivity of our campus environment.

By supporting our shared educational and cultural goals, we help create a space where everyone can thrive.

Thank you for your participation and cooperation in fostering a respectful campus community.

Remember, it is everyone's responsibility to work together to create and maintain a safe, welcoming, and respectful environment for all.

Here are a few examples of what respectful behaviour looks like in our community:

- Recognize that public spaces are shared spaces. Be considerate of others and clean up after yourself.
- Help keep the community safe. Stay aware of your surroundings and conduct yourself in a calm, mature, and peaceful manner. Know and follow campus policies and procedures. They're in place to support the well-being of all students.
- Respect the diversity of our community. Embrace differences, even when they feel unfamiliar or uncomfortable.
- Be mindful of your language and gestures. Use supportive, inclusive, and respectful communication at all times.

By practicing these behaviours, you contribute to a positive residence experience for yourself and those around you.

Community Living

Roommates 101

Living in the Townhouses with roommates can be one of the most rewarding parts of your Residence experience - but it can also present some challenges. Successfully sharing a living space starts with ongoing, open, honest, and respectful communication between you and your roommates.

We strongly encourage all Townhouse residents to complete a Roommate Agreement shortly after moving in. This agreement provides a structured opportunity for you and your roommates to:

- Discuss personal habits, priorities, and expectations
- Identify shared responsibilities and boundaries
- Address concerns in a proactive, respectful way

A thoughtful roommate agreement can help prevent conflict and set the foundation for a positive living experience. These conversations are most effective when all roommates listen, compromise, collaborate, and problem-solve together. Your RA is available to facilitate these discussions upon request.

Note: *Changes to assigned rooms - students who change/swap rooms without authorization will be charged and could lead to further sanctions.*

Gender-Inclusive Housing

To support a safe, inclusive, and supportive living environment, Olds College offers gender-inclusive housing in the College Courts Townhouses. This option allows students to live in co-ed units and request roommates of their choice, regardless of gender identity or sexual orientation.

Students may request to share a townhouse with specific roommates during the application process, provided all individuals meet eligibility requirements. **Note:** *All room placements and allocations are made at the discretion of the Residence Services Team and are subject to change.*

Quiet Hours

During these hours, noise must be kept to a level that does not disrupt the study, sleep, or well-being of others in the community. To support a respectful and restful living environment, quiet hours are in effect during the following times:

- **Sunday – Thursday:** 10:00 PM. – 8:00 AM
- **Friday – Saturday:** 12:00 AM – 8:00 PM

Extended Quiet Hours:

During final exam periods in December and April (as sanctioned by Olds College), 24-hour quiet hours will be enforced to support academic success.

Note: *that occasional maintenance or construction activities, such as early morning snow removal, may occur during quiet hours to ensure the safety and functionality of residence buildings. These necessary operations are exempt from the quiet hour policy.*

Addressing Noise Concerns

If a noise issue arises, residents are encouraged to:

1. Speak directly with their neighbour in a calm and respectful manner
2. Contact a Residence Services team member or Security at 403.556.8224 if the issue continues or if you're uncomfortable addressing it alone
3. Reach out to a Residence Life Coordinator for help mediating ongoing noise-related conflicts

We understand that persistent noise issues can affect your quality of life. In extenuating circumstances, a room transfer may be considered, subject to room availability. If you feel a transfer is necessary, please speak with a member of the Residence Services team to discuss your options.

Room Transfer Requests

At Olds College, we strive to ensure that all students are comfortable and satisfied with their living arrangements. However, we understand that sometimes issues arise that may affect your experience.

If you're experiencing a roommate conflict, we ask that you first try to resolve the issue directly - ideally with support from Residence Life Coordinators and staff, including your RA. Mediation and open communication are important steps that not only help resolve the situation but also foster personal growth.

If, after making a genuine effort, you still have valid reasons for requesting a room transfer, we will do our best to accommodate your request. Please keep the following in mind:

- Room transfers are subject to availability and a fee
- Charges will apply for any cleaning left or damages caused to your current space
- For transfers to offsite housing, please refer to the section on "[Early Termination of Lease](#)"
- All room transfer requests are reviewed by the Residence Life Coordinators

To begin the process, please email residenceservices@oldscollege.ca to request the Room Transfer Form.



Facilities

Personalizing Your Space

Your residence is your home away from home, and we encourage you to make your space your own. However, it's important to be respectful of the residence community and mindful of health, safety, and facility guidelines when decorating.

Permitted Wall Hanging Methods	Decorations that are not Permitted
<ul style="list-style-type: none"> ● You may hang items using a small number of push pins or finishing nails. Proceed with caution, as you are responsible for any damage and associated repair, cleaning, or replacement costs. 	<p>The following items are not allowed in residence rooms or townhouse common areas as they can damage surfaces or create safety hazards:</p> <ul style="list-style-type: none"> ● String lights, rope lights, fairy lights, holiday lights ● LED strips, mini/micro lights ● Curtains not provided by Residence ● 3M products, Command hooks, or other adhesive-based hangers
Fire Safety Requirements	Alcohol Displays
<p>To maintain fire safety standards, do not place items within two feet of the following:</p> <ul style="list-style-type: none"> ● Manual pull stations ● Smoke detectors ● Sprinklers ● Fire extinguishers ● Exit signs ● Radiators or heat vents <p>Also, do not cover baseboard heaters or vents as this may obstruct heat circulation or cause a fire hazard.</p>	<ul style="list-style-type: none"> ● Alcohol paraphernalia (e.g., stacks of cans, empty bottles, or decorative alcohol displays) is strictly prohibited and will be removed if found. ● These displays may promote overconsumption and attract pests, posing health and safety risks.

Pets in Residence

We understand how important pets can be, but to ensure the comfort and safety of all residents and the integrity of our facilities, pets are not permitted with the exception of small fish.

- Small fish in tanks of up to 3 litres are allowed.
 - Residents are responsible for cleaning the tank regularly and making proper care arrangements during holiday breaks.
 - If you live in a townhouse, please ensure all roommates agree before bringing a fish into the unit.

Only service dogs, as defined under the *Service Dogs Act of Alberta*, are permitted in residence. Please refer to the [Service Dog Procedure](#) for details. For more information or to arrange accommodations, contact Residence Services at residenceservices@oldscollege.ca and Accessibility Services at accessibility@oldscollege.ca.

Please note that emotional support animals are not permitted in residence.

Appliances, Furniture & Supplies

What to Bring and What's Not Allowed

To help you prepare for move-in and ensure everyone's safety and comfort, please review the following guidelines on permitted and prohibited appliances and furniture. **Note:** *supplied furniture is not to be removed from your room or townhouse and is not permitted to be used outside.*

Centennial Village:

Each CV room is equipped with:	Double Bed Frame and Mattress, Desk and Desk Chair, Night Table and 3 Piece Bathroom, including a Shower with Door
<p>Recommended Items:</p> <p>Room Supplies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bedding & Pillows (double beds in CV) <input type="checkbox"/> Mattress Topper (foam or gel) <input type="checkbox"/> Clothes Hangers & Bins (12x12 Cube Bins) <input type="checkbox"/> Mini Fridge <input type="checkbox"/> Microwave <input type="checkbox"/> Kettle, Blender and Coffee Maker <input type="checkbox"/> Space Heaters <input type="checkbox"/> Desk Supplies <input type="checkbox"/> Garbage Can <p>Bathroom Supplies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Towels, Bath Mat, Garbage Can, Plunger, Toilet Paper <p>Cleaning Supplies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen & Main Area Cleaning Supplies: <ul style="list-style-type: none"> <input type="checkbox"/> Broom and Mop <input type="checkbox"/> Dish soap <input type="checkbox"/> Dish brush or scrub pad <input type="checkbox"/> Garbage bags <input type="checkbox"/> Glass cleaner <input type="checkbox"/> Cleaning cloths or sponge <input type="checkbox"/> Dusting supplies <p>Bathroom Cleaning Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toilet cleaner & Brush <input type="checkbox"/> Disinfectant wipes and/or multi-purpose cleaning spray <p>Laundry Supplies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Laundry Basket, Laundry Soap, dryer sheets, Fabric Softener 	<p>Prohibited items include:</p> <ul style="list-style-type: none"> • Large Furniture • Rice cooker • Instant pot • Air fryer • Hot plate • Toaster or toaster oven • Sandwich grill • Crock pot • Popcorn maker • Any other appliances that may pose a fire risk • Candles • Bleach Tablets • Beer Funnels • Beer Pong • Weapons/Ammunition • Kegs • Pets • String/LED lights • 3M Hooks
<p>For additional furniture requests, please consult with Residence Services before bringing anything in.</p> <p>Residence Services reserves the right to remove any prohibited or unsafe appliances at any time.</p> <p>Please do not move your desks or beds as it will cause them to break and charges will apply.</p>	

Townhouses (College Courts):

<p>Each townhouse is equipped with:</p> <ul style="list-style-type: none"> • Desk Chairs • Single or Double Bed frame and mattress 	<ul style="list-style-type: none"> • Microwave, Four-burner stove/oven, Full-size fridge • Deep freezer • Couches, Chairs, Kitchen table and chairs
<p>Recommended Items:</p> <p>Room Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bedding & Pillows (double or single beds) <input type="checkbox"/> Mattress Topper (foam or gel) <input type="checkbox"/> Clothes Hangers <input type="checkbox"/> Garbage Can <p>Cookware</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dishes, cups & utensils <input type="checkbox"/> Pots & pans <input type="checkbox"/> Cooking utensils <input type="checkbox"/> Dish towels & cloths <input type="checkbox"/> Small appliances <p>Bathroom Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Towels, Bath Mat, Garbage Can, Plunger, Toilet Paper <p>Cleaning Supplies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen & Main Area Cleaning Supplies: <input type="checkbox"/> Broom and mop <input type="checkbox"/> Dish soap <input type="checkbox"/> Dish brush or scrub pad <input type="checkbox"/> Garbage bags <input type="checkbox"/> Glass cleaner <input type="checkbox"/> Cleaning cloths or sponge <input type="checkbox"/> Dusting supplies <p>Bathroom Cleaning Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toilet cleaner & brush <input type="checkbox"/> Disinfectant wipes and/or multi-purpose cleaning spray <input type="checkbox"/> Desk Supplies <p>Laundry Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Laundry Basket, Laundry Soap, dryer sheets, Fabric Softener <p>Patio Supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Propane barbeques are allowed only on College Courts patios. <input type="checkbox"/> Lawn Chair 	<p>Prohibited include:</p> <ul style="list-style-type: none"> • Large Furniture such as; <ul style="list-style-type: none"> ○ Couches ○ Chairs ○ Bed ○ Dressers • Candles • Bleach Tablets • Beer Funnels • Beer Pong • Weapons/Ammunition • Kegs • Pets • String/LED lights • 3M Hooks <p>Townhouse Patios:</p> <ul style="list-style-type: none"> • Firepit-style BBQs are not permitted. • Wood burning or gas/propane fire pits are not permitted <p><i>Failure to comply with this policy will be considered a violation of the Residence Community Standards (Level two offence) and will result in follow-up through the student conduct process</i></p>
<p>For additional furniture requests, please consult with Residence Services before bringing anything in.</p> <p>Residence Services reserves the right to remove any prohibited or unsafe appliances at any time.</p> <p>Changes to assigned rooms - students who change/swap rooms without authorization will be charged and could lead to further sanctions.</p>	

Townhouse Patios:

Each townhouse is equipped with:	Recommended/welcome Items:	Prohibited include:
<ul style="list-style-type: none"> ● Shovel ● Salt for ice 	<ul style="list-style-type: none"> ● Patio chairs ● Flowers and plant pots ● Propane barbeques <ul style="list-style-type: none"> ○ The BBQ and propane tank must be securely chained and locked to the patio fencing ○ Propane and BBQ cannot be stored inside the townhouse. ○ The BBQ must have a contained fire (must have a lid) ○ The lid must remain on when not actively cooking to ensure safe extinguishing. ○ Tabletop grills must be placed on a table at least 3 feet off the ground on a stable surface to minimize risk. ○ BBQs cannot be used indoors. ○ BBQs must be supervised at all times during use. 	<ul style="list-style-type: none"> ● Firepit-style BBQs are not permitted. ● Campfires, wood burning or gas/propane Fire pits/tables are not permitted ● Ashtray/smoking/vaping ● Use of townhouse furniture on outside of townhouse and on patio ● Candles, tiki torches, fireworks & similar flame producing devices <p><i>Failure to comply with this policy will be considered a violation of the Residence Community Standards (Level two offence) and will result in follow-up through the student conduct process</i></p>

Improper use or storage may result in loss of BBQ privileges.

Patio Maintenance:

Your patio and shrubbed area are your responsibility and must remain clean and uncluttered. During regular townhouse checks, unclean patios - such as those with garbage or discarded food—may lead to sanctions, including cleaning fees. Smoking and Vaping of any kind is prohibited on townhouse patios. This includes the use of traditional cigarettes, e-cigarettes, vapes, rolled cigarettes or cigars, and smoking paraphernalia.

Supplied townhouse furniture is not allowed on patios or to be removed from your townhouse.



Caretaking

Garbage & Recycling

Garbage and recycling dumpsters are conveniently located in the following areas:

- Outside Centennial Village (northwest and south ends)
- Aquatic Centre parking lot
- Residence parking lots G, GG, and F (next to units 1 and 46 in College Courts)

Do not dispose of household garbage in the bins located in Centennial village common spaces and near elevators. These bins fill up too quickly and are intended only for small items.

Please remember:

- Always use the designated outdoor bins for garbage and recycling
 - Do not leave garbage in shared or public areas, especially near exits - this poses a fire and safety hazard and attracts pests. Leaving a mess in shared areas adds extra work for our caretaking team—please do your part to keep things clean.
 - Unsanitary conditions, such as dumping excessive trash or leaving bottles and garbage in social spaces, are violations of the Residence Community Handbook
-

Cleaning Expectations

As part of your Residence Agreement, you are expected to maintain cleanliness in your unit throughout the year and upon move-out. Failure to do so may result in sanctions or charges.

If you live in a townhouse, it is your responsibility to coordinate cleaning duties with your roommates. If you need help facilitating this conversation, your Residence Life Coordinator is here to assist.

We recommend bringing cleaning supplies (they are not provided by Residence Services) please refer to the [What to Bring and What's Not Allowed](#) section for a list of recommended cleaning supplies.

Cleaning Don'ts:

- Do not use bleach tablets in your toilet, as they can damage the plumbing.
 - Do not rinse food down your sink, this will cause your sink to drain slowly and require maintenance in your room
-

Maintenance & Unit Care

Unit Condition Reports

Upon move-in, you have 24 hours to report any pre-existing damage or concerns in your room or unit. Please complete the Unit Condition Report sent to your Olds College email under the subject line: "Welcome to Campus Housing at Olds College."

If no report is submitted within 24 hours, the room/unit is considered in good condition, and any damages found at move-out may be charged to your security deposit. Damage charges can be appealed by emailing: residenceservices@oldscollege.ca

Maintenance Requests

If you encounter a maintenance issue:

1. Do not attempt to fix it yourself
2. Submit a request using [Residence Maintenance Form](#), you can find a QR code on your move-in brochure
3. Or email: residenceservices@oldscollege.ca
4. Or contact the Front Desk in Centennial Village

If there are urgent Issues (e.g., water leaks, no heat, locked out) outside office hours, please call Campus Security at 403-556-8224 immediately for assistance.

Requests are prioritized based on urgency and importance. If you haven't received a follow-up, please reach out again via email or visit the Front Desk in Centennial Village.

Damages & Repairs

- Do not damage or alter residence property (e.g., walls, furniture, fixtures)
 - Do not attempt DIY repairs, doing so may result in additional charges
 - Report all damage to Residence Services immediately
-

Windows

For your safety and building protection:

- Do not tamper with or remove window screens, latches, or mechanisms
- Do not crank windows more than 45 degrees
- Keep windows closed during freezing temperatures

Residence staff may enter your room without notice to close windows and adjust thermostats during extreme cold to prevent pipe damage.

Snow Removal

- Main walkways are cleared by Facilities
- College Courts residents must clear snow from their patios
- Shovels and salt are provided; request refills through a maintenance request

Room Inspections

To support a safe and well-maintained living environment. These inspections help us address:

- Maintenance needs
- Safety concerns
- Cleanliness and wellness issues
- Pest concerns

Townhouses (College Courts)

Preventative Maintenance Inspections

- Monthly
- 24-hour notice will be provided via email
- Keep the crawl space door clear for maintenance access
- Please carry your keys with you at all times. Our staff will lock your door when they leave the unit
- Lockout charges will apply

Centennial Village & Townhouses (College Courts) Pass/Fail

Room Inspections

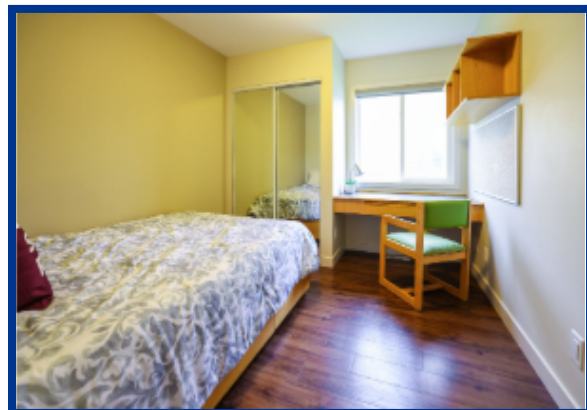
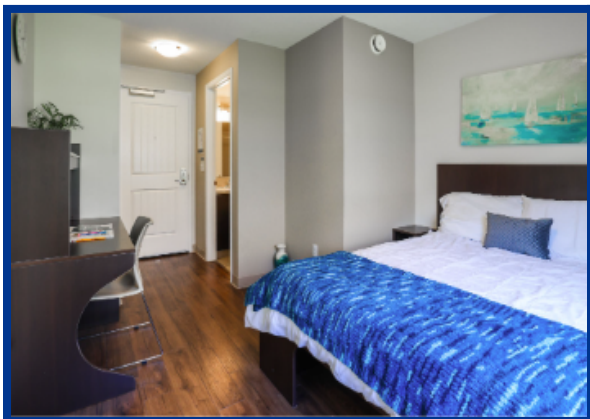
- Per Term - Pass/fail inspections
- 24-hour notice will be provided via email
- Conducted by the Residence Services team
- Please carry your keys with you at all times. Our staff will lock your door when they leave the unit.
- Lockout charges will apply

Winter Break Maintenance Inspections

During the December holiday break, Residence Services will conduct maintenance inspections in all residence units to ensure safety and prevent damage during the vacancy period. These checks are essential for maintaining a safe and functional living environment over the winter break.

The inspection will include checks of:

- Fire safety equipment
- Thermostats (set to appropriate levels for cold weather)
- Windows (to ensure they are closed and secure)
- Room condition – residents must ensure:
 - Garbage is removed and No food is left out
 - Bathroom fan is left on (if applicable)
 - The space is generally clean and orderly



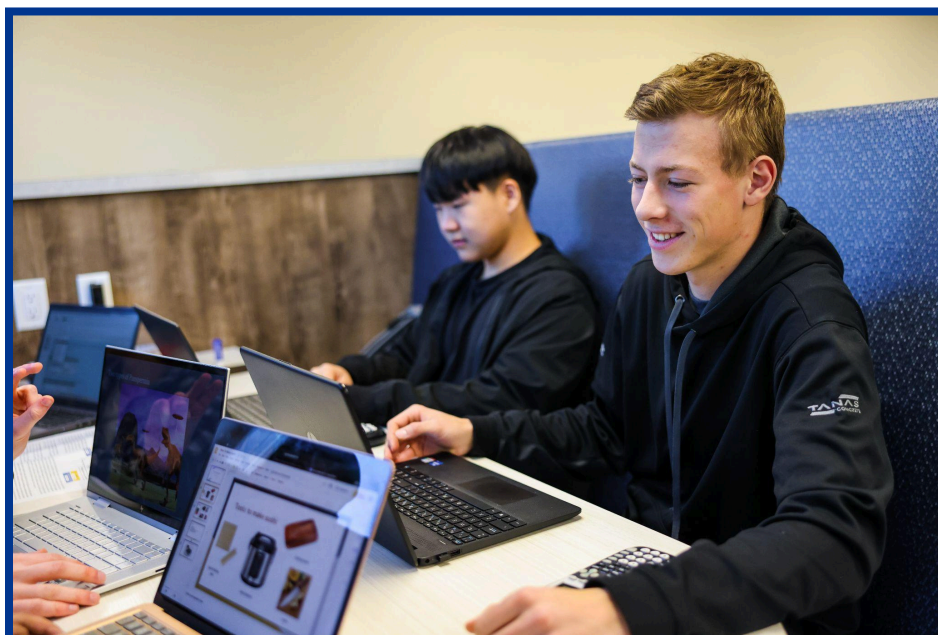
Internet Access – Powered by O-Net

Stay Connected with O-Net Internet

Whether you're working on assignments or streaming your favourite shows, O-Net keeps you connected!

- Wired LAN access is available in your room for fast, reliable internet
- Wi-Fi is available in all common areas, including lounges and study spaces
- Included in your residence fees – no extra setup or payment required!

Centennial Village Internet Details	Townhouses Internet Details
Your private router is located under your desk. <ul style="list-style-type: none"> • The network name is listed on the box • The password (WPA key) is printed on the router • Wi-Fi name & password (WPA key) will be on your key package for convenience 	Your router is located in the maintenance room of your unit. <ul style="list-style-type: none"> • Network and password are posted on the bulletin board under "Community Living and Safety Guidelines" • There is a switch outside of the door of the maintenance room for you to reset your router
Important Notes: <ul style="list-style-type: none"> • Do not change your Wi-Fi username or password. Doing so will result in a fee upon move-out. • Do not remove or tamper with the router or wiring. 	
Responsible Use of the Internet	Tech Support
All internet use must follow the O-Net Acceptable Use Policy: http://o-net.ca/acceptable-use-policy Olds College is not responsible for any unauthorized, illegal or inappropriate activity online.	Contact O-Net directly at: Phone: 587-796-8444 Email: support@o-net.ca



Sustainability in Residence

We are committed to fostering a sustainable living environment in our Residences through several eco-friendly initiatives:

Water - Saving Fixtures

- Low-flow flush toilets
- Energy-efficient shower heads (*please do not replace these with personal fixtures*)

Energy Efficiency

- Energy-efficient light bulbs (*do not replace bulbs yourself; submit a maintenance request if they burn out*)
- Please remember to turn off lights when not in use
- High-efficiency boilers in Centennial Village (CV)
- High-efficiency furnaces in College Court (CC)
- High-efficiency hot water tanks

Refill & Reduce Plastic Waste

- Water bottle fill stations are available on the 1st and 3rd floors in Centennial Village

Recycling

- Recycling bins are conveniently located outside CV and in the Townhouse parking lots
- Bottle and can recycling can be found in the lobby of CV

Visitor and Guest Policy

The Visitor and Guest Policy is a shared responsibility between residents and Residence Services. All students play an important role in maintaining a respectful and safe community. If you are aware of a potential violation, please notify Residence Services in a timely manner.

Violations of this policy may result in:

- Loss of guest privileges
- Fines
- Termination of your Residence Agreement

Types of Guests

1. Standard Visitors

- Permitted in Centennial Village and College Courts Townhouses
- Welcome between 7:00 AM – 11:59 PM, daily
- No registration or visitor limit required during these hours

2. Overnight Guests

- Any non-resident visiting Centennial Village or College Courts Townhouses
- May stay up to 2 consecutive nights
- Maximum of 4 nights per month

Important Reminders

- You are responsible for the actions and behavior of your guests, even if you are not present during an incident.
- Abuse of guest privileges may result in the loss of your own Residence privileges.

For questions or clarification, please contact Residence Services at residenceservices@oldscollge.ca.

Non-Authorized Guest Status

Non-residents who are involved in conduct violations may be prohibited from entering or remaining in Residence. This restriction may be in effect 24/7 or during designated hours. All evictions will result in the student being classified as a Non-Authorized Guest.

Moving Out of Residence

Early Termination of Your Lease – *After Arrival on Campus*

If you're considering withdrawing from residence and moving off campus before the end of your contract dates, our team is here to assist you. To officially terminate your lease, you must complete and submit a [Notice to Vacate Form](#).

Early Termination Policy:

- A minimum of 4 weeks' notice is required.
- A \$300 early termination fee will apply.
- If no notice is provided or the unit is abandoned:
 - You will be charged 4 weeks of housing fees and a \$400 early termination fee from the date the room is confirmed vacant.
- If you're withdrawing from Olds College, you will:
 - Be charged the \$300 early termination fee
 - Have until the Saturday following your official withdrawal to move out.
 - Be refunded any eligible housing fees from your move-out date (end of the week).

If you have any questions or need assistance with the process, please contact us at residenceservices@oldscollege.ca.

Contract End - Move-Out

We hope you've enjoyed your residence experience! When it's time to leave, please follow the steps below:

Before You Go:

- Carefully read the "Important Move-Out Information - Centennial Village" email (sent ~30 days prior to move-out).
- Follow the detailed "What YOU are Responsible For" checklist included in the email.

What You're Responsible For:

- Clean your unit and any shared areas (e.g., townhouse common spaces).
- Remove all belongings from your room/unit – disposal fees apply for anything left behind.
- Return all keys to the Centennial Village Front Desk.
 - If after hours, use the key drop box in the front vestibule.
 - Do not leave your keys in your room – charges will apply.

Upon Inspection, We Assess For:

- Cleanliness
- Damages
- Tampering with fire safety or wifi router equipment

Personal Items Left Behind

If you can't take everything with you, we encourage you to donate or recycle your items responsibly.

Donation Options:

- Use our Residence Services Donation Station.
- Donate to a local thrift store or recycling centre.

Donation Items We Accept:

- Unopened non-perishable food
- Small appliances (mini fridges, kettles, microwaves)
- Books and school supplies
- Hangers and closet storage items
- Unopened toiletries

Donation Items We Cannot Accept:

- Open food or drinks
- Opened personal items (e.g., shampoo, toothpaste)
- Alcohol
- Clothing
- Large items (furniture, TVs)
- Bedding (sheets, blankets)
- Towels

Personal Items Left Behind:

- Items left behind will be held for 30 days, then donated or disposed of.
- Disposal fees apply for abandoned items.
- Improper disposal of large items (BBQs, furniture, TVs, mini-fridges) will result in dumping fees.

Questions about donations? Email:
residenceservices@oldscollege.ca

Mail After Move-Out:

Once you vacate residence, we are unable to forward your mail. Any mail received after your departure will be marked "Return to Sender."

We strongly recommend that you do not forward your mail through Canada Post. This service cannot be reversed once your lease ends. Be sure to notify all necessary contacts of your address change before moving out.

Security Deposit Information

Your security deposit will be returned to your Olds College student account after your room has been inspected. This process may take 4–6 business weeks.

If you haven't received your refund - Submit a [Refund Request](#) Form (found on the [Student Forms](#) Page of the Olds College website).

Possible Charges Deducted from Your Deposit:

- Cleaning and garbage disposal
- Room or equipment damages
- Unreturned key fob or laundry cards
- Improper checkout fees (e.g., not returning keys)
- Nightly failed departure rate
- Dumping fees
- Fines (conduct, parking, etc.)
- Any unpaid balances on your student account

Student Wellness at Olds College

Your health and well-being matter to *you*, and to *us*. At Olds College, you're joining a caring community that's here to support your success, both academically and personally. We understand that every student's journey to balance and well-being is unique. Whether you're dealing with a health concern, mental health challenges, or just need to connect with someone who listens, we encourage you to reach out.

Health & Wellness Services

Located in the lower level of the Learning Resource Centre, the Health and Wellness team offers confidential, student-focused care:

- On-site nurses and counsellors
- Doctor available weekly (Wednesdays)
- Walk-ins welcome during office hours

How to Connect with Health & Wellness:

Email: studentsupport@oldscollege.ca

Call: 403.556.8230

Drop in: Visit during regular office hours (no appointment needed)

10 Tips for Holistic Wellness at College

College is a time of personal growth, new challenges, and big transitions. The journey between ages 18–25 can be especially intense mentally, emotionally, and physically. But you're not alone. These tips can help you build balance and thrive in your time at Olds College.

1. **Connect to Support Early** - Don't wait for stress to pile up - reach out to campus resources early. Students who engage with support services tend to feel more balanced and perform better both academically and socially.
2. **Join Residence Life Events** - Get involved in residence programming! Events and activities are a great way to meet new people, reduce stress, and feel more at home in your community.
3. **Try Counseling Services** - Counselors offer group sessions, workshops, and one-on-one appointments. Whether you're dealing with stress, homesickness, or a specific concern.
4. **Have a Pre-Existing Condition? Get Connected** - If you're managing a mental health condition, contact the Health & Wellness Centre early to discuss your needs and available support.
5. **Meet with an Academic Advisor** - Your course load can affect your wellness. Advisors can help you find a manageable schedule and support your long-term academic goals.
6. **Build Your Campus Network** - Join a club, intramural sport, student government, or interest group. Social connection is essential for mental and emotional well-being.
7. **Stay Active** - Regular movement helps manage stress and boosts your mood. Use the Residence Fitness Centre, Olds Aquatic Centre or join fitness classes at the Ralph Klein Centre.
8. **Take Care of Your Physical Health** - Set up a check-in with a nurse or doctor at the Health & Wellness Centre. Preventative care can help you stay healthy throughout the term.
9. **Watch for Signs of Distress** - Know the signs for yourself or your peers:
 - a. Trouble sleeping
 - b. Excessive substance use
 - c. Emotional changes or isolation
 - d. Difficulty focusing
 If you notice these in yourself or someone else, speak up or reach out to a trusted staff member.
10. **Reach Out – You Deserve Support** - You don't need to figure everything out on your own. Identify what you need, and let someone help. Olds College offers a strong network of people who care and are ready to support you.

Residence Fees

Fees & Payments – Residence

Residence fees are posted to your student account approximately 30 days prior to the start of each term.

What's Included in Residence Fees?	View & Pay your Residence Fees:	Payment Deadlines:
<ul style="list-style-type: none"> • Housing • Meal Plan • Residence Activity Fees 	Log in to your student account at: MyOldsCollege (link)	To find your payment due date: <ul style="list-style-type: none"> • Visit the Tuition and Fees Schedule • Find your program • Scroll to Fee Payment Deadline

Making a Payment

- Payments can be made to your account at [MyOldsCollege](#)
- Or visit the [Payments Method Page](#) for more payment options

Need a Payment Plan?

Payment plans are available!
 Fill in the [Payment Plan Request Form](#) on the student form page.

Parking at Olds College

Olds College of Agriculture & Technology operates a year-round, pay-for-parking system. All vehicles on campus must have a valid parking permit or short-term payment. For full details, visit: [Parking at Olds College](#).

How to Pay for Parking

- Use the HotSpot app (available for iOS and Android)
- Or scan the QR code posted in each parking lot to pay online

Residence Parking:	Overflow & Restrictions:	HotSpot Instructions for Residence:
The following lots are designated for Residence Parking and require payment 24/7: <ul style="list-style-type: none"> • Lot F, FF, G, GG, H, and R 	<ul style="list-style-type: none"> • Lot D is available as overflow parking if your assigned lot is temporarily full • Lot N is not available to Olds College students – <i>no evening parking permitted</i> • Residence permits are not valid in non-residence lots on campus 	<ul style="list-style-type: none"> • Residence Services will register your @oldscollege.ca email with HotSpot about 30 days before you arrive • Once registered, you'll be able to access the Residence Special Permit in the HotSpot app

Vehicle & Bicycle Guidelines

To keep our campus safe and respectful for everyone, please follow these important transportation guidelines:

Motor Vehicle Use

- Only drive on designated campus roads
- Driving through the courtyard or on pedestrian sidewalks is strictly prohibited and may result in a \$1,000 fine and/or eviction
- Always obey posted speed limits

Note: Residence Services is not responsible for any vehicle loss or damages incurred while on campus.

Bicycle Storage

- Use the bike racks located outside Centennial Village
- Bikes in College Courts should be stored on patios only
- Do not leave bikes in hallways or common indoor areas
- Ensure you have an appropriate bike lock to lock up your bike

Note: Residence Services is not responsible for any bicycle loss or damages incurred while on campus.

Theft Prevention Tips

Common property items for theft include: vehicles and bikes.

- Keep your personal belongings with you – unattended items can be stolen in seconds.
- Always lock your doors, exterior and residence room door.
- Lock your car doors and remove valuables such as electronics, and money from plain view.
- Use a good quality U-shaped lock to secure your bicycle.
- Lock your bike in a well lit area.

If you are a victim of a property crime please contact the RCMP.

Olds Alberta RCMP
 5110 65th Ave
 Olds AB T4H 1L8
Administration: 403.556.3324
Non-Emergency: 403.556.3323
[Report a crime online here](#)

Reporting to Campus Security

Reporting thefts and suspicious activity is vital to catching thieves and preventing more thefts in the future. Reporting thefts helps Campus Security and the Olds RCMP identify high-problem areas, theft patterns, and in finding the perpetrators.

Bicycle theft can be reported to Campus Security by phone, via email, or in person. You can also report suspicious behaviour, and even upload photos, using the [OC ALERT app](#).

Non-Emergency: 403.556.8224
 Email: ocsecurity@oldscollege.ca
 Location: Learning Resource Centre
 Available: 24/7

Campus Safety & Emergency Response Plan

Olds College is dedicated to maintaining a safe, inclusive, and supportive learning environment. Our campus safety procedures and 24-hour security services are here to help protect you.

In Case of Emergency

1. Call 911

If you witness or are involved in an emergency requiring police, fire, or ambulance services, dial 911 immediately.

- Notify Campus Security** - Campus Security is trained to respond to emergencies, support incident reporting, and help ensure campus-wide safety. After calling 911, report the incident to the Campus Security at:

Non-Emergency: 403.556.8224

Emergency: 403.556.8225

Email: ocsecurity@oldscollege.ca

Location: Learning Resource Centre

Available 24/7

[Campus Safety](#) (link)

3. Emergency Response Plan

Controlled Evacuation

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



Fire - Call 911

If you see a fire:

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



Lockdown

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



IF you are outside and not near a building;

- Quickly and quietly leave the campus.
- Tell anyone you see to evacuate.

Shelter in Place

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



Suspicious Package

- Call Campus Security at 403.556.8225.
- Notify your supervisor.
- Move to a safe location.
- DO NOT handle the package.



Hazardous Spill

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



Emergency Response Procedures

OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY



In Case of Emergency

Muster Point:

DIVING HALL

Step 1: Call 911

Step 2: Contact Campus Security 403.556.8225

Designated Emergency Warden:

FRAN COYNE
JON BOWELL



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.



Wheelchair Assistance: If you are not on the ground level, go to the nearest stairwell and tell someone to report your location to the responding emergency services.

Non-Emergency Contacts

Campus Security (Non-Emergency)	403.556.8224	Alberta Child and Family Services	403.507.8035
Health, Safety & Security Manager	403.586.6549	Alberta Works	403.556.8060
Campus Facilities	403.556.8218	Olds RCMP - non emergency line	403.556.3324
CLC Manager	403.556.8359	Olds High School	403.556.0110

The OC Emergency Alert App

To keep you informed and safe during an emergency, Olds College uses a Mass Notification System called the Olds College Alert App. All students are strongly encouraged to download the OC Emergency Alert App on their phones and/or laptops. This app provides quick access to important safety and security information, including:

- Emergency contacts
- Crisis alerts and notifications (real-time alerts in the event of an emergency)
- Online incident reporting
- Provide critical updates and instructions
- Help you stay connected and informed wherever you are on campus
- Campus maps and resources



Health and Safety Information

Medical Emergency Procedures

If someone is experiencing a medical emergency:

1. Call 911 immediately
2. Then contact, Campus Security's Emergency line at 403.556.8225

Campus Security will meet emergency responders at the campus entrance and guide them to the appropriate location.

Fire Safety Reminders

Fire Safety & Evacuation Procedures

In Case of Fire

- Sound the alarm if you discover fire or smoke
- If you hear the alarm, evacuate the building immediately

For Students with Mobility Impairments

- Stay in your unit during an evacuation
- If you encounter smoke:
 - Place a towel at the base of your door
 - Wave a bedsheet out of the window to signal for help

Evacuation Instructions

- Exit calmly using the nearest stairwell or emergency exit
- Proceed to the muster point: Dining Elements Cafeteria
- Do not use elevators
- Close doors behind you as you exit
- If your exit is blocked, use an alternate route
- Do not re-enter the building until instructed by the Fire Department or Residence Staff

Fire Prevention Tips:

Residence

Open flames of any kind are not permitted in and around all residence buildings at any time due to fire risk. This includes:

- Candles, tiki torches, fireworks & similar flame producing devices
- Firepit-style BBQs are not permitted.
- Campfires, wood burning or gas/propane Fire pits/tables are not permitted

Hairstyling tools such as flat irons, curling wands, or blow dryers:

- Place on a heat-safe surface while in use.
- Ensure they are turned off and unplugged after use

Appliances: Please see [What to bring and what is not allowed](#)

Townhouses

Fire Extinguisher - Do not decorate or move the fire extinguisher located in townhouse entrances

Cooking - please ensure you are cooking responsibly, kitchen fires are most often caused by:

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

Lockdown Procedures

In the event of a critical incident where evacuation is unsafe, a lockdown of the campus and/or residence will be initiated.

How You'll Be Notified

- An alert will be sent via the Olds College Alert App
- The RCMP, Campus Security, and the Crisis Response Team will ensure no one enters or exits lockdown areas

What to Do During a Lockdown

1. Find Shelter

- Go to a room with a lockable door, such as your residence unit
- If you're in an open space and it's safe to move, seek out a secure room that offers:
 - Cover (protection from physical harm)
 - Concealment (hidden from view)
 - An escape route, if necessary

If the door doesn't lock:

- Barricade it with heavy furniture
- Or secure it using a belt around the door's hydraulic arm

2. Stay Quiet and Out of Sight

- Move out of view of doors and windows
- Silence your phone and turn off vibration
- Remain calm and encourage others around you to do the same

3. Remain in Lockdown

- Stay where you are until you receive:
 - An official "All Clear" notification via the Olds College Alert App, or
 - A direct clearance from the RCMP

If you're unsure whether it's safe, continue to remain in lockdown until officially notified.

Residence Safety Guidelines

At Olds College, your safety is our top priority. While Residence Services provides safe and secure accommodations, it's important that all residents take an active role in maintaining a safe environment.

Compromising safety and security protocols is a serious matter and will be addressed accordingly.

Emergency Contacts - Program these numbers into your phone:

- **Residence Services Office:** 403.507.7999
- **Campus Security Emergency:** 403.556.8225
- **Campus Security Non-Emergency:** 403.556.8224

Personal Security Tips

- Always lock your room – even when you're inside
- Never lend your key card to anyone
If lost, report it immediately to the Residence Office
- Don't leave valuables in plain sight or in your vehicle
- Only let people into your residence building if you know them personally and are willing to take full responsibility for their actions while on campus
You are responsible for any non-resident you allow into Centennial Village or Townhouses.

Situational Awareness

- Report suspicious individuals or behavior to Campus Security or the RCMP
- Use the Campus Safe Walk Program when walking alone at night
- Report all safety hazards using the Olds College Alert App
- Carry your photo ID and present it cooperatively when asked by staff or Campus Security
- Providing false information during a security inquiry may be considered a breach of community trust and safety

Ongoing Safety Monitoring

- Campus Security conduct nightly rounds of all residence areas
- Security cameras are in place throughout residence buildings to help protect you and your community.



Possession of Weapons/Firearms

Olds College recognizes that, as an Agricultural and Technology institution, certain tools, such as pocket knives, are necessary for some academic and practical work. However, the safety of our community remains a top priority. Please see a list of Permitted items and Prohibited Items below:

Permitted Items	Prohibited Items
<p>Pocket Knife</p> <ul style="list-style-type: none"> • Pocket knives may be carried by students and employees, but only when used strictly as tools for academic or work-related purposes. <p>Approved Hunting or fishing knives</p> <ul style="list-style-type: none"> • Only if it has been authorized by the TAC Director and/or Director, Campus & Ancillary Services <p>When not in use, pocket knife or approved hunting or fishing knife must be:</p> <ul style="list-style-type: none"> ○ Concealed with the blade folded or covered ○ Stored safely in a secure location <p>Misuse & Consequences</p> <ul style="list-style-type: none"> • Any act of aggression, intimidation, or violence involving a pocket knife or an approved hunting or fishing knife will be treated as a serious breach of conduct. <ul style="list-style-type: none"> ○ The pocket knife or approved hunting or fishing knife will be confiscated, and the individual may be charged with a weapons offence under applicable laws and policies. 	<p>The following items are not allowed on campus under any circumstances:</p> <p>Weapons include, but are not limited to:</p> <ul style="list-style-type: none"> • Firearms • Explosives (including fireworks) • Pipe bombs • Air, Pellet, BB, and CO2 guns • Bows - all types, including crossbows • Cattle prod or any other electric 'stick' capable of administering a shock • Taser • Swords, excluding those permitted for the modern sport of fencing • Martial arts weapons • Prohibited blades • Hunting or fishing knives **unless authorized by the TAC Director and/or Director, Campus & Ancillary Services • Brass knuckles • Replica or imitation firearms (including props) • Pepper, Oleoresin Capsicum (OC), Bear Spray • Any other restricted or prohibited device as defined by the Criminal Code of Canada • Replica or imitation of any of the above (including props)
<p>More information on Weapons and Firearms (links below)</p> <p>Olds College Weapons/Firearms Policy</p> <p>Olds College Firearms Procedure</p> <p>Olds College Weapons Procedure</p>	

Tenant Insurance

As outlined in the Residence Agreement, all residents are expected to carry tenant insurance while living on campus. This helps protect your personal belongings in the event of loss, damage, or liability.

Affordable Coverage Option Available

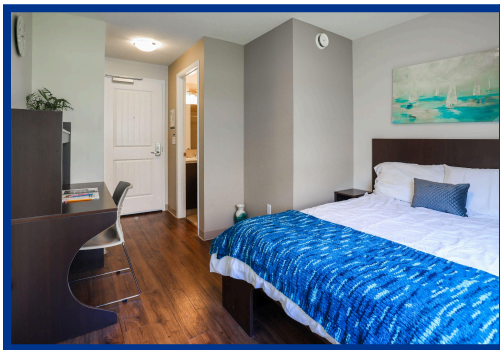
To make this easier, Residence Services has partnered with **BFL Canada** to offer a student-friendly insurance plan. Opt-in coverage this plan is optional, but highly recommended. For questions about coverage or support with the sign-up process, contact: bfltenantshelp@bflcanada.ca

Plan Highlights:

- \$18/month
- Covers personal belongings up to \$10,000
- \$1,000 deductible on personal property claims
- \$2,500 deductible on earthquake and liability claims

Sign up through the Olds BFL platform here:

[BFL Tenant Insurance Portal \(link\)](#)
 Use access code: 653726



Accessing Units Without Notice

At Olds College Residence, we respect your privacy and recognize that your unit is your home during your stay. However, there are rare circumstances when Residence staff may need to enter your unit without advance notice. We are committed to maintaining a respectful balance between your right to privacy and our responsibility to ensure a safe, healthy, and policy-compliant environment.

When This May Occur	What to Expect
<p>A Residence Team member may access your unit without notice for the following reasons:</p> <ul style="list-style-type: none"> • To make necessary repairs • To investigate or assess health and safety risks • To assess damages • To perform scheduled inspections • To confirm a violation or breach of policy 	<ul style="list-style-type: none"> • Staff will knock and identify themselves before entering. • You will be given reasonable time to prepare yourself before staff enter the space. • Cooperation is expected if a staff member requests access to your unit.

Note: *Olds College Residence is not governed by the Residential Tenancy Act, so entry without 24-hour notice is permitted under our Housing Agreement.*

Access Control & Key Card Policy

To ensure a safe and secure residence environment, all students are expected to follow these access guidelines:

ID Requirements

You must carry your Olds College student ID or another form of photo identification at all times while on campus or inside Residence facilities. This helps Residence Services and Campus Security identify all individuals within the community.

Key Card Expectations <ul style="list-style-type: none"> Always carry your Residence key card Do not lend your key card to anyone for any reason Lost or misplaced cards should be reported to Residence Services immediately 	Locked Doors After Maintenance & Inspections <ul style="list-style-type: none"> Any time an Olds College team member enters your room (e.g., for maintenance), all doors will be locked upon their departure If you're locked out as a result and don't have your keys, you are responsible for any applicable lockout charges
After-Hours Building Access Main entrance doors Centennial Village: <ul style="list-style-type: none"> Monday to Friday - are locked from 6:00 PM to 8:00 AM Saturday & Sunday - locked 24/7 Secondary entrances in Centennial Village - are locked 24/7	Low Battery Alert on Door Locks <ul style="list-style-type: none"> If the lights on your door lock are flashing yellow or red, it means the battery is low Please contact the Residence front desk right away: <ul style="list-style-type: none"> residenceservices@oldscollege.ca

Locking Your Doors

For your safety and the security of your belongings, it is important to:

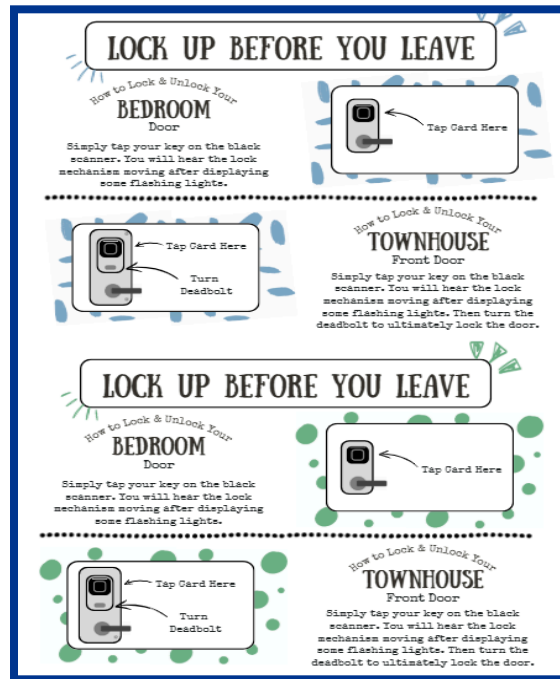
- Always keep your doors locked, including both your bedroom door and the main entrance to your townhouse.
- Lock your bedroom door even when you're inside, this is strongly recommended.
- Do not give your key fob/card to anyone.
- When Olds College staff enter your unit for inspections, maintenance, or other authorized purposes, all doors will be locked upon their departure.
 - If this results in a lockout and you do not have your keys, you will be responsible for any applicable lockout fees.

To lock your doors:

- Use your key fob/card to tap the reader when exiting your room.
- Use the deadbolt to lock your bedroom door or the main entrance of your townhouse.

We strongly recommend that all residents obtain [tenant insurance](#) to protect their personal property.

Note: In accordance with the Olds College Residence Agreement - Olds College, its agents, employees, invitees or contractors shall not be responsible for any property belonging to the Licensee or any of its guests which is lost, stolen or damaged in any way, regardless of cause, wherever such may occur being on and/or around Campus Housing, including without limitation, the Common Areas, storage facilities located thereon and/or the Room or the room(s) of any other resident.



Lost or Damaged Key Cards

If your key card is lost or stolen, please report it to the Residence Office immediately. Replacement cards can be issued during office hours and will be subject to a \$25 replacement fee.

Please remember:

- Both your key card and laundry card must be returned at the time of check-out.
- Charges will apply for any missing or unreturned cards.

Lockouts

To avoid lockouts and help maintain a safe environment, always keep your room keys with you.

For assistance with lockouts please contact:

During Office Hours:

Contact the Residence Office for assistance
Phone: 403.507.7999

After Hours:

Call Campus Security for assistance
Phone: 403.556.8224

Important Notes:

- A lockout charge of \$25 will apply
- Repeated lockouts may lead to a meeting with a Residence Life Coordinator to discuss next steps and available supports

Tips to Avoid Lockouts:

- Always carry your unit key with you
- Double-check before leaving your room
- Consider using a lanyard or keychain to keep keys handy

Life-Saving Equipment

Smoke Detectors, Fire Extinguishers, and Sprinklers

Each room and common area is equipped with smoke detectors and carbon monoxide detectors. These devices are extremely sensitive and play a critical role in your safety.

- Fire extinguishers are located throughout Centennial Village and each townhouse has its own extinguisher, typically near the entrance.
- If you create steam or smoke in your room (e.g., from burnt popcorn), do not prop open your door to clear the air. Instead, open a window to allow proper ventilation. Propping doors may trigger the building's fire alarm.
- If a smoke detector chirps every 30 seconds, this indicates it requires maintenance. Notify our team immediately.

Throughout the facility, you'll see sprinkler heads in the ceilings. These are part of the building's fire suppression system and can release large volumes of water quickly if activated.

Do not touch, hang items from, or tamper with sprinkler heads - whether in your room, hallways, or common areas. Accidental activation causes extensive and costly damage, for which you will be held financially responsible.

Important Reminders:

- Fire extinguishers assigned to townhouses must remain in their designated units.
- Tampering with any life-safety equipment is a serious violation and may result in fines and/or termination of your Residence Agreement.

This includes:

- Hanging items from sprinklers
- Covering or disabling smoke detectors
- Interfering with fire extinguishers or security cameras

AED and First Aid Kit

- An Automated External Defibrillator (AED) is located in the Centennial Village lobby, next to the front desk above the Laundry Card Machine.
- A First Aid Kit is available at the Residence Services Office.



Tobacco, Cannabis, and Other Controlled Substances

Tobacco and Vaping

As of July 1, 2024, Olds College is a smoke-free campus. Smoking and vaping are strictly prohibited anywhere on campus, townhouse patios, in student rooms, and anywhere within Residence buildings.

This includes the use of:

- Traditional cigarettes or cigars
- Rolled cigarettes
- E-cigarettes and vapes
- Any smoking/vaping-related paraphernalia
- Cannabis

Smoke-Free Campus Policy Enforcement:

In keeping with our commitment to a smoke-free campus:

- The Residence Conduct process will be followed when smoking/vaping or evidence of smoking/vaping is discovered.
- Repeated violations will be reported to the Campus Conduct Team for further disciplinary action.
- A \$250.00 fine will be issued for any confirmed smoking/vaping-related violations.

Designated Area for Residence students for cigarette smoking and vaping only:

Located near the northwest corner of Lot FF, on the east side of Centennial Village. A smoker's receptacle is at this location.

Health Support:

We recognize the significant health risks associated with smoking, vaping, and exposure to secondhand smoke. If you are interested in quitting or reducing your use, please connect with our Health and Wellness staff for support and resources.

Cannabis and Other Controlled Substances

Cannabis:

- Non-medical cannabis consumption is strictly prohibited on campus, including all Residence buildings, rooms, patios, and common areas.
- Students with a medical cannabis prescription must contact the Accessibility Services Coordinator and the Residence Office to register and develop a reasonable accommodation plan for responsible use.
- Cultivating cannabis plants is strictly prohibited in all Residence facilities.

Residents aged 18 or older may:

- Possess up to 30 grams of cannabis,
- Provided it is in a sealed container with a government-approved label.

Illegal or Controlled Substances:

Residents are not permitted to:

- Possession of illegal or controlled substances for the use of selling, purchasing, or distribution.

Note: *Misuse of controlled substances such as prescription or over-the-counter 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.*

Policy Enforcement:

Olds College is committed to maintaining a safe and healthy living environment. Violations of the above policies will be addressed through the Residence Conduct process and, if necessary, may involve additional disciplinary action in accordance with Olds College policies and provincial law.

Residence Alcohol Policy

Olds College permits responsible alcohol use in designated areas of residence. To ensure a safe and respectful community for all, please follow the guidelines below:

Where Alcohol is Permitted	Important Restrictions
<ul style="list-style-type: none"> • Inside your unit and patio • Lobby Student Lounge • Centennial Room • The ClubHouse 	<ul style="list-style-type: none"> • No glass containers: For safety, all drinks must be in non-glass containers with lids • No drinking games are allowed anywhere in residence • Prohibited alcohol paraphernalia includes: Beer funnels, Texas mickeys, Kegs, Any items that promote binge drinking or excessive intoxication
Transporting Alcohol	
Alcohol may be transported through hallways only if it is in a sealed or in a lidded container	

Healthy Alcohol Use

During your college experience, you may attend social events where alcohol is present. At Olds College, we prioritize student safety and promote responsible, informed choices around alcohol. Residence Services supports the safe and responsible consumption of alcohol and offers harm reduction education and resources to help keep our community safe.

If you or someone you know is struggling with alcohol use, reach out to the Olds College Health and Wellness Centre.

Tips for Safer Drinking:

- **Drink slowly:** Alternate alcoholic drinks with water or non-alcoholic beverages.
- **Avoid mixing** alcohol with medications, drugs, or energy drinks.
- **Know your limits:** Don't try to match others' drinking pace.
- **Eat while drinking:** Food slows alcohol absorption.
- **Pour your own drinks** and never consume a drink that's been left unattended.
- **Know the strength:** Check the alcohol percentage of your beverage.
- **Stay with trusted friends** and look out for one another.
- **Avoid binge drinking**, which involves consuming large amounts in a short time.
- **Plan ahead:** Make sure you have a safe way to get home or a place to stay.

Hosting or Attending a Party: Expectations:

- All hosts and guests must follow Residence and College policies.
- As a host, you are responsible for your guests' behavior.
- Parties must maintain a safe, respectful environment and excessive noise is never acceptable.
- Drinking games and competitive drinking are discouraged due to the risks involved.
- All parties must end at the beginning of quiet hours out of respect for fellow residents.
- If you need assistance with managing a gathering, contact Campus Security or the RCMP.

Responsible and Safe Partying

Everyone (Includes both hosts and guests)

- Always know the whereabouts of your non-resident visitors and take responsibility for them.
- Avoid drinking games or encouraging excessive alcohol consumption.
- Cooperate respectfully with all Residence Services team members.
- Protect the safety, security, and property of the building and its residents.

If You Are... Hosting a Party

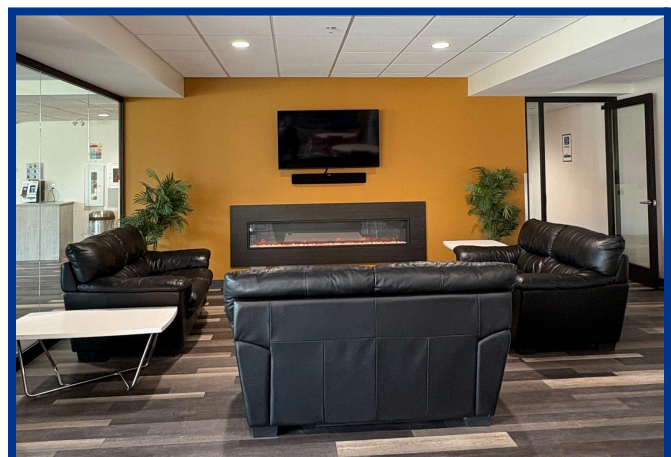
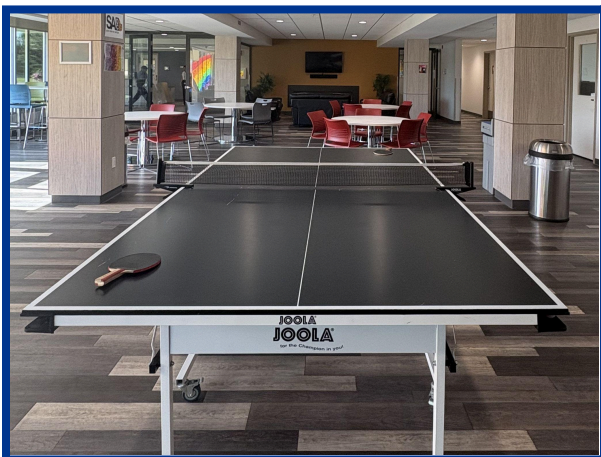
- Be present and attentive throughout the entire event.
- Take full responsibility for all guests you invite into your room or unit.
- Communicate with your roommates in advance about your plans to host.
- Keep the party confined to your assigned room/unit.
- Ensure the party ends by Quiet Hours to respect others' space and well-being.
- If needed, contact Residence Services or Campus Security for support with rule enforcement, guest behavior, shutting down the party, or managing incidents.

...Attending a Party

- Follow all expectations listed under "Everyone."
- Respect the host's guidelines and house rules.
- Exit quietly when Quiet Hours begin or when asked to leave by the host or staff. Avoid lingering in hallways.

...a Roommate or Neighbour Near a Party

- Speak directly and respectfully with the host if the party becomes disruptive.
- If concerns are not resolved, contact Campus Security or the RCMP for assistance.
- Report any violations of residence policies or unsafe behavior immediately.



Gender-Based and Sexual Violence: Support and Consent Awareness

Olds College does not tolerate any form of gender-based or sexual violence. Our community is committed to fostering a safe, respectful, and inclusive environment for all.

To learn more, please refer to the Olds College [Sexual & Gender-Based Violence Policy](#) (link) and associate procedures [Sexual & Gender-Based Violence Student Support Procedure](#) (link).

Immediate Support

If you or someone you know is in crisis and needs immediate support, please contact:

- On-Call Residence Personnel - 403.507.0341
 - Olds College Health & Wellness Centre - 403.556.8444
 - Campus Security - 403.556.8225
 - Central Alberta Sexual Assault Support Centre (CASASC)
 - **24-hour Crisis Line:** 1-866-956-1099
 - **Live Web Chat:** <https://casasc.ca/> (link)
-

Understanding Consent

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.

The Six Components of Consent

1. **Mutual** – All parties actively agree to participate.
2. **Enthusiastic** – Consent is given with genuine interest and excitement.
3. **Ongoing** – Consent must be obtained **before and during** every activity (e.g., kissing, touching, intercourse).
4. **Immediate** – Consent must be established **right before** each activity or change in activity.
5. **Initiator's Responsibility** – It is always the responsibility of the person initiating the activity to ensure consent is present.
6. **Sober** – Consent is **best practised sober**. It cannot be legally given when someone is under the influence of drugs or alcohol.

We're Here to Help

Olds College offers confidential support services for anyone impacted by gender-based violence or sexual violence. You are not alone, and there are resources available to assist you.

To understand consent in a simple, relatable way, we recommend watching the short video: "[Consent: It's as Simple as Tea](#)"

Residence Conduct Program

Olds College is a community built on mutual respect, inclusiveness, academic and personal growth. As members of this community, students, faculty, and staff are expected to uphold a standard of conduct that contributes to a safe, respectful, and supportive environment.

All students are responsible for reading and understanding the campus [Student Code of Conduct](#) (link).

Purpose of the Student Code of Conduct

The Student Code of Conduct exists to:

- Define the general standard of conduct expected of students.
- Provide examples of behaviours that may result in disciplinary action.
- Outline potential disciplinary measures.
- Establish the process and procedures the College will follow when addressing allegations of **non-academic misconduct**.

Residence Services may work collaboratively with other College departments when addressing these matters.

Residence Conduct Philosophy

The Residence Conduct Program is designed to ensure a fair and judicious conduct process. It aims to:

- Promote education, ethical decision-making and accountability.
- Encourage respect, safety, and academic success within the residence community.
- Address behaviours that violate residence policies while protecting student rights.

Residents have the right to:

- Be informed of allegations.
 - Be heard and respond.
 - Receive a timely, impartial, and fair process.
 - Appeal decisions, where applicable.
-

Amnesty and Safe Harbour

Residence Services promotes a culture where students feel safe seeking help without fear of disciplinary consequences.

- The Safe Harbour Clause applies to students who may be struggling with alcohol, drug, or addiction-related issues.
 - The goal is to encourage help-seeking and offer appropriate support, not punishment.
-

Residence Conduct Goals

The Residence Conduct Program is built to:

- Uphold the rights and responsibilities of all residents and team members.
- Protect the well-being and expectations of the residence community.
- Connect students to available support and resources.
- Promote a culture of respect, accountability, responsibility, and safe decision-making.
- Reach resolution through education, communication, and where needed, restitution.
- Ensure that students involved in conduct processes can:
 - Understand and articulate their rights as they pertain to the process.
 - Reflect on how their values and principles impact their decision making.
 - Recognize the impact of their behaviour and actions on others in the Residence community.

Community Standards

Community Standards outlines behaviours that constitute offences and their corresponding consequences or penalties (resolutions).

These standards apply to:

- All residence spaces and activities on residence property.
- Online activities (e.g., images, videos, or posts on social media) that depict prohibited behaviour. Students involved in or sharing such content may face conduct procedures.

Residence Services reserves the right to address behaviour that may not be explicitly listed but clearly violates the spirit of these guidelines.

Referral and Escalation

- Residence Services may refer serious or complex cases to the Campus Student Conduct Committee.
- The Committee may independently investigate, review, and impose additional sanctions under the Student Code of Conduct.
- In such cases, students may be subject to both residence and campus-level sanctions.

Residence Offence Levels

Residence Services categorizes conduct violations into three levels based on the severity, impact, and potential risk associated with the behaviour. These levels help guide the response and potential sanctions in a fair and consistent manner.

1.0 – Level One Offences

Definition: Behaviours that interfere with a resident’s right to the peaceful enjoyment of their room or unit and may violate one or more residence policies.

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 1.5 litres (Texas Mickey’s and Kegs of any size) • Collections of empty alcohol containers deemed unsanitary and beyond recycling purposes by Residence Staff • Alcohol-related items (e.g., beer funnels, bongs) or displays that promote excessive or rapid consumption
1.2 Displays and Windows	<ul style="list-style-type: none"> • Displays promoting alcohol, cannabis, or illegal substances • Images containing nudity or erotic material • Displays of prohibited items (e.g., hunting gear, axes, bows, or firearms)
1.3 Drinking Games/Sports	<ul style="list-style-type: none"> • Items used to promote excessive drinking or games such as but not limited to: Beer pong, Beer funnels, bongs, beer sleds or beer darts.
1.4 Furniture and Facilities	<ul style="list-style-type: none"> • Removal of window screens • Use of unapproved or foreign furniture in residence • Moving any furniture or fixtures—personal or College-owned—into public or restricted areas

	(e.g., crawlspaces, porches, sidewalks, rooftops, lawns within College Courts) <ul style="list-style-type: none"> • Placement of bottle lids, tabs, or caps in lighting fixtures
1.5 Garbage	<ul style="list-style-type: none"> • Leaving household garbage in public areas (small bins around CV) • Leaving garbage on townhouse patios • Excessive garbage or bottles left inside a unit or townhouse • Unattended spills • Presence of vomit left in your unit or public areas
1.6 Guest Violations	<ul style="list-style-type: none"> • Not following the guest policy (2 consecutive nights, no more than 4 nights per month) • Guests violating community handbook rules and policies • Sanctions will be applied to the hosting student who provided building access to their guests
1.7 Noise	<ul style="list-style-type: none"> • Noise levels that are high enough to disturb fellow residents • Noise resulting in a noise complaint to security or Residence Services Staff • Rowdy or disruptive behaviour
1.8 Other	<ul style="list-style-type: none"> • Animals in Residence (unless approved through Accessibility Services) • Reckless Driving on campus • Parking violations • Incomplete Moodle Module

2.0 – Level Two Offences

Definition: Behaviours that cause significant disturbances or hazards to residents, staff, or property. These may involve more serious or repeated violations of residence policies.

Level two offences include but are not limited to:

2.1 Cannabis	<ul style="list-style-type: none"> • Use of Cannabis in all Residence buildings, rooms, patios, and common area • Use of Cannabis on Olds College Property
2.2 Disrespect	<ul style="list-style-type: none"> • Disrespectful behaviour towards fellow students • Disrespect towards Student or Professional Staff • Disrespect towards Security personnel • Disrespectful actions or language targeting another student's beliefs
2.3 Smoking/Vaping	<ul style="list-style-type: none"> • Use of tobacco or vaping in all Residence buildings, rooms, patios, and common area • Use of tobacco or vaping on Olds College Property
2.4 Theft	<ul style="list-style-type: none"> • Theft of personal belongings or property of other residents • Theft of Olds College assets or equipment
2.5 Vandalism	<ul style="list-style-type: none"> • Intentional damage or destruction of student or college property • Defacing of student or college property

3.0 – Level Three Offences

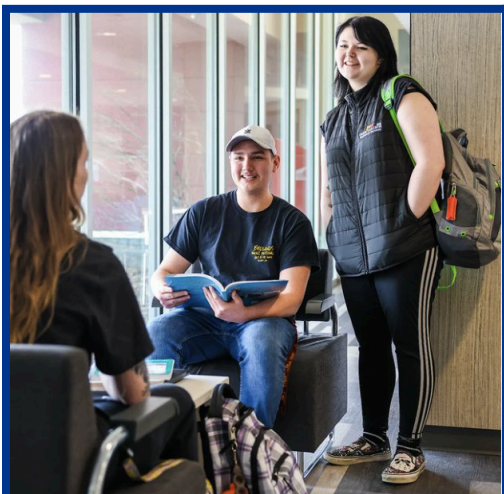
Definition: Illegal activities or behaviours that pose a threat to the safety and security of others, oneself, or the broader community, or actions that substantially conflict with the standards of Residence Services or Olds College. This also includes actions that place the institution's assets at risk.

Level three offences include but are not limited to:

3.1 Illicit Drugs	<ul style="list-style-type: none"> • Use of Illicit drugs in all Residence buildings, rooms, patios, and common area • Use of Illicit drugs on Olds College Property
3.2 Harassment	<ul style="list-style-type: none"> • Stalking or persistent unwanted contact • Verbal or written threats • Unwanted attention or intimidation • Harassment based on personal beliefs or identity • Repeated disrespect towards fellow students, staff, or security
3.3 Tampering	<ul style="list-style-type: none"> • Tampering with safety or security equipment, including: <ul style="list-style-type: none"> • CCTV cameras • Fire extinguishers • Smoke alarms • Sprinkler systems
3.4 Fire Emergency	<ul style="list-style-type: none"> • Causing or contributing to a fire, regardless of intent • Failing to report a fire or interfering with emergency response <i>(not to be used for fire system tampering or maintenance)</i>

4.0- Level Four Offences

Definition: Incidents that require an immediate response from emergency services, Security Services, first responders, and/or the Residence Life Team in order to protect students, guests, and the institution. These incidents could include situations where residents have experienced or are at risk for significant harm and/or extensive property damage is imminent. In such cases, immediate action is coordinated by the Director of Campus & Ancillary Services (or designate).



The Conduct Process

Receiving Information

The Residence Life Coordinator receives information and incident reports from a variety of sources, including but not limited to security personnel, Residence Services staff, and members of the residence community. All residents are encouraged to bring forward concerns, information, or evidence to a person of authority.

Reviewing and Assessing Information

The Residence Life Coordinator (or their designate) will review and document all received reports. Each situation is assessed based on several factors, including:

- The type and number of violations involved
- The likelihood of the behaviour recurring
- The individual's behavioural history
- The evidence available
- Any past or present risk to the health, safety, or security of the individual or others

Interim Measures:

While an investigation is ongoing, Residence Services may impose interim, non-disciplinary measures to help ensure safety and well-being for all involved. These measures are designed to be neutral and precautionary and will be lifted once a final decision is made.

***Note:** The standard used to determine whether a resident is responsible is based on the "balance of probabilities." This means a decision will be made based on whether a reasonable person, after reviewing the available information, would reach the same conclusion as the Residence Life Coordinator or designate. This is a lower threshold than the "beyond a reasonable doubt" standard used in criminal proceedings.*

Required Response from the Resident

All residents are required to engage with the Residence Conduct Process. Failure to respond to communications related to alleged violations, sanctions, or disciplinary decisions may result in further sanctions. Residents are expected to reply within 48 hours of initial contact from Residence Life Staff.

Meetings to Discuss Violations

Residents involved in a potential violation will be invited to a conduct meeting. This meeting is designed to be a respectful, open, and honest conversation, allowing the resident to:

- Share their perspective on the situation
- Ask questions
- Express concerns or contextual factors

During the meeting, the Residence Life Coordinator or designate will provide education regarding community expectations and collaborate with the resident, when appropriate, to determine a constructive resolution.

Addressing the Behaviour

Residence Services is committed to addressing negative behaviours not only with those responsible, but also by supporting those affected, to ensure a respectful, inclusive, and restorative community. When a student is found to be in violation of the Residence Community Handbook, several possible outcomes, either individually or in combination, may result from the Residence Conduct Process.

Possible Outcomes (In no particular order) <i>Please note that this list is not exhaustive</i>	
Verbal Warning	Issued by Security and/or a Residence Life Team member either in the moment or during a follow-up meeting to discuss the incident. This serves as an initial response to minor concerns and includes a reminder of expectations.
Written Warning	A formal letter issued to the resident outlining the nature of the incident, the violation committed, and an expectation for behaviour change moving forward.
Coaching	A restorative and educational approach involving one-on-one or small group discussions. A Residence Life Team member works with those involved to understand the impact of their behaviour, support those affected, and facilitate communication when necessary.
Health and Wellness Follow-up	Residence Life Team members may follow up with those involved, either individually or as a group to offer emotional support, discuss the incident, and provide resources or referrals to relevant on-and off-campus supports. This may include conversations around healthier outlets and decision making.
Community Service Hours	Residents may be asked to complete community service as a means of accountability. This could involve participating in or supporting events, creating educational materials, or promoting residence and campus resources.
Restorative Meeting	Facilitated by the Residence Life Coordinator and/or the Manager of Residence Services, these meetings bring together involved parties to identify harms caused and work collaboratively toward resolution. The goal is to repair harm, rebuild trust, and develop a mutual agreement.
Apology	The responsible student may be required to provide a written apology to the complainant to acknowledge harm and take responsibility for their actions.
Fines	Monetary fines may be issued to recover costs associated with damages, staff time, or stolen property.
Room Relocation	If conduct concerns are linked to a particular unit (e.g., ongoing cleanliness or conflict issues), the resident may be reassigned to another residence area (e.g., moving from a townhouse to Centennial Village).
Residence Conduct Probation	<p>Probation is a formal disciplinary status, generally imposed for one or more semesters. During probation:</p> <ul style="list-style-type: none"> • Certain privileges (e.g., guest access, alcohol use, amenities) may be suspended • Additional violations during the probation period may result in eviction • Students will also be placed on non-academic misconduct probation (Reporting Investigations & Outcomes Procedure) and their Associate Dean may be notified
Sanctions & Restitution	This involves compensation or corrective action in alignment with the Residence Conduct Philosophy.

Sanctions & Restitution Continued	Sanctions and Restitution Are Meant To: <ul style="list-style-type: none"> • Educate students on the impact of their actions • Improve ethical decision-making • Reinforce accountability to the Residence Agreement 	Sanctions and Restitution Are Determined Based On: <ul style="list-style-type: none"> • The severity of the violation • Established precedents for similar situations • The student's past conduct history • The student's behaviour and attitude during the conduct process
Termination of the Residence Agreement	<p>In severe or repeated cases, a student's Residence Agreement may be terminated, requiring them to vacate residence by a specified date or immediately. Decisions to terminate a Residence Agreement are reviewed case-by-case by the Residence Life Team. Grounds for eviction may include:</p> <ul style="list-style-type: none"> • Acts of sexual violence or physical aggression, regardless of intent • Tampering with fire safety or security equipment • Repeated violations of the Residence Handbook or Residence Conduct Probation terms • Failure to pay residence fees 	

Decision

Once the Residence Life Coordinator (or designate) reviews the facts of the situation, they will issue a decision to the respondent. The decision will outline the alleged behaviour, the appropriate sanctioning, and the reasoning behind the decision. Furthermore, it will outline the processes to appeal the decision.

Appeals

Students have the right to appeal any sanction imposed by the Residence Life Coordinator. Appeal details will be included in the outcome letter. Appeals must:

- Be submitted in writing
- Be received within 3 business days of the sanction
- Be directed to the appropriate authority depending on the nature and severity of the original decision

There are three grounds for appeal:

1. there was a reasonable apprehension of bias by the decision-maker,
2. there was a failure to properly follow the residence conduct process, and
3. there is substantial new evidence that was not considered in the decision that could significantly change the outcome

The appeal letter must demonstrate that at least one of the grounds were met.

Appeals are reviewed by either the Director or Manager of Residence Services.

Charges and Fines

The following chart outlines examples of common charges and fines. Please note that this list is not exhaustive. Final costs may include both replacement and labour fees. Residence Services reserves the right to apply charges as necessary to recover the cost of supplies, labour, and any associated damages.

Unit Damages Item:	Repair/Replacement Cost:
Closet Mirror	\$600
Desk	\$300
Mattress	\$300
Bed Frame	\$800
CV Desk Chair	\$200
CC Kitchen Chair	\$200
Bedroom Door	\$800
Window Screens/Frame	\$100
TH Couch/Loveseat	\$700
Fire Extinguisher	\$300
Security Camera	\$500
Key Card	\$25
Laundry Card	\$10
Labour (cleaning and/or maintenance):	Cost:
CV Bedroom	\$30/hour
CV Bathroom	\$30/hour
TH Common Area	\$100/hour
TH Bathrooms	\$30/hour
TH Bedroom	\$30/hour
CV Common Spaces	\$30/hour
Garbage Disposal	\$50/hour
Elevator Repair Service Call	\$2,000
Fines:	Cost:
Tampering with Fire Safety Equipment	\$1,000
Tampering with Life-Saving Equipment	\$500.00
Smoking or Vaping all/any Residence buildings, rooms, patios, and common area	\$250.00

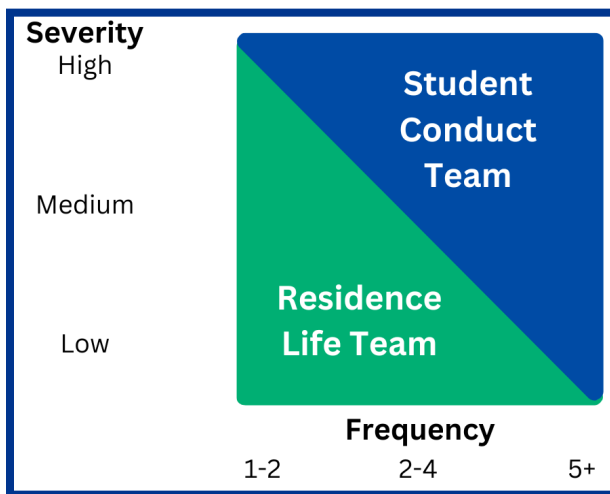
Escalation to the Olds College Student Conduct Team

In cases where a resident's behaviour is frequent, severe, or poses a significant concern to the broader campus community, Residence Services may escalate the matter to the Olds College Student Conduct Team. This team includes managers and team leads from various departments, each with a vested interest in supporting student success, safety, and well-being.

This process ensures that serious conduct matters are addressed fairly and consistently across the institution.

The following chart and list are below to provide clarity into which cases will be sent to the Olds College Student Conduct team for their involvement and responses, accompanied by a recommendation from our team.

Note: that this is not an exhaustive list, and the Residence Life Team reserves the right to submit a referral for any behaviour that significantly breaches expectations or impacts the community.



Severity
High
Tampering with Life Saving Equipment (i.e. AED, Security Cameras, Fire Equipment)
Elevator Misuse
Assault or Violence
Possession of a Prohibited Weapon
Reckless Driving
Medium
Vandalism
Underage Drinking
Possession of Pet or Animal
Guest Policy Violation
Smoking/Vaping/Cannabis
Bullying
Disrespect to Staff
Disobeying Emergency Procedure
Break and Enter
Damage to Building
Theft
Low
Noise Policy Violations
Rowdy/Unruly Behaviour
Removing/Damaging Signage
Garbage Disposal
Refusing Right of Entry
Improper/Unsafe Alcohol Consumption
Inappropriate Flags or Signage
*Examples and In No Particular Order



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 (TACLPL)
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

P Parking

Permits are required

Monday to Friday: 5 a.m. - 5 p.m.
Residence Zone 24/7

Visitor parking available in Lots B, C, K or L.
Passes can be bought online at oldscollege.ca/parking.

Student Lots

Residence Lots - F, FF, G, GG, H or R
Student General Lots - I, J, D, S

Staff Lots

Paved Lots - A, AA, B, C, K or L
Gravel Lots - I, J, D, M, or S

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