

# Student Housing Handbook

Wii Gyemsiga Siwilaawksat



Wii Gyemsiga  
Siwilaawksat



coast  
mountain  
college





# ■ Table of Contents

<b>Territorial Acknowledgements</b>	_____	<b>2</b>
<b>Welcome to Wii Gyemsga Siwilaawksat</b>	_____	<b>5</b>
<b>Rights and Responsibilities</b>	_____	<b>6</b>
<b>Moving In</b>	_____	<b>8</b>
<b>What to Expect in Housing</b>	_____	<b>10</b>
<b>What's On Campus: Amenities and Facilities</b>	_____	<b>14</b>
<b>Safety and Security</b>	_____	<b>16</b>
<b>Community Standards</b>	_____	<b>18</b>
<b>Moving Out</b>	_____	<b>22</b>
<b>Index</b>	_____	<b>23</b>

# Territorial Acknowledgements

Coast Mountain College region is within the Traditional Territories of six distinct First Nations: Nisga'a, Ts'msyen, Gitksan, Witsuwit'en, Haisla, and Haida. Within the six nations are 21 Indigenous communities with separate governing bodies.

Coast Mountain College also acknowledges the Inuit and Métis peoples in Canada.



- Nisga'a | People of the Nass River**
  - Gingolx
  - Gitwinksihlkw
  - Gitlaxt'aamiks
  - Laxgalts'ap

- Witsuwit'en | People of the Wedzin Kwe River (Bulkley River)**
  - Witsset
  - Hagwilget

- Ts'msyen | People Inside the Skeena River**
  - Kitselas
  - Kitsumkalum
  - Lax Kw'alaams
  - Metlakatla
  - Gitxaala
  - Gitga'at

- Gitksan | People of the Skeena River**
  - Anspayaxw (Kispiox)
  - Sik-E-Dakh (Glen Vowell)
  - Gitanmaax
  - Gitwangak
  - Gitsegukla
  - Gitanyow

- Haida Gwaii | Island of the Haida People**
  - Gaw Tlagée (Old Masset)
  - Hlgaagilda (Skidegate)

- Haisla | Those Living at the River Mouth, Living Downriver**
  - Kitamaat

**We also recognize our close neighbours the Tahltan Nation.**











## ■ Welcome to Wii Gyemsga Siwilaawksat

Welcome to Wii Gyemsga Siwilaawksat [Wee gii'yemk-sea-ga Sue-will-la-owk-set] Student Housing at Coast Mountain College! The name comes from a Sm'algyax phrase that translates to "where learners are content or comfortable." Sm'algyax is the language of the Ts'msyen First Peoples, on whose land Coast Mountain College's Terrace campus sits.

The Housing Office is committed to supporting the educational pursuits of all our students. If you have any concerns or questions, please come see us. We will address them for you or direct you to the appropriate individual or department.

- Housing Coordinator Office **250.635.6511 ext. 5309** or **residence@coastmountaincollege.ca**
- Housing Coordinator Nikila Prodduk contact: **nprodduk@coastmountaincollege.ca**
- Housing and Wellness Officer Charandeep Samra: **csamra@coastmountaincollege.ca**
- Housing Office Location: **Rm. #119**
- CMTN General toll-free **1.877.277.2288**



# Rights and Responsibilities

## Housing Agreement

When you check in to student housing you will be asked to sign a Housing Licence Agreement Contract. Before signing this legal document you should read and understand the information in this Housing Handbook.

In signing the agreement, you become contractually liable for the room that's assigned to you and its contents for as long as you reside there. You also agree to abide by the policies and regulations outlined in this handbook.

If you have questions about the handbook, the agreement, or the physical condition of your room, be sure to discuss them with the Housing Coordinator and make sure they are settled and agreed upon in writing to avoid any misunderstanding that could result in the loss of your damage deposit.

## General Provisions

The occupation and use of the premises are not exclusively yours. You may occupy and use only the areas CMTN designates. Please note that **CMTN and its representatives may, without notice, enter your suite at any time.** (See page 10 for more information.)

You should also be aware that:

- CMTN retains general dominion and control over the premises, and student housing generally, including all bedrooms and common areas.
- From time to time CMTN may establish, modify and enforce reasonable rules and regulations regarding the use and occupancy of the premises and CMTN Housing.
- You will be notified of any such changes to the Housing rules by a notice posted on the main bulletin board.
- CMTN reserves the right to restrict guests, change locks, issue and re-issue keys, and generally control the doors of CMTN Housing.
- You are expected to comply with the rules, regulations, and procedures set out in this CMTN Housing Handbook, including not interfering with the privacy of other students.
- You must pay on demand any fines levied against you, pursuant to CMTN rules and regulations.
- CMTN is not liable for any personal injury to you, or for damage or loss of money or personal property either on the premises or on any part of the CMTN campus, including the parking areas.



## Student Rights and Responsibilities

Students in CMTN Housing possess individual and group rights and responsibilities that must serve to guide housing personnel in making decisions concerning student welfare and behaviour. The following statements comprise the minimum expectations regarding these rights and responsibilities.

Each student has a right to engage in activities that are a part of college life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other students. Individuals must be educated regarding these particular rights and responsibilities that are associated with community living.

### Students Have the Right to:

- free access to their living accommodations
- live in a clean and secure environment
- written copies of the Student Housing Handbook which governs individual and group behaviours
- the respect and safety of personal property
- study without interruption or interference
- be free from unreasonable noise
- be free from intimidation or harassment
- express themselves creatively within established guidelines
- expect enforcement of the Student Housing Agreement/Contract
- direct access to staff who provide assistance, guidance and support as needed
- host guests, within established guidelines
- equitable treatment when behaviour is in question
- enjoy individual freedoms without regard to race, sex, national origin, disability, age, religion, sexual orientation, or political affiliation
- individual/group educational opportunities in their living community

### Students Have the Responsibility to:

- adhere to rules and regulations
- comply with reasonable requests made by staff, CMTN officials, and fellow students
- meet expected room payment schedules
- monitor and accept responsibility for behaviour of guests
- report violations of the rules and regulations to appropriate staff
- respect the rights of others, as stated previously
- contribute positively to the community by participating in educational and developmental activities

## Housing Advisors (HAs)

Housing Advisors (HAs) are students hired to help with any housing or interpersonal problems that students may encounter in the absence of the Student Housing Coordinator. HAs assume a leadership role in building an inclusive community.

They have a variety of job duties including organizing social activities, conflict resolution, student support, and maintaining cleanliness and safety standards. HAs are individually and collectively responsible for the maintenance of a positive community.

In the absence of a particular HA, all HAs are able to cover for each other. This ensures that an HA is accessible to all students at all times. They are easily contacted by text message, and cell numbers are posted in the common areas. If you have a problem that needs attention in the absence of the Student Housing Coordinator or Security personnel, you may contact an HA.



# Moving In

Note: A mandatory orientation is held in the first week of Fall and Winter semesters.

## Check-In Procedure

After acceptance into Wii Gyemsga Siwilaawksat and before checking in, you are required to pay a \$50 application fee, the \$300 damage deposit (refundable at check-out) and at least the first month's rent or all housing fees for the semester.

For consecutive housing stays, your housing fees are due at the beginning of each semester, and an application fee is due at start of the new academic year.

Semester dates will vary depending on your program's start and end dates. The damage deposit will be refunded following a successful formal check-out process (see below). Student Housing fees are non-refundable.

Acceptance letters from the Housing Coordinator's Office will provide detailed information about dates and times that you may check-in. At check-in, the Student Housing Coordinator will go over the Housing Licence Agreement with you, show you around, and answer any questions you may have.

You will be required to have your photo taken for security identification purposes and for access to rooms.

For information on check-out procedures, see page 22.

## Damage Deposit

After paying the application fee, you will be assigned a room and you can then pay the \$300 damage deposit.

The damage deposit will be refunded after check-out is completed through the formal process; providing all CMTN property has been returned and no damage has been incurred to the assigned room, or other CMTN property.

If you owe an outstanding monetary debt to CMTN, any damage deposit due to be returned will first be applied to reduce the debt obligation.

When you are eligible for a damage deposit refund, a cheque is mailed to the most recent address on file within 10 business days of the official check-out day.

## Housing Rental Fees

Monthly rental fees are due at the end of the previous month (for example, September rent is due by the last day of August).

- Non-refundable minimum stay of 30 days.
- Only available for Coast Mountain College Students

### Fees:

- Fall or Winter  
Monthly rate: \$600  
Weekly rate: \$150
- Spring or Summer  
Contact the Student Housing Coordinator to confirm rates and availability.

Non-payment of rent by the deadline falls under Low Severity Discipline (see page 20) and is dealt with by the following process:

- **Level 1: Written or verbal warning**
- **Level 2: Written warning**
- **Level 3: Behaviour contract for the remainder of the semester**
- **Level 4: Eviction—student cannot re-apply to on-campus housing for one year**

The four levels can span a semester, or depending on the situation, be enacted over a one-month period.

**Coast Mountain College reserves the right to evict students if housing payments are one month past due.**

We work closely with the CMTN Accounting Department when we have overdue accounts. Students are given **three email reminders** about their overdue accounts before the matter is sent to a Collections Company.

Students with outstanding balances have a flag put on their account that prevents future registration and withholds any certification.

Students in poor financial standing will be given lower priority on future housing assignments.

## Room Assignment

Wii Gyemsga Siwilaawksat has single occupancy rooms, triple occupancy, and quad occupancy.

Room assignments are based on the information supplied on your Housing Application form. No room changes are allowed unless authorized by the Student Housing Coordinator.

You are required to confirm the move-in condition of their assigned room, and to note any discrepancy on the Room Condition Form. This documentation ensures that you will not be held accountable for any pre-existing damage when you check out from Housing.

You may, in rare circumstances, be required to relocate to other rooms at the discretion of the Student Housing Coordinator to facilitate the efficient and economic operation of Housing. The Student Housing Coordinator will give as much notice as possible when requiring student relocation.

## Student Mail

Student mail is delivered to the Housing Coordinator's Office (Rm. #119) Mondays to Fridays between 9 a.m. and 5 p.m. Your mailing address is:

**Student Name, Room Number**  
**c/o Housing Coordinator Office**  
**5331 McConnell Ave**  
**Terrace, BC**  
**V8G 4X2**

## Internet

Wii Gyemsga Siwilaawksat is equipped with wireless Internet, but a password is required. Access and password will be assigned when you check in and will end at noon on the day you check out.

## What to Bring

You will need to provide your own:

- bedding
- towels
- soap
- laundry detergent
- cleaning supplies
- personal hygiene items
- microwave cover
- cooking utensils and equipment

You may also wish to bring such items as an iron, alarm clock, speaker, and things to make your room feel like home. However, we do not recommend bringing expensive personal belongings with you.

**Pets and plants are prohibited. Only legally documented and certified service animal/s for persons with disabilities will be allowed on the premises.**

Use of any cooking appliance is strictly prohibited inside rooms; see the Student Housing Coordinator for more information.





# What to Expect in Housing

## Cleanliness and Janitorial Services

Cleaning services are provided each weekday for the public areas of Wii Gyemsga Siwilaawksat; including lounges, entrances, stairwells, hallways and public washrooms.

You are expected to clean your own rooms and bathrooms, and dispose of garbage outside the building, in the designated dumpster. Vacuum cleaners are supplied by the Housing Coordinator for students' use and are available upon request during office hours.

Janitors are responsible for general cleaning only, as noted above.

Janitors are NOT responsible for cleaning microwaves, fridges, countertops or ovens. This is the responsibility of students. Clean as you go. A Housing Advisor will ensure cleanliness is upheld (for more information on community kitchens, see page 12).

Students are collectively expected to keep shared areas clean. Failure to do so will result in cleaning charges and/or further action as deemed appropriate by the Student Housing Coordinator. If a janitor has to be called in to clean, students will be charged the cost of the extra janitorial service.

A fridge, stove, convection oven and/or microwave are available in the kitchens throughout the building. There is also a BBQ located in the common outdoor area for convenient shared use.

## Room Checks

Student cleanliness in both common areas and individual rooms is of utmost importance in healthy group living environments.

**You are expected to maintain the cleanliness and orderliness of your room at all times. The Student Housing Coordinator may hold health and hygiene room checks with or without posted notice.**

**If a room does not meet the expectations of the Student Housing Coordinator or if, at any time an extreme mess is identified or odour permeates from a room, a room check will be done.**

**If further issues continue, a letter will be sent advising that your room will be subject to a health and hygiene check. You are responsible for ensuring that your room is clean and fresh by the time identified or you may be subject to action at the discretion of the Housing Coordinator.**

CMTN does not allow items to be suspended from windows, people climbing through windows, or jarring

doors open. The Housing Coordinator will check daily and students found not meeting the standards will be disciplined (see page 20 for more information).

During room checks, housing staff will check for cleanliness, damages and functionality of the following:

### Rooms

- blinds, smoke detector, heat thermostat, and lights
- furniture including drawers and wardrobes
- desk, chairs, bed frame, mattress, and carpet.

### Common Area

- countertops, surfaces, and microwave
- mini-fridge for mold and bacteria
- **an alcohol-free environment (see page 19 for more)**
- dishes, utensils, sink, and drainage
- garbage bins and common area floors.

### Washrooms

- shower, mirror, sink, toilet, floor, and trash bins.

Regular inspections are vital for upholding the quality and safety standards of Housing. Your cooperation and attention to these details are invaluable and deeply appreciated.

## Entry of Rooms

CMTN recognizes the private and personal nature of our students' rooms. Your right to protection from intrusion by college personnel is a priority, except under the following circumstances:

- **When the Student Housing Coordinator conducts regular room inspections for fire, health and safety hazards (with or without posted notice).**
- **When necessary repairs are thought to be needed in the room.**
- **When there is reason to believe that an emergency situation exists within the room.**
- **On admission of the tenant into the room.**
- **When the Housing Coordinator or Security Staff have reasonable grounds to suspect that there are violations of Housing rules or policies occurring within the room.**

Under these circumstances, the Student Housing Coordinator and Security will knock, announce their intention to enter, and proceed to enter the room.

## Maintenance and Repair

Students are required to report any concerns and requests for maintenance or repair for assigned rooms and common areas to the Student Housing Coordinator. This information will be relayed to our Facilities Department for appropriate action.

If an emergency repair issue should arise outside of office hours, you should notify a Housing Advisor immediately, or refer to the emergency contact information posted in each suite.

Failure to report a necessary repair or maintenance concern that could result in preventable damage may in turn be charged back to you.



## Laundry Room [Wap luhayaaks]



Washers and dryers are located on the first floor of Wii Gyemsiga Siwilaawksat. These machines are free of charge but you must provide your own laundry detergent.

Washers and dryers must be attended to in a timely fashion to ensure facilities are available for other students.

Any malfunction or damage to the laundry appliances must be reported to the Student Housing Coordinator immediately.

The laundry machines are only to be used between 8 a.m. and 11 p.m. to respect quiet hours. For sanitary reasons, remove all clothes immediately from the washer or dryer as soon as the cycle has ended.

Occasionally, the Student Housing Coordinator will require use of the laundry facilities. Students will be notified.

All contents left in the laundry room for over 24 hours will be placed in the trash if not claimed.

CMTN is not responsible for missing or lost items.

## Parking

Parking for students is free of charge at all campuses. CMTN does not assign or designate stalls. Parking is at the owner's risk.

**The loading and unloading zone (roundabout) in front of Wii Gyemsiga Siwilaawksat is a Fire Lane and is NO PARKING AT ALL TIMES** with the exception of authorized contractors and maintenance personnel. Unauthorized parking will be towed at the owner's expense.



## Community Kitchen Use [Wap guk]

Students are required to clean up after themselves when using the kitchen. This area is not covered by the janitorial staff. To maintain a hygienic and sanitary environment for food preparation and storage, the Student Housing Coordinator enforces a strict set of rules within each kitchen area:

- **Dishes used in the kitchen must be marked with your name or room number, and all dishes should be stored in your room.**
- **All dishes must be clean and out of the kitchen by 10:30 p.m. each night. Dishes left anywhere in the kitchen after this time may be thrown away.**
- **Food stored within the fridge must be marked with your name or room number.**
- **All food and bags left on the kitchen countertops after 10:30 p.m. will be thrown away.**
- **On the second and fourth Sunday of every month, a Housing Advisor will check the refrigerator and empty for cleaning, as necessary. Unmarked foods will be thrown away.**
- **The Housing Coordinator reserves the right to judge the situation and will discard any questionable items left in the kitchen during inspections.**

CMTN is not accountable for discarded items.

## Cafeteria/Food Services

The cafeteria, located in Waap Haawk (House of Birch), is open Monday to Friday from 11 a.m. to 1 p.m., September through April.

Students are given the option of paying for their meals on a pay-as-you-go basis or by purchasing meal cards in advance. CMTN offers a 5% discount on the purchase of meal cards valued at \$100 or more.

Meal cards are much like a pre-paid debit card which can only be used in our cafeteria. A balance is purchased and placed on the card, the card is then presented for each purchase and the balance decreases. Cards may be re-loaded at any time.

Menus are changed daily and are posted at the entrance to the cafeteria.





## Sm'alg yax Signage in Wii Gyemsiga Siwilaawksat

Every sign throughout Wii Gyemsiga Siwilaawksat includes an English descriptor word; a Sm'alg yax translation; Braille translations for the visually impaired; and Indigenized icons design by Freda Diesing School of Northwest Coast Art alumnus Shawna Kiesman.

The Sm'alg yax translations were provided by Sm'alg yax language holder Litamlaxdau gibau (Sharon Bryant) and her daughter Dm syl haaytk gibau (Emily Bryant).

In addition to the amenities listed in this handbook, Wii Gyemsiga Siwilaawksat is equipped with:

- **K'üül goot** [k-ool goht], Cultural space
- **Hakhatels** [hak-ha-lels], Administration office
- **Daxdidaalx** [dax-dih-daahlx] [x = throat sound], Collaboration space #1
- **Huk al'alg yax** [hook ahl-ahlgahx] [x = throat sound], Collaboration space #2
- **Gamiilgum lgwisgüü** [gah-meel-gum hl-gwihs-ger], E-sports room
- **Ha'li't'miism naxnox** [ha-lih-t'-meesm nahx-nox] [x = throat sound], Computer lab
- **K'andawla gagoodm** [k-ahn-dowlah ga-godm], Maker space
- **Ap algyaga 'wileeksit** [ahp ahlg yagah will-ay-xit], Elders suite
- **Wap laatk** (+ # in Sm'alg yax) [wup laa-hl-k] [hl = tongue against teeth], Hotelling suite
- **Sagaytwaal** [sai-gat-waa-l], Project rooms
- **Wap baysik** [wup bi-sick], Bike storage
- **Amgan goot** [am-gan goht], Atrium





## What's On Campus: Amenities & Facilities

### Campus Store/Bookstore

Textbooks and course materials for CMTN courses and programs are available at the Bookstore.

The Bookstore has a "Special Order" department; if there is a book you require or would like that is not in stock, they will be pleased to order it for you.

You can also find stationery supplies, backpacks, memorabilia, and a wide variety of sportswear for adults and children.

The Campus Store is located in Waap Haawk (House of Birch) and is open Mondays to Fridays, between 8:30 a.m. and 3 p.m. Check the CMTN website for special holiday hours.

### Library

Located in Waap Sa'mn (House of Spruce), the library has quiet study spaces and a computer lab for student use. In addition to a collection of books and videos to assist you in your research, there is also a comfortable lounge area where you can browse magazines and newspapers, and an inter-library loan service.

With your library card, you can also access to various equipment rentals, including bikes, snowshoes, laptops, DVDs, and much more.

Library hours vary throughout the school year, with reduced hours from May to August. Check out our website for an updated list of library hours.



## Wellness Centre

Coast Mountain College offers a brand-new wellness facility located in Waap Amgam (House of Cedar), free for all students currently enrolled in courses.

Wellness centre hours: 7 a.m. to 10 p.m. Monday to Friday, 10 a.m. to 5 p.m. on Sunday, and is closed on Saturday.

Students must sign a waiver before gaining access to the wellness centre. Reach out to the Housing and Wellness Officer to receive a waiver.

## Cedar Café

The Cedar Café has a variety of hot and cold beverages, sandwiches, pastries, and lunch options. Located in Waap Amgam (House of Cedar) and open Mondays to Fridays from 7:30 a.m. to 4:30 p.m. during the academic year, and from 8 a.m. to 2 p.m. during the summer months.

## Food Bank

CMTN offers a Food Bank located in Waap Amgam (House of Cedar). It is accessed on-demand by contacting Student Services.

## Student Union

The Student Union is a self-governing body composed of an elected executive and appointed class representatives from each program. All students are automatically members, which offers a number of privileges.

We encourage you to get involved! The association organizes a number of entertainment and sporting events throughout the year.

Download the CMSU Student Union Mobile App to stay up-to-date with student events, and access mental health resources anytime.

## Student Services

Student Services exists to support you in your academic endeavors and, if needed, your personal lives. The team is in place so that all learners have every possible support to assist in obtaining a post-secondary education.

Student Engagement plans many free events throughout the school year, so stay tuned on our social media pages, events calendar on the website, and the CMSU Mobile App for an updated list of upcoming events.

The Student Services team consists of:

- Educational Advisors:  
**advising@coastmountaincollege.ca**
- International Student Advisors:  
**international@coastmountaincollege.ca**
- First Nations Access Coordinators:  
**fnac@coastmountaincollege.ca**
- Learning Assistance Specialists:  
**las@coastmountaincollege.ca**
- Accessibility Services Coordinator:  
**ksinkewicz@coastmountaincollege.ca**
- Financial Aid Officer:  
**financialaid@coastmountaincollege.ca**
- Student Engagement Officer (SEO):  
**mschulmeister@coastmountaincollege.ca**

## Student Leaders in Action

Leaders in Action develop and help host on- and off-campus events and activities for CMTN students, such as campus tours, lunches, cultural events and orientation sessions.

Contact an SEO to get involved.





# Safety and Security

## First Aid, Illness and Emergency Contacts

All students are expected to have Canadian medical insurance. If you have questions or concerns about the status of your medical insurance, please contact the Student Housing Coordinator.

**IF YOU REQUIRE EMERGENCY SERVICES (POLICE, FIRE OR AMBULANCE), CALL 9-1-1 IMMEDIATELY.**

Service	Emergency	Non-Emergency
Police	9-1-1	250.638.7400
Fire	9-1-1	250.638.4734
Ambulance	9-1-1	250.638.1102
Mills Memorial Hospital		250.635.2211
Poison Control		1.800.567.8911

Alcohol & Drug Referral Service	1.800.663.1441
City of Terrace - After Hours Trouble Line	250.638.4744
Crisis Line - For Persons in Emotional Distress	1.888.562.1214
First Nations and Inuit Hope for Wellness Help Line	1.855.242.3310
HealthLink BC (BC NursesLine)	8-1-1
Here2Talk.ca	1.877.857.3397
National Indian Residential School Crisis Line	1.866.925.4419
Sexual Assault Centre - 24/7	250.635.1911
Suicide Crisis Helpline - 24/7	9-8-8
Suicide Distress Line	1.800.784.2433

Students at CMTN are strongly encouraged to download our free Alertus Emergency Notification System App. Doing so will ensure that you receive an emergency notification and updates should there be an active emergency.

Students will also receive notifications of unscheduled campus closures due to weather or other issues. Your phone will not use data to connect to the Alertus Server.

### CMTN First Aid Station:

Located in Waap Amgam (House of Cedar), room #1117A.

Business hours are between 8 a.m. and 4 p.m. Mondays through Fridays.

Phone number for emergencies: 4444

Terrace Campus After Hours Assistance	Contact your Housing Advisor
Terrace Campus Security	250.615.9894 (text OR call)

**Terrace Campus Security Hours:** 5 p.m. to 2 a.m. Monday to Saturday; 10 a.m. to 2 p.m. on Sundays.

Housing students must identify themselves when requested to do so by security staff or authorized College personnel. Failure to do so may result in suspension from Housing.

## Room Security

Students are advised to keep all common doors and individual room doors locked at all times.

It is recommended not to leave ground floor windows open while you are away from your room. The College assumes no responsibility for the loss, theft, damage or destruction of your personal property.

Please report unaccompanied, suspicious, or troublesome visitors should be reported to security personnel.

## Insurance of Personal Belongings

The insurance carried by CMTN cannot cover the personal belongings of individuals living in Housing. Many students will likely find that their belongings are covered by insurance coverage on their permanent housing or that of their legal guardians.

All students, especially those keeping items of significant value in Housing, are cautioned that the insuring of your belongings is your OWN RESPONSIBILITY – no responsibility will be assumed by the College.

## Fire Safety

CMTN is required by the Provincial Fire Marshall's Act to conduct periodic fire drills. Students must take part in all fire drills. Participating in a drill will give you knowledge of what to do in an emergency situation. Drills combined with the use of heat detectors and audible fire alarms work to ensure the safety of all students.

## Tampering with Fire Alarms or Fire Safety Equipment

**It is an offence under the Criminal Code of Canada to make false alarms or tamper with fire safety equipment. Any person(s) found to be involved in such an act will be immediately evicted from Housing, terminated from their College program, and charged under the Criminal Code. CMTN offers a reward of up to \$250 for new information leading to the arrest and conviction of any person(s) tampering with fire safety equipment.**

In the event of an intentional false fire alarm pull where the individual(s) responsible cannot be identified, the resulting response charge from the Fire Department and/or additional emergency services will be split back amongst all students of the specific dorm room.

## Fire Procedures



- 1. If you see a fire: SHOUT LOUDLY: FIRE!**
  - a. Immediately sound the fire alarm in the building by activating the alarm.**
  - b. Quickly vacate the building.**
  - c. Report fire location to the Fire Department and any staff member.**
- 2. Upon hearing the fire alarm, leave the building via the nearest exit and gather in the muster area (see campus map for reference).**
- 3. DO NOT ATTEMPT TO REMOVE PERSONAL POSSESSIONS! Many people have died trying to save valuables.**
- 4. NEVER RE-ENTER the building until cleared by Fire Officials and College administration staff.**

## Evacuation



You must learn the evacuation process and know where your muster area is in the event of an emergency. If you are unsure, contact the Student Housing Coordinator, a Housing Advisor or Campus Security.

## Unlicensed or Uninsured Vehicles

Any motor vehicle that is unlicensed/uninsured (i.e. cars, trucks, motorcycles or snowmobiles), is NOT allowed on CMTN campus grounds. Fire safety and health reasons prohibit the storage of motor vehicle parts, motorcycles and/or bicycles in the buildings.

Wii Gyemsga Siwilaawksat has a secure bike room accessible to all students. Talk to the Student Housing Coordinator for details.

Please note that any unsafe or hazardous use of a motor vehicle on College property will not be tolerated. Proper discipline leading to eviction and/or police involvement will be considered.



# Community Standards

## Code of Conduct

The Student Housing Coordinator is committed to ensuring that all members of the housing community are able to study and work in an environment of mutual respect, free from harassment and discrimination.

The standards stated here are designed to protect the well-being, safety, and security of students and contribute to a housing community that is conducive to academic success, personal growth, and development.

These standards apply to all housing property (which includes, but is not limited to Wii Gyemsga Siwilaawksat, parking lots and surrounding grounds), and during all housing-related events, even if those events take place off campus property.

Living with others in housing is different from living in a private apartment or house. What you may feel comfortable with in private may not be safe or appropriate in a shared environment that has a mandate to support CMTN's academic mission.

The Housing Coordinator strives to uphold an environment that is conducive to learning. Students who feel they may be constrained by housing living regulations are advised to find accommodation off-campus.

All students should visit our website to familiarize themselves with CMTN policies including:

- Personal Student Misconduct Policy
- Sexual Violence and Misconduct Policy
- Academic Integrity and Appeals Policy
- Student Complaints
- Harassment and Discrimination Policy
- Drug & Alcohol Policy

## Protection of the Dignity or Security of an Individual

Living on-campus provides our students the opportunity to live and grow in a supportive community.

**Activities that are threatening (verbal, graphic, written, physical), racist, sexual, homophobic, or any form of discrimination, bullying, harassment, sexual harassment or unwanted sexual attention are prohibited and may result in eviction.**

This includes but is not limited to: posting or distributing material and/or behaving in a manner that is offensive and may contribute to an intimidating, hostile or uncomfortable environment; putting offensive pictures/

posters in any areas available to public view, including windows or common areas; using email or other electronic messaging, voicemail, message boards, mail, computer networks or other mediums to convey obscene or otherwise objectionable messages or materials; writing graffiti in the building or encouraging or engaging in offensive acts or behaviour; and repeatedly following or attempting to make unwanted contact with another person.

See CMTN's Sexual Violence and Misconduct Policy for more information. Any of the above violations may lead to immediate eviction without refund.

## Keys

You will be issued access through your Student ID to the entrance door of your assigned wing and room.

Hang on to your Student ID card!

Replacement of lost cards is \$16.80. If you have locked yourself out or have temporarily misplaced your key, report it to your Housing Advisor, Student Housing Coordinator, or Security personnel.

A temporary access card may be issued upon request and will be valid for two weeks from the date of issuance.

**It is a serious breach of College policy to loan your keys to another person.**

**In addition, possession of a Master Key by an unauthorized student is a serious offense. Anyone breaching a key policy will be required to vacate Housing immediately.**

## Smoking

Any smoking (including but not limited to: use of cigarettes, vapes, marijuana, and e-cigarettes) is strictly prohibited within the Housing areas and will not be tolerated. Loss of the \$300 damage deposit will be immediate.

Any individual found smoking within any area of the building will face appropriate consequences leading up to and including eviction from Housing. Any excess cleaning required due to smoke, odour, or damage will be charged back to the student.

Smoking outside must be in designated areas, such as the smoking hut located between Wii Gyemsga Siwilaawksat and Waap Sginiis (House of Jackpine). Please see campus map for reference.

## Alcohol

Wii Gyemsga Siwilaawksat is alcohol-free. By signing the contract to move in, you agree to this policy.

Any violation of this alcohol-free policy will result in appropriate consequences and in some cases suspension and/or eviction.

- **Alcoholic beverages should not be consumed, transported, or stored in any area within the building**
- **Any alcohol found during room checks will be confiscated by the Housing Coordinator**
- **Students must not be intoxicated on site**
- **Students must not have intoxicated guests on site.**

If you need help, the Housing Coordinator has support services available to all students.

Students who find themselves in breach of policy and community standards will be required to meet with a member of the Student Services team.

We are here to help you succeed in your educational goals!

## Drugs/Paraphernalia

The possession, use, trafficking (including but not limited to: manufacturing, selling, giving, administering, transporting, sending, delivering, or distributing) or offering to do anything related to the possession, use or trafficking of illegal drugs or controlled substances is strictly forbidden.

Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited.

Possession of paraphernalia that is associated with the possession, use or trafficking of drugs is prohibited. These activities will result in eviction and referral to the police.

## Weapons

Possession of real or replica weapons in Housing (including but not limited to: firearms (including air guns), swords, hunting knives, sling shots, and archery equipment) is prohibited.

All knives, with the exception of basic cutlery are considered weapons and are prohibited. Culinary students are expected to keep their knives used for school work in their class lockers.

Use of any object in a threatening or aggressive manner can be considered as wielding a weapon and will result in eviction and referral to the police.

## Minor Policy

Students under the age of 19 are required to complete a contract before they arrive which allows CMTN to disclose any information to their parent or legal guardian regarding any behavioural issues or discipline that may occur.

## Quiet Hours

To ensure all students have access to an environment conducive to community living and learning, quiet hours are enforced between 11 p.m. and 8 a.m.

Please be aware that not all students study and sleep on the same schedule. Any student may request other students to keep their noise to a level that will not interfere with his/her/their right to rest, study, or relax.

Students who are repeatedly inconsiderate of others will be advised to seek accommodation off-campus. Repeated occurrences may also lead to eviction from Housing.

## Quiet Hours During Exam Period

Quiet hours are in effect 24 hours on specified days during the College's exam period. All occupants will observe Final Exam Quiet Hour days.

## Guest Policy

Guests and visitors are expected to respect the privacy of Housing occupants and abide by all Housing policies. If you invite a guest, you are solely responsible for the conduct of that guest and are required to accompany the guest at all times.

You are obligated to assist the Student Housing Coordinator and Security personnel in rule enforcement. You will be held accountable for the actions of your guests and will suffer the consequences of unacceptable actions of guests.

Students are permitted to have no more than four visitors at one time, and only during the following visiting hours noted below. This policy is strictly upheld in order to ensure the comfort and privacy of all students in Housing.

Monday to Thursday	3 p.m. to 10 p.m.
Friday and Saturday	1 p.m. to 12 a.m.
Sunday	11 a.m. to 10 p.m.

Overnight guests are not permitted.



## Housing Discipline Process

This Student Housing Handbook outlines the rights and responsibilities of students living on campus including the Housing rules.

Disciplinary steps at the discretion of the Student Housing Coordinator will be taken as necessary to ensure the safe, smooth, and harmonious operation of Wii Gyemsiga Siwilaawksat.

When a violation of Housing standards is brought to the attention of the Student Housing Coordinator, they will ensure an investigation occurs and decide, when necessary, on the appropriate consequence.

Disciplinary actions will be administered with the full awareness that consequences may lead to eviction from Housing. Discipline will generally occur as verbal and written warnings; repeated warnings may lead to eviction.

All violations of the Housing rules will be reported to the Housing Coordinator. The Housing Coordinator will follow up alleged violations with an investigation and give an informal or formal warning.

The Manager of Campus Community (or Delegate) can implement disciplinary action depending upon the severity of the offence and previous history of the student in question, probationary period, and behaviour contract.

Any repeated or serious violations will be given to the Dean of Student Success (or Delegate) for investigation and deliberation to implement eviction from Student Housing.

- All incidents of sexual violence or misconduct are governed under CMTN's Sexual Violence and Misconduct Policy and will be brought to the attention of the Dean of Student Success for follow up.
- Any criminal activity will be reported directly to the R.C.M.P.

## Low Severity Violations

Low-severity violations: disruptive behaviour that interferes with another person's free academic or personal pursuits or their ability to sleep or study, and those that pose a threat to an individual's safety or have the potential to damage property.

Examples of this include (but are not limited to): guests in the building after hours, smoking in an undesignated area, noise violations, removal of housing property, ejection of objects from windows or stairwells, failure to maintain clean and sanitary conditions within personal room and/or common areas, propping open doors, keeping pets, and non-payment of rent.

- **Level 1: Verbal warning**
- **Level 2: Written warning**
- **Level 3: Behaviour contract for the remainder of the semester**
- **Level 4: Eviction**

## High Severity Violations

High-severity violations: illegal or willfully threatening behaviour, willful damage or destruction of property.

Examples of this include (but are not limited to): smoking inside Wii Gyemsiga Siwilaawksat, consumption, transportation, and storing of alcohol, sexual violence or misconduct, removal of housing property, pulling false fire alarms, fighting, use of explosives, intentional damage or vandalism, hosting a party, hosting an evicted student, theft, unauthorized key possession, having someone unauthorized living in the room, abuse of fire equipment or other safety equipment, sale or trafficking of illegal and/or non-medical drugs, use of weapons, assault, uttering threats, and verbal, physical, or written abuse/harassment.

- **Level 1: Behaviour contract for the remainder of the semester and overnight suspension**
- **Level 2: Eviction**

Students who have been placed on a behaviour contract may not be considered eligible for re-application into on-campus housing based on the nature of the violation.

**Note: Those who fail to move out within 24 hours of a suspension or eviction will have their personal belongings removed by the Student Housing Coordinator and Security personnel and placed in storage. Evicted students are allowed back into the building only to collect their possessions and must be accompanied by Security personnel or the Student Housing Coordinator. Evicted students will not enter any building area for any other reason after eviction.**

## Appeals

Any student who feels that he/she/they have been subject to unjust disciplinary action has the right to appeal to the Vice-President of Academic, Student and International (or Delegate), within 48 hours of the disciplinary action.

Such appeal must be in writing and state all grounds on which the appeal is based and may be assessed by the Dean of Student Success (or Delegate). The decision of the Vice-President is final. The appeal form can be found on our website.

## Damage and Charges

Students are collectively responsible for the upkeep of common areas, including the care of all furniture and appliances. Any costs incurred from damage to a common area, damage or theft of equipment (vacuum, TV, etc.), extra janitorial cleaning, or any other reason where a charge is applied upon the Housing Office, the

costs will be divided equally among all assigned students in the wing, if the specific individual(s) responsible cannot be identified.

Examples of extra charges for damage to CMTN property include:

- \$40 cleaning and removal of garbage
- \$50-150 if areas have been vandalized or damaged
- \$50-200 for damage/stains to carpets requiring excess cleaning or damage to doors/windows, loss or damage of the furniture and anything found inside the room
- \$300 for damage/cleaning of a room that has been smoked in.







# Moving Out

## Check-Out Procedure

**All students must move and check out and move out within 48 hours of their final exam or class.**

To have your damage deposit re-funded you must follow this procedure:

- Your check-out date is the date on your application. If you do not request an extension, you are required to follow this check-out process.
- Please inform the Student Housing Coordinator at least 48 hours in advance of your departure date. All students are expected to check out if they are not currently attending classes. In exceptional circumstances, students may be considered for an exemption. Approval is based on a student's prior behaviour and the reason they wish to remain in housing.
- Your room must be left in the same condition as when you moved in, (i.e., remove garbage, clear pictures, vacuum floor, clean the fridge [but leave fridge plugged in], return your key, close all windows and lock your door). Failing to close your window and lock your door will result in penalties, and any damage that the room may have after you leave will be charged to your account.
- When your room is completely emptied of your personal belongings, the Housing Coordinator will inspect and assess any charges. Additional fees may be applied for cleaning or damage.

Failure to comply with any part of the check-out procedure constitutes a violation of the agreement and subsequent forfeiture of the damage deposit.

Coast Mountain College will not provide rental references for individuals who have stayed in Housing.

# Index

- A**
  - Alcohol, 19
  - Appeals, 21
- C**
  - Cafeteria, 12
  - Campus Security, 16
  - Campus Store, 14
  - Cedar Café, 15
  - Check-In Procedures, 8
  - Check-Out Procedures, 22
  - Code of Conduct, 18
  - Community Kitchen Use, 12
- D**
  - Damage and Charges, 21
  - Damage Deposit, 8
  - Discipline Process, 20
  - Drugs/Paraphernalia, 19
- E**
  - Evacuation, 17
- F**
  - Fire Procedures, 17
  - Fire Safety, 17
  - First Aid and Emergencies, 16
  - Food Bank, 15
  - Food Services, 12, 15
- G**
  - Guest Policy, 19
- H**
  - Housing Advisors, 7
  - Housing Agreement, 6
  - Housing Coordinator, 5
- I**
  - Insurance of Belongings, 17
  - Internet, 9
- J**
  - Janitorial Services, 10
- K**
  - Keys, 18
- L**
  - Laundry, 11
  - Leaders in Action, 15
  - Library, 14
- M**
  - Mail, 9
  - Maintenance and Repair, 10
  - Minor Policy, 19
- P**
  - Parking, 11, 17
  - Protection of Students, 18
  - Provisions and Liabilities, 6
- Q**
  - Quiet Hours, 19
  - Quiet Hours During Exams, 19
- R**
  - Referral Services, 15, 16
  - Rental Fees, 8
  - Rights and Responsibilities, 7
  - Room Assignment, 9
  - Room Checks, 6, 10
  - Room Entry, 6, 10
  - Room Security, 17
- S**
  - Severity of Violations, 20
  - Smoking, 18, 20
  - Sm'algyax Signage, 13
  - Student Services, 15
  - Student Union, 15
- T**
  - Territorial Acknowledgements, 2
- U**
  - Unlicensed/Uninsured Vehicles, 17
- W**
  - Weapons, 19
  - Wellness Centre, 15
  - What to Bring, 9



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