



**B.C.'s Energy
College**

Long-term Stay Frequently Asked Questions and Residence Facts

How will the suites be assigned?

The majority of our apartments are 4-bedroom units but we will try to accommodate your request for an alternate-sized unit. You can still apply for a 1 or 2-bedroom unit but you may have to stay in a 4-bedroom until the requested size unit becomes available. All rooms are assigned from a priority list based on when the date the request was made either by application or in person with the Residence Manager. Fort St. John has only two and four bedroom units. Dawson Creek has 1, 2 and 4-bedroom units.

What do I need to bring?

There is an extra long single captains bed in each suite (x-long or deep pocket single sheets will fit). Each bedroom has a dresser, computer desk, and chair. The living room has a sofa, arm chair and end tables. The kitchen is equipped with a full-size fridge, stove and microwave, and each bathroom has a shower curtain.

Students must provide their own bedding, kitchen & bath towels, toasters, coffee makers, kitchen eating/cooking utensils. Residents are also responsible for toiletries, cleaning supplies and other personal belongings such as alarm clocks, radios, lamps, telephones, computers, and televisions. There are a limited number of vacuum cleaners available for student use; however, you are welcome to provide your own.

Where can I pick up my keys?

When you arrive you can pick up your keys at the Residence Office, located just inside the main doors of the student residence. If the residence office is not open, the Resident Assistant will be available to check-in new students. The Resident Assistant's name, room and telephone number will be posted in the entrance of the residence.

How do I pay my rent?

First and last month's residence rental fees must be paid to Student Services on or before the 1st day of occupancy. Rent must be paid at Student Services in prior to or on the first day of the month. Student Services is opened from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Note: There may be a large volume of students paying fees and registering for classes at Student Services so plan accordingly.

Are there laundry facilities?

Each residence has washers and dryers available on each floor. These laundry rooms are available for resident's use only.

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Where can I park?

While you are moving in you are welcome to park in front of the student residence. Once you have unloaded your belongings we ask that you move your vehicle to the parking area. The electricity is turned on when temperatures drop to -15 Celsius or lower. Free resident and visitor parking is available on the west end of the Parking Lot (Fort St. John Campus) and the East and West end of the Parking Lot (Dawson Creek).

Telephone Service

There is a courtesy phone located in each common area of the residence. If you decide to install a phone line in your room, you have a few options. Each bedroom and living room has separate phone jacks. If you want a private line in your bedroom, you will provide Telus with your suite number and a bedroom letter (for example, 222-A). If you decide to share a number with your roommates, the phone line can be hooked up in the living room by providing the suite number only (222). If you choose the last option, you should first discuss with your roommates how the charges would be divided and courtesy issues, such as when the phone can be used and for how long. To contact Telus to arrange the telephone hook-up call 310-2255, from anywhere in British Columbia, or [888] 811-2323 if calling from another province. The Telus representative will require the installation date, address, and other personal information.

Residence Address (Fort St. John Campus)

Name,
C/O NLC Residence, (room number not required)
Box 1000 9820-120th Avenue
Fort St. John, BC, V1J 6K1

Residence Address (Dawson Creek Campus)

Name
C/O NLC Residence (room number not required)
11401 8th Street
Dawson Creek, BC, V1G 4G2

Emergency Contact Numbers

Fort St. John

Residence Manager (250) 787-6239 (Monday-Friday 8:30-4:30)
Campus Security (250) 261-4119 (4 p.m. to 3 a.m. daily)
Resident Assistant (250) 261-6289 (After office hours on call)
Manager On Call (Duty Manager) (250) 784-7610(24hrs.)

Dawson Creek

Residence Manager (250)784-7524(Monday-Friday 8:30-4:30)
Campus Security (250)784-8202(4 p.m. to 3 a.m. daily)
Resident Assistant (250)784-8961(After office hours on call)
Manager On Call (Duty Manager) (250) 784-7610(24hrs.)

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Resident's Responsibilities

There is a residence information pamphlet in each room. Each new resident needs to read through this and understand Resident Guide and Handbook information. The Residence Guide and Handbook can be found at the following link;

http://www.nlc.bc.ca/Portals/0/documents/Residences/Residence_Handbook.pdf

Please also be aware of the following responsibilities:

(1) **Peace and Quiet.** Please respect your neighbors and remember you are responsible for the conduct of your visitors and guests while they are on residence grounds. Quiet hours are in effect from 10 p.m. until 8 a.m., Sunday to Thursday and from midnight until 10 a.m. on weekends, in order to maintain an environment where students get enough rest and study time.

(2) **Smoking in the Residence.** All short-term and long-term suites are **non-smoking**. The designated smoking area is located outside the Residence and is equipped with an ashtray.

(3) **Keeping Your Unit Clean.** You and your fellow roommates are responsible for the cleanliness of the unit during your stay. There will be at least two room inspections each semester. Though the main reason for this inspection is to check the fire and heating system, we will also be looking for damage and cleanliness. If it is determined that your room does not meet basic health and safety requirements, you will be given twenty-four hours to clean your suite for a re-inspection. There are washers and dryers on each floor and the resident assistants have vacuums available for student use.

When moving to a new place it is expected you have a lot of questions and may be a little nervous about what to expect. We look forward to helping you succeed as a student and as a resident!

If you have any further questions or concerns please feel free to contact the Residence Manager.

Fort St. John

Residence Manager (250) 787-6239 or fsj-residence@nlc.bc.ca (Monday-Friday 8:30-4:30)

Dawson Creek

Residence Manager (250)784-7524 or dc-residence@nlc.bc.ca (Monday-Friday 8:30-4:30)

*Thank you,
Residence Manager*

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