

STUDENT HOUSING MANUAL

2023-2024



**NORTH IOWA AREA
COMMUNITY COLLEGE**

2023-2024 Student Housing Manual

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INTRODUCTION

Dear Resident:

Welcome to the Campus View Housing Complex. Our mission is to provide a welcoming, engaging, and secure living environment that supports your academic and personal success.

Our goals are to provide:

- 1) comfortable, convenient housing and good food;
- 2) an atmosphere conducive to personal development: socially, academically, and culturally; and
- 3) an experience in group living through which you can develop an understanding and respect for others.

This manual is designed to help you reach your goals while attending NIACC. This is your home for the next year. Enjoy your time and make memories that last a lifetime.

Jeremy Winters
Director of Housing



The Housing Manual is subject to revision periodically. Residents will be notified of any changes. Revisions become effective the day following notification unless otherwise dated.

7/2023

2023-2024 CALENDAR

Fall 2023

August 23 - 27	Housing Check-in 8:00 am - 4:00 pm
August 28	First Day of Classes
September 1	Last Day to Enter Classes
September 4	Labor Day—No Classes / Campus Closed
October 20	Mid-Term
October 24	Spring Semester Registration Opens
November 7	Last Day to Drop a Class without a Grade
November 23-24.....	Thanksgiving Holiday / Campus Closed
December 5	Summer Registration Opens
December 14	Last Day of Classes
December 15	Housing Noon Check out deadline

Interim

December 18	First Day of Classes
December 19	Last Day to Enter Classes
January 5	Last Day to Drop a Class without a Grade
January 12	Last day of Classes

Spring 2024

January 13 - 15	Housing Check-in TBA
January 15	Martin Luther King Jr Day / Campus Closed
January 16	First Day of Classes
January 22	Last Day to Enter Classes
March 6	Mid-Term
March 11 - 15	Spring Break / No Classes
March 19	Fall Semester Registration Opens
April 1	Last Day to Drop a Class without a Grade
May 3	End of Semester / Commencement 7:00 pm
May 4	Housing Noon Check out deadline

Summer Semester

May 13—June 7	4-Week Classes
June 10—July 19	6-Week Classes
July 22—August 23	5-Week Classes

Fall 2024

August 26	First Day of Classes
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WHO DO I CALL?

NIACC Housing Peer Staff:

Your RA (*Resident Assistants*)

RA's are trained peer leaders who support professional housing staff in creating a supportive and safe environment for students living on campus. Usually a sophomore, the RA's help students transition to college life by facilitating activities for residents, act as a mentor and are available for answering questions and enforcing residence life policies.

<u>Wing/Rm</u>	<u>Resident Assistant</u>
E078	Alec Strange
E178	Carter Pataska
E176	Bryson Canton
E276	Oliver Yuhas
E278	Dawson Clark
E397	John Lyman
W022	Madelynn Johnson
W122	Brynn Stalberger
W124	Courtney Ringleb
W222	Kathryn Olive
W224	Iwalani Beltran
W302	Alina Turtschan

Why contact your RA

- Questions about college life or NIACC
- Roommate concerns/conflict
- Suggestions for floor activities
- Where do I get a vacuum, etc.
- Unescorted guests on floor
- Residents on floor are disruptive

NIACC Housing Professional Staff:

Jeremy Winters, Director of Housing	641-422-4982
Morgan Frost, Associate Hall Director	641-422-4988
Doug Gove, Associate Hall Director	641-422-4955
Jolene Comentino, Housing Office Assistant	641-422-4987
Steven Story, Housing Academic Success Coach	641-422-4246
Dr. Rachel McGuire, VP Student Development & Success	641-422-4104
After Hours	641-425-2077

Director & Associate Hall Directors:

Responsible for overseeing the residential and community life on campus. Associate Hall Directors live in Campus View housing and are available 24/7. They are available for information, advice, and personal guidance. The NIACC Housing Professional staff also handles all disciplinary problems.

Why call?

- Concerns about personal safety
- Need someone to talk to
 - ▶ depression/loss
 - ▶ loneliness/homesick
 - ▶ substance abuse
 - ▶ behavioral-health concerns
- Concern about other resident(s)
 - ▶ roommate conflict
- Locked out of room*

Housing Academic Success Coach:

A professional staff member, the Academic Success Coach is here to help all housing students with any academic need that may arise. If a student has a grade point average of 2.4 or below, the student must meet with the Academic Success Coach to create a plan to ensure academic success. The Academic Success Coach will be conducting study tables for individuals based on individual High School and College GPA's . They will also be working with instructors who submit retention alerts on students.

Housing Office Assistant — 641-422-4987:

Jolene Comentino

Housing Office

Office services are available between 8:00 am and 9:00 pm Monday through Friday.

Why call?

- Services include: request a work order for room, recreational equipment, report loss to vending machines, outgoing mail slot (“mail service”), pick up packages, answers questions about contract, locked out of room

Locked Out*

Contact the Housing Office if you are locked out of your room or have lost your NIACC OneCard. You will be given temporary access to your suite. A fee of \$50 will be added to your NIACC bill if the “Temp Card” is not returned to the Housing Office by expiration date. ***If an Associate Hall Director has to unlock your room more than three (3) times, there will be a \$25 fee added to your bill upon the fourth (4) time and for each time thereafter.*** A replacement NIACC OneCard is available through the Student Development Office (AB104) or the Housing Office Assistant. The cost for a replacement is \$25.

You will also want to report your card as lost/stolen through the NIACC OneCard Account Center (niacc.campuscardcenter.com). This will stop all cash transactions and room access with your lost/stolen card.

Housing Support Staff:

Housing Security — 641-420-3065

A professional staff member who works with housing staff to maintain security on all housing property. Security staff report all housing violations to the housing staff for consultation with the resident and disciplinary action.

In addition to security staff, security cameras are located inside and outside of the Campus View Housing Complex. These

cameras operate 24 hours a day and are monitored by the housing staff.

Housing Custodial: Report to Housing Office

Why call?

- Need to report a mess that needs cleaning
- Report something that needs to be fixed

Health and Wellness Support — 641-422-4207:

Lisa Ketelsen—Personal Wellness Coordinator 641-422-4178

A personal wellness coordinator is available from 8 AM to 4 PM Monday through Friday in the Student Development Office—Administration Building 104

Why call?

- Concerns about personal safety
- Need someone to talk to about:
 - ▶ depression/loss
 - ▶ loneliness/homesick
 - ▶ substance abuse
 - ▶ behavioral-health concerns

You may also make an appointment online at: <https://my.niacc.edu/student/Pages/RegApptScheduler.aspx>

My Student Assistance Program (SAP)

EFA Employee & Family Resources

www.efr.org/sap

You can count on My SAP for guidance and support when it comes to assessing your concerns and developing strategies for any of the following: school-life balance, family or relationship issues, emotional issues, alcohol and drug-related issues, other issues that interfere with your daily living, happiness, and overall well-being. It's **EASY**. It's **FREE**. It's **CONFIDENTIAL**.

24/7/365 Hotline
Call: 800-327-4692

Housing C-Store

Jeremy Winters — C-Store Manager

Convenience store located next to housing office. While there is a good selection of candy, snacks, and microwave meals, if there is something you would like to see in the C-Store, contact the C-Store Manager.

NIACC C-Store

The C-Store is located next to the Housing office in room 149G. The store has a variety of items ranging from snacks, toiletries, cleaning supplies, frozen meals, and other items to make life on campus a little easier. Purchases can be made using NIACC OneCard or bank Debit/Credit cards Only. NO CASH sales.

C-Store Hours:

Sunday—Saturday: 8 am—11:00 pm

More Resources

<u>Department</u>	<u>Phone</u>
Admissions Office	641-422-4245
Book Zone.....	641-422-4500
Business Office	641-422-4214
Campus Assistance	641-425-2247
Financial Aid.....	641-422-4168 or 4389
Work Study	641-422-4360
Health Voucher	641-422-4207
Housing Associate Hall Directors	641-425-2077
Housing Security	641-420-3065
Library.....	641-422-4232
Records Office	641-422-4376 or 4388
Student Development Office.....	641-422-4207
(Personal Counseling / Academic Advising)	
Student Learning Center	641-422-4266

Rights & Responsibilities

Roommate Rights & Responsibilities

As a resident of the Campus View Housing Complex, students have the following rights and responsibilities, Likewise, each individual student should work to be the type of roommate who helps to ensure these rights for others.

- The right to read and study in a living unit free from disturbances.
- The right to sleep without undue disturbance.
- The right to be treated with respect and civility at all times.
- The right to expect a sense of privacy in one's living unit.
- The right to a safe and secure place of residence.
- The right to be free from fear of intimidation, physical harm and/or emotional distress.
- The right to a clean living unit and the responsibility to share equally in the work to keep the living unit clean.
- The responsibility to respect a roommate's rights and personal belongings.
- The responsibility to host guests in a manner that does not interfere with the rights of a roommate(s) and other residents.
- The right and responsibility to speak out when you believe your rights have been violated.
- The right and responsibility to seek the assistance of others to resolve conflict when individual action has not been successful.

These rights and responsibilities apply not only to roommates, but also to other students living in NIACC student housing.

The College holds no liability if the above rights are not met. These rights are only a **suggestion** by the College to aid students in creating the best possible living environment.

Residential Space

Move-In Specific Information

International students move in dates will start as early as August 1. Move in for the rest of the student body will take place August 23 – August 27, 2023. First year students may move in the day of their orientation. Second year students may move in between August 25 - August 27, 8 am to 4 pm or at a previously scheduled time.

WHAT ABOUT SAFETY?

Personal Safety

Lobby doors are locked daily between 4:30 pm and 8:00 am Monday-Friday; and 24 hours on Saturday and Sunday. Wing doors should always be locked. Outside visitors and guests must be 18 years of age or older and accompanied by the resident at all times. You should carry your NIACC OneCard with you at all times and notify all family and invited guests of this policy. Many safety tips are included in a report entitled “Campus Safety and Security.” This can be found on the MyNIACC portal under resources or at <http://www.niacc.edu/about/consumer-information/>. You should read this brochure and discuss these precautions and any questions or concerns you have with your RA, an Associate Hall Director, or Security.

If you need assistance, contact a Housing Associate Hall Director at 641-425-2077. After 9:00 PM, call the Housing Security Officer at 641-420-3065. In the event of an immediate emergency, dial 911 for police or fire protection. The Mason City Police main number for non-emergencies is 641-421-3636.

The Mason City Police Department, along with their canine unit, makes regular visits to the Campus View Housing Complex and regularly patrols the parking lot. If illegal drugs are found in your room, your housing contract may be terminated.

If you suffer personal injury, property loss, or physical assault while on NIACC property (Housing included), you must file an incident report with a Associate Hall Director. In addition, all incidents of harassment must be reported.

NIACC is not liable for loss, theft, or damage to any property belonging to the resident.

Residents are expected to carry their own health and personal property insurance. In the case of theft or property loss, you should file an incident report with a Associate Hall Director and report such loss to your insurance carrier. For a brochure on buying student property insurance, stop in the Student Development office (AB104).

Missing Student and Emergency Contact Registration

North Iowa Area Community College requires students residing in the College owned housing to provide emergency contact information. This confidential information will be used only by authorized College personnel in the event a student is reported missing while at the institution.

If a NIACC student living in on-campus housing is suspected to be missing from campus, students, faculty, and staff are instructed to immediately report this information to the Vice President for Student Development and Success. The Mason City Police Department must be called if any student is reported as missing after 24 hours of the report.

If the reported missing student resides off campus, individuals may contact the Vice President for Student Development and Success for assistance in making notifications to the emergency contact number and to the police department.

All reports of missing students made to the Student Housing staff will be investigated and given priority to other tasks. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the NIACC staff will:

- Notify the individual identified as the student's emergency contact person;
- If under 18 years of age, the College will notify parent or guardian, and;

- If 18 years of age or older and have not provided an emergency contact, NIACC will notify the parent or guardian, if the information is available, and the appropriate law enforcement agency.

Fire Prevention

A smoke detector is provided in your suite and checked once per month for your safety. **TAMPERING WITH A SMOKE DETECTOR OR A FIRE ALARM IS AGAINST THE LAW! THERE IS A \$50 FINE FOR TAMPERING OR REMOVING A SMOKE DETECTOR. CONTACT MAINTENANCE OR SECURITY IMMEDIATELY IF DETECTOR OR FIRE ALARM MALFUNCTIONS.**

In case of a fire or other emergency requiring evacuation, Housing residents should do the following:

1. Exit the room immediately.
2. Wear shoes and a coat.

Proceed to the nearest exit (fire exit is in the stairwells).

Student Housing fire exit routes are included in your check-in packet.

When outside, move as far away from the building as possible and stay away from windows and exterior doorways. Meet your RA in the North parking lot. In case of inclement weather, go to the NIACC Gymnasium.

Note: If the fire is directly outside your door stay in your room, close your door, and put a towel under your door.

Student Health Vouchers

NIACC works with the Mercy Family Medical Residency and the Community Health Center of Fort Dodge, Inc. (Mason City Site) to provide medical services through a voucher system. You may have access to a physician for consultation on any medical, mental health or dental issue and/or consultation on any prescription through the use of the Student Health Voucher (no cost to you). The voucher may be obtained from the Director of Housing, Associate Hall Directors, the Director of Athletics, the Certified Athletic Trainer, Student Conduct Liaison, Director of Student Development, or the Vice President for Student Development and Success. There is no limit on the number of

vouchers a student may obtain.

An appointment will be made within 24 hours of this request. Appointment will be scheduled between 8:30 am and 11:30 am, and 1:30 pm and 4:30 pm Monday through Friday. Appointment requests taken after 8:00 am on Friday may be scheduled no later than 4:30 pm on Monday.

COVID-19 Mask Policy

At the present time (August 1, 2023) students are not required to wear face coverings. Under direction of Cerro Gordo County Public Health, the COVID-19 Mask Policy requiring face coverings over the nose and mouth in all common areas of all students, faculty, and staff could be reinstated at any time.

In the event the COVID-19 Mask Policy is reinstated, notification will be given to students with directions on masking from Cerro Gordo County Public Health.

Meningitis Information

What is Meningococcal Disease?

Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis (an inflammation of membranes surrounding the brain and spinal cord) or meningococemia (the presence of bacteria in the blood.)

What causes Meningococcal Disease?

Meningococcal disease is caused by the bacterium *Neisseria Meningitidis*, a leading cause of meningitis and septicemia (or blood poisoning) in the US. Meningitis is one of the most common manifestations of the disease, although it has been known to cause septic arthritis, pneumonia, brain inflammation and other syndromes.

How is Meningococcal Disease Spread?

Meningococcal disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. Direct contact for these purposes, is defined as oral contact with shared items such as cigarettes or drinking glasses, or through intimate contact such as kissing.

What are the Symptoms?

The early symptoms usually associated with meningococcal disease include fever, severe headache, stiff neck, rash, nausea, vomiting and lethargy, and may resemble the flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.

Who is at Risk?

Evidence found students residing on campus in dormitories appears to be a higher risk for meningococcal disease than college students overall. Further research released by the US Center for Disease Control (CDC) shows freshmen living in dormitories have a six times higher risk of meningococcal disease than college students overall.

Why Should College Student Consider Vaccination with the Meningococcal Vaccine?

Data from the CDC demonstrate increasing incidence of outbreaks on college campuses. Data further suggests that sub-populations of college students are at increased risk for meningococcal disease. Pre-exposure vaccination enhances immunity to four strains of meningococcus that causes 65 to 70 percent of invasive diseases and therefore reduces a student's risk for disease. Development of immunity post-vaccination requires 7-10 days.

Who should be Vaccinated Pre-Exposure?

- Entering college students, particularly those living in dormitories or residence halls, who elect to decrease their risk of meningococcal disease.
- Undergraduate students 25 years of age or younger who are not pregnant and who request vaccination in order to decrease their risk for disease.
- Students with medical conditions that compromise immunity (e.g., HIV, absent spleen, antibody deficiency, etc.)
- Students traveling to areas of the world with endemic meningococcal disease.

For additional information contact the US Center for Disease Control at 800-232-2522 or online.

Weather Alert Siren / Tornado Warning

It is important to know the following:

- **Tornado Watch:** Conditions are such that a tornado could develop.
- **Tornado Warning:** Sirens Sound - A tornado has been sighted. Seek shelter immediately.

A civil defense siren is located on campus. When this alert is sounded, immediately go to the designated shelter areas in a calm and orderly manner. Housing residents should leave their room and congregate in the laundry rooms and garbage/recycling rooms on the lower level for protection. In the event you do not have time to reach a designated area, seek shelter in the lowest level of the building, under sturdy objects and against inner walls. Stay out of rooms with large windows, doors, and large roof spans. Crouch into as small a body position as possible.

“All Clear” will come from NIACC staff. The siren is NOT used to sound an all clear.

Generally speaking, modern concrete reinforced buildings, such as most of those on our campus, are usually not heavily damaged by a tornado. These structures will generally provide relatively safe areas during a tornado, providing students stay away from windows and doors. Safest areas are rooms on ground floor opposite to the approach direction of the tornado. Do not use elevators during severe storms or tornado warnings since electrical power may be disrupted.

NIACC Alert

NIACC Alerts is an emergency notification service to provide phone calls, text messages and e-mail notices to students and staff about campus closings due to weather and other emergency announcements should there be a need to quickly notify the campus community of threats to the safety of students and staff. Text messages may come from 30890 or from 58339.

NIACC will create an account for current students and BVU students to receive email messages.

Students – To update or add your cell phone number to receive emergency messages, please log into TrojanHome and fill out the Etrieve “Cell Phone Change Form.”

For assistance contact the Help Desk: Phone 641-422-4357 or 1-866-466-4222, ext. 4357.

WHAT SERVICES ARE AVAILABLE?

Cable Television

A cable jack is provided in each suite. Mediacom’s Advanced Basic cable is free of charge. You will need to provide your own cable cord to hook to your TV.

Computer Lab

Located on the upper level of the Commons area this lab is designed for Housing students only. It is limited to educational purposes only. The Technology Policy found in the Student Handbook will apply.

Disability Services

NIACC recognizes the importance of providing accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy NIACC Student Housing. NIACC Disability Services (NDS) is responsible for evaluating whether to grant or deny requests for accommodation in College housing. In evaluating the request, NDS will determine whether the requested accommodation is necessary and reasonable. Please see the [Housing Accommodations website](https://www.niacc.edu/student-life/disability-services/policies-procedures/housing/) for information about requesting housing accommodations. (links to <https://www.niacc.edu/student-life/disability-services/policies-procedures/housing/>) or contact NIACC’s Disability Services by emailing Lisa.Vance@niacc.edu or call 641-422-4296.

Housing Café

Providing you with an enjoyable and quality food service right next door to the residence halls. If you have any questions, concerns, or suggestions, contact:

Scott Nelson, Food Service Director
Ext. 4275; Scott.Nelson@niacc.edu
Sue Park, Administrative Assistant/Manager
Ext. 4984; Sue.Park@niacc.edu

The Housing Café is not a Gluten Free or Nut Free kitchen.

The NIACC *OneCard* is to be used for entrance into the Housing Café. All students must present their NIACC *OneCard*, upon entering the Housing Café, to access their meal plan. Only students who have an active meal plan, or a guest that paid at the door, will be allowed into the dining area during meal hours. For a replacement NIACC *OneCard*, see the Student Development Office Monday through Friday between 7:45 am - 5:00 pm.

The first meal served, at the beginning of each semester, is the lunch meal prior to the first day of school. The Housing Café will be closed during Thanksgiving, Christmas, Spring Break, and Summer Break. The last meal, prior to these breaks, will be the lunch meal the last day of school.

A light lunch and dinner are served on Saturdays and Sundays.
*Refunds will not be made for meals missed.

Serving Hours are as listed:

Weekdays

Breakfast	7:00-8:30 a.m.
Lunch	11:00-1:30 p.m.
Dinner:	
Monday-Thursday	5:00-6:30 p.m.
Friday	5:00-6:00 p.m.

Saturday and Sunday

Lunch	11:45-12:15 p.m.
Dinner	5:00-6:00 p.m.

If due to a conflict, a resident who has less than 30 minutes between class/work and cannot eat during serving hours, alternate eating arrangements may be made with Food Service Management.

Food Service has the right to request identification at any time. No backpacks are allowed in the dining area.

School Closing/Late Start Schedule:

If school is closed due to weather, the (limited menu) meal hours will be:

Breakfast.....	9:00 - 9:30 am
Lunch	11:00 - 12:30 pm
Dinner	5:00 - 6:00 pm

If there is a late start for classes, the (limited menu) meal hours will be:

Breakfast.....	9:00 - 9:30 am
Lunch and Dinner	regular hours

Special Diets

For a resident who is unable, for medical reasons, to consume the meal served, NIACC Food Service will provide, at no additional cost, a meal that is consistent with their physician’s instructions. Please see Food Service Management for arrangements.

For a resident who is unable, for religious reasons, to consume the meal served, see the Food Service Management to make arrangements.

Sick Trays

A resident who is too ill to go to the dining room may send a friend to pick up a sick plate. Written authorization for a sick plate must be obtained from Housing staff.

Guest Meals

Guests are welcome. Guest meals need to be paid to a Food Service employee prior to going through the buffet. The Housing Café is a non-cash operation. We accept: NIACC *OneCard*, Debit card, Credit card (Visa, MasterCard or Discover) Super Saver card, NIACC gift cards, and checks.

Rates for guest meals are as follows:

Breakfast	\$ 5.75
Lunch	\$ 7.85
Dinner.....	\$ 9.95

Food Service Violations

- ◆ Anyone causing an unusual disturbance or disrespecting food service staff and/or property will be required to meet with Food Service/Housing Staff to determine re-admittance to the dining hall. Fines may be assessed.
- ◆ Food, dishes, and utensils are not to be taken from or brought into the dining hall.
- ◆ Continually leaving used dishes and glasses on tables could result in a meeting with Housing Staff and/or Vice President for Student Development and Success.

Appropriate Attire

Housing residents are required to dress according to the Health Department regulations, which includes: Shirt, Pants, and Shoes.

Internet Access

Wireless internet is available to Housing residents. Each resident will need to purchase their own USB-based adapter. NIACC will assist with the installation of the adapter to your personal computer. **NIACC-GUEST** (for Phones only) **NIACC-DEVICES** (all other Smart devices, NOT phones)

Laundry Room

Laundry facilities are located in each wing on the lower levels. They are equipped with payment by PayRange app on cell phone and/or coin-operated automatic washers and dryers. Each load for the washer and dryer costs \$1.50. Detergent may be purchased from the C-store. Quarters may be purchased at the Housing Main Office.

Lounges

There are five floor lounges located in the middle of each wing. These spaces can be used for playing cards, quiet study, group studying, group or floor meetings and activities. Flat screen TV's are available for viewing and gaming. A large lounge is also available in the Commons area located by the Housing office and C-store. **All lounge furniture MUST stay in lounge. IF found in a room it's a \$50.00 fine.**

Mail Service

Mail is distributed Monday through Friday; no provisions are made to deliver and distribute the mail to students housing on Saturdays, Sundays, or holidays. Residents must pick up their own mail, and each resident is responsible for checking his or her mail on a regular basis. Materials advocating a political position or commercial solicitations are not permitted to be placed in mailboxes unless received through the US Mail and addressed by the sender to the student with the appropriate address.

Your Name

1001 College Drive Suite #

Mason City, IA 50401

Tampering with mail service is a violation of the law and violators will be prosecuted.

All mail is placed in locked mail boxes, usually by 2:00 pm, except packages, which may be retrieved during office hours Monday through Friday from 8:00 am - 4:00 pm. You will be notified by a package slip and must show NIACC *OneCard* to receive your package. Mail will be forwarded for one term only following a resident's departure.

NIACC OneCard

The NIACC *OneCard* is your student ID card as well as your access to your suite in the Campus View Housing Complex. The NIACC *OneCard* gives you access to your room and to the building, as well as, access to materials in the library, to the testing center, to sporting events, and to any occasion giving student discounts.

In addition, all housing residents start the semester with \$75 on their NIACC *OneCard*. The NIACC *OneCard* is a declining-balance card where additional funds can be added to use on campus at the C-Store, BookZone, or Campus Cafeteria. It truly is the only card needed on campus. To activate this card, you must log in at: <http://niacc.campuscardcenter.com>.

Do not hole punch your NIACC *OneCard*, this will damage the circuit inside the card that opens doors.

If your card is lost/stolen or damaged, you can request a

replacement card in the Student Development Office (AB104). There is a \$25 replacement fee. If you are given a “Temp Card” from the Housing Office, it must be returned to the Housing Office by the expiration date or a \$50 fee will be added to your NIACC bill.

Room Furnishings

Each resident’s room is furnished with complete bathroom facilities and air conditioning. Each occupant is provided with an adjustable loft bed and mattress measuring 36” x 80” along with a combination wardrobe dresser. The loft bed may be adjusted, but must be returned to the original loft height at time of checkout. All bed parts must stay within suite. Shower curtains will be provided along with a privacy changing area curtain rod only. **It is the responsibility of suite resident’s to wash shower curtains periodically to maintain cleanliness.** If a shower curtain needs to be replaced, a fee will be charged to residents.

College provided furniture may not be removed from the lounge or residential units.

Additional furnishings

Additional furnishing are allowed in residential rooms with prior approval by the Housing Management. Personal large items (e.g. couches, refrigerators, TV’s etc.) are to be removed from College property.

Vacuum Cleaners

Vacuum cleaners are available for your use and may be checked out from the Housing Office. **They must be returned 30 minutes after they are checked out.** A fine will be issued if the request is not followed.

WHAT RULES OR RESTRICTIONS ARE THERE?

Cooperation with College Officials

Students must follow oral or written instructions regarding regulations, local, state, and federal laws as given by authorized representatives of the College. Students must present a NIACC identification card to Housing or College staff upon request; failure to obey such instructions will result in disciplinary actions and a \$100 fine.

Denial of Housing Privileges

NIACC Student Housing reserves the right to deny Housing privileges to any student convicted of crimes such as, but not limited to theft, sexual assault, or drug possession, and students who have been suspended for disciplinary reasons at other colleges.

Mandatory Meetings

Mandatory meetings are a way to ensure that the residents receive the information needed for their safety and success in College. If you must miss a meeting, you will need to set-up a time with the Director of Housing to cover the missed information. A \$25 hold will be added to your bill but will be taken off once you have met with the Director.

Room Assignments

The college reserves the right to assign/re-assign residents to specific rooms. (e.g. Summer students moving to one wing for energy conservation and cost savings.)

Room Change Policy

A flexible room change policy exists. You must retain your original room and roommate assignment during the first two (2) weeks of each term. At the end of the two (2) weeks, room change requests should be submitted to the Director of Housing. Changing rooms, without permission, will result in a \$100 fine

and can lead to eviction.

Resident Expectations

Student Housing is reserved for currently enrolled NIACC students. Academic performance is reviewed at the completion of each semester. Any student with under a 2.4 GPA must meet with the Housing Success Coach to set up an Academic Housing Plan and to work with the Success Coach to monitor the plan. All plans will be scanned into the Student's file in the Student Development Office and shared with his/her counselor/advisor.

Interventions may include study table requirements, weekly/bi-weekly meetings, academic tutoring in the SLC, or other academic areas designed to help raise the GPA. Failure to develop a plan for academic success, will result in the student needing to meet with the Student Conduct Liaison and will result in a housing violation. The plan will remain in place until a student reaches a 2.00 GPA.

NOTE: All housing residents are required to enroll each fall/spring semester in a minimum of 12 semester hours (full-time status). Special consideration, for a reduced load, must be previously approved before staying in the residence halls or apartments.

Other Restrictions for your Protection and Safety

Bicycles

Bicycles must be secured to the bicycle rack outside the entrance of the Housing Complex and registered in housing office. Bikes, skateboards, roller blades, and hoover boards are not to be used in housing facilities.

Cleaning

Each individual is responsible for maintaining and cleaning their unit, including showers and toilets, throughout the college year. Your unit will be neat and clean when you take possession and it is expected to be in the same condition when you terminate your residency or cleaning fees will be assessed.

Darts and Dart Boards, Orbeez Guns

Darts, dart boards and Orbeez guns are not allowed in student housing. A \$50 fine and cost of repair will be charged to each resident in the suite.

Exterior Signs

The installation of posters, signs, or other such exhibits in your windows or on the exterior of your unit is prohibited and a fine will be assessed.

Falsification of Information

Willfully falsifying official records or documents is a serious offense which may result in \$100 fine and/or eviction from student housing and/or the College.

Fire Extinguishers/Fire Detection

The housing staff will be inspecting dorm rooms monthly at the State Fire Marshall's request. Smoke detectors and fire extinguishers will be inspected. Smoke detectors that are disabled will be repaired and each occupant fined \$50 and \$150 minimum service call cost. Fire extinguishers that have been discharged will be replaced and each occupant fined \$50 and a \$25 recharge fee.

Food Preparation

Cooking appliances other than microwaves are not allowed in or outside the housing units. **(Examples of appliances not allowed—toaster ovens, George Foreman grills, coffee pots, pizza ovens, etc.)** Any object which creates an open flame, including candles and cooking grills, are not allowed in or outside the housing units.

Garbage, Litter, Recycling

Containers will be available at all floor recycling room locations (across from elevators). Garbage must be placed in it by the resident, not outside the resident unit door. Containers are to be left in recycling room at all times.

Light Bulbs

NIACC will replace, free of charge, all light bulbs in the permanent lighting fixtures. Please report the issue to the Housing Office for replacement. Light bulbs are not to be replaced with

bulbs of higher wattage than those provided. Larger sizes may crack the light fixtures, overload the circuits, and create a fire hazard. Quartz and Halogen lighting is prohibited due to fire hazards. All electrical items should be inspected to prevent potential fire hazards. No extension cords will be allowed except power strips for computers.

Microwaves

Microwaves are available in each floor lounge. Students will be responsible to provide their own personal microwave for their room, if they wish. No microwaves larger than 1,000 watts will be allowed in the housing residential units.

Parking

No parking is allowed in the fire lane, loading area, or reserved parking spaces. Violators will be ticketed and towed.

Parking Permit Stickers

Parking Permit Stickers are to be put on the **driver's side front window in the upper left corner**. The sticker will help the housing staff identify parking violations and ensure correct parking throughout the year. If a student is parked in the **Faculty, Food Service, Reserved, Handicap, and/or West parking lot** the violations will be as follows:

Warning - is a \$25 fine added to your student account.

1st Violation following warning - is a \$50 fine added to your student account.

2nd Violation - is a \$100 fine added to your student account.

3rd and FINAL Violation - will result with a parking boot or the vehicle will be towed at the owner's expense and loss of parking privileges in the Housing parking lot.

If parked in the **FIRE LANE**, it will be an automatic fine since it is illegal to block the road way.

If special parking is needed, please contact the housing staff for accommodations. If driving a different vehicle than is registered with the parking permit, contact the housing staff.

Pets

No pets are allowed. This includes no fish.

Posters and Other Hangings (LED Light Strips)

Any hanging of posters must be done so in such a manner as to not damage the walls or ceilings of your unit. Use 3M Command Strips or similar approved products.

Do not tape to wood doors. The adhesive will damage the wood.

Push pins are not allowed and residents will be charged for damage caused by using them (\$5 for each hole). Do not leave tape, poster putty, or other materials on the wall or ceiling when removing posters.

LED Light Strips are NOT ALLOWED due to the excessive damage done to the walls/bed frames in the past.

Residents will be charged for damage done and /or for materials not removed.

Refrigerators

Mini-refrigerators of **4 cu. ft.** or less are allowed in the resident room.

Repair Requests

It there is a need for repair work, call or contact the Resident Assistant, Associate Hall Director, or main office staff. **DO NOT** attempt to repair broken or damaged items in your unit.

Roofs/Attic

Residents are not allowed on the building roof or in the attic of any housing unit at any time.

Sanitary Sewer

Do not place refuse, rags, coffee grounds, facial tissues, sanitary napkins, or other such material (flushable wipes) in the sanitary sewer system, as it may cause it to become plugged. A plunger is provided in each Resident Assistant suite and is available for residents' use. **Residents will be charged to unplug the sewer, sink, or toilet.**

Space Heaters

Space heating device or related equipment is not allowed.

Suite Inspection

The third Tuesday/Wednesday of each month, your Resident Assistant and/or Associate Hall Director will check suites for cleanliness, damage, and proper contents in your unit.

Your suite will not be entered without knocking. A sufficient time lapse will be allowed to provide ample opportunity for you to open your door. **If no response is received, your suite may be entered under the conditions listed below:**

1. It appears that the occupants may be physically harmed or endangered,
2. It appears Housing property may be damaged,
3. It appears a Housing policy has been violated,
4. Periodic maintenance and suite inspection
Contents of wardrobe, desk or dresser drawers, trunks, luggage, etc., will not be inspected during a suite maintenance inspection.

Residents may be assessed for the cost of any damage done to any Housing property within the suite, to the outside of the building or suite, or anywhere on Housing property.

Swimming

Swimming in the ponds is strictly prohibited.

Vehicle Starting Service

The Housing Complex Office will assist with car batteries as needed. If the Housing Office is unable, then the NIACC facilities will assist in starting car batteries as needed. For assistance, go to the Housing Complex Office. Facilities will be called to meet you there and will then go with you to the parking lot to assist in starting your vehicle. This service is available **only on campus** from 7:00 am - 2:30 pm Monday through Friday.

Walking on the Ice

Using a path across the pond as a short cut after it is frozen is prohibited.

Weight Sets

Weight sets or exercise machines are not allowed in the housing units.

Replacement/Repair/Damage Cost (Partial List)

NIACC OneCard.....	\$25
Key Replacement.....	\$100
Electronic Lock Replacement.....	\$190
Temp Card Replacement.....	\$50
Broken TP Holder.....	\$25
Broken Towel Rack-Bathroom.....	\$25
Broken Toilet Seat.....	\$35
Loft Bed Replacement.....	\$600
Mattress 36” x 80”.....	\$225
Wardrobe Replacement.....	\$500
Couch Replacement.....	\$750
Front Door Replacement.....	\$750 (plus labor)
Dent in Outside Door.....	\$125
Dead Bolt.....	\$75
Thermostat.....	\$50
Minimum Recharge Fire Extinguisher.....	\$150
Recharge the Sprinkler System.....	\$600 (plus labor)
Labor rate custodial.....	\$35 per hour
Labor rate mechanical or electrical.....	\$75 per hour

VIOLATIONS AND CONSEQUENCES

Alcohol Violations

The NIACC Housing Complex is alcohol free. All state and federal laws pertaining to alcohol and other drugs, including controlled substances, apply to residents and guests, regardless of age, within NIACC Housing.

An alcohol violation is defined as follows: Direct observation of

alcohol consumption OR possession of alcoholic beverages OR inability to function in a safe manner due to consumption of alcohol (public intoxication) on College property. No empty alcohol containers are allowed in NIACC Housing.

Note: Anyone found in a room with others where alcohol is found will be held in violation of the alcohol policy. If there is alcohol present, and you are there, you will be written up for a violation.

Sanctions:

1st violation: A fine of \$100.00 will be added to your bill and a written sanction will be delivered to student.

2nd violation: A fine of \$200.00 will be added to your bill and the student must complete the “Alcohol Awareness for Students” video course through *Safe Colleges*. The link will be sent to you from *Safe Colleges* once the violation is sent to Dr. Rachel McGuire, Vice President for Student Development and Success. When you have completed the alcohol awareness online course, print off the certificate of completion and deliver it to the Director of Housing, Jeremy Winters (RH149B) within one week of the violation. Failure to comply with any of the requirements will result in your dismissal for Student Housing. This is a Student Code of Conduct Disciplinary action and will become part of the College’s Disciplinary Record.

3rd violation: A \$300.00 fine will be added to your bill and the student must meet with Behavioral Intervention Team (BIT). The BIT committee, if warranted, will review the violation and further consequences may be applied. Failure to comply with any of the requirements will result in your dismissal for Student Housing. This is a Student Code of Conduct Disciplinary action and will become part of the College’s Disciplinary Record.

4th violation: A fourth violation results in expulsion from Student Housing and the student will not be allowed to apply for housing again.

Drug Violations

A drug violation is defined as the following: The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs.

Note: Anyone found in a room with others where drugs are found will be held in violation of the drug policy. If there are drugs present, smell of drugs, show symptom of drugs, drug paraphernalia, THC oils, edibles, and/or Vapes is found and you are there, you will be written up for a violation.

Sanctions:

1st Minor Violation: A student must complete the ‘Drug Awareness and Abuse’ video course through Safe Colleges. The link will be sent to you from Safe Colleges once the violation is sent to Dr. Rachel McGuire, Vice President for Student Development and Success. When you have completed the drug awareness online course, print off the certificate of completion and deliver it to the Director of Housing Office Jeremy Winters, located in the Housing Office (RH149) within one week of the violation. A fine of \$300 will be added to your bill.

2nd Minor/ 1st Major Violation: A \$300.00 fine will be added to your bill and the student must meet with Behavioral Intervention Team (BIT). The BIT committee will review the violation and further consequences may be applied. Failure to comply with any of the requirements will result in your dismissal for Student Housing. This is a Student Code of Conduct Disciplinary action and will become part of the College’s Disciplinary Record.

3rd Minor/ 2nd Major Violation: Either of these violations will result in expulsion from Student Housing and the student will not be allowed to apply for housing again.

Drug Search by Law Enforcement

A drug search conducted by a canine unit and officer will be regular and unannounced. If the dog indicates that a substance may be found in the room, the Director of Housing or Associate Hall Director knock and ask permission for the room to be searched by the officer and the dog. If an illegal substance or paraphernalia is found, an arrest may be made and the sanctions will be followed.

Smoking and Tobacco Use

To create a healthier environment, NIACC is a smoke/tobacco free campus. Smoke/tobacco free means that smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g. “e-cigarettes, vaping” - (this includes THC oils) will be strictly prohibited in indoor and outdoor spaces, including vehicles, parking lots, and grounds. Any individual found smoking indoors will be fined \$200. If found smoking outdoors, the individual will be given a warning and upon second offense fined \$200.

Housing Violations

The following are considered violations in Student Housing. Students will be informed of a violation in writing. A student receiving 3 Minor and/or 1 and 2 Major or a combination of minor and major violations will be required to meet with the Vice President for Student Development and Success and will be placed on Student Housing probation. Another violation, within a year, will result in the student being required to leave the Student Housing. Consequences of a violation may include a warning, campus service, personal counseling sessions, educational material, and/or any combination of consequences.

► Excessive Noise

Excessive noise which disrupts other resident’s quiet time or sleep. Stereos, TVs, and radios, should be kept at a level which is not heard outside of the room. Quiet and study hours are designated times for sleeping and studying when noise should be kept at a minimum, and are designed to provide an environment where students can succeed both personally and academically. These hours are Sunday through Thursday 10:00 pm through 9:00 am, and Friday and Saturday 12:00 am to 9:00 am. Main

Lounge quiet hours are 12:00 am to 9:00 am.

At all other times, courtesy hours are in effect, which implies the noise level should be respectful of the rights and needs of others. **During finals week each semester, 24-hours of quiet time are enforced.** A \$25 fine will be assessed to those in violation.

► **Foul Language or Insubordination to Authority**

Residents must show respect to Housing staff and Food Service staff who have the authority to enforce all Housing policies. A \$100 fine will be assessed to those in violation.

► **Gathering**

There will be no gathering outside the student housing buildings at any time after 11:00 pm (including weekends and week nights). This includes all parking lots, streets, and area surrounding the building. A \$25 fine will be assessed to those in violation.

► **Guest Policy**

A guest is defined as any individual who is not officially assigned to a suite. Guests must be 18 years of age or older. No visitors of the opposite sex between the hours of midnight and noon. Residents are responsible for their guests, and must accompany them at all times. All guests must follow Housing policies, and may be asked to leave at any time. Residents may also receive disciplinary action for the behavior of their guests. Overnight guests of the opposite sex are not permitted. Overnight guests of the same sex may stay, with the written permission of roommate(s), for one night at a time. Overnight visitors are limited to three (3) nights per resident per year.

► **Harboring**

Visitation to the extent of cohabitation will result in the immediate eviction of the resident assigned to the room.

► **Hover Boards**

Hover boards are prohibited in student housing buildings or on the College campus. A \$25 fine will be assessed to those in violation.

► **Incense or Candles**

Residents are not allowed to burn incense or candles in NIACC Housing.

► **Loitering**

Residents are not allowed to loiter in the main hallway, the main entrances, the computer lab, the laundry room, C-Store, or the Housing Office. Students are recommended to gather in the lounges found throughout the facility.

► **Posting signs**

Prior to posting signs in the main lobby or hallways, permission must be obtained from the Director of Housing. Non-approved materials will be taken down.

► **Propping Locked Doors**

Residents or guests found propping locked doors open will be assessed a \$100 fine.

► **Removal of Furnishings**

Student Housing furnishings must remain in their assigned areas unless approved by the Director of Housing. The theft, willful destruction, damage, or misuse of student housing property or a resident's property may result in disciplinary action including eviction without refund of money paid or owed for the semester. A \$100 fine will be assessed to those in violation of removing any furnishing or bed parts.

► **Solicitation**

Operating a business from your suite, door-to-door selling, or posting unauthorized signs of any commercial, for-profit, or fund-raising activity not officially sanctioned by the College is prohibited.

Serious Housing Violations

Violations will be referred to the Vice President for Student Development and Success and may lead to Housing probation, termination of your Housing contract, and/or suspension from the College and may also be reported to police.

► **Bomb Threat/Fire Alarms**

Reporting an anonymous bomb threat or tampering with a fire alarm will result in disciplinary action.

► **Possession or Use of Firearms and Explosives**

The possession or use of any device designed primarily for use in inflicting injury or death upon a human being or animal is strictly prohibited. This may include fireworks, BB or pellet guns, and/or switchblade knives. Anyone who uses, threatens to use, or is found in possession of a weapon will be removed from the NIACC Housing. This removal could be a temporary or a permanent cancellation of your Housing contract, depending on the severity of the situation and the outcome of an administrative investigation.

► **Tampering with Smoke Detector**

Smoke detectors in residents' suites are inspected regularly and may be inspected at any time. If tampering has occurred, a \$50 fine will be assessed.

► **Theft**

Theft of College property, commercial property, or the private property of others will not be tolerated. This includes the possession of known stolen property. A \$100 fine will be assessed to those in violation.

► **Threat to the Health and Safety of Self and Others**

Any physical assault, unwanted physical advances, verbal harassment including racial slurs, homophobic language, or sexual harassment will not be tolerated. Incidents should be reported to the Director of Housing or the Vice President for Student Development and Success.

► **Vandalism, Damages**

You will be held responsible for damages to property that are caused by you or your guests. Willful destruction or defacing College property is prohibited. If you are found responsible for damage to property, you may receive charges for replacement or repair of the damaged property.

HOW DO I CHECK OUT?

Check Out Procedures

- Schedule a time with Housing Office to check out (at least) a week to 24 hours prior to the time you wish to check out, if possible.
- Pack your belongings and move them out.
- Clean your room. Please vacuum, dust, rearrange furniture, and make sure all drawers and closets are empty. Unclean rooms will result in fines.
- Clean bathroom. Please clean toilet, sink, and shower areas. Unclean bathroom will result in fines.
- De-Loft Beds
- Close blinds and close and lock all windows.
- Have Associate Hall Director inspect suite.
- Sign all paperwork with a Associate Hall Director.
- Improper check out results in a \$100 fine.

Student Belongings

Two weeks after check out, all unclaimed student belongings will be donated to a local charity.

Vacation Breaks

During Winter break, the dorm is closed. You may leave your belongings in your room but you will not have access to your room until the Friday before classer resume. The college is not responsible for lost or damaged items.

THINGS TO REMEMBER...

It is the policy of North Iowa Area Community College to not discriminate on the basis of race, color, national origin, sex (including pregnancy) , disability, age, sexual orientation, gender identity, genetic information, creed, religion, actual or potential parental, family and marital status or veteran's status in its programs, activities or employment practices as required by the Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Shelly Schmit, Title IX Coordinator/EEO/AA Officer, 500 College Drive, Mason City, IA 50401 or via telephone at 641-422-4211. Inquires may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

