

NORTH IOWA AREA COMMUNITY COLLEGE

2021-2022 STUDENT HOUSING MANUAL



2021-2022 Student Housing Manual

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INTRODUCTION

Dear Resident:

Welcome to the Campus View Housing Complex. We hope your experiences here are enjoyable as well as educational.

Our goals are threefold. We want 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 us reach these goals. We hope your experience is enjoyable, and helps you reach your personal goals.

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.

2021-2022 CALENDAR

Fall 2021

August 24 - 28	Housing Check-in 8:00 am - 4:00 pm
August 30	First Day of Classes
September 3.....	Last Day to Enter Classes
September 6.....	Labor Day—No Classes / Campus Closed
October 21	Mid-Term
October 26.....	Spring Semester Registration Opens
November 8.....	Last Day to Drop a Class without a Grade
November 25-26.....	Thanksgiving Holiday / Campus Closed
December 8	Summer Registration Opens
December 16	Last Day of Classes
December 17	Housing Noon Check out deadline

Interim

December 20	First Day of Classes
December 21	Last Day to Enter Classes
January 7	Last Day to Drop a Class without a Grade
January 14	Last day of Classes

Spring 2022

January 15 - 17.....	Housing Check-in TBA
January 17	Martin Luther King Jr Day / Campus Closed
January 18	First Day of Classes
January 24	Last Day to Enter Classes
March 9	Mid-Term
March 14-18.....	Spring Break / No Classes
March 22	Fall Semester Registration Opens
April 4	Last Day to Drop a Class without a Grade
May 6	End of Semester / Commencement 7:00 pm
May 7	Housing Noon Check out deadline

Summer Semester

May 16—June 10	4-Week Classes
June 13—July 22.....	6-Week Classes
July 25—August 26.....	5-Week Classes

Fall 2022

August 29	First Day of Classes
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WHO DO I CALL?

NIACC Housing Student Staff:

Your RA (*Resident Assistants*)

Usually a sophomore student, who helps with floor activities, keeps an eye on things, and is a great source of information.

<u>Wing/Rm</u>	<u>Resident Assistant</u>
E078	Cole Fuecker
E178	Tysen Brennan
E176	Caolan Brown
E276	Devondre Mayfield
E278	Tinashe Chigudu
E288	Cayden Nicoletto
E397	Kai Nelles
W022	
W122	Samantha Coron
W124	Sarah Bertry
W222	Emma Laures
W224	Pauline Clark
W302	Tara Craig

Why contact?

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

NIACC Housing Professional Staff:

Associate Hall Director
After Hours

Basil Minto — 641-422-4955
Cell — 641-425-2077

A professional staff member, who lives in the Housing Complex, is 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*

NIACC Housing Success Coach:

A professional staff member, the 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 1.75 or below, the student must meet with the Success Coach to create a housing plan in order to stay in housing. The Success Coach will be conducting study tables for individuals based on individual GPA's and participation in extracurricular activities. They will also be working with instructors who submit retention alerts on students. Again, the Success Coach is a great resource to use at any time during the school year.

Contact the Housing Office if you need a tutor.

NIACC 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.

Security cameras are located inside and outside of the Housing Complex. These cameras operate 24 hours a day and are monitored by the housing staff.

Why call?

- Concerns about personal safety
 - ▶ harassment, safety, feel threatened, unescorted guests on floor or in building
- Locked out of room*

Housing Office Assistant — 641-422-4987:

Halie Greenwood

Housing Office

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

Why call?

- Services include: 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 a Head Resident 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). 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 C-Store — 641-422-4955:

Jeremy Winters — C-Store Manager

Convenience store located next to housing office.

C-Store Hours:

Sunday—Sunday: 8 am—11:00 pm

Housing Custodial:

Why call?

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

Student Development Office — 641-422-4207:

Lisa Ketelsen—Personal Counseling 641-422-4178

Why call?

- Concerns about personal safety
- Need someone to talk to
 - ▶ 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>

Supporting your Life 24/7

Iowa Department of Public Health YourLifeIowa.org

Alcohol, Drug, Gambling problems, Suicidal thoughts and more. It doesn't matter what challenge you're facing—or when you're facing it. Chat live, get reliable information and treatment options, and find help near you. It's the support you want, whenever you want it.

24/7 Hotline

Call: 855-581-8111

Text: 855-895-8398

Who on campus is here to help me?

Call 641-422-....

<u>Department</u>	<u>Phone</u>
Admissions Office	4245
Book Zone.....	4500
Business Office	4214

Campus Assistance	641-425-2247
C-Store	4955
Financial Aid.....	4168 or 4389
Work Study	4360
Health Voucher	4990, 4982, 4955
	4353, 4178, or 4251
Housing Head Residents.....	641-425-2077
Housing Security	641-420-3065
Library.....	4232
Records Office	4376 or 4388
Student Development Office.....	4207
(Personal Counseling / Academic Advising)	
Student Learning Center	4266
Student Security	641-425-4668
(M/R 6-11 pm; T/W 6-10 pm)	



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 Spaces

Living on Campus

The safety of students residing on campus is of vital importance. Modifying previous norms and promoting behaviors that reduce the spread of the virus are critical to our residential population.

1. The contract dates have been adjusted to August 30 – December 16, 2021 and January 19 – May 7, 2022.
2. No guests will be allowed to visit residents in any housing facility. Visitation within the same facility will be permitted.
3. As of August 1, 2021: Face coverings will NOT be required when residents are outside of their room/suite/apartment.
4. Lounge and lobby areas will have furniture rearranged to allow for social distancing. Computer labs, laundry rooms, elevators, lounges and lobby areas will have a limited number of residents at any given time.
5. Increased sanitation of the facility will take place.
6. Any gathering will be limited to ten residents, with social distancing followed.
7. C-store will be opened during this time. Six foot stickers will be placed on the floor to ensure social distancing.

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 24 – August 30, 2021. First year students will move in the day of their Meta Major Orientation. Second year students will move in between August 24 - August 30, 8 am to 4 pm at a previously scheduled time.

Quarantine and Isolation Spaces

1. Quarantine and isolation spaces are critical in the event of a positive case on campus. West wing Lower Level will be a designated space for students to be quarantined.

- There is approximately 33 beds on the floor.
2. If a student is positive or is showing symptoms, the café will be notified and housing will deliver the food to the student.
 3. Additional security guard will be placed on the lobby of West Lower Level to prevent students from coming on the floor and for students to leave their rooms.
 4. A secure door will be locked from students entering the floor, but students in isolation will be able to leave the floor in case of an emergency.
 5. Housing staff will do assessments daily with temperature checks for these residents.

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, a Head Resident, or Security.

If you need assistance, contact a Housing Head Resident at 641-425-2077. After midnight, 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 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 Head Resident. 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 Head Resident 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, Head Residents, 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, 2021) 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 and **should a student refuse to wear a face covering**, the faculty/staff member should call the Vice President for Student Development and Success (Bridgett Elliott Golman, 641-422-4106).

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?

ATM

An ATM is located in the Activity Center — Food Court.

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 lower 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 is committed to achieving access to housing for students with disabilities. Accommodation needs will be assessed on a case-by-case basis. Please find more information on our website at <http://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. 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 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.....	will be 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.

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

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.

Food Service Violations

- ◆ Anyone causing an unusual disturbance or disrespecting food service staff and/or property will be required to meet with Housing Staff to determine re-admittance to the dining hall.
- ◆ Food, dishes, and utensils are not to be taken from 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.

Laundry Room

Laundry facilities are located in each wing on the lower levels. They are equipped with coin-operated automatic washers and dryers. Detergent may be purchased from the C-Store.

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.

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 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. C-Store Hours are: Sunday through Sunday: 8:00 am to 11:00 pm. Purchases can be made using NIACC *OneCard* or bank Debit/Credit cards Only.

C-Store Items

Changing Area—Shower Curtain

Swifter

3M Command Strips

Garbage Bags

Toilet Paper

Felt Pads for Furniture Legs

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 sports 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 or C-Store. **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 Residence Life 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 1.75 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

Darts and dart boards are not allowed in student housing. A \$50 fine may be assessed.

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 Blubs

NIACC will replace, free of charge, all light bulbs in the permanent lighting fixtures. 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. Not 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 possibly towed.

Parking Permit Stickers

Parking Permit Stickers are to be put on the driver's side back window. The sticker will help the housing staff identify parking violations and ensure correct parking throughout the year. If a student is parked in the **15 minute parking, handicap, and west parking lot** the violations will be as follows:

- 1st violation** - will be a written warning or phone call
- 2nd violation** - is a \$25 fine added to your student account
- 3rd violation** - the car will be towed at the owner's expense

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 car than is registered with the parking permit, contact the housing staff.

Pets

No pets are allowed. This includes no fish.

Posters and Other Hangings

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.

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

If there is a need for repair work, call or contact the RA, HR, 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 in the sanitary sewer system, as it may cause it to become plugged. A plunger is provided in each RA 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 RA and/or HR 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 is scheduled
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 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 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 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 Bridgett Elliott Golman, 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 Office Manager/ Student Services, located in the Student Development Office (AB104) within one week of the violation. The student will also be required to complete five (5) hours of campus community service. A fine of \$150 will be added to your bill. However, \$100 of the fine will be waived once the certificate of completion and five (5) hours of community Service have been completed and verification has been received by the Student Development Office within the specified one week period.

2nd violation: A student must complete the online alcohol

assessment found at <http://www.mentalhealthscreening.org/screening/northiowa> . When you have completed the alcohol assessment, print off the last page showing the results of the assessment and schedule an appointment, with Nic Zrostlik, Student Conduct Liaison, by calling the Student Development Office (AB104) at 641-422-4207 within one week of the violation. Bring the completed assessment to your appointment with Mr. Zrostlik. The student will also be required to complete ten (10) hours of campus community service and to complete the recommendations of Mr. Zrostlik for additional issues if warranted. Additionally, a fine of \$200 will be added to your bill. Failure to comply with any of the requirements will result in your dismissal from Student Housing. This is a Student Code of Conduct disciplinary action and will become a part of the College's Disciplinary Record.

3rd violation: A student must meet with Bridgett Elliott Golman, Vice President for Student Development and Success. After this meeting, the student will meet with Nic Zrostlik, Student Conduct Liaison, within one week of a third violation to set up a meeting for a complete alcohol assessment at the Prairie Ridge Treatment Facility. **The student must complete the 12 hour Prime for Life class** offered monthly at the facility. The student must sign a release of information for the Vice President of Student Development and Success to receive results and completion confirmation to remain in the Student Housing. Additionally, a fine of \$300 will be added to your bill and you will be required to complete 20 hours of campus community service. Failure to comply with any of the requirements will result in your dismissal from Student Housing. This is a Student Code of Conduct disciplinary action and will become a part of the College's Disciplinary Record.

4th violation: A fourth violation results in expulsion from Student Housing.

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, or drug paraphernalia is found and you are there, you will be written up for a violation.

Sanctions:

1st 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 Bridgett Elliott Golman, 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 Office Manager/Student Services, located in the Student Development Office (AB104) within one week of the violation. The student will also be required to complete five (5) hours of campus community service . A fine of \$150 will be added to your bill. However, \$100 of the fine will be waived once the certificate of completion and five (5) hours of community Service have been completed and verification has been received by the Student Development Office within the specified one week period.

2nd Violation: A student must complete the ‘Difficulty Controlling My Substance Abuse’ found at <http://www.metalhealthscreening.org/screening/northiowa>. When you have completed the substance abuse assessment, print off the last page showing the results of the assessment and schedule an appointment, first with Bridgett Elliott Golman, Vice President for Student Development and Success, and then bring the results with you to meet with Nic Zrostlik, Student Conduct Liaison. The appointments should be made within one week of the violation by calling the Student Development Office (AB104) at 641-422-4207. The student is required to meet for a formal drug assessment at Prairie Ridge

Treatment Facility and follow the assessment recommendations. **The student must complete the 12 hour Prime for Life class** offered monthly at the facility. The student must sign a release of information for the Vice President of Student Development and Success to receive results and completion confirmation to remain in the Student Housing. Additionally, a fine of \$300 will be added to your bill and you will be required to complete 20 hours of campus community service. Failure to comply with any of the requirements will result in your dismissal from Student Housing. This is a Student Code of Conduct disciplinary action and will become a part of the College's Disciplinary Record.

3rd Violation: A third violation results in expulsion from Student Housing.

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.

Housing Violations

The following are considered violations in Student Housing. Students will be informed of a violation in writing. A student receiving three 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 the College year (either semester), will result in the student being required to leave the Student Housing. Consequences of a violation may include a warning, campus community service, personal counseling sessions, educational material, and/or any combination.

► 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 pm to 9:00 am. Main Lounge quiet hours are 12:00 pm 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 \$25 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 Assistant Director of Residence Life. 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 Assistant Director of Residence Life. 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.

▶ **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”) 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.

► **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; 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.

► **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 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.



A floor charge may be assessed as a result of excessive messes or damages caused by pranking or horseplay.

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 Head Resident inspect suite.
- Sign all paperwork with a Head Resident.
- 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. The college is not responsible for lost or damaged items.

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.