2017-2018

HOUSING RULES & REGULATIONS

NORTHWEST
IOWA COMMUNITY COLLEGE
Your success is our story.

603 West Park St. | Sheldon, IA 51201
712-324-5061 | 800-352-4907
nwicc.edu

1.0 Welcome! -

A Place to Call Home!

Residence Life at Northwest Iowa Community College

Welcome to Residence Life at Northwest Iowa Community College! We're excited that you decided to call College Drive your home for the upcoming school year!

Our staff has had a busy summer planning to make your on campus housing experience comfortable, eventful and educational. We want you to feel like this is a second home, and your roommates and other housing members are your second family. If you have a problem, don't hesitate to contact an RA or the Co-ordinator of Residence Life. They are there to help you!

The guidelines in this handbook have been created to promote a healthy, safe & comfortable living environment for each member of the residence hall community. It is up to each resident to look over this book and get comfortable with the policies and procedures in place. If you have any questions, please don't hesitate to contact the Coordinator of Residence Life.

Enjoy your time on College Drive! We hope your school year starts off smoothly!

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2.0 ADMINISTRATIVE STAFF

2.1 Administration

Dr. Alethea Stubbe—President
Dr. John Hartog—Vice President of Student & Academic Services
Beth Sibenaller-Woodall—Associate Dean of Student Services/Registrar

2.2 Academic Advisor/Counseling and Special Needs Coordinator

Beth Frankenstein

2.3 Residence Life Staff

Nicole Steele—Coordinator of Residence Life and Student Activities
Doug Rodger—Director of Physical Facilities
Mikayla Landsness and Jaiden Miedema—Cherokee Hall Resident Assistants
Taylor Jensen and Breanna McDermott—Lyon Hall Resident Assistants
Brian Barnhart and Nick Wright—O'Brien Hall Resident Assistants
Justin Groen and Chris Lewis—Ocseola Hall Resident Assistants

3.0 ROOM AND BOARD CONTRACT

3.1 Housing Description

Northwest Iowa Community College currently offers four co-ed housing complexes. Cherokee Hall offers apartment style living in the form of 1-bedroom/ 2 student or 2-bedroom/4 student options. Lyon and O'Brien Hall offers suite style living in the form of 2-bedroom, 2-bathroom/4 student suites. Osceola Hall offers suite style living in the form of 4-bedroom, 2-bathroom/4 student suites. All rooms in both complexes feature a living room and kitchenette, as well as all utilities (cable, wireless Internet, electricity, water, sewer, and garbage) except for phone service. The housing complexes are staffed with a live-in professional NCC staff member and student resident assistants (RAs).

3.2 Room Deposit

A $175 deposit and $15 non-refundable application fee must be paid before a room assignment will be made. This deposit serves not only to secure a room but also as a damage deposit. The College reserves the right to refund the deposit and refuse assignment to any applicant. In case of cancellations, requests for refunds will be honored if made in writing and received on or before the following dates: July 1 for Fall semester, November 1 for Spring semester, and April 1 for Summer semester. NCC has 60 days to return the deposit to the student.

3.3 Term of the Contract

3.3.1 The term of the contract shall be for the time designated on the contract by the resident. No resident may move out of the residence hall without notifying the Coordinator of Residence Life. To do so will result in forfeiture of all monies paid or owed, which may include the housing deposit.

3.3.2 In the event you choose not to attend NCC and have made a housing deposit, the housing department needs to be notified before the dates above for the corresponding term in order that your housing deposit can be returned.

3.3.3 In the event a student officially withdraws from NCC during the academic semester, the accommodations must be vacated within 72 hours as determined by the Coordinator of Residence Life or designee. Residence Hall charges will be forfeited along with the housing deposit.

3.3.4 Northwest Iowa Community College reserves the right to change the rental rates, application fees, and security deposit anytime without prior notification to applicants or residents.

3.3.5 Terms and conditions set forth in the "Student Housing Policies and Procedures" are considered a part of the housing contract and residents are expected to familiarize themselves with them.

3.3.6 Nonpayment of rent: In addition to NCC's other remedies provided by law and by this agreement, if the rent is unpaid when due and the resident fails to pay the rent within three days after notice by NCC of non-payment, then NCC may terminate this rental contract.

3.4 Denial of Housing Privileges

Northwest Iowa Community College 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.

3.5 Entry into Rooms

The Coordinator of Residence Life and/or authorized representative have the right to enter any room to inspect living conditions with a 24-hour notice.

3.5.1 The Coordinator of Residence Life and/or authorized representative may enter any room with no prior notice when they reasonably consider that there exists any emergency including, but not limited to, a potential threat to the health, safety, or welfare of any resident or guest.

3.5.2 The Coordinator of Residence Life and/or authorized representative reserves the right to enter any room at any time for the purpose of searching that room for any item(s) which are illegal or any other violations of college or residence hall regulations.

3.5.3 The Housing Coordinator and/or authorized representative reserve the right to enter rooms at any time to make necessary repairs, alterations, or additions.

3.5.4 No person may enter a room except under the above conditions unless in the presence of a resident occupying that room.

3.6 Disciplinary Actions

Students who fail to comply with the terms and conditions set forth in the "Housing Rules and Regulations Handbook" and the College handbook will be subject to expulsion from the residence halls and/or disciplinary action by the College. Students who are evicted from the residence hall because of disciplinary action forfeit all right to refund of any monies paid or owed for the semester in which the student is expelled. Students will have up to 72 hours as determined by the Coordinator of Residence Life or designee to remove all belongings from the apartments unless an otherwise agreed upon amount of time is established.

3.6.1 Illegal Behavior

Local, county, and state laws may take precedence over any conflicting housing policies. Each resident agrees to abide by all of the rules and regulations set forth in the "Housing Rules and Regulations Handbook" and to abide by all rules and regulations of NCC at all times. The Coordinator of Residence Life and/or authorized representatives have the right to confiscate items that are in violation of residence hall rules. NCC reserves the right to change its rules at any time deemed appropriate.

3.7 Full-Time Student Status

Only full-time students may reside in the residence halls. Special circumstances may be considered by the Coordinator of Residence Life on a case by case basis. Preference given to students taking on-campus classes.

3.8 Special Accommodations

It is the policy of NCC to make reasonable accommodations for qualified individuals with disabilities. Any student with a disability should contact NCC's Accommodations Coordinator.

3.9 Vacation/Holiday Occupancy

Residents must clean room, refrigerator, wash all dishes and remove all trash before every break. If the resident has a valid contract on file with the Coordinator of Residence Life they may leave their belongings in the room. If the resident would like to continue to reside in the room over break they must report this to a RA and Coordinator of Residence Life at least a week prior to the end of the semester. A supplemental contract for the extra days must be filled out, and the resident will be charged a pro-rated per diem charge. Note that supervision will be limited over breaks and that residents are still responsible to follow the same rules and regulations in the Student Housing Polices and Procedures Handbook.

3.10 Leaving the Halls

Anyone moving out of the residence halls must first contact the Coordinator of Residence Life and must be checked out by an RA (review/ sign-out on the Check Out Form) and leave his/her key(s) or forfeit the deposit. All rooms must be left in the condition they were found. Rooms must be adequately cleaned, all possessions removed and all trash emptied before a resident may check out. Failure to check out and leave the room orderly will result in money deducted from the room deposit. If there is damage to the room above and beyond normal wear and tear, the student will be held liable for the cost of repairs minus the security deposit. Apartment lock replacement fee will be assessed at time of damage. All items left by the resident will be disposed of by the College at the expense of the student. If the student is moving out at the end of the semester, the student has until noon on the day after the end of the semester to remove his/her belongings unless special arrangements are made with the Coordinator of Residence Life. If you are permanently leaving the housing complex outside of your contracted dates, the Coordinator of Residence Life must have your intentions to move out submitted in writing.

4.0 ROOM ASSIGNMENTS

4.1 Roommate Assignments

The College reserves the right to make final decisions on room assignments. Any reasonable request for preference will be honored if possible. Roommate preferences may be requested through the housing application or Housing Coordinator. The granting of this request is dependent upon availability of space and on the date the request is made. The Coordinator of Residence Life reserves the right to reassign residents who are without roommates should they not find someone of their own choice.

4.2 Room Changes

If a resident wishes to change rooms, he/she must contact the Coordinator of Residence Life. Room changes cannot be made without prior permission. A request for a room change does not guarantee approval. A move cannot take place until the resident is notified by the Coordinator of Residence Life. Housing fees may be prorated based on the cost of the new living arrangements. Changing rooms without proper approval will result in a $50 fine. The student must complete proper check-in/check-out forms and will be responsible for all damages done in their current room.

4.3 Temporary Housing

The Coordinator of Residence Life reserves the right to designate rooms for (non-voluntary) temporary housing. Each occupant of such rooms will be compensated for each week that a temporary resident lives in their room.

5.0 ROOM AND FURNISHINGS

5.1 Provided by the Residence Halls

Each suite/apartment will be furnished with bed/mattress per resident, 3 drawer chest of drawers, desk and chair, refrigerator, stove Osceola, (O'Brien and Lyon Halls), range (Cherokee), closet, dining table (except Osceola) and chairs, and blinds. These items shall not be removed from the suite/apartment. Request for storing extra bed frames may be granted by the Cherokee. All furniture furnished by the College must be left in the room or the resident could receive a fine (with the exception of bed lofting equipment). Furniture needs to be returned to room on checkout and put back into its original format.

5.2 Provided by Residents

The resident will provide items not listed above, including bed linens, desk lamp, wastebasket, toilet articles, table services, cleaning supplies, towels, electronics, etc. The resident shall be responsible for the cleanliness of the room.

5.2.1 Items to Leave at Home

Hot plates, candles, candle warmers (including Scentsy or similar products) pets, and aquariums are not allowed.

5.2.2 Hanging Fixtures

Only adhesive hooks which leave no surface damage may be used on the walls or ceilings. Residents should not try to patch holes made. Pin holes in the wall will be deducted from housing deposit.

5.2.3 Metal Surge Protectors

Metal surge protectors are required to be used to keep the buildings within fire code. Residents must purchase this at his or her own expense. Plastic surge protectors are not allowed.

5.3 Personal Property

The Coordinator of Residence Life, Resident Assistants, and/or authorized College representative reserve the right to restrict or deny use of residents' furniture, musical instruments, appliances, or stereo equipment. Stereos, radios and TVs that are allowed must be used in a manner which respects the rights and privileges of residents and staff. Under no circumstances are residents allowed to move or remove furniture from/ between rooms and lounges. Northwest Iowa Community College does not
assume liability for loss or damage from any cause to the personal property of residents or guests.

5.3.1 Property Insurance

The College/residence hall is not responsible for the loss of personal property, whether the loss occurs by theft, fire, or any other cause, nor is it responsible for personal items left at the residence hall when a student does not return. Residents should take precautions to protect personal property including a rental insurance policy available through a private insurance carrier. Students are strongly discouraged from having large sums of money or extremely valuable items in their rooms.

5.4 Lofts

Elevated sleeping areas, or "lofts", may be constructed within any residence hall. NCC will provide the materials needed to loft the beds. The student must contact an RA or the Coordinator of Residence Life to receive these materials and the structure must be checked upon assembly.

5.5 Bed Bugs

NCC does not currently have any known bed bug outbreaks. However, we ask that the residents use caution when transporting items in and out of the NCC housing complex. If you think your facility may have bed bugs, please contact your RA as soon as possible.

6.0 FOOD SERVICE

6.1 Dining Room

The NCC dining room is located in the Building A and is open from 7:30 am to 1:00 pm, Monday through Friday, when classes are in session. The cafeteria serves breakfast, lunch, and snacks. Currently, NCC does not offer a supper plan, but each apartment and suite has a kitchen area. A meal plan is available in which the student receives breakfast, lunch, or both 5 days a week. Information regarding signing up for a meal plan is available through the Business Office. A meal plan is not required to live in on campus housing.

7.0 EMERGENCY PROCEDURES

The Fire Department phone number is 911.

For situations not considered an emergency, dial the Sheldon Police Department at 712-324-2525.

7.1 Fire Safety

7.1.1 Residents responsibilities

1. Locate fire exits and fire alarms and be on alert to prevent fires. Residents and their guests are required to participate in building evacuation drills.
2. Vehicles cannot be parked in fire lanes unless loading/unloading with prior approval from the Coordinator of Residence Life or Maintenance.

7.1.2 A resident who discovers or suspects a fire should notify a member of the supervising staff immediately.

7.1.3 *IF YOU SMELL SMOKE:*

1. Notify a staff member immediately and relate any pertinent information.
2. Staff will then try to find the source of the smoke.
3. If safe and clearly controllable, use extinguishers to put out the fire if possible.
4. Pull the fire alarm if there is a fire. Exit building.

7.1.4 *When you hear the fire alarms prepare to evacuate:*

1. Exiting your room

a. Shut windows
b. Turn off all lights and shut the door
c. Wear hard-soled shoes and coat
d. Carry a towel to cover the face in case of smoke

2. Exiting the residence hall

Students should exit to the nearest available exterior door. Students should avoid the elevator and use the stairs. Students should meet in a designated area in the parking lot so that a headcount can take place. Failure to exit the hall will result in a $50 fine first offense.

7.1.5 False Fire Reports

Tampering with fire alarm systems and/or reporting false fire reports is a violation of Iowa Law (Ref. Section 712.7, 718.6, 723.4). Violators will be prosecuted.

7.1.6 Fire Safety Equipment

Tampering with or falsely setting off smoke alarms is prohibited. Violators will be prosecuted.

7.1.7 Any act of arson will mean immediate eviction and possible reporting to local authorities.

7.1.8 NCC provides each room with a smoke alarm. Tampering with these alarms will result in a $25 fine per alarm and possible eviction.

7.2 Tornado Safety

Residents should pay attention to weather conditions throughout the day and be prepared to follow the safety procedures noted below, in the event of a tornado. Please remember that Northwest Iowa Community College is located in Sioux County. Sheldon is located in O'Brien County.

7.2.1 Resident Assistant and/or Coordinator of Residence Life will make efforts to inform residents when a tornado watch or warning has been issued.

7.2.2 Tornado Watch

First alerting message from the U.S. Weather Bureau. It specifies an area and period of time during which tornado possibilities are expected to be dangerously high. The RA and Coordinator of Residence Life will make every effort to make each student aware of the watch.

7.2.3 Tornado Warning

Issued when a tornado has actually has been sighted in the area or detected by radar. Campus siren will be activated in a warning. Students are to seek shelter in the middle of the first floor hallway or if time allows, in the basement of Osceola Hall.

7.3 Utility Outages

In the event of a utility outage, students are advised to have flashlights, bottled water, etc. on hand. However, NCC will do everything in its ability to assist residents during outages.

7.4 Medical Safety

7.3.1 Resident Responsibilities

1. For your safety and well-being residents are asked to give written notification of any medical problems (epilepsy, diabetes, heart condition, etc.) when making application to the residence halls.
2. A resident who is injured or observes an injury must notify a NCC staff member.
3. If a resident appears in critical need of medical attention, notify someone in authority immediately so an ambulance may be called.
4. If the resident appears in critical need of medical attention, residents should immediately call 911.

7.4.2 Student Insurance

A student who does not have medical insurance should consider obtaining coverage. NCC does not provide health insurance for students.

7.4.3 Meningitis

Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. 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.

Evidence has found students living in on-campus housing appear to be at higher risk for meningococcal disease than students overall.

Although NCC does not require the meningitis vaccination, we strongly encourage all students get the vaccination prior to moving in. For additional information, contact the Centers for Disease Control at 1-800-232-2522, or at the National Meningitis Association website www.nmaus.org, and the Center for Disease Prevention and Control website http://www.cdc.gov/meningitis/index.html.

7.3.4 Student Medical Form

All residents are required to complete and return the medical form by move in date.

8.0 SECURITY

8.1 Residence Halls

8.1.1 Resident Assistants (RA)

Each apartment complex is staffed with an RA(s). The RA will ensure that a safe, secure environment is provided to all residents by enforcing the housing policies and procedures. The RA will also ensure that all doors remain locked. If a student feels threatened or in danger, the RA on duty can be reached at 712-301-7899.

8.1.2 Building Security

Residents may enter and leave the buildings at their own discretion. Cameras are present at the doors, in the hallways, in the parking lots, and in the lounge. These cameras run 24 hours a day and provide an additional element of security. Tampering with these cameras will result in a $100 fine or possible eviction.

Lyon Hall/O'Brien Hall

1. The main doors will remain locked at all times. Keycard access points are provided to allow entrance into the building.
2. Each room is provided with an automatic lock on the suite door. This lock can only be opened by using a valid keycard. The residents of a room are responsible for keeping this door shut and locked.

Osceola Hall

1. The main doors will remain unlocked between the hours of 7am to 10pm to allow access to the Game Room in the basement. There are a set of interior doors which will remain locked at all times. Keycard access points are provided to allow entrance into the resident area of the building.
2. Each room is provided with an automatic lock on the suite door. This lock can only be opened by using a valid keycard. The residents of a room are responsible for keeping this door shut and locked.

Cherokee Hall

1. The main doors will remain locked at all times. Keycard access points are provided to allow entrance into the building
2. Each apartment door contains a keypad door lock. The residents of the room will be given the code at the time of check-in. It is the student's responsibility to remember this combination and to not share it with others.

8.2 Resident Responsibilities

NCC will provide the safest possible environment to all students. However, despite reasonable and good faith efforts, it is impossible to predict the actions of individuals, nor can we guarantee that no unwanted acts or situations will ever occur. NCC residents' responsibilities include (but are not limited to):

1. Assure that their room door is locked whenever they enter or leave their room.
2. Will not give/loan their key to a resident or non-resident.
3. Will not admit any person(s) by way of locked exit doors.
4. Will respect the ownership rights of other residents.

8.3 Missing Student Notification Policy

As an institution that provides on-campus student housing, Northwest Iowa Community College has a policy regarding missing student notification procedures for students who reside in on-campus student housing facilities pursuant to Federal Register §668.46(h)—Institutional security policies and crime statistics.

Students, employees, and other persons should report to the Coordinator of Residence Life if a student has been missing for 24 hours. The Coordinator of Residence Life shall immediately notify the Vice President of Institutional Advancement and Enrollment Services or designee of any student who has not been seen on campus, who cannot be reached by acquaintances, and for whom concern has been expressed regarding the student's safety and well-being by an acquaintance, for a period of more than 24 hours.

The Vice President of Student & Academic Services or designee shall contact the Sheldon Law Enforcement Center to file a missing person's report no later than 24 hours after the time the student is determined missing.

At residence life orientation, students have the option of identifying a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency. Students will be advised that if they are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student; and that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If a student is reported missing, the Vice President of Institutional Advancement and Enrollment Services or designee shall contact the student's emergency contact, filed in the Registrar's Office, within 24 hours of the time the report was made that the student is missing.

8.4 Keys

At check-in, each resident is issued a keycard, mailbox key (1 per resident), and a door combination (Cherokee only) for which he/she is responsible. Residents of Lyon, O'Brien, and Osceola can request a bedroom key if they so wish. Loss of a room key must be reported immediately to the Coordinator of Residence Life. There is a $25 charge for replacement of the keycard and mailbox key, a $50 charge per room resident for recoding of door (Cherokee Hall), and a $250 charge for the replacement of your bedroom key (Lyon, O'Brien, and Osceola).

9.0 RESIDENT LIFE

9.1 Overnight Guests

With permission of his/her roommate, a resident may have a registered overnight guest of the same sex stay in the room. Any overnight guest must register with an RA before 11 pm. No guest may stay more than two consecutive nights. A permanent resident must sponsor each guest. It is the sponsor's responsibility to supply residence hall staff with information about the guest and to make arrangements for accommodations. An overnight guest form is available with the RA. The sponsor will be held responsible for any damages incurred by the guest and any violations of regulation by the guest. Guests are to be informed that Northwest Iowa Community College is not responsible for any lost, stolen, or damaged personal belongings. Northwest Iowa Community College does not assume any responsibility for physical harm encountered by guests. Individuals not registered will be evicted. Unauthorized guests will be evicted, and may be charged with trespassing. Any resident found with a person previously banned from the residence hall may be subject to disciplinary action up to and including eviction.

9.2 Visitation

To protect the rights of all students and provide a measure of privacy and security, visitation hours in all residence halls are: 9 am–12 Midnight — Monday through Sunday. These visitation hours apply to all residence halls. No one is permitted to visit at any other time. Minors or high school students are not allowed in halls unless accompanied by parents or legal guardians. Babysitting is not permitted in the halls.

1. Resident students will be responsible for any damages inflicted by their visitors.
2. Anyone violating hall rules will be subject to a fine and/or loss of visitation privileges.

9.3 Housekeeping

Residents are responsible not only for the cleanliness of their own rooms, but also must cooperate in the general care and cleanliness of lounges, hallways, stairwells, and parking lots. Those willingly creating a mess can have disciplinary action taken against them, including fines. The lounge may be closed if repeated abuse is documented.

9.3.1 Vacuum Check-Out

A vacuum is available for check-out through an RA or the Housing Coordinator. The vacuum must be returned within 45 minutes of check-out. If the vacuum is not returned or is returned broken, the student is responsible for maintenance and replacement costs.

9.3.2 Common Areas

Students are responsible for cleaning up after themselves in common areas. If mud is tracked in, it should be cleaned up immediately. No personal items (i.e. bicycles, dishes, and clothing) will be left in common areas or they will be removed at expense to the resident. Residents may not put personal garbage into public waste receptacles.

9.3.3 Room Inspections

Each month the RA will check resident apartments/suites for cleanliness and proper contents of the room. When apartments/suites are found to be excessively dirty or containing improper contents, the resident will be warned in writing and given between 24–36 hours to correct the situation. If not adequately cleaned upon re-inspection, a $25 fee will be assessed. Multiple offenses could lead to eviction. Room inspections involve but are not limited to checking refrigerators, mini-refrigerators, and bathrooms.

9.4 Quiet Hours

The purpose of quiet hours is to provide study conditions supportive of students' academic pursuits. For many, development of effective study habits is difficult. This, coupled with the high-density nature of residence halls, makes a quiet atmosphere necessary for sleep or study. Quiet hours are posted for each hall. Areas surrounding the buildings, as well as parking lots and streets, are included within this rule.

9.4.1 Mandatory Quiet Hours

Sunday through Thursday 10 pm to 8 am; Friday & Saturday, 12 am to 8 am. Quiet hours are defined as the period during which each resident or visitor shall ensure that the noise level does not disturb any other resident in the hall.

9.4.2 Courtesy Hours
24 Hours—Courtesy hours will be in effect during hours not covered by mandatory quiet hours when it is anticipated that a more lenient approach will be taken toward quiet in the halls. AT NO TIME will noise levels be so great as to cause duress to others.

9.4.3 Noise Control Discipline Procedure
Residents responsible for excessive noise or disruptive behavior may be subject to disciplinary action. Students not in compliance with the noise policies will be subject to disciplinary action, including but not limited to eviction.

10.0 SERVICES

10.1 Academic Services
Students may receive academic counseling through their assigned academic advisors or through the Learning Center in Building A.

10.2 Cable
Cable TV outlets are provided in each room. Residents will be charged for any damage to the outlets. All residents should provide their own coaxial cable. There is also a TV with cable in each Residence Hall lounge for all residents to use.

10.3 Cashing Checks
The business office in Building A will cash personal checks within reason.

10.4 Copying/Printing
Students may have duplicate copies made at the Library for a small fee. There are several computer labs on campus that are available for students to use and print assignments.

10.5 Counseling
Students may receive academic and personal counseling services through the Student Service Offices in Building A. Contact the Academic Advisor/Counseling and Special Needs Coordinator at 712-324-5061, ext. 242.

10.6 Health Care
Students may receive health care by contacting the clinic in town at 712-324-5356. If there is a medical emergency, students should call 911 and contact an RA immediately.

10.7 Identification Cards (IDs)
The keycard to enter the main doors of Cherokee, Lyon, and O'Brien, and Osceola Hall also act as your student ID. This ID is used as your library card and must be present to use the Learning Center. It can also be used to receive discounts from various businesses around town.

10.8 Laundry Facilities
Each hall has a laundry room equipped with high efficiency washers and dryers. If a machine is not working, report it to an RA immediately. Residents should not leave laundry unattended.

10.9 Mail
Mail will be delivered to the resident housing mailboxes by the U.S. Postal Service. All packages too large to fit in the mailbox will be delivered to Osceola Hall. Students will be contacted to come and pick up their package as soon as they can. While on campus, your mailing address is:

Student Name
Cherokee Hall
601 College Drive, Apt #
Sheldon, IA 51201

Student Name
Lyon Hall
605 College Drive, Apt #
Sheldon, IA 51201

Student Name
O'Brien Hall
603 College Drive, Apt #
Sheldon, IA 51201

Student Name
Osceola Hall
607 College Dr, Apt #
Sheldon, IA 51201

If mail is delivered to a box that is not intended for the student assigned to that box, students are asked to put the letter in the outgoing mail box in their hall. Tampering with mail service is a violation of the law and violators will be prosecuted.

10.10 RAVE
Housing students are expected to participate in our text message notification system (RAVE). This will be used for housing maintenance, parking lot clearing, or campus safety issues. If you need help registering for this service, see the Coordinator of Residence Life.

10.11 Parking
Registration of student vehicles is not required, but the following regulations will apply to vehicles on campus:

1. Each resident is asked to provide vehicle information to the RA in case of emergency.
2. Speed Limits: Parking Lots—5 mph, College Drive—25 mph, Campus streets—20 mph
3. Careless, double, or irregular parking is prohibited.
4. Parking in restricted areas is prohibited. Vehicles parked in restricted areas will be towed and impounded at the expense of the owner.
5. Handicapped parking spaces are reserved for students, staff, and guests displaying valid handicap stickers.
6. Residents are responsible for the vehicles of their guests.
7. Failure to comply with the regulations will result in a $10 fine per violation. If the fine is not paid within 10 days, the fine will double.
8. During heavy snowfall, students most move their vehicles from the residence hall lot to a designated lot for a designated time to allow for snow removal. This will be posted in the halls and sent out over the RAVE Housing Text Message System when occurring. Failure to move your vehicle by the posted time will result in a $10 fine.
9. Residents are never allowed to park on the grass of the sidewalks unless they get approval from the Coordinator of Residence Life.
10. No cars are allowed to park in front of side walk entrances or sidewalks.

10.12 Utilities
Water, electricity, sewer, and garbage services are all included in the rent and provided for each apartment/suite. Garbage must be dumped in the large receptacles outside the residence halls. Heating and air conditioning are also provided for each room, and residents are required to keep temperatures set at an appropriate level. Report any issues immediately (i.e. leaky faucets or drains) via the Dorm Maintenance Request Form found on the My Bookmarks tab on your MyPlace portal.

10.13 Recreational Equipment
Recreational equipment and board games are available for residents. The students should contact the RA or Coordinator of Residence Life to check-out the equipment. Equipment must be signed for. Students are responsible for loss or damage. Equipment must be returned within 24 hours.

10.14 Telephones
A telephone jack is present in each apartment/suite. However, the College does not provide phone service. Students need to contact the local phone company at 1-800-244-1111 to connect phone service.

10.15 Public Computers
There are computers available for housing residents use in Lyon & O'Brien Hall.

10.16 Student Activities
Residents will have the opportunity to participate in social, recreational, and educational activities conducted in the residence halls many times throughout the year. Announcements of activities will be posted in all residence halls. Resident's suggestions are welcome and can be reported to the RAs or Coordinator of Residence Life. Residents are encouraged to attend to build relationships with fellow residents and increase their comfort and enjoyment of residence life.

10.17 Wireless Internet
NCC provides wireless Internet access to Osceola, O'Brien, Lyon and Cherokee Hall. Also, there is one Ethernet wall connection in the living room area of each Lyon Hall and O'Brien Hall that will require a CAT5 cable. Osceola Hall offers an Ethernet wall connection in the living room as well as each bedroom. Students are NOT allowed to bring their own wireless routers as they interfere with the school's system. If they are found doing so, they will receive a $25 fine. Support will be provided during normal work hours, 8 am–4 pm, Monday through Friday, as time allows. The support is limited to Internet issues; computer repair issues are the responsibility of the owner.

11.0 RESTRICTIONS

11.1 Solicitation
Sales persons or other solicitors are not permitted in the residence halls. This extends to all groups, organizations, and persons. Any solicitations should immediately be brought to the Coordinator of Residence Life's attention.

11.2 Alcohol Policy
Alcohol is not permitted in the residence halls or on Northwest Iowa Community College property. Students drinking or possessing alcoholic beverages or alcoholic beverage containers in or around the residence halls will be disciplined according to the following steps:

1. Alcohol will be removed and RA will issue a written violation report and $50 fine will be accessed. The resident must visit with the Coordi-

nator of Residence Life.

2. Alcohol will be removed and RA will issue a written violation report and $100 fine will be accessed. The resident must visit with the Academic Advisor/Counseling and Special Needs Coordinator. The resident may be required to complete an alcohol evaluation set up by the Academic Advisor/Counseling and Special Needs Coordinator at the student's expense. Upon the completion of the evaluation, the student must adhere to the issued recommendations of the evaluation. After both of these conditions have been met, the resident will be allowed to continue residency in student housing. The resident must make arrangements with the Academic Advisor/Counseling and Special Needs Coordinator within 72 hours or will be evicted from student housing.
3. The resident is evicted from student housing and must vacate within 72 hours as determined by the Coordinator of Residence Life or designee. Residence Hall charges will be forfeited along with housing deposit.
4. The aforementioned regulations on alcoholic beverages shall take precedence over any related policies concerning alcohol and controlled substances set forth in the Northwest Iowa Community College Student Handbook
5. All alcohol violations are in place for the entire duration of your time at NCC. Strikes cannot be erased regardless of time away from housing.

11.3 Balls, Frisbees, Etc.

Balls, Frisbees, etc. are not to be used in the residence halls. This means no bouncing or throwing of these items. Staff members have the right to stop unauthorized use and write-up offending residents. Multiple write-ups will result in a $25 fine.

11.4 Bikes/Scooters

Bikes and scooters are not allowed in residence halls. Bike stands are available at all three residence halls. Skateboards, rollerblades, etc. must not be used in the residence halls. Residents will be written up and fined $25 for non-compliance plus any additional cleaning costs.

11.5 Christmas Trees

Live Christmas trees or wreaths are not allowed in resident rooms. A $25 fine may be imposed.

11.6 Compliance

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 College identification card to residence hall staff upon request; failure to obey such instructions will result in disciplinary action.

11.7 Darts and Dart Boards
Metal tipped darts and dart boards are not allowed in the residence halls.

11.8 Doors
The fire marshal does not allow any items on the doors. Doors are to be closed when sound is coming from a room. Doorways are not to be blocked in any manner.

11.9 Illegal Drugs
Illegal possession, sale, or use of controlled substances, as defined in the Code of Iowa, can result in immediate eviction. Residents in an apartment/suite where a controlled substance is being used are condoning such action. All residents using or possessing drugs in and around the residence halls will be evicted without refund of housing deposit or fees. All drug cases will be turned over to the appropriate authorities. The use of narcotics or any controlled substance in the apartment/ suite or on College property is strictly prohibited. Residents convicted of drug possession who complete a drug treatment program may be allowed to return to College housing. The aforementioned regulations on controlled substances shall take precedence over any related policies concerning alcohol and controlled substances set forth in the Northwest Iowa Community College Student Handbook.

11.10 Falsification of Information
Willfully falsifying official records or documents is a serious offense which may result eviction from the residence halls and/or College.

11.11 Firearms, Explosives, Fireworks, and Dangerous Chemicals
No firearms, explosives, fireworks, dangerous chemicals, or other incendiary device, substance, or materials will be allowed on College property. Failure to comply with this policy may result in eviction.

11.12 Lewd or Indecent Behavior
Lewd or indecent behavior will not be tolerated. When in hallways residents must be properly attired. A write-up and/or a $25 fine may be assessed.

11.13 Littering
Littering in or around the building will result in a written warning and/or fine of $25.

11.14 Lounge/Hallway Noise
When noise levels are not at a minimal level or they disturb others, a fine may be issued and resident may be asked to return to their rooms.

11.15 Loitering
The hallways are passageways among the apartments and suites. Gathering or running in the hallways in not permitted. There will be no overnight sleeping in common areas (lounges, TV rooms, recreation rooms, etc).

11.16 Mandatory Meetings
Failure to attend a mandatory meeting for which 48 hours notice was given may result in a fine. Residents must see the Coordinator of Residence Life ahead of time if unable to attend a mandatory meeting. A write-up is given to those not in attendances.

11.17 Mini-Fridges/Freezers
Mini-fridges and freezers are allowed in the residence halls. However, they are subject to the monthly room checks. If a mini-fridge or freezer is lockable, it must be unlocked during room inspections. If a student refuses to unlock their mini-fridge or freezer, the Coordinator of Residence Life may confiscate the appliance and its contents until the end of the term.

11.18 Motors/Motorized Vehicles
Motors or motorized vehicles are not allowed in the residence halls. A $25 fine may be assessed and additional fines may be imposed for any damage to facilities.

11.19 Noise
CD players, tape players, radios, stereos, video games, and televisions must be played at a reasonable volume level at all hours. Stereos may not be played out windows. Residents must be considerate of others. Yelling outside of the residence halls is also prohibited.

11.19.1 A first violation will result in a verbal warning.

11.19.2 A second violation will result in a write-up.

11.19.3 A third violation will result in disciplinary action, including but not limited to eviction.

11.20 Open Flame
No open flames, including (by way of illustration but not limited to) candles or burning incense, are permitted in students' rooms, lounges, or public areas.

11.21 Pets
NO pets are allowed, including fish.

11.22 Posting Signs
Appropriate announcements, seasonal and school related signs may be posted on the bulletin board and doors. Inappropriate materials will be removed immediately. If the resident questions the appropriateness of a sign/poster, he/she should check with an RA or the Coordinator of Residence Life prior to hanging it.

11.23 Removal of Hall Furnishings
Hall furnishings must remain in their assigned areas unless approved by the Coordinator of Residence Life.

11.24 Roofs
Residents are not permitted on the roofs or overhangs or on any portion of the outside of the buildings.

11.25 Screens
The window screens must remain in place at all times. Open or missing screens will result in a $50 fine or replacement cost of the screen.

11.26 Snowballs
For the safety of residents, guests, passers-by, throwing snowballs in or near residence halls is prohibited. Residents may be warned or fined for violations.

11.27 Theft/Property Damage
Very few thefts occur in the halls when residents take proper precautions. Most thefts take place under the least suspected circumstances, such as while in the shower, down the hall, or at vending machines. The moral: Doors should be locked when residents aren't in their rooms, even if just for a minute. Report all thefts to the Resident Assistant or Coordinator of Residence Life immediately. Northwest Iowa Community College is not responsible for stolen items. If thefts occur, residents should check their parents' homeowners' policy. Removal of College furnishings will result in disciplinary action. The theft, willful destruction, damage, or misuse of residence hall property or another resident's property may result in disciplinary action including eviction without refund of money paid or owed for the semester.

11.28 Threats/Harassment
Threats to health and safety such as fighting, physically abusing, or endangering in any manner the health and safety of any student at Northwest Iowa Community College ARE NOT TOLERATED and will result in immediate disciplinary action which may include eviction. Unacceptable statements (verbal harassment) or actions which cause embarrassment, humiliation, shame, fear, or which intimidate or ridicule will result in a $100 fine and may result in further disciplinary action, including eviction. Residents should call 911 and contact an RA immediately if they are involved in any type of assault or sexual abuse. All reports of assault or sexual abuse will be investigated by the Affirmative Action Officers—Sandy Bruns or Beth Frankenstein. Every attempt to protect the anonymity of the assault or abuse survivor will be made. Full explanation of the policies and procedures regarding sexual assault can be found in the NCC Student Handbook.

11.29 Tobacco/Smoking
The Board of Trustees is committed to providing a safe and healthy environment for students, employees, and visitors. It is, therefore, a policy of the College and of the state of Iowa that no smoking shall occur on any College property, including buildings, College-owned vehicles, parking lots and all other outdoor areas, and any vehicle located on College grounds. “Smoking” means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other tobacco product in any manner or in any form. Any person who violates this policy will be given one warning. If a second violation occurs, a $25 fine will result, and you may incur a civil penalty under Iowa law and be subject to disciplinary action by the College. This policy is consistent with the Iowa Smoke free Air Act.

11.30 Damages
The resident shall be responsible for the premises to which he/she is assigned. The resident must keep the premises and furnishings in a clean and proper manner. All maintenance issues should immediately be reported to an RA, the Coordinator of Residence Life, or via the Dorm Maintenance Request Form on your MyPlace portal so that the problem can be resolved in a timely matter. The assigned occupants are financially responsible for keeping the premises free from damage or abuse. Residents are also responsible for damage done to the premises by guests. Residents are responsible for damages done in his/her apartment or common area by the resident or their guests, and cost of repair will include all materials and labor. If no resident accepts responsibility for the damages, the cost of repairs will be divided amongst all residents of the apartment/suite. If damages exceed amount of deposit, a bill for the expenses will be assessed to your account.

11.30.1 Common Ground Damages
“Common Grounds” are those areas not assigned to individual students. This would include the lounges, laundry room, hallways, outsides of doors, and those areas open to everyone in the hall. As you might expect, damages in these areas are costly to everyone. All efforts will be made to identify the party responsible. That person will be responsible for all costs of repair, including parts and labor, and could be subject to further disciplinary action, including eviction from the residence hall. Billing everyone will be the last resort taken. We expect individuals to accept responsibility for damages which they caused, and persons on the floor to assist in identifying the person(s) responsible for damage to common grounds.

11.31 Unacceptable Behavior
Anyone acting in such a manner disrespectful to other residents and their personal property or College property is subject to immediate removal from the residence hall.

12.0 DISCIPLINARY PROCEDURES

12.1 Staff Responsibility

The Coordinator of Residence Life is responsible for maintaining a safe and secure environment conducive to the intellectual, social, and cultural development of the hall residents. The Coordinator is assisted by student resident assistants (RAs).

12.2 Disciplinary Process

The student entering one of the residence halls at Northwest Iowa Community College neither loses the rights nor escapes the duties and responsibilities of a citizen in a public educational community. The student is subject to rules and regulations of both. The College disciplinary process is an educational one and it is our sincere belief that this system will promote and encourage self-discipline. All NCC students must understand that, as members of an educational community, they are expected to be aware of local, state, and federal laws. NCC as an institution does not condone the violation of such laws and realizes a responsibility to cooperate with local, state, and federal agencies in their enforcement duties.

12.2.1 Written/Verbal Warnings

Students found in violation of a residence hall regulation or policy will be issued a written notice of the violation by a housing staff member within a reasonable amount of time. A copy of the written notice will be given to the resident, the RA, and the Coordinator of Residence Life. Multiple write-ups will result in disciplinary action, including but not limited to meeting with the Coordinator of Residence Life, Registrar, Vice President of Institutional Advancement and Enrollment Services, or eviction.

12.2.2 Fines

Fines may be levied for certain infractions as stated in the Housing Rules and Regulations Handbook. Fines will be charged to the resident's College bill. Failure to pay fines assessed for damages will result in a hold on a student's registration, graduation, or issuance of a transcript. The fine may be appealed within 72 hours of issuance to the Coordinator of Residence Life.

12.2.3 Appeals

The Coordinator of Residence Life may place the resident on hall probation. Probation cannot be appealed. If the offense is an "eviction" offense by itself, probation status is not required. If a resident is evicted by the Coordinator of Residence Life, he/she can appeal the eviction to the Registrar, followed by the Vice President of Student & Academic Services and finally to the College President. Failure to file the appeal within 72 hours will forfeit any request for appeal on the eviction. Any student who fails to appear for his/her scheduled appeal hearing will forfeit the right to a hearing.

12.3 Disciplinary Probation
A student is placed on disciplinary probation as the result of actions which carry the penalty of probation. Once the probation state is reached, the student will remain on probation for the remainder of the semester. During this period, the student must demonstrate his/her ability to act in a manner acceptable to the College. With this probation, there may be a fine assessed or restrictions may be placed on residence hall living and/or extracurricular activities in the residence halls.

12.4 Eviction from the Residence Hall
When a person has demonstrated him/herself incapable of living within the guidelines set up in the residence hall, the Coordinator of Residence Life shall issue a written notice of eviction to such person and he/she will be required to find housing elsewhere. When a resident is evicted, the guidelines are as follows:

1. He/she is given 72 hours in which to remove all personal property from the residence hall.
2. He/she automatically loses the right of visitation in the residence hall in which he/she lived.
3. He/she may be prohibited visitation privileges in any residence hall.
4. He/she forfeits the damage deposit and any money paid or owed for the semester.
5. He/she may be referred to the College Counselor by the Coordinator of Residence Life or designee.

12.5 Effect of Eviction Notice
Evicted students may reapply for student housing at the beginning of the next academic semester. However, allowance back into on-campus housing is not guaranteed.

12.6 Non-Resident Violations
A violation of any hall rules by non-residents could result in the loss of visitation privileges or sanctions on the resident that guest is visiting.

13.0 NCC RESIDENCE HALL VIOLATIONS AND FINES

Violations ($10 fine):
Failure to move car after notification, failure to move car during snow removal.

Violations ($25 fine):
Tampering with alarms, lost key replacement, door recode, bikes/scooters/ motorized vehicle use in resident housing, Christmas tree violation, lewd/ offensive behavior, repeated minor infractions, littering, not correcting room inspection, bringing in router, repeated tobacco offense, blatant disrespect to RA.

Violations ($50 fine):
Changing rooms without proper approval, door recode, removal of window screens, alcohol violations, evacuation for fire.

Disciplinary Probation ($100 fine):
Willful damage to College property, harassment/bullying of fellow resident, tampering with campus security equipment (including cameras and main doors), alcohol violations.

Eviction
Possession of guns, ammunition, or fireworks, alcohol violations, harassment/bullying, willfully destroying school property, possession of controlled substances, excessive tampering with safety equipment.

RA PHONE NUMBER 712-301-7899

Sheldon, IA 51201 | nwicc.edu |

Policy of Nondiscrimination

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital 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 Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.), and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact the Equity Coordinators, Sandy Bruns, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, phone number 712-324-5061, extension 113, fax 712-324-4136, email sandy@nwicc.edu; or Beth Frankenstein; phone number 712-324-5061, extension 242, fax 712-324-4136, email bfrankenstein@nwicc.edu; or 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.