

# STUDENT HOUSING HANDBOOK



## BOONE CAMPUS

Home of the Bears

[www.dmacc.edu/boone/Pages/studenthousing.aspx](http://www.dmacc.edu/boone/Pages/studenthousing.aspx)



2023-2024



**DMACC**  
DES MOINES AREA  
COMMUNITY COLLEGE  
**Life's Calling™**

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## TABLE OF CONTENTS

Table of Contents	1
Welcome Letter	2
Contact List	3
Semester and Holiday Housing Information	4
Treatment of Residents and DMACC Community Members/Disability Services Office	5-8
Eligibility Criteria/Rent Payment/Mail Delivery	9
Termination of Housing Agreement	10
Termination Procedures/Student Housing Rules and Regulations	11-18
Disciplinary Procedures/Emergency & Safety Procedures	19-22
Campus Crime Statistics & Security/Room Inspections/Repair Requests	23-24
DMACC Housing Check-In Procedures	25
DMACC Housing Check-Out & Cleaning Procedures	26-27
Repair and Move-out Restoration Charges	28
Immunization Records/General Health Information	29
Community Resource Directory	30-33
Statement of Final Resident Housing Agreement for the 2023-2024 Academic Year	34



Dear DMACC Student Housing Resident,

We are pleased you have chosen to make DMACC Student Housing your home while you complete your studies at Des Moines Area Community College (DMACC). We believe residing on campus will enhance your college experience and help you reach your personal and academic goals. Let us be the first to welcome you to the DMACC Boone Campus and the DMACC Student Housing.

DMACC is committed to maintaining a safe community conducive to student learning and success. Please feel free to contact us if you have any questions or concerns about your experience at DMACC Student Housing.

The Director of Student Housing and Judicial Officer will receive police reports and follow-up on all violations of local, state, and federal laws that occur on College property or occur off-campus and adversely affects the DMACC community. A student who has been found to violate the DMACC Student Housing Guidelines or DMACC Student Code of Conduct may be subject to disciplinary sanctions including suspension from the College.

Best wishes for an outstanding school year!

Rachel Erkkila  
Associate Provost  
DMACC Boone Campus

Nic Mishler  
Director of Student Housing  
DMACC Boone Campus

**Note to Students:** The DMACC Student Housing Guidelines does not address all of the services available, or all of the policies and regulations affecting DMACC students. If students have questions or concerns not addressed in these Guidelines, it is their responsibility to consult appropriate DMACC staff, or the full text of policies and procedures available at all DMACC campuses. DMACC students are responsible for being familiar with policies and procedures affecting their activities. Failure to read the policies and procedures will not be an excuse for noncompliance. *DMACC reserves the right to change, without notice, the services, policies and procedures of the College.*

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## CONTACT LIST

Nic Mishler  
Director of Student Housing  
Phone: (515) 298-4985  
Email: [ngmishler@dmacc.edu](mailto:ngmishler@dmacc.edu)

If you need to contact an Assistant Director of Student Housing on duty or report an emergency repair, please call:

- Student Housing Office 515-433-5046 (Leave a Message)
- Assistant Director of Student Housing on Duty 515-669-5502 (24 hours daily- Leave a Message)

### **Emergencies**

DMACC Student Housing Office: 515-298-4985

Assistant Director of Student Housing on Duty: 515-669-5502

DMACC Security: 515-230-4666

Hospital: 515-432-3140, 1015 Union Street, Boone

Police Department: 515-432-2525(non-emergency) or 911(emergency)

Sheriff's Office: 515-433-0524

Central Iowa Crisis Line: 844-258-8858

Suicide Prevention Lifeline: 988 (call or text)

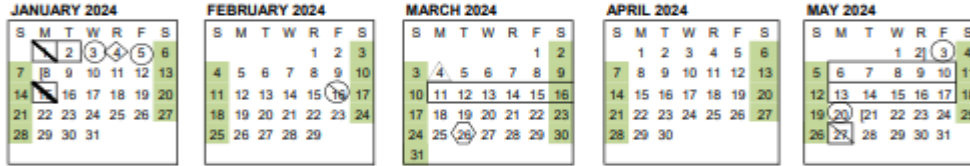
# BORGEN SQUARE APARTMENT HOLIDAY/SEMESTER BREAK FOR 2023-2024 ACADEMIC YEAR

During all holiday breaks, response times may be slower than usual when calling the housing phone. Before each break, it is required for each student to inform their housing assistant on their plans to stay or leave for that break.

### Fall Semester 2023



### Spring Semester 2024



### Summer Semester 2024



\*The Floating Professional Day must be used on one of the designated dates in either August, November or December.

LEGEND	
[	Beginning of Term
]	End of Term
△	Midterm
○	Last Day to Drop Classes
⊠	Holiday – College Closed
⊞	College Closed
⊞	Faculty Non-Duty Days
⊞	DMACC In-Services Day
○	Professional Day
○	Floating Professional Day*
◇	Faculty Development Day

# Treatment of Residents

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## & DMACC COMMUNITY MEMBERS

Des Moines Area Community College Student Housing promotes a learning and living environment that is free of harassment and discrimination. Any behavior of harassment or discrimination should be reported to an Assistant Director of Student Housing and/or the Housing Director. Any resident (or any resident whose guest is) found responsible for harassing or discriminatory behavior may expect disciplinary action, which may result in eviction from DMACC Student Housing and/or suspension from DMACC.

### **Educational Services Procedure 4645**

A College student who believes that College policies or procedures on equal opportunity in employment or education have been violated, resulting in discriminatory treatment on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability, or, to the extent covered by law, veteran status, may file a formal complaint through the College Discrimination Complaint Procedure for Students. Harassment that is based upon the aforementioned categories is a form of discrimination. Subjecting a person to coercion or retaliation for filing a complaint or providing information regarding a complaint is prohibited. This is a companion procedure to HR 3005.

The College recognizes and is committed to the concepts of academic freedom and free speech. The College strives to create an environment that promotes the free exchange of ideas. The application of this policy will not infringe upon the First Amendment rights of free speech.

**Discrimination** is the disparate treatment resulting in an adverse effect upon an individual, an individual's work and/or educational environment and is based upon their membership in a legally protected class as is defined above.

**Harassment** is verbal or physical conduct or graphic display, which is offensive, or shows malice toward an individual because of his/her race, color, creed, religion, gender, sexual orientation, national origin, age, disability or, to the extent covered by law, veteran status. Examples of prohibited behavior include:

1. Abuse that diminishes the dignity of an individual through insulting or degrading remarks or conduct such as racial or ethnic slurs, written or graphic material which shows malice or ridicule toward an individual or group, jokes which are demeaning to a racial or religious group or to a particular nationality or to one's gender.
2. Threats, demands or suggestions that an employee's work status, a student's academic progress, or an applicant's employment opportunity is contingent upon his/her toleration of or acquiescence to harassment.

**Sexual harassment** is a form of harassment, which is based upon an individual's gender. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of status as an employee, a student or an applicant for employment; OR
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's work status, academic progress or employment opportunities; OR

Such conduct has the purpose or effect of unreasonably interfering with an individual's work status, academic progress or employment opportunities or creating an intimidating, hostile, or offensive



working or academic environment. While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- a. Unwelcome sexual advances whether they involve physical touching or not;
- b. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;
- c. Displaying sexually suggestive objects, pictures, cartoons this includes materials on computer screens and/or electronic devices;
- d. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- e. Inquiries into one's sexual experiences; and
- f. Discussion of one's sexual activities.

Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy.

### **Complaint Procedures**

- A. Discrimination/Harassment Complaint forms may be obtained from the Counselor, Advisor, Judicial Officer or from campus Deans' offices. DMACC student employees wishing to report discrimination/harassment related to employment should refer to DMACC Policy [HR3005](#).
- B. Discrimination/Harassment Complaint Procedure
  1. Step 1
    - a. If an individual believes they are being discriminated/harassed on the basis of a protected status (as defined in Section I), they should make their objections known to the alleged discriminator. If this fails to stop the objectionable behavior, or if the individual is not comfortable confronting the alleged discriminator, they should immediately bring the matter to the attention of a Dean or the college Judicial Officer. A student who believes that they have been subjected to sexual harassment is not required to confront their alleged harasser, and may proceed immediately to filing a complaint with the appropriate Dean.
    - b. The complainant shall report the alleged discrimination or harassment within 15 business days of the day the complainant became aware of, or should have become aware of, the discrimination issue through the reasonable exercise of diligence. Complaints may be made verbally or in writing on the Student Conduct/Discipline Report Form. In no instance may a complaint of discrimination be made later than 300 calendar days from the last date on which the alleged activity occurred.
    - c. Complaint forms or verbal complaints shall be submitted to the Dean, unless the Dean is named in the allegations, in which case the recipient shall be the next higher level authority:
    - d. The Dean may elect to meet with the complainant if additional information is needed.
    - e. The Dean shall review the complaint with the next higher level of authority and issue a written response as soon as a reasonable investigation can be concluded but no longer than 60 calendar days from the receipt of the complaint. In cases involving alleged sexual harassment, a written decision shall be simultaneously sent to the complainant/target and the alleged harasser.
  2. Step 2
    - a. If the complainant is not satisfied with the response received at Step 1, they may appeal the Step 1 written decision to the Judicial Officer within 10 business days from receipt of the Step 1 response.

- b. The Judicial Officer shall meet with the complainant, respondent, and any other parties deemed appropriate. The Officer shall review the complaint with the VP, Enrollment Services & Student Success, and issue a written response to the complainant/target and the alleged harasser within 10 business days from receipt of the complaint at Step 2. Findings in discrimination allegations shall be reported to the Affirmative Action Officer.

### 3. Step 3

If the complainant is not satisfied with the response received at Step 2, they may appeal the Step 2 written decision to the College President within 10 business days from receipt of the Step 2 response. The College President, or designee, may meet with the complainant, respondent, and any other parties deemed appropriate. A final written decision shall be issued within 10 business days to the complainant/target and the alleged harasser from receipt of the complaint at Step 3.

### C. Discrimination/Harassment Complaints - Peer-to-Peer

1. If an individual believes they are being harassed on the basis of a protected status (as defined in Section I), they should make their objections known to the alleged harasser. If this fails to stop the objectionable behavior, or if the individual is not comfortable confronting the alleged harasser, they should immediately bring the matter to the attention of
  - i. Classroom/clinical setting the attention of the instructor;
  - ii. Other setting on campus the Dean or Judicial Officer.

A student who believes that they have been subjected to sexual harassment is not required to confront their alleged harasser, and may proceed immediately to filing a complaint with the appropriate Dean.

2. Discrimination/Harassment complaints may be filed in writing on the Discrimination/Harassment Complaint Form for Students or verbally.
3. Arrangements shall be made if the complainant/target of the harassment wishes to speak specifically to a male or female investigator.
4. The Judicial Officer shall investigate and proceed pursuant to the Student Code of Conduct [ES4630](#).

### D. Investigation Procedures. All reported complaints shall be investigated, whether received verbally or in writing.

5. Investigators shall maintain a neutral role in the investigation process.
6. Investigations shall be conducted in a thorough and objective manner to determine the facts.
7. The investigator shall, at a minimum, interview the complaining party and/or target of the harassment (where the complaint is brought by a third party) and the accused student. Both parties shall be given equal opportunity to present oral and written evidence for the consideration of the investigator. The investigator will also interview witnesses identified by any party as having knowledge relating to the complaint, as necessary to conduct a reasonably thorough investigation of the complaint.
8. The standard for determining whether a violation occurred shall be whether it is supported by the preponderance of the evidence available to the investigator.

### E. Information related to a complaint shall be kept confidential to the maximum extent possible. Selected information, including the name of the reporting party, may be disclosed as deemed necessary by the person in charge of the investigation.

### F. Time limits may be extended by written mutual agreement of the parties. If a complainant fails to proceed to the next step within the prescribed time limits, the complaint shall be considered closed based upon the last response. If the administration fails to respond within the prescribed time limits, the complainant may proceed to the next step.



- G. In cases involving sexual harassment, both the complainant/target and the respondent shall be notified in writing of the outcome of the investigation and disciplinary process within five (5) school days of the conclusion of the process.
- H. The investigator may take interim actions, as defined by Section VII of Procedure [ES4630](#), where necessary to prevent or remediate any further harassment of the complainant/target or to protect safety of the complainant and other members of the campus community.
- I. For any hearing relating to charges of sexual harassment, the target of the harassment will have equivalent rights to attend the hearing and present evidence or testimony relating to the complaint. Where appropriate, alternative means of participation (including electronic means) may be provided so that the target of the harassment need not be in the same room as the respondent.
- J. Founded complaints of discrimination or harassment may result in discipline, up to and including expulsion (students) or termination (staff). The College reserves the right to issue other sanctions and/or remedial actions within its discretion to stop, prevent, and remedy any founded acts of discrimination or harassment.
- K. The College expressly prohibits the intentional filing of a false discrimination or harassment claim. An intentional false claim is different from a claim where the conclusion is unfounded or of no eventual determination. Retaliation is expressly prohibited, as stated in paragraph H below, against any individual who makes or participates in a complaint of discrimination or harassment—even if unfounded—as long as the complainant did not intentionally make a false report. The intentional filing of a false discrimination or harassment claim may result in sanctions according to Student Conduct, Discipline and Appeals, [ES4630](#).
- L. Retaliation against any individual because that person filed or participated in the investigation of a complaint of discrimination or harassment under this policy, is expressly prohibited. Any student or staff member who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion or termination.

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## **DISABILITY SERVICES OFFICE**

If you are a student who requires reasonable accommodations to ensure equal access contact the Housing Director at 515-298-4985. For further information refer to DMACC Educational Services Procedure (ES) 4610 regarding services for students with disabilities or visit the website, [www.dmac.edu/student\\_services/disabilities/](http://www.dmac.edu/student_services/disabilities/).

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## ELIGIBILITY CRITERIA

Individuals who wish to live in DMACC Student Housing must meet the following criteria at the beginning of the semester:

- 1) Be enrolled at DMACC with half-time status. Must be enrolled in six credits at midterm and remain enrolled to be eligible to live in housing, Special circumstances may be considered by the Director of Housing.
  - 2) Be in good financial standing at DMACC (have no outstanding financial balance due to DMACC).
  - 3) Not be required to register under the Iowa Sex Offender Registry Law, Iowa Code Chapter 692A.
  - 4) DMACC Student Housing reserves the right to conduct a background check as deemed necessary for the safety of its residents.
  - 5) DMACC student housing does not offer family or married housing; Student housing does not permit cohabitation.
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## RENT PAYMENT

### Apartment Room Rates 2023-2024

Fall and spring cost is \$2,700 per semester.

\$400 damage/security deposit due at signing of the resident housing agreement.

\$2,700 payment/Nelnet student payment plan in place prior to August 25, 2023-first semester.

\$2,700 payment/Nelnet student payment plan in place prior to January 09, 2024-second semester.

A student's deposit will be refunded once the student has moved out of the unit, returned key card and key, completed check out procedures, paid all rent, and DMACC personnel has had an opportunity to inspect all apartments. The cost of professionally cleaning the carpet will be deducted from the student's deposit and will be divided amongst the number of roommates in the apartment. The cost of repair for damages to the unit (beyond reasonable wear and tear) will be deducted from the student's deposit and/or will be divided amongst the number of roommates in the apartment.

## MAIL DELIVERY

Mail is collected at a central location and will be distributed weekly. Mail will not be delivered on Saturdays, Sundays, holidays or when campus is closed. Students are responsible for checking their mail on a regular basis. A note will be left in the mailbox to pick up large packages in the DMACC front office. The appropriate address should read as follows: Student's Name

2139 Hancock Dr. Box # \_\_\_\_  
Boone, IA 50036

When ordering from Amazon, put in delivery notes to deliver to main campus door #1.

When a student moves out of the DMACC Student Housing, it is their responsibility to update addresses with the front office and with businesses that the student is receiving mail from.

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## TERMINATION OF HOUSING AGREEMENT

### A housing agreement may be terminated for the following reasons:

1. If a student chooses not to live in student housing, he or she must notify the Director of Student Housing (in writing) of the decision on or before July 17<sup>th</sup> preceding the academic year. The student will be refunded \$200 of the security deposit. If they cancel after July 17<sup>th</sup>, the entire \$400 will be forfeited.
2. If a student gets married during the academic year, he or she will be permitted to cancel the housing agreement upon presentation of the original copy of the marriage certificate to the Director of Student Housing. The student will be responsible for the remainder of the housing charges for the semester of the housing contract cancelation.
3. If a student graduates *before* the completion of the housing contract they must notify the Director of Student Housing in writing that he or she graduated. Student will receive a prorated refund of the housing charges for the academic year.
4. If a student drops voluntarily below *half-time* status they will no longer be allowed to live in student housing. The student will be responsible for the remainder of the balance for that semester and will be responsible for **\$850** of the second semester.
5. If a student is academically dismissed from DMACC they will no longer be allowed to live in student housing. The student will be responsible for the remainder of the balance for that semester and will be responsible for **\$850** of the second semester.
6. If a student (or a student's guest) is charged with a violation of DMACC's Student Housing Guidelines, and/or Student Code of Conduct as stated in the Student Conduct, Discipline and Appeals Procedure (ES 4630) the student's housing agreement may be involuntarily terminated, with the student no longer allowed to live in student housing. The student will be responsible for the remainder of the balance for that semester and will be responsible for **\$850** of the second semester.
7. If a student's Nelnet payment plan is defaulted or cancelled a hold will be placed on the student's account and the student will be responsible for the remainder of the balance for that semester.
8. Students will be notified within 14 days after term begins if no payment arrangements have been made. After 30 days of failure to make payment arrangements, your housing agreement may be terminated. Students will have 7 business days to move out after receiving eviction letter.

## Termination Procedures

1. A student who voluntarily or involuntarily terminates his or her housing agreement will have seven calendar days from the date of termination to remove all belongings from DMACC Student Housing. If items are unclaimed after seven days, DMACC will have the right to remove the belongings to storage, if necessary. At the end of each semester, unclaimed items will be given to a charity organization.
2. Students with extenuating circumstances preventing them from fulfilling their housing agreement may appeal the early termination fee. Documentation of the situation must be included in the appeal. All appeals must be made no later than the last day of the current term to the housing director.
3. Termination appeals can be found at [On-Campus Student Housing \(dmacc.edu\)](http://dmacc.edu)

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## DMACC STUDENT HOUSING RULES & REGULATIONS

### **Alcohol (See Also, Board Policy 2017)**

The use of alcohol is prohibited on College property. All Iowa state laws and local statutes regarding the possession, use, and distribution of alcohol must be observed in all cases. No employee or student may appear on College property if, as a result of the use of alcohol, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College. Using, possessing, misusing or being under the influence of any alcoholic beverage or other intoxicating beverage on DMACC property, including DMACC Student Housing, is prohibited. All individuals on DMACC property regardless of their age or relationship to DMACC (this includes residents' guests) are subject to this rule. Additionally, containers for alcoholic beverages and alcohol paraphernalia (e.g., beer bong) are not permitted in DMACC Student Housing. Residents will be required to immediately discard such items if discovered.

Residents will be in violation of alcohol container policy if a container is found within the resident's room. This applies to both empty and full containers. If no resident(s) is present at the time of discovery, all residents will be in violation. A \$50 fine will be assessed for this violation.

All those present where alcohol is found will be in violation of the alcohol policy. The first violation will result in, a \$100 fine. The second violation may result a \$100 fine and possible counseling. The third violation will result in a \$100 fine and an appearance before the judicial review board and possible eviction.

DMACC encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information regarding alcohol counseling, treatment, or rehabilitation programs. The counseling staff can provide information and prevention programs for those seeking help with substance abuse.

### **Altercations (Verbal or Physical) (See Also, ES Procedure 4630)**

Residents and/or their guests who purposefully act in a manner that causes another person to be realistically concerned about his/her well-being will face disciplinary action. This may include, but is not limited to; threatening or intimidating comments, remarks, or gestures intended for another, or acting toward another in an irate, offensive, or abusive manner.

**Bicycles**

Bicycles are not allowed to be parked and/or stored in the apartment hallway. Bicycles should be parked in the bicycle racks located outside the apartment building. During the winter months bicycles can be stored in a resident's apartment with the approval of the roommates, or in the resident's individual room. At the end of the fall, spring, and summer semesters, DMACC may remove bicycles left in the bicycle racks.

**Business**

No individuals' commercial business may be located on, or carried out on DMACC property, including the DMACC Student Housing.

**Building Access and Security System**

Residents are prohibited from interfering with security measures implemented by DMACC. This includes; but is not limited to, disabling locks, propping open doors, jamming a door to prevent it from opening or closing, or tampering with security cameras. A \$50 fine will be placed on your account.

**Candles/Open Flame/Grills**

Incense, candles and/or any other open flame device is not permitted in DMACC Student Housing. This includes barbecue grills. Violations of this rule may result in a \$100 fine.

**Cooperation with Staff (Failure to Comply)**

Residents and their guests are expected to comply with reasonable requests of the DMACC housing staff. This includes, but is not limited to, yielding a driver's license upon request, correctly identifying oneself and/or your guests upon request, and carrying out educational sanctions assigned for policy violation(s).

**Darts and Dartboards**

Darts and dartboards are not allowed in the housing. A \$100 fine may be assessed.

**Disposal of Garbage**

Residents must maintain a clean, safe, and sanitary living atmosphere. It is your responsibility to take all trash to the dumpster. Residents creating an unsanitary condition due to un-cleanliness will be subject to eviction and/or up to a \$100 fine.

Garbage and trash must be disposed of properly. Residents throwing items on the yard or other common areas such as outside your main apartment door are subject to a \$50 fine.

Residents should not place refuse, grease, coffee grounds or other such materials down the sinks or garbage disposals. Residents should not flush facial tissues, tampons, sanitary napkins, or other such materials down the toilets. A \$50 fine may be assessed for a jammed garbage disposal or a clogged toilet (if it is determined that one of the aforementioned items caused the problem) and a replacement cost will be assessed, if necessary.

**Disposal of Sharp Objects**

To prevent potential injury when handling trash bags, all sharp objects must be disposed of in appropriate containers. This includes; but is not limited to, broken glass, needles (hypodermic, sewing, etc.) and razor blades.

**Disorderly and Disruptive Conduct**

Disorderly and disruptive conduct of residents and/or of their guests is prohibited. This includes, but is not limited to, lewd, indecent, or obscene conduct, and/or activities that create excessive noise or disturb fellow residents, and/or activities that call for response from campus or city staff. A \$50 fine may be assessed if in violation of this policy.

**Doors**

Only approved material is allowed on the outside of doors. Doors are to be closed when sound is coming from a room. Doors are not to be blocked in any manner.

**Drugs (See Also, BS Procedure 5551)**

The manufacture, possession, use and/or distribution of illegal substances is forbidden on any College property or at any College sponsored activity. No employee or student may appear on College property if, as a result of the use of drugs or other illegal substances, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College. The use of or possession of illegal drugs, narcotics, or hallucinatory agents and drug paraphernalia is prohibited on DMACC property, including DMACC Student Housing. Residents and/or their guests found responsible for manufacturing, processing, selling, delivering, providing, using, purchasing, misusing or possessing any illegal drug or other addictive, dangerous, or controlled substance on College property or at College-sponsored functions will be subject to a \$100 fine. Individuals will be disciplined according to DMACC's Student Code of Conduct and may be evicted from DMACC Student Housing. Law enforcement will be notified for all situations involving illegal narcotics.

DMACC counselors provide education and prevention programming and are available on a confidential basis to assist students with substance-abuse assessment, evaluation and referrals for treatment. Additional information and contact information for community resources can be found at [www.dmacc.edu/counseling](http://www.dmacc.edu/counseling).

**Fire Hazards, Combustible Fluids, and Hazardous Chemicals**

Explosive, flammable, and/or toxic liquid, gas or other materials are prohibited on the property. This includes; but is not limited to, dry ice, fireworks, and fog and smoke machines. Violation of this rule carries a \$100 fine. An additional fine not less than \$250 may be assessed by the city of Boone for illegal discharging of fireworks.

**Fire Safety Equipment**

Residents' proper response to fire alarms is required. At the sound of a fire alarm residents and their guests must evacuate the apartment building. Individuals may re-enter the building only upon receiving permission from the housing staff.

- Tampering with fire safety equipment is prohibited. Violations may include; but are not limited to, disengaging a smoke alarm (e.g., removing the batteries or covering a smoke alarm).
- Triggering a fire alarm or activating a fire extinguisher in the absence of a fire will result in a \$500 fine.

Each apartment unit is equipped with a sprinkler system. Residents should not hang items on, blow smoke on, or touch the sprinkler heads. This may activate the sprinkler system and/or damage the sprinkler. Violations of this rule may result in a fine of up to \$500 and/or eviction from student housing.

**Golf Course**

No trespassing on the Cedar Pointe Golf Course. This includes hitting golf balls that violate their property. Students will be fined \$50 for a violation of this rule.



**Guests**

Residents are responsible for their guests and any damage and/or behavior fines caused by their guests. Guests are expected to abide by DMACC's Student Housing Guidelines and Student Code of Conduct. Guests are to be accompanied by a resident of DMACC Student Housing at all times. Children not supervised by an adult are not permitted to visit DMACC housing unless accompanied by a parent and are not permitted to spend the night under any circumstance. The decision for a guest(s) to spend the night must be a mutual decision based on the agreement of all roommates in the apartment. The residents assigned to the apartment unit are the only individuals allowed to live in the space. If a problem persists, roommates need to contact the Director of Student Housing to correct the problem-DO NOT LET IT PERSIST.

**Holiday Decorations**

Holiday garland and cut trees (e.g., Christmas trees) are at an increased risk for fire. These decorations and others similar to it are not permitted in DMACC Student Housing.

**Insurance**

Residents are encouraged to carry personal property and liability insurance. Des Moines Area Community College is not responsible for losses, damages, or injuries of any sort occurring to persons or property in DMACC Student Housing.

**Keys and Apartment Access**

Residents will be assigned a key card and a key. The key card provides residents access to their apartment building and individual apartment unit. The key provides residents access to their individual bedroom. Key cards and keys must remain in the sole possession of the person to whom they are issued. Residents are not permitted to lend their keys to any other individual or group. Residents will be charged \$5 for replacement keys and cards.

**Lockouts**

Residents will be afforded two grace lockouts per semester (i.e., they will not be charged to have their room unlocked). Each following lockout will be accompanied by a \$20 lockout charge.

**Lock Change**

Lock change requests must be made in writing to the Housing Director and residents will be assessed a minimum fee of \$50 per lock change. Damage to your door may include a \$50 lock replacement fee.

**Mailboxes**

All residents in an apartment will share a common mailbox. There is a \$500 fine for tampering with the mailboxes.

**Mandatory Meetings**

Failure to attend a mandatory housing meeting for which a 48 hours' notice was given may result in a \$50 fine. Residents must contact the Director of Student Housing ahead of time by phone or via e-mail if unable to attend a meeting.

**Misbehavior/Questionable Acts**

For reasons of personal safety and facility care, physical activities are not permitted inside the DMACC Student Housing. This includes, but is not limited to, Frisbee, water balloons, skateboards, rollerblades and balls. Wrestling, scuffling, team sports, and other types of horseplay are not permitted. Weights and barbells are not allowed on the property. Bags or other outdoor games played in hallways will result in participants being responsible for any damages that occur.

**Noise**

The volume of electronic devices (TV's, radios, stereos) must be only audible in the apartment and not be audible in the halls or neighboring apartments. No amplifiers, drums or electronic guitars are permitted on the property. Owners of service and ESA animals are responsible for noise control. Excessive animal disruption, determined by residence life staff, is grounds for contractual termination and immediate animal removal. Residents may be subject to a fine (up to \$100) and face possible eviction if found responsible for a noise violation. Quiet hours are observed between the hours of 10:00 p.m. to 7:00 a.m. seven days a week.

**Painting, Wallpapering, Decorating**

Residents are not allowed to paint or wallpaper any part of their apartment. Residents are allowed four small nail holes per room at no cost to repair upon check-out. Absolutely no stickers, adhesives, scratches or holes in the walls, doors or woodwork are allowed. Costs to repair damages will be assessed to the resident. Residents are prohibited from spackling or painting inside the apartments.

**Parking**

Vehicles must be registered at DMACC. Residents receive a DMACC parking permit at the time of registration. Residents are allowed to have one vehicle in the parking lot of DMACC Student Housing, unless written permission is granted by the Director of Student Housing. Absolutely no repair work is allowed to vehicles on the premises. Any non-registered vehicle on the property will be removed at the car owner's expense. No inoperable vehicles are allowed on the property and will be towed at owner's expense. Vehicles parked on the property may not take up more than one parking space or park over the sidewalk, belong to a resident who has moved out or whose housing agreement has been terminated, be parked in the fire lane, or a handicapped parking space without a valid handicap permit. No boats or trailers will be permitted on the property. During winter months, please do not park over the sidewalks that are next to the apartments to allow for snow removal. A \$50 fine will be assessed for parking violations.

**Pets**

For reasons of health and safety, no pets or animals other than fish that is contained in a small fish tank (5 gallons or less) are allowed at any time in DMACC Student Housing. Any resident with an unauthorized animal will be fined \$300. Improper disposal of pet excrement is \$50 per incident. Please refer to our Disability Services Office for questions and requests regarding service and emotional support animals.

**Postings**

All signs and other postings must be approved by the Director of Student Housing prior to being posted. Unauthorized postings will be removed.

**Roommates**

Roommates are assigned by the Director of Student Housing. Des Moines Area Community College reserves the right to assign roommates to the unit at any time. Roommates who wish to transfer rooms

must talk directly with the Director of Student Housing. A resident's request to transfer units must be approved by the Housing Director in writing prior to the transfer. If a resident transfers rooms without the approval of the Director of Student Housing, he/she will incur a \$300 fine.

### **Satellite Dish**

No satellite dish or antenna may protrude, be affixed to, or suspended from the apartment building.

### **Smoking**

Des Moines Area Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of the Iowa Legislature's passage of The Smoke-Free Air Act (H.F. 2212) and findings of the U.S. Surgeon General that use of tobacco is a contributing factor to significant health hazards; it is the intent of the DMACC Board to establish a tobacco-free environment.

The use of tobacco products is not allowed on any college property or in any college facility; this includes all buildings, grounds, sidewalks, parking lots, vehicles, and streets within the campus proper. The use of tobacco products, which include smokeless or smoking tobacco and electronic smoking devices, is prohibited on all campuses and all attendance facilities in compliance with state law. Residents and or their guests found responsible for using smokeless or smoking tobacco in the DMACC Student Housing or on the property are subject to a \$50 fine.

### **Solicitation**

Soliciting and door-to-door selling is not permitted in the DMACC Student Housing. Examples of solicitation include; but are not limited to, profit-making, campaigning, or fund-raising activities or distribution of fliers. Please report solicitation of any kind to the Director of Student Housing immediately.

### **Storage**

Residents are not permitted to store belongings outside of the apartment. There is no additional storage available to residents other than the residents' individual apartment unit.

### **Vacuums**

Residents may check-out a vacuum from the Assistant Director of Student Housing in each individual apartment building.

### **Vandalism**

Residents (and/or their guests) who are found responsible for the intentional destruction of DMACC property will be subject to disciplinary action and will be charged the cost to replace or repair the damaged property.

### **Weapons** (See Also, ES Procedure 5040)

The following acts by students, faculty, staff or college property visitors are prohibited: 1. To have possession of a weapon of any type while on DMACC property. This prohibition includes, but is not limited to, those weapons which otherwise may be carried pursuant to a valid permit issued in accordance with the Iowa weapons law. 2. This policy applies to: a. All DMACC campuses, attendance centers, dining facilities, and office buildings, whether owned, leased, or rented by DMACC. b. All

housing owned by DMACC or that lies within the boundaries of a DMACC campus (provided, however, that residents of such housing may possess knives having a blade exceeding five inches for cooking purposes). c. No DMACC location is exempt from this policy. This includes personal vehicles located on DMACC property, DMACC vehicles, DMACC walking trails, and DMACC outdoor athletic complexes. B. Investigation and Charge Procedure for Alleged Violations of Weapons on College Property Policy 1.

Any person who observes a student, faculty, staff, or visitor violating the Weapons on College Property Policy shall immediately inform the Campus Provosts. In addition, the person shall promptly submit a Campus Incident Report located online at <https://infopath.dmacc.edu/security/default.aspx>.

Alleged violations of the Weapons on College Property Policy will be promptly investigated. Violations of the Weapons on College Property Policy will result in appropriate disciplinary action and may result in referral to law enforcement. Violations of the Weapons on College Property Policy by students will result in violations of ES4630 Student Conduct, Discipline and Appeals Procedure. The Judicial Officer will review Student Conduct/Discipline Reports and may choose to file additional charges according to ES4630.

### **Weightlifting Equipment**

Weightlifting equipment is not permitted in the apartments.

### **Windows and Window Screens**

Window screens must remain in place at all times. Residents who remove screens will be subject to a \$30 fine for individual bedroom and \$50 for living room.

### **Wireless Computer Networking System**

The Des Moines Area Community College Student Housing Program has established a wireless computer networking service in student housing, giving student's direct access to the Internet. In order to maintain network performance, security and functionality, the Networks Systems Department monitors traffic that travels across its network. The monitoring enables DMACC to find and correct problems within the system.

While maintaining the user's reasonable right to privacy, monitoring can reveal information about a particular segment of the network or even an individual machine on the network. This information may include the amount of traffic being generated, and length of activity. Once certain conditions are met, such as abnormally high amounts of traffic or certain types of traffic, the Networks System Department will investigate further and perform an in-depth analysis of the situation. The Networks System Department uses this information to identify and resolve problems throughout the network.

While noting the value and necessity of the services provided by the Networks System Department, DMACC does have an obligation to respect the privacy of a user's file, electronic mail, and other electronic information. In turn, all computer users have the responsibility to use DMACC's computer resources in an efficient, ethical, and lawful manner consistent with the rules and regulations of the college. The ethical and legal standards that all users should maintain are derived directly from standards of common decency that apply to any public resource within the College and/or existing local, state or federal statutes.

1. Users must abide by all software licenses, copyright, and intellectual property policies and applicable local, state and/or federal laws.

2. Electronic communication is not to be used for the transmission of any information that violates existing local, state and/or federal laws.
3. Files controlled by individual users are considered private. Any non-file owner must obtain written permission from the owner to read, alter or copy a file. The ability to read, alter, or copy a file does not imply permission to read, alter or copy that file. This policy is not meant to restrict the Networks System Department from its role of supervising the normal operations of the computer systems, such as the restoring of backups or examining faculty computer behavior.
4. The Director of Student Housing or other designated College official may only read and/or copy a file:
  - a. Where ordered to do so by a court-ordered subpoena
  - b. When he/she has probable cause to believe that communication or computing systems have been compromised
  - c. When the issue involves possible local, state, and/or federal law violations  
(Probable cause is reached when "a reasonable amount of suspicion, supported by circumstances sufficiently strong to justify a prudent and cautious person's belief that certain alleged facts are probably true." Valentines' Legal Dictionary and Thesaurus)
5. The College recognizes the right of the campus community to use electronic mail for personal/professional reasons. However, the computer networking system is not to be used for non-academic commercial endeavors without permission of the College.
6. Examining information, such as electronic mail or voice mail of others, for reasons not associated with authorized and legitimate objectives of the College is a violation of established policy in this regard.

Residents who fail to comply with the standards of prudent, lawful computer use are subject to disciplinary action, including a fine, required removal of all computer equipment from the residence hall property, and even termination of the housing contract and eviction from the residence halls where appropriate.

**Residents should understand the following:**

1. DMACC may disconnect a resident's network connection at any time without notice in order to maintain the integrity of the network.
2. DMACC will attempt to maintain 24-hour operation of the network; however, there are times when the network will be unavailable. Efforts will be made to post notifications when such downtime is known in advance.
3. By using the network, there may be the possibility of transferring viruses or other malicious programs to personal computers. In using this wireless networking service, residents agree not to hold DMACC responsible for any damages resulting from being connected to the network.

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# DISCIPLINARY PROCEDURES

## Investigation and Charge Procedures for Alleged Violations of Student Conduct

Residents (and their guests) are accountable to the DMACC Student Housing Guidelines and the Student Conduct, Discipline and Appeals Procedure ES4630. Both of these documents will be taken into consideration when responding to housing-specific issues of student conduct. Housing-specific is defined as incidents occurring in or on the grounds of the DMACC Student Housing.

When an alleged violation occurs, housing staff or other complainant will document the incident in an incident report. All incident reports are forwarded to the Director of Student Housing (or designee) to review.

1. Upon the Director of Housing (or designee) receiving the incident report, he/she will investigate and review the incident to determine whether an informal resolution is possible or whether formal charges should be instituted.
2. Following the period of an investigation the Director of Housing (or designee), in consultation with the Judicial Officer will determine if evidence exists for formal charges to be brought against the student for a violation of either the Student Housing Guidelines or the Student Code of Conduct, or both.
  - a. If the charges are of a minor nature (suspension is NOT warranted) the case will be heard in a disciplinary conference before the Housing Director (or designee).
  - b. If the charges are of a major nature (suspension is warranted) the case will be heard by the College Judicial Hearing Board. If expulsion is warranted, the case will be referred to the Office of the President.
  - c. If there is a lack of evidence or formal charges are not deemed necessary, an informal resolution may be sought. If an informal resolution is made, the student signs a letter by the Housing Director or Judicial Officer stating the terms of the resolution and indicating his/her consent to these terms.
3. If it is determined that formal charges should be brought, the Director of Student Housing (or designee) shall send to the student involved a Notice of Charge/Hearing letter.

The complainant may be asked to provide additional written or oral testimony and will have the right to be informed of the final outcome of the disciplinary process.

## Hearing Procedures for Alleged Violations of Student Conduct

### Disciplinary Conference Procedures

Alleged Housing violations that are of a minor nature (those that do not warrant suspension) will be adjudicated in a disciplinary conference between the student and the Director of Student Housing (or designee). No other witnesses will be present. Alleged violations of the Student Code of Conduct will be reported to and adjudicated by the DMACC Judicial Officer.

1. The Director of Student Housing (or designee) will send to the student involved a Notice of Charge/Hearing.
  - a. The Notice of Charge/Hearing details the alleged violations of the student housing guidelines and/or student conduct code, a summary of the alleged misconduct, the student's rights, the time and date of a hearing, a copy of the Student Conduct,



Discipline, and Appeals Procedure ES 4630 and the Rules and Regulations of the Student Housing Guidelines.

- b. The Notice of Charge/Hearing shall be placed in the student's mailbox, sent by registered mail to the student's last known non-DMACC address, or delivered in person with receipt acknowledged in writing by the student.
    - c. If the student charged cannot appear at the time specified, the student must contact the Director of Student Housing (or designee) at least two (2) business days before the hearing is scheduled to arrange a different time for the hearing.
  2. If the student has not contacted the Director of Student Housing (or designee) and/or does not appear at the hearing, the Director of Student Housing (or designee) may make a decision of the student's responsibility or non-responsibility of the alleged violation and the resulting sanction.
  3. At the disciplinary conference, the Director of Student Housing (or designee) will review the charges, evidence, and student's rights with the student. The student will have an opportunity to present any evidence or testimony on his/her behalf.
  4. After reviewing the evidence and hearing from the student, the Director of Student Housing (or designee) will determine if the student is responsible or not responsible for the alleged violation.
  5. Any student who is found to have violated the Student Housing Guidelines or the Student Conduct, Discipline and Appeals Procedure will be subject to the following sanctions:
    - a. Reprimand. Written censure by the College. This written warning serves to remind the student that further violation of the student conduct code may result in sanctions that are more serious. A record of the disciplinary action is kept in the student's disciplinary file.
    - b. Restitution. Reimbursement for damage to or appropriation of Des Moines Area Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Des Moines Area Community College property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
    - c. Fines. As specified in the DMACC Student Housing Student Guidelines.
    - d. Conduct Probation. A period of review during which the student must demonstrate his/her ability to comply with the Student Housing Guidelines and the Student Code of Conduct, all DMACC policies, and other requirements stipulated for the probation period including limitation of activity or access to College facilities.
    - e. Educational Sanctions. A requirement to participate in a project, class, counseling, or other college/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
  6. The Director of Student Housing's (or designee) decision as to whether a student is responsible for a student conduct violation and the appropriate sanction, if any, will be documented in a letter and sent to the student within five business days. The letter shall be placed in the student's mailbox, sent by registered mail to the student's last known non-DMACC address, or delivered in person with receipt acknowledged in writing by the student. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the student's disciplinary file maintained by the Judicial Officer. Students have the right to appeal this decision to the Provost of the Boone Campus.

## **College Judicial Hearing Board Procedures**

Alleged violations that are major in nature (those that may warrant suspension or cancellation of a housing contract) will be adjudicated by the College Judicial Hearing Board. Please refer to Student Conduct, Discipline and Appeals Procedure ES 4630 for additional information on the College Judicial Hearing Board Procedures.

### **Appeal Procedures for alleged violations**

The student may appeal the decision of the Director of Student Housing (or designee) first to the Provost of the DMACC Boone Campus, second to the VP, Enrollment Services & Student Success.

1. Appeals by the student must be made in writing and delivered to the Provost of the Boone Campus (Appellate Officer) within ten (10) business days of receiving the decision. The notice of appeal shall contain the student's name, the date of the decision or action, and reasons for appeal.
2. The following constitute reasons for an appeal:
  - a. The student's due process rights were substantially violated in the hearing process.
  - b. There was not substantial evidence to support the decisions reached.
  - c. There is new material evidence that could not have been discovered at the time of the hearing.
  - d. The sanctions imposed were too severe or not appropriate for the violation.

A student's failure to appeal or comply with appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension in time may be requested by submitting a written request to the Appellate Officer stating good reasons for the request of additional time.

Any sanction imposed as the result of a Disciplinary Conference or College Judicial Board Hearing will remain in effect during the process of appeal. The Appellate Officer has the authority, under extenuating circumstances, to defer the imposed sanction while the appeal is in process.

The Appellate Officer shall review the case file and if available, the tape recording of the hearing. The Appellate Officer may then ask to meet with each party for a short oral summary of the arguments. The Appellate Officer may do one of the following:

- a. Affirm the original decision.
- b. Reverse the decision by finding no violation occurred.
- c. Remand the case for a new hearing.
- d. Remand the case for consideration of new evidence.
- e. Reduce the sanction.

The Appellate Officer's decision and reasons for the decision will be delivered to the student and the Director of Student Housing within five business days of the receipt of the appeal. The letter shall be placed in the student's mailbox, sent by registered mail to the student's last known non-DMACC address, or delivered in person with receipt acknowledged in writing by the student. The Appellate Officer's decision is the final decision of the College.

## Additional Disciplinary Procedures Information

1. If responsibility for violations cannot be determined, fines/disciplinary actions may be assessed to all present at the time of the violation.
2. Residents may be removed from DMACC Student Housing based on violations of DMACC Student Housing Guidelines and Student Code of Conduct. If the cancellation of housing contract occurs, residents may lose their rent and/or damage deposit. See Termination of Housing Agreement.
3. For the Student Conduct, Discipline and Appeals Procedure and the DMACC Student Housing Guidelines, visit: <https://www.dmacc.edu/boone/Documents/borgenhousingguidelines.pdf>.
4. For the DMACC Student Handbook, visit <https://catalog.dmacc.edu/index.php>.

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## EMERGENCY AND SAFETY PROCEDURES

Information about DMACC's safety and emergency procedures including procedures for weather, evacuations, fire and medical emergencies can be found at <https://www.dmacc.edu/safety/Pages/welcome.aspx>

### Safety Precautions

Residents are advised to keep their apartment doors locked at all times. In addition, residents are encouraged to lock their vehicles at all times and remove personal items from view as much as possible.

***Des Moines Area Community College is not responsible for the loss, damage to, or theft of personal property of residents or their guests.***

### Fire Evacuation Procedures

A fire extinguisher is in each apartment. It is the resident's responsibility to know where it is located and how to use it.

- **In case of fire call 911 and EVACUATE the apartment immediately.**
- Notify residents in the neighboring apartments by knocking on doors on your way out of the building.
- Notify the Assistant Director of Housing and Director of Student Housing immediately.
- Residents and their guests are required to evacuate the building when the fire alarm sounds. They are not allowed to re-enter the building until directed to do so by housing staff.

### Tornado Procedures

In case of severe weather, all housing students will evacuate the Borgen Square Apartments when they hear the siren go off. Students will enter the main entrance to the Fareway Field House on the east side and proceed to the two locker rooms in the competition gym hallway. Resident housing assistants will have a key to open the doors and will direct students to the right locations. Students must remain in the competition gym hallway until cleared to leave by the housing assistants. If you are unable to get to the designated area, residents should take cover in the inside hallway of the lower level of their apartment building and should secure hallway doors. Please note: The siren is tested the first Monday of every month at 1:00pm. Unless there is inclement weather, evacuation is not required during testing.

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## CAMPUS CRIME STATISTICS/SECURITY

### Campus Security /Security Cameras

DMACC Student Housing Residents are encouraged to report all criminal incidents and/or suspicious activities to Nic Mishler, Director of Student Housing, at 515-433-5046 or Rachel Erkkila, Boone Campus Associate Provost, at 515-433-5025 or campus security, at 515-230-4066. In addition, the Boone Police Department regularly patrols campus and assists with security as needed. All public areas and all apartment buildings are under 24-hour video surveillance.

### Right to Know Act

In 1991, the U.S. Congress passed the Student Right-to-Know and the Campus Security Act, which requires colleges to report the three previous years of statistics on murder, sex offenses, robbery, aggravated assaults, burglary and motor vehicle theft, and statistics on arrests for drug and alcohol violations, and weapons violations. In 1998, Congress passed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requiring that all crimes motivated by hate or bias be included in the statistics. A copy of DMACC's Annual Security and Fire Safety Report can be found at <https://www.dmacc.edu/safety/Documents/annualsecurityreport.pdf>

### Sex Offender Registry

Iowa law requires a person who has been convicted of certain sex offense crimes to register with the Sheriff in the county in which he/she resides. In addition, if he/she attends or works at an institution of higher education, he/she is required to register with the Sheriff in the county in which the institution is located. Community members wanting information regarding persons in the State of Iowa who have been convicted of a sex offense crime may visit [www.iowasexoffender.com](http://www.iowasexoffender.com). In accordance with Iowa law, persons whose names appear on any state offender registry are not allowed to live in apartments located on DMACC property or managed by DMACC, including DMACC Student Housing.

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## ROOM INSPECTIONS

Des Moines Area Community College reserves the right to enter and inspect a student's apartment/room for the following reasons:

1. **General maintenance and inspections.** Apartments may be inspected periodically for safety and routine maintenance. You will be notified at least 24 hours in advance of the inspection. Following the inspection, a work order form will be left on the kitchen counter listing the reason for entry, the work performed, and the name of the person who entered the room.
2. **Pest control.** Residents will be notified of dates of pest inspections/spraying and may be present or may elect to allow a property manager to enter the apartment.
3. **Emergencies.** When there is reason to believe that an occupant of the apartment may be physically harmed or endangered, it appears the apartment may be damaged, or if it appears a provision of the DMACC Student Housing Guidelines or Student Code of Conduct is being violated.

4. **Monthly cleaning inspections.** Staff will inspect the premises monthly to check the apartment for cleanliness. Residents with excessively dirty rooms will be warned in writing and have three college days to correct the situation.
5. **Search Warrants.** College personnel, when presented with a legal search warrant by law enforcement personnel, will allow individuals to enter and search the room.

### **Illegal Items**

Items that pose an immediate danger to the health and safety of residents that are noticed in the course of room maintenance or cleaning inspection will be removed from the apartment. Residents will be provided with written notice of the removal of the items. Law enforcement will be notified for all situations involving illegal narcotics.

### **Prohibited Items**

Items that residents may legally possess (e.g., candles), but that are not allowed in DMACC Student Housing Apartments due to violation of the DMACC Student Housing Guidelines or Student Code of Conduct, will be removed from the apartment. Residents will be provided with written notice of the removal of the item. Residents may secure the item at a later date after making arrangements to ensure the item will not be returned to the DMACC Student Housing.

Residents (and/or their roommates) may be subject to fines and/or disciplinary actions if they are in violation of the DMACC Student Housing Guidelines or Student Code of Conduct.

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## **REPAIR REQUESTS**

Email all maintenance requests to your building's housing assistant with a detailed description of what needs to be fixed, your name and apartment number.

Building 1301-Taylor Tucker [tdtucker@dmacc.edu](mailto:tdtucker@dmacc.edu)

Building 1303- Danny Higginbotham [dhigginbotham@dmacc.edu](mailto:dhigginbotham@dmacc.edu)

Building 1305- Thana Heller [tmheller@dmacc.edu](mailto:tmheller@dmacc.edu)

Building 1307- Danielle Coronado [dcoronado@dmacc.edu](mailto:dcoronado@dmacc.edu)

Building 1309- Lydia Harvey [lharvey5@dmacc.edu](mailto:lharvey5@dmacc.edu)

MAINTENANCE WILL ENTER APARTMENT AND COMPLETE REPAIRS BETWEEN THE HOURS OF 9:00 AM AND 9:00 PM UPON RECEIVING THIS REPAIR FORM. NO NOTIFICATION IS REQUIRED ONCE A REQUEST HAS BEEN SUBMITTED TO MAINTENANCE.

**IT repair requests must be emailed to the following:** [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu)

If you are emailing them about the internet please include your name, apartment building, apartment number and the issue you are having.

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## CHECK-IN PROCEDURES

**IT IS THE STUDENT'S RESPONSIBILITY TO CARRY INSURANCE FOR PERSONAL PROPERTY IN THE APARTMENT.**

1. Check-in will be Saturday, August 19<sup>th</sup> & Sunday, August 20<sup>th</sup>. A housing assistant will reach out via email or by phone to schedule a time to meet you at the front entrance of your building to check in.
2. Residents are encouraged to have insurance (renter's insurance or applicable parental homeowner's insurance coverage). **Des Moines Area Community College does not carry insurance coverage for personal property contained in the apartment.**
3. Residents of DMACC Student Housing are required to complete a room condition report upon check-in. This document assures that residents will not be charged for any pre-existing damages to their room. This form must be submitted to DMACC Housing Staff before any belongings are moved into housing. If no condition report is returned, the student will assume any pre-existing damages to their rental unit.
4. Residents are required to attend a mandatory orientation session each semester. Residents who are unable to attend the orientation must provide the Director of Student Housing with written notification of their absence.

### **What to Bring When You Move In:**

Living Room- Couch, chair and TV (Call roommates to see who can bring what items).

Kitchen- Dishes, cups, pans, silverware, paper towels, dish soap (do not put in dishwasher), dishwasher soap, and microwave (Call roommates to see who can bring what items).

Bathroom-Towels, rug, toilet paper, hand soap, toothpaste, toothbrush, shampoo & conditioner, body soap, deodorant, shower curtain.

Bedroom- Bed (queen beds fit), pillow, small dresser and tv.

Laundry- Laundry basket, detergent and fabric softener

### **What NOT to Bring**

Alcohol, illegal drugs, pets, space heaters, candles or incense (no open flames allowed), wax, fireworks, firearms and lofts.



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## CHECK-OUT PROCEDURES

1. Residents are required to remove all possessions and vacate the property no later than fall only housing is Sunday, December 17, 2023 at 4:00p.m. and spring housing is May 05, 2024 at 4:00pm. All move out times will be schedule via email from your building's housing assistant.
2. Residents are expected to complete the Cleaning Procedures listed on pages 23-24 of the Student Housing Guidelines.
3. Residents will complete a room condition report (provided by housing staff) and submit the form to an Assistant Director of Student Housing.
4. Failure to complete any of the checkout requirements will result in a \$300 fine.
  - a. Return of all keys
  - b. Exit walkthrough by authorized housing personnel and completion of checkout sheet.

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## DMACC HOUSING CHECK-OUT CLEANING PROCEDURES

**Cleaning charges for each resident will begin at \$25.00/hr, and will increase accordingly depending upon the condition of the room. In addition to a general cleaning fee, each resident will be charged a carpet cleaning fee of \$45.00.**

1. Walls & Woodwork: Dust off Woodwork and baseboards, pay close attention to the cracks and crevices of these areas. A mild soap and water solution will remove ordinary dirt, grease and marks. Small nail holes will be filled by the management.
2. Floors: Clean with soap and water. Clean off corners, cracks and edges of floors (a toothbrush works well).
3. Closets: Should be washed and particular attention given to marks from luggage, etc. Doors and shelves must be wiped clean.
4. Cabinets – Kitchen and Bathroom: Must be cleaned inside and outside with mild soap and water. All residue and overspill must be removed from inside and outside surfaces. Pay close attention-to-hard to reach areas.
5. Refrigerator: Must be absolutely cleaned and defrosted. Clean shelves, drawers with Soft Scrub with Bleach or bleach/water solution, pay close attention to cracks and crevices. Wipe down the entire outside of the refrigerator, pull out and clean behind. Please leave the refrigerator turned on. Do not use sharp objects to chip ice from freezer.

6. Stove: Clean oven, racks, and drip trays (damaged or dirty trays must be replaced). Clean off all burned food residue, including wiping off all cleaning residue. Range tops should be lifted for cleaning. Pull stove out and clean behind. The vent hood above the range must be cleaned (no greasy residue) and the filter washed out or replaced if it is too greasy. (Easy Off oven cleaner works well for stoves/Lysol Antibacterial Kitchen Cleaner cuts grease.)
7. Appliances: All appliances must shine. Remove all food residues, clean inside and out. Please take care while cleaning any of the stove elements. Oven cleaner causes damage to these elements.
8. Bathroom: Clean the shower bays, vanity, sink and faucets using a liquid cleaner (Soft Scrub with Bleach – scouring powder scratches the surface). “The Works” and “Scrub Free” are also good products for cleaning sinks and showers. There should be no “residue” when you run your hand across shower bay area. This area will come clean with scrubbing. Shower bays must shine. All chrome around sinks and showers must shine as well. White chalky residue around cracks and crevices of faucets should be removed.
9. Electric Fixtures: Clean all light fixtures, globes and glass. Burned out bulbs must be replaced or you will be charged for replacement.
10. Outlet Covers: Remove dust and grease from thermostat cover and telephone jack. Wipe down all outlet covers.
11. Heat Registers: Must be wiped clean.
12. Windows: Clean all windows, sliding tracks and sills between windows. Blinds must be cleaned with mild soap and water, and then wiped dry.
13. Garbage: Garbage and unwanted items should be placed in the dumpsters located outside the building. Do not place any furniture in dumpsters. \$50/hr. will be charged for the time it takes staff to remove items to the dumpster. A \$50/minimum will be charged to all residents who leave garbage/furniture in their apartments.
14. Carpets: Must be vacuumed. You can obtain a vacuum by contacting the Assistant Director of Student Housing. The housing contract states that carpeting must be professionally cleaned before moving out. All residents will pay a minimum charge of \$45.00 for carpet cleaning.
16. Hallways: Must be kept clean at all times. Security cameras are operated 24 hours per day.



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# GENERAL HEALTH INFORMATION

## School Nurse

Lori Zahnd is an onsite nurse that is available for students that currently are enrolled in classes at DMACC, free of charge. You can contact Lori at 515-433-5030 or by email [lazahnd@dmacc.edu](mailto:lazahnd@dmacc.edu).

## Immunization Records

You will need to mail in a copy of your current immunization records in order to move in to student housing at DMACC. This is in accordance with the newly passed state law that applies to all campus housing within the state of Iowa. Records are required by ALL students prior to check-in. Please mail your records to the following address:

DMACC Housing Immunization Records  
1125 Hancock Dr.  
Boone, IA 50036

## Meningitis Information

**What is meningitis?** A rare, but potentially fatal, bacterial infection occurring in one of two forms: swelling of the membranes surrounding the brain and spinal cord, or the more deadly meningococemia, an infection of the blood. College students, particularly freshmen living in dormitories, have a higher risk of getting this contagious disease.

**How is meningitis spread?** It is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person.

**What are the symptoms?** Symptoms include fever, severe headache, stiff neck, rash, nausea, vomiting, and lethargy, and may resemble 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 has found students, particularly freshmen, residing in residence halls appear to be at higher risk for meningococcal disease than college students overall.

**Who should be vaccinated?** The Center for Disease Control recommends students, especially those 25 years of age or younger, who will be living in residence facilities be vaccinated.

## Mumps Information

**What are the mumps?** An infection caused by the mumps virus.

**What are the symptoms of mumps?** The most common symptoms are fever, headache, and swollen salivary glands under the jaw. The disease can lead to hearing loss, aseptic meningitis (infection of the covering of the brain and spinal cord) and, in 20% to 30% of males who have reached puberty, the disease can cause painful, swollen testicles.

**Who should be vaccinated?** All individuals attending a college should have two mumps (MMR) immunizations. The vaccinations are 95% effective.

*Resource: Iowa Department of Public Health: [www.idph.state.ia.us/adpe](http://www.idph.state.ia.us/adpe)*

## DMACC & Community Resources

### COMMUNITY RESOURCES:

- The DMACC Boone Campus Coordinator of Student & Community Resources can assist with questions about community resources for food, healthcare, housing, clothing, legal help, childcare, transportation, and many other needs. For more information, contact Erin Neumann at **515-433-5037** or [eraneumann@dmacc.edu](mailto:eraneumann@dmacc.edu).

### COUNSELING:

- Rebekah Lauritzen ([rdlauritzen@dmacc.edu](mailto:rdlauritzen@dmacc.edu)) is a professional counselor at the DMACC Boone Campus that can assist you with personal wellness and goals. To schedule an appointment, please email or call 515-432-7203. For more information on DMACC's counseling services, visit <https://www.dmacc.edu/counseling>.
- Compass Clinical Associates (Student Assistance Program – first 6 sessions are free.): **515-412-5112**
- Eyerly Ball Community Mental Health Services: 105 S Marshall Street, Boone; **515-598-3300**
- Substance Abuse: Community and Family Resources: 1332 South Marshall Street, Boone; **515-433-0369**

**CRISIS/EMERGENCY NUMBERS-** *If you need emergency assistance outside of business hours, please use one or more of the following free resources (available 24 hours a day):*

- EMERGENCY: **911**
- United Way of Central Iowa Resource Helpline: **211** or <https://www.211iowa.org>
- Campus Security: **515-230-4066**
- Central Iowa Crisis Line: **844-258-8858**
- Crisis Text Line: Text **HELLO to 741741**
- Domestic Violence: **855-983-4641** (ACCESS - Assault Care Center Extending Shelter and Support)  
Domestic Violence Hotline DIAA (hearing impaired): **1-877-244-0875**  
Iowa Victim Service Call Center: **1-800-770-1650** or text 'IOWAHELP' TO 20121  
L.U.N.A. (Spanish): **1-866-256-7668**  
National Domestic Violence Hotline: **1-800-799-7233**
- Iowa Help Line: **855-800-1239** (call or text)
- National Alliance on Mental Health (NAMI) Helpline: **1-800-950-6264** or text "Helpline" to 62640
- Poison Control Center: **800-222-1222**
- Sexual Assault: **800-203-3488** (ACCESS - Assault Care Center Extending Shelter and Support)  
National Sexual Assault Hotline: **800-656-4673** or <https://www.rainn.org/resources>
- Suicide Prevention Lifeline: **988 (call or text)** or <https://988lifeline.org/>

### CHILD CARE

- Crisis Child Care: Lutheran Services in Iowa 24-hour crisis line: **515-460-2423** or <https://lsiowa.org>
- Child Care Resource and Referral: **855-244-5301** or <https://iowaccrr.org>
- State of Iowa Child Care Assistance: <https://dhs.iowa.gov/child-care>

### FOOD PANTRIES (Please call for specific hours.)

- The DMACC Boone campus food pantry located in Room 170 is available to all students. We provide a variety of fresh and shelf-stable foods. For more information, contact Erin Neumann at **515-433-5037** or [boonepantry@dmacc.edu](mailto:boonepantry@dmacc.edu).
- IMPACT Community Action: 606 Greene Street, Boone; **515-432-5052**
- Open Bible Church: 1224 Hancock Drive, Boone; **515-432-3329**
- The Salvation Army: 503 Benton Street, Boone; **515-432-5770**
- Church of God of Prophecy: 2028 Crawford, Boone; **515-432-3354**

## MEDICAL SERVICES

- **COVID-19:** If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.
- Boone County Family Medicine North Clinic: 120 South Story Street, Boone; **515-432-4444**, Monday-Friday 8:00 a.m.- 5:00 p.m. (Call for hours and appointment.)
- Boone County Family Medicine **Walk-in Clinic:** 120 South Story Street, Boone; **515-433-8585**, Monday-Friday 9:00 a.m.-8:00 p.m., Saturday 9:00 a.m.-7:00 p.m., Sunday 9:00 a.m.- 5:30 p.m.
- Boone County Hospital Emergency Room: 1015 Union Street, Boone; **515-432-3140** (Open 24 hours)

**PUBLIC LIBRARY:** Ericson Public Library: 702 Greene Street, Boone; **515-432-3727**

**SUPPORT GROUPS/WELLNESS SERVICES** (Please call to confirm specific meeting days/times.)

- Al-Anon: **888-425-2666**
- AA (Alcoholics Anonymous): Find online meetings here: <https://www.aa-iowa.org/meetings/> . For local meeting information, call **800-662-4357** or [515-232-8642](https://www.aa-iowa.org/meetings/).
- Grief Support:
  - Ames Bereavement Support Group: **515-956-6038**
  - GriefNet - e-mail support group: <http://www.griefnet.org/>
- Narcotics Anonymous: <https://iowa-na.org/na-meetings/> or **800-897-6242**
- Problem Gambling: **800-238-7633**
- Smoking Cessation: **800-784-8669** or [https://www.cdc.gov/tobacco/quit\\_smoking/index.htm](https://www.cdc.gov/tobacco/quit_smoking/index.htm)

## TRANSPORTATION

- Heart of Iowa Regional Transit Authority (HIRTA) -for travel in and around Boone County: **877-686-0029**
- Todd's Taxi: **515-298-1025**

**ADDITIONAL LIFE BALANCE RESOURCES:** The resources below are available from the DMACC Counseling site here: <https://www.dmac.edu/counseling/Pages/lifebalance.aspx>. Not sure where to start? Contact Erin Neumann at [eaneumann@dmacc.edu](mailto:eaneumann@dmacc.edu) or 515-433-5037.

### Adjusting to College:

[www.dmac.edu/counseling/](https://www.dmac.edu/counseling/) Discusses counseling services and provides names to set up appointments. Provides local information - using DMACC web site and advising staff.

[www.goaskalice.com](http://www.goaskalice.com) Ask Alice specific questions concerning college.

### Dental

<https://www.micaonline.org/dental> Story County Dental Clinic is a service from MICA in Ames.

[www.ada.org](http://www.ada.org) A website that advocates oral health and addresses dental topics and provides resources.

[www.nlm.nih.gov/medlineplus/dentalhealth.html](http://www.nlm.nih.gov/medlineplus/dentalhealth.html) A website of trusted dental health information and resources.

### Domestic Violence

<https://www.helpguide.org/articles/abuse/domestic-violence-and-abuse.htm> A site dedicated to empowering individuals to understand, prevent and resolve life's challenges in relationships.

### Eating Disorders

<https://www.helpguide.org/articles/eating-disorders/eating-disorder-treatment-and-recovery.htm> A site dedicated to empowering individuals to understand, prevent and resolve life's challenges.

[www.nationaleatingdisorders.org/](http://www.nationaleatingdisorders.org/) A site dedicated to providing education, resources and support to those affected by eating disorders.



## Financial Health

[www.dmacc.edu/fin\\_aid/](http://www.dmacc.edu/fin_aid/) Discusses financial aid and its services.

[www.finaid.org](http://www.finaid.org) Comprehensive free resource guide.

## Gambling

[www.helpguide.org/articles/addiction/gambling-addiction-and-problem-gambling.htm](http://www.helpguide.org/articles/addiction/gambling-addiction-and-problem-gambling.htm) A site dedicated to providing education, resources and support to those affected by addictions.

<https://www.cfrhelps.org/> Community & Family Resources Problem Gambling Services.

## Grief

<https://www.helpguide.org/articles/grief/coping-with-grief-and-loss.htm> A site dedicated to empowering individuals to understand, prevent and resolve life's challenges.

[www.dmacc.edu/counseling/](http://www.dmacc.edu/counseling/) Resources available to DMACC students and helpful referral information.

## Health

[www.goaskalice.com](http://www.goaskalice.com) Health question and answer Internet resource

## Learning and Study Skills Tips:

[www.dmacc.edu/academicachievement/Pages/aacreading.aspx](http://www.dmacc.edu/academicachievement/Pages/aacreading.aspx) Offers collections of study skills materials and homework help suggestions.

[www.academictips.org](http://www.academictips.org) Tips to help with study issues.

## Medication/Substance Abuse

<http://drugabuse.com/library/get-the-facts-on-substance-abuse/> Get the facts on substance abuse.

[www.drugabuse.gov](http://www.drugabuse.gov) National Institute on Drug Abuse that also addresses addiction.

[findtreatment.samhsa.gov](http://findtreatment.samhsa.gov) A substance abuse treatment facility locator.

[www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov) your one-stop resource for comprehensive research-based information on issues related to alcohol abuse and binge drinking among college students.

## Mental Wellness

[www.dmacc.edu/counseling/](http://www.dmacc.edu/counseling/) A wealth of mental health information for the Des Moines Area Community College student.

<https://www.nimh.nih.gov/> National Institute of Mental Health website provides wealth of information on mental health topics, how to locate resources, informational booklets and materials.

## Nutrition

[www.nutrition.gov](http://www.nutrition.gov) serves as a gateway to reliable information on nutrition, healthy eating, physical activity, and food safety for consumers.

## Sexual Health

[www.cdc.gov/women/](http://www.cdc.gov/women/) A site working to promote and protect the health, safety and quality of life for women at every stage of life.

[www.ashasexualhealth.org/](http://www.ashasexualhealth.org/) A Social Health website dedicated to improving the health of individuals, families, and communities, with a focus on preventing sexually transmitted diseases and infections (STDs/STIs) and their harmful consequences.

## Sleep

<https://aasm.org/college-students-getting-enough-sleep-is-vital-to-academic-success/> discusses the effects of sleep deprivation on college students.

## Spiritual Health

[www.selfgrowth.com/spirituality.html](http://www.selfgrowth.com/spirituality.html) Spirituality involves a sense of connection to something greater than oneself with includes emotional, psychological, and personal experiences. Spirituality includes religion, astrology, meditation, and new age waves of thought, this website offers definitions, articles and websites related to these topics.

## Substance Abuse

<https://www.dmacc.edu/counseling/Pages/substanceabuse.aspx> Substance Abuse websites and Local Agencies.

## Transferring to Another College:

[www.dmacc.edu/transfer/pages/welcome.aspx](http://www.dmacc.edu/transfer/pages/welcome.aspx) Discusses advising services, transfer information and provides names to set up appointments

[www.TransferInIowa.org](http://www.TransferInIowa.org) Explains information on transferring to state institutions in Iowa.

[www.collegetransfer.net](http://www.collegetransfer.net)

## STUDENT HEALTH & WELLNESS (SHAW)

Student Health and Wellness (SHAW) can provide support for physical and mental health services to assist the personal and academic success of all Boone DMACC students. We know that whatever affects the personal lives of students can also affect the ability to learn. The goal of Student Health and Wellness is to provide access to campus and community resources which help DMACC students succeed academically and personally. Contact the SHAW service providers directly or visit the Student Services Office (Room 120) to connect with the SHAW team.

Our Student Health and Wellness team includes:

Registered Nurse, Lori Zahnd, (515) 433-5030

Licensed Master Social Worker, Rebekah Lauritzen, (515) 433-5219

Student & Community Resource Coordinator, Erin Neumann, (515) 433-5037

Associate Provost, Rachel Erkkila, (515) 433-5025

## ADVISING & COUNSELING

Your DMACC Advisor can assist you with academic questions, registration, degree progress, graduation requirements and transfer options. Your DMACC Counselor can assist you with personal wellness and goals. Schedule a time to meet with advising or counseling by calling 515-432-7203.

For academic advising services, you may also schedule an appointment using the links below or e-mailing one of these Boone Campus Academic Advisors:

Advisor	Schedule an Appointment	Email
Danielle Lopez	<a href="https://calendly.com/dllopez2">https://calendly.com/dllopez2</a>	<a href="mailto:dllopez2@dmacc.edu">dllopez2@dmacc.edu</a>
Jocelyn Kovarik	<a href="https://calendly.com/jrkovarik">https://calendly.com/jrkovarik</a>	<a href="mailto:jrkovarik@dmacc.edu">jrkovarik@dmacc.edu</a>
Erin Neumann	<a href="http://calendly.com/eaneumann">http://calendly.com/eaneumann</a>	<a href="mailto:eaneumann@dmacc.edu">eaneumann@dmacc.edu</a>
Shelby Hildreth	<a href="https://calendly.com/sdhildreth">https://calendly.com/sdhildreth</a>	<a href="mailto:sdhildreth@dmacc.edu">sdhildreth@dmacc.edu</a>
Blake Sandquist	<a href="https://calendly.com/bmsandquist">https://calendly.com/bmsandquist</a>	<a href="mailto:bmsandquist@dmacc.edu">bmsandquist@dmacc.edu</a>

**Statement of Final Resident Housing Agreement for the 2023-24 Academic Year**

By signing and submitting this agreement, I am acknowledging that I have received the Student Housing Guidelines for the Des Moines Area Community College, Boone Campus, and that I accept the terms and conditions stated therein. I understand that this is a *legally binding* agreement between Des Moines Area Community College and me.

\_\_\_\_\_

(Student's Printed Name)

\_\_\_\_\_

(Student's Signature)

\_\_\_\_\_

Date

\_\_\_\_\_

(Parent/Guardian Signature if student is under 18)

\_\_\_\_\_

Date