

MCC Residence Life & Housing

The Guide to Residence Living 2018-2019





Welcome to Residence Life and Housing at Marshalltown Community College. The Residence Life Staff hope that the academic year will be exciting, challenging and rewarding for you. Residence Life staff members strive to provide a supportive living environment that encourages students to succeed in the classroom and grow as individuals. We strive to provide sound facilities conducive to living and learning, a variety of dining options, measures to assist with student safety and security, and many opportunities for student learning and memorable experiences.

You have made a valuable choice to become a part of the residential community. By signing your Residence Life Contract and reviewing the MCC Residential Social Contract, you acknowledge and agree to follow the standards of the community. As a partnership, students and staff create communities of respect, good citizenship and lasting friendships. As a resident of this community, you play an important role in the success of these endeavors. As we begin a new academic year, we invite each of you to engage in this partnership and look forward to a year of many successes!

Thank you for choosing to live in residence and we look forward to sharing the year with you.

Sincerely,

The Residence Life Staff

Marshalltown Community College Residential Philosophy

The aims and purposes of MCC's Residence Life program complement the stated mission of the Iowa Valley Community College District. To facilitate a varied residence life experience, MCC houses students in apartment style residential complexes with intentional programmatic efforts to encourage residents to experience life with others who are from different backgrounds, interests, and communities.

Thus, the goals of Residence Life and Housing focus on the individual, and their relationship to the community in which they live. To this end, the residence life staff will *strive to achieve* the following goals:

- To maintain an environment that places high-priority in the pursuit of academic responsibilities.
- To assist students in developing a positive regard for their living areas.
- To encourage self-reliance among residents while recognizing the interdependence of all.
- To promote acceptance and mutual respect among all residents by developing an awareness of one's individual responsibilities and rights and the rights and responsibilities of others.
- To promote an environment in which students are encouraged to consider and understand their personal values, beliefs and appreciations.
- To provide opportunities through which one is able to develop and practice mature interpersonal relations and social skills.
- To provide opportunities for one to develop and apply leadership skills.
- To acquaint one with the numerous campus and community resources to support a holistic residential experience.

IVCCD Vision

We will serve our communities as the essential catalyst for educational and economic vitality.



IVCCD Mission

Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, responding to diverse community needs, and building community partnerships.

IVCCD Core Values

- **Educational Excellence** – We serve our students by offering distinctive educational programs and support services in a stimulating environment. We accommodate different learning styles, we value the diversity in our midst, and we are committed to helping students achieve their goals.
- **Leadership & Communication** – We challenge everyone to take responsibility for demonstrating frequent and effective communication. Our strength and integrity depend on our willingness to be accountable to each other and our stakeholders.
- **Partnerships** – We construct effective alliances that create educational opportunities, strengthen our partners, and spark economic development.
- **Recognition & Success** – We recognize the outstanding achievements of our students, employees, and friends. As the IVCCD family, we also appreciate and respect the day-to-day contributions of all our fellow employees.
- **Growth** – We are committed to innovation and planning that makes wise use of our resources and attracts outside funding.
- **Quality** – We are committed to continuous quality improvement in all that we do.

The Guide to Residence Living is subject to periodic revision. It is the policy of the Iowa Valley Community College District to provide equal educational and employment opportunities without discriminating on the basis of race, religion, color, creed, marital status, national origin, age, disability, sexual orientation, or gender, in its educational programs, activities or its employment and personnel policies. IVCCD also understands its responsibilities under the Americans with Disabilities Act to make reasonable accommodations for students/persons with disabilities. Iowa Valley Community College District (which operates Ellsworth Community College, Marshalltown Community College, Iowa Valley Grinnell, and Iowa Valley Continuing Education) is accredited by The Higher Learning Commission (www.ncahlc.org; ph. 312-263-0456), the Iowa Department of Education, and the National Alliance of Concurrent Enrollment Partnerships; some individual degree programs are also accredited by agencies specific to those areas of study. IVCCD is a member of the North Central Association of Colleges and Schools. IVCCD has articulation agreements with Iowa's Regent universities and many other colleges in Iowa and the Midwest. Please indicate in writing to the Director of Student Engagement and Residence Life if there are accommodations needed for housing to be better accessible for you via email at mccreslife@iavalley.edu. *Notice of Changes: This document contains helpful information about resources, policies and procedures in residence and campus. Please note that information and policy details are subject to change during the semester. Visit a Residence Life staff member or see updates on-line at www.iavalley.edu/mcc/student_life/housing.html

CONTRACTS AND AGREEMENTS

Residence Life and Housing is pleased you selected to live on campus. As a student living in residence you elect to follow the policies described in the **MCC Student Conduct Code, the Residence Life Contract, the MCC Residential Social Contract**, and any policies and regulations identified in this guide and/or at Marshalltown Community College. You are expected to familiarize yourself with these guidelines, make responsible choices, and understand your rights and responsibilities as a member of this community of scholars. It is important to consider the effect your choices and behaviors have on yourself and others around you. Living on campus is a privilege and we are pleased you selected to join our community.

MCC Student Conduct Code

The Student Conduct Code aims to protect the entire MCC community and the rights of its members. Please see the full document published by the Dean of Students on the MCC website.

Residence Life Contract

The Residence Life Contract, signed by every residential student, is a legally-binding contract for room and board services. One of the mandatory conditions of the contract is participation in a meal (board) plan. **The Residence Life Contract is a yearly contract which can only be terminated by the Director of Residence Life and Housing under extenuating circumstances as outlined in the document.**

Some terms from the Residence Life Contract that we would like to emphasize and bring to your full attention include:

- **Entering Student Rooms:** The Residence Life Contract states that MCC reserves the right to inspect student rooms and furnishings in order to maintain health, safety and maintenance of standards.
- **Room Changes:** Room Change Days are typically held on the third Wednesday of each semester and at the end of the fall semester. During these days it is possible for residents to be approved to switch rooms with one another or to change rooms into available vacancies. Room changes outside of scheduled room change days are only allowed with the permission of your Residence Complex Coordinator. Students

involved in unauthorized room changes will be documented and directed to a professional staff member and will be held accountable for possible policy violation. If you are interested in a room change, please speak with your Resident Assistant for more information.

- **Room Re-assignments:** The Residence Life Contract states that the assignment or re-assignment of rooms and/or roommates is an administrative decision of Residence Life and Housing. MCC has the right to assign a resident to any existing vacancy in campus housing at any time. When a vacancy exists in a room, The College has the right to consolidate the remaining resident(s) to a vacancy in another room.
- **Room Damages:** Each resident is expected to maintain his or her residence hall room in good condition. To document the original condition of your room, you will have the opportunity to review and sign a Data Room Inventory Card (DRIC) at the time you move into your assigned room. Please review this form carefully; when you vacate the room, this form will be used as the basis of comparison for damages. Residents will be charged for all damages that were incurred during their stay in an assigned room. At checkout, residents are responsible for formally checking out at the residential hall office and turning in his or her room key. Because this is your home, residents are expected to report malicious damage to common areas. When communities do not identify the responsible party, these charges are assessed to all members of the community. You are responsible for ensuring the proper use of these facilities by your guests. During all breaks, residents are expected to follow appropriate sign-out procedures.

The Residential Life Contract may be viewed in full on the Residence Life and Housing website.

MCC Residential Social Contract, Community Standards, and Shared Living Agreement

The MCC Residential Social Contract and its supporting agreements provide the cultural framework of expected behavior within residence. Residential students will work with their student

staff member in a civic exercise in defining their community experience within each suite. The agreements are designed to open lines of communication between community members. The agreements ask students sharing a floor and/or common space to discuss expectations and guidelines for living together. Some of the topics are: visitation, cleanliness, and use of other's property, designated time for sleep and study. It is very important when living with others to reach an understanding of what is important to you and to determine your limits. Ideally, you will complete

these agreements within the first few weeks of the semester and/or session. Residential staff members are available to assist you with this process. The agreed upon documents may be revisited to include additional items or redefine standing items. Students may be directed to a professional staff member if a concern shall occur.

The MCC Residential Social Contract may be viewed in full on the Residence Life and Housing website.

RESIDENCE HALL HEALTH, SAFETY & SECURITY POLICY

Principles of Campus Living

Living on campus is a privilege. It provides you with the ability to build relationships with faculty, staff, and classmates, take advantage of leadership opportunities and participate in many events and activities, and affords you many conveniences by living where you study. In addition, the responsibilities of living on-campus are great and these responsibilities are expectations of residential students in good standing.

Please note that you may be held responsible for being present during a policy violation based on a preponderance of evidence. You may also be held accountable for your guests' behaviors and policy violations occurring in your room or the common areas of your suite. Residence Life and Housing staff and/or campus partners may deny a resident or guest's entry to a residential complex based on the health and safety of the individual or potential harm to the community. In addition, Residence Life and Housing reserves the right to ask questions pertaining to the health and safety of an individual.

MCC Residential Alcohol Norms

Residence Life and Housing at MCC maintains the physical and mental health, safety, and well-being of an individual and the residential community at-large as its highest priority. Procedures and policy components are in-place to maintain a safe and productive environment for sleep and study within our residential complexes. The norms listed below are provisions to which residents and guests agree to by contract or when visiting a MCC residential facility. Please see the residential norms pertaining to alcohol below:

- Residential staff and/or a designated partner may determine if any person has consumed alcohol to a point which may be considered a

danger to oneself or the community. The person may be removed from the residential complexes until a time specified by Residence Life staff.

- We expect that those under the age of 21 will not be in the presence of, possess, or consume alcoholic beverages in the residential complexes.
- We expect that those under the age of 21 will remove themselves from situations where alcohol is present
- We expect that no person will consume or carry alcohol in open containers in any public area of the residential complexes
- Kegs and any common source alcohol containers are prohibited

Alcohol Policy

Persons involved with alcohol are subject to punitive action by MCC and criminal and civil prosecution. The presence of alcohol and/or an empty alcohol container in MCC Residential Complex will be documented under the provisions of the MCC Student Conduct Code, the Guide to Residence Living, and the laws of the state of Iowa as follows:

- All residents present where alcohol or empty alcoholic containers are found will be documented to investigate their level of responsibility in this situation.
- If alcohol or empty alcohol containers are found in a residential suite and residents are not present at the time of discovery, all registered residents of that suite are in violation of the alcohol policy and will participate in a Residential Student Conduct Hearing to investigate the level of responsibility by individuals.

Drug Policy

Persons involved with illegal drugs are subject to punitive action by MCC and criminal and civil prosecution. Any residential student found responsible for or participating in an on-campus illegal drug offense will be subject to sanctions, up to and including eviction from housing. Individuals within the presence of will be documented and processed through the Residential Student Conduct procedure.

Note: Both on-and off-campus violations of MCC's Drug and Alcohol Policy are subject to disciplinary actions as outlined in the Student Code of Conduct.

Administrative Removal from Residence

As noted in the Residence Life Contract, "the College reserves the right to take appropriate action against a resident, including termination of this agreement, if a resident violates College rules or is otherwise a detriment to his/her safety or to the welfare of the residence hall environment." At the discretion of the Director of Student Engagement and Residence Life or other college official, if a resident student exhibits behavior that is determined to be detrimental to his/her safety or the welfare of the residential community, they may be transported to the hospital for emergency assessment and treatment. Contemporaneous to the transport, the resident student will be subject to an interim suspension from residency, requiring the resident student to apply for readmission to residency through the procedures below. Under some circumstances a student may refuse transport; however, by doing so, this will result in emergency contact notification for immediate removal of the student from residence, and the same procedures for readmission identified within this guide apply.

Involuntary Health or Safety Withdrawal Policy

The Dean of Enrollment Services or designee retains discretion to apply the Involuntary Health or Safety Withdrawal policy at any time in reviewing the behavior or incident that resulted in administrative removal from residency.

The Dean of Enrollment Services will review the incident report submitted by Residence Life staff and will determine whether to apply the Involuntary Health and Safety Withdrawal process.

If the Dean of Enrollment Services determines it is appropriate to apply the Involuntary Health and Safety Withdrawal process, the Dean of Enrollment

Services may withdraw the student on an interim basis, followed by the formal process outlined in the policy below, or refer the incident to the Behavioral Intervention Team (BIT) for application of the formal process.

If the Director of Student Life determines the Involuntary Health and Safety Withdrawal policy does not apply, the student is required to apply for readmission through the procedures below.

Readmission to Residence Procedures

Due to the varying circumstances that may result in interim suspension from residency, there are separate processes outlined below to address the re-admission process for two unique situations. There is one process for interim suspension of residency and re-admission procedure for transports or removals resulting from intoxication from alcohol or other drugs; and a second process for interim suspension of residency and re-admission procedure for transports or removals resulting from a mental health crisis.

Alcohol and Other Drugs Interim Suspension of Residency

Any resident student found to be severely intoxicated by alcohol or other drugs by the determination of the responding Residence Life professional staff or other campus official may be referred to a hospital for medical attention. If the student refuses medical attention, professional Residence Life staff may notify emergency contact(s) to have the student removed from residence on an interim basis. If after reviewing the incident report, the Dean of Students or designee determines that the involuntary health or safety withdraw policy does not apply, and the residential student wishes to apply to return to residence he or she must follow the procedure below.

Alcohol and Other Drug Readmission Process

The student must schedule a meeting with the Director of Student Engagement and Residence Life or designee. During the meeting, the Director will determine whether or not the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residence hall environment, and whether or not the student will be approved to return to his or her residence. This decision may be made by the Director of Student Engagement and Residence Life and Housing in consultation with the Dean of Enrollment Services.

If the behavior resulting in the interim suspension from residency involved a possible violation of the

College Alcohol and Other Drugs policy or other standard of conduct, the Director of Student Engagement and Residence Life will refer the case to the Campus Student Conduct process. This conference will take place within 72 hours of the meeting with the director. If responsible for any student conduct violation, a student may receive sanctions including but not limited to education projects, probationary status, removal from residence, suspension, or dismissal as an outcome of the student conduct process.

Alcohol and Drug Sanction Guidelines

As a result of being found responsible for violating the Alcohol or Drug policy, appropriate educational and punitive sanctions will be applied by Residence Life. Additionally, notification of parents or guardians will take place if the residential student is under the age of 21.

Mental Health Interim Suspension of Residence

Any residential student found to be experiencing a mental health crisis may be referred for psychiatric evaluation at a hospital providing such service. If the student refuses transport for psychiatric evaluation, Residence Life professional staff or campus official may notify emergency contact(s) to have the student removed from residence on an interim basis. If the Dean of Enrollment Services determines that the Involuntary Health or Safety Withdraw policy does not apply, and the residential student wishes to return to residence he or she must follow the procedure below.

Mental Health Readmission Process

The student must schedule a meeting with the Director of Student Engagement and Residence Life. During the meeting, the Director will determine whether or not the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residential environment, and whether or not the student will be approved to return to his or her residence. This decision may be made in consultation with the Dean of Enrollment Services. If the behavior resulting in the interim suspension from residency involved a possible violation of the College standards of conduct separate from the mental health related crisis, he or she may refer the case to Student Conduct for a conduct conference. This conference will take place within 72 hours of the meeting with the director. If responsible for any student conduct violation, a student may receive sanctions including but not limited to educational projects, probationary status, removal from residence, suspension or dismissal as an outcome

of the student conduct process.

Smoking

According to Iowa State Law, the smoking of any tobacco containing product is not permitted in any college operated facility that serves as a student residence. Residents and occupants of rooms in which evidence of smoking is found are subject to action through the Residential Student conduct process. Any residential student found smoking any tobacco product in any facility is also subject to a \$100.00 fine.

To maintain the highest levels of health and safety possible, Residence Life and Housing also prohibits the smoking, lighting, and/or igniting of any non-tobacco product within any MCC operated facility. Residents and occupants of facilities where evidence of use of such a product is found may be subject to action through MCC's student conduct process. **(Vaping is not permitted in residential facilities and garner same fines as smoking tobacco.)**

Air Conditioners (self-contained units)

Individual air conditioners in addition to the ones provided by MCC are not permitted in any residence facility. The electrical circuitry in the buildings is insufficient to provide the necessary wattage required to run an air conditioner.

Weight Lifting Equipment

Weight lifting equipment and exercise equipment are not allowed in the housing units. They are available for students to use in the Student Activity Center or Babe Harder Gymnasium.

Bandwidth Policy

Residence Life and Housing provides high-speed internet access as a service to all of our residents and evidence shows that usage in MCC's residential network continues to grow. Network bandwidth at MCC is a shared resource and every user impacts other users. The bandwidth used by the residential network is only one aspect of the bandwidth used by the entire College. This includes all residential complexes and academic and service units.

To keep residential bandwidth from maxing out the capacity of the District Internet network, Residence Life and Housing established a **video streaming and downloading limit** that curfews access to sites that are shown to be the highest bandwidth consumers. This curfew will be maintained Sunday through Thursday at designated time windows.

This strategy allows Residence Life and Housing to efficiently use limited bandwidth resources, while continuing to provide high-speed access and maintain equity among all residents.

You may consult your Resident Assistant for the specific limit window.

Social Media Policy:

Students should be aware that information posted on the Internet--including but not limited to postings on social networks such as Facebook, Twitter, YouTube, Internet message boards, forums, web pages and blogs--is public in nature. When such social media postings indicate a violation of the *IVCCD Student Code of Conduct, A Guide to Residence Living*, this information or communications may be used in a Student Code of Conduct Hearing or Residential Student Conduct Hearing. In particular, communications that violate the *IVCCD Student Code of Conduct, A Guide to Residence Living*, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, or by any other means.

Personal wireless routers are prohibited from residence as they interfere with performance of the wireless internet provided by The College. Residents will be asked to be considerate of their neighbors and refrain from their use

Appliances

Personal microwave ovens, ranging between .7 and .9 cubic feet (not to exceed 900 watts), are permitted in the residential complexes except where one is already provided. Major appliances not already supplied, such as portable dishwashers, washers and dryers, are not permitted. No charcoal or gas grills are allowed at any campus property unless signed-out by a Residence Life employee. **All residents are NOT permitted to possess refrigerators as one is already provided in the living area.**

Bunk-beds/Lofts

Students are not to bunk their beds or use bedding that is not provided by The College. Residents are not allowed to bring their own bed and/or mattress.

Room Furnishings

At no time are students permitted to stack their furniture or remove college furniture from their bedrooms or common living areas. All personal furniture brought into the residential complexes

must be made of fire retardant materials. Please refer to the appliances and fire safety sections for additional information regarding room furnishings.

Room Consolidation

The College reserves the right to consolidate any residential student. Each Residential Student residing in a double room without a roommate after classes begin will be given a choice to buy out their current double room or to consolidate with another student needing a roommate. The consolidating student will have 48 hours to complete the required move.

Guest Policy

Residents are welcome to have guests, however each residential host assumes responsibly for their guests' behavior and actions during their visit. There is a two visitors per resident limit. A host will be held accountable and may be referred to the Residential Student Conduct Process if a guest is found to be in violation of policy. **The host must register their guest at the Residential Hall Office the day of arrival.**

Overnight guests are permitted for a maximum of 2 nights in a 7 day period and/or 4 nights per month. For security reasons students may not lend their keys to anyone.

Since overnight guests potentially infringe upon the rights of others' living space, a residential host must abide by the developed Shared Living Space Agreement guidelines from his or her suitemates prior to inviting overnight guests. Any of these individuals has the right to allow or deny the invitation to a guest prior to his or her arrival. Students who are suspended and/or evicted from residence life and/or the college are not permitted to be on the premises, in the residential parking areas, or in a residential complex even as a guest. Former students in violation may be arrested for trespassing and host students will be documented for processing in the Residential Student Conduct process.

Guest Sign-in Policy

Residents and their guests are required to register all guests at the Residential Hall Office. Residents are responsible for and can be held accountable for the behavior of their guests. Residents must inform their guests of all residential policies as outlined in *The Guide to Residence Living*. Residents of a room may be held accountable for the guest's behavior that takes place inside the room and in the common areas of the building whether or not the residents are present. Guests that fail to comply

with any College policy or staff member, will be asked to leave the Residential Complex. A guest can be denied permission to remain in the complex or may be prohibited from future visits if he or she creates a disturbance or violates any rule or regulation.

Illegal occupancy and cohabitation policy

Illegal occupancy includes but is not limited to:

- staying more than 4 nights in a month and/or more than 2 nights consecutive
- being restricted from entering a building for disciplinary or other reasons
- not being registered with Residence Life and Housing during stay

Cohabitation includes but is not limited to:

- having overnight guests staying more than the allowable nights as defined in the Guest Policy.
- not being registered with Residence Life and Housing during stay
- accessing the room or apartment while the assigned occupants are not present
- utilizing a key to enter a room or apartment to which one is not assigned
- using the bathroom and shower facilities as if one lived in that room/suite
- keeping belongings, such as clothes and books, in the room as if one lived in that room/suite.

A visitor is any person who has signed into the complex with a resident anytime during the day or night. All visitor(s) should be escorted by a resident when he/she leaves the room/suite. He/she should leave with the resident when leaving the complex, abide by all residential policies while in the complex, and has the permission of room/suitemates to be there.

Illegal sleeping over or cohabitation is when a resident shares a room/suite with someone of the opposite sex whom he/she is not married to or someone of the same sex sleeps in the room/suite and violates any part of the illegal occupancy/cohabitation.

Lights

The use of halogen lamps within the residential complexes is not permitted.

Hallway Games

Potential damage to the building and possible danger to residents prohibit hallway games. This includes but is not limited to throwing balls and Frisbees, hockey, running, wrestling, roller blades, scooters, bikes, and water fights.

Darts/Dark Boards

For the safety of the community and the preservation of the college's facilities, residents may not have darts or dart boards in College Housing.

Exterior Doors

Leaving exit doors propped open or unlocked, or entering /exiting the residential complexes through clearly marked emergency exit doors is a safety hazard. Individuals found tampering with door closure and or locking mechanisms may be referred to the Residential Student Conduct Process.

Cooking in the Residential Complexes

Residential students are expected to take care when cooking. Always be present while food is being prepared on the stove top or microwave. Careless food preparation may cause food to burn producing strong enough odors to activate the complexes fire system. Suites that activate the fire alarm system due to careless food preparation will be documented for follow by Residence Life.

Fire Safety

The State of Iowa Fire Code strictly prohibits the propping of all fire doors. All fire doors are to remain closed at all times and under no circumstances may be propped open. Upon hearing a fire alarm, all residents/occupants are required to immediately evacuate the building, and shall not re-enter the building until authorized by Fire Department Personnel and/or Residence Life staff members. Upon detection of a fire, activate the nearest pull alarm station and immediately exit your residence. During an alarm, all rooms may be entered to ensure the safety of the building and all residents

The College strictly prohibits the following:

Tampering or misuse of all fire safety equipment (which includes, but is not limited to, fire extinguishers; pull alarm stations; sprinkler heads; smoke detectors; heat sensors; exit lights; fire doors); blocking doorways; hanging articles from outside windows; hanging objects on/from fire safety equipment or ceiling; initiating bomb scares; and initiating false alarms.

Due to the extreme potential for fire hazard, candles (even for decorative purposes), incense, halogen lamps, fireworks, space heaters, propane tanks, lighter fluid, smoke/fog machines or other flame-producing devices, and personal furniture containing or constructed of urethane are strictly prohibited from all residences.

All fire safety violations are considered very serious and may result in removal from residence.

Please note that residential areas with kitchens are equipped with fire extinguishers as well as carbon monoxide and smoke detectors. Residents should not tamper with any health and safety equipment and must contact appropriate maintenance facilities to report any malfunctions.

Multi-Plug Adapters & Extension Cords

The College strictly prohibits the use of all non-fused multi-plug adapters in the Residential Complexes; all multi-plug adapters must have breaker, fuse, or surge protectors. Light-weight extension cords are prohibited from use (16 or 18 gauge brown/white cords) and all other heavy-duty extension cords may only be used temporarily.

Pet Policy

All pets are prohibited for Residential Students. **If accommodations are need for a disability, please contact Martha Schwandt in the Student Success Center to complete proper application.**

Solicitation

Soliciting within a Residential Complex by any person for any purpose not approved by Residence Life is prohibited. Please seek permission from your Residence Complex Coordinator in advance.

Throwing Objects Out Windows

Throwing objects out of windows is dangerous to individuals, their property, and the surrounding areas. Removing screens, entering or exiting a building through a window and suspending objects outside of a window is prohibited. Violations of this nature are considered serious and may result in removal from residence.

Quiet Hours & Noise

To ensure an environment conducive to sleep and study, individuals are responsible for monitoring their personal noise level. **Quiet hours** are in effect from **11PM to 8AM**, Sunday through Thursday, and from midnight to 8AM, Friday and Saturday. During quiet hours, all noise must be confined to student rooms at a level that cannot be heard outside the room when the door is closed. Quiet hours are in effect twenty-four hours a day during finals week at the end of each semester.

All remaining hours of the day are considered courtesy hours. During courtesy hours, all noise must be kept to a level which is respectful to other residents in the suite and residents are asked to

comply with reasonable requests from their peers. Students and guests can be documented for

violating the noise policy during courtesy hours if deemed appropriate by a Residence Life staff member. Amplified music or bands are not allowed without departmental approval and all groups using common areas and/or lounges need to abide by quiet hours.

Common Area Cleanliness & Damage

The common areas (hallways, laundry rooms, lobby, and lounges) are for everyone's use and should be left in a clean condition. Residents will be held accountable for excessive cleaning charges. Unless responsible parties can be identified, damage assessments for vandalism and missing property (including excessive cleaning fees due to damages) are a shared responsibility of the residents of the complex or floor where the incident occurred.

Cleanliness of individual suites

Trash is not to accumulate in apartments, on the decks, or in the hallways. Bathrooms, living areas, kitchens, and bedrooms are to be maintained in a healthy and safe manner in compliance with each individual suite's Shared Living Space Agreement.

Each Complex staff will review all assigned residential spaces monthly. In addition, a formal Health and Safety inspection in preparation for Thanksgiving, Winter, and Spring Break recess. Residence Life staff will inspect each suite to ensure compliance. Residents who fail to comply with expectations will be referred to the Residential Student Conduct Process and be fined a \$50 Fee.

Posting Policy

All posters, fliers, to be posted within the common areas of the Residential complexes must first be approved for posting and distribution by the Director of Residence Life and Housing.

Sanction Persistence

Students are reminded that Residential Student Conduct sanctions may carry over into the following academic years and are required to be completed even when a student moves off campus or graduates. Failure to complete sanctions may result in disciplinary holds placed on transcripts and/or registration. If a student is evicted from residence, this status remains in effect for the remainder of the current academic year and impacts a student's eligibility to reside in all residential facilities operated by IVCCD. A student wishing to be in residence in subsequent academic

years must submit a request to the Director of Residence Life for consideration.

Weapons and Dangerous Substances

All weapons, knives, fireworks, gun powder, explosives, dangerous chemicals, or other incendiary devices such as pellet/airsoft guns, are prohibited in order to maintain the safety of MCC's residential complexes or the MCC Campus as delineated within the Student Conduct Code. The weapons policy is a "zero tolerance" policy and responsible individuals will be removed from the premises immediately upon adjudication should they be found responsible for the residential policy violation. The person may also be subject to criminal prosecution under Iowa Law.

Theft and Burglary Policy

Wrongfully taking the property of another, or wrongfully refusing to return the property of another when requested to do so, is considered a serious violation of the discipline policies of Residence Life and Housing and the college. Anyone found to have violated the theft and/or burglary policy will be subject to immediate eviction from residence without refund of the student housing deposit or fees. The person may also be subject to criminal prosecution under Iowa Law.

Harassment and Sexual Harassment Policy

It is the policy of Marshalltown Community College to maintain a learning and living environment that is free from harassment. No one will be subjected to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

It is a violation of this policy for students to harass another student or staff member through conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or

sexual orientation. Refer to Board policy 402.3 for further clarification of this policy.

Sexual harassment is behavior that is unwelcome, one-sided, perceived to be offensive, and often repetitive. Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, covers sexual harassment. The guidelines governing this area were promulgated by the Equal Employment Opportunity Commission (EEOC) and became effective November 10, 1980. Refer to Board policy 402.1: February 11, 1987.

Anyone found to have violated the Harassment and Sexual Harassment policy will be subject to immediate eviction from residence without refund of the housing deposit or fees. The person may also be subject to criminal and/or civil prosecution under Iowa Law.

Substance Free Residential Community

It is the policy of Marshalltown Community College to comply with the drug-free schools and Community Act Amendments of 1989, Public Law 101-226, to provide staff and students with information to prevent the use of illicit drugs and illegal use of alcohol, and to provide a drug-free workplace for students and staff.

Residence Life and Housing is dedicated as substance-free housing. Residents living in substance-free housing agree not to possess or use alcohol, tobacco, smokeless tobacco, or other illegal substances within the confines of the building or their residence, nor to allow guests to violate this policy. Residents who violate the conditions set forth for substance-free housing, or know of a violation in their residence and do not report it immediately, will be subject to disciplinary action including fines, sanctions, and possible removal.

Services and Amenities

Keys

You will sign for your residential keys at check-in. Report the loss of your keys to Residence Life staff immediately. There is a minimum **\$150** replacement charge for lock changes.

Lockouts

In the event that you have been locked out of your suite a spare key can be issued by the residential hall office staff. After 2 hours, an administrative lock change may be executed at the cost to the student.

Present your valid MCC ID for confirmation; if your ID is not immediately available, the office staff can validate your identity through alternative means. We emphasize the importance of carrying your keys with you at all times. Repeated lockouts or loss of key may result in a meeting with your Residence Complex Coordinator.

On-Duty Hall Staff

In every residential location, staff are immediately

available to students via an overnight duty rotation. When a situation is beyond the limitations of student staff, a professional staff is available to provide additional support. Please ensure you are aware of the Resident Assistant (RA) duty number should you require assistance. **Your first call for assistance after business hours should always be the RA on Duty.**

Mail & Packages

US mail is delivered to each residential complex Monday through Saturday. Oversized packages are available to be signed out within the Residential Hall Office. Identification is required to sign out a package. Out-going mail receptacles are also available in each Residential Complex. Residents' mail should be addressed with: full name, residence hall name and room number.

Maintenance and Public Cleanliness Problems

Facilities Operations repairs functional concerns with your residential room and maintain the cleanliness of common areas. You may seek assistance from Facilities Operations by emailing a detailed concern with room location, and nature of the concern to chris.brees@iavalley.edu

Video Cameras

The Residential Complexes contains a video camera system to deter crime and help increase security and the comfort of residents.

Cable TV

Cable television is provided to each residential room. All students must provide a cable ready television with appropriate wiring.

Phones

The college supplies one telephone jack in the common area of each apartment. Tenants must provide their own phone to access this service. This is a local phone service only. Tenants are encouraged to use cell phones or calling cards for long distance service.

Laundry Facilities

Every residential facility contains laundry facilities. Please see your Resident Assistant (RA) for specific laundry facility locations. The laundry facilities are for residents only and please report any trespassers to a Residence Life staff member.

Residential Networking

Residents are encouraged to email helpdesk@iavalley.edu in the event there is a connection issue with your residential internet access.

Residents who have an internet capable device such as gaming Devices without a web browser may register it with IT. Information on how to do so may be found on the Residence Life website.

Recycling

Residents are encouraged to place recyclables in the appropriate receptacles located in the common spaces in each Residential Complex.

Parking

Parking for Residential Students is provided in the East College Parking Lot, directly across from the residential complexes. Students are to keep their vehicles locked at all times and should not leave personal items in their vehicles. Students parked improperly or in unauthorized areas are subject to a fine and/or towing. Marshalltown Community College and Residence Life and Housing are not responsible for securing vehicles on the college campus.

Do not drive or park vehicles, including motorcycles, on the sidewalks or lawn at any time. Do not use the parking areas for vehicle repair or storage. Vehicles with gas or oil leaks that cause large stained areas must be removed from the parking lot. Also, do not engage in any type of sporting activity in the parking lot, as you will be responsible for any damage done to the cars parked in the lot.

During periods of inclement weather, housing residents who park their cars on campus must follow the college snow parking ordinances.

SAFETY AND SECURITY

Each student living in a residential complex has primary responsibility for his or her own safety and security. MCC takes certain reasonable steps that contribute to maintaining a safe and secure environment. Staff, equipment, and information resources are provided to encourage behaviors that prevent dangerous situations, and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. MCC cannot prevent a fire caused by a resident's carelessness with a prohibited item, such as a candle. Nor can the police prevent a theft when a resident has left the room door, deck door, or window unlocked and valuables are left out while he or she is away from the room. Remember, when one resident is careless, all residents may be exposed to the consequences of this carelessness.

Exterior doors, deck doors, suite and bedroom doors, and windows should be locked at all times when the suite is vacant to prevent theft and to maintain the safety of the students. The college assumes no financial responsibility for lost or stolen property. Please notify the Police Department (911) and Residence Life staff immediately if you become aware of a theft or of intrusions by unauthorized persons.

Exterior doors to the buildings must not be propped open.

Severe Weather Warning

The City of Marshalltown has a severe weather warning system with a siren on the MCC campus. In the event of a tornado touchdown or severe weather, there will be a siren blast for 3 minutes with 20 seconds of silence and a siren blast for an additional 3 minutes.

- Once a warning is sounded, seek shelter immediately.
- **If you are on the Main Campus:** Seek shelter in the 500 hallway and locations designated as Tornado Shelters.
- **If you are in residence:**
 - **First Floor:** Take shelter in your bedroom's bathtub area.
 - **Second Floor – East:** Residential Hall Office/First Floor Laundry
 - **Second/Third Floor – North/South:** First Floor Laundry/Lounge
- Stay away from all external windows and doors.

Please note: There is weekly testing of the alarm system every Tuesday mornings at 9:00 am

MOVING IN AND OUT OF RESIDENCE

CHECK- IN INFORMATION

Property Insurance

College/housing insurance does not cover personal losses. The college/student housing 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 belongings left at the college when a student does not return.

Residents should not leave large sums of money or other valuables in the apartments. It is suggested that students bring a lockable footlocker or other container that can be locked for storage of valuable personal property.

CHECK- OUT PROCEDURES

Resident Expectations

Residents are responsible for maintaining their suite in a clean and orderly manner and are expected to leave their suite clean and maintained at the end of the semester and academic year. Any items left in the residential suites will be disposed of and the cost of disposal will be assessed to the resident.

“DRIC-ING” your room

Residence Life staff will inspect each suite after students check out. Residential Students may elect to work with their RA to review the DRIC-out process jointly with their student staff member.

Abandoned personal possessions

Residence Life staff will dispose of any property left in the student rooms, hallways, or on the Residential Complex grounds. Marshalltown Community College cannot be held responsible for any property left in the residential complexes.

Damage Billing

If you wish to appeal a damage charge assessed to your student account, you must submit your appeal in writing via email within 30 days of the fine

posting after you move out of housing. Appeals will not be considered unless they are submitted in writing by the student charged. To appeal a damage charge, please provide a detailed, written explanation of why you are contesting your damage charge(s), your student ID, and the dollar amount you are appealing to chris.brees@iavalley.edu. Damage appeals are reviewed by a damage charge appeals committee and the results and decision of this will be communicated back to you via email.

RESIDENTIAL STUDENT CONDUCT PROCEDURE

There are times when a residential student may engage in behavior that is considered a violation of Residence Life and Housing's expectations for behavior from residential students.

The following list identifies examples of behavior identified as violations of the expectations for resident students but for which administrators would typically prefer not to initiate the student conduct process on a first occasion of misconduct, unless the behavior is severe or results in substantial harm or risk to the community. Instead, staff may choose to educate and remind students of policies and responsibilities as a first line in addressing misbehavior of this nature. This will be done either through an informal, but structured **Residential Educational Conversation** with the student and the Director of Residence Life and Housing or designee.

Please note that depending upon the information provided; the College does reserve the right to initiate the campus student conduct process on the first occasion of misconduct for any of the examples listed below. Should a student prefer not to actively participate in the informal process, complete the expect outcomes resulting from their meeting with staff, and/or persistently engage in similar behavior after being addressed; their case may be referred to and addressed by the campus student conduct process.

Residential Violations

- RV1. Participating in an unauthorized room change
- RV2. Failure to complete or abide by the agreed upon expectations outlined in your shared living agreement(s)
- RV3. Violation of the Smoking Policy as defined in the *Guide to Residence Living*.
- RV4. Possession or use of an unauthorized appliance:
 - A personal refrigerator
 - Non-regulation appliance (microwave over 900 watts)
- RV5. Possession of a bunk bed or loft not provided by MCC
- RV6. Improper use of an exit door
 - Propping open doors
 - Entering or exiting a designated emergency in a non-emergency setting
- RV7. Violation of fire safety regulations
 - Setting or attempting to set fire to, or creating a fire on property owned or operated by the MCC without a permit
 - Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency
 - Unauthorized or improper handling of or tampering with any fire, safety, or emergency equipment or fixtures
 - Lighting a candle, incense, or any other open flame inside a College facility or wooded area without express permission from MCC
 - Smoking inside any building and/or within 10 feet of a doorway to any building
 - Removing screens, entering or exiting a building through a window
 - Leaving exit, fire, and/or smoke doors propped open or unlocked, or entering or exiting the buildings through emergency exit doors
 - Presence on the roofs of College buildings, fire escapes, ledges, balconies, and other areas that are designated closed or prohibited

- Riding of bicycles or skateboards, the throwing, kicking, or bouncing of objects, the use of roller skates or blades, the use of water guns, and any other activity that causes risk to property or personal safety inside a College facility
 - Presence of any motorized vehicle or machine in buildings with the exception of motorized vehicles used by, or in aid to, persons with disabilities
- RV8. Failure to cooperate with or allow fulfillment of a directive from a member of the Residence Life staff.
- RV9. Participation in hallway games, including but not limited to bike riding, Frisbee, throwing balls, water fights, running, wrestling, or any game/sport deemed inappropriate
- RV10. Violation of the key policy
- Lending keys
 - Not reporting the loss of a stolen keys
- RV11. Possession of a pet
- RV12. Misuse of College furniture, including stacking furniture or moving it from common areas to student rooms
- RV13. Failure to possess or present College identification or lending one's ID card to another person
- RV14. Throwing objects out windows
- RV15. Violation of the College posting policy
- RV16. Violation of Quiet Hours or Courtesy Hours or noise which is deemed disruptive to others
- RV17. Unauthorized solicitation in residence
- RV18. Violation of the Annual Residence Life & Dining Services Contract
- RV19. Failure of Guests to adhere to Residential Policies as outlined in *A Guide to Residence Living*
- RV20. Renting or subleasing of residential space.
- RV21. Use or possession of any weapon
- RV22. Intentionally destroying, damaging, or defacing MCC property.
- RV23. Intentionally causing physical harm or harassment to any person.
- RV24. Violations of the *Guide to Residence Living* Health, Safety, and Security Policy.
- RV25. Use, possession, or distribution of drugs, controlled substances, and drug paraphernalia.
- RV26. Breaking into a locked or secure student space, housekeeping closet, or gaining access to roof entry.
- RV27. Providing false information and documents to MCC personnel

- R28. Violation of the Residential Alcohol Policy as defined in the *Guide to Residence Living*
- RV29. Violation of the MCC Residential Social Contract
- RV30. In the presence of a residential policy violation in such a manner to support or condone the behavior.

Sanctioning Procedure

The responsible student may be issued a variety of sanctions based on the severity of the infraction. The Director of Student Engagement and Residence Life and/or designee shall take into account the incident report developed by residence life staff, the information provided by the accused student to make a determination as to the degree of sanction applied.

Educational Sanctions

A sanction that is educational in nature may be used to provide a student with the opportunity to reflect on what they learned from their experience in a tangible and meaningful way. Sanctions may include written reflection narratives, assisting their Resident Assistant (RA) in the development of a community wide event, or holding a one-on-one conversation with individuals negatively impacted by their misconduct.

Punitive Sanctions and fines

In addition to the application of educational sanctions, punitive sanctions may also be incorporated within the outcome of a Residential Educational Conversation. These Residential Statuses are kept on file and is taking into consideration should the student be involved in additional Residential Policy infractions. Any residential student found smoking any tobacco product in any facility is also subject to a \$100.00 fine. Any residential student found to be consuming alcohol or in the presence of an open container in any facility is also subject to a \$50.00 fine.

Residential Warning

Residential Warning is a punitive status that remains with a student for their duration in residence.

Residential Probation

Residential Probation is a more severe status and is typically applied for a designated duration of time. This status allows the Residence Life staff and the student an opportunity to showcase an understanding of community expectations within a set window of time. Should a student not fulfill

Educational Sanctions or be found responsible in additional Residential Policy violations, the term of their Residential Probation may be extended or they may be removed from residence.

Removal Held in Abeyance

Residents placed on Removal held in Abeyance are provided a final opportunity to continue to reside on campus provided they abide by the rules and regulations outlined in this guide and they complete any sanctions issued to them. Students who violate residential policies and are found responsible while on Removal held in Abeyance will

have exhausted the possibility for further punitive status(s) and will be removed from campus housing.

Removal from Residence/Eviction

A student who elects not to fulfill sanctions or is found responsible for further violations while on Removal held in Abeyance, and/or is found in violation of a Residential Policy that is deemed severe enough in nature and compromises a healthy living environment. A residential student who is evicted from housing forfeits their housing deposit and remains responsible for any housing fees.

REVIEW PROCEDURE FOR POTENTIAL SANCTIONS

- 1. Accused student review process.** An accused student is afforded one single opportunity to have decisions and/or any sanctions issued by a hearing administrator or board reviewed. They must make this request within five business days of the date of the written decision. The decision of the administrator and/or board reviewing the submitted appeal is final and conclusive.
- 2. Required format.** All appeals must be in writing, and include any supporting documentation that the student wishes to be considered. Deference is given to the original hearing administrator or board's findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the accused student, complaining party, and/or witnesses for purposes of this review.

Review decision.

An administrator reviewing an appeal may make one of the following decisions.

- a. Affirm.** The administrator may decide to affirm the decision of the original hearing administrator or board.
- b. Alter sanction.** The administrator may alter the sanctions issued by the original hearing administrator or board. Alteration in the sanction may include reducing or increasing the sanction or requirements.
- c. New hearing.** The administrator may determine that a new hearing by a different hearing administrator or board is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new hearing administrator or board.
- d. Remand.** The administrator may direct the original hearing administrator or board to review their original decision subject to any instructions from the administrator; and may affirm that decision or render a new decision consistent with those instructions. A student may appeal a decision made by the original hearing administrator or board if there are any changes after the review.

IMPORTANT DATES FOR THE 2018-2019 ACADEMIC YEAR

Thanksgiving Recess

Complexes Close November 20, 2018 at 5 pm
Complexes Open November 25, 2018 at 12 pm

Spring Recess

Complexes Close March 8, 2019 at 5 pm
Complexes Open March 17, 2019 at 12 pm

Winter Recess

Complexes Close December 14, 2018 at 5pm
Complexes Open January 13, 2019 at 12 pm

Summer Closing

Complexes Close May 10, 2019 at 5 pm

Residents must make arrangements with the Director of Student Engagement and Residence Life for periods when the Residential Complexes will be closed.

RESIDENTIAL FEES

All Residential Complexes

Double Occupancy

Fall 2017 (August – December) \$2,475
Spring 2018 (January – May) \$2,475

Single Occupancy*

Fall 2017 (August – December) \$3,275
Spring 2018 (January – May) \$3,275

*Residents wishing to 'buyout' their double space may be able to do so at designated times. Residents not participating in a buyout will be consolidated to a vacancy in a double space at the discretion of Residence Life and Housing.

Meal Plan

Fall 2017 (August – December) \$1,270
Spring 2018 (January – May) \$1,270

*Residents are required to have an 18 meal plan while residing in residential facilities. Those students that may have conditions that require food accommodations must meet with the Director of Student Engagement and Residence Life to start the accommodation process.

RESIDENCE LIFE & HOUSING PHONES AND CONTACTS

Resident Assistant On-Call Number

641-485-0942

Professional Staff On-Call Number

641-485-0784

Residential Hall Office

Main Level – East Residential Complex
641-844-6950

MCC General Campus Number

641-752-7106

Residence Life Staff

Chris Brees

Director of Student Engagement and Residence Life
Office – Faust Student Union
641-844-5679

Dan Juhl

Coordinator of Residence Life and Student Engagement
Office – Faust Student Union
641-844-5668

Justin Hoskins

Residence Complex Coordinator – South
641-485-0784