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Welcome to Des Moines Area Community College Student Housing at the Boone Campus! We are excited to have you as part of our community and look forward to supporting you throughout your time here.

Living in student housing is a great opportunity to build connections, gain independence, and create a comfortable living environment while focusing on your academic success. Our goal is to provide a safe, respectful, and welcoming community for all residents.

As you are preparing to move in, please be sure to review the Student Housing Guidelines carefully. These guidelines outline important policies, procedures, and expectations to help ensure a positive living experience for everyone.

We encourage you to get to know your roommates, communicate openly, and take advantage of the resources available to you. If you have any questions or need assistance, housing staff and Resident Assistants are here to help.

We look forward to seeing you and wish you a successful and enjoyable year at DMACC!

Sincerely,

DMACC Student Housing Staff

CONTACT LIST

Coordinator of Resident Housing

Jamie Sitterle

Email: jrsitterle@dmacc.edu

Phone: 515-433-5023

Emergencies

Resident Assistant on Duty: 515-669-5502

DMACC Security: 515-964-6500

Boone County Hospital: 515-432-3140 located at 1015 Union Street, Boone IA

Police, Fire, EMS: 911

Central Iowa Crisis Line: 844-258-8858

Suicide Prevention Lifeline: 988 (call or text)

Resident Assistants

Building 1301- TJ Lacey telaceyjr@dmacc.edu

Building 1303- Zac Mishler zmishler@dmacc.edu

Building 1305- Thana Heller tmheller@dmacc.edu

Building 1307- Danielle Coronado dcoronado@dmacc.edu

Building 1309- Lydia Harvey lharvey5@dmacc.edu

NOTE TO STUDENTS

The DMACC Student Housing Guidelines do not include all services, policies, or regulations that apply to students. If you have questions or concerns not addressed in these Guidelines, it is your responsibility to consult appropriate DMACC staff or review the full policies and procedures available at DMACC campuses.

Students are responsible for being familiar with all policies and procedures that apply to their activities. Failure to read and understand these policies will not be accepted as an excuse for noncompliance.

DMACC reserves the right to modify services, policies, and procedures at any time without prior notice.

DISCIPLINARY PROCEDURES

Residents (and their guests) are accountable to the DMACC Student Housing Guidelines and the Student Conduct Procedure [SA 4606](#). Both documents will be taken into consideration when responding to housing-specific issues of student conduct. Housing specifically is defined as incidents occurring in or on the grounds of DMACC Student Housing.

TREATMENT OF RESIDENTS & 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 a Resident Assistant. Any resident or guest of a resident who is found responsible for harassing or discriminatory behavior may expect disciplinary action, which may result in removal from DMACC Student Housing and/or suspension from DMACC.

It is the policy of Des Moines Area Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family, or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

If you have questions or complaints related to compliance with this policy, please contact the Director, Enterprise Risk Management, 2006 South Ankeny Boulevard, Building 22, Ankeny, IA 50023, 515-513-0655, feedback@dmacc.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, (303) 844-5695, TDD 800-877-8339, OCR.Denver@ed.gov.

For additional resources please visit: [DMACC Nondiscrimination Information](#)

HOUSING AGREEMENT INFORMATION (2026-2027)

The Housing Agreement is a legally binding document that describes the mutual agreement between you and Des Moines Area Community College (DMACC) regarding your academic year commitment to live on campus. Policies related to this contract pertain to all Housing facilities. Violation of these policies can result in documentation and involvement in the conduct process.

Housing: Apartment-style living (4 people)

Individual bedrooms, full kitchen, and shared common living space and bathrooms

Academic Breaks

Residents can occupy their room from the beginning of the semester until the end of their last final. Residents wishing to occupy their room, either in person or with their belongings, during winter break must be enrolled in fall semester classes and winter/spring semester classes.

Cancellations & Appeals

Questions about cancelling your housing agreement or appealing the Early Termination Fee should be submitted in writing to Jamie Sitterle via email at jsitterle@dmacc.edu.

Insurance

Residents are strongly encouraged to obtain personal property and liability insurance. ***Des Moines Area Community College is not responsible for the loss, damage, or theft of personal property belonging to residents or their guests, nor for any injury or damage to persons or property occurring within DMACC Student Housing.***

Rent Payment-Room Rates 2026–2027

- Fall and Spring semesters: \$2,700 per semester
- A \$400 damage/security deposit is due at the time of signing the housing agreement and must be paid prior to move-in
- For the first semester, full payment or an approved student payment plan must be in place by August 20, 2026
- For the second semester, full payment or an approved student payment plan must be in place by January 10, 2026

Deposit Refunds

The security deposit will be refunded within 30 days after properly checking out, provided a forwarding address has been submitted. A deposit refund letter will be sent to the student's DMACC email outlining any applicable deductions, such as cleaning or damage charges. If charges exceed the deposit amount, the remaining balance will be applied to the student's account. If the student has an outstanding balance with DMACC, any refund will be applied toward that balance.

ELIGIBILITY CRITERIA

To be eligible to live in DMACC Student Housing, individuals must meet the following criteria at the start of each semester:

1. Be enrolled at DMACC at least half-time, maintaining a minimum of six credits through midterm and remaining enrolled throughout the semester. Exceptions may be considered by the Coordinator of Resident Housing in special circumstances.
2. Be in good financial standing with DMACC, with no outstanding balance owed to the college.
3. Not be required to register under the Iowa Sex Offender Registry Law (Iowa Code Chapter 692A).
4. Acknowledge that DMACC Student Housing may conduct a background check when deemed necessary to ensure the safety of residents.
5. Understand that DMACC Student Housing does not provide family or married housing, and cohabitation is not permitted.

A housing agreement may be terminated for the following reasons:

1. A student gets married during the academic year
2. A student graduates prior to the end of the housing agreement
3. A student voluntarily drops below half-time status. This includes being dropped for never attending at the start of the term or for quitting attendance at midterm. The student will remain responsible for the full housing balance for that semester as well as an \$850 early housing termination fee and will forfeit their security deposit.
4. If a student is academically dismissed from DMACC, they will no longer be eligible to reside in student housing. The student will remain responsible for the full housing balance for that semester, in addition to an \$850 early housing termination fee and will forfeit their security deposit.
5. If a student or the student's guest is found responsible for violating the Des Moines Area Community College Student Housing Guidelines or the Student Code of Conduct, as outlined in SA4606 - Student Conduct – Procedure, the student's housing agreement may be involuntarily terminated. In such cases, the student will no longer be permitted to reside in student housing and will remain financially responsible for the full semester balance. Additionally, the student will be charged an \$850 early housing termination fee and will forfeit their security deposit.
6. If a student's payment plan is canceled or goes into default, a hold will be placed on the student's account. The student will then be responsible for paying the remaining balance for that semester in full.
7. A student who voluntarily or involuntarily terminates their housing agreement must remove all personal belongings from Des Moines Area Community College Student Housing within seven (7) calendar days of the termination date. Any items left unclaimed after this period may be removed and placed in storage at the College's discretion. At the conclusion of each semester, any remaining unclaimed items will be donated to a charitable organization

EMERGENCY AND SAFETY PROCEDURES

Safety Precautions

Residents are advised to keep their apartment entry doors closed and secured. Additionally, residents should lock their vehicles and keep personal belongings out of sight whenever possible to help prevent theft or loss. ***Des Moines Area Community College is not responsible for the loss, damage, or theft of personal property belonging to residents or their guests, nor for any injury or damage to persons or property occurring within DMACC Student Housing.***

Fire Evacuation Procedures

A fire extinguisher is in each apartment and in the hallway on every floor of the building. 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 building Resident Assistant. The building Resident Assistant will contact the Coordinator of Resident Housing.
- Residents and their guests must evacuate the building when the fire alarm sounds and may not re-enter until directed by housing staff.

Severe Weather & Tornado Safety Procedures

In case of severe weather, all housing residents will take shelter on the 1st floor of their apartment building and close doors to the hallway. Residents are to stay away from all exterior doors and windows. Students must remain in the tornado shelter area until they are given the okay to leave by their building Resident Assistant.

Please Note: The siren is tested on the first Monday of every month at 1pm. Unless there is inclement weather, evacuation is not required during testing.

DMACC BEAR ALERTS

The DMACC Bear Alert - Emergency Notification System will be activated in potentially dangerous situations and weather-related closings. The system would be activated for events reflecting immediate pending danger such as a violent person on campus, a dangerous chemical spill, or a bomb threat evacuation. Student, faculty, and staff DMACC email addresses and phone numbers in the DMACC system are automatically put in the Bear Alert system. To further manage your account, download the Informacast app, which powers Bear Alert, from the [Apple](#) or [Google Play](#) stores.

If you do not receive a DMACC Alert, notify Tech Support at 515-965-7300.

STUDENT MAIL

Mail is delivered to the main office and will be available for pick up Monday-Friday 7:30am-4pm. Mail will not be delivered on Saturdays, Sundays, holidays, or when campus is closed. You can, however, go to the Post Office located at 815 Arden St, Boone, IA to pick up your mail on Saturdays or when campus is closed if you need it immediately. Students are responsible for checking their mail on a regular basis. An email will be sent to your DMACC email when you have received a package(s). To pick up your mail, come to the main office, window #2.

The appropriate address should read as follows:

Student's Name
2139 Hancock Dr. Box #____
Boone, IA 50036

Your box number will be your building number - unit number. Example: If you live in building 1301 in unit 1, your box number would be 1301-1.

When ordering from Amazon, put in delivery notes to deliver to main campus door #1 and leave with the front desk staff. It is also good to mention our office hours and that we are closed weekends and holidays.

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

PARKING PERMITS

All vehicles parked in student housing parking areas must be registered with DMACC and display a valid DMACC parking pass at all times while parked. This information will be share with campus security.

To receive your parking pass please go to the main office, window #2, and provide the following information.

- **Make**
- **Model**
- **Color**
- **Plate #**

Note: When a student gets a different vehicle, it is their responsibility to update their vehicle information with the main office.

MAINTENANCE REPAIR REQUESTS

Maintenance requests can be submitted through the support portal at help.dmacc.edu. If you have questions or need assistance, contact your building's Resident Assistant.

Building 1301- TJ Lacey telaceyjr@dmacc.edu

Building 1303- Zac Mishler zmishler@dmacc.edu

Building 1305- Thana Heller tmheller@dmacc.edu

Building 1307- Danielle Coronado dcoronado@dmacc.edu

Building 1309- Lydia Harvey lyharvey5@dmacc.edu

Maintenance and housing staff will complete repairs between 8:00 a.m. and 9:00 p.m. after a request has been submitted. No additional notification will be provided prior to entry.

IT REPAIR REQUESTS

All IT repair requests must be submitted via email to techsupport@dmacc.edu.

When reporting internet issues, please include **your name, campus, apartment building, apartment number, and a description of the issue.**

DMACC STUDENT HOUSING RULES & REGULATIONS

Alcohol

The use of alcohol is prohibited on all property of Des Moines Area Community College. All applicable Iowa state laws and local regulations regarding the possession, use, and distribution of alcohol must be followed at all times.

No employee or student may be present on college property while under the influence of alcohol if it impairs their ability to perform normal functions or disrupts College operations. The use, possession, or misuse of alcohol - or being under the influence of any alcoholic or intoxicating beverage - is strictly prohibited on DMACC property, including DMACC Boone Student Housing.

This policy applies to all individuals on DMACC property, regardless of age or affiliation with the College, including residents and their guests. Alcohol containers and paraphernalia (e.g., beer bong) are also not permitted in DMACC Boone Student Housing. Any such items discovered must be discarded immediately.

Residents are in violation of the alcohol container policy if any alcoholic beverage container -whether full or empty - is found in their assigned room. If no resident is present at the time the container is discovered, all assigned residents of the room will be held responsible for the violation. All individuals present in a location where alcohol is found will be considered in violation of the alcohol policy. A first violation will result in a \$100 fine. A second violation may result in a \$100 fine and a referral for counseling. A third violation will result in a \$100 fine and may lead to eviction.

Des Moines Area Community College encourages and supports any student, faculty, or staff member seeking assistance with alcohol-related concerns. Reasonable help is available for those requesting information about counseling, treatment, or rehabilitation programs. Counseling staff can also provide educational resources and prevention programs for individuals seeking support with substance use.

Altercations (Verbal or Physical)

Residents and/or their guests who intentionally behave in a way that causes another person to reasonably fear for their safety or well-being will be subject to disciplinary action. Prohibited conduct includes, but is not limited to, making threatening or intimidating comments, remarks, or gestures, as well as engaging in behavior that is aggressive, offensive, or abusive toward others.

Bicycles/E-Bikes

Bicycles may not be parked or stored in apartment hallways. All bikes can be stored inside a resident's apartment with the consent of all roommates, or within the resident's private room. E-bikes must not be left unattended while charging.

Business

No individual may operate or conduct a commercial business on Des Moines Area Community College property, including within DMACC Student Housing.

Building Access and Security System

Residents are prohibited from tampering with or bypassing any security measures implemented by Des Moines Area Community College. This includes, but is not limited to, disabling locks, propping doors open, jamming doors to prevent proper operation, or interfering with security cameras. Violations will result in a \$100 fine.

Candles/Open Flame/Grills

Incense, candles, and any other open-flame devices, including barbecue grills, are strictly prohibited in Des Moines Area Community College Student Housing. Violations of this policy may result in a \$100 fine.

Cooperation with Staff & Failure to Comply

Students are expected to cooperate with all housing staff (including Resident Assistants, professional staff, and campus officials) who are performing their assigned duties. Cooperation includes responding appropriately to reasonable requests, providing accurate information, and following directions related to community safety and policy enforcement.

Examples of Failure to Comply include, but are not limited to:

- Ignoring or refusing to respond to a staff member's request
- Providing false, misleading, or incomplete information
- Refusing to show identification when requested
- Interfering with staff while they are performing their duties
- Failing to complete or follow through on an instructed action (e.g., dispersing a gathering, lowering noise, leaving a restricted area)
- Being uncooperative, argumentative, or obstructive in a way that prevents staff from carrying out their responsibilities

Important Note:

Staff will only issue directives that are reasonable and related to their responsibilities. Students are encouraged to comply at the time of the request and address concerns or disagreements later through appropriate channels.

Disposal of Garbage

All residents are expected to maintain a clean, safe, and sanitary living environment. It is each resident's responsibility to properly dispose of all trash by taking it to designated dumpsters. Failure to maintain appropriate cleanliness resulting in unsanitary conditions may result in a \$100 fine.

Garbage and trash must be disposed of in designated areas only. Discarding items in yards or common areas, including spaces outside apartment doors, may result in a \$100 fine.

To prevent plumbing issues, residents should not place refuse, grease, coffee grounds, or similar materials in toilets, sinks or garbage disposals. Additionally, items such as facial tissues, tampons, sanitary products, and other non-flushable materials must not be flushed down toilets. Noncooperation with proper disposal of these items may result in a \$100 fine.

Residents will receive a warning and at least 24 hours' notice prior to any inspection initiated in response to a complaint. Fines may be assessed to student accounts when violations are identified, as appropriate.

Disposal of Sharp Objects

Sharp objects (e.g., broken glass, needles, or blades) must be handled and disposed of safely to prevent injury. Items should be placed in a puncture-resistant container and securely sealed before being put in the appropriate disposal location. Never place loose sharp objects directly into trash bags or common waste areas.

Disorderly and Disruptive Conduct

Disorderly or disruptive conduct by residents and/or their guests is prohibited. This includes, but is not limited to, lewd, indecent, or obscene behavior; excessive noise; actions that disturb other residents; and activities that require a response from campus or municipal authorities. A \$50 fine may be assessed for violations of this policy.

Doors

Residents are expected to keep apartment entry doors closed and always secured to maintain safety, security and privacy for all residents. Any damage resulting from propped or improperly used doors is the responsibility of the residents and may result in charges.

Drugs

The manufacture, possession, use, or distribution of illegal substances is strictly prohibited on any DMACC property or at DMACC sponsored activities. No student or employee may be present on DMACC property while under the influence of drugs or other illegal substances in a manner that impairs their ability to function safely or disrupts normal college operations.

The possession or use of illegal drugs, narcotics, hallucinogens, or drug paraphernalia is prohibited on all DMACC property, including Student Housing. Residents and/or their guests found responsible for manufacturing, processing, selling, delivering, distributing, purchasing, misusing, or possessing any illegal or controlled substance will be subject to a **\$100 fine**.

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 <https://www.dmacc.edu/counseling/index.html>

Fire Hazards, Combustible Fluids, and Hazardous Chemicals

Explosive, flammable, or toxic materials - including, but not limited to, dry ice, fireworks, and fog or smoke machines - are strictly prohibited on College property. Violations of this policy may result in a \$100 fine. Additionally, the illegal discharge of fireworks may incur a city of Boone fine of \$250 or more.

Fire Safety Equipment

Residents are required to respond appropriately to fire alarms. When a fire alarm sounds, residents and their guests must evacuate the building immediately and may only re-enter once given permission by housing staff.

- **Tampering with fire safety equipment** is strictly prohibited. This includes, but is not limited to, disengaging smoke alarms (e.g., removing batteries or covering alarms).
- **Triggering a fire alarm or using a fire extinguisher** without an actual fire will result in a \$500 fine.

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

Golf Course

Trespassing on the Cedar Pointe Golf Course is strictly prohibited, including hitting golf balls onto the property. Students found in violation of this policy will be subject to a \$50 fine.

Guests

Residents are responsible for the actions of their guests, including any damage or behavioral violations. All guests must follow DMACC's Student Housing Guidelines and Student Code of Conduct and must be accompanied by their host resident at all times while in student housing.

Guests are not permitted to have access to apartment or room keys at any time. Providing a key to a guest is strictly prohibited; if it is determined that a resident has given their key to a guest, the resident may be subject to disciplinary action, including removal from student housing.

Children must be supervised by an adult and are not permitted to stay overnight under any circumstances.

Overnight guests are permitted only with the mutual agreement of all roommates within the apartment. Additionally, guests may stay no more than **two nights per week** to ensure fairness and respect for shared living spaces. The individuals assigned to the apartment are the only ones permitted to reside there; guests may not occupy the space on a long-term basis.

If concerns or conflicts arise regarding guests, roommates should contact their building Resident Assistant for assistance and resolution.

Keys and Apartment Access

Each resident will be issued a proximity key card granting access to their apartment building and individual apartment unit. Key cards must remain in the sole possession of the assigned resident and may not be shared or loaned to any other person. A \$10 fee will be charged for any lost or misplaced proximity key cards.

Lockouts

Residents are allowed two complimentary lockouts per semester, during which there is no charge to have their apartment unlocked. Any additional lockouts beyond the two grace instances will incur a \$20 fee per lockout.

Excessive use of the doorbell located outside the apartment buildings may also result in an additional \$20 lockout fee. Residents are encouraged to take precautions to avoid unnecessary lockouts and ensure the security of their apartment.

Mandatory Meetings

Failure to attend a mandatory housing meeting, for which at least 48 hours' notice has been provided, may result in a \$50 fine. Residents who are unable to attend must notify the Coordinator of Student Housing in advance via email.

Noise

The volume of electronic devices, including televisions, radios, and stereos, must be contained within the resident's apartment and must not be audible in hallways or neighboring units.

Owners of service animals or emotional support animals (ESA) are responsible for controlling their animals' noise. Excessive disruption caused by an animal, as determined by DMACC Housing Staff, may result in contract termination and/or removal of the animal.

Residents found responsible for noise violations will be fined \$50.

Quiet hours are in effect daily from **10:00 p.m. to 7:00 a.m., seven days a week.**

Painting, Wallpapering & Decorating

Residents are prohibited from painting, wallpapering or making any alterations to their apartment. Up to four small nail holes per room are permitted and will be repaired at no cost upon check-out. Stickers, adhesives, scratches, or holes in doors, woodwork, or other surfaces are not allowed.

Residents are responsible for the cost of repairing any damage beyond these allowances.

Parking

Residents at DMACC Student Housing are permitted to have only one vehicle in the parking lot unless they receive written approval from the Coordinator of Resident Housing. Upon check-in, students are required to go to the Student Services or Housing windows to register for their parking pass. Any vehicle that is not registered with housing may be towed at the owner's expense, and inoperable vehicles are also not allowed and will be removed at the owner's cost. All vehicles must be parked properly within a single space and may not block sidewalks or dumpsters, occupy fire lanes, or park in handicapped spaces without a valid permit. Additionally, vehicles cannot belong to residents who have moved out or had their housing agreements terminated. Vehicle repairs are strictly prohibited on the premises. Boats and trailers are not permitted on the property. During the winter months, residents must avoid parking on sidewalks near the apartments to allow for snow removal. Any violation of these parking rules will result in a \$50 fine.

Pets

Pets and animals are not permitted in DMACC Student Housing, except for fish in a tank of 5 gallons or less. Residents found to be in violation with an unauthorized animal will be subject to a \$300 fine. Improper disposal of pet waste, whether inside or outside, will result in a \$50 fine per incident.

Residents with questions or requests regarding emotional support animals should contact the Coordinator of Resident Housing.

Postings

All signs, notices, and other postings must be approved by the Coordinator of Resident Housing before being displayed. Any unauthorized postings will be removed.

Roommates

Roommates are assigned by DMACC Housing Staff, and the College reserves the right to assign or reassign roommates at any time. Residents who wish to transfer to a different room must obtain written approval from the Coordinator of Student Housing prior to the transfer. Any transfer conducted without prior approval will result in a \$300 fine.

Tobacco-Free Policy

The use of tobacco & nicotine products—including smokeless tobacco, smoking tobacco, and electronic smoking devices—is prohibited on all college property and in all college facilities. This includes buildings, grounds, sidewalks, parking lots, vehicles, and streets within campus boundaries.

Residents and their guests found using tobacco & nicotine products in DMACC Student Housing or on the property are subject to a \$50 fine.

Solicitation

Soliciting and door-to-door selling are not permitted in DMACC Student Housing. This includes, but is not limited to, profit-making, campaigning, fundraising, or distribution of flyers. Residents should report any solicitation to their building Resident Assistant immediately.

Storage

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

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

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.

Any person who observes a student, faculty, staff, or visitor violating the Weapons on College Property Policy shall immediately inform Campus Security.

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 the Student Conduct, Discipline and Appeals Procedure. The Judicial Officer will review Student Conduct/Discipline Reports and may choose to file additional charges.

ROOM INSPECTIONS

DMACC reserves the right to enter and inspect a student's apartment/room for the following reasons:

1. **Routine Inspections.** Apartments are subject to monthly inspections for safety and routine maintenance. Residents will be provided with a minimum of 24 hours' advance notice. If a follow-up inspection is necessary and the apartment continues to be in unsatisfactory condition, a \$100 fine will be assessed to the resident(s).
2. **Emergencies.** Entry may occur when there is reasonable belief that an occupant may be at risk of harm, the apartment may be at risk of damage, or a violation of the DMACC Student Housing Guidelines or Student Code of Conduct is suspected.
3. **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

Any items determined to present an immediate risk to the health or safety of residents, as identified during maintenance or inspection, will be removed from the apartment. Residents will be provided with written notification of such removal. Law enforcement will be notified in all instances involving illegal narcotics.

Prohibited Items

Items that are otherwise legal to possess but are prohibited within DMACC Student Housing Apartments (e.g., candles), in accordance with the DMACC Student Housing Guidelines or Student Code of Conduct, will be removed from the apartment. Residents will be provided with written notification of such removal. Removed items may be retrieved later upon arrangement, provided they are not returned to Student Housing.

Residents and/or their roommates may be subject to fines and/or disciplinary action for any violations of the DMACC Student Housing Guidelines or Student Code of Conduct.

CHECK-OUT PROCEDURES

Residents must remove all personal belongings and vacate the apartment by the designated move-out dates and times:

- Fall Housing Only: Sunday, December 20, 2026, by 4:00 p.m.
- Spring Housing: Sunday, May 9, 2027, by 4:00 p.m.

Move-out schedules and additional instructions will be sent via email from your building's Resident Assistant.

1. **Cleaning:** Residents must complete all Cleaning Procedures listed below.
2. **Room Condition Report:** Residents must complete the Room Condition Report (provided by Housing Staff).
3. **Checkout Requirements:** Failure to complete any checkout requirements will result in a **\$300 fine**, including:
 - Return of all apartment keys
 - Exit walkthrough by authorized Housing personnel and completion of the checkout sheet
 - **Items may not be left in apartments after move-out. There are several storage facilities in the community that are available to rent over summer months.**

Cleaning & Fees

- Residents are responsible for leaving apartments **clean and in good condition**, including kitchen, bathroom, bedroom, and living areas.
- **Cleaning charges begin at a minimum of \$30.00 per hour** and may increase depending on the condition of the apartment or room.
- Fees may also be assessed for trash removal, maintenance caused by neglect, or failure to follow checkout procedures.

Tips to Avoid Excessive Charges:

- Vacuum and sweep floors; clean sinks, counters, and appliances
- Remove all personal belongings and take out trash
- Clean bedrooms and bathrooms thoroughly
- Follow any additional cleaning instructions provided by Housing Staff
- Coordinate with roommates to divide cleaning responsibilities.

REPAIR AND MOVE-OUT CHARGES

Residents are responsible for repairing or replacing any damage beyond normal wear and tear. Costs will be deducted from the security deposit, and any amount exceeding the deposit will be billed to the student.

Flooring

Replacement: Tears, Burns, Animal Damage	Actual
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Walls

Holes	\$50.00
Washing Soot (smoke, candles) per wall	\$20.00

Windows, Screens, Blinds

Living Room Window	Actual
Living Room Window Side	\$600.00
Bedroom Window	Actual
Bedroom Screen	\$50.00
Living Room Screen	\$100.00
Living Room Blind	\$135.00
Bedroom Blind	\$80.00

Hardware and Doors

Mirror	\$100.00
Door Knob	\$30.00
Onity Lock	\$400.00
Peephole	\$15.00
Pulls, Knobs, Hinges	\$10.00
Door Jambs	Actual
Bathroom/Bedroom Doors	Actual
Main Entry Door/Fire Door	Actual

Fire Equipment

Smoke Detector	\$25.00
Fire Extinguisher	\$60.00

Keys/Key Card

Lost Proximity Apartment Key Card	\$10.00
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Heating/Air Conditioner

Register/Grills	\$20.00
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Electrical/Plumbing, Misc.

Light Fixtures	\$25.00
Bathroom Fan	\$35.00
Breakers	\$10.00
Lavatory Counter Repair/Replace	Actual
Lavatory Faucet	\$40.00
Kitchen Faucet	\$60.00
Kitchen Counter Repair/Replace	Actual
Cabinet Repair	Actual
Toilet replacement	Actual
Toilet seat	Actual
Shower Stall Replace	Actual
Shower Finish Repair	Actual

Appliances

Scratches	Actual
Timer/Operating Control	Actual
Crisper Drawer	\$40.00
Range Hood	\$100.00

Cleaning

Stain Removal	Actual
Deodorize	\$75.00
De-flea	\$300.00
Bed Bugs	Actual
Trash Removal (per hour)	\$100.00
Furniture Removal (per hour)	\$100.00

Laundry Equipment

Misuse (overloaded, dyes, etc.)	Actual
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We reserve the right to determine and assess any applicable charges against the student housing deposit for damages and cleaning costs as determined upon inspection by student housing staff.

Note: "Actual" refers to actual cost to repair/replace.

GENERAL HEALTH INFORMATION

Campus Health

There is a campus nurse available for students that currently are enrolled in classes at DMACC, free of charge. You can contact Lori Loomer during business hours at 515-433-5030 or by email at lloomer@dmacc.edu.

Immunization Records

Residents are encouraged to stay up to date on recommended vaccinations for their health and safety. While the State of Iowa does not require students to submit immunization records for housing, DMACC may request immunization information through the Student Health & Wellness Office.

- Students living on campus may be asked to provide proof of MMR (measles, mumps, rubella) and meningococcal vaccines or complete a health form.
- This information is used for health and safety purposes, not as a condition of housing eligibility.
- Students with questions or who need guidance should contact the campus nurse in the Campus Health Office.

DISABILITY SERVICES OFFICE

If you are a student in need of reasonable accommodation to ensure equal access, please contact the Coordinator of Resident Housing via email.

For additional information and support, visit DMACC Disability Services:
<https://www.dmacc.edu/disabilities/index.html>.

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, MS Mental Health & Wellness, Lori Loomer (515) 433-5030

Campus Counselor, Michael S. Borst MA, LMHC, (515) 433-5219

- Schedule an Appointment: <https://calendly.com/msborst-dmacc>

Student & Community Resources, Executive Campus Dean, Erin Neumann, (515) 433-5037

ADVISING

Your DMACC Advisor can assist you with academic questions, registration, degree progress, graduation requirements and transfer options. 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 emailing one of these Boone Campus Academic Advisors:

Advisor	Schedule an Appointment	Email
Danielle Lopez	https://calendly.com/dllopez2	dllopez2@dmacc.edu
Jocelyn Kovarik	https://calendly.com/jrkovarik	jrkovarik@dmacc.edu
Karin Lawton-Dunn	https://calendly.com/kldunn-dmacc	kldunn@dmacc.edu
Blake Sandquist	https://calendly.com/bmsandquist	bmsandquist@dmacc.edu
Sarah Madson	https://calendly.com/smadson2-dmacc	Smadson2@dmacc.edu

BORGES SQUARE APARTMENT HOLIDAY/SEMESTER BREAK FOR 2026-2027 ACADEMIC YEAR

Response times for the housing phone may be slower than usual during holiday breaks and campus closures. Please refer to the **2026–2027 Academic Calendar** below for a list of upcoming holiday periods.

Board Approved
10/14/24

ACADEMIC CALENDAR 2026--2027
Des Moines Area Community College

Fall Semester 2026

AUGUST 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2026

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Spring Semester 2027

JANUARY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027

S	M	T	W	R	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2027

S	M	T	W	R	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2027

S	M	T	W	R	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2027

S	M	T	W	R	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Summer Semester 2027

MAY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	R	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2027

S	M	T	W	R	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2027

S	M	T	W	R	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

- [Beginning of Term
-] End of Term
- Holiday -- College Closed
- College Closed
- Faculty Non-Duty Days
- DMACC In-Service Day
- Professional Day
- Floating Professional Day*
- Faculty Development Day

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

Faculty please work with your EAD to designate your Floating Professional Day.

There are **no classes** on the Wednesday before Thanksgiving. Offices are open.