

iNdex

NORTHEAST IOWA COMMUNITY COLLEGE

Student Resource Guide 2022-23



www.nicc.edu/iNdex

IMPORTANT DATES

QUESTIONS?



844.642.2338



OUR MISSION

Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

MAY

- 9-11** Spring '22 Final Exams
 - 11** Spring '22 Semester Ends
 - 11** Summer '22 Tuition Due
 - 12** Graduation: Calmar
 - 13** Graduation: Peosta
 - 18** Summer '22 Semester Begins
 - 30** No Classes
-

JUNE

- 15** 1st Financial Aid Disbursement

JUL

- 1** FAFSA Deadline for State of Iowa Grants
 - 4** No Classes
 - 11** Fall '22 Textbooks Available for Online Purchase
 - 21** Summer '22 Semester Withdrawal[^]
-

AUG

- 11** Summer '22 Semester Ends
 - 15** Fall '22 Tuition Due
 - 22** Fall '22 Semester Begins
-

SEPT

- 5** No Classes
 - 14** 1st Financial Aid Disbursement
-

OCT

- 1** FAFSA Opens for 2023-24 Academic Year
 - 17** No Classes
 - 18** Spring/Summer '23 Continuing Student Registration
 - 25** Spring/Summer '23 New Student Registration
 - 28** Fall '22 Graduation Applications Due
-

NOV

- 15** Fall '22 Semester Withdrawal[^]
 - 23-25** No Classes
-

DEC

- 5** Spring '23 Textbooks Available for Online Purchase
- 14-16** Fall '22 Final Exams
- 16** Fall '22 Semester Ends

JAN

- 2** Spring '23 Tuition Due
- 9** Spring '23 Semester Begins

FEB

- 1** 1st Financial Aid Disbursement

MAR

- 3** Spring/Summer '23 Graduation Applications Due
- 6-10** Spring Break (no classes) – Student Life Service Trip

APR

- 1** Fall '23 Scholarship Priority Deadline
- 3** Fall '23 Continuing Student Registration
- 6-10** No Classes
- 12** Fall '23 New Student Registration
- 12** Spring '23 Semester Withdrawal[^]
- 12** Summer '23 Textbooks Available for Online Purchase

MAY

- 8-10** Spring '23 Final Exams
- 10** Spring '23 Semester Ends
- 10** Summer '23 Tuition Due
- 11** Graduation: Calmar
- 12** Graduation: Peosta
- 17** Summer '23 Semester Begins
- 29** No Classes

“Because Northeast Iowa Community College is not quite as large as a four-year institution, they have the ability to be more one-on-one with students. It’s a more personable connection with your advisors and staff.”

STEVEN BLOSCH
ASSOCIATE OF SCIENCE



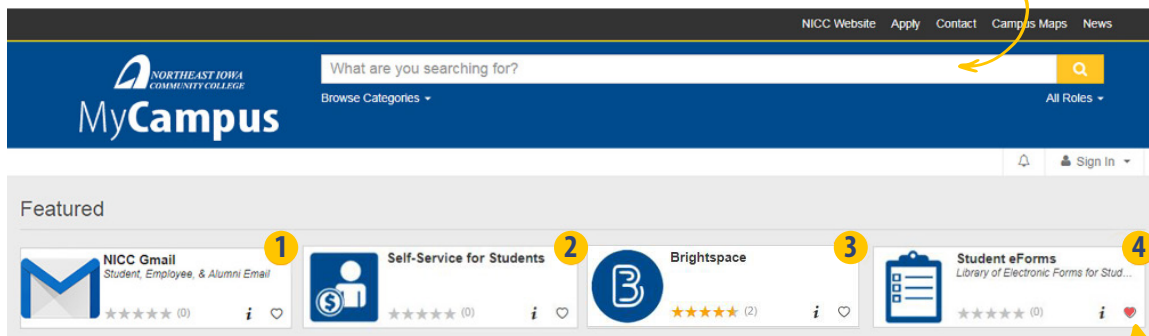
[^]Semester withdrawal date is for classes scheduled for the full semester. Classes shorter in length or having a different timetable may have different deadlines for withdrawal. Refer to MyCampus>**Registration** for specific dates.

Information in the iNdex is accurate at the time of publication and is subject to change. For full College policy information, refer to the Student Handbook at www.nicc.edu/catalog.

MyCampus

START HERE >> mycampus.nicc.edu

MyCampus is the College portal, where you find all your important student information. This includes but is not limited to: College Gmail, grades, financial aid information, tuition bill and rates, calendars, announcements and other essential information. To find what you are looking for, type a keyword in the search bar and all related tasks will show in the results.



- 1** Access your College **Gmail** (email) account.
Your NICC Gmail is the College's official means of communication and you are responsible for reading emails in a timely manner.
- 2** Access your student information in **Self-Service** which includes your academic, financial aid and account information.
- 3** **Brightspace** is our online course delivery system and can be used to locate your class syllabi, resources and posted grades for all your classes.
- 4** Use Student **eForms** to complete electronic forms for financial aid and other required forms.

COLLEGE PUBLIC COMPUTER ACCESS

Using a computer at any College location requires users to abide by the Computer Systems Acceptable Use Policy.

» www.nicc.edu/technology

HELPDESK

 helpdesk@nicc.edu

 844.642.2338, ext. 555

CUSTOMIZE YOUR PAGE

Click the heart icon to **save/favorite** links for easier access. The heart will turn pink once it's been selected.

Username: _____

Provided in your Acceptance Packet.

Last Name, First Initial of First Name (sometimes numbers included), Ex: smithj98

College Email: `username@nicc.edu`

Initial Password: Log into MyCampus. Click **Sign In**. Enter your **NICC Username** and click **Forgot Password**. Follow the on-screen instructions to complete your account set-up. You can also click on **Help** under Sign In to get more detailed instructions.

BRIGHTSPACE

BRIGHTSPACE is the College learning environment where course content is shared and instructors communicate with you about your classes, grades, course materials, quizzes and exams. You will also find message boards, student resources, technical assistance and other materials. Course content becomes available **three days** prior to the start of class. Brightspace is always used for online or hybrid courses and many face-to-face classes use it to varying degrees. *MyCampus > Brightspace*

All students are enrolled in an online course called the **Brightspace Toolbox**. This course is an onboarding resource for you to learn about the Brightspace learning environment. It also functions as a toolbox you can return to, as needed, to learn more about what you can do in Brightspace. In the Toolbox, you can practice using Brightspace tools and features like Quizzes, Discussions, Assignments, Video Note and Zoom outside of a live class environment and at your own pace.

GET HELP WITH BRIGHTSPACE

- 🖱️ Click the **Help** button in the navigation bar from any Brightspace course
- ✉️ **Email us** at online@nicc.edu
- 📞 **Call us** at 844.642.2338, ext. 1701

My Courses

All Development 2022 Spring



Brightspace Toolbox

2022 Spring

ACADEMIC and CAREER PLANNING

ADVISING

 www.nicc.edu/academicadvising www.nicc.edu/transfer

Your advisor will help you define career goals, develop an education plan, assist in course selection and registration and connect you with academic support resources when needed.

CALMAR:

 Student Center, 167

 844.642.2338, ext. 2700

PEOSTA:

 Upper Level, Suite 227

 844.642.2338, ext. 2700

Semester	Registration Opens
Spring 2023	Oct. 18, 2022
Summer 2023	Oct. 18, 2022
Fall 2023	April 3, 2023

REGISTRATION PREPARATION:

- Check your College Gmail for communication from your advisor.
- You are required to contact your advisor before the start of registration to discuss your education plan.
- Review your degree requirements at *MyCampus* > *Self Service for Students* > *Student Planning* > *My Progress*.
- Search for courses at www.nicc.edu/courses
- Register online after meeting with your advisor: *MyCampus* > *Self Service for Students* > *Student Planning*.

SCHEDULE CHANGES

BEFORE THE START OF THE SEMESTER:

Meet with your advisor or make the change yourself at *MyCampus* > *Self Service for Students* > *Student Planning*.

AFTER THE START OF THE SEMESTER:

Meet with your advisor to add or drop a course. After the 100 percent refund period, withdrawal requests must be received in writing by completing a withdrawal form or via email with an advisor. Withdrawals are permitted through three-fourths of the course. Withdrawing from a course could impact your financial aid. Refer to the tuition refund policy to determine if you will receive a refund. Discuss potential effects a withdrawal may have on your financial aid with your advisor or Financial Aid staff prior to making your decision.

TUITION REFUND POLICY

	100% Refund	50% Refund
12-16 Week Courses	1-7 Days	8-10 Days
8-11 Week Courses	1-4 Days	5-7 Days
4-7 Week Courses	1-2 Days	3-4 Days
3 Weeks or Less	Prior to the second course meeting	No Refund

Tuition and course fee refunds are calculated based on the start date of the course. Calendar days, excluding holidays and weekends, are used for calculations regardless of the number of class meetings.

MAKE NOTE

FOR MORE INFORMATION.

MyCampus > *Registration*

CAREER SERVICES

www.nicc.edu/careerservices

Let us help you with your career goals, planning your education, finding an internship or job, connecting with employers, writing your resume or cover letter and preparing for interviews.

CALMAR:

 gesingg@nicc.edu

 844.642.2338, ext. 1452

PEOSTA:

 entringer@nicc.edu

 844.642.2338, ext. 2297

CAREER HUB

Start your career planning with the Career Hub!

[» www.nicc.edu/careerhub](http://www.nicc.edu/careerhub)



**Contact Us to
Learn More!**



"I had no idea where to start or what I wanted to do with my future. The College helped me find my path. I went on several job shadows, attended college events and participated in other activities that helped me tremendously."

ALLISON KNIPPER
ASSOCIATE OF ARTS



CANDID CAREER

Whether you are exploring majors, careers or preparing for a job interview, Candid Career has videos to help!

Find the link on the left-side menu of the Career Services page.



FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA):

Learn about your student rights regarding your education record.

www.nicc.edu/ferpa

The authorization to Release Information Form is available from the Student Services Office or in Student eForms.

FINANCIAL AID and TUITION PAYMENT

☎ 844.642.2338, ext. 2700

✉ financialaid@nicc.edu

FINANCIAL AID

- Complete the Free Application for Federal Student Aid (FAFSA) each year as soon after **Oct. 1** as possible.
» www.nicc.edu/fafsa » studentaid.gov
Calmar: Federal Student Code: **004587**
Peosta: Federal Student Code: **012634**
- Complete the NICC scholarship application each year before the **April 1** priority deadline. If you miss the deadline, apply as soon as possible to be considered.
» www.nicc.edu/scholarships
- State of Iowa Grants: If you are a resident of Iowa, you may qualify for state grants based on your academic program or enrollment each term. Be sure your FAFSA is completed each year by the **July 1** state grant deadline.
- Pell Grant: These grants are prorated based on the number of credits you are enrolled.

Credits	Classification	Percent of Grant Amount
12+	Full Time	100 Percent
9-11	Three-Quarter Time	75 Percent
6-8	Half Time	50 Percent
1-5	Less than Half Time	25 Percent

- Student Loans: To receive a student loan, you must be enrolled in a minimum of six credit hours and complete the federal requirements. Borrow wisely and refer to your budget; you must repay student loans. Request your student loan amount. *MyCampus > Student eForms*.
- Financial aid credit balances can be used to purchase textbooks and supplies.

SELF SERVICE

FINANCIAL AID:

- Complete the Financial Aid Checklist
MyCampus > Self Service > Financial Aid
- View your Financial Aid Offer (*Award Letter*)
- Review your Satisfactory Academic Progress (*SAP*)

STUDENT FINANCE:

- Review your Tuition & Fees Statement
- Pay your Tuition Bill
- Sign-up for NetNet Tuition Payment Plan (*optional*)

DID YOU KNOW?

78%
of students
receive financial aid.

IMPORTANT

WHAT YOU NEED TO KNOW: DROPPING A CLASS, ATTENDANCE & GRADES IMPACT YOUR FINANCIAL AID.

Dropping classes before the semester ends can result in owing financial aid back to the College, including grant funds.

Consult with your instructor, advisor or financial aid staff regarding academic/financial implications PRIOR to withdrawing or not attending classes.

Only courses required for your program of study are eligible for financial aid funds.

Get good grades and finish what you start! Satisfactory Academic Progress (SAP) is monitored at the end of each semester. Seek assistance if you are on SAP Warning or Suspension.

- Cumulative GPA of 2.0 or greater.
- Minimum completion rate of 67 percent or better.
- Maximum timeframe is 150 percent of program length in credits.



Be Informed. Be Empowered. Be **GradReady**.

Video lessons, resources, tools and tips to help you succeed – financially, academically and personally.

MyCampus > GradReady

STUDENT FINANCIAL RESPONSIBILITY AGREEMENT

You are required to electronically sign the Student Financial Responsibility Agreement, in Student eForms, that outlines your financial responsibility associated with registering for classes and the consequences of non-payment of tuition and fees.

REFUNDS

BankMobile processes all student refunds, except credit/debit card payments which are refunded back to the credit/debit card.

Financial aid refunds are also disbursed through your BankMobile preference approximately four weeks after the start of the semester.

Select your BankMobile refund preference.

» www.bankmobiledisbursements.com/refundchoices

- Some types of financial aid have specific rules/regulations that determine when funds are available to you. Contact Student Services for help budgeting prior to receiving your financial aid.
- You are able to use your financial aid credit balance to purchase textbooks online. You may also use these funds to purchase supplies and cafeteria gift cards at Cougar Clothing & Supplies.

TUITION PAYMENT

Tuition is due one week prior to the start of each semester.

Tuition payments can be made by:

- Using Financial Aid
- Nelnet Tuition Payment Plan:
Monthly payment plan with a \$25 enrollment fee.
- Credit, Debit, or eCheck in
Self-Service > Student Finance
- By Mail or in Person

Northeast Iowa Community College

Attn: Finance Office

P.O. Box 400

Calmar, IA 52132

8342 NICC Drive

Peosta, IA 52068

NEW STUDENT ORIENTATION

📞 844.642.2338, ext. 2700

🌐 www.nicc.edu/orientation

Get your questions answered and your checklist completed before the semester starts! New Student Orientation provides a two-part orientation experience made to order for YOU!

VIRTUAL COMPONENT

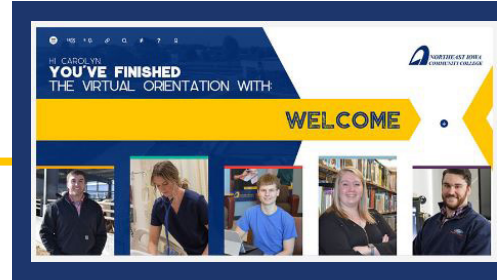
Learn about campus technology, the Brightspace learning environment, resources and services available to ensure you have a successful start at Northeast Iowa Community College.

CAMPUS COMPONENT

Advisors, financial aid, student life and other staff will be on hand to provide assistance to ensure you get off to a good start. Get your student ID, find your classrooms, purchase apparel, supplies and more!

Complete the Virtual Component and sign up to attend the Campus Component.

» www.nicc.edu/orientation



DINING and HOUSING

CAMPUS CAFÉS

Dining services offer made-to-order breakfast and lunch, featuring off-the-grill sandwiches, sides, fresh salads, and pizza.

Download the Toast® app, that allows you to order online and purchase gift cards. Financial aid can be used to purchase cafe cards.

BREAKFAST

Mon. - Fri.: 7-10:30 a.m.

Summer hours vary.

MyCampus > Cafeteria



LUNCH

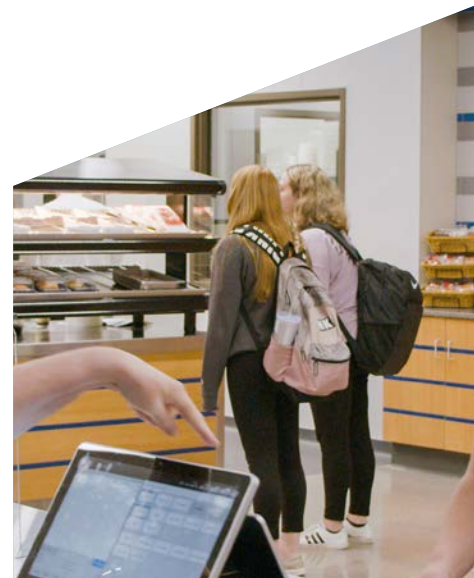
Mon. - Fri.: 10:30 a.m.-2 p.m.



OFF CAMPUS HOUSING

🌐 www.nicc.edu/housing

Northeast Iowa Community College is a non-residential campus, but private student housing is available just steps from campus. Connect with property owners and learn more on our housing website.



TEXTBOOKS: ONLINE ORDERING

 www.nicc.edu/store

TEXTBOOKS

Textbooks, hard-copies & digital, are both ordered completely online. You can have your textbooks delivered to your home or to the Calmar or Peosta campus for you to pick-up at the Cougar Clothing & Supplies store.

Find a textbook ordering guide, FAQ sheet, tracking status, and other important information online when you order.

Textbooks Available for Purchase	
Semester	Date
Summer '22	April 6
Fall '22	July 11
Spring '23	Dec. 5
Summer '23	April 12

Dates are subject to change.

ORDER EARLY

to receive your textbooks before classes start and to avoid shipping delays.

ONLINE TEXTBOOK ORDERING OFFERS:

- Quick ordering process - complete your entire order in five minutes
- New, used, eBook and rental textbook formats
- An average savings of 60 percent off list price on Marketplace items
- Price match guarantee on new books
- Free shipping on orders over \$49 that can be delivered to your home or to either campuses Cougar Clothing & Supplies store.
(not including Marketplace)
- Year-round access to post and sell any textbook on the website's Marketplace - you name the price

All courses, required materials and pricing options are displayed in a personalized, easy-to-use page when you log in with your student account.

 www.nicc.edu/textbooks

COUGAR CLOTHING & SUPPLIES

 www.nicc.edu/store

CALMAR:

 844.642.2338, ext. 1702

PEOSTA:

 844.642.2338, ext. 2703

Cougar Clothing & Supplies, located on both campuses, offers course supplies, gifts, College apparel and additional products. Textbook orders can also be picked up at either store location if designated as a shipping destination when you place your order.

TECHNOLOGY PURCHASES

Dell laptops are available for purchase online. You are able to use excess financial aid funds for device purchases.

MICROSOFT OFFICE

Software is available at a discount.

MyCampus > Office 365 Education and follow instructions.

ACADEMIC and PERSONAL SUCCESS

LEARNING CENTER

Instructional Specialists in the Learning Centers offer individual or small group assistance both in-person and online (through Upswing) at no cost. Students receive assistance with coursework while developing reading, writing, math, science, computer, speech and study skills. Computers are available in the Learning Centers for student use.

MyCampus > Learning Centers

CALMAR:

 844.642.2338, ext. 1394

PEOSTA:

 844.642.2338, ext. 2331

DUBUQUE CENTER:

 844.642.2338, ext. 3100

ONLINE TUTORING

Online tutoring with our instructional specialists or Upswing coaches is available free of charge 24/7. Essays and/or papers can be submitted for review, usually receiving a response within 24 hours.

Ana, Upswing's virtual texting assistant, contacts students throughout the semester with information and updates important to student success.

MyCampus > Upswing

LIBRARY

 www.nicc.edu/library

Our libraries offer inviting spaces for individual or small group study. Explore their many resources to support your education. When checking out materials or accessing research databases, use your Student ID which is your Library Card.

"After I started taking classes at Northeast Iowa Community College, I quickly realized how much time and dedication was needed to accomplish my educational goals. However, the biggest question every student asks themselves is "where do I start?" The Learning Center assisted me by teaching study skills, understanding class material, being a student advocate and a supporter. I encourage all students to utilize this amazing service."

MAISIE GOULD

NURSING



MENTAL HEALTH COUNSELING

 www.nicc.edu/counseling

Counseling services provide mental health support to students and are free and confidential. To ensure your success, you may seek out counseling support to help resolve academic or personal issues. Services are offered either in-person or remotely, (via Zoom or phone appointments) based on student preference.

CALMAR:

 844.642.2338, ext. 1378

PEOSTA:

 844.642.2338, ext. 2215

ACCESSIBILITY SERVICES

Provides access, accommodations and advocacy for students who have disabilities. Our accessibility services staff provides assistance to students requiring instructional accommodations including: accessible textbooks, additional time on exams, sign language interpreters and mobility assistance.

MyCampus > Accessibility Services

CALMAR:

 844.642.2338, ext. 1258

PEOSTA:

 844.642.2338, ext. 2280

TRIO-SSS

 www.nicc.edu/trio

TRIO Student Support Services is a federally funded grant program that provides ongoing support for students at the Peosta campus who want to graduate from the College and transfer to a four-year college. To qualify, students must be either a first-generation college student, and/or income eligible, and/or have a disability. Services provided include advising, tutoring, transfer school visits, workshops and more!

 844.642.2338, ext. 2406

MILITARY AND VETERANS SERVICES

 www.nicc.edu/veterans

Military affiliated students at any NICC location can receive assistance with securing educational benefits, accessing community resources, and connecting with appropriate campus supports. There is also an opportunity to join our student Military and Veterans Club.

 844.642.2338, ext. 2316

 herringb@nicc.edu

STUDENT LIFE

 www.nicc.edu/studentlife

IMPACT: EMPOWERING STUDENTS. DISCOVERING LEADERS.

iMPACT serves as the student representative body providing programming and extra-curricular activities. This unique and rewarding opportunity develops students skills while having fun and making a difference. Join iMPACT as a volunteer or apply for a leadership position.

GET INVOLVED.

Students have the opportunity to get involved and make the most of their college experience through:

- On-campus entertainers
- Inspirational speakers
- Off-campus trips
- Sports shooting team
- Intramurals and tournaments
- Campus clubs and professional organizations
- Workouts at the Fort Atkinson Community Center Gym or the Peosta Community Centre
- Community and on-campus service opportunities
- Annual spring break service trip

CALMAR:

 844.642.2338, ext. 1187

PEOSTA:

 844.642.2338, ext. 2230

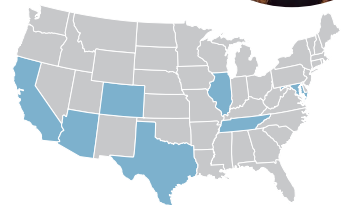
“Our advisors asked us to pick one word that described our service trip. My word was grateful. I was grateful for the chance to go last minute, grateful for the amazing friends I met, grateful for the people we helped and the things we accomplished while being there.”

MORGAN GRAU
2020 Service Trip Participant

**DON'T FORGET TO GET
YOUR COLLEGE ID!**

“I highly recommend getting involved in iMPACT and participating in events on campus. It’s a fun way to get to know other students and be part of the NICC community!”

ANYA DONNER
iMPACT Exec Member



**Cities where students participated
in service learning:**

Arizona • Memphis • Chicago • Denver • San Francisco
Nashville • Washington D.C. • Boston • Houston

**CHECK OUT OUR
STUDENT LIFE EVENTS!**



CAMPUS ENVIRONMENT and SAFETY

All members of the College community have the right to work and learn in a safe environment which is civil in all aspects of human relations. By choosing to enroll at Northeast Iowa Community College, you indicate a willingness to adhere to its policies and regulations and acknowledge the right of the College to initiate appropriate disciplinary actions. You are responsible for familiarizing yourself with the Student Conduct Code, which outlines expectations of appropriate behavior and policies found in the College Catalog.

» www.nicc.edu/catalog

KNOW YOUR RIGHTS AND YOUR RESOURCES!

 www.nicc.edu/titleix

The College prohibits all forms of sexual violence, coercion, intimidation and harassment. We strive to provide an environment that preserves the safety and dignity of each member of our community. Most College employees are mandatory reporters of incidents of sexual violence, coercion, intimidation and harassment. For more information contact the Executive Director for Risk Management at 844.642.2338 ext. 2477. Counselors are confidential resources, Peosta 844.642.2338, ext. 2215 or Calmar 844.642.2338, ext. 1378. The College complies with the Drug-Free Schools and Communities Act and the Drug Free Workplace Act. More information can be found at » www.nicc.edu/drugpolicy.

TAKE ACTION:

If you SEE something SAY something

- Don't ignore it. Pay attention to cues, comments, instincts and experiences. Address unwanted contact immediately.
- Say no. Tell the person the conduct is unwanted. Tell them to stop.
- Tell an instructor, a counselor, campus security or a staff member. Faculty, staff and/or administrator will help you find the assistance and resources you may need.
- File a report » www.nicc.edu/incidentofconcern

CONCERNS OR COMPLAINTS

In the event of a concern or complaint, you are encouraged to make an informal inquiry to an instructor, advisor or assigned dean/director as soon as possible following the event that gave rise to the complaint. When resolution is not reached or not practical through informal inquiry, a formal complaint may be filed at www.nicc.edu/complaint.

WEATHER DELAYS AND CANCELLATIONS

- Sign up for text alerts at *MyCampus > RAVE*.
- Create your account using your User ID (*your College email*).
- Inclement weather announcements also appear on College social media, local radio and television stations.



 SCAN ME

ON-CAMPUS EMERGENCIES

 www.nicc.edu/emergency

Emergency procedures are posted in each classroom and office that outline what to do in the event of fire, severe weather, injuries/illnesses and intruders on campus. The College also has ALICE procedures listed that describe strategies students can use to protect themselves in the event of an active shooter. Become familiar with emergency exits and shelter areas in each building.



***NORTHEAST IOWA
COMMUNITY COLLEGE***

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights regulations. If you have questions, concerns or to read the full policy www.nicc.edu/nondiscrimination. Northeast Iowa Community College is accredited by the Higher Learning Commission (HLC).