

▶ nicc.edu/indexguide



iNdex

NORTHEAST IOWA COMMUNITY COLLEGE

New Student Resource Guide 2024-25

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

- 6-8 Spring '24 Final Exams
- 8 Spring '24 Semester Ends
- 8 Summer '24 Tuition Due
- 9 Graduation: Calmar
- 10 Graduation: Peosta
- 15 Summer '24 Semester Begins
- 27 No Classes

JUNE

- 12 First Financial Aid Disbursement for Summer

JUL

- 1 Tentative FAFSA Deadline for State of Iowa Grants
- 4-5 No Classes
- 8 Fall '24 Textbooks Available for Online Purchase
- 19 Summer '24 Semester Withdrawal[^]

AUG

- 9 Summer '24 Semester Ends
- 15 Fall '24 Tuition Due
- 22 Fall '24 Semester Begins

SEPT

- 2 No Classes
- 18 First Financial Aid Disbursement for Fall

OCT

- 1 FAFSA Available for 2025-26 Academic Year
- 21 No Classes
- 22 Spring/Summer '25 Continuing Student Registration
- 25 Fall '24 Graduation Applications Due
- 29 Spring/Summer '25 New Student Registration

NOV

- 15 Fall '24 Semester Withdrawal[^]
- 27-29 No Classes

DEC

- 2 Winterim '24 and Spring '25 Textbooks Available for Online Purchase
- 16 Winterim '24 Tuition Due
- 16-18 Fall '24 Final Exams
- 18 Fall '24 Semester Ends
- 23 Winterim '24 Term Begins

JAN

- 6 Spring '25 Tuition Due
- 13 Spring '25 Semester Begins
- 16 Winterim '24 Term Withdrawal
- 24 Winterim '24 Term Ends

FEB

- 5 First Financial Aid Disbursement for Spring

MAR

- 10-14 Spring Break (no classes) – Student Life Service Trip
- 21 Spring/Summer '25 Graduation Applications Due

APR

- 1 Fall/Winterim '25 Continuing Student Registration
- 8 Fall/Winterim '25 New Student Registration
- 9 Summer '25 Textbooks Available for Online Purchase
- 11 Spring '25 Semester Withdrawal[^]
- 15 Fall '25 Scholarship Priority Deadline
- 17-21 No Classes

MAY

- 12-14 Spring '25 Final Exams
- 14 Spring '25 Semester Ends
- 14 Summer '25 Tuition Due
- 15 Graduation: Calmar
- 16 Graduation: Peosta
- 21 Summer '25 Semester Begins
- 26 No Classes

NEW STUDENT CHECKLIST

- + Finalize financial aid or set-up payment options
- + Purchase textbooks online
- + Complete virtual and on-campus orientation
- + Pay tuition and fees
- + Check your NICC email and become familiar with campus technology: MyCampus and Brightspace



View
Campus
Maps

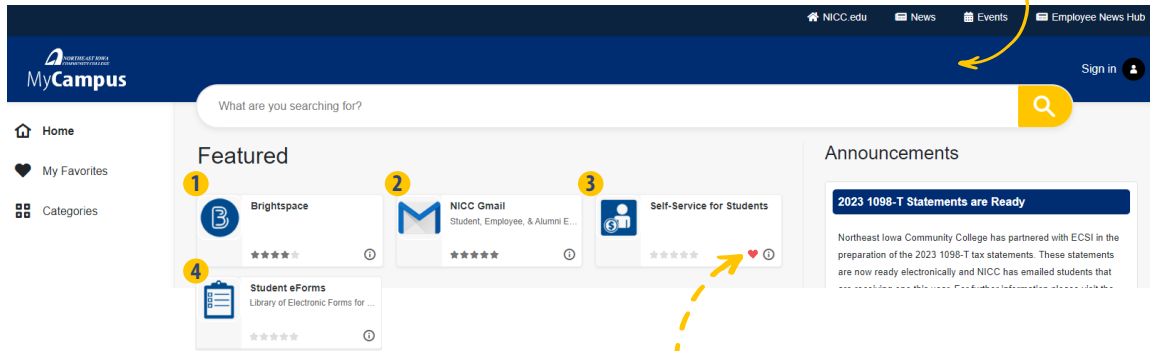
[^]Semester withdrawal date is for classes scheduled for the full semester. Classes shorter in length or having a different timetable may have different deadlines for withdrawal. Refer to MyCampus > **Registration** for specific dates.

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.



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 Brightspace** is our online course delivery system and can be used to locate your class syllabi, resources and posted grades for all your classes.
- 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.*
- Access your student information in **Self-Service** which includes your academic, financial aid and account information.
- 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.

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 follow the on-screen instructions to change your password and complete your account set-up.



Watch the Instructional Login Video Here!

BRIGHTSPACE is the College's online learning environment where course content is shared and instructors communicate with you about your classes. Brightspace is always used for online and hybrid courses and is often used for face-to-face courses. Course content is available **three days** prior to the start of class. You can always find your course syllabi, attendance record and grades in Brightspace. *MyCampus > Brightspace*

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

GET HELP WITH BRIGHTSPACE

online@nicc.edu
844.642.2338, ext. 1701

Click the **Help** button in the navigation bar from any Brightspace course.

My Courses

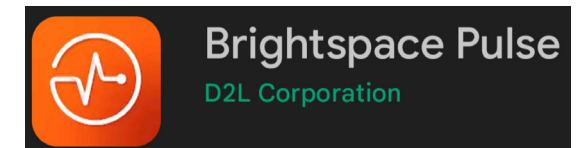
All Training Development



Brightspace Toolbox
2024 Spring

PULSE

Download the Pulse app to access Brightspace from a mobile device.



STUDENT PRINTING

Print services are available at campus and center locations via Papercut. Students are allocated \$10 (100 single-sided, black and white pages) for printing per semester. More funds can be added if needed with a PayPal account. *MyCampus>NICC Student Printing*

ACADEMIC and CAREER PLANNING

ADVISING

nicc.edu/academicadvising

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/Summer 2025	Oct. 22, 2024
Fall/Winterim 2025	April 1, 2025

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 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.

CAREER SERVICES

nicc.edu/careerservices

Are you ready to take the next step toward your career goals? Look no further than the dedicated Career Services team who are here to guide you through every stage of your professional journey, from planning your education to securing that dream job.

careerservices@nicc.edu
844.642.2338, ext. 2297 or 2700

CAREER HUB

Start your career planning with the Career Hub!

nicc.edu/careerhub



Choose Career Services for expert guidance, comprehensive resources and networking opportunities. Join the ranks of successful graduates who have benefited from our career services support. Let us build your future together!



Contact Us to Learn More!



Keitan Chipperfield
Engineering Technology

"I knew I wanted to do some sort of engineering job, but wasn't sure where to go with it. The College and Career Services team helped me get job shadows, as well as a summer internship. I was able to attend a local career fair to learn more about opportunities in the area. This helped me to secure a part-time student position at John Deere, and now I'm looking forward to transferring on to UNI for Automation Engineering Technology."

AVAILABLE SERVICES

- + Career Goal Planning
- + Transfer College Planning
- + Internship and Job Search
- + Employer Connections
- + Resume and Cover Letter Support
- + Interview Preparation

MAKE NOTE

MORE INFORMATION

MyCampus > *Registration*

FERPA

FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA):

nicc.edu/ferpa

Learn about your student rights regarding your education record.

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

PAYING for COLLEGE

FINANCE OFFICE/STUDENT ACCOUNTS

studentacct@nicc.edu

844.642.2338, ext. 1204 or 1424

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.

TUITION PAYMENT

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

Mail Payments to:

Northeast Iowa Community College
Attn: Finance Office
PO Box 400
Calmar, IA 52132

Physical Locations:

CALMAR

Darwin Schrage Administration Building

PEOSTA

Main Building 222

Online:

Northeast Iowa Community College offers students the opportunity to pay their tuition and fees online via Self Service for Students. NICC accepts debit card, credit card or ACH electronic bank transfers.

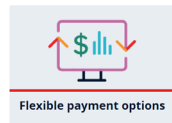
PAYMENT PLAN

NICC partners with Nelnet Business Solutions to offer students a tuition and fee payment plan option. Tuition payment plans break down your tuition balance into affordable monthly payments. There's no interest, payment options are flexible, setup fees are affordable and it's easy to enroll!

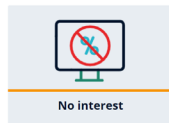
Payment Plan Benefits



Easy online enrollment



Flexible payment options



No interest

REFUNDS

► www.refundselection.com

Student financial aid refunds are processed through BankMobile Disbursements, a technology solution powered by BMTX, Inc., along with refunds for schedule adjustments if paid by check or cash. Note: Refunds for student payments made by credit card are processed through the credit card used.

- + Some types of financial aid have specific rules/regulations that determine when funds are available to you. Contact Student Services for assistance.
- + Financial aid credit balances can be used to purchase textbooks online, NICC Café Gift Cards, and school supplies and apparel at The Cougar Store.

SELF SERVICE FOR STUDENTS

STUDENT FINANCE:

- + Review your Account Summary
- + Setup/Manage Nelnet Payment Plans
- + Make a Payment
- + Account Activity
- + Review Anticipated Financial Aid
- + BankMobile Disbursements Student Refund
- + Student Financial Responsibility Agreement

FINANCIAL AID:

- + Complete Financial Aid Checklist
- + Required Documents
- + Financial Aid Offer
- + Satisfactory Academic Progress Status

FINANCIAL AID/STUDENT SERVICES

financialaid@nicc.edu

844.642.2338, ext. 2700

TYPES OF FINANCIAL AID

- + Federal Grants: Pell & FSEOG
- + State Grants & Scholarships: Iowa's Last-Dollar Scholarship, Kibbie Grant, Vo-Tech and Iowa National Guard Service Scholarship
- + NICC Scholarships: Foundation & Loyalty Scholarship
- + Student Loans: Subsidized & Unsubsidized
- + Sponsorships: Earn While You Learn

FINANCIAL AID PROCESS

1. Review your Financial Aid Checklist in *Self Service > Financial Aid*.
2. Once any required actions are completed and processed, you will receive an email to notify you that your **Financial Aid Offer** is viewable in *Self Service > Financial Aid*.
3. Financial aid grants and scholarships are first applied to your tuition and fees for each semester.
4. Student loans require enrollment in at least six credits. Complete additional Federal steps and submit NICC Loan Request eForm.
5. If you have more "Anticipated Financial Aid" than total charges, those funds are available early to purchase textbooks and supplies through the online bookstore and The Cougar Store. Gift cards to the Café can be purchased as well.
6. Any remaining financial aid after it is applied to total semester charges will be disbursed to you as a refund approximately 30 days after the start of each semester. Disbursement amounts and the timing is based on the number of credits each semester, class start dates and academic engagement/attendance.

DID YOU KNOW?

Iowa's Last-Dollar Scholarship

may pay your tuition and student fees or any remaining gap between federal and other state grants. Complete the FAFSA early (by Iowa College Aid deadline) and be an Iowa resident in an eligible academic program.

NICC SCHOLARSHIPS

How do I apply for scholarships? Complete the NICC Scholarship Application each year.

April 15 is the priority deadline. There are rolling deadlines of July 1 and Nov. 1 for students who enroll later.

► nicc.edu/scholarships

MAINTAIN FINANCIAL AID ELIGIBILITY

WITHDRAWALS AND DROPPING A CLASS

Withdrawals and drops impact your aid amounts and eligibility. Consult with your advisor AND Student Services prior to withdrawing. You could lose aid eligibility for the current and future semesters.

SATISFACTORY ACADEMIC PROGRESS (SAP)

You must meet SAP standards, which is monitored at the end of each semester. Seek assistance if you are on SAP Warning or Suspension. Monitor your NICC email for status and eligibility notices.

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

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Complete your FAFSA each year after **Oct. 1** to determine what type of aid you may be eligible for.

► nicc.edu/fafsa

► studentaid.gov

NICC Federal Student Code: **004587**



Review your Self Service Student Finance and Financial Aid account often for any updates.

NEW STUDENT ORIENTATION

nicc.edu/orientation

844.642.2338, ext. 2700

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, student 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.



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 to order online and purchase gift cards. Financial aid can be used to purchase cafe cards.

BREAKFAST

Mon. - Fri.: 7-10:30 am
Summer hours vary.

[MyCampus > Cafeteria](#)

LUNCH

Mon. - Thurs.: 10:30 am-2 pm
Fri.: 10:30 am-1 pm (Peosta) or 1:30 pm (Calmar)



HOUSING PARTNERS

nicc.edu/housing

What are your living arrangements when you attend college? Consider private student housing opportunities available just steps from the campuses. Connect with property owners and learn more on our housing website.



TEXTBOOKS: ONLINE ORDERING

nicc.edu/store

TEXTBOOKS

Textbooks, hard-copies and 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 Store.

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

TEXTBOOKS AVAILABLE FOR PURCHASE

Fall '24	July 8
Winter '24	Dec. 2
Spring '25	Dec. 2
Summer '25	April 9

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 campus' The Cougar 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.

nicc.edu/textbooks

TECHNOLOGY PURCHASES

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

THE COUGAR STORE

nicc.edu/store

CALMAR:
844.642.2338, ext. 1702

PEOSTA:
844.642.2338, ext. 2703

The Cougar Store, 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.

MICROSOFT OFFICE

Software is available at a discount.
[MyCampus > Office 365 Education](#)

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

nicc.edu/learningcenter

ONLINE TUTORING

Online tutoring with our instructional specialists or Upswing coaches is available free of charge 24/7. Your essays and 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

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.

nicc.edu/library

Maisie Gould
Nursing



"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."

MENTAL HEALTH 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 and location.

CALMAR:
844.642.2338, ext. 1378

PEOSTA:
844.642.2338, ext. 2215

nicc.edu/counseling

ACCESSIBILITY SERVICES AND TESTING CENTERS

Provides access, accommodations and advocacy for students who have disabilities. Our accessibility services staff provides assistance to students requiring instructional accommodations including: accessible textbooks, testing centers with private rooms for accommodated exams, sign language interpreters and mobility assistance.

CALMAR:
844.642.2338, ext. 1258

PEOSTA:
844.642.2338, ext. 2280

nicc.edu/accessibility

TRIO-SSS

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!

trio@nicc.edu

844.642.2338, ext. 2405

nicc.edu/trio

MILITARY AND VETERANS SERVICES

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.

nicc.edu/veterans

STUDENT LIFE

nicc.edu/studentlife

IMPACT: EMPOWERING STUDENTS. DISCOVERING LEADERS.

iMPACT serves as the student representative body providing programming and extracurricular 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 in the Student Life Ambassador Program.

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
- + 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

DON'T FORGET TO GET YOUR COLLEGE ID!



CHECK OUT OUR STUDENT LIFE EVENTS!



Nick Chen
iMPACT Exec Member

"NICC has been a second home for me. I have made great connections with not only people from here but other places as well. Through iMPACT I have been able to grow as a person and as a student."

ATHLETICS

As members of the Iowa Community College Athletic Conference (ICCAC), Scholastic Clay Target Program (SCTP) and National Junior College Athletic Association of Esports (NJCAAE), Northeast Iowa Community College currently participates in competitive Sports Shooting and Esports. These teams offer intercollegiate competition with opportunities for scholarships.

nicc.edu/athletics



**INTERESTED IN JOINING THE TEAM?
FILL OUT THE FORM TODAY!**



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.

nicc.edu/catalog

KNOW YOUR RIGHTS AND YOUR RESOURCES!

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 nicc.edu/drugpolicy.

TAKE ACTION:



- + 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 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 nicc.edu/complaint.

WEATHER DELAYS AND CANCELLATIONS

- + Text alerts are sent via RAVE Mobile Safety.
- + All students are automatically entered into the RAVE notification system by the start of classes each semester using the phone number provided to NICC.
- + Inclement weather announcements also appear on College social media, local radio and television stations.



ON-CAMPUS EMERGENCIES

nicc.edu/emergency

Emergency Response Guides 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. To learn more about safety and security at the College visit nicc.edu/about/safety-and-security. This page includes strategies students can use to protect themselves in the event of many types of emergencies including an active assailant - Run if you can. Hide if you can't, and fight as a last resort.



***NORTHEAST IOWA
COMMUNITY COLLEGE***

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