Making A Successful MOVE!
The Indian Hills Community College Housing Staff is eager to help make your move to campus as smooth as possible. This publication will help to guide you on the best way to transition into residence life with us here at IHCC. We look forward to your arrival. Travel safely!

Indian Hills Community College
Housing Office – Main Campus
641-683-5304
housing@indianhills.edu
Before you get here

Roommate and Room Assignment:
Students will receive an e-mail to their student e-mail account our assignment notice indicates your roommate and room assignment. This information is accurate as of the date it was emailed, however, housing reserves the right to make modifications.

What if I didn’t get my roommate preference?
Roommate groups have to be made through the housing software, eRez life. eRez software will automatically place the roommate groups together. It is very important that if you have a specific person/people you are wanting to live with, all parties get on and create the roommate group. There may be an insufficient number of empty rooms, so there maybe a time where the roommate group can’t be fulfilled.

What if I want to change my room assignment or roommate?
We do not allow any room changes to occur the first two weeks of the term. After the first two weeks, students will receive an email with instructions on how to request a room change. There will be a $50.00 room change fee applied. Changes will only be made with the approval of the housing office. If there is a conflict between roommates, they need to contact and RA to assist.

What if I have a medical need that requires special accommodations?
Students should contact housing as soon as possible with any special accommodations in order for us to process the request. Describe the need and what specific special accommodation is required. This should be backed up with a letter from your physician. Depending on the special accommodations, the student may be required to go through disability services.

Don’t bring everything you own!
The first thing to keep in mind when packing is that you shouldn’t bring everything you own. These rooms have limited space available. Pack lightly and put off bringing non-essentials. Once you arrive and unpack, discuss what you and your roommate may be able to share and determine what to retrieve the next time you go home. You will be able to know who your roommate is prior and can contact them and plan ahead of move in.

We Provide:
Room furniture for each resident includes: extra-long twin bed and mattress (bedcovers are supplied), wardrobe, study desk and chair, and bulletin board. All dorm rooms are equipped with inset mini-blinds for the windows. Additional furnishings provided in the apartment-style rooms include a dining table and chairs, couch or loveseat, garbage disposal, bathroom with shower and toilet facilities, and some apartments have a small kitchen refrigerator for the use of the residents in the shared suite. All beds in the apartment-style units are either lofted or bunked.

Laundry services are located in each of the residence halls free for residents. Basic cable service, central air conditioning, and wireless internet service is provided at no extra cost. There is a hall phone located on each hall floors. Local service is available at no additional cost, Long distance services require a calling card.
Suggestions of items to bring:

- Clothes
- Clothes Hangers
- Study Lamp
- Toiletries
- Pillows and Blanket(s)
- **Required** (either flat or fitted) Sheets – Xtra-Long Twin
- Towels, Wash Cloths
- Headphones (If you bring a small stereo and desire loud music)
- Small Fan (We have central air conditioning, but everyone’s comfort level is different.)
- Power Strips – Multi-Plug with Surge Protection
- Blue painters tape to hang items
- Wastebasket and Garbage Bags
- Laundry Supplies
- Cleaning Supplies
- 110-Volt Microwave
- Dry Erase Board and Markers
- Fever Thermometer
- Flashlight and Batteries
- Camera
- First Aid Kit with Band-Aids
- 4.5 Cubic Ft. Refrigerator (or smaller) –

Don’t bring:

- Too Many Clothes
- Pets
- Personal bed or furniture
- Explosives/Fireworks
- Weapons and Ammunition
- Illegal Drugs
- Alcoholic Beverages and/or Containers
- Highly Combustible Decorating Materials, such as Fishnet and Barn Wood
- Any Hanging Item that Needs Nails or Screws (No Holes in Walls Permitted)
- Candles
- Cooking Appliances (Except Those with **Enclosed** Cooking Unit)
- Kerosene Space Heaters
- Any Electrical Appliance which is not UL Approved and In Good Repair
- Any Extension Cord without Surge Protection
- Large Speakers
Bikes:
Bikes should have heavy-duty locks to secure them to outdoor bike racks. Bikes may not be kept in rooms or apartments.

Lofts and other room additions:
Not allowed, except where provided by the college! Furniture may not be removed from your room or disassembled.

Is my contract for the entire academic year?
Yes, the terms of your housing contract are binding during your residency. The contract begins with your first term as a resident. The contract reserves a room from August (Fall Term) to the end May (Spring Term). An email will be sent to all residents reminding students to complete future housing applications (including Summer and upcoming Fall terms). Please check your IHCC email for important correspondence. Contracts renew at the beginning of the next fall term.

Good to Know

Meet your Hall staff:
A professional hall supervisor lives in each building. There is a hall supervisor on duty at all times. In addition, each hall is also staffed with Resident Assistants (RAs), students hired by the college to assist our students in the residence halls. Get to know your staff. They are able to answer all kinds of questions, from where things are located on campus to how do I sign up for an intramural team? The RA number is listed by the RA office located in each building. Program that number in your phone.

Feeling anxious?
Many students find themselves feeling anxious during the first days and weeks of college. If things are getting a little overwhelming, don’t hold it inside. Contact your RA, Hall Supervisor, or visit the Student Development Office for support.

Once you arrive

Arrival Dates and Times:
The Residence Halls will open at 10:00 a.m. – not before – on the assigned move-in day. You can move in beginning at that time.

Parking:
During check-in please move your vehicle away from the hall entrances as soon as you remove your possessions. All hall residents’ vehicles should be parked in a designated residence hall parking lot following move-in and
throughout the year to avoid parking tickets and/or towings. All vehicles require a parking sticker. Those can be purchased in the campus bookstore.

**Checking In:**
Go to the main lobby in the hall you are assigned to. You will pick up your keys from the hall staff. An RA will show you to your room, complete a room assessment, and have you sign on a tablet. The RAs can help answer questions and show the student around the residence hall.

**Room Assessment Process:**
An RA will complete a room assessment form with the residence (on a tablet). Once the form is filled out, the student will review it to ensure it is filled out accurately. This form is to indicate if the room was clean or if there were damages (like paint chips or bent blinds). Those items need to be indicated on the room assessment so the student is not charged at the end of the contract. Discrepancies between move in room assessment and move out room assessments can result in damage charges following checkouts.

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**After Move In**

**Your Meals:**
Meal plans are required with each housing contract and begin the first day of the term. All meals are either served in the Hills Kitchen, ATC Warrior Junction, North Campus Café, The Coffee Shop (in the formal lounge), or The Barn on the Centerville campus. You must produce your student ID to receive your meals. Student IDs can be obtained in Bennett Student Services (Ottumwa campus) or the Library (Centerville and Ottumwa Campus) before the first day of the term.

**Residence Hall Meeting:**
Mandatory hall meetings are held during move-in week to acquaint you with your housing staff and hall regulations. Please check the white boards located by each RA office in your hall for the time and place for your hall meeting. These meetings are mandatory for all residents.

**Your Roommate(s):**
Take time during the first week to get to know your roommate(s). Talk about family, friends, and other background topics. Inquire about personal preferences in areas such as studying, privacy, neatness, personal hygiene, etc. When compromises are made, be certain they are clear for both of you.

Even if you never become best friends, respect and good communication can make living together a mutually satisfying experience. Don’t get impatient; adjusting to a roommate doesn’t happen overnight. Enter into the situation with good intentions and talk directly with one another about problems before complaining to others. **Respect your roommate** and don’t abuse your roommate privileges. Communication is a MUST. Practicing good communication skills will make the transition easier if you are both open, honest, and communicate with one another.

How you approach being a roommate has more to do with your getting along than whether you share a lot of common interests. If you have problems figuring out how to approach a roommate on problems, ask an RA for help.
To Share with Family and Friends

Residence Hall Addresses:

**MAIL:** All residents receive an individual mailbox with a key lock. Mail will be distributed to your box Monday through Thursday and you will be informed about the arrival of packages by a note in your box. You may obtain the package by visiting the RA office during office hours. Office hours are posted on the white board by the RA office in each building. Please have your mail addressed to you in the following manner:

- **Appanoose Hall**
  Your Name  
  Appanoose Hall Room #  
  525 Grandview Ave.  
  Ottumwa, IA 52501

- **Keokuk/Mahaska Hall**
  Your Name  
  Keokuk/Mahaska Hall Room #  
  525 Grandview Ave.  
  Ottumwa, IA 52501

- **Trustee Hall**
  Your Name  
  Trustee Hall Room #  
  525 Grandview Ave.  
  Ottumwa, IA 52501

- **Wapello Hall**
  Your Name  
  Wapello Hall Room #  
  525 Grandview Ave.  
  Ottumwa, IA 52501

- **Oak Hall**
  Your Name  
  Oak Hall Room #  
  525 Grandview Ave.  
  Ottumwa, IA 52501

- **Centerville Hall**
  Your Name  
  Centerville Hall Room #  
  721 N. First St.  
  Centerville, IA 52544
Approximate Room Dimensions

APPANOOSE, WAPELLO, AND KEOKUK/MAHASKA HALLS

Apartment-Style Units

(Room Floor Plans May Vary from Unit to Unit)

Oak Hall
Double Room

12'

12'

Closet

Closet
Trustee Hall Double Room
Centerville Hall Double Room

Wapello Hall Super Singles with shared Bathroom
(Only available on 2nd floor)